

Obligations of Public Authorities



**MANUAL UNDER
RIGHT TO INFORMATION ACT, 2005**

English Version

Last update 12.09.2016

**Punjab Scheduled Castes Land Development & Finance Corporation,
SCO 101-102-103, Sector 17-C, Chandigarh**

Introduction

- I. In order to promote transparency and accountability in the working of every Public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted “The Right to Information Act, 2005”, (RTI Act) which came into Force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, **Punjab Scheduled Castes Land Development & Finance Corporation** has brought out this manual for Information and guidance of the stakeholders and the general public.
- II. Section 4 of RTI Act 2005
 1. Every Public Authority shall:-
 - a) Every Public Authority shall maintain all its records duly catalogued and indexed in a manner
 - b) 17 Manuals
 - c) Publish all relevant facts while formulating important policies or announcing the decisions which affect public informed
 - d) Provide reasons for its administrative or quasi-judicial decisions to affected persons
 2. Every Public Authority shall provide as much information Suo -motu to the Public at regular intervals through various means of communication, including the internet (Clause b of Sub-Section 1)
 3. Every Information shall be disseminated widely (Sub-Section 1)
 4. All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible
- III. The purpose of this manual is to inform the general public about Authority’s organisational set-up, functions and duties of its officers and employees, records and documents available with it
- IV. This manual is aimed at the public in general and users of the services, and Provides information about the schemes, projects and programmes being implemented by the Authorities.

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1st Manual: Particulars of the Public Authority

- 1.1 Name and address of the organization:-
Punjab Scheduled Castes Land Development and Finance Corporation, S.C.O. 101-102-103,
Sector 17 – C, Chandigarh
- 1.2 Head of the organization: Sh. Gopal Krishan Singh, IAS Executive Director

Key Objectives: Subject to the provisions of the Corporation Act, it shall be the primary duty of the Corporation to undertake the task of economic uplift of the members of the Scheduled Castes in the State.

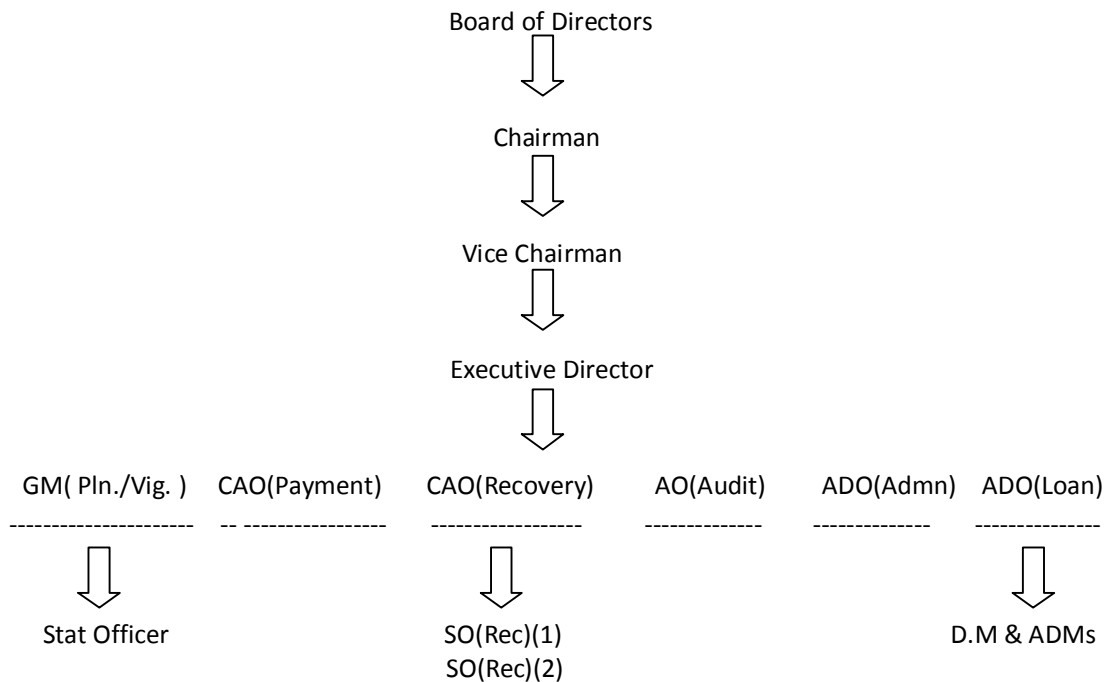
- 1.3 Functions and duties:

The powers and functions of the Corporation have been mention in Section 16 of the Act.	
1(i)	The Corporation has been entrusted the task of Economic up-liftment of the members of the Scheduled Castes in the State.
2)	Without prejudice to the generality of the foregoing provision, such power shall include the power:-
i)	To plan , promote and undertake on its own or in collaboration or through such Scheduled Castes Organisation or other agencies as may be approved by the Board , programmes of agricultural development , marketing , processing , supply and storage of agricultural produce , small - scale industry , building construction , transport and such other business, trade or activity as may be approved in this behalf by the State Government.
ii)	To provide financial assistance to members of Scheduled Castes or Scheduled Castes Organisations by advancing to them in cash or in kind loans including loans under hire-purchase system for any of the purposes specified in clause (i) either directly or through such agency, Organisation or institution as may be approved by the Board.;
iii)	To give on hire agricultural or industrial machinery or equipment to the members of Scheduled Castes or Scheduled Castes Organisations ;
iv)	To give grants and subsidies to, and to guarantee loans taken by the members of Scheduled Castes or Scheduled Castes Organisations;
v)	To borrow money subject to such conditions as the Board may specify;
vi)	To receive gifts , grants and donations ;
vii)	To issue bonds and debentures ;
viii)	To draw, make accept, endorse, discount, execute and issue promissory notes, bills of exchange, hundies, bills warrants, debentures and other negotiable instruments;
ix)	To invest or deposit surplus funds of the Corporation in Government securities or

	in such other manner as the Board may decide ;
x)	To enter into contracts ; and
xi)	To discharge such other functions as may be prescribed or as are supplemental, incidental or consequential to any of the functions conferred on it under this Act.
As mention above the Corporation has been entrusted the task of Economic Upliftment of the members of the Scheduled castes .The detail Procedure for applying loan and schemes is under Finance Scheme page.	

1.4 Organization chart:

PUNJAB SCHEDULED CASTES LAND DEVELOPMENT & FINANCE CORPORATION



2nd Manual: Powers & duties of officers & employees

2.1 Powers and duties of officers (administrative, financial & judicial):

S.no	Designation	Powers (administrative, financial & judicial)	Duties
1)	Executive Director	(a)Be its Chief Executive Officer	<p>a)Be responsible for the operational management of the Corporation and implementation of the general policies approved by the Board.</p> <p>b)Perform such duties as the Board may, by regulations or otherwise assign to him.</p>
2)	General Manager (Vigilance/Plan)	N.A	<p>The following branches are supervised by General Manager Planning.</p> <p>A. Supervision of the planning Branch.</p> <p>B. Supervision of Vigilance Branch and work related to the enquiries and complaints.</p> <p>The Vigilance cell deals with enquiries and Public complaints, irregularities in loan cases as well as other cases relating to the working of the corporation. The departmental action is initiated against the officers/ officials found at fault. Where the departmental action becomes impossible, such cases are referred to the vigilance Deptt/ Police etc.</p> <p>The branch is looked after by statistical officer under the supervision of General Manager (P) and performs following duties.</p> <ol style="list-style-type: none"> 1. Maintenance of different type of statistics. 2. Correspondence work with the govt. for release of funds under different schemes. 3. Correspondence work with the National Corporation for the approval of schemes and release of funds. 4. Correspondence with the different

			<p>govt. agencies and department regarding progress reports etc.</p> <p>5. Correspondence with the Central Govt. and other Depts. Of State Govt.</p> <p>6. Preparation of notes and material for meeting the requirements of Govt. and other agencies.</p> <p>7. RTI related work.</p>
3)	Dy.Administrative Officer (A.L.R.Branch) & Legal Branch	N.A	<p>The ALR branch is being looked after by ADO (ALR) and its duties are as follows:(</p> <p>i) Preparation of SDM (civil) cases for determination of recovery cases as Arrears of Land Revenue.</p> <p>(ii) Preparation of collector cases for recovery through arrears of Land Revenue.</p> <p>(iii) Correspondence with the concerned authorities and govt. for clearance of the cases.</p> <p>Legal Branch</p> <p>i) To give legal advice to various matters involving legality regarding Govt. instructions and statutes of the Corporation.</p> <p>ii) To vet all the legal documents which are filed by the Corporations in various Courts and Legal Forums.</p> <p>iii) Proposing action to be taken on the cases/ proceedings filed against the Corporation and the judgement delivered by the Courts.</p> <p>iv) To render assistance to counsels engaged by the Corporation.</p> <p>v) The work pertaining to Surtapur Farm belonging to the Corporation situated near Ropar.</p>
4)	Administrative Officer (Admn Branch)	N.A	<p>This branch is supervised by ADO (Admn.).</p> <p>i) Appointment / Posting/ Transfers of all the officers/ Officials of the Corporation.</p> <p>ii) Recording minutes and keeping the record of meetings of the BOD.</p> <p>iii) Diary of the Corporation and despatch of Admn. Branch and planing monitoring and viligience branch.</p>

			<p>iv) To Provide various stationary items to Head Office and Field Offices.</p> <p>v) Information called for by Government on the working of the Corporation and Correspondence regarding thereof.</p> <p>vi) To take on rent the building for the offices of the Corporation and to process bills of electricity and water charges of these buildings.</p> <p>vii) Maintenance of head office building and other related works.</p> <p>viii) Maintenance of Vehicles of the Corporation in head office as well as in field and processing of bills for their petrol/ diesel and repair of these vehicles.</p> <p>ix) To give various advertisements of the Corporation and processing of bills.</p> <p>x) To process the payment to be made to the employees being retired/ expired etc .</p> <p>xi) Earned leave/ Medical leave/ ExIndia leave of the employees of the Corporation.</p> <p>xii) To prepare the Annual Administrative Report of the Corporation every year.</p> <p>xiii) To complete the Annual Confidential reports of the employees.</p> <p>xiv) Maintenance of store of the Corporation.</p> <p>xv) Organizing official functions of the Corporation.</p> <p>xvi) To process House Building / Conveyance advances of the employees of the Corporation.</p>
5	Administrative Officer (Loan Branch)	N.A	<p>(a) To Process the loan cases recommended by the District Managers and monitoring .</p> <p>(b) Dealing of files pertaining to Loan policies.</p> <p>(c) Redumption of property after the repayment of loan</p>
6	Cheif Accounts	N.A	1. Maintenance of different vouchers,

	Officer(Payment)		<p>payment of all bills and cash receipts</p> <p>2. Preparation of various Cheque after proper preauditing.</p> <p>3. Preparation of salary bills & other arrears of employees.</p> <p>4. Maintenance of books of Accounts e.g Cash Book, Journal, General Ledger, subsidiary Ledgers.</p> <p>5. Maintenance of contingencies register.</p> <p>6. Maintenance of record of earned leaves etc. of employees.</p> <p>7. Keeping the records of officers/staff on deputation & payment of their dues.</p> <p>8. Preparation of Fund flow statement.</p> <p>9. Preparation of Budget.</p> <p>10.Preparation of Balance Sheet of the Corporation.</p> <p>11. Payment of Salaries, Arrears Contingencies bills, Medical bills, T.A bills etc of the employees after preauditing.</p> <p>12. Operation of Bank accounts of the Corporation.</p> <p>13. Getting the Bank Drafts from Banks for disbursement of loans and maintenance of Cheque / Draft register.</p> <p>14. Payment of CPF of employees and maintaining its record.</p> <p>15. Maintaining the record for receipt and payment of NSFDC/NSKFDC loans.</p> <p>16. Diary and Despatch of Payment Branch.</p> <p>17. Any other case related with financial matter and its correspondence with Govt. Department.</p> <p>18. Granting of Annual increments to employees.</p> <p>19. Maintaining of record of Service Books of employees.</p>
7	Cheif Accounts Officer(Recovery)	N.A	<p>The Recovery Branch is being looked after by Two Section Officer under the supervision of Chief Accounts Officer.</p> <p>Duties:</p>

			<ol style="list-style-type: none"> 1. To maintain recovery Accounts of all individual beneficiaries. 2. To issue the demand notices to the beneficiaries for deposit of the recovery due to them. 3. To adjust the recovery received from the beneficiaries individual wise. 4. After receiving full recovery from loanees, recovery branch send the case to loan branch for redemption of property. 5. To transfer the defaulter cases to ALR Branch for preparing SDO© /Collector cases
8	Accounts Officer(Audit)	N.A	<ol style="list-style-type: none"> 1) PreAudit of loan cases. 2) PreAudit of Pay Bills/Arrears Bills /Medical Bills /Contingency Bills. 3) Audit of pay fixations. 4) Audit of recovery files before the issue of No Due Certificate to loanee. 5) Physical verification of Corporation Assets. 6) Audit of capital subsidy accounts maintained at District Level for issue of capital subsidy. 7) Audit of loanee account opened in Recovery Section with the record of Payment Section 8) To conduct the General Audit and Balance Sheet Audit of the Corporation from the Accountant General (Punjab). 9) To deal with Pending Audit paras and CAG Paras. 10) To deal with Govt. references and A.G reference relates to Audit Branch.
9	Computer Incharge		<ol style="list-style-type: none"> 1. Preparation of Pay Bill, online CPF, Income Tax Statement Quaterly/Yearly ,A3 form of retired Employees and DA 2. Computerisation the records of SDO / Collector cases 4. Preparation of Annual Interest statement of Recovery Section of around 25000 recovery accounts /OTS/ Death cases data. 5. Computerisation of Progress reports

			of Recovery Section 6. Loan / Recovery software work relating of Payment Branches. 7. Handling & updation of Website
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2.2 Powers and duties of other employees:

S.no	Designation	Powers	Duties
1)	Assistants/Clerks	N.A	Loan cases / administrative files and all other files are process by the dealing assistant/Clerks and mark to the concerned higher officer.

2.3 Rules/orders under which powers and duties are derived:

The detail is provided in manul no.5

3rd Manual: Procedure followed in decision making

3.1 Process of decision making: Loan cases / administrative files and all other files are processed dealing assistant/Clerks , and then examined by the concerned officer and forwarded to the Executive Director for final decesion.

3.2 Final decision making authority: Executive director.

Related provisions, acts, rules etc: The detail has been provided in manul no.5

3.3 Time limit for taking a decision, if any: N.A

3.4 Channels of supervision and accountability: the work of the subordinate staff is being supervised to by the senior officers.

4th Manual: Norms for discharge of functions

- 4.1 Nature of functions/services offered
- 4.2 Norms/standards for functions / service delivery
- 4.3 Time-limits for achieving the targets
- 4.4 Reference document prescribing the norms

S.no	4.1) Nature of functions/services offered	4.2) Norms/standards for functions / service delivery	4.3) Time-limits for achieving the targets	4.4) Reference document prescribing the norms
1)	Corporation advances loan to the scheduled castes and handicapped people.	N.A	By the end of the financial year.	The detail has been provided in manual no.5

5th Manual: Rules, regulations, instructions, manuals and records under its control/ used by employees while discharging functions

- 5.1 Title and nature of the record / manual / instruction Gist of contents: detail

S.no	Title	Nature	Gist of Content
1)	The Punjab Scheduled Castes Land Development & finance Corporation Act 1970.	State legislative Act	Creation of The Punjab Scheduled Castes Land Development & finance Corporation. Detail can be seen under the head of (RTI Link)
2)	Staff Regulations	Staff regulation service rules of the Corporation	Staff regulation service rules of the Corporation. Detail can be seen under the head of (RTI Link)
3)	Loan Regulation	Rules for sanctioned/disbursement of loan.	Rules for sanction/disbursement of loan. Detail can be seen under the head of (RTI Link)

The Corporation has prepared & uploaded the Staff Regulations and Loan Regulations in the electronic form. The copy of the other regulations can be obtained on specific request in paper form.

6th Manual: Categories of documents held by the Authority or which are under its control

- 6.1 Title of the document
- 6.2 Category of document
- 6.3 Custodian of the document

Name of the Document	Procedure to obtain the Document	Held by/Under control of
1 Service books and Personnel files	Cheif Accounts Officer(Payment)	Cheif Accounts Officer(Payment)
2 Loan files	Administrative Officer(Loan)	Administrative Officer(Loan)
1. Details of Release of Advertisements & Payments	Administrative Officer(Admn)/ Cheif Accounts Officer(Payment)	Administrative Officer(Admn)/ Cheif Accounts Officer(Payment)
2. Brochures & Publicity Material CDs Etc.	-do-	-do-
3. Diary/ Dispatch Registers	-do-	-do-
1. Cash Book	Cheif Accounts Officer(Payment)	Cheif Accounts Officer(Payment)
2. Ledger		
3. Vouchers of Cash, Bank and Journals		
4. Subsidiary Ledgers		
5. Balance Sheet		
6. Salary Register		
7. Provident Fund Register		
8. Annual Returns	Administrative Officer(Admn)	Administrative Officer(Admn)
1. Correspondence with various Govt. Departments	Executive Director Cheif Accounts Officer(Payment)	Executive Director Cheif Accounts Officer(Payment)
2. Leave Record of Employees		
3. Attendance Registers	Branch Incharge	Branch Incharge

7th Manual: Arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof

7.1&7.2 The State Govt. has appointed members of the Board of Directors which includes Officials as well as nonofficials .The nonofficials members are chosen by the Govt. keeping in view there expertise in different fields Besides, there are different committees in the Districts, the suggestion of those committees are also taken into consideration while framing the policies of the Corporation. Any suggestion from public is also welcomed and taken into consideration while framing the policy.

8th Manual: Boards, Councils, Committees and Other Bodies constituted as part of the Public

8.1 Name of the Board, Council, committee etc:- At Head Office of the Punjab Scheduled Castes Land Dev & Finance Corporation there is a Board of Director set by section 7 of the Punjab Scheduled Castes Land Dev. & Finance Corporation Act & Default Review Committee

set up. Besides, there are two different types of committees at the field offices. a) District Level Screening Committee for recommending loan applications for all schemes except Bank Tie-Up scheme constituted vide no.5/3/20033SCW(1)/988 Dt.22/09/2003. b) Bank TieUp Scheme loan sanctioning committee constituted. Records of the minutes of the Board of Directors are maintained in the Administrative Branch of the Corporation and regarding District Level Screening Committee and Bank Tie Up Scheme, Loan Sanctioning Committee's record is maintained at respective District Offices.

S.no	Name of the Board/Council/committee etc	Member Name	Designation	Address	Contact Details (Email, Phone, Fax, Mobile)
1)	As mentioned below:-				

1. Chairman ,
Punjab Scheduled Castes Land Dev.& Finance Corporation,CHD.
2. Secretary to Govt. of Punjab Welfare Department, Punjab, Chandigarh.
3. Executive Director,
Punjab Scheduled Castes Land Dev.& Finance Corporation,CHD.
4. Director
Ministry of Social Justice & Empowerment, Govt. of India, Shastri Bhawan, New Delhi.
5. Secretary Finance,
Govt. of Punjab, Deptt of Finance, Chandigarh.
6. Secretary Industries
Govt. of Punjab, Chandigarh.
7. Secretary Agriculture
Govt. of Punjab, Chandigarh.
8. Director
Welfare of Sch.Castes & Backward Classes, Punjab, Chandigarh.
9. Chairman-cum-Managing Director,
National Handicapped Finance & Development Corporation, Red Cross Bhawan,
Sec.12 Faridabad
10. CMD,
NSFDC(Special Invitee) Scope Minar. 14 Floor Core1 & 2 North Tower,Laxmi Nagar ,District
Centre, Laxmi Nagar, New Delhi – 110 092
11. Managing Director ,
NSKFDC,B2,First Floor, Greater, Kailash Enclave, PartII, Savitari Crossing, New Delhi.
12. Director Cum-Joint Secretary,
SCSP, (Special Invitee),Social Welfare
Punjab Govt.

- 8.2 Composition Powers & functions: Policy making decision
Detail can be seen in Corporation 's Act.1970 mentioned under the head of RTI
- 8.3 Whether their meetings are open to the public? N.A
- 8.4 Whether the minutes of the meeting are open to the public: N.A
- 8.5 Place where the minutes if: N.A
- 8.6 Open to the public is available? N.A

9th Manual: Directory of Officers and employees

- 9.1 Name and designation
- 9.2 Telephone, fax and email ID

Name	Designation	Tel (Office)	Fax	Email
Sh. Desraj Dhugga	Chairman	5002535	0172-5078711	
S.Gopal Krishan Singh, IAS	Executive Director	5062905	0172-5005907	edpscfc@yahoo.in
S. Ajinder Singh	General Manager	5025092		gmpscfc@gmail.com
S. Amarjit Singh	Cheif Accounts Officer(P)	5025076		amarjitsinghpsscfc@gmail.com
Sh.Vijay Kumar Jindal	Cheif Accounts Officer(R)	5002860		Jindal.vijaykumar@yahoo.in
Sh. Pratap Singh	Account Officer(Audit)	5072066		Pratap1026@gmail.com
Mrs.Urmila Devi	A.D.O (Admn)	5025334		adoadmn@gmail.com
S. Ajay Sharma	SO(Recy)	5072059		
Balram	A.D.O(Loan)	5002804		dyadoloan1@gmail.com
Parminder Pal Kaur	Dy.A.D.O(ALR)	5072061		dyadoalr@gmail.com
S.Rashpal Singh	SO(Stat)	5072062		sopscfc5@gmail.com

10th Manual: Monthly Remuneration received by officers & employees including system of compensation

- 10.1 Name and designation of the employee
- 10.2 Monthly remuneration
- 10.3 System of compensation as provided by in its regulations

Employee name	Designation	Monthly Remuneration	Compensation/Compensatory Allowance	The Procedure to determine the Remuneration as given in the Regulations
As per instructions of Govt. of India under guideline vide this letter no.CNO:NIC-PBSC / Hosting / 2017 /33 dated:-28.01.2017 (IT Act) and Letter No. D.O No.NIC/DDG(SBS)/TACT/2017 Dated 24th April 2017 (Aadhar Act) the information has been removed.				

11th Manual: Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc.

- a. Total Budget for the Public Authority: The Govt. made budget provision for different schemes every year for the release of funds to the Corporation. This Corporation prepares its own budget every year keeping in view the resources available and get it duly approved by the Board of Directors.

11.2 Budget for each agency and plan & programmes: N.A.

11.3 Proposed expenditures: Under preparation

11.4 Revised budget for each agency, if any: N.A

11.5 Report on disbursements made and place where the related reports are available: Punjab Scheduled Castes Land Development & Finance Corporation, SCO-101-102-103, Sector-17-C, Chandigarh- 160017.

12th Manual: Manner of execution of subsidy programmes

- 12.1 Name of the programme or activity
- 12.2 Objective of the program
- 12.3 Procedure to avail benefits
- 12.4 Duration of the programme/scheme
- 12.5 Physical and financial targets of the program
- 12.6 Nature/scale of subsidy/amount allotted
- 12.7 Eligibility criteria for grant of subsidy

S. no	Name of the program or activity	Objective of the program	Procedure to avail benefits	Duration of the programme/scheme	Physical and financial targets of the program	Nature/scale of subsidy/amount allotted	Eligibility criteria for grant of subsidy
1)	Capital subsidy under bank tie up scheme	To raise the below poverty line people above the poverty line	Can be applied at District Manager office	Continuous scheme	5000	Subsidy @ Rs.10000/- or 50% of the total amount which ever is less.	Below poverty line

12.8 Details of beneficiaries of subsidy program :- During the year 2015-16 the no of beneficiaries are 2291 and the amount released to the Corporation by the State Govt is Rs.229.10 lacs.

13th Manual: Particulars of recipients of concessions, permits or authorisation granted by the Public Authority

- 13.1 Concessions, permits or authorizations granted by Public Authority
- 13.2 For each concession, permit or authorization granted
- 13.3 Eligibility criteria
- 13.4 Procedure for getting the concession/grant and/or permits or authorizations
- 13.5 Name and address of the recipients given concessions/ permits or authorizations
- 13.6 Date of award of concessions/ permits or authorizations

S.no	Concessions , permits or authorizations granted by Public Authority	Eligibility criteria	Procedure for getting the concession/grant and/or permits or authorizations	Name and address of the recipients given concessions/ permits or authorizations	Date of award of concessions/ permits or authorization	For each concession, permit or authorization granted
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This Corporation provides concession as per different regulation of the corporation. As per Regulation 17 of the Loan Regulations the Corporation can remit Penal Interest in some cases. The same reads as under : i) In case of death of a loanee if such loanee does not have any major earning member in the family, the penal interest may be remitted by the Executive Director/Chairman at their discretion either wholly or in part at their discretion either wholly or in part depending upon the circumstances of each case. ii) In case where the loanee suffers from an incurable disease or a natural calamity like floods/fire or spread of epidemic or where the loanee becomes bankrupt to the satisfaction of Executive Director/Chairman the later may at their discretion waive off all the penal interest either wholly or any off all the penal interest either wholly or any parts as the circumstances of each individual case so warrant. iii) Where remission of penal rate of interest in the aforesaid circumstances exceed the sum of Rs.5000/ each such case will be referable to the Board.

14th Manual: Information available in electronic form

- 14.1 Details of information available in electronic form:
The Corporation has prepared the Loan Application, Loan Check List, Frequently asked questions, Staff Regulation and Loan Regulation have been prepared in the Electronic form which is available on Corporation 's website (www. Pbscfc.gov.in) The copy of the other regulations can be obtained in paper form on request.
- 14.2 Name/title of the document/record/other information: **www. Pbscfc.gov.in**
- 14.3 Location where available: **www. Pbscfc.gov.in**

15th Manual: Particulars of facilities available to citizens for obtaining information

- 15.1 Name & location of the facility:

- 15.2 Details of information made available:
 15.3 Working hours of the facility:
 15.4 Contact Person & contact details (phone, fax, email):

15.1 to 15.4 The Corporation has appointed a Public Information Officer at the Head Office, Chandigarh and Assistant Public Information Officer at all the District offices in the State to provide information to the citizens.

16th Manual: Names, designations and other particulars of public information officers

16.1 Name and designation of the Public Information Officer, Assistant Public Information Officer (s) & Appellate Authority Address, telephone numbers and email ID of each designated official

S.no	Name	Designation	Address	Tel (Office)	Fax	Email
1)	S. Gopal Krishan Singh, IAS Executive Director	Appellate Authority	Punjab Scheduled Castes Land Development & finance Corporation, SCO 101-103, Sector-17-C, Chandigarh	5062905	0172-5005907	edpscfc@yahoo.in
2)	S. Ajinder Singh General Manager	APIO	-do-	5025092		gmpscfc@gmail.com
3)	Sh.Subash Chander, Sr.Asstt.	APIO	-do-	5025092		

17th Manual: Any other useful information

17.1 Citizen's charter of the public authority:

The Corporation, at present, has made arrangements to make available all the information as required by the Public Information Act, 2005. However, the Corporation is committed to provide information pertaining to the affairs of the Corporation, which any other law and State Govt. directions make it mandatory to provide the same. The information given in above 17 Manuals will be updated yearly.

NOTE: The fee under RTI may be deposited by Bank Draft or Postal Order issued in the name of PIO, o/o Punjab Scheduled Castes Land Dev. & Finance Corporation. The fee may also be deposited by cash at the Head Office of the Corporation or District Office of the Corporation.

17.2 Grievance redressal mechanisms: Any grievance can be brought to the notice of Executive Director for redressal .

17.3 Details of applications received under RTI and information provided:

Year	Application Received	Information Provided	Pending
2015-16	36	36	NIL

17.4 List of completed schemes / projects / programmes:

- a) Direct Landing Scheme
- b) Bank tie Up scheme
- c) Scheme in collaboration with NSFDC
- d) Scheme in collaboration with NSKFDC
- e) Scheme in collaboration with NHFDC
- f) Self Employment Scheme for rehabilitation of manual scavengers.

17.5 List of schemes/projects/programmes underway

- a) Direct Landing Scheme
- b) Bank tie Up scheme
- c) Scheme in collaboration with NSFDC
- d) Scheme in collaboration with NSKFDC
- e) Scheme in collaboration with NHFDC
- f) Self Employment Scheme for rehabilitation of manual scavengers.

17.6 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of Contract:-

S.no	Project /Scheme/Programmes Name	Details of Project	Name of Contractor	Amount of Contract	Completion of Contract/Duration
1)	N.A	N.A	N.A	N.A	N.A

17.7 Any other Information: - The information has already been uploaded in aforesaid manuals.

Form 'A'

Form of application for seeking information under the Right to Information Act, 2005

I.D.No _____
(For official use)

To
The Public Information Officer,
Authority Name
City

1. Full Name of the Applicant _____
2. Father's/Spouse's name _____
3. Permanent Address _____
4. Correspondence Address _____
5. Particulars of information required
 - a. Subject matter of information*: _____
 - b. The period to which the information relates** _____
 - c. Specify details of information required _____
 - d. Whether information is required by post or in person _____
(The actual postal charges shall be included in providing information)
 - E. In case by post (Ordinary, Registered or Speed post.) _____
6. Is this information not made available by the Public Authority under voluntary disclosure?

7. Do you agree to pay the required fee? _____
8. Have you deposited application fee? (If yes, details of such deposit)

9. Whether belongs to Below Poverty Line category? If yes, have you furnished the proof of the same with applicant?
Place :
Date :

Full Signature of the applicant and Address
E-mail address, if any.....
Tel. No. (Office).....
(Residence).....

Note: - (i) Reasonable assistance can be provided by the competent authority in filling up the Form A.
(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

ACKNOWLEDGEMENT OF APPLICATION IN FORM –A

I.D No _____

Dated: _____

1. Received an application in Form A from Shri/Ms. _____ resident of _____ under the Right to Information Act, 2005.
2. The information is proposed to be given normally within 30 days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact Shri. _____ between 11 A.M to 1 P.M.
4. in case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for delay, if any
5. The applicant shall have to deposit the balance fee, if any, with authorized person before collection of information.

Signature and Stamp of the
Public Information Officer
PICT

Dated.....

E-mail address: _____
Web-site: _____
Tel. No : _____

=====

Form 'B'
TRANSFER OF APPLICATION FORM

From _____

Date:

To,

Sir / Madam,

Please refer to your application; I.D. No. _____ dated _____ addressed to the
Undersigned regarding supply of information on _____

2. The requested information does not fall within the jurisdiction of this Corporation and,
Therefore, your application is being referred herewith to Shri _____

3 This is supersession of the acknowledgement given to your on _____

Yours faithfully,

Public Information Officer.

E-mail address: _____

Web-site: _____

Tel. No. _____

=====

Form 'C'
Rejection Order
[See rule 8&9]

From _____

Dated:

To,

Sir/ Madam,

Please refer to your application; I.D. No. _____ dated _____ addressed to the
undersigned regarding supply of information on _____

2. The information asked for cannot be supplied due to following reasons: -

i).....

ii).....

3. As per Section 7 (8) of Right to Information Act, 2005, you may file an appeal to the Appellate authority within 30 days of the issue of this order.

Yours faithfully,

Public Information Officer.

E-mail address: _____

Web-site: _____

Tel. No. _____

FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY

I. D N. o	Name and Address of Applicant	Date of Receipt of Application in Form A	Type of Information asked	Particulars of fees deposited			Status of Disposal of Application			
				Amt.	Recpt no.	Date	Information		Application	
							Supplied	Partially Supplied	Rejected	Returned to Applicant

18 Publish all relevant facts while formulating important policies or announcing the decisions which affect public:

Detail already given in Loan Regulations.

19 Provide reasons for its administrative or quasi-judicial decisions to affected persons

N.A.