

**MANUAL UNDER RIGHT TO
INFORMATION ACT, 2005
27.6.2014**

**Punjab Information and Communication Technology Corporation
Limited, 5th & 6th Floor, Udyog Bhawan,
Sector 17, Chandigarh**

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Introduction

1. 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 Information and Technology Corporation Limited has brought out this manual for Information and guidance of the stakeholders and the general public.
2. The purpose of this manual is to inform the general public about Corporation's organisational set-up, functions and duties of its officers and employees, records and documents available with it
3. 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 Corporation.

1st Manual - Particulars of Public Authority- Organisation, functions and duties (Section 4(1) (b) (i))

Name and Address of the Organisation

**Punjab Information and Communication Technology Corporation Limited
(PICTC) 5th & 6th floor, Udyog Bhawan, Himalaya Marg, Sector 17, Chandigarh**

Head of the Organisation

Managing Director

Key Objectives

The Government of Punjab has entrusted the following facilitation role to PICTC:-

1. Bring in fresh investments in high-tech sector in Punjab.
2. Policy formulation and its implementation.
3. Single window facilitation for promoting knowledge industry in the areas, of IT, IT Enabled Services, Electronics & Communications and Bio-Informatics.
4. Infrastructure creation and development for knowledge industry.
5. Marketing of the State as a preferred investment destination.
6. Executing agency for IT and e-Governance Projects.

Mission / Vision Statement of the public authority

Vision: To position Punjab firmly in the mind of every IT investor as one of the most competitive investment destinations.

Mission: To create an enabling ecosystem for IT investors by focusing on policy advocacy and reform, facilitating infrastructure and human capital development and proactive engagement with investors.

Functions and duties

The main activities/functions of the public authority:

1. To provide facilities for promotion of IT & IT enabled services, electronics, communication in the State
2. Bring in fresh investments in high-tech sector in Punjab, specially the FDI.
3. Policy formulation and its implementation.
4. Single window facilitation for promoting knowledge industry in the areas, of IT, IT Enabled Services, Electronics & Communications and Bio-Informatics.
5. Infrastructure creation and development for knowledge industry.
6. Marketing of the State as a preferred investment destination.
7. Executing agency for IT and e-Governance Projects.
8. Human Resource development for knowledge industry.

These functions are performed by different divisions of the public authority as per details given below:

Functions of the Investors Relations Division:

▶ **Branding & Media Management**

- To prepare branding plan for Corporation and implement the same
- To identify Sector Ambassadors from the leading IT entrepreneurs in the State
- To build strong relations with local/national media through networking/ press meets on key developments & Govt. initiatives for IT/ITES unit
- To prepare 'Investor's Guide for Doing Business in Punjab' and ensure its updation on regular basis
- To prepare Master PowerPoint presentation for the Potential Investors and ensure its updation on regular basis and customization as per requirement
- To ensure updation of Corporation website in respect of Investment and Policy related issues.
- To plan and organize need based Delegation /Industry meets/ road shows/ promotional campaigns as per annual branding plan
- To appoint and coordinate with branding agency for preparation of Corporate film, Business brochure and other investment promotion material

▶ **Investor Facilitation & Services**

- To prepare marketing plan of the Corporation for attracting potential investors to the State of Punjab
- To prepare a list of potential areas suitable for inviting investment proposals from entrepreneurs and keep it updating on quarterly basis based on new emerging products/ technologies in the field of IT/ITES/Electronics
- To keep track of the expansion plans of IT/ITeS companies and maintain the database of the potential IT/ITeS investors
- To establish contact with the potential investors by identifying relevant platforms such as events, conferences, delegation, mailers, B2B meetings and newsletter etc as per marketing plan
- To facilitate private developers of proposed/approved IT SEZ and IT Parks
- To review investment proposals sent by entrepreneurs to the Corporation for their technical, marketing and financial feasibility
- To coordinate signing of MoUs / Facilitation agreements / Financial collaboration agreements between an entrepreneur/ collaborator and PICTCL

▶ **Single Window & Policy Advocacy**

- **To frame and maintain the investor tracking system for existing investors**
- To establish effective liaison with Departments for resolving concerns of Investors
- To ensure that relevant agencies issues required office orders / circulars for effective implementation of the new IT-Knowledge Policy
- To measure impact of policy on the investor and need for corrective action

Functions of Accounts & Secretarial Divisions

- Cash & Bank Transaction

- Payments
- Salary & Wages
- Preparation of Annual Accounts
- Audit
- Correspondence
- Preparation of MIS Report and Annual Budget
- Miscellaneous
- Statutory obligations
- Maintain Quality Management Systems

Functions of Estate Management Division

- Allotment of plots and sheds in PICTCL estates
- Asset Management – Mortgage, Sub-leasing and Conversion of built-up space and plots
- Transfer management of built up space and plots
- Investor aftercare based on feedback from IR Division
- Record and update manuals of bye-laws, regulations and policies of Corporation/Government.

Functions of Estate Development Division

- Identification, short listing and earmarking of land parcels
- Management of land transfer activities to PICTCL
- Project management of external Infrastructure on PICTCL land
- Project management of internal Infrastructure on PICTCL land
- Handover the built up space/plots for allotment to Estate Management Division.
- Organize Infrastructure Task Force meet under Chief Secretary, Industry Minister / Chief Minister.
- Review of zonal plans and authorities for sanctioning of building plans

Functions of IT EG Division

- Requirement analysis & consultation for IT Services
- Recommending solutions as per requirement of client
- Procurement of IT resources
- Processing of payments & utilization
- MIS & Website Updation
- Management & Implementation of e-Gov Projects
- Empanelment /Maintain list of Project Management Consultants & Implementer Agencies

Functions of CAL-C Division

- Opening of new franchise centres
- Management of current franchise centres
- Renewal of Agreements
- Conduct of Examination & issue of certificates
- Introduction of new /revision of existing courses
- Design, procurement & Issue of study material

- Conduct trainings for franchise centre faculty
- Conduct trainings for Govt. Departments/ organisations
- MIS & Updation of Website

Functions of Human Resource Development Division

- Facilitate setting up of Finishing Schools in the State.
- Coordinate Industry- Academia linkages for promoting HRD initiatives.

Functions of the Administration Division

- Purchase of fixed/consumable items/Disposal of old items
- Maintenance
- Printing of Reports/Documents
- Organizing events/meetings inside and outside office
- Issue of advertisements
- Correspondence with Govt. Departments
- Day to Day office Management

Functions of the Legal Division

- To vet the draft agreements/documents
- To render legal advice
- File and follow up legal cases of the Corporation

Functions of the HR and QMPR Division

- All HR related activities
 - Recruitment
 - Performance Review
 - Job allocation
 - Promotion, increments
 - Leave, disciplinary action
- Managing Corporate profile
- Strategy and planning
- Organizing HOD meetings
- Organizing review meetings for performance evaluation, implementation & monitoring the same / MIS
- Organizing trainings and induction programs for the employees of the corporation
- Information to Government

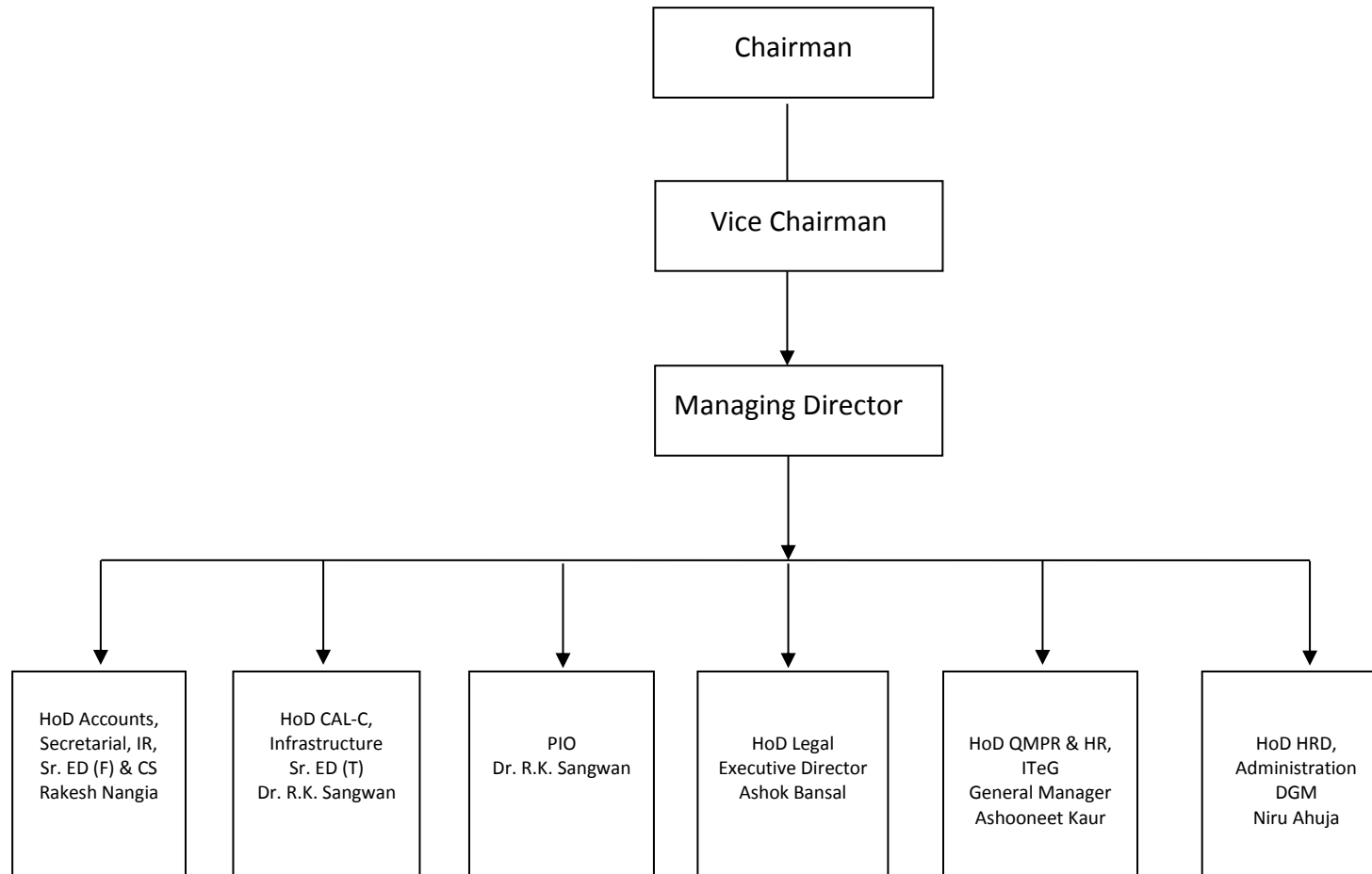
Functions of the Managing Director's Secretariat

- Dictation, noting, drafting as desired by Managing Director
- Assist MD in carrying out day to day activities
- To convene meetings/prepare itineraries and fixing appointments.
- To do secretarial work/attending of telephone calls and updation of data base.
- Liaison with various HODs/officials of the Corporation.
- Liaison with various other Govt. Departments.
- Maintaining ACRs of Corporation employees.

Functions of the Liaison Office

- Liaison with the Central Government Ministries, Central Government Department or State Governments representatives in Delhi
- Attract investments for the State of Punjab in the field of ICT.
- Help facilitate the NRIs in the immigration, Visa extensions and custom problems
- Fix up meeting of the senior officers of the Punjab Government
- Organize itinerary for national and international business visits
- Attend conference, exhibitions & events of interest to the Corporation at Delhi
- Provide and arrange for information from business houses, government Departments
- Follow up grants from various departments for speedy release
- Follow up with embassies for visa consulates and trade consulates

Organisation Chart



**2nd Manual - Powers and Duties of Officers and employees Section 4(1)
(b) (ii)**

Designation	HoD – Accounts	
Powers	Administrative	<ol style="list-style-type: none"> 1. Sanction of Earned leave, Casual leave & Sick leave to the concerned staff. 2. Authorised to sign lease deeds and conveyance deeds on behalf of the Corporation.
	Financial	<ol style="list-style-type: none"> 1. Authority to sign cheques upto Rs. 10.00 lacs jointly with any of these Ms. Ashooneet Kaur (GM-QMPR & ITeG), Ms Loveleen Kapoor (DGM), Mr. G.P Gupta (AGM-EM) 2. Approval for sancation of expenditure upto Rs. 100000 per transaction. 3. Approval for sancation of purchase for Rs. 5000 - 100000
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Balance Sheet finalization. 2. AG audit and balance sheet audit. 3. Preparation of agenda of board meetings and AGM. 4. Providing Information under RTI. 5. Excersing the powers of Managing Director in his absence

Designation	HoD – Secretarial	
Powers	Administrative	<ol style="list-style-type: none"> 1. Sanction of Earned leave, Casual leave & Sick leave to the concerned staff. 2. Authorised to sign lease deeds and conveyance deeds on behalf of the Corporation.
	Financial	<ol style="list-style-type: none"> 1. Authority to sign cheques upto Rs. 10.00 lacs jointly with any of these Ms. Ashooneet Kaur (GM-QMPR & ITeG), Ms Loveleen Kapoor (DGM), Mr. G.P Gupta (AGM-EM) 2. Approval for sancation of expenditure upto Rs. 100000 per transaction. 3. Approval for sancation of purchase for Rs. 5000 - 100000
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Preparation of agenda & MoM of Board Meetings 2. Agenda & MoM of AGM 3. Ensure execution of the decisions and Corporate governance 4. Prepare ATR 5. Filing of periodical returns with registrar of Companies 6. As nominee, review of affairs of subsidiary companies & PVCL

Designation	HoD – Investor Relations	
Powers	Administrative	<ol style="list-style-type: none"> 1. Sanction of Earned leave, Casual leave & Sick leave to the concerned staff. 2. Authorised to sign lease deeds and conveyance deeds on behalf of the Corporation.
	Financial	<ol style="list-style-type: none"> 1. Authority to sign cheques upto Rs. 10.00 lacs jointly with any of these Ms. Ashooneet Kaur (GM-QMPR & ITeG), Ms Loveleen Kapoor (DGM), Mr. G.P Gupta (AGM-EM) 2. Approval for sancation of expenditure upto Rs. 100000 per transaction. 3. Approval for sancation of purchase for Rs. 5000 - 100000
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. To prepare marketing plan of the Corporation to attract potential Investors to the State of Punjab 2. To Identify potential areas for inviting investment proposals 3. To keep track of the expansion plans of IT/ITeS companies 4. To facilitate private developers of proposed/approved IT SEZ and IT parks 5. To coordinate signing of MOU and facilitation agreements 6. To coordinate planning and execution of Progressive Punjab Investment Campaign

Designation	HoD – Infrastructure	
Powers	Administrative	<ol style="list-style-type: none"> 1. Sanction of Earned leave, Casual leave & Sick leave to the concerned staff.
	Financial	<ol style="list-style-type: none"> 1. Authority to sign cheques upto Rs. 10.00 lacs jointly with any of these Ms. Ashooneet Kaur (GM-QMPR & ITeG), Ms Loveleen Kapoor (DGM), Mr. G.P Gupta (AGM-EM)
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. To execute allotment of plots and sheds. 2. Execution of lease deeds and conveyance deeds. 3. To take action as per letter of allotment / land allotment policy in case of non-compliance of of terms and conditions of LOA. 4. To review cases related to mortgage, change of constitution, conversion and transfer of plots/sheds etc. 5. To plan and execute new IT industry specific infrastructure projects. 6. To organize auction of sites, if any, identified by the corporation.

Designation	HoD – Cal-C	
Powers	Administrative	1. Sanction of Earned leave, Casual leave & Sick leave to the concerned staff.
	Financial	1. Authority to sign cheques upto Rs. 10.00 lacs jointly with any of these Ms. Ashooneet Kaur (GM-QMPR & ITeG), Ms Loveleen Kapoor (DGM), Mr. G.P Gupta (AGM-EM)
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Opening of new franchise centers 2. To process applications received & plan for initial inspection 3. To issue letter of intent 4. To facilitate signing of agreement & Issue of Franchise License Certificate 5. To Issue show cause notices, seek approval for closure of centre & issue of public notices 6. Empanelment of examination supervisors, paper setters & evaluators 7. To plan, control and monitor pre-examination & post examination activities 8. To Sign certificates and mark sheets of Cal-C students 9. To review and control plans for trainings to franchise centre faculty 10. To identify and implement continual improvement projects

Designation	HoD - (Legal)	
Powers	Administrative	<ol style="list-style-type: none"> 1. Sanction of Earned leave, Casual leave & Sick leave to the concerned staff. 2. Filing of documents in the courts of law. 3. Legal notices to defaulters.
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. To attend court proceedings in person as per requirement. 2. To evict an unauthorized allottee from the plot after cancellation of allotment. 3. To engage a counsel to contest the suit for any legal issues pertaining to Corporation after approval from MD. 4. To vet legal agreements to be entered into with various entrepreneurs. 5. To ensure internal audits of the division.

Designation	HoD - (ITeG)	
Powers	Administrative	1. Sanction of Earned leave, Casual leave & Sick leave to the concerned staff.
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Facilitate concurrence of project implementation by Punjab Infotech, nomination of nodal officer and project evaluation/monitoring committee (PEMC) and payment of advance to punjab Infoetch. 2. Examine and review EOI/RFP/DPR/Contract agreement and other documents for selection of IA/PMC. 3. Requirement analysis and consultation services for IT services 4. Monitoring and Control of procurement of IT resources. 5. Processing of payments and utilization.

Designation	HoD - (QMPR and HR)	
Powers	Administrative	1. Sanction of Earned leave, Casual leave & Sick leave to the concerned staff.
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Policy formulation for Human Resource Management 2. Overall supervision of Recruitment, Advertisement, Interview & Selection, Job offer and joining, Job allocaton and induction, 3. Processing of all cases relating to HRM including extensions, Information to Govt, Statutory requirements 4. Agenda Items for BoD meetings 5. Replies to RTI queries 6. Implementing and maintaining performance management and improvement system 7. HoD meetings – Collating of agenda, Conducting the meetings, Preparation of minutes and circulation after approval

Designation	HoD - (Administration)	
Powers	Administrative	<ol style="list-style-type: none"> 1. Sanction of Earned leave, Casual leave & Sick leave to the concerned staff. 2. Accepting authority for ACRs of class IV employees.
	Financial	<ol style="list-style-type: none"> 1. Approval for purchase per transaction upto Rs. 5000/-
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. To get the resource requirement for capital item approved by the competent authority. 2. To approve stationary / consumable requirements. 3. To release advertisements in newspapers. 4. To implement the decisions taken in BoD meeting pertaining to the division.

Designation	HoD - (HRD)	
Powers	Administrative	<ol style="list-style-type: none"> 1. Sanction of Earned leave, Casual leave & Sick leave to the concerned staff.
	Financial	Nil
	Others	Nil
Duties		<ol style="list-style-type: none"> 1. Implementation of skill development projects in Higher and Technical education. 2. National assessment of competency test. 3. Global talent track. 4. Infosys-Genesis. 5. Shortlisting of consultant / training partner 6. Faculty/student workshops at college level. 7. Followup with finance deptt and stakeholders for release of funds.

Rules / Orders under which powers and duties of officers and employees are derived

Sr. No.	Name/Title of the Documents	Scope
1	Service Rules of the Corporation	Posts under the Corporation, Recruitment and Retrenchment, Termination, Seniority and Promotion, Superannuation and Retirement, Pay and Allowances, Penalties, Suspension, Leave Rules, PF Rules, Bonus, Medical Rules, LTC, Gratuity, Advances, Delegations etc.
2	All the volumes of Punjab Civil Services Rules, 1970	Establish matters of Govt. employees and/or where service rules of the Corporation are silent on any particular matter.
3	Decisions taken by Board of Directors in meetings	All general matters or any case in particular including delegation of powers.
4	Instructions issued by the Govt.	All general matters or any case in particular
5	Right to Information Act, 2005	Matters concerning obtaining of Information from department
6	GMADA / CTP, Punjab Policies	To carry out approval of Building & Layout plans (166 th BoD meeting held on 21-03-2011
7	Estate Management Manual, 2011	Management Information System, Special Economic Zone, FDI, Allotment of Plots, Offer of Possession, Compliance to be followed by Allottees, Execution of lease deed, Transfer of plot, Permission to carry out built-up space, Change in name, style and constitution, conversion of lease hold to free hold, conveyance deed, Surrender of plots, Resumption of plots, Terms for lease deed and conveyance deed.
8	Land Allotment Policy	Allotment of plots under General/Off the shelf, Implementation of projects, Transfer of plots, Constitution of committees/sub-committees, Extension fee, Exemption from transfer fee etc.

3rd Manual - Procedure followed in Decision Making (Section 4(1) (b) (iii))

1. Process of decision making

All the files/cases/requests etc. are dealt by the dealing hand of the division and put up to the Head of Division, then the file is sent to the Managing Director for decision.

2. Final Decision making Authority

As per competency

- Board of Directors
- Administrative Secretary
- Managing Director
- Head of Division

3. Related provisions acts, rules etc.

- Service Rules
- Instructions/orders received from Punjab Government from time to time
- Punjab Govt. policies
- Manuals

4. Time limit for taking a decision, if any

Nil

5. Channels of Supervision and accountability

The work of subordinates is supervised by the next level in the hierarchy

4th Manual - Norms for discharge of duties (Section 4(1)(b)(iv))**NORMS FOR EXECUTION OF FUNCTIONS**

<u>Sr.no.</u>	<u>Nature of Functions/services offered</u>	<u>Norms/standards/ service delivery</u>	<u>Time limit</u>	<u>Reference document</u>
1.	E-Governance Projects & IT Procurement	The norms followed are laid out in the Policy on Acquisition and Disposal of IT Resources	As per RFP / Agreement	Acquisition and Disposal of IT Resources Policy
2.	Cal-C Franchisee	The norms are included in the Franchisee Manual	-	Franchisee Manual
3.	Signing of MOU and Financial Collaboration Agreement	Norms set for the discharge of functions for signing of MOU and Financial Collaboration agreement is as per Procedure prescribed.	--	Agreement
4.	Criteria for Selection of Counsel. (Norms set up for the Procedure.)	The Counsel must be practicing in the same court. The Counsel must have the expertise of handling cases of similar subject matter. The Counsel must have at least 3 years' experience.	Continuous Process	Reference ISO-9001:2008 Amendment procedure for handling legal cases (P/LG/01/00) dated 01.04.2009
5.	Fee payable to the Advocates engaged by the Corporation.	The fee payable to the Counsels engaged by the Corporation is as per the norms fixed by PSIDC or as approved by the Managing Director.	Continuous Process	PSIDC Norms prevailing from time to time
6.	Allotment, recovery, transfer, cancellation of plots	As per EM manuals	-	Estate Management Manual 2011
7.	Conversion of plots from lease hold to free hold	As per EM manuals	-	Estate Management Manual 2011
8.	Permission to mortgage & issue of No Due Certificate	As per EM manuals	-	Estate Management

				Manual 2011
9.	Execution of lease deed & conveyance	As per EM manuals	-	Estate Management Manual 2011
10.	Recruitments, Job allocations, Trainings, Loans, Medical	As per Service rules/ Govt. instructions	-	Service Rules and Govt Notifications
11.	Purchasing of consumables, Assets and Design & Printing of Publicity Materials etc	As per purchase procedure	-	Purchase procedure
12.	Advertisements	Govt. Instructions	-	Govt. Instructions
13.	Participation to Seminars, Exhibitions, Conferences etc	As per approval of Managing Directoe		-

5th Manual - Rules, Regulations, Instructions, manuals and records under its control/ used by the employees for discharging its functions (Section 4(1)(b)(v))

Sr. No.	Title	Nature	Gist of Content
1.	Land Allotment Policies and other notifications issued by the State Govt. from time to time	Policy	For allotment of plots and sheds in industrial estates of the Corporation
2.	Industrial Policy 2009	Policy	Incentives and exemptions given to IT & ITeS, electronics industry, Knowledge parks and Biotechnology
3.	Memorandum & Articles of Association	Statutory document	Rules & regulation for the functioning of the Corporation
4.	Service Rules	Rules	Covering the service conditions and rules formulated by the Board of Directors
5.	Franchise Manual	Manual	Franchise manual details out the procedures to be followed for the functioning of CAL-C division
6.	Acquisition and Disposal of IT resources policy	Policy	This policy is a framework for the acquisition & disposal of Information Technology resources which most effectively meets the needs of the Punjab Infotech and Customers.
7.	Memorandum of Understanding	Others	Memorandum of understanding is signed between the Corporation and the Entrepreneur where the Corporation equity is involved in the joint/assisted sector.
8.	Financial Collaboration Agreement	Agreement	This agreement is signed between the Punjab Infotech and Entrepreneur after the loans are sanctioned by the Financial institutions for setting up of the project in joint/assisted sector with Corporation's equity

6th Manual - Categories of documents that are held by it or under its control (Section 4(1) (b)(vi))

Name of the document	Procedure to obtain the document	Held by /under control of
1. Industrial Policy notified by the Government 2. Notifications in regards to Industrial Policy issued by the Government from time to time. 3. Files and documents related to various projects	Approach Public Information Officer	HoD(Investor Relations)
1. Allotment and transfer of plots and all record related to estate	-do-	HoD (Infrastructure)
1. E-Governance Projects 2. Correspondence Files of E- Governance Section 3. Tender Documents & bids received	-do-	HoD (ITEG)
1. Agreements with Franchisee Centers 2. Accounting documents relating to Franchise Center payments 3. Examination papers 4. Marks detail files 5. Blank Certificates 6. Certificate Issue Register 7. Course Books 8. Controlled documents issued to the Division.	-do-	HoD (Cal-C)
1. Service books and Personnel files 2. Loan files	-do-	HOD (HR)
1. Correspondence with various Govt. Departments 2. Leave Record of Employees 3. Attendance Registers.	-do-	HOD (HR)
1. Details of Release of Advertisements & Payments 2. Brochures & Publicity Material CDs Etc. 3. Diary/ Dispatch Registers.	-do-	HOD (Administration)
1. Cash Book 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	The Books of Accounts are not public documents and these are not available to Public. However, a printed copy of the Audited Balance Sheet can be given to the Public.	HoD (A&F)
1. Minute Book (BOD) 2. Minute Book (AGM) 3. Attendance Register (Director) 4. Agenda (BOD)	Approach Public Information Officer	HoD (Sectl.)

7th Manual - Arrangement for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof (Section 4(1) (b)(vii))

Formulation of Policy

Whether there is any provision to seek consultation/ participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

Sr.No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
1.	To assist Department of Industries and Commerce, Government of Punjab in formulation of IT & ITES and Electronics Policy	No	<ul style="list-style-type: none"> • Writing letters • Sending emails • Website of punjab infotech

Implementation of Policy

Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following format.

Sr.No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
1.	To assist Government of Punjab in implementation of IT Policy.	No	-

8th Manual - Boards, councils, committees and other bodies consisting of two or more persons (Section 4(1)(b)(viii))

Board of Directors:

<p>The Chairman P.I.C.T.C.L., Udyog Bhawan, Sector 17, Chandigarh</p>	<p>The Principal Secretary to Govt. of Punjab, Deptt. of Finance, Room No. 16, 8th Floor, Punjab Civil Secretariat-I Chandigarh</p>
<p>The Vice-Chairman P.I.C.T.C.L., Udyog Bhawan, Sector 17, Chandigarh</p>	<p>The Director of Industries & Commerce, Punjab Udyog Bhawan, Sector 17, Chandigarh</p>
<p>The Principal Secretary to Govt. of Punjab Deptt. of Industries & Commerce, Udyog Bhawan, Sector 17, Chandigarh</p>	<p>The Secretary to Govt. of India, Ministry of Communication and Information Technology, Deptt. of Information Technology, Room No. 4004, Electronics Niketan, 6, CGO Complex, New Delhi - 110003</p>
<p>The Principal Secretary to Govt. of Punjab, Department of Information Technology, Room No.510, 5th Floor, Punjab Civil Secretariat-II, Sector 9, Chandigarh</p>	<p>The Managing Director P.I.C.T.C.L., Udyog Bhawan, Sector 17, Chandigarh</p>
<p>The Principal Secretary to Govt. of Punjab, Deptt. of Science, Technology & Environment, Room No. 222, 2nd Floor, Punjab Civil Secretariat-II, Sector-9, Chandigarh</p>	

Composition of Powers & Functions

As prescribed in Memorandum and Article of Associations of the corporation in compliance with Companies Act, 1956/ Companies Act 2013

Can public participate in the meetings:

No

Whether minutes of the meetings are open to the Public:

No

Place where the Minutes if:-

Registered Office: Punjab Information & Communication Technology Corporation
Limited
5th and 6th Floor, Udyog Bhawan, Sector 17, Chandigarh.

Open to the public are available:

No

9th Manual – Directory of Officers and employees (Section 4(1)(b)(ix))

Name	Designation	Contact No.			Email
MD Secretariat					
Mr.Raj Kamal Chaudhuri ,IAS	Managing Director	-	-	9872139600	md@punjabinfotech.gov.in
Mr Sukhdev Singh	Secretary	5256402	402	9872215575	sukhdev.singh@punjabinfotech.gov.in
Mr Salil Kaplash	EA to MD	5256409/ 2704717/ 2702423 (fax)	407	9876121633, 0172- 2691039	salil.kaplash@punjabinfotech.gov.in
Mr Yogesh Kashyap	EA to MD	5256407	409	9417337224, 0172- 4641658	yogesh.kumar@punjabinfotech.gov.in
Chairman Staff					
Ms Raj Kumari	Assistant Executive	5256497	497		raj.kumari@punjabinfotech.gov.in
CAL-C					
Dr R. K. Sangwan	Senior ED (Tech) – HoD	5256412	412	9316105745, 2693142	rajkumar.sangwan@punjabinfotech.gov.in
Mr Sunil Chawla	DGM	5256480	480	9815650861, 2271851	sunil.chawla@punjabinfotech.gov.in
Mr Rakesh Lakhani	Manager	5256484	484	9872214750, 4634752	rakesh.lakhani@punjabinfotech.gov.in
Mr Ramesh Chander	Officer	5256485	485	8968942576, 2648796	ramesh.chander@punjabinfotech.gov.in
Mr Rakesh Saini	Executive	5256471	471	9876474477	rakesh.saini@punjabinfotech.gov.in
Ms Vinita Bharadwaj	Executive	5256473	473	9815551895	vinita.bhardwaj@punjabinfotech.gov.in
Infrastructure					
Dr R. K. Sangwan	Senior ED (Tech) - HoD)	5256412	412	9316105745, 2693142	rajkumar.sangwan@punjabinfotech.gov.in
Mr G.P. Gupta	AGM	5256483	483	9878448106, 2581060	ganesh.gupta@punjabinfotech.gov.in
Mr Sunil Sharma	AGM	5256444	444	9216138000	sunil.sharma@punjabinfotech.gov.in

Mr B.K. Sharma	Manager	5256481	481	9779742231	balkrishan.sharma@punjabinfotech.gov.in
Mr Balbir Kumar	Manager	5256445	445	9216610014	balbir.kumar@punjabinfotech.gov.in
Mr Ashish Puri	Manager	5256449	449	9501230044	ashish.puri@punjabinfotech.gov.in
Mr Aanand Sengar	Manager	5256465	465	9417213669	aanand.sengar@punjabinfotech.gov.in
Ms Gurpreet Kaur	Executive	5256417	417	9988666952	gurpreet.kaur@punjabinfotech.gov.in
Mr Vijay Kashyap	Sr. Office Asstt	5020860	860	9463797471	vijay.kumar@punjabinfotech.gov.in
Sukhdev Singh	Assist. Executive	5256423	423	9316422627	sukhdev1.singh@punjabinfotech.gov.in
HR & QMPR					
Ms Ashooneet Kaur	GM – HoD	5256413	413	9316167000, 2640686	ashooneet.kaur@punjabinfotech.gov.in
Mr Amit Kaushik	Manager	5256431	431	9988394091	amit.kaushik@punjabinfotech.gov.in
Ms Neeta Walia	Dy. Manager	5256491	491	9872661965	neeta.walia@punjabinfotech.gov.in
Ms Usha Atwal	Officer	5256432	432	8054378338	usha.atwal@punjabinfotech.gov.in
Mr Naib Singh	Sr. Office Assistant	5256400	400	9855274758	naib.singh@punjabinfotech.gov.in
Mr Mahesh Rawal	Office Asstt.	5256433	433	9878869693	mahesh.rawal@punjabinfotech.gov.in
ITeG					
Ms Ashooneet Kaur	GM – HoD	5256413	413	9316167000, 2640686	ashooneet.kaur@punjabinfotech.gov.in
Col D.S. Randhawa	DGM	5256439	439	9463391473	darshan.randhawa@punjabinfotech.gov.in
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Mr Harnarinder Shergill	AGM	5256440	440	9888105200	harnarinder.shergill@punjabinfotech.gov.in
Mr Barinder Singh	Manager	5256437	437	9814011911	barinder.singh@punjabinfotech.gov.in
Mr Raghuneesh Rattan	Manager	5256436	436	9592903680	raghuneesh.rattan@punjabinfotech.gov.in
Mr Inder kumar Sethi	Manager	5256430	430	9855409898	inder.sethi@punjabinfotech.gov.in
Mr Gagan Sharma	Manager	5256446	446	8146770033	gagan.sharma@punjabinfotech.gov.in
Ms Sheeru Sharma	Executive	5256426	426	9914801973	sheeru.sharma@punjabinfotech.gov.in
Mr Hemesh Gupta	System Manager	5256435	435	9216502125	hemesh.gupta@punjabinfotech.gov.in
Mr Ashish Vijan	Executive	5256424	424	9872900815	ashish.vijan@punjabinfotech.gov.in
Mr Munish Kumar	Executive	5256425	425	9872714328	munish.kumar@punjabinfotech.gov.in

Admin					
Ms Neeru Ahuja	DGM – HoD	5256414	414	9876244808	niru.ahuja@punjabinfotech.gov.in
Mr Pargat Singh	Manager	5256479	479	9501035363	pargat.singh@punjabinfotech.gov.in
Ms Rekha Kumar	Officer	5256489	489	9316135373	rekha.kumar@punjabinfotech.gov.in
Ms Omna Manakpuri	Officer	5256463	463	2643085, 7696357223	omna.manakpuri@punjabinfotech.gov.in
Mr Mangla Prasad	Sr.Office Asst. 1	5256401	400	9876158891	mangla.dwivedi@punjabinfotech.gov.in
Accounts & Finance					
Mr R. K. Nangia	Sr.ED(F) & CS, IR - HoD	5256455	455	9316105744, 2561475	rakesh.nangia@punjabinfotech.gov.in
Mr G.P. Gupta	AGM	5256483	483	9878448106, 2581060	ganesh.gupta@punjabinfotech.gov.in
Mr Harmeet Singh	Manager	5256477	477	9872300457	harmeet.singh@punjabinfotech.gov.in
Mr Sanjay Verma	Accounts Officer	5256498	498	9815288221	sanjay.verma@punjabinfotech.gov.in
Mrs Shashi Madan	Sr. Officer	5256476	476	2593492	shashi.madan@punjabinfotech.gov.in
Mr Harbans Singh	Sr. PS to Sr. ED	5256478	478	9478374978	harbans.singh@punjabinfotech.gov.in
Secretarial					
Mr R. K. Nangia	Sr.ED(F) & CS, IR - HoD	5256455	455	9316105744, 2561475	rakesh.nangia@punjabinfotech.gov.in
Mrs Harjinder Kaur	DGM	5256441	441	9417702354, 2662354	harjinder.kaur@punjabinfotech.gov.in
Ms Loveleen Kapoor	DGM	5256456	456	9815916616	loveleen.kapoor@punjabinfotech.gov.in
Mr Deepak Kumar	Manager	5256486	486	9216264194	deepak.kumar@punjabinfotech.gov.in
Investor Relations and HRD					
Mr R. K. Nangia	Sr.ED(F) & CS, IR - HoD	5256455	455	9316105744, 2561475	rakesh.nangia@punjabinfotech.gov.in
Mr Jagir Saini, (Delhi)	GM (Liasion)	011-29811213		9313601775	jagir.saini@punjabinfotech.gov.in
Ms Neeru Ahuja	DGM - HoD (HRD & Admn)	5256414	414	9876244808	niru.ahuja@punjabinfotech.gov.in
Ms Nitika Sharma	Manager	5256466	466	9876012899	nitika.sharma@punjabinfotech.gov.in

Ms. Harleen Chhabra	Manager	5256467	467	9988137721	harleen.chhabra@punjabinfotech.gov.in
Mr Chander jyoti	Manager (Liasion)	5256492	492	9988137721	chander.jyoti@punjabinfotech.gov.in
Ms Rekha Kumar	Officer	5256489	489	9316135373	rekha.kumar@punjabinfotech.gov.in
Legal					
Mr A. K. Bansal	ED	5256457	457	9316105743, 2741542	ashok.bansal@punjabinfotech.gov.in
Mr Pardip Kapoor	DGM			9872202579	pardip.kapoor@punjabinfotech.gov.in
Ms Sarita	Office Asstt.-II	5256472	472	9888757576	sarita.kondal@punjabinfotech.gov.in
Deputed to other Departments/Organizations					
Mr Satnam Singh	Eng. CM Office, Project Support			9876133478	satnam.singh@punjabinfotech.gov.in
Mr Amandeep Singh	Manager, CM Office			7508999799/ 9996771111	amandeep.ghai@punjabinfotech.gov.in
Mr Gaurav Khanna	Investment Promotion Officer, PBIP	5256443	443	9216955545	gaurav.khanna@punjabinfotech.gov.in
Mr Sandeep Sharma	Investment Promotion Coordinator, PBIP	5256418	418	8146244527	sandeep.sharma@investpunjab.gov.in

10th Manual - Monthly remuneration received by each of the officers and employees (Section 4(1)(b)(x))**Monthly Salary 2014**

Srl. No.	Employee Name	Designation	Gross-Addition	Compendati on/Compen datory Allowance	The Procedure to determine the remuneration as given in the regulations
Head Office - Contractu al					
1	Rakesh Saini	Executive	18634	Nil	Remuneration are as per pay scale of Govt. of Punjab, adopted by Punjab Infotech and Service Rules of the Corporation
2	Krishan Chand	Driver	20635	Nil	-DO-
3	Sarita	Office Asstt. II	16741	Nil	-DO-
4	Mahesh Rawal	Office Asstt.	14171	Nil	-DO-
5	Rakesh Lakhani	Manager	33275	Nil	-DO-
6	Raj Kumari	D.E.O.	9680	Nil	-DO-
7	Shweta Trehan	AGM	39930	Nil	-DO-
8	Inder Kumar Sethi	Manager	36603	Nil	-DO-
9	Pargat Singh Dhillion	Manager	36603	Nil	-DO-
10	Salil Kaplash	Executive Asstt.	29282	Nil	-DO-

11	Chander Jyoti	Manager (Laision)	36603	Nil	-DO-
12	Sunil Sharma	AGM	38642	Nil	-DO-
13	Harnarinder Singh Shergill	AGM	32787	Nil	-DO-
14	Aanand Singh Sengar	Manager (EM)	34242	Nil	-DO-
15	Ashish Puri	Manager	36603	Nil	-DO-
16	Sukhdev Singh	Asstt. Executive	10648	Nil	-DO-
17	Raghuneesh Rattan	Manager	33275	Nil	-DO-
18	Munish Kumar	Executive	18033	Nil	-DO-
19	Sheeru	Executive	18634	Nil	-DO-
20	Ashish Vijan	Executive	18634	Nil	-DO-
21	Col. D.S. Randhawa	DGM	43794	Nil	-DO-
22	Niru Ahuja	DGM	53240	Nil	-DO-
23	Balbir Kumar	Manager	33275	Nil	-DO-
24	Amit Kaushik	Manager (HR)	33275	Nil	-DO-
25	Gagan Sharma	Manager	33275	Nil	-DO-
26	Vinita Bhardwaj	Executive	18634	Nil	-DO-
27	Barinder Singh	Manager	30250	Nil	-DO-
28	Nitika Sharma	Manager	30250	Nil	-DO-
29	Gurpreet Kaur	Executive	10929	Nil	-DO-

30	Amandeep Singh Ghai	Manager	30250	Nil	-DO-
31	Harleen Chhabra	Manager	30250	Nil	-DO-
32	Yogesh Kumar	Executive Asstt.	24200	Nil	-DO-
33	Deepak Kumar	Manager (Sectl.)	30250	Nil	-DO-
34	Harmeet Singh	Manager (A&F)	30250	Nil	-DO-
Head Office - Daily Wages	Employee Name	Designation			
35	Surinder 1	Helper	12445	Nil	-DO-
36	Surinder Kumar 2	Helper	12445	Nil	-DO-
Head Office - Investors Promotion	Employee Name	Designation			
37	Gaurav Khanna	I P Officer(i)	40000	Nil	-DO-
38	Sandeep Sharma	I P Cordinator	24194	Nil	-DO-
Head Office - Job Work	Employee Name	Designation			
39	Himesh Gupta	Manager	33275	Nil	-DO-
Head Office - Regular	Employee Name	Designation			
40	Mangla Parshad	Sr.Office Asst. 1	47334	Nil	-DO-
41	Shashi Madan	Sr. Officer	65652	Nil	-DO-

42	Harjinder Kaur	DGM	103213	Nil	-DO-
43	Pardip Kapoor	DGM	101837	Nil	-DO-
44	Satinder Negi	Messenger	31685	Nil	-DO-
45	Neeta Walia	Dy. Manager	71070	Nil	-DO-
46	Usha Atwal	Officer	55418	Nil	-DO-
47	Omana Manakpuri	Officer	59761	Nil	-DO-
48	Loveleen Kapoor	DGM	96387	Nil	-DO-
49	Nirmal Singh	Messenger	30832	Nil	-DO-
50	Dr. R.K. Sangwan	Sr.E.D.(Tech)	170454	Nil	-DO-
51	Sukhdev Singh	Sr. P.S.	85517	Nil	-DO-
52	A.K. Bansal	E.D. (Legal)	153910	Nil	-DO-
53	Ramesh Chander	Officer	57826	Nil	-DO-
54	Sunil Chawla	DGM	110673	Nil	-DO-
55	B.k. Sharma	Manager	88829	Nil	-DO-
56	G.P. Gupta	AGM	98633	Nil	-DO-
57	Sanjay Verma	Accounts Officer	54697	Nil	-DO-
58	Jagir Saini	G M (Liasion)	118154	Nil	-DO-
59	Rakesh Kumar Nangia	Sr E.D. (F) & CS	170454	Nil	-DO-
60	Naib Singh	Office Asst. 1	43583	Nil	-DO-
61	Kuldeep Kumar	Security Guard	19594	Nil	-DO-

62	Lal Chand	Peon	24778	Nil	-DO-
63	Yashpal	Sweeper	27199	Nil	-DO-
64	Bobby	Sweeper	17518	Nil	-DO-
65	Mehar Singh	Helper	18043	Nil	-DO-
66	Vijay Kashyap	Sr. Office Asstt	42520	Nil	-DO-
67	Narinder Kumar	Security Guard	35492	Nil	-DO-
68	Ashooneet Kaur	G.M- HR & ITeG	118521	Nil	-DO-
69	Rekha Kumar	Officer	56063	Nil	-DO-
70	Harbans Singh	P.S.	62578	Nil	-DO-
71	Karamjit Kaur	Helper	21695	Nil	-DO-
Head Office:- C.M. Office	Employee Mame	Designation			
72	Satnam Singh	Engr.	38996	Nil	-DO-
Others (Through Contractors)	Employee Mame	Designation			
73	Kuldip	Driver	7502	Nil	As per D.C. Rates
74	Balwinder	Driver	7502	Nil	-DO-
75	Gurdeep	Driver	7202	Nil	-DO-
76	Kulwinder	Driver	7502	Nil	-DO-
77	HemRam	Helper	7352	Nil	-DO-

78	Dhian Singh	Helper	7352	Nil	-DO-
79	Karam Chand	Helper	6764	Nil	-DO-
80	Raju	Helper	7352	Nil	-DO-
81	Sanjeev	Helper	5588	Nil	-DO-
82	Dharamvir	Sweeper	7352	Nil	-DO-
83	Ajay	Helper	4117	Nil	-DO-
84	Heera Lal	Mali	7352	Nil	-DO-
85	ASHWANI	Security Guard	8027	Nil	-DO-
86	Kuldip Kumar	Security Guard	8027	Nil	-DO-
87	Ram Lal	Security Guard	8027	Nil	-DO-
88	Kanhaya Lal	Security Guard	8027	Nil	-DO-
89	Ravinder Kumar	Hi Skilled	8427	Nil	-DO-
90	Manpreet Kaur	Helper	7352	Nil	-DO-

11th Manual - Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made (Section 4(1)(b)(xi))

There is no budgetary allocation from Punjab Government to the authority. Authority prepares its Budget from its own resources, indicating the expected income/return and expected expenditure.

The subsidiary / joint sector companies of the authority are independent entities and prepare their own budgets,

**12th Manual - The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes
(Section 4(1)(b)(xii))**

One year Computer training to SC,BPL candidates	
Name of the Program	SCA (info)-1 "Computer training for 10 th & 12 th pass BPL SC boys/girls at CAL-C Centres of Punjab Infotech
Objective of the Program	Economic Development of the Schedule Caste people living under below poverty line
Procedure to avail the benefit	Submission of Application
Physical/Financial Targets of the program	12 months
Nature /Scale of Subsidy allotted	500 candidates
Eligibility criteria	Grant from Directorate of Scheduled Caste Sbu Plan, Welfare Department , Government of Punjab
Details of beneficiaries of Subsidy program (number/profile etc.)	459 number of candidates in 2013-2014

13th Manual - Particulars of recipients of concessions, permits or authorisations granted by it (Section 4(1) (b)(xiii))

There are no recipients of concessions, permits or authorizations granted by the Punjab Infotech

14th Manual - Information available in an electronic form (Section 4(1) (b) (xiv)

The following information is available in electronic form;

1. Service Rules of Corporation
2. Duties/Powers of employees
3. Estate Manual
4. Land allotment policy
5. Directory of Officers and employees
6. Memorandum & Articles of Association
7. Investment Promotion Campaign, Punjab and Summit 2013
8. Progressive Punjab Agriculture Summit 2014
9. Fiscal Incentives for industrial Promotion 2013 Brochure
10. Knowledge collaterals, city profiles (Ludhiana, Amritsar and Mohali)

This information is available in the Office of Public Authority

**15th Manual - Particulars of facilities available to citizens for obtaining information
(Section 4(1) (b) (xv))**

1. Name and location of facility

Punjab Information and Communication Technology Corporation Limited
5th & 6th Floor, Himalaya Marg, Udyog Bhawan, Sector-17, Chandigarh

2. Details of information made available

The information is available as disclosed in the manuals as well as on website.

3. Working hours of the facility

9.00 A.M. to 5.00 P.M. (Monday to Friday)

4. Contact Person & contact details.

1. Dr. R.k. Sangwan , PIO

Punjab Informattion & Communication Technology Corporation Limited
5th & 6th floor, Udyog Bhawan, Himalaya Marg, Sector 17, Chandigarh

Tel : 0172- 5256412

e-mail: rajkumar.sangwan@punjabinfotech.gov.in

2. Ms. Neeta Walia, APIO

Punjab Informattion & Communication Technology Corporation Limited
5th & 6th floor, Udyog Bhawan, Himalaya Marg, Sector 17, Chandigarh

Tel : 0172- 5256491

e-mail : neeta.walia@punjabinfotech.gov.in

16th Manual - Name and designation and other particulars of Public Information Officers (Section 4(1) (b)(xvi))

Assistant Public Information Officers:

Sr. No.	Name	Designation	S.T.D Code	Ph. No.		Fax	Email	Address
				Office	Home			
1.	Mrs. Neeta Walia	Deputy Manager (QMPR)	0172	5256491	98726-61965	5256406	neeta.walia@punjabinfotech.gov.in	Punjab Information & Communication Tech. Corpn. Ltd. 5th & 6th Floor, Sector-17, Udyog Bhawan, Chandigarh

Public Information Officers:

Sr. No.	Name	Designation	S.T.D Code	Ph. No.		Fax	Email	Address
				Office	Home			
1.	Dr. R.K. Sangwan	Sr. ED (Tech)	0172	5256412	93161-05745	5256406	rajkumar.sangwan@punjabinfo.tech.gov.in	Punjab Information & Communication Tech. Corpn. Ltd. 5th & 6th Floor, Sector-17, Udyog Bhawan, Chandigarh

Department Appellate Authority:

Sr. No.	Name	Designation	S.T.D Code	Ph. No.		Fax	Email	Address
				Office	Home			
1.	Mr.Raj Kamal Chaudhari, IAS	Managing Director	0172	2704717	98721 39600	5256406	md@punjabinfotech.gov.in	Punjab Information & Communication Tech. Corpn. Ltd.5th & 6th Floor, Sector-17, Udyog Bhawan, Chandigarh

17th Manual - Any other useful information (Section 4(1)(b)(xvii))**1. Citizen's Charter of the public authority****Nil****2. Grievance redressal mechanism**

The details on the complaints are sought from the concerned division and the report is sent to the Managing Director for decision.

3. Details of applications received under RTI and Information provided

Year	Application Received	Information Provided	Pending
2013	71	Supplied	Nil
2014	55 as on 27.06.2014	54	1

4. List of Completed schemes / projects / programmes underway//completed

Sr. No.	Project Name	Details	Duration	Contractor	Contract Amount
1.	IFMS-IWDMS Project (Ongoing)	IFMS-IWDMS project is currently under implementation in Punjab Civil Secretariat I & II and all Treasuries and Sub-Treasuries in Punjab. The project would soon move to the Operation and Maintenance Phase post the Third Party Audit.	Ongoing + O & M phase for five years	TCS Ltd.	Rs. 116 Cr. approx.
2.	e-Procurement (Ongoing)	Punjab Infotech has successfully implemented e – Tendering in 42 Departments / Organizations in a Phased manner. An encouraging 40,000 number of tenders have been uploaded on centralized GoP Portal till date. Punjab Infotech in partnership with M/s ITI Ltd (a Government of India undertaking) is facilitating the implementation process. To facilitate online mode of payment, Punjab Infotech has signed agreement with HDFC and Axis Bank for e-Payment gateway services. Both	Ongoing for I, II & III phases 7 additional departments / organisations are being covered under current Phase IV	ITI Ltd.	----

		banks have completed the integration process for e-Payment. Approximately 5300 contractors have registered with portal.			
3.	PWIMS (Public Works Information & Management System) in the Department of Irrigation (Ongoing)	PWIMS process is a web based application to automate, improve efficiency, introduce transparency and streamline processes of Department of Irrigation related to Works Management. The application facilitates the handling of various aspects of pre-tendering and post-tendering processes in a streamlined, efficient and transparent manner. A Pilot Roll Out of the project was done at District Hoshiarpur. Security Testing as a part of STQC testing has been completed. Performance testing is to be initiated. State-wide roll-out will be done post this.	Ongoing	HP India Pvt. Ltd.	Rs 5 Cr approx.
4.	PMC for e-Gov& Automation in Urban Local Bodies (ULBs) (Ongoing)	Introducing automation and e-Governance in the Department across all urban local bodies, Improvement Trusts, Regional Deputy Directors, Directorate and Secretariat.	Ongoing consultancy project RFP being prepared	Deloitte	Rs. 34 lacs approx.
5.	Procurement (Ongoing)	Procurement of IT equipment to various departments of Government of Punjab	Ongoing		Service charges @ 4% plus taxes as applicable are charged by Punjab Infotech
6.	PMC for e-Gov & Automation in Department of Forest (Ongoing)	Automation and e-Governance in Department of Forest & Wildlife Preservation	Ongoing consultancy project RFP being prepared	Deloitte	Rs. 60 lacs approx.
7.	Govt. Process Re-engineering in Punjab Police (Completed)	Govt. Process Re-engineering in Punjab Police	Completed	Deloitte	Rs.20,40,550
8.	Digital Signature	In the e-Procurement process it is mandatory for users to obtain a	Completed	Sify	----

	Certificate (Completed)	<p>Digital Signature Certificate (DSC). To assist users (officials) in acquisition of DSC, M/s Sify Technologies Ltd. has set up Sub-CA solution for Punjab Infotech for issuance and management of DSCs. A total number of 1350 officials are using e-tendering in state government. Punjab Infotech has setup an e-Procurement cell for any assistance concerning e-Tendering and DSCs required by department officials / vendors.</p> <p>Since contract with M/s Sify has expired, RFQ has been floated.</p>			
9.	P-STEP	<p>Punjab Skill Training for Employment Potential (P-Step), is an initiative of Department of Higher Education, facilitated by Punjab Infotech aimed at increasing the employability of the students in the State with the IT/Knowledge Industry</p>	<p>Completed</p> <p>Contract agreement was signed between Training Partners and Punjab Infotech on June 14, 2010 for the period of 2 years</p>	<p>a. ILFS b. IndiaCan c. Hero Mindmine</p>	<p>Per students @ Rs. 5600</p> <p>1846 students X Rs. 5600 = 1,03,37,600</p>
10.	NAC Test	<p>The State has undertaken this initiative to help in building a pool of manpower, which is industry certified and employable.</p> <p>► In NAC Test, the students are tested on 5 different skills, namely-</p> <ul style="list-style-type: none"> • Analytical Ability, • English Writing, • Quantitative Ability, • Keyboard Skills, • English Speaking & Listening <p>NAC Test helps a student to identify the skills where he/she needs improvement. Introduction of skill specific training based on the Test Score can provide a great impetus to increase employability of the students.</p>	<p>Completed</p> <p>MoUs were signed between NASSCOM and Deptt. of Higher Education before each phase and Punjab Infotech being a nodal agency facilitated to conduct the test in govt. colleges.</p>	NASSCOM	<p>Per students @ Rs. 350</p> <p>9302 students X Rs. 350 = 32,55,700</p>

		NASSCOM conducted NAC Test in 4 phases from February 2011 to September 2012.			
11.	GENESIS	It is a community initiative of Infosys BPO, which is aimed at aligning the teaching and course curriculum at Graduate Schools to the industry requirements so the students have an edge as far as employability is concerned.	Completed MoUs were signed between Infosys and Deptt. of Higher Education on September 29, 2010 for a period of 1 Year	Infosys	Free
12.	For Progressive Punjab Investment Campaign	To design and develop the investment promotion strategy, programme and action plan for Punjab. To recommend reforms in the policy, institutional and business regulatory framework of the state. To undertake institutional strengthening and capacity building of Udyog Sahayak(PBIP) To Organize Investment Summits 2013 -2014	2013-2014 Completed 2014-2015 underway	M/S KPMG	2.40 crores
13.	For Progressive Punjab Investment Campaign	To prepare and execute an effective Public relations strategy and communication plan for Punjab government. Designing of the various marketing Collaterals/posters and panels for use for promotions, multimedia presentations, AV films.	Underway 2013-2015	M/s APCO Media Partner	116.62 lacs (8.33 * 14)
14.	For Progressive Punjab Investment Campaign	To organize and execute all the activities related to the road shows investors meet, conferences at national and international level To organize and execute all the activities related to Main Event that held on 9 th and 10 th December 2013.	Completed 2013	M/s CII Institutional Partner	Rs 7.33 lacs for 2 road shows and 27 lacs for main event

Other Important decisions / information for the Public

1. Decisions regarding Estate Management

Decision no. 1

Subject:- Conversion of Sheds to Plots

The Board of Directors of the Corporations in its 179th meeting held on 27.12.2013 approved to allow the shed owners to raise fresh structure after demolishing the existing sheds subject to payment of conversion charges at the rate of 10% of the current reserve price with FAR 1.0. Additional FAR over and above 1.0 will be allowed with additional charges only after policy in this regard is formulated and is duly approved by the Town & Country Planning Department/CTP, Punjab. The allottee will comply with the parking norms of GMADA.

Decision no. 2

Subject:-Charges for various services rendered by the Corporation to its allottees

The Board of Directors of the Corporations in its 180th meeting held on 28.02.2014 have approved imposition of fee for the following services:

Sr.	Service	Fee in Rupees (Per Processing) for each Plot Category
1.	Subleasing of Space by allottees.	Rs.15,000/- for 500 sq. yds., Rs.25,000/- for 1000 sq. yds., Rs.40,000/- for 2500 sq. yds., Rs.50,000/- for one acre, Rs.75,000/- for two acres & Rs.1,00,000/- for above two acres.
2.	Permission to Mortgage	Rs.10,000/- for 500 sq. yds., Rs.20,000/- for 1000 sq. yds., Rs.40,000/- for 2500 sq. yds., Rs.50,000/- for one acre, Rs.75,000/- for two acres & Rs.1,00,000/- for above two acres.
3.	Execution of Lease Deed /Conveyance Deed	Processing fee of Rs.10,000/- for plots up-to 2,500 SY and 20,000/- for plots of size more than 2,500 SY for execution of Lease Deed/ Conveyance Deed.

2. Information regarding Quasi-Judicial Decisions

Sr. No	Decision during the year	Name of the Authority	Title of case	Name of Counsel on behalf of the Corporation	Decided Position.
1.	2014-2015	MD, PICTCL	GS Electronics Pvt. Ltd Versus PICTCL & Another	Mr. Ajay Pal Singh , Advocate	Claim filed before the Arbitrator i.e MD, Punjab Infotech for setting aside the demand of extension fee by the Corporation from the tranferee of Plot No. E-69, Phase VIII, Mohali has been dismissed on 01.04.2014.

3. RTI Forms

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,
Punjab Information and Communication
Technology Corporation Limited
Chandigarh

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: raj कुमार.sangwan@punjabinfotech.gov.in

Web-site: www.punjabinfotech.gov.in

Tel. No.0172-5256400-01

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: rajkumar.sangwan@punjabinfotech.gov.in

Web-site: www.punjabinfotech.gov.in

Tel. No.0172-5256400-01

Strike out wherever not applicable.

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 (The Managing Director, Punjab Infotech) within 30 days of the issue of this order.

Yours faithfully,

Public Information Officer.
E-mail address: rajkumar.sangwan@punjabinfotech.gov.in
Web-site: www.punjabinfotech.gov.in
Tel. No.0172-5256400-01

FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY

I.D No	Name and Address of Applicant	Date of receipt of applicatio n in Form A	Type of informatio n asked	Particulars of fee deposited			Status of disposal of application			
				Amount	Receipt No.	Date	Information		Application	
							Supplie d	Partly Supplie d	Rejecte d	Returne d to applican t