

INFORMATION REGARDING 17 MANUALS UNDER SECTION 4(1)b OF THE RIGHT TO INFORMATION ACT.

- i) **The particulars of its organization, functions and duties. :- Please see at Home Page (Functions and Duties, Various types of Schemes for Loans.)**

ii). THE POWERS & DUTIES OF ITS OFFICERS AND EMPLOYEES

a) As per section 6 of the Punjab Scheduled Castes Land Dev& Finance Corporation Act the general superintendence direction & management of the affairs & business of the Corporation vests in the Board of Directors.

b) As per section 13 of the Act the Executive Director being the Chief Executive Officer of the Corporation is responsible for the operational management of the Corporation and implementation of the general policies approved by the Board .

c) Following Main Branches are working in the Head Office:-

- (i) Administrative
- (ii) Loan
- (iii) Planning ,Monitoring & Vigilance
- (iv) Legal
- (v) Payment
- (vi) Audit
- (vii) Recovery
- (viii) Computer Branch

The duties of the above said branches are as under :-

Administrative Branch :

This branch is supervised by Dy. ADO (Admn.).

- i) Appointment / Posting/ Transfers of all the officers/ Officials of the Corporation.
- ii) Recording minutes and keeping the record of meetings of the BOD.
- iii) Diary of the Corporation and despatch of Admn. Branch and planning monitoring and vigilance branch.
- iv) To Provide various stationary items to Head Office and Field Offices.
- v) Information called for by Government on the working of the Corporation and Correspondence regarding thereof.
- 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.
- vii) Maintenance of head office building and other related works.
- 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.
- ix) To give various advertisements of the Corporation and processing of bills.
- x) To process the payment to be made to the employees being retired/ expired etc .
- xi) Earned leave/ Medical leave/ Ex-India leave of the employees of the Corporation.
- xii) To prepare the Annual Administrative Report of the Corporation every year.
- xiii) To complete the Annual Confidential reports of the employees.
- xiv) Maintenance of store of the Corporation.
- xv) To make arrangements for the various guests of the Corporation from Central / State Governments/ NSFDC/ NSKFDC etc.
- xvi) Organizing official functions of the Corporation.
- xvii) To process House Building / Conveyance advances of the employees of the Corporation.

Loan Branch :

- (a) To Process the loan cases recommended by the District Managers and monitoring .
- (b) Dealing of files pertaining to Loan policies.
- (c) Redumption of property after the repayment of loan.

Planning , Monitoring & Vigilance Branch :

The following branches are supervised by General Manager Planning & Monitoring.

- A. Supervision of the planning and monitoring Branch .
- B. Supervision of Vigilance Branch and work related to the enquiries and complaints.

Planning & Monitoring Branch :

The branch is looked after by statistical officer under the supervision of General Manager (P) and performs following duties.

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 govt agencies and department regarding progress reports etc.
5. Correspondence with the Central Govt and other Depts. Of State Govt.
6. Preparation of notes and material for meeting the requirements of Govt. and other agencies.
7. Get the evaluation studies conducted.

(B) a) Work relating to enquiries and complaints.

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. Different files have been maintained as per nature of the matter and all such files have been entered in a register.

b) Work relating to ALR Branch :

The ALR branch is being looked after by Law Officer and its duties are as follows:-

- (i) Preparation of SDM (civil) cases for determination of recovery cases as Arrears of Land Revenue.
- (ii) Preparation of collector cases for recovery through arrears of Land Revenue.
- (iii) Correspondence with the concerned authorities and govt. for clearance of the cases.

2. Duties of Legal branch:

This branch is supervised by Law Officer

- i) To give legal advice to various matters involving legality regarding Govt. instructions and statutes of the Corporation.
- ii) To vet all the legal documents which are filed by the Corporations in various Courts and Legal Forums.
- iii) Proposing action to be taken on the cases/ proceedings filed against the Corporation and the judgement delivered by the Courts.
- iv) To render assistance to counsels engaged by the Corporation.
- v) The work pertaining to Surtapur Farm belonging to the Corporation situated near Ropar.
- vi) Work related to ALR Branch

DUTIES OF PAYMENT BRANCH

1. Maintenance of different vouchers, payment of all bills and cash receipts
2. Preparation of various Cheque after proper pre-auditing.
3. Preparation of salary bills & other arrears of employees.
4. Maintenance of books of Accounts e.g Cash Book, Journal, General Ledger, subsidiary Ledgers.
5. Maintenance of contingencies register.
6. Maintenance of record of earned leaves etc. of employees.

7. Keeping the records of officers/staff on deputation & payment of their dues.
8. Preparation of Fund flow statement.
9. Preparation of Budget.
10. Preparation of Balance Sheet of the Corporation.
11. Payment of Salaries, Arrears Contingencies bills, Medical bills, T.A bills etc of the employees after pre-auditing.
12. Operation of Bank accounts of the Corporation.
13. Getting the Bank Drafts from Banks for disbursement of loans and maintenance of Cheque / Draft register.
14. Payment of CPF of employees and maintaining its record.
15. Maintaining the record for receipt and payment of NSFDC/NSKFDC loans.
16. Diary and Despatch of Payment Branch.
17. Any other case related with financial matter and its correspondence with Govt. Department.
18. Granting of Annual increments to employees.
19. Maintaining of record of Service Books of employees.

Duties of Audit Branch

- 1) Pre-Audit of loan cases.
- 2) Pre-Audit 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.

RECOVERY BRANCH

The Recovery Branch is being looked after by One Dy. ADO and One Accounts Officer under the supervision of Chief Accounts Officer.

Duties:

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 redumption of property.
5. To transfer the defaulter cases to ALR Branch for preparing SDO© /Collector cases.

DUTIES OF COMPUTER BRANCH

1. Preparation of Pay Bill etc.
2. Computerisation the records of Accounting System
3. Computerisation the records of SDO / Collector cases
4. Preparation of Annual Interest statement of Recovery Section of around 25000 recovery accounts.
5. Computerisation of Progress reports of Recovery Section
6. Typing work of Payment Branches.

iii) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

As mentioned in the Act the policy formulation power is with the Board of Directors and after formulation it is being implemented by the management under the direction of the Executive Director .Regarding accountability there is section 46 of the Staff Regulations Action is being taken against defaulting officers/ officials under the Staff Regulations. However the Corporation also follows the instructions of the Punjab Govt. regarding procedure of appointments.

iv) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS.

The main function of the Punjab Scheduled Castes Land Dev. & Finance Corporation is the advancement of the loan to the Scheduled Castes .As far as possible this Corporation advances loans on the basis of first come first serve provided the case is complete in all respects and sufficient funds are available .In case of exceptional hardships of beneficiaries out of turn cases are also sanctioned and disbursed. However, for the sanction/disbursement of loan the following norms have been adopted.

Sr.No.	Particulars	Maximum Time for Disposal of loan cases
1.	Spot verification by D.M after receipt of loan application form	15 days
2.	Presentation of loan cases before District level committee	15 days
3.	Submission of cases to the Head Office after D.L.C meetings	4 days
4.	Examination /presentation of loan cases by the dealing Assistant in loan branch.	4 days
5.	Issuing of sanction letter rejection letter/sending of cases to the District Managers after objections.	6 days
6.	Execution of Mortgage deed surety Bond/Affidavit removal of objections and presentation of cases to Head office.	15 days
7.	Submission of cases for payment by the dealing assistant in loan branch	3 days
8.	Audit of Loan Cases by audit branch	3 days
9.	Release of payment/preparation of draft by the payment branch	4 days
10.	Entrance of loan cases in computer	2 days
11.	Opening of recovery account	2 days
12.	Despatch of draft to the loanee	2 days
13.	Submission of utilisation report by the District Manager	60 days

v) THE RULES,REGULATIONS,INSTRUCTIONS,MANNUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

The employees of this Corporation are performing their duties in view of the rules and regulations framed by the Board of Directors as well as instructions issued from time to time.

The Corporation is maintaining following regulations:-

- i) Staff Regulations-1971
- ii) Loan Regulations-1972
- iii) Expenditure Regulations-1972
- iv) General Regulations-1973
- v) Relief and Common Fund Regulations-1976
- vi) Bad Debt. Funds Regulations-1972

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.

vi) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL :

1. Administrative Branch

1. Various meetings of Board of Directors and list of files.
2. Personal files of all the officers/ officials
3. Annual confidential Reports.
4. Various notifications
5. House Building advances files
6. Files regarding various purchases made by the Corporation.
7. Store Purchase files and disposal register.
8. Diary /Despatch registers.

2. LOAN BRANCH

- 1) Policy Files regarding loans
- 2) Individual Files of the loanees

3. PLANNING, MONITORING & VIGILANCE BRANCH

- i) Files related with different inquiries and complaints.
- ii) Register for record of enquiries and complaints.
- iii) Files related with planning branch for release of funds and other correspondence with the State Govt. Central govt and National Corporations and other agencies.
- iv) Registers for maintenance of different type of statistics.

4. RECORD MAINTAINED BY THE LEGAL BRANCH

- a) The files pertaining to the allotment of land to the allottees of Sutapur Farm near Ropar.
- b) The files of the pending Court cases.
- c) All files related with ALR cases (SDM (c) / Collector)
- d) Registers for record of ALR cases.

5. DETAIL OF RECORDS, DOCUMENTS MAINTAINED BY PAYMENT BRANCH.

1. Accounts Books
2. Subsidiary Registers / Ledgers
3. Payment Voucher/ Receipt Vouchers
4. Employees Service Books and Files
5. NSFDC/NSKFDC Registers / files
6. Loan Disbursement Cheques Registers & files
7. Bank Accounts files
8. Payment Branch Diary/Despatch Register
9. Monthly Pay Bill & Arrear Register & files
10. Monthly fund flow file
11. Punwire file
12. Balance Sheet file
13. E.P.F files
14. Medical Bill file/Register
15. Budget File
16. Employees Loan advances Register
17. Cash/Cheque Receipt Books
18. A.G Para Files.

6. Records with Audit Branch

- 1) Files relates to Audit Paras of the Corporation.
- 2) Files relates to correspondence with AG(Punjab) regarding Audit Paras.
- 3) Files relates to Audit report of CAG on Balance Sheets of the Corporation.
- 4) File of Physical verification of Assets.
- 5) Files of all Districts relates to statement of capital subsidy accounts which operate for release of capital subsidy to Banks maintained at each district level.

RECOVERY BRANCH

Record held by recovery branch :-

1. Maintenance of Recovery Ledgers depicting individual-wise deposited by the beneficiaries.
2. Maintenance of individual-wise recovery files.
3. Policy files of Recovery Branch.

RECORD HELD BY COMPUTER BRANCH

1. Paybills only in Electronic form.
2. CPF files only in Electronic form.
3. SDO/Collector files only in Electronic form.

vii) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH ,OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THERE OF.

The State Govt. has appointed members of the Board of Directors which includes Officials as well as non-officials .The non-officials 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.

viii) A STATEMENT OF THE BOARDS COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE ,AND AS TO WHETHER MEETINGS OF THOSE BOARDS ,COUNCILS COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.

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.5/3/2003-3SCW(1)/988 Dt.22/09/2003.
- b) Bank Tie-Up 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.

LOAN BRANCH

- a) District Level Screening Committee recommends the loan cases for sanction to Head Office.
- b) Default review committee dispose off the Vehicles where auction has been held twice but couldn't mature.

ix. A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

The information is as under: (31.07.2011)

HEAD OFFICE: Punjab Scheduled Castes Land Development & Finance Corporation, SCO No. 101-103, Sector 17-C Chandigarh.

<u>S.No</u>	<u>Name of Employee</u>	<u>Employee Designation</u>	<u>Place of Posting</u>
1	AJINDER SINGH	GENERAL MANAGER	CHANDIGARH
2	AMARJIT SINGH	CHIEF ACCOUNTS OFFICER	CHANDIGARH
3	PARKEWAL SINGH	ADMN. OFFICER	CHANDIGARH
4	PARKASH SINGH	ADMN. OFFICER	CHANDIGARH
5	VIJAY KUMAR JINDAL	ACCOUNTS OFFICER	CHANDIGARH
6	K.P.SINGH	ACCOUNTS OFFICER	CHANDIGARH
7	SURAJ GOYAL	LAW OFFICER	CHANDIGARH
8	DYAL SINGH	PRIVATE SECRETARY	CHANDIGARH
9	SURINDER KAUR	PRIVATE SECRETARY	CHANDIGARH
10	PRATAP SINGH	SECTION OFFICER	CHANDIGARH
11	RASHPAL SINGH	STATISTICAL OFFICER	CHANDIGARH
12	DEV SINGH	DY. ADMN. OFFICER	CHANDIGARH
13	BHUPINDER SINGH	DY.ADMN.OFFICER	CHANDIGARH
14	RAJINDER SINGH	PERSONAL ASSISTANT	CHANDIGARH
15	KULWANT SINGH	PERSONAL ASSISTANT	CHANDIGARH
16	ASHOK KUMAR	SENIOR SCALE STENO	CHANDIGARH
17	GURMEET KAUR	SENIOR SCALE STENO	CHANDIGARH
18	BIMLA RANI	CASHIER	CHANDIGARH
19	RENU SHARMA	SENIOR ASSISTANT	CHANDIGARH
20	KUSAM LATA SHARMA	SENIOR ASSISTANT	CHANDIGARH
21	ASHA GAUTAM	SENIOR ASSISTANT	CHANDIGARH
	RAJNEESH KUMAR	SENIOR ASSISTANT	CHANDIGARH
22	BANGUR		
23	SHAKUNTLA DEVI	SENIOR ASSISTANT	CHANDIGARH
24	HARBANS KAUR	SENIOR ASSISTANT	CHANDIGARH

25	VIDYA DEVI	SENIOR ASSISTANT	CHANDIGARH
26	KAMLA	SENIOR ASSISTANT	CHANDIGARH
27	DARSHAN SINGH SAINI	SENIOR ASSISTANT	CHANDIGARH
28	RAJ RANI	SENIOR ASSISTANT	CHANDIGARH
29	RAJWANT KAUR	SENIOR ASSISTANT	CHANDIGARH
30	RANJIT SHARMA	SENIOR ASSISTANT	CHANDIGARH
31	ASHOK KUMAR	SENIOR ASSISTANT	CHANDIGARH
32	HARBHINDER KAUR	SENIOR ASSISTANT	CHANDIGARH
33	ANITA KUMARI	SENIOR ASSISTANT	CHANDIGARH
34	URMILA DEVI	SENIOR ASSISTANT	CHANDIGARH
35	DASS SINGH	SENIOR ASSISTANT	CHANDIGARH
36	KULWANT SINGH	SENIOR ASSISTANT	CHANDIGARH
37	BALDEV SINGH MANN	SENIOR ASSISTANT	CHANDIGARH
38	KRISHAN KUMAR	SENIOR ASSISTANT	CHANDIGARH
39	PARMINDER PAL KAUR	SENIOR ASSISTANT	CHANDIGARH
40	KAMAL KISHORE	SENIOR ASSISTANT	CHANDIGARH
41	GURDARSHAN SINGH	SENIOR ASSISTANT	CHANDIGARH
42	RAJINDER KAUR	SENIOR ASSISTANT	CHANDIGARH
43	SUMAN KHANNA	SENIOR ASSISTANT	CHANDIGARH
44	SAWARN KANTA	SENIOR ASSISTANT	CHANDIGARH
45	GURDEEP KAUR	SENIOR ASSISTANT	CHANDIGARH
46	NEENA GAUTAM	SENIOR ASSISTANT	CHANDIGARH
47	SUDESH BALA	SENIOR ASSISTANT	CHANDIGARH
48	OMI SHARMA	JUNIOR ASSISTANT	CHANDIGARH
49	GURDARSHAN KAUR	JUNIOR ASSISTANT	CHANDIGARH
50	JUJHAR SINGH	JUNIOR ASSISTANT	CHANDIGARH
51	NIRMALA DEVI	JUNIOR ASSISTANT	CHANDIGARH
52	AMARJEET KAUR	JUNIOR ASSISTANT	CHANDIGARH
53	KUNDAN SINGH	JUNIOR ASSISTANT	CHANDIGARH
54	DARSHAN SINGH-III	JUNIOR ASSISTANT	CHANDIGARH
55	KEHAR SINGH	JUNIOR ASSISTANT	CHANDIGARH
56	SUNITA DEVI	JUNIOR ASSISTANT	CHANDIGARH
57	RAM DEV	JUNIOR ASSISTANT	CHANDIGARH
58	MANJIT KAUR	JUNIOR ASSISTANT	CHANDIGARH
59	PARAMJIT KAUR	JUNIOR ASSISTANT	CHANDIGARH
60	NACHHATTAR KAUR	JUNIOR ASSISTANT	CHANDIGARH
61	BACHCHU SINGH	JUNIOR ASSISTANT	CHANDIGARH
62	KAMLESH KUMARI	JUNIOR ASSISTANT	CHANDIGARH
63	SANGEETA VERMA	JUNIOR ASSISTANT	CHANDIGARH
64	RAJ KUMAR	JUNIOR ASSISTANT	CHANDIGARH
65	MOHINDER SINGH	JUNIOR ASSISTANT	CHANDIGARH
66	HARISH KUMAR	JUNIOR ASSISTANT	CHANDIGARH
67	VINOD KUMAR	JUNIOR ASSISTANT	CHANDIGARH
68	RAJESH KUMAR	CLERK	CHANDIGARH
69	DEEPTI SHARMA	CLERK	CHANDIGARH
70	KANWALJIT KAUR	CLERK	CHANDIGARH
71	SATNAM SINGH	CLERK	CHANDIGARH
72	SUBHASH CHANDER	CLERK	CHANDIGARH
73	APPREET KUNWAR	CLERK	CHANDIGARH
74	JAGMOHAN SINGH	CLERK	CHANDIGARH
75	NARINDER SINGH	CLERK	CHANDIGARH
76	LAKHMIR SINGH	CLERK	CHANDIGARH
77	RAMA VATI	CLERK	CHANDIGARH
78	HOSHIAR SINGH	CLERK	CHANDIGARH
79	DAVINDER SINGH	CLERK	CHANDIGARH
80	HARPREET KAUR	DATA ENTRY OPERATOR	CHANDIGARH
81	MANJIT KAUR	DATA ENTRY OPERATOR	CHANDIGARH

82	BALJINDER KAUR	STENO TYPIST	CHANDIGARH
83	KULWINDER KAUR	STENO TYPIST	CHANDIGARH
84	AVTAR SINGH	STENO TYPIST	CHANDIGARH
85	DALWINDER SINGH	ELECTRICIAN	CHANDIGARH
86	RANDHIR SINGH	DRIVER SUPERWISER	CHANDIGARH
87	AMARJIT SINGH	DRIVER	CHANDIGARH
88	BAHADUR SINGH JATTANA	DRIVER	CHANDIGARH
89	MANJIT SINGH	DRIVER	CHANDIGARH
90	VIJAY SINGH	GESTETNER OPERATOR	CHANDIGARH
91	TARLOCHAN SINGH	GESTETNER OPERATOR	CHANDIGARH
92	SHIV RAM	DUFTRI	CHANDIGARH
93	AVTAR SINGH	HEAD PEON	CHANDIGARH
94	RAMESHWAR PAUL	PEON	CHANDIGARH
95	BIRENDER SINGH	PEON	CHANDIGARH
96	VIDYA DEVI	PEON	CHANDIGARH
97	JAGTAR SINGH	PEON	CHANDIGARH
98	SUBIT KUMAR	PEON	CHANDIGARH
99	GURMIT KAUR	PEON	CHANDIGARH
100	RAMJI	PEON	CHANDIGARH
101	RAMESH CHAND	PEON	CHANDIGARH
102	RAJINDER KUMAR	PEON	CHANDIGARH
103	SANTOSH	PEON	CHANDIGARH
104	MASAT RAM	PEON	CHANDIGARH
105	RAVINDER SINGH	PEON	CHANDIGARH
106	GURDEEP SINGH	PEON	CHANDIGARH
107	GURBACHAN SINGH	PEON	CHANDIGARH
108	BHAGWAN SINGH	CHOWKIDAR	CHANDIGARH
109	RAM SINGH	CHOWKIDAR	CHANDIGARH
110	HANSU	SWEEPER	CHANDIGARH
111	ANIL KUMAR	SWEEPER	CHANDIGARH

AMRITSAR

Dr. Ambedkar Bhawan, Old Tehsil, Near Pingalwara, Amritsar.

112	KULJIT SINGH	DISTRICT MANAGER	AMRITSAR
113	PARMJIT KAUR	JUNIOR ASSISTANT	AMRITSAR
114	DASWANDHA SINGH	JUNIOR ASSISTANT	AMRITSAR
115	NARESH KUMAR	JUNIOR ASSISTANT	AMRITSAR
116	MALKIAT SINGH	SENIOR CLERK	AMRITSAR
117	KULJIT KAUR	CLERK	AMRITSAR
118	CHIMAN LAL	CLERK	AMRITSAR
119	JUGAL KISHOR	CLERK	AMRITSAR
120	HARBANS LAL	DRIVER	AMRITSAR
121	WASSAN SINGH	PEON	AMRITSAR

BARNALA

C/O Sh.Raju S/o Sh. Mohan Singh R/O Kartar Singh Joshila Nagar, Opp. Bus Stand, Barnala

122	RAM LUBHAYA	DISTRICT MANAGER	BARNALA
123	SURINDER SINGH	JUNIOR ASSISTANT	BARNALA
124	GURTEJ SINGH	PEON	BARNALA

BHATINDA

Dr Ambedkar Bhawan, Power House Road, Bhatinda

125	SUDESH KUMAR	ASSTT.DISTT.MANAGER	BATHINDA
126	RANJIT SINGH	ASSTT. DISTT. MANAGER	BATHINDA
127	HARBHAJAN SINGH	PEON	BATHINDA

FARIDKOT

Dr Ambedkar Bhawan, Near Telephone Exchange, Faridkot

128	JIWAN KUMAR	ASSTT. DISTT. MANAGER	FARIDKOT
129	DALJIT KAUR	CLERK	FARIDKOT

FEROZEPUR

Dr Ambedkar Bhawan, Mallewala Road, Ferozepur

130	NANAK CHAND	ASSTT. DISTT. MANAGER	FEROZEPUR
131	PAL SINGH	CLERK	FEROZEPUR
132	SUCHA RAM	CLERK	FEROZEPUR
133	KISHAN LAL	PEON	FEROZEPUR

FATEHGARH SAHIB

Dr Ambedkar Bhawan, Fatehgarh Sahib

134	SUKHDEV SINGH	DISTRICT MANAGER	FATEHGARH SAHIB
135	JASWINDER SINGH	ASSTT. DISTT. MANAGER	FATEHGARH SAHIB
136	MANJU BALA GURU	JUNIOR ASSISTANT	FATEHGARH SAHIB
137	HAKAM SINGH	CLERK	FATEHGARH SAHIB
138	GURMEET SINGH	PEON	FATEHGARH SAHIB

GURDASPUR

Dr Ambedkar Bhawan, Railway Road, Near Panj Peer, Gurdaspur

139	NIRMAL SINGH	DISTRICT MANAGER	GURDASPUR
140	LAKHWINDER SINGH	JUNIOR ASSISTANT	GURDASPUR
141	SAROJ BALA	JUNIOR ASSISTANT	GURDASPUR
142	VIRENDER SINGH	CLERK	GURDASPUR
143	RAKESH KUMAR	CLERK	GURDASPUR
144	AMARJIT SINGH	PEON	GURDASPUR
145	CHAND RANI	PEON	GURDASPUR

HOSHIARPUR

Kothi No. 354, Dr Ambedkar Nagar, Mahilpur Road, Hoshiarpur

146	YASH PAUL SHARMA	DISTRICT MANAGER	HOSHIAR PUR
147	MALKIAT SINGH	ASSTT. DISTT. MANAGER	HOSHIAR PUR
148	RAJ RANI	JUNIOR ASSISTANT	HOSHIAR PUR
149	DILAWAR SINGH	JUNIOR ASSISTANT	HOSHIAR PUR
150	VIJAY KUMAR	JUNIOR ASSISTANT	HOSHIAR PUR
151	KULDIP SINGH	CLERK	HOSHIAR PUR
152	SURINDER KUMAR	CLERK	HOSHIAR PUR
153	KULDIP SINGH	CLERK	HOSHIAR PUR
154	TARSEM LAL	PEON	HOSHIAR PUR
155	PARMINDER KAUR	PEON	HOSHIAR PUR

JALANDHAR

49/1, Gurjpal Nagar, Near Mota Singh Nagar, Jalandhar

156	BEHARI LAL	DISTRICT MANAGER	JALANDHAR
157	JAGIR RAM	ASSTT. DISTT. MANAGER	JALANDHAR
158	CHARAN SINGH	ASSTT. DISTT. MANAGER	JALANDHAR
159	VIJAY KUMAR	JUNIOR ASSISTANT	JALANDHAR
160	AMARJEET KAUR	JUNIOR ASSISTANT	JALANDHAR
161	ASHOK KUMAR	JUNIOR ASSISTANT	JALANDHAR
162	MANJU	CLERK	JALANDHAR
163	MOHINDER PAUL	CLERK	JALANDHAR
164	HARI RAM	DRIVER	JALANDHAR
165	ASHOK KUMAR	PEON	JALANDHAR
166	SARABJIT SINGH	PEON	JALANDHAR

KAPURTHALA

Dr Ambedkar Bhawan, Near Devi Talab Mandir, Kapurthala

167	HARVINDER SINGH	ASSTT. DISTT. MANAGER	KAPURTHALA
168	SANDEEP KUMAR	CLERK	KAPURTHALA

169	DHARAM PAUL	PEON	KAPURTHALA
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LUDHIANA

1, Peeli Kothi, Near Bus Stand, Ludhiana

170	PARMJIT SINGH	DISTRICT MANAGER	LUDHIANA
171	MOHINDER KAUR	ASSTT. DISTT. MANAGER	LUDHIANA
172	SATINDERJIT KAUR	JUNIOR ASSISTANT	LUDHIANA
173	CHAMANJIT SINGH BAWA	CLERK	LUDHIANA
174	JASPAL SINGH	DRIVER	LUDHIANA
175	DALINDER PARSHAD	PEON	LUDHIANA

MANSA

Dr Ambedkar Bhawan, Mansa

176	BALJINDER SINGH	CLERK	MANSA
177	RACHHPAL SINGH	PEON	MANSA

MOGA

Dr Ambedkar Bhawan, Feerozepur Road, Moga

178	BALBIR SINGH	JUNIOR ASSISTANT	MOGA
179	HUKAM CHAND	CLERK	MOGA
180	SODHI RAM	PEON	MOGA

MUKTSAR

Dr Ambedkar Bhawan, Bhatinda Road Muktsar

181	MOHINDER LAL	DISTRICT MANAGER	MUKTSAR
182	BHARAT BHUSHAN	CLERK	MUKTSAR
183	SATPAL SINGH	DRIVER	MUKTSAR
184	BHUPINDER KUMAR	PEON	MUKTSAR

SBS NAGAR

Dr Ambedkar Bhawan, Gurjpur, SBS Nagar

185	MEHAR CHAND	DISTRICT MANAGER	SBS NAGAR
186	RANA DHIRENDER SINGH	ASSTT. DISTT. MANAGER	SBS NAGAR
187	SUDARSHAN KUMAR	ASSTT. DISTT. MANAGER	SBS NAGAR
188	SURINDER KAUR	JUNIOR ASSISTANT	SBS NAGAR
189	CHANDER KALA	CLERK	SBS NAGAR
190	KULVINDER SINGH	JUNIOR ASSISTANT	SBS NAGAR
191	NARESHWAR SINGH	CLERK	SBS NAGAR
192	GURSEWAK SINGH	PEON	SBS NAGAR

PATIALA

Dr Ambedkar Bhawan, Near Polytechnic College, Patiala

193	RAJ PAUL	DISTRICT MANAGER	PATIALA
194	KIRPAL SINGH	ASSTT. DISTT. MANAGER	PATIALA
195	SURYA MOHAN	CLERK	PATIALA
196	GURCHARAN SINGH	CLERK	PATIALA
197	HARPREET KAUR	CLERK	PATIALA
198	BALVIR SINGH	CLERK	PATIALA
199	MOHINDER PAUL	DRIVER	PATIALA
200	ASHWANI KUMAR	PEON	PATIALA

ROPAR

Dr Ambedkar Bhawan, Near Giani Zail Singh Nagar, Ropar

201	NARESH KUMAR	DISTRICT MANAGER	ROPAR
202	TEJINDER SINGH	ASSTT. DISTT. MANAGER	ROPAR
203	JASWANT SINGH	ASSTT. DISTT. MANAGER	ROPAR
204	AVTAR SINGH RAI	JUNIOR ASSISTANT	ROPAR
205	GIAN KAUR	CLERK	ROPAR
206	BUDH SINGH KHOKHAR	CLERK	ROPAR
207	NIRMAL SINGH	DRIVER	ROPAR
208	SUKHRAM SINGH	PEON	ROPAR
209	SURJIT KAUR	PEON	ROPAR

SANGRUR

Dr Ambedkar Bhawan, Patiala Gate, Sangrur

210	DARSHAN SINGH-II	ASSTT. DISTT. MANAGER	SANGRUR
211	BHUPINDER SINGH	ASSTT. DISTT. MANAGER	SANGRUR
212	BAHADUR SINGH	JUNIOR ASSISTANT	SANGRUR
213	DARSHAN SINGH(6/94)	CLERK	SANGRUR
214	LAVITA GUPTA	CLERK	SANGRUR
215	AVTAR SINGH	DRIVER	SANGRUR
216	SURINDER SINGH	PEON	SANGRUR

SAS NAGAR

Plot No. 1, Kamla Market, Old Kharar Road, Phase I Mohali

217	RAJINDER SINGH	DISTRICT MANAGER	SAS NAGAR
218	BALRAM	ASSTT. DISTT. MANAGER	SAS NAGAR
219	PALWINDER SINGH	ASSTT. DISTT. MANAGER	SAS NAGAR
220	TEJINDER SINGH	CLERK	SAS NAGAR
221	RAJINDER KUMAR	DRIVER	SAS NAGAR
222	RAJINDER SINGH -II	PEON	SAS NAGAR

TARNTARAN

Chabaal Road, Amritsar Bypass, Tarntaran

223	SATPAL	CLERK	TARN TARAN
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x. **THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION**

The information is as under as on 31.7.2011:

1	AJINDER SINGH	GENERAL MANAGER	53233.00
2	AMARJIT SINGH	CHIEF ACCOUNTS OFFICER	53835.00
3	PARKEWAL SINGH	ADMN. OFFICER	56660.00
4	PARKASH SINGH	ADMN. OFFICER	56592.00
5	VIJAY KUMAR JINDAL	ACCOUNTS OFFICER	51544.00
6	K.P.SINGH	ACCOUNTS OFFICER	48517.00
7	SURAJ GOYAL	LAW OFFICER	50518.00
8	DYAL SINGH	PRIVATE SECRETARY	49733.00
9	SURINDER KAUR	PRIVATE SECRETARY	48519.00
10	PRATAP SINGH	SECTION OFFICER	46773.00
11	RASHPAL SINGH	STATISTICAL OFFICER	46773.00
12	DEV SINGH	DY. ADMN. OFFICER	51083.00
13	BHUPINDER SINGH	DY.ADMN.OFFICER	50980.00
14	RAJINDER SINGH	PERSONAL ASSISTANT	46141.00
15	KULWANT SINGH	PERSONAL ASSISTANT	40805.00
16	ASHOK KUMAR	SENIOR SCALE STENO	40945.00
17	GURMEET KAUR	SENIOR SCALE STENO	30667.00
18	BIMLA RANI	CASHIER	39924.00
19	RENU SHARMA	SENIOR ASSISTANT	50572.00
20	KUSAM LATA SHARMA	SENIOR ASSISTANT	50572.00
21	ASHA GAUTAM	SENIOR ASSISTANT	46519.00
22	RAJNEESH KUMAR BANGUR	SENIOR ASSISTANT	45459.00
23	SHAKUNTLA DEVI	SENIOR ASSISTANT	45442.00
24	HARBANS KAUR	SENIOR ASSISTANT	39594.00
25	VIDYA DEVI	SENIOR ASSISTANT	44159.00
26	KAMLA	SENIOR ASSISTANT	44159.00
27	DARSHAN SINGH SAINI	SENIOR ASSISTANT	43786.00
28	RAJ RANI	SENIOR ASSISTANT	41834.00
29	RAJWANT KAUR	SENIOR ASSISTANT	41834.00
30	RANJIT SHARMA	SENIOR ASSISTANT	40654.00
31	ASHOK KUMAR	SENIOR ASSISTANT	41201.00

32	HARBHINDER KAUR	SENIOR ASSISTANT	0.00
33	ANITA KUMARI	SENIOR ASSISTANT	40534.00
34	URMILA DEVI	SENIOR ASSISTANT	39645.00
35	DASS SINGH	SENIOR ASSISTANT	38568.00
36	KULWANT SINGH	SENIOR ASSISTANT	36158.00
37	BALDEV SINGH MANN	SENIOR ASSISTANT	41697.00
38	KRISHAN KUMAR	SENIOR ASSISTANT	39799.00
39	PARMINDER PAL KAUR	SENIOR ASSISTANT	38568.00
40	KAMAL KISHORE	SENIOR ASSISTANT	38977.00
41	GURDARSHAN SINGH	SENIOR ASSISTANT	39542.00
42	RAJINDER KAUR	SENIOR ASSISTANT	38636.00
43	SUMAN KHANNA	SENIOR ASSISTANT	38824.00
44	SAWARN KANTA	SENIOR ASSISTANT	31281.00
45	GURDEEP KAUR	SENIOR ASSISTANT	35199.00
46	NEENA GAUTAM	SENIOR ASSISTANT	35968.00
47	SUDESH BALA	SENIOR ASSISTANT	29786.00
48	OMI SHARMA	JUNIOR ASSISTANT	31738.00
49	GURDARSHAN KAUR	JUNIOR ASSISTANT	28192.00
50	JUJHAR SINGH	JUNIOR ASSISTANT	34898.00
51	NIRMALA DEVI	JUNIOR ASSISTANT	30849.00
52	AMARJEET KAUR	JUNIOR ASSISTANT	30849.00
53	KUNDAN SINGH	JUNIOR ASSISTANT	30918.00
54	DARSHAN SINGH-III	JUNIOR ASSISTANT	30918.00
55	KEHAR SINGH	JUNIOR ASSISTANT	26452.00
56	SUNITA DEVI	JUNIOR ASSISTANT	24443.00
57	RAM DEV	JUNIOR ASSISTANT	26725.00
58	MANJIT KAUR	JUNIOR ASSISTANT	26144.00
59	PARAMJIT KAUR	JUNIOR ASSISTANT	26896.00
60	NACHHATTAR KAUR	JUNIOR ASSISTANT	25443.00
61	BACHCHU SINGH	JUNIOR ASSISTANT	26452.00
62	KAMLESH KUMARI	JUNIOR ASSISTANT	25443.00
63	SANGEETA VERMA	JUNIOR ASSISTANT	29327.00
64	RAJ KUMAR	JUNIOR ASSISTANT	28318.00
65	MOHINDER SINGH	JUNIOR ASSISTANT	26452.00
66	HARISH KUMAR	JUNIOR ASSISTANT	25391.00
67	VINOD KUMAR	JUNIOR ASSISTANT	29652.00
68	RAJESH KUMAR	CLERK	25368.00
69	DEEPTI SHARMA	CLERK	22735.00
70	KANWALJIT KAUR	CLERK	21384.00
71	SATNAM SINGH	CLERK	19161.00
72	SUBHASH CHANDER	CLERK	23265.00
73	APPREET KUNWAR	CLERK	15861.00
74	JAGMOHAN SINGH	CLERK	17911.00
75	NARINDER SINGH	CLERK	22170.00
76	LAKHMIR SINGH	CLERK	22068.00
77	RAMA VATI	CLERK	15861.00
78	HOSHIAR SINGH	CLERK	21555.00
79	DAVINDER SINGH	CLERK	15911.00
80	HARPREET KAUR	DATA ENTRY OPERATOR	20744.00
81	MANJIT KAUR	DATA ENTRY OPERATOR	20145.00
82	BALJINDER KAUR	STENO TYPIST	26634.00
83	KULWINDER KAUR	STENO TYPIST	19725.00
84	AVTAR SINGH	STENO TYPIST	20666.00
85	DALWINDER SINGH	ELECTRICIAN	21035.00
86	RANDHIR SINGH	DRIVER SUPERWISER	31014.00
87	AMARJIT SINGH	DRIVER	26651.00
88	BAHADUR SINGH JATTANA	DRIVER	23795.00

89	MANJIT SINGH	DRIVER	31972.00
90	VIJAY SINGH	GESTETNER OPERATOR	26023.00
91	TARLOCHAN SINGH	GESTETNER OPERATOR	25776.00
92	SHIV RAM	DUFTRI	23040.00
93	AVTAR SINGH	HEAD PEON	24601.00
94	RAMESHWAR PAUL	PEON	20030.00
95	BIRENDER SINGH	PEON	23792.00
96	VIDYA DEVI	PEON	22595.00
97	JAGTAR SINGH	PEON	13139.00
98	SUBIT KUMAR	PEON	20612.00
99	GURMIT KAUR	PEON	20030.00
100	RAMJI	PEON	18714.00
101	RAMESH CHAND	PEON	20612.00
102	RAJINDER KUMAR	PEON	13139.00
103	SANTOSH	PEON	17825.00
104	MASAT RAM	PEON	20240.00
105	RAVINDER SINGH	PEON	17346.00
106	GURDEEP SINGH	PEON	13139.00
107	GURBACHAN SINGH	PEON	24357.00
108	BHAGWAN SINGH	CHOWKIDAR	22465.00
109	RAM SINGH	CHOWKIDAR	21012.00
110	HANSU	SWEEPER	21843.00
111	ANIL KUMAR	SWEEPER	12780.00
112	KULJIT SINGH	DISTRICT MANAGER	45439.00
113	PARMJIT KAUR	JUNIOR ASSISTANT	31738.00
114	DASWANDHA SINGH	JUNIOR ASSISTANT	31738.00
115	NARESH KUMAR	JUNIOR ASSISTANT	31362.00
116	MALKIAT SINGH	SENIOR CLERK	26926.00
117	KULJIT KAUR	CLERK	25231.00
118	CHIMAN LAL	CLERK	20324.00
119	JUGAL KISHOR	CLERK	21640.00
120	HARBANS LAL	DRIVER	21668.00
121	WASSAN SINGH	PEON	13088.00
122	RAM LUBHAYA	DISTRICT MANAGER	40035.00
123	SURINDER SINGH	JUNIOR ASSISTANT	29504.00
124	GURTEJ SINGH	PEON	19087.00
125	SUDESH KUMAR	ASSTT. DISTT. MANAGER	35826.00
126	RANJIT SINGH	ASSTT. DISTT. MANAGER	33569.00
127	HARBHAJAN SINGH	PEON	21056.00
128	JIWAN KUMAR	ASSTT. DISTT. MANAGER	32792.00
129	DALJIT KAUR	CLERK	17362.00
130	NANAK CHAND	ASSTT. DISTT. MANAGER	35800.00
131	PAL SINGH	CLERK	21333.00
132	SUCHA RAM	CLERK	18733.00
133	KISHAN LAL	PEON	22635.00
134	SUKHDEV SINGH	DISTRICT MANAGER	43117.00
135	JASWINDER SINGH	ASSTT. DISTT. MANAGER	35454.00
136	MANJU BALA GURU	JUNIOR ASSISTANT	23888.00
137	HAKAM SINGH	CLERK	22473.00
138	GURMEET SINGH	PEON	19708.00
139	NIRMAL SINGH	DISTRICT MANAGER	42324.00
140	LAKHWINDER SINGH	JUNIOR ASSISTANT	27313.00
141	SAROJ BALA	JUNIOR ASSISTANT	30288.00
142	VIRENDER SINGH	CLERK	24210.00
143	RAKESH KUMAR	CLERK	20025.00
144	AMARJIT SINGH	PEON	13741.00
145	CHAND RANI	PEON	19087.00

146	YASH PAUL SHARMA	DISTRICT MANAGER	44645.00
147	MALKIAT SINGH	ASSTT. DISTT. MANAGER	35980.00
148	RAJ RANI	JUNIOR ASSISTANT	23814.00
149	DILAWAR SINGH	JUNIOR ASSISTANT	25417.00
150	VIJAY KUMAR	JUNIOR ASSISTANT	22882.00
151	KULDIP SINGH	CLERK	18749.00
152	SURINDER KUMAR	CLERK	23507.00
153	KULDIP SINGH	CLERK	13924.00
154	TARSEM LAL	PEON	20246.00
155	PARMINDER KAUR	PEON	13741.00
156	BEHARI LAL	DISTRICT MANAGER	46790.00
157	JAGIR RAM	ASSTT. DISTT. MANAGER	39821.00
158	CHARAN SINGH	ASSTT. DISTT. MANAGER	39611.00
159	VIJAY KUMAR	JUNIOR ASSISTANT	27033.00
160	AMARJEET KAUR	JUNIOR ASSISTANT	26452.00
161	ASHOK KUMAR	JUNIOR ASSISTATN	22895.00
162	MANJU	CLERK	25248.00
163	MOHINDER PAUL	CLERK	25368.00
164	HARI RAM	DRIVER	15923.00
165	ASHOK KUMAR	PEON	22664.00
166	SARABJIT SINGH	PEON	12079.00
167	HARVINDER SINGH	ASSTT. DISTT. MANAGER	35850.00
168	SANDEEP KUMAR	CLERK	24210.00
169	DHARAM PAUL	PEON	19202.00
170	PARMJIT SINGH	DISTRICT MANAGER	45739.00
171	MOHINDER KAUR	ASSTT. DISTT. MANAGER	37602.00
172	SATINDERJIT KAUR	JUNIOR ASSISTANT	30037.00
173	CHAMANJIT SINGH BAWA	CLERK	22220.00
174	JASPAL SINGH	DRIVER	18470.00
175	DALINDER PARSHAD	PEON	18924.00
176	BALJINDER SINGH	CLERK	21692.00
177	RACHHPAL SINGH	PEON	12498.00
178	BALBIR SINGH	JUNIOR ASSISTANT	0.00
179	HUKAM CHAND	CLERK	21152.00
180	SODHI RAM	PEON	20510.00
181	MOHINDER LAL	DISTRICT MANAGER	22050.00
182	BHARAT BHUSHAN	CLERK	20401.00
183	SATPAL SINGH	DRIVER	19156.00
184	BHUPINDER KUMAR	PEON	12498.00
185	MEHAR CHAND	DISTRICT MANAGER	36097.00
186	RANA DHIRENDER SINGH	ASSTT. DISTT. MANAGER	35454.00
187	SUDARSHAN KUMAR	ASSTT. DISTT. MANAGER	36227.00
188	SURINDER KAUR	JUNIOR ASSISTANT	23888.00
189	CHANDER KALA	CLERK	14906.00
190	KULVINDER SINGH	JUNIOR ASSISTANT	23888.00
191	NARESHWAR SINGH	CLERK	21941.00
192	GURSEWAK SINGH	PEON	11980.00
193	RAJ PAUL	DISTRICT MANAGER	41081.00
194	KIRPAL SINGH	ASSTT. DISTT. MANAGER	37580.00
195	SURYA MOHAN	CLERK	24640.00
196	GURCHARAN SINGH	CLERK	20944.00
197	HARPREET KAUR	CLERK	18537.00
198	BALVIR SINGH	CLERK	22521.00
199	MOHINDER PAUL	DRIVER	27968.00
200	ASHWANI KUMAR	PEON	15351.00
201	NARESH KUMAR	DISTRICT MANAGER	41458.00
202	TEJINDER SINGH	ASSTT. DISTT. MANAGER	36292.00

203	JASWANT SINGH	ASSTT. DISTT. MANAGER	36259.00
204	AVTAR SINGH RAI	JUNIOR ASSISTANT	23888.00
205	GIAN KAUR	CLERK	23245.00
206	BUDH SINGH KHOKHAR	CLERK	19236.00
207	NIRMAL SINGH	DRIVER	24720.00
208	SUKHRAM SINGH	PEON	19016.00
209	SURJIT KAUR	PEON	17454.00
210	DARSHAN SINGH-II	ASSTT. DISTT. MANAGER	35980.00
211	BHUPINDER SINGH	ASSTT. DISTT. MANAGER	37828.00
212	BAHADUR SINGH	JUNIOR ASSISTANT	30288.00
213	DARSHAN SINGH(6/94)	CLERK	24210.00
214	LAVITA GUPTA	CLERK	24079.00
215	AVTAR SINGH	DRIVER	23701.00
216	SURINDER SINGH	PEON	22112.00
217	RAJINDER SINGH	DISTRICT MANAGER	45696.00
218	BALRAM	ASSTT. DISTT. MANAGER	40295.00
219	PALWINDER SINGH	ASSTT. DISTT. MANAGER	35199.00
220	TEJINDER SINGH	CLERK	24667.00
221	RAJINDER KUMAR	DRIVER	23036.00
222	RAJINDER SINGH -II	PEON	22117.00
223	SATPAL	CLERK	24079.00

xi. THE BUDGET ALLOCATED TO EACH OF ITS AGENCIES, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE.

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.

Budget at a Glance for the year 2011-12:- Please see at Home Page (RTI-Annexure-‘X’)
Schemewise/disbursement of loan :- Please see at Home Page (Achievements-II)

xii. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

Annual Plan is being prepared every year on the basis of budget provision of the previous years .Thereafter schemewise targets are fixed indicating the detail of beneficiaries.

Detail plan of subsidy distribution is as under, However, the list of individual beneficiaries can be obtained from the APIO of the concerned district of the Corporation on request in paper form.

Statement showing the achievements under the Bank Tie up Scheme since inception of the Corporation as on 31.3.2011.

S.No.	District	No.of Bene.	Amounts.
1	Amritsar	46215	5055.46
2	Barnala	873	298.01
3	Bathinda	31595	2589.83
4	Faridkot	30241	2670.02
5	Fatehgarh Sahib	6708	1165.86
6	Ferozepur	26174	2700.09
7	Gurdaspur	32601	3582.55
8	Hoshiarpur	40012	3536.21
9	Jalandhar	50235	4342.07
10	Kapurthala	16675	1506.31
11	Ludhiana	43292	3728.32
12	Mansa	6757	1209.51
13	Moga	3410	720.02
14	Mukatsar	4896	1183.81
15	S.B.S Nagar	4374	906.14
16	Patiala	33065	3067.6

17	Ropar	25777	2446.95
18	Sangrur	39523	4275.69
19	S.A.S Nagar	287	84.10
20	Tarn Taran	965	284.49
	Total:	443675	45353.04

xiii. PARTICULARS OF RECIPIENTS OF CONCESSIONS ,PERMITS OR AUTHORISATIONS GRANTED BY IT.

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.

iv) The Corporation has implemented One Time Settlement Scheme with the approval of the State Government. The detail of the scheme and list of each beneficiaries can be obtained from the APIO of the concerned district of the Corporation in paper form on request.

xiv. DETAILS IN RESPECT OF THE INFORMATION, AVAIBALE TO OR HELD BY IT, REDUCED IN AN 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. The copy of the other regulations can be obtained in paper form on request.

xv. THE PARTICULARS OF FACILITIES AVAIBALE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING, IF MAINTAINED FOR PUBLIC USE.

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.

xvi. THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

Please see at Home Page :- RTI

xvii. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR

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.