

Obligations of Public Authorities



MANUAL UNDER
RIGHT TO INFORMATION ACT, 2005

English Version

Punjab Ex-Servicemen Corporation (PESCO) SCO 89-
90, Sector 34-A
Chandigarh

Introduction

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

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1st Manual: Particulars of the Public Authority

- 1.1 Name and address of the organization:- Punjab Ex-Servicemen Corporation,
SCO 89-90, Sector 34-A, Chandigarh
- 1.2 Head of the organization :
- 1.3 Key Objectives : Welfare, economic uplift and to provide employment opportunity to ex- servicemen
- 1.4 Functions and duties:

1 Plan, promote and undertake on its own or in collaboration with or through such ex-servicemen organization programmes of agriculture development, marketing processing, supply and storage of agricultural produce, small scale industry, building construction, transport and such other business. Provide financial assistance to ex-servicemen or their organizations by advancing loans in cash or kind.

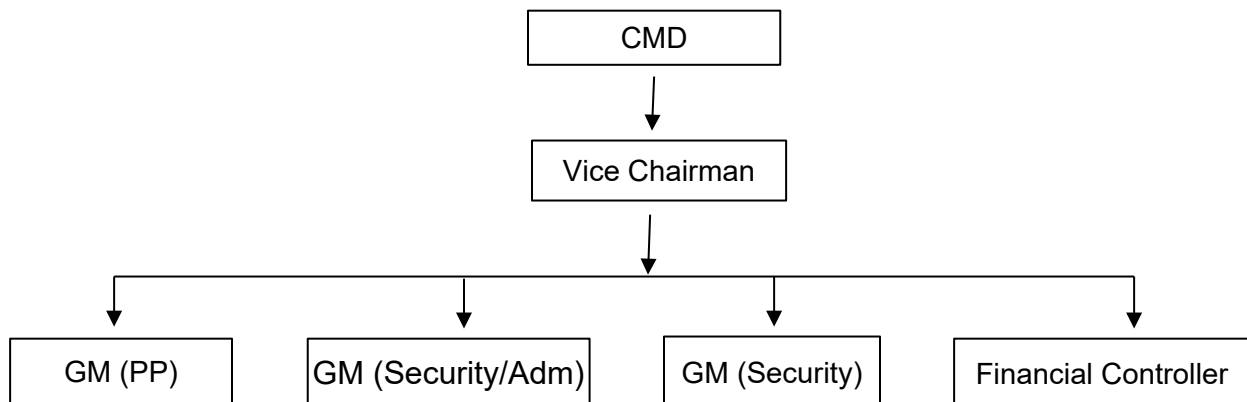
2 To provide financial assistance to ex-servicemen or their organizations by advancing to them in cash or in kind loans including loans under hire purchase system for any of the purposes specified in clause (i) either directly or through such agency, organization or institution as may be approved by it.

3. To give on hire agricultural or industrial machinery or equipment to ex-servicemen or their organizations.

4. To give grants and subsidies to, and to guarantee loans taken by, the ex-servicemen or their organizations.

5 To discharge such other functions as may be prescribed or as are supplemental, incidental or consequential to any of the functions conferred on it under this Act.

- 1.5 Organization chart:



2nd Manual: Powers & duties of officers & employees

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

S.No	Designation	Powers (Administrative, Financial & Judicial)	Duties
1	CMD	1 Head of Board of Directors.	1 Implements the decisions of the Board.
		2 Exercise executive powers of the Board in emergency	2 Implements Govt directions on functioning of the Corporation
		3 Chairs Meeting of Board	3 Brief the Board/Govt about new projects of the Corporation.
		4 Overall financial control of finances of the Corporation. Liaise with Govt for arranging loans/ subsidies to ex-servicemen.	
		5 Exercise control over day to day expenses of the Corporation	
		6. Liaison with Govt Departments	
2	Vice Chairman	1 Head of Board of Directors in the absence of Chairman. 2 Chairs Meeting of Board in the absence of Chairman. 3 Exercise executive powers of the Board in emergency in the absence of Chairman.	
3	GM(PP)	1 Overall in charge of planning of new projects. 2 Controlling men and material. 3 Exercise control over various projects established in Punjab and neighbouring States.	1 To assist CMD in planning and execution of new projects. 2 To enhance business interest of the Corporation. 3 To negotiate new contracts. 4 To watch interest of the ex-servicemen under him. 5 To ensure timely disbursement of salaries of personnel. 6 To renew contract with principal employers. 7 To visit various projects.

S.No	Designation	Powers (Administrative, Financial & Judicial)	Duties
4	GM(Security/ Adm)	1 In charge of security projects and controlling men and material. 2 Planning and establishing of new security units other than BSNL security. 3 Controlling the security staff and assist the CMD on all administrative & training matters.	1 To appraise the CMD about needs of security projects. 2 To ensure timely payments by projects. 3 To control their deployment and to visit security units/projects. 4 Processing of all administration and training matters of the Corporation. 5. To visit training ests and supervise them.
5	GM (Security)	1 Overall in charge of BSNL security projects. 2 Planning and establishing of new security units in BSNL security. 3 Controlling the security staff.	1 To appraise CMD about negotiation after continuous liaison with BSNL authorities. 2 To negotiate rate contract with BSNL authorities. 3 To ensure timely payments by BSNL authorities. 4 To control men deployed with BSNL. 5 To visit security units.
6	Financial Controller	1 Exercise financial powers as per PESCO (Expenditure and General) Regs 1992. 2 Control day to day expenditures.	1 Preparation of balance sheet. 2 Preparation of quarterly statement of expenditures. 3 Disbursement of salaries. Reports and returns on financial matters to Govt. 4 Raising of salaries bills Correspondence with financial institutes of Govt.

2.2 Powers and duties of other employees:

S.No	Designation	Powers	Duties
1	Supdt	NIL	1 Overall supervision 2 In charge Admin Section 3 Monitor reports & returns
2	Accountant	NIL	1 Overall Supervision of Account Section 2 Monitor reports & returns
3	Assistant (Accounts)	NIL	1 Check & verify all vouchers 2 Service Tax

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

The Punjab Ex-Servicemen Corporation Act, 1978.

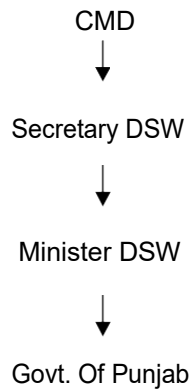
1 The Punjab Ex-Servicemen Corporation (General Rules), 1982.

2 The Punjab Ex-Servicemen Corporation (Service) Regulations, 1993.

3 The Punjab Ex-Servicemen Corporation (Expenditure and General) Regulations, 1992.

3rd Manual: Procedure followed in decision making

3.1 Process of decision making:

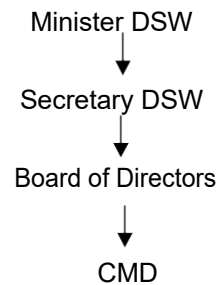


3.2 Final decision making authority: Board of Directors/Govt of Pb

3.3 Related provisions, acts, rules etc: PESCO Act 1978, PESCO Rules-1982 & Regulations-1993

3.4 Time limit for taking a decision, if any: On case to case basis.

3.5 Channels of supervision and accountability:



4th Manual: Norms for discharge of functions

- 4.1 Nature of functions/services offered :
- 1.1 The main functions are related to welfare & economic uplift of ex-servicemen.
 - 1.2 To provide employment to ex-servicemen in security duties.
- 4.2 Norms/standards for functions / service delivery: Enters into contracts for providing security/driving to generate employment for ex-servicemen.
- 4.3 Time-limits for achieving the targets : -
- 4.4 Reference document prescribing the norms:
- 1 PESCO Act 1978.
 - 2 PESCO Rules, 1982
 - 3 PESCO Regulations, 1993

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

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

S.no	Title	Nature	Gist of Content
1)	The Punjab Ex-Servicemen Corporation Act No 33, 1978	Act	An Act to provide for the establishment of the Punjab Ex-Servicemen Corporation.
2)	Punjab Ex-Servicemen - Service Regulations, 1993	Regulation	The Regulations consist of rules on service matters under which PESCO employees are governed. The regulation is based on Corporation/Govt policies in service matters.
3)	Punjab Ex-Servicemen Corporation (General) Rules, 1982	Rules	These rules cover pay & allowances of chairman, procedure for recovery of Corporation amount from loaner.
4)	Punjab Ex-Servicemen Corporation (Expenditure & General) Regulations , 1992	Regulation	These Regulations cover rules on financial matters of the Corporation

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

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

Name of the Document	Procedure to obtain the Document	Held by/Under control of
The Punjab Ex-Servicemen Corporation Act No 33, 1978	Download from Website	GM/Supdt
The Punjab Ex-servicemen (Service) Regulation, 1993	-do-	-do-
The Punjab Ex-Servicemen Corporation (Expenditure and General) Regulations, 1992	-do-	-do-
The Punjab Ex-servicemen Corporation (General) Rules, 1982	-do-	-do-
The Punjab Ex-servicemen Corporation (Conduct & Meeting) Regulations, 1979	-do-	-do-

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

- 7.1 Relevant rule, circular etc: Not Applicable.
- 7.2 Arrangements for consultation with or representation by the members of the public in policy formulation / policy implementation: Decision on Policy formulation are made by Board of Directors/Govt of Pb.

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

The Corporation is not affiliated to any Board, Council, Committee or other Body.

9th Manual: Directory of Officers and employees

9.1 Name and designation

9.2 Telephone, fax and email ID

Name	Designation	Tele(Office)	Mobile	Fax	Email
Maj Gen SPS Grewal (Retd)	Chariman	2664094	9872410061	2624535	Pesco34chd@yahoo.com
Col DS Mann (Retd)	GM (Security/ Adm)	2620423	9815645869	2660629	Pesco34chd@yahoo.com
Col. J. S Sahi	GM (Security)	2609564	-	2660629	Pesco34chd@yahoo.com
H/ Capt Sukhbinder Singh Kang	Supdt	2664086	9779183495	2660629	Pesco34chd@yahoo.com

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

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

Ser No	Name	Designation	Pay Scale	Grade Pay	Remarks
(a)	Maj Gen SPS Grewal (Retd)	Chairman	37400-67000	8900	Other Allowances as per Punjab Govt. norms
(b)		GM (PP)	15600-39100	7800	
(c)		Financial Controller	15600-39100	7800	
(d)	H/Capt Sukhbinder Singh Kang , Supdt.	Supdt.	10300-34800	5000	
(e)	Sh Harminder Singh	Accountant	10300-34800	5000	
(f)	Sh Anil Kad	Sr Asst (Accts)	10300-34800	4600	
(g)	Smt Karampal Kaur	Steno Typist	10300-34800	3200	
(h)	Sh Satya Bhan	Driver	5910-20200	3000	
(i)	Sh Darshan Singh	Peon	4900-10680	1900	
(j)	Sh Harjinder Singh	Clerk	10300-34800	3200	
(k)	Ex Nk Ajaib Singh	Chowkidar	4900-10680	1650	
(l)	Ex Nk Balbir Singh	Peon	4900-10680	1650	
(m)	Ex Nk Lakhmir Singh	Peon	4900-10680	1650	
(n)	Ex Nk Jarnail Singh	Peon	4900-10680	1650	

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

No agency serving under this Corporation, hence no budget is allotted.

12th Manual: Manner of execution of subsidy programmes

Not Applicable

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

Not applicable.

14th Manual: Information available in electronic form

14.1 Details of information available in electronic form: Information about Corporation is available on website.

14.2 Name/title of the document/record/other information: All matters pertaining to the Corporation available on website.

14.3 Location where available: www.punjabexservicemen.org

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

15.1 Name & location of the facility:

1.1 Notice Board at Head Office.

1.2 Website - www.punjabexservicemen.org

1.3 Reception/Registration desk.

15.2 Details of information made available: All matters related to Corporation.

15.3 Working hours of the facility: 0900 hrs to 1700 hrs on all working day (Except Saturday, Sunday & Holidays)

15.4 Contact Person & contact details (phone, fax, email): As provided at 9th Manual.

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

16.1 Name and designation of the Public Information Officer, Assistant Public Information Officer

(s)& Appellate Authority Address, telephone numbers and email ID of each designated official

S.No	Name	Designation	Address	Tel (Office)	Mobile	Fax	Email
1)	Maj Gen SPS Grewal (Retd)	Appellate Authority	PESCO, SCO 89-90, Sector 34-A Chandigarh	2664094	9872410061	2624535	Pesco34chd@yahoo.com
2)	Col. J. S. Sahi	Public Information Officer	-do-	4615705 2609564	-	2660629	Pesco34chd@yahoo.com
3)	H/ Capt Sukhbinder Singh Kang	Assistant Public Information Officer	-do-	2664086	9779183495	2660629	Pesco34chd@yahoo.com

17th Manual: Any other useful information

17.1 Citizen's charter of the public authority: NIL

17.2 Grievance redressal mechanisms: As per laid down channels.

17.3 Details of applications received under RTI and information provided:

Year	Application Received	Information Provided	Pending
2013	26	26	Nil
2014	25	25	Nil
2015	03	03	Nil
2016	40	40	Nil

17.4 List of completed schemes / projects / programmes: Not Applicable

17.5 List of schemes/projects/programmes underway: Not Applicable

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

17.7 Any other Information:

7.1) Frequently Asked Questions and their Answers by Public.

(7.1.i) Ex-servicemen generally seek information about employment, and welfare activities.

(7.1.ii) For the employment they register themselves with the Corporation and also advised to refer newspaper advertisements of the Corporation.

7.2) Related to seeking information.

(7.2.i) Application form as per RTI Act 2005.

(7.2.ii) Fee as per RTI Act 2005.

(7.2.iii) Address application to Public Information Officer, Punjab
Ex-Servicemen Corporation SCO 89-90, Sector 34 A, Chandigarh

(7.2.iv) In case of denial, may approach the appellate authorities concerned as per RTI Act-2005.

(c) With Relation to Registration Process.

(c.i) Objective - To maintain waiting list of ex-servicemen seeking employment.

(c.ii) Eligibility for registration- Should be ex-servicemen from any one of three wings of defence services.

(c.iii) Pre-requisites - Should be ex-servicemen receiving pension.

(c.iv) List of documents - Discharge book/pension documents.

(c.v) Procedure of application - Walk-in for computerized registration and Appointment as per vacancy.

(d) Municipal Corporation, Trade Tax, Entertainment Tax.

(d.i) Service Tax Regn P-19/ST/Security/STC/CHAD/98 dated 7.12.98.

(d.ii) Sale Tax PGT/CST 60380517 dated 2.1.91.

(e) With relation to collection of Tax by Public Authority : Not Applicable

Form 'A'

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

I.D.No _____

(For official use)

To
The Public Information
Officer, Authority Name
City

1. Full Name of the Applicant _____
2. Father's/Spouse's name _____
3. Permanent Address _____
4. Correspondence Address _____
5. Particulars of information required
 - a. Subject matter of information*: _____
 - b. The period to which the information relates** _____
 - c. Specify details of information required _____
 - d. Whether information is required by post or in person _____
(The actual postal charges shall be included in providing information)
 - E. In case by post (Ordinary, Registered or Speed post.) _____
6. Is this information not made available by the Public Authority under voluntary disclosure?
7. Do you agree to pay the required fee? _____
8. Have you deposited application fee? (If yes, details of such deposit)
9. Whether belongs to Below Poverty Line category? If yes, have you furnished the proof of the same with applicant?
Place :
Date :

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

Note: – (i) Reasonable assistance can be provided by the competent authority in filling up the Form A.

(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

ACKNOWLEDGEMENT OF APPLICATION IN FORM –A

I.D No _____

Dated: _____

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

Signature and Stamp of
the Public Information
Officer PICT

Dated.....

E-mail address: _____

Web-site: _____

Tel. No : _____

=====

Form 'B'

TRANSFER OF APPLICATION FORM

From _____

Date:

To,

Sir / Madam,

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

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

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

Yours faithfully,

Public Information Officer.

E-mail address: _____

Web-site: _____

Tel. No. _____

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

From _____

Dated:

To,

Sir/ Madam,

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

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

i).....

ii).....

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

Yours faithfully,

Public Information Officer.

E-mail address: _____

Web-site: _____

Tel. No. _____

=====

FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY

I. D N o	Name and Address of Applicant	Date of Receipt of Application in Form A	Type of Information asked	Particulars of fees deposited			Status			
				Amt.	Recpt no.	Date	Information		Ap plic	Returne d to Applica n t
							Sup plie d	Part ially Sup plie d	R ej e ct e d	

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

18 Provide reasons for its administrative or quasi-judicial decisions to affected persons : Nil