

A FRAMEWORK FOR TRANSPARENCY AUDIT 2021-22

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organization and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Organization and Function

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website (ii) Head of the organization (iii) Vision, Mission and Key objectives (iv) Function and duties (v) Organization Chart	Mahatma Gandhi State Institute of Public Administration, Punjab www.mgsipa.punjab.gov.in Jaspreet Talwar, IAS, Director General (Now Anirudh Tiwari, IAS, Director General w.e.f.06.07.2022 Annexure -A. https://mgsipa.punjab.gov.in/Areas/Organisation_chart/orgchart
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	The Institute is headed by the Director General of the Institute who is an IAS officer in the rank equivalent to Principal Secretary / Financial Commissioners/ACS/SCSx to the government of Punjab . Powers and functions of the Director General as per the Rules and Regulations of MGSIPA are as follows: i) The Director General of the Institute as the Principal Executive Officer of the Institute shall be responsible for the proper administration of the affairs of the Institute and shall exercise powers under the direction and guidance of the Executive Committee. ii) It shall be the duty of the Director General of the Institute to coordinate and exercise general supervision over all the

		(ii) Power and duties of other employees	activities of the Institute; and iii) He/She shall prescribe the duties of all officers and staff of the Institute and shall, subject to these rules and bye-laws if any, exercise such supervision and disciplinary control as may be necessary. Rest of the officers/employees assist the Director General in her day to day works relating to affairs of MGSIPA. They were given powers under the I) MGSIPA Service bye-Laws II) MGSIPA Financial Bye Laws III) Schedule of Delegation of Powers IV) Purchase Policy V) Memorandum of Association, Rules and Regulations of MGSIPA.
		(iii) Rules/ orders under which powers and duty are derived and	As per following rules/orders: I) MGSIPA Service bye-Laws II) MGSIPA Financial Bye Laws III) Schedule of Delegation of Powers
		(iv) Exercised	IV) Purchase Policy V) Memorandum of Association, Rules and Regulations of MGSIPA..
		(v) Work allocation	
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	The Executive Committee of the Institute makes the policy level decisions. The operational decisions are made by the officers in terms of the delegation of powers approved by the Executive Committee. The channels of supervision and performance monitoring are made by the concerned head of branch and the decisions are taken at the level of Branch Heads, Director and the Director General as provided in the rules and regulations and Delegation of Powers.
		(ii) Final decision making authority	
		(iii) Related provisions, acts, rules etc.	
		(iv) Time limit for taking a decisions, if any	
		(v) Channel of supervision and accountability	
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	The norms to discharge of the functions of the Institute are in accordance with the provision laid down in the Memorandum of Association, Rules & Regulations, Service Bye Laws, Financial Bye Laws, Delegation of Powers, Purchase Policy and under the direction and guidance of the Executive Committee. Institute's: a) Service Bye Laws b) Financial Bye Laws c) Delegation of Powers d) Purchase Policy e) Memorandum of Association, Rules & Regulations With regard to issue of grievance is concerned, any Grievances received in the Institute is being dealt by the concerned branch and submitted to the respective competent authority as per the relevant rules with possible solution for approval/directions of competent authority.
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	

1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	Memorandum of Association, Rules and Regulations, Mahatma Gandhi State Institute of Public Administration Employees' [Conditions of Service] Bye Laws 1982, Financial Bye Laws, Schedule of Delegation of Powers, Memorandum of Association, Rules & Regulations Purchase policy, Agenda item and their Minutes approved by the Executive Committee and files relating to various issues. The records of the Institute are maintained by each branch and such record relates to personal files / service books of employees, agenda & minutes of the Executive Committee, Cash & Credit Vouchers, Ledger, Cash Book, Balance sheets, Audit Reports, various registers maintained by the Store Incharge / Branches, Drawings of the building, Library books and periodicals and training materials.
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	Employees of the Institute are transferred within the branches keeping in view of the functional requirement from time to time.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	I) MGSIPA Service bye-Laws II) MGSIPA Financial Bye Laws III) Schedule of Delegation of Powers IV) Purchase Policy V) Memorandum of Association , Rules and Regulations of MGSIPA.. VI)EC meeting agenda item and minutes. VII)The files/document relating to training, research and allied activities and administrative/Financial issues.
		(ii) Custodian of documents/categories	Concerned dealing officials.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	Not Applicable
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the Public?	
		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation	Annexue-B
		(ii) Telephone , fax and email ID	
1.9	Monthly Remuneration	(i) List of employees with Gross monthly remuneration	Annexue-C

	received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(ii) System of compensation as provided in its regulations	As per MGSIPA Service Bye-Laws.
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority (ii) Address, telephone numbers and email ID of each designated official.	i) PIO: Sh. Balvir Singh Chaudhary, ADO Mahatma Gandhi State Institute of Public Administration, Sector-26, Chandigarh-160019 Tel. No. EPBX 0172 2793588 to 91 Ext. 303 Mob No. 9780605772 Email: balvirchaudhary@punjab.gov.in ii) First Appellant Authority: EX Sh. Sibin C., IAS Director Mahatma Gandhi State Institute of Public Administration, Sector-26, Chandigarh-160019 Tel. No. 0172 2793587 Email: director.mgsipa@punjab.gov.in
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	As per records of Training Division
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	

2. Budget and Programme

S. No.	Item	Details of disclosure	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority (ii) Budget for each agency and plan & programmes (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available	Annexure-D
2.2	Foreign and	(i) Budget	Foreign budget is nil

	domestic tours during 2019-20	(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	Nil
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above- and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	NA
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity (ii) Objective of the programme (iii) Procedure to avail benefits (iv) Duration of the programme/ scheme (v) Physical and financial targets of the programme (vi) Nature/ scale of subsidy /amount allotted (vii) Eligibility criteria for grant of subsidy (viii) Details of beneficiaries of subsidy programme (number, profile etc)	NA
2.4	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions (ii) Annual accounts of all legal entities who are provided grants by public authorities	NA
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority (ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorizations d) Date of award of concessions /permits of authorizations	NA
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, Hon'ble Governor of Punjab.	Audit paras are received in the Institute and are replied upon adequately by the concerned authorities.

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Particulars
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens (ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any (ii) Detailed project reports (DPRs) (iii) Concession agreements. (iv) Operation and maintenance manuals (v) Other documents generated as part of the implementation of the PPP (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government (vii) Information relating to outputs and outcomes (viii) The process of the selection of the private sector party (concessionaire etc.) (ix) All payment made under the PPP project	NA
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year (ii) Outline the Public consultation process (iii) Outline the arrangement for consultation before formulation of policy.	NA
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	www.mgsipa.punjab.gov.in
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Training related reading material is available on the Institute Website.
3.5	Whether information manual/	List of materials available (i) Free of cost	

handbook available free of cost or not [Section 4(1)(b)]	(ii) At a reasonable cost of the medium	
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4. E. Governance

S.No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available	(i) English (ii) Vernacular/ Local Language	Both English & Punjabi
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	It is frequently updated.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form (ii) Name/ title of the document/record/ other information (iii) Location where available	Information relating to organization is available on website.(www.mgsipa.punjab.gov.in)
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email)	Facilities for citizens. i) Coaching facility to UPSC/PPSC aspirants at Civil Service Coaching Centre. ii) On MGSIPA website. iii) Help Desk Civil Service Coaching Centre, Library Block, on any working day from 9am to 5pm. Tel.No.0172-2793588-591 All the services are available during working hours i.e.9am-5pm Tel. No.0172 2793588 to 91
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism (ii) Details of applications received under RTI and information provided (iii) List of completed schemes/ projects/ Programmes (iv) List of schemes/ projects/ programme underway (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract (vi) Annual Report (vii)Frequently Asked Question (FAQs)	Any Grievances received in the Institute is being dealt by the concerned branch and submitted to the respective competent authority as per the relevant rules with possible solution for approval/directions of competent authority. 5 received and dispose off Activity report for the financial year 2021-2022 is under publication. NA Activity report for the financial year 2021-2022 is under publication. Available on MGSIPA Website

		(viii) Any other information such as a) Citizen's Charter	NA
		c) Six monthly reports loaded on the website or not	
		d) Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed (ii) Details of appeals received and orders issued	2021-22 Application received: 5 nos. Disposal off: 5 nos. Appeals received: NIL Disposal off: NIL
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	NIL

5. Information as may be prescribed

S. No.	Item	Details of disclosure		Particulars
5.1	Such other information as may be prescribed	(i)	Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	i) PIO= Balvir Singh Chaudhary Administrative Officer/ Public Information Officer Tel. No.0172 2793588 to 91 Ext. 303 Mob No. 9780605772 Fax No. 0172 2793588 to 91 Ext. 400 E. Mail: balvirchaudhary@punjab.gov.in ii) First Appellate Authority: Sh. Sibin C., IAS Director office No. 0172-2793587 Email: director.mgsipa@punjab.gov.in
		(ii)	Details of third party audit of voluntary disclosure	Audit is being done by in-house team.
			(a) Dates of audit carried out (b) Report of the audit carried out	
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	—
			(a) Date of appointment (b) Name & Designation of the officers	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	
			(a) Dates from which constituted (b) Name & Designation of the officers	—
		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	

			(a) Dates from which constituted (b) Name & Designation of the Officers	
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6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Particulars
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		www.mgsipa.punjab.gov.in

PART B
RECORD MANAGEMENT
Section 4(1) a

1. How do you define record?

All the documents related to official working are called record.

2. What is the ABC of record management?

To maintain records in a proper manner so that they can be retrieved as and when required.

3. How do you maintain records?

As per subject matter information.

4. Language in which records are maintained?

English or
Punjabi or
Both(✓)

5. When did your department destroy official records in the past?

In the year 2000.

6. Has proper procedure been adopted for destroying the record?

Yes

7. If yes, what procedure has been adopted in seeking approval from this competent authority?

1. List of files/records which one to be destroyed is prepared.
2. Submitted on file for approval of competent authority to destroy the record/files mentioned in above list.
3. While preparing the list due case is taken of Government instructions issued from time to time on weeding out of old record.

8. How do you index the record?

Indexing of record is done by allocating unique No. to it. this unique No. contains i) Name of the Branch ii) head (issue) to which it relates iii) its serial No: in the respective head iv) Year of generation of record.

9. Do the record rooms have sufficient space to store the record?

✓
Yes/ No

10. Are sufficient steel almirahs/ racks available to store records?

✓
Yes/ No

11. How many steel almirahs/ racks are placed in the record room?

Every division in MGSIPA has their own specific storage facility to store record.

12. How often record room is cleaned?

Every division frequently cleans their respective record room.

13. What is the retrieval system of records?

As and when record is required. It is retrieved by ref.no. such as file no. case files, digital records etc.

14. How much time is required to retrieve the record?

As per the subject matter of the information.

15. How frequently record is retrieved?

As per official requirements.

16. Who is incharge of record room (designation)?

Concerned Division or Branch.

17. How many files which are more than 25 years old are not weeded out?

There are few files of permanent nature which can not be weeded out.

18. How many files/records are marked for weeding out during the year?

Nil

19. Why these files are not weeded out?

The record is still in use hence, can not be weeded out.

20. Who is responsible for initiating the process of weeding out record?

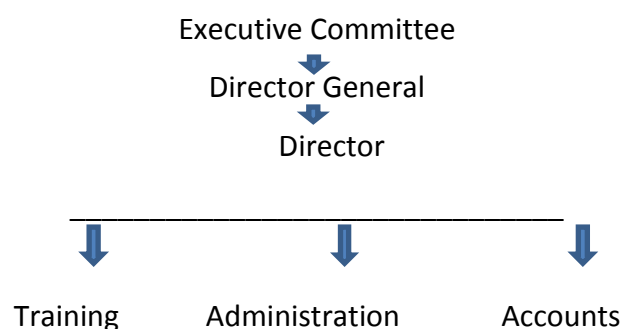
Concerned division or in charge.

Vision, Mission key objective and function and duties of MGSIPA:

As per the Memorandum of Association, the objects for which MGSIPA is formed are to provide for Education, training, study and research in Public Administration and allied subjects such as management, planning, economic growth and development and with this purpose,

- a) to undertake and assist in the organization of training and study courses, conferences , seminars and lecturers;
- b) to undertake aid, promote and coordinate research and training through its own or other agencies, including Universities and other institutions of standing;
- c) to establish wings for (i) Education, Training and Orientation; (ii) Research including Action Research; (iii) Consultancy; (iv) Publications, and such others as may be necessary to achieve the objects;
- d) to analyses specific problems encountered in the planning and implementation of projects; policies and programme of the Government and to suggest suitable remedial measures;
- e) to prepare, print and publish papers, periodicals and books in furtherance of the objects of the Society;
- f) to establish and maintain libraries and information services;
- g) to collaborate with other institutions, organizations, associations and societies, in India or abroad interested in similar objects; and
- h) to offer fellowships, scholarships, prizes and stipends in furtherance of the objects of the Institution.

Organizational Chart



A directory of its officers and employees
i) Regular

Annexure-B

Name Shri / Smt. / Dr. (Regular/ on Deputation)	Telephone (Office)	Telephone (Residence)
Anirudh Tiwari, IAS Director General	2792114	9646200052
Girish Dayalan, IAS Director	2793587 (o) Ext.200	8528299999
P V Rao Fellow (Knowledge Management)	2790094	0172-2674055 98154-58120
Gagan Deep Sharma, AF (UD)	2790112	01762-526031 9646033031
Umang Sharma AF(SA)	2790087	0172-2575568 9872976684
Ani Parkash Goyal A.O (on deputation)	2793588-91 Ext. 124	9041036410
Balvir Singh Chaudhary Administrative Officer and PIO	2793588-91 Ext. 303	9780605772

Anil Kumar Senior Assistant	2793588-91 Ext. 222	2697294 9041176567
Paramjit Singh Senior Assistant	2793588-91 Ext. 231	9878471916
Sandeep Mann Senior Assistant	2793588-91 Ext. 126	9417058040
Prem Singh Technical Assistant	2793588-91 Ext. 176	8146681215
Paras Ram Technical Assistant	2793588-91 Ext. 176	9780523869
Manpreet Singh Clerk	2793588-91 Ext. 412	8968739056
Harbhajan Singh Driver	2793588-91 Ext. 178	9417184208
Rakesh Singh Driver	Ext. 178 2793588-91	9855104556
Madan Lal, Peon	2793588-91 Ext. 221	8427344819
Kashmir Chand, Peon	2793588-91 Ext. 575/ 135	9501991247
Som Nath, Peon	2793588-91 Ext. 432	9779666191
Om Parkash, Peon	2793588-91 Ext. 206/582/208/583	8699502722
Puran Bahadur Thapa, Peon	2793588-91 Ext. 432	9876137901
Rashpinder Singh, Peon	2793588-91 Ext.132	9592573555
Mandeep Singh, Peon	2793588-91 Ext. 411	9988005682

(ix) A directory of its officers and employees
ii) Contractual

Sr. No.	Name Shri / Smt. / Dr. (Contractual)	Telephone (Office)	Telephone (Residence)
1.	Gulshan Chief General Manager (Training and Administration)	2793588-591 Ext. 573	8146477000
3.	Col. (Retd.) Dalbir Singh, General Manager (Training, Projects and Consultancy)	2793588-91 Ext. 309	9464305419
4.	Sanjeev Chaddha Professor (Management)	2793762	8727857116
5.	R K Sharma Senior Consultant	2790130	9814430666
6.	Er. Tejwant Singh Kamboj Consultant	2793588-91 Ext. 577	9478503444
8.	Nayanika Singh Assistant Professor	2793588-91 Ext. 580	9501049190
9.	Parmod K Kalia Consultant	2793588-91 Ext. 172	9417005775
10.	R C Dahra Consultant	2793588-91 Ext. 119	9988931844
11.	Kamal Kishore Consultant	2793588-91 Ext. 570	9915222400
12.	Raman Chatrath Estate Manager	2793588-91 Ext. 411	9915118800
13.	Inderbir Kaur Mann Regional Project Director (Regional Centre Patiala)	0175-2204545	9646622581
14.	Mandeep Singh, Regional Project Coordinator (Regional Centre Bathinda)	0164-2241719	9781229992

15.	Nitika Singla Disaster Management Professional	2793588-91 Ext. 203	9417957993
16.	Ekta Gupta Research Associate	2793588-91 Ext. 208	9417111278
17.	Pooja Saini Web Developer	2793588-91 Ext. 306	7696085777
18.	Pankaj Bhatia Technical Associate	2793588-91 Ext. 228	9988159689
19.	Madhvi Gupta Research Associate	2793588-91 Ext. 233	9814696484
20.	Nikhil Anand Project Associate	2793588-91 Ext. 211	9815355039
21.	Abhishek Batish Accountant	2793588-91 Ext. 579	8699961203
22	Sanket Jain Field Investigator	2793588-91 Ext. 139	9815963027
23	Navdeep Kaur Field Investigator	2793588-91 Ext. 139	826494946

Kirandeep Singh Office Assistant (Regional Centre Patiala)	9780892896
Vicky Kumar, Peon (Regional Centre Patiala)	7608586447
Ajay Kumar Peon (Regional Centre Jalandhar)	9888860170
Lakhwinder Singh, Mali (Regional Centre Patiala)	9779853176
Karamjit Kaur, Sweeper (Regional Centre Patiala)	

Annexure-C

Salary of the Staff of the Institute(MGSIPAP) for the month of February 2022

Sr. No.	Name (SH/Smt.)	BP	GP	S.P.Sc/ Pay	I.R 5%	TOTAL	DA 148%& 28%	Hon.10%/ Sp	H.RA	CCA	Trg- All (30%)	Med All	W.A/ C.A	Mob. All	Con. All	P.P	Total	CPF(sub)	CPF Adv	GPF	HRR	HBL/Car Adv	GIS	GSJS	Development Tax	IT	NPS	Cate ring	Misc.	Salary recovery	Total	Net Payable
1	Gagan Deep	38070	7000		0	45070	66704	0	9014	120		500	0	500	0	0	121908.00	13413	0	0	0	0	126	200	28000	0	20	0		41759	80149	
2	Umang Sharma	38970	7000		0	40970	60636	0	8194	120		500	0	500	0	0	110920.00	12193	0	0	0	0	126	200	22000	0	0	0		34519	76401	
3	P.V.Rao	67000	9000		0	76000	112480	0	15200	120		500	0	500	0	0	204800.00	22618	0	0	0	0	126	200	60000	0	20	0		82964	121836	
4	Ani Parkash	91400	0	0	0	91400	25592		0	240		1000		1000	1600	0	120832.00	0	0	30000	215		120	0	200	10000	0	20	0		40555	80277
5	Prem Singh	19430	4400		1192	25022	37033	0	5004	120		500	0	300	0	0	67979.00	7447	0	0	0	0	84	200	12000	0	20	0		19751	48228	
6	Paras Ram	16970	4400		1069	22439	33210	0	4488	120		500	0	300	0	0	61057.00	6678	0	0	0	0	84	200	4800	0	20	0		11782	49275	
7	Paramjit Singh	16270	4400		1034	21704	32122	0	4341	120		500	0	300	600	0	59687.00	6459	0	0	0	0	84	200	1000	0	20	0		7763	51924	
8	Anil Kumar	16270	4400		1034	21704	32122	0	4341	120		500	0	300	600	0	59687.00	6459	0	0	0	0	84	200	3500	0	20	0		10263	49424	
9	Sandeep Mann	16270	4400		1034	21704	32122	0	4341	120		500	0	300	600	0	59687.00	6459	0	0	0	0	84	200	500	0	20	0		7263	52424	
10	Balvir Singh	20540	5400		1297	27237	40311	0	5447	120		500	0	500	800	0	74915.00	8106	0	0	0	0	84	200	9000	0	20	0		17410	57505	
11	Harbhajan Singh	15450	2800		913	19163	28361	400	3833	120		500	60	250	0	0	52687.00	5703	0	0	0	0	84	200	600	0	20	0		6607	46080	
12	Madan Lal	16660	1650		916	19226	28454	0	3845	120		500	60	250	300	210	52965.00	5722	0	0	0	0	42	200	0	0	20	0		5984	46981	
13	Som Nath	13810	1900		786	16496	24414	0	3299	120		500	60	250	300	0	45439.00	4909	0	0	0	0	42	200	0	0	20	0	0	5171	40268	
14	Kashmir Chand	15530	1900		872	18302	27087	1830	3660	120		500	60	250	300	210	52319.00	5447	0	0	0	0	42	200	200	0	20	0		5909	46410	
15	Rakesh Singh Negi	12980	2000		749	15729	23279	400	3146	120		500	60	250	300	210	43994.00	4681	0	0	0	0	42	200	200	0	20	0	0	5143	38851	
16	Om Parkash	13810	1900		786	16496	24414	0	3299	120		500	60	250	300	0	45439.00	4909	0	0	0	0	42	200	100	0	20	0		5271	40168	
17	Puran Bahadur	12560	1650		711	14921	22083	0	2984	100		500	60	250	300	0	41198.00	4440	0	0	0	0	42	200	200	0	20	0		4902	36296	
18	Rashpinder Singh	12560	1650		711	14921	22083	0	2984	100		500	60	250	300	0	41198.00	4440	0	0	0	0	42	200	300	0	20	0		5002	36196	
19	Manpreet Singh	11560	3200		738	15498	22937	0	3100	120		500	0	250	400	0	42805.00	4612	4000	0	0	0	0	200	500	0	20	0		9332	33473	
20	Jaspal Singh	81000		4000		85000	23800	0	0	240		1000	0	600	1600	0	112240.00		0	17000	4250		60	0	200	18000	0	0	0		39510	72730
21	Mandeep Singh	5960	1650		381	7991	11827	0	1598	100		500	0	250	300		22566.00		0	0	0		0	200	0	1982	20	0		2202	20364	
	Total	548070	70700	4000	14223	636993	731071	2630	92118	2700	0	11500	480	7600	8600	630	1494322.00	134695	4000	47000	4,465	0	180	1260	4200	170900	1982	380	0	0	369062	1125260

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(A. O. S.)

Revenue Receipt and Anticipated Expenditure for the year 2021-22

(Amt. in lac)

No.	Scheme/ Head	Purpose	Balance grant from Last year	GIA recd. from Govt. of Punjab 2021-22	Expenditure against receipt
1	2070- other Administrative Services-003				
(a)	31-Grant in Aid (Salary)	Salary of Staff		218.50	218.50
(b)	36- Grant in Aid (Non salary)	Expenses for Secretariat Staff Training Institute & Stationery/Postage of Institute		27.00	27.00
2	Assistance to MGSIPA				
(a)	2070-Other Administrative Services 36-Grant in Aid (Non Salary)	<ul style="list-style-type: none"> • Administrative Expenses (Water, Electricity, Repair /Maint., Office Exp. Payment of Remuneration / Contractual Services etc.) • Training Prog. • Expenses of Cell/ Centre at Head Quarters • Expenses of Regional Centre- Patiala, Jalandhar, Bathinda 		578.44	578.44
		Expenses for PCS Officers training Programme	29.27	-	9.17
	Total		29.27	823.94	833.11