

**Obligations of Public Authorities**



**MANUAL UNDER**

**RIGHT TO INFORMATION ACT, 2005**

English Version

# **ADVOCATE GENERAL PUNJAB**

**PUNJAB AND HARYANA HIGH COURT PREMISES, SECTOR-1, CHANDIGARH**

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### 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, Advocate General Punjab has brought out this manual for Information and guidance of the stakeholders and the general public.
- II. Section 4 of RTI Act 2005
  1. Every Public Authority shall:-
    - a) Every Public Authority shall maintain all its records duly catalogued and indexed in a manner
    - b) 17 Manuals
    - c) Publish all relevant facts while formulating important policies or announcing the decisions which affect public informed
    - d) Provide reasons for its administrative or quasi-judicial decisions to affected persons
  2. Every Public Authority shall provide as much information Suo -motu to the Public at regular intervals through various means of communication, including the internet (Clause b of Sub-Section 1)
  3. Every Information shall be disseminated widely (Sub-Section 1)
  4. All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible
- III. The purpose of this manual is to inform the general public about Authority’s organisational set-up, functions and duties of its officers and employees, records and documents available with it.
- IV. This manual is aimed at the public in general and users of the services, and Provides information about the schemes, projects and programmes being implemented by the Authorities.

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**1st Manual: Particulars of the Public Authority**

**1.1** Name and address of the organization:-  
**Advocate General Punjab,  
Punjab & Haryana High Court Premises,  
Sector 1, Chandigarh.**

**1.2** Head of the organization:  
**Advocate General Punjab**

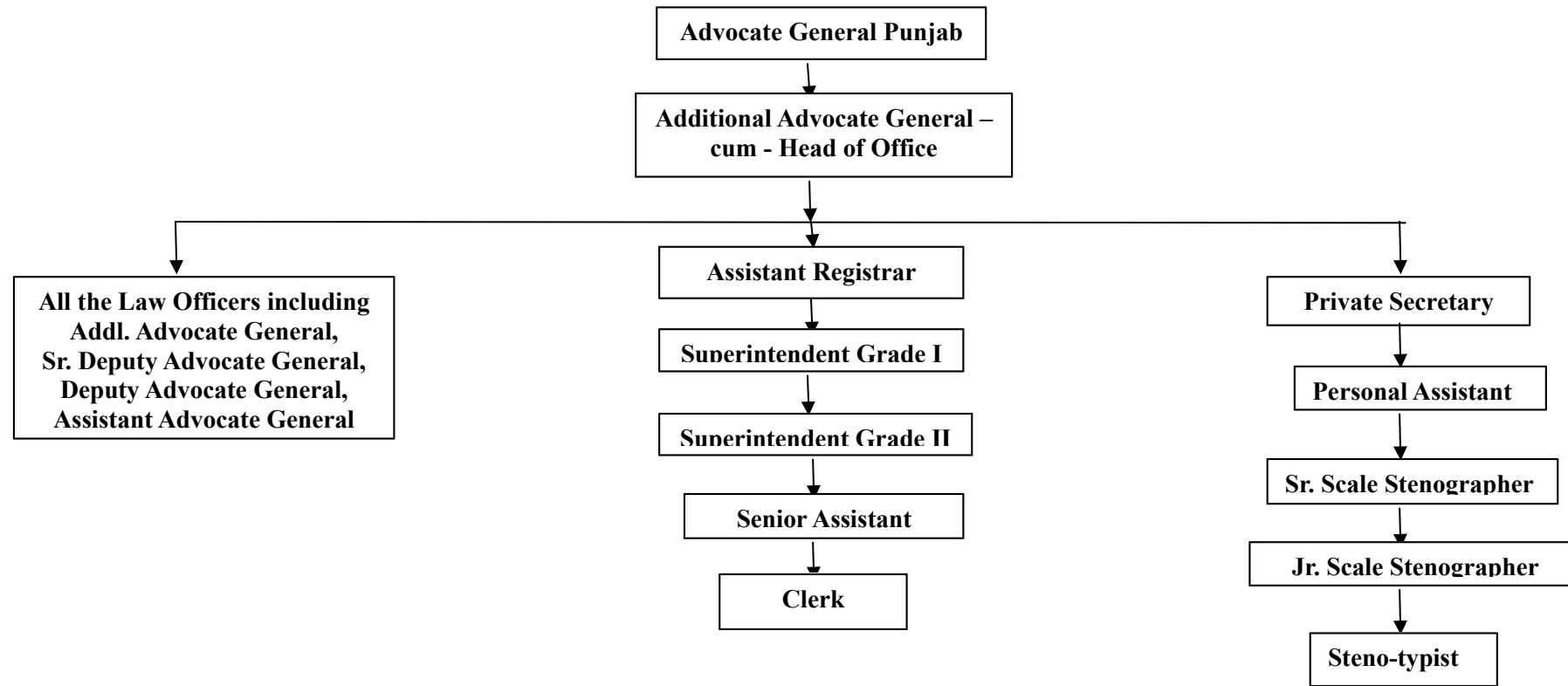
**1.3** Key Objectives:

The Key object of the office of Advocate General is to advise the Government of the State upon such legal matters and perform such other duties of a legal character as may from time to time be referred or assigned to him by the Governor and to defend the cases for and against the State of Punjab in the Hon'ble Supreme Court of India, Hon'ble Punjab and Haryana High Court and various other Tribunals/Commissions.

**1.4** Functions and duties:

The office of Advocate General Punjab is headed by an Advocate General appointed under Article 165 of the Constitution of India. The Advocate General is a Principal Law Officer of the State of Punjab and has to advise the Government of the State upon such legal matters and perform such other duties of a legal character as may from time to time be referred or assigned to him by the Governor and to discharge the functions conferred on him by or under the Constitution or any other Law for the time being in force in the matters involving legal implications and has also to pursue and defend the cases for and against the State of Punjab in the Hon'ble Supreme Court of India, Hon'ble Punjab and Haryana High Court and various other Tribunals/Commissions and for this purpose he is assisted by a team of Law Officers say Additional Advocates General, Sr. Deputy Advocates General, Deputy Advocates General and Assistant Advocates General.

1.5 Organization chart:



**2nd Manual: Powers & duties of officers & employees**

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

S.n o	Designation	Powers (administrative, financial & judicial)	Duties
1)	Advocate General, Punjab	As per Article 165 of the Constitution of India and as per Punjab Civil Services Rules/Punjab Financial Rules (CSR / PFR) and instructions issued by the Government from time to time.	<p>i) The office of Advocate General Punjab is headed by an Advocate General appointed under Article 165 of the Constitution of India. The Advocate General is a Principal Law Officer of the State of Punjab and has to advise the Government of the State upon such legal matters and perform such other duties of a legal character as may from time to time be referred or assigned to him by the Governor and to discharge the functions conferred on him by or under the Constitution or any other Law for the time being in force in the matters involving legal implications and has also to pursue and defend the cases for and against the State of Punjab in the Hon'ble Supreme Court of India, Hon'ble Punjab and Haryana High Court and various other Tribunals/Commissions and for this purpose he is assisted by a team of Law Officers say Additional Advocates General, Sr. Deputy Advocates General, Deputy Advocates General and Assistant Advocates General.</p> <p>ii) The Advocate General and his office defends and protects the interest of the State Government and gives full legal guidance to the State Government in the form of its policy and execution of its decisions.</p> <p>iii) The Advocate General is to discharge special functions and responsibilities as required under Sections 91 and 92 of the Civil Procedure Code. Further the Advocate General of the State is to discharge special functions under Sections 194, 333 and 495 of the Civil Procedure Code.</p>
2)	Addl. Advocate	As per Punjab Civil Services	



	General- cum – Head of Office – cum – D.D.O	Rules/Punjab Financial Rules (CSR / PFR) and instructions issued by the Government from time to time.	
2)	Addl. Advocates General		To help and assist the Advocate General in discharging his functions and duties.
3)	Senior Deputy Advocates General, Punjab		-do-
4)	Deputy Advocate General, Punjab		-do-
5)	Assistant Advocate General, Punjab		-do-

## 2.2 Powers and duties of other employees:

S.no	Designation	Powers	Duties
1)	Assistant Registrar	As per Punjab Civil Services Rules/Punjab Financial Rules (CSR / PFR) and instructions issued by the Government from time to time.	The officer holding post of Assistant Registrar is required to exercise over all administrative control of the office and also to coordinate the functioning of different Branches so as to ensure coordination and efficiency.
2)	Personal Assistant (legal)		Personal Assistant (Legal) is attached with the Advocate General Punjab in order to assist him for handling various legal matters as coming up from different departments.
3)	Private Secretary		Private Secretary is required to assist the Advocate General in the disposal of files put up before the Advocate General Punjab and also to handle other skeletal works as assigned by the Advocate General Punjab from time to time.
4)	Supdt. Grade-I	As per Punjab Civil Services Rules/Punjab Financial Rules (CSR / PFR) and instructions issued by the Government from time to time.	Administrative Control over the respective Branches.
5)	Supdt. Grade-II	As per Punjab Civil Services Rules/Punjab Financial Rules (CSR / PFR) and instructions issued by the Government from time to time.	Administrative Control over the respective Branches.
6)	Personal Assistants		To Assist the Advocate General in discharge of day to day affairs.
7)	Senior Assistants		Dealing with the respective seats/branches

			assigned to them.
8)	Junior Assistants		Dealing with the respective seats assigned to them and to assist the Senior Assistants.
9)	Clerks		To assist the Senior Assistants and Junior Assistants in discharge of their office duties and functions
10)	Senior Scale Stenographers		To assist the Law Officers/Officers for handling the dictation work.
11)	Junior Scale Stenographers		-do-
12)	Steno-typists		To assist the Law Officers/Officers and also the do the typing work in the Copy Branch.
13)	Record Supervisor		He is responsible to control and maintenance of records of decided cases.
14)	Restorer		He is required to restore the case files.
15)	Driver		To drive the government vehicles.
16)	Daftari		He is required to assist the Record Supervisor.
17)	Jamadar		He is required to exercise the control of Peons and has also to coordinate their deployment with Law Officers/ Officers and Branches.
18)	Peons		They are required to carry the files / briefs of different Branches, different officers vice-versa. To facilitate in the day to day working of officers/officials.
19)	Sweeper		To clean the office.
20)	Chowkidar		To open and close the office and take care, watch and ward, vigil the office during off hours.

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

- A. In exercise of the powers conferred under Article 165 of the Constitution of India, the Government of Punjab pleased to make Rules for Regulating the Remuneration & Duties of the Advocate General for the State vide No. 8746-JJ-53/38717 dated 6<sup>th</sup> July, 1953. (see Appendix 'A')
- B. The Advocate General, Punjab's office, Class-III Service Rules, 1955. Apart from this, other rules and instructions issued by the Punjab Govt. from time to time as may be applicable to the office of Advocate General, Punjab. (see Appendix 'B').
- C. The service conditions of Class-III employees of the office of Advocate General Punjab are governed by the Advocate General Punjab Office Class-III Service Rules, 1955 and other rules and instructions issued by the Punjab Govt. from time to time are applicable in the office of Advocate General, Punjab.

- D. The service conditions of the remaining employees of the Advocate General's Office are governed by the Punjab Civil Services Rules, and instructions/manuals issued by the State Government from time to time.

### **3rd Manual: Procedure followed in decision making**

#### 3.1 Process of decision making:

- A. The office of Advocate General Punjab is headed by an Advocate General appointed under Article 165 of the Constitution of India. The Advocate General is a Principal Law Officer of the State of Punjab and has to advise the Government of the State upon such legal matters and perform such other duties of a legal character as may from time to time be referred or assigned to him by the Governor and to discharge the functions conferred on him by or under the Constitution or any other Law for the time being in force in the matters involving legal implications and has also to pursue and defend the cases for and against the State of Punjab in the Hon'ble Supreme Court of India, Hon'ble Punjab and Haryana High Court and various other Tribunals/Commissions and for this purpose he is assisted by a team of Law Officers say Additional Advocates General, Sr. Deputy Advocates General, Deputy Advocates General and Assistant Advocates General.
- B. The cases involving legal implications are examined by the respective Law officers and submitted to the Ld. Advocate General Punjab with their opinions/proposals for final decision at the level of Advocate General.
- C. Other files relating to administration / ministerial matters are processed in the respective Branches and are submitted to the Ld. Addl. Advocate General Punjab –cum- H.O.O – cum – D.D.O with specific proposals made by the respective Heads of the Branch for taking final decision at his level.
- D. The respective Law officers and also the Heads of Branches from the ministerial side are fully accountable for the opinions/ proposals submitted to the Ld. Advocate General Punjab/ Ld. Addl. Advocate General Punjab –cum- H.O.O – cum – D.D.O for final decision.

**3.2** Final decision making authority: Advocate General Punjab.

**3.3** Related provisions, acts, rules etc:

- A. In exercise of the powers conferred under Article 165 of the Constitution of India, the Government of Punjab pleased to make Rules for Regulating the Remuneration & Duties of the Advocate General for the State vide No. 8746-JJ-53/38717 dated 6<sup>th</sup> July, 1953. as amended vide notification dated 30.03.1965 and 18.8.1986 (see Appendix 'A')

- B. The Advocate General, Punjab's office, Class-III Service Rules, 1955. Apart from this, other rules and instructions issued by the Punjab Govt. from time to time as may be applicable to the office of Advocate General, Punjab. (see Appendix 'B').
- C. The service conditions of Class-III employees of the office of Advocate General Punjab are governed by the Advocate General Punjab Office Class-III Service Rules, 1955 and other rules and instructions issued by the Punjab Govt. from time to time are applicable in the office of Advocate General, Punjab.
- D. The service conditions of the remaining employees of the Advocate General's Office are governed by the Punjab Civil Services Rules, and instructions/manuals issued by the State Government from time to time.

**3.4** Time limit for taking a decision, if any: Time limit varies on case to case basis as per provisions of Law, statelies Rules Acts etc.

**3.5** Channels of supervision and accountability: In each branch, there is a Superintendent, who in fully conversant with rules/ act/ instructions. He submits the proposal to the higher/accepting authority.

**4th Manual: Norms for discharge of functions**

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

S.no	4.1) Nature of functions/services offered	4.2) Norms/standards for functions / service delivery	4.3) Time-limits for achieving the targets	4.4) Reference document prescribing the norms
1)	<p>The office of Advocate General Punjab is headed by an Advocate General appointed under Article 165 of the Constitution of India. The Advocate General is a Principal Law Officer of the State of Punjab and has to advise the Government of the State upon such legal matters and perform such other duties of a legal character as may from time to time be referred or assigned to him by the Governor and to discharge the functions conferred on him by or under the Constitution or any other Law for the time being in force in the matters involving legal implications and has also to pursue and defend the cases for and against the State of Punjab in the Hon'ble Supreme Court of India, Hon'ble Punjab and Haryana High Court and various other Tribunals/Commissions and for this purpose he is assisted by a team of Law Officers say Additional Advocates General, Sr. Deputy Advocates General, Deputy Advocates General and Assistant Advocates General.</p> <p>The Duty Roster for Law Officer is finally approved by the Advocate General Punjab.</p> <p>The assignment of work regarding Vetting, Drafting opinions is assigned amongst various Law Officers as per directions of the Advocate General. In addition to above, the norms of work amongst the Ministerial Branches is also approved at the level of Advocate General Punjab in order to ensure better coordination and efficiency.</p>			N.A

**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:

- A. In exercise of the powers conferred under Article 165 of the Constitution of India, the Government of Punjab pleased to make Rules for Regulating the Remuneration & Duties of the Advocate General for the State vide No. 8746-JJ-53/38717 dated 6<sup>th</sup> July, 1953. (see Appendix 'A')
- B. The Advocate General, Punjab's office, Class-III Service Rules, 1955. Apart from this, other rules and instructions issued by the Punjab Govt. from time to time as may be applicable to the office of Advocate General, Punjab. (see Appendix 'B').
- C. The service conditions of Class-III employees of the office of Advocate General Punjab are governed by the Advocate General Punjab Office Class-III Service Rules, 1955 and other rules and instructions issued by the Punjab Govt. from time to time are applicable in the office of Advocate General, Punjab.
- D. The service conditions of the remaining employees of the Advocate General's Office are governed by the Punjab Civil Services Rules, and instructions/manuals issued by the State Government from time to time.

**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

In regard to item 6.1 to 6.3 the functional process the following types or categories of files are maintained in the office of Advocate General Punjab: -

- A. Court Cases Files.
- B. Opinion Files.
- C. Files pertaining to the service records of the employees of the office of Advocate General.
- D. Files/Registers pertaining to Accounts Section reflecting flow of funds under various heads.

**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:

7.2 Arrangements for consultation with or representation by the members of the public in policy formulation / policy implementation:

In regard to Item No. 7.1 and 7.2 the nature and scope of functions of the office of Advocate General Punjab mainly confined to rendering advise to State Government upon such legal matters and to perform such other duties of legal characters as may from time to time be referred or assigned to the office of Advocate General Punjab or to discharge the functions conferred upon the Advocate General by or under the Constitution or any other Law for the time being in force. Therefore, there is hardly any matter regarding formation of policy which may require consultation with the members or its implementation



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

8.1 Name of the Board, Council, committee etc : N.A

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

8.2 Composition Powers &amp; functions: N.A

8.3 Whether their meetings are open to the public? N.A

8.4 Whether the minutes of the meeting are open to the public: N.A

8.5 Place where the minutes if: N.A

8.6 Open to the public is available? N.A

**9th Manual: Directory of Officers and employees**

9.1 Name and designation

9.2 Telephone, fax and email ID

S. No	Name	Designation	Tel (Office)	Fax	Email
1	Atul Nanda, Sr. Advocate	<b>Ld. Advocate General</b>	2740287 6612201	0172-2741826	<a href="mailto:advgenpun[dot]chd[at]gmail[dot]com">advgenpun[dot]chd[at]gmail[dot]com</a>
1	Sh.G.S.Cheema	<b>Addl. Advocates General</b>	6612307	0172-2741826	<a href="mailto:advgenpun[dot]chd[at]gmail[dot]com">advgenpun[dot]chd[at]gmail[dot]com</a>
2	Sh. Amar Ashok Pathak	-do-	6612227	0172-2741826	<a href="mailto:advgenpun[dot]chd[at]gmail[dot]com">advgenpun[dot]chd[at]gmail[dot]com</a>
3	Ms. Anju Arora	-do-	6612225	0172-2741826	<a href="mailto:advgenpun[dot]chd[at]gmail[dot]com">advgenpun[dot]chd[at]gmail[dot]com</a>
4	Ms. Anu Chatrath	-do-	6612209	0172-2741826	<a href="mailto:advgenpun[dot]chd[at]gmail[dot]com">advgenpun[dot]chd[at]gmail[dot]com</a>
5	Sh Avtar Singh Sandhu	-do-	6612208	0172-2741826	<a href="mailto:advgenpun[dot]chd[at]gmail[dot]com">advgenpun[dot]chd[at]gmail[dot]com</a>
6	Sh Balbir Singh Sewak	-do-	6612225	0172-2741826	<a href="mailto:advgenpun[dot]chd[at]gmail[dot]com">advgenpun[dot]chd[at]gmail[dot]com</a>
7	Ms. Deepali Puri Sandhu	-do-	6612205	0172-2741826	<a href="mailto:advgenpun[dot]chd[at]gmail[dot]com">advgenpun[dot]chd[at]gmail[dot]com</a>
8	Sh Harmeet Singh Grewal	-do-	6612206	0172-2741826	<a href="mailto:advgenpun[dot]chd[at]gmail[dot]com">advgenpun[dot]chd[at]gmail[dot]com</a>
9	Sh. Harsimran Singh Sethi	-do-	6612331	0172-2741826	<a href="mailto:advgenpun[dot]chd[at]gmail[dot]com">advgenpun[dot]chd[at]gmail[dot]com</a>
10	Sh. Hittan Nehra	-do-	6612225	0172-2741826	<a href="mailto:advgenpun[dot]chd[at]gmail[dot]com">advgenpun[dot]chd[at]gmail[dot]com</a>
11	Sh. Inderpal Singh Doabia	-do-	6612210	0172-2741826	<a href="mailto:advgenpun[dot]chd[at]gmail[dot]com">advgenpun[dot]chd[at]gmail[dot]com</a>
12	Ms. Manjri Nehru Kaul	-do-	6612212	0172-2741826	<a href="mailto:advgenpun[dot]chd[at]gmail[dot]com">advgenpun[dot]chd[at]gmail[dot]com</a>
13	Sh. Manoj Bajaj	-do-	6612241	0172-2741826	<a href="mailto:advgenpun[dot]chd[at]gmail[dot]com">advgenpun[dot]chd[at]gmail[dot]com</a>
14	Sh. Mukesh Chand Berry	-do-	6612244	0172-2741826	<a href="mailto:advgenpun[dot]chd[at]gmail[dot]com">advgenpun[dot]chd[at]gmail[dot]com</a>
15	Sh. Pankaj Gupta	-do-	6612241	0172-2741826	<a href="mailto:advgenpun[dot]chd[at]gmail[dot]com">advgenpun[dot]chd[at]gmail[dot]com</a>
16	Sh. Pardeep Singh Bajwa	-do-	6612210	0172-2741826	<a href="mailto:advgenpun[dot]chd[at]gmail[dot]com">advgenpun[dot]chd[at]gmail[dot]com</a>
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Surinder Kaur	<b>Daftri</b>	6612222	-do-	<a href="mailto:advgenpun[dot]chd[at]gmail[dot]com">advgenpun[dot]chd[at]gmail[dot]com</a>
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Ganesh Bhadur	-do-	6612222	-do-	<a href="mailto:advgenpun[dot]chd[at]gmail[dot]com">advgenpun[dot]chd[at]gmail[dot]com</a>
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**10th Manual: Monthly Remuneration received by officers & employees including system of compensation**

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

Employee name	Designation	Monthly Remuneration	Compensation/Compensatory Allowance	The Procedure to determine the Remuneration as given in the Regulations
			As sanctioned/allowed by the Pb. Govt. from time to time.	Remuneration are as per pay scale of Govt. of Punjab, adopted by Punjab InfoTech and Service Rules of the Corporation
Sh. Atul Nanda	Ld. Advocate General Punjab	255000	-do-	-do-
Sh. G. S. Cheema	Addl. Advocate General-cum-DDO	237966	-do-	-do-
Sh. Amar Ashok Pathak	Addl. Advocate General	140000	-do-	-do-
Ms. Anju Bala Arora	-do-	140000	-do-	-do-
Ms. Anu Chatrath	-do-	140000	-do-	-do-
Sh. Avtar Singh Sandhu	-do-	140000	-do-	-do-
Sh. Balbir Singh Sewak	-do-	140000	-do-	-do-
Ms. Deepali Puri Sandhu	-do-	140000	-do-	-do-
Sh. Harmeet Singh Grewal	-do-	140000	-do-	-do-
Sh. Harsimran Singh Sethi	-do-	140000	-do-	-do-
Sh. Hittan Nehra	-do-	140000	-do-	-do-
Sh. Inderpal Singh Doabia	-do-	140000	-do-	-do-
Ms. Manjri Nehru Kaul	-do-	140000	-do-	-do-
Sh. Manoj Bajaj	-do-	140000	-do-	-do-
Sh. M. C. Berry	-do-	140000	-do-	-do-
Sh. Pankaj Gupta	-do-	140000	-do-	-do-
Sh. Pardeep Singh Bajwa	-do-	140000	-do-	-do-
Sh. Parminder Pal Singh Thethi	-do-	140000	-do-	-do-
Sh. Rajbirinder Singh Chahal	-do-	140000	-do-	-do-
Ms. Rameeza Hakeem	-do-	140000	-do-	-do-
Sh. Sandeep Vermani	-do-	140000	-do-	-do-

Ms. Sudeepti Sharma	-do-	140000	-do-	-do-
Sh. Suveer Sheokand	-do-	140000	-do-	-do-
Sh. Vikas Mohan Gupta	-do-	140000	-do-	-do-
Sh. Gaurav Liberhan (New Delhi)	-do-	140000	-do-	-do-
Sh. Kamal Jeet Singh (New Delhi)	-do-	140000	-do-	-do-
Sh. Sakya Singha Chaudhuri (N-Delhi)	-do-	140000	-do-	-do-
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Sh. Amandeep Singh Gill	-do-	138000	-do-	-do-
Sh. Amit Mehta	-do-	138000	-do-	-do-
Sh. Ashok Kumar Singla	-do-	138000	-do-	-do-
Sh. Chaman Lal Pawar	-do-	138000	-do-	-do-
Sh. Dhruv Dayal	-do-	138000	-do-	-do-
Sh. Gaurav Garg Dhuriwala	-do-	138000	-do-	-do-
Sh. Jasdeep Singh Walia	-do-	138000	-do-	-do-
Sh. Jawinder Singh	-do-	138000	-do-	-do-
Sh. Kuldeep Singh	-do-	Salary @ Rs. 138000/- to be drawn lateron after deducting his pension	-do-	-do-
Ms. Monica Chhibber Sharma	-do-	138000	-do-	-do-
Sh. Pawan Sharda	-do-	138000	-do-	-do-
Sh. Rajesh Kumar Bhardwaj	-do-	138000	-do-	-do-
Ms. Rajni Gupta	-do-	138000	-do-	-do-
Sh. Ramandeep Sandhu	-do-	138000	-do-	-do-
Sh. Shireesh Gupta	-do-	138000	-do-	-do-
Sh. Venu Gopal Jauhar	-do-	138000	-do-	-do-
Sh. Sushant Maini	Deputy Advocate General	227529	-do-	-do-
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Ms. Ambika Sood	-do-	105000	-do-	-do-
Sh. Amitoj Singh Dhaliwal	-do-	105000	-do-	-do-
Sh. Arpinder Singh Sidhu	-do-	105000	-do-	-do-
Ms. Bhavna Gupta	-do-	105000	-do-	-do-
Sh. Daldeep Singh Sukarchakia	-do-	105000	-do-	-do-
Sh. Davinder Bir Singh	-do-	105000	-do-	-do-
Sh. Harmandeep Sullar	-do-	105000	-do-	-do-
Sh. Jagmohan Singh	-do-	105000	-do-	-do-

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Sh. Manjeet Singh Dhillon	-do-	105000	-do-	-do-
Ms. Monika Jalota	-do-	105000	-do-	-do-
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Sh. Rahul Rathore	-do-	105000	-do-	-do-
Sh. Rakesh Verma	-do-	105000	-do-	-do-
Sh. Randhir Singh Thind	-do-	105000	-do-	-do-
Sh. Rattan Singh Brar	-do-	105000	-do-	-do-
Sh. Sahil Sharma	-do-	105000	-do-	-do-
Ms. Samina Dhir	-do-	105000	-do-	-do-
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Sh. Raj Kamal (New Delhi)	-do-	105000	-do-	-do-
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Sh. Bhupender Beniwal	-do-	75000	-do-	-do-
Sh. Charanpreet Singh	-do-	75000	-do-	-do-
Ms. Daman Preet Kaur	-do-	75000	-do-	-do-
Ms. Devaki Anand Sullar	-do-	75000	-do-	-do-
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Ms. Jasleen Kaur Sidhu	-do-	75000	-do-	-do-
Ms. Jaspreet Kaur	-do-	75000	-do-	-do-
Sh. Kanisth Ganeriwala	-do-	75000	-do-	-do-
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Ms. Lavanya Paul	-do-	75000	-do-	-do-
Sh. Luvinder Sofat	-do-	75000	-do-	-do-
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Ms. Mandakini Singh	-do-	75000	-do-	-do-
Sh. Manreet Singh Nagra	-do-	75000	-do-	-do-
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Sh. Sandeep Mann	-do-	75000	-do-	-do-
Sh. Sarabjit Singh	-do-	75000	-do-	-do-
Sh. Sidakmeet Sandhu	-do-	75000	-do-	-do-
Ms. Simranjeet Kaur	-do-	75000	-do-	-do-
Sh. Sukhbeer Singh	-do-	75000	-do-	-do-
Ms. Sunint Kaur Bhayee	-do-	75000	-do-	-do-
Sh. Tanvir Joshi	-do-	75000	-do-	-do-
Sh. Aman Panwar (New Delhi)	-do-	75000	-do-	-do-
Sh. Siddhartha Shankar Ray (New Delhi)	-do-	75000	-do-	-do-
Ms. Sukhmani Bajwa (New Delhi)	-do-	75000	-do-	-do-
Ms. Vibhooti Malhotra (New Delhi)	-do-	75000	-do-	-do-
Ms. Zehra Khan (New Delhi)	-do-	75000	-do-	-do-
Sh. Karan Bharihoke (New Delhi)	Advocate-on-Record	70000	-do-	-do-
Ms. Uttara Vinod Babbar (New Delhi)	-do-	70000	-do-	-do-
Ms. Jaspreet Gogia (New Delhi)	-do-	70000	-do-	-do-
Ms. Ranjeeta Rohatgi (New Delhi)	-do-	70000	-do-	-do-
<b>Total</b>		<b>13333832</b>		

Employee name	Designation	Monthly Remuneration	Compensation/ Compensatory Allowance	The Procedure to determine the Remuneration as given in the Regulations
			As sanctioned/ allowed by the Pb. Govt. from time to time.	Remuneration are as per pay scale of Govt. of Punjab, adopted by Punjab InfoTech and Service Rules of the Corporat
Sh. Pirthi Chand, IAS (Retd.)	<b>OSD-cum-HoO</b>	123968 + Pension	-do-	-do-
Sh. Shashi Bhushan	<b>Supdt. Gr-I (Looking after the duties of A.R)</b>	88472	-do-	-do-
Sh. Davinder Kumar Kaushik	-do-	84820	-do-	-do-
Sh. Amarjit Singh	<b>Supdt. Gr-II (Looking after the duties of P.A. Legal)</b>	72484	-do-	-do-
Sh. Naresh Kumar	<b>Supdt. Gr-II (Looking after the duties of Supdt.Gr-I)</b>	67515	-do-	-do-
Sh. Gurcharan Singh	<b>Superintendent Gr-II</b>	67982	-do-	-do-
Sh. Suraj Kumar	<b>Supdt. Gr-II (Looking after the duties of Supdt.Gr-I)</b>	54984	-do-	-do-
Sh. Gurnam Singh	<b>Senior Assistant</b>	57107	-do-	-do-
Sh. Gurdev Singh	-do-	62802	-do-	-do-
Sh. Karnail Singh	-do-	57330	-do-	-do-
Smt. Jasvir Kaur	-do-	62483	-do-	-do-
Sh. Manjit Singh	-do-	57645	-do-	-do-
Sh. Davinder Singh	-do-	60685	-do-	-do-
Sh. Jaswinder Singh	<b>Sr. Asstt. (Looking after the duties of PLO)</b>	56427	-do-	-do-
Sh. Malkiat Singh	<b>Senior Assistant</b>	59415	-do-	-do-
Sh. Arun Kumar	-do-	58384	-do-	-do-
Sh. Gurmeet Singh	-do-	52263	-do-	-do-
Sh. Hari Kant	-do-	56637	-do-	-do-
Sh. Kamal Kant	-do-	56637	-do-	-do-
Sh. Bhupinder Singh	-do-	52263	-do-	-do-
Sh. Tilak Raj	-do-	56637	-do-	-do-
Sh. Surinder Singh New Delhi	-do-	52443	-do-	-do-
Sh. Jawahar Lal	-do-	52263	-do-	-do-
Sh. Gurwinder Singh	-do-	52263	-do-	-do-
Sh. Om Parkash	-do-	56637	-do-	-do-
Sh. Sanjeev Kumar	-do-	49017	-do-	-do-
Sh. Harjinder Singh	-do-	49017	-do-	-do-
Sh. Amandeep Singh	-do-	48997	-do-	-do-
Sh. Tejinder Singh	-do-	48997	-do-	-do-
Sh. Sanjeev Sharma	-do-	50186	-do-	-do-
Smt. Paramjit Kaur	-do-	49286	-do-	-do-
Sh. Gurvinder Singh	-do-	50186	-do-	-do-

Smt. Nalini Bala	-do-	46322	-do-	-do-
Sh. Sharad Yadav New Delhi	-do-	52143	-do-	-do-
Sh. Parveen Kant	-do-	50426	-do-	-do-
Sh. Anurag New Delhi	-do-	50906	-do-	-do-
Sh. Basant Singh	-do-	48997	-do-	-do-
Sh. Parveen Kumar	-do-	46322	-do-	-do-
Sh. Kamal Singh	-do-	48758	-do-	-do-
Sh. Sudhir Kumar Saini	-do-	45007	-do-	-do-
Smt. Rupinder Kaur Johal	-do-	46382	-do-	-do-
Smt. Manjit Kaur	-do-	48758	-do-	-do-
Smt. Kuldip Kaur	<b>Personal Assistant</b>	62958	-do-	-do-
Sh. Balwinder Singh	-do-	66174	-do-	-do-
Smt. Meenakshi Jaitly	<b>Sr. Scale Stenographer</b>	69021	-do-	-do-
Smt. Neelam Rani	-do-	63664	-do-	-do-
Smt. Anu Tomer	-do-	63939	-do-	-do-
Smt. Seema Sharma	-do-	55648	-do-	-do-
Smt. Manju Sharma	-do-	60314	-do-	-do-
Sh. Sudhir Kr. Batta	-do-	59097	-do-	-do-
Sh. Lovejeet Paul	-do-	60660	-do-	-do-
Smt. Raj Ramni	-do-	51240	-do-	-do-
Sh. Sudhir Kumar-II	-do-	53894	-do-	-do-
Sh. Vishal Sharma	-do-	55430	-do-	-do-
Smt. Kamla Devi	-do-	53920	-do-	-do-
Sh. Tejasvi Wadehra	<b>Jr. Assistant</b>	46491	-do-	-do-
Smt. Gurpreet Kaur	-do-	46491	-do-	-do-
Smt. Tejinder Kaur	-do-	42908	-do-	-do-
Smt. Navneet Kaur	-do-	<b>She is on a long leave</b>	-do-	-do-
Sh. Baldev Raj	-do-	42908	-do-	-do-
Smt. Simranjot Kaur nee Sunita Rani	-do-	46491	-do-	-do-
Sh. Soban Singh	-do-	41920	-do-	-do-
Smt. Jaswinder Kaur	-do-	45168	-do-	-do-
Smt. Rajinder Kaur	-do-	45168	-do-	-do-
Sh. Vijay Kumar	-do-	45268	-do-	-do-
Sh. Gopal Singh	-do-	41690	-do-	-do-
Sh. Sucha Ram	-do-	45398	-do-	-do-
Sh. Harbhajan Singh	-do-	45168	-do-	-do-
Smt. Sukhbir Kaur	-do-	45168	-do-	-do-
Smt. Harvinder Kaur	-do-	45168	-do-	-do-
Sh. Tarkeshwar Sah	-do-	45168	-do-	-do-
Sh. Sham Singh	-do-	41690	-do-	-do-
Smt. Nisha Rawat	-do-	41690	-do-	-do-
Sh. Vikramjit	-do-	41690	-do-	-do-
Sh. Darshan Lal Gir	-do-	45168	-do-	-do-
Sh. Pardeep Singh	-do-	45168	-do-	-do-
Sh. Manish Sharma	-do-	45168	-do-	-do-
Sh. Vicky Kumar	-do-	45168	-do-	-do-
Sh. Kamaljit Singh	<b>Jr. Scale Stenographer</b>	53814	-do-	-do-
Smt. Neelam Sharma	-do-	52120	-do-	-do-
Sh. Pawan Kumar	-do-	45218	-do-	-do-
Smt. Harminder Kaur	-do-	50426	-do-	-do-
Ms. Shobha Gupta New Delhi	-do-	49032	-do-	-do-

Smt. Manita Sharma	-do-	47814	-do-	-do-
Sh. Sandeep Gulati	-do-	47814	-do-	-do-
Smt. Arti Gupta	-do-	47814	-do-	-do-
Sh. Jatinder Kr Singla	-do-	47814	-do-	-do-
Sh. Parjeev Kumar	-do-	47814	-do-	-do-
Sh. Diamond Bhatia	-do-	47814	-do-	-do-
Smt. Sudesh Kumari	-do-	47814	-do-	-do-
Smt. Soni Bhardwaj	<b>Steno-Typist</b>	36303	-do-	-do-
Smt. Shweta Jain	-do-	36303	-do-	-do-
Sh. Vipin Kumar	<b>Clerk</b>	35136	-do-	-do-
Sh. Raj Kumar	-do-	40392	-do-	-do-
Sh. Manjit Singh	-do-	35136	-do-	-do-
Sh. Balbir Chand	-do-	35346	-do-	-do-
Sh. Ajay Kakkar	-do-	35270	-do-	-do-
Smt. Richa Khera	-do-	35270	-do-	-do-
Sh. Gursahib Singh	-do-	32918	-do-	-do-
Smt. Rabi Kumari	-do-	35270	-do-	-do-
Sh. Lakhwinder Singh	-do-	34095	-do-	-do-
Smt. Renu Bala	-do-	32570	-do-	-do-
Sh. Harpreet Singh	-do-	35270	-do-	-do-
Sh. Sanjeev Kumar	-do-	35136	-do-	-do-
Sh Vishal Sharma	-do-	36971	-do-	-do-
Sh. Sunil Yadav	-do-	18575	-do-	-do-
Sh. Sunil S. Rawat	-do-	18575	-do-	-do-
Smt. Divya Walia	-do-	18575	-do-	-do-
Smt. Harpreet Kaur	-do-	18575	-do-	-do-
Sh. Saurabh Bhandari	-do-	18575	-do-	-do-
Smt. Baljeet Kaur	-do-	18575	-do-	-do-
Smt. Neetu Rawat	-do-	18575	-do-	-do-
Smt. Sangeeta Devi	-do-	18575	-do-	-do-
Sh. Arshdeep Singh	-do-	18575	-do-	-do-
Smt. Rozy	-do-	18575		
Smt. Neetu Kamboj	-do-	18575	-do-	-do-
Sh. Prem Singh	<b>Record Supervisor</b>	47400		
Sh. Rajinder Singh	-do-	47190	-do-	-do-
Sh. Mangal Singh	-do-	46084	-do-	-do-
Sh. Partap Singh	<b>Driver</b>	53619	-do-	-do-
Sh. Surinder Kumar	-do-	48455		
Sh. Satish Kumar	-do-	16695	-do-	-do-
Sh. Satya Ram	<b>Restorer</b>	42318	-do-	-do-
Sh. Ram Kumar Oli	-do-	43553	-do-	-do-
Sh. Ganesh Bahadur	-do-	40223	-do-	-do-
Sh. Manvir Singh	-do-	39272	-do-	-do-
Sh. Jai Singh	-do-	38346	-do-	-do-
Smt. Kuljinder Kaur	-do-	39638	-do-	-do-
Sh. Jatinder Singh	-do-	26048	-do-	-do-
Sh. Ram Chandra	-do-	25318	-do-	-do-
Smt. Surinder Kaur	<b>Daftri</b>	43171	-do-	-do-
Sh. Manu Lal	-do-	43541	-do-	-do-
Sh. Ramesh Singh	<b>Jamadar</b>	37965	-do-	-do-
Sh. Govind Singh	-do-	26270	-do-	-do-
Sh. Rajinder Singh	-do-	37298	-do-	-do-
Sh. Ravi Thakur	<b>Peon</b>	36211	-do-	-do-
Sh. Ravinder Kumar	-do-	39227	-do-	-do-
Sh. Ram Abhilash	-do-	35188	-do-	-do-
Sh. Davinder S. Negi	-do-	36188	-do-	-do-
Sh. Ashwani Kumar	-do-	35285	-do-	-do-
Sh. Dinesh Chander	-do-	34570	-do-	-do-



Sh. Govind	-do-	18724	-do-	-do-
Sh. Vijay Kumar-I	-do-	18724	-do-	-do-
Sh. Mahesh Chander	-do-	18724	-do-	-do-
Sh. Shankar Sah	-do-	18724	-do-	-do-
Sh. Rakesh Kumar	-do-	18724	-do-	-do-
Sh. Avtar Singh	-do-	18724	-do-	-do-
Sh. Suresh Chander	-do-	18724	-do-	-do-
Sh. Surjit Kumar-I	-do-	18724	-do-	-do-
Sh. Bishan Dutta	-do-	18724	-do-	-do-
Sh. Girish Kumar	-do-	18724	-do-	-do-
Smt. Jasvir Kaur	-do-	24432	-do-	-do-
Sh. Hari Parshad	-do-	23913	-do-	-do-
Sh. Ranjit Singh	-do-	22111	-do-	-do-
Sh. Bachan Singh	-do-	22111	-do-	-do-
Sh. Dilbagh Singh	-do-	23913	-do-	-do-
Sh. Puran Singh	-do-	22111	-do-	-do-
Sh. Paramjit Singh	-do-	23913	-do-	-do-
Sh. Gurdeep Singh	-do-	22111	-do-	-do-
Sh. Amar Singh	-do-	22111	-do-	-do-
Sh. Shakti Singh	-do-	23913	-do-	-do-
Sh. Sher Singh	-do-	23913	-do-	-do-
Sh. Surinder Singh	-do-	23913	-do-	-do-
Sh. Pawan Soren	-do-	22111	-do-	-do-
Sh. Anand Singh	-do-	23913	-do-	-do-
Sh Shiv Mangal Singh New Delhi	-do-	24839	-do-	-do-
Sh. Karam Chand	-do-	22111	-do-	-do-
Sh. Vijay Bahadur	-do-	22111	-do-	-do-
Sh. Bacha Kumar	-do-	23913	-do-	-do-
Sh. Dev Raj	-do-	23913	-do-	-do-
Sh. Surjeet Kumar	-do-	22111	-do-	-do-
Sh. Ramesh Chander	-do-	23913	-do-	-do-
Sh. Parveen Kumar	-do-	24133	-do-	-do-
Sh. Tula Ram	-do-	23913	-do-	-do-
Sh. Raju Patel New Delhi	-do-	24839	-do-	-do-
Sh. Monu	-do-	12747	-do-	-do-
Sh. Roop Singh	-do-	12747	-do-	-do-
Sh. Baljit Singh	-do-	12747	-do-	-do-
Smt. Amarjit Kaur	-do-	12747	-do-	-do-
Sh. Amit	-do-	11897	-do-	-do-
Sh. Pardeep Singh	-do-	12747	-do-	-do-
Ms. Nimrat Kaur	-do-	12747	-do-	-do-
Sh. Snoop Singh	-do-	12747	-do-	-do-
Sh. Amrit Bedi	-do-	12747	-do-	-do-
Sh. Avtar Singh-II	-do-	12747	-do-	-do-
Sh. Manjot Singh	-do-	12747	-do-	-do-
Sh. Sanjeev Kumar-II	-do-	12747	-do-	-do-
Sh. Vijay Kumar-II	-do-	12747	-do-	-do-
Sh. Kuldeep Singh	-do-	12747	-do-	-do-
Sh. Mohinder Kumar	<b>Sweeper</b>	35993	-do-	-do-
Sh. Sant Lal	-do-	12747	-do-	-do-
Smt. Vidya Devi	-do-	12747	-do-	-do-
Sh. Ram Lakhan Yadav	<b>Chowkidar</b>	35218	-do-	-do-



**Staff at Camp Office of Ld. Advocate General Punjab**

Ms. Sapna Arora	<b>Secretary</b>	65530	-do-	-do-
Ms. Suarti	<b>Clerk</b>	18575	-do-	-do-
Sh. Karandeep Singh	<b>Telephone Attendant</b>	26148	-do-	-do-
Sh. Anil Kumar	<b>Driver</b>	26148	-do-	-do-
Sh. Sonu Verma	<b>Peon</b>	18724	-do-	-do-
<b>Total</b>		<b>7619582</b>		

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

11.1 Total Budget for the Public Authority: 37,94,47000

11.2 Budget for each agency and plan & programmers:

Sr. No.	Standard Object of Expenditure	Original appropriation for the financial year 2015-16	
		(figures in thousands)	
1.	01-Salary		11,68,00
2.	02-Wages		5
3.	11-Travelling Expenses		20,00
4.	13-Office Expenses		76,21
5.	28-Professional Services (A.G. Office)		20,00,00
6.	50-Other Expenses (Voted)		0
7.	50-Other Expenses (Charged)		1
8.	91-Medical Reimbursement		6,00
9.	92-Telephones		6,50
10.	93-Electricity		13,00
11.	94-Water		70
12.	98-Computerization		
	(i) 01-Purchase of Computers related Hardware)	2,00	
	13-Office Expenses		
	(ii) 03-Computer Stationary and consumable items	2,00	4,00
	13-Office Expenses		
	(iii) 06- Development of Application Software	0	
	<b>Total</b>		32,94,47

05- Legal Cell, New Delhi

	28-Professional Services (Legal Cell)		5,00,00
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11.3 Proposed expenditures: N.A

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

11.5 Report on disbursements made and place where the related reports are available: N.A

**12th Manual: Manner of execution of subsidy programmes**

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

S.no	Name of the program me or activity	Objective of the program	Procedu re to avail benefits	Duration of the programme/sc heme	Physical and financial targets of the program	Nature/scale of subsidy/amou nt allotted	Eligibility criteria for grant of subsidy
-	-	-	-	-	-	-	-

- a. Details of beneficiaries of subsidy program (Number, Profile etc.):

In regards to Item No. 12.1 to 12.8 the expenditure under different heads is regulated and maintained within the Budget sanctioned by the State Government on year-to-year basis. There is no allocation of Budget under any head against which subsidy may be provided.

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

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

S.no	Concessions, permits or authorizations granted by Public Authority	Eligibility criteria	Procedure for getting the concession/grant and/or permits or authorizations	Name and address of the recipients given concessions/ permits or authorizations	Date of award of concessions/ permits or authorizations	For each concession, permit or authorization granted
-	-	-	-	-	-	-

In regards to Item No. 13.1 to 13.6, keeping in view nature of functions and duties of the office of Advocate General Punjab there is no recipient of concessions, permits or authorizations.

**14th Manual: Information available in electronic form**

14.1 Details of information available in electronic form:

14.2 Name/title of the document/record/other information:

- a) Status of Court Cases
- b) On Line of Court Rosters

14.3 Location where available:

The entire information pertaining to section 4 (i) (b) is available in the Electronic Form in the Hard Disc as well as C.D. The information is also available on the official website i.e.

[http://pbadvocategeneral\[dot\]gov\[dot\]in/](http://pbadvocategeneral[dot]gov[dot]in/)

To view the Proactive Disclosure at official website of Punjab Government, please visit:

[http://www\[dot\]punjabgovt\[dot\]gov\[dot\]in/punjabrti/index.html](http://www[dot]punjabgovt[dot]gov[dot]in/punjabrti/index.html)

To access the RTI site for Government of India, please visit:

[http://www\[dot\]rti\[dot\]gov\[dot\]in/](http://www[dot]rti[dot]gov[dot]in/)

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

15.1 Name & location of the facility: N.A

15.2 Details of information made available:

As per nature of functions and duties required to be performed by the office of Advocate General Punjab, there is no public dealing involved. As and when any reference is received from any section of public the same is dealt with on merits at appropriate level. The Library maintained in the office of Advocate General containing Law Books is meant for the Law Officers only not for public.

15.3 Working hours of the facility: N.A

15.4 Contact Person & contact details (phone, fax, email): N.A

\_\_\_\_\_

**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 S/Sh.	Designation	Designation under RTI	Phone No.	Fax No.	E-mail	Address
1.	Parminder Pal Singh Thethi	Additional Advocate General, Punjab	Appellate Authority	0172- 6612222	0172- 2741826	advgenpun[dot]chd[at]gmail[dot]com	Punjab & Haryana High Court Premises, Sector 1, Chandigarh.
2.	Sushant Maini	Deputy Advocate General, Punjab	State Public Information officer.	0172- 6612222	0172- 2741826		
3.	Shashi Bhushan	Superintendent Grade-I (Looking after the duties of Assistant Registrar )	State Assistant Public Information Officer	0172- 6612269	0172- 2741826		
4.	Davinder K. Kaushik	Superintendent Grade I.(Looking after the duties of Assistant Registrar )	-do-	0172- 6612271	0172- 2741826		
5.	Suraj Kumar	Superintendent Grade II.(Looking after the duties of Superintendent Grade I)	-do-	0172- 2746624	0172- 2741826		
6.	Sh. Amarjit Singh	Superintendent Grade II	-do-	0172- 6612333	0172- 2741826		
7.	Sh. Naresh Kumar	Superintendent Grade II	-do-	0172- 6612265	0172- 2741826		
8.	Sh. Gurcharan Singh	Superintendent Grade II	-do-	0172- 6612268	0172- 2741826		

**17th Manual: Any other useful information**

17.1 Citizen's charter of the public authority:

17.2 Grievance redressal mechanisms:

In regards to Item No. 17.1 & 17.2, Keeping in view the nature of duties and functions of the office of Advocate General no such other information is available to be given.

17.3 Details of applications received under RTI and information provided:

Year	Application Received	Information Provided	Pending
2013	62	62	Nil
2014	49	49	Nil

17.4 List of completed schemes / projects / programmes: N.A

17.5 List of schemes/projects/programmes underway: N.A

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

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

17.7 Any other Information:

\_\_\_\_\_



**17.7.1 RTI Application format****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.

(iii) Department of Home Affair and Justice Home 5 Branch vide memo no. 2/102/2014-2H5/1183-1189 dated 11.09.2014 has forward the direction made by Hon'ble Mr. Justice Rajesh Bindal in CWP 4787 of 2011 titled as

Fruit & Merchant Union Versus Chief Information Commissioner and others and decided on 2.11.2012, whereby the following observations has been made in Para No. 23:-

*“Further, in all complaints before the Public Information Officer, the appeal before the first appellate authority or any proceedings before the Commission, it should be ensured that the applicant files his proof of identity along with the application. It is for the reason that in some cases, it has come to the notice of this court that the applicants were not identifiable. It would ensure that only the genuine persons file applications “*

#### 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 Addr ess of Appli cant	Date of Receipt of Applica tion in Form A	Type of Informatio n asked	Particulars of fees deposited			Status of Disposal of Application						
				Amt	Recept no.	Date	Information	Application	Supplied	Partially Supplied	Rejected	Returned to Applicant	

**17.7.2 "APPENDIX-'A'"****HOME****JUDICIAL NOTIFICATION**

The 6<sup>th</sup> July, 1953.

**No.8746-JJ-53/38717** - In exercise of the powers conferred by article 165 of the Constitution, the Governor of Punjab is pleased to make the following rules for regulating the remuneration and duties of the Advocate General for the State in supersession of those contained in Punjab Government notification No.337-JJ-52/877, dated the 19th February, 1952:-

1. In these rules:-

"Advocate General" means the person under clause (1) of Article 165 of the Constitution to be the Advocate General for the State and includes any person appointed to act as the Advocate General during the absence on leave or deputation of the permanent incumbent of the office.

2. The Advocate General will be a whole time servant of the State Government:

Provided that he may engage in such private practice as does not interfere in the discharge of his duties as Advocate General:

Provided further that he will not accept any case against the State of Punjab.

(Substituted by Punjab Government Notification No .21. (20)-4J-62/9475, dated the 7th March, 1962).

3. The duties of the Advocate General will be as follows:-

(a) He shall advise the State Government upon which legal matters as may be referred to him by the Home Secretary or the Legal Remembrancer to the Government of the State.

(b) He will represent, or arrange for the representation of the State at all stages before the High Court in criminal cases and cases of a quasi-criminal nature, such as those relating to the Press law, writs under the constitution, extradition and preventive detention;

Provided that the State Government may, on account of the special importance of the case require that the Advocate General shall himself represent the State in any particular case.

(c) He will appear, or arrange for the appearance of counsel, in the following civil cases:-

(i) cases in the High Court to which the State Government is a party; or

- (ii) cases in the High Court to which officers serving under the State Government are parties, and which the State Government has decided to conduct on behalf of such officers;
- (iii) cases in the High Court in which neither the State Government nor such officers are directly interested, but in which Government consider themselves to be sufficiently interested to render it advisable to conduct the cases on behalf of some third person.
- (d) Appeals from the cases referred to in clause (c),
- (e) He will appear personally before the High Court, when so required by Government, in references from subordinate courts to which Government is a party or in cases withdrawn to the High Court from subordinate courts under Article 228 of the Constitution or any other law.
- (f) He will appear himself or arrange for the conduct of civil cases, of the nature described above, when so" required, in the other civil courts of Chandigarh.
- (g) He will also be expected to appear in any civil or criminal case outside Chandigarh whether in Courts subordinate to the High Court or in the Supreme Court, or in any other court, when, specially desired to do so by; the State Government or by the Legal Remembrancer.
- (h) He will take part in the proceedings of the House or Houses of the State Legislature or any Committee of the Legislature of which ho may be named as member.
- (i) He shall also discharge the functions conferred on him by or under the Constitution, or under any other, law for the time being in force.
- 4(l) He will be paid such salary as may be determined by the Governor.
- (2) He will be entitled to fees in civil and criminal or quasi - criminal cases, when permission under these rulers, according to the scales prescribed herein; but he will not be entitled, to fees for -
- (a) Opinion work,
- (b) participation in the work of a House or Houses of the Legislature and any Committee of the Legislature of which he may be named a member, and
- (c) appearance in the High Court in criminal case including case of contempt of court.
- 5(i) In Criminal cases in any court other than the High Court, the Advocate General will be paid fee of Rs.200/- in respect of every day's attendance.
- ii) In quasi criminal case, in the High Court such as case under the Press Law, or those relating to the conduct of legal practitioner, he will receive fees as for civil miscellaneous cases, i.e. Rs.100/- for each day of attendance.
- 6, In civil cases the Advocate General will be paid fee in accordance with the following scales -

- a. Seven and half percent on the first Rs.5,000/-of the claim 3 per cent on the next Rs.15,000/- of the claim, 1 per cent on the claim between Rs.20,000/-and Rs.50,000 and 8 annas per cent on the claim above Rs.50,000/- The fee shall be subject to (vide Pb. Govt. Notification No ,43( 40-4J-61/2303 dated 15-1-1969. A minimum of Rs.32/- and a maximum of Rs.1000/- for any one case, provided that in any case of great importance making an annual demand on the time and energy of the Advocate General, the State Govt., may direct that such fee as it considers suitable may be granted, not exceeding the fixed percentage rate, upto a maximum of Rs.5000/-
- b. In case in any court subordinate to the High Court conducted through out by the Advocate General, the fee payable shall be to a minimum of Rs.100/- for each day of attendance.
- c. For appearance in any case not conducted throughout by the .Advocate General the fee will be Rs.100 per each day of attendance clause (a) above,
- d. Where a single case passes at different stages through more courts than one, e.g., for original decision, appeal and further appeal or revision, it shall be treated, for the purpose of fee, as a separate case at each such stage.
- e. In miscellaneous civil cases, not expressly covered by these term the ordinary fee shall be Rs.100/-for each case (substituted vide Pb. Govt. Gaz. (Extra August **22** ,1986 ( SRVN . 31 ,1908 SAKA) Part II Govt. of Punjab Department of Home Affairs & Justice (Judl. Br) Notification, The 18th August, 1986 No. GSR 53/ Const./Art/Amd./86."
- f. In civil writ cases, Letter Patent appeals and in applications for getting certificate of fitness for appeal to the Supreme Court arising from such civil writ cases and appeal, which shall not be considered as civil miscellaneous cases the fee shall be one hundred rupees per such civil writ or Letter Patent Appeal or application, as the case may be -  
Provided that in respect of such cases: -
  - (a) which are decided by one judgment on account of common questions of law or fact being involved, or
  - (b) which are decided on the basis of an earlier judgment on account of being covered by that judgment; full fee shall be payable only in one case in which main judgment is delivered and one half of the fee shall be payable in each connected case subject to the Condition that total fee payable in the main case as well as in the connected cases shall not exceed one thousand rupees.

(Substituted by Notification No.12679-2JJ-75/25572 dated 7-8-1975)

- 6-A. The Advocate General, Punjab will be paid fees for his appearance in any civil or criminal case in the Supreme Court of India on behalf of the State Government according to the scale of fees laid down from time to time in the second schedule to the Supreme Court Rules, 1966 for leading counsel or senior Advocate as the case may be.

(Inserted *by* Notification No .17812-4JJ-67/38230,. dt. 27.10.1967

7. If in any case the Advocate General is required attendance before any Election Commission Tribunal, he shall be permitted to receive such fees as may be recommended by the Commission in their report.

8. xx xx xx xx

9. The leave rules will be as follows:

- (a) Leave, on pay equivalent to full pay may be sanctioned up to 1/11th of period spent on duty, as -Advocate-General, provided that leave of this kind shall not accumulate beyond four months\*
- (b) Leave on medical certificate on leave salary equivalent to half pay may be granted upto 2/11<sup>th</sup> of two periods spent on duty as Advocate General, subject to a maximum of three months at any time.
- (c) Extraordinary leave may be granted without allowances, subject to a maximum of three months at any one time.
- (d) Leave of the various kinds may be granted in combination up to a maximum of six months only at any one time.
- (e) For the first two years of the appointment, the Advocate General will not be entitled to more than one months' leave, except on medical certificate in any one year.

For purposes of travelling and mileage allowances, the Advocate General will be treated as grade I Government servant. His travelling allowance will be governed by Punjab Civil Services Rules, Volume III, except that the limit of 10 days for the drawl of holding allowance will not be operative, when he is required to conduct a case before any court or tribunal or any authority within the territory of India in the discharge of his duties.

"Provided that no halting allowance will be admissible to the Advocate General, Punjab, for the day or days which he appears before a Court and for which he is entitled to get fees under rules 6 and 6A".

(Inserted by Notification No. 17812-4JJ-67/38230 dt. 27-10-1967)

10. The Advocate General shall not accept appointment as a Director in any company without the permission of the Government.

Gyan Singh Kahlon,

Home Secretary to Government Punjab.

No. 8746-JJ-58/38718, dated the 6th July, 1953



A copy is forwarded to the Advocate-General, Punjab, for information and guidance, in continuation of Punjab Government Endorsement No. 337-JJ-52/878, dated the 19th February, 1952.

By order,

A.R. Malhotra,  
Under Secretary, Home,  
for Home Secretary to Government, Punjab,

PART IV

**HOME DEPARTMENT (JUDICIAL)**

**NOTIFICATION**

The 30th March, 1965.

No. G.S.R.65/Const./Art.165/65—

The following rules, as amended • up to the 30th March, 1965, are republished below for general information:

**RULES FOR REGULATING THE REMUNERATION AND DUTIES OF THE ADVOCATE -GENERAL FOR THE STATE.**

1. In these rules:— "Advocate-General" means the person under clause (1) of Article 165 of the Constitution to be the Advocate-General for the State and includes any person appointed to act as the Advocate-General during the absence, on leave or deputation of the permanent incumbent of the office.

• <sup>2</sup>[2. The Advocate-General will be a whole-time servant of the State •Government provided he may engage in such private practice as does not. interfere in the discharge of his duties of Advocate-General ; Provided further that he will not accept any case against the State of Punjab.

3. The duties of the Advocate-General will be as follows:—

(a) He shall advise the State Government upon such legal matters as may be referred to him by the Home Secretary or the Legal Remembrancer to the Government of the State.

(b) He will represent, or arrange for the representation of the State at all stages before the High Court in criminal cases and cases of a quasi-criminal nature, such as those relating to the Press Law, writs under the Constitution, extradition and preventive detention:

Provided that the State Government may, on account of the special importance of the case require that the Advocate-General shall himself represent the State in any particular case.

(c) He will appear, or arrange for the appearance of counsel, in the following civil cases :

(i) cases in the High Court to which the State Government is a party;

or

(ii) cases in the High Court to which officers serving under the State Government are parties, and which the State Government has decided to conduct on behalf of such officers;

(iii) cases in the High Court in which neither the State Government nor such officers are directly interested, but in which Government consider themselves to be sufficiently interested to render it - advisable to conduct the cases on behalf of some third person.

(d) Appeals from the cases referred to in clause (c).

(e) He will appear personally before the High Court, when so required by Government, in references from subordinate courts to which Government is a party or in cases withdrawn to the High Court from subordinate courts under Article 228 of the Constitution or any other law.

(f) He will appear himself or arrange for the conduct of civil cases of the nature described above, when so required, in the other Civil courts of Chandigarh

(g) He will also be expected to appear in any civil or criminal case outside Chandigarh, whether in courts subordinate to the High Court or in the Supreme Court, or in any other court, when specially desired to do so by the State Government or by the Legal Remembrancer.

(h) He will take part in the proceedings of the House or Houses of the State Legislature or any Committee of the Legislature of which he may be named a member.

(i) He shall also discharge the functions conferred on him by or under the Constitution or under any other law for the time being in force,

4. (1) He will be paid such salary as may be determined by the Governor. (2) He will be entitled to fees in civil and criminal or quasi-criminal cases, when permissible under these rules, according to the scales prescribed herein ; but he will not be entitled to fees for :-

(a) opinion work,

(b) participation in the work of a House or Houses of the Legislature and any Committee of the Legislature of which he may be named a member, and

(c) appearance in the High Court in criminal cases including cases of contempt of court.

5. (i) In criminal cases in any court other than the High Court, the Advocate-General will be paid fee of Rs. 200 in respect of every day's attendance,

(ii) In quasi-criminal cases in the High Court, such as cases under the Press Law, or those relating to the conduct of Legal Practitioners, he will receive fees as for civil miscellaneous cases, i.e. Rs. 100 for each, day of attendance.

6. In civil cases the Advocate-General will be paid fees in accordance with the following scales :

(a) seven and half per cent on the first Rs. 5,000 of the claim, 3 per cent. on the next Rs. 15,000 of the claim, 1 per cent on the claim between Rs. 20,000 and Rs. 50,000 and 8 annas per cent on the claim above Rs. 50,000. The fee shall be subject to a maximum of Rs. 1,000 for any one case; provided that, in any case of great importance-making an unusual demand on the time and energy of the Advocate-General, the State Government may direct that such fee as it considers suitable may be granted, not exceeding the fixed percentage rate, up to a maximum of Rs. 5,000.

(b) In cases in any court subordinate to the High Court conducted throughout by the Advocate-General, the fee payable shall be that laid down in clause (a) above subject to a minimum of Rs. 100/- for each day of attendance.

(c) For appearances in any case not conducted throughout by the Advocate-General, the fee will be Rs. 100/- for each day of attendance subject to the maximum laid down in clause (a) above.

(d) Where a single case passes at different stages through more courts than one, e.g. for original decision, appeal and further appeal, or revision, it shall be treated, for the purpose of fees, as a separate case at each such stage.

(e) In miscellaneous civil cases, not expressly covered by these terms, the ordinary fee shall be Rs. 100 for each day of attendance.

(f) In civil writ cases and in Letters Patent Appeals arising there from which shall not be considered as civil miscellaneous cases the fee shall be one hundred rupees per civil writ or Letter's Patent Appeal. [This clause shall be deemed to have come into force with effect from the 6th of July, 1953.]

7. If in any case the Advocate-General is required to attend before any Election Commission/Tribunal, he shall be permitted to receive such fees as may be recommended by the Commission in their report.

8 \* \* \* \* \*

9. The leave rule will be as follows:

(a) Leave, on pay equivalent to full pay may be sanctioned upto 1/11th of the period spent on duty, as Advocate-General; provided that leave of this kind shall not accumulate beyond four months.

(b) Leave on medical certificate on leave salary equivalent to half pay may be granted up to 2/11th of the period spent on duty as Advocate-General, subject to a maximum of three months at anyone time .

(c) Extraordinary leave may be granted without allowances, subject to a maximum of three months at any one time.

(d) Leave of the various kinds may be granted in combination upto a maximum of six months only at any' one time.

(e) For the first two years of the appointment, the Advocate-General will not be entitled to more than one month's leave, except on medical certificate in any one year.

For purposes of travelling and mileage allowances, the Advocate-General will be treated as grade I Government servant. His travelling allowances will be governed by Punjab Civil Services Rules, Volume III, except that the limit of 10 days for the drawl of halting allowance will not be operative, when it is required to conduct a case before any court or tribunal or any authority within the territory of India in the discharge of his duties.

10. The Advocate -General shall not accept appointment as a Director in any company without the permission of Government.

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S. K. CHHIBBER,

Home Secretary to Government, Punjab.

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PUNJAB GOVT. GAZ., (EXTRA.), AUGUST 22, 1986 (SRVN. 31, 1908 SAKA)

## PART III

## GOVERNMENT OF PUNJAB

## DEPARTMENT OF HOME AFFAIRS AND JUSTICE (JUDICIAL BRANCH)

## Notification

The 18th August, 1986

No. G-S.R. 53/Const./Art. 165/Amd./86.—In exercise of the powers conferred by Article 165 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following amendment in the rules regulating the remuneration and duties of the Advocate General for the State republished, — vide Punjab Government, Home Department (Judicial), Notification .No. G.S.R. 65/Const./Art. 165/65, dated 30th March, 1965, namely:-

## - AMENDMENT -

In the said rules, in rule 6, clause (e), for the words "for each day of attendance" the words "for each case" shall be substituted.

R. P. OJHA,  
Financial Commissioner, Home and  
Secretary to Government of Punjab,  
Department of Home Affairs and Justice.

**17.7.3 "APPENDIX-'B'"**

The 7<sup>th</sup> February 1955

**No. 437-J-1955/3559.** In supersession of Punjab Government Home Department (Judicial) notification No. 2964-J-39/20730 dated 13<sup>th</sup> June 1939, and in exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other enabling powers in this behalf the Governor of Punjab is pleased to make the following rules for regulating the appointment to and conditions of service in the Punjab Advocate-General Office, State Service Class III.

**PART I – GENERAL.**

- |                    |           |  |
|--------------------|-----------|--|
| <b>Short Title</b> | <b>1.</b> | (i) These rules may be called the Punjab Advocate General's Office, Class III Service Rules, 1955.   |
|                    |           | (ii) They shall come into force at once.   |
| <b>Definitions</b> | <b>2.</b> | In these rules, unless there is anything repugnant in the subject or the context-<br>(a) 'Government' means the Government of the State of Punjab.<br>(b) 'Advocate-General' means the Advocate-General, Punjab for the time being.<br>(c) 'Service' means the Punjab Advocate-General's Office, Class III Service.<br>(d) 'Recognized University' means any University incorporated by Law in the Union of India or any other University which is declared by Government to be recognized University for the purposes of these rules and in the case of degrees or diplomas obtained as a result of examination held before 14 <sup>th</sup> August, 1947, the Punjab, Sind or Dacca University.<br>(e) 'Direct Appointment' means an appointment made otherwise than by promotion of a member of the service or by transfer of a person already in the service of the State in another department. |

**PART II-APPOINTMENTS.**

- |   |           |   |
|---|-----------|---|
| <b>Appointing Authority</b>   | <b>3.</b> | All appointments to posts in the service shall be made by the Advocate-General.   |
| <b>Nationality, age and certain other qualifications of candidates.</b> | <b>4.</b> | (i) No person shall be appointed to the service unless he is domiciled in the Punjab or the Delhi State, and is –<br>(a) a citizen of India; or<br>(b) a person who has migrated from Pakistan with the intention of permanently settling in India and who has become citizen of India under the constitution; or<br>(c) a subject of Nepal or of Sikkim or of a Portuguese or French Possession in India; and if he comes under category (b) or (c) must be a person in whose favour a certificate of eligibility has been given by the Government of India or the Government of Punjab. A |

candidate in whose case such a certificate is necessary may, however, be admitted to be an examination or interview conducted by the Punjab Public Service Commission or other recruiting authority on his furnishing proof that he has applied for the certificate, and he may also be provisionally appointed, subject to the necessary certificate being eventually given to him by the Government.

*Note.*— A declaration of eligibility will be given by Government after considering each individual case on merits.

(ii) No person who is not already in Government employ shall be appointed to the Service unless he –

(a) produces certificates of character from the Principal academic officer of his University, College or School or School last attended, if any, and also from two responsible persons, not being his relatives, who are well acquainted with him in private life and unconnected with his University, College or School, if any, and the medical certificate of fitness required by Rule 3.1 of the Punjab Civil Service Rules, Volume I, Part I and

(b) is not less than 18 and not more than 25 years of age on the date of appointment provided that the Advocate-General may in special circumstances to be recorded in writing and with the previous approval of the Government of the State of Punjab, appoint a person, exceeding 25 years in age.

*Note.*— (1) A candidate belonging to the Scheduled Castes/Tribes or back ward classes or a War service candidate will be entitled to deduct from his age such period as may from time to time be allowed by Government in respect of his entry into service under the State.

(2) For purposes of recruitment up to the 31<sup>st</sup> December, 1955 the maximum age limit shall be 27 years instead of 25 years.

**Educational qualifications of candidate.**

5.

No person shall be appointed to any post in the service, unless he possesses the qualifications shown against such posts in Appendix A, provided that the Advocate-General may, in special circumstances, with the previous approval of the Government appoint to any post in the service any person who does not possess the qualifications prescribed by this rule.

**Method of recruitment**

6.

Posts to the service shall be filled in any of the following ways at the discretion of the Advocate-General: -

(a) by direct appointment;

(b) by transfer of an official already in the service of Government;

(c) by promotion of a member of the service, provided that the person to be appointed possesses the requisite qualification; provided further that appointment to any post by promotion or by transfer of an official employed in any of the Government

Departments shall be made strictly by selection and no official shall have any claim to appointment as of right.

Note.— In the case of direct recruitment, other things being equal, preference will be given to a candidate who has himself worked for the cause of national independence or has rendered some outstanding social or public service.

**General Condition** 7. In all matters not expressly provided for in these rules, the members of the service shall be governed by such general rules as may have been or may hereafter be framed by Government and by the provisions of the Constitution of India.

Part III— Conditions of service.

**Number and character of posts** 8. The service shall comprise the posts shown in Appendix A, provided that nothing in this rule shall affect the inherent right of Government to make additions to or reductions in the number of such posts either permanently or temporarily as may be considered necessary for the efficient working of the office.

**Probation of members of the service** 9. (1) Members of the service who are appointed against permanent vacancies shall, on appointment to any post specified in Appendix A, remain on probation for a period of two years in the case of those recruited by direct appointment and for one year, if recruited otherwise.

Explanation.— Officiating service shall be reckoned as period spent on probation, but no member who has officiated in any appointment, shall on the completion of one year or two years in the service, as the case may be, be entitled to be confirmed until he is appointed against a permanent vacancy.

(2) If the work or conduct of any member during his period of probation is in the opinion of the Advocate-General not satisfactory, the Advocate-General may dispense with his services in the case of a direct appointment, or revert him to his former post, if he has been recruited otherwise than by direct appointment.

(3) On the completion of the period of probation of any member the Advocate-General may, if a vacancy exists, confirm such member in his appointment or if his work or conduct has, in the opinion of the Advocate-General, not been satisfactory, the Advocate-General may dispense with his services in the case of a direct appointment, or revert him to his former post, if he has been recruited otherwise than by direct appointment, or may extend the period of probation and thereafter pass such orders as could have been passed on the expiry of the first period of probation provided that the total period of probation shall not exceed three years.

**Seniority of members of the service** 10. The Seniority of members in the various grades of the service shall be determined by the date of confirmation in the post, provided that if two or more members are confirmed in the same class of posts on the same date: -

- (a) members recruited by promotion shall be senior to members recruited otherwise;
- (b) members recruited by transfer from other offices of Government shall be senior to members recruited by direct appointment; and
- (c) in the case of members –



(i) who are recruited by promotion or who are recruited by transfer from other offices of Government, the seniority shall be determined according to the seniority in the appointment from which the members are promoted or transferred, preference being given to a member drawing a higher rate of pay, and if the rate of pay drawn is the same, seniority shall be determined according to length of service, if the length of service be the same, according to age, preference being given to the older member;

(ii) who are recruited by direct appointment, an older member shall be senior to a younger member.

Provided further that if any member is reverted to his former post or is reduced temporarily and is subsequently reappointed to the post from which he was reverted or reduced temporarily his seniority in that post shall be determined by the appointing authority.

- |  |   |
|--|---|
| <b>Pay of members of service</b>         | <b>11.</b> Members of the service shall be entitled to such pay scales as may be authorized by Government from time to time. The pay scales at present in force are given in Appendix A.  |
| <b>Leave and Pension</b>                 | <b>12.</b> In respect of leave, pension and other cognate matters not specifically mentioned in these rules, the members of service shall be governed by the Punjab Civil Services Rules and such general rules as may be framed in that regard by the Government.  |
| <b>Discipline, penalties and appeals</b> | <b>13.</b> In matters relating to discipline, penalties and appeals, members of service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, or such other rules as may be issued hereafter by the Competent authority in replacement of those rules, provided that the nature of penalties which may be inflicted, the authority empowered to impose such penalties and, subject to the provision of any law or the rules thereunder made under Article 309 of the Constitution of India, the appellate authority shall be as specified in Appendix B.<br><br>The authority competent to pass an order under clause (c) or (d) of Rule 10(1) of the said Rules and the appellate authority shall be as specified in Appendix B. |
| <b>Vaccination</b>                       | <b>14.</b> Government may at any time by special or general order direct that Government servant or a class of Government servants shall get himself or themselves vaccinated or revaccinated. This rule shall not, however, be applicable to members of the service who were in Government service on the 8 <sup>th</sup> March, 1926, except with their concurrence.  |
| <b>General</b>                           | <b>15.</b> In any matter not expressly provided for in these rules, the members of service shall be governed by such general rules as may have been or as may hereinafter be framed by Government.  |

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PART I]

PUNJAB GOVT. GAZETTE, FEB. 18, 1955

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## Appendix A (Part III, Rules 8 and 11)

Designation of Post	No. of Posts	Rising from	By annual increments of	To	And then by Annual increments if any of	Efficiency Bar	To	Minimum educational qualifications for direct recruitment
1	2	3	4	5	6	7	8	9
Head Clerk ..	1	250	10	350	..	..	..	Degree of a recognised University
Assistant ..	1	116	8	180	10	180	250	Ditto
Stenographer ..	1	100	5	150	5	150	175	Matriculation Examination of a recognised University and also such other test as may be prescribed by the Advocate-General, Punjab.
Senior Clerk ..	1	90	5	120	5	120	175	Degree of a recognised University
Junior Clerk ..	4	50	3	80	4	80	100	Matriculation Examination of a recognised University
Restorer ..	1	42½	2	62½	..	..	..	Possessing the ability to read and write English to the satisfaction of Advocate-General.

## Appendix B (Part III, Rule 13)

Designation of official	Nature of penalty	Punishing Authority	Appellate Authority
(a) Head Clerk ..	(a) Censure, or	Advocate-General, Punjab	Punjab Government
(b) Assistant ..	(b) Withholding of increments or promotion including stoppage at an efficiency bar, or	Ditto	Ditto
(c) Stenographer ..	(c) reduction to a lower post, or time-scale or to a lower stage in a time-scale, or	Ditto	Ditto
(d) Senior Clerk ..	(d) recovery from pay of the whole or part of any pecuniary loss caused to Government negligence or breach of orders, or	Ditto	Ditto

(e) Junior Clerk ..	(e) suspension, or	Ditto	Ditto
(f) Restorer ..	(f) removal from service which does not disqualify from future employment,	Ditto	Ditto
	(g) dismissal from service which ordinarily disqualifies from future employment	Ditto	Ditto
	<i>Other Orders</i>	<i>Authority</i>	<i>Appellate</i>
	(a) reducing the maximum amount of ordinary pension admissible under the rules governing pensions	<i>Competent to pass orders</i>	<i>Authority</i>
	(b) terminating the appointment of member of the service otherwise than upon his reaching the age of superannuation.	Advocate-General, Punjab Ditto	Punjab Government Ditto

*Note.*—Orders under the rules shall be passed only in cases covered by rule 5.32(b) of the Punjab Civil Service Rules.

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

**19 Provide reasons for its administrative or quasi-judicial decisions to affected persons : N.A**