

Obligations of Public Authorities



**RIGHT TO
INFORMATION**

MANUAL UNDER

RIGHT TO INFORMATION ACT, 2005

English Version

ADVOCATE GENERAL PUNJAB

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

PIN: 160 001

EPBX No. 0172-6612222, 0172-2740149

Fax : 0172-2741826

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

E-mail : [advgenpun\[dot\]chd\[at\]gmail\[dot\]com](mailto:advgenpun[dot]chd[at]gmail[dot]com)

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

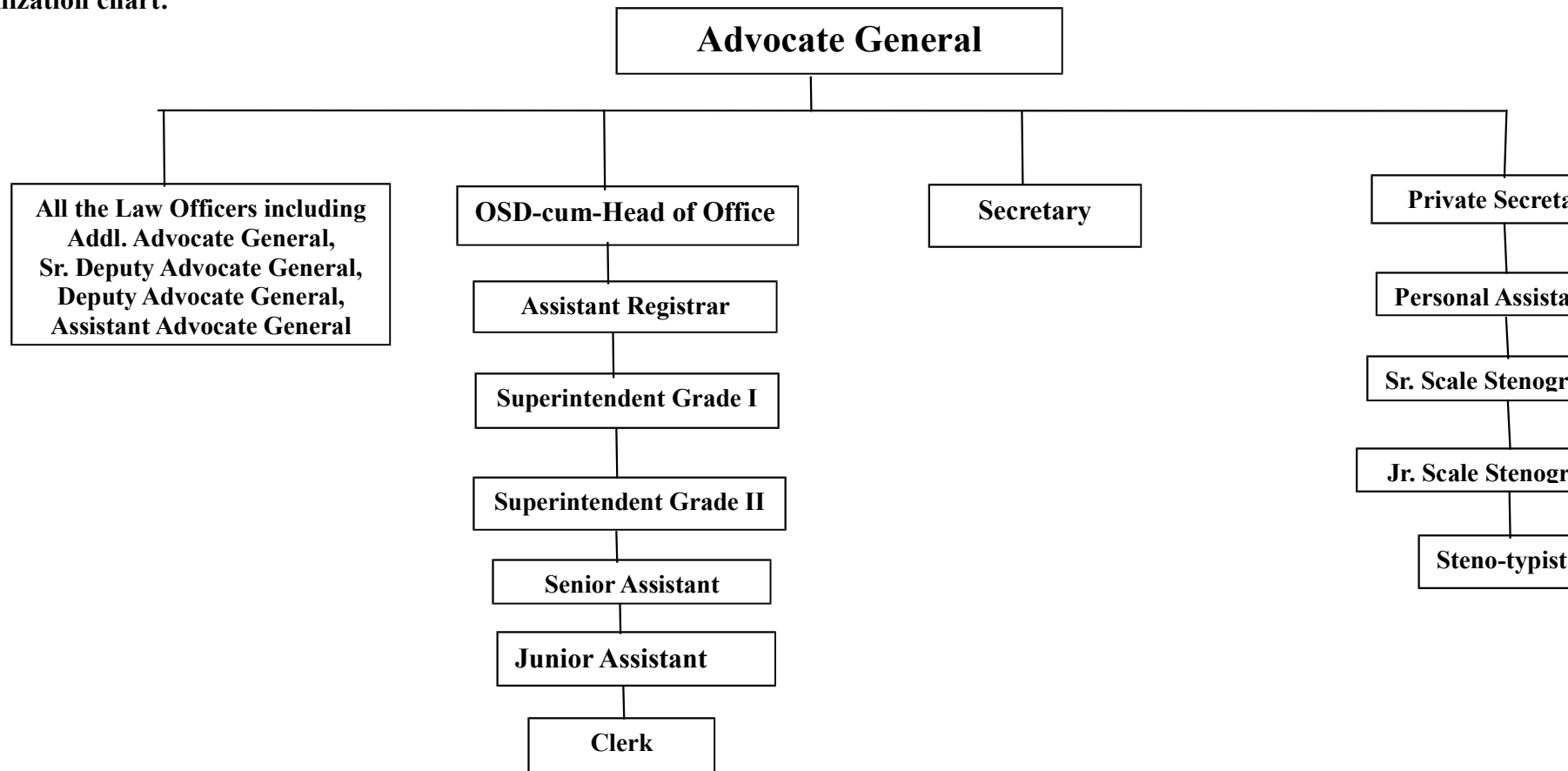
1.3 Key Objectives:

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 & 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 104, 333 and 405 of the Civil</p>

	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.

			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 6th 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 6th July, 1953. as amended vide

- 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 6th 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 & 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	Ld. Advocate General	2740287 6612201	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
1	Sh.G.S.Cheema	Addl. Advocates General	6612307	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
2	Sh. Amar Ashok Pathak	-do-	6612227	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
3	Ms. Anju Arora	-do-	6612225	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
4	Ms. Anu Chatrath	-do-	6612209	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
5	Sh Avtar Singh Sandhu	-do-	6612208	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
6	Sh Balbir Singh Sewak	-do-	6612225	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
7	Ms. Deepali Puri Sandhu	-do-	6612205	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
8	Sh Harmeet Singh Grewal	-do-	6612206	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
9	Sh. Harsimran Singh Sethi	-do-	6612331	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
10	Sh. Hittan Nehra	-do-	6612225	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
11	Sh. Inderpal Singh Doabia	-do-	6612210	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
12	Ms. Manjri Nehru Kaul	-do-	6612212	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
13	Sh. Manoj Bajaj	-do-	6612241	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
14	Sh. Pankaj Gupta	-do-	6612241	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
15	Sh. Pardeep Singh Bajwa	-do-	6612210	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
16	Ms. Rameeza Hakeem	-do-	6612213	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
17	Sh. Sandeep Vermani	-do-	6612206	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
18	Ms. Sudeepti Sharma	-do-	6612241	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
19	Sh. Suveer Sheokand	-do-	6612230	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com

21	Sh. Surinder Pal Singh Tinna	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
22	Sh. Mehardeep Singh	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
23	Sh. Nikhil K Chopra	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
24	Sh. K.K Bheniwal	-do-	661222	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
1	Sh. Gaurav Liberhan	Addl. Advocates General at Legal Cell, New Delhi	011-23381448	011-23073306	advgenpun[dot]chd[at]g mail[dot]com
2	Sh. Kamal Jeet Singh	-do-	-do-	011-23073306	advgenpun[dot]chd[at]g mail[dot]com
3	Sh. Sakya Singh Chaudhuri	-do-	-do-	011-23073306	advgenpun[dot]chd[at]g mail[dot]com
1	Sh. Karan Bharihoke	Advocate on Record	011-4323249	011-23073306	advgenpun[dot]chd[at]g mail[dot]com
2	Ms. Uttara Vinod Babbar	-do-	-do-	011-23073306	advgenpun[dot]chd[at]g mail[dot]com
3	Ms. Jaspreet Gogia	-do-	-do-	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
4	Ms. Ranjeeta Rohatgi	-do-	-do-	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
1	Ms. Sonu Chahal	Sr. Deputy Advocates General	6612245	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
2	Ms. Ambika Luthra	-do-	6612214	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
3	Sh. Amandeep Singh Gill	-do-	6612220	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
4	Sh. Amit Mehta	-do-	6612214	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
5	Sh. Ashok Kumar Singla	-do-	6612336	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
6	Sh. Chaman Lal Pawar	-do-	6612329	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
7	Sh. Dhruv Dayal	-do-	6612245	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
8	Sh. Gaurav Garg Dhuriwala	-do-	6612318	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
10	Ms. Monica Chhibber Sharma	-do-	6612244	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
11	Sh. Pawan Sharda	-do-	6612328	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
12	Sh. Rajesh Kumar Bhardwaj	-do-	6612228	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com

					mail[dot]com
15	Sh. Shireesh Gupta	-do-	6612230	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
16	Sh. Venu Gopal Jauhar	-do-	6612336	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
1	Sh. Sushant Maini	Deputy Advocates General	6612246	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
2	Sh. Ajaypal Singh Gill	-do-	6612301	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
3	Ms. Ambika Sood	-do-	6612214	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
4	Sh. Amitoj Singh Dhaliwal	-do-	6612302	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
5	Sh. Arpinder Singh Sidhu	-do-	6612303	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
6	Ms. Bhavna Gupta	-do-	6612305	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
7	Sh. Bikramjit Singh Baath	-do-	6612306	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
8	Sh. Daldeep Singh Sukarchakia	-do-	6612319	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
9	Sh. Davinder Bir Singh	-do-	6612336	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
10	Sh. Harmandeep Sullar	-do-	6612309	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
11	Sh. Jagmohan Singh Ghumman	-do-	6612320	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
12	Sh. Karan Singh	-do-	6612234	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
13	Sh. Kirat Singh Sidhu	-do-	6612311	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
14	Sh. Manjeet Singh Dhillon	-do-	6612312	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
15	Ms. Monika Jalota	-do-	6612312	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
16	Sh. Narinder Kumar Banka	-do-	6612312	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
17	Sh. Naveep Chhabra	-do-	6612312	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
18	Sh. Rakesh Verma	-do-	6612313	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
19	Sh. Randhir Singh Thind	-do-	6612342	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
20	Sh. Rattan Sidhu Brar	-do-	6612342	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
21	Sh. Sahil Sharma	-do-	6612343	0172-2741826	advgenpun[dot]chd[at]g

23	Sh. Sandeep Kumar	-do-	6612326	0172-2741826	advgenpun[at]chd[at]g mail[dot]com
24	Sh. Saurav Khurana	-do-	6612325	0172-2741826	advgenpun[at]chd[at]g mail[dot]com
25	Sh. Tejinder Pal Singh Chawla	-do-	6612324	0172-2741826	advgenpun[at]chd[at]g mail[dot]com
26	Ms. Amarjit Kaur Khurana	-do-	6612222	0172-2741826	advgenpun[at]chd[at]g mail[dot]com
27	Ms. Anju Sharma Kaushik	-do-	6612222	0172-2741826	advgenpun[at]chd[at]g mail[dot]com
28	Ms. Anu Pal	-do-	6612222	0172-2741826	advgenpun[at]chd[at]g mail[dot]com
29	Sh. Arun Kumar Kundal	-do-	6612222	0172-2741826	advgenpun[at]chd[at]g mail[dot]com
30	Ms. Maloo Chahal	-do-	6612222	0172-2741826	advgenpun[at]chd[at]g mail[dot]com
31	Sh. Sandeep Singh Deol	-do-	6612222	0172-2741826	advgenpun[at]chd[at]g mail[dot]com
32	Sh. Rana Harjasdeep Singh	-do-	6612222	0172-2741826	advgenpun[at]chd[at]g mail[dot]com
33	Ms. Harsimrat Rai	-do-	6612222	0172-2741826	advgenpun[at]chd[at]g mail[dot]com
34	Sh. Joginder Pal Ratra	-do-	6612222	0172-2741826	advgenpun[at]chd[at]g mail[dot]com
35	Sh. Sandeep Singh Bains	-do-	6612222	0172-2741826	advgenpun[at]chd[at]g mail[dot]com
1	Ms. Anusha Nagarajan	Deputy Advocates General, Legal Cell, New Delhi	011-23381448	0172-2741826	advgenpun[at]chd[at]g mail[dot]com
2	Sh. Raj Kamal	-do-	011-23381448	0172-2741826	advgenpun[at]chd[at]g mail[dot]com
1	Sh. Abhay Pal Singh Gill	Assistant Advocates General	6612301	0172-2741826	advgenpun[at]chd[at]g mail[dot]com
2	Sh. Aditya Sharda	-do-	6612344	0172-2741826	advgenpun[at]chd[at]g mail[dot]com
3	Ms. Akshita Chauhan	-do-	6612344	0172-2741826	advgenpun[at]chd[at]g mail[dot]com
4	Ms. Aakanksha	-do-	6612344	0172-2741826	advgenpun[at]chd[at]g mail[dot]com
5	Ms. Amanat Chahal	-do-	6612232	0172-2741826	advgenpun[at]chd[at]g mail[dot]com
6	Sh. Ankur Sharma	-do-	6612344	0172-2741826	advgenpun[at]chd[at]g mail[dot]com
7	Sh. Anmol Singh Sandhu	-do-	6612344	0172-2741826	advgenpun[at]chd[at]g mail[dot]com

					mail[dot]com
10	Sh. Avinit Avasthi	-do-	6612344	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
11	Sh. Bharat Bhushan Menon	-do-	6612344	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
12	Sh. Bhupender Beniwal	-do-	6612344	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
13	Sh. Charanpreet Singh	-do-	6612344	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
14	Ms. Devaki Anand Sullar	-do-	6612234	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
15	Ms. Diya Sodhi	-do-	6612235	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
16	Sh. Harbir Sandhu	-do-	6612339	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
17	Sh. Harsimar Sitta	-do-	6612331	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
18	Ms. Ishneet Kaur	-do-	6612339	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
19	Ms. Jasleen Kaur Sidhu	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
20	Ms. Jaspreet Kaur	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
21	Sh. Kanisth Ganeriwala	-do-	6612235	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
22	Sh. Karanbir Singh	-do-	6612339	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
23	Ms. Lavanya Paul	-do-	6612330	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
24	Sh. Luvinder Sofat	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
25	Ms. Malvika Singh	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
26	Sh. Manreet Singh Nagra	-do-	6612339	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
27	Sh. Rakeshinder Singh Sidhu	-do-	6612339	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
28	Sh. Rana Harjasdeep Singh	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
29	Sh. Randeep S. Khaira	-do-	6612339	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
30	Ms. Ruchika Sabharwal	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
31	Ms. Rukhsaar Sandhu	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
32	Sh. Sandeep Mann	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com

					ail[dot]com
35	Ms. Simarjeet Kaur	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
36	Sh. Sukhbeer Singh	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
37	Ms. Sunint Kaur Bhayee	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
38	Sh. Tanvir Joshi	-do-	6612339	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
39	Sh. Dharampal	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
40	Ms. Sakshi Bakshi	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
41	Ms. Kanica Sachdeva	-do-	6122222	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
42	Ms. Simran Grewal	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
43	Sh. Harsimran Sandhu	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
44	Ms. Ambika Bedi	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
45	Ms. Gunkirat Kaur	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
46	Ms. Rashmi Attri	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
47	Sh. Rajat Bansal	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
48	Sh. Harpreet Singh Multani	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
49	Sh. Prabhjot Singh Walia	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
1	Sh. Aman Panwar	Assistant Advocates General, Legal Cell, New Delhi	011-23381448	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
2	Ms. Sukhmani Bajwa	-do-	011-23381448	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
3	Ms. Zehra Khan	-do-	011-23381448	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
4	Ms. Mandakini Singh	-do-	011-23381448	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com
5	Sh. Shreshth Jain	-do-	011-23381448	0172-2741826	advgenpun[dot]chd[at]g mail[dot]com

Name	Designation	Tel (Office)	Fax	Email
Shashi Bhushan	Superintendent Grade-I (Looking after the duties of Assistant Registrar)	6612269	-do-	advgenpun[dot]chd[at]gmail[dot]com
Davinder Kaushik	Superintendent Grade-I (Looking after the duties of Assistant Registrar)	6612271	-do-	advgenpun[dot]chd[at]gmail[dot]com
Suraj Kumar	Superintendent Grade-II (Looking after the duties of Superintendent Grade - I)	2746624	-do-	advgenpun[dot]chd[at]gmail[dot]com
Amarjeet Singh	Superintendent Grade - II (Looking after the duties of P.A Legal)	6612333	-do-	advgenpun[dot]chd[at]gmail[dot]com
Naresh Kumar	Superintendent Grade – II (Having Current duty Charge of Superintendent Grade - I)	6612263	-do-	advgenpun[dot]chd[at]gmail[dot]com
Gurcharan Singh	Superintendent Grade – II	6612261	-do-	advgenpun[dot]chd[at]gmail[dot]com
Gurdev Singh	Senior Assistants	6612272	-do-	advgenpun[dot]chd[at]gmail[dot]com
Karnail Singh	-do-	6612275	-do-	advgenpun[dot]chd[at]gmail[dot]com
Jasvir Kaur	-do-	6612270	-do-	advgenpun[dot]chd[at]gmail[dot]com
Manjit Singh	-do-	6612270	-do-	advgenpun[dot]chd[at]gmail[dot]com
Davinder Singh	-do-	0172-2746624	-do-	advgenpun[dot]chd[at]gmail[dot]com
Jaswinder Singh	Senior Assistants (Having current duty Charge of P.L.O)	6612263	-do-	advgenpun[dot]chd[at]gmail[dot]com
Malkit Singh	Senior Assistants	6612264	-do-	advgenpun[dot]chd[at]gmail[dot]com
Arun Sabharwal	-do-	6612253	-do-	advgenpun[dot]chd[at]gmail[dot]com
Gurmeet Singh	-do-	6612264	-do-	advgenpun[dot]chd[at]gmail[dot]com

Kamal Kant	-do-	0172-2746624	-do-	advgenpun[dot]chd[at]gmail[dot]com
Bhupinder Singh	-do-	6612276	-do-	advgenpun[dot]chd[at]gmail[dot]com
Tilak Raj	-do-	6612257	-do-	advgenpun[dot]chd[at]gmail[dot]com
Surinder Singh	-do-	011-23381448	011-23073306	advgenpun[dot]chd[at]gmail[dot]com
Jawahar Lal	-do-	6612262	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
Gurwinder Singh	-do-	6612255	-do-	advgenpun[dot]chd[at]gmail[dot]com
Om Parkash	-do-	6612203	-do-	advgenpun[dot]chd[at]gmail[dot]com
Amandeep Singh	-do-	6612253	-do-	advgenpun[dot]chd[at]gmail[dot]com
Sanjeev Kumar	Senior Assistants	6612257	-do-	advgenpun[dot]chd[at]gmail[dot]com
Harjinder Singh	-do-	6612203	-do-	advgenpun[dot]chd[at]gmail[dot]com
Tejinder Singh	-do-	6612270	-do-	advgenpun[dot]chd[at]gmail[dot]com
Sanjeev Sharma	Senior Assistants (Having current duty Charge of Care Taker)	6612263	-do-	advgenpun[dot]chd[at]gmail[dot]com
Paramjit Kaur	-do-	6612268	-do-	advgenpun[dot]chd[at]gmail[dot]com
Gurvinder Singh	-do-	6612268	-do-	advgenpun[dot]chd[at]gmail[dot]com
Nalini Bala	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Sharad Yadav	-do-	011-23381448	011-23073306	advgenpun[dot]chd[at]gmail[dot]com
Parveen Kant	-do-	6612264	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
Anurag Singh	-do-	011-23381448	011-23073306	advgenpun[dot]chd[at]gmail[dot]com
Kamal Singh	Senior Assistant	6612222	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
Tejasvi Wadhwa	Junior Assistant	6612272	-do-	advgenpun[dot]chd[at]gmail[dot]com
Parveen Kumar	Senior Assistant	6612275	-do-	advgenpun[dot]chd[at]gmail[dot]com
Basant Singh	Senior Assistants (Incharge Computerization)	6612272	-do-	advgenpun[dot]chd[at]gmail[dot]com
Garvinder Kaur	Junior Assistant	6612268	-do-	advgenpun[dot]chd[at]gmail[dot]com

Rupinder Johal	-do-	6612262	-do-	advgenpun[dot]chd[at]gmail[dot]com
Tejinder Kaur	Junior Assistant	6612255	-do-	advgenpun[dot]chd[at]gmail[dot]com
Navneet Kaur	-do-	6612264	-do-	advgenpun[dot]chd[at]gmail[dot]com
Baldev Raj	-do-	0172-2746624	-do-	advgenpun[dot]chd[at]gmail[dot]com
Manjit Kaur	Senior Assistant	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Simranjot Kaur	Junior Assistant	6612262	-do-	advgenpun[dot]chd[at]gmail[dot]com
Soban Singh	-do-	0172-2746624	-do-	advgenpun[dot]chd[at]gmail[dot]com
Jaswinder Kaur	-do-	0172-2746624	-do-	advgenpun[dot]chd[at]gmail[dot]com
Rajinder Kaur	-do-	6612268	-do-	advgenpun[dot]chd[at]gmail[dot]com
Vijay Kumar	-do-	6612268	-do-	advgenpun[dot]chd[at]gmail[dot]com
Gopal Singh	-do-	6612253	-do-	advgenpun[dot]chd[at]gmail[dot]com
Harbhajan Singh	-do-	6612262	-do-	advgenpun[dot]chd[at]gmail[dot]com
Sham Singh	-do-	6612276	-do-	advgenpun[dot]chd[at]gmail[dot]com
Tarkeshwar Shah	-do-	6612262	-do-	advgenpun[dot]chd[at]gmail[dot]com
Harvinder Kaur	-do-	6612335	-do-	advgenpun[dot]chd[at]gmail[dot]com
Sukhbir Kaur	-do-	6612251	-do-	advgenpun[dot]chd[at]gmail[dot]com
Nisha	-do-	6612255	-do-	advgenpun[dot]chd[at]gmail[dot]com
Vikramjit	-do-	6612275	-do-	advgenpun[dot]chd[at]gmail[dot]com
Darshan Lal	-do-	6612277	-do-	advgenpun[dot]chd[at]gmail[dot]com
Pardeep Singh	-do-	6612253	-do-	advgenpun[dot]chd[at]gmail[dot]com
Manish Sharma	-do-	6612252	-do-	advgenpun[dot]chd[at]gmail[dot]com
Vipin Kumar	Clerks-typist	6612277	-do-	advgenpun[dot]chd[at]gmail[dot]com
Vicky Kumar	Junior Assistant	6612270	-do-	advgenpun[dot]chd[at]gmail[dot]com
Sucha Ram	-do-	0172-	-do-	advgenpun[dot]chd[at]gmail[dot]com

Gursaheb Singh	-do-	6612276	-do-	advgenpun[dot]chd[at]gmail[dot]com
Richa Khera	-do-	6612251	-do-	advgenpun[dot]chd[at]gmail[dot]com
Rabi Kumari	-do-	6612266	-do-	advgenpun[dot]chd[at]gmail[dot]com
Lakhwinder Singh	-do-	6612275	-do-	advgenpun[dot]chd[at]gmail[dot]com
Renu Bala	-do-	6612264	-do-	advgenpun[dot]chd[at]gmail[dot]com
Harpreet Singh	-do-	6612255	-do-	advgenpun[dot]chd[at]gmail[dot]com
Sunil Yadav	-do-	6612263	-do-	advgenpun[dot]chd[at]gmail[dot]com
Sunil Singh Rawat	-do-	6612333	-do-	advgenpun[dot]chd[at]gmail[dot]com
Divya Walia	-do-	6612251	-do-	advgenpun[dot]chd[at]gmail[dot]com
Harpreet Kaur	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Saurabh Bhandari	-do-	6612277	-do-	advgenpun[dot]chd[at]gmail[dot]com
Baljeet Kaur	-do-	0172-2746624	-do-	advgenpun[dot]chd[at]gmail[dot]com
Neetu Rawat	-do-	6612338	-do-	advgenpun[dot]chd[at]gmail[dot]com
Sangeeta Kumari	-do-	6612277	-do-	advgenpun[dot]chd[at]gmail[dot]com
Rozy	Receptionist – cum – EPBX Operator	6612272	-do-	advgenpun[dot]chd[at]gmail[dot]com
Neetu Kamboj	-do-	6612338	-do-	advgenpun[dot]chd[at]gmail[dot]com
Arshdeep Singh	Clerks-typist	6612252	-do-	advgenpun[dot]chd[at]gmail[dot]com
Kuldeep Kaur	Personal Assistant	6612257	-do-	advgenpun[dot]chd[at]gmail[dot]com
Balwinder Singh	-do-	6612325	-do-	advgenpun[dot]chd[at]gmail[dot]com
Sapna Arora	Secretary at Camp Office	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Meenakshi Jaitly	Personal Assistant	6612257	-do-	advgenpun[dot]chd[at]gmail[dot]com
Neelam Rani	Sr. Scale Stenographer	6612257	-do-	advgenpun[dot]chd[at]gmail[dot]com
Anu	-do-	6612257	-do-	advgenpun[dot]chd[at]gmail[dot]com

				t]com
Sudhir K. Batta	-do-	6612257	-do-	advgenpun[dot]chd[at]gmail[dot]com
Lovejeet Paul	-do-	6612257	-do-	advgenpun[dot]chd[at]gmail[dot]com
Raj Ramni	-do-	6612257	-do-	advgenpun[dot]chd[at]gmail[dot]com
Sudhir Kumar - II	-do-	6612203	-do-	advgenpun[dot]chd[at]gmail[dot]com
Vishal Sharma	-do-	6612258	-do-	advgenpun[dot]chd[at]gmail[dot]com
Kamla Devi	-do-	6612257	-do-	advgenpun[dot]chd[at]gmail[dot]com
Neelam Sharma	-do-	6612277	-do-	advgenpun[dot]chd[at]gmail[dot]com
Pawan Kumar	-do-	6612257	-do-	advgenpun[dot]chd[at]gmail[dot]com
Kamaljit Singh	Jr.Scale Stenographer	6612257	-do-	advgenpun[dot]chd[at]gmail[dot]com
Harminder Kaur	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Shobha Gupta	-do	011- 23381448	011-23073306	advgenpun[dot]chd[at]gmail[dot]com
Manita Sharma	Steno-typist	6612257	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
Sandeep Gulati	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Arti Gupta	-do-	6612257	-do-	advgenpun[dot]chd[at]gmail[dot]com
Jatinder K. Singla	-do-	6612257	-do-	advgenpun[dot]chd[at]gmail[dot]com
Diamond Bhatia	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Parjeev Kumar	-do-	6612257	-do-	advgenpun[dot]chd[at]gmail[dot]com
Sudesh Kumari	-do-	6612258	-do-	advgenpun[dot]chd[at]gmail[dot]com
Shewta Jain	-do-	6612251	-do-	advgenpun[dot]chd[at]gmail[dot]com
Soni Bhardwaj	-do-	0172- 2746624	-do-	advgenpun[dot]chd[at]gmail[dot]com
Sarish Kumar	Telephone Attendant	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Baldeep Singh	Telephone Attendant	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Partap Singh	Drivers	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com

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Prem Singh	Record Supervisor	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Rajinder Singh	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Mangal Singh	Record Supervisor	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Satya Ram	Restorers	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Kuljinder Kaur	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Surinder Kaur	Daftri	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Manu Lal	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Jatinder Singh	Restorer	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Ram Kumar	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Ganesh Bhadur	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Ramesh Singh	Jamadar	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Manvir Singh	Restorer	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Jai Singh	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Raj Kumar	Clerks-typist	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Rajinder Singh II	Jamadar	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Ravi Thakur	Peon	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Ravinder Kumar	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Ram Abhilash	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Devinder S Negi	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Ashwani Kumar	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Dinesh Chander	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Manjit Singh	Clerks-typist	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Balbir Chand	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com

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Ranjit Singh	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Bachan Singh	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Dilbag Singh	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Puran Singh	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Paramjit Singh	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Gurdeep Singh	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Amar Singh	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Shakti Singh	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Surinder Singh	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Sher Singh	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Pawan Soren	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Anand Singh	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Shiv Mangal	-do-	011-23381448	011-23073306	advgenpun[dot]chd[at]gmail[dot]com
Ram Chandra	Restorer	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Sanjeev Kumar	Clerk-typist	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Govind Singh	Jamadar	011-23381448	011-23073306	advgenpun[dot]chd[at]gmail[dot]com
Karam Chand	Peon	6612222	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
Vishal Sharma	Clerk-Typist	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Vijay Bahadur	Peon	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Bacha Kumar	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Dev Raj	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Surjit Kumar	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Ramesh Chander	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com

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Vijay Kumar	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Mahesh Chander	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Shankar Shah	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Rakesh Kumar	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Avtar Singh	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Suresh Chander	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Surjit Kumar I	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Bhishan Dutt	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Girish Kumar	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Surjeet Kumar II	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Govind	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Monu	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Roop Singh	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Baljit Singh	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Amarjit Kaur	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Amit	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Kuldeep Singh	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Pardeep Kumar	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Nimrat Kaur	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Snoop Singh	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Amrit Bedi	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Avtar Singh II	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Manjot Singh	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com

				t]com
Vijay Kumar	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Ram Lakhan	Chowkidar	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Mohinder Kumar	Sweeper	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com
Raju Patel	-do-	011-23381448	011-23073306	advgenpun[dot]chd[at]gmail[dot]com
Sant Lal	-do-	6612222	0172-2741826	advgenpun[dot]chd[at]gmail[dot]com
Vidya Devi	-do-	6612222	-do-	advgenpun[dot]chd[at]gmail[dot]com

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

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

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 Pb.	255000	-do-	-do-
Sh. G. S. Cheema	Addl. Advocate General-cum-DDO	245056	-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. 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 (New Delhi)	-do-	140000	-do-	-do-
Sh. Kewal Krishan Beniwal	-do-	140000	-do-	-do-
Sh. Nikhil Kumar Chopra	-do-	140000	-do-	-do-
Sh. Surinder Pal Singh Tinna	-do-	140000	-do-	-do-
Sh. Mehardeep Singh Dullat	-do-	140000	-do-	-do-
Ms. Sonu Chahal	Sr. Deputy Advocate General	160337	-do-	-do-
Ms. Ambika Luthra	-do-	138000	-do-	-do-
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-
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	234331	-do-	-do-
Sh. Ajay Pal Singh Gill	-do-	105000	-do-	-do-
Ms. Ambika Sood	-do-	105000	-do-	-do-
Sh. Amitoj Singh Dhaliwal	-do-	105000	-do-	-do-
Sh. Arpinder Singh Sidhu	-do-	105000	-do-	-do-

Sh. Davinder Bir Singh	-do-	105000	-do-	-do-
Sh. Harmandeep Sullar	-do-	105000	-do-	-do-
Sh. Jagmohan Singh Ghumman	-do-	105000	-do-	-do-
Sh. Karan Singh Aulakh	-do-	105000	-do-	-do-
Sh. Kirat Singh Sidhu	-do-	105000	-do-	-do-
Sh. Manjeet Singh Dhillon	-do-	105000	-do-	-do-
Ms. Monika Jalota	-do-	105000	-do-	-do-
Sh. Narinder Kumar Banka	-do-	105000	-do-	-do-
Sh. Naveep Chhabra	-do-	105000	-do-	-do-
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-
Sh. Sandeep Kumar	-do-	105000	-do-	-do-
Sh. Saurav Khurana	-do-	105000	-do-	-do-
Ms. Seena Mand	-do-	105000	-do-	-do-
Sh. Tejinder Pal Singh Chawla	-do-	105000	-do-	-do-
Ms. Anusha Nagarajan (New Delhi)	-do-	105000	-do-	-do-
Sh. Raj Kamal (New Delhi)	-do-	105000	-do-	-do-
Sh. Sameer Chaudhary (New Delhi)	-do-	105000	-do-	-do-
Ms. Amarjit Kaur Khurana	-do-	105000	-do-	-do-
Ms. Anju Sharma Kaushik	-do-	105000	-do-	-do-
Ms. Anu Pal	-do-	105000	-do-	-do-
Sh. Arun Kumar Kaundal	-do-	105000	-do-	-do-
Ms. Harsmirat Rai	-do-	105000	-do-	-do-
Sh. Joginder Pal Ratra	-do-	105000	-do-	-do-
Ms. Maloo Chahal	-do-	105000	-do-	-do-
Sh. Manjit Singh Naryal	-do-	105000	-do-	-do-
Sh. Rana Harjasdeep Singh	-do-	105000	-do-	-do-
Sh. Randeep S. Bains	-do-	105000	-do-	-do-
Sh. Sandeep Singh Deol	-do-	105000	-do-	-do-

Ms. Akshita Chauhan	-do-	75000	-do-	-do-
Ms. Aakanksha	-do-	75000	-do-	-do-
Ms. Amanat Chahal	-do-	75000	-do-	-do-
Sh. Anmol Singh Sandhu	-do-	75000	-do-	-do-
Sh. Ayush Sarna	-do-	75000	-do-	-do-
Sh. Atinder Pal Singh	-do-	75000	-do-	-do-
Sh. Avinit Avasthi	-do-	75000	-do-	-do-
Sh. Bharat Bhushan Menon	-do-	75000	-do-	-do-
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-
Ms. Diya Sodhi	-do-	75000	-do-	-do-
Ms. Gulnoor Ghuman	-do-	75000	-do-	-do-
Sh. Harbir Sandhu	-do-	75000	-do-	-do-
Sh. Harsimar Singh Sitta	-do-	75000	-do-	-do-
Ms. Ishneet Kaur	-do-	75000	-do-	-do-
Ms. Jasleen Kaur Sidhu	-do-	75000	-do-	-do-
Ms. Jaspreet Kaur	-do-	75000	-do-	-do-
Sh. Kanisth Ganeriwala	-do-	75000	-do-	-do-
Sh. Karan Bir Singh	-do-	75000	-do-	-do-
Ms. Lavanya Paul	-do-	60484	-do-	-do-
Sh. Luvinder Sofat	-do-	75000	-do-	-do-
Ms. Malvika Singh	-do-	75000	-do-	-do-
Ms. Mandakini Singh	-do-	75000	-do-	-do-
Sh. Manreet Singh Nagra	-do-	75000	-do-	-do-
Sh. Rakeshinder Singh Sidhu	-do-	75000	-do-	-do-
Sh. Randeep S. Khaira	-do-	75000	-do-	-do-
Ms. Ruchika Sabharwal	-do-	75000	-do-	-do-
Ms. Rukhsaar Dhindsa	-do-	75000	-do-	-do-
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. 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-
Ms. Ambika Bedi	-do-	75000	-do-	-do-
Ms. Deepika Deshwal	-do-	75000	-do-	-do-
Sh. Dharampal	-do-	75000	-do-	-do-
Ms. Gunkirat Kaur	-do-	75000	-do-	-do-
Sh. Harpreet Singh Multani	-do-	75000	-do-	-do-
Sh. Harsimran Singh Sandhu	-do-	75000	-do-	-do-
Ms. Kanica Sachdeva	-do-	75000	-do-	-do-
Sh. Prabhjot Singh Walia	-do-	75000	-do-	-do-
Sh. Rajat Bansal	-do-	75000	-do-	-do-
Ms. Rashmi Attri	-do-	75000	-do-	-do-
Ms. Sakshi Bakshi	-do-	75000	-do-	-do-
Ms. Simran Grewal Randhawa	-do-	75000	-do-	-do-
Sh. Shreshth Jain (New Delhi)	-do-	41129	-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-

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.)	OSD-cum-HoO	123968+ Pension	-do-	-do-
Sh. Shashi Bhushan	Supdt. Gr-1 (Looking after the	88472	-do-	-do-

	(Looking after the duties of P.A. Legal)			
Sh. Naresh Kumar	Supdt. Gr-II (Looking after the duties of Supdt.Gr-I)	67515	-do-	-do-
Sh. Gurcharan Singh	Superintendent Gr-II	67982	-do-	-do-
Sh. Suraj Kumar	Supdt. Gr-II (Looking after the duties of Supdt.Gr-I)	54984	-do-	-do-
Sh. Gurdev Singh	Senior Assistant	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	-do-	56427	-do-	-do-
Sh. Malkiat Singh	-do-	59415	-do-	-do-
Sh. Arun Kumar	-do-	58384	-do-	-do-
Sh. Gurmeet Singh	-do-	53797	-do-	-do-
Sh. Hari Kant	-do-	58304	-do-	-do-
Sh. Kamal Kant	-do-	56637	-do-	-do-
Sh. Bhupinder Singh	-do-	53797	-do-	-do-
Sh. Tilak Raj	-do-	58304	-do-	-do-
Sh. Surinder Singh New Delhi	-do-	53977	-do-	-do-
Sh. Jawahar Lal	-do-	53797	-do-	-do-
Sh. Gurwinder Singh	-do-	53797	-do-	-do-
Sh. Om Parkash	-do-	58304	-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-	50186	-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-	45007	-do-	-do-
Smt. Manjit Kaur	-do-	48758	-do-	-do-
Smt. Kuldip Kaur	Personal Assistant	62958	-do-	-do-
Sh. Balwinder Singh	-do-	66174	-do-	-do-
Smt. Meenakshi Jaitly	-do-	73778	-do-	-do-
Smt. Neelam Rani	Sr. Scale Stenographer	63664	-do-	-do-
Smt. Anu Tomer	-do-	63939	-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	Jr. Assistant	46491	-do-	-do-
Smt. Gurpreet Kaur	-do-	46491	-do-	-do-
Smt. Tejinder Kaur	-do-	42908	-do-	-do-
Smt. Navneet Kaur	-do-	She is on a long leave	-do-	-do-
Sh. Baldev Raj	-do-	42908	-do-	-do-
Smt. Simranjot Kaur nee Sunita Rani	-do-	46491	-do-	-do-
Sh. Soban Singh	-do-	43115	-do-	-do-
Smt. Jaswinder Kaur	-do-	46466	-do-	-do-
Smt. Rajinder Kaur	-do-	46466	-do-	-do-
Sh. Vijay Kumar	-do-	46566	-do-	-do-
Sh. Gopal Singh	-do-	42885	-do-	-do-
Sh. Sucha Ram	-do-	46696	-do-	-do-
Sh. Harbhajan Singh	-do-	46466	-do-	-do-
Smt. Sukhbir Kaur	-do-	46466	-do-	-do-
Smt. Harvinder Kaur	-do-	46466	-do-	-do-
Sh. Tarkeshwar Sah	-do-	46466	-do-	-do-
Sh. Sham Singh	-do-	42885	-do-	-do-
Smt. Nisha Rawat	-do-	42885	-do-	-do-
Sh. Vikramjit	-do-	42885	-do-	-do-
Sh. Darshan Lal Gir	-do-	46466	-do-	-do-
Sh. Pardeep Singh	-do-	46466	-do-	-do-
Sh. Manish Sharma	-do-	46466	-do-	-do-
Sh. Vicky Kumar	-do-	46466	-do-	-do-
Sh. Kamaljit Singh	Jr. Scale Stenographer	53814	-do-	-do-
Smt. Neelam Sharma	-do-	52120	-do-	-do-
Sh. Pawan Kumar	-do-	46533	-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	Steno-Typist	35132	-do-	-do-
Smt. Shweta Jain	-do-	35132	-do-	-do-
Sh. Vipin Kumar	Clerk	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-	34134	-do-	-do-
Smt. Richa Khera	-do-	34134	-do-	-do-
Sh. Gursahib Singh	-do-	32995	-do-	-do-
Smt. Rabi Kumari	-do-	34134	-do-	-do-
Sh. Lakhwinder Singh	-do-	30719	-do-	-do-
Smt. Parvinder Kaur	-do-	31524	-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	Record Supervisor	47400		
Sh. Rajinder Singh	-do-	47190	-do-	-do-
Sh. Mangal Singh	-do-	46084	-do-	-do-
Sh. Partap Singh	Driver	55153	-do-	-do-
Sh. Surinder Kumar	-do-	48455		
Sh. Satish Kumar	-do-	16695	-do-	-do-
Sh. Gurjeet Singh	-do-	16695	-do-	-do-
Sh. Om Parkash	-do-	16695	-do-	-do-
Sh. Kulvir Singh	-do-	16695	-do-	-do-
Sh. Satya Ram	Restorer	43559	-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	Daftri	44440	-do-	-do-
Sh. Manu Lal	-do-	43541	-do-	-do-
Sh. Ramesh Singh	Jamadar	37965	-do-	-do-
Sh. Govind Singh New Delhi	-do-	26270	-do-	-do-
Sh. Rajinder Singh	-do-	37298	-do-	-do-
Sh. Ravi Thakur	Peon	36211	-do-	-do-
Sh. Ravinder Kumar	-do-	Salary will be drawn lateron	-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-	20387	-do-	-do-
Sh. Vijay Kumar-I	-do-	18120	-do-	-do-
Sh. Mahesh Chander	-do-	18120	-do-	-do-
Sh. Shankar Sah	-do-	18120	-do-	-do-
Sh. Rakesh Kumar	-do-	18120	-do-	-do-
Sh. Avtar Singh	-do-	18120	-do-	-do-
Sh. Suresh Chander	-do-	18120	-do-	-do-
Sh. Surjit Kumar-I	-do-	18120	-do-	-do-
Sh. Bishan Dutta	-do-	18120	-do-	-do-
Sh. Girish Kumar	-do-	18120	-do-	-do-
Smt. Jasvir Kaur	-do-	24670	-do-	-do-
Sh. Hari Parshad	-do-	23913	-do-	-do-
Sh. Ranjit Singh	-do-	22111	-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-	His service book is not verified, so no salary	-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-	12747	-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. Harish Kumar	-do-	12747	-do-	-do-
Sh. Mohinder Kumar	Sweeper	37039	-do-	-do-
Sh. Sant Lal	-do-	12747	-do-	-do-
Smt. Vidya Devi	-do-	12747	-do-	-do-
Sh. Sunil Kumar	-do-	12747	-do-	-do-
Sh. Ram Lakhan Yadav	Chowkidar	35218	-do-	-do-

Staff at Camp Office of Ld. Advocate General Punjab

Ms. Sapna Arora	Secretary	67445	-do-	-do-
Ms. Suarti	Clerk	18575	-do-	-do-
Sh. Anil Kumar	Driver	26148	-do-	-do-
Sh. Sonu Verma	Peon	18724	-do-	-do-
Total		7585078		

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	
	(ii) 03-Computer Stationary and consumable items	2,00	4,00
	13-Office Expenses		
	(iii) 06- Development of Application Software	0	
	Total		32,94,47

05- Legal Cell, New Delhi

	28-Professional Services (Legal Cell)		5,00,00
--	---------------------------------------	--	---------

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.	Suveer Sheokand	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	Supdt. Gr-II (Looking after the duties of P.A. Legal)	-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.

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).....

17.7.2 “APPENDIX-‘A’”**HOME****JUDICIAL NOTIFICATION**

The 6th 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.

(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 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 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 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

- 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

(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 2/11th 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.

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.

• ²[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

(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

(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

S. K. CHHIBBER,

Home Secretary to Government, Punjab.

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 7th February 1955

No. 437-J-1955/3559. In supersession of Punjab Government Home Department (Judicial) notification No. 2964-J-39/20730 dated 13th 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.

- | | | |
|--------------------|-----------|--|
| Short Title | 1. | (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. |
| Definitions | 2. | In these rules, unless there is anything repugnant in the subject or the context-
(a) 'Government' means the Government of the State of Punjab.
(b) 'Advocate-General' means the Advocate-General, Punjab for the time being.
(c) 'Service' means the Punjab Advocate-General's Office, Class III Service.
(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 th August, 1947, the Punjab, Sind or Dacca University.
(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.

- | | | |
|---|-----------|---|
| Appointing Authority | 3. | All appointments to posts in the service shall be made by the Advocate-General. |
| Nationality, age and certain other qualifications of candidates. | 4. | (i) No person shall be appointed to the service unless he is domiciled in the Punjab or the Delhi State, and is –
(a) a citizen of India; or
(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
(c) a subject of Nepal or of Sikkim or of a Portuguese or French Possession in India; |

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 31st 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;

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

(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.

- | | |
|--|---|
| Pay of members of service | 11. 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. |
| Leave and Pension | 12. 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. |
| Discipline, penalties and appeals | 13. 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.

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. |
| Vaccination | 14. 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 th March, 1926, except with their concurrence. |
| General | 15. 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. |

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	(d) recovery from pay of the whole or part of any	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>
		<i>Competent to</i>	<i>Authority</i>
		<i>pass orders</i>	
	(a) reducing the maximum amount of ordinary pension admissible under the rules governing pensions	Advocate-General,	Punjab Government
	(b) terminating the appointment of member of the service otherwise than upon his reaching the age of superannuation.	Punjab Ditto	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