

A FRAMEWORK FOR TRANSPARENCY AUDIT

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

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

1. Organization and Function

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	Department of Dairy Development, Punjab, Livestock Complex, 4th Floor, Near Army Institute of Law, Sector 68, SAS Nagar. www.pddb.in
		(ii) Head of the organization	Director Dairy Development Department, Punjab,
		(iii) Vision, Mission and Key objectives	The main objective of this department is the overall development of dairying in the state.
		(iv) Function and duties	i) Two Week Dairy Training. ii) Four Week Dairy Entrepreneurship Training. iii) Milk Producers Camps. iv) Milk Consumer Awareness Camps. v) New Dairy units established. vi) Implementation of Govt. Policies/ Rules/ Regulations/ Schemes and Programmes
		(v) Organization Chart	As per Annexure-A
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	Powers and duties of officers (administrative, financial and judicial)	As per Annexure-B
		(ii) Power and duties of other employees	As per Annexure-C
		(iii) Rules/ orders under which powers and duty are derived and	As per Annexure-D
		(iv) Exercised	The powers are exercised by the Head of the department (Director Dairy Development Department) at headquarter level and field functionaries (Deputy Directors) at District level.
		(v) Work allocation	The work allocation is done by the Director Dairy at State Level and the Deputy Directors at District level.

1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	Director, Joint Director, Superintendent and other supporting staff at the head office level is involved in decision making.
		(ii) Final decision making authority	Director Dairy Development Department
		(iii) Related provisions, acts, rules etc.	As per Annexure-D
		(iv) Time limit for taking a decisions, if any	As per Annexure-E
		(v) Channel of supervision and accountability	The work of the subordinate staff is being supervised by the senior officers of the department. Head Office: Clerk-Assistant-Superintendent-Deputy Director- Joint Director-Director District (Technical): Dairy Field Assistant-Dairy Development Inspector-Deputy Director-Director District (Technical): Clerk-Deputy Director-Director Dairy Training and:-Clerk/Senior Assistant-Dairy Development Inspector-Dairy Development Officer-Director
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	i) Dairy Training and Extension Service. ii) Milk Producer & Milk Consumer Awareness Services. iii) Promotion of Dairy Farming- getting new dairy units established. iv) Providing assistance to dairy farmers to upscale, modernize and automate their operations.
		(ii) Norms/ standards for functions/ service delivery	As per Annexure-E
		(iii) Process by which these services can be accessed	These services are accessed through recording of APAR (Annual Performance Appraisal report)
		(iv) Time-limit for achieving the targets	As per Annexure-E
		(v) Process of redress of grievances	The grievances are redressed through settlement of the grievances received as per the rules/ regulations applicable on each case. The grievances under the RTI Act 2005 are handled as per the mechanism given in the Act.
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/manual/ instruction.	As per Annexure-D
		(ii) List of Rules, regulations, instructions manuals and records.	As per Annexure-D
		(iii) Acts/ Rules manuals etc.	As per Annexure-D
		(iv) Transfer policy and transfer orders	As per State Govt. instructions received from time to time.
1.6	Categories of	(i) Categories of documents	As per Annexure-F

	documents held by the authority under its control [Section 4(1)(b)(vi)]	(ii) Custodian of documents/categories	As per Annexure-F
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	Punjab Dairy Development Board
		(ii) Composition	As per THE PUNJAB DAIRY DEVELOPMENT BOARD ACT, 2000 (Punjab Act No. 20 of 2000) As amended through Act no. 13 of 2004
		(iii) Dates from which constituted	20 th October, 2000
		(iv) Term/ Tenure	Permanent
		(v) Powers and functions	To carry out the provisions of THE PUNJAB DAIRY DEVELOPMENT BOARD ACT.
		(vi) Whether their meetings are open to the public?	No
		(vii) Whether the minutes of the meetings are open to the public?	No
		(viii) Place where the minutes if open to the public are available?	NA
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation	As per Annexure G
		(ii) Telephone, fax and email ID	As per Annexure G
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1)(b)(x)]	(i) List of employees with Gross monthly remuneration	As per Annexure H
		(ii) System of compensation as provided in its regulations	Compensation is provided as per the State Govt. pay scales and allowances notified from time to time.
1.10	Name, designation and other particulars of public information officers [Section 4(1)(b)(xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	As per Annexure I
		(ii) Address, telephone numbers and email ID of each designated official.	As per Annexure I
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been	Nil
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	No minor penalty imposed during 2020-2021
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	The officers/ officials dealing with the RTI Act are properly aware about the provision of the Act and training is also arranged.

	(ii) Efforts to encourage public authority to participate in these programmes	PIOs are encouraged to enrich their knowledge about the various provisions of the RTI Act 2005
	(iii) Training of CPIO/APIO	APIOs are encouraged to enrich their knowledge about the various provisions of the RTI Act 2005
	(iv) Update & publish guidelines on RTI by the Public Authorities concerned	The information is being updated at the required points of time.

2. Budget and Programme

S. No.	Item	Details of disclosure	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	As per Annexure-K
		(ii) Budget for each agency and plan & programmes	As per Annexure-K
		(iii) Proposed expenditures	As per Annexure-K
		(iv) Revised budget for each agency, if any	NA
		(v) Report on disbursements made and place where the related reports are available	NA
2.2	Foreign and domestic tours during 2019-20	(i) Budget	NIL
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. <ul style="list-style-type: none"> a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit 	NIL
		(iii) Information related to procurements <ul style="list-style-type: none"> a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above and d) The rate /rates and the total amount at which such procurement or works contract is to be executed. 	NIL
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	As per Annexure-J
		(ii) Objective of the programme	As per Annexure-J
		(iii) Procedure to avail benefits	As per Annexure-J
		(iv) Duration of the programme/scheme	As per Annexure-J
		(v) Physical and financial targets of the programme	As per Annexure-J

		(vi) Nature/ scale of subsidy /amount allotted	As per Annexure-J
		(vii) Eligibility criteria for grant of subsidy	As per Annexure-J
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	As per Annexure-J
2.4	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/ allocation to State Govt./ NGOs/other institutions	NA
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	NA
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	NA
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/or permits of authorizations c) Name and address of the recipients given concessions/permits or authorisations d) Date of award of concessions/permits of authorizations	NA
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh.	NIL

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Particulars
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Act rules and other documents are framed at the Govt. level.
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	NA
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	NA
		(ii) Detailed project reports (DPRs)	NA
		(iii) Concession agreements.	NA
		(iv) Operation and maintenance manuals	NA
		(v) Other documents generated as part of the implementation of the PPP	NA

		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	NA
		(vii) Information relating to outputs and outcomes	NA
		(viii) The process of the selection of the private sector party (concessionaire etc.)	NA
		(ix) All payment made under the PPP project	NA
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	All rules/ regulations/ policies are uploaded on the official website and the schemes and programmes are propagated among the people through field functionaries
		(ii) Outline the Public consultation process	NA
		(iii) Outline the arrangement for consultation before formulation of policy.	NA
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	www.pddb.in
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	The important information is uploaded on the official website of the department.
		(ii) Printed format	Information regarding the schemes and programmes of the department are printed and distributed manually during training, camps, exhibitions and other functions of the department.
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Booklets containing information about the schemes/ programmes of the department.
		(ii) At a reasonable cost of the medium	NA

4. E. Governance

S.No.	Item	Details of disclosure	Particulars
4.1	Language in which	(i) English	English

	Information Manual/Handbook Available	(ii) Vernacular/ Local Language	Punjabi		
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	17-1-2020		
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information electronic form	The Director, Dairy Development Department, Punjab, has prepared the details in electronic form in respect of the information available to or held by it from <i>Para No.(i) to (xvii) as required vide letter No.2/17/2005-1AR/538 dated 15.09.2005 from the Department of Information and Technology.</i>		
		(ii) Name/ title of the document/record/ other information	All the information is available on the Punjab Govt.website www.punjab.gov.in as well as on www.pddb.in		
		(iii) Location where available	Director, Dairy Development Department, Punjab, Livestock Complex, Near Army Institute of Law, Sector-68, SAS Nagar-160062		
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	Director, Dairy Development Department, Punjab, Livestock Complex, Near Army Institute of Law, Sector-68, SAS Nagar-160062		
		(ii) Details of information made available	All the information in respect of facilities available to citizen for obtaining information is already available on the www.punjab.gov.in & the information can be obtained from the Public Information Officer of the Department.		
		(iii) Working hours of the facility	9.00 AM to 5.00 PM on all working days		
		(iv) Contact person & contact details (Phone, faxemail)	As per Annexure-I		
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Through the heads of offices in the field and at the level of Head of Department to ensure that each and every complaint regarding grievance is redressed.		
		(ii) Details of applications received under RTI and information provided	Year	No. of applications received	provided
			2019-20	24	24
		(iii) List of completed schemes/projects/Programmes	As per Annexure-J		
		(iv) List of schemes/projects/programme underway	No		

		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	NA
		(vi) Annual Report	The Annual report is being sent every year.
		(vii) Frequently Asked Question (FAQs)	The questions asked are suitably replied keeping in view the related provisions of the Act.
		(viii) Any other information such as a) Citizen's Charter	The provisions of the Citizen Charter are being followed.
		c) Six monthly reports loaded on the website or not	No
		d) Performance against the benchmarks set in the Citizen's Charter	Satisfactory
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	24 number of applications were received and the same were disposed off within the prescribed time limit.
		(ii) Details of appeals received and orders issued	Nil
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	No parliamentary question related to RTI has been received by the department.

5. Information as may be prescribed

S. No.	Item	Details of disclosure		Particulars
5.1	Such other information as may be prescribed	(i)	Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	As per Annexure I
		(ii)	Details of third party audit of voluntary disclosure	Third party audit carried out on 17-8-2021.
			(a) Dates of audit carried out (b) Report of the audit carried out	
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	
			(a) Date of appointment (b) Name & Designation of the officers	a) Order No. 20008-011 dated 26-7-2021 b) Sh. Kuldeep Singh Jasawal, Deputy Director Dairy
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	No consultancy committee so far constituted.
			(a) Dates from which constituted (b) Name & Designation of the officers	

		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	The authorities appointed under RTI Act are well experienced and able to supply the information asked under RTI Act.
			(a) Dates from which constituted (b) Name & Designation of the Officers	As per Annexure I

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Particulars
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	All relevant information under RTI Act 2005 is voluntary uploaded on the departmental website .	www.pddb.in

PART B
RECORD MANAGEMENT
Section 4(1) a

1. How do you define record?

The records are maintained in different files on different subject and registers in this regard are duly maintained.

2. What is the ABC of record management?

- A) The record is allotted subject as per the nature of the documents/ information.
- B) Office files are separately maintained on different subjects .
- C) Registers related to office records/ files are maintained.

3. How do you maintain records?

- A) The record is allotted subject as per the nature of the documents/ information.
- B) Office files are separately maintained on different subjects .
- C) Registers related to office records/ files are maintained.

The record is maintained as per the Govt. Policies instructions received from time to time.

4. Language in which records are maintained?

English or
Punjabi or
Both

Punjabi. However record related to correspondence with Govt. of India is maintained in English.

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

As per Govt. Policies Instructions issued from time to time.

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

Yes.

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

Express approval of the competent authority is obtained on the file.

8. How do you index the record?

The record is indexed as per file number and subject of the file.

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

Yes/ No

Yes

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

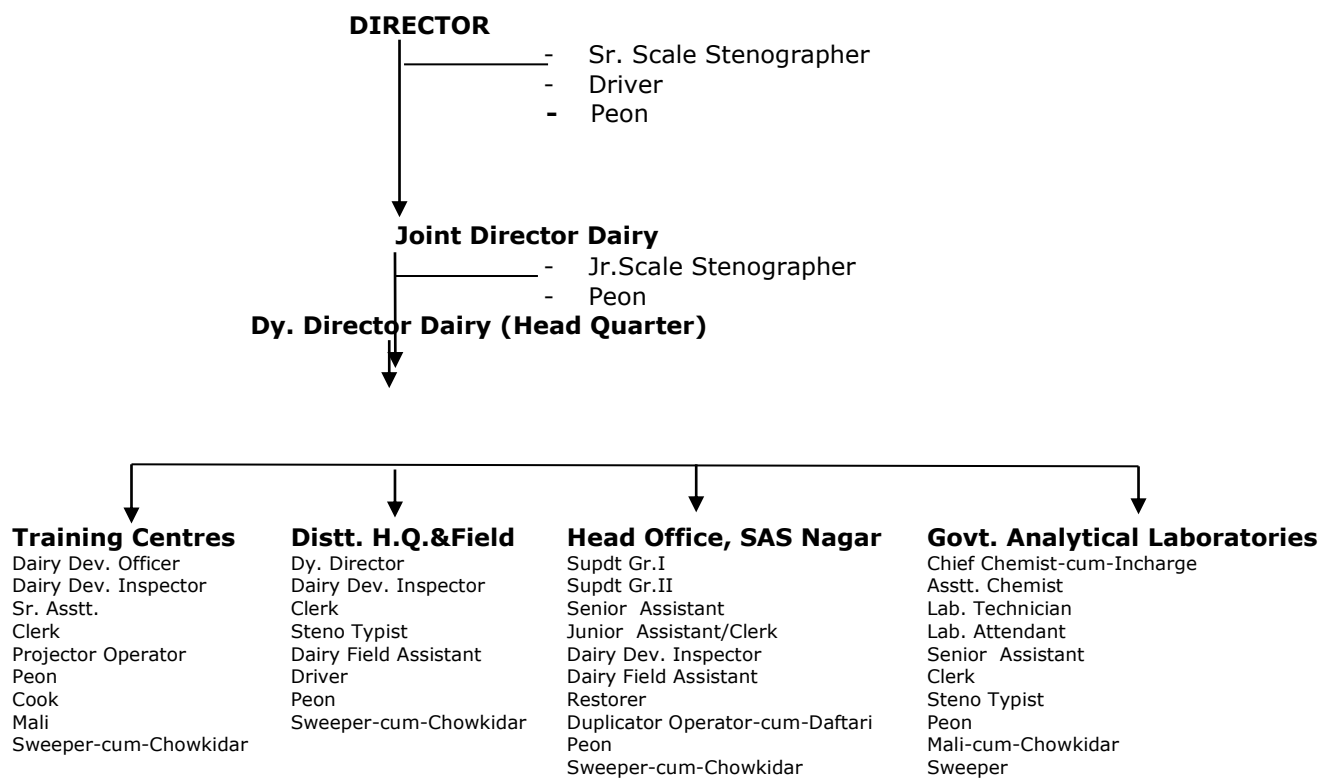
Yes/ No

Yes

11. How many steel almirahs/ racks are placed in the record room?
45 almirahs and 2 racks.
12. How often record room is cleaned?
The record rooms are cleaned on routine basis.
13. What is retrieval system of records ?
Record registers are used to locate manual record whereas computers are available to locate computerized record.
14. How much time is required to retrieve the record?
At once.
15. How frequently record is retrieved?
Need based.
16. Who is incharge of record room (designation)?
Sh. Satinder Singh, Restorer, Headoffice, SAS Nagar alongwith concerned dealing hands.
17. How many files which are more than 25 years old are not weeded out?
All the files more than 25 years old are already weeded out.
18. How many files/ records are marked for weeding out during the year?
As per applicable policies inspections .
19. Why these files are not weeded out ?
NA
20. Who is responsible for initiating the process of weeding out record?
NA

1.1 (v) Organization chart:

ORGANISATIONAL STRUCTURE



Annexure-B**1.2 (i) Powers and duties of officers (administrative, financial & judicial) :**

S.No	Designation	Powers (administrative, financial & judicial)	Duties
1.	2.	3.	4.
1)	Director	<p>He is the Head of the Department and Controlling Officer. He is responsible for formulation and implementation of various programmes for the development of dairying in the State.</p> <p>Besides above, he also exercise the appointing and punishing as well as other statutory powers vested under the rules and instructions of the Government.</p> <p>He is also Additional Chief Executive Officer and member of Executive Committee of the Punjab Dairy Development Board.</p>	As in Col. No.3
2)	Joint Director Dairy	<p>He is responsible to assist the Director Dairy Development in the discharge of his duties at headquarter as well as to control the field offices. He has a vital role in Planning, in various scheme for the promotion of dairy farming, implementation of the Govt. orders regarding RTI. He looks after the proper implementation of RTI, EHRMS, Court Cases, works as Nodal Officer between the various departments to carry forward the objective of the department, Planning for the training of officers/ officials for the upgradation for their skills.</p>	As in Col. No.3
3)	Deputy Director Dairy (Head Quarter)	<p>He is responsible to assist the Director and Joint Director in the implementation of the dairy programmes at the Head Quarter.</p>	As in Col. No.3
4)	Deputy Director Dairy (Distt. Head)	<p>He is overall Incharge of the District to implement the dairy development programmes. Besides above, they also exercises the statutory powers vested under the rules & instructions of the Head Office/Govt. In addition to this they are working as drawing & disbursing offices of their head quarter.</p>	As in Col. No.3
5)	Dairy Development Officer	<p>Dairy Development Officer (Training) is overall Incharge of Dairy Training and Extension Centre. He is responsible to impart training in the latest innovations in the field of dairying to the candidates & arrange for the education tours, exhibitions at district/state level. Besides above, they also exercises the statutory powers vested under the rules & instructions of the Head Office/ Govt.</p> <p>In addition to this , they are working as drawing & disbursing officers of their Head quarter</p>	As in Col. No.3
6)	Chief Chemist-cum-Incharge	<p>They exercises the statutory powers vested under the rules & instructions of the Head Office/ Govt.</p> <p>In addition to this, they are working as drawing & disbursing officers of their Head quarter.</p>	As in Col. No.3

Annexure-C

1.2 (ii) Powers and duties of other employees:

S.no	Designation	Powers	Duties
1.	2.	3.	4.
1)	Superintendent Grade-I (HQ)	The Superintendent Grade-I is a supervisory ministerial post of the department at the Headquarter Office. The Work/duties of this post at the head office includes the supervision of the ministerial work of the staff at the Head quarter. He also provides guidance in the proper presentation of the various important and policy matters, etc; which are put-up to the higher authorities for consideration	As in Col No.3
2)	Superintendent Grade-II(HQ)	The post of Superintendent Grade-II is supervisory ministerial post. The work/duties of this post include the Supervision of the ministerial work of the staff under their control. He also provides guidance in the proper presentation of the various important and policy matters, which are put-up to the higher authorities for consideration.	As in Col No.3
3)	Senior Scale Stenographer	To work as Senior Scale Stenographer with the Head of Department.	As in Col No.3
4)	Senior Assistant	The post of Senior Assistant is a ministerial post. He is required to deal with receipt letters, besides attending to other ministerial work.	As in Col No.3
5)	Dairy Development Inspectors	Dairy Development Inspectors are posted at District as well as at the Tehsil Level who assist the Deputy Director (District Heads) in implementing the various programmes of dairy development.	As in Col. No.3
6)	Dairy Field Assistants	Dairy Field Assistants assist the Dairy Development Inspector in implementation of the dairy development programmes.	As in Col. No.3
7)	Junior Scale Stenographer	To work as Junior Scale Stenographer to the Joint Director Dairy at Head Quarter.	As in Col No.3
8)	Clerk/Junior Assistant	The posts of Clerk/Junior Assistant are also common category ministerial post in all the departments of the Government. He is required to put up receipts letters, besides attending other ministerial work.	As in Col No.3
9)	Steno-typist	The post of steno-typist is sanctioned for stenography assistance with various Group A and B Officers of the department for carrying out their administrative functions effectively.	As in Col No.3
10)	Assistant Chemist	He is responsible to assist the Chief Chemist-cum-Incharge in the discharge of his duties at Govt. Analytical Laboratory to analyzing samples. In addition to this discharge the duties assigned by the Chief Chemist-cum-Incharge/higher authorities.	As in Col No.3
11)	Laboratory Technician	He is responsible to assist the Assistant Chemist/Chief Chemist-cum-Incharge in the discharge of his duties at Govt. Analytical Laboratory. In addition to this discharge the duties assigned by the Chief Chemist-cum-Incharge/higher authorities.	As in Col No.3

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12)	Laboratory Attendant	He is responsible to assist the Assistant Chemist/Chief Chemist-cum-Incharge in the discharge of his duties at Govt. Analytical Laboratory. In addition to this discharge the duties assigned by the Chief Chemist-cum-Incharge/higher authorities.	As in Col No.3
13)	Driver	To drive govt. vehicle with officers.	As in Col No.3
14)	Restorer	To maintain the old record.	As in Col No.3
15)	Duplicator operator-cum-Daftri	To operate the duplicating machine/photostate machine and maintain the Dak/ Receipt/ Despatch record.	As in Col No.3
16)	Peon	To assist the officers/officials in office work and deliver the local dak to other offices.	As in Col No.3
17)	Chowkidar-cum-mali	To watch the office at night and maintain the plants.	As in Col No.3
18)	Sweeper-cum-chowkidar	To clean and watch the office.	As in Col No.3
19)	Sweeper	To clean the office.	As in Col No.3
20)	Mali	To maintain the plants.	As in Col No.3

Annexure-D**1.3 (iii) Rules/orders under which powers and duties are derived:**

Sr. No	Rules	Notification No./Date
1.	2.	3.
1.	Punjab Dairy Development, (Group-A) Service Rules 2021	G.S.R.53/Const./Art.309/2021, Date 11th June 2021
2.	Punjab Dairy Development, (Group-B) Service Rules 2021	G.S.R.54/Const./Art.309/2021, Date 11th June 2021
3.	Punjab Dairy Development, (Group-C) Service Rules 2021	G.S.R.55/Const./Art.309/2021, Date 11th June 2021

CITIZEN'S CHARTER**Vision:**

To develop Punjab as a Dairy State.

Mission:

Causing expansion and modernization of dairying, facilitating increase in production of milk and productivity of milch animals, improving and maintaining the quality of milk.

Strategy:-

Our strategy is to:-

- Extend dairy training facilities to more and more dairy farmers as well as prospective dairy farmers.
- Provide extensive extension services.
- Provide incentives for the modernization, commercialization and mechanization of dairy farm operations.
- Provide refresher training to the staff to make them motivated, responsive and accountable.
- consult with the stakeholders , get their views and take the same into account while fixing the service standards.
- disseminate the information about the services offered by the dept to the people.
- set up service standards, which are practicable and people friendly.
- measure compliance with the standards.
- Take remedials, if variances are found.

Stakeholders:-

- Dairy Farmers.
- Prospective Dairy Farmers.
- Commercial Banks.
- Insurance Companies.
- Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana.
- Punjab Agricultural University, Ludhiana.
- Milk Industry.

Consultation with Stakeholders:-

In order to have the opinion of the stakeholders with regard to fixing of service standards by the dept., two meetings with the stakeholders were held. First meeting was held on 5-10-2011 and the minutes of meeting are attached as Annexure 'A'. Second meeting was held on 18-10-2011 and the minutes of meeting are attached as Annexure 'B'.

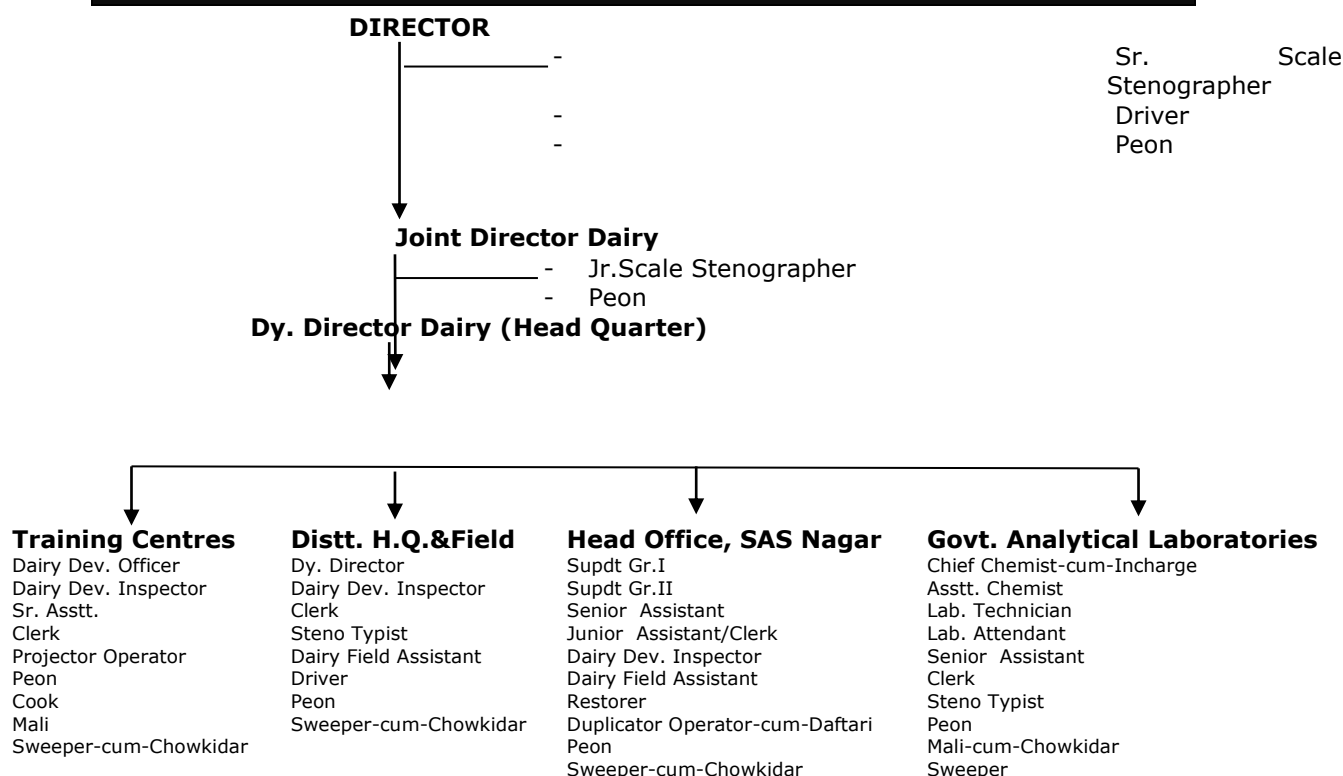
In the above meetings, besides reaching an agreement on service standards, it was decided to make the access of the people easy to the information on eligibility and the formalities required to be completed by the applicant for getting the services offered by the dept. To meet this end, it was decided that separate posters for each service will be prepared and displayed outside all the field offices of the dept as well as the Dairy Training

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and Extension Centres so that people can have full information about the eligibility and the requirements needed for submitting the request. Posters on the following services have been finalized and a copy of each is placed at Annexure 'C,D,E,F.

- Two weeks training under Self Employment programme(Annexure 'C')
- Four weeks training under Dairy Entrepreneurship programme(Annexure 'D')
- Institutional Finance(Annexure 'E')
- Subsidy Schemes(Annexure 'F')

ORGANISATIONAL STRUCTURE



OUR FUNCTIONS AND SERVICES

1. Providing education, training and extension services.

- One day block level camps.
- Two weeks training.
- Four weeks Dairy Entrepreneurship training.
- State level seminars, workshops, conferences etc.
- Exposure Visits
- Milk Consumer Awareness Camps.
- Cattle Feed testing camps in the villages.

2. Getting new dairy farms established.

- Motivating the farmers to take up dairying.
- Sponsoring the cases to banks for loans.
- Helping the farmers to raise bank loans.
- Guiding and advising the farmers in the construction of cattle sheds.
- Guiding and advising the farmers in purchase of right quality milch animals.
- Guiding and advising the farmers in marketing of milk.
- Guiding and advising the farmers in farm management practices.

3. Commercialising dairy farms.

- Assisting the dairy farmers in increasing the herd size.
- Assisting the dairy farmers in mechanization of dairy farm operations.
- Arranging to get the costly dairy farm machinery and equipment subsidized.

SERVICE STANDARDS

Sr.No.	Main Services	Standards
1.	Providing dairy training:-	
	One day camp.	Two camps in each block every year.
	Two weeks training.	17 batches in a year at each Dairy Training and Extension Centre.
	Four weeks training.	5 batches in a year at each Dairy Training and Extension Centre.

	Milk Consumer Awareness Camps	35 camps per district.
2.	Sponsoring of dairy loan cases to banks.	Within 12 days from the receipt of application in order.
3.	Remittance of subsidy under different Schemes	Within 60 days of receipts of the claim in order

Expectation from Service Recipients:

Applications should be submitted complete as per the defined guidelines
Regular feedback on the training and awareness programmes
Proper utilization of loans & subsidies.

Review of Service Standards & Compliance thereof

The dept will review the effectiveness of the service delivery mechanism . Regular feedback from the service recipients will be obtained and analysed. The reports so generated will be examined by the authorities periodically. If some drawbacks with regard to the standards as well as compliance thereof are noticed, the same will be looked into and necessary remedials will be taken.

COMPLAINT HANDLING PROCEDURE

There are three levels of the delivery of services i.e. district level, Dairy Training and Extension Centre level and Directorate level. Naturally then, the complaint handling procedure has to start from these places.

Submission of Complaint

If any recipient of service has a complaint, he will be required to furnish the complaint in writing giving all the details and relevant references along with specific omission/commission on the part of the department as well as the demand of the complainant. The list of the offices, their addresses and their contact numbers for the submission of complaints is placed at Annexure 'G'.

Receipt and Record of complaints

Every complaint will be received and delivered to the designated official in each of the aforesaid offices, who will maintain a separate register for keeping the record of the complaints. This register will have the information in the following formats:-

Office of the Deputy Director, Dairy- District.....

Record of Complaints

S.No.	Date of Receipt of Complaint	Name, Address and Contact no. of Complainant	Subject Matter of Complaint	Date of handing over to the designated officer	Date of reply sent to the complainant	Remarks

At district level, designated officer will be Deputy Director, Dairy/Dairy Dev. Officer.

Office of the Incharge, Dairy Training & Extension Centre-

Record of Complaints

S.No.	Date of Receipt of Complaint	Name, Address and Contact no. of Complainant	Subject Matter of Complaint	Date of handing over to the designated officer	Date of reply sent to the complainant	Remarks

At Dairy Training & Extension Centre level, designated officer will be the Incharge of the Centre.

Office of the Director, Dairy, Chandigarh- Head office

Record of Complaints

S.No.	Date of Receipt of Complaint	Name, Address and Contact no. of Complainant	Subject Matter of Complaint	Date of handing over to the designated officer	Date of reply sent to the complainant	Remarks

At directorate level, designated officer will be Joint Director, Dairy.

Acknowledgement

Every complaint will be acknowledged in writing within 2 days of receipt of complaint. A printed format for the acknowledgement of the complaint will be in the following shape:-

To

.....

.....

Subject Acknowledgement

Dear Sir,

Your complaint on the subject is hereby acknowledged . Its regn. no. isDesignated Officer will look into it and respond within 15 days.

Thanking you

Yours Sincerely

.....

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Investigation and Reply.

Officers are designated in each of the offices as Complaint Handling Officers as follows:-

At the district level- Deputy Director/Dairy Dev. Officer,

At Dairy Training and Extension Centre level- Incharge of the Centre.

At the Directorate level- Joint Director, Dairy

The official maintaining the complaint register will present the complaint to the designated officer immediately on receipt and registration, who will investigate the matter and send the reply to the complainant within 15 days from the receipt of complaint in the office.

Appeal

If the complainant is not satisfied with the reply of the Complaint Handling Officer, he will be free to appeal against the reply to the Director, Dairy Development Department, who will look into the matter at his own level. He can get the matter investigated from another officer . He can call the complainant for personal hearing also. The Appellant authority will give his decision within 15 days from the receipt of appeal.

OMBUDSMAN

In case, normal Complaint Handling mechanism does not respond to the satisfaction of the citizen, he can approach Administrative Secretary, Govt. of Punjab, Dept. of Animal Husbandry, Fisheries & Dairy Development.

ANNEXURE- F**1.6 Categories of documents held by the Authority under its control**

Title of the Document	Category of document	Custodian of the Document
1 Service books and Personnel files 2 Loan files	Approach Public Information Officer	Concerned Senior Assistant
1. Details of Release of Advertisements & Payments 2. Brochures & Publicity Material CDs Etc. 3. Diary/ Dispatch Registers	-Do-	Concerned Senior Assistant Dispatcher
1. Cash Book 2. Ledger 3. Vouchers of Cash, Bank and Journals 4. Salary Register 5. Provident Fund Register 6. Annual Returns	-Do-	Cashier & Concerned Senior Assistant
1. Correspondence with various Govt. Departments 2. Leave Record of Employees 3. Attendance Registers	-Do-	Concerned Senior Assistant
1. Store/ Stock Register	-Do-	Concerned Senior Assistant

ANNEXURE- G**1.8: Directory of Officers and employees of the Department of Dairy Development Department, Punjab**

S. No.	Name of officer/official	Designation	Residential address	Tel. No. & Email ID
1.	Karnail Singh	Director Dairy	H.No. 3419, Sector 24-D, Chandigarh	0172-2724438 Dir.dairy@Punjab.gov.in
2.	Kuldip Singh	Deputy Director Dairy	H.No. 1498, B-29, Harkrishan Nagar, Ludhiana	98557-32565
3.	Jeet Kumar	Superintendent Grade-2	H.No.3099, Sector 23-D, Chandigarh.	94636-50475
4.	Kiran Pal	Sr.Scale Stenographer	H.No. 1233, Phase-10, Mohali	98765-79433
5.	Rajinder Kumar	Senior Asstt.	H.No. 2262-A sec. 20/C, CHD.	75891-37573
6.	Baldip Kumar	Senior Asstt	H.No.1549, Sec 22-B, CHD.	94635-20436
7.	Radha Rani	Senior Asstt.	B-1001450 Aadarsh Nagar, Nayagaon, Mohali.	88473-91328
8.	Pallvi	Senior Asstt.	H.No. 1240, Sector-15, Panchkula	99142-03602
9.	Amandeep Singh	Senior Asstt.	H. No. 2258-A, Sector-20 C, Chandigarh.	99880-66399
10.	Baljinder Singh	Senior Asstt.	VPO Rajindergarh, Distt. Fatehgarh Sahib	97811-53740
11.	Anil Kumar	Senior Asstt.	H.No. 102, Vehara Kalandar Shah, Malgilzian, Bassi Pathana, Distt. Fatehgarh Sahib	98033-63683
12.	Vineet Kumar	Dairy Dev.Insp. I	H.No.2, Skylark Enclave, Landran Road, Kharar.	85670-85670
13.	Deepak Verma	Dairy Dev.Insp. II	H.No. HL-109,Phase-1, Mohali	99153-32637
14.	Devinder Singh	Senior Asstt.	H.No. 307, W-4, Near Rest House Morinda	98558-00846
15.	Parminder Singh	Junior Asstt	H.No. 2144, Sec- 23/C, CHD	98725-71817
16.	Gaytri Devi	Junior Asstt	H.No. 2073, SEC 68, Mohali.	90344-32852
17.	Kamal Kumar	Junior Asstt	H.No. 2169, Sector 23-C, Chandigarh	99889-45632
18.	Narayan Parsad	Junior Asstt	H.No. 2009/A, SEC 24/B, CHD	75086-54896
19.	Amandeep Kaur	Clerk	H.No. 1(A), St.No. 29, Anand Nagar-B. Patiala.	96533-95580
20.	Jaswinderpal Singh	Clerk	H.No. HE-269, Phase-1, Mohali	90410-61105
21.	Gurwinder Singh	Clerk	H.No. 490, St.No. 2, Tripari Town, Patiala.	97800-77994
22.	Navpuneet Singh Mavi	Dairy Field Asstt.	Vill Bair Majra, P.O Hallo Majra, Chandigarh (U.T)	95926-07820
23.	Satinder Kumar	Restorer	H.No. 81, Vill Kishangarh, P.O. Mani Majra, U.T.Chd.	98784-39707
24.	Sandeep Kumar	Driver	c/o Kuldip Kumar, H.No.336/A, VPO Behlana, Near Air Port Chandigarh (U.T)	98884-78676

25.	Sant Bahadur	Duplicator-cum-Daftari	H.No. 2642, Sec-28/C, Chandigarh	97807-39846
26.	Sandeep Kumar	Peon	H. No. 3287, Sector-70, Mohali	--
27.	Mahesh Kumar	Peon	H.No. 2572, Sector 27-C, Chandigarh	62843-03939
28.	Prem Singh	Peon	H.No. 664/16-D, Chandigarh	98788-64989
29.	Brijesh Kumar	Sweeper-cum-Chowkidar	H.No. 705/20 Babu Dham Colony, Sec-26, Chandigarh	98720-23410
30.	Hemraj Sharma	Clerk	H.No. 24, Vill. Daoun, Back side Sheetla Mata Mandir, Distt. Mohali	99888-85650
Distt. Ropar (dd.dairy.ropar@punjab.gov.in)				
1	Gurinderpal Singh	Dairy Dev. Officer (CDC)	Village Nalhouti, teh Anandpur Sahib, distt. Ropar	98724-41034 gurinderpal.singh66@punjab.gov.in
2	Kashmir Singh	Dairy Dev.Insp-I	H.No. 42, Ward no. 7, Mata Gujri Enclave, Kharar	95925-13411 Kashmir.singh69@punjab.gov.in
3	Harpreet Singh	Dairy Dev.Insp-I	Beant Singh C/o jagdish singh ,Vill Chatamli, P.O Kalewal (Ropar)	81466-97836 Harpreet.singh836@punjab.gov.in
4	Davinder Singh	Dairy Dev. Insp-II	Vill Rasoolpur, P.O Roopnagar	88473-94927 Davinder.singh37@punjab.gov.in
5	Monika Rani	Dairy Field Asstt.	Village Asron.(po) Khass, Distt SBS Nagar, teh Balachor	82838-55950 monika.rani50@punjab.gov.in
6	Jagdish Singh	Dairy Field Asstt.	Beant Singh c/o jagdish singh village chatamli,PO kalewal, Distt. Ropar	98785-28364 Jagdish.singh64@punjab.gov.in
7	Simardeep Singh	Dairy Field Asstt.	H.No.2434, Phase-10 Mohali	99150-04432 simardip.singh93@punjab.gov.in
8	Mandeep Singh	Dairy Field Asstt.	H.No.739/1, Ghumahar Mohalla, Mundi Kharar, Sector- 4	98784-41386 mandip.singh86@punjab.gov.in
9	Sanjiv Sharma	Dairy Field Asstt	H.no 43, Phase 1 Mohali	94654-83942 Sanjiv.sharma42@punjab.gov.in
10	Anil Kumar	Junior Asstt.	Adarsh Nagar Ward No. 14, Near badali Road Kurali.	98888-56112 anil.kumar112@punjab.gov.in
11	Gurdeep Singh	Driver	H.no 134, Ward No 2, khushi Ram Colony Kurali.	94631-90264 ropar_ddd@rediffmail.com
12	Surinder Singh	Peon	H.no 02022, Anant Nagar Ward No. 17 (Kharar)	94642-91583 ropar_ddd@rediffmail.com
13	Baljit Kaur	Peon	H.No.36, Sector-41/D, Badheri	84373-46491 dd.dairy.moh@gov.in
14	Tarsem Lal	Sweeper-cum-Chowkidar	Ward No. 8, Near Balmiki Mandir, Morinda, Roopnagar	88410-41633 Ropar_ddd@rediffmail.co

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Distt. Fatehgarh Sahib (dd.dairy.fgs@punjab.gov.in)				
1	Tajinderpal Singh	Dairy Dev. Officer	H.No. 992, Sector 79, Mohali.	99888-50992 Tajinder.singh992@punjab.gov.in
2	Charanjit Singh	Dairy Dev.Insp. Grade- I	#4186, W.No.17, Railway Road, Sirhand	94644-70334 Charanjit.singh34@punjab.gov.in
3	Harwant Singh	Dairy Dev. Insp. Grade-I	Kothi No. 1601, Phase-10, Mohali	98723-63515 Harbant.singh15@punjab.gov.in
4	Sarbjit Kaur	Steno Typist	Guru Teg Bahadur Nagar, ward No. 10, Sector-14, Kharar, Distt Mohali	94633-30124 Sarabjit.kaur40@punjab.gov.in
5	Harwinder Singh	Clerk	H.No 78 Ward no 8 Doraha, Ludhiana	85568-22307 Harwinder.singh07@punjab.gov.in
6	Jagman Singh	Dairy Field Asstt	VPO Sehoura, Teh. Payal, Distt. Ludhiana	78090-72521 Jagman.singh12@punjab.gov.in
7	Nirmala Devi	Peon	Near Gurudwara Sahib, Guru Ram Das Colony, Rajpura	968611311
Distt. Ludhiana (dd.dairy.ldh@punjab.gov.in)				
1	Balwinder Singh	Dy.Dir.Dairy (CDC)	VPO Sihar, Payal, Distt. Ludhiana	94639-12753 Balwinder.singh2022@punjab.gov.in
2	Surinder Singh	Dairy Dev.Insp.I	Jethi Nagar, Malerkotla Road, Khanna, Ludhiana	96462-33999 Surinder.singh999@punjab.gov.in
3	Sukhwinder Singh	Dairy Dev.Insp.II	VPO Boor Majra, Distt. Ropar	94178-20527 Sukhwinder.singh527@punjab.gov.in
4	Bal Krishan	Dairy Field Asstt.	276/27,Lalheri Road, Inderpuri, Khanna,ludhiana	81460-30086 Bal.krishan86@punjab.gov.in
5	Harinder Singh	Steno-typist	Village Behabalpur, P.O Bhadson, Nabha, Dist. Patiala.	89685-72099 Harinder.singh99@punjab.gov.in
6	Sohan Singh	Clerk	Near Govt. School, Samana, Distt. Patiala	95015-04017 Sohan.singh17@punjab.gov.in
7	Vipan Kumar	Peon	Charan Nagar, Tibba Road, Ludhiana	96466-76803
8	Baljit Singh	Chowkidar-cum-sweeper	V.P.O. Bija, Tehsil Khanna, Distt. Ludhiana	97798-57152
Distt. Patiala (24dd.dairy.ptl@punjab.gov.in)				
1	Dalbir Kumar	Dairy Dev.Insp.I	H.No. 2326/15, Janakpuri, Ward No. 15, Rajpura	81461-00543 dalbirkumar36@gmail.com
2	Lakhmir Singh	Dairy Dev.Insp.I	Baba Deep Singh Colony,Near Gagan Chowk, Rajpura, Patiala	98725-22152 lakhmirsingh353@gmail.com

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3	Jai Kishan	Dairy Dev.Insp.I	H.No. 15, Gali No.2A, Gurbaksh Colony, Patiala	98153-92756 Jikishan6363@gmail.com
4	Kulwinder Singh	Dairy Field Asstt	Qtr No 5, Block-1, Type-5 Ghalori Gate, Patiala	95920-01358 Kulwinder55@gmail.com
5	Sunita Devi	Junior Asstt.	H.No 12A, Street No. 2B, Ratan Nagar, patiala	94636-73667 sunitaranisharma197@gmail.com
6	Sawarnjeet Kaur	Steno Typist	Village Jassowal, PO Sidhuwal, Teh & Dist. Patiala.	84375-73394 Sawarnjeetkaur49@gmail.com
Distt. Sangrur (25dd.dairy.sgr@punjab.gov.in)				
1	Jaswinder Singh	Deputy Dir. Dairy (CDC)	Guru nanak colony 751/1 block D, Sangrur	94635-10250 jaswindery@gmail.com
2.	Harmesh Singh	Dairy Dev. Insp. Grade-II	VPO Nizampur, Teh. Payal, Distt. Sangrur	62849-61498 harmeshsingh929@gmail.com
3.	Charanjit Dheer	Dairy Field Asstt.	Street No.6, Punia Colony, Sangrur	97794-00959 cdheer@rediffmail.com
4	Sakshi Singla	Clerk	Ward no. 5, Ravindra flour mill Krishna market Samana	98773-80071 Singla06.ss@gmail.com
5	Kanchan Rani	Steno-Typist	House no. 112-C, bathindian Mohalla, near Hanuman Mandir, nabha 147201	98765-33240 Kanchanarora@gmail.com
6	Gurwinder Singh	Driver	House no 38, Ward no 9, Sant Attar Singh Nagar, Steet no 4, Sunam	94176-54517 Guru130881@gmail.com
7	Dinesh Kumar	Peon	Sangrur	99155-10129 Thakuridneshkumar1985@gmail.com
8	Sukhwinder Singh	Peon	VPO Kakra, Teh. Bhawanigarh, Distt. Sangrur	98143-29067 Singhsukhwinder3109@gmail.com
9	Gurmeet Singh	Dairy Field Asstt	VPO Kotdunna, Tehsil& Distt. Barnala	95929-55389 gurmeetsinghbnl@gmail.com
10	Lakhmeet Singh	Dairy Field Asstt.	Guru Nanak Pura Mohalla, Rampura Phul, Distt. Bathinda	99148-01227 lakhmeetmehra@gmail.com
Distt. Mansa (25dd.dairy.mansa@punjab.gov.in)				
1.	Kawaljeet Singh	Dairy Dev. Inspector Grade-II	VPO. Khara, Distt. Mansa.	98721-94068 mansa_ddd@rediffmail.com
2.	Rajni Jindal	Clerk	Ram Singh Kundan Street Ward no. 8, Mansa	76961-96733 rajnij520@gmail.com
3.	Sanjeev Kumar	Dairy Field Asstt.	House no. 27, Pind wali Gali, Ward no. 17, Mansa	94645-94382 sk1110561@gmail.com
4.	Navdeep Singh	Peon	Ward no. 15, Near Dav School Sarabha Nagar Sunam	75298-62941 Nvdeep031@gmail.com
Distt. Bathinda (25dd.dairy.bti@punjab.gov.in)				
1.	Harpal Singh	Deputy Dir. Dairy (CDC)	V.PO Bhadurpur, Distt. Sangrur	0164-2240645 dd.dairy.bti@punjab.gov.in

2	Siya Ram	Junior Assistant	Ajit Road, Bathinda	0164-2240645 dd.dairy.bti@punjab.gov.in
3.	Kuldeep Singh	Dairy Dev. Insp. Grade-II	Harnam Nagar, ward no. 19, Sarhind Distt. Fatehgarh Sahib	0164-2240645 dd.dairy.bti@punjab.gov.in
4.	Sudesh kumar	Sweeper-cum-Chowkidar	Sundar Basti, Near Balmik Mandir, Distt. Sangrur	0164-2240645 dd.dairy.bti@punjab.gov.in
Distt. Faridkot (26dd.dairy.fdk@punjab.gov.in)				
1.	Nirvair singh Brar	Deputy Dir. Dairy	Village Mahla Khurd, Teh. Baghapurana, Distt. Moga	94651-17652
2.	Gurpal Singh	Dairy Field Asstt.	VPO Sangudhaun, Distt. Sri Mukatsar Sahib	98149-95616
3.	Kuldeep Kaur	Clerk	VPO Sehna, Teh Tapa, Distt. Barnala	62842-32818
4.	Gurpreet Singh	Sweeper-cum-Chowkidar	Village Abul Khurana, Teh. Malout, Distt. Sri Mukatsar Sahib.	96461-53443
Distt. Ferozpur (26dd.dairy.fzr@punjab.gov.in)				
1.	Randeep Kumar	Deputy Director	Vill Dilaram PO Jhok Tehal Singh teh & Distt. Ferozpur	78272-60001 Randeepkumar17@gmail.com
2.	Mamta Rani	Clerk	Ward no. mallan wala Khas PO khas teh Zira Distt. Ferozpur	98557-84490 mamtabhatt346@gmail.com
3	Balwinder Singh	Driver	V& P.O. Mangewal, Teh. Payal, Distt. Ludhiana.	97795-92074 balwindersingh8888999@gmail.com
Distt. Fazilka (26dd.dairy.fzk@punjab.gov.in)				
1	Sumit Kumar	Clerk	VPO Churi wala, Dhanna, Teh. & Distt. Fazilka	95694-60200 Sumit.kumar51@punjab.gov.in
2	Manpreet Singh	Dairy Field Asstt.	VPO Sahib Chand, Distt. Sri Mukatsar Sahib	84274-60101 Manpreet.singh89@punjab.gov.in
Distt. Amritsar (26dd.dairy.asr@punjab.gov.in)				
1.	Kashmir Singh	Dy. Dir. Dairy	VPO Sidhwan, Tibber Tehsil & Distt. Gurdaspur	8146553318 amritsar_ddd@rediffmail.com
2.	Kulbir Singh	Dairy Dev.Insp-II	VPO Chogawan Road, Ajnala, Amritsar	97815-10348 amritsar_ddd@rediffmail.com
3	Navjot Singh	Dairy Dev.Insp-II	H.No. 68, Block-C, Sandhu Enclave, Naushera Kalan, Majitha Road, Bypass Amritsar	79861-63849 amritsar_ddd@rediffmail.com navjot_y2Z@yahoo.com
4	Sukhbir Kaur	Steno-Typist	H.No.150, Pritam Enclave Opp. Ryan International School, Jalandhar By Pass, Distt. Amritsar	98150-39678 amritsar_ddd@rediffmail.com sukhbirkaur068@rediffmail.com
5	Gurpreet Kaur	Clerk	House No.1896, Cemetary Road,	9041044643

			Putligarh, Amritsar	amritsar_ddd@rediffmail.com sukhpreettucker@gmail.com
6	Balbir Singh	Driver	Bahmniwala Road, Ward No.2, Garden Colony, Patti, Distt. Tarantarn	90414-02294 amritsar_ddd@rediffmail.com
7	Kuber Singh	Peon	# 602,Gali No.3, Mohalla Hari Mandir Street, Majitha Road, Amritsar	9646193928 amritsar_ddd@rediffmail.com
Distt. Gurdaspur (27dd.dairy.gsp@punjab.gov.in)				
1	Kulwinderbir Singh	Dairy Dev. Insp. Grade-I	H.No. 52/157, Bhattha Inderjit Ward No. 2, Kahnuwan Road, Batala, Distt. Gurdaspur.	94643-80299 Kulwinderbir.singh99@punjab.gov.in
2	Gurcharan singh	Dairy Dev. Insp. Grade-I	H.No. 251, Asiana Estate, Fatehgarh Churian Road, Distt. Gurdaspur.	88729-18300 Gurcharan.singh37@punjab.gov.in
3	Barjinder Singh	Dairy Field Asstt.	H.No. 639/19, Gali No. 2, Rulia Ram Colony, Distt. Gurdaspur.	80548-00880 Barjinder.singh80@punjab.gov.in
4	Rajeev Kumar	Dairy Field Asstt.	Mohalla Baji, Ward No. 1, Dera Baba Nanak, Distt. Gurdaspur	84271-70001 Rajiv.kumar449@punjab.gov.in
5	Anamika Sharma	Dairy Field Asstt.	# 451/1,Near Ambedkar Bhawan, Rulia Ram Colony Distt. Gurdaspur	75089-73471 Anamika.sharma71@punjab.gov.in
6	Jyoti Sharma	Dairy Field Asstt.	Ward No. 21, VPO Nabipur, Distt. Gurdaspur	94657-25610 Jyoti.sharma39@punjab.gov.in
7	Sher Singh Azad	Dairy Field Asstt.	Mohalla Taki Darwaja, VPO Behrampur, Distt. Gurdaspur.	98783-45930 shersingh.azad30@punjab.gov.in
Distt. Pathankot (27dd.dairy.ptk@punjab.gov.in)				
1.	Davinder Kumar	Dairy Dev. Insp.-II	H.No. 196, Sundar Nagar Dhangu Road, Pathankot, Distt. Pathankot	98882-52112 davinderkumar2521@gmail.com
2.	Ranjit Singh	Junior Assistant	Vill. Joian P/O Jaura Chhatran Dist. Gurdaspur	98146-22622 rs807777@gmail.com
3.	Karan Partap Singh	Dairy Field Asstt.	Vill. Akhrota, PO. Rattangarh, Distt. Pathankot	98762-60243 kpslubana598@gmail.com
Distt. Kapurthala (27dd.dairy.kpt@punjab.gov.in)				
1.	Davinder Singh	Deputy Dir. Dairy (CDC)	H.No. 1170, Old Comety Bazar, Kartarpur, Distt Jalandhar.	94654-65707
2	Sukhwinder Kumar	Dairy Dev. Insp. Grade-I	Village Karari, PO Kishangarh, Teh. & Distt. Jalandhar	94630-22612
3	Kapalmeet Singh	Dairy Dev.Insp.II	VPO Jhander, Teh. Ajnala, Distt. Amritsar.	97793-52959
4	Ashok Kumar	Dairy Development Inspector-II	Vill Khera, PO Jamsher Khas, Teh. & Distt Jalandhar.	98149-71395

5	Parminder Singh	Clerk	Prem Nagar, Kotakpura, Distt. Faridkot	98765-79902
6	Satnam Singh	Sweeper-cum-Chowkidar	VPO. Hashamansar, Teh. Mukerian, Distt. Hoshiarpur	89686-14918
Distt. Jalandhar (28dd.dairy.jal@punjab.gov.in)				
1.	Ram Lubhaya	Deputy Dir. Dairy (CDC)	VPO Bhulla Rai, Teh. Phagwara, Distt. Kapurthala	94636-08890 dd.dairy.jal@punjab.gov.in
2	Sanjeev Kumar	Dairy Dev. Insp. Grade-II	VPO Behram Sarishta, Distt. Jalandhar	98781-44601 dd.dairy.jal@punjab.gov.in
3	Maninder Singh	Peon	Dashmesh Nagar, Tanda, Distt. Hoshiarpur	96465-85908 dd.dairy.jal@punjab.gov.in
4	Rajesh Kumar	Sweeper-cum-Chowkidar	Waheguru Nagar, St. No.4, Barnala Kalan Road, Shaheed Bhagat Singh Nagar	97811-84104 dd.dairy.jal@punjab.gov.in
Distt. Hoshiarpur (28dd.dairy.hsp@punjab.gov.in)				
1	Mintu	Jr. Asstt.	VPO Karai, Distt. Hoshiarpur	81469-86508 Mintu.1974@punjab.gov.in
2	Gurvinder Singh	Dairy Field Assistant	VPO Kandhala Sheikhan Distt. Hoshiarpur	98722-77136 Gurvinder.ss1987@punjab.gov.in
3	Aman Jyoti	Dairy Field Asstt.	SAS Nagar, Old Tanda Road, Distt. Hoshiarpur	98787-70114 aman.jyoti80@punjab.gov.in
4	Gurpreet Singh	Dairy Field Asstt.	V. Khablan, P.o. Bulhowal, Distt. Hoshiarpur	94787-26641 Gurpreet.1989@punjab.gov.in
5	Amarjit Singh	Peon	Vill. Moga, P.O. Bhogpura, Distt. Jalandhar.	95018-66234
6	Lekh Raj	Sweeper-cum Chowkidar	V.Mehmowal, P.O. Bathian Brahmana, Distt. Hoshiarpur	97793-95767
Distt. Shri Mukatsar Sahib at Abhul Khurana (28dd.dairy.mkt@punjab.gov.in)				
1	Gurvinder Singh	Dairy Dev.Insp.I	VPO Doomwali,Distt. Bhatinda	98724-98995 gurwindersidhu95@gmail.com
2	Prince	Clerk	H.No. 30992/A, Street No. 30, Paras Ram Nagar, Bathinda	80545-69798 psandhu697@gmail.com
Distt. Moga at Gill (28dd.dairy.moga@punjab.gov.in)				
1	Prince Sethi	Clerk	Faridkot, Distt. Faridkot.	84271-00968 Prince.sehti68@punjab.gov.in
2	Navdeep Kaur	Dairy Field Asstt.	VPO Bhinder Kalan, Distt. Moga	98782-12497 Navdeep.kaur497@punjab.gov.in
Distt. Shahid Bhagat Singh Nagar (28dd.dairy.ns@punjab.gov.in)				
1.	Harvinder singh	Dairy Dev Officer (CDC)	House No. 127, Rajiv Gandhi Avenue Phagwara Road, Hoshiarpur	94178-78679 harvinder.singh1966@punjab.gov.in

2.	Ram Sharan	Dairy Dev. Insp.II	Waheguru Nagar, Street No. 8, SBS Nagar	94176-19757 ramsharan27@punjab.gov.in
3	Ashutosh	Dairy Field Asstt.	Vill. Umarpur, PO Khas, Teh. Mukerian, Distt. Hoshiarpur.	98764-88495 ashutosh.salgotra@punjab.gov.in
Distt. Tarn-Taran (29dd.dairy.trn@punjab.gov.in)				
1.	Kuljit Kaur	Sr. Asstt.	VPO Nabipura, Gurdaspur	7087451701 kuljit.kaur10@punjab.gov.in
2.	Parnam Singh	Dairy Dev Insp-I	Shri Guru Arjan Dev Nagar, Goindwal Road Tarntaran	99141-11712 parnam.singh12@punjab.gov.in
3.	Kanwanjeet Singh	Dairy Field Assistant	VPO Jabbowal, Distt. Amritsar	94173-73648 kawanljit.singh48@punjab.gov.in
4.	Ishant Kumar	Clerk	Jalalabad West, Distt. Fazilka.	84374-00458 ishant.kumar458@punjab.gov.in
Bija (Ludhiana) (29dd.dairy.bija@punjab.gov.in)				
1	Jasvir Singh	Sr. Asstt.	Vill. Muzafat, P.O Bela, Distt. Ropar	94631-94550 jasvir.singh75@punjab.gov.in
2	Ramandeep Kaur	Junior Asstt.	Vill. Majri Kishnewali, PO Amloh Distt. Fatehgarh Sahib	98725-02714 ramandeep.kaur14@punjab.gov.in
3	Maghar Singh	Sweeper-cum-Chowkidar	VPO Manki, Distt. Ludhiana	97814-18515
Phagwara (29dd.dairy.phg@punjab.gov.in)				
1.	Waryam Singh	Dairy Dev. Officer(CDC)	29 Shanti Vihar, Jalandhar	98159-82593
2.	Swaran Singh	Sweeper-cum-Chowkidar	Balmiki Mohala Plahi Gate, Phagwara	83607-32315
Sardulgarh (Mansa) (29dd.dairy.srg@punjab.gov.in)				
1.	Binder Singh	Dairy Dev. Officer (CDC)	VPO Pakka Kalan Teh Talwandi Sabo Bathinda	94678-91525 bindersinghdhaliwal77@gmail.com
2.	Paramjit Kaur	Sr.Asstt.	Street No. 16 Ward No. 5 New Court Road Mansa.	95692-82955 pk0315194@gmail.com
3.	Jagpreet Singh	Clerk	VPO Shekhpura Teh Talwandi Sabo Bathinda	96464-41614 Jagpreetkang91@gmail.com
Government Laboratory, Sangrur (labsangrur@gmail.com)				
1	Gursharanjit Kaur	Chief Chemist	H.No.50, Gali No.3, Block D, Officer Colony, Nankiana Road, Sangrur	98883-55370 gursharnjit04@gmail.com
2	Barjinder Singh	Asstt.Chemist	Prof. G S Randhawa Ho No. 14 Sunder Bagh Colony Opp: Central Jail, Gurdaspur	98154-06644
3.	Savita Devi	Sr.Asstt.	House No 62/2 Bhargo Camp, Jalandhar	99884-57693
4	Gurjant Singh	Steno Typist	Ajit Nagar, Barnala Road, Sangrur	98723-14607 gurjantsteno@gmail.com

5	Narinder Kumar	Lab.Technician	Rajgarh Basti, Street No 6, Sangrur	99148-80050
6	Rajinder Singh	Lab.Technician	Guru Teg Bahadur Nagar, Sangrur	94638-64030
7	Sushil Kumar	Lab.Attendant	New Friends Colony, Gali No. 6, Sangrur	94177-13783
8	Ramesh Chander	Lab.Attendant	Dashmesh Cloney Gali No. 5, Sangrur	94177-50508

ANNEXURE- H

1.9(i): List of employees with Gross monthly remuneration

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.

S. No.	Name of officer/official	Designation	Basic Pay+ GP+ IR	Gross Salary
1.	Karnail Singh	Director, Dairy Dev. Deptt.	48510/-	120925/-
2.	Kuldip Singh	Deputy Dir. Dairy	37685/-	102116/-
3.	Jeet Kumar	Superintendent Grade-2	27710/-	70341/-
4.	Kiran Pal	Sr. Scale Stenographer	24486/-	67142/-
5.	Rajinder Kumar	Senior Asstt.	27101/-	68730/-
6.	Baldeep Kumar	Senior Asstt	23919/-	65623/-
7.	Radha Rani	Senior Asstt.	25893/-	70914/-
8.	Pallvi	Senior Asstt.	23216/-	63739/-
9.	Amandeep Singh	Senior Asstt.	23216/-	60706/-
10.	Baljinder Singh	Senior Asstt.	21315/-	58644/-
11.	Anil Kumar	Senior Asstt.	21284/-	58561/-
12.	Vineet Kumar	Dairy Dev. Insp. I	24717/-	67161/-
13.	Deepak Verma	Dairy Dev. Insp. II	19380/-	54140/-
14.	Davinder Singh	Junior Asstt.	19236/-	52922/-
15.	Parminder Singh	Junior Asstt.	19614/-	50013/-
16.	Navpuneet Singh	Dairy Field Asstt	13535/-	34187/-
17.	Kamal Kumar	Junior Asstt.	18974/-	48426/-
18.	Narayan Parsad	Junior Asstt.	20108/-	51238/-
19.	Gaytri Devi	Junior Asstt.	17892/-	49320/-
20.	Amandeep Kaur	Clerk	11292/-	11292/-
21.	Jaswinderpal Singh	Clerk	11292/-	11292/-
22.	Gurwinder Singh	Clerk	11292/-	11292/-
23.	Hemraj Sharma	Clerk	11292/-	11292/-
24.	Satinder Kumar	Restorer	15992/-	43728/-
25.	Sandeep Kumar	Driver	13188/-	38074/-
26.	Sant Bahadur	Duplicator	18585/-	47321/-
27.	Prem Singh	Peon	18050/-	45994/-
28.	Mahesh Kumar	Peon	15960/-	41021/-
29.	Sandeep kumar	Peon	9828/-	27549/-
30.	Brijesh Kumar	Sweeper-cum-Chowkidar	11351/-	32030/-
Distt. Ropar				
1.	Gurinderpal Singh	Dairy Dev.Insp-I	37388/-	98608/-
2.	Kashmir Singh	Dairy Dev.Insp-II	24767/-	66046/-
3.	Harpreet Singh	Dairy Dev.Insp-II	19131/-	52266/-
4.	Davinder Singh	Dairy Dev. Insp.-II	17364/-	47266/-
5.	Monika Rani	Dairy Field Asstt.	10742/-	28464/-
6.	Jagdish Singh	Dairy Field Asstt.	18372/-	50128/-
7.	Simardeep Singh	Dairy Field Asstt.	10133/-	26893/-
8.	Mandeep Singh	Dairy Field Asstt.	10133/-	27123/-
9.	Sanjeev Sharma	Dairy Field Asstt.	17144/-	45118/-
10.	Anil Kumar	Jr. Asstt.	19614/-	52854/-
11.	Gurdeep Singh	Driver	13587/-	38420/-
12.	Surinder Singh	Peon	15725/-	42612/-
13.	Baljit Kaur	Peon	8232/-	22348/-

14.	Tarsem Lal	Sweeper-cum Chowkidar	13755/-	36998/-
Distt. Fatehgarh Sahib				
1.	Tajinderpal Singh	Dairy Dev. Officer	35277/-	92202/-
2.	Charanjit Singh	Dairy Dev.Insp.Grade-I	25190/-	66750/-
3.	Harwant Singh	Dairy Dev.Insp.Grade-I	24140/-	63081/-
4.	Sarbjit Kaur	Steno typist	20664/-	55673/-
5.	Harwinder Singh	Clerk	12792/-	12792/-
6.	Jagman Singh	Dairy Field Asstt	10437/-	27114/-
7.	Nirmala Devi	Peon	9566/-	25791/-
Distt. Ludhiana				
1.	Balwinder Singh	Deputy Dir. Dairy (CDC)	38021/-	103086/-
2.	Surinder Singh	Dairy Dev. Insp.I	25211/-	69907/-
3.	Sukhwinder Singh	Dairy Dev.Insp-II.	20822/-	55371/-
4.	Bal Krishan	Dairy Field Asstt.	19971/-	53953/-
5.	Sohan Singh	Clerk	10300/-	10300/-
6.	Harinder Singh	Stenotypist	10300/-	10300/-
7.	Vipan Kumar	Peon	9860/-	27715/-
8.	Baljit Singh	Sweeper-cum Chowkidar	16002/-	44575/-
Distt. Patiala				
1.	Dalbir Kumar	Dairy Dev.Insp-I	26355/-	73391/-
2.	Lakhmir Singh	Dairy Dev.Insp-I.	24077/-	67496/-
3.	Jai Kishan	Dairy Dev.Insp-I.	24350/-	61348/-
4.	Kulwinder Singh	Dairy Field Asstt	10752/-	27895/-
5.	Sunita Devi	Junior Asstt.	20118/-	55167/-
6.	Sawarnjeet Kaur	Stenotypist	12792/-	12792/-
Distt. Sangrur				
1	Jaswinder Singh	Deputy Dir. Dairy (CDC)	38052/-	99926/-
2	Harmesh Singh	Dairy Dev. Insp.-II	19362/-	51908/-
3	Charanjit Dheer	Dairy Field Asstt.	10752/-	29239/-
4.	Sakshi Singla	Clerk	12792/-	12792/-
5	Kanchan Rani	Steno-Typist	15498/-	41522/-
6	Gurwinder Singh	Driver	13524/-	37841/-
7.	Dinesh Kumar	Peon	9860/-	26796/-
8.	Sukhwinder Singh	Peon	7518/-	20695/-
9.	Lakhmeet Singh	Dairy Field Asstt.	10752/-	29239/-
10.	Gurmeet Singh	Dairy Field Asstt.	10752/-	29239/-
Distt. Mansa				
1.	Kanwaljit Singh	Dairy Dev. Insp.-II	15635/-	42199/-
2.	Rajni Jindal	Clerk	12792/-	12792/-
3.	Sanjeev Kumar	Dairy Field Asstt	10752/-	29239/-
4.	Navdeep Singh	Peon	9822/-	9822/-
Distt. Bathinda				
1.	Harpal Singh	Deputy Dir. Dairy	28707/-	77734/-
2.	Siya Ram	Junior Asstt.	21347/-	54191/-
3.	Kuldeep Singh	Dairy. Dev. Insp. Grade-II	17585/-	48030/-
4.	Sudesh Kumar	Sweeper-cum-Chowkidar	12737/-	35645/-
Distt. Faridkot				
1.	Nirvair Singh Brar	Deputy Dir. Dairy	21231/-	56107/-
2.	Gurpal Singh	Dairy Dev. Insp.-II	17084/-	46974/-
3.	Kuldeep Kaur	Clerk	14175/-	38076/-
4.	Gurpreet Singh	Sweeper-cum-Chowkidar	13461/-	37576/-

Distt. Ferozepur				
1.	Randeep Kumar	Deputy Director	21861/-	57168/-
2.	Mamta Rani	Clerk	11292/-	11292/-
3.	Balwinder Singh	Driver	17157/-	47702/-
Distt. Fazilka				
1.	Sumit Kumar	Clerk	11292/-	11292/-
2.	Manpreet Singh	Dairy Field Asstt.	9828/-	27323/-
Distt. Amritsar				
1.	Kashmir Singh	Deputy Director Dairy	37401	102854/-
2.	Sukhbir Kaur	Steno-Typist	21284/-	58311/-
3.	Kulbir Singh	Dairy Dev. Insp-II	17682/-	47973/-
4.	Navjot Singh	Dairy Dev. Insp.-II	14175/-	39579/-
5.	Gurpreet Kaur	Clerk	-----	-----
6.	Balbir Singh	Driver	12800/-	37034/-
7.	Kuber Singh	Peon	13178/-	36547/-
Distt. Gurdaspur				
1.	Kulwinderbir Singh	Dairy Dev. Insp.-I	25001/-	66887/-
2.	Gurcharan Singh	Dairy Dev. Insp.-I	18942/-	51027/-
3.	Barjinder Singh	Dairy Field Asstt.	17900/-	49153/-
4.	Rajeev Kumar	Dairy Field Asstt.	10752/-	29508/-
5.	Anamika Sharma	Dairy Field Asstt.	10752/-	29297/-
6.	Jyoti Sharma	Dairy Field Asstt.	10437/-	28941/-
7.	Sher Singh Azad	Dairy Field Asstt.	10752/-	29777/-
Distt. Pathankot				
1.	Davinder Kumar	Dairy Dev. Insp. Grade-1	21424/-	57680/-
2.	Ranjit Singh	Junior Assistant	19236/-	51360/-
3.	Karan Partap	Dairy Field Asstt.	10437/-	28419/-
Distt. Kapurthala				
1.	Davinder Singh	Deputy dir. Dairy (CDC)	38021/-	99845/-
2.	Sukhwinder Kumar	Dairy Dev. Insp-I	22679/-	61224/-
3.	Kapalmeet Singh	Dairy Dev. Insp. II	17399/-	47792/-
4.	Ashok Kumar	Dairy Dev. Inspector -II	18729/-	50431/-
5.	Parminder Singh	Clerk	12792/-	12792/-
6.	Satnam Singh	Sweeper-cum-Chowkidar	17221/-	47039/-
Distt. Jalandhar				
1.	Ram Lubhaya	Deputy Dir. Dairy (CDC)	34493/-	93362/-
2.	Sanjeev Kumar	Dairy Dev. Insp-II	18795/-	51961/-
3.	Maninder Singh	Peon	7088/-	20164/-
4.	Rajesh Kumar	Sweeper-cum-Chowkidar	13451/-	37658/-
Distt. Hoshiarpur				
1.	Mintu	Junior Assistant	19214/-	52245/-
2.	Gurvinder Singh	Dairy Field Assistant	12576/-	34381/-
3.	Aman Jyoti	Dairy Field Asstt.	10752/-	29239/-
4.	Gurpreet Singh	Dairy Field Asstt.	10752/-	29239/-
5.	Amarjit Singh	Peon	12327/-	33222/-
6.	Lekh Raj	Sweeper cum Chowkidar	11393/-	31399/-
Distt. Shri Mukatsar Sahib at Abul Khurana				
1.	Gurvinder Singh	Dairy Dev. Insp.-G-I	19173/-	53656/-
2.	Prince	Clerk	12792/-	12792/-
Distt. Moga at Gill				
1.	Prince Sethi	Clerk	11292/-	11292/-

2.	Navdeep Kaur	Dairy Field Asstt	10752/-	29239/-
Distt. Shahid Bhagat Singh Nagar				
1.	Harvinder Singh	Dairy Development Officer	35309/-	94412/-
2.	Ram Sharan	Dairy Dev. Insp. Grade-2	19149/-	52420/-
3.	Ashutosh	Dairy Field Asstt.	10752/-	29615/-
Distt. Tarn Taran				
1.	Kuljit Kaur	Sr. Assistant	21872/-	58377/-
2	Parnam Singh	Dairy Dev. Insp-I	25053/-	68023/-
3	Kanwanjit Singh	Dairy Field Assistant	10437/-	28419/-
4	Ishant Kumar	Clerk	12792/-	12792/-
Bija (Ludhiana)				
1.	Jasvir Singh	Sr. Asstt.	21872/-	60552/-
2.	Ramandeep Kaur	Jr. Asstt.	19614/-	53031/-
3.	Maghar Singh	Sweeper-cum-Chowkidar	17661/-	48345/-
Phagwara (Kapurthala)				
1.	Waryam Singh	Dairy Dev. Officer(CDC)	34269/-	91421/-
2.	Swaran Singh	Sweeper-cum-Chowkidar	12884/-	35073/-
Sardulgarh (Mansa)				
1.	Binder Singh	Dairy Dev. Officer (CDC)	38105/-	99321/-
2.	Paramjeet Kaur	Senior Asstt.	20076/-	53196/-
3.	Jagpreet Singh	Clerk	19900/-	19900/-
Government Analytical Laboratory Sangrur				
1.	Gursharanjit Kaur	Chief Chemist	38480/-	101631/-
2.	Barjinder Singh	Asstt.Chemist	33188/-	87645/-
3.	Savita Devi	Sr. Asstt.	22911/-	60933/-
4.	Gurjant Singh	Stenotypist	21284/-	56805/-
5.	Narinder Kumar	Lab.Technician	19643/-	32311/-
6.	Rajinder Singh	Lab.Technician	19433/-	51764/-
7.	Sushil Kumar	Lab.Attendant	17315/-	44502/-
8.	Ramesh Chander	Lab.Attendant	14858/-	39815/-

ANNEXURE- I**1.10 Name, designation and other particulars of public information officer(s), Assistant Public Information(s) & Appellate Authority**

Sr. No.	Name & designation of Official	Designation under RTI 2005	Mobile No.
Directorate of Dairy Development Department (Head Office), Livestock Complex, Sector-68, SAS Nagar, Tel. No. 0172-2217020, Email ID: Dir.dairy@punjab.gov.in			
1.	Sh. Karnail Singh, Director Dairy	Second Appellate Authority	97790-46123
2.	Sh. Kuldip Singh Jasowal, Deputy Director Dairy	First Appellate Authority	98557-32565
3.	Sh. Jeet Kumar, Superintendent Grade-II	Public Information Officer	94636-50475
4.	Sh. Rajinder Kumar, Senior Assistant	Assistant Public Information Officer	75891-37573
O/o Deputy Director Dairy, Amritsar, Dairy Training & Extension Centre, Batala Road, Near Telephone Exchange Verka(Amritsar), Tel. No. 0183-2263083, Email ID: dd.dairy.asr@punjab.gov.in			
1.	Sh. Kashmir Singh, Deputy Director Dairy (CDC)	Appellate Authority	81465-53318
2.	Sh. Navjot Singh, Dairy Dev. Inspector Grade-II	Public Information Officer	79861-63849
3.	Smt. Gurpreet Kaur, Clerk	Assistant Public Information Officer	90410-44643
O/o Dairy Training & Extension Centre, Verka(Amritsar), Batala Road, Near Telephone Exchange Verka(Amritsar), Tel. No. 0183-2263083, Email ID: dd.dairy.asr@punjab.gov.in			
1.	Sh. Kashmir Singh, Deputy Director Dairy (CDC) Addl. Charge	Appellate Authority	81465-53318
2.	Sh. Navjot Singh, Dairy Dev. Inspector Grade-II	Public Information Officer	79861-63849
3.	Smt. Gurpreet Kaur, Clerk	Assistant Public Information Officer	90410-44643
O/o Deputy Director Dairy, Gurdaspur, District Administration Complex, Room No. 508, Block-B, 4th Floor, Gurdaspur, Tel No. 01874-220163, Email ID: dd.dairy.gsp@punjab.gov.in			
1.	Sh. Kashmir Singh, Deputy Director Dairy (CDC) Addl.Charge	Appellate Authority	81465-53318
2.	Sh.Kulwinderbir Singh, Dairy Dev. Inspector Grade-I	Public Information Officer	94643-80299
3.	Sh. Gurcharan singh, Dairy Dev. Inspector Grade-II	Assistant Public Information Officer	88729-18300
O/o Deputy Director Dairy, Pathankot, Room No. 346, Second Floor, Distt. Administrative Complex, Pathankot, Tel No. 01874-220163, Email ID: dd.dairy.ptk@punjab.gov.in			
1.	Sh. Kashmir Singh, Deputy Director Dairy (CDC) Addl.Charge	Appellate Authority	81465-53318
2.	Sh. Davinder Kumar, Dairy Dev. Inspector Grade-II	Public Information Officer	98882-52112
3.	Sh. Ranjit Singh, Junior Assistant	Assistant Public Information Officer	98146-22622
O/o Deputy Director Dairy, Kapurthala, Old Office of Senior Veterinary Officer of Animal Husbandry Department, Charbatti Chowk, Kapurthala, Tel. No. 01822-230255, Email ID: dd.dairy.kpt@punjab.gov.in			
1.	Sh. Davinder Singh, Deputy Director Dairy (CDC)	Appellate Authority	94654-65707
2.	Sh. Sukhwinder Kumar, Dairy Dev. Inspector Grade-I	Public Information Officer	94630-22612
3.	Sh.Parminder Kaur, Clerk	Assistant Public Information Officer	98765-79902

Sr.	Name & designation of Official	Designation under RTI 2005	Mobile No.
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No.			
O/o Deputy Director Dairy, Hoshiarpur, Room No. 437, Ivth Floor Mini Secretariat, Hoshiarpur. Tel.No. 01882-220025, Email ID: dd.dairy.hsp@punjab.gov.in			
1.	Sh. Davinder Singh, Deputy Director Dairy (CDC) Addl.Charge	Appellate Authority	94654-65707
2.	Sh. Mintu, Junior Assistant	Public Information Officer	81469-86508
3.	Sh.Gurpreet Singh, Dairy Field Assistant	Assistant Public Information Officer	94787-26641
O/o Dairy Development Officer, Tarn Taran, Dairy Training & Extension Centre, Near Mall Mandi, Amritsar Road, Tarntaran, Tel.No. 01852-223093 Email-id: dd.dairy.trn@punjab.gov.in			
1.	Sh. Davinder Singh, Deputy Director Dairy (CDC) Addl.Charge	Appellate Authority	94654-65707
2.	Sh. Kuljeet Kaur, Senior Assistant	Public Information Officer	70874-51701
3.	Sh. Ishant Kumar, Clerk	Assistant Public Information Officer	84374-00458
O/o Dairy Training & Extension Centre, Near Mall Mandi, Amritsar Road, Tarntaran, Tel.No. 01852-223093 Email-id: dd.dairy.trn@punjab.gov.in			
1.	Sh. Davinder Singh, Deputy Director Dairy (CDC) Addl.Charge	Appellate Authority	94654-65707
2.	Sh. Kuljeet Kaur, Senior Assistant	Public Information Officer	70874-51701
3.	Sh. Ishant Kumar, Clerk	Assistant Public Information Officer	84374-00458
O/o Deputy Director Dairy, Bathinda, Mini Sectt., Room No. 302-E, New Building, Bathinda. Tel.No. 0164-2240645, Email ID: dd.dairy.bti@punjab.gov.in			
1.	Sh. Harpal Singh, Deputy Director Dairy(CDC)	Appellate Authority	98524-54544
2.	Sh. Siya Ram, Junior Assistant	Public Information Officer	98157-01423
3.	Smt. Garima Jain, Dairy Field Assistant	Assistant Public Information Officer	99887-37075
O/o Deputy Director Dairy, Barnala, Dairy Training & Extension Centre, Ranvir College Road Patiala gate Sangrur. Tel. No.01672-230925 Email ID: dd.dairy.brnl@punjab.gov.in			
1.	Sh. Harpal Singh, Deputy Director Dairy(CDC) Addl. Charge	Appellate Authority	98524-54544
2.	Sh. Lakhmeet Singh, Dairy Field Assistant	Public Information Officer	99148-01227
3.	Sh. Gurmeet Singh, Dairy Field Assistant	Assistant Public Information Officer	95929-55389
O/o Dairy Training & Extension Centre, Gill, Vill. Gill, PO Gadirwala, The. Bagha Purana(Moga). Tel. No. 01636-242480, Email ID: dd.dairy.moga@punjab.gov.in			
1.	Sh. Harpal Singh, Deputy Director Dairy(CDC) Addl. Charge	Appellate Authority	98524-54544
2.	Sh. Prince Sethi, Clerk	Public Information Officer	84271-00968
3.	Smt. Navdeep Kaur, Dairy Field Assistant	Assistant Public Information Officer	98782-12497
O/o Dairy Development Officer, Moga At Gill, Dairy Training & Extension Centre, Vill. Gill, PO Gadirwala, The. Bagha Purana (Moga). Tel.No. 01636-242480, Email ID: dd.dairy.moga@punjab.gov.in			
1.	Sh. Harpal Singh, Deputy Director Dairy(CDC) Addl. Charge	Appellate Authority	98524-54544
2.	Sh. Prince Sethi, Clerk	Public Information Officer	84271-00968
3.	Smt. Navdeep Kaur, Dairy Field Assistant	Assistant Public Information Officer	98782-12497

O/o Deputy Director Dairy, Jalandhar, Veterinary Hospital, Ladowali Road, jalandhar, Tel.No. 01824-228414 , Email ID: dd.dairy.jal@punjab.gov.in			
1.	Sh. Ram Lubhaya, Deputy Dierctor Dairy	Appellate Authority	94636-08890

	(CDC)		
2.	Sh. Sanjeev Kumar, Dairy Dev. Inspector Grade-II	Public Information Officer	98781-44601
3.	Sh. Parminder Singh, Clerk	Assistant Public Information Officer	98765-79902

Sr. No.	Name & designation of Official	Designation under RTI 2005	Mobile No.
O/o Deputy Director Dairy, Shri Mukatsar Sahib, I.F.T.C(Abul Khurana to Tapa Khera Road Abul Khurana (Shri Mukatsar Sahib), Tel.No. 01637-248423, Email ID: dd.dairy.mkt@punjab.gov.in			
1.	Sh. Nirvair singh, Deputy Director Dairy (CDC)	Appellate Authority	94651-17652
2.	Sh. Gurwinder Singh, Dairy Dev. Inspector Grade-I	Public Information Officer	98724-98995
3.	Sh. Prince, Clerk	Assistant Public Information Officer	80545-69798
O/o Dairy Training & Extension Centre, Abul Khurana, I.F.T.C(Abul Khurana to Tapa Khera Road Abul Khurana(Shri Mukatsar Sahib), Tel.No. 01637-248423, Email ID: dd.dairy.mkt@punjab.gov.in			
1.	Sh. Nirvair singh, Deputy Director Dairy(CDC) Addl. Charge	Appellate Authority	94651-17652
2.	Sh. Gurwinder Singh, Dairy Dev. Inspector Grade-I	Public Information Officer	98724-98995
3.	Sh. Prince, Clerk	Assistant Public Information Officer	80545-69798
O/o Deputy Director Dairy, Faridkot, Room No. 209 (Hall), 2nd Floor, Distt. Administration Complex, Faridkot. Tel. No. 01639-250380 , Email ID: dd.dairy.fdk@punjab.gov.in			
1.	Sh. Nirvair singh, Deputy Director Dairy(CDC) Addl. Charge	Appellate Authority	94651-17652
2.	Sh.Gurpal , Dairy Dev. Inspector Grade-II	Public Information Officer	98149-95616
3.	Miss. Kuldeep Kaur, Clerk	Assistant Public Information Officer	62842-32818
O/o Deputy Director Dairy, Ferozpur, District Administrative Complex, Block-A, Room No. 3-4 Ferozpur Cantt. Tel. No. 01632-244304, Email ID: dd.dairy.fzr@punjab.gov.in			
1.	Sh. Randeep Kumar, Deputy Director Dairy(CDC)	Appellate Authority	78272-60001
2.	Miss. Mamta Rani, Clerk	Public Information Officer	98557-84490
3.	-----	Assistant Public Information Officer	
O/o Deputy Director Dairy, Fazilka, Room No. 508-09, 4th Floor, Block-B. New DC Complex, Fazilka, Tel No. 01632-262140, Email ID: dd.dairy.fzk@punjab.gov.in			
1.	Sh. Randeep Kumar, Deputy Director Dairy(CDC)Addl. Charge	Appellate Authority	78272-60001
2.	Sh. Sumit Kumar, Clerk	Public Information Officer	95694-60200
3.	Sh. Manpreet Singh, Dairy Field Assistant	Assistant Public Information Officer	84274-60101
O/o Deputy Director Dairy, Sangrur, Dairy Training & Extension Centre, Ranvir College Road Patiala gate Sangrur, Tel. No. 01672-230925, Email ID: dd.dairy.sgr@punjab.gov.in			
1.	Sh. Jaswinder Singh, Deputy Director Dairy(CDC)	Appellate Authority	94635-10250
2.	Smt. Sakshi Singla, Clerk	Public Information Officer	98773-80071
3.	Sh. Charnjeet Dheer, Dairy Field Assistant	Assistant Public Information Officer	97794-00959
O/o Dairy Dev. Officer, Dairy Training & Extension Centre, Sangrur, Dairy Training & Extension Centre, Ranvir College Road Patiala gate Sangrur, Tel.No. 01672-230925, Email ID: dd.dairy.sgr@punjab.gov.in			

1.	Sh. Jaswinder Singh, Deputy Director Dairy(CDC)	Appellate Authority	94635-10250
2.	Smt. Sakshi Singla, Clerk	Public Information Officer	98773-80071
3.	Sh. Charnjeet Dheer, Dairy Field Assistant	Assistant Public Information Officer	97794-00959
Sr. No.	Name & designation of Official	Designation under RTI 2005	Mobile No.

O/o Deputy Director Dairy, Patiala, Quarter No. 313-321, Ghalori Gate, Opp. Mahindra College Gate, Patiala. Tel. No. 0175-2300517, Email ID: dd.dairy.ptl@punjab.gov.in

1.	Sh. Jaswinder Singh, Deputy Director Dairy(CDC) Addl. Charge	Appellate Authority	94635-10250
2.	Sh. Dalbir Kumar, Dairy Development Inspectr Grade-I	Public Information Officer	81461-00543
3.	Smt. Sunita Devi, Junior Assistant	Assistant Public Information Officer	94636-73667

O/o Chief Chemist-cum-Incharge, Government Analytic Labortary, Sangrur , Milk Plant, Sangrur, Tel. No. 01672-250090, Email ID: labsangrur@gmail.com

1.	Smt. Gursharanjeet Kaur, Chief Chemist-Cum-Inharge	Appellate Authority	98883-55370
2.	Smt. Savita Devi, Senior Assistant	Public Information Officer	99884-57693
3.	Sh. Rajinder Singh, Lab Technician	Assistant Public Information Officer	94638-64030

O/o Deputy Director Dairy, Ludhiana, 598-L, Model Town, near Chatar Singh Park, Ludhiana. Tel.No. 0161-2400223 Email. ID: dd.dairy.ldh@punjab.gov.in

1.	Sh. Balwinder Singh, Deputy Director Dairy(CDC)	Appellate Authority	94639-12753
2.	Sh. Sohan Singh, Clerk	Public Information Officer	95015-04017
3.	Sh. Bal Krishan, Dairy Field Assistant	Assistant Public Information Officer	81460-30086

O/o Dairy Dev. Officer, Dairy Training & Extension Centre, Bija, Tel. No. 01628-264566, Email ID: dd.dairy.bija@punjab.gov.in

1.	Sh. Balwinder singh, Deputy Director Dairy (CDC) Addl.Charge	Appellate Authority	94639-12753
2.	Sh. Jasvir Singh, Senior Assistant	Public Information Officer	94631-94550
3.	Smt. Ramandeep Kaur, Junior Assistant	Assistant Public Information Officer	98725-02714

O/o Deputy Director Dairy, Fatehgarh Sahib, Room No. 406, Distt. Administrative Complex, Fatehgarh Sahib, Tel No. 01763-220334, Email ID: dd.dairy.fgs@punjab.gov.in

1.	Sh. Tajinder Pal Singh, Dairy Development Officer (CDC)	Appellate Authority	99888-50992
2.	Sh. Charnjeet Singh, Dairy Development Inspector Grade-I	Public Information Officer	94644-70334
3.	Sh. Harwinder Singh, Clerk	Assistant Public Information Officer	85568-22307

O/o Deputy Director Dairy, Roopnagar, Zila Parishad, Ropar, Tel.No. 01881-222028 Email ID: dd.dairy.ropar@punjab.gov.in

1.	Sh. Gurinderpal singh, Dairy Development Officer (CDC)	Appellate Authority	98724-41034
2.	Sh. Davinder Singh, Dairy Development Inspector Grade-II	Public Information Officer	88473-94927
3.	Smt. Monika Rani, Dairy Field Assistant	Assistant Public Information Officer	82838-55950

/o Dairy Training & Extension Centre, Chatamli (Roopnagar), Vill. Chatamli, PO Kalewal (Ropar). Tel No. 0160-2660300 Email ID: dd.dairy.chm@punjab.gov.in

1.	Sh. Gurinderpal singh, Dairy Development Officer (CDC) Addl. Charge	Appellate Authority	98724-41034
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2.	Sh. Harpreet Singh, Dairy Development Inspector Grade-I	Public Information Officer	81466-97836
3.	Sh. Jagdish Singh, Dairy Field Assistant	Assistant Public Information Officer	98785-28364

r. No.	Name & designation of Official	Designation under RTI 2005	Mobile No.
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2.	Sh. Kashmir Singh, Dairy Development Inspector Grade-I	Public Information Officer	95925-13411
3.	Sh. Mandeep Singh, Dairy Field Assistant	Assistant Public Information Officer	98784-41386
O/o Dairy Development Officer, Sahid Bhagat Singh Nagar, Veterinary Polyclinic, Mohallo, Banga Road, Shaheed Bhagat Singh Nagar, Tel. No. 01823-225050, Email ID: dd.dairy.ns@punjab.gov.in			
1.	Sh. Harwinder Singh, Dairy Development Officer(CDC)	Appellate Authority	94178-78679
2.	Sh. Ram Sharan, Dairy Dev. Inspector Grade-II	Public Information Officer	94176-19757
3.	Sh. Ashutosh, Dairy Field Assistant	Assistant Public Information Officer	98764-88495
O/o Dairy Dev. Officer, Dairy Training & Extension Centre, Sardulgarh, Tel.No. 01659-251911, Email ID: dd.dairy.srg@punjab.gov.in			
1.	Sh. Binder Singh, Dairy Development Officer(CDC)	Appellate Authority	94678-91525
2.	Smt. Paramjeet Kaur, Senior Assistant	Public Information Officer	95692-82955
3.	Miss. Rajni Jindal, clerk	Assistant Public Information Officer	76961-96733
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1.	Sh. Binder Singh, Dairy Development Officer(CDC) Addl. Charge	Appellate Authority	94678-91525
2.	Sh. Kawaljeet Singh, Dairy Dev. Inspector Grade-II	Public Information Officer	98721-94068
3.	Sh. Sanjeev Kumar, Dairy Field Assistant	Assistant Public Information Officer	94645-94382
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1.	Sh. Waryam Singh, Dairy Development Officer(CDC)	Appellate Authority	98159-82593
2.	Smt. Savita Devi, Senior Assistant	Public Information Officer	95015-04017
3.	-----	Assistant Public Information Officer	

Manner of execution of subsidy programme(Scheme of DD-8 setting up of Dairy Units for sustainable Livestock and Employment generation.)

Annexure-J

Name of the programme of activity	Objective of the programme.	Procedure to avail benefits	Duration of the programme/scheme	Physical and financial target of scheme	Nature / scale of subsidy / Amount allotted	Eligibility criteria for grant of subsidy	Details of beneficiaries of Subsidy programme(Number profile etc)
DD-8 setting up of Dairy Units for sustainable Livestock and Employment generation .	Setting up new Dairy units in state for sustainable Livestock, Employment generation, reduce poverty among farmer in rural areas, support state govt efforts and to increase self employment and entrepreneurs hip opportunities .	After successful completion of training the farmer have to avail loan from financial institution. Apply for their subsidy in the prescribed proforma after securitize their case. Head office will transfer the said subsidy in the beneficiary account through RTGS/NEFT.	Started from financial year 2019-20 -	Physical target is to establish 90 dairy units and financial target is 315.00 Lac.	In this scheme 25 % subsidy provided to beneficiaries, Maximum approved rate of per animal Rs 70000/-	<p>The beneficiary should be,</p> <ul style="list-style-type: none"> • A resident of rural area of Punjab. • obtained training from the department/Punjab Dairy Development Board /GADVASU/PAU. • Have resources to meet the requirement of financial institution to raise finance. • should not be defaulter of any financial institution. • Sufficient surety for obtaining loan • 100 % loan necessary to get subsidy. 	So far Punjab Dairy Development Board has been provided subsidy to the 44 Dairy farmer in tune to Rs 132 Lac .

2.3	Manner of execution of subsidy programme [Section 4(i)9b)(xii)]	(i) Name of the Programme of Activity	Towards Climate Resilient Livestock Production System in Punjab
		(ii) Objective of the programme	"Towards Climate Resilient Livestock Production System in Punjab" with an objective, to enhance the livestock production under heat stress conditions and harness co-benefits through housing stray cattle in a climate friendly environment.
		(iii) Procedure to avail benefits	After completion of Construction of Climate Shed as per Scheme Guidelines beneficiary can apply for subsidy through District office of Dairy Development Department.
		(iv) Duration of the programme/ scheme	5 years October 1, 2015 (tentative) to October 31, 2021 (tentative)
		(v) Physical and financial targets of the programme.	Physical target is 150 Climate Resilient Sheds for farmers having 10 animals and 150 Climate Resilient Sheds for farmers having 05 animals and Financial Target assigned is Rs. 50531375/-
		(vi) Nature/ scale of subsidy/ amount allotted	As per Guidelines of the scheme the Department will provide subsidy of 75% with maximum amount 1,12500 for 5 animals Climate Resilient Cattle Shed and 2,25000 for 10 animals Climate Resilient Cattle Shed.
		(vii) Eligibility criteria for grant of subsidy	Beneficiaries and villages under this project was Identified by GADVASU. Those farmers who has Constructed their shed after 01.06.2016. He should be the owner of less than 5 acres of land. Climate Resilient Cattle Should be as per the dimension and design of GADVASU Has Constructed this Climate Shed by own sources or by taken loan. He should not be defaulter of any Bank.
		(viii) Details of Beneficiaries of subsidy programme (number, profile etc.)	Total 256 beneficiaries was provided subsidy for Climate ResilientCattle Shed.

Manner of execution of subsidy programme [Section 4(i)9b)(xii)]

Name of the Programme of Activity	Objective of the programme	Procedure to avail benefits	Duration of the programme/scheme	Physical and financial targets of the programme.		Nature/ scale of subsidy/ amount allotted	Eligibility criteria for grant of subsidy	Details of Beneficiaries of subsidy programme (number, profile etc.)
				Physical	Financial			
Mechanization of Fodder/ Forage Harvesting (Single Row Fodder Harvester and Self Propelled Forage Cutter)	Operations involved in the harvesting of the fodder, silage making and feeding dairy animals are labour intensive. Labour is becoming costly day by day. The availability of suitable labour at the right time is very crucial for dairy farm as the dairy farm operations are time bound Therefore Department has taken this initiative to promote Mechanization.	After purchase of Fodder Harvester/ Self Propelled Forage Cutter as per Scheme Guidelines beneficiary can apply for subsidy through District office of Dairy Development Department.	2015-16	100	100	Maximum 1 lac subsidy is given to beneficiaries for the 2015-16 50000/- subsidy for general category and 63000/- for SC Beneficiaries for the year 2016-17, 2017-18	<ul style="list-style-type: none"> Subsidy forms along with self Declaration available on our website www.pddb.in Beneficiary must have 10 Milch Animals. He must have availed 2 Weeks Dairy Training from Dairy Development Department/ Punjab Dairy Development Board. Three Committee members verify the assets of beneficiaries and recommended for subsidy 	Total 281 beneficiaries was provided subsidy during the year 2015-16 to 2017-18
			2016-17	200	100			
			2017-18	100	50 lac			

2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)	(i) Name of the programme of activity.	RKVY scheme
		(ii) Objective of the programme	To increase milk production and enhance the income of the dairy farmers
		(iii) Procedure to avail benefits	After Completion of RKVY scheme as per scheme Guidelines beneficiary can apply for subsidy through District office of Dairy Development Department
		(iv) Duration of the programme/ scheme	Year 2017-18-19 Rkvy scheme the interest
		(v) Physical and financial targets of the programme	Physical target is to be establish 87 dairy units and financial target is 65.00 lac.
		(vi) Nature/ scale of subsidy/ amount allotted	In this scheme 25% subsidy provided to beneficiaries Maximum approved rate of per animal Rs. 60,000/-
		(vii) Eligibility criteria for grant of subsidy	<p>The beneficiary should be,</p> <ol style="list-style-type: none"> 1. A resident of rural area of Punjab. 2. Obtained training from the department/ Punjab Dairy Development Board/GADVASU/PAU. 3. Have resources to meet the requirement of financial institution to raise finance. 4. Should not be defaulter of any financial institution. 5. Sufficient surety for obtaining loan 40% loan necessary to get subsidy
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	1. So far Punjab Dairy Development Board has been provided subsidy to the 76 Dairy Farmer in tune to =50,13, Lac

2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)	(i) Name of the programme of activity.	Cattle shed
		(ii) Objective of the programme	Modern and scientific housing is essential for the proper growth, health and productivity of milch animals. A well designed and well maintained cattle shed provide a healthy environment to the dairy animals which helps in lowering the disease incidence and health cover costs besides improving the productivity.
		(iii) Procedure to avail benefits	After Completion of Cattle shed as per scheme Guidelines beneficiary can apply for subsidy through District office of Dairy Development Department
		(iv) Duration of the programme/ scheme	Year 2017-18 start
		(v) Physical and financial targets of the programme	Physical target is to be establish 140 dairy units and financial target is 500.00 lac
		(vi) Nature/ scale of subsidy/ amount allotted	Maximum 1.50 lac (25% of the cost of project i.e. 6 lac)
		(vii) Eligibility criteria for grant of subsidy	<p>The beneficiary should be,</p> <ol style="list-style-type: none"> 1. A resident of rural area of punjab. 2. Obtained training from the department/ Punjab Dairy Development board/GADVASU/PAU. 3. Have resources to meet the requirement of financial institution to raise finance. 4. Should not be defaulter of any financial institution. 5. Sufficient surety for obtaining loan from self facilities.
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	6. So far Punjab Dairy Development Board has been provided subsidy to the 51 Dairy Farmer in tune to =75.50 Lac

2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)	(i) Name of the programme of activity.	Direct Marketing
		(ii) Objective of the programme	Milk producer need facility to cool the milk at the farm immediately on milking, bring the milk to the city with the temperature duly maintained and a reliable mechanism to deliver the quantity demanded by the consumer to his satisfaction. Milk Dispensing units have been made available which are capable of keeping the milk cool during transportation and the time taken for delivery and mechanism to automatically pour the milk in desired quantity. Thus the new facility delivers milk to the consumers in a hygienic condition without the touch of human hand directly from the milk producer. This system will be a win-win situation both for the milk producer and milk consumer.
		(iii) Procedure to avail benefits	After Completion of Direct Marketing as per scheme Guidelines beneficiary can apply for subsidy through District office of Dairy Development Department.
		(iv) Duration of the programme/ scheme	Year 2014-15 start
		(v) Physical and financial targets of the programme	Physical target is to be establish 25 dairy units and financial target is 100.00 lac
		(vi) Nature/ scale of subsidy/ amount allotted	Maximum 4.00 lac (50% of the cost of project i.e.8 lac)
		(vii) Eligibility criteria for grant of subsidy	<ol style="list-style-type: none"> 1. Should not be defaulter of any financial institution banned training from the. department/ Punjab Dairy Development Board/GADVASU/PAU 2.. Should not be defaulter of any financial institution. 3. Beneficiaries must have 50 Milch animals and have production of per day 500 Lt. of Milk.
		1. Details of beneficiaries of subsidy programme (number, profile etc)	1. So far Punjab Dairy Development Board has been provided subsidy to the 02 Beneficiaries in tune to 4,82,500 lac.

Dairy Development Department, Punjab, Name of Plan Scheme 2019-20

Annexure-K

Name of Scheme	Component of the Scheme		Revised Outlay	Funds Release	Total Expenditure
DD2-Provision of essential staff for remaining districts	i) Staff by outsourcing (109 persons) ii) Admn. exp. for above iii) T.A	- 87.00 lac -9.50 lac - 0.50 lac	7.00	97.00	92.92
DD3- Strengthening of Punjab Dairy Development Board	1) Running and Maintenance of Mobile labs 2) Repair & Maintenance of 2 dairy training and extension Infrastructure	- 15.00 lac -10.00 lac	25.00	25.00	25.00
DD5- (SCSP) Promotion of Dairy Farming as livelihood for SC Beneficiaries	i) Free training to 1200 trainees@ Rs. 4250/- each	-51.00 lac	51.00	51.00	43.08
DD6- Dairy Extension, Training and Awareness	1) Propagation of dairy farming :- i) Mass Media Expenses ii) One day Block Level Milk Producers Awareness camps (300 Camps) iii) Distt. Level Seminar 5 X 2.50 lac iv) Exposure Visit officers/ officials (within/ outside state)	- 3.50 lac - 30.00 lac -12.50 lac - 4.00 lac	50.00	50.00	50.00
DD-8 New State Scheme: "Setting up of new Dairy Units in the State for Sustainable livestock and employment generation."	Setting of New Dairy Units with 20 dairy animals (Cows as well as buffaloes)	-315.00 lac	315.00	315.00	315.00
Total			538.00	538.00	526.00