

Dairy Development Department, Punjab

Obligations of Public Authorities



MANUAL UNDER
RIGHT TO INFORMATION ACT, 2005

English Version

17-01-2020

**Livestock Complex, 4th Floor, Near Army Institute of Law,
Sector 68, SAS Nagar**
Phone No. 0172-5027285, 2217020
Email ID: dir.dairy@punjab.gov.in
website: www.pddb.in

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, Department of Dairy Development, 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.

Index

S.no	Details of Information	Page no
1	1st Manual: Particulars of the Public Authority	5
1.1	Name and address of the organization	5
1.2	Head of the organization	5
1.3	Key Objectives	5
1.4	Functions and duties	5
1.5	Organization chart	7
2	2nd Manual: Powers & duties of officers & employees	8
2.1	Powers and duties of officers (administrative, financial & judicial)	8
2.2	Powers and duties of other employees	9
2.3	Rules/orders under which powers and duties are derived	10
3	3rd Manual: Procedure followed in decision making	11
3.1	Process of decision making	11
3.2	Final decision making authority	11
3.3	Related provisions, acts, rules etc	11
3.4	Time limit for taking a decision, if any	11
3.5	Channels of supervision and accountability	11
4	4th Manual: Norms for discharge of functions	12
4.1	Nature of functions/services offered	12
4.2	Norms/standards for functions / service delivery	12
4.3	Time-limits for achieving the targets	12
4.4	Reference document prescribing the norms	12
5	5th Manual: Rules, regulations, instructions, manuals and records under its control/ used by employees while discharging functions	12
5.1	Title and nature of the record / manual / instruction Gist of contents	12
6	6th Manual: Categories of documents held by the Authority or which are under its control	13
6.1	Title of the document	13
6.2	Category of document	13
6.3	Custodian of the document	13
7	7th Manual: Arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof	14
7.1	Relevant rule, circular etc	14
8	8th Manual: Boards, Councils, Committees and Other Bodies constituted as part of the Public	15
8.1	Name of the Board, Council, committee etc	15
8.2	Composition Powers & functions	15
8.3	Whether their meetings are open to the public?	15
8.4	Whether the minutes of the meeting are open to the public	15
8.5	Place where the minutes if	15
8.6	Open to the public are available?	15
9	9th Manual: Directory of Officers and employees	16
9.1	Name and designation	16
9.2	Telephone, fax and email ID	16
10	10th Manual: Monthly Remuneration received by officers & employees including system of compensation	23
10.1	Name and designation of the employee	23
10.2	Monthly remuneration	23
10.3	System of compensation as provided by in its regulations	26
11	11th Manual: Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc.	27
11.1	Total Budget for the Public Authority	27
11.2	Budget for each agency and plan & programmes	27

11.3	<i>Proposed expenditures</i>	27
11.4	<i>Revised budget for each agency, if any</i>	27
11.5	<i>Report on disbursements made and place where the related reports are available</i>	27
12	12th Manual: Manner of execution of subsidy programmes	28
12.1	<i>Name of the programme or activity</i>	28
12.2	<i>Objective of the program</i>	28
12.3	<i>Procedure to avail benefits</i>	28
12.4	<i>Duration of the programme/scheme</i>	28
12.5	<i>Physical and financial targets of the program</i>	28
12.6	<i>Nature/scale of subsidy/amount allotted</i>	28
12.7	<i>Eligibility criteria for grant of subsidy</i>	28
12.8	<i>Details of beneficiaries of subsidy program (Number, Profile etc.)</i>	28
13	13th Manual: Particulars of recipients of concessions, permits or authorisation granted by the Public Authority	29
13.1	<i>Concessions, permits or authorizations granted by Public Authority</i>	29
13.2	<i>For each concessions, permit or authorization granted</i>	29
13.3	<i>Eligibility criteria</i>	29
13.4	<i>Procedure for getting the concession/grant and/or permits or authorizations</i>	29
13.5	<i>Name and address of the recipients given concessions/ permits or authorizations</i>	29
13.6	<i>Date of award of concessions/ permits or authorizations</i>	29
14	14th Manual: Information available in electronic form	30
14.1	<i>Details of information available in electronic form</i>	30
14.2	<i>Name/title of the document/record/other information</i>	30
14.3	<i>Location where available</i>	30
15	15th Manual: Particulars of facilities available to citizens for obtaining information	31
15.1	<i>Name & location of the facility</i>	31
15.2	<i>Details of information made available</i>	31
15.3	<i>Working hours of the facility</i>	31
15.4	<i>Contact Person & contact details (phone, fax, email)</i>	31
16	16th Manual: Names, designations and other particulars of public information officers	32
16.1	<i>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</i>	32
17	17th Manual: Any other useful information	40
17.1	<i>Citizen's charter of the public authority</i>	40
17.2	<i>Grievance redressal mechanisms</i>	40
17.3	<i>Details of applications received under RTI and information provided</i>	40
17.4	<i>List of completed schemes / projects / programmes</i>	40
17.5	<i>List of schemes/projects/programmes underway</i>	40
17.6	<i>Details of all contracts entered into including name of the contractor, amount of contract and period of completion of Contract</i>	40
17.7	<i>Any other Information</i>	40
18	Reasons for administrative or quasi-judicial decisions taken; communicated to affected persons	108
19	Important policies or decisions which affect public	108

1st Manual: Particulars of the Public Authority

- 1.1 **Name and address of the organization:-** Department of Dairy Development, Punjab,
Livestock Complex, 4th Floor,
Near Army Institute of Law, Sector 68, SAS Nagar.
- 1.2 **Head of the organization:** Director,
Dairy Development Department, Punjab.
- 1.3 **Key Objectives:** The main objective of this department is the overall development of dairying in the state.
- 1.4 **Functions and duties:**

The Dairy Development Department was set up in the year 1964 by separating it from the Animal Husbandry Department with the objective of overall development of dairying in the State. The department assists the Administrative Department and is mainly responsible for the development of dairying. The department is currently headed by Shri Inderjit Singh, Director, Dairy Development Department, Punjab. He is assisted by one Joint Director Dairy and one Deputy Director Dairy at the headquarter. These officers are assisted by one Superintendent Grade-I, Two Superintendent Grade-II, Eight Senior Assistants, twelve Clerks, One Senior Scale Stenographer, One Junior Scale Stenographer, One Driver, One Restorer and other Seven Group-D employees.

At the field level, Director Dairy Development is assisted by Sixteen Deputy Directors Dairy, Ten Dairy Development Officers, Eighty Two Dairy Development Inspectors and Eighty Six Dairy Field Assistants. In addition to this, in each district One Clerk, One Steno-typist, One Driver, One Peon, One Project Operator and One Sweeper-cum-Chowkidar are also under the control of Director Dairy Development. There are Nine Dairy Training and Extension Centres located at Bija (Ludhiana), Sardulgarh (Mansa), Phagwara (Kapaurthala), Tarn Taran, Chatamli (Ropar), Verka (Amritsar), Gill (Moga), Sangrur and Abul Khurana (Mukatsar). Each Centre is headed by Dairy Development Officer who is assisted by One Dairy Development Inspector, One Senior Assistant, One Clerk, One Projector Operator, One Cook, One Mali, One Peon and one Sweeper-cum-Chowkidar.

At the district level Dy. Director Dairy is the Head of the District and is responsible for carrying out the departmental functions in the district viz. providing education, training and extension services to the dairy farmers and prospective dairy farmers to motivate them assist them to establish mini and commercial dairy farm by raising loans from the financial institutions and to adopt latest techniques of dairy farming.

Milk consumer awareness camps are also organized by the District Heads in various cities/towns of the district in which free facility for testing milk are provided to the

consumers. This arouses awareness among the milk consumers about the quality of milk they buy.

Dairy Development Officers In-charge of the Dairy Training and Extension Centres are responsible to provide training to the candidates sponsored by the various district heads. Trainees are charged a nominal fee of Rs.1000/- for a course of two weeks duration. This fee is Rs.750/- only for trainees belonging to scheduled castes.

Government Analytical Laboratory, Sangrur & Amritsar:-

State Government have established Government Analytical Laboratory at Sangrur and Amritsar which is headed by a Chief Chemist-cum-In-charge and is under the control of Director, Dairy Development. Chief Chemist is assisted by two Assistant Chemists, two Laboratory Technician and two Laboratory Attendants and other supporting staff for maintaining the office. Above order has become inoperative because Govt. of India has removed these items from the purview of Essential Commodities Act.

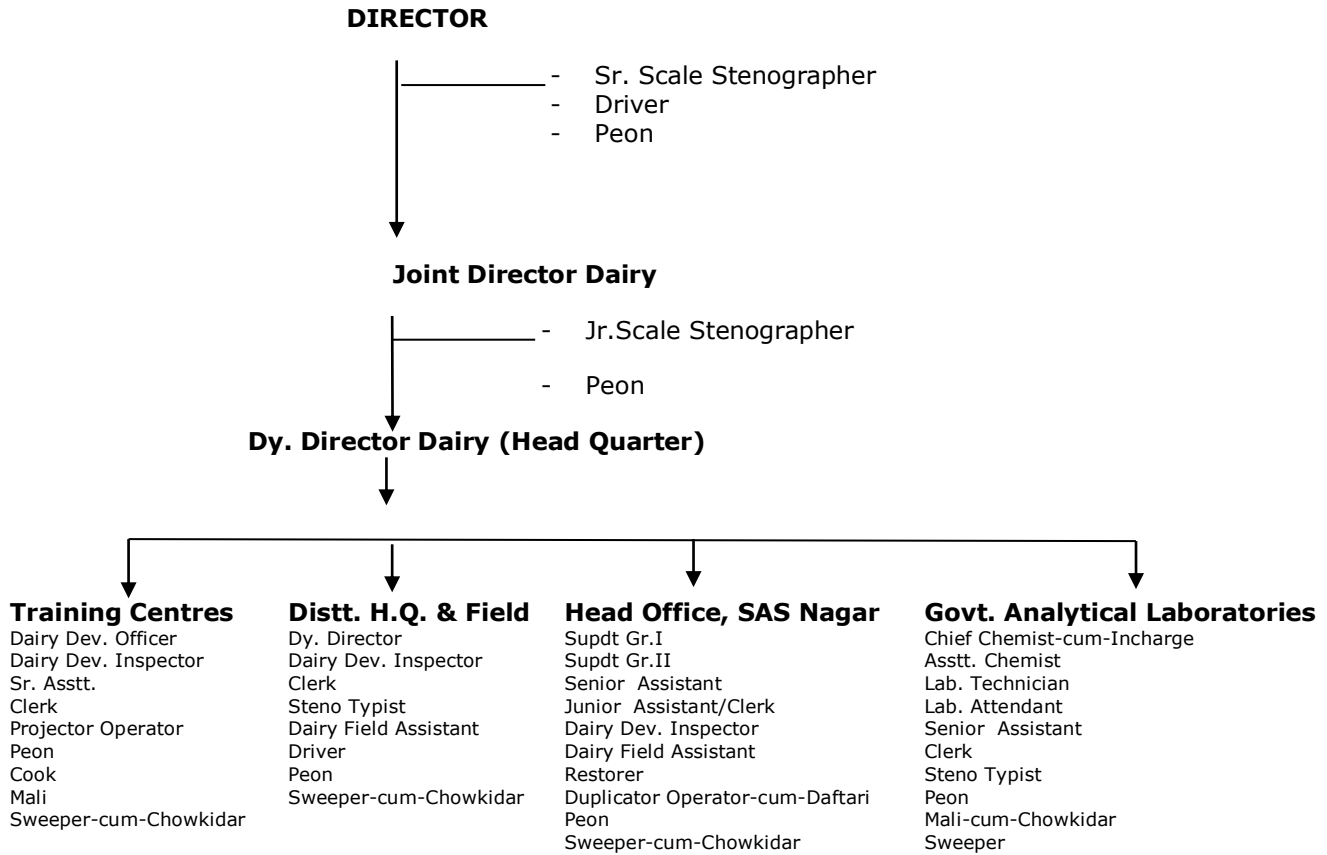
The Department performs the following main functions:-

- 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.

The Department gets the activities/ programmes for the performance of all the functions implemented through Punjab Dairy Development Board, the details of which can be seen at www.pddb.in and www.punjab.gov.in

1.5 Organization chart:

ORGANISATIONAL STRUCTURE



2nd Manual: Powers & duties of officers & employees

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

S.No	Designation	Powers (administrative, financial & judicial)	Duties
1.	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

2.2 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

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)	Project Operator	To operate the projector/ Audio Visual Aid	As in Col No.3
16)	Duplicator operator-cum-Daftri	To operate the duplicating machine/photostate machine and maintain the Dak/ Receipt/ Despatch record.	As in Col No.3
17)	Cook	To cooking meal for trainees at training centres.	As in Col No.3
18)	Peon	To assist the officers/officials in office work and deliver the local dak to other offices.	As in Col No.3
19)	Chowkidar-cum-mali	To watch the office at night and maintain the plants.	As in Col No.3
20)	Sweeper-cum-chowkidar	To clean and watch the office.	As in Col No.3
21)	Sweeper	To clean the office.	As in Col No.3
22)	Mali	To maintain the plants.	As in Col No.3

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

Sr. No	Rules	Notification No./Date
1.	2.	3.
1.	Punjab Dairy Development, Non-Ministerial (State Service Class-III) Rules 1981	G.S.R.97/Const./Art.309/81., Date 6th November, 1981
2.	Punjab Dairy Development, Non-Ministerial (State Service Class-III) (First Amendment) Rules 1989	G.S.R.52/Const./Art.309/Amd.(2)/89, Date 1st June, 1989
3.	Punjab Dairy Development, Non-Ministerial (State Service Class-III) (First Amendment) Rules 1992	G.S.R.24/Const./Art.309/ Amd.(3)/92, Date 3rd March, 1992
4.	Punjab Dairy Development, (Ministerial) (State Service Class-III) Rules 1983	G.S.R.8/Const./Art.309/83, Date 14th January., 1983
5.	Punjab Dairy Development, (Group-A) Service Rules 2004	G.S.R.57/Const./Art.309/2004, Date 6th December, 2004
6.	Punjab Dairy Development, (Group-B) Service Rules 2005	G.S.R.23/Const./Art.309/2005, Date 1st July., 2005

3rd Manual: Procedure followed in decision making

3.1 **Process of decision making:** Every document of fresh receipt which may come to the Head Office either from the subordinate offices of the department. Or from the public; is diaries and handed over to the concerned section where the same is put up on the relevant file. The dealing assistant examined the communication with reference to the rules. Regulation, instructions, orders and precedents. In the light of these the dealing assistants makes his proposals which is examined by the Superintendent who either agreed with the position made out by the dealing assistants or makes is on points. Thereafter the case is examined by the Joint Director who also examined and either agrees to the proposal of his Superintendent or dealing assistant or makes fresh suggestion. The case then goes to the Head of the Department through after considering all the aspects of the issue and applying his mind takes the decision. The file then comes down and the decision is conveyed to the head quarters. This is how the process of decision making works in this department.

So far as the channels of supervision and accountability are concerned the position is given below:-

Head Office:	Clerk-Assistant-Superintendent-Deputy Director-Joint Director-Director
District (Technical):	Dairy Field Assistant-Dairy Development Inspector-Deputy Director-Director
District (Ministerial):	Clerk-Deputy Director-Director
Dairy Training and:- Extension Centre	Clerk/Senior Assistant-Dairy Development Inspector-Dairy Development Officer-Director

- 3.2 **Final decision making authority:** Director, Dairy Development Department, Punjab.
- 3.3 **Related provisions, acts, rules etc:** As per Sr. No. 2.3
- 3.4 **Time limit for taking a decision, if any:** As per Citizen Charter
- 3.5 **Channels of supervision and accountability:** The work of the subordinate staff is being supervised by the senior officers of the department.

4th Manual: Norms for discharge of functions

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)	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.	As prescribed in the Citizen Charter.	As fixed in Citizen Charter.	Citizen Charter

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: As per Sr. No. 2.3

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

All the documents of all the categories of Group-A, Group-B, Group-C and Group-D employees working in the Dairy Development Department are held by this department and are 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

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: N.A.

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

8.1 Name of the Board, Council, committee etc.

Name & Address of the Affiliated Body	Punjab Dairy Dev. Board
Type of Affiliated Body (Board Council Committees other Bodies)	State Undertaking established under an act of the State Legislation
Brief Introduction of the affiliated body (Establishment Year Objective/Main Activities)	As given in the Manuals of the Punjab Dairy Development Board i.e. www.punjab.gov.in and www.pddb.in
Role of the Affiliated Body (Advisory/Managing/ Executive/others)	As given in the Manuals of the Punjab Dairy Development Board i.e. www.punjab.gov.in and www.pddb.in
Structure & Member Composition.	As given in the Manuals of the Punjab Dairy Development Board i.e. www.punjab.gov.in and www.pddb.in
Head of Body	Chief Minister, Punjab, (Ex-Officio Chairman)
Frequency of meeting	Not Specified
Can public participate in the meeting	Non Official Members nominated to the board participate in the meetings.
Are minutes of the meetings prepared	yes

8.2 Composition Powers & functions: As mentioned above.

8.3 Whether their meetings are open to the public : No

8.4 Whether the minutes of the meeting are open to the public: No

8.5 Place where the minutes if: NA

8.6 Open to the public is available: NA

9th Manual: Directory of Officers and employees

9.1 Name and designation

9.2 Telephone, fax and email ID

Directory of the officers/officials of the Department of Dairy Development Department, Punjab

S. No.	Name of officer/official	Designation	Residential address	Tel. No. & Email ID
1.	Inderjit Singh	Director, Dairy Dev. Deptt. Punjab	H.No.3437, Sec-24/D, CHD.	0172-2724438 Dir.dairy@Punjab.gov.in
2.	Karnail Singh	Joint Director Dairy	H.No. 3707, Sector 22-D, Chandigarh	97790-46123
3.	Heera Neelam	Superintendent Grade-2	H.No. 573, Gobind Nagar, Naya Gaon, Distt. MHL.	85590-93967
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. 2262-A, Sector-20 C, Chandigarh.	99880-66399
10.	Jaswinder Singh	Senior Asstt.	H.No. 2599, Phase-7, SAS Nagar	97811-04492
11.	Baljinder Singh	Senior Asstt.	VPO Rajindergarh, Distt. Fatehgarh Sahib	97811-53740
12.	Anil Kumar	Senior Asstt.	H.No. 102, Vehara Kalander Shah, Malgilzian, Bassi Pathana, Distt. Fatehgarh Sahib	98033-63683
13.	Vineet Kumar	Dairy Dev.Insp. I	H.No.3212, Sector-15-D, CHD.	85670-85670
14.	Deepak Verma	Dairy Dev.Insp. II	H.No. HL-109, Phase-1, Mohali	99153-32637
15.	Devinder Singh	Junior Asstt.	H.No. 307, W-4, Near Rest House Morinda	98558-00846
16.	Parminder Singh	Junior Asstt	H.No. 2561/A, Sec- 24/C, CHD	98725-71817
17.	Navpuneet Singh	Dairy Field Asstt.	Vill Bair Majra, P.O Hallo Majra, Chandigarh (U.T)	95926-07820
18.	Satinder Singh	Steno-Typist	H.No. 2422/B, Sec-39/C, Chandigarh	97813-25568
19.	Kamal Kumar	Clerk	H.No. 2169, Sector 23-C, Chandigarh	99889-45632
20.	Narayan Parsad	Clerk	H.No. 2009/A, SEC 24/B, CHD	75086-54896
21.	Gaytri Devi	Clerk	H.No. 1173, SEC 68, Mohali.	90344-32852
22.	Amandeep Kaur	Clerk	H.No. 1(A), St.No. 29, Anand Nagar-B. Patiala.	96533-95580
23.	Jaswinderpal Singh	Clerk	H.No. HE-269, Phase-1, Mohali	90410-61105
24.	Gurwinder Singh	Clerk	H.No. 490, St.No. 2, Tripari Town, Patiala.	97800-77994
25.	Satinder Kumar	Restorer	H.No. 81, Vill Kishangarh, P.O. Mani Majra, U.T.Chd.	98784-39707
26.	Sandeep Kumar	Driver	c/o Kuldip Kumar, H.No.336/A, VPO Behlana, Near Air Port Chandigarh (U.T)	98884-78676
27.	Sant Bahadur	Duplicator-cum- Daftari	H.No. 2642, Sec-28/C, CHD.	97807-39846
28.	Sandeep Kumar	Peon	H. No. 3287, Sector-70, MHL.	--
29.	Mahesh Kumar	Peon	H.No. 2572, Sector 27-C, Chandigarh	62843-03939

30.	Som Bahadur	Peon	H.No. 141, Kishangarh, Chandigarh	98723-65991
31.	Prem Singh	Peon	H.No. 664/16-D, Chandigarh	98788-64989
32.	Brijesh Kumar	Sweeper-cum-Chowkidar	H.No. 705/20 Babu Dham Colony, Sec-26, CHD.	98720-23410
Distt. Ropar (dd.dairy.ropar@punjab.gov.in)				
1	Kuldip Singh	Deputy Director Dairy	H.No. 1498, B-29, Harkrishan Nagar, Ludhiana	98557-32565
2	Gurinderpal Singh	Dairy Dev.Insp-I.	V. Kahanpur Khuhi, P.O Nahloti (Anand Pur Sahib)	98724-41034
3	Tajinderpal Singh	Dairy Dev.Insp-I.	H.No. 992, Sector 79, Mohali.	99888-50992
4	Sewa Singh	Dairy Dev. Insp-I	Surjit Nagar, Morinda	94634-54290
5	Harpreet Singh	Dairy Dev.Insp-II	C/o S. Beant Singh,Vill Chatamli, P.O Kalewal (Ropar)	82838-05640
6	Kashmir Singh	Dairy Dev.Insp-II	H.No. 42, Mata Gujri Enclave, Mundi Kharar	95928-13411
7	Davinder Singh	Dairy Dev. Insp-II	Vill Rasoolpur, P.O Roopnagar	88473-94927
8	Manjit Singh	Dairy Field Asstt.	H.No. 3258/1, Sector 38-D, Chandigarh	94639-70256
9	Mandeep Singh	Dairy Field Asstt.	H.No.4738, MIG (IND) Sector-70, SAS Nagar	98784-41386
10	Jagdish Singh	Dairy Field Asstt.	Vill Chatamli, P.O Kalewal, Near Kurali(Ropar)	98888-42986
11	Simardeep Singh	Dairy Field Asstt.	H.No.2434, Phase-10 Mohali	99150-04432
12	Sanjeev Sharma	Dairy Field Asstt	# 1442, Sector 4, Panchkula (Hr)	-
13	Gurdeep Singh	Driver	Vill. Hushainpur, P.O. Malakpur, Distt. Ropar	94631-90264
14	Baljit Kaur	Peon	H.No.36, Sector-41/D, Chd.	97815-82674
15	Surinder Singh	Peon	# 907A , W.No.6, Guru Nanak Dev Colony, Kharar	94642-91583
16	Tarsem Lal	Sweeper-cum-Chowkidar	Ward No. 9, Balmiki Basti, Morinda, Roopnagar	84270-06163
Distt. Fatehgarh Sahib (dd.dairy.fgs@punjab.gov.in)				
1	Harpal Singh	Dairy Dev. Officer	Vill. Bahadurpur, PO Khas, Distt. Sangrur	99885-27485
2	Charanjit Singh	Dairy Dev.Insp.I	#4186, W.No.17, Railway Road, Sirhand	94644-70334
3	Harwant Singh	Dairy Dev. Insp.II	H.No.1601, Phase-10, Mohali	98723-63515
4	Sarbjit Kaur	Steno Typist	Guru Tegbahadur Nagar, W No.10, Sector 14 Kharar, Distt. Mohali	94633-30124
5	Anil Kumar	Jr. Asstt	#264, W No.11, Master Colony, Kurali Distt. Mohali	98888-56112
6	Harwinder Singh	Clerk	Kailass Nagar, St.No. 2 W.No. 8, Teh. Payal. Distt. Ludhiana.	85568-22307
7	Jagman Singh	Dairy Field Asstt	VPO Sihora, Teh. Payal, Distt. Ludhiana	89688-30299
8	Monika Rani	Dairy Field Asstt	VPO. Aasron, Teh. Balachor Distt. Nawan Shehar	82838-55950
9	Nirmala Devi	Peon	Guru Amardas Colony, Green Market Neelpur, Rajpura	96467-98353
Distt. Ludhiana (dd.dairy.ldh@punjab.gov.in)				
1	Dilbag Singh	Dy.Dir.Dairy	Golden Bagh, St.No.4, Kaccha Malik Road, Jagraon (Ludhiana)`	98151-68220
2	Santokh Singh	Dairy Dev.Insp.I	H.No. 43 , St No.2-L, Isher Nagar, Ludhiana	94172-41473
3	Sohan Singh	Clerk	Bumna Patti Samana, Distt. Patiala	95015-04017
4	Sukhwinder	Dairy Dev.Insp.II	VPO Boor Majra, Distt. Ropar	94178-20527

	Singh			
5	Surinder Singh	Dairy Dev.Insp.II	156, Jethi Nagar, Malerkotla Road, Khanna	96462-33999
6	Bal Krishan	Dairy Field Asstt.	276/27, Inderpuri, Chandigarh Road, Khanna	81460-30086
7	Baljith Singh	Sweeper-cum Chowkidar	V.P.O. Bija Distt. Ludhiana	97798-57152
8	Vipan Kumar	Peon	205, Charan Nagar, St. No. 1, Tibba Road, Ludhiana	96466-76803
Distt. Patiala (dd.dairy.ptl@punjab.gov.in)				
1	Dalbir Kumar	Dairy Dev.Insp.I	H.No. 2326, Janakpuri Colony, Opp. Thana, Rajpura Town, Patiala	81461-00543
2	Lakhmir Singh	Dairy Dev.Insp.II	Baba Deep Singh Colony, Plot No. 31, Near Gagan Chowk, Rajpura, Patiala	98725-22152
3	Jai Kishan	Dairy Dev.Insp.II	H.No. 15, Gali No.2A, Gurbaksh Colony, Patiala	98153-92756
4	Sunita Devi	Clerk	H.No. 112A, Street No. 2 B, Tripari Rattan Nagar Extension, Patiala	94636-73676
5	Kulwinder Singh	Dairy Field Asstt	Ward No. 7, Near Indane Gas Agency, Khanori Mandi, Teh. Munak, Sangrur	95920-01358
6	Karam Singh	Peon	H.No. 5, Near Janta High School, Rajpura, Patiala	95922-30088
Distt. Sangrur (dd.dairy.sgr@punjab.gov.in)				
1	Jaswinder Singh	Dairy Dev.Officer	VPO Bahadurpur, Teh. & Distt. Sangrur	94635-10250
2.	Harmesh Singh	Dairy Field Asstt.	VPO Nizampur, Teh. Payal, Distt. Sangrur	98788-60929
3.	Charanjit Dheer	Dairy Field Asstt.	Gali No.6, Punia Colony, Sangrur	97794-00959
4	Gurmeet Singh	Dairy Field Asstt	VPO Kotdunna, Tappa, Distt. Barnala	95929-55389
5	Lakhmeet Singh	Dairy Field Asstt.	H.No. 100, Tota Singh wali Gali, Rampura Phool, Distt. Bathinda	99148-01227
6	Sakshi Singla	Clerk	46/9, Near Shiv Mandir, Krishna Basti, Samana	98773-80071
7	Kanchan Rani	Steno-Typist	VPO Chhanjali, Teh. Sunam, Distt. Sangrur	98765-33240
8	Gurwinder Singh	Driver	Sant Attar Singh Nagar, Street No. 4, Gogga, Mari Road, Sunam	94176-54517
9	Dinesh Kumar	Peon	Indira Colony, Phuaa Chowk, Sangrur	99155-10129
10	Sukhwinder Singh	Peon	VPO Kakra, Teh. Bhawanigarh, Distt. Sangrur	79731-31470
Distt. Mansa (dd.dairy.mansa@punjab.gov.in)				
1.	Paramjit Kaur	Jr.Asstt.	Ward No.6, St. No. 16, Loha Dhalayi wali Gali, Mansa	95692-82955
2.	Kawaljeet Singh	Dairy Field Asstt	VPO. Khara, Distt. Mansa.	98721-94068
3.	Sanjeev Kumar	Dairy Field Asstt.	Pind wali Gali, Mansa	94645-94382
4.	Navdeep Singh	Peon	Neelawal Road, Sunam	97795-62941
Distt. Bathinda (dd.dairy.bti@punjab.gov.in)				
1	Dev Raj	Dairy Dev.Insp. G-I	Gulshan Street, Rampura Phul, Distt. Bhatinda	98720-98188
2	Siya Ram	Junior Assistant	Ajit Road, Street No. 10A, Bathinda	86991-82762
3	Paramjit Kaur	Dairy Field Asstt.	# 12058, Street No. 9, Shaheed Bhagat Singh Nagar, Distt. Bathinda	97819-52452
4	Garima Jain	Dairy Field Asstt.	# 90 Veer Colony, Amrik Singh Road, Bathinda	99887-37075

5	Sudesh kumar	Sweeper-cum-Chowkidar	Sundar Basti, Near Balmik Mandir, Distt. Sangrur	90413-52764
Distt. Faridkot (dd.dairy.fdk@punjab.gov.in)				
1	Gurpal Singh	Dairy Field Asstt.	VPO Sangudhaun, Distt. Sri Mukatsar Sahib	98149-95616
2	Gurpreet Singh	Sweeper-cum-Chowkidar	VPO Kangan Khera, PO. Kanganpura, Distt. Sri Muktsar Sahib	96461-53443
Distt. Ferozepur (dd.dairy.fzr@punjab.gov.in)				
1	Bir Partap Singh	Dairy Dev.Insp.I	VPO Kot Isse Khan, Teh & Distt. Moga	98761-21084
2	Kuldeep Singh	Dairy Dev.Insp.II	Harnam Nagar, W.No.3, Sirhand City, Fatehgarh Sahib	98729-17245
3	Mamta Rani	Clerk	Ward No. 12, Mallanwala Khas, Teh. Jira, Distt. Ferozepur	98557-84490
4	Balwinder Singh	Driver	V& P.O. Mangewal, Teh. Payel, Distt. Ludhiana.	97795-92074
5	Mohan Lal	Peon	H.No. K-30, Mohalla Khokhran wala, Faridkot	94643-05697
Distt. Fazilka (dd.dairy.fzk@punjab.gov.in)				
1	Manpreet Singh	Dairy Field Asstt.	VPO Sahib Chand, Teh. Gidderbaha, Distt. Sri Mukatsar Sahib	84274-60101
2	Sumit Kumar	Clerk	VPO Chuhari wala, Khanna, Teh. & Distt. Fazilka	95694-60200
Distt. Amritsar (dd.dairy.asr@punjab.gov.in)				
1	Amandeep Singh	Dairy Dev.Insp-I	VPO Harsa Chhina, Teh. Ajnala, Distt. Amritsar	98141-63454
2	Kulbir Singh	Dairy Dev.Insp-II	VPO Ajnala, Chugawan Road, Amritsar	97815-10348
3	Navjot Singh	Dairy Dev.Insp-II	H.No. 68, Block-C, Sandhu Enclave Majitha Road, Bypass Amritsar	99153-03267
4	Sukhbir Kaur	Steno-Typist	H.No.150, Pritam Enclave Opp. Ryan International School, Jalandhar By Pass, Distt. Amritsar	98150-39678
5	Barjinder Singh	Dairy Field Asstt.	# 639/ 19, Street No. 2, Rulia Ram Colony, Jail Road, Gurdaspur	80548-00880
6	Parminder Singh	Clerk	Prem Nagar, Kotakpura, Distt. Faridkot	62833-48068
7	Balbir Singh	Driver	H.No. 633-A, Ward No.2, Bahmniwala Road, Patti, Distt. Tarn-Taran.	90414-02294
8	Kuber Singh	Peon	# 602,Gali No.3, Mohalla Hari Mandir Street, Majitha Road, Amritsar	62397-74530
Distt. Gurdaspur (dd.dairy.gsp@punjab.gov.in)				
1	Dalbir Singh	Dairy Dev. Insp.-I	Ramsharnam Colony, Kahnuwal Road, Distt. Gurdaspur	94642-49220
2	Kulwinderbir Singh	Dairy Dev. Insp.-I	Shastri Nagar, Batala, Distt.Gurdaspur	99144-11115
3	Gurcharan singh	Dairy Dev. Insp.-II	VPO dadu jodh, Distt. Gurdaspur	88729-18300
4	Rajiv Kumar	Dairy Field Asstt.	H.No. 10, Mohalla Bazi, Dera Baba Nanak, Distt. Gurdaspur	84271-70001
5	Anamika Sharma	Dairy Field Asstt.	# 451/1, Rulia Ram Colony, Near Ambedkar Bhawan Distt.Gurdaspur	75089-73471
6	Jyoti Sharma	Dairy Field Asstt.	VPO Nabipur, Distt. Gurdaspur	94657-25610

7	Sher Singh Azad	Dairy Field Asstt.	VPO Behrampur, Distt. Gurdaspur	98783-45930
Distt. Pathankot (dd.dairy.ptk@punjab.gov.in)				
1.	Davinder Kumar	Dairy Dev. Insp.-II	H.No. 196, Sundar Nagar Dhangu Road, Pathankot, Distt. Pathankot	98882-52112
2.	Karan Partap Singh	Dairy Field Asstt.	Vill. Akhrota, PO. Rattangarh, Distt. Pathankot	98762-60243
Distt. Kapurthala (dd.dairy.kpt@punjab.gov.in)				
1	Balwinder jit	Dy. Director Dairy	Quarter No. 4-B, Model Town, Jalandhar	98141-71300
2	Ranjit Singh	Jr. Asstt.	V. Joanian, PO Jorha chhitran, Distt. Gurdaspur.	98146-22622
3	Sukhwinder Kumar	Dairy Dev. Insp-II.	Village Krarhi, PO Kishangarh, Distt. Jalandhar	94630-22612
4	Kapalmeet Singh	Dairy Dev.Insp.II	VPO Chhander, Teh. Ajnala, Distt. Amritsar.	98723-23956
5	Ashok Kumar	Dairy Field Asstt.	Raika Mohalla, Kapurthala	98149-71395
6.	Satnam Singh	Sweeper-cum-Chowkidar	VPO. Harsa Mansar, Teh. Mukerian, Distt. Hoshiarpur	89686-14918
Distt. Jalandhar (dd.dairy.jal@punjab.gov.in)				
1	Waryam Singh	Dairy Dev.Insp-I	29 Shanti Vihar, Maksuda, Jalandhar	98159-82593
2	Sanjiv Kumar	Dairy Field Asstt.	VPO Behram Sharishta, Distt. Jalandhar	98781-44601
3	Savita Devi	Jr. Asstt.	62/2 Bhargo Camp, Jalandhar	99884-57693
4	Maninder Singh	Peon	Dashmesh Nagar, Tanda, Ward No. 3, Teh. Dasuya, Distt. Hoshiarpur	70092-97930
5	Rajesh Kumar	Sweeper-cum-Chowkidar	Waheguru Nagar, St. No.4, Barnala Kalan Road, Shaheed Bhagat Singh Nagar	79867-10347
Distt. Hoshiarpur (dd.dairy.hsp@punjab.gov.in)				
1	Harvinder Singh	Dairy Dev.Insp.I	H.No. 127, Street No.2, Phagwara Road, Distt. Hoshiarpur	94178-78679
2	Yogeshwar	Dairy Dev.Insp-II	Basant Bihar, Distt. Hoshiarpur	94174-16255
3	Mintu	Jr. Asstt.	VPO Kurarhi, Distt. Hoshiarpur	81469-86508
4	Gurvinder Singh	Dairy Field Assistant	VPO Kandhava Sekhan, The. Dasuya Distt. Hoshiarpur	98722-77136
5	Gurpreet Singh	Dairy Field Asstt.	V. Khablan, P.o. Bullowal, Distt. Hoshiarpur	94787-26641
6	Aman Jyoti	Dairy Field Asstt.	SAS Nagar, Purana Tanda Road, Distt. Hoshiarpur	98787-70114
7	Amarjit Singh	Peon	Vill. Moga, P.O. Bhogpura, Distt. Jalandhar.	98766-24598
8	Lekh Raj	Sweeper-cum Chowkidar	V.Mehmowal, P.O. Bathia, Distt. Hoshiarpur	97793-95767
Distt. Shri Mukatsar Sahib at Abhul Khurana (dd.dairy.mkt@punjab.gov.in)				
1	Randeep Kumar	Dairy Dev. Officer	MC wali street, Jalandhar Colony, Near Ramlal, Gurudwara, Ferozepur (city)	78272-60001
2	Binder Singh	Dairy Dev Insp. I	VPO Pakka Kalan, Distt. Bathinda	92958-49217
3	Gurvinder Singh	Dairy Dev.Insp.II	Vill. D-umwali PO Pakhrala,Distt. Bhatinda	98724-98995

4	Prince	Clerk	H.No. 30990/A, Street No. 30, Paras Ram Nagar, Bathinda	80545-69798
Distt. Moga at Gill (dd.dairy.moga@punjab.gov.in)				
1	Nirvair Singh	Dairy Officer	Dev. VPO Mahala Khurd, Distt. Moga.	94651-17652
2	Manohar Singh	Dairy Asstt.	Field VPO Rode, Distt. Moga	99142-99238
3	Navdeep Kaur	Dairy Asstt.	Field VPO Bhinder Kalan, Distt. Moga	98782-12497
4	Prince Sethi	Clerk	H.No. M/44 Jatinder Chowk, Faridkot	84271-00968
Distt. Shahid Bhagat Singh Nagar (dd.dairy.ns@punjab.gov.in)				
1.	Davinder Singh	Dairy officer	Dev. H.No. 1170, Old Committee Bazar, Kartarpur, Jalandhar	94654-65707
2.	Ram Sharan	Dairy Insp.II	Dev. Vill. Changar, PO Chamdar, Teh. Ram Shehar, Distt. Solan	94176-19757
3	Ashutosh	Dairy Asstt.	Field Vill. Umarpur, PO Khas, Teh. Mukerian, Distt. Hoshiarpur.	98764-88495
4	Hemraj Sharma	Clerk	H.No. 24, Vill. Daoun, Back side Sheetla Mata Mandir, Distt. Mohali	99888-85650
Distt. Tarn-Taran (dd.dairy.trn@punjab.gov.in)				
1.	Kashmir Singh	Dairy Officer	Dev. VPO Sidhwan, Distt. Gurdaspur	94172-53318
2	Malkiat Singh	Dairy Dev.Insp. I	H.No. 97, Dalip Avenue Jalandhar, G.T. Road, Near Alpha Mall, Distt. Amritsar	98142-68852
3	Parnam Singh	Dairy Dev Insp-II	# 1488, St. No.6 Sh. Guru Arjan Dev Nagar, Gonwindwal Road,Distt. Tarntarn	99141-11712
4	Paramjit Singh	Dairy Dev. Insp. -II	H.No. 115 St. No.5, Guru Gobind Singh Nagar Majitha Road, Amritsar	62803-73188
5	Kawaljeet Singh	Dairy Field Assistant	VPO Jabbowal, Teh. Shri Baba Bakala Sahib, Distt. Amritsar	94173-73648
6	Kuljit Kaur	Sr. Asstt.	VPO Nabipur, Near Bypass Chowk, Distt. Gurdaspur	94172-86805
7	Ishant Kumar	Clerk	H.No. C-161, Inder nagari chowk, near O.B.C. Bank, Jalalabad West, Distt. Fazilka.	84374-00458
Bija (Ludhiana) (dd.dairy.bija@punjab.gov.in)				
1	Balwinder Singh	Dairy Officer	Dev. VPO Siyar, Distt. Ludhaina	94639-12753
2	Jasvir Singh	Sr. Asstt.	Vill. Muzafat, P.O Bela, Distt. Ropar	94631-94550
3	Ramandeep Kaur	Junior Asstt.	V. Majri Kishne wali, PO Amloh Distt. Fatehgarh Sahib	98725-02714
4	Ram ji Pandey	Mali	VPO Bija, Distt. Ludhiana	95697-71412
5	Harlal Singh	Peon	V.Basma. Distt. Patiala	97816-97418
6	Maghar Singh	Sweeper-cum-Chowkidar	VPO Manki, Distt. Ludhiana	97814-18515
Phagwara (dd.dairy.phg@punjab.gov.in)				
1.	Ram Lubhaya	Dairy Officer	Dev VPO Bhula Rai, Teh. Phagwara, Distt. Kapurthala	94636-08890
2.	Swaran Singh	Sweeper-cum-Chowkidar	Vill. Cheema, PO Issro, Distt. Ludhiana	84370-05480
Sardulgarh (Mansa) (dd.dairy.srg@punjab.gov.in)				
1.	Jarnail Singh	Dairy Officer	Dev. VPO Bhaini Bagha (Mansa)	93563-80778
2.	Kashmiri Lal	Senior Asstt.	H.No. 814, Street No. 8, Shaheed Baba Deep Singh Nagar, Patiala	94649-28617

3.	Rajni Jindal	Clerk	Ram Singh Kundan Street, Ward No. 9, Cinema Road, Mansa	76961-96733
Government Laboratory, Sangrur (labsangrur@gmail.com)				
1	Gursharanjit Kaur	Chief Chemist	H.No.50, Gali No.3, Block D,Officer Colony, Sangrur	98883-55370
2	Jeet Kumar	Sr.Asstt.	Rajgarh Basti, Ward No. 13, Sangrur	94636-50475
3	Barjinder Singh	Asstt.Chemist	Street No. 4, Dashmesh Nagar, Sangrur	98154-06644
4	Gurjant Singh	Steno Typist	Ajit Nagar, Barnala Road, Sangrur	98723-14607
5	Narinder Singh	Lab.Technician	Rajgarh Basti, Ward No. 13, Sangrur	99148-84050
6	Rajinder Singh	Lab.Technician	H.No. 01, Street No. 01, Shivam Colony, Rampura Basti, Sangrur	94638-64030
7	Sushil Kumar	Lab.Attendant	Friends Colony, Gali No. 6, Sohiyan Road, Sangrur	94177-13783
8	Ramesh Chander	Lab.Attendant	Dashmesh Nagar, Gali No.5-E, Patiala Road, Sangrur	94177-50508

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

10.1 Name and designation of the employee

10.2 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	Total Pay
1.	Inderjit Singh	Director, Dairy Dev. Deptt. PB	71306/-	171041/-
2.	Karnail Singh	Joint Director Dairy	39890/-	96457/-
3.	Heera Neelam	Superintendent Grade-2	29736/-	78846/-
4.	Kiran Pal	Sr. Scale Stenographer	23079/-	61295/-
5.	Rajinder Kumar	Senior Asstt.	24791/-	60770/-
6.	Baldeep Kumar	Senior Asstt	23216/-	61649/-
7.	Radha Rani	Senior Asstt.	24402/-	64721/-
8.	Pallvi	Senior Asstt.	22533/-	59881/-
9.	Amandeep Singh	Senior Asstt.	22533/-	60191/-
10.	Jaswinder Singh	Senior Asstt.	20612/-	54905/-
11	Baljinder Singh	Senior Asstt.	20118/-	53626/-
12	Anil Kumar	Senior Asstt.	19509/-	52049/-
13	Vineet Kumar	Dairy Dev. Insp. I	22260/-	54121/-
14	Deepak Verma	Dairy Dev. Insp. II	18407/-	49474/-
15	Davinder Singh	Junior Asstt.	18123/-	48309/-
16	Parminder Singh	Junior Asstt.	18480/-	45537/-
17	Navpuneet Singh	Dairy Field Asstt	12758/-	33664/-
18	Satinder Singh	Steno-Typist	15047/-	40241/-
19	Kamal Kumar	Clerk	17472/-	43028/-
20	Narayan Parsad	Clerk	17997/-	43633/-
21	Gaytri Devi	Clerk	16958/-	45192/-
22	Amandeep Kaur	Clerk	10452/-	10975/-
23	Jaswinderpal Singh	Clerk	10452/-	10975/-
24	Gurwinder Singh	Clerk	10452/-	10975/-
25	Satinder Kumar	Restorer	15068/-	39897/-
26	Sandeep Kumar	Driver	12800/-	35882/-
27	Sant Bahadur	Duplicator-cum-Daftari	17514/-	43088/-
28	Som Bahadur	Peon	16737/-	44578/-
29	Prem Singh	Peon	17000/-	41860/-
30	Mahesh Kumar	Peon	15488/-	38456/-
31	Sandeep kumar	Peon	9828/-	26665/-
32	Brijesh Kumar	Sweeper-cum-Chowkidar	10689/-	29295/-
Distt. Ropar				
1.	Kuldeep Singh	Dy. Director Dairy	35543/-	89502/-
2.	Gurinderpal Singh	Dairy Dev. Insp-I	35235/-	88609/-
3.	Tajinderpal Singh	Dairy Dev. Insp.-I	33492/-	88052/-
4	Sewa Singh	Dairy Dev. Insp-I	22677/-	61212/-
5.	Harpreet Singh	Dairy Dev. Insp-II	17462/-	45638/-
6.	Kashmir Singh	Dairy Dev. Insp-II	21963/-	58863/-
7.	Davinder Singh	Dairy Dev. Insp.-II	16409/-	43312/-
8.	Manjit Singh	Dairy Field Asstt.	10122/-	27086/-
9.	Mandeep Singh	Dairy Field Asstt.	9828/-	26325/-
10.	Jagdish Singh	Dairy Field Asstt.	17312/-	45518/-
11.	Simardeep Singh	Dairy Field Asstt.	9251/-	24830/-
12.	Sanjeev Sharma	Dairy Field Asstt.	16146/-	42826/-

13.	Gurdeep Singh	Driver	12800/-	35190/-
14.	Baljit Kaur	Peon	7749/-	21300/-
15.	Surinder Singh	Peon	15152/-	38838/-
16.	Tarsem Lal	Sweeper-cum Chowkidar	13346/-	34742/-
Distt. Fatehgarh Sahib				
1.	Harpal Singh	Dairy Dev.Officer	25010/-	66190/-
2.	Charanjit Singh	Dairy Dev.Insp.I	22760/-	61266/-
3.	Harwant Singh	Dairy Dev.Insp.II	20620/-	55381/-
4.	Sarbjit Kaur	Steno typist	18540/-	50833/-
5.	Anil Kumar	Jr. Asstt.	17600/-	48265/-
6.	Harwinder Singh	Clerk	9724/-	9724/-
7.	Jagman Singh	Dairy Field Asstt	9080/-	23536/-
8.	Monika Rani	Dairy Field Asstt	9360/-	25222/-
9.	Nirmala Devi	Peon	8580/-	23543/-
Distt. Ludhiana				
1.	Dilbag Singh	Deputy Director Dairy	37409/-	98458/-
2.	Santokh Singh	Dairy Dev. Insp.I	24189/-	64688/-
3.	Sukhwinder Singh	Dairy Dev.Insp-II.	19614/-	50488/-
4.	Surinder Singh	Dairy Dev. Insp.II	21966/-	58542/-
5.	Sohan Singh	Clerk	10300/-	10300/-
6.	Bal Krishan	Dairy Field Asstt.	18816/-	49211/-
7.	Baljit Singh	Sweeper-cum Chowkidar	14581/-	38905/-
8.	Vipan Kumar	Peon	9009/-	24624/-
Distt. Patiala				
1.	Dalbir Kumar	Dairy Dev.Insp-I	24833/-	67078/-
2.	Lakhmir Singh	Dairy Dev.Insp-II.	20780/-	56500/-
3.	Jai Kishan	Dairy Dev.Insp-II.	21704/-	57684/-
4.	Sunita Devi	Clerk	17987/-	47736/-
5.	Kulwinder Singh	Dairy Field Asstt	10133/-	27475/-
6.	Karam Singh	Peon	17073/-	45289/-
Distt. Sangrur				
1	Jaswinder Singh	Dairy Dev.Officer	34808/-	88342/-
2	Harmesh Singh	Dairy Field Asstt.	16010/-	41842/-
3	Charanjit Dheer	Dairy Field Asstt.	10164/-	26793/-
4	Gurmeet Singh	Dairy Field Asstt.	10164/-	26793/-
5	Lakhmeet Singh	Dairy Field Asstt	10133/-	26715/-
6.	Sakshi Singla	Clerk	11952/-	12467/-
7	Kanchan Rani	Steno-Typist	15047/-	38993/-
8	Gurwinder Singh	Driver	12737/-	34643/-
9.	Dinesh Kumar	Peon	6920/-	18029/-
10	Sukhwinder Singh	Peon	8878/-	8878/-
Distt. Mansa				
1.	Paramjit Kaur	Junior Asstt.	18123/-	46829/-
2.	Kawaljit Singh	Dairy Field Asstt	13650/-	35560/-
3.	Sanjeev Kumar	Dairy Field Asstt	10133/-	26715/-
4.	Navdeep Singh	Peon	9713/-	9715/-
Distt. Bathinda				
1.	Dev Raj	Dairy Dev.Insp-I	33758/-	89194/-
2.	Siya Ram	Junior Asstt.	20108/-	53330/-
3.	Paramjit Kaur	Dairy Field Asstt	10133/-	28475/-
4.	Garima Jain	Dairy Field Asstt.	10133/-	27475/-
5.	Sudesh Kumar	Sweeper-cum-Chowkidar	11991/-	32566/-

Distt. Faridkot				
1.	Gurpal Singh	Dairy Field Asstt.	15362/-	40865/-
2.	Gurpreet Singh	Sweeper-cum-Chowkidar	12674/-	34385/-
Distt. Ferozepur				
1.	Bir Partap Singh	Dairy Dev. Insp.I	33975/-	83319/-
2.	Kuldeep Singh	Dairy Dev. Insp.II	17210/-	45614/-
3.	Mamta Rani	Clerk	10300/-	10300/-
4.	Balwinder Singh	Driver	16160/-	43600/-
5.	Mohan Lal	Peon	17861/-	46924/-
Distt. Fazilka				
1.	Manpreet Singh	Dairy Field Asstt.	8201/-	22265/-
2.	Sumit Kumar	Clerk	10300/-	10300/-
Distt. Amritsar				
1.	Amandeep Singh	Dairy Dev. Insp-I	22649/-	60251/-
2.	Kulbir Singh	Dairy Dev. Insp-II	17157/-	44191/-
3.	Navjot Singh	Dairy Dev. Insp.-II	14175/-	38303/-
4.	Sukhbir Kaur	Steno-Typist	20654/-	54764/-
5.	Barjinder Singh	Dairy Field Asstt.	16451/-	44346/-
6.	Parminder Singh	Clerk	10300/-	10300/-
7.	Balbir Singh	Driver	11697/-	33025/-
8.	Kuber Singh	Peon	12411/-	33374/-
Distt. Gurdaspur				
1.	Dalbir Singh	Dairy Dev. Insp.-I	23562/-	61906/-
2.	Kulwinderbir Singh	Dairy Dev. Insp.-I	22313/-	57587/-
3.	Gurcharan Singh	Dairy Dev. Insp.-II	17462/-	45147/-
4.	Rajiv Kumar	Dairy Field Asstt.	10133/-	26952/-
5.	Anamika Sharma	Dairy Field Asstt.	10133/-	27222/-
6.	Jyoti Sharma	Dairy Field Asstt.	10133/-	27222/-
7.	Sher Singh Azad	Dairy Field Asstt.	10133/-	27222/-
Distt. Pathankot				
1.	Davinder Kumar	Dairy Dev. Insp. 2	20798/-	54155/-
2.	Karan Partap	Dairy Field Asstt.	10133/-	26715/-
Distt. Kapurthala				
1.	Balwinderjit	Dy. Director Dairy	35805/-	91050/-
2.	Ranjit Singh	Junior Asstt	18123/-	46829/-
3.	Sukhwinder Kumar	Dairy Dev. Insp-II	20724/-	53968/-
4.	Kapalmeet Singh	Dairy Dev. Insp.II	Nil	Nil
5.	Ashok Kumar	Dairy Field Asstt.	16041/-	41950/-
6.	Satnam Singh	Sweeper-cum-Chowkidar	16727/-	43579/-
Distt. Jalandhar				
1.	Waryam Singh	Dairy Dev. Insp-I	33272/-	88443/-
2.	Sanjeev Kumar	Dairy Field Asstt.	16041/-	43284/-
3.	Savita Devi	Junior Asstt.	18123/-	48309/-
4.	Maninder Singh	Peon	8878/-	9322/-
5.	Rajesh Kumar	Sweeper-cum-Chowkidar	12663/-	34408/-
Distt. Hoshiarpur				
1.	Harwinder Singh	Dairy Dev. Insp-I.	33261/-	84528/-
2.	Yogeshwar	Dairy Dev. Insp.-II	22005/-	57189/-
3.	Mintu	Junior Assistant	18480/-	47627/-
4.	Gurwinder Singh	Dairy Field Assistant	12198/-	32286/-
5.	Gurpreet Singh	Dairy Field Asstt.	10133/-	26715/-
6.	Aman Jyoti	Dairy Field Asstt.	10133/-	26715/-
7.	Amarjit Singh	Peon	11603/-	30291/-

8.	Lekh Raj	Sweeper cum Chowkidar	10731/-	28708/-
Distt. Shri Mukatsar Sahib at Abul Khurana				
1.	Randeep Kumar	Dairy Dev. Officer	18291/-	46801/-
2.	Binder Singh	Dairy Dev Insp.I	32991/-	84942/-
3.	Gurvinder Singh	Dairy Dev. Insp.-G-II	17472/-	46412/-
4.	Prince	Clerk	10815/-	10815/-
Distt. Moga at Gill				
1.	Nirvair Singh	Dairy Dev. Officer	18291/-	46801/-
2.	Manohar Singh	Dairy Field Asstt	17879/-	46573/-
3.	Navdeep Kaur	Dairy Field Asstt	10133/-	26715/-
4.	Prince Sethi	Clerk	10300/-	10300/-
Distt. Shahid Bhagat Singh Nagar				
1.	Davinder Singh	Dairy Dev. Officer	34876/-	89480/-
2.	Ram Sharan	Dairy Dev. Insp. G-2	17651/-	46480/-
3.	Ashutosh	Dairy Field Asstt.	10133/-	27069/-
4.	Hemraj Sharma	Clerk	10300/-	10300/-
Distt. Tarn Taran				
1	Kashmir Singh	Dairy Dev Officer	34671/-	88998/-
2	Parnam Singh	Dairy Dev. Insp-II	22764/-	59722/-
3	Malkiat Singh	Dairy Dev. Inps.-G-I	29337/-	75542/-
4	Paramjit Singh	Dairy Dev. Insp-II	21462/-	55447/-
5	Kawaljeet Singh	Dairy Field Assistant	10133/-	26715/-
6	Kuljeet Kaur	Sr. Assistant	19415/-	51707/-
7	Ishant Kumar	Clerk	10300/-	10300/-
Bija (Ludhiana)				
1.	Balwinder Singh	Dairy Dev. Officer	34986/-	90225/-
2.	Jasvir Singh	Sr. Asstt.	20003/-	53817/-
3.	Ramandeep Kaur	Jr. Asstt.	18480/-	48374/-
4.	Ram ji Pandey	Mali	16632/-	43521/-
5.	Harlal Singh	Peon	16149/-	42290/-
6.	Maghar Singh	Sweeper-cum-Chowkidar	16643/-	44160/-
Phagwara (Kapurthala)				
1.	Ram Lubhaya	Dairy Dev Officer	32508/-	82558/-
2.	Swaran Singh	Sweeper-cum-Chowkidar	12138/-	32037/-
Sardulgarh (Mansa)				
1.	Jarnail Singh	Dairy Dev. Officer	34850/-	87577/-
2.	Kashmiri Lal	Senior Assistant	21389/-	54659/-
3.	Rajni Jindal	Clerk	12467/-	12467/-
Government Analytical Laboratory Sangrur				
1.	Gursharanjit Kaur	Chief Chemist	35214/-	89941/-
2.	Jeet Kumar	Senior Assistant	24959/-	64172/-
3.	Barjinder Singh	Asstt. Chemist	31266/-	79811/-
4.	Gurjant Singh	Stenotypist	20664/-	53330/-
5.	Rajinder Singh	Lab. Technician	18855/-	48548/-
6.	Narinder Kumar	Lab. Technician	18509/-	47427/-
7.	Sushil Kumar	Lab. Attendant	16317/-	42358/-
8.	Ramesh Chander	Lab. Attendant	13997/-	36313/-

10.3 System of compensation as provided by in its regulations:-

Compensation is to provided as per the State Govt. pay scales and allowances revised from time to time.

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:

Planning Department has approved an outlay of Rs. 393.00 lac under the State Level Schemes during the year 2018-19 (Rs. in Lacs)

S.No	Name of the Scheme	Approved outlay	Revised outlay	Expenditure
	State Level Schemes			
i.	DD2: Provision of Essential Staff for remaining districts	100.00	95.00	83.18
ii.	DD3: Strengthening of Punjab Dairy Development Board.	100.00	25.00	25.00
iii.	DD5: Promotion of Dairy Farming as Livelihood for SC beneficiaries.	50.00	50.00	49.51
iv.	DD6: Dairy Extension, Training and Awareness	75.00	20.00	18.75
v.	SCA:Special Capacity Buidling Programme for Scheduled Caste Milk Producers	68.00	68.00	60.63
	Grand Total	393.00	258.00	237.07

11.2 Budget for each agency and plan & programmes: As mentioned above

11.3 Proposed expenditures: As mentioned above

11.4 Revised budget for each agency, if any: As mentioned above

11.5 Report on disbursements made and place where the related reports are available:
As mentioned above.

12th Manual: Manner of execution of subsidy programmes

- 12.1 **Name of the programme or activity:** As given below:-
Execution of subsidy programmes is got done through Punjab Dairy Development Board.
- 12.2 **Objective of the program:-** To provide incentives for the new dairy farmers as well as existing dairy farmers.
- 12.3 **Procedure to avail benefits:-** Available in the manuals of Punjab Dairy Development Board as well as www.punjab.gov.in
- 12.4 **Duration of the programme/scheme:-** Year to year .
- 12.5 **Physical and financial targets of the program:-** Available in the manuals of Punjab Dairy Development Board as well as www.punjab.gov.in
- 12.6 **Nature/scale of subsidy/amount allotted:-** Available in the manuals of Punjab Dairy Development Board as well as www.punjab.gov.in
- 12.7 **Eligibility criteria for grant of subsidy:-** Available in the manuals of Punjab Dairy Development Board as well as www.punjab.gov.in
- 12.8 **Details of beneficiaries of subsidy program (Number, Profile etc.):** Available in the manuals of Punjab Dairy Development Board as well as www.punjab.gov.in

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:-

The Director, Dairy Development Department, Punjab, does not grant any permit or authorization. Therefore, the question of furnishing of the particulars of all recipients of concession permits or authorization granted by this Department does not arise.

13.2 For each concession, permit or authorization granted:- N.A.

13.3 Eligibility criteria:- N.A.

13.4 Procedure for getting the concession/grant and/or permits or authorizations:- N.A.

13.5 Name and address of the recipients given concessions/ permits or authorizations:- N.A.

13.6 Date of award of concessions/ permits or authorizations:- N.A.

14th Manual: Information available in electronic form**14.1 Details of information available in 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 *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.*

The information regarding proactive disclosures is available in electronic form on the Punjab Govt. website www.punjab.gov.in

14.2 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

14.3 Location where available: Director, Dairy Development Department, Punjab, Livestock Complex, Near Army Institute of Law, Sector-68, SAS Nagar-160062

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

- 15.1 **Name & location of the facility:** Director, Dairy Development Department, Punjab, Livestock Complex, Near Army Institute of Law, Sector-68, SAS Nagar-160062.
- 15.2 **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.
- 15.3 **Working hours of the facility:** 9.00 AM to 5.00 PM on all working days.
- 15.4 **Contact Person & contact details (phone, fax, email):** As mentioned in Manual No.16.1

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:- Information about the Public Information Officers, Assistant Public Information Officers and Appellate Authority is as under:-

(Head Office)

Sr. No.	Name and Designation	Designation under RTI Act 2005	Address	Tel. No. Office	Email ID
Head office, S.A.S Nagar					
1.	Sh. Inderjit Singh, Director Dairy	Second Appellate Authority	Director, Dairy Development Department, Punjab, Livestock Complex, 4th Floor, Near Army Institute of Law, Sector-68, SAS Nagar	0172-2217020, 5027285	dir.dairy@punjab.gov.in
2.	Sh. Karnail Singh, Joint Director Dairy	First Appellate Authority			
3.	Smt. Heera Neelam, Superintendent Grade-2	Public Information Officer			
4.	Sh. Rajinder Kumar, Senior Assistant	Assistant Public Information officer			

(Field Offices)

Sr. No.	Name & Designation	Designation under RTI Act	Jurisdiction (Whole of the office of)	Tel. No. Office	Address
1.	2.	3.	4.	5.	6.
O/o Deputy Director Dairy, Ludhiana					
1	Sh. Dilbag Singh Dy. Dir. Dairy	Appellate Authority	Dy. Dir. Dairy, Ludhiana	0161-2400223	598-L, Model Town, near Chatar Singh Park, Ludhiana. dd.dairy.ldh@punjab.gov.in
2.	Sh. Santokh Singh, Dairy Dev. Inspector Grade-1	Public Information Officer	-do-	-do-	-do-
3.	Sh. Sohan Singh, Clerk	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Deputy Director Dairy, Patiala					
1.	Sh. Dilbag Singh, Dy. Dir. Dairy	Appellate Authority	Dy. Dir. Dairy, Patiala (Addl. Charge)	0175-2300517	Quarter No. 313-321, Ghalori Gate, Opp. Mahindra College Gate, Patiala dd.dairy.ptl@punjab.gov.in
2.	Sh. Dalbir Kumar, Dairy Dev. Inspector Grade-1	Public Information Officer	-do-	-do-	-do-
3.	Smt. Sunita Devi, Clerk	Asstt. Public Information Officer	-do-	-do-	-do-

Sr. No.	Name & Designation	Designation under RTI Act	Jurisdiction (Whole of the office of)	Tel. No. Office	Address
1.	2.	3.	4.	5.	6.
O/o Deputy Director Dairy, Roopnagar					
1.	Sh. Kuldip Singh, Dy. Dir. Dairy	Appellate Authority	Dy. Dir. Dairy, Ropar	01881- 222028	Dy. Dir. Dairy, Zila Parishad, Ropar. dd.dairy.ropar@ punjab.gov.in
2.	Sh. Gurinderpal Singh Kahlon, Dairy Dev. Inspector Grade-1	Public Information Officer	-do-	-do-	-do-
3.	Sh. Kashmir Singh, Dairy Dev. Inspector Grade-2	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Deputy Director Dairy, SAS Nagar					
1.	Sh. Kuldip Singh, Dy. Dir. Dairy	Appellate Authority	Distt SAS Nagar (Addl. Charge)	01881- 222028	Room No. 434-35, 3rd Floor, Distt. Administrative Complex, Sector-76, SAS Nagar dd.dairy.moh@ punjab.gov.in
2.	Sh. Sewa Singh, Dairy Dev. Inspector Grade-1	Public Information Officer	-do-	-do-	-do-
3.	Sh. Mandeep Singh, Dairy Field Assistant	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Dairy Training & Extension Centre, Chatamli, (Ropar)					
1.	Sh. Kuldip Singh, Dy. Dir. Dairy	Appellate Authority	Dairy Training & Extension Centre, Chatamli, (Ropar) (Addl. Charge)	0160- 2660300	Dairy Training & Extension Centre, Vill. Chatamli. PO Kalewal (Ropar). dd.dairy.chm@ punjab.gov.in
2.	Sh. Harpreet Singh, Dairy Dev. Inspector Grade-2	Public Information Officer	-do-	-do-	-do-
3.	Sh. Jagdish Singh, Dairy Field Assistant	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Deputy Director Dairy, Kapurthala					
1.	Sh. Balwinder jit Dy. Dir. Dairy	Appellate Authority	Dy. Dir. Dairy, Kapurthala	01822- 230255	Old Office of Senior Veterinary Officer of Animal Husbandry Department, Charbatti Chowk, Kapurthala dd.dairy.kpt@ punjab.gov.in
2.	Sh. Sukhwinder Singh, Dairy Dev. Inspector Grade-2	Public Information Officer	-do-	-do-	-do-
3.	Sh. Ranjit Singh, Junior Assistant	Asstt. Public Information Officer	-do-	-do-	-do-

Sr. No.	Name & Designation	Designation under RTI Act	Jurisdiction (Whole of the office of)	Tel. No. Office	Address
1.	2.	3.	4.	5.	6.
O/o Deputy Director Dairy, Gurdaspur					
1.	Sh. Balwinder jit Dy. Dir. Dairy	Appellate Authority	Dy. Dir. Dairy, Gurdaspur (Addl. Charge)	01874- 220163	Distt. Administration Complex, Room No. 508, Block-B, 4th Floor, Gurdaspur dd.dairy.gsp@ punjab.gov.in
2.	Sh. Dalbir Singh, Dairy Dev. Inspector Grade-1	Public Information Officer	-do-	-do-	-do-
3.	Sh. Kulwinderbir Singh, Dairy Dev. Inspector Grade-1	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Dairy Development Officer, Tarn Taran					
1.	Sh. Kashmir Singh, Dairy Dev.Officer	Appellate Authority	Dairy Dev. Officer, Distt. Tarn- Taran	01852- 223093	Dairy Dev. Officer,Dairy Training & Extension Centre, Near Mall Mandi, Amritsar Road,Tarn- Taran dd.dairy.trn@ punjab.gov.in
2.	Smt. Kuljit Kaur, Senior Assistant	Public Information Officer	-do-	-do-	-do-
3.	Sh. Ishant Kumar, Clerk	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Dairy Training & Extension Centre, Tarn Taran					
1.	Sh. Kashmir Singh, Dairy Dev.Officer	Appellate Authority	Dairy Dev. Officer, Dairy Training & Extension Centre, Tarn-Taran (Addl. Charge)	01852- 223093	Dairy Dev. Officer, Dairy Training & Extension Centre, Near Mall Mandi, Amritsar Road, Tarn- Taran. dd.dairy.trn@ punjab.gov.in
2.	Smt. Kuljit Kaur, Senior Assistant	Public Information Officer	-do-	-do-	-do-
3.	Sh. Ishant Kumar, Clerk	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Deputy Director Dairy, Pathankot					
1.	Sh. Kashmir Singh, Dairy Dev.Officer	Appellate Authority	Dy. Dir. Dairy, Pathankot (Addl. Charge)	01874- 220163	Room No. 346, Second Floor, Distt.Administrative Complex, Pathankot dd.dairy.ptk@ punjab.gov.in
2.	Sh. Davinder Kumar, Dairy Dev. Inspector Grade-2	Public Information Officer	-do-	-do-	-do-
3.	Sh. Karan Partap, Dairy Field Assistant	Asstt. Public Information Officer	-do-	-do-	-do-

Sr. No.	Name & Designation	Designation under RTI Act	Jurisdiction (Whole of the office of)	Tel. No. Office	Address
1.	2.	3.	4.	5.	6.
O/o Deputy Director Dairy, Amritsar at Verka					
1.	Sh. Kashmir Singh, Dairy Dev. Officer	Appellate Authority	Dy. Dir. Dairy, Amritsar at Verka (Addl. Charge)	0183-2263083	Dy. Dir. Dairy, Amritsar at Dairy Training & Extension Centre, Batala Road, Near Telephone Exchange Verka(Amritsar) dd.dairy.asr@punjab.gov.in
2.	Sh. Amandeep Singh, Dairy Dev. Inspector Grade-1	Public Information Officer	-do-	-do-	-do-
3.	Sh. Parminder Singh, Clerk	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Dairy Training & Extension Centre, Verka (Amritsar)					
1.	Sh. Kashmir Singh, Dairy Dev. Officer	Appellate Authority	Dairy Training & Extension Centre, Verka (Amritsar) (Addl. Charge)	0183-2263083	Dy. Dir. Dairy, Amritsar at Dairy Training & Extension Centre, Batala Road, Near Telephone Exchange Verka, (Amritsar). dd.dairy.asr@punjab.gov.in
2.	Sh. Amandeep Singh, Dairy Dev. Inspector Grade-1	Public Information Officer	-do-	-do-	-do-
3.	Sh. Parminder Singh, Clerk	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Dairy Training & Extension Centre, Phagwara					
1.	Sh. Ram Lubhaya, Dairy Dev. Officer	Appellate Authority	Dairy Dev. Officer, Dairy Training & Extension Centre, Phagwara (Kapurthala)	01824-228414	Dairy Dev. Officer, Dairy Training & Extension Centre, Opposite Shri Guru Ram Rai, Public School, Hoshiarpur Road, Phagwara (Kapurthala). dd.dairy.phg@punjab.gov.in
2.	Smt. Savita Devi, Junior Assistant	Public Information Officer	-do-	-do-	-do-
3.	Sh. Ashok Kumar, Dairy Field Assistant	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Deputy Director Dairy, Jalandhar					
1.	Sh. Ram Lubhaya, Dairy Dev. Officer	Appellate Authority	Dairy Dev. Officer, Dairy Training & Extension Centre, Phagwara (Addl. Charge)	01824-228414	Veterinary Hospital, Ladowali Road, Jalandhar dd.dairy.jal@punjab.gov.in
2.	Sh. Wariyam Singh, Dairy Dev. Inspector Grade-1	Public Information Officer	-do-	-do-	-do-
3.	Sh. Sanjeev Kumar, Dairy Field Assistant	Asstt. Public Information Officer	-do-	-do-	-do-

Sr. No.	Name & Designation	Designation under RTI Act	Jurisdiction (Whole of the office of)	Tel. No. Office	Address
1.	2.	3.	4.	5.	6.
O/o Dairy Development Officer, Sri Mukatsar Sahib					
1.	Sh. Randeep Kumar, Dairy Dev. Officer	Appellate Authority	Dairy Dev. Officer, Shri Mukatsar Sahib	01637-248423	Dairy Dev. Officer, Shri Mukatsar Sahib at I.F.T.C (Abul Khurana to Tapa Khera Road) Abul Khurana (Shri Mukatsar Sahib) dd.dairy.mkt@punjab.gov.in
2.	Sh. Gurwinder Singh, Dairy Dev. Inspector Grade-2	Public Information Officer	-do-	-do-	-do-
3.	Sh. Prince, Clerk	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Dairy Training & Extension Centre, Abul Khurana					
1.	Sh. Randeep Kumar, Dairy Dev. Officer	Appellate Authority	Dairy Training & Extension Centre, Abul Khurana (Shri Mukatsar Sahib), (Addl. Charge)	01637-248423	Dairy Dev. Officer, Shri Mukatsar Sahib at I.F.T.C (Abul Khurana to Tapa Khera Road) Abul Khurana (Shri Mukatsar Sahib) dd.dairy.mkt@punjab.gov.in
2.	Sh. Gurwinder Singh, Dairy Dev. Inspector Grade-2	Public Information Officer	-do-	-do-	-do-
3.	Sh. Prince, Clerk	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Deputy Director Dairy, Faridkot					
1.	Sh. Randeep Kumar, Dairy Dev. Officer	Appellate Authority	Dy. Dir. Dairy, Faridkot (Addl. Charge)	01639-250380	Room No. 209 (Hall), 2nd Floor, Distt. Administration Complex, Faridkot. dd.dairy.fdk@punjab.gov.in
2.	Sh. Ranjit Singh, Junior Assistant	Public Information Officer	-do-	-do-	-do-
3.	Ms. Kuldeep Kaur, Clerk	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Dairy Training & Extension Centre, Gill					
1.	Sh. Nirvair Singh, Dairy Dev. Officer	Appellate Authority	Dairy Training & Extension Centre, Gill (Moga)	01636-242480	Dairy Dev. Officer, Moga at Dairy Training & Extension Centre, Vill. Gill, PO Gadirwala, Teh. Bagha Purana (Moga). dd.dairy.moga@punjab.gov.in
2.	Smt. Navdeep Kaur, Dairy Field Assistant	Public Information Officer	-do-	-do-	-do-
3.	Sh. Prince Sethi, Clerk	Asstt. Public Information Officer	-do-	-do-	-do-

Sr. No.	Name & Designation	Designation under RTI Act	Jurisdiction (Whole of the office of)	Tel. No. Office	Address
1.	2.	3.	4.	5.	6.
O/o Dairy Development Officer, Moga at Gill					
1.	Sh. Nirvair Singh, Dairy Dev. Officer	Appellate Authority	Dairy Dev. Officer, Moga at Gill (Addl. Charge)	01636-242480	Dairy Dev. Officer, Moga at Dairy Training & Extension Centre, Vill. Gill, PO Gadirwala, Teh. Bagha Purana (Moga). dd.dairy.moga@punjab.gov.in
2.	Smt. Navdeep Kaur, Dairy Field Assistant	Public Information Officer	-do-	-do-	-do-
3.	Sh. Prince Sethi, Clerk	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Deputy Director Dairy, Ferozepur					
1.	Sh. Nirvair Singh, Dairy Dev. Officer	Appellate Authority	Dy. Dir. Dairy, Ferozepur (Addl. Charge)	01632-244304	District-Administrative Complex, Block-A, Room No.3-4 Ferozepur Cantt. dd.dairy.fzr@punjab.gov.in
2.	Sh. Bir Partap Singh, Dairy Dev. Inspector Grade-1	Public Information Officer	-do-	-do-	-do-
3.	Ms. Mamta Rani, Clerk	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Deputy Director Dairy, Fazilka					
1.	Sh. Nirvair Singh, Dairy Dev. Officer	Appellate Authority	Dy. Dir. Dairy Fazilka (Addl. Charge)	01632-244304	Room No. 508-09, 4th Floor, Block-B, New DC Complex, Fazilka dd.dairy.fzk@punjab.gov.in
2.	Sh. Manpreet Singh, Dairy Field Assistant	Public Information Officer	-do-	-do-	-do-
3.	Sh. Sumit Kumar, Clerk	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Dairy Development Officer, Fatehgarh Sahib					
1.	Sh. Harpal Singh, Dairy Dev. Officer	Appellate Authority	Dy. Dir. Dairy, Fatehgarh Sahib	01763-220334	Room No. 406, Distt. Administrative Complex, Fatehgarh Sahib dd.dairy.fgs@punjab.gov.in
2.	Sh. Charanjeet Singh, Dairy Dev. Inspector Grade-1	Public Information Officer	-do-	-do-	-do-
3.	Sh. Anil Kumar, Junior Assistant	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Govt. Analytical Laboratory, Sangrur					
1.	Smt. Gursharanjeet Kaur, Chief Chemist-cum-Incharge	Appellate Authority	Govt. Analytical Laboratory, Sangrur	01672-250090	Chief Chemist-cum-Inchange, Govt. Analytical Laboratory, Milk Plant, Sangrur labsangrur@gmail.com
2.	Sh. Jeet Kumar, Senior Assistant	Public Information Officer	-do-	-do-	-do-
3.	Sh. Gurjant Singh, Steno-typist	Asstt. Public Information Officer	-do-	-do-	-do-

Sr. No.	Name & Designation	Designation under RTI Act	Jurisdiction (Whole of the office of)	Tel. No. Office	Address
1.	2.	3.	4.	5.	6.
O/o Dairy Development Officer, Shahid Bhagat Singh Nagar					
1.	Sh. Davinder Singh Dairy Dev. Officer	Appellate Authority	Dairy Dev. Officer, Shahid Bhagat Singh Nagar	01823- 225050	Dairy Dev. Officer, Veterinary Polyclinic, Mohallo, Banga Road, Shaheed Bhagat Singh Nagar dd.dairy.ns@ punjab.gov.in
2.	Sh. Ram Sharan, Dairy Dev. Inspector Grade-2	Public Information Officer	-do-	-do-	-do-
3.	Sh. Hem Raj Sharma, Clerk	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Deputy Director Dairy, Hoshiarpur					
1.	Sh. Davinder Singh Dairy Dev. Officer	Appellate Authority	Dy. Dir. Dairy, Hoshiarpur (Addl.Charge)	01882- 220025	Room No.437,IV TH Floor Mini Secretariat, Hoshiarpur. dd.dairy.hsp@ punjab.gov.in
2.	Sh. Yogeshwar, Dairy Dev. Inspector Grade-2	Public Information Officer	-do-	-do-	-do-
3.	Sh. Mintu, Junior Assistant	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Dairy Training & Extension Centre, Sangrur					
1.	Sh. Jaswinder Singh, Dairy Dev. Officer	Appellate Authority	Dairy Training & Extension Centre, Sangrur	01672- 230925	Dairy Training & Extension Centre, Ranvir College Road Patiala gate Sangrur dd.dairy.sgr@ punjab.gov.in
2.	Sh. Charanjit Dheer, Dairy Field Assistant	Public Information Officer	-do-	-do-	-do-
3.	Ms. Kanchan Rani, Steno-typist	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Deputy Director Dairy, Sangrur					
1.	Sh. Jaswinder Singh, Dairy Dev. Officer	Appellate Authority	Dy. Dir. Dairy, Sangrur (Addl.Charge)	01672- 230925	Dairy Training & Extension Centre, Ranvir College Road Patiala gate Sangrur dd.dairy.sgr@ punjab.gov.in
2.	Sh. Charanjit Dheer, Dairy Field Assistant	Public Information Officer	-do-	-do-	-do-
3.	Ms. Kanchan Rani, Steno-typist	Asstt. Public Information Officer	-do-	-do-	-do-

Sr. No.	Name & Designation	Designation under RTI Act	Jurisdiction (Whole of the office of)	Tel. No. Office	Address
1.	2.	3.	4.	5.	6.
O/o Deputy Director Dairy, Barnala					
1.	Sh. Jaswinder Singh, Dairy Dev. Officer	Appellate Authority	Distt. Barnala (Addl. Charge)	01672-230925	Dairy Training & Extension Centre, Ranvir College Road Patiala gate Sangrur dd.dairy.brnl@punjab.gov.in
2.	Sh. Subhash Chander, Dairy Dev. Inspector Grade-1	Public Information Officer	-do-	-do-	-do-
3.	Sh. Gurmeet Singh, Dairy Field Assistant	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Dairy Training & Extension Centre, Sardoolgarh					
1.	Sh. Jarnail Singh, Dairy Dev. Officer	Appellate Authority	Dairy Dev. Officer, Dairy Training & Extension Centre, Sardulgarh (Mansa)	01659-251911	Dairy Dev. Officer, Dairy Training & Extension Centre, Sardulgarh (Mansa). dd.dairy.srg@punjab.gov.in
2.	Sh. Kashmiri Lal, Senior Assistant	Public Information Officer	-do-	-do-	-do-
3.	Ms. Rajni Jindal, Clerk	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Deputy Director Dairy, Bathinda					
1.	Sh. Jarnail Singh, Dairy Dev. Officer	Appellate Authority	Dy. Dir. Dairy, Bathinda (Addl. Charge)	0164-2240645	Mini Sectt., Room No. 302-E, New Building, Bathinda. dd.dairy.bti@punjab.gov.in
2.	Sh. Dev Raj, Dairy Dev. Inspector Grade-1	Public Information Officer	-do-	-do-	-do-
3.	Sh. Siya Ram, Junior Assistant	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Deputy Director Dairy, Mansa					
1.	Sh. Jarnail Singh, Dairy Dev. Officer	Appellate Authority	Dy. Dir. Dairy, Mansa (Addl. Charge)	01652-227061	Room No.87-88, (III Floor) Distt. Administration Complex, Mansa. dd.dairy.mansa@punjab.gov.in
2.	Smt. Paramjit Kaur, Junior Assistant	Public Information Officer	-do-	-do-	-do-
3.	Sh. Kanwaljit Singh, Dairy Field Assistant	Asstt. Public Information Officer	-do-	-do-	-do-
O/o Dairy Training & Extension Centre, Bija					
1.	Sh. Balwinder Singh, Dairy Dev. Officer	Appellate Authority	Dairy Dev. Officer, Dairy Training & Extension Centre, Bija (Ludhiana)	01628-264566	Dairy Dev. Officer, Dairy Training & Extension Centre, Bija (Ludhiana). dd.dairy.bija@punjab.gov.in
2.	Sh. Jasbir Singh, Senior Assistant	Public Information Officer	-do-	-do-	-do-
3.	Smt. Ramandeep Kaur, Junior Assistant	Asstt. Public Information Officer	-do-	-do-	-do-

17th Manual: Any other useful information

The Director, Dairy Development will update every publication of these manuals as mentioned in letter dated 15.09.2005 of Department of Information and Technology.

17.1 **Citizen's charter of the public authority:** The department has duly framed a citizen charter which represents a systematic effort to focus on the commitment of the Organisation towards its Citizens in respects of Standard of Services, Accessibility, Courtesy and Grievance Redressal.

17.2 **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.

17.3 **Details of applications received under RTI and information provided:**

Year	Application Received	Information Provided	Pending
2019 (upto December-2019)	21	21	0

17.4 **List of completed schemes/projects/ programmes during the year 2018-19:** As mentioned at Sr. No. 11.1

17.5 **List of schemes/projects/programmes underway:** No

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: NA

DAIRY DEVELOPMENT DEPARTMENT,
PUNJAB, SAS NAGAR

SERVICE QUALITY MANUAL

AS PER BIS IS 15700

SERVICE QUALITY MANUAL

SERVICE QUALITY POLICY:-

Dairy Dev. Deptt, Punjab affirms its commitment to spread dairy training services throughout the state round the year, expand, commercialise and mechanise dairy farming operations by providing incentives to the prospective Dairy Farmers.

The deptt. pledges to constantly monitor, review and improve the quality and delivery system of the service for the satisfaction of the beneficiaries.

The deptt. confirms its commitment to meet the conditions leading to obtaining of IS 15700 certification.

QUALITY OBJECTIVES:-

1. To identify and list all the services to be provided.
2. Establishing service quality standards including time limits.
3. Providing clear understanding of service available, eligibility criteria and procedures.
4. Creating favourable opinion of the beneficiary about the quality of the service and its delivery system.
5. Making Complaint Handling effective and time bound.

COMPLAINT HANDLING OBJECTIVES:-

- To consider complaint and opportunity to improve the services.
- To make the officers of the department responsive and accountable.
- To satisfy the recipients of the services of the deptt.

OUR STAKEHOLDERS:-

Dairy Dev. Deptt. has the following 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.

OUR SERVICES:-

1. Dairy Training & Extension:-

- **One day Dairy Training Camps-** Under this programme, one day dairy training camps are held in the villages, where elementary knowledge is imparted besides telling them the usefulness of dairy farming. Minimum Two camps are held in each block of the state annually.

- **Two weeks Dairy Training Course-** Those who get interested in dairying through the above camps, are further imparted two weeks training at the Dairy Training centres. This training is a pre-requisite for obtaining institutional finance for the establishment of a commercial dairy farm. Annually more than 6700 farmers are trained.

- **Four weeks Dairy Entrepreneurship Training-**

This training course covers artificial insemination theory and practicals, milk processing and management. With this course, the trainee becomes capable of running his farm affairs independently. Annually more than 1000 dairy farmers are trained.

2. Proliferation of Commercial Dairy Farms.

Under this programme, the department mobilizes the candidates trained by it to start their own commercial units. They are assisted in raising the institutional finance on bargained lower interest rate. It renders every help to the prospective entrepreneurs. Every year more than 100 Lac are got disbursed as Institutional Finance and more than 1500 dairy farms are got established.

3. Commercialising dairy farms.

The following incentives are provided to encourage commercialization of dairy farms.

- 25% subsidy amounting of Rs. 50,000/- for General Category and Rs. 63,000/- Subsidy for SC beneficiaries on Fodder Harvester
- 50% subsidy on Milk Vending Machine under direct marketing scheme.
- 25% subsidy amounting of Rs. 50,000/- for General Category and Rs. 63,000/- Subsidy for SC beneficiaries on Self Propelled Forage Cutter.

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 deptt 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.

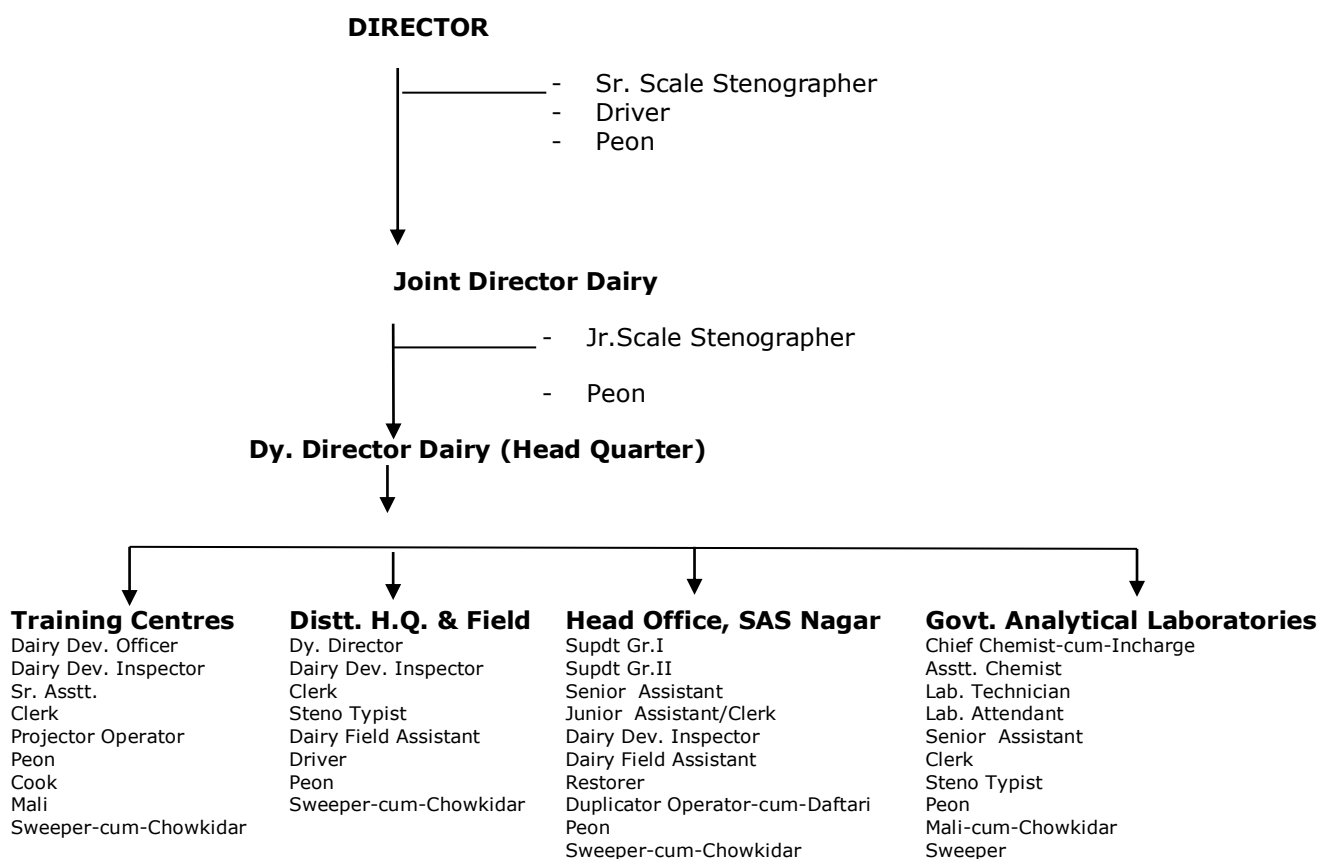
Consultation with Stakeholders:-

In order to have the opinion of the stakeholders with regard to fixing of service standards by the deptt., 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 deptt. 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 deptt as well as the Dairy Training 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 deptt 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 deisgnated 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- Headoffice

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 deisgnated 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

.....

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, Deptt. of Animal Husbandry, Fisheries & Dairy Development.

Annexure-C



ਡੇਅਰੀ ਵਿਕਾਸ ਵਿਭਾਗ, ਪੰਜਾਬ

ਅਤੇ

ਪੰਜਾਬ ਡੇਅਰੀ ਵਿਕਾਸ ਬੋਰਡ



ਸਵੈ-ਰੋਜ਼ਗਾਰ ਡੇਅਰੀ ਸਿਖਲਾਈ ਪ੍ਰੋਗਰਾਮ- ਸਮਾਂ ਅਵਧੀ ਦੇ ਹਫ਼ਤੇ

ੳ) ਸ਼ਰਤਾਂ



- ਉਮੀਦਵਾਰ ਘੱਟੋ-ਘੱਟ 5ਵੀਂ ਪਾਸ ਹੋਵੇ। ਵੱਧ ਯੋਗਤਾ ਵਾਲੇ ਨੂੰ ਤਰਜੀਹ।
- ਉਮੀਦਵਾਰ ਦੀ ਉਮਰ 18 ਤੋਂ 50 ਸਾਲ ਤੱਕ ਹੋਵੇ।
- ਉਮੀਦਵਾਰ ਪੇਂਡੂ ਪਿਛੋਕੜ ਦਾ ਹੋਵੇ।
- ਸਿਖਲਾਈ ਦੀ ਫੀਸ 1000/-ਰੁਪਏ ਜਨਰਲ ਕੈਟਾਗਰੀ ਅਤੇ 750/-ਰੁਪਏ ਅਨੁਸੂਚਿਤ ਜਾਤੀ ਦੇ ਉਮੀਦਵਾਰਾਂ ਲਈ ਹੋਵੇਗੀ।
- ਪਾਸਪੋਰਟਸ/ ਬਿਨੈ ਪੱਤਰ ਆਦਿ ਦੀ ਕੋਈ ਫੀਸ ਨਹੀਂ।

ਅ) ਡਾਕੂਮੈਂਟ

- ਬਿਨੈ ਪੱਤਰ ਨਿਰਧਾਰਿਤ ਪ੍ਰੋਫਾਰਮੇ ਤੋਂ।
- ਵਿਦਿਅਕ ਯੋਗਤਾ- ਸਰਟੀਫਿਕੇਟ ਦੀ ਕਾਪੀ (ਸਵੈ ਤਸਦੀਕਸ਼ੁਦਾ)
- ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਤੋਂ ਜਾਤੀ ਸਬੰਧੀ ਸਰਟੀਫਿਕੇਟ ਦੀ ਕਾਪੀ (ਸਵੈ ਤਸਦੀਕਸ਼ੁਦਾ)
- ਉਮਰ ਅਤੇ ਪੱਕੀ ਰਿਹਾਇਸ਼ ਸਬੰਧੀ ਸਰਟੀਫਿਕੇਟ (ਆਧਾਰ ਕਾਰਡ, ਵੋਟਰ ਕਾਰਡ, ਰਜਿਸਟਰਾਰ ਜਨਮ ਅਤੇ ਮੌਤ ਤੋਂ ਪ੍ਰਾਪਤ ਸਰਟੀਫਿਕੇਟ, ਡਰਾਈਵਿੰਗ ਲਾਈਸੈਂਸ/ ਪਾਸਪੋਰਟ ਦੀ ਫੋਟੋਕਾਪੀ ਵਿਚੋਂ ਕੋਈ ਇੱਕ) ਦੀ ਕਾਪੀ (ਸਵੈ ਤਸਦੀਕਸ਼ੁਦਾ)
- ਵੋਟੇਅੰ- ਦੇ ਪਾਸਪੋਰਟ ਸਾਈਜ਼।
- ਬੈਂਕ ਲੋਨ ਸਬੰਧੀ ਗਾਰੰਟੀ (ਜਮ੍ਹਾਂਬੰਦੀ/ ਰਜਿਸਟਰੀ) ਦੀ ਕਾਪੀ।

ਵਧੇਰੇ ਜਾਣਕਾਰੀ ਲਈ ਸੰਪਰਕ ਕਰੋ:

ਹੈਲਪਲਾਈਨ: 0172-5027285, 2217020

	ਡੇਅਰੀ ਵਿਕਾਸ ਵਿਭਾਗ, ਪੰਜਾਬ ਅਤੇ ਪੰਜਾਬ ਡੇਅਰੀ ਵਿਕਾਸ ਬੋਰਡ	
ਡੇਅਰੀ ਉੱਦਮ ਸਿਖਲਾਈ ਪ੍ਰੋਗਰਾਮ - ਅਵਧੀ 4 ਹਦਰੋ		
ੳ)	<p>ਸ਼ਰਤਾਂ</p> <ul style="list-style-type: none"> • ਉਮੀਦਵਾਰ ਘੱਟੋ-ਘੱਟ 10ਵੀਂ ਪਾਸ ਹੋਵੇ। ਵੱਧ ਯੋਗਤਾ ਵਾਲੇ ਨੂੰ ਤਰਜੀਹ। • ਉਮੀਦਵਾਰ ਦੀ ਉਮਰ 18 ਤੋਂ 45 ਸਾਲ ਤੱਕ ਹੋਵੇ। • ਸਮੱਰਥ ਅਧਿਕਾਰੀ ਤੋਂ ਜਾਰੀ ਸਬੰਧੀ ਸਰਟੀਫਿਕੇਟ ਦੀ ਕਾਪੀ (ਸਵੈ ਤਸਦੀਕਸ਼ੁਦਾ) • ਉਮੀਦਵਾਰ ਪਾਸ ਘੱਟੋ-ਘੱਟ 5 ਫੁਧਰੂ ਪਸ਼ੂਆਂ ਦਾ ਤੋਅਰੀ ਫਾਰਮ ਹੋਵੇ। • ਫੁੱਧ ਸਹਿਕਾਰੀ ਸਭਾ ਦਾ ਮੈਂਬਰ ਅਤੇ ਵਿਭਾਗ/ ਯੂਨੀਵਰਸਿਟੀ ਤੋਂ ਪਹਿਲਾਂ ਸਿਖਲਾਈ ਪ੍ਰਾਪਤ ਉਮੀਦਵਾਰ ਨੂੰ ਤਰਜੀਹ। • ਉਮੀਦਵਾਰ ਦੀ ਚੋਣ ਚੋਣ ਕਮੇਟੀ ਵਲੋਂ ਪਹਿਲਾਂ ਤੋਂ ਨਿਰਧਾਰਤ ਮਿਤੀ ਨੂੰ ਕੀਤੀ ਜਾਵੇਗੀ। • ਚੋਣ ਸਮੇਂ ਅਸਲ ਸਰਟੀਫਿਕੇਟ ਕਮੇਟੀ ਤੋਂ ਢੇਕ ਕਰਵਾਉਣੇ ਹੋਣਗੇ। • ਸਕਲਤਾਪੂਰਵਕ ਚੋਣ ਉਪਰੰਤ ਹੀ ਉਮੀਦਵਾਰ ਸਿਖਲਾਈ ਲੈਣ ਦਾ ਹੱਕਦਾਰ ਹੋਵੇਗਾ। • ਸਿਖਲਾਈ ਦੀ ਫੀਸ 5000/- ਰੁਪਏ ਜਨਰਲ ਕੈਟਾਗਰੀ ਅਤੇ 4000/- ਰੁਪਏ ਅਨੁਸੂਚਿਤ ਜਾਤੀ ਦੇ ਉਮੀਦਵਾਰਾਂ ਲਈ ਹੋਵੇਗੀ, ਜੋ ਕਿ ਚੋਣ ਉਪਰੰਤ ਮੌਕੇ ਤੇ ਜਮ੍ਹਾਂ ਕਰਵਾਉਣੀ ਪਵੇਗੀ। • ਹੋਸਟਲ ਵਿੱਚ ਰਹਿਣ ਵਾਲੇ ਸਿਖਿਆਰਥੀਆਂ ਨੂੰ 500/- ਰੁਪਏ ਵੱਖਰੇ ਤੌਰ ਤੇ ਦੇਣਾ ਪਵੇਗਾ। • ਪਾਸਪੋਰਟਸ ਦੀ ਕੀਮਤ 100/- ਰੁਪਏ। 	
ਅ)	<p>ਡਾਕੂਮੈਂਟ</p> <ul style="list-style-type: none"> • ਨਿਰਧਾਰਿਤ ਪ੍ਰੋਫਾਰਮੇ ਉੱਤੇ ਬਿਨੇ ਪੱਤਰ। • ਵਿਦਿਅਕ ਯੋਗਤਾ ਦੇ ਸਰਟੀਫਿਕੇਟ ਦੀ ਕਾਪੀ (ਸਵੈ ਤਸਦੀਕਸ਼ੁਦਾ) • ਸਮੱਰਥ ਅਧਿਕਾਰੀ ਤੋਂ ਜਾਰੀ ਸਬੰਧੀ ਸਰਟੀਫਿਕੇਟ ਦੀ ਕਾਪੀ (ਸਵੈ ਤਸਦੀਕਸ਼ੁਦਾ) • ਫੁੱਧ ਸਹਿਕਾਰੀ ਸਭਾ ਦੀ ਮੈਂਬਰਸ਼ਿਪ/ ਪਹਿਲਾਂ ਵਿਭਾਗ/ ਯੂਨੀਵਰਸਿਟੀ ਤੋਂ ਸਿਖਲਾਈ ਪ੍ਰਾਪਤੀ ਦੇ ਸਬੂਤ ਦੀ ਕਾਪੀ (ਜੋ ਕੋਈ ਹੋਵੇ)। • ਉਮਰ ਅਤੇ ਪੱਕੀ ਰਿਹਾਇਸ਼ ਸਬੰਧੀ ਸਰਟੀਫਿਕੇਟ (ਆਦਾਰ ਕਾਰਡ, ਵੋਟਰ ਕਾਰਡ, ਰਜਿਸਟਰਾਰ ਜਨਮ ਅਤੇ ਮੌਤ ਤੋਂ ਪ੍ਰਾਪਤ ਸਰਟੀਫਿਕੇਟ, ਡਰਾਈਵਿੰਗ ਲਾਈਸੈਂਸ/ ਪਾਸਪੋਰਟ ਦੀ ਫੋਟੋਕਾਪੀ ਵਿਚੋਂ ਕੋਈ ਇੱਕ) ਦੀ ਕਾਪੀ (ਸਵੈ ਤਸਦੀਕਸ਼ੁਦਾ) • ਦੋ ਪਾਸਪੋਰਟ ਸਾਈਜ਼ ਫੋਟੋਆਂ (ਸਵੈ ਤਸਦੀਕਸ਼ੁਦਾ)। 	
ਵਧੇਰੇ ਜਾਣਕਾਰੀ ਲਈ ਸੰਪਰਕ ਕਰੋ:		
ਹੇਲਪਲਾਈਨ: 0172-5027285, 2217020		



ਡੇਅਰੀ ਵਿਕਾਸ ਵਿਭਾਗ, ਪੰਜਾਬ ਅਤੇ ਪੰਜਾਬ ਡੇਅਰੀ ਵਿਕਾਸ ਬੋਰਡ





ਡੇਅਰੀ ਕਰਜਾ

- ਉ) ਡੇਅਰੀ ਉਦਮ ਵਿਕਾਸ ਸਕੀਮ (ਨਾਬਾਰਡ ਵਲੋਂ)
- ਦੁਧਾਰੂ ਪਸ਼ੂਆਂ ਦੀ ਖਰੀਦ: 2-10 ਦੁਧਾਰੂ ਪਸ਼ੂ- ਪਸ਼ੂ ਦੀ ਕੀਮਤ ਵੱਧ ਤੋਂ ਵੱਧ 70,000/-ਰੁਪਏ।
 - ਕੱਟੀਆਂ/ ਵੱਛੀਆਂ ਪਾਲਣ ਦੀ ਸਕੀਮ: 2-20 ਕੱਟੜੂ-ਵੱਛੜੂ-ਪਸ਼ੂ ਦੀ ਕੀਮਤ ਵੱਧ ਤੋਂ ਵੱਧ 48,500/-ਰੁਪਏ।
 - ਵਰਮੀ ਕੰਪੋਸਟ ਦੀ ਸਕੀਮ- ਯੂਨਿਟ ਦੀ ਕਾਸਟ-25,200/-ਰੁਪਏ ਵੱਧ ਤੋਂ ਵੱਧ।
 - ਮਿਲਕਿੰਗ ਮਸ਼ੀਨ/ ਮਿਲਕੋਟੈਸਟਰ/ ਬੀ.ਐਮ.ਸੀ. (2000 ਲੀਟਰ) ਤੱਕ ਦੀ ਸਕੀਮ-ਸਕੀਮ ਦੀ ਕੀਮਤ ਵੱਧ ਤੋਂ ਵੱਧ 20 ਲੱਖ ਰੁਪਏ।
 - ਡੇਅਰੀ ਪ੍ਰੋਸੈਸਿੰਗ ਸਬੰਧੀ ਮਸ਼ੀਨਰੀ ਖਰੀਦਣ ਦੀ ਸਕੀਮ। ਵੱਧ ਤੋਂ ਵੱਧ ਕੀਮਤ 13.20 ਲੱਖ ਰੁਪਏ।
 - ਡੇਅਰੀ ਉਤਪਾਦਤ ਦੀ ਢੋਆ-ਢੁਆਈ ਅਤੇ ਕੋਲਡ ਚੇਨ ਸਥਾਪਤ ਕਰਨ ਦੀ ਸਕੀਮ-ਸਕੀਮ ਦੀ ਕੀਮਤ ਵੱਧ ਤੋਂ ਵੱਧ 26.50 ਲੱਖ ਰੁਪਏ।
 - ਦੁੱਧ ਅਤੇ ਦੁੱਧ ਪਦਾਰਥਾਂ ਲਈ ਕੋਲਡ ਸਟੋਰੇਜ ਦੀ ਸੁਵਿਧਾ ਸਬੰਧੀ ਸਕੀਮ- ਸਕੀਮ ਦੀ ਕੀਮਤ ਵੱਧ ਤੋਂ ਵੱਧ 33.00 ਲੱਖ ਰੁਪਏ।
 - ਡੇਅਰੀ ਮਾਰਕੀਟਿੰਗ ਆਊਟਲੇਟ/ ਡੇਅਰੀ ਪਾਰਲਰ ਸਥਾਪਤ ਕਰਨ ਸਬੰਧੀ ਸਕੀਮ-ਸਕੀਮ ਦੀ ਕੀਮਤ ਵੱਧ ਤੋਂ ਵੱਧ 3.00 ਲੱਖ ਰੁਪਏ।
- ਸਬਸਿਡੀ ਦੀ ਦਰ- 25 ਪ੍ਰਤੀਸ਼ਤ ਜਨਰਲ ਕੈਟਾਗਰੀ ਅਤੇ 33.33 ਪ੍ਰਤੀਸ਼ਤ ਅਨੁਸੂਚਿਤ ਜਾਤੀ ਲਈ।
ਮਾਰਜਨਲ ਮਨੀ- 10 ਪ੍ਰਤੀਸ਼ਤ ਘੱਟ-ਘੱਟ।
- ਯੋਗਤਾ: ਵਿਅਕਤੀ, ਗਰੁੱਪ, ਸੋਸਾਇਟੀ, ਐਨ.ਜੀ.ਓ. ਸਕੀਮ ਤੋਂ ਲਾਭ ਲੈਣ ਲਈ ਯੋਗ ਹਨ।
- < ਕੋਈ ਵੀ ਵਿਅਕਤੀ ਉਕਤ ਸਾਰੇ ਕੰਪੋਨੈਂਟਾਂ ਤੋਂ ਇਕੱਠਿਆਂ ਵੀ ਲਾਭ ਲੈ ਸਕਦਾ ਹੈ। ਪਰ ਇੱਕ ਵਾਰ ਤੋਂ ਵੱਧ ਨਹੀਂ।
 - < ਇੱਕ ਪਰਿਵਾਰ ਵਿੱਚੋਂ 2 ਵਿਅਕਤੀ ਲਾਭ ਲੈ ਸਕਦੇ ਹਨ, ਪਰ ਯੂਨਿਟ ਇੱਕ ਦੂਸਰੇ ਤੋਂ 500 ਮੀਟਰ ਦੂਰ ਹੋਣਾ।
 - < ਸਬਸਿਡੀ ਲਾਭਪਾਤਰੀ ਦੇ ਲੋਨ ਖਾਤੇ ਵਿੱਚ ਜਮ੍ਹਾਂ ਹੋਵੇਗੀ ਅਤੇ ਬੈਂਕ ਐਡਿਡ ਹੋਵੇਗੀ।
 - < ਕਰਜੇ ਦੀ ਦਰ, ਮੌਜੂਦਾ ਸਮਾਂ, ਸਕਿਊਰਿਟੀ ਆਦਿ ਬੈਂਕ ਦੇ ਨਿਯਮਾਂ ਮੁਤਾਬਕ ਹੋਵੇਗੀ।
 - < ਸਥਾਪਤ ਯੂਨਿਟ ਦੇ ਬਾਹਰ ਡੇਅਰੀ ਵਿਕਾਸ ਵਿਭਾਗ ਵਲੋਂ "ਨਾਬਾਰਡ ਰਾਹੀਂ ਸਹਾਇਤਾ ਪ੍ਰਾਪਤ ਯੂਨਿਟ" ਦਾ ਬੋਰਡ ਲਗਾਉਣਾ ਹੋਵੇਗਾ।
- ਬੀ) ਕਮਰਸ਼ੀਅਲ ਡੇਅਰੀ ਸਕੀਮ ਅਧੀਨ ਕਰਜਾ
- ਦੁਧਾਰੂ ਪਸ਼ੂਆਂ ਦੀ ਖਰੀਦ- 20 ਤੋਂ ਵੱਧ ਦੁਧਾਰੂ ਪਸ਼ੂ।
 - ਦੁਧਾਰੂ ਪਸ਼ੂਆਂ ਦੀ ਖਰੀਦ।
- ਇਸ ਸਕੀਮ ਹੇਠ ਲਾਭਪਾਤਰੀ ਨੂੰ ਕਮਰਸ਼ੀਅਲ ਡੇਅਰੀ (20 ਤੋਂ ਵੱਧ ਪਸ਼ੂਆਂ ਦਾ ਫਾਰਮ) ਸਥਾਪਤ ਕਰਨ ਲਈ ਘੱਟ ਵਿਆਜ ਦਰਾਂ ਤੇ ਬੈਂਕ ਤੋਂ ਕਰਜਾ ਦਵਾਇਆ ਜਾਂਦਾ ਹੈ। ਇਸ ਸਕੀਮ ਹੇਠ ਲਾਭਪਾਤਰੀ ਵੱਡੇ ਪੱਧਰ ਤੇ ਡੇਅਰੀ ਦਾ ਕਿੱਤਾ ਅਪਣਾ ਸਕਦੇ ਹਨ।
- ਸੀ) ਲੋੜੀਂਦੇ ਡਾਕੂਮੈਂਟ
- ਨਿਰਧਾਰਤ ਪ੍ਰੋਫਾਰਮੇ ਉੱਤੇ ਬਿਨੈਪੱਤਰ।
 - ਡੇਅਰੀ ਸਿਖਲਾਈ ਸਬੰਧੀ ਸਰਟੀਫਿਕੇਟ ਦੀ ਕਾਪੀ (ਸਵੈ ਤਸਦੀਕਸ਼ੁਦਾ)
 - ਵਿਦਿਅਕ ਯੋਗਤਾ ਦੇ ਸਰਟੀਫਿਕੇਟ ਦੀ ਕਾਪੀ (ਸਵੈ ਤਸਦੀਕਸ਼ੁਦਾ)
 - ਉਮਰ ਦੇ ਸਬੂਤ ਸਬੰਧੀ ਸਰਟੀਫਿਕੇਟ (ਆਧਾਰ ਕਾਰਡ, ਵੋਟਰ ਕਾਰਡ, ਰਜਿਸਟਰਾਰ ਜਨਮ ਅਤੇ ਮੌਤ ਤੋਂ ਪ੍ਰਾਪਤ ਸਰਟੀਫਿਕੇਟ, ਡਰਾਈਵਿੰਗ ਲਾਇਸੈਂਸ/ ਪਾਸਪੋਰਟ ਦੀ ਫੋਟੋਕਾਪੀ ਵਿੱਚੋਂ ਕੋਈ ਇੱਕ) ਦੀ ਕਾਪੀ (ਸਵੈ-ਤਸਦੀਕਸ਼ੁਦਾ)
 - ਛੇ ਪਾਸਪੋਰਟ ਸਾਈਜ਼ ਫੋਟੋਆਂ (ਸਵੈ ਤਸਦੀਕਸ਼ੁਦਾ)
 - ਬੈਂਕ ਲੋਨ ਸਬੰਧੀ ਗਾਰੰਟੀ (ਜਮ੍ਹਾਂਬੰਦੀ/ ਰਜਿਸਟਰੀ) ਅਸਲ ਰੂਪ ਵਿੱਚ
 - ਸਮਰਥ ਅਧਿਕਾਰੀ ਤੋਂ ਜਾਤੀ ਸਬੰਧੀ ਸਰਟੀਫਿਕੇਟ ਦੀ ਕਾਪੀ (ਸਵੈ-ਤਸਦੀਕਸ਼ੁਦਾ)
 - ਮਾਰਜਨਲ ਮਨੀ-10 ਪ੍ਰਤੀਸ਼ਤ ਘੱਟ-ਘੱਟ ਬੈਂਕ ਨੂੰ ਦੇਣੀ ਹੋਵੇਗੀ।

ਵਧੇਰੇ ਜਾਣਕਾਰੀ ਲਈ ਸੰਪਰਕ ਕਰੋ:

ਹੈਲਪਲਾਈਨ: 0172-5027285, 2217020

 ਡੇਅਰੀ ਵਿਕਾਸ ਵਿਭਾਗ, ਪੰਜਾਬ ਅਤੇ ਪੰਜਾਬ ਡੇਅਰੀ ਵਿਕਾਸ ਬੋਰਡ		
ਸਬਸਿਡੀ ਸਕੀਮਾਂ (ਸਬਸਿਡੀ ਸਿਰਫ ਵਿਭਾਗ ਵਲੋਂ ਸਪਾਂਸਰ ਕੇਸਾਂ ਨੂੰ ਹੀ)		
ਸੈਲਫ ਪ੍ਰੋਪੈਲਡ ਫੋਰੇਜ ਕੱਟਰ/ ਹਾਰਵੈਸਟਰ ਦੀ ਸਕੀਮ		
ਸਬਸਿਡੀ ਦੀ ਦਰ- 25 ਪ੍ਰਤੀਸ਼ਤ ਜਾਂ ਵੱਧ-ਵੱਧ 50,000/-ਰੁਪਏ ਅਤੇ ਐਸ.ਸੀ. ਲਈ 63,000/-ਰੁਪਏ		
ਸ਼ਰਤਾਂ	ਲੋੜੀਂਦੇ ਡਾਕੂਮੈਂਟ	
1. ਦੁਧਾਰੂ ਪਸ਼ੂਆਂ ਦੀ ਗਿਣਤੀ- ਘੱਟ ਤੋਂ ਘੱਟ 10	ਬਿਨੈਪੱਤਰ	
2. ਡੇਅਰੀ ਵਿਕਾਸ ਵਿਭਾਗ/ ਪੰਜਾਬ ਡੇਅਰੀ ਵਿਕਾਸ ਬੋਰਡ/ ਗਡਵਾਸੂ ਤੋਂ ਸਿਖਲਾਈ ਪ੍ਰਾਪਤ ਕੀਤੀ ਹੋਵੇ	ਸਵੈ-ਘੋਸ਼ਣਾ ਪੱਤਰ ਸਿਖਲਾਈ ਸਬੰਧੀ ਸਰਟੀਫਿਕੇਟ	
3. ਮਸ਼ੀਨ ਦੀ ਖਰੀਦ ਪੁੰਜੀ- ਬੈਂਕ ਜਾਂ ਖੁੱਦ	ਖਰੀਦ ਸਬੰਧੀ ਦਸਤਾਵੇਜ਼	
4. ਮਸ਼ੀਨ ਦੀ ਖਰੀਦ ਕੇਵਲ ਨਿਰਧਾਰਤ ਕੰਪਨੀਆਂ ਤੋਂ	2 ਫੋਟੋ ਬੈਂਕ ਦੀ ਡਿਸਬਰਸਮੈਂਟ ਲੈਟਰ (ਬੈਂਕ ਤੋਂ ਕਰਜਾ ਲੈਣ ਦੀ ਸੂਰਤ ਵਿੱਚ)	
ਦੁੱਧ ਉਤਪਾਦਕਾਂ ਨੂੰ ਦੁੱਧ ਦੇ ਸਿੱਧੇ ਮੰਡੀਕਰਨ ਦੀ ਸਹੂਲਤ ਦੇਣ ਦੀ ਸਕੀਮ		
ਸਬਸਿਡੀ ਦੀ ਦਰ- 50 ਪ੍ਰਤੀਸ਼ਤ ਜਾਂ ਵੱਧ-ਵੱਧ 4.00 ਲੱਖ ਰੁਪਏ		
ਸ਼ਰਤਾਂ	ਲੋੜੀਂਦੇ ਡਾਕੂਮੈਂਟ	
1. ਦੁਧਾਰੂ ਪਸ਼ੂਆਂ ਦੀ ਗਿਣਤੀ- ਘੱਟ ਤੋਂ ਘੱਟ 50 ਅਤੇ ਪ੍ਰਤੀ ਦਿਨ ਘੱਟੋ-ਘੱਟ 500 ਲੀਟਰ ਦੁੱਧ	ਬਿਨੈਪੱਤਰ	
2. ਡੇਅਰੀ ਵਿਕਾਸ ਵਿਭਾਗ/ ਪੰਜਾਬ ਡੇਅਰੀ ਵਿਕਾਸ ਬੋਰਡ/ ਗਡਵਾਸੂ ਤੋਂ ਸਿਖਲਾਈ ਪ੍ਰਾਪਤ ਕੀਤੀ ਹੋਵੇ	ਸਵੈ-ਘੋਸ਼ਣਾ ਪੱਤਰ ਸਿਖਲਾਈ ਸਬੰਧੀ ਸਰਟੀਫਿਕੇਟ	
3. ਮਸ਼ੀਨ ਦੀ ਖਰੀਦ- ਘੱਟੋ-ਘੱਟ 40 ਪ੍ਰਤੀਸ਼ਤ ਪੁੰਜੀ ਬੈਂਕ ਤੋਂ ਲਈ ਹੋਵੇ	ਖਰੀਦ ਸਬੰਧੀ ਦਸਤਾਵੇਜ਼	
4. ਮਸ਼ੀਨ ਦੀ ਖਰੀਦ- ਕੇਵਲ ਨਿਰਧਾਰਤ ਕੰਪਨੀਆਂ ਤੋਂ	2 ਫੋਟੋ ਬੈਂਕ ਦੀ ਡਿਸਬਰਸਮੈਂਟ ਲੈਟਰ	
ਸਿੰਗਲ ਰੋਅ ਫੋਡਰ ਹਾਰਵੈਸਟਰ ਸਕੀਮ		
ਸਬਸਿਡੀ ਦੀ ਦਰ- 25 ਪ੍ਰਤੀਸ਼ਤ ਜਾਂ ਵੱਧ-ਵੱਧ 50,000/- ਰੁਪਏ ਅਤੇ ਐਸ.ਸੀ. ਲਈ 63,000/-ਰੁਪਏ		
ਸ਼ਰਤਾਂ	ਲੋੜੀਂਦੇ ਡਾਕੂਮੈਂਟ	
1. ਦੁਧਾਰੂ ਪਸ਼ੂਆਂ ਦੀ ਗਿਣਤੀ- ਘੱਟ ਤੋਂ ਘੱਟ 10	ਬਿਨੈਪੱਤਰ	
2. ਮਸ਼ੀਨ ਦੀ ਖਰੀਦ ਪੁੰਜੀ- ਬੈਂਕ ਜਾਂ ਖੁੱਦ	ਸਵੈ-ਘੋਸ਼ਣਾ ਪੱਤਰ ਵਿਭਾਗੀ ਸਿਖਲਾਈ ਸਬੰਧੀ ਸਰਟੀਫਿਕੇਟ	
3. 35 ਹੋਰਸ ਪਾਵਰ ਦਾ ਟ੍ਰੈਕਟਰ	ਖਰੀਦ ਸਬੰਧੀ ਦਸਤਾਵੇਜ਼	
4. ਫੋਡਰ ਹਾਰਵੈਸਟਰ ਦੀ ਖਰੀਦ- ਕੇਵਲ ਨਿਰਧਾਰਤ ਕੰਪਨੀਆਂ ਤੋਂ ਹੀ	2 ਫੋਟੋਆਂ ਬੈਂਕ ਕਰਜਾ ਵੰਡ ਪੱਤਰ ਟ੍ਰੈਕਟਰ ਦੀ ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਦੀ ਕਾਪੀ	
ਆਧੁਨਿਕ ਕੈਟਲ ਸ਼ੇਡ ਸਕੀਮ		
ਸਬਸਿਡੀ ਦੀ ਦਰ- 25 ਪ੍ਰਤੀਸ਼ਤ ਜਾਂ ਵੱਧ-ਵੱਧ 1.50 ਲੱਖ ਰੁਪਏ		
ਸ਼ਰਤਾਂ	ਲੋੜੀਂਦੇ ਡਾਕੂਮੈਂਟ	
1. ਦੁਧਾਰੂ ਪਸ਼ੂਆਂ ਦੀ ਗਿਣਤੀ- ਘੱਟ ਤੋਂ ਘੱਟ 10	ਬਿਨੈਪੱਤਰ	
2. ਡੇਅਰੀ ਵਿਕਾਸ ਵਿਭਾਗ/ ਪੰਜਾਬ ਡੇਅਰੀ ਵਿਕਾਸ ਬੋਰਡ/ ਗਡਵਾਸੂ/ ਮਿਲਕਵੈਡ ਤੋਂ ਸਿਖਲਾਈ ਪ੍ਰਾਪਤ ਕੀਤੀ ਹੋਵੇ	ਸਵੈ-ਘੋਸ਼ਣਾ ਪੱਤਰ	
3. 10 ਏਕੜ ਤੋਂ ਘੱਟ ਜਮੀਨ ਦੀ ਮਲਕੀਅਤ ਹੋਵੇ	ਸਿਖਲਾਈ ਸਬੰਧੀ ਸਰਟੀਫਿਕੇਟ	
4. ਕੈਟਲ ਸ਼ੇਡ ਦੀ ਨਿਰਮਾਣ ਪੁੰਜੀ- ਬੈਂਕ ਜਾਂ ਖੁੱਦ	ਬੈਂਕ ਕਰਜਾ ਵੰਡ ਪੱਤਰ	
ਵਧੇਰੇ ਜਾਣਕਾਰੀ ਲਈ ਸੰਪਰਕ ਕਰੋ: ਹੈਲਪਲਾਈਨ: 0172-5027285, 2217020		

Annexure-G

ADDRESS & TEL NO.s OF ALL OFFICERS OF DAIRY DEV. DEPTT.,

1.	Director, Dairy Dev. Deptt, Pb.	S. Inderjit Singh 08427600228	0172-2217020 0172-5027285
2.	Joint Director, Dairy Dev. Deptt, Pb.	S. Karnail Singh 97790-46123	0172-2217020 0172-5027285
3.	Deputy Director, Dairy, Quarter No. 313-321, Ghalori Gate, Opp. Mahindra College Gate, Patiala	Sh. Dilbag Singh 98151-68220	0175-2300517
4.	Deputy Director, Dairy, Distt. Administrative Complex Block No A, Room No 3-4, 1 st Floor, Ferozepur Cantt	Sh. Nirvair Singh 94651-17652	01632-244304
5.	Deputy Director, Dairy, Room No. 508-09, Fourth Floor, B- Block, New DC Complex, Fazilka	Sh. Nirvair Singh 94651-17652	01632-244304
6.	Deputy Director, Dairy, Zila Parishad Complex, Ropar.	Sh. Kuldeep Singh 98557-32565	01881-222028
7.	Deputy Director, Dairy, Room No. 302- E, 2 nd Floor New Building, Mini Sectt. Bathinda	Sh. Jarnail Singh 93563-80778	0164-2240645
8.	Deputy Director Dairy, Room No. 87-88, 3 rd Floor, Distt. Administrative Complex, New Court Road Mansa	Sh. Jarnail Singh 98782-21525	01652-227061
9.	Deputy Director Dairy, Veterinary Hospital, Ladowali Road, Jalandhar	Sh. Ram Lubhaya 94636-08890	0181-2233441
10.	Deputy Director, Dairy, Room No. 508, 4 th Floor, Block-B, District Administration Complex, Gurdaspur	Sh. Balwinder Jit 98141-71300	01874-220163
11.	Deputy Director, Dairy, Room No. 346, Second Floor, District Administrative Complex, Pathankot	Sh. Kashmir Singh 94172-53318	01874-220163
12.	Deputy Director, Dairy, Room No. 437, 4 th Floor, Mini Secretariat, Hoshiarpur	Sh. Devinder Singh 94654-65707	01882-220025
13.	Deputy Director Dairy, Room No. 406, District Administrative Complex, Fatehgarh Sahib	Sh. Harpal Singh 99885-27485	01763-220334
14.	Deputy Director, Dairy, 598-L, Model Town, Near Chatar Singh Park, Ludhiana.	Sh. Dilbag Singh 98151-68220	0161-2400223
15.	Deputy Director Dairy, Dairy Training & Extension Centre, Batala Road, Near Telephone Exchange, Verka (Amritsar)	Sh. Kashmir Singh 94172-53318	0183-2263083
16.	Deputy Director Dairy, Room No. 209 (Hall), 2 nd Floor, District Administration Complex, Faridkot	Sh. Randeep Kumar 78272-60001	01639-250380
17.	Deputy Director, Dairy, Room No. 434-35, 3 rd Floor, District Administrative Complex, Sector-76, SAS Nagar	Sh. Kuldeep Singh 98557-32565	0172-2219276
18.	Deputy Director, Dairy, Old Office of Senior Veterinary Officer of Animal Husbandry Department, Charbatti Chowk, Kapurthala	Sh. Balwinder Jit 98141-71300	01822-230255
19.	Deputy Director Dairy, Dairy Training and Extension Centre, Ranvir College Road, Patiala Gate, Sangrur	Sh. Jaswinder Singh 94635-10250	01672-230925
20.	Dairy Dev. Officer, Veterinary Polyclinic, Mohallo, Banga Road, Shaheed Bhagat Singh Nagar	Sh. Devinder Singh 94654-65707	01823-225050
21.	Dairy Dev. Officer, Dairy Training & Extension Centre, Moga -Kotkapura Road, Vill. Gill, Moga	Sh. Nirvair Singh 94651-17652	01636-242480

22.	Dairy Dev. Officer, IFTC, Tapa Khera Road, Vill. Abul Khurana, Shri Muktsar Sahib	Sh. Randeep Kumar 78272-60001	01637-248423
23.	Dairy Dev. Officer, Dairy Training & Extension Centre , Bija (Distt. LDH)	Sh. Balwinder Singh 94639-12753	01628-264566
24.	Dairy Dev. Officer, Dairy Training & Extension Centre Milk Chilling Centre, Sardoolgarh	Sh. Jarnail Singh 93563-80778	01659-251911
25.	Dairy Dev. Officer, Dairy Training & Extension Centre , Near Mal Mandi, Amritsar Road, Tarn Taran.	Sh. Kashmir Singh 94172-53318	01852-223093
26.	Dairy Dev. Officer, Dairy Training & Extension Centre , Opp. Sh. Guru Ram Rai Public School, Hoshiarpur Road, Phagwara	Sh. Ram Lubhaya 94636-08890	01824-228414
27.	Dairy Dev. Officer, Dairy Training & Extension Centre Vill. Chatamli, PO Kalewal, Ditt.Ropar.	Sh. Kuldip Singh 98557-32565	0160-2660300
28.	Chief Chemist-cum-Incharge, Govt. Analytical Laboratory, Milk Plant, Sangrur	Smt. Gursharanjit Kaur 98883-55370	01672-250090

PUNJAB GOVT. GAZ, NOV. 13, 1981 (KRTK 22,1903 SAKA)

GOVERNMENT OF PUNJAB
DEPARTMENT OF ANIMAL HUSBANDRY AND FISHERIES
Notification,
The 6th November, 1981

No.G.S.R.97Const./Art.309/81.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, The Governor of Punjab is pleased to make the following rules, regulating the recruitment, and the conditions of service of persons appointed, to the Punjab Dairy Development, Non-Ministerial (State Service Class III), namely:-

- | | |
|--|---|
| <p>1. (1) These rules may be called the Punjab Dairy Development, Non-Ministerial (State Service, Class-III) Rules, 1981.</p> <p>(2) They shall come into force at once.</p> <p>(3) They shall apply to all the posts specified in Appendix 'A' to these rules.</p> | <p>Short title and commencement and application</p> |
| <p>2. (1) In these rules, unless the context otherwise requires-</p> <p>(a) "Board" means the Subordinate Services Selection Board, Punjab, or any other authority constituted to perform its functions;</p> <p>(b) "Commission" means the Punjab Public Service Commission;</p> <p>(c) "direct appointment" means an appointment made otherwise than by promotion, or by transfer of a person already in the Service of Government of India or of a State Government;</p> <p>(d) "Government" means the Government of State of Punjab in the Administrative Department dealing with matters concerning Dairy Development;</p> <p>(e) "Service" means the Punjab Dairy Development Non-Ministerial (State Service, Class-III);</p> <p>(f) "recognized University" or "Institution" means-</p> <p>(i) any university incorporated by law in any of the States of India ; or</p> | <p>Definition</p> |

(ii) the Punjab, Sind or Dacca University in the Case of degree or diploma obtained as a result of examination held by these universities before the 15th August, 1947 ; or

(iii) any other university or institution which is recognized by the Government for the purpose of these rules.

Number and character of 'A' Posts. 3. The Service Shall comprise the posts specified in Appendix to these rules:

Posts. Provided that nothing in these rules shall effect the inherent right of the Government to add to or reduce the number of such posts or create new posts with different designations and scales of pay whether permanently or temporarily.

4. (1) No candidate shall be appointed to the Service, unless he is--

Nationality (a) a citizen of India ; or

domicile and (b) a citizen of Nepal ; or

character (c) a subject of Bhutan ; or

of candidates (d) a Tibetan refugee who came over to India before the 1st appointed to January, 1962, with the intention of permanently settling in India ; service. or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tangenuika, Zanzibar), Zambia Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a candidate belonging categories (b), (c) (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

(2) A candidate, in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, and he may also provisionally be appointed subject to the necessary certificates being given to him by the Government of India.

(3) No person shall be recruited to the Service by direct appointment unless he produces—

- (a) a certificate of character from the Principal academic officer of the university, college, school or institution last attended ; if any, and similar certificates from two responsible persons, not being his relatives who are well acquainted with him in his private life and are unconnected, with his university, college, school or institution ; and
- (b) an affidavit to the effect that he has not dismissed or removed from the service of any State Government or the Government of India.

5. No person--

- (a) who has entered into or contracted a marriage with a person having a spouse living ; or Disquali-
cation
- (b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service :

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing exempt any person from the operation of this rule.

6. No person shall be recruited to the Service by direct appointment, if he is less than seventeen years or more than twenty-seven years of age on the 1st day of January immediately preceding the last date fixed by the Board or the Commission, as the case may be, for submission of applications or unless he is within such range of age as may be specifically fixed by the Government, from time to time ;

Provided that—

- (i) in the case of candidates already in the service of Government of India or of a State Government, the upper age limit shall be forty-five years ;

- (ii) in the case of members of the Scheduled Castes, Scheduled Tribes and Backward Classes, the Upper age limit shall be such as may be fixed by the Government, from time to time;

7. All Appointments to the Service shall be made by the Milk Commissioner, Punjab. Appointing authority

8. (1) Recruitment to the Service shall be made in the manner as specified in Appendix 'B' to these rules. Method of

(2) No person shall be appointed to any post in the Service unless he possesses the qualifications and experience specified against that post in Appendix 'B' to these rules. recruitment and qualifications.

(3) All appointment to the Service by promotion shall be made on the basis of seniority-cum-merit and no person shall have any right of promotion on the basis of seniority alone.

(4) No person shall be recruited to any post in the Service by direct appointment unless he possesses knowledge of Punjabi language of Matriculation standard or its equivalent or passes the test in Punjabi language of matriculation standard or its equivalent to be held by such authority as may be specified by Government in this behalf from time to time.

9. (1) Persons appointed to the Service shall remain on probation for a period of two years, if recruited by direct appointment and one year if recruited otherwise. Probation of person appointed to service

Provided that—

- (a) any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation;
- (b) in the case of an appointment by transfer, any period of work in equivalent or higher post prior to appointment to the Service may, in the discretion of the appointing authority; be allowed to count towards the period of probation, and
- (c) any period of officiating appointment to the Service shall be reckoned as a period spent on probation but no person who has so officiated shall, on completion of the prescribed period of probation

be entitled to be confirmed unless he is appointed against a permanent vacancy.

(2) if, in the opinion, of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may ;

(a) if such person is recruited by direct appointment, dispense with his services or revert him to a post on which he held a lien before his recruitment by direct appointment;

(b) if such person is recruited otherwise;

(i) revert him to his former post; or

(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may;

(a) if his work and conduct have, in its opinion, been satisfactory,

(i) confirm such person from the date of his appointment if appointed against a permanent vacancy;

or

(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or

(iii) declare that he had completed his probation satisfactorily, if there is no permanent vacancy;

or

(b) if his work or conduct has not been in its opinion satisfactory,

(i) dispense with his service if appointed by direct appointment, or if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment may permit ; or

(ii) extent his period of probation and thereafter pass such orders as it could have passed on the expiry of the first period of probation ;

Provided that the total period of probation including extension, if any, shall not exceed three years.

10. The seniority inter-se of members of the Service in each cadre shall be determined by the date of continuous service on a post in that cadre of the Service ;

Seniority of
members
of service

Provided that in the case of members recruited by direct appointment who join within the period specified in the order of appointment or within such period as may from time to time be extended by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Board, Commission or other recruiting authority of the Government shall not be disturbed :

Provided further that in case a candidate is permitted to join the Service after the expiry of the said period of four months in consultation with the Commission, Board or other recruiting authority of the Government, as the case may be, his seniority shall determined from the date he joins the Service:

Provided further that in case any candidate of the next selection has joined the Service before the candidate referred to in the proceeding proviso joins, the candidate so referred shall be placed below all the candidates of the next selection who join within the time specified in the first proviso :

Provided further that in the case of two or more members appointed on the same date, the sonority shall be determined as follows—

- (a) a member recruited by direct appointment shall be senior to a member recruited otherwise ;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer:
- (c) in the case of members appointed by promotion or transfer, seniority shall be determined according to the seniority of such

members in the appointments from which they were promoted or transferred, as the case may be ; and

- (d) in the case of members appointed by transfer from different cadres, the seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment ; and if the rates of pay drawn are also the same, then by their length of service in those appointments ; and if the length of such service is also the same, an older member shall be senior to a younger member.

Note.-Seniority of members appointed on purely provisional basis shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.

11. In respect of pay, leave, pension and all other matters not expressly provided for in these rules, the members of the Service shall be governed by such law, rules and regulations as may have been or may hereafter, be adopted or made by the competent authority.

Leave Pension and other matters.

12. A member of the Service may be transferred by the Government to any post, whether included in any other Service or not on the same terms and conditions as are specified in rule 3.17 of the Public Civil Services Rules, Volume-I, Part-I.

Liability to transfer.

13. A member of the service shall be liable to serve at any place, whether within or out of State of Punjab on being ordered to do so by the appointing Authority.

Liability to serve.

14. Every member of the Service shall get himself vaccinated or re-vaccinated when the Government so directs by a special or general order.

Liability for vaccination and revaccination

15. (1) In the matter of discipline, punishments and appeals, members of the service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules 1970, as amended from time to time.

Discipline, penalties and appeals

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the members of the Service shall be Milk Commissioner, Punjab and the Government respectively.

(3) The authority competent to hear an appeal against an order specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, other than an order imposing any of the penalties mentioned in rule 5 of the said rules, in respect of the members of the Service shall be the Government.

16. Every member of the Service, unless he has already done so, shall be required to take an oath of allegiance to India and to the Constitution of India as by law established.

Oath of
allegiance

17. Where the Government is of opinion that it is necessary or expedient so to do, it may be order, for reasons to be recorded in writing, relax any of the provisions of these rules, with respect of any class or category of persons:

Power
to
relax

Provided that the provisions relating to the qualifications and experience shall not be relaxed.

18. If any question arises as to interpretation of any of the provisions of these rules, the Government shall decide the same.

Interpretation

19. The Punjab Civil Veterinary Department Subordinate Services Rules, 1933 in so far as these are applicable to the members of the Service are hereby repealed :

Repeal and
saving

Provided that any order made or any action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

APPENDIX 'A'
(See rules 1 (3) and (3))

Sr. No.	Designation of post	Number of posts			Scale of Pay	Now revised pay scale
		Permanent	Temporary	Total		
1	2	3	4	5	6	7
1.	Dairy Extension Assistant, Grade-I	20	4	24	700-25-850/30-1000/40-1200	10300-34800+3800 Grade Pay
2.	Dairy Extension Assistant, Grade-II	39	10	49	570-15-600/20-700/25-850/30-1000/40-1080	10300-34800+3200 Grade Pay
3.	Dairy Extension Worker	70	14	84	400-10-450/15-525/15-600 (Twenty percent selection Grade Rs.510-15-600/20-700/25-800)	5910-20200+1900 Grade Pay

APPENDIX 'B'
(See rule 8)

Sr. No.	Name of the post	Percentage of the post to be filled in by		Qualification and minimum experience for	
		Direct Appointment	Promotion	Direct appointment or transfer	Promotion
1.	Dairy Extension Assistant Grade-I	33.1/3	66.2/3	(i) B.Sc Dairying from recognized University Or Indian Dairy Diploma from a recognized Institution; and (ii) Atleast four years experience in a public or private milk plant in the field of milk procurement or extension.	From amongst Dairy Extension Assistants, Grade-II possessing (i) Indian Dairy Diploma from a recognised institution or B.Sc Agriculture with honours in Animal Science from a recognized university or B.Sc Agriculture. (ii) Atleast three years experience as Dairy Extension Assistant Grade-II
2.	Dairy Extension Assistant Grade-II	100	NIL	Indian Dairy Diploma from a recognized Institution Or B.Sc Agriculture from a recognized university or B.Sc. Agriculture from a recognised University with Honours in Animal Science	NIL
3.	Dairy Extension Worker	100	NIL	Matric with Physics and Chemistry subjects or its equivalent qualification	NIL

R.R. BHARDWAJ
Secretary to Government of Punjab,
Department of Animal Husbandry & Fisheries.

Note:-Qualification for Sr. No.1 & 2 amended vide Notification No.G.S.R.52 Const./Art. 309/Amd.(2) 89, dated 1st June, 1989 & Notification No.G.S.R.24 Const./Art. 309/Amd.(3)/92, dated 3rd March, 1992.

**GOVERNMENT OF PUNJAB
DEPARTMENT OF DAIRY DEVELOPMENT**

**Notification,
The 1st June 1989**

No. G. S. R.52 Const./Art. 309/Amd. (2) 89- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the President of India is pleased to make the following rules further to amend the Punjab Dairy Development, Non-Ministerial (State Service Class III) Rules, 1981, namely:-

RULES

1. These rules may be called the Punjab Dairy Development, Non-Ministerial (State Service Class III) (First Amendment) Rules, 1989.

In the Punjab Dairy Development, Non-Ministerial (State Service Class III) Rules, 1981, in Appendix 'B', in the Table, for Serial Nos. 1 and 2 and the entries relating thereto, the following shall be substituted, namely:-

Sr. No.	Name of the post	Percentage of the posts to be filled in by		Qualification and minimum experience for	
		Direct appointment	Promotion	Direct appointment or transfer	Promotion
1.	Dairy Extension Assistant Grade-I	33.1/3	66.2/3	B.Sc Dairying from a recognized University: Or (i) India Dairy Diploma from a recognized institution: Or Two years' Diploma in a Dairy Technology from a recognized institution: and (ii) at least four years' experience in the Dairy Development Department of Government of India or of a State Government or in the field of milk procurement or dairy extension in a milk plant in public or private sector.	From amongst the Dairy Extension Assistant Grade-II who have an experience of working as such for a minimum period of three years.
2.	Dairy Extension Assistant Grade-	50	50	India Dairy Diploma from a recognized institution:	From amongst the Dairy Extension Workers who have

II				<p>Or</p> <p>Two years' Diploma in a Dairy Technology from a recognized institution</p>	<p>under-gone in-service refresher course of six months duration in dairy development and have an experience of working as such for a minimum period of fifteen years;</p> <p>Or</p> <p>From amongst the Dairy Extension Workers who possess Diploma in Dairy Technology from a recognized institution and have an experience of working as such for a minimum period of ten years."</p>
----	--	--	--	---	--

JAI SINGH GILL
Secretary to Government Punjab,
Department of Co-operation and
Dairy Development.

PUNJAB GOVT. GAZ, MARCH. 13, 1992 (PHGN 23,1913 SAKA)

GOVERNMENT OF PUNJAB

**DEPARTMENT OF DAIRY DEVELOPMENT
(ANIMAL HUSBANDRY BRANCH)**

Notification,

The 3rd March, 1992

No. G. S. R.24/Const./Art. 309/Amd. (3)/92- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the President of India is pleased to make the following rules further to amend the Punjab Dairy Development, Non-Ministerial (State Service Class III) Rules, 1981, namely:-

RULES

1. These rules may be called the Punjab Dairy Development, (State Service Class III) (First Amendment) Rules, 1992.
2. In the Punjab Dairy Development, Non-Ministerial (State Service Class III) Rules, 1981, in rule 8, for sub-rule 4, the following shall be substituted, namely:-

"(4) No person shall be recruited to any post in the Service by direct appointment unless he possesses knowledge of Punjabi Language of Matriculation Standard or its equivalent standard"

C.L.Bains

**Secretary to Government of Punjab,
Department of Dairy Development.**

PUNJAB GOVT. GAZ, JAN. 21, 1983 (MAGHA 1, 1904 SAKA)

**Part-III
GOVERNMENT OF PUNJAB
DEPARTMENT OF ANIMAL HUSBANDRY AND
FISHERIES
Notification,
The 14th January, 1983**

No.G.S.R.8/Const./Art.309/83.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, The Governor of Punjab is pleased to make the following rules, regulating the recruitment, and conditions of service of persons appointed, to the Punjab Dairy Development, (Ministerial) (State Service Class III), namely:-

1. **Short title, Commencement and application.**--(1) these rules may be called the Punjab Dairy Development, (Ministerial) (State Service, Class-III) Rules, 1983.

(2) They shall come into force at once.

(3) They shall apply to all the posts specified in Appendix 'A' to these rules.

2. **Definition.**--In these rules, unless the context otherwise requires-

- (a) "Board" means the Punjab Subordinate Services Selection Board or any other authority constituted to perform its functions;
- (b) "direct appointment" means an appointment made otherwise than by promotion, or by transfer of a person already in the Service of Government of India or of a State Government;
- (c) "Government" means the Government of State of Punjab in the Administrative Department dealing with Dairy Development;
- (d) "Service" means the Punjab Dairy Development (Ministerial) (State Service, Class-III);
- (e) "recognized University" or "Institution" mean-

- (i) any university incorporated by law in any of the States of India ; or
- (ii) the Punjab, Sind or Dacca University in the Case of degree or diploma obtained as a result of examination held by these universities before the 15th August, 1947 ; or
- (iii) any other university or institution which is recognized by the Government for the purpose of these rules.

3. Number and character of Posts--The Service Shall comprise the posts specified in Appendix 'A' to these rules:

Provided that nothing in these rules shall effect the inherent right of Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. Nationality domicile and character of candidates.--(1) No candidate shall be appointed to the Service, unless he is--

- (a) a citizen of India ; or
- (b) a citizen of Nepal ; or
- (c) subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India ; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tangenuika and Zanzibar), Zambia Malawi, Ethopia and Vietnam with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c) (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

(2) A candidate, in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Board, and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government of India.

(3) No person shall be recruited to the Service by direct appointment unless he produces—

- (a) a certificate of character from the Principal academic officer of the university, college, school or institution last attended ; if any, and similar certificates from two responsible persons, not being his relatives who are well acquainted with him in his private life and are unconnected, with his university, college, school or institution ; and
- (b) an affidavit to the effect that he was never convicted for any criminal offence and that he had never been dismissed or removed from service of any State Government or of Government of India.

5. **Disqualification for appointment.--** No person--

- (a) who has entered into or contracted a marriage with a person having spouse living ; or
- (b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service :

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing exempt any person from the operation of this rule.

6. **Age:--**No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or more than thirty years of age on the 1st day of January immediately preceding the last date fixed by the Board, for submission of applications or unless he is within such range of age as may be specifically fixed by the Government, from time to time ;

Provided that—

- (i) in the case of candidates already in the service of Government of India or of the State Government, the upper age limit for recruitment to the service shall be forty-five years ;

- (ii) in the case of members of the Scheduled Castes, Scheduled Tribes and Backward Classes, the Upper age limit shall be such as may be fixed by the Government, from time to time;
- (iii) in the case of Demobilised Armed Forces Personnel, his age at the time of joining military service or training prior to the Commission, as the case may be, shall be the determining factor for the purposes of this rule and if at that time he was within the age limits prescribed in this rule he shall be considered to be within the age limits for recruitment to the service.

7. **Appointing authority.**--All Appointments to the Service shall be made by the Milk Commissioner, Punjab.

8. **Method of recruitment and qualification.**---(1) Recruitment to the Service shall be made in the manner specified in the Appendix 'B' to these rules.

Provided that if no suitable candidate is available for appointment to a post in the service by direct appointment or by promotion, as the case may be, such a post shall be filled in by transfer.

(2) No person shall be appointed to any post in the Service unless he possesses the qualifications and experience specified against that post in Appendix 'B' to these rules.

Provided that if any post in the Service is filled in by transfer, qualifications specified for direct recruitment shall apply :

Provided further that if a post in the Service is specified to be filled in exclusively by promotion, then for filling in such a post by transfer the qualifications specified for promotion shall apply.

(3) All appointment to the Service by promotion shall be made by selection on seniority-cum-merit basis and no person shall be entitled to claim promotion on the basis of seniority alone.

(4) No person shall be recruited to any post in the Service by direct appointment unless he possesses knowledge of Punjabi language of Matriculation standard or its equivalent or passes test in Punjabi language of Matriculation standard to be held by such authority as may be specified by Government in this behalf from time to time.

Provided that in case the minimum educational qualification for any post to be filled in by direct appointment are less than Matriculation examination, the standard of knowledge of Punjabi language shall be lowered accordingly.

9. **Probation of persons appointed to service.**--(1) A Person appointed to any post in the Service shall remain on probation for a period of two years, if recruited by direct appointment and one year if recruited otherwise.

Provided that—

- (a) any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work in equivalent or higher post prior to appointment to the Service may, in the discretion of the appointing authority; be allowed to count towards the period of probation, and
 - (c) any period of officiating appointment to the Service shall be reckoned as a period spent on probation but no person who has so officiated shall on the completion of the prescribed period of probation be entitled to be confirmed unless he is appointed against a permanent vacancy.
- (2) if, in the opinion, of the appointing authority, the work and conduct of a person during the period of probation is not satisfactory, it may ;
- (a) if such person is recruited by direct appointment, dispense with his services or revert him to the post on which he held lien prior to his appointment to the service by direct appointment, and
 - (b) if such person is recruited otherwise;
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of his pervious appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may;
- (a) if his work and conduct have, in its opinion, been satisfactory,

(i) confirm such person from the date of his appointment if appointed against a permanent vacancy;

or

(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or

(iii) declare that he has completed his period of probation satisfactorily, if there is no permanent vacancy,

or

(b) if his work or conduct has not been in its opinion satisfactory,

(i) dispense with his service if recruited by direct appointment, or if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment may permit ; or

(ii) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the period of probation specified in sub rule (1);

Provided that the total period of probation including extension, if any, shall not exceed three years.

10. **Seniority of members of service.**--The seniority inter-se of members of the Service in each cadre shall be determined by the length of continuous service on a post in that cadre of the Service ;

Provided that in case of members recruited by direct appointment who join within the period specified in the order of appointment or within such period as may from time to time be extended by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Board, shall not be disturbed :

Provided further that in case a candidate is permitted to join the Service after the expiry of the said period of four months in consultation with the Board, his seniority shall be determined from the date he joins the Service:

Provided further that in case any candidate of the next selection has joined the Service before the candidate referred to in the proceeding proviso joins, the candidate so referred shall be placed below all the candidates of the next selection who join within the time specified in the first proviso :

Provided further that in the case of two or more members appointed on the same date, the sonority shall be determined as follows—

- (e) a member recruited by direct appointment shall be senior to the member recruited otherwise ;
- (f) a member appointed by promotion shall be senior to a member appointed by transfer:
- (g) in the case of members appointed by promotion or transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred, as the case may be ; and
- (h) in the case of members appointed by transfer from different cadres, the seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in those appointments; and if the length of such service is also the same, an older member shall be senior to a younger member.

Note.-Seniority of members appointed on purely provisional basis shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.

11. **Liability to transfer.--** A member of the Service may be transferred by the Government to any post, whether included in any other Service or not on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Services Rules, Volume-I, Part-I.

12. **Liability to serve.--** A member of the service shall be liable to serve at any place, whether within or out of State of Punjab on being ordered to do so by the appointing Authority.

13. **Leave, pension and other matters.**--In respect of pay, leave, pension and all other matters not expressly provided for in these rules, the members of the Service shall be governed by such law, rules and regulations as may have been or may hereafter, be adopted or made by the competent authority.

14. **Discipline, Penalties and Appeals.**--(1) In the matter of discipline, punishments and appeals, members of the service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the members of the Service shall be as specified against that category in Appendix C to these rules.

(3) The authority competent to hear an appeal against the orders specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, other than an order imposing any of the penalties as mentioned in appendix-C to these rules shall be the Government.

15. **Liability for vaccination and re-vaccination.**--Every member of the Service, shall get himself vaccinated or re-vaccinated when the Government so directs by a special or general order.

16. **Oath of allegiance.**--Every member of the Service, unless he has already done so, shall be required to take an oath of allegiance to India and to the Constitution of India as by law established.

17. **Power to relax.**--where the Government is of opinion that it is necessary or expedient so to do, it may be order, for reasons to be recorded in writing, relax any of the provisions of these rules, with respect of any class or category or persons:

Provided that the provisions relating to the qualifications and experience shall not be relaxed.

18. **Interpretation.**--If any question arises as to the interpretation of these rules, the Government shall decided the same.

19. **Repeal and saving.**--The Punjab Civil Veterinary Department Subordinate Services Rules, 1933 so far as these are applicable to the members of the Service are hereby repealed :

Provided that any order issued or any action taken under the rules so repealed shall be deemed to have been issued or taken under the corresponding provisions of these rules.

APPENDIX A**(See rule 3)**

Sr. No.	Designation of the post	Number of posts			Scale of Pay (in rupees)	Now revised pay scale
		Permanent	Temporary	Total		
1	2	3	4	5	6	7
1.	Superintendent Grade-I	1	-	1	825-25-850-30-1000/40-1200/ 50-1400-60-1580	15600-39100+ 5400 Grade Pay
2.	Superintendent Grade-II	1	-	1	750-25-850-30-1000/40-1200/ 50-1300	10300-34800+ 4800 Grade Pay
3.	Assistant	6	4	10	570-15-600-20-700/25-850/30-1000/40-1080	10300-34800+ 4400 Grade Pay
4.	Senior Scale Stenographer	1	-	1	570-15-600/20-700/25-850/30-1000/40-1080 plus Special Pay Rs.40/-	10300-34800+ 4400 Grade Pay
5.	Junior Scale Stenographer	1	-	1	480-15-600/20-700/25-850-30-880	10300-34800+ 3600 Grade Pay
6.	Steno-typist	10	2	12	400-10-450/15-525/15-600plus Special Pay Rs.25/- 510-15-600/20-700/25-800 plus Special Pay Rs.25/-	10300-34800+ 3200 Grade Pay
7.	Clerks	20	7	27	400-10-450/15-525/15-600 510-15-600/20-700/25-800 (Selection Grade 50%)	10300-34800+ 3200 Grade Pay
8.	Project Operator	-	2	2	400-10-450/15-525/15-600 510-15-600/20-700/25-800(Selection Grade 20%).	5910-20200+ 1950 Grade Pay

9.	Driver	11	2	13	400-10-450/15-525/15-600 510-15-600/20-700/25-800 (Selection Grade 20%)	5910-20200+ 2400 Grade Pay
10.	Duplicator-cum-Daftari	-	1	1	400-10-450/15-525/15-600	4900-10680+ 1650 Grade Pay
11.	Restorer	-	1	1	400-10-450/15-525/15-600	5910-20200+ 1900 Grade Pay

APPENDIX 'B'
(See rule 8)

Serial No.	Designation of the post	Percentage of share in recruitment		Qualification	
		by direct appointment	by pro-motion	Direct	Promotion
1.	Superintendent Grade-I	Nil	100 percent	Nil	From amongst the Superintendents Grade III or Assistants who have an experience of working on either or both of the posts of Superintendent Grade-III and Assistant for a minimum period of fourteen years.
2.	Superintendent Grade-III	Nil	100 percent	Nil	From amongst Assistants who have an experience of working as such for a minimum period of nine years.
3.	Assistant	Nil	100 percent	Nil	From amongst Clerks who have an experience of working as such for a minimum period of five years and have passed the test, if any, prescribed by the Government from time to time.
4.	Senior Scale Stenographer	Nil	100 percent	(i) Graduate of a recognised University or Matriculate with 1st Division : (ii) Pass the test held by Board in Punjabi and English shorthand at the speed of 100 and 60 words per minute respectively to be transcribed at the speed of 20 words	From amongst the Junior Scale stenographers who have an experience of working as such for minimum period of two years and pass the test held by the Milk Commissioner, Punjab in Punjabi and English shorthand at the speed of 100 and 60 words per minute respectively to be transcribed at

				per minute and 15 words per minutes respectively (relaxation of 4 percent mistakes); and	the speed of 20 words per minute and 15 words per minutes respectively (relaxation of 4 percent mistakes)
				(iii) At least two years experience as Junior Scale Stenographer in organisation of repute.	
5.	Junior Scale Stenographer	Nil	100 percent	(i) Graduate of recognised University or Matriculate with first division.	From amongst the Stenotypists who have an experience of working as such for minimum period of two years and pass the test held by the Milk Commissioner, Punjab in Punjabi and English shorthand at the speed of 100 and 60 word per minute respectively to be transcribed at the speed of 20 words per minutes & 15 word per minute respectively (relaxation of 8 percent mistakes).
				(ii) Passes the test held by the Board in Punjabi and English Shorthand at the speed of 100 and 60 word per minute respectively to be transcribed at the speed of 20 words per minutes & 15 word per minute respectively (relaxation of 8 percent mistakes).	the speed of 20 words per minute and 15 words per minutes respectively (relaxation of 4 percent mistakes)
				(iii) Two years experience as Steno-typist in organisation of repute.	
6.	Steno-typist	50 percent	50 percent	(i) Matriculate; and	From amongst Clerks who have an experience of working as such for a minimum period of one year and pass the departmental test held by the Milk Commissioner in Punjabi Shorthand at the speed of 80 word per minute to be transcribed at the speed of 15 word per minute (relaxation of 8 percent mistakes).
				(ii) Pass the test held by the Board in Punjabi Shorthand at the speed of 80 word per minute to be transcribed at the speed of 15 word per minute (relaxation of 8 percent mistakes).	From amongst Clerks who have an experience of working as such for a minimum period of one year and pass the departmental test held by the Milk Commissioner in Punjabi Shorthand at the speed of 80 word per minute to be transcribed at the speed of 15 word per minute (relaxation of 8 percent mistakes).

7.	Clerks	100 percent	Nil	Matriculate	Nil
8.	Drivers	100 percent	Nil	(i) Driving Licence for heavy vehicle or light vehicle; and Nil	Nil
9.	Restorer	Nil	100 percent	Nil	From amongst Class IV employees working under the control of the Milk Commissioner, Punjab who have an experience of working as such for a minimum period of one year and possess educational qualifications of middle standard.
10.	Duplicator-cum-Daftri	Nil	100 percent	Nil	From amongst Class IV employees working under the control of Milk Commissioner, Punjab, who possess educational qualifications of Middle standard and also possess knowledge of duplicating machine.
11.	Project Operator	100 percent	Nil	(i) Matriculate; (ii) should possess licence of Cinematography operation; and (iii) should have an experience of working for a minimum period of one year as Project Operator in a Department of a State Government or Government of India or a reputed organisation.	Nil

APPENDIX 'C'
(See Rule 14)

Serial No.	Designation of the post	Nature of Penalty	Punishing Authority	Appellate Authority
1.	Superintendent Grade-I	Minor Penalty	Assistant Milk Commissioner, Punjab	Milk Commissioner Punjab
2.	Superintendent Grade-III			
3.	Assistants			
4.	Senior Scale Stenographers	Major Penalty	Milk Commissioner, Punjab	Government
5.	Junior Scale Stenographers			
6.	Steno-typist			
7.	Clerks			
8.	Project Operator			
9.	Driver			
10.	Duplicator-cum-Daftri			
11.	Restorer			

Note : Minor and Major penalties will be those which are specified in rule 5 of the Punjab Civil Services (Punishment and Appeal), Rules 1970, as amended from time to time.

R.R. BHARDWAJ
Secretary to Government, Punjab
Department of Animal Husbandry
and Fisheries

**PUNJAB GOVT. GAZ, (EXTRA) DEC. 9, 2004
(AGHN 18. 1926 SAKA)**

**GOVERNMENT OF PUNJAB
DEPARTMENT OF ANIMAL HUSBANDRY, FISHERIES AND DAIRY
DEVELOPMENT (ANIMAL HUSBANDRY BRANCH)**

**Notification,
The 6th December 2004**

No.G.S.R.57/Const./Art.309/2004.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and the conditions of service of the persons appointed to the Punjab Dairy Development (Group 'A') Service namely:-

RULES

1. Short title, Commencement and application.—(1) These rules may be called the Punjab Dairy Development, (Group 'A') Service, Rules, 2004.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

2. Definition.—In these rules, unless the context otherwise requires-

- (a) "Appendix" means an Appendix appended to these rules;
- (b) "Director" means the Director, Dairy Development, Punjab;
- (c) "Government" means the Government of the State of Punjab in the Department of Dairy Development ; and
- (d) "Service" means the Punjab Dairy Development (Group 'A') Service;

3. Number and character of Posts.—The Service Shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. Appointing authority.—Appointment to the Service Shall be made by the Government

5. Pay of members of the Service.—The members of the Service shall be entitled to such scales of pay, as may be authorized by the Punjab Government from time to time. The scales of pay, at present, in force in respect of the members of Service, are given in the Appendix 'A'.

6. Method of appointment and qualifications.—(1) Appointment to the Service shall be made in the manner specified in Appendix 'B':

Provided that if, no suitable candidate is available for appointment by promotion and by direct appointment, then appointment to the Service shall be made by transfer of a person holding a similar or an identical post under a State Government or Government of India.

(2) No person shall be appointed to any post in the Service unless he possesses the qualification and experience specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone.

7. **Departmental Examination** : Every member of the service, unless he has already done so, shall qualify such departmental examination in such papers comprising such syllabi and of standard, as may be specified by the Government from time to time.

8. **Discipline, Punishment and Appeal.**--(1) In the matter of discipline, punishments and appeals the members of the service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 in respect of the members of the Service shall be the Government.

(3) The authority competent to hear an appeal against the order specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, other than an order imposing any of the penalties as specified in rule 5 of these rules, shall be the Government.

9. **Application of the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994.**--(1) In respect of the matters which are not specifically provided in these rules, the members of the Service shall be governed by the Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, at present in force, are contained in Appendix 'C'.

10. **Interpretation.**--If any question arises as to interpretation of these rules, the Government shall decide the same.

11. **Repeal and saving.**--The Punjab Dairy (State Service Class-I) Rules, 1981 so far as these are applicable to the members of the Service are hereby repealed :

Provided that any order issued or any action taken under the rules so repealed shall be deemed to have been issued or taken under the corresponding provisions of these rules.

APPENDIX 'A'
[See rules 1, (3), 3 and 5]

Sr. No.	Designation of the post	Number of posts			Scale of Pay (in rupees)	Now revised pay scale
		Permanent	Temporary	Total		
1	2	3	4	5	6	7
1.	Director, Dairy Development	1	--	1	14,300-400-15,900-450-18,600-500-20,100	37400-67000+8800 Grade Pay
2.	Joint Director, Dairy	1	--	1	10,025-275-10,300-340-12,000-375-13,500-400-15,100	15600-39100+7800 Grade Pay
3.	Deputy Director, Dairy	10	5	15	72,20-220-8,100-275-10,300-340-11,660	10300-34800+5000 Grade Pay
4.	Chief Chemist-cum-Incharge	--	1	1	7,220-220-8,100-275-10,300-340-11,660	10300-34800+5000 Grade Pay

APPENDIX 'B'*(See Rule 6)*

Serial No.	Designation of the post	Percentage for appointment by		Method of appointment, qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1.	Director, Dairy Development	-	Hundred per cent	-	From the Joint Director, Dairy with one year experience of working as such. OR From amongst the Deputy Director, Dairy, who have an experience of working as such for a minimum period of eight years, if Joint Director, Dairy is not available.
2.	Joint Director Dairy	-	Hundred per cent	-	From amongst the Deputy Director, Dairy, who have an experience of working as such for a minimum period of seven years.
3.	Deputy Director Dairy	Twenty five per cent	Seventy five per cent	Should possess a degree (i) B.Sc. Dairy Husbandry OR B.Sc. Dairy Technology OR B.Tech (Dairy Technology) from a recognized university or institution; and	From amongst the Dairy Development Officers working under the control of Director who have an experience of working as such for a minimum period of five years.

4.	Chief Chemist cum-Incharge	-	Hundred per cent	(ii) Should have five years experience of working in the field of Dairy Extension or milk procurement from Dairy Development Department of Government of India or of a State Government or in Public or Private sector.	-	From amongst the Assistant Chemist working under the control of Director, who have an experience of working as such for a minimum period of twelve years.
----	-------------------------------	---	---------------------	---	---	---

Appendix - C
[See Rule-9(1)]

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL POLICIES 1-BRANCH)

Notification
The 4th May, 1994

No.G.S.R.33/Const./Art.309/94.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and general and common conditions of service of persons appointed to Group 'A' Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:-

1. Short title, Commencement and application.--(1) These rules may be called the Punjab Civil Services, (General and Common Conditions of Service) Rules, 1994.

(2) They shall come into force at once.

(3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

2. Definitions--In these rules, unless the context otherwise requires-

- (a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the Constitution of India in respect of any service of post in connection with the affairs of the State of Punjab ;
- (b) "Board" means the Subordinate Services Selection Board, Punjab, or any other authority constituted to perform its functions;
- (c) "Commission" means the Punjab Public Service Commission;
- (d) "direct appointment" means an appointment made otherwise than by promotion, or by transfer of a person already in the Service of Government of India or of a State Government;
- (e) "Government" means the Government of State of Punjab in the Department of Personnel and Administrative Reforms;
- (f) "recognized University" or "Institution" means-
 - (i) any university or institution incorporated by law in any of the State of India ; or
 - (ii) any other university or institution, which is declared by the Government to be a recognized university or institution for the purpose of these rules;
- (g) "Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service Constituted in connection with the affairs of the State of Punjab, as per scales given in the Appendix,
- (h) "Service Rules" means the service rules made under articles 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons

appointed to any service or post in connection with the affairs of the State of Punjab ; and

- (i) "War Hero" means a defence services personnel, or a paramilitary forces personnel, who is a bona fide resident of Punjab State and is killed or discharged from the above service on account of disability suffered by him while fighting defending the border of the country in Kargil Sector of the State of Jammu and Kashmir or fighting for the Country in any other Sector or similar operation on or after the first day of January, 1999 which may be notified by the State Government as undertaken for preserving the unity and integrity of the motherland. However, in exceptional cases, the cases of those was heroes can also be covered under this definition, who though, not bona fide residents of Punjab State, but are yet closely connected to the State of Punjab. In such exceptional cases, the express approval of the Department of Personnel will be mandatory.

3. Nationality, domicile and character of persons appointed to the service.-- (1) No person shall be appointed to the Service unless he is,--

- (a) a citizen of India ; or
 (b) a citizen of Nepal ; or
 (c) a subject of Bhutan ; or
 (d) a Tibetan refugee who come over to India before the 1st day of January, 1962, with the intention of permanently settling in India ; or
 (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c) (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person, in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the Service by direct appointment unless he produces—

- (a) a certificate of character from the Principal academic officer of the university, college, school or institution last attended ; if any, and similar certificates from two responsible persons, not being his relatives who are well acquainted with him in his private life and are unconnected, with his university, college, school or institution ; and
 (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India or of any Public Sector Undertaking.

4. **Disqualification--** No person--

- (a) who has entered into or contracted a marriage with a person having a spouse living ; or
- (b) who having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the Service :

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Age:--**(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the 1st day of January of the year immediately preceding the last date, fixed for submission of application by the Commission or the Board, as the case may be, or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government, from time to time ;

5A Increase in upper age limit:- Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any Category of persons is different from thirty five years, it shall be deemed to have been increased by two years.

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, other State Government, or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

(2) In the case of Ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

(4) In the case of appointment of a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

6. **Qualifications etc.**—Subject to the provision of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a service and the departmental examination, if any, shall be such as may be specified in the Service Rule made for that Services ;

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war hero who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in

Age limit raised upto 37 years vide No .GSR / 20/Const./ Art.309/Amd (10)/2010, dt 24.5.10

this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognized university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

7. **Probation**—(1) A person appointed to any post in the Service shall remain on probation for a period of three years, if recruited by direct appointment and one year if appointed otherwise:

Provided that—

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation.
- (b) In the case of any appointment by transfer any period of work on an equivalent or higher rank, prior to appointment to the service, may in the discretion of the appointing authority be allowed to count towards the period of probation;
- (c) Any period of officiating appointment to the service shall be reckoned as period spent on probation ; and
- (d) Any kind of leave not exceeding six months during or at the end of period of probation shall be counted towards the period of probation.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in service rules within a period not exceeding two and half years from the date of appointment, it may,--

(a) If such person is recruited by direct appointment, dispense with his service, or revert him to a post on which he held lien prior to his appointment to the service by direct appointment; and

(b) If such person is appointed otherwise,--

(i) Revert him to his former post ; or

(ii) Deal with him in such other manner as the terms and conditions of the previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may.-

(a) If his work and conduct has, in its opinion, been satisfactory—

(i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactory if he is not already confirmed ; or

(ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or

(b) if his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the Departmental Examination, if any specified in the Service Rules--

(i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit; or

(ii) extended his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (I):

Probation
period
extended
from two to
three years
vide No
.GSR.56/
Const./
Art.309/Amd
. (18)/2016,
dt 5.9.2016

Provided that the total period of probation including extension, if any, shall not exceed three years.

8. **Seniority.**—The seniority inter-se of persons appointed to posts in each cadre of a service shall be determined by the length of continuous service on such post in that cadre of the service:

Provided that in the case of person recruited by direct appointment who join within the period specified in the order of appointment or with such period as may be extended from time to time by the appointing authority subject to a maximum four months from the date of order of appointment, the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the cases of person appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred ; and
- (d) in the case of person appointed by transfer from different cadres, their seniority shall be determined according to pay, preferences being given to a person who was drawing a higher rate of pay in his previous appointment ; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person.

Note.-Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer.**-- A member of a Service may be transferred to any post, whether included in any other Service or not on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Services Rules, Volume-I, Part-I.

10. **Liability to serve.**-- A member of service shall be liable to serve at any place, whether within or out of the State of Punjab on being ordered so to do by the appointing Authority.

11. **Leave, pension and other matters.**--In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of a Service shall be governed by such rules and regulations as may have been or may hereafter, be adopted or made by the competent authority.

12. **Discipline, Penalties and Appeals.**--(1) In the matter of discipline, punishments and appeals, a member of a service shall be governed by the

Punjab Civil Services (Punishment and Appeal) Rules 1970, as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the Government employee shall be such as may be specified in the Service Rules.

13. **Liability for vaccination and re-vaccination.**--Every member of a Service, shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. **Oath of a allegiance.**--Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

15. **Minimum educational and other qualifications.**—(1) (i) No person shall be given direct appointment to the post of a clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised University or Institution; and

(ii) Possesses atleast one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001 certified. **Or**

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India.

(2) The person so appointed as Clerk in terms of sub/rule (i) shall have to qualify a test in Punjabi Typewriting to be conducted by the Board or by the Appointing Authority at the speed of thirty words per minute within a period of one year from the date of his appointment.

(3) In case the person fails to qualify the said test within the period specified in sub-rule (2) he shall be allowed annual increment only with effect from the date he qualifies such test, but he shall not be paid any arrears for the period for which he could not qualify the said test;

Provided that where appointment to Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence services or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized university or institution. However, such person shall not be required to qualify the test in Punjabi typewriting as specified in sub-rule (2).

16. Minimum educational and other qualification for appointment to the post of Steno-typist or Junior Scale Stenographer—No person shall be given direct appointment to the post of steno-typist, or Junior Scale Stenographer under the Punjab Government, unless he.--

(a) Possesses Bachelor's Degree from a recognised University or Institution; and

(b) qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and

(c) Possesses atleast one hundred and twenty hours course with hands on experience in the use of Personal Computer or information Technology in office Productivity applications or Desktop Publishing application from Government recognised institution or a reputed institution which is ISO 9001, certified or

Minimum
education
change metric
to bachelor
degree from
recognized
university &
possesses a
computer
information
technology
course
equivalent to 'O'
level certificate
vide
No.GSR.12/cons
/Art.309/Amd
(9)2009,
10.2.09

Minimum
education
change metric to
bachelor degree
from recognized
university &
possesses a
computer
information
technology
course
equivalent to 'O'
level certificate
vide
No.GSR.12/const
/Art.309/Amd.(
)2009, 10.2.09

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India.

17. Knowledge of Punjabi Language.—No person shall be appointed to any post in any Service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi Language, which may be specified by the Government from time to time.

Provided that where a person is appointed on compassionate grounds on priority basis under the instruction issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle Standard.

Provided further that where a War Hero, who has been discharged from Defence Services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service personnel who is a bona fide resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. Promotion to Group 'A' and Group 'B' Service.—(1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit,

(2) Debarring for consideration for promotion of a Government Employee who refuses to accept promotion.—In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded, therefore, in writing from the operation of this rule.

19. **Power to relax.**—Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over riding effect.**—The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. **Interpretation.**—If any, question arises as to the interpretation of these rules, the Government shall decide the same.

"APPENDIX"

(See rule 2)

GROUP 'A' Posts in initial entry revised scale of pay having a maximum of Rs. 11,660 or more.

Provided that all existing Class-I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A

GROUP 'B' Posts in initial entry revised scales of pay with maximum ranging between Rs.10,640 to 11,659.

GROUP 'C' Posts in initial entry revised scales of pay with maximum ranging between Rs.5,160 to 10,639.

**A.S. CHATHA,
Chief Secretary to Government Punjab.**

**D.S. BAINS,
Secretary to Government of Punjab,
Department of Animal Husbandry,
Fisheries & Dairy Development.**

**PUNJAB GOVT. GAZ,(EXTRA) JULY 1, 2005
(ASAR 10. 1927 SAKA)**

GOVERNMENT OF PUNJAB

**DEPARTMENT OF ANIMAL HUSBANDRY, FISHERIES
AND DAIRY DEVELOPMENT (ANIMAL HUSBANDRY BRANCH)**

Notification, The 1st July, 2005

No.G.S.R.23/Const./Art.309/2005.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and the conditions of service of the persons appointed to the Punjab Dairy Development (Group 'B') Service namely:-

RULES

1. Short title, Commencement and application.--(1) These rules may be called the Punjab Dairy Development, (Group 'B') Service, Rules, 2005.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

2. Definitions.--In these rules, unless the context otherwise requires-

- (a) "Appendix" means an Appendix appended to these rules;
- (b) "Director" means the Director, Dairy Development, Punjab;
- (c) "Government" means the Government of State of Punjab in the Department of Dairy Development ; and
- (d) "Service" means the Punjab Dairy Development (Group 'B') Service;

3. Number and character of Posts-- The Service Shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall effect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. Appointing authority.—Appointment to the Service Shall be made by the Government.

5. Pay of members of the Service.—The members of the Service shall be entitled to such scales of pay, as may be authorized by the Punjab Government from time to time. The scales of pay, at present in force in respect of the members of Service, are given in the Appendix 'A'.

6. Method of appointment and qualification.---(1) Appointment to the Service shall be made in the manner as specified in Appendix 'B':

Provided that if, no suitable candidate is available for appointment by promotion and by direct appointment, then appointment to the Service shall be made by transfer of a person holding a similar or an identical post under a State Government or Government of India.

(2) No person shall be appointed to any post in the Service unless he possesses the qualification and experience as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone.

7. Departmental examination.—Every member of the Service, unless he has already done so, shall qualify such departmental examination in such papers comprising such syllabi and of standard, as may be specified by the Government from time to time.

8. Discipline, Punishment and Appeal.—(1) In the matter of discipline, punishments and appeals, the members of the service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 in respect of the members of the Service shall be the Government.

(3) The authority competent to hear an appeal against the orders specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, other than an order imposing any of the penalties as specified in rule 5 of the aforesaid rules of 1970 shall be the Government.

9. Application of the Punjab Civil Services (General and Common Condition of Services) Rules, 1994.—(1) In respect of the matters which are not specifically provided in these rules, the members of the Service shall be governed by the Punjab Civil Services (General and Common Condition of Services) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Services) Rules, 1994, at present in force, are contained in Appendix 'C'.

10. Interpretation.—If any question arises as to the interpretation of these rules, the Government shall decide the same.

11. Repeal and saving.—The Punjab Dairy Development (State Service Class-II Rules, 1981 in so far as these are applicable to the members of the Services are hereby repealed :

Provided that any order issued or any action taken under the rules so repealed shall be deemed to have been issued or taken under the corresponding provisions of these rules.

**PUNJAB GOVT. GAZ, (EXTRA) JULY 1, 2005
(ASAR 10, 1927 SAKA)**

**APPENDIX 'A'
[See rule 1(3), 3 and 5]**

Designation of the post	Number of posts			Scale of Pay (in rupees)	Now Revised Pay Scale
	Permanent	Temporary	Total		
1	2	3	4	5	6
Dairy Development Officer	2	8	10	7000-220-8100-275-10300-340-10980	10300-34800+4400 Grade Pay

**PUNJAB GOVT. GAZ, (EXTRA) JULY 1, 2005
(ASAR 10, 1927 SAKA)**

**APPENDIX 'B'
(See rule 6)**

Designation of the post	Percentage for appointment by		Method of appointment, qualifications & experience for appointment by	
	Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5
Dairy Development Officer	33-1/3	66-2/3	Should possess a degree of - (i) B.Sc. Dairy Husbandry, or B.Sc. (Dairy Technology); or B.Tech (Dairy Technology), from a recognized university or institution; and (ii) should have an experience of working in the Department of Dairy Development of Government of India or of a State Government or in the field of milk procurement or dairy extension in a milk plant of Public Sector or Private Sector for a minimum period of two years.	From amongst the Dairy Development Inspectors, Grade-I, working under the control of Director, who have an experience of working as such for a minimum period of five years

Appendix - C
[See Rule-9(1)]

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL POLICIES 1-BRANCH)

Notification
The 4th May, 1994

No.G.S.R.33/Const./Art.309/94.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and general and common conditions of service of persons appointed to Group 'A' Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely:—

1. Short title, Commencement and application.--(1) These rules may be called the Punjab Civil Services, (General and Common Conditions of Service) Rules, 1994.

(2) They shall come into force at once.

(3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.

2. Definitions--In these rules, unless the context otherwise requires—

- (a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the Constitution of India in respect of any service of post in connection with the affairs of the State of Punjab ;
- (b) "Board" means the Subordinate Services Selection Board, Punjab, or any other authority constituted to perform its functions;
- (c) "Commission" means the Punjab Public Service Commission;
- (d) "direct appointment" means an appointment made otherwise than by promotion, or by transfer of a person already in the Service of Government of India or of a State Government;
- (e) "Government" means the Government of State of Punjab in the Department of Personnel and Administrative Reforms;
- (j) "recognized University" or "Institution" means—
 - (i) any university or institution incorporated by law in any of the State of India ; or
 - (ii) any other university or institution, which is declared by the Government to be a recognized university or institution for the purpose of these rules;
- (k) "Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service Constituted in connection with the affairs of the State of Punjab, as per scales given in the Appendix,
- (l) "Service Rules" means the service rules made under articles 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons

appointed to any service or post in connection with the affairs of the State of Punjab ; and

- (m) "War Hero" means a defence services personnel, or a paramilitary forces personnel, who is a bona fide resident of Punjab State and is killed or discharged from the above service on account of disability suffered by him while fighting defending the border of the country in Kargil Sector of the State of Jammu and Kashmir or fighting for the Country in any other Sector or similar operation on or after the first day of January, 1999 which may be notified by the State Government as undertaken for preserving the unity and integrity of the motherland. However, in exceptional cases, the cases of those was heroes can also be covered under this definition, who though, not bona fide residents of Punjab State, but are yet closely connected to the State of Punjab. In such exceptional cases, the express approval of the Department of Personnel will be mandatory.

3. Nationality, domicile and character of persons appointed to the service.-- (1) No person shall be appointed to the Service unless he is,--

- (a) a citizen of India ; or
- (b) a citizen of Nepal ; or
- (c) a subject of Bhutan ; or
- (d) a Tibetan refugee who come over to India before the 1st day of January, 1962, with the intention of permanently settling in India ; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c) (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person, in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the Service by direct appointment unless he produces—

- (a) a certificate of character from the Principal academic officer of the university, college, school or institution last attended ; if any, and similar certificates from two responsible persons, not being his relatives who are well acquainted with him in his private life and are unconnected, with his university, college, school or institution ; and
- (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India or of any Public Sector Undertaking.

4. **Disqualification--** No person--

- (a) who has entered into or contracted a marriage with a person having a spouse living ; or
- (b) who having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the Service :

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Age:--**(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the 1st day of January of the year immediately preceding the last date, fixed for submission of application by the Commission or the Board, as the case may be, or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government, from time to time ;

5A Increase in upper age limit:- Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any Category of persons is different from thirty five years, it shall be deemed to have been increased by two years.

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, other State Government, or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

(2) In the case of Ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

(4) In the case of appointment of a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

6. **Qualifications etc.**—Subject to the provision of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a service and the departmental examination, if any, shall be such as may be specified in the Service Rule made for that Services ;

Provided that where appointment of Group 'A' or Group 'B' non-technical post is offered to a war hero who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in

Age limit raised upto 37 years vide No .GSR / 20/Const./ Art.309/Amd (10)/2010, dt 24.5.10

this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognized university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

7. **Probation—**(1) A person appointed to any post in the Service shall remain on probation for a period of three years, if recruited by direct appointment and one year if appointed otherwise:

Provided that—

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation.
- (b) In the case of any appointment by transfer any period of work on an equivalent or higher rank, prior to appointment to the service, may in the discretion of the appointing authority be allowed to count towards the period of probation;
- (c) Any period of officiating appointment to the service shall be reckoned as period spent on probation ; and
- (d) Any kind of leave not exceeding six months during or at the end of period of probation shall be counted towards the period of probation.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in service rules within a period not exceeding two and half years from the date of appointment, it may,--

(a) If such person is recruited by direct appointment, dispense with his service, or revert him to a post on which he held lien prior to his appointment to the service by direct appointment; and

(b) If such person is appointed otherwise,--

(i) Revert him to his former post ; or

(ii) Deal with him in such other manner as the terms and conditions of the previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may.-

(a) If his work and conduct has, in its opinion, been satisfactory—

(i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactory if he is not already confirmed ; or

(ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or

(b) if his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the Departmental Examination, if any specified in the Service Rules--

(i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit; or

(ii) extended his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (I):

Probation
period
extended
from two to
three years
vide No
.GSR.56/
Const./
Art.309/Amd
. (18)/2016,
dt 5.9.2016

Provided that the total period of probation including extension, if any, shall not exceed three years.

8. **Seniority.**—The seniority inter-se of persons appointed to posts in each cadre of a service shall be determined by the length of continuous service on such post in that cadre of the service:

Provided that in the case of person recruited by direct appointment who join within the period specified in the order of appointment or with such period as may be extended from time to time by the appointing authority subject to a maximum four months from the date of order of appointment, the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (e) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (f) a person appointed by promotion shall be senior to a person appointed by transfer;
- (g) in the cases of person appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred ; and
- (h) in the case of person appointed by transfer from different cadres, their seniority shall be determined according to pay, preferences being given to a person who was drawing a higher rate of pay in his previous appointment ; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person.

Note.-Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer.**-- A member of a Service may be transferred to any post, whether included in any other Service or not on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Services Rules, Volume-I, Part-I.

10. **Liability to serve.**-- A member of service shall be liable to serve at any place, whether within or out of the State of Punjab on being ordered so to do by the appointing Authority.

11. **Leave, pension and other matters**--In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of a Service shall be governed by such rules and regulations as may have been or may hereafter, be adopted or made by the competent authority.

12. **Discipline, Penalties and Appeals.**--(1) In the matter of discipline, punishments and appeals, a member of a service shall be governed by the

Punjab Civil Services (Punishment and Appeal) Rules 1970, as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the Government employee shall be such as may be specified in the Service Rules.

13. **Liability for vaccination and re-vaccination.**--Every member of a Service, shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. **Oath of a allegiance.**--Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

15. **Minimum educational and other qualifications.**—(1) (i) No person shall be given direct appointment to the post of a clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised University or Institution; and

(ii) Possesses atleast one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001 certified. **Or**

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (D OEACC) of Government of India.

(2) The person so appointed as Clerk in terms of sub/rule (i) shall have to qualify a test in Punjabi Typewriting to be conducted by the Board or by the Appointing Authority at the speed of thirty words per minute within a period of one year from the date of his appointment.

(3) In case the person fails to qualify the said test within the period specified in sub-rule (2) he shall be allowed annual increment only with effect from the date he qualifies such test, but he shall not be paid any arrears for the period for which he could not qualify the said test;

Provided that where appointment to Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence services or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized university or institution. However, such person shall not be required to qualify the test in Punjabi typewriting as specified in sub-rule (2).

16. Minimum educational and other qualification for appointment to the post of Steno-typist or Junior Scale Stenographer—No person shall be given direct appointment to the post of steno-typist, or Junior Scale Stenographer under the Punjab Government, unless he.--

(a) Possesses Bachelor's Degree from a recognised University or Institution; and

(b) qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and

(c) Possesses atleast one hundred and twenty hours course with hands on experience in the use of Personal Computer or information Technology in office Productivity applications or Desktop Publishing application from Government recognised institution or a reputed institution which is ISO 9001, certified or

Minimum
education
change metric
to bachelor
degree from
recognized
university &
possesses a
computer
information
technology
course
equivalent to 'O'
level certificate
vide
No. GSR.12/cons
/Art.309/Amd
(9)2009,
0.2.09

Minimum
education
change metric to
bachelor degree
from recognized
university &
possesses a
computer
information
technology
course
equivalent to 'O'
level certificate
vide
No. GSR.12/const
/Art.309/Amd.(
9)2009, 10.2.09

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India.

17. Knowledge of Punjabi Language.—No person shall be appointed to any post in any Service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi Language, which may be specified by the Government from time to time.

Provided that where a person is appointed on compassionate grounds on priority basis under the instruction issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle Standard.

Provided further that where a War Hero, who has been discharged from Defence Services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service personnel who is a bona fide resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. Promotion to Group 'A' and Group 'B' Service.—(1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit,

(2) Debarring for consideration for promotion of a Government Employee who refuses to accept promotion.—In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded, therefore, in writing from the operation of this rule.

19. **Power to relax.**—Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over riding effect.**—The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. **Interpretation.**—If any, question arises as to the interpretation of these rules, the Government shall decide the same.

"APPENDIX"

(See rule 2)

GROUP 'A' Posts in initial entry revised scale of pay having a maximum of Rs. 11,660 or more.

Provided that all existing Class-I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A

GROUP 'B' Posts in initial entry revised scales of pay with maximum ranging between Rs.10,640 to 11,659.

GROUP 'C' Posts in initial entry revised scales of pay with maximum ranging between Rs.5,160 to 10,639.

**A.S. CHATHA,
Chief Secretary to Government Punjab.**

**D.S. BAINS,
Secretary to Government of Punjab,
Department of Animal Husbandry,
Fisheries & Dairy Development.**

Form 'A'

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

I.D.No _____
(For official use)

To
The Public Information Officer,
Authority Name
City

1. Full Name of the Applicant _____

2. Father's/Spouse's name _____

3. Permanent Address _____

4. Correspondence Address _____

5. Particulars of information required

a. Subject matter of information*: _____

b. The period to which the information relates** _____

c. Specify details of information required _____

d. Whether information is required by post or in person _____

(The actual postal charges shall be included in providing information)

E. In case by post (Ordinary, Registered or Speed post.) _____

6. Is this information not made available by the Public Authority under voluntary disclosure?

7. Do you agree to pay the required fee? _____

8. Have you deposited application fee? (If yes, details of such deposit)

9. Whether belongs to Below Poverty Line category? If yes, have you furnished the proof of the same with applicant?

Place :

Date :

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

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

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

ACKNOWLEDGEMENT OF APPLICATION IN FORM –A

I.D No _____

Dated: _____

1. Received an application in Form A from Shri/Ms. _____ resident of _____ under the Right to Information Act, 2005.

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

**Signature and Stamp of the
Public Information Officer
PICT**

Dated.....

E-mail address: _____

Web-site: _____

Tel. No : _____

=====

Form 'B'
TRANSFER OF APPLICATION FORM

From _____

Date:

To,

Sir / Madam,

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

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

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

Yours faithfully,

Public Information Officer.

E-mail address: _____

Web-site: _____

Tel. No. _____

=====

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

From _____

Dated:

To,

Sir/ Madam,

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

2. The information asked for cannot be supplied due to following reasons: -
i).....
ii).....
3. As per Section 7 (8) of Right to Information Act, 2005, you may file an appeal to the Appellate authority within 30 days of the issue of this order.

Yours faithfully,

Public Information Officer.

E-mail address: _____

Web-site: _____

Tel. No. _____

=====

FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY

I. D. No.	Name and Address of Applicant	Date of Receipt of Application in Form A	Type of Information asked	Particulars of fees deposited			Status of Disposal of Application			
				Amt.	Recpt no.	Date	Information		Application	
							Supplied	Partially Supplied	Rejected	Returned to Applicant

18 Provide reasons for its administrative or quasi-judicial decisions to affected persons
Not Applicable

19 Publish all relevant facts while formulating important policies or announcing the decisions which affect public:
Not Applicable