

RTI Manual 2021-22

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

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

1. Organization and Function

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

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

	documents held by the authority under its control [Section 4(1)(b)(vi)]	(ii) Custodian of documents/categories	As per Annexure-F
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee.	Punjab Dairy Development Board
		(ii) Composition	As per THE PUNJAB DAIRY DEVELOPMENT BOARD ACT, 2000 (Punjab Act No. 20 of 2000) As amended through Act no. 13 of 2004
		(iii) Dates from which constituted	20 th October, 2000
		(iv) Term/ Tenure	Permanent
		(v) Powers and functions	To carry out the provisions of THE PUNJAB DAIRY DEVELOPMENT BOARD ACT.
		(vi) Whether their meetings are open to the public?	No
		(vii) Whether the minutes of the meetings are open to the public?	No
		(viii) Place where the minutes if open to the public are available?	NA
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation	As per Annexure G
		(ii) Telephone , fax and email ID	As per Annexure G
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1)(b)(x)]	(i) List of employees with Gross monthly remuneration	As per Annexure H
		(ii) System of compensation as provided in its regulations	Compensation is to provided as per the State Govt. pay scales and allowances notified from time to time.
1.10	Name, designation and other particulars of public information officers [Section 4(1)(b)(xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	As per Annexure I
		(ii) Address, telephone numbers and email ID of each designated official.	As per Annexure I
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been	Nil
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	No minor penalty imposed during 2021-2022
1.12	Programmes to advance understanding of RTI(Section 26)	(i) Educational programmes	The officers/ officials dealing with the RTI Act are properly awared about the provision of the Act and training is also arranged.

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

2. Budget and Programme

S. No.	Item	Details of disclosure	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	As per Annexure-K
		(ii) Budget for each agency and plan & programmes	As per Annexure-K
		(iii) Proposed expenditures	As per Annexure-K
		(iv) Revised budget for each agency, if any	NA
		(v) Report on disbursements made and place where the related reports are available	NA
2.2	Foreign and domestic tours during 2019-20	(i) Budget	NIL
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	NIL
		(ii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above- and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	NIL
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	As per Annexure-J
		(ii) Objective of the programme	As per Annexure-J
		(iii) Procedure to avail benefits	As per Annexure-J
		(iv) Duration of the programme/scheme	As per Annexure-J
		(iv) Physical and financial targets of the programme	As per Annexure-J

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

3. Publicity Band Public interface

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

		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	NA
		(vii) Information relating to output sand Outcomes	NA
		(viii) The process of the selection of the private sector party (concessionaire etc.)	NA
		(ix) All payment made under the PPP project	NA
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	All rules/ regulations/ policies are uploaded on the official website and the schemes and programmes are propagated among the people through field Functionaries & Press notes.
		(ii) Outline the Public consultation process	NA
		(iii) Outline the arrangement for consultation before formulation of policy.	NA
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet(website)	www.dairydevpunjab.org
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	The important information is uploaded on the official website of the department.
		(ii) Printed format	Information regarding the schemes and programmes of the department are printed and distributed manually during training, camps, exhibitions and other functions of the department.
3.5	Whether information manual/ handbook available free of cost or not [Section4(1)(b)]	List of materials available (i) Free of cost	Booklets containing information about the schemes/ programmes of the department.
		(ii) At a reasonable cost of the medium	NA

4. E. Governance

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

	Information Manual/Handbook Available	(ii) Vernacular/ Local Language	Punjabi						
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	17-08-2021						
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information electronic form	The Director, Dairy Development Department, Punjab, has prepared the details in electronic form in respect of the information available to or held by it from <i>Para No.(i) to (xvii) as required vide letter No.2/17/2005-1AR/538 dated 15.09.2005 from the Department of Information and Technology.</i>						
		(ii) Name/ title of the document/record/ other information	All the information is available on the Punjab Govt. website www.punjab.gov.in as well as on www.dairydevpunjab.org						
		(iii) Location where available	Director, Dairy Development Department, Punjab, Livestock Complex, Near Army Institute of Law, Sector-68, SAS Nagar-160062						
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	Director, Dairy Development Department, Punjab, Livestock Complex, Near Army Institute of Law, Sector-68, SAS Nagar-160062						
		(ii) Details of information made available	All the information in respect of facilities available to citizen for obtaining information is already available on the www.punjab.gov.in & the information can be obtained from the Public Information Officer of the Department.						
		(iii) Working hours of the facility	9.00 AM to 5.00 PM on all working days						
		(iv) Contact person & contact details (Phone, fax email)	As per Annexure-I						
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Through the heads of offices in the field and at the level of Head of Department to ensure that each and every complaint regarding grievance is redressed.						
		(ii) Details of applications received under RTI and information provided	<table border="1"> <thead> <tr> <th>Year</th> <th>No. of applications received</th> <th>provided</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>22</td> <td>22</td> </tr> </tbody> </table>	Year	No. of applications received	provided	2021	22	22
			Year	No. of applications received	provided				
2021	22	22							
(iii) List of completed schemes/projects/Programmes	As per Annexure-J								
		(iv) List of schemes/ projects/programme under way	No						

		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	NA
		(vi) Annual Report	The Annual report is being sent every year.
		(vii) Frequently Asked Question (FAQs)	The questions asked are suitably replied keeping in view the related provisions of the Act.
		(viii) Any other information such as a) Citizen's Charter	The provisions of the Citizen Charter are being followed.
		c) Six monthly reports loaded on the website or not	No
		d) Performance against the benchmarks set in the Citizen's Charter	Satisfactory
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	22 number of applications were received and the same were disposed off within the prescribed time limit.
		(ii) Details of appeals received and orders issued	Nil
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	No parliamentary question related to RTI has been received by the department.

5. Information as may be prescribed

S. No.	Item	Details of disclosure		Particulars
5.1	Such other information as may be prescribed	(i)	Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	As per Annexure I
		(ii)	Details of third party audit of voluntary disclosure	Third party audit carried out on 17-8-2021.
			(a) Dates of audit carried out (b) Report of the audit carried out	
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	a) Order No. 2545-2548 dated 09-06-2022 b) Sh. Kashmir Singh, Deputy Director Dairy
			(a) Date of appointment (b) Name & Designation of the officers	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	No consultancy committee so far constituted.
			(a) Dates from which constituted (b) Name & Designation of the officers	

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

6. Information Disclosed on own Initiative

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

PART B
RECORD MANAGEMENT
Section 4(1) a

1. How do you define record?

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

2. What is the ABC of record management?

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

3. How do you maintain records?

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

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

4. Language in which records are maintained?

English or
Punjabi or
Both

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

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

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

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

Yes.

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

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

8. How do you index the record?

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

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

Yes/ No

Yes

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

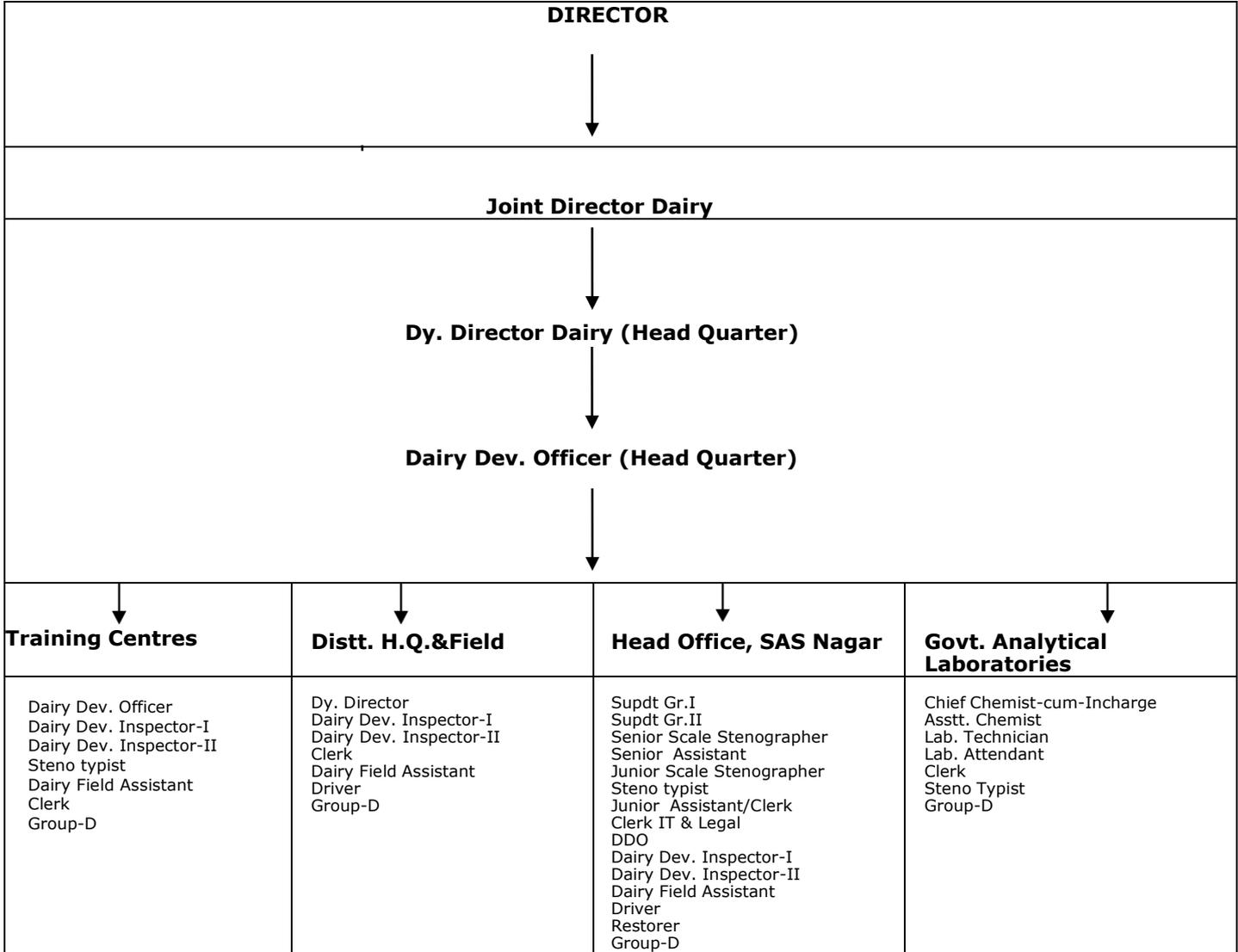
Yes/ No

Yes

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

(v) Organization chart:

ORGANISATIONAL STRUCTURE



Annexure-B

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

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

(ii) Powers and duties of other employees:

S.no	Designation	Powers	Duties
1.	2.	3.	4.
1)	Superintendent Grade-I (HQ)	The Superintendent Grade-I is a supervisory ministerial post of the department at the Headquarter Office. The Work/duties of this post at the head office includes the supervision of the ministerial work of the staff at the Head quarter. He also provides guidance in the proper presentation of the various important and policy matters, etc; which are put-up to the higher authorities for consideration	As in Col No.3
2)	Superintendent Grade-II(HQ)	The post of Superintendent Grade-II is supervisory ministerial post. The work/duties of this post include the Supervision of the ministerial work of the staff under their control. He also provides guidance in the proper presentation of the various important and policy matters, which are put-up to the higher authorities for consideration.	As in Col No.3
3)	Senior Scale Stenographer	To work as Senior Scale Stenographer with the Head of Department.	As in Col No.3
4)	Senior Assistant	The post of Senior Assistant is a ministerial post. He is required to deal with receipt letters, besides attending to other ministerial work.	As in Col No.3
5)	Dairy Development Inspectors	Dairy Development Inspectors are posted at District as well as at the Dairy Training Centre who assist the Deputy Director (District Heads) & Dairy Development Officer in implementing the various programs 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 at Distt as well as Dairy Training Centre Level	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/ Clerk IT/ Legal /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 Dept vehicle with officers.	As in Col No.3
14)	Restorer	To maintain the old record.	As in Col No.3
15)	Duplicator operator-cum-Daftri	To operate the duplicating machine/photo state machine and maintain the Dak/ Receipt/ Despatch record.	As in Col No.3
16)	Peon	To assist the officers/officials in office work and deliver the local dak to other offices.	As in Col No.3
17)	Chowkidar-cum-mali	To watch the office at night and maintain the plants.	As in Col No.3
18)	Sweeper-cum-chowkidar	To clean and watch the office.	As in Col No.3
19)	Sweeper	To clean the office.	As in Col No.3
20)	Mali	To maintain the plants.	As in Col No.3

Annexure-D		
(iii) Rules/orders under which powers and duties are derived		
Sr. No	Rules	Notification No./Date
1.	2.	3.
1.	Punjab Dairy Development, (Group-A) Service Rules 2021	G.S.R.53/Const./Art.309/2021, Date 11th June 2021
2.	Punjab Dairy Development, (Group-B) Service Rules 2021	G.S.R.54/Const./Art.309/2021, Date 11th June 2021
3.	Punjab Dairy Development, (Group-C) Service Rules 2021	G.S.R.55/Const./Art.309/2021, Date 11th June 2021

PART III

GOVERNMENT OF PUNJAB

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

NOTIFICATION

The 11th June, 2021

No. G.S.R. 53/Const./Art 309/2021.- 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 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, 2021.
 - (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.-** (1) In these rules, unless the context otherwise requires,-
 - (a) 'Appendix' means an appendix appended to these rules;
 - (b) 'Government' means the Government of the State of Punjab in the Department of Animal Husbandry, Fisheries and Dairy Development; and
 - (c) 'Service' means the Punjab Dairy Development (Group 'A') Service.(2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- 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 or to 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.- All appointments 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 authorised by the Department of Finance from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

6. Method of appointment, qualifications and experience.-(1) All appointments to the Service shall be made in the manner specified in Appendix 'B':

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

(2) No person shall be appointed to a 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:

Provided that promotion to the post of Head of Department (Director, Dairy Development) shall be decided strictly as per the provisions contained in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

7. Departmental examination.- Every person appointed to the post in the Service, unless he has already done so, has to pass such departmental examination, as may be specified by the Government from time to time and as per the provisions laid down in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

8. Discipline, punishment and appeal.— (1) In the matters of discipline, punishment and appeal, 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, and the appellate authority thereunder in respect of the member of the Service against an order as specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, shall be as per Appendix 'C'.

9. Application of the Punjab Civil Services (General and Common Conditions of Service) 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 provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

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

10. Repeal and savings.— The Punjab Dairy Development (Group 'A') Service Rules, 2004 and the Punjab Dairy Development (Ministerial) (State Service Class-III) Rules, 1983, in so far as they 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.

11. Interpretation.— If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel and the Department of Finance, shall decide the same.

APPENDIX 'A'

(See rules 1 (3), 3 and 5)

Serial No.	Designation of the post	Number of Posts			Scale of pay (Pay Band + Grade Pay) (in rupees)	Scale of pay (in rupees) for the member of Service recruited on or after 17.07.2020
		Permanent -	Temporary -	Total		
1	2	3	4	5	6	7
1.	Director, Dairy Development	1	-	1	37400-67000+8800	-
2.	Joint Director, Dairy Development	1	-	1	15600-39100+7800	-
3.	Deputy Director, Dairy Development	23	-	23	10300-34800+5000	-
4.	Chief Chemist-cum-Incharge	1	-	1	10300-34800+5000	-
5.	Superintendent, Grade-I	1	-	1	15600-39100+5400	-

APPENDIX 'B'

[See rule 6]

Serial No.	Designation of the Post	Percentage of appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1.	Director, Dairy Development	-	Hundred percent	-	From the Joint Director, Dairy Development, who have an experience of working as such for a minimum period of one year: Provided that if Joint Director, Dairy Development is not available, then from amongst the Deputy Directors, Dairy Development, who have an experience of working as such for a minimum period of seven years.
2.	Joint Director, Dairy Development	-	Hundred percent	-	From amongst the Deputy Directors, Dairy Development, who have an experience of working as such for a minimum period of five years: Provided that in case Deputy Directors, Dairy Development

having five years experience as such are not available for promotion, then, from amongst the Deputy Directors, Dairy Development or Dairy Development Officers, who have an experience of working on either or both the posts of Deputy Director, Dairy Development and Dairy Development Officer for a minimum period of six years.

3.	Deputy Director, Dairy Development	-	Hundred percent	-	From amongst the Dairy Development Officers working under the control of the Director, Dairy Development, and who have an experience of working as such for a minimum period of four years: Provided that in case Dairy Development Officers having four years experience as such are not available for promotion, then from amongst the Dairy Development
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Officers or Dairy Development Inspectors, Grade I, working under the control of the Director, Dairy Development, and who have an experience of working on either or both the posts of Dairy Development Officer and Dairy Development Inspector, Grade I for a minimum period of fifteen years.

4.	Chief Chemist – cum - Incharge	-	Hundred percent	-	From amongst the Assistant Chemists working under the control of the Director, Dairy Development, who have an experience of working as such for a minimum period of ten years.
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5.	Superintendent Grade-I	-	Hundred percent	-	From amongst the Superintendents Grade-II working under the control of the Director, Dairy Development, and who have an experience of working as such for a minimum period of one year.
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APPENDIX 'C'

[See rule 8]

Serial No.	Designation of the post	Nature of *penalty/ or @order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5
1.	Director, Dairy Development	Minor and Major Penalty	Minister Incharge	Chief Minister
2.	Joint Director, Dairy Development	Minor and Major Penalty	Secretary Incharge	Minister Incharge
3.	Deputy Director, Dairy Development	Minor and Major Penalty	Secretary Incharge	Minister Incharge
4.	Chief Chemist-cum-Incharge	Minor and Major Penalty	Secretary Incharge	Minister Incharge
5.	Superintendent Grade-I	Minor and Major Penalty	Secretary Incharge	Minister Incharge

*in terms of rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

@ in terms of rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(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 ¹[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 ¹[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 or Post in connection with the affairs of the State of Punjab ;
- b) "Board" means the subordinate Service 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 the State of Punjab in the Department of Personnel and Administrative Reforms;
- f) "recognised 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 recognised university or institution for the purposes of these rules.
- g) ¹"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 article 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

¹Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

- ¹[(i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from above service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who through not *bona fide* residents Punjab State are yet closely connected to the State of Punjab;
- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

3. Nationality, domicile and character of person 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 came 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 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 but he shall not be appointed to the service unless the necessary 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

¹ Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309/Amd.(7)/2003, dated 12th July, 2003.

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 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[(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 first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

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 the⁴Punjab Government, or any Board, Corporation, Commission or Authority under it,] 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.

- ²[(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.]

- ³ [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 or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

¹Amended vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

²Amended vide Punjab Government Notification No. G.S.R. 81/Const./Art.309/Amd.(II)/99, dated 15th November, 1999.

³Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

⁴Amended vide Punjab Government Notification No. G.S.R. 85/Const./Art.309/Amd.(19)/2016, dated 20th December, 2016.

6. Qualification etc. – Subject to the provisions 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 Rules made for that Service;

¹{Provided that where appointment of ²[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 this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered ² [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 ⁴[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 any case of an 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 ³[one] and a half years from the date of appointment, 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 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.

¹Proviso was added, vide Punjab Government Notification No. G.S.R. 81/Const./Art.309/Amd(II)/99, dated 15th November, 1999.

²Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

³Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23rd February, 2015.

⁴Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(18)/2016, dated 5th September, 2016.

- (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 satisfactorily, 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;
 - (ii) extend 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 (1):

¹[Provided that the total period of probation including extension, if any, shall not exceed four years, recruited by direct appointment and three years if appointed otherwise.]

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 persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time 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 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 persons 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 the 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 case of persons 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 persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference 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:

¹Amended vide Punjab Government Notification No. G.S.R. 44/Const./Art.309/Amd.(20)/2014, dated 04th October, 2017.

¹ [Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the 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 Service 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 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, punishment 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 rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder 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 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.

¹Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(17)/2016, dated 19th January, 2016.

¹[14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment

Promotion

No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he –

From amongst the clerks, who have an experience of working as such for a minimum period of ³[four years].

(i) Possesses the Bachelor's Degree from a recognised University or Institution; and (ii) Qualifies in the competitive test specified by the appointing authority from time to time; and (iii) Possesses at least 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 Course (DOEACC) of Government of India.

(2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment, ²[passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minutes:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense 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 Provided in sub-rule (2).

¹Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.

²Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

³Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

¹[15. Minimum Educational and other qualifications:-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and
(ii) Possesses at least 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 Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, ²(passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute.”

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

¹Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10th February, 2009.

²Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17th August, 2011.

³Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

¹[15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.</p> <p>(iv) Possesses at least 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.</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p>	<p>(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of ²[four years]; and</p> <p>(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he / she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.</p>

¹Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.

²Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

¹[16. **Minimum Educational and other Qualifications 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 at least one hundred and twenty hours course with hands on experience in the use of Personal Computer Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions 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 Course (DOEACC) of Government of India.]

²[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 instructions 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 defense 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 the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

¹Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(9)/2009 dated 10th February, 2009.
²Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.57/Const./Art.309/Amd.(5)/2001 dated 4th September 2001

¹[18. **Promotion to Ground 'A' and Group 'B' Services**

- (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 bench mark 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 as 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 a 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 therefor in writing from the operation of this rule.]

19. **Power to relax** - Where the government is of the opinion that it is necessary to 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 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.

¹ Rules 18 was Substituted vide Punjab Government Notification NO.G.S.R.117/Const./Art309/Amd.(7)2001, dated 18th December, 2001

“APPENDIX”

(See rule 2)

- Group 'A' : Posts in initial entry revised scales 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. CHATTHA,
Chief Secretary to Government of Punjab.

VIJAY KUMAR JANJUA,
Additional Chief Secretary, Government of Punjab,
Department of Animal Husbandry, Fisheries and
Dairy Development.

PART III

GOVERNMENT OF PUNJAB

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

NOTIFICATION

The 11th June, 2021

No. G.S.R. 54/Const./Art 309/2021.- 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 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 maybe called the Punjab Dairy Development (Group 'B') Service Rules, 2021.
 - (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.-** (1) In these rules, unless the context otherwise requires,-
 - (a) 'Appendix' means an appendix appended to these rules;
 - (b) 'Director' means the Director, Dairy Development Department, Punjab;
 - (c) 'Government' means the Government of the State of Punjab in the Department of Animal Husbandry, Fisheries and Dairy Development; and
 - (d) 'Service' means the Punjab Dairy Development (Group 'B') Service.
- (2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

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 or to 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.- All appointments 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 authorised by the Department of Finance from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

6. Method of appointment, qualifications and experience.-(1) All appointments to the Service shall be made in the manner specified in Appendix 'B':

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

(2) No person shall be appointed to a 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 person appointed to the post in the Service, unless he has already done so, has to pass such departmental examination, as may be specified by the Government from time to time and as per the provisions laid down in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

8. Discipline, punishment and appeal.- (1) In the matters of discipline, punishment and appeal, 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, and the appellate authority thereunder in respect of the member of the Service against an order as specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, shall be as per Appendix 'C'.

9. Application of the Punjab Civil Services (General and Common Conditions of Service) 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 provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

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

10. Repeal and savings. - The Punjab Dairy Development (Group 'B') Service Rules, 2005, the Punjab Dairy Development, Non-Ministerial (State Service, Class-III) Rules, 1981 and the Punjab Dairy Development (Ministerial) (State Service Class-III) Rules, 1983, in so far as they 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.

11. Interpretation. - If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel and the Department of Finance, shall decide the same.

APPENDIX 'A'

(See rules 1 (3), 3 and 5)

Serial No.	Designation of the post	Number of Posts			Scale of pay (Pay Band + Grade Pay) (in rupees)	Scale of pay (in rupees) for the member of Service recruited on or after 17.07.2020
		Permanent	Temporary	Total		
1	2	3	4	5	6	7
1.	Dairy Development Officer	10	-	10	10300-34800+4400	-
2.	Dairy Development Inspector Grade-I	32	-	32	10300-34800+3800	-
3.	Superintendent Grade-II	2	-	2	10300-34800+4800	-
4.	Senior Assistant	12	-	12	10300-34800+4400	35400 (Level 6)
5.	Senior Scale Stenographer	1	-	1	10300-34800+4400	-

APPENDIX 'B'

[See rule 6]

Serial No.	Designation of the Post	Percentage of appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1.	Dairy Development Officer	-	Hundred percent	-	From amongst the Dairy Development Inspectors Grade –I working under the control of the Director and who have an experience of working as such for a minimum period of four years.
2.	Dairy Development Inspector Grade-I	-	Hundred percent	-	From amongst the Dairy Development Inspectors Grade – II working under the control of the Director, and who have an experience of working as such for a minimum period of four years.
3.	Superintendent Grade-II	-	Hundred percent	-	From amongst the Senior Assistants working under the control of the Director, and who have an experience of working

as such for a minimum period of seven years.

4.	Senior Assistant	Twenty-five percent	Seventy-five percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
5.	Senior Scale Stenographer	-	Hundred percent	-	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

APPENDIX 'C'

[See rule 8]

Serial No.	Designation of the post	Nature of *penalty/ or@order	Authority empowere dto impose penalty or pass order	Appellate authority
1	2	3	4	5
1.	Dairy Development Officer	Minor and Major Penalty	Secretary Incharge	Minister Incharge
2.	Dairy Development Inspector Grade-I	Minor and Major Penalty	Secretary Incharge	Minister Incharge
3.	Superintenden tGrade-II	Minor and Major Penalty	Secretary Incharge	Minister Incharge
4.	SeniorAssistant	Minor and Major Penalty	Secretary Incharge	Minister Incharge
5.	Senior Scale Stenographer	Minor and Major Penalty	Secretary Incharge	Minister Incharge

*in terms of rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

@ in terms of the rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(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 ¹[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 ¹[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 or Post in connection with the affairs of the State of Punjab ;
- b) "Board" means the subordinate Service 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 the State of Punjab in the Department of Personnel and Administrative Reforms;
- f) "recognised 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 recognised university or institution for the purposes of these rules.
- g) ¹"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 article 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

¹Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

- ¹[(i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from above service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who through not *bona fide* residents Punjab State are yet closely connected to the State of Punjab;
- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

3. Nationality, domicile and character of person 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 came 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 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 but he shall not be appointed to the service unless the necessary 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

¹ Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309/Amd.(7)/2003, dated 12th July, 2003.

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 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[(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 first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

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 ⁴Punjab Government, or any Board, Corporation, Commission or Authority under it,] 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.

- ²[(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.]

- ³ [SA. 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 or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

¹Amended vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

²Amended vide Punjab Government Notification No. G.S.R. 81/Const./Art.309/Amd.(II)/99, dated 15th November, 1999.

³Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

⁴Amended vide Punjab Government Notification No. G.S.R. 85/Const./Art.309/Amd.(19)/2016, dated 20th December, 2016.

6. Qualification etc. – Subject to the provisions 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 Rules made for that Service;

¹{Provided that where appointment of ²[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 this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered ² [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 ⁴ [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 any case of an 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 ³ [one] and a half years from the date of appointment, 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 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.

¹Proviso was added, vide Punjab Government Notification No. G.S.R.81/Const./Art.309/Amd(II)/99, dated 15th November, 1999.

²Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

³Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23rd February, 2015.

⁴Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(18)/2016, dated 5th September, 2016.

- (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 satisfactorily, 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;
 - (ii) extend 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 (1):

¹[Provided that the total period of probation including extension, if any, shall not exceed four years, recruited by direct appointment and three years if appointed otherwise.]

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 persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time 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 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 persons 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 the 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 case of persons 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 persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference 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:

¹Amended vide Punjab Government Notification No. G.S.R. 44/Const./Art.309/Amd.(20)/2014, dated 04th October, 2017.

¹ [Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the 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 Service 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 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, punishment 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 rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder 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 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.

¹Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(17)2016, dated 19th January, 2016.

¹[14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
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No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he –

- (i) Possesses the Bachelor's Degree from a recognised University or Institution; and (ii) Qualifies in the competitive test specified by the appointing authority from time to time; and
- (iii) Possesses at least 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 Course (DOEACC) of Government of India.

(2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment, ²[passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minutes:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense 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 Provided in sub-rule (2).

From amongst the clerks, who have an experience of working as such for a minimum period of ³[four years].

¹Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.

²Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

³Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

¹[15. Minimum Educational and other qualifications:-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and
(ii) Possesses at least 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 Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, ²(passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute.”.

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

¹Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10th February, 2009.

²Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17th August, 2011.

³Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

¹[15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—	(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year. Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of ² [four years]; and
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-
(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-	(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and
(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and	(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.
(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.	(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.
(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.	(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and
(iv) Possesses at least 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.	(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.
OR	(iii) The candidates committing not more than 4% mistakes in aggregate and only if he / she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.
Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.	

¹Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)2015, dated 15th March, 2015.

²Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)2019, dated 13th September, 2019.

¹[16. **Minimum Educational and other Qualifications 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 at least one hundred and twenty hours course with hands on experience in the use of Personal Computer Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions 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 Course (DOEACC) of Government of India.]

²[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 instructions 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 defense 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 the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

¹Amended vide Punjab Government Notification No.G.S.R. 12/Cons./Art.309/Amd(9)/2009 dated 10th February, 2009.
²Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.97/Const./Art.309/Amd.(5)/2001 dated 4th September 2001

¹[18. **Promotion to Ground 'A' and Group 'B' Services**

- (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 bench mark 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 as 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) **Debaring 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 a 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 therefor in writing from the operation of this rule.]

- 19. **Power to relax** - Where the government is of the opinion that it is necessary to 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 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.

¹ Rules 18 was Substituted vide Punjab Government Notification NO.G.S.R.117/Const./Art309/Amd.(7)2001, dated 18th December, 2001

“APPENDIX”

(See rule 2)

- Group 'A' : Posts in initial entry revised scales 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. CHATTHA,
Chief Secretary to Government of Punjab.

VIJAY KUMAR JANJUA,
Additional Chief Secretary, Government of Punjab,
Department of Animal Husbandry, Fisheries and
Dairy Development.

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

NOTIFICATION

The 11th June, 2021

No. G.S.R 55/Const./Art 309/2021.- 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 conditions of service of the persons appointed to the Punjab Dairy Development (Group 'C') Service, namely: -

RULES

- 1. Short title, commencement and application.-** (1) These rules may be called the Punjab Dairy Development (Group 'C') Service Rules, 2021.
 - (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. -(1)** In these rules, unless the context otherwise requires,-
 - (a) "Appendix" means an Appendix appended to these rules;
 - (b) "Director" means the Director, Dairy Development Department, Punjab.
 - (c) "Government" means the Government of the State of Punjab in the Department of Animal Husbandry, Fisheries and Dairy Development; and
 - (d) 'Service' means the Punjab Dairy Development (Group 'C') Service.

(2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- 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 or to 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.- All appointments to the Service shall be made by the Director.

5. Pay of members of the Service.- The members of the Service shall be entitled to such scales of pay, as may be authorised by the Department of Finance from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

6. Method of appointment, qualifications and experience.-(1) All appointments to the Service shall be made in the manner specified in Appendix 'B':

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

(2) No person shall be appointed to a 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. Discipline, punishment and appeal. -(1) In the matters of discipline, punishment and appeal, 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, and the appellate authority thereunder in respect of the member of the Service against an order as specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, shall be as per Appendix 'C'.

8. Application of the Punjab Civil Services (General and Common Conditions of Service) 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 provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

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

9. Repeal and savings.- The Punjab Dairy Development, Non-Ministerial (State Service, Class-III) Rules, 1981 and the Punjab Dairy Development (Ministerial) (State Service Class-III) Rules, 1983, in so far as they 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.

10. Interpretation.- If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel and the Department of Finance, shall decide the same.

APPENDIX 'A'

(See rules 1 (3), 3 and 5)

Serial No.	Designation of the post	Number of Posts			Scale of pay (Pay Band + Grade Pay) (in rupees)	Scale of pay (in rupees) for the member of Service recruited on or after 17.07.2020
		Perma- Total	Temp- orary			
1	2	3	4	5	6	7
1.	Assistant Chemist	2	-	2	10300-34800+3600	35400/-
2.	Junior Scale Stenographer	1	-	1	10300-34800+3600	-
3.	StenoTypist	10	-	10	10300-34800+3200	21700/-
4.	Clerk	40	-	40	10300-34800+3200	19900/-
5.	Clerk (Information Technology)	8	-	8	-	19900/-
6.	Clerk (Legal)	2	-	2	-	19900/-
7.	Dairy Development Inspector Grade-II	77	-	77	10300-34800+3200	29200/-
8.	Driver	7	-	7	5910-20200+2400	21700/-
9.	Laboratory Technician	2	-	2	5910-20200+1900	19900/-
10.	Dairy Field Assistant	33	-	33	5910-20200+1900	-
11.	Restorer	1	-	1	5910-20200+1900	-

APPENDIX 'B'

[See rule 6]

Serial No.	Designation of the Post	Percentage of appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1.	Assistant Chemist	Hundred percent	-	Should possess a Degree from any recognized university with Chemistry as one of the subject OR Graduate with Animal Nutrition as one of the subject OR Graduate in Food Processing or Dairy Technology.	-
2.	Junior Scale Stenographer	-	Hundred percent	-	From amongst the Steno Typists working under the control of the Director, and who have an experience of working as such for a minimum period of three years and qualify the Stenography test to be conducted by the Director in Punjabi and English at The speed of hundred and sixty words per minute respectively to be transcribed at the speed of twenty words per minute and fifteen words per minute respectively (relaxation of eight percent mistake).

3.	StenoTypist	Hundred percent	-	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	-
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4.	Clerk	Eighty-five percent	Fifteen percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	From amongst Group 'C' employees whose scale of pay is less than that of a Clerk or Group 'D' employees, who have an experience of working on any Group 'C' post or Group 'D' post or both for a minimum period of five years under the control of the Director, and who are matriculates or its equivalent with Punjabi and qualify a type test in Punjabi and English on computer at a speed of thirty words per minute to be conducted by the Director.
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5.	Clerk (Information Technology)	Hundred percent	-	(i) Should possess a degree in Bachelor of Engineering or Bachelor of Technology in Information Technology OR Electronics and Communication OR Computer Science from a recognized university. OR Should possess a Master's degree in Computer Applications from a recognized university; (ii) Qualifies a competitive test to be held by the recruiting authority; and (iii) Qualifies a type test in Punjabi and English to be held by the recruiting authority at the speed of thirty words per minute or at such speed as may be specified by the Punjab Government from time to time and other conditions applicable as per the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	-
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6	Clerk (Legal)	Hundred Percent	<p>(i) Should be a law Graduate from a recognized University; ii) qualifies a competitive test to be held by the recruiting authority; and</p>
			<p>(iii) qualifies a type test in Punjabi and English typing to be held by the recruiting authority at the speed of thirty words per minute or at such speed as may be specified by the Punjab Government from time to time and other conditions applicable as per the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.</p>
7.	Dairy Development Inspector Grade-II	Seventy-five percent Twenty-five percent	<p>Should possess a degree:- Bachelor of Technology in Dairy Technology OR Bachelor in Science Dairying in Dairy Technology or Dairy Husbandry from a recognized University.</p> <p>From amongst the Dairy Field Assistants who have 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 twelve years</p>

8.	Driver	Hundred percent	-	(i) Should be a matriculate; and (ii) should possess driving license for heavy vehicle or light vehicle.	-
9.	Laboratory Technician	Hundred percent	-	10+2 with science (Physics, Chemistry and Biology).	-
10.	Dairy Field Assistant	Hundred percent	-	Matric with Physics and Chemistry subject or its equivalent qualification	-
11.	Restorer	-	Hundred percent	-	From amongst Group 'D' employees working under the control of the Director, and who have an experience of working as such for a minimum period of one year and possess educational qualifications of middle standard.

Note: Posts mentioned at Serial Nos. 10 and 11 above have been declared as dying cadre as per Council of Ministers decision dated 30.12.2020.

APPENDIX 'C'

[See rule
8]

Serial No.	Designation of the post	Nature of *penalty/ or@order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5
1.	Assistant Chemist	Minor and Major Penalty	Director	Secretary Incharge
2.	Junior Scale Stenographer	Minor and Major Penalty	Director	Secretary Incharge
3.	StenoTypist	Minor and Major Penalty	Director	Secretary Incharge
4.	Clerk	Minor and Major Penalty	Director	Secretary Incharge
5.	Clerk (Information Technology)	Minor and Major Penalty	Director	Secretary Incharge
6.	Clerk (Legal)	Minor and Major Penalty	Director	Secretary Incharge
7.	Dairy Development Inspector Grade-II	Minor and Major Penalty	Director	Secretary Incharge
8.	Driver	Minor and Major Penalty	Director	Secretary Incharge
9.	Laboratory Technician	Minor and Major Penalty	Director	Secretary Incharge
10.	Dairy Field Assistant	Minor and Major Penalty	Director	Secretary Incharge
11.	Restorer	Minor and Major Penalty	Director	Secretary Incharge

*in terms of rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

@ in terms of rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

**GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(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 ¹[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 ¹[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 or Post in connection with the affairs of the State of Punjab ;
- b) "Board" means the subordinate Service 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 the State of Punjab in the Department of Personnel and Administrative Reforms;
- f) "recognised 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 recognised university or institution for the purposes of these rules.
- g) ¹"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 article 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

¹Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

- ¹[(i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from above service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who through not *bona fide* residents Punjab State are yet closely connected to the State of Punjab;
- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

3. Nationality, domicile and character of person 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 came 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 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 but he shall not be appointed to the service unless the necessary 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

¹ Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309/Amd.(7)/2003, dated 12th July, 2003.

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 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[(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 first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

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 the⁴Punjab Government, or any Board, Corporation, Commission or Authority under it,] 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.

- ²[(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.]

- ³ [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 or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

¹Amended vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

²Amended vide Punjab Government Notification No. G.S.R. 81/Const./Art.309/Amd.(11)/99, dated 15th November, 1999.

³Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

⁴Amended vide Punjab Government Notification No. G.S.R. 85/Const./Art.309/Amd.(19)/2016, dated 20th December, 2016.

6. Qualification etc. – Subject to the provisions 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 Rules made for that Service;

¹{Provided that where appointment of ²[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 this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered ² [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 ⁴ [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 any case of an 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 ³ [one] and a half years from the date of appointment, 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 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.

¹Proviso was added, vide Punjab Government Notification No. G.S.R.81/Const./Art.309/Amd(II)99, dated 15th November, 1999.

²Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18th December, 2001.

³Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23rd February, 2015.

⁴Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(18)/2016, dated 5th September, 2016.

- (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 satisfactorily, 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;
 - (ii) extend 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 (1):
- ¹[Provided that the total period of probation including extension, if any, shall not exceed four years, recruited by direct appointment and three years if appointed otherwise.]

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 persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time 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 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 persons 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 the 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 case of persons 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 persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference 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:

¹Amended vide Punjab Government Notification No. G.S.R. 44/Const./Art.309/Amd.(20)2014, dated 04th October, 2017.

¹ [Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the 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 Service 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 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, punishment 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 rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder 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 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.

¹Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(17)/2016, dated 19th January, 2016.

¹[14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
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No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he –

- (i) Possesses the Bachelor's Degree from a recognised University or Institution; and (ii) Qualifies in the competitive test specified by the appointing authority from time to time; and
- (iii) Possesses at least 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 Course (DOEACC) of Government of India.

(2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment, ²[passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minutes:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense 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 Provided in sub-rule (2).

From amongst the clerks, who have an experience of working as such for a minimum period of ³[four years].

¹Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)2015, dated 15th March, 2015.

²Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)2015, dated 24th December, 2015.

³Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)2019, dated 13th September, 2019.

¹[15. Minimum Educational and other qualifications:-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and
(ii) Possesses at least 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 Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, ²(passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute.”

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

¹Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10th February, 2009.

²Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17th August, 2011.

³Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24th December, 2015.

¹[15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.</p> <p>(iv) Possesses at least 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.</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p>	<p>(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of ²four years]; and</p> <p>(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he / she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.</p>

¹Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15th March, 2015.

²Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13th September, 2019.

¹[16. **Minimum Educational and other Qualifications 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 at least one hundred and twenty hours course with hands on experience in the use of Personal Computer Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions 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 Course (DOEACC) of Government of India.]

²[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 instructions 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 defense 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 the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

¹Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(9)/2009 dated 10th February, 2009.

²Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.97/Const./Art.309/Amd.(5)/2001 dated 4th September 2001

¹[18. **Promotion to Ground 'A' and Group 'B' Services**

- (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 bench mark 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 as 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) **Debaring 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 a 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 therefor in writing from the operation of this rule.]
19. **Power to relax** - Where the government is of the opinion that it is necessary to 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 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.

¹ Rules 18 was Substituted vide Punjab Government Notification on NO.G.S.R.117/Const./Art309/Amd.(7)2001, dated 18th December, 2001

“APPENDIX”

(See rule 2)

- Group 'A' : Posts in initial entry revised scales 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. CHATTHA,
Chief Secretary to Government of Punjab.

VIJAY KUMAR JANJUA,
Additional Chief Secretary, Government of Punjab,
Department of Animal Husbandry, Fisheries and
Dairy Development.

-ANNEXURE- E

CITIZEN'S CHARTER

Vision:

To develop Punjab as a Dairy State.

Mission:

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

Strategy:-

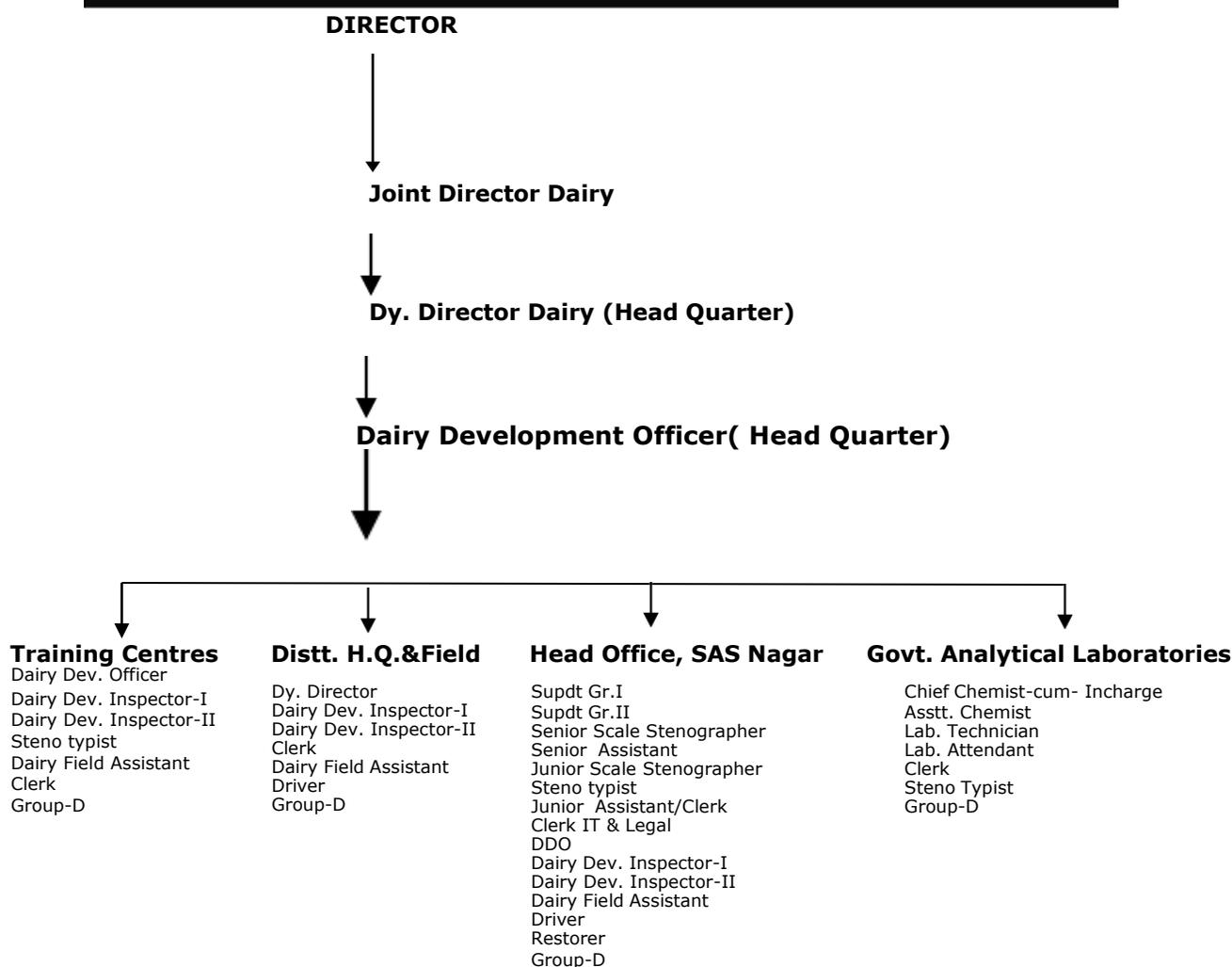
Our strategy is to:-

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

Stakeholders:-

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

ORGANISATIONAL STRUCTURE



OUR FUNCTIONS AND SERVICES

- 1. Providing education, training and extension services.**
 - One day Village Level (block) Awareness camps.
 - Two weeks training for Rural Area unemployed Youths.
 - Four weeks Dairy Entrepreneurship training.
 - State level seminars, workshops, conferences etc.
 - Exposure Visits to Dairy farms to leading Dairy Farms/Cattle feed/Milk Plants in Urban Areas.
 - Milk Consumer Awareness Camps in Urban Area.
- 2. Getting new dairy farms established.**
 - Motivating the farmers to adopting dairying.
 - Sponsoring the cases to banks for loans.
 - Helping the farmers to raise bank loans.
 - Guiding and advising the farmers in the construction of Model cattle sheds.
 - Guiding and advising the farmers in purchase of good quality milk animals.
 - Guiding and advising the farmers for marketing of milk at higherrates like Silage
 - 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 provide 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.	5353 trained in 17 batches during 2021-22.

	Milk Consumer Awareness Camps	729 Camps.
2.	Sponsoring of dairy loan cases to banks.	Within 12 days from the receipt of application in order.
3.	Remittance of subsidy under different Schemes	Within 60 days of receipts of the claim in order

Expectation from Service Recipients:

Applications should be submitted complete as per the defined guidelines

Regular feedback on the training and awareness programmes

Proper utilization of loans & subsidies.

Review of Service Standards & Compliance thereof

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

COMPLAINT HANDLING PROCEDURE

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

Submission of Complaint

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

Receipt and Record of complaints

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

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

Record of Complaints

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

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

Office of the Incharge, Dairy Training & Extension Centre-

Record of Complaints

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

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

Office of the Director, Dairy, Chandigarh- Head office

Record of Complaints

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

ANNEXURE- F

1.6 Categories of documents held by the Authority under its control

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

ANNEXURE- G

1.8: Directory of Officers and employees of Dairy Development Department, Punjab

S. No.	Name of officer/official	Designation	Residential address	Tel. No. & Email ID
1.	Kuldip Singh	Director Dairy	H.No. 1498, B-29, Harkrishan Nagar, Ludhiana	98557-32565
2.	Sh.Kashmir Singh	Deputy Director	VPO Sidhwan Distt. Gurdaspur	81465-53318
3.	Kiran Pal	Sr.Scale Stenographer	H.No. 1233, Phase-10, Mohali	98765-79433
4.	Jeet Kumar	Superintendent Grade-1	H.No.3099, Sector 23-D, Chandigarh.	94636-50475
5.	Baldip Kumar	Superintendent Grade-II	H.No.1549, Sec 22-B, CHD.	94635-20436
6.	Rajinder Kumar	Superintendent Grade-II	H.No. 2262-A sec. 20/C, CHD.	75891-37573
7.	Radha Rani	Senior Asstt.	B-1001450 Aadarsh Nagar, Nayagaon, Mohali.	88473-91328
8.	Pallvi	Senior Asstt.	H.No. 1240, Sector-15, Panchkula	99142-03602
9.	Amandeep Singh	Senior Asstt.	H. No. 2258-A, Sector-20 C, Chandigarh.	99880-66399
10	Jasbir Singh	Senior Asstt.	Vill. Muzafat, P,O Bela, Dist Ropar	94631-94550
11.	Baljinder Singh	Senior Asstt.	VPO Rajindergarh, Distt. Fatehgarh Sahib	97811-53740
12.	Anil Kumar	SeniorAsstt.	H.No. 102, Vehara Kalander Shah, Malgilzian, Bassi Pathana, Distt. Fatehgarh Sahib	98033-63683
13.	Deepak Verma	Dairy Dev.Insp. II	H.No. HL-109,Phase-1, Mohali	99153-32637
14.	Devinder Singh	Senior Asstt.	H.No. 307, W-4, Near Rest House Morinda	98558-00846
15.	Parminder Singh	Junior Asstt	H.No. 2144, Sec- 23/C, CHD	98725-71817
16.	Gaytri Devi	Junior Asstt	H.No. 2073, SEC 68, Mohali.	90344-32852
17.	Kamal Kumar	Junior Asstt	H.No. 2169, Sector 23-C, Chandigarh	99889-45632
18.	Narayan Parsad	Junior Asstt	H.No. 2009/A, SEC 24/B, CHD	75086-54896
19.	Amandeep Kaur	Clerk	H.No. 1(A), St.No. 29, Anand Nagar-B. Patiala.	96533-95580
20.	Jaswinderpal Singh	Clerk	H.No. HE-269, Phase-1, Mohali	90410-61105
21.	Gurwinder Singh	Clerk	H.No. 490, St.No. 2, Tripari Town, Patiala.	97800-77994
22	Hemraj Sharma	Clerk	H.No. 24, Vill. Daoun, Back side Sheetla Mata Mandir, Distt. Mohali	99888-85650
23	Robin Arora	Clerk	VPO Bam, Tehsil Malout, Dist. Shri Mukatsar Sahib	94637-85700
24	Rashpal Singh	Clerk	House no. 419, St no. 12, Santpur, Distt. Kapurthala	81469-43890
25	Rahul Sharma	Clerk	F 18/564, Shri Ram Avenue, Majithia Road Amritsar.	85570-70435
26	Inderbir Singh	Clerk	House no. 402, Phase-10, Distt. SAS Nagar	81469-43890
27.	Satinder Kumar	Restorer	H.No. 81, Vill Kishangarh, P.O. Mani Majra, U.T.Chd.	98784-39707
28.	Sandeep Kumar	Driver	c/o Kuldip Kumar, H.No.336/A, VPO Behlana, Near Air Port Chandigarh (U.T)	98884-78676

29	Gurdeep Singh	Driver	H.no 134, Ward No 2, khushi Ram Colony Kurali.	94631-90264 ropar_ddd@rediffmail.com
30	Monika Rani	Dairy Field Asstt.	Village Asron.(po) Khass, Distt SBS Nagar,teh Balachor	82838-55950 monika.rani50@punjab.gov.in
31.	Sant Bahadur	Duplicator-cum-Daftari	H.No. 2642, Sec-28/C, Chandigarh	97807-39846
32.	Sandeep Kumar	Peon	H. No. 3287, Sector-70, Mohali	--
33	Prem Singh	Peon	H.No. 664/16-D, Chandigarh	98788-64989
34	Baljit Kaur	Peon	H.No.36, Sector-41/D, Badheri	84373-46491 dd.dairy.moh@gov.in
35	SurinderSingh	Peon	H.no 02022, Anant Nagar Ward No. 17(Kharar)	94642-91583 ropar_ddd@rediffmail.com
36.	Brijesh Kumar	Sweeper-cum-Chowkidar	H.No. 705/20 Babu Dham Colony, Sec-26,Chandigarh	98720-23410

Distt. Ropar (dd.dairy.ropar@punjab.gov.in)

1	GurinderpalSingh	Dairy Dev. Officer (CDC)	Village Nalhouti, teh Anandpur Sahib,distt. Ropar	98724-41034 gurinderpal.singh66@punjab.gov.in
2	KashmirSingh	Dairy Dev.Insp-I	H.No. 42, Ward no. 7, Mata Gujri Enclave,Kharar	95925-12411 Kashmir.singh69@punjab.gov.in
3	HarpreetSingh	Dairy Dev.Insp-I	Beant Singh C/o jagdish singh ,VillChatamli, P.O Kalewal (Ropar)	81466-97836 Harpreet.singh836@punjab.gov.in
4	Sukhwinder Singh	Dairy Dev.Insp.II	VPO Boor Majra, Distt. Ropar	94178-20527 Sukhwinder.singh527@punjab.gov.in
5	DavinderSingh	Dairy Dev. Insp-II	Vill Rasoolpur, P.O Roopnagar	88473-94927 Davinder.singh37@punjab.gov.in
6	Rajesh Kumar	Sweeper-cum-Chowkidar	St. No.3, Waheguru Nagar, Barnala KalanRoad, Shaheed Bhagat Singh Nagar	97811-84104 dd.dairy.jal@punjab.gov.in
7	SimardeepSingh	Dairy Field Asstt.	H.No.2434, Phase-10 Mohali	99150-04432 simardip.singh93@punjab.gov.in
8	MandeepSingh	Dairy Field Asstt.	H.No.739/1, Ghumahar Mohalla, MundiKharar, Sector- 4	98784-41386 mandip.singh86@punjab.gov.in
9	Sanjiv Sharma	Dairy Field Asstt	H.no 43, Phase 1 Mohali	94654-83942 Sanjiv.sharma42@punjab.gov.in
10	Anil Kumar	Junior Asstt.	Adarsh Nagar Ward No. 14, Near badaliRoad Kurali.	98888-56112 anil.kumar112@punjab.gov.in
11	Sarbjit Kaur	Steno Typist	Guru Teg Bahadur Nagar, ward No. 10,Sector-14, Kharar, Distt Mohali	94633-30124 Sarbjit.kaur40@punjab.gov.in

Distt. Fatehgarh Sahib (dd.dairy.fgs@punjab.gov.in)

1.	Vineet Kumar	Deputy Director	H.No.2, Skylark Enclave, Landran Road, Kharar.	85670-85670
2.	CharanjitSingh	Dairy Dev.Insp. Grade- I	#4186 , W.No.17, Railway Road, Sirhand	94644-70334 Charanjit.singh34@punjab.gov.in
3	HarwantSingh	Dairy Dev. Insp. Grade-I	Kothi No. 1601, Phase-10, Mohali	98723-63515 Harbant.singh15@punjab.gov.in
5	Sohan Singh	Clerk	Near Govt. School, Samana, Distt. Patiala	95015-04017 Sohan.singh17@punjab.gov.in

6	Nirmala Devi	Peon	Near Gurudwara Sahib, Guru Ram Das Colony, Rajpura	968611311
7	Navpuneet Singh Mavi	Dairy Field Asstt.	Vill Bair Majra, P.O Hallo Majra, Chandigarh (U.T)	95926-07820
8	HarinderSingh	Steno-typist	Village Behabalpur, P.O Bhadson, Nabha,Dist. Patiala.	89685-72099 Harinder.singh99@punjab.gov.in
Distt. Ludhiana (dd.dairy.ldh@punjab.gov.in)				
1.	SurinderSingh	Dairy Dev.Insp.I	Jethi Nagar, M.k Road, Khanna,Ludhiana	96462-33999 Surinder.singh999@punjab.gov.in
2	Bal Krishan	Dairy Field Asstt.	276/27,Lalheri Road, Inderpuri, Khanna,ludhiana	81460-30086 Bal.krishan86@punjab.gov.in
3	Vipan Kumar	Peon	Charan Nagar, Tibba Road, Ludhiana	96466-76803
4	Baljit Singh	Chowkidar-cum-sweeper	V.P.O. Bija, Tehsil Khanna, Distt. Ludhiana	97798-57152
5.	Harwinder Singh	Clerk	#78, Ward-8, Doraha, Distt. Ludhiana.	85568-22307 Harwinder.singh07@punjab.gov.in
Distt. Patiala (dd.dairy.ptl@punjab.gov.in)				
1	Lakhmir Singh	Dairy Dev.Insp.II	Baba Deep Singh Colony, Plot no. 31 Near Gagan Chowk, Rajpura, Patiala	98725-22152 lakhmirsingh353@gmail.com
3.	Sukhwinder Singh	Peon	Village Kakra, PO Kakra, Teh . Bhwanigarh, Dist. Sangrur.	9814329067 Singhsukhwinder3109@gmail.com
4	Kulwinder Singh	Dairy Field Asstt	Qtr No 5, Block-1, Type-5 Ghalori Gate, Patiala	95920-01358 Kulwinder55@gmail.com
5	Sunita Devi	Junior Asstt.	H.No 112A, Street No. 2B, Tripri Ratan Nagar Extension ,patiala	94636-73667 sunitaranisharma197@gmail.com
6	SawarnjeetKaur	Steno Typist	Village Jassowal, PO Sidhuwal, Teh & Dist.Patiala.	84375-73394 Sawarnjeetkaur49@gmail.com
Distt. Sangrur (dd.dairy.sgr@punjab.gov.in)				
1	Jaswinder Singh	Deputy Dir. Dairy	Guru nanak colony 751/1 block D, Sangrur	94635-10250 jaswindery@gmail.com
2.	HarmeshSingh	Dairy Dev.Insp. Grade-II	VPO Nizampur, Teh. Payal, Distt. Sangrur	62849-61498 harmeshsingh929@gmail.com
3.	Charanjit Dheer	Dairy Field Asstt.	Street No.6, Punia Colony, Sangrur	97794-00959 cdheer@rediffmail.com
4	Sakshi Singla	Clerk	Krishna market near Bus stand,Samana, dist. Patiala.	98773-80071 Singla06.ss@gmail.com
5	KanchanRani	Steno-Typist	House no. 112-C, bathindian Mohalla, near Hanuman Mandir, nabha 147201	98765-33240 Kanchanarora@gmail.com
6	Gurwinder Singh	Driver	House no 2, Ward no 9, Sant Attar Singh Nagar, Steet no 4, Sunam, Sangrur.	9217000913 Guru130881@gmail.com
7	Dinesh Kumar	Peon	Partap Nagar, Colony, Sangrur	99155-10129 Thakuridneshkumar1985@gmail.com
8	GurmeetSingh	Dairy Field Asstt	VPO Kotdunna, Tehsil& Distt. Barnala	95929-55389 gurmeetsinghbnl@gmail.com

9	Jagman Singh	Dairy Field Asstt	VPO Sehoura, Teh. Payal, Distt. Ludhiana	70090-72521 Jagman.singh12@punjab.gov.in
Distt. Mansa (dd.dairy.mansa@punjab.gov.in)				
1.	KawaljeetSingh	Dairy Dev. Inspector Grade-II	VPO. Khara, Distt. Mansa.	98721-94068 mansa_ddd@rediffmail.com
2.	Rajni Jindal	Clerk	Sale tax office street. new court Road Mansa	76961-96733 rajnij520@gmail.com
3.	Sanjeev Kumar	Dairy Field Asstt.	Village vali Gali, near M. C Park, Mansa	94645-94382 sk1110561@gmail.com
4.	Navdeep Singh	Peon	Ward no. 15, Near Dav School Sarabha Nagar Sunam	75298-62941 Nvdeep031@gmail.com
Distt. Bathinda (dd.dairy.bti@punjab.gov.in)				
1.	Harpal Singh	Deputy Dir. Dairy	V.PO Bhadurpur, Distt. Sangrur	7009225692 dd.dairy.bti@punjab.gov.in
2	Siya Ram	Junior Assistant	Mini Secteriat Road, Gali no. 8 Bathinda.	9815701423 dd.dairy.bti@punjab.gov.in
4	Gurvinder Singh	Dairy Dev.Insp.I	VPO Doomwali,Distt. Bhatinda	98724-98995 gurwindsidhu95@gmail.com
5.	Sudesh kumar	Sweeper-cum-Chowkidar	Sundar Basti, Near Balmik Mandir, Distt.Sangrur	9041352764 dd.dairy.bti@punjab.gov.in
Distt. Faridkot (dd.dairy.fdk@punjab.gov.in)				
1.	Nirvair singh Brar	DeputyDairy Dir.	Village Mahla Khurd, Teh. Baghapurana, Distt. Moga	94651-17652 nirvairsinghbrar@gmail.com
2	Kuldeep Kaur	Clerk	Faridkot	62842-32818 Kaurkldeep234@gmail.com
3.	Gurpreet Singh	Sweeper-cum-Chowkidar	Village Abul Khurana, Teh. Malout, Distt. Sri Mukatsar Sahib.	96461-53443 Gsingh92304@gmail.com
4	LakhmeetSingh	Dairy Field Asstt.	House no. 205, Bala Ji enclave near G.S banda Rampura, Dist. Bathinda.	99148-01227 lakhmeetmehra@gmail.com
Distt. Ferozepur (dd.dairy.fzr@punjab.gov.in)				
1.	Randeep Kumar	Deputy Director	Vill Dilaram PO Jhok Tehal Singh teh &Distt. Ferozpur	78272-60001 Randeepkumar17@gmail.com
2.	Mamta Rani	Clerk	Ward no 12. mallan wala Khas PO khas tehZira Distt. Ferozpur	98557-84490 mamtabhatti346@gmail.com
3	Balwinder Singh	Driver	V& P.O. Mangewal,Teh. Payal, Distt. Ludhiana.	97795-92074 balwindsingh8888999@gmail.com
4	Kapalmeet Singh	Dairy Dev.Insp.I	VPO Jhander, Teh. Ajnala, Distt. Amritsar.	97793-52959
Distt. Fazilka (dd.dairy.fzk@punjab.gov.in)				
1	Sumit Kumar	Clerk	VPO Churi wala, Dhanna, Teh. & Distt. Fazilka	95694-60200 Sumit.kumar51@punjab.gov.in

2.	Gurpal Singh	Dairy Dev.Insp-II	VPO Sangudhaun , Distt Sri Mukatsar Sahib	98149-95616
Distt. Amritsar (dd.dairy.asr@punjab.gov.in)				
1.	Waryam Singh	Dairy Dev. Officer	19- Sh. Guru Amardas Avenue Airport Roadm Amritsar.	9888355370
2.	Kulbir Singh	Dairy Dev.Insp-II	VPO Chogawan Road, Ajnala, Amritsar	97815-10348 amritsar_ddd@rediffmail.com
3	Navjot Singh	Dairy Dev.Insp-II	H.No. 68, Block-C, Sandhu Enclave,Naushera Kalan, Majitha Road, Bypass Amritsar	79861-63849 amritsar_ddd@rediffmail.com navjot_y2Z@yahoo.com
4	Sukhbir Kaur	Steno-Typist	H.No.150, Pritam Enclave Opp. Ryan International School, Jalandhar By Pass, Distt. Amritsar	98150-39678 amritsar_ddd@rediffmail.com sukhbirkaur068@rediffmail.com
5	Gurpreet Kaur	Clerk	House No.1896, Cemetary Road, Putligarh, Amritsar	9041044643 amritsar_ddd@rediffmail.com sukhpreettucker@gmail.com
6	Gurcharn Singh	Dairy Dev Insp Grade-1	H.NO 251, Asiana Estate, Fatejgarh Churian Road, Distt. Gurdaspur.	88729-18300 Gurcharn.singh37@punjab.gov.in
7	Balbir Singh	Driver	Bahmniwala Road, Ward No.2, Garden Colony, Patti, Distt. Tarantarn	90414-02294 amritsar_ddd@rediffmail.com
8	Kuber Singh	Peon	# 602,Gali No.3, Mohalla Hari Mandir Street, Majitha Road, Amritsar	9646193928 amritsar_ddd@rediffmail.com
9	Lekh Raj	Sweeper-cum Chowkidar	V.Mehmowal, P.O. Bathian Brahmana, Distt. Hoshiarpur	97793-95767
Distt. Gurdaspur (dd.dairy.gsp@punjab.gov.in)				
1	Kulwinderbir Singh	Dairy Dev. Insp. Grade-I	H.No. 52/157, Bhattha Inderjit Ward No.2, Kahnuwan Road, Batala, Distt. Gurdaspur.	94643-80299 Kulwinderbir.singh99@punjab.gov.in
3	Barjinder Singh	Dairy Field Asstt.	H.No. 639/19, Gali No. 2, Rulia Ram Colony, Distt. Gurdaspur.	80548-00880 Barjinder.singh80@punjab.gov.in
4	Rajeev Kumar	Dairy Field Asstt.	Mohalla Baji, Ward No. 1, Dera Baba Nanak, Distt. Gurdaspur	84271-70001 Rajiv.kumar449@punjab.gov.in
5	Anamika Sharma	Dairy Field Asstt.	# 451/1,Near Ambedkar Bhawan, Rulia Ram Colony Distt. Gurdaspur	75089-73471 Anamika.sharma71@punjab.gov.in
6	Jyoti Sharma	Dairy Field Asstt.	Ward No. 21, VPO Nabipur, Distt. Gurdaspur	94657-25610 Jyoti.sharma39@punjab.gov.in
7	Sher Singh Azad	Dairy Field Asstt.	Mohalla Taki Darwaja, VPO Behrampur,Distt. Gurdaspur.	98783-45930 shersingh.azad30@punjab.gov.in
Distt. Pathankot (dd.dairy.ptk@punjab.gov.in)				
1.	Ranjit Singh	Junior Assistant	Vill. Joian P/O Jaura Chhattran Dist. Gurdaspur	98146-22622 rs807777@gmail.com

2.	Karan PartapSingh	Dairy Field Asstt.	Vill. Akhrota, PO. Rattangarh, Distt. Pathankot	98762-60243 kpslubana598@gmail.com
3	Satnam Singh	Sweeper-cum-Chowkidar	VPO. Hashamansar, Teh. Mukerian, Distt. Hoshiarpur	89686-14918
4	JagdishSingh	Dairy Field Asstt.	Village Jhanzolim PO Sujampur Teh & Distt. Pathankot	98785-28364 Jagdish.singh64@punjab.gov.in
Distt. Kapurthala (dd.dairy.kpt@punjab.gov.in)				
1.	Davinder Singh	Deputy Dir. Dairy	H.No. 1170, Old Comety Bazar, Kartarpur, Distt Jalandhar.	94654-65707
2	Sukhwinder Kumar	Dairy Dev. Insp. Grade-I	Village Karari, PO Kishangarh, Teh. & Distt. Jalandhar	94630-22612
3	Parminder Singh	Clerk	Prem Nagar, Kotakpura, Distt. Faridkot	98765-79902
4	Ashok Kumar	Dairy Development Inspector	Vill Khera, PO Jamsher Khas, Teh. & DisttJalandhar.	9815406644
Distt. Jalandhar (dd.dairy.jal@punjab.gov.in)				
1.	Ram Lubhaya	Deputy Dir. Dairy (CDC)	VPO Bhulla Rai, Teh. Phagwara, Distt. Kapurthala	94636-08890 dd.dairy.jal@punjab.gov.in
2	Sanjeev Kumar	Dairy Dev. Insp. Grade-II	VPO Behram Sarishta, Distt. Jalandhar	98781-44601 dd.dairy.jal@punjab.gov.in
3	Maninder Singh	Peon	Dashmesh Nagar, Tanda, Ward no-3, Teh. Dasyu Distt.Hoshiarpur	96465-85908 dd.dairy.jal@punjab.gov.in
4	Gurpreet Singh	Dairy Field Asstt.	Village Khablan, P.o. Bulhowal, Distt.Hoshiarpur	94787-26641 Gurpreet.1989@punjab.gov.in
Distt. Hoshiarpur (dd.dairy.hsp@punjab.gov.in)				
1	Mintu	Jr. Asstt.	VPO Karari, tehsil mukeria, Distt. Hoshiarpur	81469-86508 Mintu.1974@punjab.gov.in
2	Aman Jyoti	Dairy Field Asstt.	SAS Nagar, Old Tanda Road, Distt. Hoshiarpur	98787-70114 aman.jyoti80@punjab.gov.in
3	Amarjit Singh	Peon	Vill. Moga, P.O. Bhogpura, Distt. Jalandhar.	95018-66234
4	Gurvinder Singh	Dairy Field Assistant	VPO Kandhala Sheikhan Distt. Hoshiarpur	98722-77136 Gurvinder.ss1987@punjab.gov.in
Distt. Shri Mukatsar Sahib at Abhul Khurana (dd.dairy.mkt@punjab.gov.in)				
1.	Manpreet singh	Dairy Field Asstt.	VPO Sahib Chand , distt Sri Mukatsar Sahib.	84274-60101 Manpreet.singh89@punjab.gov.in
2	Prince	Clerk	H.No. 30992/A, Street No. 30, Paras Ram Nagar, Bathinda	80545-69798 psandhu697@gmail.com
Distt. Moga at Gill (dd.dairy.moga@punjab.gov.in)				
1	Prince Sethi	Clerk	Faridkot, Distt. Faridkot.	84271-00968 Prince.sehti68@punjab.gov.in
2	Navdeep Kaur	Dairy Field Asstt.	VPO Bhinder Kalan, Distt. Moga	98782-12497 Navdeep.kaur497@punjab.gov.in
Distt. Shahid Bhagat Singh Nagar (dd.dairy.ns@punjab.gov.in)				
1.	Harvinder singh	Dairy Dev Officer(CDC)	House No. 127, Scheme no. 2Phagwara Road, Hoshiarpur	94178-78679 harvinder.singh1966@punjab.gov.in
2.	Ram Sharan	Dairy Dev. Insp.II	Changer Ghumaran PO Chandar Teh Ramshahar Dstt Solan Himachal Pradesh	94176-19757 ramsharan27@punjab.gov.i

3	Ashutosh	Dairy Field Asstt.	Vill. Umarpur, PO Khas, Teh. Mukerian, Distt. Hoshiarpur.	98764-88495 ashutosh.salgotra@punjab.gov.in
Distt. Tarn-Taran (dd.dairy.trn@punjab.gov.in)				
1.	Kuljit Kaur	Sr. Asstt.	VPO Nabipura, Gurdaspur	7087451701 kuljit.kaur10@punjab.gov.in
2.	Parnam Singh	Dairy Dev Insp-I	Shri Guru Arjan Dev Nagar, Goindwal RoadTarnTaran	99141-11712 parnam.singh12@punjab.gov.in
3.	Kanwanjeet Singh	Dairy Field Assistant	VPO Jabbowal, Distt. Amritsar	94173-73648 kawanljit.singh48@punjab.gov.in
4.	Ishant Kumar	Clerk	Jalalabad West, Distt. Fazilka.	84374-00458 ishant.kumar458@punjab.gov.in
Bija (Ludhiana) (dd.dairy.bija@punjab.gov.in)				
1	Dalbir Kumar	Dairy Dev Officer	H.No. 2326, Janakpuri Colony, Near City Station, Rajpura Town.	81461-00543 dalbirkumar36@gmail.com
2	RamandepKaur	Junior Asstt.	Vill. Majri Kishnewali, PO Amlah Distt. Fatehgarh Sahib	98725-02714 ramandeep.kaur14@punjab.gov.in
3.	Kuldeep Singh	Dairy Dev. Insp. Grade-II	Harnam Nagar, ward no. 19, SarhindDistt. Fatehgarh Sahib	98729-17245
Phagwara (dd.dairy.phg@punjab.gov.in)				
1.	Swaran Singh	Sweeper-cum-Chowkidar	Balmiki Mohala Plahi Gate, Phagwara	83607-32315
Sardulgarh (Mansa) (dd.dairy.srg@punjab.gov.in)				
1.	Paramjit Kaur	Sr.Asstt.	Street No. 16 Ward No. 5 New Court Road Mansa.	95692-82955 pk0315194@gmail.com
2.	Jagpreet Singh	Clerk	VPO Shekhpura Teh Talwandi SaboBathinda	96464-41614 Jagpreetkang91@gmail.com
Government Laboratory, Sangrur (labsangrur@gmail.com)				
1	Gursharanjit Kaur	Chief Chemist	H.No.50, Gali No.3, Block D,Officer Colony, Nankiana Road, Sangrur	98883-55370 gursharnjit04@gmail.com
2	Barjinder Singh	Asstt.Chemist	Plahi Gate valmik mohalla Street no. 4, Phagwara	98154-06644
3.	Savita Devi	Sr.Asstt.	Dashmesh Nagar, Patiala Road, Sangrur	99884-57693
4	Gurjant Singh	Steno Typist	Ajit Nagar, Sangrur	98723-14607 gurjantsteno@gmail.com
5	Narinder Kumar	Lab.Technician	Sohia Road, Rajgarh Bastim Street no. 2, Sangrur.	99148-84050
6	Rajinder Singh	Lab.Technician	Atwal Colony, Bank Side Lala vala peer, Sangrur	94638-64030
7	Sushil Kumar	Lab.Attendant	New Friends Colony, Gali No. 6, Sangrur, Sojia Road, Sangrur	94177-13783
8	Ramesh Chander	Lab.Attendant	Street no. 5 E, Patiala Road, Deshmesh Nagar, Sangrur	94177-50508

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

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

S. No.	Name of officer/official	Designation	Basic Pay	Gross Salary
1.	Kuldip Singh	Director Dairy Dev. Deptt	108200	158048
2.	Kashmir Singh	Deputy Director	99000	138620/-
3.	Kiran Pal	Sr. Scale Stenographer	62000	92320
4.	Jeet Kumar	Superintendent Grade-1	69000	91560
5.	Baldeep Kumar	Superintendent Grade-II	61300	94512
6.	Rajinder Kumar	Superintendent Grade-II	67800	89824
7.	Radha Rani	Senior Asstt.	63900	95056
8.	Pallvi	Senior Asstt.	56700	84688
9.	Amandeep Singh	Senior Asstt.	56700	75616
10.	Jasvir Singh	Sr. Asstt.	53400	75424/-
11.	Baljinder Singh	Senior Asstt.	50300	75472
12.	Anil Kumar	Senior Asstt.	50300	75472/-
13.	Deepak Verma	Dairy Dev. Insp.-I	48800	68844/-
14.	Devinder Singh	Senior Asstt.	48800	73312
15.	Parminder Singh	Junior Asstt.	47800	63924
16.	Gaytri Devi	Junior Asstt.	42400	62296
17.	Kamal Kumar	Junior Asstt.	45000	63924
18.	Narayan Parsad	Junior Asstt.	47800	60340
19.	Amandeep Kaur	Clerk	33300	50492
20.	Jaswinderpal Singh	Clerk	33300	50492
21.	Gurwinder Singh	Clerk	33300	50492
22.	Hemraj Sharma	Clerk	33300	50492
23.	Robin Arora	Clerk	19900	19900
24.	Rashpal Singh	Clerk	19900	19900
25.	Rahul Sharma	Clerk	19900	19900
26.	Inderbir	Clerk	19900	19900
27.	Satinder Kumar	Restorer	41000	60780
28.	Sandeep Kumar	Driver	33400	47292
29.	Gurdeep Singh	Driver	32200	48092
30.	Monika Rani	Dairy Field Asstt.	27100	38356
31.	Sant Bahadur	Duplicator	46100	61348
32.	Sandeep kumar	Peon	24900	38196
33.	Prem Singh	Peon	44800	59681
34.	Baljit Kaur	Peon	20900	31336
35.	Surinder Singh	Peon	38600	54596
36.	Brijesh Kumar	Sweeper-cum-Chowkidar	28800	44012
Distt. Ropar				
1.	Gurinderpal Singh	Dairy Dev. Insp-I	93900	129304
2.	Kashmir Singh	Dairy Dev. Insp-II	64400	89184
3.	Harpreet Singh	Dairy Dev. Insp-II	49300	68648
4.	Sukhwinder singh	Dairy Dev. insp-II	53900	74804
5.	Davinder Singh	Dairy Dev. Insp.-II		
6.	Rajesh Kumar	Sweeper-cum-Chowkidar	32400	49756/-
7.	Simardeep Singh	Dairy Field Asstt.	25500	35680
8.	Mandeep Singh	Dairy Field Asstt.	26300	37268
9.	Sanjeev Sharma	Dairy Field Asstt.	43500	60160
10.	Anil Kumar	Jr. Asstt.	48200	68052
11.	Sarbjit Kaur	Steno typist	52000	73020/-
Distt. Fatehgarh Sahib				
1.	Vineet Kumar	Deputy Director	63900	93856
2.	Charanjit Singh	Dairy Dev. Insp. Grade-I	63900	88504/-
3.	Harwant Singh	Dairy Dev. Insp. Grade-I	62000	85320/-
4.	Sohan Singh	Clerk	33300	50612/-
5.	Nirmala Devi	Peon	23500	33460/-
6.	Navpuneet Singh	Dairy Field Asstt	35100	46168
7.	Harinder Singh	Stenotypist	34200	51548/-
Distt. Ludhiana				
1.	Surinder Singh	Dairy Dev. Insp.I	63900	93976/-
2.	Harwinder Singh	Clerk	33300	47588/-
3.	Bal Krishan	Dairy Field Asstt.	50500	70180/-

4.	Vipan Kumar	Peon	25600	39324/-
5.	Baljit Singh	Sweeper-cum Chowkidar	41100	61044/-
Distt. Patiala				
1.	Lakhmir Singh	Dairy Dev.Insp-I.	62000	90780/-
2.	Sukhwinder Singh	Peon	19100	29604/-
3.	Kulwinder Singh	Dairy Field Asstt	27900	37212/-
4.	Sunita Devi	Junior Asstt.	47800	71332/-
5.	Sawarnjeet Kaur	Stenotypist	34200	51548/-
Distt. Sangrur				
1	Jaswinder Singh	Deputy Dir. Dairy (CDC)	99600	139048/-
2	Harmesh Singh	Dairy Dev. Insp.-II	45100	63738/-
3	Charanjit Dheer	Dairy Field Asstt.	27100	38898/-
4.	Sakshi Singla	Clerk	33300	48254/-
5	Kanchan Rani	Steno-Typist	37400	53912/-
6	Gurwinder Singh	Driver	33200	50116/-
7.	Dinesh Kumar	Peon	24200	35496/-
8.	Jagman Singh	Dairy Field Asstt	27100	35688/-
9.	Gurmeet Singh	Dairy Field Asstt.	27100	38898/-
Distt. Mansa				
1.	Kanwaljit Singh	Dairy Dev. Insp.-II	41300	58494/-
2.	Rajni Jindal	Clerk	33300	48254/-
3.	Sanjeev Kumar	Dairy Field Asstt	27900	40002/-
4.	Navdeep Singh	Peon	18000	26940/-
Distt. Bathinda				
1.	Harpal Singh	Deputy Dir. Dairy	71900	105136/-
2.	Siya Ram	Junior Asstt.	52200	77668/-
3.	Gurvinder Singh Sidhu	Dairy. Dev. Insp. Grade-I	47400	69756/-
4.	Sudesh Kumar	Sweeper-cum-Chowkidar	31500	47660/-
Distt. Faridkot				
1.	Nirvair Singh Brar	Deputy Dir. Dairy	58200	82316/-
2.	Kuldeep Kaur	Clerk	36400	52532/-
3.	Gurpreet Singh	Sweeper-cum-Chowkidar	33400	48392/-
Distt. Ferozepur				
1.	Randeep Kumar	Deputy Director	58200	82316/-
2.	Mamta Rani	Clerk	33300	48254/-
3.	Balwinder Singh	Driver	40900	60742/-
4.	Kapalmeet Singh	Dairy Dev.Insp.II	40900	57442/-
Distt. Fazilka				
1.	Sumit Kumar	Clerk	33300	48254/-
2.	Gurpal Singh	Dairy Dev. Insp.-G-II	42500	60150/-
Distt. Amritsar				
1	Waryam Singh	Dairy Dev. Officer	91200	127456/-
2.	Kulbir Singh	Dairy Dev.Insp-II	43400	62700
3.	Navjot Singh	Dairy Dev. Insp.-II	40100	59484
4.	Sukhbir Kaur	Steno-Typist	52000	877420
5.	Gurpreet Kaur	Clerk	19900	19900
6.	Gurcharan singh	Dairy Dev Insp Grade-1	46000	68080
7.	Balbir Singh	Driver	27000	44220
8	Kuber Singh	Peon	33400	50436
9.	Lekh Raj	Sweeper cum Chowkidar	28000	41540/-
Distt. Gurdaspur				
1.	Kulwinderbir Singh	Dairy Dev. Insp.-I	63900	89782/-
2	Barjinder Singh	Dairy Field Asstt.	44600	63048/-
3.	Rajeev Kumar	Dairy Field Asstt.	27100	38356/-
4.	Anamika Sharma	Dairy Field Asstt.	27100	38898/-
5.	Jyoti Sharma	Dairy Field Asstt.	27100	38898/-
6.	Sher Singh Azad	Dairy Field Asstt.	27900	40002/-
Distt. Pathankot				
1.	Ranjit Singh	Junior Assistant	47800	68464/-
2.	Karan Partap	Dairy Field Asstt.	27100	38898/-
3.	Satnam Singh	Sweeper cum chownkidar	44800	64724/-
4.	Jagdish Singh	Dairy Field Asstt.	47600	67188/-
Distt. Kapurthala				
1.	Davinder Singh	Deputy dir. Dairy	96700	135046/-
2.	Sukhwinder Kumar	Dairy Dev. Insp-I	58400	81592/-
3.	Parminder Singh	Clerk	33300	48254/-

4	Ashok Kumar	Dairy Dev. Inspector -II	43800	61944/-
Distt. Jalandhar				
1.	Ram Lubhaya	Deputy Dir. Dairy	93300	135592/-
2.	Sanjeev Kumar	Dairy Dev. Insp-II	43800	64812/-
3.	Maninder Singh	Peon	18500	28940/-
4	Gurpreet Singh	Dairy Field Asstt.	27920	36226/-
Distt. Hoshiarpur				
1.	Mintu	Junior Assistant	47800	68464/-
2.	Aman Jyoti	Dairy Field Asstt.	27920	36226/-
3.	Amarjit Singh	Peon	2967	43045/-
4.	Gurvinder Singh	Dairy Field Assistant	32300	48252/-
Distt. Shri Mukatsar Sahib at Abul Khurana				
1.	Manpreet Singh	Dairy Field Asstt.	24800	35724/-
2.	Prince	Clerk	33300	48254/-
Distt. Moga at Gill				
1.	Prince Sethi	Clerk	33300	48254/-
2.	Navdeep Kaur	Dairy Field Asstt	27900	40002/-
Distt. Shahid Bhagat Singh Nagar				
1.	Harvinder Singh	Dairy Development Officer	93900	108044/-
2.	Ram Sharan	Dairy Dev. Insp. Grade-2	48800	53708/-
3.	Ashutosh	Dairy Field Asstt.	27900	35643/-
Distt. Tarn Taran				
1.	Kuljit Kaur	Sr. Assistant	51800	74284/-
2	Parnam Singh	Dairy Dev. Insp-I	63900	89782/-
3	Kanwanjit Singh	Dairy Field Assistant	27100	38898/-
4	Ishant Kumar	Clerk	33300	48254/-
Bija (Ludhiana)				
1.	Dalbir Kumar	Dairy Dev. Insp-I	67800	99132/-
2.	Ramandeep Kaur	Jr. Asstt.	46400	65604/-
3.	Kuldeep Singh	Dairy Field Asstt.	39900	55764/-
Phagwara (Kapurthala)				
1.	Swaran Singh	Sweeper-cum-Chowkidar	31500	46370/-
Sardulgarh (Mansa)				
1.	Paramjeet Kaur	Senior Asstt.	48800	69168/-
2.	Jagpreet Singh	Clerk	19900	19900/-
Government Analytical Laboratory Sangrur				
1.	Gursharanjit Kaur	Chief Chemist	99800	139724/-
2.	Barjinder Singh	Asstt. Chemist	85900	120142/-
3.	Savita Devi	Sr. Asstt.	51800	74084/-
4.	Gurjant Singh	Stenotypist	52000	74060/-
5.	Narinder Kumar	Lab. Technician	50500	71190/-
6.	Rajinder Singh	Lab. Technician	50500	71190/-
7.	Sushil Kumar	Lab. Attendant	42200	60336/-
8.	Ramesh Chander	Lab. Attendant	37600	56988/-

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

Sr. No.	Name & designation of Official	Designation under RTI 2005	Mobile No.
Directorate of Dairy Development Department (Head Office), Livestock Complex, Sector-68, SAS Nagar, Tel. No. 0172-2217020, Email ID: Dir.dairy@punjab.gov.in			
1.	Sh. Kuldip Singh Jasowal, Director Dairy	First Appellate Authority	98557-32565
2.	Sh. Jeet Kumar, Superintendent Grade-I	Public Information Officer	94636-50475
3.	Sh. Rajinder Kumar, Senior Assistant	Assistant Public Information Officer	75891-37573
O/o Deputy Director Dairy, Amritsar, Dairy Training & Extension Centre, Batala Road, Near Telephone Exchange Verka(Amritsar), Tel. No. 0183-2263083, Email ID: dd.dairy.asr@punjab.gov.in			
1.	Sh. Waryam Singh, Dairy Development Officer (CDC)	Public Information Officer	98159-82593
2.	Sh. Gurcharan Singh, Dairy Dev. Inspector Grade-I	Assistant Public Information Officer	88729-18300
O/o Dairy Training & Extension Centre, Verka(Amritsar), Batala Road, Near Telephone Exchange Verka(Amritsar), Tel. No. 0183-2263083, Email ID: dd.dairy.asr@punjab.gov.in			
1.	Sh. Waryam Singh, Dairy Development Officer (CDC)	Appellate Authority	98159-82593
2.	Sh. Navjot Singh, Dairy Dev. Insp. Grade-II	Public Information Officer	99153-03267
O/o Deputy Director Dairy, Gurdaspur, District Administration Complex, Room No. 508, Block-B, 4th Floor, Gurdaspur, Tel No. 01874-220163, Email ID: dd.dairy.esp@punjab.gov.in			
1.	Sh. Kashmir Singh, Deputy Director Dairy (CDC)	Public Information Officer	81465-53318
2.	Sh. Kulwinder bir Singh, Dairy Dev. Inspector Grade-I	Assistant Public Information Officer	99144-11115
O/o Deputy Director Dairy, Pathankot, Room No. 346, Second Floor, Distt. Administrative Complex, Pathankot, Tel No. 01874-220163, Email ID: dd.dairy.ptk@punjab.gov.in			
1.	Sh. Harwinder Singh, Dairy Development Officer (CDC)	Public Information Officer	94178-78679
2.	Sh. Jagdeesh Singh, Dairy Field Asstt.	Assistant Public Information Officer	98888-42986
O/o Deputy Director Dairy, Kapurthala, Old Office of Senior Veterinary Officer of Animal Husbandry Department, Charbatti Chowk, Kapurthala, Tel. No. 01822-230255, Email ID: dd.dairy.kpt@punjab.gov.in			
1.	Sh. Davinder Singh, Deputy Director Dairy	Public Information Officer	94654-65707
2.	Sh. Sukhwinder Kumar, Dairy Dev. Inspector Grade-I	Assistant Public Information Officer	94630-22612
O/o Deputy Director Dairy, Hoshiarpur, Room No. 437, Ivth Floor Mini Secretariat, Hoshiarpur. Tel.No. 01882-220025, Email ID: dd.dairy.hsp@punjab.gov.in			
1.	Sh. Harwinder Singh, Dairy Development Officer (CDC)	Public Information Officer	94178-78679
2.	Sh. Mintu, Junior Assistant	Assistant Public Information Officer	81469-86508
O/o Dairy Development Officer, Tarn Taran, Dairy Training & Extension Centre, Near Mall Mandi, Amritsar Road, Tarntaran, Tel.No. 01852-223093 Email-id: dd.dairy.trn@punjab.gov.in			
1.	Sh. Waryam Singh, Dairy Development Officer	Public Information Officer	98159-82593
2.	Sh. Pranam Singh, Dairy Dev. Insp. Grade-I	Assistant Public Information Officer	70874-51701 99141-11712
O/o Dairy Training & Extension Centre, Tarn Taran Near Mall Mandi, Amritsar Road, Tarntaran, Tel.No.01852-223093 Email-id: dd.dairy.trn@punjab.gov.in			
1.	Sh. Waryam Singh, Dairy Development Officer	Public Information Officer	98159-82593
2.	Sh. Pranam Singh, Dairy Dev. Insp. Grade-I	Assistant Public Information Officer	70874-51701 99141-11712
O/o Deputy Director Dairy, Bathinda, Mini Sectt., Room No. 302-E, New Building, Bathinda. Tel.No. 0164-2240645, Email ID: dd.dairy.bti@punjab.gov.in			
1.	Sh. Harpal Singh, Deputy Director Dairy	Public Information Officer	99885-27485 98524-54544

2.	Sh. Siya Ram, Junior Assistant	Assistant Public Information Officer	86991-82762 98157-01423
O/o Deputy Director Dairy, Barnala, Dairy Training & Extension Centre, Ranvir College Road Patiala gate Sangrur. Tel. No.01672-230925 Email ID: dd.dairy.brnl@punjab.gov.in			
1.	Sh. Jaswinder Singh, Dairy Deputy Director (CDC)	Public Information Officer	94635-10250 98524-54544
2.	Sh. Gurmeet Singh, Field DairyAssistant	Assistant Public Information Officer	95929-55389
O/o Dairy Training & Extension Centre, Gill, Vill. Gill, PO Gadirwala, The. Bagha Purana(Moga). Tel. No. 01636-242480, Email ID: dd.dairy.moga@punjab.gov.in			
1.	Sh. Nirvair Singh, Deputy Director Dairy(CDC)	Public Information Officer	94651-17652
2.	Sh. Prince Sethi, Clerk	Assistant Public Information Officer	84271-00968
O/o Dairy Development Officer, Moga At Gill, Dairy Training & Extension Centre, Vill. Gill, PO Gadirwala, The. Bagha Purana (Moga). Tel.No. 01636-242480, Email ID: dd.dairy.moga@punjab.gov.in			
1.	Sh. Nirvair Singh, Deputy Director Dairy(CDC)	Public Information Officer	94651-17652
2.	Sh. Prince Sethi, Clerk	Assistant Public Information Officer	84271-00968
O/o Deputy Director Dairy, Jalandhar, Veterinary Hospital, Ladowali Road, jalandhar, Tel.No. 01824-228414 , Email ID: dd.dairy.jal@punjab.gov.in			
1.	Sh. Davinder Singh, Deputy Director Dairy (CDC)	Public Information Officer	94654-65707
2.	Sh. Sanjeev Kumar, Dairy Dev. Inspector Grade-II	Assistant Public Information Officer	98781-44601
O/o Deputy Director Dairy, Shri Mukatsar Sahib, I.F.T.C(Abul Khurana to Tapa Khara Road Abul Khurana (Shri Mukatsar Sahib), Tel.No. 01637-248423, Email ID: dd.dairy.mkt@punjab.gov.in			
1	Sh. Randeep Kumar, Deputy Director Dairy (CDC) .	Public Information Officer	78272-60001
2.	Sh. Prince, Clerk	Assistant Public Information Officer	80545-69798
O/o Dairy Training & Extension Centre, Abul Khurana, I.F.T.C(Abul Khurana to Tapa Khara Road Abul Khurana(Shri Mukatsar Sahib), Tel.No. 01637-248423, Email ID: dd.dairy.mkt@punjab.gov.in			
1.	Sh. Randeep Kumar, Deputy Director Dairy (CDC)	Public Information Officer	78272-60001
2.	Sh. Prince, Clerk	Assistant Public Information Officer	80545-69798
O/o Deputy Director Dairy, Faridkot, Room No. 209 (Hall), 2nd Floor, Distt. Administration Complex, Faridkot. Tel. No. 01639-250380 , Email ID: dd.dairy.fdk@punjab.gov.in			
1.	Sh. Nirvair singh, Deputy Director Dairy	Public Information Officer	94651-17652
2.	Smt. Kuldeep Kaur, Clerk	Assistant Public Information Officer	62842-32818
O/o Deputy Director Dairy, Ferozpur, District Administrative Complex, Block-A, Room No. 3-4 Ferozpur Cantt. Tel. No. 01632-244304, Email ID: dd.dairy.fzr@punjab.gov.in			
1.	Sh. Randeep Kumar, Deputy Director Dairy(CDC)	Public Information Officer	78272-60001
2.	Sh. Kapalmeet Singh, Dairy Dev Insp Grade-I	Assistant Public Information Officer	98723-23956
3.	-----		
O/o Deputy Director Dairy, Fazilka, Room No. 508-09, 4th Floor, Block-B. New DC Complex, Fazilka, Tel No. 01632-262140, Email ID: dd.dairy.fzk@punjab.gov.in			
1.	Sh. Randeep Kumar, Deputy Director Dairy(CDC)Addl. Charge	Public Information Officer	78272-60001
2.	Sh. Gurbal Singh, Dairy Dev Insp. Grade-II	Assistant Public Information Officer	98149-95616
O/o Deputy Director Dairy, Sangrur, Dairy Training & Extension Centre, Ranvir College Road Patiala gate Sangrur, Tel. No. 01672-230925, Email ID: dd.dairy.sgr@punjab.gov.in			
1.	Sh. Jaswinder Singh, Deputy Director Dairy	Public Information Officer	94635-10250
2.	Smt. Sakshi Singla, Clerk	Assistant Public Information Officer	98773-80071

O/o Dairy Dev. Officer, Dairy Training & Extension Centre, Sangrur, Dairy Training & Extension Centre, Ranvir College Road Patiala gate Sangrur, Tel.No. 01672-230925, Email ID: dd.dairy.sgr@punjab.gov.in			
1.	Sh. Jaswinder Singh, Deputy Director Dairy	Public Information Officer	94635-10250
2.	Sh. Harmesh Singh, Dairy Dev Insp Grade-II	Assistant Public Information Officer	98788-60929
O/o Deputy Director Dairy, Patiala, Quarter No. 313-321, Ghalori Gate, Opp. Mahindra College Gate, Patiala. Tel. No. 0175-2300517, Email ID: dd.dairy. ptl@punjab.gov.in			
1.	Sh. Jaswinder Singh, Deputy Director Dairy(CDC)	Public Information Officer	94635-10250
2.	Sh. Lakhmir Singh, Dairy Dev Insp Grade-I	Assistant Public Information Officer	98725-22152
O/o Chief Chemist-cum-Incharge, Govenment Analytic Labortary, Sangrur , Milk Plant, Sangrur, Tel. No. 01672-250090, Email ID: labsangrur@gmail.com			
1.	Smt. Gursharanjeet Kaur, Chief Chemist-Cum-Inharge	Public Information Officer	98883-55370
2.	Sh. Gurjant Singh, Stenotypist	Assistant Public Information Officer	98723-14607
O/o Deputy Director Dairy, Ludhiana, 598-L, Model Town, near Chatar Singh Park, Ludhiana. Tel.No. 0161-2400223 Email. ID: dd.dairy.ldh@punjab.gov.in			
1.	Sh. Dalbir Kumar, Dairy Development Inspectr Grade-I	Public Information Officer	81461-00543
2.	Sh. Surinder singh, Dairy Dev. Insp Grade-I	Assistant Public Information Officer	96462-33999
O/o Dairy Dev. Officer, Dairy Training & Extension Centre, Bija, Tel. No. 01628-264566, Email ID: dd.dairy.bija@punjab.gov.in			
1.	Sh. Dalbir Kumar, Dairy Development Inspectr Grade-I	Public Information Officer	81461-00543
2.	Sh.Kuldeep singh, Dairy Dev, Insp, Grade-II	Assistant Public Information Officer	98729-17245
O/o Deputy Director Dairy, Fatehgarh Sahib, Room No. 406, Distt. Administrative Complex, Fatehgarh Sahib, Tel No. 01763-220334, Email ID: dd.dairy.fgs@punjab.gov.in			
1.	Sh. Vineet Kaura, Dairy Development Officer	Public Information Officer	85670-85670
2.	Sh. Charnjeet Singh, Dairy Development Inspector Grade-I	Assistant Public Information Officer	94644-70334
O/o Deputy Director Dairy, Roopnagar, Zila Parishad, Ropar, Tel.No. 01881-222028 Email ID: dd.dairy.ropar@punjab.gov.in			
1.	Sh. Gurinderpal Singh, Dairy Development Officer	Public Information Officer	98724-41034
2.	Sh. Davinder Singh, Dairy Dev. Insp Grade-I	Assistant Public Information Officer	88473-94927
/o Dairy Training & Extension Centre, Chatamli (Roopnagar), Vill. Chatamli, PO Kalewal (Ropar). Tel No. 0160-2660300 Email ID: dd.dairy.chm@punjab.gov.in			
1.	Sh. Gurinderpal Singh, Dairy Development Officer (CDC)	Public Information Officer	98724-41034
2.	Sh. Harpreet Singh, Dairy Development Inspector Grade-I	Assistant Public Information Officer	82838-05640
O/o Deputy Director Dairy, SAS Nagar, Room No. 434-35.3rd Floor, Distt. Administrative Complex, Sector-76, SAS Nagar, Tel.No. 01881-222028 Email ID: dd.dairy.moh@punjab.gov.in			
1.	Sh. GurinderPal Singh, Dairy Development Officer (CDC)	Public Information Officer	98724-41034
2.	Sh. Kashmir Singh, Dairy Development Inspector Grade-I	Assistant Public Information Officer	95925-13411
O/o Dairy Development Officer, Sahid Bhagat Singh Nagar, Veterinary Polyclinic, Mohallo, Banga Road, Shaheed Bhagat Singh Nagar, Tel. No. 01823-225050, Email ID: dd.dairy.ns@punjab.gov.in			
1.	Sh. Harwinder Singh, Dairy Development Officer(CDC)	Public Information Officer	94178-78679

2.	Sh. Ram Sharan, Dairy Dev. Inspector Grade-II	Assistant Public Information Officer`	94176-19757
O/o Dairy Dev. Officer, Dairy Training & Extension Centre, Sardulgarh, Tel.No. 01659-251911, Email ID: dd.dairy.srg@punjab.gov.in			
1.	Sh. Harpal Singh, Deputy Director Dairy (CDC)	Public Information Officer	99885-27485
2.	Sh. Jagpreet Singh, Clerk	Assistant Public Information Officer	96464-41614
O/o Deputy Director Dairy, Mansa, Room No. 87-88, (III Floor) Distt. Administration Complex, Mansa. Tel.No. 01652-227061, Email ID: dd.dairy.mansa@punjab.gov.in			
1.	Sh. Harpal Singh, Deputy Director Dairy (CDC)	Public Information Officer	99885-27485
2.	Sh. Kawaljeet Singh, Dairy Inspector Grade-II Dev.	Assistant Public Information Officer	98721-94068
O/o Dairy Dev. Officer, Dairy Training & Extension Centre, Phagwara, Opposite Shri Guru Ram Rai Public School, Hoshiarpur Road, Phagwara(Kapurthala). Tel. No. 01824-228414, Email ID: dd.dairy.phg@punjab.gov.in			
1.	Sh. Davinder Singh, Deputy Dierctor Dairy (CDC)	Public Information Officer	94654-65707
2.	Sh. Harwinder singh, Clerk	Assistant Public Information Officer	85568-22307

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

Annexure-J

Name of the programme of activity	Objective of the programme.	Procedure to avail benefits	Duration of the programme/scheme	Physical and financial target of scheme	Nature / scale of subsidy / Amount allotted	Eligibility criteria for grant of subsidy	Details of beneficiaries of Subsidy programme(Number profile etc)
DD-8 setting up of Dairy Units for sustainable Livestock and Employment generation .	Setting up new Dairy units in state for sustainable Livestock, Employment generation.	After the Dairy training, beneficiaries will send the application for subsidy to duty director dairy, and prescribed committee will verify the beneficiaries units. Eligible units application should be send to head office of Punjab dairy dev. board for the subsidy. The subsidy will be deposited in beneficiaries account.	Started from financial year 2019-20	Punjab Dairy Development Board will implement programme at cost of 200.00 Lac year 2021-22. Under this programme 93 new Dairy units will be established in the state.	In this scheme the general category beneficiaries will be provided 25 % subsidy and the scheduled cast beneficiaries will be provide 33 % Subsidy, Maximum approved rate of per animal Rs 70000/-	<p>The beneficiary should be,</p> <ul style="list-style-type: none"> • A resident of rural area of Punjab. • obtained training from the department/Punjab Dairy Development Board /GADVASU/PAU. • Have adequate space to set up dairy units. • Have resources to meet the requirement of financial institution to raise finance. • should not be defaulter of any financial institution. • At least 5th pass. Age between 18-50 years. 	There are 45 beneficiaries to provide subsidy in the financial year 2021-22.

2.3	Manner of execution of subsidy programme [Section 4(i)9b)(xii)]	(i) Name of the Programme of Activity	Towards Climate Resilient Livestock Production System in Punjab
		(ii) Objective of the programme	“Towards Climate Resilient Livestock Production System in Punjab” with an objective, to enhance the livestock production under heat stress conditions and harness co-benefits through housing stray cattle in a climate friendly environment.
		(iii) Procedure to avail benefits	After completion of Construction of Climate Shed as per Scheme Guidelines beneficiary can apply for subsidy through District office of Dairy Development Department.
		(iv) Duration of the programme/ scheme	5 years October 1, 2015 (tentative) to October 31, 2021 (tentative)
		(v) Physical and financial targets of the programme.	Physical target is 150 Climate Resilient Sheds for farmers having 10 animals and 150 Climate Resilient Sheds for farmers having 05 animals and Financial Target assigned is Rs. 50625000/-
		(vi) Nature/ scale of subsidy/ amount allotted	As per Guidelines of the scheme the Department will provide subsidy of 75% with maximum amount 1,12500 for 5 animals Climate Resilient Cattle Shed and 2,25000 for 10 animals Climate Resilient Cattle Shed.
		(vii) Eligibility criteria for grant of subsidy	Beneficiaries and villages under this project was Identified by GADVASU. Those farmers who has Constructed their shed after 01.06.2016. He should be the owner of less than 5 acres of land. Climate Resilient Cattle Should be as per the dimension and design of GADVASU Has Constructed this Climate Shed by own sources or by taken loan. He should not be defaulter of any Bank.
		(viii) Details of Beneficiaries of subsidy programme (number, profile etc.)	Total 276 beneficiaries was provided subsidy for Climate Resilient Cattle Shed.

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

Name of the Programme of Activity	Objective of the programme	Procedure to avail benefits	Duration of the programme/scheme	Physical and financial targets of the programme.		Nature/ scale of subsidy/ amount allotted	Eligibility criteria for grant of subsidy	Details of Beneficiaries of subsidy programme (number, profile etc.)
				Physical	Financial			
Mechanization of Fodder/ Forage Harvesting (Single Row Fodder Harvester)	Operations involved in the harvesting of the fodder, silage making and feeding dairy animals are labour intensive. Labour is becoming costly day by day. The availability of suitable labour at the right time is very crucial for dairy farm as the dairy farm operations are time bound Therefore Department has taken this initiative to promote Mechanization.	After purchase of Fodder Harvester/ Self Propelled Forage Cutter as per Scheme Guidelines beneficiary can apply for subsidy through District office of Dairy Development Department.	2021-22	37	19.11 lac	50000/- subsidy for general category and 63000/- for SC Beneficiaries for the year 2021-22	<ul style="list-style-type: none"> Subsidy forms along with self Declaration available on our website www.dairydevpunjab.org Beneficiary must have 10 Milk Animals. He must have availed 2 Weeks Dairy Training from Dairy Development Department/ Punjab Dairy Development Board. Three Committee members verify the assets of beneficiaries and recommended for subsidy 	Total 36 beneficiaries was provided subsidy during the year 2021-22

2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)	(i) Name of the programme of activity.	RKVY scheme
		(ii) Objective of the programme	To increase milk production and enhance the income of the dairy farmers
		(iii) Procedure to avail benefits	After Completion of RKVY scheme as per scheme Guidelines beneficiary can apply for subsidy through District office of Dairy Development Department
		(iv) Duration of the programme/ scheme	Year 2017-18-19 Rkvy scheme the interest
		(v) Physical and financial targets of the programme	Physical target is to be establish 87 dairy units and financial target is 65.00 lac.
		(vi) Nature/ scale of subsidy/ amount allotted	In this scheme 25% subsidy provided to beneficiaries Maximum approved rate of per animal Rs. 60,000/-
		(vii) Eligibility criteria for grant of subsidy	<p>The beneficiary should be,</p> <ol style="list-style-type: none"> 1. A resident of rural area of Punjab. 2. Obtained training from the department/ Punjab Dairy Development Board/GADVASU/PAU. 3. Have resources to meet the requirement of financial institution to raise finance. 4. Should not be defaulter of any financial institution. 5. Sufficient surety for obtaining loan 40% loan necessary to get subsidy
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	1. So far Punjab Dairy Development Board has been provided subsidy to the 82 Dairy Farmer in tune to =55.68 Lac

2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)	(i) Name of the programme of activity.	Cattle shed
		(ii) Objective of the programme	Modern and scientific housing is essential for the proper growth, health and productivity of milk animals. A well designed and well maintained cattle shed provide a healthy environment to the dairy animals which helps in lowering the disease incidence and health cover costs besides improving the productivity.
		(iii) Procedure to avail benefits	After Completion of Cattle shed as per scheme Guidelines beneficiary can apply for subsidy through District office of Dairy Development Department
		(iv) Duration of the programme/ scheme	Year 2017-18 start
		(v) Physical and financial targets of the programme	Physical target is to be establish 140 dairy units and financial target is 500.00 lac
		(vi) Nature/ scale of subsidy/ amount allotted	Maximum 1.50 lac (25% of the cost of project i.e. 6 lac)
		(vii) Eligibility criteria for grant of subsidy	<p>The beneficiary should be,</p> <ol style="list-style-type: none"> 1. A resident of rural area of Punjab. 2. Obtained training from the department/ Punjab Dairy Development board/GADVASU/PAU. 3. Have resources to meet the requirement of financial institution to raise finance. 4. Should not be defaulter of any financial institution. 5. Sufficient surety for obtaining loan from self facilities.
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	6. So far Punjab Dairy Development Board has been provided subsidy to the 344 Dairy Farmer in tune to =500.00 Lac

2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)	(i) Name of the programme of activity.	Direct Marketing
		(ii) Objective of the programme	Milk producer need facility to cool the milk at the farm immediately on milking, bring the milk to the city with the temperature duly maintained and a reliable mechanism to deliver the quantity demanded by the consumer to his satisfaction. Milk Dispensing units have been made available which are capable of keeping the milk cool during transportation and the time taken for delivery and mechanism to automatically pour the milk in desired quantity. Thus the new facility delivers milk to the consumers in a hygienic condition without the touch of human hand directly from the milk producer. This system will be a win-win situation both for the milk producer and milk consumer.
		(iii) Procedure to avail benefits	After Completion of Direct Marketing as per scheme Guidelines beneficiary can apply for subsidy through District office of Dairy Development Department.
		(iv) Duration of the programme/ scheme	Year 2014-15 start
		(v) Physical and financial targets of the programme	Physical target is to be establish 25 dairy units and financial target is 100.00 lac
		(vi) Nature/ scale of subsidy/ amount allotted	Maximum 4.00 lac (50% of the cost of project i.e.8 lac)
		(vii) Eligibility criteria for grant of subsidy	<ol style="list-style-type: none"> 1. Should not be defaulter of any financial institution banned training from the department/ Punjab Dairy Development Board/GADVASU/PAU 2.. Should not be defaulter of any financial institution. 3. Beneficiaries must have 50 Milk animals and have production of per day 500Lt. of Milk.
		1. Details of beneficiaries of subsidy programme (number, profile etc)	1. So far Punjab Dairy Development Board has been provided subsidy to the 21 Beneficiaries in tune to 64.92 lac.

Dairy Development Department, Punjab, Name of Plan Scheme 2021-22

Annexure-K

Name of Scheme	Component of the Scheme	Revised Outlay	Funds Release	Total Expenditure
DD2-Provision of essential staff for remaining districts	i) Staff by outsourcing (79 persons) ii) Admn. exp. for above iii) T.A	100.00	90.10	87.62
DD3- Strengthening of Punjab Dairy Development Board	1)Running and Maintenance of Mobile labs (9 lab) 2)Repair Maintenance of dairy training and extension Infrastructure (Phagwara, Sardulgarh) 3) Erecting of Fire Bricks Four Wall Boundry on Govt. Land at Abohar.	50.00	50.00	50.00
DD5- (SCSP) Promotion of Dairy Farming as livelihood for SC Beneficiaries	Free Dairy training to 1200 trainees@ Rs. 4250/- each	51.00	51.00	50.96
DD6- Dairy Extension, Training and Awareness	1) Propagation of dairy farming :- i) Literature (10,000 set) ii) One day Block Level Milk Producers Awareness camps (150 Camps) iii) Exposure Visit farmers/trainees (within state) 2) Strengthening of Exhibitions and display material	62.00	62.00	62.00
DD-8 New State Scheme: "Setting up of new Dairy Units in the State for Sustainable livestock and employment generation."	Setting of New Dairy Units with 2-20 dairy animals (Cows as well as buffaloes)	400.00	200.00	200.00
Total		663.00	453.10	450.58