



## **RTI MANUAL -2**

# **THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES; Under section-4(1)(b)(ii)**

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**GOVERNMENT OF PUNJAB  
DEPARTMENT OF GOVERNANCE REFORMS**

**ORDER**

**Subject: Allocation of Projects/Work as on 27.12.2023**

In order to streamline the work allocation and smooth handling of Projects/works of the Directorate as well as the PSeGS, the reallocation of work/ duties is hereby ordered with immediate effect as under.

2. Officers In-Charge/ Project Managers (Indicated in Column 2) shall head the respective issues/ matters assisted by Officers/ Staff indicated in Column 4. All may make note of the following:

**(i) Allocation of ADs:**

- a. Officers In-Charge/ Project Managers may make note that the mandate of the DGRPG, as per Allocation of Business Rules, is to provide “*technical advice to all Departments on adoption of suitable Information Technology Systems*”. As such, the scope of the advice is limited to the mandate given and other aspects such as the need and utility of the project, compliance of statutory provisions, quantum of expenditure to be incurred, availability of budget etc. are the subject matter of the AD concerned.
- b. It is clarified that the project / task allocation shall take precedence over the AD allocation. For requests received from various departments regarding projects like Software / Portal Development, SDC, PAWAN, e-Office, etc., the concerned Project Manager of the project shall handle the request directly and not the concerned Project Manager to whom the concerned department is allocated.

**(ii) Internal Technical Committee (ITC):**

- a. In case of any issue requiring joint deliberation, it may be considered by the ITC.
- b. It shall consist of:
  - i. At least 2 Officers In-Charge/ Project Managers (including the one to whom the Subject is allotted).
  - ii. Representative of Finance – ACFA / FO (as the case may be).
  - iii. Representative of HR - (*If any HR/Staff issues involved*).
  - iv. Law Officer (*If any legal issues involved*).



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**(iii) Movement of Files/ Matters:**

- a. All matters having financial implications shall be routed through ACFA/ Finance Officer, as the case may be.
- b. All HR/ Staff matters such as hiring, posting, re-designation, etc. shall be routed through Officer In-Charge of HR issues in DGR/ PSeGS.

#	Officer	Projects/Work Allocated	Assisted by
1.	<b>Sh. Sumeet Garg, SSM</b>	<ol style="list-style-type: none"> <li>1. Establishment matters of DGRPG</li> <li>2. Coordination with ADs/ attached Offices/ Commissions</li> <li>3. MoA, Rules and Conducting of Meetings of EC &amp; BoG, PSeGS</li> <li>4. Nodal Officer for interaction with NIC</li> <li>5. HRMS</li> <li>6. All Acts / policies</li> <li>7. Anti-Corruption Action Line</li> <li>8. WhatsApp Chatbot Services</li> <li>9. Coordination with GoI</li> <li>10. State Collaboration Initiatives</li> <li>11. PGRS and RTI Portal</li> <li>12. 1100 Helpline</li> <li>13. Assign any matter not specifically assigned to any Officer In-Charge</li> </ol> <p style="text-align: center;"><b><u>Departments</u></b></p> <ol style="list-style-type: none"> <li>1. Finance</li> <li>2. Personnel</li> <li>3. General Administration</li> <li>4. Industries and Commerce</li> <li>5. Planning</li> <li>6. Vigilance</li> <li>7. Cooperation</li> <li>8. Higher Education</li> <li>9. Information and Public Relation</li> </ol>	<p style="text-align: center;"><b><u>Technical Team</u></b></p> <ol style="list-style-type: none"> <li>1. Sh. Gurleen Singh, MPR</li> <li>2. Ms. Naina Sharma, MPR</li> <li>3. Sh. Abhilash Sharma, BA</li> <li>4. Ms. Deepti Bhardwaj, AT</li> <li>5. Ms. Kamini Goyal, AT</li> <li>6. Ms. Prabhleen Kaur, AT</li> <li>7. Mr. Yatin, AT</li> <li>8. Mr. Harsh Mani, AT</li> </ol> <p style="text-align: center;"><b><u>Admin Matters</u></b></p> <ol style="list-style-type: none"> <li>9. Sh. Swaran Singh, ADO</li> <li>10. Sh. Neeraj Kumar, Clerk</li> <li>11. Sh. Puneet Kumar, DEO</li> <li>12. Sh. Rupanpreet, DEO</li> </ol> <p style="text-align: center;"><b><u>Coordination and Grievances Matters</u></b></p> <ol style="list-style-type: none"> <li>13. Sh. Ravinder Saini, Supdt.</li> <li>14. Sh. Maninder Singh, DEO</li> <li>15. Ms. Jaswinder Kaur, DEO</li> <li>16. Ms. Manpreet Kaur, DEO</li> </ol>
2.	<b>Sh. Manuj Syal, SM</b>	<ol style="list-style-type: none"> <li>1. State Data Centre</li> <li>2. Cyber Security</li> <li>3. Cloud Infrastructure</li> </ol>	<p style="text-align: center;"><b><u>Technical Team</u></b></p> <ol style="list-style-type: none"> <li>1. Sh. Aseem Narang, AM</li> <li>2. Sh. Anshu Rabra, TA</li> <li>3. Sh. Gursimran Singh, AT</li> </ol>



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#	Officer	Projects/Work Allocated	Assisted by
		<p align="center"><b><u>Departments</u></b></p> <ol style="list-style-type: none"> <li>Excise and Taxation</li> <li>Animal Husbandry, Dairy Development and Fisheries</li> <li>Housing and Urban Development</li> <li>Forest and Wildlife Preservation</li> <li>Horticulture</li> <li>Printing and Stationery</li> <li>Program Implementation</li> <li>Science, Technology &amp; Environment</li> <li>Soil &amp; Water Conservation</li> </ol>	<ol style="list-style-type: none"> <li>Sh. Amandeep, AT</li> <li>Sh. Amandeep Singh, Er. (System Admin)</li> <li>Ms. Kirandeep Rana, Er. (Cyber Security)</li> <li>Sh. Navjot Singh, Er. (System Admin)</li> <li>Ms. Manisha Rani, Clerk</li> </ol>
3.	<b>Sh. Gagandeep, SM</b>	<ol style="list-style-type: none"> <li>PAWAN &amp; all network issues</li> <li>E-Office</li> <li>Provision of Laptops for IAS / PCS officers.</li> <li>NeVA and Vidhan Sabha matters</li> <li>BharatNet</li> <li>Election Project</li> </ol> <p align="center"><b><u>Departments</u></b></p> <ol style="list-style-type: none"> <li>Investment Promotion</li> <li>Labour</li> <li>Legal and Legislative Affairs</li> <li>New &amp; Renewable Energy Sources</li> <li>Parliamentary Affairs</li> <li>Rural Development and Panchayats</li> <li>Water Resources and Mines</li> <li>NRI Affairs</li> </ol>	<ol style="list-style-type: none"> <li>Sh. Sunil Sharma, Operations Manager, PAWAN</li> <li>Sh. Manohar Lal (DTC)</li> <li>Ms. Radhika, (BA)</li> <li>Sh. Navdeep Kumar, AT</li> <li>Sh. Manpreet Singh, AT</li> <li>Sh. Harpreet Singh, AT</li> <li>Sh. Gurpreet Singh (Clerk)</li> <li>E-Office Team</li> </ol> <p align="center"><b>Districts</b> PAWAN Engineers</p>
4.	<b>Sh. Anwar, SM</b>	<ol style="list-style-type: none"> <li>IFMS/ IWDMS</li> <li>SMS Gateway</li> <li>UID, Sub-AUA matters, Direct Benefit Transfer</li> <li>GeM / GePNIC</li> <li>Technical Sanctions &amp; Procurement Issues of other ADs, e-Waste</li> <li>State E-Procurement Portal (DPPE)</li> <li>Digital Punjab Project</li> </ol> <p align="center"><b><u>Departments</u></b></p> <ol style="list-style-type: none"> <li>Food, Civil Supplies and Consumer Affairs</li> </ol>	<ol style="list-style-type: none"> <li>Ms. Richa Sharma, AT</li> <li>Sh. Abhishek, AT</li> <li>Sh. Dhiraj Saini, AT</li> <li>Ms. Vimisha, AT</li> <li>Ms. Rupinder Kaur, DEO</li> </ol>



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#	Officer	Projects/Work Allocated	Assisted by
		<ol style="list-style-type: none"><li>2. Agriculture</li><li>3. Employment Generation and Training</li><li>4. Sports and Youth Services</li><li>5. Tourism</li><li>6. Welfare of Freedom Fighters</li><li>7. Defense Services Welfare</li><li>8. Civil Aviation</li><li>9. Public Works</li><li>10. Any other department which is not allocated to other PMs</li></ol>	
5.	<b>Sh. Vinesh Gautam, GM (Technical)</b>	<ol style="list-style-type: none"><li>1. Citizen Service Delivery including Sewa Kendras/ Suwidha/ Sukhmani, CSCs etc.</li><li>2. BPR</li><li>3. Software Cell</li><li>4. e-District and SSDG</li><li>5. NeSDA</li><li>6. GR branches in Districts</li><li>7. Artificial Intelligence PMU</li><li>8. Center of Emerging Technologies</li><li>9. Government Websites, Softwares and Portals</li><li>10. Social Media (DGR/PSeGS)</li><li>11. CM Dashboard</li><li>12. Punjab State Data Policy</li><li>13. GIS Tool/Software</li><li>14. BFAIR, World Bank Projects, iFIX</li></ol> <p style="text-align: center;"><b><u>Departments</u></b></p> <ol style="list-style-type: none"><li>1. Social Justice, Empowerment and Minorities</li><li>2. Social Security and Development of Women and Children</li><li>3. School Education</li><li>4. Medical Education and Research</li><li>5. Technical Education</li><li>6. Home Affairs and Justice</li><li>7. Local Government</li><li>8. Power</li><li>9. Health and Family Welfare</li></ol>	<ol style="list-style-type: none"><li>1. Sh. Prabhakar Singh, DGM</li><li>2. Sh. Navgeet Singh, AM</li><li>3. Sh. Ranbir Singh, Manager (Tech)</li><li>4. Sh. Gurpreet Singh, MPR</li><li>5. Ms. Bhavneet Kaur, MPR</li><li>6. Software Team</li><li>7. Sh. Mohit (Nudge Fellow)</li><li>8. Sh. Sukhwinder Singh, BA</li><li>9. Ms. Ashima, BA</li><li>10. Ms. Gitanjali Gupta, AT</li><li>11. Sh. Ramanjit Singh, AT</li><li>12. Ms. Ruchi Saini, AT</li><li>13. Sh. Nishant Gupta, AT</li><li>14. Ms. Prabhjot Kaur, AT</li><li>15. Ms. Ramandeep Kaur, AT</li><li>16. Ms. Harinder Kaur, AT</li><li>17. Sh. Harmanjit Singh, AT</li><li>18. Sh. Daler Singh, DEO</li><li>19. Sh. Kuldeep Singh, DEO</li><li>20. Sh. Rishabh, DEO</li><li>21. DTCs, DITMs, ADITMs and other officials deputed at DC offices</li></ol>



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		10. Revenue, Rehabilitation & Disaster and Industrial Management 11. Transport	
6.	<b>Sh. Jatinder Pal Singh, ACFA</b>	1. All financial matters related to FD/ Treasury 2. Taxation issues 3. GPF 4. Audit / Audit Paras 5. All proposals which involve release of funds from treasury shall be routed through ACFA. For example: Matters related to increment, pay fixation, higher education incentive, etc. 6. Budget 7. All files seeking funds from FD/ State Budget shall be routed through ACFA	1. Sh. Himmat Singh, Sr. Asst. 2. Sh. Gurvinder Singh, Clerk 3. Ms. Harpreet Kaur, Clerk 4. Sh. Harpreet Singh, DEO
7.	<b>Sh. Subhash Sharma, GM (HR)</b>	1. All establishment/ HR matters of PSeGS 2. Manpower Outsourcing Agencies/ Service Providers 3. Training, Seminars, Conferences & Capacity Building 4. HR matters related to Punjab Good Governance Fellowship 5. Management of Vehicles 6. Canteen	1. Ms. Taruna Sharma, (Dy. Mgr) 2. Ms. Isha Rani, TA 3. Sh. Neeraj Bansal, Assistant (HR) 4. Sh. Gurbax Singh, DEO 5. Ms. Madhu Sharma, DEO 6. Ms. Kanika Katoch, DEO 7. Sh. Sandeep Singh, DEO
8.	<b>Sh. Charanjit Singh, GM (Finance)</b>	1. All Finance & Account matters of PSeGS including Projects - present/ past 2. Special Assistance to State 3. Taxation matters of PSeGS 4. Drawing and Disbursing Officer for PSeGS. 5. Audit paras of PSeGS 6. Maintenance of Building(s) including rental, electricity, water supply, security, and repairs etc. 7. Management of Stores - Procurement/ Inventory/ AMC (IT / non-IT) for DoGR/ PSeGS or provided to CMO, CSO, GRM etc. by DoGR/ PSeGS.	1. Sh. Rishikant Sharma (Sr. Asstt Accounts) 2. Ms. Jyoti Thakur, Account Assistant 3. Ms. Binny Dhiman, Account Assistant 4. Ms. Nikita, Account Assistant 5. Sh. NK Sharma, Caretaker 6. Sh. Vishal Dhiman, DEO 7. Sh. Kulwant Singh, Electrician 8. Sh. Simranjeet Singh, DEO 9. Sh. Lovepreet Singh, DEO



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#	Officer	Projects/Work Allocated	Assisted by
			10. Sh. Rajesh, AT
9.	<b>Ms. Prabhjeet Kaur, Manager Law</b>	1. All legal matters related to PSeGS and DGR. 2. Contractual matters of Projects and SLAs	1. Sh. Gurvinder Singh, LA 2. Sh. Satwinder Singh, Clerk

**Note:**

1. Sh. Ravinder Saini, Supdt and Sh. Himmat Singh, Sr. Asst. shall continue to be PIO and APIO respectively under RTI Act in addition to their other duties.
2. All technical officers in column 2 of the above table may take technical assistance from the SeMT team as per their requirement.
3. SSM / GM(HR) are authorized for inter-team movement and placement of personnel within DGRPG HQs.

  
(Girish Dayalan, IAS)  
Director &  
CEO, PSeGS

**Endst. No: E-250133/Work\_dist//749513/2023**

**Date:27/12/2023**

A copy of above is forwarded to the following for information and necessary actions:

1. Principal Secretary, Governance Reforms
2. All concerned for immediate compliance

SUMEET GARG  
2023-12-27 11:52+05:30

(Sumeet Garg)  
SSM