

Right to Information Act

1st Manual: Particulars of the Public Authority

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• **Name and address of the organization**

The Punjab State Planning Board (PSPB) was created on September 27, 1972, by the Govt. of Punjab at the behest of Planning Commission, Govt. of India. The office of Punjab State Planning Board is situated in S.C.O. No. 70-72, Sector 17-D, Chandigarh.

• **Head of the organization**

The Punjab State Planning Board works under the over all guidance of the State Government and is headed by the Hon'ble Chief Minister, Punjab as an Ex-officio Chairman. There is a Vice Chairman of the Board. The Punjab State Planning Board functions as the Department of Planning at the Secretariat level and issue advice to other Administrative Departments of the State Government. All Ministers of the State and all the Members of Parliament elected or nominated from the State of Punjab are the members of the Board. Besides this, the State Government has nominated experts, having experience of various socio economic fields, as members of the Board. Secretary Planning is the Member Secretary of the Board as well as Administrative Secretary. **Special Secretary Planning is Head of the Department of the Punjab State Planning Board.** The Punjab State Planning Board has 3 Directors, 12 Deputy Directors, 21 Research Officers, 16 Assistant Research Officers alongwith other Supporting Staff/Ministerial Staff. The work of Punjab State Planning Board is divided in the following Divisions :-

1. Agriculture and Allied Services.
2. Industry, Transport and Tourism.

3. Irrigation and Power.
4. Education and Technical Education.
5. Social Services Division/Social Welfare and Welfare of SC/BCs including Information Technology and Planning Machinery.
6. Health.
7. Local Plan.
8. Plan Coordination.
10. Rural Development & Panchayats and Rural Sanitation. Housing & Urban Development.
11. Special Areas Division which includes Development of Border Areas.
12. Employment Division

• **Key Objectives**

- i) to make an assessment of the material and human resources of the State, including technical personnel and investigate the possibilities augmenting such of these resources as are found to be deficient in relation to the State's requirements;
- ii) to formulate a long term perspective plan for the most effective and balanced utilization of the States meager resources.
- iii) to evolve a short-term strategy (Five Year/Annual Plan) for planned development, after examination of different approaches so as to evolve a maximum growth rate, keeping in view the need for social justice;
- iv) to review the progress of implementation of the plan programmes and recommend such adjustments in policies and measures as the review may indicate;
- v) to Identify factors which tend to retard economic and social development of the State and determine conditions to be established for successful execution of the plans;
- vi) to assist district authorities in formulating their development plans within the spheres in which such planning is considered useful and feasible, and to co-ordinate these plans with the State plans;
- vii) to make such interim or ancillary recommendations as appear to it to be appropriate either for facilitating the discharge of the duties assigned to it, or on a consideration of the prevailing economic conditions, current policies, measures and development programmes, or on an examination of

such specific problems as may be referred to it for advice by the Government.

• **Functions and duties**

1. Formulation of Plans

The main activity of the Punjab State Planning Board(PSPB) is formulation of Annual Plans as well as Five Year Plans on the basis of guidelines issued every year by the Planning Commission. The work for the formulation of development plan proposals is initiated in the months of September-October by holding bilateral discussions with the various Administrative Departments of the State Government. The purpose of these discussions is to prioritize the development activities and to assess the need based demands of the departments in respect of plan programmes in the State. On the basis of these discussions and keeping in view the availability of resources provided by the Department of Finance, a consolidated plan is placed before the Members of the Punjab State Planning Board, so that consolidated proposal is put up to the State Government for approval. After approval of the State Government, the draft document is submitted to the Planning Commission for Working Group Discussions. Keeping in view the suggestions/recommendations of the Planning Commission made in the Working Group Discussions and also the agreed size in the meeting held between the Deputy Chairman, Planning Commission and the Hon'ble Chief Minister, Punjab, a final plan document is prepared by the Department of Planning and the same is placed alongwith the Budget document before the Punjab Vidhan Sabha.

ii) Budget Speech

Budget speech of the Plan Budget is prepared in the Department of Planning every year and all the plan priorities of the next financial year approved by the PSPB, State Government and Planning Commission are included in this speech. This speech is delivered by the Hon'ble Finance and Planning Minister, Punjab in the Punjab Vidhan Sabha at the time of presentation of budget.

iii) Clearance and Implementation

From the very beginning of the economic development planning in the

State, the main activity of PSPB is the clearance of Plan schemes of various Administrative Departments in the State every year. But now in line with the changed economic scenario, the role of the PSPB has been changed. From the only work of clearance of Plan schemes subject to the budgeted outlay during the course of the year gradually it is moving towards the actual implementation of plan. Besides this, in order to maintain a balance between the State share and Central share of funds, all the Centrally Sponsored Schemes (CSS) are also cleared/reviewed by the Department of Planning.

iv) Maintaining liaison with the Planning Commission, GOI

The Department of Planning submits proposals for Additional Central Assistance to the Planning Commission Government of India. In case of non-receipt of Additional Central Assistance and revalidation of one time Central Assistance from the Planning Commission/GOI all correspondence is done by the Department of Planning as nodal department of the State Government. Moreover, all the concerned Administrative Departments of the State are made aware of the guidelines/instructions issued by the Planning Commission from time to time so that the plan programmes may be implemented effectively.

v) National Development Council (NDC)

The NDC headed by the Hon'ble Prime Minister including Central Ministers, Deputy Chairman, Planning Commission, Chief Ministers of all the States etc. as its members met approximately once in a year to review the issues of critical nature. The speech of the Hon'ble Chief Minister, Punjab delivered in this apex policy framing body is drafted in the Department of Planning. The issues for this meeting are mainly relate to the formulation of Five Year Plan or Mid Term Appraisal of Five Year Plan or any other issue of National priority/policy.

vi) Review of plan expenditure and finalization of REs.

The exercise of mid year review of plan expenditure is carried out in the PSPB. A memorandum on the basis of plan performance received from the various departments is prepared for information of CMM. After this review of mid year plan performance and state resources as pegged by the FD, the revised estimates are prepared for final implementation of the plan programmes.

vii) Decentralized Planning

In order to achieve optimum utilization of meager resources and also to

ensure people's participation at the grass root level, the concept of decentralized planning was introduced in the State in 1988-89. But the actual work of district planning was started in the year 1990-91, when the schemes and programmes of concerned Administrative Departments, which could be better implemented, supervised and coordinated at the district level were decentralized. Accordingly, the District Planning and Development Board headed by a Cabinet Minister/State Minister as Chairman/Vice Chairman were constituted at the district level to supervise/monitor the work of district planning.

viii) District Planning Committees

In compliance with the provision of Article 243ZD of the 74th Constitutional Amendment, 1992, District Planning Committees (DPCs) are mandatory to be constituted in each state of the country for the purpose of preparing a Draft District Development Plan at the grass root level. The Punjab District Planning Committees Act, 2005 was enacted to provide for the constitution of the District Planning Committees with a view to consolidate the plans prepared by the Panchayats and the Municipalities in the districts and to prepare the draft development plans for the districts as a whole in the state. The Punjab District Planning Committees Procedure of Transaction of Business Rules were also notified in 2006. The revised guidelines for holding elections for electing 4/5th members of the District Planning Committees from amongst the elected members of Zila Parishads and Urban Local Bodies were issued to all the districts in 2008. The rules of DPC has already been notified by the State Government vide notification dated 25th July, 2006.

ix) Status of Constitution of District Planning Committees

District Planning Committees have been constituted for all the 20 districts of the State.

x) Functions of the District Planning Committees

The Committee shall exercise the powers and perform the functions as mentioned below:-

- (1)
 - (a) To prepare the Draft District Development Plan keeping in view the matters of common interest between the urban and rural population including spatial planning, sharing of water and other physical and natural resources, the integrated development of infrastructure and environment conservation, the plans prepared at the grass root level by the concerned Panchayat and the extent and type of available resources whether financial or otherwise;
 - (b) To prepare priority-wise list of schemes and programmes taking into account the resources available with the Committee and the resources provided by the State Government;
 - (c) To take appropriate measures for proper implementation of the development schemes, programmes and projects;
 - (d) To monitor the progress of projects;
 - (e) To encourage the Panchayats and the Municipalities to take up and expedite the implementation of development projects;
 - (f) To make efforts to generate additional resources for developmental works with the cooperation of people, Non Government Organizations and Non Resident Indians and other agencies; and
 - (g) To perform such other additional functions relating to district planning, coordination and monitoring of the activities of different departments of the State Government, as may be assigned to the Committee by the State Government.
- (2) While preparing the Draft District Development Plan, the Committee may consult such institutions and organizations, as may be specified by the State Government from time to time.
- (3) The Chairperson shall forward the District Development Plans prepared by the Committee under clause (a) of Sub-section (1) to the State Government.

**Government of Punjab
Department of Planning
(Local Plan Division)**

To

All the Deputy Commissioners in the State.

Memo No. 2/1/PSPB- LPD-II/2006/9583

Dated Chandigarh the 5th July,2006.

Subject:- Guidelines regarding Constitution of District Planning Committees in each district of the State as per 74th Constitutional Amendment, 1992.

Kindly refer to the subject cited above.

2. As per the Punjab District Planning Committees Act, 2005 (copy enclosed) issued vide Notification No. 35-LEG/2005, dated 28.11.05, the District Planning Committees are to be constituted in each district of the State. The total number of members of the said committee have been calculated on the basis of population criteria given in sub-section (2) of Section 3 of the said Act, the detail of which is given below:-

District wise detail of members to be elected/nominated in the District Planning Committees.

S.N	Name of the District	Total number of members (Elected + Nominated)	4/5 th of total members to be elected			1/5 th of total
			Members to be elected from the Zila Parishad members	Members to be elected from the Urban Local Bodies	Total Elected	members to be nominated by the State Govt.
1	Fatehgarh Sahib	15	9	3	12	3
2	Faridkot	15	8	4	12	3
3	Nawnshehar	15	10	2	12	3
4	Mansa	15	10	2	12	3
5	Kapurthala	15	8	4	12	3
6	Mukatsar	15	9	3	12	3
7	Moga	15	10	2	12	3
8	Ropar	15	9	3	12	3
9	Bathinda	24	13	6	19	5
10	Hoshiarpur	24	15	4	19	5
11	Ferozepur	24	14	5	19	5
12	Patiala	24	12	7	19	5
13	Jalandhar	24	10	9	19	5
14	Sangrur	40	23	9	32	8
15	Gurdaspur	40	24	8	32	8
16	Ludhiana	40	14	18	32	8
17	Amritsar	40	16	16	32	8
18	Mohali	15	7	5	12	3
19	Tarn Taran	15	10	2	12	3

3. The 1/5th number of members are to be nominated by the State Government.

For the 4/5th of the member which are to be elected from amongst the Zila Parishad members and from members of the urban local bodies, you are requested to hold the elections in your district as per procedure given below and send the list of elected members to the Planning Department within 15 days so that the District Planning Committees may be constituted by the State Government at the earliest possible:-

- 3.1 For election of the members from rural areas, the Electoral College would consist of directly elected members of Zila Parishad. For election of members from urban areas, Electoral College would consist of directly elected members/ Councilors of Municipal Corporations/ Municipal Councils/Nagar Panchayats.
- 3.2 The Deputy Commissioner or any other officer appointed by him not below the rank of an Extra Assistant Commissioner would call a meeting of all the directly elected Zila Parishad members and a separate meeting of all directly elected members of the Urban Local Bodies (Municipal Corporations/Municipal Councils/Nagar Panchayats) for election of members to be taken on the District Planning Committees, from amongst them, after giving 7 days notice indicating therein the total number of members to be elected and time schedule for holding elections, as per specimen given in Form 3.2.
- 3.3 2/3rd of the total directly elected members would constitute a quorum for conducting the meeting for election.
- 3.4 When the members assemble at the time and place intimated to them as per time schedule given in Form 3.2, the Presiding Officer will supply them nomination form, (as per specimen given in Form 3.4) who may be willing to contest election for being members of the DPCs. The members would fill this form and hand it over to the Presiding Officer by the specified time.
- 3.5 The Presiding Officer will then conduct scrutiny of the nomination forms to ensure that the same are in order and as per electoral college
- 3.6 Any member may withdraw his candidature by filling Form 3.6 which will be handed over by him to the Presiding Officer by the time specified in Form 3.2.
- 3.7 Immediately after the said process, the Presiding Officer will prepare the final list of contesting candidates and get it printed on the Column 2 of the ballot paper (specimen in Form 3.7).
- 3.8 If the total number of contesting candidates is less than or equal to the number of vacancies to be filled, there will be no election and all such members will be declared to be duly elected.
- 3.9 If the number of contesting candidates is the more than the vacancies to be filled, the Presiding Officer would supply them a ballot paper (as per specimen in Form 3.7) which will be serial numbered and ask them to mark () against the name of the person to whom he wants to elect and mark (X) to whom he does not want to elect.

The ballot paper should be filled up by Presiding Officer except column No.3 against names of contesting candidates. At the time of issuing a ballot paper to a voter, the Presiding Officer will sign in full on the ballot paper, record the serial number thereof in the counterfoil of the ballot paper, put the official seal and also mark the name of the voter in the voter list.
- 3.10 After receiving the ballot paper, the voter would mark the necessary signs () or (X) on the ballot paper, fold it and insert in it into the ballot box.
- 3.11 On the same day and at the time as per time schedule given in Form 3.2, the

Presiding Officer will open the ballot box and count the number of ballot papers taken out there from.

- 3.12 The Presiding Officer will reject a ballot paper if it bears any mark or writing by which the voter can be identified; or if no vote is recorded thereon; or if voter is in favour of candidates more than the vacancies to be filled or if the mark indicated thereon is placed in such a manner as to make it doubtful to which candidates the vote has been given; or if it is spurious ballot paper; or if it does not bear both the official seal and the signature of the Presiding Officer.
- 3.13 After completion of counting, the Presiding Officer will record in a statement, the total number of votes polled by each candidate and announce the result.
- 3.14 If quorum of the meeting is not fulfilled and the meeting is adjourned, another meeting will be convened by the Presiding Officer by giving not less than 24 hours notice to the members. No quorum will be necessary for the adjourned meeting.
- 3.15 If, at the bottom, two or more members get the same number of votes, the matter will be decided by draw of lots.
- 3.16 The Deputy Commissioner would keep in safe custody all papers relating to the elections. However, on the expiry of six months from the date of publication of the names of the elected members of the District Planning Committee, all the papers relating to the election may be destroyed.
- 3.17 If any vacancy arises due to any reason, it will be filled up with the same procedure from the same source from which it has occurred.
- 3.18 If the total number of directly elected Zila Parishad/Urban Local Bodies members, as the case may be, is less than or equal to the number of vacancies to be filled, there will be no election and such members will be declared to be duly elected.
- 3.19 The Deputy Commissioner will send the list of elected candidates to the State Planning Department on the same day both by speed post as well as by Fax.

(R.L.Mehta)

Special Secretary Planning

Endst.No.2/1/PSPB-LPD-II/2006/

Dated 5th July, 2006.

A copy is forwarded to the following:-

- i) Private Secretaries of Ministers/ Ministers of State for the kind information of Hon'ble Ministers/ Ministers of State. PSCM
- ii) Special Secretary/ FM for the kind information of Hon'ble Finance and Planning Minister, Punjab.
- iii) Secretary/CS for the kind information of Chief Secretary, Punjab.
Special Secretary Planning.

PUNJAB GOVERNMENT GAZETTE

EXTRAORDINARY

Published by Authority

CHANDIGARH, MONDAY, NOVEMBER 28, 2005

(AGRAHAYANA 7, 1927 SAKA)

LEGISLATIVE SUPPLEMENT

	Contents	Pages
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	Nil	

Price: Rs. 2.70 Paise

(AGHN.7,1927 SAKA)

PART I

DEPARTMENT OF LEGAL AND LEGISLATIVE AFFAIRS, PUNJAB

NotificationThe 28th November, 2005

No.35-Leg./2005.- The following Act of the Legislature of the State of Punjab received the assent of the Governor of Punjab on the 22nd November, 2005 and is hereby published for general information:-

THE PUNJAB DISTRICT PLANNING COMMITTEES ACT, 2005

(Punjab Act No.22 of 2005)

An Act to provide for the constitution of the District Planning Committees with a view to consolidate the plans prepared by the Panchayats and the Municipalities in the districts and to prepare the draft development plans for the districts as a whole in the State and for the matters connected therewith and incidental thereto.

Be it enacted by the Legislature of the State of Punjab in the Fifty-sixth Year of the Republic of India.

- | | |
|--|-------------------------------------|
| <p>1. (I) This Act may be called the Punjab District Planning Committees Act, 2005.</p> <p>(2) It shall come into force at once.</p> | <p>Short title and Commencement</p> |
| <p>2. In this Act, unless the context otherwise requires-</p> <p>(a) "Chairperson" means the Chairperson of the Committee chosen under sub-section (3) of section 3;</p> <p>(b) "Committee" means the District Planning Committee Constituted under sub-section (1) of section 3;</p> <p>(c) "district" means a revenue district in the State;</p> <p>(d) "member" means a member of the Committee and includes its Chairperson;</p> <p>(e) "Municipality" shall have the same meaning as assigned to it under clause (e) of Article 243-P of the Constitution of India;</p> <p>(f) "Panchayat" shall have the same meaning as assigned to it under clause (f) of Article 243-P of the Constitution of India;</p> <p>(g) "population" means the population as ascertained at the last preceding census of which the relevant figures have been published;</p> <p>(h) "prescribed" means prescribed by rules made under this Act;</p> <p>(i) "section" means section of this Act;</p> <p>(j) "State" means the State of Punjab; and</p> <p>(k) "State Government" means the Government of the State of Punjab</p> | <p>Definitions</p> |

(AGHN.7,1927 SAKA)

3. (1) There shall be constituted a Committee to be called the District Planning Committee by the State Government for every district in the State to consolidate the plans prepared by the Panchayats and the Municipalities in the district and to prepare a draft development plan for the district as a whole.
- (2) The number of members of a District Planning Committee constituted under subsection (1), shall be calculated as per population of the district concerned according to the following criteria, namely:-
- (a) District having population, Fifteen members Not exceeding ten lacs;
 - (b) Districts having population Twenty four members exceeding ten lacs, but not exceeding twenty lacs; and
 - (c) Districts having population Forty Members exceeding twenty lacs.
- (3) The Chairperson of the Committee shall be chosen from amongst the members of the Committee by the State Government by nomination.
- (4) The seats of the members of the Committee shall be filled by election, from amongst the elected members of the Panchayat at the district level and of the Municipalities in the district, and by nomination.
- (5) Not less than four-fifths of the total number of members of the Committee shall be elected by, and from amongst the elected members of the Panchayat at the district level and of the Municipalities in the district in proportion to the ratio between the population of the rural areas and of the urban areas in the district.
- (6) One- fifth of the total number of members of the Committee, which may include the Members of the Legislative Assembly and other persons also, shall be nominated by the State Government.
- (7) The Deputy Commissioner of the district shall be the ex-officio Secretary of the Committee.
- (8) The Additional Deputy Commissioner (Development) of the district shall be the ex-officio Additional Secretary of the Committee.
- (9) The Deputy Economic & Statistical Adviser of the District shall be the ex-officio Joint Secretary of the Committee.
- 4 (1) The term of an elected member of Committee shall be co-terminus with the term of the Panchayat at the district level or a Municipality, as the case may be, of which he is a member.
- (2) The term of a nominated member including the Chairperson, shall be one year. However, a nominated member shall be eligible for re-nomination after the expiry of his first term.
- (3) Any member of the Committee including the Chairperson may resign at any time from his office before his tenure.

Constitution of District Planning Committee.

Term of members of The Committee

- 5 (1) Subject to the provisions of this Act, the Committee shall exercise powers and perform the functions as mentioned below:-

Functions of the
Committee

- a) to prepare the draft district development plan keeping in view the matters of common interest between urban and rural population including spatial planning sharing of water and other physical and natural resources, the integrated development of infrastructure and environment conservation, the plans prepared at the grass-root level by the concerned Panchayats and the extent and type of available resources whether financial or otherwise;
- b) to prepare priority-wise list of schemes and programmes taking into account the resources available with the Committee and the resources provided by the State Government.
- c) to take appropriate measures for proper implementation of the development schemes, programmes and projects;
- d) to monitor the progress of projects;
- e) to encourage the Panchayats and the Municipalities to take up and expedite the implementation of development projects;
- f) to make efforts to generate additional resources for development works with the cooperation of people; Non-Government Organizations and Non-Resident Indians and other agencies; and
- g) to perform such other additional functions relating to District Planning and Coordination and monitoring of the activities of different departments of the State Government, as may be assigned to the Committee by the State Government.

(2) While preparing the draft development plan, the Committee may consult such institutions and organizations, as may be specified by the State Government from time to time.

(3) The Chairperson shall forward the district development plans prepared by the Committee under clause (a) of sub-section (1) to the State Government.

Abolition of
DP & DB.

6. With effect from the date, the Committees are constituted under this Act, the existing District Planning and Development Boards in the State shall cease to function.

Meetings

7. (1) In the transaction of its business, the Committee shall follow such procedure, as may be prescribed.
- (2) If on account of any reason, the Chairperson is unable to attend the meeting of the Committee, any other member, chosen by the present members, shall preside over the meeting.
- (3) The meeting of the Committee shall be held at the District Head Quarters or at such place, as may be decided by the Committee.

Removal and
suspension of
members
including
Chairperson

8. The State Government may remove the Chairperson or any member from his office, if:-
- a) he has been adjudged insolvent; or
 - b) he has been convicted of an offence which, in the opinion of the State

Government, involves moral turpitude; or

- c) he has become physically or mentally incapable; or
- d) he has acquired such financial or other interest, as is likely to affect prejudicially his functions in any of the said capacities; or
- e) he has so abused his position as to render his continuance in office prejudicial to the public interest.

(2) Before removing any member including the Chairperson from his office, a reasonable opportunity of being heard shall be given to him by the State Government.

Filling of vacancies

9. If any vacancy occurs, it shall be filled up from the same source from which it has occurred.

issue directions

10. The State Government may, from time to time, issue such directions to the Committees, as it may consider appropriate in public interest.

Power to make rules

11. (1) The State Government may, by notification in the Official Gazette, make rules for carrying out the purposes of this Act.

- (2) Every rule made under this Act, shall be laid, as soon as may be, after it is made, before the House of the State Legislature, while it is in session, for a total period of ten days, which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session in which it is so laid or the successive sessions as aforesaid, the House agrees in making any modification in the rule or the house agrees, that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be, so however that any such modification or annulment shall be without prejudice to the validity of anything previously done or omitted to be done under that rule.

12. (1) If any difficulty arises in giving effect to any of the provisions of this Act, the State Government may, by an order published in the Official Gazette, make such provisions not inconsistent with the provisions of this act, as may appear to it to be necessary for removing the difficulty. Provided that no such order shall be made under this section after the expiry of a period of two years from the date of the commencement of this act.

Power to remove difficulties

- (2) Every order made under this section, shall be laid, as soon as may be, after it is made, before the Punjab Legislative Assembly.

H.S.BHALLA

Secretary to Government of Punjab,

Department of Legal and Legislative Affairs.