

Obligations of Public Authorities



**MANUAL UNDER
RIGHT TO INFORMATION ACT, 2005**

English Version

**Punjab State Board of Technical Education and Industrial Training,
Plot No. 1-A, Sector 36-A, Chandigarh (UT)**

Introduction

- I. In order to promote transparency and accountability in the working of every Public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted “The Right to Information Act, 2005”, (RTI Act) which came into Force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, Punjab State Board of Technical Education and Industrial Training has brought out this manual for Information and guidance of the stakeholders and the general public.
- II. Section 4 of RTI Act 2005
 1. Every Public Authority shall:-
 - a) Every Public Authority shall maintain all its records duly catalogued and indexed in a manner
 - b) 17 Manuals
 - c) Publish all relevant facts while formulating important policies or announcing the decisions which affect public informed
 - d) Provide reasons for its administrative or quasi-judicial decisions to affected persons
 2. Every Public Authority shall provide as much information Suo -motu to the Public at regular intervals through various means of communication, including the internet (Clause b of Sub-Section 1)
 3. Every Information shall be disseminated widely (Sub-Section 1)
 4. All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible
- III. The purpose of this manual is to inform the general public about Authority’s organisational set-up, functions and duties of its officers and employees, records and documents available with it
- IV. This manual is aimed at the public in general and users of the services, and Provides information about the schemes, projects and programmes being implemented by the Authorities.

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1st Manual: Particulars of the Public Authority

- 1.1 **Name and address of the organization:-** Punjab State Board of Technical Education and Industrial Training, Plot No. 1-A, Sector 36-A, Chandigarh (U.T.) – 160036
- 1.2 **Head of the organization:** Prof. (Dr.) Sandeep Kansal, Chairman
- 1.3 **Key Objectives:** Punjab State Board of Technical Education and Industrial Training is an autonomous statutory authority created under The Punjab State Board of Technical Education & Industrial Training 1992 Act for regulating and controlling academic standards in Institutes of Technical Education and for making admissions & conducting examinations in Polytechnics and Industrial Training Institutes located in the state of Punjab and Chandigarh.

1.4 Functions and duties:

Functions and the Responsibility of the Chairman and Chief Executive Officer of the Board Chairperson-

- 1) Subject to the superintendence, control and direction of the Board, the Chairman shall have powers to,
 - i) do all acts required for implementing the decisions of the Board and shall exercise such powers and perform such other duties, in relation thereto, as may be prescribed;
 - ii) make such orders, as he may consider necessary on the recommendation of the Committees constituted under section 19 on any matter falling within the jurisdiction of the Board: Provided that where such orders are inconsistent with the recommendations, of the Committee or Committees, as the case may be, the same shall be placed before the Board within a period of thirty days from the date such orders are passed for its ratification.
- 2) If the Chairman is satisfied that action is, required to be taken on any matter which is within the jurisdiction of the Board, then he may, by an order in writing, take such action, as he may consider necessary keeping in view the facts and circumstances of each case : Provided that such order shall be placed before the Board for ratification in its next meeting.
- 3) The Chairman shall convene and preside over the meeting of the Board at which he is present.

Chief Executive Officer –

- i) The Secretary shall, subject to the superintendence, control and direction of the Chairman, be the Chief Executive Officer of the Board.
- ii) The Secretary shall be responsible for preparation of the estimate of accounts and annual statement of Receipt and Expenditure and balance sheet of the Board.
- iii) The Secretary shall be responsible for ensuring that all moneys of the Board are spent for the purposes for which these are meant.
- iv) The Secretary shall be responsible for maintaining the record of the Board including the proceedings of its meetings.
- v) The Secretary shall be entitled to be present and to speak at the meeting of the Board, but he shall not have the right to vote.
- vi) The Secretary shall exercise all such other powers, as may either be conferred on him under the rules or the regulations made under this Act or delegated to him by the Board.

Activities of the Board

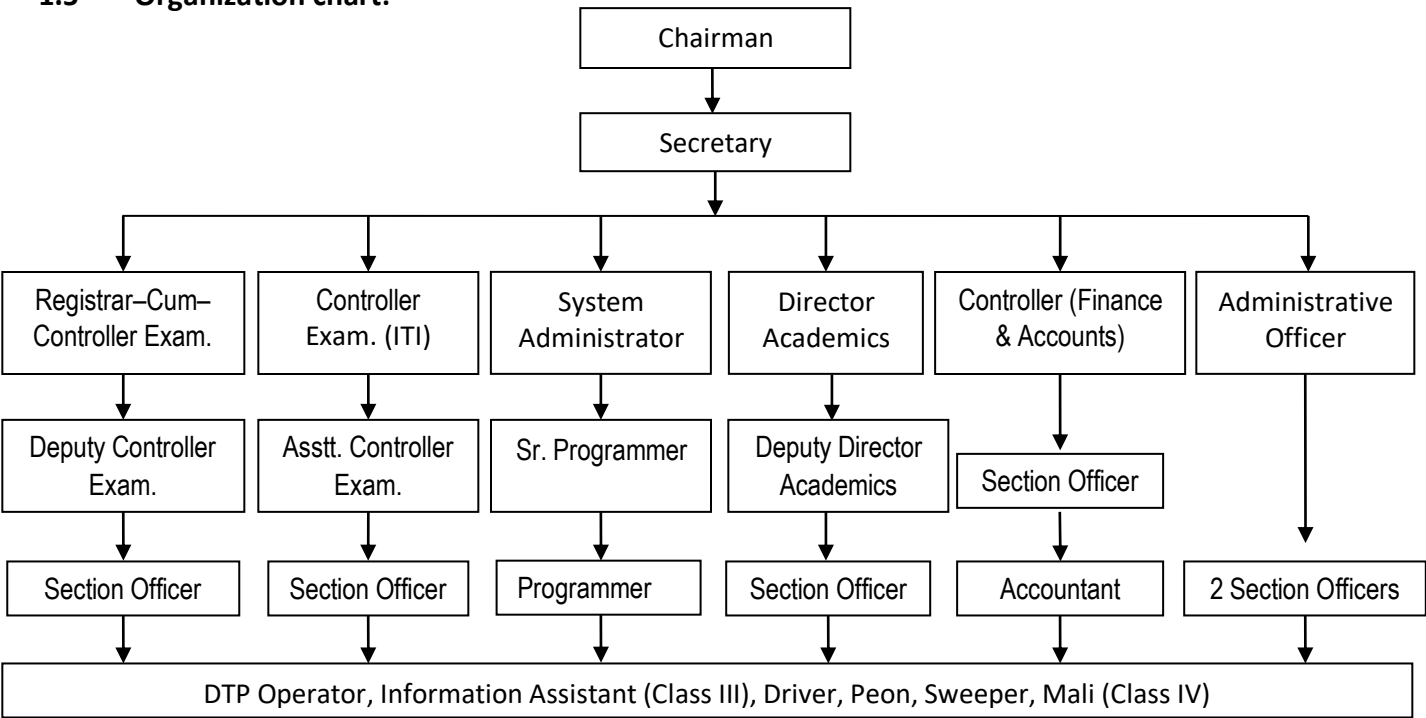
Subject to the provisions of this Act, the functions and duties of the Board shall be to,

- i) affiliate an institution whether situated within or outside the State ;
- ii) inspect or cause to be inspected any institution seeking affiliation ;
- iii) specify course of study and instruction leading to the examination conducted by it ;
- iv) fix standards for buildings and equipment for affiliated institution? ;
- v) specify conditions including educational qualifications for admission of students to affiliated institutions:
- vi) specify conditions, including examination fees for admission to examination conducted by it;
- vii) conduct Annual and Semester examinations for assessing the performance of students belonging to the affiliated institutions and for awarding diplomas and certificates.
- viii) publish results of examinations conducted by it :
- ix) grant certificates or diplomas, as the case may be, to students who have satisfactorily completed courses of study in any affiliated institution and have passed the examination conducted for the purpose;
- x) authorise any affiliated institution or other authority to conduct examinations in respect of any specified course and to specify the manner for holding such examination and standard to be maintained by such institution;
- xi) specify educational qualifications and other standards for the members of staff of the affiliated institutions;
- xii) coordinate and maintain standards of technical education and to effect re-orientation of such education on the specified lines so as to serve the needs of commerce and industry and promote co-operation amongst the institutions and industrial and commercial establishment;
- xiii) co-operate with the All India Council for Technical Education and its Regional Committees and other bodies in such manner and for such purposes, as may be necessary to carry out the purposes of this Act;
- xiv) advise the Government on all matters relating to Technical education and Industrial Training;
- xv) do all other such acts and deed
- xv) do all other such acts and deeds as may be necessary for proper discharge of functions under this Act or the rules or the regulations made thereunder ; and
- xvi) carry out such duties as may be imposed on it under this Act or the rules or the regulations made thereunder. The Board shall subject to the provisions of this Act and the rules made thereunder, have all such powers as may be necessary for the discharge of its functions and the performance of its duties under this Act or the rules or the regulations made thereunder. Subject to the provisions of sub-section (1), the Board shall have the power to,
 - i) cancel an examination or withhold result of an examination of a candidate or disallow him from appearing in any examination who is found to be guilty of,
 - a) using unfair means in the examination ; or
 - b) making any incorrect statement or suppressing material information or fact in the application form for admission to the institution or to the examination; or
 - c) fraud or impersonation at the examination ; or
 - d) securing admission to the examination in contravention of the rules or regulations governing admissions to such examination ; or

- e) any act of gross indiscipline in the examination : Provided that the candidate against whom an action under this section is proposed to be taken, shall be given a seasonable opportunity of being heard before passing final order in this behalf;
- ii) deduct marks at any examination of any candidate found by it to be guilty of an act of indiscipline during the examination;
- iii) cancel the result of a examination for any bona fide error of the Board in the declaration of the result of the examination; Provided that the result of an examination shall not be cancelled on the ground of a bona fide error of the Board, after the expiry of a period of ninety days from the date of declaration of the result of the examination;
- iv) specify fees for the examination conducted by it and provide for the manner of their realization;
- v) refuse to affiliate an institution which,
 - a) does not fulfil or is unable to fulfil the standards laid down by the Board for staff, instructions, equipment and buildings; or
 - b) does not abide by the conditions for affiliation laid down by the Board Provided that the affiliation to an institution shall not be refused without giving it a reasonable opportunity of being heard and without passing an order in writing and after recording reasons therefore;
- vi) withdraw affiliation of an institution which is unable to adhere to or make a provision for standards of staff, instructions, equipment or buildings as laid down by the Board or on its failure to observe the conditions of affiliation to the satisfaction of the Board : Provided that affiliation of an institution shall not be withdrawn without giving it a reasonable-opportunity of being heard and without passing an order in writing by recording reasons therefore ;
- vii) lay down norms and standards for course, curricula, physical and instructional facilities, staff, equipment, admissions, assessment and examinations ;
- viii) call reports from Heads of the affiliated institutions in respect of any act done in contravention of the rules, regulations, decisions, instructions or directions of the Board in such manner, as may be specified ;
- ix) inspect or cause to be inspected an affiliated institution for the purpose of ensuring due observance of the specified courses of study and to ensure that the facilities for instructions are duly provided and availed of ;
- x) institute and grant fellowships and scholarships and award, prizes and certificates of distinction;
- xi) create technical, professional, administrative, ministerial and other posts required for the performance of its duties and responsibilities and to appoint persons to such posts;
- xii) borrow money for carrying out the purposes of this Act with the prior approval of the Government;
- xiii) recommend to the Government introduction of new courses and development of appropriate curricula in connection therewith ;
- xiv) provide guidelines for granting academic autonomy to institutions of Technical Education and grant academic autonomy to such institutions, as it may consider necessary ;
- xv) specify norms and guidelines for charging tuition and other fees in order to prevent commercialisation of technical education and industrial training;

- xvi) refer any question arising in the courses of exercise of its powers or in the discharge of its duties and functions under this Act. to any appropriate Committee constituted under section 19 and consider the committee’s recommendations or suggestions thereon.
- xvii) delegate by notification such of its powers subject to such conditions, as it may Consider necessary to any affiliated institution or other authority constituted under the Act or the rules or the regulations made there under.

1.5 Organization chart:



Section Officers : 6, Accountant : 1, DTP Operator : 2, Information Assistant : 44,
Peons : 20, Drivers : 4, Sweepers : 3, Mali : 2

2nd Manual: Powers & duties of officers & employees

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

i) a. CASES TO BE DISPOSED OF AT THE LEVEL OF MINISTER-IN-CHARGE LEGAL AND LEGISLATIVE MATTERS

1. Proposals relating to Ordinances, Acts, Rules and Regulations including amendments.
2. Annual Administration Reports.
3. Work relating to Assembly and Parliament Questions except replies to questions of Lok Sabha/ Rajya Sabha where information to be given is merely formal in nature.
4. Assurance/ Promises made by Minister on the Floor of the House.
5. Approval of periodical reports to be sent to Vidhan Sabha Committee.

2.2(ii) POWERS OF THE GOVT.

1. The Government shall by notification in the Official Gazette appoint a person to be the Chairman of the Board.
2. The Government shall appoint a person to be the Secretary to assist the Board in carrying out the purposes of this Act.
3. The Government shall have the power to make a reference to the Board with regard to any matter of policy or in respect of any act done by the Board in contravention of the provisions of this Act or the rules or the regulations made there under.
4. The Board shall report to the Government about the action, if any, as it proposes to take or has taken upon the reference made under sub-section (1), and shall furnish an explanation, if it fails to take action.
5. If, the Board fails within a reasonable time to take action on such reference to the satisfaction of the Government, it may after considering explanation submitted by the Board, issue such directions consistent with this Act, as the Government may consider necessary and the Board shall comply with such directions.
6. The Government may, at any time, arrange for an inspection of or inquiry into the affairs of the Board by such authority or person, as it may Specify, to satisfy about the proper and effective functioning of the Board and also upon any matter connected with the administration and finances of the Board.
7. The Board may authorise any person to represent it at the inspection or inquiry referred to in sub-section (4),
8. On receipt of the report of inspection or inquiry referred in sub-section (4), the Government may examine the same and give such directions, as it may consider necessary to the Board.
9. The Chairman shall within a period of thirty days from the date of the receipt of the directions given under sub-section (6), send an intimation to the Government about the action taken by the Board in pursuance of the said directions.
10. On the expiry of the period specified in sub-section (7), the Government may after considering the intimation, if any, received from the Chairman, issue such directions to the Board, as it may consider necessary and the Board shall comply with such directions.
11. Every resolution of the Board shall be communicated to the Government within a period of thirty days from the date of passing such resolution.
12. If in the opinion of the Government, a resolution of the Board is not in public interest or is not in conformity with the provisions of this Act or the rules or the regulations made thereunder, it may by an order in writing, suspend the execution of such resolution : Provided that the resolution, the execution of which is suspended by the Government, shall not be cancelled without giving a reasonable opportunity to the Board to explain its position.
13. The Government may issue to the Board such directions as in its opinion are necessary or expedient for carrying out the purposes of this Act or rules or regulations made thereunder and the Board shall comply with all such directions.

14. An institution aggrieved by an order of the Board to refuse or withdraw affiliation, may prefer an appeal within a period of thirty days from the date of communication of such order to such authority as may be specified by the Government in this behalf.
15. The Board may appoint such employees, as it may consider necessary for carrying out the provisions of this Act on such terms and conditions of services, as may be prescribed.
16. To sanction long leave of Secretary of Punjab State Board of Technical Education and Industrial Training.
17. Govt. Notification for Admissions/ Central Counselling.

2.2(ii). POWERS OF THE BOARD

- 1 The Board shall subject to the provisions of this Act and the rules made thereunder, have all such powers as may be necessary for the discharge of its functions and the performance of its duties under this Act or the rules or the regulations made thereunder.
- 2 Subject to the provisions of sub-section (1), the Board shall have the power to, i) cancel an examination or withhold result of an examination of a candidate or disallow him from appearing in any examination who is found to be guilty of,
 - a) using unfair means in the examination ; or
 - b) making any incorrect statement or suppressing material information or fact in the application form for admission to the institution or to the examination; or
 - c) fraud or impersonation at the examination ; or
 - d) securing admission to the examination in contravention of the rules or regulations governing admissions to such examination ; or
 - e) any act of gross indiscipline in the examination : Provided that the candidate against whom an action under this section is proposed to be taken, shall be given a seasonable opportunity of being heard before passing final order in this behalf;ii) deduct marks at any examination of any candidate found by it to be guilty of an act of indiscipline during the examination;
 - iii) cancel the result of a examination for any bona fide error of the Board in the declaration of the result of the examination; Provided that the result of an examination shall not be cancelled on the ground of a bona fide error of the Board, after the expiry of a period of ninety days from the date of declaration of the result of the examination;
 - iv) specify fees for the examination conducted by it and provide for the manner of their realization;
 - v) refuse to affiliate an institution which,
 - a) does not fulfil or is unable to fulfil the standards laid down by the Board for staff, instructions, equipment and buildings; or
 - b) does not abide by the conditions for affiliation laid down by the Board Provided that the affiliation to an institution shall not be refused without giving it a reasonable opportunity of being heard and without passing an order in writing and after recording reasons therefore;
 - vi) withdraw affiliation of an institution which is unable to adhere to or make a provision for standards of staff, instructions, equipment or buildings as laid down by the Board or on its failure to observe the conditions of affiliation to the satisfaction of the Board : Provided that affiliation of an institution shall not be withdrawn without giving it a reasonable- opportunity of being heard and without passing an order in writing by recording reasons therefore;
 - vii) lay down norms and standards for course, curricula, physical and instructional facilities, staff, equipment, admissions, assessment and examinations ;

- viii) call reports from Heads of the affiliated institutions in respect of any act done in contravention of the rules, regulations, decisions, instructions or directions of the Board in such manner, as may be specified ;
- ix) inspect or cause to be inspected an affiliated institution for the purpose of ensuring due observance of the specified courses of study and to ensure that the facilities for instructions are duly provided and availed of ;
- x) institute and grant fellowships and scholarships and award, prizes and certificates of distinction;
- xi) create technical, professional, administrative, ministerial and other posts required for the performance of its duties and responsibilities and to appoint persons to such posts ;
- xii) borrow money for carrying out the purposes of this Act with the prior approval of the Government;

2.3(i) POWERS AND DUTIES OF THE CHAIRMAN OF THE BOARD

On direction of the Chairman (subject to the superintendence, control of Chairman), the Secretary shall be the Chief Executive Officer of the Board.

2.3(ii) POWERS AND DUTIES OF THE SECRETARY OF THE BOARD

- 1) The Secretary shall, subject to the superintendence, control and direction of the Chairman, be the Chief Executive Officer of the Board.
- 2) The Secretary shall be responsible for preparation of the estimate of accounts and annual statement of Receipt and Expenditure and balance sheet of the Board.
- 3) The Secretary shall be responsible for ensuring that all moneys of the Board are spent for the purposes for which these are meant.
- 4) The Secretary shall be responsible for maintaining the record of the Board including the proceedings of its meetings.
- 5) The Secretary shall be entitled to be present and to speak at the meeting of the Board, but he shall not have the right to vote.
- 6) The Secretary shall exercise all such other powers, as may either be conferred on him under the rules or the regulations made under this Act or delegated to him by the Board.

3rd Manual: Procedure followed in decision making

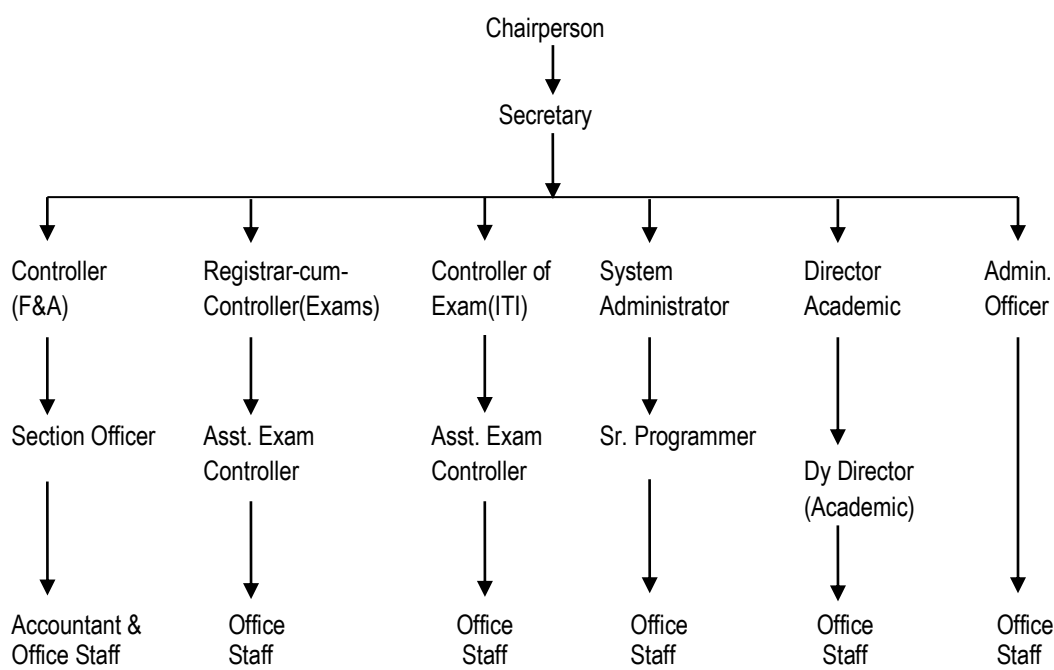
3 Process of decision making:

At Board level

Board is involved in framing the rules and regulations for examinations, inspections for affiliation of existing and new institutions including increase/ decrease of seats and revise the curricula of different disciplines taught in the polytechnics as per need of the day for development of technical education in the State of Punjab.

At Field level

In the field, Principal of the polytechnic is the executive authority for conducting the examinations and implementing the curricula contents in to to. iii) b. Channels of Supervision and Accountability In Board office PUC is dealt by the I.A. (Information Assistant) who puts up the files to the Superintendent who in turn submits the case to concerned branch officer and the same is sent to Secretary for further approval. Every officer/ official is accountable to the higher level officer as depicted below:



Procedure followed in Decision Making Process

3.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat manual and Rule of Business Manual, and other rules/ regulations etc can be made)

The following committees are constituted under the PSBTE&IT Act 1992 to frame the rules and regulations: -

- (i) Academic Committee;
- (ii) Affiliation and Accreditation Committee;
- (iii) Examination Committee; and
- (iv) Finance Committee.

3.2 What are the documented procedures/ laid down procedures/ Defined Criteria/ Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

- 3.3 What are the arrangements to communicate the decisions to the public?
The decisions approved by BOD are communicated to the Head of the Institution who in turn conveyed to the students and teachers through their own notices.
- 3.4 Who are the officers at various levels whose opinions are sought for the process of decision making?
- i) *Secretary of the Board –In case of all administrative matters*
 - ii) *Registrar –In case of Diploma level examinations*
 - iii) *Director Academic – With regard to affiliation and academic matters*
 - iv) *Controller of Examination – With regard to ITI,s and Art & Craft examination*
 - v) *Controller (F&A) – Regarding all financial matters*
- 3.5 Who is the final authority that vets the decisions?
- Any decision taken by the various committees becomes rules for its implementation with the approval of Board of Director. However Chairperson can take any decision on the decision of the committees & post-facto approval is taken in the next meeting of Board of Directors (BOD)*
- 3.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.
- 1. *Diploma level Examination*
 - 2. *ITI's and Art & Craft level Examination*
 - 3. *Affiliations & Academics (Diploma level)*
 - 4. *Finance*

Sl. No.	1. Examination
Subject on which the decision is to be taken	<i>Diploma level</i>
Guideline/ Direction, if any	<i>Examination Rules</i>
Process of Execution	<i>Through Principals of affiliated institutions</i>
Designation of the officers involved in decision making	<i>Registrar</i>
Contact information of above mentioned officers	<i>Plot No. 1A, Sector 36A, Chandigarh 0172-2615385, 2622584, 2622585</i>
If not satisfied by the decision, where and how to appeal.	<i>Secretary of the Board</i>

Sl. No.	2. Examination
Subject on which the decision is to be taken	<i>ITI's and Art & Craft</i>
Guideline/ Direction, if any	<i>Examination Rules</i>
Process of Execution	<i>Through Principals of affiliated institutions</i>
Designation of the officers involved in decision making	<i>Controller of Examination ITI</i>
Contact information of above mentioned officers	<i>Plot No. 1A, Sector 36A, Chandigarh 0172-2615385, 2622584, 2622585</i>
If not satisfied by the decision, where and how to appeal.	<i>Secretary of the Board</i>

Sl. No.	3. Affiliation & Academics
Subject on which the decision is to be taken	<i>Diploma level</i>
Guideline/ Direction, if any	<i>AICTE and PCI norms</i>
Process of Execution	<i>Through affiliation & academic committee</i>
Designation of the officers involved in decision making	<i>Director Academics</i>
Contact information of above mentioned officers	<i>Plot No. 1A, Sector 36A, Chandigarh 0172-2615385, 2622584, 2622585</i>
If not satisfied by the decision, where and how to appeal.	<i>Secretary of the Board</i>

Sl. No.	4. Finance
Subject on which the decision is to be taken	<i>All financial matters</i>
Guideline / Direction, if any	<i>Finance Committees</i>
Process of Execution	<i>Through Principals of affiliated institutions</i>
Designation of the officers involved in decision making	<i>Controller (F&A) of the Board</i>
Contact information of above mentioned officers	<i>Plot No.1A, Sector 36A, Chandigarh 0172-2615385, 2622584, 2622585</i>
If not satisfied by the decision, where and how to appeal.	<i>Secretary of the Board</i>

4th Manual: Norms for discharge of functions

- 4.1 Nature of functions/services offered
- 4.2 Norms/standards for functions / service delivery
- 4.3 Time-limits for achieving the targets
- 4.4 Reference document prescribing the norms

Primarily the Board is an examining body and all the norms with regard to examination are confidentially conveyed to the concerned at the appropriate time.

5th Manual: Rules, regulations, instructions, manuals and records under its control / used by employees while discharging functions

Name / title of the document	<u>Examination Rules</u>
Type of document. Choose one of the types given below: (<i>Rules, Regulations, Instruction, Manual, Records, Others</i>)	Rules and Regulations
Brief Write-up on the Document	Information regarding rules and regulations related to examinations.
From where one can get a copy of rules, regulations, instructions, manuals and records	Address: (a) <u>for Diploma related examinations</u> Registrar-cum-Controller Examination, Punjab State Board of Tech. Education and Industrial Training, Plot No. 1A, Sector 36A, Chandigarh (UT) Telephone No.: 0172-2615385 Fax No.: 0172-2660734

	(b) for ITI examination Controller examination (ITI), Punjab State Board of Tech. Education and Industrial Training, Plot No. 1A, Sector 36A, Chandigarh (UT) Telephone No.: 0172-2615385 Fax No.: 0172-2660734
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (If any)	NIL

Name / title of the document	Punjab State Board of Technical Education and Industrial Training Act 1992
Type of document. Choose one of the types given below: (<i>Rules, Regulations, Instruction, Manual, Records, Others</i>)	Others
Brief Write-up on the Document	Regulatory information regarding Punjab State Board of Technical education and industrial training.
From where one can get a copy of rules, regulations, instructions, manuals and records	Address: Administrative Officer, Punjab State Board of Tech. Education and Industrial Training, Plot No. 1A, Sector 36A, Chandigarh (UT) Telephone No.: 0172-2615385 Fax No.: 0172-2660734
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (If any)	NIL

Name / title of the document	Decisions of Board of Director's meetings
Type of document. Choose one of the types given below: (<i>Rules, Regulations, Instruction, Manual, Records, Others</i>)	Others
Brief Write-up on the Document	Information regarding the decisions taken in the BOD's meetings
From where one can get a copy of rules, regulations, instructions, manuals and records	Address: Administrative Officer, Punjab State Board of Tech. Education and Industrial Training, Plot No. 1A, Sector 36A, Chandigarh (UT) Telephone No.: 0172-2615385 Fax No.: 0172-2660734
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (If any)	NIL

Name / title of the document	Punjab Civil Services Rules
Type of document. Choose one of the types given below: (<i>Rules, Regulations, Instruction, Manual, Records, Others</i>)	Rules and Regulations
Brief Write-up on the Document	Punjab Govt.'s Civil Service Rules
From where one can get a copy of rules, regulations, instructions, manuals and records	Address: Administrative Officer, Punjab State Board of Tech. Education and Industrial Training, Plot No. 1A, Sector 36A, Chandigarh (UT) Telephone No.: 0172-2615385 Fax No.: 0172-2660734
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (If any)	NIL

Name / title of the document	A I C T E. Rules
Type of document. Choose one of the types given below: (<i>Rules, Regulations, Instruction, Manual, Records, Others</i>)	Rules and Regulations
Brief Write-up on the Document	Regulatory information technical education and industrial training institutes and courses
From where one can get a copy of rules, regulations, instructions, manuals and records	Address: Registrar-cum- Controller examination, Punjab State Board of Tech. Education and Industrial Training, Plot No. 1A, Sector 36A, Chandigarh (UT) Telephone No.: 0172-2615385 Fax No.: 0172-2660734
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (If any)	NIL

6th Manual: Categories of documents held by the Authority or which are under its control

The following documents are kept by the officer it controls:-

- Personal file of every officer/official. This file contains a complete record of the employee right from his appointment in the Board. It includes details of his/her service for e.g. date of joining, promotions, leaves etc. and also all correspondence related to the employee.
- Service book of every officer/official. It includes entries of personal data, increments, promotions and service verification, leave record and all details of service rendered.
- Annual Confidential report of every officer/official. The yearly performance appraisal of each employee is recorded in the form of annual confidential report.
- Minutes of Board of Directors meeting and other statutory meeting like Finance committee, Affiliation and accreditation committee, Academic committee, Examination committee, unfair means committee. It includes the details of decision taken in the meeting of Board of Directors meeting and other statutory meeting like Finance committee, Affiliation and accreditation committee, Academic committee, Examination Committee, unfair means committee time to time. Till date total 61 meetings of Board of Directors, 43 meeting of Finance committee, 41 meeting of affiliation &

accreditation committee and 39 meetings of Academics committee had taken place. 4 nos. of meeting takes place once in a year of unfair means committee.

- e. Annual report. The annual report of the Board is prepared by the Secretary U/S 21 of The Punjab State Board of Technical Education and Industrial Training Act, 1992 and submitted to the Board. The Board consider the annual report in its annual meeting for approval thereof. Board submits its approved report to the Government within 30 days of the meeting. The Government, soon after the submission of the annual report under section (3), cause the same to be laid before the State Legislative Assembly. Up till now Annual reports up to the year 2016-17 has been sent to Govt. for approval. .
- f. Examination results of the students. It contains details marks and results of the students appeared in the Polytechnics and ITI examinations.

7th Manual: Arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof

No participation

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

8.1 Name of the Board, Council, committee etc.

Constitution of the Board.

5. (1) The Board shall consist of the Chairman and following Constitution of members, namely:-

I. EX-OFFICIO MEMBERS

- (i) Secretary to Government, Punjab, Department of Technical Education and Industrial Training;
- (ii) Secretary to Government, Punjab, Department of Finance;
- (iii) Secretary to Government, Punjab, Department of Planning;
- (iv) One representative of All India Council for Technical Education
- (v) One representative of Government of India in the Ministry of Human Resource Development, dealing with subject to Technical Education;
- (vi) One representative of Government of India in the Ministry of Labour, dealing with the subject of craftsman training;
- (vii) Director of Industries, Punjab;
- (viii) Principal, Technical Teachers Training Institute, Chandigarh; and
- (ix) Director, Technical Education and Industrial Training, Punjab

II. NOMINATED MEMBERS

S.No.	Category of Member	Name of the Member
1	Two Members of the Punjab Legislative Assembly to be nominated by Speaker Punjab Legislative Assembly.	1. Sh. Manwinder Singh Giaspura, MLA 2. Sh. Labh Singh Ugoke, MLA
2	Chief Engineering of Public Works Department - ONE	Member yet to be nominated by Govt. *
3	Industrialist of Repute - TWO	Members yet to be nominated by Govt. *

4	One Principal from amongst the Principals of the Government Polytechnic in the state;	Sh. Rajeev Puri, Principal, Government Polytechnic College, Khoonimajra (Mohali)
5	One Principal from amongst the Principals of the private Polytechnic in the state;	Sh. Jasbir Singh, Principal, Ramgarhia Polytechnic College, Phagwara.
6	One Principal from amongst the Principals (class 1) of Industrial Training Institutes in the state;	Sh. Varinder Kumar Bansal, Principal, Industrial Training Institute, Patiala.
7	One Vice Chancellor, or his representative not below the rank of a professor of a university in the state	Vice Chancellor, Guru Nanak Dev University, Amritsar.
8	Eminent Educationists or Technologists or Scientists (Two)	members yet to be nominated by Govt. *
9	One nominee of the Punjab, Haryana Delhi Chamber of Commerce and Industries	member yet to be nominated by Govt. *
10	One Principal from amongst the Principals of the Engineering Colleges in the state;	S. Jaskaran Singh Bhullar, Principal, Malout Institute of Management and Information Technology, Malout.
11	One nominee of the Confederation of Indian Industries	member yet to be nominated by Govt. *
12	One Nominee of the National Association of Software and Services Companies	member yet to be nominated by Govt. *
13	Three nominees of main industries associations of the State of Punjab	members yet to be nominated by Govt. *

* As per Provision of section 7(3) of Act which is as under:

Notwithstanding anything contained in this section, a member whose term of three years has expired shall, unless Government otherwise directs, continue to hold office till this successor is nominated.

III. CO-OPTED MEMBER

The Board shall co-opt a person as its member having sufficient and adequate knowledge of technical education and industrial training.

IV. MEMBER-SECRETARY

- 1) The Secretary to the Board shall be its Member-Secretary.
- 2) The Ex-officio members specified in items (i), (ii) and (iii) of category I of sub-section (1), instead of attending meeting of the Board by themselves, may depute an officer subordinate to them, not below the rank of a Deputy Secretary and the officer so deputed shall be entitled to take part in the proceedings of a particular meeting for which they are deputed and shall also be entitled to vote at such meeting.

The daily activities of the Board are guided by the decision made/ taken in the statutory committees of the Board viz:

1) Examination Committee:

The committee comprises of the following:

- | | |
|---|---------------|
| i) Chairman, PSBTE & IT | - Chairman |
| ii) Secretary, PSBTE & IT | - Member |
| iii) Director, Tech. Edu. Punjab | - Member |
| iv) Vice Chancellor. Pb. Technical Univ. Jalandhar | - Member |
| v) Director, NITTTR, Sector 26, Chandigarh | - Member |
| vi) Principal, Thapar Poly., Patiala | - Member |
| vii) Assistant Controller Examination (Poly), PSBTE & IT Chandigarh | - Member |
| viii) Registrar-cum-Controller of Exams, PSBTE & IT | - Member Secy |

Under the Examination Committee there are two sub committees namely

a) Unfair means Cases Committee- the members are

For Polytechnic

- | | |
|---|--------------------|
| i) Principal, SGGGS College of Pharmacy, Chandigarh | - Member |
| ii) Principal, Thapar Polytechnic College, Patiala | - Member |
| iii) Principal, Govt. Polytechnic College, GTB Garh, Moga | - Member |
| iv) Principal, Rayat Polytechnic College, Railmajra | - Member |
| v) Principal, Chandigarh College of Engg. and Tech., Chandigarh | - Member |
| vi) Deputy Controller Examination (Poly), PSBTE & IT | - Member |
| vii) Principal, Govt Polytechnic for woman, Ludhiana | - Chairman |
| viii) Registrar-cum-Controller of Exams, PSBTE & IT | - Member Secretary |

For ITI

- | | |
|--|--------------------|
| i) Principal, Government ITI | - Member |
| ii) Principal, Private ITI | - Member |
| iii) Principal, Govt. Polytechnic College | - Member |
| iv) Assistant Controller Examination (ITI) | - Member Secretary |
| v) Controller Exams (ITI), PSBTE & IT Chandigarh | - Chairman |

b) Moderation Committee: the members are:

- | |
|--|
| i) Principal, Thapar Polytechnic College, Patiala |
| ii) Principal, SGGGS College of Pharmacy, Chandigarh |
| iii) Registrar – cum -Controller of Exams, PSBTE & IT Chandigarh |
| iv) Assistant Controller Examination (Poly.) |

2) Finance Committee:

The committee comprises of the following:

- | | |
|---------------------------|------------|
| i) Chairman, PSBTE & IT | - Chairman |
| ii) Secretary, PSBTE & IT | - Member |

- | | |
|--|--------------------|
| iii) Director, Tech. Edu. Punjab | - Member |
| iv) Chief Engg. Elect. PWD B&R | - Member |
| v) Principal Secy. to Govt. of Pb., Dept. of Finance | - Member |
| vi) Controller (F&A), PSBT & IT | - Member Secretary |

3) Affiliation & Accreditation Committee

The committee comprises of the following:

- | | |
|---|----------------|
| i) Chairman, PSBTE & IT | - Chairman |
| ii) Secretary, PSBTE & IT | - Member |
| iii) Director, Tech. Edu. Punjab | - Member |
| iv) Regional Officer, AICTE Chandigarh | - Member |
| v) Director NITTTR, Sector 26, Chandigarh | - Member |
| vi) Director, Technical Education UT | - Member |
| vii) Director Academics, PSBTE & IT | - Member Secy. |

4) Academic Committee:

The committee comprises of the following:

- | | |
|--|----------------|
| i) Chairman, PSBTE & IT | - Chairman |
| ii) Secretary, PSBTE & IT | - Member |
| iii) Director, Tech. Edu. Punjab | - Member |
| iv) Director, NITTTR, Chandigarh.) | - Member |
| v) Director, Technical Education UT | - Member |
| vi) Vice Chancellor, Pb. Tech. Univ. Jalandhar | - Member |
| vii) Sh. K.G. Sharma, Sec- 15, Panchkula | - Member |
| viii) Sh. Brij Mohan Gulati, 181/7, Indl. Area, Ph-1, Mohali | - Member |
| ix) One Principal from Poly./ITI on rotation | - Member |
| x) Director Academics, PSBTE & IT | - Member Secy. |

The relevant parts of the proceedings concerning the issues of institutes or students are not only displayed on the Board's website but also conveyed to the Principal of the institutes for display on the notice Board for the information of students and public.

8.2 Composition Powers & functions:

The Board discharge its functions according to norms as below:

- 1) The Punjab State Board of Technical Education and Industrial Training Act, 1992
- 2) Financial Policy of the Board.
- 3) Decisions of the Boards of Directors.
- 4) Punjab Civil Services Rules.
- 5) Punjab Financial Rules.
- 6) Instructions given by the Government from time to time.

- | | | | |
|-----|---|---|--------|
| 8.3 | Whether their meetings are open to the public? | : | No |
| 8.4 | Whether the minutes of the meeting are open to the public | : | No |
| 8.5 | Place where the minutes if | : | By RTI |
| 8.6 | Open to the public is available? | : | By RTI |

9th Manual: Directory of Officers and employees

Punjab State Board of Technical Education and Industrial Training,
Plot No. 1-A, Sector 36-A, Chandigarh – 160036
Phone : EPBX Nos. : 0172 - 2622584-585, 2615385, 2615389

Sr. No.	Name	Designation	Telephone (Office) STD Code - 0172	EPBX No.	Telephone / Mobile (Resi.)
1.	Prof. (Dr.) Sandeep Kansal	Chairman	2615384	206	98720 00814
2.	Sh. Moneesh Kumar, IAS	Secretary	2660747 2614031	203	2660747 2614031
3.	Sh. Narinder Pal Singh Lamba	Registrar-cum- Controller of Exams	2662584 2622585	216	98151 89751
4.	Sh. Sanjeev Goyal	Controller Exam (ITI)	2664333	228	95012 33422
5.	Smt. Ambica Chawla	System Administrator	2622586	227	98148 50278
6.	Sh. Vijay Kumar	Admn. Officer	2662584 2622585	212	98722 12653
7.	Sh. Bharat Naresh Bansal	Director Academic	2665483	234	9872213165
8.	Smt. Anju Aggarwal	Deputy Controller (Exam.)	2622584 2622585	202	94179 18390
9.	Dr. Jasdeep Kaur	Deputy Director (Academics)	2665483	Nil	77000 08105
10.	Sh. Pankaj Goyal	Sr. Programmer	2622586	279	98722 11942
11.	Smt. Inderjit Kaur	Programmer	2622584 2622585	236	94179 36816
12.	Sh. Naresh Kumar	Section Officer	2622584 2622585	205	94645 22190 86990 02190
13.	Sh. Anil Kumar	Section Officer	2622584 2622585	215	99148 86121
14.	Smt. Ritu Sharma	Section Officer	2622584 2622585	223	92566 78875
15.	Smt. Jatinder Pal Kaur	Section Officer	2622584 2622585	223	0172-2265494
16.	Smt. Manju Sood	Library Asstt.	2622584 2622585	229	98159 07678
17.	Smt. Mamta Malik	Accountant	2622584 2622585	217	0172-4664429
18.	Smt. Lalit Prabha	PA/Secretary (I.A.)	2660747	210	94654 48460
19.	Ms. Seema Malhotra	Information Assistant	2622584 2622585	217	98551 45958
20.	Sh. Subhash Chand	DTP Operator	2622584 2622585	215	98883 74743
21.	Sh. Daljit Kumar	Information Assistant	2622584 2622585	222	94633 87890
22.	Sh. Neeraj Sabharwal	Information Assistant	2622584 2622585	215	98720 18682
23.	Sh. Sachin Sood	Information Assistant	2622584 262585	210	98726 17429
24.	Ms. Promila	Information Assistant	2622584 2622585	236	98553 27465
25.	Sh. Gurvinder Singh	Information Assistant	2622584 2622585	220	94631 62653

26.	Sh. Anand Sood	Information Assistant	2622584 2622585	223	94643 73673
27.	Smt. Neena Garg	Information Assistant	2622584 2622585	217	98767 70779
28.	Sh. Naveen Bhardwaj	Information Assistant	2622584 2622585	224	98159 07766
29.	Sh. Shammi Goyal	Information Assistant	2622584 2622585	222	95010 30765
30.	Smt. Neetu Gupta	Information Assistant	2622584 2622585	222	98780 20165
31.	Smt. Amrit Kaur	Information Assistant	2622584 2622585	219	98155 53102
32.	Smt. Taruna Gupta	Information Assistant	2622584 2622585	217	94655 22425
33.	Smt. Ritu Batra	Information Assistant	2622584 2622585	214	98726 61003
34.	Smt. Shivali Sharma	Information Assistant	2622584 2622585	222	94177 90765
35.	Smt. Puja Dua	Information Assistant	2622584 2622585	215	98726 60728
36.	Sh. Chain Singh	Information Assistant	2622584 2622585	201	85289 33542
37.	Sh. Kulveer Singh Rana	Information Assistant	2622584 2622585	217	94651 02611
38.	Sh. Raj Kumar	Information Assistant	2622584 2622585	201	94712 13302
39.	Smt. Seema Rani	Information Assistant	2622584 2622585	201	99888 58422
40.	Sh. Kishori Lal	Driver	2622584 2622585	201	99150 03849
41.	S. Makhan Singh	Electrician -cum- Generator Operator	2622584 2622585	201	98726 67565
42.	Sh. Onkar Chand	Binder	2622584 2622585		98888 76538
43.	Sh. Rakesh Kumar	Peon	2622584 2622585	201	90417 46559
44.	Sh. Rajesh Negi	Peon	2622584 2622585	201	98151 85672
45.	Sh. Harpal Singh	Peon	2622584 2622585	210	98725 64884
46.	Sh. Phoolman Yadav	Peon	2622584 2622585	201	94648 94621
47.	Sh. Min Lal	Peon	2622584 2622585	201	98559 94899
48.	Sh. Romi Singh	Peon	2622584 2622585	201	98140 15243
49.	Sh. Som Pal	Safai Sewadar	2622584 2622585	201	98765 30285
50.	Sh. Pappu Kumar	Safai Sewadar	2622584 2622585	201	98150 81835
51.	Sh. Parveen Kumar	Safai Sewadar	2622584 2622585	201	99157 92978
52.	Sh. Bachesh	Mali	2622584 2622585	201	97799 34617
53.	Sh. Ram Kishore	Mali	2622584 2622585	201	97808 83753

10th Manual: Monthly Remuneration received by officers & employees including system of compensation (as on March 2026)

Sr. No.	Name	Designation	Category	Gross Pay (Rs.)
1.	Prof. (Dr.) Sandeep Kansal	Chairman		
2.	Sh. Moneesh Kumar, IAS	Secretary		
3.	Sh. Narinder Pal Singh Lamba	Registrar-cum-Controller of Exams	On deputation	274,596.00
4.	Sh. Sanjeev Goyal	Controller Exam (ITI)	On deputation	305,126.00
5.	Smt. Ambica Chawla	System Administrator	Regular	305,284.00
6.	Sh. Bharat Naresh Bansal	Director Academic	On deputation	161,829.00
7.	Dr. Jasdeep Kaur	Deputy Dir. (Academics)	On deputation	108,100.00
8.	Sh. Pankaj Goyal	Sr. Programmer	Regular	163,400.00
9.	Smt. Inderjit Kaur	Programmer	Regular	88,982.00
10.	Smt. Anju Aggarwal	Deputy Controller Exam (Poly)	Regular	137,172.00
11.	Smt. Manju Sood	Library Assistant	Regular	113,324.00
12.	Sh. Naresh Kumar	Section Officer	Regular	105,730.00
13.	Sh. Vijay Kumar	Section Officer	Regular	99,726.00
14.	Sh. Anil Kumar	Section Officer	Regular	99,726.00
15.	Smt. Ritu Sharma	Section Officer	Regular	91,510.00
16.	Smt. Jatinder Pal Kaur	Section Officer	Regular	88,982.00
17.	Smt. Mamta Malik	Accountant	Regular	89,940.00
18.	Smt. Amrit Kaur	Information Assistant	Regular	87,070.00
19.	Sh. Anand Sood	Information Assistant	Regular	87,070.00
20.	Sh. Chain Singh	Information Assistant	Regular	78,812.00
21.	Sh. Daljit Kumar	Information Assistant	Regular	87,070.00
22.	Sh. Gurvinder Singh	Information Assistant	Regular	87,070.00
23.	Sh. Kulveer Singh	Information Assistant	Regular	55,154.00
24.	Smt. Lalit Prabha	Information Assistant	Regular	87,070.00
25.	Sh. Naveen Bhardwaj	Information Assistant	Regular	87,070.00
26.	Smt. Neena Garg	Information Assistant	Regular	87,070.00
27.	Sh. Neeraj Sabharwal	Information Assistant	Regular	87,070.00
28.	Smt. Neetu Gupta	Information Assistant	Regular	87,070.00
29.	Ms. Promila	Information Assistant	Regular	87,070.00
30.	Smt. Puja Dua	Information Assistant	Regular	87,070.00
31.	Sh. Raj Kumar	Information Assistant	Regular	61,790.00
32.	Smt. Ritu Gureja	Information Assistant	Regular	87,070.00
33.	Sh. Sachin Sood	Information Assistant	Regular	87,070.00
34.	Smt. Shivali Sharma	Information Assistant	Regular	87,070.00
35.	Sh. Shammi Goyal	Information Assistant	Regular	87,070.00
36.	Ms. Seema Malhotra	Information Assistant	Regular	89,598.00
37.	Smt. Seema Rani	Information Assistant	Regular	61,790.00
38.	Smt. Taruna Gupta	Information Assistant	Regular	87,070.00
39.	Sh. Subhash Chand	D.T.P Operator	Regular	87,070.00
40.	Sh. Onkar Chand	Binder	Regular	83,742.00
41.	Sh. Makhan Singh	Elect. cum Generator Operator	Regular	86,270.00

11th Manual: Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc.

11.1 Total Budget for the Public authority

The figures of Receipt and Expenditures for the preceding years, revised estimates for 2023-2024 and proposed estimates for 2025-2026 are as under:

Rs in Lac

Sr No	Particulars	Actual 2023-2024	Budget Estimates 2024-25	Actual up to 31.12.24	Expected from 1.1.25 to 31.3.25	Revised Estimate 2024-25	Budget Estimates 2025-26	Remarks
1	Receipt	2951.59	2990.00	2755.63	528.67	3284.50	2890.00	
2	Expenditure (including capital expenditure)	1865.04	2960.00	1187.46	994.02	2229.60	2518.00	
3	Capital expenditure	40.43	155.00	10.62	39.38	50.00	111.00	
4	Expenditure (excluding capital expenditure (2-3))	1824.61	2805.00	1176.84	954.64	2179.60	2407.00	
5	Surplus before depreciation (1-4)	1126.98	185.00	1578.79	-425.97	1104.90	483.00	
6	Less: Depreciation	18.42	20.00	13.49	6.51	20.00	20.00	
7	Net Surplus (excluding capital expenditure) of income over expenditure (5-6)	1108.56	165.00	1565.30	-432.48	1084.90	463.00	

11.2 Budget for each agency and plan & programmes

BUDGET AT A GLANCE

Particulars	Estimates for the <u>Current year 2024-2025</u>		Estimates for year 2025-26
	Original	Revised	
	(Figures in lacs of rupees)		
A) Receipts:			
1) Online Counselling for admissions receipt (Annexure III-A (i), Page no.29)	150.00	160.00	170.00
2) Examination fees (including APF and Revaluation / Rechecking charges] (i) Polytechnic (ii) ITI’s (Annexure III-A (i), Page no. 30)	940.00 390.00	880.00 300.00	900.00 350.00
3) Fee relating to Registration, issue of Diploma certificate, Duplicate DMC / Registration card, Migration, UMC appear, Transcription and Guest classes (Annexure III-A, Page no. 28)	110.00	165.00	170.00
4) Affiliation fee (Processing fee/Inspection fee/Continuation fee /Monitoring)	180.00	271.88	180.00
5) Interest of Fixed Deposits with banks	1200.00	1487.62	1100.00
6) Misc. Receipt	20.00	20.00	20.00
Total (1 to 6)	2990.00	3284.50	2890.00
B) Expenditures:			
1) Online Admissions / Counselling Expenses	40.00	40.00	30.00
2) Examination (Polytechnic / ITI’s) (Annexure III-B (i), Page no.31)	560.00	502.00	460.00
3) Board’s Establishment (Salary) Expenses (Annexure III-B, Page no.31)	1200.00	1070.00	1200.00
4) Capital Expenditure	155.00	50.00	111.00
5) Board’s Administrative Expenses (Annexure III-B, Page no.31)	1005.00	567.60	717.00
6) Total Expenditure (including Capital expenditure) (1 to 5)	2960.00	2229.60	2518.00
7) Total Expenditure (excluding Capital expenditure) (6-4)	2805.00	2179.60	2407.00
C) Net Cash Surplus of Income over Expenditure (A – B (7))	185.00	1104.90	483.00
D) Depreciation*	20.00	20.00	20.00
E) Net Excess of Income over Expenditure (C – D)	165.00	1084.90	463.00

*Depreciation may be increased by increase in capital expenditure

11.3 Proposed expenditures

ANNEXURE III-B

BUDGET PROPOSAL FOR THE YEAR 2025-2026
B U D G E T E S T I M A T E S - (Expenditure)

(Rs. in lacs)								
Sr. No.	S.O.E.	Budgeted estimates for the year 2023-24	Actual expenditure for the year 2023-24	Budgeted estimated expenditure for the year 2024-2025	Actual of expenditure upto 31.12. 2024	Expected expenditure from 1.1.25 to 31.3.25	Revised estimates expenditure for the year 2024-2025	Budgeted estimate of expenditure for the year 2025-2026
1	Examination Expenses							
i	Counselling related expenditure	40.00	47.54	40.00	16.67	23.33	40.00	30.00
ii	Poly. / ITI Exam [Annx. III-B (ii)]	399.00	283.22	560.00	270.51	231.49	502.00	460.00
2	Administrative Expenses (Non Recurring)							
i.	Computerisation	35.00	1.85	90.00	1.40	18.60	20.00	80.00
ii.	Furniture & Fixtures	15.00	7.43	50.00	3.78	11.22	15.00	15.00
iii.	Motor Vehicle	25.00	25.67	0.00	0.00	0.00	0.00	1.00
iv.	Office Equipment	6.00	5.48	15.00	5.44	9.56	15.00	15.00
3	Recurring Expenses							
i.	Advertisement Expenses	5.00	0.14	15.00	0.48	1.52	2.00	5.00
ii.	Audit Charges	1.00	0.63	2.00	0.08	0.92	1.00	1.00
iii.	Bank Charges	0.50	0.04	0.50	0.00	0.10	0.10	0.50
iv.	Maintenance of Building (including Ground rent, Water Electricity charge)	40.00	23.84	350.50	14.25	336.25	350.50	350.50
v.	Consultancy and Curriculum Development Expenses	60.00	51.99	135.00	18.51	11.49	30.00	150.00
vi.	Grant for Free Text Books	0.00	0.00	75.00	0.00	1.00	1.00	1.00
vii.	Insurance Expenses	20.00	1.62	30.00	1.09	18.91	20.00	30.00
viii.	Legal & Prof. Charges	10.00	7.81	30.00	5.32	9.68	15.00	15.00
ix.	Library Expenses	1.00	0.52	2.00	0.49	0.51	1.00	1.00
x.	Meeting & Faculty / Experts visits	5.00	3.74	5.00	1.77	3.23	5.00	5.00
xi.	Motor Vehicle Expenses	20.00	16.69	20.00	10.24	9.76	20.00	20.00
xii.	Office Expenses	3.00	2.27	5.00	1.39	1.61	3.00	5.00
xiii.	Postage / Telephone Expenses	5.00	2.62	10.00	2.84	2.16	5.00	5.00
xiv.	Printing & Stationery Expenses	10.00	2.45	50.00	4.38	15.62	20.00	20.00
xv.	Re-imbursement of Medical Exps.	15.00	3.44	15.00	0.40	9.60	10.00	15.00
xvi.	Repair & Annual Maintenance (Office Equip.)	10.00	10.31	15.00	4.75	5.25	10.00	15.00
xvii.	Salary & Wages	1098.00	1089.19	1200.00	783.53	286.47	1070.00	1200.00
xviii.	Staff Welfare Expenses	10.00	6.88	20.00	6.33	3.67	10.00	20.00
xix.	Training to Staff	1.00	0.00	5.00	0.00	1.00	1.00	1.00
xx.	TA & Conveyance	1.00	0.55	5.00	0.29	1.71	2.00	2.00
xxi.	Internet expenses	6.00	4.33	10.00	2.90	2.10	5.00	5.00
xxii.	Full Fee Concession to students	70.00	74.72	100.00	11.05	8.95	20.00	15.00
xxiii.	Scholarship to students (a) Polytechnic	25.00	14.64	75.00	1.08	3.92	5.00	3.00
xxiv.	Award to meritorious students	2.00	2.25	5.00	5.00	5.00	10.00	10.00
xxv.	Miscellaneous	5.00	0.51	5.00	0.00	1.00	1.00	2.00
xxvi.	Depreciation	23.20	18.42	20.00	13.49	6.51	20.00	20.00
Total		1966.70	1710.79	2960.00	1187.46	1042.14	2229.60	2518.00

4 **Transfer of funds from Technical Education Development Fund for:**

Sr. No.	S.O.E.	Budgeted estimates for the year 2023-24	Actual expenditure for the year 2023-24	Budgeted estimated expenditure for the year 2024-2025	Actual of expenditure upto 31.12. 2024	Expected expenditure from 1.1.25 to 31.3.25	Revised estimates expenditure for the year 2024-2025	Budgeted estimate of expenditure for the year 2025-2026
i.	Purchase of Land / Construction etc.	1.00	0.00	3000.00	0.00	1.00	1.00	3000.00
ii.	Provision for Income Tax liability	5875.59	0.00	5875.59	0.00	1.00	5875.59	5875.59
iii.	Gratuity & Leave encashment	0.00	24.78	700.00	0.71	0.50	698.79	700.00
iv.	Funds to RIVT Badal for Min. wages	0.00	0.00	0.00	0.00	25.00	25.00	0.00
v.	Grant in Aid payable to ITI Ludhiana,	0.00	0.00	0.00	43.55	0.00	43.55	0.00
vi.	Funds transfer to PTIS	0.00	0.00	0.00	5.00	0.00	5.00	0.00
vii.	Transfer of funds to Govt of Punjab	0.00	0.00	0.00	7500.00	0.00	7500.00	0.00

BUDGET PROPOSAL FOR THE YEAR 2025-2026					
DETAILS OF THE BUDGET ESTIMATES - (EXAMINATIONEXPENDITURE)					
(Rs. in lacs)					
EXPENDITURE	Actuals expenditure upto 31.12.2024	Actual expenditure for period 1.1.2024 to 31.3.24	Expected expenditure from 1.1.2025 to 31.3.2025 (10% over & above to the expenditure	Revised estimates of expenditure for the year 2024-25	Budget estimates of expenditure for the year 2025-26
A	B	C	D =B+ C	E = B + D	F
Examination					
1. Examination Expenses (POLYTECHNIC)					
a) Exam Direct Expenses	1.40	1.04	1.14	3.00	3.00
b) Freight, Transportation	2.89	2.34	2.57	5.50	10.00
*1					
c) Hon./Rem. of field staff	127.18	15.66	17.23	150.00	150.00
d) TA / DA to invigilators & flying squad	3.70	0.49	1.54	5.00	2.00
*1					
e) Expenses on Printing Stationary / Stationery	17.71	0.00	3.00	20.00	20.00
f) Facilitation charges / Nodal charges	5.28	0.00	0.20	5.50	5.50
g) Hon. Table Marking	65.80	151.23	166.35	250.00	200.00
h) TA (Staff) Exam	0.36	0.27	0.30	1.00	1.00
Total (a to h)	A	224.32	171.03	440.00	391.50
2. Examination Expenses (ITI)					
a) Exam Direct Expenses	0.05	0.00	0.35	0.40	1.00
b) Freight, Transportation *	0.53	0.00	0.53	0.60	1.00
c) Hon./Rem. of field staff	23.99	9.65	11.10	35.00	35.00
d) TA / DA to invigilators / flying squad	1.25	1.33	1.46	3.00	3.50
*2					
e) Expenses on Printing Stationary / Stationery	15.81	0.00	0.19	16.00	20.00
f) Facilitation charges / Nodal charges	1.62	0.11	0.12	2.00	2.00
g) Payment of DGET New Delhi	0.00	0.00	0.00	0.00	1.00
h) Hon. Table Marking	2.94	1.25	1.38	5.00	5.00
Total (a to g)	B	46.19	12.34	62.00	68.50
GROSS TOTAL (above A + B)		270.51	183.37	502.00	460.00

Note: *1 The payment of honorarium related to Polytechnic examinations held from December 2020 to December 2023 is still pending. Additionally, some TA (Travel Allowance) of observer/flying bills from this period are also due. The rates of honorarium have been revised, so the estimated amount for the three months from January 1, 2025, to March 31, 2025, is assumed to be ₹231.49 lakh, to reach a total of ₹502.00 lakh.

Note: **2 Payment of Honorarium pertaining to ITI certificate courses different examination not send by the ITI institute still pending for payment as still not claimed by these institutes. Some TA / DA related bills of this period are also due for payment.

11.4 Revised budget for each agency, if any

Same as above in point no. 11.3 of same page.

11.5 Report on disbursements made and place where the related reports are available.

Details of Grant in aid given by Board to Govt. of Punjab for promotion of Technical Education Approved, Released and Remaining to be released as on 28.07.2015 :

S.No	Agenda Item No.	Agenda Item	Amount approved (Rs. In lacs)	Amount Released (Rs. In lacs)		Remaining amount (Rs. In lacs)	Approved by Members of Board of Directors
				Financial year wise amount released	Total Amount released		
1	26.03	Grant in Aid to Baba Hira Singh Bhattal Institute of Engineering and Technology, Lehragaga to be established in the campus of Govt. Polytechnic, Lehragaga	50.00	2005-06 =50.00	50.00	0.00	26th Meeting
2	44.08	Grant-in-aid to Director Technical Education & Industrial Training, Punjab for Construction & Equipment of Govt. Polytechnic, Talwara	1953.23	2012-13= 500.00 2013-14 =500.00 2014-15= 523.23	1523.23	430.00	44th Meeting
3	45.05	Grant-in-aid to Director Technical Education & Industrial Training, Punjab amounting Rs. 5,51,833.67.00 for funding of Punjab State Technical Education Network (PSTEN) project	5.52	2013-14 =5.52	5.52	0.00	45th Meeting
4	45.06	Grant-in-aid of Rs 150.00 lacs released to Principal Industrial Training Institute, Ranjit Avenue, Amritsar, for getting affiliation through QCI of the trade shifted at Industrial Training Institute, Amritsar and construction of important workshop	150.00	2013-14 =150.00	150.00	0.00	45th Meeting
5	45.07	Grant-in-aid of Rs. 1.00 crore (Rs. One Crore) to Deputy Commissioner, Shri Muktsar Sahib for funding of State Institute of Automotive and Drawing Skills, Mahuana and Construction skills Training Institute, Abul Khurana	100.00	2013-14 =100.00	100.00	0.00	45th Meeting
6	45.09	Non refundable Grant-in-Aid as State Government share (70%) under plan Scheme TE/11- New and Up gradation of Polytechnics at Bathinda/Batala/Amritsar/Hoshiarpur /GTBGarh (Moga) and GPW, Patiala (ACA 2012-13) to Director Technical Education & Industrial Training, Punjab	3360.00	-	0.00	3360.00	45th Meeting
7	46.05	Non refundable Grant-in-Aid as State Government share (70%) under plan SchemeITI-12 New and upgradation of ITI's and Skill Development Centres at Gurdaspur, Ludhiana, Roop Nagar, SAS Nagar and Jalandhar (ACA 2013-14) to Director Technical Education & Industrial Training, Punjab	3640.00	2015-2016 = 3640.00	3640.00	0.00	46th Meeting
8	46.06	Financial Assistance to Director Technical Education & Industrial Training, Punjab for supporting fund for conducting aptitude test for candidates seeking admission of ITI's	70.90	2014-15 = 70.90	70.90	0.00	46th Meeting
9	47.1	Grant- in-Aid (non-refundable) to Deputy Commissioner, Shri Muktsar Sahib for starting some more ITI Courses at Rural Institute for Vocational Training, Badal, Distt. Shri Muktsar Sahib	71.00	2014-15 = 71.00	71.00	0.00	47th meeting

10	47.09	Grant-in-aid (non-refundable) to Deputy Commissioner, Shri Muktsar Sahib for starting two diploma courses (Computer engineering and Electrical engineering) in Construction Skills Training Institute, Abul khurana, Distt. Shri Muktsar Sahib	31.50	2014-15 = 31.50	31.50	0.00	47th meeting
11	47.08	Grant-in-aid (non-refundable) of Rs. 9.10 Crores (35% State Govt. Share of total project cost of Rs 26.00 crores) to Project Director, Rashtriya Uchchatar Shiksha Abhiyan (RUSA) and out of this, Rs 113.75 lacs already released by Board as Grant-in-aid (non-refundable) to Rashtriya Uchchatar Shiksha Abhiyan (RUSA) for establishment of Punjab Aeronautic Engineering College at Patiala	910.00	2014-15 = 113.75	113.75	796.25	47th meeting
12	47.12	Grant-in-aid (non-refundable) of Rs. 4.25 Crores to Punjab Air Craft Maintenance Engineering College, Patiala to strengthen of basic structure and modernisation of college	425.00	2014-15 = 425.00	425.00	0.00	47th meeting
13	47.11	Grant-in-aid (non-refundable) of Rs. 219.85 lacs (Rs. Two Crore nineteen lacs and eighty five thousand only) to Deputy Commissioner, Shri Muktsar Sahib for construction of building of Industrial Training Institute, Badal (Distt. Shri Muktsar Sahib)	219.85	2014-15 = 219.85	219.85	0.00	47th meeting
14	47.14	Grant-in-aid (non-refundable) to Director Technical Education & Industrial Training, Punjab for up- gradation and modernization of ITI'S.	8700.00	2015-16 = 1284.00	1284.00	7416.00	47th meeting
15	47.14	Grant-in-aid Skill Development Mission, Punjab for setting up of Multi Skill Development Centers at Amritsar, Jalandhar, Hoshiarpur, Bathinda, Ropar and Ludhiana.	4491.00	2015-16 =4491.00	4491.00	0.00	47th meeting
16	47.14	Grant –in-aid (non-refundable) of Rs 15.00 crores to Skill Development Mission, Punjab to set up three Skill Development Centres in the health sector at Medical College, Amritsar, Patiala and Faridkot with an outlay of Rs. 5 crores for each one of them.	1500.00	2015-2016 =1500.00	1500.00	0.00	47th meeting
17	47.14	Grant in Aid (non-refundable) is accorded to the tune of Rs.3.00 crores to Punjab Skill Development Mission to meet expenses relating to management & administration of Punjab Skill Development Mission.	300.00	2015-2016 =300.00	300.00	0.00	47th meeting
Total			25978.00		13975.75	12002.25	

12th Manual: Manner of execution of subsidy programmes

Since this issue pertains to the State Govt., the Board does not have any role in the implementation or the execution of the subsidy programmes.

For details on this you are requested to contact Director Technical Education, Govt. of Punjab at Plot No. 1-A, Sector 36-A, Chandigarh or Visit : **www.dtepunjab.gov.in**.

13th Manual: Particulars of recipients of concessions, permits or authorisation granted by the Public Authority

Since this issue pertains to the State Govt., the Board does not have any role in the implementation or the execution of the subsidy programmes.

For details on this you are requested to contact Director Technical Education, Govt. of Punjab at Plot No. 1 A, Sector 36 A, Chandigarh or Visit : **www.dtepunjab.gov.in**.

14th Manual: Information available in electronic form

Please provide the details of the information related to the various schemes which are available in the electronic format.

The Punjab State Board Of Technical Education And Industrial Training is involved with following major activities :

- 1) Admissions, Registration
- 2) Conduct Of Examination
- 3) Certification (Detail Marks Card, Diploma certificates, Transcripts) of the Pass out students
- 4) Designing of Curricula of different courses

The above all activities are computerized and for all these activities data is in electronic form. All other departmental works of Board are also computerized. These include:

- 1) Accounts Department work which includes annual report, budget, balance sheet, issue of salary receipts etc.
- 2) Examination work which includes conducting of examinations, sending of question papers through emails.
- 3) Student's examination data which include data of polytechnic and ITI institutions is in the electronic format.
- 4) Administration department data which includes proceeding of Board meetings, Examination Committee, Affiliation and Accreditation Committee, Finance Committee, Academic Committee.

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

17.1. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information. Like

Office Library

The Board has a Library with approx. 2000 books. which is open on all the working days at office timings.

The following type of books/magazines are available:

- 1) Books of all types - Text Books, Reference Books, Encyclopaedias, Dictionaries, Thesaurus books, Engineering, non-engineering and other educational books
- 2) Various monthly / weekly journals and Periodicals
- 3) Daily Newspapers of English, Punjabi and Hindi Language

Principals & Teachers of different affiliated Institutions of the Board may refer Board's Library for various books. Curricula of all courses, Academic Calendar, various Training forms are also provided to students and Institutes.

Through News paper

Advertisements and other notices are published in the following daily newspaper:

1. The Tribune (English)
2. Ajit (Punjabi)
3. Danik Jagran (Hindi)
4. Indian Express (English)
5. Hindustan Times (English)
6. Punjab Kesri
7. Chardi Kalan

Notice Board

Board has a Notice Board at the Reception of the Office.

Inspection of Records in the Office

For each Institute following details are provided :

- Established
- Management
- Location
- Nearest Railway Station
- Nearest Bus Stand
- Hostel facility
- Contact Address
- Courses running in the Institute

For each course following information is provided :

- Salient Features of the Course
- Study and Evaluation Scheme of each semester of the course
- Detailed contents of each subject semester wise
- Function
- Main Subjects
- Further Education
- Employment Opportunities
- List Of Institutes running the course

Printed Manual Available

Following Printed Manuals are available :

1. Rules and regulations
2. Syllabus of all courses
3. Training Forms and other type of forms

Website of the Public Authority

The Board has two web sites. These are www.punjabteched.com and www.punjabteched.net. These sites are updated regularly for the information required by students and Institutes. On these web sites following information is provided to the public:

- 1) About the Organization
- 2) Contact the Organization
- 3) E mail the Organization
- 4) News – notices and advertisements
- 5) Latest Updation :- details of changes made on the website daily.
- 6) FAQ covers the following headings :
 - Examinations
- 7) Admissions – Procedure of admission and different prospectuses are in an electronic form and uploaded on the web site
 - Diploma
 - Pharmacy
 - MOP

The website also has the details of the students admitted in the different Institutes along with the balance, seats filled in each institute and course.

8) List of Institutes :

The Board affiliates only those institutions which are approved by All India Council of Technical Education (A.I.C.T.E.). List of all the Institutes affiliated to the Board is available on the web site. For each Institute following details have been provided –

- Established
- Management
- Location
- Nearest Railway Station
- Nearest Bus Stand
- Hostel facility
- Contact Address
- Courses running in the Institute

List of Industrial Training Institutes (I.T.I.s) and Art & Craft Institutions is also available on the web site.

9) List of Courses :

The Board conducts examinations for various Engineering and Non-Engineering Diploma courses running in the various Affiliated Institutions. The list of all such courses is on the web site. For each course following information is on the web site

- Salient Features of the Course
- Study and Evaluation Scheme of each semester of the course
- Detailed contents of each subject semester wise
- Function
- Main Subjects
- Further Education
- Employment Opportunities
- List Of Institutes running the course

Trades running in various Industrial Training Institutes (ITIs) for which the Board is holding examination for Craftsmen Training Scheme and Apprenticeship Training Scheme under NCVT and SCVT is also available on the web site.

10) Subject Code List for each of the course

11) Examination

Diploma :

Student can enter their registration no. and see the status of their diploma certificate and may know the dispatch date of the same to their Institutes.

Results :

Student can enter their registration no. and see the results of current examinations in gazette form as well as subject wise details.

Toppers :

Course wise Ist 20 toppers list for each semester examination is uploaded on the website for the information of Institutes and students.

Date sheet :

Course wise , semester wise date sheet is uploaded on the web sites for the information of students and Institutes.

Registration :

Registration of newly admitted candidates is displayed on the web site.

Admit Card :

Admit card for different examinations conducted by Board are displayed on the web site. Students may take the print out of the same and may sit in the examination.

Institutes Data :

Institutes may download the database of the students appearing in different examination through Board's web site and practicals marks are filled in this database and sent back to the Board's email address for the compilation of results.

Others means of advertising

Different circulars are sent to Institutes for the information of students and further implementation at the end of Principals and teachers of different polytechnic and ITI's.

16th Manual: Names, designations and other particulars of public information officers

16.1 Name and designation of the Public Information Officer, Assistant Public Information Officer(s) & Appellate Authority Address, telephone numbers and email ID of each designated official

Name of the Public Authority

Sr. No.	Name	Designation	STD	Phone No –Office	Phone No. Residence	Fax. No.	Address
Public Information Officer							
1.	Dr. Jasdeep Kaur	Deputy Director Academics	0172	2662584, 2622585			Plot No. 1A, Sector 36A, Chandigarh.
Appellate Authority							
2.	Sh. Moneesh Kumar, IAS	Secretary	0172	2660747		2622587	Plot No. 1A, Sector 36A, Chandigarh.

17th Manual: Any other useful information

17.01 Frequently Asked Questions and their Answers by Public

What is the minimum eligibility of the lectures counted?

A student has to secure 75% (overall) attendance in theory and practical and minimum 60% attendance in each subject (separately).

Can the attendance be condoned on medical grounds?

Yes, shortage in attendance can be condoned upto 5% on medical grounds by the principal provided the medical certificate is submitted by the candidate within 7 days of his return from Medical leave. In addition to 5% condonation by the Principal, 5% condonation of lectures on medical ground is also allowed by the Secretary of the Board on the case being recommended by the Principal.

Can a candidate continue his studies after having been out of the institution?

Yes, but within 2(two) academic years from the period of absence due to any reason except those who have been debarred due to UMC. Further he has to apply for re-admission at the start of new session (even or odd) with a fee of Rs 500/-.

On what basis candidate can be detained?

The candidate is detained either due to the shortage of attendance or due to non-appearance of the student in any of the paper (theory & Practical) in lower examination.

How the grace marks are awarded?

The quantum of grace marks shall not exceed one percent of the maximum of theory and practical papers pertaining to particular semester / class and it is permissible if by awarding the same, they are able to pass in all the subjects.

What is the provision of grace marks for improving the division?

Grace marks of 1% is also allotted in case of improvement of the division for the immediate passout students. However, such students are required to submit documents within one month of the declaration of the result of final semester.

Can a candidate apply for rechecking?

Yes.

What is the procedure of applying for the rechecking?

Procedure and eligibility criteria for Re-checking :

1. Fee for rechecking is **Rs. 200.00 per subject**.
 2. This online application is to be submitted on Board's website www.punjabteched.net **within 10 days** from the date of **display of results of his/her semesters**.
 3. No case of rechecking shall be entertained after the stipulated period.
 4. There is no limit with regard to no. of subjects/semesters to be applied for rechecking.
 5. Student who had applied for rechecking shall not be allowed to apply for re-evaluation in the same subject.
-

Can the candidate apply for re-evaluation?

Yes, Re-evaluation is permissible. Procedure and eligibility criteria for Re-Evaluation:

1. Fee for re-evaluation is **Rs. 1000.00 per subject**.
 2. This online application is to be submitted **within 10 days** from the date of **display of results of all his/her semesters** on the Board's web sites.
 3. No case of re-evaluation shall be entertained after the stipulated period.
 4. Re-evaluation to the extent of maximum two subjects in one or two semester is permissible i.e. students having more than two reappear subjects in overall semesters are not allowed for re-evaluation.
 5. Students who had applied for rechecking shall not be allowed to apply for re-evaluation in the same subject.
-

Can a candidate get the duplicate DMC/Diploma/Registration Card?

Yes

What is the procedure of getting duplicate DMC/Diploma ?

Application to be forwarded through Principal along with the FIR/DDR and requisite fee of Rs.500/- per DMC in favour of the Secretary, Punjab State Board of Technical Education and Industrial Training, Chandigarh. In case of duplicate Diploma certificate, student must provide the copy of the originally issued Diploma certificate.

Is there any fee for getting 'No Objection Certificate'.

Fee is Rs. 100/- and shall be paid along with Final Semester/Year Examination Fee.

Which documents candidate should carry to the examination?

The candidates are required to carry only the admit card issued by the Board, while coming to the examination center. No paper/cell phone/scientific calculator are allowed in the examination centre.

When are the migrations allowed ?

Migration is allowed either in the 3rd semester or in the 5th semester of semester courses and in 2nd year of Annual courses.

Do the candidate has to apply for getting the Diploma Certificate.

Diploma certificates for the candidates who are admitted from the year 1999 onwards will be issued directly at the level of Board without asking for any kind of documents from the student or from the institute. However, for the candidates prior to 1999 batch are required to apply through the Principal along with a demand draft of Rs. 500/- in favour of the Secretary, Punjab State Board of Technical Education and Industrial Training, Chandigarh.

In case of Diploma in Pharmacy, Diploma Certificates will be issued only to those students who have completed the required practical training. Therefore, Principal of the institute shall forward list of students along with the copy of the practical training form.

Is the trade change permissible during 5th semester?

No, not at all. It is permissible only in the 3rd semester.

What are the eligibility conditions for the migration?

For getting the migration during the 3rd semester, following conditions are to be fulfilled :

1. Candidate must have passed the 1st semester in the first attempt.
2. Requisite fee of Rs.500/- in favour of the Secretary, Punjab State Board of Technical Education and Industrial Training, Chandigarh.

For getting the migration during 5th semester, candidate must have passed the 1st, 2nd & 3rd semester at the time of submission of application and fee of Rs.500/-.

What are the eligibility conditions for the trade change cases?

Candidates must clear 1st semester during the first attempt and apply along with the requisite fee of Rs.500/- as demand draft in favour of the Secretary, Punjab State Board of Technical Education and Industrial Training, Chandigarh.

What is the maximum duration for completion of Diploma Course?

The maximum permissible period for the completion of the diploma course is twice the duration of the Diploma course i.e. a three year diploma course should be completed in a maximum period of six years and so on.

Is there any provision for Division Improvement from Second to First Division?

Yes, Student who fulfils the following criteria can apply for Division Improvement.

- One percent of the Total marks of theory examination of all the semesters may be given for improving the division of a candidate.
- Grace marks given to a candidate in semester examination may be deducted from the total grace marks to be given for improvement of the division.
- Students of 2004 batch onwards can only apply.
- No fee is being charged.
- Submit an application along with the photocopies of DMCs of all semesters, original Transcript and Original Diploma Certificate.

17.2 Related to seeking Information

Application form (a copy of filled application form for reference)

A copy of filled Application Form is attached at **Annexure – B**

Fee as per the prospectus.

How to write a precise information request . Few Tips

Method for Filling up the OMR Application Form is available at **Annexure – C**

Right of the citizen in case of denial of information and procedure to appeal

In case the public authority refuses / declines to divulge the information or copy of the document, the citizen has a right to appeal to the Information Commissioner at State level.

17.3 With relation to training imparted to public by Public Authority

- Name of training programme with brief description
On the job training to MOP training
- Time period for Training Programme/ Scheme
Six months
- Objective of training
To provide on the job training to 3 years MOP students.
- Physical & Financial Target
Nil
- Eligibility for training
3 years MOP final semester students
- Perquisite for training
MOP student of any affiliated institution.
- Financial & other form of help
Nil
- Description of help (Mention the amount of Financial help)
Nil
- Procedure of giving help
Nil
- Contact Information for applying
Director Academic of the Board
- Application Fee
Nil
- Other Fees
Nil
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
The students are sponsored by the principal of the institute at the end of 5th semester in response to an invitation for MOP training to the final year students
- List of enclosures/ documents
An undertaking from the students duly verified by the parents/ guardian that he/ she will not claim employment thereafter completion the training.
- Format of enclosures/ documents
The above undertaking
- Procedure of Application
The principals of the institutes recommend the concerned student trainee to the Board.
- Selection Procedure
Selection interviews are conducting by the Director Academic
- Time table of training programme (in case available)
The students are rotated in the following section for one month each: -
 - (i) *Director Academics*
 - (ii) *Director Administration*
 - (iii) *Account Section*

- (iv) Examination Section (Polytechnic Section)
- (v) Examination Section (ITI Section)
- (vi) Computer Section
- Process to inform the trainee about the training schedule
The trainees are informed on the very first day about the training schedule.
- Arrangement made by the Public Authority for creating public awareness about the training programmes
The circular/ notices are circulated to all the principals to inform the students about the training programme.
- List of Beneficiary of the training programme at various levels like district level, block level etc.

Year 2003

1.		Harpreet Kaur	GPW Patiala
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Year 2004

1.	200129875221	Nishu Soni.	GPW Amritsar
2.	200129875229	Ruby	-do-
3.	200129875233	Sandeep Kaur	-do-
4.	200129875236	Sukhjinder Kaur	-do-
5.	200129875238	Suman Bala	-do-
6.	200129875239	Tanwinder Kaur	-do-

Year 2005

1.	200232870766	Ms. Beant Kaur	GPW Patiala
2.	200233875854	Ms. Indu Bala	GPW Ropar
3.	200233870785	Aninder Kaur	-do-
4.	200229870722	Shikha Abrol	GPW Amritsar

17.04 With relation to Certificate, No objection certificate etc. issued by the Public Authority not included in Manual-13.

- Name and description of the certificates and NOCs.:
Migration and No Objection Certificate.
- Eligibility for applying:
Those students who have completed the diploma course.
- Contact Information for applying:
The application should be addressed to Secretary Punjab State Board of Technical Education and Industrial Training.
- Application Fee:
At present it is provided free of cost.
- Other fee:
Not Applicable
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide):
There is no prescribed application form. However the student will submit the case on a plain paper indicating the Registration no. year of completion of the diploma, with the request of issue No Objection Certificate.
- List of enclosures/ documents:
Copy of the diploma certificate/ copy of the DMC's of all the semesters/ year/ provisional certificate from the institute.
- Procedure of application:
The application may be made in person in the Board's office or sent through post.
- Process followed in the Public Authority after the receipt of application:
After receipt of the application, the case is verified with the available database in the Board to check the fact that the student has completed the diploma course before issuing the NOC.
- Normal time taken for issuance of certificate:
Normally the NOC's are issued within two hours from the receipt of applications.

17.05 With relation to registration process.

- Objective:
The issue of Registration Cards to the students of diploma / ITI courses establishes bonafied association of the student with the Board.
- Eligibility for registration:
Those students who seek admission in various diploma courses and ITI trades will be issued with the Registration Cards.
- Pre-requisites (If any):
NIL
- Contact Information for applying:
The cases for allocation of Registration numbers and the issue of Registration cards is normally through the Principal of the institute where the student is pursuing the diploma or the ITI course.
- Application Fee (Wherever applicable):
Rs. 100/- per student.
- Other Fees (Wherever applicable):
NIL
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide:
There is no specified forms for the Registration, however, the Principal of the institute is requested to send the case of Registration in the format given below.

S.No	Name of the Student	Father's Name	Mother's Name	Date of Birth	Marks in 10 th /+2/ ITI obtained	Address
------	---------------------	---------------	---------------	---------------	---	---------

- List of enclosures/ documents:
Copy of the student Matriculation certificate and a pass port size photographs.
- Format of enclosures / documents:
As stated above.
- Procedure of application:
It will be the responsibility of the Principal to forward the case of students who have sought admission in different courses in an institute.

Form 'A'

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

I.D.No _____
(For official use)

To
The Public Information Officer,
Authority Name
City

- 1. Full Name of the Applicant _____
- 2. Father's/Spouse's name _____
- 3. Permanent Address _____
- 4. Correspondence Address _____
- 5. Particulars of information required
 - a. Subject matter of information*: _____
 - b. The period to which the information relates** _____
 - c. Specify details of information required _____
 - d. Whether information is required by post or in person _____
(The actual postal charges shall be included in providing information)
 - E. In case by post (Ordinary, Registered or Speed post.) _____
- 6. Is this information not made available by the Public Authority under voluntary disclosure?

- 7. Do you agree to pay the required fee? _____
- 8. Have you deposited application fee? (If yes, details of such deposit)

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

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

Place :
Date :

Note: - (i) Reasonable assistance can be provided by the competent authority in filling up the Form A.
(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

ACKNOWLEDGEMENT OF APPLICATION IN FORM –A

I.D No _____

Dated: _____

- 1. Received an application in Form A from Shri/Ms. _____ resident of _____ under the Right to Information Act, 2005.
- 2. The information is proposed to be given normally within 30 days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
- 3. The applicant is advised to contact Shri. _____ between 11 A.M to 1 P.M.
- 4. In case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for delay, if any
- 5. The applicant shall have to deposit the balance fee, if any, with authorized person before collection of information.

Signature and Stamp of the
Public Information Officer
PICT

Dated.....

E-mail address: _____
Web-site: _____
Tel. No : _____

Form 'B'
TRANSFER OF APPLICATION FORM

From _____

Date:

To,

Sir / Madam,

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

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

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

Yours faithfully,

Public Information Officer.

E-mail address: _____

Web-site: _____

Tel. No. _____

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

From _____

Dated:

To,

Sir/ Madam,

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

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

Yours faithfully,

Public Information Officer.
E-mail address: _____
Web-site: _____
Tel. No. _____

FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY

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

18 Publish all relevant facts while formulating important policies or announcing the decisions which affect public:

- a)
- b)
- c)
- d)
- e)
- f)
- g)

19 Provide reasons for its administrative or quasi-judicial decisions to affected persons

- a)
- b)
- c)
- d)
- e)
- f)
- g)