

PUNJAB STATE MINORITY COMMISSION

"RIGHT TO INFORMATION ACT, 2005"

MANUAL NO.1

THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES

ORGANISATION: Punjab State Minority Commission.

The Punjab State Minority Commission has been constituted by the Punjab Government, Department of Home Affairs and Justice vide Notification No. 1/6/2008-1MC/116 dated 21.1.2010 to safeguard the rights and interest of Minority Communities in the Punjab State under the administrative control of Department of Home Affairs and Justice. Further this Commission has been re-constituted vide Notification No. S.O. 179/P.A.13/2013/S.3/2014, dated 26-11-2014 under section 3 of the Punjab State Commission for Minorities Act,2012(Act No. 13 of 2013).

The Punjab State Minority Commission consists of:-

- 1) Sh. Munawar Masih : Chairman
- 2) Sh. Abdul Shakur Mangat : Member
- 3) Sh. Tehseem Ahmed :Member
- 4) Sh. Sanjeev Jain : Member
- 5) Sh. Yaqub Masih : Member

Address : Forest Complex, Tower No. 4, 4th Floor, Sector-68, S.A.S. Nagar , Punjab- 160062.

Phone No. : 0172-2298094 FaxNo. 2298080

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The functions and duties of the Punjab State Minority Commission:

- To examine the working of various safeguards provided in the Constitution of India or the laws enacted by the Parliament and the laws passed by the State Legislature for the protection of minority communities and to make recommendations to ensure their effective implementation;

- To make recommendation with a view to ensuring effective implementation and enforcement of all the safeguards;
- To monitor the working of the safeguards provided in the constitution, laws enacted by the Parliament or State Legislature and policies and schemes of the Government for Minorities;
- To conduct studies, research and analysis on the questions of avoidance of discriminations against minorities;
- To make assessment of the representation of minorities in the various services under the Government and the means to achieve the desired level;
- To make recommendations for ensuring, maintaining and promoting communal harmony in the State;
- To study any other matter, which in the opinion of the Commission, is important from the point of view of the welfare and development of minorities, and to make appropriate recommendations;
- To consider the grievances of the minorities and to suggest appropriate solution from time to time;
- To look into specific complaints regarding deprivation of rights and safeguards of minorities and take up such matters with the appropriate authorities; and
- To co-ordinate and supervise the implementation of the Prime Minister's 15-Point Programme for Welfare of Minorities.

PROGRAMME WELFARE ACTIVITIES

The Commission will monitor the various welfare activities undertaken by the Government departments in respect of minority communities. Providing help in the grant of minority status to the educational institutions run by the minority community.

MANUAL NO. II

POWERS AND DUTIES OF OFFICERS & EMPLOYEES OF THE PUNJAB STATE MINORITY COMMISSION

i) CHAIRMAN

- 1) He is the head of the Commission and every control vests in him. He has general control over of the Commission .
- 2) He enjoys financial powers up to Rs. 60,000/-
- 3) Chairman conducts the meetings of the Commission and act as a chain between Commission and the Government.
- 4) He administers all over supervision functioning of the Commission.
- 5) He is an Appellate Authority under the RTI Act, 2005 with regard to ensure supply of information to General Public asked about any matter of the Commission.
- 6) A copy of standard terms & conditions for appointment of non-official Chairperson, Part time Chairperson/Vice Chairperson/Members fixed vide letter No. 9(25)/86-FD(Dis) 2010/ SO-III/ 5139-5185, dated 15-9-2015 by the Department of Finance, Directorate of Disinvestment, Sector 17, Chandigarh.

ii) MEMBERS

Members of the Commission are non -official members and are advisory.

iii) SECRETARY

He controls the Administrative, Establishment, Financial, all other Executive and allied matters pertaining to the Commission. He submits the cases of proposals to the Chairman which require the higher level approval in the matter and ensures the implementation and compliance of such orders passed by the Chairman on each such file. He plays a pivotal role between the Branch and Chairman. He handles and manages personal matters both official and nonofficial of the Chairman of the Commission. He is an Information Officer of the Law Commission in respect of any information to be made available to the General Public on matters dealt in the Commission and ensures the supply of information to the General Public in the process as provided under the RTI Act. He is the in-charge of all computers and other informatory devices/appliances installed in the Commission. He is also responsible for all typing and printing works in the Commission. He vests with the control over the personal staff attached to the Chairman. He is responsible for all secrets likely to be maintained in respect of the Commission as well as the Chairman.

iv) PRIVATE SECRETARY TO THE CHAIRMAN

Attached to Chairman, he performs all the functions and duties similar to his/her counterparts in the Secretariat while attached with Govt. Officers/Ministers.

iv) SUPERINTENDENT

He performs all duties and responsibilities and exercises powers which are vested in the Superintendent Punjab Civil Secretariat with regard to Administrative, Establishment, Financial controls alongwith the official dealings in the matter of the Commission which includes the cases to be submitted in the meetings of the Commission. He is also an Assistant Information Officer of the Commission under the RTI Act, 2005.

v) SENIOR ASSISTANT

One senior Assistant is posted in the Commission. He is dealing with all matters of the Commission including accounts matters and maintaining Cash Book/Ledger Book/ Stock Registers etc.

vi) CLERK

There is one clerk in the commission. He is performing like dairy, dispatch, record keeper , store keeper, type work and other misc. work.

MANUAL NO. III

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS;

All the Punjab Govt. rules/regulations, instructions and provisions of Punjab State Commission for Minorities Act, 2012 (Act No. 13 of 2013) are followed by the Commission for discharge of its functions.

MANUAL No. IV

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.

The information of all these points is Nil.

MANUAL NO: V

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

No specific categories of documents are handled by the Punjab State Minority Commission.

MANUAL NO: VI

A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.

No boards, councils, committees and any other bodies have been constituted, as such this information is Nil.

MANUAL NO: VII

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

Names & designations of the Public Information Officer/appellant authority are as under:-

- 1. Assistant Public Information Officer**
Superintendent of the Branch
- 2. Public Information Officer**
Secretary of the Commission
- 3. Appellate Authority**
Chariman of the Commission.

MANUAL NO. VIII

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

Files are processed as per Punjab Government rules/regulations by the Senior Assistant and the Superintendent puts up the matter to the Secretary obtains orders from the Chairman.

MANUAL NO: IX**A DIRECTORY OF ITS OFFICERS AND EMPLOYEES**

Details of all officers/employees of the Punjab State Minority Commission is as under:-

Designation	Name	Address	Phone No.
Chairman	Sh. Munawar Masih	Pandori Road, Gurdaspur, Punjab	(M) 98155 24355 (O) 0172-2298094 ® 01874-223989
Member	Sh. Abdul Shakur Mangat	# 6850, Muslim Colony, Sherpur Kalan Focal Point, Ludhaina.	98729-17186
Member	Sh. Sanjeev Jain	38, Atam Nagar, Model Town , Ludhiana	98140 25325
Member	Sh Tehseem Ahmed	# 3680, Street No. 11, New Shiva Nagar Near Sanjeevani Hospital, Ludhiana	94175-34786
Member	Yaqub Masih	H.no. F-18/31, Shirpuri Road inside Tung Wala Gate, Majitha Road, Amritsar.	98722 86050
Secretary (additional charge)	Sh. Roop Kumar	Deputy Inspector General, Jails Deptt. Sector -17 Chandigarh.	(M) 98760 05959 (O) 0172-2298094
Superintendent	Sh. Bhag Singh	Village Kansal , P.O. Naya Gaon, Teh. Kharar, Distt. S.A.S. Nagar	(M) 98147 25516
Sr. Assistant	Sh. Jodh Singh	1019, Sector 67, SAS Nagar.	94170 88043
Personal Asstt. to Chariman	Sh. Swaran Singh Sodhi	House No. 2415 Sector 37, Chandigarh	94635-87499
Clerk	Sh. Arvinder Singh	Villag Kansal The. Kharar Distt. SAS Nagar	9691000008
Driver	Sh. Surinder Kumar	Pathankot	9646549716
Peon	Sh. Baldev Singh	Village Bhajoli, Tehsil Kharar, Distt. S.A.S. Nagar	7087308575

Peon	Sh. Prem Masih	Pathankot	
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MANUAL NO: X

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

As per standard terms and conditions fixed by the Department of Finance, Directorate of Disinvestment, vide letter No. 9(25)/86-FD (Dis) 2010/ SO-III/ 5139-5185, dated 15-9-2015 honorarium and allowances admissible to the Chairperson and Members are as under :-

i) Chairman

Honorarium	Rs. 25000/- P.M.
House Rent Allowance	Rs. 25000/- P.M.
Sumptuary Allowance	Rs. 1000/- P.M.
Mobile Bill	Payment amount equal to the mobile bill subject to maximum of Rs. 2500/- P.M.
Vehicle	Government Vehicle payment of maximum 400 liters Diesel per month and Rs. 54000/- for repair/service per financial year.

ii) Members

Honorarium	Nil
House Rent Allowance	Nil
Entertainment Allowance	Nil
Mobile	Nil
Allowances	Sitting Fee Rs. 750/- per meeting. Rs.300 per day for each day of the journey for which sitting fee is not paid
Conveyance	Travel charges Rs. 6/- per km from his place of residence and venue of the meeting and back of each attendance of the Board meeting.

iii) Secretary

Additional charge to Deputy Inspector General, Jails he is drawing his salary and allowance from the Jails Department.

iv) STAFF

Staff of the Commission has been appointed on contract basis. Their salaries are as under:-

Designation	Salary
Superintendent	Appointed on contract basis as per wages fixed by Deputy Commission from time to time.
P.A. to Chairman	Appointed on contract basis as per wages fixed by Deputy Commission from time to time.
Sr. Asstt.	Appointed on contract basis as per wages fixed by Deputy Commission from time to time.
Clerk	Appointed on contract basis as per wages fixed by Deputy Commission from time to time.
Driver	-do-
Peon- two	-do-

MANUAL NO: XI

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE;

Grant-in-aid under Non- Plan Scheme for salary, allowances and office expenses of the Commission, sanctioned by the Govt. for the year 2016-17 is as under:-

Head of account	Grant-in aid
2014-Administration of Justice-116 Administrative Tribunal -03 Punjab State Minority Welfare Scheme SOE-31 Grant -in- aid (Salary)	Rs. 20,90,000
2014-Administration of Justice-116 Administrative Tribunal -03 Punjab State Minority Welfare Scheme 36 Grant in aid (Non Salary)	Rs.6,60,000

MANUAL NO:XII

THE MANNER OR EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OR SUCH PROGRAMMES

The information of all these points is Nil.

MANUAL NO: XIII

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT.

The information of all these points is Nil.

MANUAL NO: IV

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

As per provision in section 11 of the Punjab State Minority Commission Act, 2012, the procedure and regulations of the Commission is under consideration of the Government.

MANUAL NO: XV

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

There is no specific information with the Commission. However, the State Government, Department of Home Affairs & Justice is informed from time to time about all actions taken by the Commission.

MANUAL NO: XVI

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM,IF MAINTAINED FOR PUBLIC USE

No library auditorium & reading room is available for the public in general.

MANUAL NO: XVII

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED, AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR;

- A) PUBLISH ALL RELEVANT FACTS WHILE FORMULATING IMPORTANT POLICIES OR ANNOUNCING THE DECISIONS WHICH AFFECT PUBLIC;**
- B) PROVIDE REASONS FOR ITS ADMINISTRATIVE OR QUASI JUDICIAL DECISIONS TO AFFECTED PERSONS.**

The information under this heading is also Nil.