



## **RTI MANUAL -2**

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

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ਪੰਜਾਬ ਸਰਕਾਰ  
ਪ੍ਰਸ਼ਾਸਨਿਕ ਸੁਧਾਰ ਵਿਭਾਗ  
GOVERNMENT OF PUNJAB  
DEPARTMENT OF GOVERNANCE REFORMS

**ORDER**

**Subject: Allocation of Projects/Work as on 08.08.2024**

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

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

(i) **Allocation of ADs:**

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

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

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

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

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

SN	Officer-in-Charge	Projects/Work Allocated	Assisted by
1.	Sh. Sumeet Garg, SSM	1. Establishment matters of DGRPG 2. PGRS 3. GeM/ GePNIC 4. State e-Procurement Portal	<b>Technical Team</b> 1. Sh. Navgeet Singh, AM 2. Sh. Manish Thakral, AM 3. Sh. Abhilash Sharma, BA 4. Ms. Kamini Goyal, AT



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SN	Officer-in-Charge	Projects/Work Allocated	Assisted by
		5. WhatsApp Chatbot Services, Anti-Corruption Action Line 6. HRMS 7. Nodal Officer for interaction with NIC 8. General Coordination with Gol and GoP 9. Management of all matters (Admin / Technical) related to SeMT 10. Punjab State Data Policy 11. Integrated Social Protection System 12. State Data Integration Platform 13. BFAIR, World Bank Projects, iFIX, Departments 14. Assign any matter not specifically assigned to any Officer In-Charge  <b>Departments</b> 1. Finance 2. Personnel 3. General Administration 4. Industries and Commerce 5. Planning 6. Vigilance 7. Cooperation 8. Higher Education 9. Information and Public Relation	5. Sh. Harsh Mani, AT 6. Sh. Jobenjit Singh, AT  <b>SeMT</b> 1. Sh. Sree Subhash Koganti, Sr. Consultant (TM)  <b>Admin Matters</b> 1. Sh. Swaran Singh, ADO 2. Sh. Gurpreet Singh, Sr. Assistant 3. Sh. Neeraj Varma, Clerk 4. Ms. Amanjeet Kaur, Clerk 5. Sh. Puneet Kumar, DEO  <b>Coordination Matters and Grievances</b> 1. Sh. Ravinder Saini, Supdt. 2. Sh. Maninder Singh, DEO 3. Ms. Manpreet Kaur, DEO 4. Ms. Rupinder Kaur, DEO
2.	<b>Sh. Manuj Syal, SM</b>	1. State Data Centre 2. Cyber Security 3. Cloud Infrastructure  <b>Departments</b> 1. Excise and Taxation 2. Animal Husbandry, Dairy Development and Fisheries 3. Housing and Urban Development 4. Forest and Wildlife Preservation 5. Horticulture 6. Printing and Stationery 7. Program Implementation 8. Science, Technology & Environment 9. Soil & Water Conservation	<b>Technical Team</b> 1. Sh. Rahul Dabral, AM 2. Sh. Pardeep Singh, DGM 3. Sh. Saroj Pandey, SEMT 4. Sh. Anshu Rabra, TA 5. Sh. Gursimran Singh, AT 6. Ms. Kirandeep Rana, Er. (Cyber Security) 7. Ms. Manisha Rani, Clerk 8. Ms. Gurpreet Kaur 9. Ms. Manpreet Kaur 10. Ms. Prabhjot Kaur
3.	<b>Sh. Gagandeep, SM</b>	1. PAWAN & all network issues 2. E-Office 3. Provision of Laptops for IAS / PCS officers. 4. NeVA and Vidhan Sabha matters 5. BharatNet 6. Election Project  <b>Departments</b>	1. Sh. Aseem Narang, AM 2. Sh. Sunil Sharma, Operations Manager, PAWAN 3. Sh. Manohar Lal (DTC) 4. Ms. Radhika, (BA) 5. Sh. Navdeep Kumar, AT 6. Sh. Manpreet Singh, AT



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SN	Officer-in-Charge	Projects/Work Allocated	Assisted by
		<ol style="list-style-type: none"><li>Investment Promotion</li><li>Labour</li><li>Legal and Legislative Affairs</li><li>New &amp; Renewable Energy Sources</li><li>Parliamentary Affairs</li><li>Rural Development and Panchayats</li><li>Water Resources and Mines</li><li>NRI Affairs</li></ol>	<ol style="list-style-type: none"><li>Sh. Abhishek, AT</li><li>Sh. Harpreet Singh, AT</li><li>E-Office Team</li></ol> <p><b>Districts</b> PAWAN Engineers</p>
4.	Sh. Anwar, SM	<ol style="list-style-type: none"><li>IFMS/ IWDMS</li><li>SMS Gateway</li><li>UID, Sub-AUA matters, Direct Benefit Transfer</li><li>Necessary action and work related to Acts/ Policies/ Commissions under/of DoGR</li><li>Implementation of Red Tape Act</li><li>Technical Sanctions</li><li>e-Waste</li><li>Digital Punjab Project</li></ol> <p><b>Departments</b></p> <ol style="list-style-type: none"><li>Food, Civil Supplies and Consumer Affairs</li><li>Agriculture</li><li>Employment Generation and Training</li><li>Sports and Youth Services</li><li>Tourism</li><li>Welfare of Freedom Fighters</li><li>Defense Services Welfare</li><li>Civil Aviation</li><li>Public Works</li><li>Any other department which is not allocated to other PMs</li></ol>	<ol style="list-style-type: none"><li>Ms. Richa Sharma, AT</li><li>Sh. Dhiraj Saini, AT</li><li>Ms. Vimisha, AT</li></ol>
5.	Nawal Agrawal, Chief Governance	<ol style="list-style-type: none"><li>Punjab Good Governance Fellowship</li><li>Governance Cell o/o Chief Secretary, Punjab &amp; o/o Resident Commissioner, Delhi</li><li>Best practices of Other States/ Gol for implementation in Punjab</li><li>PMU for AI and Center of Emerging Technologies</li><li>Works related with Punjab Development Commission</li></ol>	<ol style="list-style-type: none"><li>Programme Associates</li><li>All PGGFs</li></ol>
6.	Sh. Vinesh Gautam, GM (Technical)	<ol style="list-style-type: none"><li>Sewa Kendras &amp; Door-step Delivery and 1076</li><li>BPR</li><li>Unified Helpline 1100</li><li>Software Cell, Software / Websites / Portals, Domains, DGRPG and Punjab portal content update, CM Dashboard</li><li>e-District and SSDG</li></ol>	<ol style="list-style-type: none"><li>Sh. Prabhakar Singh, DGM</li><li>Sh. Ranbir Singh, Manager (Tech)</li><li>Sh. Gurpreet Singh, MPR</li><li>Ms. Bhavneet Kaur, MPR</li><li>Ms. Naina Sharma, MPR</li><li>Sh. Gurleen Singh, MPR</li></ol>



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SN	Officer-in-Charge	Projects/Work Allocated	Assisted by
		6. GR branches in districts <b>Departments</b> 1. Social Justice, Empowerment and Minorities 2. Social Security and Development of Women and Children 3. School Education 4. Medical Education and Research 5. Technical Education 6. Home Affairs and Justice 7. Local Government 8. Power 9. Health and Family Welfare 10. Revenue, Rehabilitation & Disaster and Industrial Management 11. Transport	7. Software Team 8. Sh. Sukhwinder Singh, BA 9. Ms. Ashima, BA 10. Sh. Daler Singh, DEO 11. Sh. Taranveer 12. Sh. Rishabh, DEO 13. Ms. Navdeep Kaur 14. Sh. Dhiraj Kushwaha 15. Sh. Yatin, AT 16. Sh. Mohit Chopra, AT 17. DTCs/DITM/ADITM and other officials deputed at DC offices
7.	<b>Sh. Naresh Kumar, ACFA</b>	1. All financial matters related to FD/ Treasury 2. Taxation issues 3. GPF 4. Audit / Audit Paras 5. All proposals which involve release of funds from treasury shall be routed through ACFA. For example: Matters related to increment, pay fixation, higher education incentive, etc. 6. Budget 7. All files seeking funds from FD/ State Budget shall be routed through ACFA	1. Sh. Gurvinder Singh, Clerk 2. Ms. Harpreet Kaur, Clerk 3. Ms. Jasmeet, Clerk 4. Ms. Jaswinder Kaur, Clerk
8.	<b>Sh. Subhash Sharma, GM (HR)</b>	1. All establishment/ HR matters of PSeGS 2. Manpower Outsourcing Agencies/ Service Providers 3. Training, Seminars, Conferences & Capacity Building 4. MoA, Rules and Conducting of Meetings of EC & BoG, PSeGS	1. Ms. Taruna Sharma, (Dy. Mgr) 2. Ms. Isha Rani, TA 3. Sh. Neeraj Bansal, Assistant (HR) 4. Sh. Gurbax Singh, DEO 5. Ms. Madhu Sharma, DEO 6. Ms. Kanika Katoch, DEO 7. Sh. Sandeep Singh, DEO
9.	<b>Sh. Charanjit Singh, GM (Finance)</b>	1. All Finance & Account matters of PSeGS including Projects - present/ past 2. Special Assistance to State 3. Taxation matters of PSeGS 4. Drawing and Disbursing Officer for PSeGS. 5. Audit paras of PSeGS 6. Maintenance of Building(s) including rental, electricity, water supply, security, and repairs etc.	1. Sh. Rishikant Sharma (Sr. Asstt Accounts) 2. Ms. Jyoti Thakur, Account Assistant 3. Ms. Binny Dhiman, Account Assistant 4. Ms. Nikita, Account Assistant 5. Ms. Asha Giri, Account Assistant



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SN	Officer-in-Charge	Projects/Work Allocated	Assisted by
		7. Management of Stores - Procurement/ Inventory/ AMC (IT / non-IT) for DoGR/ PSeGS or provided to CMO, CSO, GRM etc. by DoGR/ PSeGS. 8. Procurement Issues of other ADs 9. Management of Vehicles 10. Canteen	6. Sh. NK Sharma, Caretaker 7. Sh. Vishal Dhiman, DEO 8. Sh. Simranjeet Singh, DEO 9. Sh. Lovepreet Singh, DEO 10. Sh. Rajesh, AT
10.	<b>Ms. Prabhjeet Kaur, Manager Law</b>	1. All legal matters related to PSeGS and DGR. 2. Contractual matters of Projects and SLAs	1. Sh. Gurvinder Singh, LA 2. Sh. Satwinder Singh, Clerk

**Note:**

1. Sh. Ravinder Saini, Suptd. shall continue to be PIO and State Nodal Officer of Centre/State Grievance Portals in addition to their other duties.
2. SSM / GM(HR) are authorized for inter-team movement and placement of personnel within DGRPG HQs.

*Girish*

Girish Dayalan, IAS

Special Secretary to Government & Director  
& CEO, PSeGS

**Endst. No: E-250133/Work\_Dist/I/749513/2024**

**Date: 08.08.2024**

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

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

*Girish*

Girish Dayalan, IAS

Special Secretary to Government & Director  
& CEO, PSeGS