

## RTI Manual 2025-26

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organization and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E.governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

### 1. Organization and Function

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	Department of Dairy Development, Punjab, Livestock Complex, 4th Floor, Near Army Institute of Law, Sector 68, SAS Nagar. <a href="http://www.dairydevpunjab.org">www.dairydevpunjab.org</a>
		(ii) Head of the organization	Director, Dairy Development Department, Punjab,
		(iii) Vision, Mission and Key objectives	The main objective of this department is the development of dairying in the state by awarding unemployed youth.
		(iv) Function and duties	i) Two Week Dairy Training for Unemployed Youth. ii) Four Week Dairy Entrepreneurship Training for Unemployed youth. iii) Milk Producers Camps in Rural Area. iv) Milk Consumer Awareness Camps in Urban Areas. v) New Dairy units established in Rural Areas by Subsidy Schemes. vi) Implementation of Govt. Policies/ Rules/ Regulations/ Schemes and Programs. vii) Providing Subsidies on purchasing Animals & Dairy Mechanism.
		(v) Organization Chart	As per <b>Annexure-A</b>
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	Powers and duties of officers (administrative, financial And judicial)	As per <b>Annexure-B</b>
		(ii) Power and duties of other employees	As per <b>Annexure-C</b>
		(iii) Rules/orders under which Powers and duty are derived and	As per <b>Annexure-D</b>
		(iv) Exercised	The powers are exercised by the Head of the department ( Director Dairy Development Department) at head office level and field functionaries (Deputy Director Dairy Development ) at District level.
		(v) Work allocation	The work allocation is done by the Director Dairy at State Level and the Deputy Directors Dairy Development at District level.

1.3	Procedure followed in decision making process [Section4(1)(b)(i ii)]	(i)Process of decision making. Identify key decision making points	Director, Joint Director, Superintendent and other supporting staff at the head office level is involved in decision making.
		(ii)Final decision making authority	Director Dairy Development Department
		(iii)Related provisions, acts, rules etc.	As per <b>Annexure-D</b>
		(iv) Time limit for taking a decisions, if any	As per <b>Annexure-E</b>
		(v) Channel of supervision and accountability	The work of the subordinate staff is being supervised by the senior officers of the department. <b>Head Office:</b> Clerk-Assistant-Superintendent- Deputy Director-Joint Director-Director <b>DistrictOffice-</b> <b>(Technical):</b> Dairy Field Assistant-Dairy Development Inspector- Deputy Director-Director <b>(Ministrial):</b> Clerk- Deputy Director-Director <b>DTC:-</b> Clerk/Dairy Development Inspector- Dairy Development Officer-Director
1.4	Norms for discharge of functions [Section4(1)(b)(iv) ]	(i)Nature of functions/services offered	i) Dairy Training and Extension Service. ii) Milk Producer & Milk Consumer Awareness Services. iii) Promotion of Dairy Farming- getting new dairy units established iv) Providing assistance to dairy farmers to upscale, modernize and automate Their operations with mechanism.
		(ii)Norms/standards for functions/service delivery	As per <b>Annexure-E</b>
		(iii)Process by which these services can be accessed	These services are accessed through recording of APAR (Annual Performance Appraisal report) w.r.t targets achieved by Field Staff.
		(iv)Time-limit for achieving the targets	As per <b>Annexure-E</b>
		(v)Process of redress of grievances	The grievances are redressed through settlement of the grievances received as per the rules/ regulations applicable on each case. The grievances under the RTI Act 2005 are handled as per the Mechanism given in the Act.
1.5	Rules, regulations, instructions manual and records for discharging functions [Section4(1)(b)(v)]	(i) Title and nature of the record / manual/ instruction.	As per <b>Annexure-D</b>
		(ii) List of Rules, regulations, instructions manuals and records.	As per <b>Annexure-D</b>
		(iii)Acts/Rules manuals etc.	As per <b>Annexure-D</b>
		(iv)Transfer policy and transfer orders	As per State Govt. instructions received from time to time.
1.6	Categories of	(i)Categories of documents	As per <b>Annexure-F</b>

	documents held by the authority under its control [Section4(1)(b)(vi)]	(ii) Custodian of documents/categories	As per <b>Annexure-F</b>
1.7	Boards, Councils ,Committees and other Bodies constituted as part of the Public Authority [Section4(1)(b)(viii)]	(i) Name of Boards ,Council, Committee.	Punjab Dairy Development Board
		(ii) Composition	As per THE PUNJAB DAIRY DEVELOPMENT BOARD ACT, 2000 (Punjab Act No. 20 of 2000 ) As amended through Act no.13 of 2004
		(iii) Dates from which constituted	20 <sup>th</sup> October, 2000
		(iv) Term/Tenure	Permanent
		(v) Powers and functions	To carry out the provisions of THE PUNJAB DAIRY DEVELOPMENT BOARD ACT.
		(vi) Whether their meetings are Open to the public?	No
		(vii) Whether the minutes of the Meetings are open to the public?	No
		(viii) Place where the minutes if Open to the public are available?	NA
1.8	Directory of officers and employees[ Section4(1)(b)(ix)]	(i) Name and designation	As per <b>AnnexureG</b>
		(ii) Telephone,fax and email ID	As per <b>AnnexureG</b>
1.9	Monthly Remuneration received by officers &employees including system of compensation [Section4(1)(b)(x)]	(i) List of employees With Gross Monthly remuneration	As per <b>Annexure H</b>
		(ii) System of compensation as provided in its regulations	Compensation is to provided as per the State Govt. pay scales and allowances notified from time to time.
1.10	Name, designation and other particulars of public information officers [Section4(1)(b)(xvi)]	(i)Name and designation of the Public Information Officer (PIO), Assistant Public Information(s)& Appellate Authority	As per <b>Annexure I</b>
		(ii) Address, telephonenumber and email ID of each designated official.	As per <b>Annexure I</b>
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section4(2) )	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Nil
		(ii) Finalised for Minor penalty or major penalty proceedings	No minor penalty imposed during 2024-2025
1.12	Programmes to advance understanding of RTI(Section26)	(i) Educational programmes	The officers/ officials dealing with the RTI Act are properly aware about the provision of the Act and training is also arranged.

		(ii) Efforts to encourage public authority to participate in these programmes	PIOs are encouraged to enrich their knowledge about the various provisions of the RTI Act 2005
		(iii) Training of CPIO/APIO	APIOs are encouraged to enrich their knowledge about the various provisions of the RTI Act 2005
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	The information is being updated at the required points of time.
1.13	Achievement And targets of different schemes	Scheme wise	As per Annexure <b><u>J.1 TO J.3</u></b>

## 2. Budget and Programme

S. No.	Item	Details of disclosure	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	As per <b>Annexure-K</b>
		(ii) Budget for each agency and plan & programmes	As per <b>Annexure-K</b>
		(iii) Proposed expenditures	As per <b>Annexure-K</b>
		(iv) Revised budget for each agency, if any	NA
		(v) Report on disbursements made and place where the related reports are available	NA
2.2	Foreign and domestic tours during 2024-25	(i) Budget	NIL
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	NIL
		(iii) Information related to procurements a) Notice /tender enquires, and corrigenda if any there on, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above- and d) The rate/rates and the total amount at which such procurement or works contract is to be executed.	NIL
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	As per <b>Annexure-J</b>
		(ii) Objective of the programme	As per <b>Annexure-J</b>
		(iii) Procedure to avail benefits	As per <b>Annexure-J</b>
		(iv) Duration of the programme/scheme	As per <b>Annexure-J</b>



		(iv) Physical land financial targets of the programme	As per <b>Annexure-J</b>
		(v) Nature/scale of subsidy/amount allotted	As per <b>Annexure-J</b>
		(vi) Eligibility criteria for grant of subsidy.	As per <b>Annexure-J</b>
		(vii) Details of beneficiaries of subsidy programme(number, profile etc )	As per <b>Annexure-J</b>

<b>2.4</b>	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/allocations to State Govt./NGOs/other institutions	NA
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	NA
<b>2.5</b>	Particulars of recipients of concessions, permits or authorizations granted by the public authority [Section 4(1)(b)(xiii)]	(i) Concessions, permits or authorizations granted by public authority	NA
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession /grant and /or permits of authorizations c) Name and address of the recipients given concessions /permit so authorizations d) Date of award of concessions/permits of authorizations	NA
<b>2.6</b>	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh.	NIL

### 3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Particulars
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Act rules and other documents are framed at the Govt. level.
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently Sought by RTI applicants	NA
		Public-private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	NA

		(ii) Detailed project reports (DPRs)	NA
		(iii) Concession agreements.	NA
		(iv) Operation and maintenance manuals	NA
		(v) Other documents generated as part of the implementation of the PPP	NA
		(vi) Information relating to fees,tolls,or the other kinds of revenues that may be collected under authorization from the government	NA
		(vii) Information relating to outputs and Outcomes	NA
		(viii) The process of the selection of the private sector party (concessionaire etc.)	NA
		(ix) All payment made under the PPP project	NA
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1)(c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/legislations taken in the previous one year	All rules/ regulations/ policies are uploaded on the official website and the schemes and programmes are propagated among the people through field Functionaries & Press notes.
		(ii) Outline the Public consultation process	NA
		(iii) Outline the arrangement for Consultation before formulation of policy.	NA
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	<a href="http://www.dairydevpunjab.org">www.dairydevpunjab.org</a>
3.4	Form of accessibility of information manual/ Handbook [Section 4(1)(b)]	Information manual /handbook available in (i) Electronic format	The important information is uploaded on the official website of the department.
		(ii) Printed format	Information regarding the schemes and programmes of the department are printed and distributed manually during training, camps, exhibitions and other functions of the department.
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Booklets containing information about the schemes/programmes of the department.
		(ii) At areas on able cost of the medium	-NA-

## 4. E.Governance

S No.	Item	Details of disclosure	Particulars		
4.1	Language in which	(i)English	English		
	Information Manual/Handbook Available	(ii)Vernacular / Local Language	Punjabi		
4.2	When was the information Manual/Handbook Last updated?	Last date of Annual Updation	28-05-2024		
4.3	Information available in electronic form [Section4(1)(b)(xiv)]	(i)Details of information electronic form	The Director, Dairy Development Department,Punjab,has prepared the details in electronic form in respect of the information available to or held by it from <i>Para No.(i)to (xvii) as required vide letter No.2/17/2005-IAR/538 dated 15.09.2005 from the Department of Information and Technology.</i>		
		(ii) Name/ title of the document/record/other information	All the information is available on the Punjab Govt.website <a href="http://www.punjab.gov.in">www.punjab.gov.in</a> as well as on <a href="http://www.dairydevpunjab.org">www.dairydevpunjab.org</a>		
		(iii) Location where available	Director ,Dairy Development Department, Punjab, Livestock Complex, Near Army Institute of Law, Sector-68, SAS Nagar-160062		
4.4	Particulars of facilities available to citizen for obtaining information [Section4(1)(b)(xv)]	(i) Name& location of the facilities	Director, Dairy Development Department, Punjab, Livestock Complex, Near Army Institute of Law, Sector-68, SAS Nagar-160062		
		(ii) Details of information made available	All the information in respect of facilities available to citizen for obtaining information is already available on the <a href="http://www.punjab.gov.in">www.punjab.gov.in</a> & the information can be obtained from the Public Information Officer of the Department.		
		(iii) Working hours of the facility	9.00 AM to 5.00 PM on all working days		
		(iv) Contact person & contact details (Phone,fax or email)	As per <b>Annexure-I</b>		
4.5	Such other information as may be prescribed under section4(i)(b)(xvii)	(i) Grievance redressal mechanism	Through the heads of offices in the field and at the level of Head of Department to ensure that each and every complaint regarding grievance is redressed.		
		(ii) Details of applications received under RTI and information provided			
			Year	No. of applications received	provided
			2024-25	12	12
		(iii) List of completed schemes/projects/Programmes	As per <b>Annexure-J</b>		
		(iv) List of schemes/ projects/ programme underway	No		

		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of Completion of contract	NA
		(vi) Annual Report	The Annual report is being sent every year.
		(vii) Frequently Asked Question (FAQs)	The questions asked are suitably replied keeping in view the related provisions of the Act.
		(viii) Any other information such as a) Citizen's Charter	The provisions of the Citizen Charter are being followed.
		b) Six monthly reports loaded on the website or not	No
		c) Performance against the benchmarks set in the Citizen's Charter	Satisfactory
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	12 number of applications were received and the same were disposed off within the prescribed time limit.
		(ii) Details of appeals received and orders issued	Nil
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	No parliamentary question related to RTI has been received by the department.

## 5. Information as may be prescribed

S. No.	Item	Details of disclosure		Particulars
5.1	Such other information as may be prescribed	(i)	Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs)	As per <b>Annexure I</b>
		(ii)	Details of third party audit of voluntary disclosure	Third party audit carried out on 17-8-2021.
			(a) Dates of audit carried out (b) Report of the audit carried out	
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/Additional Director	a) Order No. 2545-2548 dated 09-06-2022 b) Smt. Radha Rani, Superintendent Gr-1
			(a) Date of appointment (b) Name & Designation of the officers	
		(iv)	Consultancy committee of stakeholders for advice on suo-motu disclosure	No consultancy committees constituted.
			(a) Dates from which constituted (b) Name & Designation of the officers	

		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	The authorities appointed under RTI Act are well experienced and able to supply the information asked under RTI Act. As per <b>Annexure I</b>
			(a) Dates from which constituted (b) Name & Designation of the Officers	

#### 6. Information Disclosed on own Initiative

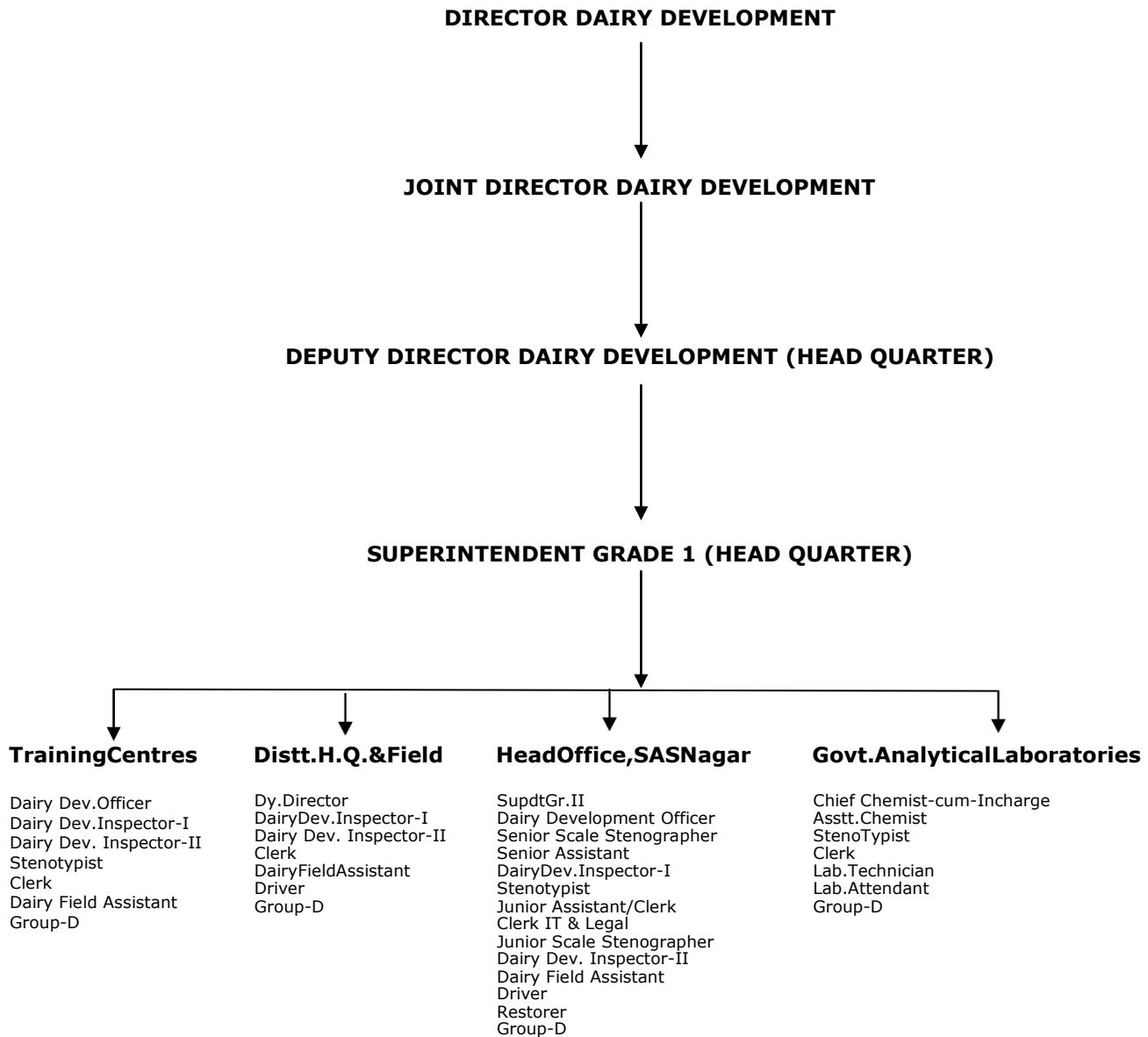
S. No.	Item	Details of disclosure	Particulars
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	All relevant information under RTI Act 2005 is voluntary uploaded on the departmental website.	<a href="http://www.dairydevpunjab.org">www.dairydevpunjab.org</a>

**PART B**  
**RECORD MANAGEMENT**  
**Section4(1)a**

1.	How do you define record?
	The records are maintained in different files on different subject and registers in this regard are duly maintained.
2.	What is the ABC of record management?
	A) The record is allotted subject as per the nature of the documents/information.
	B) Office files are separately maintained on different subjects.
	C) Registers related to office records/files are maintained.
3.	How do you maintain records ?
	D) The record is allotted subject as per the nature of the documents/information.
	E) Office files are separately maintained on different subjects.
	F) Registers related to office records/files are maintained.
	The record is maintained as per the Govt.Policies instructions received from time to time.
4.	Language in which records are maintained? English or Punjabi orBoth
	Punjabi. However record related to correspondence with Govt. of India is maintained in English.
5.	When did your department destroy official records in the past?
	As per Govt. Policies instructions issued from time to time.
6.	Has proper procedure been adopted for destroying the record?
	Yes
7.	If yes, what procedure has been adopted in seeking approval from this competent authority?
	Express approval of the competent authority is obtained on the file.
8.	How do you index the record?
	The record is indexed as per file number and subject of the file.
9.	Do the record rooms have sufficient space to store the record ? Yes/No
	Yes
10.	Are sufficient steel almirahs/ racks available to store records ? Yes/No
	Yes
11.	How many steel almirahs/racks are placed in the record room?
	45 almirahs and 2racks.
12.	How often record room is cleaned?
	The record rooms are cleaned on routine basis.
13.	What is retrieval system of records?
	Record registers are used to locate manual record whereas computers are available to locate computerized record.
14.	How much time is required to retrieve the record?
	At once.
15.	How frequently record is retrieved?
	Need based.
16.	Who is incharge of record room (designation)?
	Sh.Satinder Kumar, Restorer, Head office, SAS Nagar along with concerned dealing hands.
17.	How many files which are more than 25 years old are not weeded out?
	All the files more than 25 years old are already weeded out.
18.	How many files/records are marked for weeding out during the year?
	As per applicable policies inspections.
19.	Why these files are not weeded out?
	NA
20.	Who is responsible for initiating the process of weeding out record?
	NA

**(V) Organisation Chart**

# ORGANISATIONAL STRUCTURE



**(i) Powers and duties of officers (administrative, financial & judicial):****Annexure-B**

S.No	Designation	Powers (administrative, financial & judicial)	Duties
1.	2.	3.	4.
1)	Director	<p>He is the Head of the Department and Controlling Officer. He is responsible for formulation and implementation of various programmes for the development of dairying in the State.</p> <p>Besides above, he also exercise the appointing and punishing as well as other statutory powers vested under the rules and instructions of the Government.</p> <p>He is also Additional Chief Executive Officer and member of Executive Committee of the Punjab Dairy Development Board.</p>	As in Col. No. 3
2)	Joint Director Dairy	<p>He is responsible to assist the Director Dairy Development in the discharge of his duties at headquarter as well as to control the field offices. He has a vital role in Planning, in various scheme for the promotion of dairy farming, implementation of the Govt. orders regarding RTI. He looks after the proper implementation of RTI, EHRMS, Court Cases, works as Nodal Officer between the various departments to carry forward the objective of the department, Planning for the training of officers/officials for the Upgradation for their skills.</p>	As in Col.No.3
3)	Deputy Director Dairy (HeadQuarter)	<p>He is responsible to assist the Director and Joint Director in the implementation of the dairy Programmes at the HeadQuarter.</p>	As in Col.No.3
4)	Deputy Director Dairy (Distt.Head)	<p>He is overall Incharge of the District to implement the dairy development programmes. Besides above, they also exercises the statutory powers vested under the rules &amp; instructions of the Head Office/Govt. In addition to this they are working as drawing &amp; disbursing offices of their head quarter.</p>	As in Col.No.3
5)	Superintendent Grade-I(HQ)	<p>The Superintendent Grade-I is a supervisory ministerial post of the department at the Headquarter Office. The Work/duties of this post at the head office includes the supervision of the ministerial work of the staff at the Head quarter. He also provides guidance in the proper presentation of the various important and policy matters etc which are put-up to the higher authorities for consideration</p>	As in Col No.3
6)	Dairy Development Officer	<p>Dairy Development Officer (Training) is overall Incharge of Dairy Training and Extension Centre. He is responsible to impart training in the latest innovations in the field of dairying to the candidates &amp; arrange for the education tours, exhibitions at district/state level. Besides above, they also exercises the statutory powers vested under the rules &amp; instructions of the Head Office/ Govt.</p> <p>In addition to this, they are working as drawing &amp; disbursing officers of their Head quarter</p>	As in Col.No.3



**Annexure-C****(ii) Powers and duties of other employees:**

S.no	Designation	Powers	Duties
1.	2.	3.	4.
1)	Chief Chemist-cum-Incharge	They exercise the statutory powers vested under the rules & instructions of the Head Office/Govt. In addition to this, they are working as drawing & disbursing officers of their Head quarter.	As in Col.No.3
2)	Superintendent Grade-II(HQ)	The post of Superintendent Grade-II is supervisory ministerial post. The work/duties of this post include the Supervision of the ministerial work of the staff under their control. He also provides guidance in the proper presentation of the various important and policy matters, which are put-up to the higher authorities for consideration.	As in Col No.3
3)	Senior Scale Stenographer	To work as Senior Scale Stenographer with the Head of Department.	As in Col No.3
4)	Senior Assistant	The post of Senior Assistant is a ministerial post. He is required to deal with receipt letters, besides attending To other ministerial work.	As in Col No.3
5)	Dairy Development Inspectors	Dairy Development Inspectors are posted at District as well as at the Dairy Training Centre who assist the Deputy Director(District Heads)& Dairy Development Officer in implementing the various programs of dairy development.	As in Col.No.3
6)	Dairy Field Assistants	Dairy Field Assistants assist the Dairy Development Inspector in implementation of the dairy development Programmes at Distt as well as Dairy Training Centre Level	As in Col.No.3
7)	Junior Scale Stenographer	To work as Junior Scale Stenographer to the Joint Director Dairy at Head Quarter.	As in Col No.3
8)	Clerk/ Clerk IT/ Legal /Junior Assistant	The posts of Clerk/Junior Assistant are also common category ministerial post in all the departments of the Government. He is required to put up receipts letters, besides attending other ministerial work.	As in Col No.3
9)	Steno-typist	The post of steno-typist is sanctioned for stenography assistance with various Group A and B Officers of the department for carrying out their administrative Functions effectively.	As in Col No.3
10)	Assistant Chemist	He is responsible to assist the Chief Chemist-cum-Incharge in the discharge of his duties at Govt. Analytical Laboratory to analyzing samples. In addition To this discharge the duties assigned by the Chief Chemist-cum-Incharge/higher authorities.	As in Col No.3
11)	Laboratory Technician	He is responsible to assist the Assistant Chemist/Chief Chemist-cum-Incharge in the discharge of his duties at Govt. Analytical Laboratory. In addition to this discharge. The duties assigned by the Chief Chemist-cum-Incharge/higher authorities.	As in Col No.3

12)	Laboratory Attendant	He is responsible to assist the Assistant Chemist/Chief Chemist-cum-Incharge in the discharge of his duties at Govt. Analytical Laboratory. In addition to this discharge the duties assigned by the Chief Chemist-cum-Incharge /higher authorities.	As in Col No.3
13)	Driver	To drive Dept vehicle with officers.	As in Col No.3
14)	Restorer	To maintain the old record.	As in Col No.3
15)	Duplicatorope rator-cum-Daftri	To operate the duplicating machine / photostate machine and maintain the Dak/ Receipt/ Despatch record.	As in Col No.3
16)	Peon	To assist the officers/officials in office work and deliver The local dak to other offices.	As in Col No.3
17)	Chowkidar-cum-mali	To watch the office at night and mainta in the plants.	As in Col No.3
18)	Sweeper-cum-chowkidar	To clean andwatch the office.	As in Col No.3
19)	Sweeper	To clean the office.	As in Col No.3
20)	Mali	To maintain the plants.	As in Col No.3

#### Annexure-D

(iii) Rules/orders under which powers and duties are derived		
Sr.No	Rules	NotificationNo./Date
1.	2.	3.
1.	Punjab Dairy Development,(Group-A) Service Rules 2021	G.S.R.53/Const./Art.309/2021,Date11thJune2021
2.	Punjab Dairy Development,(Group-B) Service Rules 2021	G.S.R.54/Const./Art.309/2021,Date11thJune2021
3.	Punjab Dairy Development,(Group-C) Service Rules 2021	G.S.R.55/Const./Art.309/2021,Date11thJune2021



# Punjab Government Gazette

## EXTRAORDINARY

**Published by Authority**

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(JYAISTHA 25, 1943 SAKA)

### LEGISLATIVE SUPPLEMENT

	Contents	Pages
<b>Part - I</b>	<b>Acts</b>	
	<i>Nil</i>	
<b>Part - II</b>	<b>Ordinances</b>	
	<i>Nil</i>	
<b>Part - III</b>	<b>Delegated Legislation</b>	
	1. Notification No. G.S.R. 53/Const./Art.309/2021, dated the 11th June, 2021, containing the Punjab Dairy Development (Group 'A') Service Rules, 2021.	.. 1069-1088
	2. Notification No. G.S.R. 54/Const./Art.309/2021, dated the 11th June, 2021, containing the Punjab Dairy Development (Group 'B') Service Rules, 2021.	.. 1089-1107

( lxi )

( lxx ) PUNJAB GOVT. GAZ. (EXTRA), JUNE 15, 2021  
(JYST 25, 1943 SAKA)

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3. Notification No. G.S.R. 55/Const./Art.309/  
2021, dated the 11th June, 2021, containing  
the Punjab Dairy Development (Group 'C')  
Service Rules, 2021. .. 1109-1131

**Part - IV      Correction Slips, Republications and  
Replacements**

*Nil*

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specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add or to reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

**4. Appointing authority.-** All appointments to the Service shall be made by the Government.

**5. Pay of members of the Service.-** The members of the Service shall be entitled to such scales of pay, as may be authorised by the Department of Finance from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

**6. Method of appointment, qualifications and experience.-**(1) All appointments to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service may be made by transfer of a person holding an analogous post under the State Government or Government of India.

- (2) No person shall be appointed to a post in the Service, unless he possesses the qualification and experience, as specified against that post in Appendix 'B'.
- (3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone:

Provided that promotion to the post of Head of Department (Director, Dairy Development) shall be decided strictly as per the provisions contained in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

**7. Departmental examination.-** Every person appointed to the post in the Service, unless he has already done so, has to pass such departmental examination, as may be specified by the Government from time to time and as per the provisions laid down in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

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**8. Discipline, punishment and appeal.**— (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the member of the Service against an order as specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, shall be as per Appendix 'C'.

**9. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.**— (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

**10. Repeal and savings.**— The Punjab Dairy Development (Group 'A') Service Rules, 2004 and the Punjab Dairy Development (Ministerial) (State Service Class-III) Rules, 1983, in so far as they are applicable to the members of the Service, are hereby repealed:

Provided that any order issued or any action taken under the rules, so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

**11. Interpretation.**— If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel and the Department of Finance, shall decide the same.

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**APPENDIX 'A'**

**(See rules 1 (3), 3 and 5)**

Serial No.	Designation of the post	Number of Posts			Scale of pay (Pay Band + Grade Pay) (in rupees)	Scale of pay (in rupees) for the member of Service recruited on or after 17.07.2020
		Perma- nent	Temp- orary	Total		
1	2	3	4	5	6	7
1.	Director, Dairy Development	1	-	1	37400-67000+8800	-
2.	Joint Director, Dairy Development	1	-	1	15600-39100+7800	-
3.	Deputy Director, Dairy Development	23	-	23	10300-34800+5000	-
4.	Chief Chemist-cum- Incharge	1	-	1	10300-34800+5000	-
5.	Superintendent, Grade-I	1	-	1	15600-39100+5400	-

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**APPENDIX 'B'**

**[See rule 6]**

Serial No.	Designation of the Post	Percentage of appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1.	Director, Dairy Development	-	Hundred percent	-	From the Joint Director, Dairy Development, who have an experience of working as such for a minimum period of one year: Provided that if Joint Director, Dairy Development is not available, then from amongst the Deputy Directors, Dairy Development, who have an experience of working as such for a minimum period of seven years.
2.	Joint Director, Dairy Development	-	Hundred percent	-	From amongst the Deputy Directors, Dairy Development, who have an experience of working as such for a minimum period of five years: Provided that in case Deputy Directors, Dairy Development



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					having five years experience as such are not available for promotion, then, from amongst the Deputy Directors, Dairy Development or Dairy Development Officers, who have an experience of working on either or both the posts of Deputy Director, Dairy Development and Dairy Development Officer for a minimum period of six years.
3.	Deputy Director, Dairy Development	-	Hundred percent	-	From amongst the Dairy Development Officers working under the control of the Director, Dairy Development, and who have an experience of working as such for a minimum period of four years: Provided that in case Dairy Development Officers having four years experience as such are not available for promotion, then from amongst the Dairy Development

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					Officers or Dairy Development Inspectors, Grade I, working under the control of the Director, Dairy Development, and who have an experience of working on either or both the posts of Dairy Development Officer and Dairy Development Inspector, Grade I for a minimum period of fifteen years.
4.	Chief Chemist – cum - Incharge	-	Hundred percent	-	From amongst the Assistant Chemists working under the control of the Director, Dairy Development, who have an experience of working as such for a minimum period of ten years.
5.	Superintendent Grade-I	-	Hundred percent	-	From amongst the Superintendents Grade-II working under the control of the Director, Dairy Development, and who have an experience of working as such for a minimum period of one year.

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**APPENDIX 'C'**

**[See rule 8]**

Serial No.	Designation of the post	Nature of *penalty/ or @order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5
1.	Director, Dairy Development	Minor and Major Penalty	Minister Incharge	Chief Minister
2.	Joint Director, Dairy Development	Minor and Major Penalty	Secretary Incharge	Minister Incharge
3.	Deputy Director, Dairy Development	Minor and Major Penalty	Secretary Incharge	Minister Incharge
4.	Chief Chemist-cum-Incharge	Minor and Major Penalty	Secretary Incharge	Minister Incharge
5.	Superintendent Grade-I	Minor and Major Penalty	Secretary Incharge	Minister Incharge

\*in terms of rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

@ in terms of rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

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GOVERNMENT OF PUNJAB  
DEPARTMENT OF PERSONNEL  
(PERSONNEL POLICIES-1 BRANCH)  
Notification

The 4<sup>th</sup> May, 1994

**NO. G.S.R.33/Const./Art.309/94.-** In exercise of the powers conferred by the proviso to article 309 of the constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to <sup>1</sup>[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

**1. Short title, commencement and application :-**

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (2) They shall come into force at once.
- (3) They shall apply to all the posts in <sup>1</sup>[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

**2. Definitions.-** In these rules, unless the context otherwise requires,-

- a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab ;
- b) "Board" means the subordinate Service Selection board, Punjab or any other authority constituted to perform its functions;
- c) "Commission" means the Punjab Public Service Commission;
- d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- f) "recognised university or institution" means,-
  - i) any university or institution incorporated by law in any of the State of India; or
  - ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules.
- g) <sup>1</sup>["Service" means any Group 'A' service, Group 'B' service and Group 'C' service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;]
- h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18<sup>th</sup> December, 2001.

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- <sup>1</sup>[(i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from above service on account of disability suffered by him on or after 1<sup>st</sup> January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who through not *bona fide* residents Punjab State are yet closely connected to the State of Punjab;
- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

### 3. Nationality, domicile and character of person appointed to the Service.-

- (1) No person shall be appointed to the Service unless he is,-
- (a) a citizen of India; or
- (b) a citizen of Nepal; or
- (c) a subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1<sup>st</sup> day of January, 1962 with the intention of permanently settling in India; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:
- Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.
- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No person shall be recruited to the service by direct appointment, unless he produces,-
- (a) a certificate of character from the principal academic officer of the university, college, school or

<sup>1</sup> Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309/Amd.(7)/2003, dated 12<sup>th</sup> July, 2003.

institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and

- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

**4. Disqualification.** - No person:-

- (a) who has entered into or contracted a marriage with a person having spouse living; or  
(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Age.** - <sup>1</sup>[(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the <sup>4</sup>Punjab Government, or any Board, Corporation, Commission or Authority under it, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.  
(3) In the case of appointment on compassionate grounds on priority basis, the upper age, limit shall be such as may be specifically fixed by the Government from time to time.

- <sup>2</sup>[(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

<sup>3</sup> **[5A. Increase in upper age limit.** - Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24<sup>th</sup> May, 2010.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 81/Const./Art.309/Amd.(11)/99, dated 15<sup>th</sup> November, 1999.

<sup>3</sup>Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24<sup>th</sup> May, 2010.

<sup>4</sup>Amended vide Punjab Government Notification No. G.S.R. 85/Const./Art.309/Amd.(19)/2016, dated 20<sup>th</sup> December, 2016.

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**6. Qualification etc.** – Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

<sup>1</sup>{Provided that where appointment of <sup>2</sup>[Group 'A' or Group 'B'] non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered <sup>3</sup> [Group 'A' or Group 'B' or Group 'C'] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.}

**7. Probation.- (1)** A person appointed to any post in the service shall remain on probation for a period of <sup>4</sup> [three] years, if recruited by direct appointment and one year if appointed otherwise: Provided that:-

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
  - (b) in any case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
  - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
  - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2)** If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding <sup>3</sup> [one] and a half years from the date of appointment, it may,-
- (a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
  - (b) if such person is appointed otherwise-
    - (i) revert him to his former post; or
    - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

<sup>1</sup>Proviso was added, vide Punjab Government Notification No. G.S.R.81/Const./Art.309/Amd(II)/99, dated 15<sup>th</sup> November, 1999.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18<sup>th</sup> December, 2001.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23<sup>rd</sup> February, 2015.

<sup>4</sup>Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(18)/2016, dated 5<sup>th</sup> September, 2016.

- (3) On the completion of the period of probation of a person, the appointing authority may –
- (a) if his work and conduct has in its opinion been satisfactory-
- (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
  - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
- (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
  - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

<sup>1</sup>[Provided that the total period of probation including extension, if any, shall not exceed four years, recruited by direct appointment and three years if appointed otherwise.]

8. **Seniority-** The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the persons referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by the direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 44/Const./Art.309/Amd.(20)/2014, dated 04<sup>th</sup> October, 2017.



<sup>1</sup> [Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

**Note:** - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer-** A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.
10. **Liability to serve-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
11. **Leave, Pension and other matters-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
12. **Discipline, penalties and appeals-** (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.  
(2) The authority empowered to impose penalties specified in rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.
13. **Liability for vaccination and re-vaccination-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.
14. **Oath of allegiance-** Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(17)/2016, dated 19<sup>th</sup> January, 2016.

<sup>1</sup> [14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he –</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and (ii) Qualifies in the competitive test specified by the appointing authority from time to time; and (iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p>OR</p> <p>Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p> <p>(2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment, <sup>2</sup>[passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minutes:</p> <p>Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting as Provided in sub-rule (2).</p>	<p>From amongst the clerks, who have an experience of working as such for a minimum period of <sup>3</sup>[four years].</p>

<sup>1</sup>Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15<sup>th</sup> March, 2015.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24<sup>th</sup> December, 2015.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13<sup>th</sup> September, 2019.

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<sup>1</sup>[15. Minimum Educational and other qualifications:-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and  
(ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, <sup>2</sup>(passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute.<sup>3</sup>

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or department member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

<sup>1</sup>Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10<sup>th</sup> February, 2009.

<sup>2</sup>Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17<sup>th</sup> August, 2011.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24<sup>th</sup> December, 2015.

<sup>1</sup>[ 15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.</p> <p>(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p>OR</p> <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p>	<p>(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of <sup>2</sup>four years; and</p> <p>(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he / she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.</p>

<sup>1</sup>Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)2015, dated 15<sup>th</sup> March, 2015.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)2019, dated 13<sup>th</sup> September, 2019.

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- <sup>1</sup>[16. **Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer-** No person shall be given direct Appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-
- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
  - (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
  - (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

- <sup>2</sup>[17. **Knowledge of Punjabi Language** – No person shall be appointed to any post in any service by Direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defense services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

<sup>1</sup>Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(9)/2009 dated 10<sup>th</sup> February, 2009.

<sup>2</sup>Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.97/Const./Art.309/Amd.(5)/2001 dated 4<sup>th</sup> September 2001

<sup>1</sup>[18. **Promotion to Ground 'A' and Group 'B' Services**

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.
  - (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per as instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
  - (c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.
- (2) **Debarrring for consideration for promotion of a Government employee who refuses to accept promotion** – In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:  
Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefor in writing from the operation of this rule.]
19. **Power to relax** - Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.  
Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.
20. **Over riding effect**- The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.
21. **Interpretation** – If any, question arises as to the interpretation of these rules, the Government shall decide the same.

<sup>1</sup> Rules 18 was Substituted vide Punjab Government Notification NO.G.S.R.1117/Const./Ar309/Amd.(7)/2001, dated 18<sup>th</sup> December, 2001

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“APPENDIX”

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs.11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to 10,639;

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A.S. CHATTHA,  
Chief Secretary to Government of Punjab.

VIJAY KUMAR JANJUA,  
Additional Chief Secretary, Government of Punjab,  
Department of Animal Husbandry, Fisheries and  
Dairy Development.

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Appendix was inserted vide Punjab Government Notification NO.G.S.R.115/Const./Art.309/Amd.(6)/2001, dated 18<sup>th</sup> December, 2001

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### PART III

#### GOVERNMENT OF PUNJAB

DEPARTMENT OF ANIMAL HUSBANDRY,  
FISHERIES AND DAIRY DEVELOPMENT  
(ANIMAL HUSBANDRY BRANCH)

#### NOTIFICATION

The 11th June, 2021

**No. G.S.R. 54/Const./Art 309/2021.-** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and conditions of service of the persons appointed to the Punjab Dairy Development (Group 'B') Service, namely:-

#### RULES

- 1. Short title, commencement and application.** -(1) These rules may be called the Punjab Dairy Development (Group 'B') Service Rules, 2021.
- (2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
- (3) They shall apply to the posts specified in appendix 'A'.
- 2. Definitions.-** (1) In these rules, unless the context otherwise requires,-
  - (a) 'Appendix' means an appendix appended to these rules;
  - (b) 'Director' means the Director, Dairy Development Department, Punjab;
  - (c) 'Government' means the Government of the State of Punjab in the Department of Animal Husbandry, Fisheries and Dairy Development; and
  - (d) 'Service' means the Punjab Dairy Development (Group 'B') Service.
- (2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.



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**3. Number and character of posts.-** The Service shall comprise the posts specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add or to reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

**4. Appointing authority.-** All appointments to the Service shall be made by the Government.

**5. Pay of members of the Service.-** The members of the Service shall be entitled to such scales of pay, as may be authorised by the Department of Finance from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

**6. Method of appointment, qualifications and experience.-**(1) All appointments to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service may be made by transfer of a person holding an analogous post under the State Government or Government of India.

(2) No person shall be appointed to a post in the Service, unless he possesses the qualification and experience, as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone.

**7. Departmental examination.-** Every person appointed to the post in the Service, unless he has already done so, has to pass such departmental examination, as may be specified by the Government from time to time and as per the provisions laid down in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

**8. Discipline, punishment and appeal.-** (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the

Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the member of the Service against an order as specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, shall be as per Appendix 'C'.

**9. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.-** (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

**10. Repeal and savings. -** The Punjab Dairy Development (Group 'B') Service Rules, 2005, the Punjab Dairy Development, Non-Ministerial (State Service, Class-III) Rules, 1981 and the Punjab Dairy Development (Ministerial) (State Service Class-III) Rules, 1983, in so far as they are applicable to the members of the Service, are hereby repealed.

Provided that any order issued or any action taken under the rules, so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

**11. Interpretation. -** If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel and the Department of Finance, shall decide the same.

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**APPENDIX 'A'**

(See rules 1 (3), 3 and 5)

Serial No.	Designation of the post	Number of Posts			Scale of pay (Pay Band + Grade Pay) (in rupees)	Scale of pay (in rupees) for the member of Service recruited on or after 17.07.2020
		Perma- nent	Temp- orary	Total		
1	2	3	4	5	6	7
1.	Dairy Development Officer	10	-	10	10300-34800+4400	-
2.	Dairy Development Inspector Grade-I	32	-	32	10300-34800+3800	-
3.	Superintendent Grade-II	2	-	2	10300-34800+4800	-
4.	Senior Assistant	12	-	12	10300-34800+4400	35400 (Level 6)
5.	Senior Scale Stenographer	1	-	1	10300-34800+4400	-

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**APPENDIX 'B'**

[See rule 6]

Serial No.	Designation of the Post	Percentage of appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1.	Dairy Development Officer	-	Hundred percent	-	From amongst the Dairy Development Inspectors Grade-I working under the control of the Director and who have an experience of working as such for a minimum period of four years.
2.	Dairy Development Inspector Grade-I	-	Hundred percent	-	From amongst the Dairy Development Inspectors Grade – II working under the control of the Director, and who have an experience of working as such for a minimum period of four years.
3.	Superintendent Grade-II	-	Hundred percent	-	From amongst the Senior Assistants working under the control of the Director, and who have an experience of working

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					as such for a minimum period of seven years.
4.	Senior Assistant	Twenty-five percent	Seventy-five percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
5.	Senior Scale Stenographer	-	Hundred percent	-	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

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**APPENDIX 'C'**

**[See rule 8]**

Serial No.	Designation of the post	Nature of *penalty/ or @ order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5
1.	Dairy Development Officer	Minor and Major Penalty	Secretary Incharge	Minister Incharge
2.	Dairy Development Inspector Grade-I	Minor and Major Penalty	Secretary Incharge	Minister Incharge
3.	Superintendent Grade-II	Minor and Major Penalty	Secretary Incharge	Minister Incharge
4.	Senior Assistant	Minor and Major Penalty	Secretary Incharge	Minister Incharge
5.	Senior Scale Stenographer	Minor and Major Penalty	Secretary Incharge	Minister Incharge

\*in terms of rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

@ in terms of the rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

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GOVERNMENT OF PUNJAB  
DEPARTMENT OF PERSONNEL  
(PERSONNEL POLICIES-1 BRANCH)  
Notification

The 4th May, 1994

**NO. G.S.R.33/Const./Art.309/94.-** In exercise of the powers conferred by the proviso to article 309 of the constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to <sup>1</sup>[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

**1. Short title, commencement and application :-**

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (2) They shall come into force at once.
- (3) They shall apply to all the posts in <sup>1</sup>[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

**2. Definitions.-** In these rules, unless the context otherwise requires,-

- a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab ;
- b) "Board" means the subordinate Service Selection board, Punjab or any other authority constituted to perform its functions;
- c) "Commission" means the Punjab Public Service Commission;
- d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- f) "recognised university or institution" means,-
  - i) any university or institution incorporated by law in any of the State of India; or
  - ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules.
- g) <sup>1</sup>["Service" means any Group 'A' service, Group 'B' service and Group 'C' service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;]
- h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18<sup>th</sup> December, 2001.

- <sup>1</sup>[(i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from above service on account of disability suffered by him on or after 1<sup>st</sup> January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who through not *bona fide* residents Punjab State are yet closely connected to the State of Punjab;
- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

### 3. Nationality, domicile and character of person appointed to the Service.-

- (1) No person shall be appointed to the Service unless he is,-
- (a) a citizen of India; or
- (b) a citizen of Nepal; or
- (c) a subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1<sup>st</sup> day of January, 1962 with the intention of permanently settling in India; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:
- Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.
- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No person shall be recruited to the service by direct appointment, unless he produces,-
- (a) a certificate of character from the principal academic officer of the university, college, school or

<sup>1</sup> Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309/Amd.(7)/2003, dated 12<sup>th</sup> July, 2003.



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institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and

- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

**4. Disqualification.** - No person:-

- (a) who has entered into or contracted a marriage with a person having spouse living; or  
(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Age.** - <sup>1</sup>[(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the <sup>4</sup>Punjab Government, or any Board, Corporation, Commission or Authority under it,] other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.  
(3) In the case of appointment on compassionate grounds on priority basis, the upper age, limit shall be such as may be specifically fixed by the Government from time to time.

- <sup>2</sup>[(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

<sup>3</sup> **[5A. Increase in upper age limit.** - Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24<sup>th</sup> May, 2010.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 81/Const./Art.309/Amd.(11)/99, dated 15<sup>th</sup> November, 1999.

<sup>3</sup>Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24<sup>th</sup> May, 2010.

<sup>4</sup>Amended vide Punjab Government Notification No. G.S.R. 85/Const./Art.309/Amd.(19)/2016, dated 20<sup>th</sup> December, 2016.

**6. Qualification etc.** – Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

<sup>1</sup>{Provided that where appointment of <sup>2</sup>[Group 'A' or Group 'B'] non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered <sup>2</sup> [Group 'A' or Group 'B' or Group 'C'] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.}

**7. Probation.-** (1) A person appointed to any post in the service shall remain on probation for a period of <sup>4</sup>[three] years, if recruited by direct appointment and one year if appointed otherwise: Provided that:-

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
  - (b) in any case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
  - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
  - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding <sup>3</sup>[one] and a half years from the date of appointment, it may,-
- (a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
  - (b) if such person is appointed otherwise-
    - (i) revert him to his former post; or
    - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

<sup>1</sup>Proviso was added, vide Punjab Government Notification No. G.S.R.81/Const./Art.309/Amd.(II)/99, dated 15<sup>th</sup> November, 1999.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18<sup>th</sup> December, 2001.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)/2015, dated 23<sup>rd</sup> February, 2015.

<sup>4</sup>Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(18)/2016, dated 5<sup>th</sup> September, 2016.

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- (3) On the completion of the period of probation of a person, the appointing authority may –
- (a) if his work and conduct has in its opinion been satisfactory-
    - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
    - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
  - (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
    - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
    - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

<sup>1</sup>[Provided that the total period of probation including extension, if any, shall not exceed four years, recruited by direct appointment and three years if appointed otherwise.]

8. **Seniority-** The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the persons referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by the direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 44/Const./Art.309/Amd.(20)/2014, dated 04<sup>th</sup> October, 2017.

<sup>1</sup> [Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

**Note:** - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer-** A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.
10. **Liability to serve-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
11. **Leave, Pension and other matters-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
12. **Discipline, penalties and appeals-** (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.  
(2) The authority empowered to impose penalties specified in rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.
13. **Liability for vaccination and re-vaccination-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.
14. **Oath of allegiance-** Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(17)/2016, dated 19<sup>th</sup> January, 2016.

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<sup>1</sup>[14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he –</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and (ii) Qualifies in the competitive test specified by the appointing authority from time to time; and (iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p>OR</p> <p>Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p> <p>(2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment, <sup>2</sup>[passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minutes:</p> <p>Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting as Provided in sub-rule (2).</p>	<p>From amongst the clerks, who have an experience of working as such for a minimum period of <sup>3</sup>[four years].</p>

<sup>1</sup>Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15<sup>th</sup> March, 2015.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24<sup>th</sup> December, 2015.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13<sup>th</sup> September, 2019.

<sup>1</sup>[15. Minimum Educational and other qualifications:-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and  
(ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

- Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;  
(2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, <sup>2</sup>(passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute."

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or department member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

<sup>1</sup>Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10<sup>th</sup> February, 2009.

<sup>2</sup>Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17<sup>th</sup> August, 2011.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24<sup>th</sup> December, 2015.

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<sup>1</sup>[ 15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.</p> <p>(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p>OR</p> <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p>	<p>(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of <sup>2</sup>four years; and</p> <p>(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he / she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.</p>

<sup>1</sup>Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)2015, dated 15<sup>th</sup> March, 2015.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)2019, dated 13<sup>th</sup> September, 2019.

- <sup>1</sup>[16. **Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer-** No person shall be given direct Appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-
- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
  - (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
  - (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

- <sup>2</sup>[17. **Knowledge of Punjabi Language** – No person shall be appointed to any post in any service by Direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defense services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

<sup>1</sup>Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(9)/2009 dated 10<sup>th</sup> February, 2009.

<sup>2</sup>Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.97/Const./Art.309/Amd.(5)/2001 dated 4<sup>th</sup> September 2001



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<sup>1</sup>[18. **Promotion to Ground 'A' and Group 'B' Services**

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.
- (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per as instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

- (2) **Debaring for consideration for promotion of a Government employee who refuses to accept promotion** – In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefor in writing from the operation of this rule.]

19. **Power to relax** - Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over riding effect**- The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. **Interpretation** – If any, question arises as to the interpretation of these rules, the Government shall decide the same.

<sup>1</sup> Rules 18 was Substituted vide Punjab Government Notification NO.G.S.R.117/Const./Ar309/Amd.(7)/2001, dated 18<sup>th</sup> December, 2001

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“APPENDIX”

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs.11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to 10,639;

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A.S. CHATTHA,  
Chief Secretary to Government of Punjab.

VIJAY KUMAR JANJUA,  
Additional Chief Secretary, Government of Punjab,  
Department of Animal Husbandry, Fisheries and  
Dairy Development.

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Appendix was inserted vide Punjab Government Notification NO.G.S.R.115/Const./Art.309/Amd.(6)/2001, dated 18<sup>th</sup> December, 2001

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**PART III**

**GOVERNMENT OF PUNJAB**

DEPARTMENT OF ANIMAL HUSBANDRY,  
FISHERIES AND DAIRY DEVELOPMENT  
(ANIMAL HUSBANDRY BRANCH)

**NOTIFICATION**

The 11th June, 2021

**No. G.S.R 55/Const./Art 309/2021.-** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and conditions of service of the persons appointed to the Punjab Dairy Development (Group 'C') Service, namely: -

**RULES**

**1. Short title, commencement and application.-** (1) These rules may be called the Punjab Dairy Development (Group 'C') Service Rules, 2021.

- (2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
- (3) They shall apply to the posts specified specified in Appendix 'A'.

**2. Definitions. -(1)** In these rules, unless the context otherwise requires,-

- (a) "Appendix" means an Appendix appended to these rules;
  - (b) "Director" means the Director, Dairy Development Department, Punjab.
  - (c) "Government" means the Government of the State of Punjab in the Department of Animal Husbandry, Fisheries and Dairy Development; and
  - (d) 'Service' means the Punjab Dairy Development (Group 'C') Service.
- (2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

**3. Number and character of posts.-** The Service shall comprise the posts

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specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add or to reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

**4. Appointing authority.-** All appointments to the Service shall be made by the Director.

**5. Pay of members of the Service.-** The members of the Service shall be entitled to such scales of pay, as may be authorised by the Department of Finance from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix 'A'.

**6. Method of appointment, qualifications and experience.-**(1) All appointments to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service may be made by transfer of a person holding an analogous post under the State Government or Government of India.

(2) No person shall be appointed to a post in the Service, unless he possesses the qualification and experience, as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone.

**7. Discipline, punishment and appeal. -(1)**In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the member of the Service against an order as specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, shall be as per Appendix 'C'.

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**8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.-** (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 at present in force, are contained in Appendix 'D'.

**9. Repeal and savings.-** The Punjab Dairy Development, Non-Ministerial (State Service, Class-III) Rules, 1981 and the Punjab Dairy Development (Ministerial) (State Service Class-III) Rules, 1983, in so far as they are applicable to the members of the Service, are hereby repealed:

Provided that any order issued or any action taken under the rules, so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

**10. Interpretation.-** If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel and the Department of Finance, shall decide the same.

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**APPENDIX 'A'**

**(See rules 1 (3), 3 and 5)**

Serial No.	Designation of the post	Number of Posts			Scale of pay (Pay Band + Grade Pay) (in rupees)	Scale of pay (in rupees) for the member of Service recruited on or after 17.07.2020
		Perma- nent	Temp- orary	Total		
1	2	3	4	5	6	7
1.	Assistant Chemist	2	-	2	10300-34800+3600	35400/-
2.	Junior Scale Stenographer	1	-	1	10300-34800+3600	-
3.	Steno Typist	10	-	10	10300-34800+3200	21700/-
4.	Clerk	40	-	40	10300-34800+3200	19900/-
5.	Clerk (Information Technology)	8	-	8	-	19900/-
6.	Clerk (Legal)	2	-	2	-	19900/-
7.	Dairy Development Inspector Grade-II	77	-	77	10300-34800+3200	29200/-
8.	Driver	7	-	7	5910-20200+2400	21700/-
9.	Laboratory Technician	2	-	2	5910-20200+1900	19900/-
10.	Dairy Field Assistant	33	-	33	5910-20200+1900	-
11	Restorer	1	-	1	5910-20200+1900	-

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**APPENDIX 'B'****[See rule 6]**

Serial No.	Designation of the Post	Percentage of appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1.	Assistant Chemist	Hundred percent	-	Should possess a Degree from any recognized university with Chemistry as one of the subject OR Graduate with Animal Nutrition as one of the subject OR Graduate in Food Processing or Dairy Technology.	-
2.	Junior Scale Stenographer	-	Hundred percent	-	From amongst the Steno Typists working under the control of the Director, and who have an experience of working as such for a minimum period of three years and qualify the Stenography test to be

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					conducted by the Director in Punjabi and English at the speed of hundred and sixty words per minute respectively to be transcribed at the speed of twenty words per minute and fifteen words per minute respectively (relaxation of eight percent mistake).
3.	Steno Typist	Hundred percent	-	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	-
4.	Clerk	Eighty-five percent	Fifteen percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	From amongst Group 'C' employees whose scale of pay is less than that of a Clerk or Group 'D' employees, who have an experience of working on any Group 'C' post or Group 'D' post or both for a minimum period of five years under the control of the Director,



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				and who are matriculates or its equivalent with Punjabi and qualify a type test in Punjabi and English on computer at a speed of thirty words per minute to be conducted by the Director.	
5.	Clerk (Information Technology)	Hundred percent	-	(i) Should possess a degree in  Bachelor of Engineering or Bachelor of Technology in Information Technology OR Electronics and Communication OR Computer Science from a recognized university.  OR Should possess a Master's degree in Computer Applications from a recognized university;  (ii) Qualifies a competitive test to	-

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				be held by the recruiting authority; and (iii) Qualifies a type test in Punjabi and English to be held by the recruiting authority at the speed of thirty words per minute or at such speed as may be specified by the Punjab Government from time to time and other conditions applicable as per the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	
6.	Clerk (Legal)	Hundred percent	-	(i) Should be a law Graduate from a recognized University; ii) qualifies a competitive test to be held by the recruiting authority; and	-

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				(iii) qualifies a type test in Punjabi and English typing to be held by the recruiting authority at the speed of thirty words per minute or at such speed as may be specified by the Punjab Government from time to time and other conditions applicable as per the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	
7.	Dairy Development Inspector Grade-II	Seventy-five percent	Twenty-five percent	Should possess a degree:- Bachelor of Technology in Dairy Technology  OR Bachelor in Science Dairying in Dairy Technology or Dairy Husbandry from a recognized University.	From amongst the Dairy Field Assistants who have under gone in-service refresher course of six months duration in dairy development and have an experience of working as such for a minimum

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					period of twelve years.
8.	Driver	Hundred percent	-	(i) Should be a matriculate; and (ii) should possess driving license for heavy vehicle or light vehicle.	-
9.	Laboratory Technician	Hundred percent	-	10+2 with science (Physics, Chemistry and Biology).	-
10.	Dairy Field Assistant	Hundred percent	-	Matric with Physics and Chemistry subject or its equivalent qualification	-
11.	Restorer	-	Hundred percent	-	From amongst Group 'D' employees working under the control of the Director, and who have an experience of working as such for a minimum period of one year and possess educational qualifications of middle standard.

Note: Posts mentioned at Serial Nos. 10 and 11 above have been declared as dying cadre as per Council of Ministers decision dated 30.12.2020.

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**APPENDIX 'C'**

**[See rule 8]**

Serial No.	Designation of the post	Nature of *penalty/ or @ order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5
1.	Assistant Chemist	Minor and Major Penalty	Director	Secretary Incharge
2.	Junior Scale Stenographer	Minor and Major Penalty	Director	Secretary Incharge
3.	Steno Typist	Minor and Major Penalty	Director	Secretary Incharge
4.	Clerk	Minor and Major Penalty	Director	Secretary Incharge
5.	Clerk (Information Technology)	Minor and Major Penalty	Director	Secretary Incharge
6.	Clerk (Legal)	Minor and Major Penalty	Director	Secretary Incharge
7.	Dairy Development Inspector Grade-II	Minor and Major Penalty	Director	Secretary Incharge
8.	Driver	Minor and Major Penalty	Director	Secretary Incharge
9.	Laboratory Technician	Minor and Major Penalty	Director	Secretary Incharge
10.	Dairy Field Assistant	Minor and Major Penalty	Director	Secretary Incharge
11.	Restorer	Minor and Major Penalty	Director	Secretary Incharge

\*in terms of rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

@ in terms of rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.

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GOVERNMENT OF PUNJAB  
DEPARTMENT OF PERSONNEL  
(PERSONNEL POLICIES-I BRANCH)  
Notification

The 4a May, 1994

**NO. G.S.R.33/Const./Art.309/94.-** In exercise of the powers conferred by the proviso to article 309 of the constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to <sup>1</sup>[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

**1. Short title, commencement and application :-**

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (2) They shall come into force at once.
- (3) They shall apply to all the posts in <sup>1</sup>[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

**2. Definitions.-** In these rules, unless the context otherwise requires,-

- a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab ;
- b) "Board" means the subordinate Service Selection board, Punjab or any other authority constituted to perform its functions;
- c) "Commission" means the Punjab Public Service Commission;
- d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- f) "recognised university or institution" means,-
  - i) any university or institution incorporated by law in any of the State of India; or
  - ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules.
- g) <sup>1</sup>["Service" means any Group 'A' service, Group 'B' service and Group 'C' service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;]
- h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)/2001, dated 18<sup>th</sup> December, 2001.

- <sup>1</sup>[(i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from above service on account of disability suffered by him on or after 1<sup>st</sup> January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who through not *bona fide* residents Punjab State are yet closely connected to the State of Punjab;
- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

### 3. Nationality, domicile and character of person appointed to the Service.-

- (1) No person shall be appointed to the Service unless he is,-
- (a) a citizen of India; or
- (b) a citizen of Nepal; or
- (c) a subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1<sup>st</sup> day of January, 1962 with the intention of permanently settling in India; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:
- Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.
- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No person shall be recruited to the service by direct appointment, unless he produces,-
- (a) a certificate of character from the principal academic officer of the university, college, school or

<sup>1</sup> Substituted vide Punjab Government Notification No. G.S.R. 34/Const./Art.309/Amd.(7)/2003, dated 12<sup>th</sup> July, 2003.

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institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and

- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

**4. Disqualification. - No person:-**

- (a) who has entered into or contracted a marriage with a person having spouse living; or  
(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

- 5. Age.-**<sup>1</sup>[(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the <sup>4</sup>Punjab Government, or any Board, Corporation, Commission or Authority under it, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.  
(3) In the case of appointment on compassionate grounds on priority basis, the upper age, limit shall be such as may be specifically fixed by the Government from time to time.

- <sup>2</sup>[(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

- <sup>3</sup> [5A. Increase in upper age limit.- Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24<sup>th</sup> May, 2010.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 81/Const./Art.309/Amd.(II)/99, dated 15<sup>th</sup> November, 1999.

<sup>3</sup>Rule 5A after rule 5 was inserted vide Punjab Government Notification No. G.S.R. 20/Const./Art.309/Amd.(10)/2010, dated 24<sup>th</sup> May, 2010.

<sup>4</sup>Amended vide Punjab Government Notification No. G.S.R. 85/Const./Art.309/Amd.(19)/2016, dated 20<sup>th</sup> December, 2016.



**6. Qualification etc.** – Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

<sup>1</sup>{Provided that where appointment of <sup>2</sup>[Group 'A' or Group 'B'] non-technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered <sup>2</sup> [Group 'A' or Group 'B' or Group 'C'] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.}

**7. Probation.-** (1) A person appointed to any post in the service shall remain on probation for a period of <sup>4</sup> [three] years, if recruited by direct appointment and one year if appointed otherwise: Provided that:-

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
  - (b) in any case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
  - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
  - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding <sup>3</sup> [one] and a half years from the date of appointment, it may,-
- (a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
  - (b) if such person is appointed otherwise-
    - (i) revert him to his former post; or
    - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

<sup>1</sup>Proviso was added, vide Punjab Government Notification No. G.S.R.81/Const./Art.309/Amd(II)99, dated 15<sup>th</sup> November, 1999.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 115/Const./Art.309/Amd.(6)2001, dated 18<sup>th</sup> December, 2001.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 1/Const./Art.309/Amd.(14)2015, dated 23<sup>rd</sup> February, 2015.

<sup>4</sup>Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(18)2016, dated 5<sup>th</sup> September, 2016.

- (3) On the completion of the period of probation of a person, the appointing authority may –
- (a) if his work and conduct has in its opinion been satisfactory-
    - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
    - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
  - (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules-
    - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
    - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

<sup>1</sup>[Provided that the total period of probation including extension, if any, shall not exceed four years, recruited by direct appointment and three years if appointed otherwise.]

8. **Seniority-** The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the persons referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by the direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 44/Const./Art.309/Amd.(20)/2014, dated 04<sup>th</sup> October, 2017.

<sup>1</sup> [Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

**Note:** - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer-** A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.
10. **Liability to serve-** A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
11. **Leave, Pension and other matters-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
12. **Discipline, penalties and appeals-** (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.  
(2) The authority empowered to impose penalties specified in rules 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.
13. **Liability for vaccination and re-vaccination-** Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.
14. **Oath of allegiance-** Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

<sup>1</sup>Amended vide Punjab Government Notification No. G.S.R. 56/Const./Art.309/Amd.(17)/2016, dated 19<sup>th</sup> January, 2016.

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<sup>1</sup>[14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he –</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and (ii) Qualifies in the competitive test specified by the appointing authority from time to time; and (iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p>OR</p> <p>Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p> <p>(2) The person so appointed as Senior Assistant in terms of Provisions of sub-rule (1), shall have, before his appointment, <sup>2</sup>[passed a test in English and Punjabi, respectively,] typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minutes:</p> <p>Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi typewriting as Provided in sub-rule (2).</p>	<p>From amongst the clerks, who have an experience of working as such for a minimum period of <sup>3</sup>[four years].</p>

<sup>1</sup>Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15<sup>th</sup> March, 2015.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24<sup>th</sup> December, 2015.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13<sup>th</sup> September, 2019.

<sup>1</sup>[15. Minimum Educational and other qualifications:-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and  
(ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have, before his appointment, <sup>2</sup>(passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute."

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or department member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate form a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

<sup>1</sup>Rule 15 was Substituted, vide Punjab Government Notification No. G.S.R. 12/Const./Art.309/Amd.(9)/2009, dated 10<sup>th</sup> February, 2009.

<sup>2</sup>Rule 15 was amended and sub rule (3) was omitted vide Punjab Government Notification No. G.S.R. 59/Const./Art.309/Amd.(13)/2011, dated 17<sup>th</sup> August, 2011.

<sup>3</sup>Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015, dated 24<sup>th</sup> December, 2015.

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<sup>1</sup>[ 15A Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by-

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab government unless he—</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.</p> <p>(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p>OR</p> <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p>	<p>(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of <sup>2</sup>four years; and</p> <p>(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) counting 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he / she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer.</p>

<sup>1</sup>Rule 15A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015, dated 15<sup>th</sup> March, 2015.

<sup>2</sup>Amended vide Punjab Government Notification No. G.S.R. 31/Const./Art.309/Amd.(21)/2019, dated 13<sup>th</sup> September, 2019.

<sup>1</sup>[16. **Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer-** No person shall be given direct Appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he-

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institutions or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

<sup>2</sup>[17. **Knowledge of Punjabi Language** – No person shall be appointed to any post in any service by Direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defense services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

<sup>1</sup>Amended vide Punjab Government Notification No.G.S.R.12/Cons./Art.309/Amd(9)/2009 dated 10<sup>th</sup> February, 2009.  
<sup>2</sup>Rule 17 was Substituted vide Punjab Government Notification No.G.S.R.51/Const./Art.309/Amd.(5)/2001 dated 4<sup>th</sup> September 2001

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<sup>1</sup>[18. **Promotion to Ground 'A' and Group 'B' Services**

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.
  - (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per as instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
  - (c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.
- (2) **Debaring for consideration for promotion of a Government employee who refuses to accept promotion** – In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:  
Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefor in writing from the operation of this rule.]
19. **Power to relax** - Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.  
Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.
20. **Over riding effect**- The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.
21. **Interpretation** – If any, question arises as to the interpretation of these rules, the Government shall decide the same.

<sup>1</sup> Rules 18 was Substituted vide Punjab Government Notification NO.G.S.R.117/Const./Art309/Amd.(7)2001, dated 18<sup>th</sup> December, 2001



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“APPENDIX”

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs.11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to 10,639;

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A.S. CHATTHA,  
Chief Secretary to Government of Punjab.

VIJAY KUMAR JANJUA,  
Additional Chief Secretary, Government of Punjab,  
Department of Animal Husbandry, Fisheries and  
Dairy Development.

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Appendix was inserted vide Punjab Government Notification NO.G.S.R.115/Const/Art.309/Amd.(6)/2001, dated 16<sup>th</sup> December, 2001

### **CITIZEN'S CHARTER**

**Vision:**

To develop Punjab as a Dairy State.

**Mission:**

Causing expansion and modernization of dairying, facilitating increase in production of milk and productivity of milk animals, improving and maintaining the quality of milk.

**Strategy:-**

Our strategy is to:-

- Extend dairy training facilities to more and more dairy farmers as well as prospective dairy farmers.
- Provide extensive extension services.
- Provide incentives for the modernization, commercialization and mechanization of dairy farm operations.
- Provide refresher training to the staff to make them motivated, responsive and accountable.
- Consult with the stakeholders, get their views and take the same into account while fixing the service standards.
- Disseminate the information about the services offered by the dept to the people.
- Setup service standards, which are practicable and people friendly.
- Measure compliance with the standards.
- Take remedials, if variances are found.

**Stakeholders:-**

- Dairy Farmers.
- Prospective Dairy Farmers.
- Commercial Banks.
- Insurance Companies.
- Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana.
- Punjab Agricultural University, Ludhiana.
- Milk Industry.

## **OUR FUNCTIONS AND SERVICES**

### **1. Providing education, training and extension services.**

One day Village Level (block) Awareness camps.

- Two weeks training for Rural Area unemployed Youths.
- Four weeks Dairy Entrepreneurship training.
- State level seminars, workshops, conferences etc.
- Exposure Visits to Dairy farms to leading Dairy Farms/Cattle feed/Milk Plants in Urban Areas.
- Milk Consumer Awareness Camps in Urban Area.

### **2. Getting new dairy farms established.**

- Motivating the farmers to adopting dairying.
- Sponsoring the cases to banks for loans.
- Helping the farmers to raise bank loans.
- Guiding and advising the farmers in the construction of Model cattle sheds.
- Guiding and advising the farmers in purchase of good quality milk animals.
- Guiding and advising the farmers for market in good milk at high rates like Silage
- Guiding and advising the farmers in farm management practices.

### **3. Commercialising dairy farms.**

- Assisting the dairy farmers in increasing the herd size.
- Assisting the dairy farmers in mechanization of dairy farm operations.
- Arranging to provide dairy farm machinery and equipment subsidized.

## **SERVICE STANDARDS**

<b>Sr.No.</b>	<b>Main Services</b>	<b>Standards</b>
<b>1.</b>	Providing dairy training:-	
	One day camp.	Two camps in each block every year.
	Two weeks training.	6324 in 17 batches during 2024-25.
	Four Week training	1526 in 08 batches during 2024-25.
	Milk Consumer Awareness Camps	987 Camps.
<b>2.</b>	Sponsoring of dairy loan cases to banks.	Within 12 days from the receipt of application in order.
<b>3.</b>	Remittance of subsidy under different Schemes	Within 60 days of receipt of the claim in order

### **Expectation from Service Recipients:**

Applications should be submitted complete as per the defined guidelines

Regular feedback on the training and awareness programmes

Proper utilization of loans & subsidies.

### **Review of Service Standards & Compliance thereof**

The dept will review the effectiveness of the service delivery mechanism. Regular feedback from the service recipients will be obtained and analysed. The reports so generated will be examined by the authorities periodically. If some drawbacks with regard to the standards as well as compliance thereof are noticed, the same will be looked into and necessary remedials will be taken.

## **COMPLAINT HANDLING PROCEDURE**

There are three levels of the delivery of services i.e. district level, Dairy Training and Extension Centre level and Directorate level. Naturally then, the complaint handling procedure has to start from these places.

### **Submission of Complaint**

If any recipient of service has a complaint, he will be required to furnish the complaint in writing giving all the details and relevant references along with specific commission/commission on the part of the department as well as the demand of the complainant. The list of the offices, their addresses and their contact numbers for the submission of complaints is placed at Annexure 'G'.

**Receipt and Record of complaints**

Every complaint will be received and delivered to the designated official in each of the aforesaid offices, who will maintain a separate register for keeping the record of the complaints. This register will have the information in the following formats:-

**Office of the Deputy Director, Dairy- District.....Record of Complaints**

S.No.	Date of Receipt of Complaint	Name, Address and Contact no. of Complainant	Subject Matter of Complaint	Date of handing over to the designated officer	Date of reply sent to the complainant	Remarks

At district level, designated officer will be Deputy Director, Dairy/Dairy Dev. Officer.

**Office of the Incharge, Dairy Training & Extension Centre-  
Record of Complaints**

S.No.	Date of Receipt of Complaint	Name, Address and Contact no. of Complainant	Subject Matter of Complaint	Date of handing over to the designated officer	Date of reply sent to the complainant	Remarks

At Dairy Training & Extension Centre level, designated officer will be the Incharge of the Centre.

**Office of the Director, Dairy, Chandigarh- Head office Record of Complaints**

S.No.	Date of Receipt of Complaint	Name, Address and Contact no. of Complainant	Subject Matter of Complaint	Date of handing over to the designated officer	Date of reply sent to the complainant	Remarks

At directorate level, designated officer will be Joint Director, Dairy.

### **Acknowledgement**

Every complaint will be acknowledged in writing within 2 days of receipt of complaint. A printed format for the acknowledgement of the complaint will be in the following shape:-

To

.....

**Subject                      Acknowledgement**

Dear Sir,

Your complaint on the..... subject is here by acknowledged. Its

regn.no.is ..... Designated Officer will look into it and respond within 15 days.

Thanking you

**Yours Sincerely**

.....

### **Investigation and Reply.**

Officers are designated in each of the offices as Complaint Handling Officers as follows:-

At the district level-Deputy Director/Dairy Dev.Officer,

At Dairy Training and Extension Centre level- Incharge of the Centre.AttheDirectorate level-

Joint Director, Dairy

The official maintaining the complaint register will present the complaint to the designated officer immediately on receipt and registration, who will investigate the matter and send the reply to the complainant within 15 days from the receipt of complaint in the office.

### **Appeal**

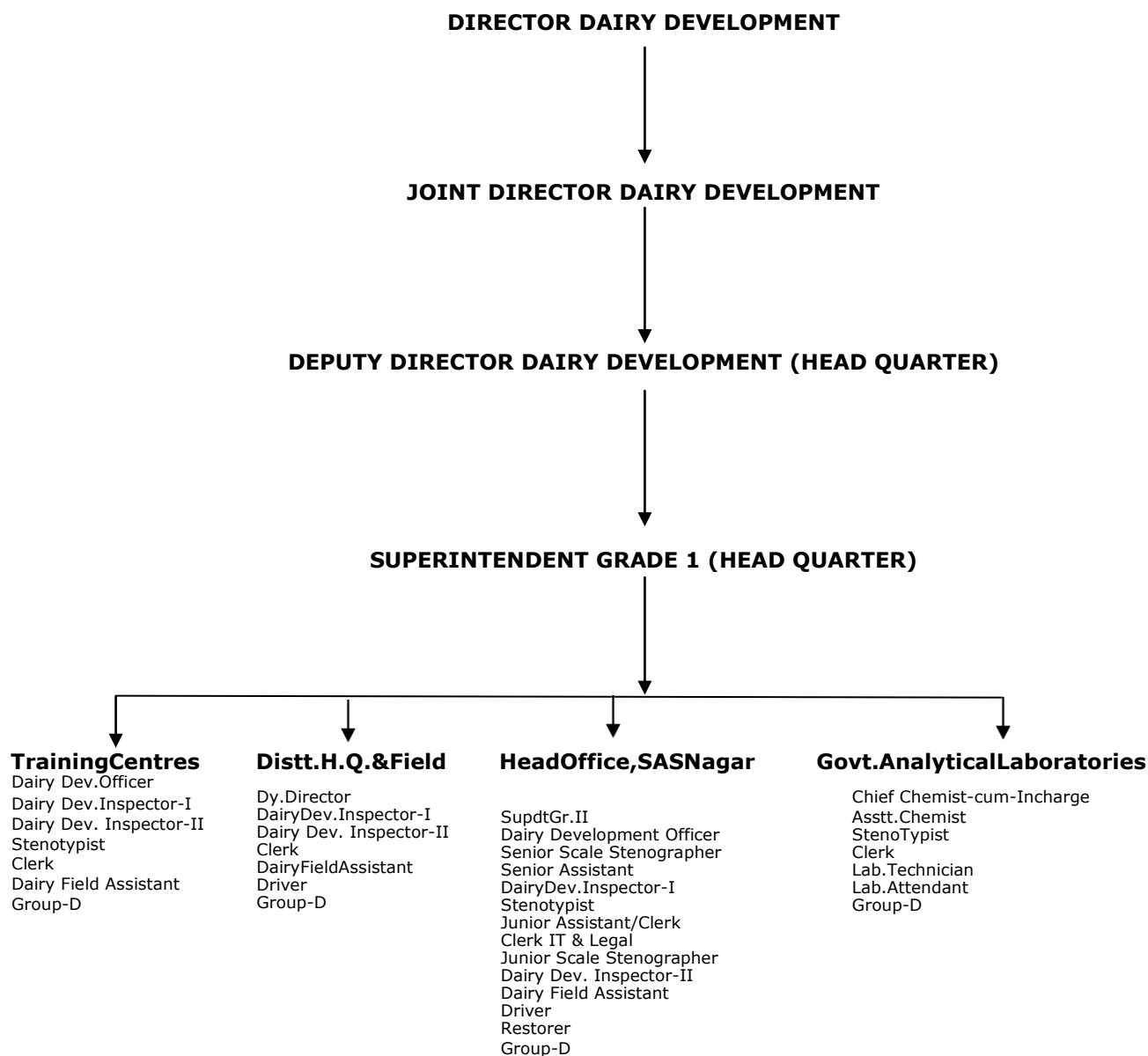
If the complainant is not satisfied with the reply of the Complaint Handling Officer, he will be free to appeal against the reply to the Director, Dairy Development Department, who will look into the matter at his own level. He can get the matter investigated from another officer . He can call the complainant for personal hearing also. The Appellant authority will give his decision within 15 days from the receipt of appeal.

### **OMBUDSMAN**

In case, normal Complaint Handling mechanism does not respond to the satisfaction of the citizen, he can approach Administrative Secretary, Govt. of Punjab, Dept. of Animal Husbandry, Fisheries & Dairy Development.

\*

# ORGANISATIONAL STRUCTURE



ANNEXURE-F

1.6 Categories of documents held by the Authority under its control

Title of the Document	Custodian of the Document
1 Service books and Personnel files 2 Loanfiles	Concerned Senior Assistant (Establishment)
1. Details of Release of Advertisements & Payments 2. Brochures & Publicity Material CDs Etc. 3. Diary/Dispatch Registers	- Concerned Senior Assistant (Planning) - Dispatcher
1. CashBook 2. Ledger 3. Vouchers of Cash, Bank and Journals 4. Salary Register 5. Provident Fund Register 6. Annual Returns	Cashier & Concerned Senior Assistant (Accounts)
1. Correspondence with various Govt. Departments 2. Leave Record of Employees 3. Attendance Registers	Concerned Senior Assistant (Establishment)
1. Store/ Stock Register	Concerned Senior Assistant (Store)

## 1.8:Directory of Officers and employees of Dairy Development Department,Punjab

S. No.	Name of officer/official	Designation	Residential address	Tel.No. &Email ID
1.	Sh. Kuldip Singh	Director Dairy	H.No. 1498, B-29, Harkrishan Nagar, Ludhiana	98557-32565 kuldeep.singh565@punjab.gov.in
2.	Smt. Radha Rani	Superintendent Grade I	B-1001450 Aadarsh Nagar,Nayagaon, Mohali.	88473-91328 radha.rani69@punjab.gov.in
3.	Sh. Baldip Kumar	Superintendent Grade-II	H.No.1549, Sec22132-B,CHD.	94635-20436 baldip.kumar@punjab.gov.in
4.	Sh. Harpreet Singh	Dairy Development Officer	Vill-Chatamli,P.O Majitha, Distt. Amritsar	94650-94843 Harpreet.singh836@punjab.gov.in
5.	Smt. Pallvi	Superintendent Grade-II	H.No.1240, Sector-15,Panchkula	99142-03602 palvi.Pathiar@punjab.gov.in
6.	Sh.AmandeepSingh	Senior Asstt.	H.No.2258-A, Sector-20C,Chandigarh.	99880-66399 amandee.singh975@punjab.gov.in
7.	Sh. Jasvir Singh	Senior Asstt.	Vill. Muzafat, P,O Bela, Dist Ropar	94631-94550 jasvir.singh75@punjab.gov.in
8.	Sh. Baljinder Singh	Senior Asstt.	VPO Rajindergarh, Distt. Fatehgarh Sahib	97811-53740 baljinder.singh976@punjab.gov.in
9.	Sh. Anil Kumar	Senior Asstt.	Adarsh Nagar Ward No.14, Kurali Distt. Mohali	98888-56112 anil.kumar112@punjab.gov.in
10.	Sh. Parminder Singh	Senior Asstt	H.No.2144, Sec-23/C, CHD	98725-71817 parminder.singh977@punjab.gov.in
11.	Sh. Mintu	Senior Asstt	VPO Karari , Tehsil Mukerian, Distt. Hoshiarpur	81469-86508 Mintu.1974@punjab.gov.in
12.	Sh. Devinder Singh	Senior Asstt.	H.No.307,W-4,Near Rest House Morinda	98558-00846 devinder.singh982@punjab.gov.in
13.	Smt. Ramandeep kaur	Senior Asstt.	Vill. Majri Kishnewali, PO Amloh Distt. Fatehgarh Sahib	98725-02714 ramandeep.kaur14@punjab.gov.in
14.	Sh. Deepak Verma	Dairy Dev. Insp. I	H.No. HL-109, Phase-1, Mohali	99153-32637 ropar_ddd@rediffmail.com
15.	Sh. Siddharth Sharma	Dairy Dev. Insp. II	HOUSE NO. 16185 STREET NO. 10/11 GURU GOBIND SINGH NAGAR BATHINDA	8699569593 siddharthsharma01@gmail.com
16.	Sh. Mandeep Singh	Dairy Field Asstt.	H.No.739/1, Ghumahar Mohalla, Mundi Kharar, Sector-4	98784-41386 mandip.singh86@punjab.gov.in
17.	Smt. Sarabjeet kaur	Junior Scale steno	Guru Teg Bahadur Nagar, ward No.10, Sector-14, Kharar, Distt Mohali	9469-990124 Sarabjit.kaur40@punjab.gov.in
18.	Smt. Sawarnjeet Kaur	Steno Typist	Village Jassowal, PO Sidhuwal, Teh & Dist. Patiala.	84375-73394 Sawarnjeetkaur49@gmail.com
19.	Sh. Narayan Parsad	Junior Asstt	H.No.2079, Sec- 24/C, CHD	75086-54896 narayan.prasad71@punjab.gov.in
20.	Sh. Kamal Kumar	Junior Asstt	H.No.3098 A, Sec-39D, Chandigarh	99889-45632 kamal.kumar968@punjab.gov.in
21.	Smt. Gaytri Devi	Junior Asstt	H.No.2073, Sec-68, Mohali.	90344-32852 gaytri.devi983@punjab.gov.in



				njab.gov.in
22.	Sh. Hemraj Sharma	Clerk	H.No.HE-269,Phase-1,Mohali	90410-61105 jaswinderpal.singh 23@punjab.gov.in
23.	Sh. Jaswinderpal Singh	Clerk	H.No.24,Vill.Daoun,Backside Sheetla MataMandir,Distt.Mohali	99888-85650 hemraj.sharma@i nvestpunjab.gov.in
24.	Sh. Inderbir Singh	Clerk	House no. 402, Phase-10, Distt. SAS Nagar	81469-43890 inderbir90@gmail. com
25.	Sh. Parvinder Singh	Clerk	Village Rurki Kham, PO Palheri, Distt. SAS Nagar	9464610636
26.	Ms.kavita	Clerk IT	hno. 659 mori mohalla Bahadurpur Hoshiarpur Punjab	8360416538
27.	Sh. Sandeep Kumar	Driver	House no. 2485 B, 39 C, Chandigarh.	98884-78676 sandeepmehta308 @gmail.com
28.	Sh. Gurdeep Singh	Driver	H.no134,WardNo2,khushi Ram Colony Kurali.	94631-90264 ropar_ddd@redif fmail.com
29.	Sh. Satinder Kumar	Restorer	H.No.81,VillKishangarh,P.O.Mani Majra,U.T.Chd.	98784-39707 satinder.kumar972 @punjab.gov.in
30.	Sh. Sant Bahadur	Duplicator-cum- Daftari	H.No.2642,Sec-28/C,Chandigarh	97807-39846 dirdairy@rediffmai l.com
31.	Sh. Surinder Singh	Peon	H.no 2022, Anant Nagar Ward No.17 (Kharar)	94642-91583 ropar_ddd@red iffmail.com
32.	Sm.t Baljit Kaur	Peon	H.No.36,Sector-41/D,Badheri	84373-46491 dd.dairy.moh@g ov.in
33.	Sh. Sandeep Kumar	Peon	House no. 5702, Ground Floor, 38 West, Chandigarh.	8360596516 dirdairy@rediffmai l.com
34.	Sh. Rajesh Kumar	Sweeper-cum- Chowkidar	WaheguruNagar,BarnalaKalanRoad,Shah eed Bhagat SinghNagar	97811-84104 dd.dairy.jal@pu njab.gov.in
<b>O/o Deputy Director Dairy Development, Amritsar</b>				
35.	Sh. Waryam Singh	Deputy Director Dairy Development	#132, Sterling Blue valley, Mira Kotkala, Amritsar	98159-82593 waryam.singh69 @punjab.gov.in
36.	Sh. Gurcharan Singh	Dairy Development Inspector Gr-1	H.NO 251,Lane no.2, Asiana Estate, Nangli, Amritsar	88729-18300 Gurcharan.singh37 @punjab.gov.in
37.	Mrs. Sukhbir Kaur	Steno Typist	H.No.150, Pritam Enclave Opp. By-Pass, Distt. Amritsar	98150-39678 Sukhbirkaur940 @gmail.com
38.	Mrs. Aditi	Dairy Development Inspector Gr-2	731, Lane no.4, Majitha Verka Bypass, Opp. Dara Royal Hotel, Green Land Colony, Amritsar.	78889-32092
39.	Sh. Rajiv Kumar	Dairy Field Assistant	Ward no.1, Mohalla Baji Sahib, VPO Dera baba nanak, Gurdaspur	84271-70001 Rajiv.kumar449@ punjab.gov.in
40.	Mrs. Jyoti Sharma	Dairy Field Assistant	VPO Nabipur, Distt. Gurdaspur	94657-25610 Rajeevmottan11@ gmail.com
41.	Mr.Rahul Sharma	Clerk	F18/564, Gali no. 3,Shree Ram Ave. Majitha Road, Amritsar	85570-70435 sunnynam6@gmai l.com
42.	Mrs. Gurpreet Kaur	Clerk	House No.1896, Cemetary Road, Putligarh,Amritsar	9041044643 sukhpreettucker @gmail.com
43.	Sh. Balbir Singh	Driver	633/A, W/n2, Bahmniwala Road, GardenColony, Patti, Distt.Tarantarn	90414-02294
44.	Sh. Kuber Singh	Peon	Gangarethi, Garampani, PO Distt. Nainitaal (Uttarakhand)	94647-01532

45.	Sh. Navjot Singh	Dairy Development Inspector Gr-1	68, Naushera Kala, Sandhu Enclave, Majitha road, Amritsar.	79861-63849
<b>O/o Deputy Director Dairy Development, Bathinda</b>				
46.	Sh. Gurpal Singh	Dairy Development Inspector Gr-1	Village SanguDhaun Distt. Sri Muktsar Sahib	98149-95616
47.	Mrs. Sonika Rani	Clerk	VPO- chak Giljewala, Distt. Shri Muktsar Sahib	96985-00123
48.	Sh. Lakhmeet Singh	Dairy Field Assistant	Rampura Phul, Dist. Bathinda.	99148-01227
49.	Sh. Sudesh kumar	Peon	SUNDER BASTI , D.C.Kothi, SANGRUR	9041352764
<b>O/o Deputy Director Dairy Development, Barnala</b>				
50.	Sh. Baljit Singh	Dairy Development Inspector Gr-2	VPO Dholan, Distt. Ludhiana	98031-65874 Er.Baljitsigh5@gmail.com
51.	Sh. Jang Bahadur Singh	Dairy Development Inspector Gr-2	VPO Akhara distt ludhiana	9781225425 jbsbrar@hotmail.com
52.	Sh. Gurmeet Singh	Dairy Field Assistant	VPO Kotdunna, Distt.Barnala	95929-55389 gurmeetsinghbnl@gmail.com
<b>O/o Deputy Director Dairy Development, Faridkot</b>				
53.	Sh. Nirvair Singh Brar	Deputy Director	Village Mahla Khurd,Teh.Baghapurana, Distt.Moga	94651-17652 nirvairsinghbrar@gmail.com
54	Smt. Kuldeep Kaur	Clerk	Faridkot	62842-32818 Kaurkldeep234@gmail.com
55.	Sh. Gurlal Singh	Dairy Development Inspector Gr-2	VPO Sarawan, The- Kotkapura, Distt. Faridkot	80541-68047 Gurlalsran2304@gmail.com
56.	Sh. Harmanpreet Singh	Dairy Development Inspector Gr-2	Faridkot	97813-90857 mahlasab10@gmail.com
<b>O/o Deputy Director Dairy Development, Fazilka</b>				
57.	Sh. Ramandeep Kumar	Dairy Development Inspector Gr-2	Vill Dilaram Dist Ferozepur	8427489697 Kumarramandeep1991@gmail.com
58.	Sh. Ishant Kumar	Clerk	Jalalabad West, Distt. Fazilka.	84374-00458 ishant.kumar458@punjab.gov.in
<b>O/o Deputy Director Dairy Development, Fatehgarh Sahib</b>				
59.	Sh. Gurvinder Singh	Clerk	House no.490, Street No. 2, Tripri Town, Patiala	97800-77994 Gurvindersingh.sohi@punjab.gov.in
60.	Sh. Navpuneet Singh Mavi	Dairy Development Inspector Gr-2	Vill- BairMajra,P.O Hallo Majra, Chandigarh(U.T)	82830-45015
61.	Sh. Sukhwinder Singh	Dairy Development Inspector Gr-2	Kartar Vihar Colony VPO Daad Tehsil Ludhiana West District Ludhiana	9653031054
62.	Smt. Nirmala Devi	Peon	Near Gurudwara Sahib,Guru Ram Das Colony, Rajpura	89686-11311
<b>O/o Deputy Director Dairy Development, Ferozepur</b>				
63.	Sh. Randeep Kumar	Deputy Director Dairy Development	Village Dilaram PO Jhok Tehalsingh, Tehsil and Distt. Ferozepur	7827260001 Randeepkumar17@gmail.com
64.	Sh. Kapalmeet Singh	Dairy Development Inspector Gr-2	VPO Jhander, Teh.Ajnala, Distt.Amritsar.	97793-52959 kapalmeetsandhu@gmail.com
65.	Ms.Mamta Rani	Clerk	Wardno 12. Mallanwala Khas Tehsil- Zira, Distt. Ferozepur	98557-84490 mamtabhatti346@gmail.com
66.	Sh. Robin Kaura	Dairy Development Inspector Gr-2	House no. 1024, Street no. 2, Vedant Nagar, Moga	85579-89322 kaurarobin@gmail.com

O/o Deputy Director Dairy Development, Gurdaspur				
67.	Sh. Barjinder Singh	Dairy Development Inspector Gr-2	House no. 639/19, Gali no.2, Rulia Ram Colony, Distt. Gurdaspur	80548-00880 Barjinder.singh80@punjab.gov.in
68.	Sh. Ranjit Singh	Junior Assistant	Vill.Joian P/O Jaura Chhitran Dist. Gurdaspur	98146-22622 Ranjit.singh262@punjab.gov.in
69.	Ms. Anu	Dairy Development Inspector Gr-2	Village Bidhipur, PO Dhaliwal, Tehsil and Distt. Gurdaspur	78888-50893 Anub5825@gmail.com
70.	Mrs. Anamika Sharma	Dairy Field Assistant	#451/1,Near Ambedkar Bhawan, Rulia Ram Colony Distt. Gurdaspur	75089-73471 Anamika.sharma71@punjab.gov.in
O/o Deputy Director Dairy Development, Hoshiarpur				
71.	Sh. Gurwinder Singh	Dairy Development Inspector Gr-2	VPO Kandala Shekha, Tehsil Dasuya, Distt. Hoshiarpur	98722-77136
72.	Miss Amanjyoti	Dairy Field Assistant	SAS Nagar,Old Tanda Road, Distt.Hoshiarpur	98787-70114 aman.jyoti80@punjab.gov.in
73.	Sh. Dinesh Kumar	Clerk	Village Palehera PO Kodhera Hamirpur, Himachal Pradesh	99155-10129
74.	Sh. Amarjeet Singh	Peon	Village Moga, PO Bhogpur, Distt. Jalandhar	95018-66234
75.	Sh. Lekh Raaj	Sweeper cum Chowkidaar	Village Mehmowal, PO bathiabrahmna, Distt. Hoshiarpur	97793-95767 hoshiarpur_ddd@rediffmail.com
O/o Deputy Director Dairy Development, Jalandhar				
76.	Sh. Sanjeev Kumar	Dairy Development Inspector Gr-1	VPO Behrampur Sarishtha, Jalandhar	88470-56421 sanjeev.kumar601@punjab.gov.in
77.	Mrs. Savita devi	Junior Assistant	62/2 Bhargo Camp, Jalandhar	79864-42412 Savita.devi35@punjab.gov.in
78.	Sh. Gurpreet Singh	Dairy Field Assistant	Village Khamblan,P.o.Bulhowal, Distt.Hoshiarpur	94787-26641 Gurpreet.1989@punjab.gov.in
79.	Sh. Maninder Singh	Peon	Dashmesh Nagar, Tanda, Ward no-3, Teh. Dasyu Distt.Hoshiarpur	96465-85908
80.	Sh. Satnam Singh	Peon cum Chowkidaar	Village Harsamsar, PO Khas, Tehsil Mukerian, Distt. Hoshiarpur	89686-14918
O/o Deputy Director Dairy Development, Kapurthala				
81.	Sh. Kashmir Singh	Dairy Development Officer	H.No.42, Old Mata Gujri Enclave, Kharar	9592813411 kashmir.singh69@punjab.gov.in
82.	Sh. Shubham Kumar	Dairy Development Inspector Gr-2	641, Gali no.2, New Dashmesh Nagar, Ayali khurd, Ludhiana	99155-10807 Shubham18h@gmail.com
83.	Sh. Harmanpreet Singh	Dairy Development Inspector Gr-2	Village Farid Sarai, Dr.vadajodh singh , Tehsil Sultanpur lodhi, Distt. Kapurthala	97813-90857 Singhharmanpreet127@gmail.com
84.	Sh. Manbir Singh	Dairy Development Inspector Gr-2	VPO Malsian, Tehsil Shahkot, Jalandhar	90419-61218 Manbirsingh1328@gmail.com
85.	Sh. Sher Singh Azad	Dairy Field Assistant	VPO Behrampur, Tehsil and Distt. Gurdaspur	98783-45930 shersingh.azad30@punjab.gov.in
86.	Sh. Gandeep Singh	Clerk	Village Jhotiyawali, Tehsil and Distt. Fazilka	62399-95152 Gandeepsingh016@gmail.com
87.	Sh. Rashpal Singh	Clerk	House no.419, Gali no. 12, Santpura, Kapurthala	95309-28066 Rashpal.singh90@punjab.gov.in
88.	Ms.Ramandeep Kaur	Steno	Village MohanMajra, PO Sanghol, Tehsil Khamano, Fatehgarh Sahib	62808-41388

89.	Sh. Manpreet Samplay	Peon	VPO Bhula Rai, Tehsil and Distt. phagwara	97811-50999 manpreetsamplay@gmail.com
<b>O/o Deputy Director Dairy Development, Ludhiana</b>				
90.	Sh. Dalbir Kumar	Dairy Development Officer	H.No.2326, Janakpuri Colony, backside police station, Rajpura Town, Rajpura	81461-00543
91.	Sh. Harvinder Singh	Clerk	Kailash Nagar, house no. 78, Street no. 2, Doraha, Ludhiana	85568-22307 Harwinder.singh07@punjab.gov.in
92.	Sh. Harinder Singh	Stenotypist	VPO Behbalpur	89685-72099 Harinder.singh99@punjab.gov.in
93.	Mrs. Agampreet Kaur	Dairy Development Inspector Gr-2	Near MBD Mall, Ludhiana	99889-50501
94.	Sh. Balkrishan	Dairy Development Inspector Gr-2	276/24 Inderpuri, Chandigarh Road, khanna	81460-30086
95.	Mrs. Priya Bahri	Dairy Development Inspector Gr-2	House no. 12, Street no. 2, Guru Tegh Bahadar Nagar, Mundian kala	98760-16073
96.	Miss Ankit Kapoor	Dairy Development Inspector Gr-2	Village Hedon bet, PO Chodian, Tehsil Samrala	70872-85385
97.	Sh. Rajan	Dairy Development Inspector Gr-2	Plot no.21, Gopal Nagar, hebawal kalan, Ludhiana	83605-70662
98.	Sh. Jagseer Singh	Driver	Bangali Basti, Jalaleyana Road, Kotkapura	97806-39171
99.	Sh. Vipin Kumar	Peon	205, Gali no.1, Charan nagar, Tibba road, Ludhiana	98771-89941
100.	Sh. Baljeet Singh	Peon cum Sweeper	VPO Bija Ludhiana	97798-57152
101.	Sh. Swaran Singh	Peon cum Sweeper	VPO Cheema Ludhiana	83607-32315
<b>O/o Deputy Director Dairy Development, Mansa</b>				
102.	Sh. Kawaljeet Singh	Dairy Development Inspector Gr-1	VPO. Khara, Distt. Mansa.	98721-94068 Kamaljeetsingh161977@gmail.com
103.	Ms. Harsharan Kaur	Dairy Development Inspector Gr-2	Vpo Makha Tehsil and District Mansa	70099-07854 Harsharndhillon822@gmail.com
104.	Mrs. Satvir Kaur	Dairy Development Inspector Gr-2	Vpo Uddat Bhagat Ram Tehsil and Distt. Mansa	82849-40350 Satvirkaur070@gmail.com
105.	Mrs. Rajni Jindal	Clerk	Sale tax office street, Mansa	90563-14805 rajnij520@gmail.com
106.	Sh. Sanjeev Kumar	Dairy Field Assistant	Pind wali Gali, near M. C Park, Mansa	94645-94382 sanjeev52@gmail.com
107.	Sh. Navdeep Singh	Peon	Wardno.15, Near Dav School, Sarabha Nagar, Sunam	75298-62941
<b>O/o Deputy Director Dairy Development, Moga</b>				
108.	Surinder Singh	Dairy Development Officer	House no. 36, VPO badheri, Sector 41, Chandigarh	96461-33999 Surinder.singh999@punjab.gov.in
109.	Sh. Parminder Singh	Clerk	Near Jain School, Prem Nagar Kotakapura, Distt. Faridkot	9876579902 Parminder.pumar@punjab.gov.in
110.	Prince Sethi	Clerk	House no. 50, Church Wali Gali, Guru Tegh bahdadur Nagar, Distt. Faridkot.	84271-00968 Prince.sethi68@punjab.gov.in
111.	Avneet Singh	Dairy Development Inspector Gr-2	VPO kishanpura kalan, Tehsil Dharamkot, Distt. Moga	84270-71748 dd.dairy.moga@punjab.gov.in
112.	Navdeep Singh	Dairy Development Inspector Gr-2	Village Salempura, Tehsil Jagraon, distt. Ludhiana	95308-86829 Navdeep86829@gmail.com

113.	Ms. Devsimran Kaur	Dairy Development Inspector Gr-2	Teacher Colony, Zira Road, Moga	95014-40960 dd.dairy.moga@punjab.gov.in
114.	Mrs. Navneet Kaur	Stenotypist	House no. 10, Village kari khurd, PO jhok tehal singh, Distt. Ferozpur	99144-02619
115.	Sh.Gurpreet Singh	Peon cum sweeper	Village Abul Khurana , Tehsil Malout, Distt. Muktsar Sahib	96461-53443
<b>O/o Deputy Director Dairy Development, Sri Muktsar Sahib</b>				
116.	Sh. Gurwinder Singh	Dairy Development Officer	VPO-Doomwali, Teh & Distt. Bhatinda	98424-98995 dd.dairy.mkt@punjab.gov.in
117.	Sh.Arun Bansal	Dairy Development Inspector Gr-2	House No. 357, Ranjit Avenue Near Bus Stand Sri Muktsar Sahib	82848-06900 agrawal6969@gmail.com
118.	Sh. Harjinder Singh	Dairy Development Inspector Gr-2	VPO Lakkadwala, Tehsil Malout, distt. Sri muktsar sahib	94637-85700 Jawanda.harjinder@yahoo.com
119.	Sh. Robin Arora	Clerk	VPO Bam, Tehsil- malout, Distt. Sri Muktsar Sahib	94637-85700 Robinarora195@gmail.com
120.	Sh. Sumit Kumar	Clerk	VPO Churiwala Dhanna, Tehsil Abohar, Distt.Fazilka	95694-60200 Sumit.kumar51@punjab.gov.in
<b>O/o Deputy Director Dairy Development, Patiala</b>				
121.	Sh.Lakhmir Singh	Dairy Development Inspector Gr-1	Baba Deep Singh Colony, Plot no. 31 Near Gagan Chowk, Rajpura, Patiala	98725-22152
122.	Sh. Yashpal	Dairy Development Inspector Gr-2	Quarter no. 58, block 3, type 5, Ghalori gate, near Mahindra college Patiala	7876155166
123.	Mrs. Sunita Devi	Junior Assistant	House no. 112A, Gali no. 2B, Rattan Nagar Extension, Tripuri, patiala	94636-73676
124.	Sh. Kulwinder Singh	Dairy Field Assistant	House no. 82 Shaheed udham singh Nagar, Sanor Road, Patiala.	95920-01358 Kulwinder55@gmail.com
125.	Sh. Sukhwinder Singh	Peon	Village Kakra, PO Kakra, Teh . Bhawanigarh, Dist. Sangrur.	78375-37947
<b>O/o Deputy Director Dairy Development, Pathankot</b>				
126.	Sh. Jagdish Singh	Dairy Development Inspector Gr-2	Village- Jhanjheli, PO sujanpur, Distt. Pathankot	98785-28364 jagdish.singh64@punjab.gov.in
127.	KaranPratap Singh	Dairy Field Assistant	Vill. Akhrota, PO.Rattangarh, Distt.Pathankot	98762-60243 Karan.partap43@punjab.gov.in
128.	Ms. Ravinder Singh	Dairy Development Inspector Gr-2	Vill. Antor, PO Narot Jaimal Singh	81849-68878
<b>O/o Deputy Director Dairy Development, Sangrur</b>				
129.	Sh. Harmesh Singh	Dairy Development Inspector Gr-1	VPO Nizampur, Teh.Payal,Distt.Sangrur	62849-61498,
130.	Sh. Charanjit Dhir	Dairy Field Assistant	Street No.6, Punia Colony, Sangrur	97794-00959
131.	Sh. Davinder Singh	Dairy Development Inspector Gr-2	Kulwant colony, ward no.7, mansa	97798-22271
132.	Mrs. Kanchan Rani	Stenotypist	Houseno.112 -C , bathindian Mohalla, near Hanuman Mandir, Nabha Distt. Patiala.	98765-33240
133.	Mrs. Sakshi Singla	Clerk	Krishna market near Bus stand,Samana, dist. Patiala.	98713-80071
134.	Sh. Sohan Singh	Clerk	17- Ebna Patti, Near Govt. boys School, Samana Distt. Patiala	95015-04017
135.	Sh. Gurwinder Singh	Driver	Ward no.9, sant attar singh nagar, gali no.4, sunam (sangrur)	92170-00913
136.	Sh. Himesh Kumar	Peon	Sohi road, Rajgarh colony, near biscuit factory, sangrur	98768-27118

O/o Deputy Director Dairy Development, SBS Nagar				
137.	Sh. Ram Sharan	Dairy Development Inspector Gr-1	Villlage - Changar Ghumaran PO Chamdar, Tehsil nalagarh, Distt Solan Himachal Pradesh	94176-19757 ramsharan27@punjab.gov.in
138.	Sh. Ashutosh	Dairy Field Assistant	Vill.Umarpur, Teh.Mukerian, Distt.Hoshiarpur.	98764-88495 ashutosh.salgotra@punjab.gov.in
139.	Sh. Prabhjot Heera	Clerk	House no. 312, Gali no. 3, Darshan singh nagar, Patiala.	94780-30512 Prabh77jotsingh@gmail.com
O/o Deputy Director Dairy Development, S.A.S. Nagar				
140.	Smt. Amandeep Kaur	Clerk	House No. 1-A Street Number 29, Anand Nagar B Patiala	9653395580 amandeep.kaur991@punjab.gov.in
141.	Sh. Simardeep Singh	Dairy Field Assistant	H.No.2434, Phase-10 Mohali	99150-04432 simardip.singh93@punjab.gov.in
142.	Sh. Karanvir Singh Bawa	Dairy Development Inspector Gr-2	Ward no.3, Sirsa road, sardulgarh, mansa	95015-02846 Karanbawa01@gmail.com
O/o Dairy Development Officer, Extension and training center, Sardoolgarh (Mansa)				
143.	Sh. Charanjit Singh	Dairy Development Officer	Ward no.3, sardulgarh, Distt. Mansa	94644-70334 Scharanjit67@gmail.com
144.	Smt. Sandeep Kaur	Dairy Development Inspector Gr-2	VPO Rori(machi patti), Distt Sirsa	94659-42622 Kaursandeeep1806@gmail.com
145.	Sh. Jagpreet Singh	Clerk	VPO Shekhpura Teh Talwandi Sabo, Bathinda	96464-41614 Jagpreetkang91@gmail.com
146.	Ms. Pooja Sharma	Stenotypist	Village bolri, PO Bhakhar, Tehsil and Distt. Patiala	99150-89294 <u>Poojasharma79151@gmail.com</u>
Chief Chemist, Govt. Analytical Laboratory, Sangrur				
147.	Sh. Gurjant Singh	Stenotypist	Ajit Nagar, Sangrur	98723-14607
148.	Sh. Prince	Clerk	New professor colony, near commando training center, patiala	80545-69798
149.	Sh. Rajinder Singh	Lab Technician	Atwal Colony, Bank Side Lala vala peer, Sangrur	94638-64030
150.	Sh. Sushil Kumar	Lab Attendant	New Friends Colony, Gali No.6, Sangrur, Sohia Road, Sangrur	94177-13783
151.	Sh. Ramesh Chandar	Lab Attendant	Street no. 5 E, Patiala Road, Deshmesh Nagar, Sangrur	94177-50508
O/o Deputy Director Dairy Development, TarnTaran				
152.	Sh. Jatinder Kumar	Dairy Development Inspector Gr-2	Gaggra wala mandir, fatehgarh churian, Distt. Gurdaspur	83609-06797 Jatinder.kumar963@gmail.com
153.	Sh. Karandeep Bhagat	Dairy Development Inspector Gr-2	Green colony, purana Shahpur road, pathankot	94177-66062 Bhagatkaran606@gmail.com
154.	Sh.Kanwaljit Singh	Dairy Field Assistant	VPO Jabbowal,Distt. Amritsar	94173-73648 kawanljit.singh48@punjab.gov.in
155.	Sh.Sehajpal Singh	Clerk	Ajnala, Distt. Amritsar	70950-00013 Sahijnijjar315@gmail.com
O/o Deputy Director Dairy Development, Roopnagar				
156.	Sh. Harwant Singh	Dairy Development Officer	KothiNo.1601,Phase-10,Mohali	99157-06592 Harbant.singh15@punjab.gov.in
157.	Kuldeep Singh	Dairy Development Inspector Gr-2	Harnam nagar, Ward no. 21, Sirhind City	98729-19245

158.	Sh.Shobit Sharma	Clerk	House no. 182, Dhawan Colony, Ferozpur	83606-67470 ershobitsharma@gmail.com
159.	Ms. Arwinder Kaur	Stenotypist	Village Taura, PO Massingan Patiala	98157-73038
160.	Davinder Singh	Dairy Development Inspector Gr-2	Village Rasoolpur, PO khana, Ropar	98776-38234
161.	Smt. Monika Rani	Dairy Field Assistant	VPO Asro, Tehsil -Balachaur, Distt. SBS Nagar	82838-55950 monika.rani50@punjab.gov.in
162.	Sh. Brijesh kumar	Sweeper cum Chowkidaar	H.No. 705/20 Bapu Dham Colony, Sec-26, Chandigarh	98720-23410
<b>O/o Deputy Director Dairy Development, Malerkotla</b>				
163.	Sh. Jagman Singh	Dairy Field Assistant	Village seora, Distt. Ludhiana	70090-72521

1.8:Directory of Officers and employees of Dairy Development Department,Punjab

S. No.	Name of officer/official	Designation	Basic Salary	Gross Salary
1.	Sh. Kuldip Singh	Director Dairy	130900	209062
2.	Sh. Baldip Kumar	Superintendent Grade-II	67000	109100
3.	Sh. Harpreet Singh	Dairy Development Officer	55000	88740
4.	Smt. Radha Rani	Superintendent Grade I	73200	118896
5.	Smt. Pallvi	Superintendent Grade-II	67000	107100
6.	Sh.AmandeepSingh	Senior Asstt.	62000	92080
7.	Sh. Jasvir Singh	Senior Asstt.	58400	96312
8.	Sh. Baljinder Singh	Senior Asstt.	56700	92626
9.	Sh. AnilKumar	SeniorAsstt.	55000	60940
10.	Sh.ParminderSingh	Senior Asstt	55000	81140
11.	Sh. Mintu	Senior Asstt	55000	89940
12.	Sh. Devinder Singh	Senior Asstt.	53400	87412
13.	Smt.Ramandeep kaur	Senior Asstt.	55000	89940
14.	Sh. Deepak Verma	Dairy Dev.Insp.I	53400	86112
15.	Sh. Siddharth Sharma	Dairy Dev.Insp.II	29200	29200
16.	Sh. Mandeep Singh	DairyFieldAsstt.	28700	47086
17.	Smt.Sarabjeet kaur	Junior Scale steno	58600	95328
18.	Smt.SawarnjeetKaur	StenoTypist	37400	61632
19.	Sh. Narayan Parsad	Junior Asstt	52200	76864
20.	Sh. KamalKumar	Junior Asstt	50700	74734
21.	Smt. Gaytri Devi	Junior Asstt	46400	76052
22.	Sh. HemrajSharma	Clerk	36400	60052
23.	Sh. Jaswinderpal Singh	Clerk	36400	60052
24.	Sh. Inderbir Singh	Clerk	20500	34930
25.	Sh. Parvinder Singh	Clerk	19900	19900
26.	Ms.kavita	Clerk IT	19900	19900
27.	Sh. Sandeep Kumar	Driver	36300	56086
28.	Sh. Gurdeep Singh	Driver	36300	61894
29.	Sh. Satinder Kumar	Restorer	44800	72524
30.	Sh. Sant Bahadur	Duplicator-cum-Daftari	50400	73908
31.	Sh. Surinder Singh	Peon	43500	71070
32.	Sm.t Baljit Kaur	Peon	22800	38364
33.	Sh. Sandeep Kumar	Peon	28800	48844
34.	Sh. Rajesh Kumar	Sweeper-cum-Chowkidar	35400	59072
O/o Deputy Director Dairy Development, Amritsar				
35.	Sh. Waryam Singh	Deputy Director Dairy Development	105100	168298



36.	Sh. Gurcharan Singh	Dairy Development Inspector Gr-1	50300	81314
37.	Mrs. Sukhbir Kaur	Steno Typist	56900	92442
38.	Mrs. Aditi	Dairy Development Inspector Gr-2	29200	29200
39.	Sh. Rajiv Kumar	Dairy Field Assistant	29600	48508
40.	Mrs. Jyoti Sharma	Dairy Field Assistant	29600	48508
41.	Sh. Rahul Sharma	Clerk	20500	34390
42.	Mrs. Gurpreet Kaur	Clerk	21100	36878
43.	Sh. Balbir Singh	Driver	30400	53372
44.	Sh. Kuber Singh	Peon	36500	60010
45.	Sh. Navjot Singh	Dairy Development Inspector Gr-1	43400	68076
<b>O/o Deputy Director Dairy Development, Bathinda</b>				
46.	Sh. Gural Singh	Dairy Development Inspector Gr-1	47400	56658
47.	Mrs. Sonika Rani	Clerk	19900	19900
48.	Sh. Lakhmeet Singh	Dairy Field Assistant	30500	45039
49.	Shri Sudesh kumar	Peon	34400	56652
<b>O/o Deputy Director Dairy Development, Barnala</b>				
50.	Sh. Baljit Singh	Dairy Development Inspector Gr-2	29200	29200
51.	Sh. Jang Bahadur Singh	Dairy Development Inspector Gr-2	29200	29200
52.	Sh. Gurmeet Singh	Dairy Field Assistant	29600	46492
<b>O/o Deputy Director Dairy Development, Faridkot</b>				
53.	Sh. Nirvair Singh Brar	Deputy Director	65500	101560
54.	Smt. Kuldeep Kaur	Clerk	39800	62796
55.	Sh. Gurlal Singh	Dairy Development Inspector Gr-2	29200	29200
56.	Sh. Harmanpreet Singh	Dairy Development Inspector Gr-2	29200	29200
<b>O/o Deputy Director Dairy Development, Fazilka</b>				
57.	Sh. Ramandeep Kumar	Dairy Development Inspector Gr-2	29200	29200
58.	Sh. Ishant Kumar	Clerk	36400	57628
<b>O/o Deputy Director Dairy Development, Fatehgarh Sahib</b>				
59.	Sh. Gurvinder Singh	Clerk	36400	57628
60.	Sh. Navpuneet Singh Mavi	Dairy Development Inspector Gr-2	40100	62332
61.	Sh. Sukhwinder Singh	Dairy Development Inspector Gr-2	29200	29200
62.	Smt. Nirmala Devi	Peon	27200	43444
<b>O/o Deputy Director Dairy Development, Ferozepur</b>				
63.	Sh. Randeep Kumar	Deputy Director Dairy Development	65500	101560

64.	Sh. Kapalmeet Singh	Dairy Development Inspector Gr-2	47400	74648
65.	Ms.Mamta Rani	Clerk	36400	57628
66.	Sh. Robin Kaura	Dairy Development Inspector Gr-2	29200	29200
<b>O/o Deputy Director Dairy Development, Gurdaspur</b>				
67.	Sh.Barjinder Singh	Dairy Development Inspector Gr-2	50800	78716
68.	Sh. Ranjit Singh	Junior Assistant	52200	81444
69.	Ms. Anu	Dairy Development Inspector Gr-2	29200	29200
70.	Mrs. Anamika Sharma	Dairy Field Assistant	29600	46492
<b>O/o Deputy Director Dairy Development, Hoshiarpur</b>				
71.	Sh. Gurwinder Singh	Dairy Development Inspector Gr-2	36700	57284
72.	Miss Aman jyoti	Dairy Field Assistant	30540	47921
73.	Sh. Dinesh Kumar	Clerk		
74.	Sh. Amarjeet Singh	Peon	31500	50780
75.	Sh. Lekh Raaj	Sweeper cum Chowkidaar	32400	51348
<b>O/o Deputy Director Dairy Development, Jalandhar</b>				
76.	Sh. Sanjeev Kumar	Dairy Development Inspector Gr-1	51800	83584
77.	Mrs. Savita devi	Junior Assistant	50700	82846
78.	Sh. Gurpreet Singh	Dairy Field Assistant	30500	49930
79.	Sh. Maninder Singh	Peon	20300	34374
80.	Sh. Satnam Singh	Peon cum Chowkidaar	47500	78190
<b>O/o Deputy Director Dairy Development, Kapurthala</b>				
81.	Sh. Kashmir Singh	Dairy Development Officer	71900	110888
82.	Sh. Shubham Kumar	Dairy Development Inspector Gr-2	29200	29200
83.	Sh. Harmanpreet Singh	Dairy Development Inspector Gr-2	29200	29200
84.	Sh. Manbir Singh	Dairy Development Inspector Gr-2	29200	29200
85.	Sh. Sher Singh Azad	Dairy Field Assistant	30500	47860
86.	Sh. Gandeep Singh	Clerk	19900	19900
87.	Sh. Rashpal Singh	Clerk	20500	33460
88.	Ms. Ramandeep Kaur	Steno	21700	21700
89.	Sh. Manpreet Samplay	Peon	18000	18000
<b>O/o Deputy Director Dairy Development, Ludhiana</b>				
90.	Sh. Dalbir Kumar	Dairy Development Officer	76300	117050
91.	Sh. Harvinder Singh	Clerk	36400	58400
92.	Sh. Harinder Singh	Stenotypist	37400	56900
93.	Mrs. Agampreet Kaur	Dairy Development Inspector Gr-2	29200	29200
94.	Sh. Balkrishan	Dairy Development Inspector Gr-2	57200	87300

95.	Mrs.Priya Bahri	Dairy Development Inspector Gr-2	29200	29200
96.	Miss Ankit Kapoor	Dairy Development Inspector Gr-2	29200	29200
97.	Sh. Rajan	Dairy Development Inspector Gr-2	29200	29200
98.	Sh. Jagseer Singh	Driver	21700	21700
99.	Sh. Vipin Kumar	Peon	28000	44100
100.	Sh. Baljeet Singh	Peon cum Sweeper	44900	68850
101	Sh. Swaran Singh	Peon cum Sweeper	34400	53700
<b>O/o Deputy Director Dairy Development, Mansa</b>				
102.	Sh. Kawaljeet Singh	Dairy Development Inspector Gr-1	46000	71420
103.	Ms. Harsharan Kaur	Dairy Development Inspector Gr-2	29200	29200
104.	Mrs. Satvir Kaur	Dairy Development Inspector Gr-2	29200	29200
105.	Mrs. Rajni Jindal	Clerk	36400	57628
106.	Sh. Sanjeev Kumar	Dairy Field Assistant	30500	47860
107.	Sh. Navdeep Singh	Peon	19100	30368
<b>O/o Deputy Director Dairy Development, Moga</b>				
108.	Surinder Singh	Dairy Development Officer	71900	109450
109.	Sh.Parminder Singh	Clerk	36400	56900
110.	Prince Sethi	Clerk	36400	56900
111.	Avneet Singh	Dairy Development Inspector Gr-2	29200	29200
112.	Navdeep Singh	Dairy Development Inspector Gr-2	29200	29200
113.	Ms. Devsimran Kaur	Dairy Development Inspector Gr-2	29200	29200
114.	Mrs. Navneet Kaur	Stenotypist	21700	21700
115.	Sh.Gurpreet Singh	Peon cum sweeper	36500	58650
<b>O/o Deputy Director Dairy Development, Sri Muktsar Sahib</b>				
116.	Sh. Gurwinder Singh	Dairy Development Officer	53400	83668
117.	Sh.Arun Bansal	Dairy Development Inspector Gr-2	29200	29200
118.	Sh. Harjinder Singh	Dairy Development Inspector Gr-2	29200	29200
119.	Sh. Robin Arora	Clerk	20500	33460
120.	Sh. Sumit Kumar	Clerk	36400	57628
<b>O/o Deputy Director Dairy Development, Patiala</b>				
121.	Sh.Lakhmir Singh	Dairy Development Inspector Gr-1	67800	109624
122.	Sh. Yashpal	Dairy Development Inspector Gr-2	29200	29200
123.	Mrs. Sunita Devi	Junior Assistant	52200	84976
124.	Sh. Kulwinder Singh	Dairy Field Assistant	30500	49690
125.	Sh. Sukhwinder Singh	Peon	20900	35122
<b>O/o Deputy Director Dairy Development, Pathankot</b>				
126.	Sh. Jagdish Singh	Dairy Development Inspector Gr-2	53900	83428
127.	KaranPratap Singh	Dairy Field Assistant	29600	46492

128.	Ms. Ravinder Singh	Dairy Development Inspector Gr-2	29200	29200
<b>O/o Deputy Director Dairy Development, Sangrur</b>				
129.	Sh. Harmesh Singh	Dairy Development Inspector Gr-1	49300	76436
130.	Sh. Charanjit Dhir	Dairy Field Assistant	29600	46492
131.	Sh. Davinder Singh	Dairy Development Inspector Gr-2	29200	29200
132.	Mrs. Kanchan Rani	Stenotypist	42100	66292
133.	Mrs. Sakshi Singla	Clerk	36400	57628
134.	Sh. Sohan Singh	Clerk	36400	57628
135.	Sh. Gurwinder Singh	Driver	35200	57804
136.	Sh. Himesh Kumar	Peon	18000	18000
<b>O/o Deputy Director Dairy Development, SBS Nagar</b>				
137.	Sh. Ram Sharan	Dairy Development Inspector Gr-1	53400	81700
138.	Sh. Ashutosh	Dairy Field Assistant	30500	47250
139.	Sh. Prabhjot Heera	Clerk	19900	19900
<b>O/o Deputy Director Dairy Development, S.A.S. Nagar</b>				
140.	Smt. Amandeep Kaur	Clerk	36400	60052
141.	Sh. Simardeep Singh	Dairy Field Assistant	27100	44558
142.	Sh. Karanvir Singh Bawa	Dairy Development Inspector Gr-2	29200	29200
<b>O/o Dairy Development Officer, Dairy Training and Extension center , Sardoolgarh (Mansa)</b>				
143.	Sh. Charanjit Singh	Dairy Development Officer	71900	108850
144.	Smt. Sandeep Kaur	Dairy Development Inspector Gr-2	29200	29200
145.	Sh. Jagpreet Singh	Clerk	20500	33050
146.	Ms. Pooja Sharma	Stenotypist	21700	21700
<b>Chief Chemist, Govt. Analytical Laboratory, Sangrur</b>				
147.	Sh. Gurjant Singh	Stenotypist	56900	88788
148.	Sh. Prince	Clerk	36400	57628
149.	Sh. Rajinder Singh	Lab Technician	55200	86404
150.	Sh. Sushil Kumar	Lab Attendant	46100	72172
151.	Sh. Ramesh Chandar	Lab Attendant	41100	64572
<b>O/o Deputy Director Dairy Development, TarnTaran</b>				
152.	Sh. Jatinder Kumar	Dairy Development Inspector Gr-2	29200	29200
153.	Sh. Karandeep Bhagat	Dairy Development Inspector Gr-2	29200	29200
154.	Sh.Kanwaljit Singh	Dairy Field Assistant	28700	46492
155.	Sh.Sehajpal Singh	Clerk	19900	19900
<b>O/o Deputy Director Dairy Development, Roopnagar</b>				
156.	Sh. Harwant Singh	Dairy Development Officer	67800	104656
157.	Kuldeep Singh	Dairy Development Inspector Gr-2	39900	62148
158.	Sh.Shobit Sharma	Clerk	19900	19900

159.	Ms. Arwinder Kaur	Stenotypist	21700	21700
160.	Davinder Singh	Dairy Development Inspector Gr-2	44370	69377
161.	Smt. Monika Rani	Dairy Field Assistant	30500	44810
162.	Sh. Brijesh kumar	Sweeper cum Chowkidaar	32400	51548
<b>O/o Deputy Director Dairy Development, Malerkotla</b>				
163.	Sh. Jagman Singh	Dairy Field Assistant	27900	43908

**1.10 Name, designation and other particulars of public information officer(s) ,Assistant Public Information(s) & Appellate Authority**

**Annexure - I**

S No.	Name & designation of Official	Designation under RTI 2005	MobileNo.
1.	<b>Directorate of Dairy Development Department (HeadOffice), Livestock Complex, Sector-68, SAS Nagar, Tel.No. 0172-2217020, Email ID:Dir.dairy@punjab.gov.in</b>		
	Sh.Kuldip Singh Jasowal, Director Dairy Development	First Appellate Authority	98557-32565
	Smt. Radha Rani	Public Information Officer	88473-91328
	Sh.Baldip Kumar, Superintendent Grade	Assistant Public Information Officer	94635-20436
2.	<b>O/o Deputy Director Dairy Development, Amritsar</b>		
	Sh.Waryam Singh, Deputy Director	Public Information Officer	98159-82593
	Smt. Gurpreet Kaur, Clerk	Assistant Public Information Officer	90410-44643
3.	<b>O/o Dairy training and extension center, Amritsar</b>		
	Sh. Waryam Singh, Dairy Development Officer	Public Information Officer	98159-82593
	Sh. Rahul Sharma, Clerk	Assistant Public Information Officer	85570-70435
4.	<b>O/o Deputy Director Dairy Development, Gurdaspur</b>		
	Sh.Waryam Singh, Deputy Director	Public Information Officer	98159-82593
	Sh. Barjinder Singh, DDI-2	Assistant Public Information Officer	80548-00880
5.	<b>O/o Deputy Director Dairy Development, Pathankot</b>		
	Sh. Kashmir Singh, Deputy Director	Public Information Officer	85928-13411
	Sh. Ravinder Singh, DDI-2	Assistant Public Information Officer	81849-68878
6.	<b>O/o Deputy Director Dairy Development, Kapurthala</b>		
	Sh. Kashmir Singh, Deputy Director	Public Information Officer	85928-13411
	Sh. Rashpal Singh, Clerk	Assistant Public Information Officer	95309-28066
7.	<b>O/o Deputy Director Dairy Development, Hoshiarpur</b>		
	Sh. Harwant Singh, Deputy Director	Public Information Officer	99157-06592
	Sh. Gurwinder Singh, DDI-2	Assistant Public Information Officer	98722-77136
8.	<b>O/o Deputy Director Dairy Development, Tarntaran</b>		
	Sh.Waryam Singh, Deputy Director	Public Information Officer	98159-82593
	Sh.Shajpal Singh, Clerk	Assistant Public Information Officer	70950-00013
9.	<b>O/o Dairy training and extension center, Tarntaran</b>		
	Sh. Waryam Singh, Dairy Development Officer	Public Information Officer	98159-82593
	Sh.Shajpal Singh, Clerk	Assistant Public Information Officer	70950-00013
10.	<b>O/o Deputy Director Dairy Development, Bathinda</b>		
	Sh. Gurwinder Singh, Deputy Director Dairy	Public Information Officer	98424-98995
	Smt. Sonika Rani, Clerk	Assistant Public Information Officer	96985-00123
11.	<b>O/o Dairy training and extension center, Barnala</b>		
	Sh. Nirvair Singh, Deputy Director	Public Information Officer	94651-17652
	Sh. Prince, Clerk	Assistant Public Information Officer	80545-69798
12.	<b>O/o Deputy Director Dairy Development, Jalandhar</b>		
	Sh. Kashmir Singh, Deputy Director	Public Information Officer	85928-13411
	Smt. Savita Devi, Junior Assistant	Assistant Public Information Officer	79864-42412

13.	<b>O/o Deputy Director Dairy Development, Sri Muktsar Sahib</b>		
	Sh. Gurwinder Singh, Deputy Director	Public Information Officer	98424-98995
	Sh. Robin Arora, Clerk	Assistant Public Information Officer	94637-85700
14.	<b>O/o Dairy training and extension center, Abul Khurana</b>		
	Shri Gurwinder Singh, Dairy Development Officer	Public Information Officer	98424-98995
	Sh. Sumit Kumar, Clerk	Assistant Public Information Officer	95694-60200
15.	<b>O/o Deputy Director Dairy Development Faridkot</b>		
	Sh. Nirvair Singh, Deputy Director	Public Information Officer	94651-17652
	Smt. Kuldeep Kaur, Clerk	Assistant Public Information Officer	62842-32818
16.	<b>O/o Deputy Director Dairy Development, Gill Moga</b>		
	Sh. Surinder Singh, Deputy Director	Public Information Officer	96461-33999
	Sh. Prince Sethi, Clerk	Assistant Public Information Officer	84271-00968
17.	<b>O/o Dairy training and extension center, Gill Moga</b>		
	Sh. Surinder Singh, Dairy Development Officer	Public Information Officer	96461-33999
	Sh. Parminder Singh, Clerk	Assistant Public Information Officer	98765-79902
18.	<b>O/o Deputy Director Dairy Development, Firozpur</b>		
	Sh. Randeep Kumar, Deputy Director	Public Information Officer	78272-60001
	Ms. Mamta Rani, Clerk	Assistant Public Information Officer	98557-84490
19.	<b>O/o Deputy Director Dairy Development, Fazilka</b>		
	Sh. Randeep Kumar, Deputy Director	Public Information Officer	78272-60001
	Sh. Ishant Kumar, Clerk	Assistant Public Information Officer	84374-00458
20.	<b>O/o Deputy Director Dairy Development, Malerkotla</b>		
	Sh. Surinder Singh, Deputy Director	Public Information Officer	96461-33999
	Sh. Jagman Singh, DFA	Assistant Public Information Officer	70090-72521
21.	<b>O/o Dairy training and extension center, Sangrur</b>		
	Sh. Charanjit Singh, Dairy Development Officer	Public Information Officer	94644-70334
	Sh. Sohan Singh, Clerk	Assistant Public Information Officer	95015-04017
22.	<b>O/o Deputy Director Dairy Development, Patiala</b>		
	Sh. Dalbir Kumar, Deputy Director	Public Information Officer	81461-00543
	Smt. Sunita Devi, Junior Assistant	Assistant Public Information Officer	98725-22152
23.	<b>O/o Govt. Analytical Laboratory, Sangrur</b>		
	Smt. Charanjit Singh, Dairy Development Officer	Public Information Officer	94644-70334
	Smt. Sakshi Singla, Clerk	Assistant Public Information Officer	97813-80071
24.	<b>O/o Deputy Director Dairy Development, Ludhiana</b>		
	Sh. Surinder Singh, Deputy Director	Public Information Officer	96461-33999
	Sh. Harwinder Singh, Clerk	Assistant Public Information Officer	58868-22307
25.	<b>O/o Dairy training and extension center, Bija Ludhiana</b>		
	Sh. Dalbir kumar, Dairy Development Officer	Public Information Officer	81461-00543
	Sh. Vipan kumar, clerk	Assistant Public Information Officer	98771-89941
26.	<b>O/o Deputy Director Dairy Development, Fatehgarh Sahib</b>		
	Sh. Dalbir Kumar, Dairy Development Officer	Public Information Officer	81461-00543
	Sh. Gurwinder Singh, Clerk	Assistant Public Information	97800-77994

		<b>Officer</b>	
27.	<b>O/o Deputy Director Dairy Development, Roopnagar</b>		
	<b>Sh. Harwant Singh, Deputy Director</b>	<b>Public Information Officer</b>	<b>99157-06592</b>
	<b>Sh. Brijesh Kumar</b>	<b>Assistant Public Information Officer</b>	<b>98720-23410</b>
28.	<b>O/o Dairy training and extension center, Chatamli (Roopnagar)</b>		
	<b>Sh. Harwant Singh, Deputy Director</b>	<b>Public Information Officer</b>	<b>99157-06592</b>
	<b>Sh. Shobit Sharma</b>	<b>Assistant Public Information Officer</b>	<b>83606-67470</b>
29.	<b>O/o Deputy Director Dairy Development, S.A.S. Nagar</b>		
	<b>Sh. Harpreet Singh, Deputy Director</b>	<b>Public Information Officer</b>	<b>94650-94843</b>
	<b>Smt. Amandeep Kaur, Clerk</b>	<b>Assistant Public Information Officer</b>	<b>96533-95580</b>
30.	<b>O/o Deputy Director Dairy Development, Shaheed Bhagat Singh Nagar</b>		
	<b>Sh. Kashmir Singh, Deputy Director</b>	<b>Public Information Officer</b>	<b>85928-13411</b>
	<b>Sh. Prabhjot heera, Clerk</b>	<b>Assistant Public Information Officer</b>	<b>94780-30512</b>
31.	<b>O/o Deputy Director Dairy Development, Mansa</b>		
	<b>Sh. Gurwinder Singh, Deputy Director</b>	<b>Public Information Officer</b>	<b>98424-98995</b>
	<b>Smt. Rajni Jindal, Clerk</b>	<b>Assistant Public Information Officer</b>	<b>90563-14805</b>
32.	<b>O/o Dairy training and extension center, Sardoolgarh</b>		
	<b>Sh. Charanjit Singh, Dairy Development Officer</b>	<b>Public Information Officer</b>	<b>94644-70334</b>
	<b>Sh. Jagpreet Singh, Clerk</b>	<b>Assistant Public Information Officer</b>	<b>96464-41614</b>
33.	<b>O/o Dairy training and extension center, Phagwara</b>		
	<b>Sh. Kashmir Singh, Dairy Development Officer</b>	<b>Public Information Officer</b>	<b>85928-13411</b>
	<b>Sh. Gandeep Singh, Clerk</b>	<b>Assistant Public Information Officer</b>	<b>95309-28066</b>
34.	<b>Govt Analytical laboratory, Verka (Amritsar)</b>		
	<b>Sh. Waryam Singh, Deputy Director</b>	<b>Public Information Officer</b>	<b>98159-82593</b>
	<b>Smt. Gurpreet Kaur, Clerk</b>	<b>Assistant Public Information Officer</b>	<b>90410-44643</b>



Achievement & target of different scheme

ਡੇਅਰੀ ਵਿਕਾਸ ਵਿਭਾਗ, ਧੰਜਾਬ।

ਸਾਲ 2024-25 ਦੇ ਟੀਚੇ (ਡੇਅਰੀ ਯੂਨਿਟਾਂ ਦੇ ਭੌਤਿਕ ਅਤੇ ਵਿੱਤੀ)

ਲੜੀ ਨੰ:	ਜਿਲ੍ਹਾ	ਭੌਤਿਕ ਟੀਚਾ						ਵਿੱਤੀ ਟੀਚਾ					ਕੁੱਲ ਵਿੱਤੀ ਟੀਚਾ (ਲੱਖਾਂ ਵਿੱਚ)
		ਟੀਚਾ	ਟੀਚਾ	ਟੀਚਾ	ਟੀਚਾ	ਟੀਚਾ	ਕੁੱਲ ਭੌਤਿਕ ਟੀਚਾ	ਵਿੱਤੀ ਟੀਚਾ	ਵਿੱਤੀ ਟੀਚਾ	ਵਿੱਤੀ ਟੀਚਾ	ਵਿੱਤੀ ਟੀਚਾ	ਵਿੱਤੀ ਟੀਚਾ	
		2	5	10	20	50		2	5	10	20	50	
1.	ਅੰਮ੍ਰਿਤਸਰ	100	45	54	08	03	210	140.00	157.50	378.00	112.00	105.00	892.50
2.	ਬਠਿੰਡਾ	100	45	54	08	02	209	140.00	157.50	378.00	112.00	70.00	857.50
3.	ਬਰਨਾਲਾ	40	25	20	03	01	89	56.00	87.50	140.00	42.00	35.00	360.50
4.	ਫਾਜ਼ਿਲਕਾ	55	35	35	05	01	131	77.00	122.50	245.00	70.00	35.00	549.50
5.	ਫਿਰੋਜ਼ਪੁਰ	66	32	42	06	02	148	92.40	112.00	294.00	84.00	70.00	652.40
6.	ਫਾਜ਼ਿਲਕਾ	60	35	35	05	01	136	84.00	122.50	245.00	70.00	35.00	556.50
7.	ਫਰੀਦਕੋਟ	40	25	21	03	01	90	56.00	87.50	147.00	42.00	35.00	367.50
8.	ਗੁਰਦਾਸਪੁਰ	120	55	62	10	01	248	168.00	192.50	434.00	140.00	35.00	969.50
9.	ਹੁਸ਼ਿਆਰਪੁਰ	110	50	60	09	01	230	154.00	175.00	420.00	126.00	35.00	910.00
10.	ਜਲੰਧਰ	120	55	62	10	01	248	168.00	192.50	434.00	140.00	35.00	969.50
11.	ਕਪੂਰਥਲਾ	55	35	35	05	01	131	77.00	122.50	245.00	70.00	35.00	549.50
12.	ਲੁਧਿਆਣਾ	130	65	75	10	03	283	182.00	227.50	525.00	140.00	105.00	1179.50
13.	ਮਾਨਸਾ	60	35	35	05	01	136	84.00	122.50	245.00	70.00	35.00	556.50
14.	ਮਲੇਰਕੋਟਲਾ	40	25	21	03	01	90	56.00	87.50	147.00	42.00	35.00	367.50
15.	ਮੋਗਾ	60	35	35	05	01	136	84.00	122.50	245.00	70.00	35.00	556.50
16.	ਐਸ ਏ ਐਸ ਨਗਰ	46	28	28	04	01	107	64.40	98.00	196.00	56.00	35.00	449.40
17.	ਪਟਿਆਲਾ	110	50	60	10	01	231	154.00	175.00	420.00	140.00	35.00	924.00
18.	ਪਠਾਨਕੋਟ	66	32	42	06	01	147	92.40	112.00	294.00	84.00	35.00	617.40
19.	ਰੂਪਨਗਰ	60	35	35	05	01	136	84.00	122.50	245.00	70.00	35.00	556.50
20.	ਮੁਕਤਸਰ	46	28	28	04	01	107	64.40	98.00	196.00	56.00	35.00	449.40
21.	ਸ਼.ਤ.ਸ ਨਗਰ	60	35	35	05	01	136	84.00	122.50	245.00	70.00	35.00	556.50
22.	ਸੰਗਰੂਰ	88	40	48	08	01	185	123.20	140.00	336.00	112.00	35.00	746.20
23.	ਤਰਨਤਾਰਨ	88	40	48	08	02	186	123.20	140.00	336.00	112.00	70.00	781.20
	ਕੁੱਲ ਜੋੜ	1720	885	970	145	30	3750	2408.00	3097.50	6790.00	2030.00	1050.00	15375.50

**ਪੰਜਾਬ ਡੇਅਰੀ ਵਿਕਾਸ ਵਿਭਾਗ**  
**ਸਾਲ 2024-25 ਡੇਅਰੀ ਸਿਖਲਾਈ ਅਤੇ ਜਾਗਰੂਕਤਾ ਕੈਂਪਾਂ ਦੇ ਟੀਚੇ**

ਲੜੀ ਨੰ:	ਜ਼ਿਲ੍ਹੇ ਦਾ ਨਾਮ	ਦੁੱਧ ਉਤਪਾਦਕ ਜਾਗਰੂਕਤਾ ਕੈਂਪ (ਡੀ.ਡੀ.6)		ਕੋਟਲਵੀਡ ਬਪਤਰਾਰ ਜਾਗਰੂਕਤਾ ਕੈਂਪ	ਦੁੱਧ ਬਪਤਰਾਰ ਜਾਗਰੂਕਤਾ ਕੈਂਪ	ਡੇਅਰੀ ਸਿਖਲਾਈ ਪ੍ਰੋਗਰਾਮ (2 ਹਫ਼ਤੇ)	ਡੇਅਰੀ ਉਦਮ ਸਿਖਲਾਈ (4 ਹਫ਼ਤੇ)
		ਕੈਂਪਾਂ ਦੀ ਗਿਣਤੀ	ਸਿਖਲਾਈ ਪ੍ਰਾਪਤ ਕਰਨ ਵਾਲੇ ਸਿਖਿਆਰਥੀ				
1.	ਅੰਮ੍ਰਿਤਸਰ	18	1170	36	60	585	90
2.	ਬਠਿੰਡਾ	18	1170	36	60	585	90
3.	ਬਰਨਾਲਾ	06	390	12	25	210	34
4.	ਫ਼ਾਜ਼ਿਲਕਾ	10	650	20	35	330	50
5.	ਫਿਰੋਜ਼ਪੁਰ	12	780	24	40	400	60
6.	ਫਾਜ਼ਿਲਕਾ	10	650	20	35	330	50
7.	ਫਰੀਦਕੋਟ	6	390	12	25	210	33
8.	ਗੁਰਦਾਸਪੁਰ	20	1300	40	75	715	110
9.	ਹੁਸ਼ਿਆਰਪੁਰ	20	1300	40	70	650	100
10.	ਜਲੰਧਰ	20	1300	40	75	715	110
11.	ਕਪੂਰਥਲਾ	10	650	20	35	330	50
12.	ਲੁਧਿਆਣਾ	24	1560	48	90	800	130
13.	ਮਾਨਸਾ	10	650	20	35	330	50
14.	ਮਲੇਰਕੋਟਲਾ	06	390	12	25	210	33
15.	ਮੋਗਾ	10	650	20	35	330	50
16.	ਐਸ ਏ ਐਸ ਨਗਰ	8	520	16	50	270	44
17.	ਪਟਿਆਲਾ	20	1300	40	70	650	100
18.	ਪਠਾਨਕੋਟ	12	780	24	40	400	60
19.	ਰੂਪਨਗਰ	10	650	20	35	330	50
20.	ਮੁਕਤਸਰ	8	520	16	40	270	44
21.	ਸ.ਭ.ਸ ਨਗਰ	10	650	20	35	330	50
22.	ਸੰਗਰੂਰ	16	1040	32	55	520	80
23.	ਤਰਨਤਾਰਨ	16	1040	32	55	520	80
	<b>ਕੁੱਲ</b>	<b>300</b>	<b>19500</b>	<b>600</b>	<b>1100</b>	<b>10020</b>	<b>1548</b>



**ਡੇਅਰੀ ਵਿਕਾਸ ਵਿਭਾਗ, ਪੰਜਾਬ**  
**ਸਾਲ 2024-25 ਦੇ ਟੀਚੇ (ਵੱਖ ਵੱਖ ਸਕੀਮਾਂ ਦੇ ਭੌਤਿਕ ਅਤੇ ਵਿੱਤੀ ਟੀਚੇ)**

ਲੜੀ ਨੰ.	ਜਿਲ੍ਹੇ ਦਾ ਨਾਮ	ਕੋਟਲਸੈਡ (ਮੱਝਾ)			ਕੋਟਲਸੈਡ (ਦੋਗਲੀ ਗਾਵਾਂ)			ਸਕੂਲਾਂ ਵਿੱਚ ਲੱਗਣ ਵਾਲੇ ਦੁੱਧ ਪੈਦਕਾਰ ਜਾਗਰੂਕਤਾ ਕੇਂਦਰ	ਮਿਲਕਿੰਗ ਮਸ਼ੀਨ		ਟੈਡਰ ਹਾਰਵੇਸਟਰ
		ਭੌਤਿਕ	ਵਿੱਤੀ	ਸਬਸਿਡੀ ਦੇਣ ਯੋਗ ਭੌਤਿਕ ਟੀਚਾ	ਭੌਤਿਕ	ਵਿੱਤੀ	ਸਬਸਿਡੀ ਦੇਣਯੋਗ ਭੌਤਿਕ ਟੀਚਾ	ਟੀਚਾ	ਟੀਚਾ ਸਿੰਗਲ ਟੀਟ	ਟੀਚਾ ਡਬਲ ਟੀਟ	ਟੀਚਾ
1.	ਐਮ੍ਰਿਤਸਰ	9	36.00	2	9	54.00	2	5	5	5	2
2.	ਬਠਿੰਡਾ	9	36.00	2	9	54.00	2	5	5	5	2
3.	ਬਰਨਾਲਾ	3	12.00	1	3	18.00	1	2	2	2	1
4.	ਫਾਜ਼ਿਲਕਾ	5	20.00	2	5	30.00	2	3	2	3	2
5.	ਫਿਰੋਜ਼ਪੁਰ	6	24.00	2	6	36.00	2	3	3	3	2
6.	ਵਾਜ਼ਿਲਕਾ	5	20.00	1	5	30.00	1	3	3	2	1
7.	ਫਰੀਦਕੋਟ	3	12.00	1	3	18.00	1	2	1	2	1
8.	ਗੁਰਦਾਸਪੁਰ	11	44.00	2	11	66.00	2	5	6	6	2
9.	ਹੁਸ਼ਿਆਰਪੁਰ	10	40.00	2	10	60.00	2	5	5	5	2
10.	ਜਲੰਧਰ	11	44.00	2	11	66.00	2	5	6	6	2
11.	ਕਪੂਰਥਲਾ	5	20.00	2	5	30.00	2	3	3	2	2
12.	ਲੁਧਿਆਣਾ	13	52.00	2	13	78.00	2	6	7	7	2
13.	ਮਾਨਸਾ	5	20.00	2	5	30.00	2	3	3	3	2
14.	ਮੋਰਚਕੋਟਲਾ	3	12.00	1	3	18.00	1	2	1	2	1
15.	ਮੋਗਾ	5	20.00	2	5	30.00	2	2	3	2	2
16.	ਐਸ ਏ ਐਸ ਨਗਰ	4	16.00	1	4	24.00	1	2	2	2	1
17.	ਪਟਿਆਲਾ	10	40.00	2	10	60.00	2	5	5	5	2
18.	ਪਠਾਨਕੋਟ	6	24.00	2	6	36.00	2	3	3	3	2
19.	ਰੂਪਨਗਰ	5	20.00	2	5	30.00	2	3	2	3	2
20.	ਮੁਕਤਸਰ	4	16.00	1	4	24.00	1	2	2	2	1
21.	ਸ.ਡ.ਸ. ਨਗਰ	5	20.00	2	5	30.00	2	3	3	2	2
22.	ਸੰਗਰੂਰ	8	32.00	2	8	48.00	2	4	4	4	2
23.	ਤਰਨਤਾਰਨ	8	32.00	2	8	48.00	2	4	4	4	2
	<b>ਕੁੱਲ ਜੋੜ</b>	<b>153</b>	<b>612.00</b>	<b>40</b>	<b>153</b>	<b>918.00</b>	<b>40</b>	<b>80</b>	<b>80</b>	<b>80</b>	<b>40</b>

**Directorate of Dairy Development Punjab, SAS Nagar  
State/ Center Annual Action Plan 2024-25**

State/ Center Annual Action Plan 2024-25										(Rs. in lakh)	
S. No	Name of the Scheme State Plan Scheme	2024-25					Component	Total			
		Component of the scheme & Physical Targets									
1.	DD3- Strengthening of Punjab Dairy Development Board.	<b>1) Running and Maintenance of New Mobile labs (4 lab)</b> (i) Purchase for new 4 Mobile lab 60.00 lakh (ii) Fuel 197 liters per month - 17533. Per month - 1893564 (Per year per 9 van) 18.93 lakh (ii) Repair charges per month - 4500 Per month - 270000 (Per year per 5 van) 2.70 lakh (iii) Analyzers need maintenance and repair expenditure @ Rs. 5000 per year/per analyzer 0.45 lakh (iv) Drivers deployed on them are paid on Labour Commissioner wage rates 14000 per month 15.12 lakh <b>2) Milk Consumer Awareness</b> i) Milk Consumer Awareness for Students by holding 50 camps in Senior Secondary Schools /Collages/ITI@Rs.5000/camp. 2.50 lakh ii) Organizing State Level Essay Competition in a Seminar on consumption of quality milk and milk products & Prize Distribution for the 1st, 2nd and 3rd winner of each district level winners and a Seminar. 3.00 lakh					97.00 lakh	102.50			
2.	DD5- (SCSP) Promotion of Dairy Farming as livelihood for SC Beneficiaries.	<b>Free Dairy training to 1300 trainees@ Rs. 5000/- each</b> Center Fees @ Rs.750/- per trainee 750.00 Provision for two times Tea with biscuits @ Rs.30/- per day for 10 days training course. 300.00 Stipend @ Rs.350/- per day per trainee for 10 days training course. 3500.00 Transportation charges for one days exposure visit/ trainer. 300.00 Training kit (Slip pad, Pen, Department book/literature of deptt./Board and folder)/trainer. 150.00 <b>5000.00</b>					65.00				
3.	DD6- Dairy Extension, Training and Awareness.	<b>1) Propagation of Dairy Farming :-</b> i) One day Village Level Milk Producers Awareness camps (300 Camps) ( 65 farmer cost of Rs 8000/- each) 24.00 lakh ii) Exposure Visit farmers/trainees (within state) (1700 dairy farmers/ trainees ( cost of Rs 300/- each) 5.10 lakh iii) Mass Media Expenses 0.90 lakh					30.00				
4.	DD8-Setting up of Dairy Units for Sustainable Livestock and employment generation. <i>Note- However number of units shall be inter-adjustable with total number of animals in all units not exceeding 2178.</i>		<u>Unit</u>	<u>Animal</u>	<u>Gen.(17500)</u>	<u>S.C (23100)</u>	<u>Total</u>	300.00 lakh	300.00		
		2 Animal	53	106	(30 unit 60 animals) 10,50,000	(23 unit 46 animals) 10,62,600	21,12,600/-				
		5 Animal	29	145	(20 unit 100 animals) 17,50,000	(09 unit 45 animals) 10,39,500	27,89,500/-				
		10 Animal	68	680	(59 unit 590 animals) 1,03,25,000	(09 unit 90 animals) 20,79,000	1,24,04,000/-				
		20 Animal	35	700	(31 unit 620 animal) 1,08,50,000	(4 unit 80 animals) 18,48,000	1,26,98,000/-				
		<b>Total</b>	<b>185</b>	<b>1631</b>	<b>(140 unit 1370 animals) 240.00 lakh</b>	<b>(45 unit 261 animals) 60.00 lakh</b>	<b>300.00 lakh</b>				

5.	DD-10- Modernisation of Dairy Practices with facility of Modern Hi-tech housing arrangements at the Dairy Farms.	<p><b>(1) Improvement of animal Housing:</b></p> <ul style="list-style-type: none"> <li>*25% incentive for general category and 33.3% for SC beneficiaries.</li> </ul> <p>a. 40 Sheds (38 General Category +02 for SC)for 20 cattle (Cow+Buffalo) at the cost of Rs.6.00 lakh (57.00+3.96=60.96)</p> <p>b. 40 Sheds (36 General Category+04 for SC)for 5-10 cattle (Cow+Buffalo) at the cost of Rs.4.00 lakh (36.00+5.28= 41.28)</p> <p>c. Effective prevention of Animal Heat Stress in Modern Cattle Shed (showers,fan with Submersible moter cost 70,000) ( 28.00)</p> <p><b>(ii) Mechanization of Milking ( for buffaloes/cows) (assistance for the purchase of milking machines</b></p> <ol style="list-style-type: none"> <li>80 machines (Double Teet) costing Rs. 70000/- each @ financial assistance @ 50% (28.00)</li> <li>80 machines (Single Teet) costing Rs. 40000/- each @ financial assistance @ 50% (16.00)</li> </ol> <p><b>(iii) Mechanization of Fodder/ Forage Harvesting:</b></p> <p>(Assistance for 40 Fodder Harvesting through Fodder Harvesting Machines) Subsidy @40% of the cost of Single Row Fodder Harvester subject to maximum of Rs. 1,00,000/- per machine. (Cost machine 2.50 lakh)</p>	<p>60.96 lakh</p> <p>41.28 lakh</p> <p>28.00 lakh</p> <p>44.00 lakh</p> <p>40.00 lakh</p>	<p>214.00</p>
		TOTAL		711.5



Manner/execution of subsidy programme

Manner of execution of subsidy programme (Scheme of DD-10 Modernisation of Dairy Practices with facility of modern Hi-Teach housing arrangements at the Dairy Farms )

Name of the programme of activity	Objective of the programme.	Procedure to avail benefits	Duration of the programme/scheme	Physical and financial target of scheme	Nature / scale of subsidy / Amount allotted	Eligibility criteria for grant of subsidy	Details of beneficiaries of Subsidy programme (Number profile etc )
DD-10 Modernisation of Dairy Practices with facility of modern Hi-Teach housing arrangements at the Dairy Farms	Setting up new Dairy units in state for sustainable Livestock, Employment generation, reduce poverty among farmer in rural areas, support state govt efforts and to increase self employment and entrepreneurship opportunities .	After successful completion of training the farmer have to avail loan from financial institution. Apply for their subsidy in the prescribed proforma after securitize their case. Head office will transfer the said subsidy in the beneficiary account through RTGS/NEFT.	Started from financial year 2024-25	Physical target is to establish 1.Improvement of animal Housing:- 40 Sheds (20 Cattle) 40 Sheds (5-10 Cattle) Effective prevention of Animal Heat Stress in Modern Cattle Shed (Shower, fan with Submersible moter) 2.Mechanization of Milking (for buffaloes/cow) 80 machines (Double Teet) 80 machines (Single Teet) 3.Mechanization of Fodder/Forage Harvesting=40 280 dairy units and financial target is 214.00 Lac.	In this scheme 25 % /33% subsidy provided to beneficiaries. 1.Improvement of animal Housing 20 Cattle (Cow+ Buffaloes) at the cost of Rs. 6.00 lakh. 5-10 Cattle (Cow+ Buffaloes) at the cost of Rs. 4.00 lakh. 2.Mechanization of Milking (for buffaloes/cow) (Double Teet) Costing Rs 70,000 (Single Teet) Costing Rs 40,000 3.Mechanization of Fodder/Forage Harvesting Maximum of Rs 1,00,000/-	The beneficiary should be, <ul style="list-style-type: none"> <li>• A resident of rural area of Punjab.</li> <li>• obtained training from the department/Punjab Dairy Development Board /GADVASU/PAU.</li> <li>• Have resources to meet the requirement of financial institution to raise finance.</li> <li>• should not be defaulter of any financial institution.</li> <li>•</li> </ul>	So far Punjab Dairy Development Board has been provided subsidy <ol style="list-style-type: none"> <li>1. 80 Cattle Shed</li> <li>2. 160 Milking Machine</li> <li>3. 40 Fodder Harvester</li> </ol>

Manner of execution of subsidy programme (Scheme of DD-8 setting up of Dairy Units for sustainable Livestock and Employment generation )

Name of the programme of activity	Objective of the programme.	Procedure to avail benefits	Duration of the programme/scheme	Physical and financial target of scheme	Nature / scale of subsidy / Amount allotted	Eligibility criteria for grant of subsidy	Details of beneficiaries of Subsidy programme (Number profile etc)
DD-8 setting up of Dairy Units for sustainable Livestock and Employment generation .	Setting up new Dairy units in state for sustainable Livestock, Employment , generation, reduce poverty among farmer in rural areas, support state govt efforts and to increase self employment and entrepreneurship opportunities .	After successful completion of training the farmer have to avail loan from financial institution. Apply for their subsidy in the prescribed proforma after securitize their case. Head office will transfer the said subsidy in the beneficiary account through RTGS/NEFT.	Started from financial year 2024-25	Physical target is to establish 204 dairy units and financial target is 300.00 Lac.	In this scheme 25 % /33% subsidy provided to beneficiaries, Maximum approved rate of per animal Rs 70000/-	<p>The beneficiary should be,</p> <ul style="list-style-type: none"> <li>• A resident of rural area of Punjab.</li> <li>• obtained training from the department/Punjab Dairy Development Board /GADVASU/PAU.</li> <li>• Have resources to meet the requirement of financial institution to raise finance.</li> <li>• should not be defaulter of any financial institution.</li> <li>• Sufficient surety for obtaining loan</li> <li>• 100 % loan necessary to get subsidy.</li> </ul>	So far Punjab Dairy Development Board has been provided subsidy to the 204 Dairy farmer In tune to Rs 300 Lac .