

**Department of Soil
& Water
Conservation,
Punjab.**

Right to Information Act,
2005
17 Manuals

1st Manual

Organization

Organization chart of Department of Soil & Water Conservation, Punjab is enclosed as Annexure-1

A. Functions of the Department

The functions of the department have been defined in the Soil Conservation Rules issued by the Punjab Government. According to these rules, the department has been entrusted with the task of administration of the Punjab land improvement scheme act 1963 as Annexure-2 and rules framed under this Act.

B. Duties of officers and officials

The duties and responsibilities of officers/officials of the department have been defined in the Punjab Soil Conservation Rules as Annexure-3.

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Powers and duties of officers and employees of Department of Soil & Water Conservation, Punjab

Officers of this department exercise financial and administrative power as provided in the different acts of Punjab Soil Conservation Rules (Annexure3), Punjab Financial Rules and Service Rules.

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The procedure followed in the decision making process including channels of supervision and accountability

The department is headed Chief Conservator of Soils followed by Conservators and then Divisional Soil Conservation Officers followed by Sub-Divisional Soil Conservation Officers and then Soil Conservation Officers as shown in Annexure-1

The administrative Financial and technical powers have been decentralized at each level i.e Chief Conservator, Conservator, DSCO, SDSCO, SCO. These powers are exercised at each level depending upon the complexity and administrative aspects involved. The Chief Conservator of Soils is the overall authority for various Financial and technical aspects.

All the officers and employees of the department are accountable to state government, public and funding agencies.

The flow of funds for execution of works in this department is from the State Govt. and Central Govt. The execution of the works is carried out at the level of the DSCO and his staff. While executing the works, financial rules and instructions issued by the supervisory officers and State Govt. are kept in view.

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The norms set by the Department of Soil & Water Conservation, Punjab for the discharge of its functions.

All the norms of the department have been defined in the Soil Conservation rules as Annexure-3.

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The rules, regulations, instructions, manuals and records held by Department of Soil & Water Conservation, Punjab or under its control or used by its employees for discharging its functions.

1. Punjab Land improvement Act 1963 (Annexure-2)
2. CSR-PWD.
3. Punjab Civil Services Rules.
4. Punjab Financial Rules.
5. Punjab Soil Conservation Rules (Annexure-3).

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**A statement of the categories of documents that are held by
Department of Soil & Water Conservation, Punjab under its
control.**

1. Working Plans of all Soil Conservation Divisions
2. Management Plans of all Soil Conservation Divisions
3. State Action Plan
4. Guidelines on the schemes like ;
 - i. National Watershed Development Programme for Rainfed Areas.
 - ii. Flood Prone Rivers Schemes.
 - iii. Micro Irrigation Schemes.
5. Annual Administrative Reports.

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The particulars of any arrangement that exists for the consultation with or representation by the members of the public in relation to the formulation of its policy or administration thereof.

1. The District land improvement committee.
2. The District Micro Irrigation Committee.
3. District water Committees.
4. State National Watershed Steering Committees.

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A statement of the boards, councils, committees and other bodies consisting of two or more persons constituting as its part of for the purpose of its advice and as to whether meeting of these boards, councils, committees and other bodies are open to the public or the minutes of such meeting are accessible for public.

1. State Level Steering Committee under the chairmanship of Financial Commissioner Development, Punjab for NWDPRA and FPR.
2. State Micro irrigation committee under the chairmanship of Financial Commissioner Development, Punjab.
3. District micro irrigation committees under the chairmanship of Additional Deputy Commissioner in all districts

These meetings are attended by the members and minutes of these meetings are accessible for public.

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A directory of officers and employees.

Sr No	Designation	Address	Telephone No
1.	C.C.S. Pb.	S.C.O. No. 92-94, Sector-17-D, Chandigarh.	2704857
2.	C.S.(H.Q.)	S.C.O. No. 92-94, Sector-17-D, Chandigarh.	2716158
3.	DSCO (HQ)	S.C.O. No. 92-94, Sector-17-D, Chandigarh.	2777094
4.	Map Officer	S.C.O. No. 92-94, Sector-17-D, Chandigarh.	2777094
5.	Account Officer	S.C.O. No. 92-94, Sector-17-D, Chandigarh.	2777094
6.	Establishment Officer	S.C.O. No. 92-94, Sector-17-D, Chandigarh.	2777094
7.	Director (Tech.), SLUB, Mohali	Soil Conservation Complex, Chetna Kendra, Ph-VI, Mohali.	2271644
8.	C.S. Mohali	Soil Conservation Complex, Chetna Kendra, Ph-VI, Mohali.	2228795
9.	C.S. Jalandhar	7-Bhandal House, Mithapur Road, Model Town, Jalandhar.	0181-2271630
10.	C.S., Ferozepur	Industrial Area, Dashmesh Nagar, Ferozepur.	01632-244970 Fax- 223391
11.	DSCO Mohali	Soil Conservation Complex, Chetna Kendra, Ph-VI, Mohali.	2227868
12.	DSCO. Hoshiarpur	Bhagat Nagar, Near Bhangi Choe Bridge, Hoshiarpur.	01882-240192
13.	DSCO, Nawanshahr	Kalam Road, Nawan Shahr.	Fax 01823-506621
14.	DCSO, Sangrur	Haripura Road, Sangrur.	-
15.	DSCO, Patiala	Kothi No. 31, Sangat Niwas, Dukhniwaran Road, SBOP, Patiala	0175-2366238
16.	DSCO.Jalandhar	62, Golden Avenue, Garha Road Phase-I, Jalandhar.	0181-2482362
17.	DSCO.Ludhiana	Near Jabandhi Bridge, Sidhwa Bet Kanal, Ludhiana.	0161-2561273
18.	DSCO. Amritsar	P.O. Kichlu Chowk, Near Distt. Coart, Amritsar.	0183-2505449
19.	DSCO. Gurdaspur	Batala Road, Chungi Gurdaspur.	01874-243626
20.	DSCO, Ferozepur	Friends Coloney, Ferozepur.	01632-222025
21.	DSCO, Faridkot	Narain Nagar, Gali No. 2 Ferozepur Road, Faridkot.	01639-251183
22.	DSCO, Bathinda	Powerhouse Road Gali No.12, Bathinda.	0164-2211629
23.	DSCO, Mansa	Room No. 74-75, Distt. Parbandhki Complex, Mansa.	01652-230600 Fax- 229247
24.	DSCO, Mukatsar	Dashmesh Nagar, Gali No.-3, Mukatsar.	01633-240466
25.	DSCO (M) Mohali	Soil Conservation Complex, Chetna Kendra, Ph-VI, Mohali.	2025889
26.	DSCO.(T.I.)Mohali	Soil Conservation Complex, Chetna Kendra, Ph-VI, Mohali.	2271644
27.	DSCO(S.S)Mohali	Soil Conservation Complex, Chetna Kendra, Ph-VI, Mohali.	2229542

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The monthly remuneration received by each of its officers and employees including the compensation as provided by the Department of Soil & Water Conservation, Punjab regulations.

The officers and officials of the Department of Soil & Water Conservation, Punjab are paid monthly remuneration as per Punjab Govt. Rules, the master scales of the officers are as follows:-

Chief Conservator of Soils, Punjab	15600-39100
Conservator of Soils	15600-39100
Divisional Soil Conservation Officer	10300-34800
Sub-Divisional Soil Conservation Officer	10300-34800
Soil Conservation Officer	10300-34800

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The budget allocated to the Department of Soil & Water Conservation, Punjab, indicating the proposed expenditures and reports on disbursement made regulations.

Budget allotment to different Soil Conservation Divisions for the year 2009-10 is as under:-

State Plan Schemes: 1583.02 lacs

Centrally Sponsored Schemes: 1665.58 lacs

RKVY: 900.00 lacs

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The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Subsidy is passed on directly to the farmer by the concerned Divisional Soil Conservation Officer after completion of his work.

At this moment the department is passing on 50% subsidy to the farmers under the Micro-Irrigation Schemes under which 50% subsidy is given on the Drip/Sprinkler equipments.

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Particulars of recipients of concessions, permits or authorization granted by the Department of Soil & Water Conservation, Punjab.

At this point of time, Department of Soil & Water Conservation, Punjab is not granting any concessions, permits or authorizations.

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**Details in respect of the information available to or held by
Department of Soil & Water Conservation, Punjab, reduced in
electronic form.**

The Department of Soil & Water Conservation, Punjab has a website by the address <http://dswcpunjab.gov.in> which is updated on periodic basis.

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The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

At present there are no full-fledged libraries or organized reading rooms in the offices of this department at different levels.

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The designation and other particulars of the Public Information Officer/A.I.P.O. are as under:-

The designation and other particulars of the Public Information Officer declared by the State Govt. are as under:-

The Details of Appellate Authority, PIO's & APIO's are given separately on Right to Information Act Webpage

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Such other information as may be prescribed

Chief Conservator of Soils, Punjab, Chandigarh will perform duties as prescribed in Section 19 of the RTI Act as Appellate Authority of the department

Designation of Public Information Officer and Assistant Public information Officers

- Conservator of Soils (HQ) in the office of Chief Conservator of Soils, Punjab.
- Concerned Administrative Officers in the office of Conservator of Soils based in Punjab.
- Concerned Divisional Soil Conservation Officers in the all the offices of DSCOs.

The following will be State Assistant Public Information Officers in the offices mentioned against them.

- Concerned Ministerial Staff at the Divisional Level.

Designation of authorities to whom the first appeal lies

Appellate Authority : Chief Conservator of Soils, Punjab

General Information

Such other information as may be prescribed

Any citizen can apply for information to any APIO, PIO OR SPIO as the case may be by sending an application on which the requisite application fee or Rs. Ten shall be affixed in the form of court fee stamp. The fee for supply of information and copy of any document as fixed by the State Govt. from time to time shall be deposited.

Fixing levels at which a decision shall be taken on a request

- Level 1 Assistant Public Information Officer at Sub-Divisional level
- Level 2 Public Information Officer in the Offices of CCS, CS and DSCOs.
- Level 3 Officer Senior to the Public Information Officers i.e. Appellate Authority i.e. Chief Conservator of Soils, Punjab

Preparation of document for supply to the requester

The document will be prepared for supply as per the prescribed time limits in the RTI Act.

The document will be prepared as far as possible in the format in which it is sought unless it would disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the record in question.

Information will be provided in the form of certified copies as per ***provided in the section 2(i).***

Processing of appeals in the Department

If no reply is received within 30 days (35 days if application is lodged with APIO) from the date of receipt by PIO (APIO), then first appeal has to be filed within 30 days from the date when reply was due from PIO.

First appeal has to be filed within 30 days from date of receipt of decision of CPIO by the applicant with Appellate Authority (AA) ie Chief conservator of Soils Punjab.

No fee is prescribed for first appeal for Public Authorities under the Central Government.

All photocopies of enclosures mentioned in the appeal should be self-attested by the applicant under the word 'Attested' and full signature.

Appellate Authority has to decide on the appeal within 30 days from the date of receipt of first appeal. He can take a further 15 days (total 45 days), provided he gives the reasons for the delay in writing. specified under Sub-Section (1) of section 19 or State Information Commission in 5 days.