

17th Manual: Any other useful information

Citizen's charter of the public authority:- NA

Grievance redressal mechanisms: Grievance are received at Grievance Cell in written in the Department

PUDA BHAWAN, SECTOR 62, SAS NAGAR, MOHALI

or it can be received at PUDA website www.puda.gov.in.

Details of applications received under RTI and information provided:

Year	Application Received	Information Provided	Pending
2018	1800	1800	Nil
2019	2757	2757	Nil
2020	1811	1811	Nil
2021	10895	10895	Nil

List of completed schemes / projects / programmes: -NIL-

List of schemes/projects/programmes underway: -NIL-

Details of all contracts entered into including name of the contractor, amount of contract and period of completion of Contract: -NIL-

Any other Information: ANNUAL ADMINISTRATIVE REPORT OF PUDA 2019-2020

Form 'A'

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

I.D.No _____

(For official use)

To

The Public Information Officer,

Authority Name

City

1. Full Name of the Applicant _____
2. Father's/Spouse's name _____
3. Permanent Address _____
4. Correspondence Address _____
5. Particulars of information required
 - a. Subject matter of information*: _____
 - b. The period to which the information relates** _____
 - c. Specify details of information required _____
 - d. Whether information is required by post or in person _____
(The actual postal charges shall be included in providing information)
 - E. In case by post (Ordinary, Registered or Speed post.) _____

6. Is this information not made available by the Public Authority under voluntary disclosure?

7. Do you agree to pay the required fee? _____

8. Have you deposited application fee? (If yes, details of such deposit)

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

Place :

Date :

Full Signature of the applicant and Address

E-mail address, if any.....

Tel. No. (Office).....

(Residence).....

Note: - (i) Reasonable assistance can be provided by the competent authority in filling up the Form A.

(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

ACKNOWLEDGEMENT OF APPLICATION IN FORM –A

I.D No _____

Dated: _____

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

Signature and Stamp of the
Public Information Officer
PICT

Dated.....

E-mail address: _____

Web-site: _____

Tel. No : _____

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Form 'B'

TRANSFER OF APPLICATION FORM

From _____

Date:

To,

Sir / Madam,

Please refer to your application; I.D. No. _____ dated _____ addressed to the

Authority Name: - PUNJAB URBAN PLANNING AND DEVELOPMENT AUTHORITY

Undersigned regarding supply of information on _____

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

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

Yours faithfully,

Public Information Officer.

E-mail address: _____

Web-site: _____

Tel. No. _____

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

From _____

Dated:

To,

Sir/ Madam,

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

2. The information asked for cannot be supplied due to following reasons: -

i).....

ii).....

3. As per Section 7 (8) of Right to Information Act, 2005, you may file an appeal to the
Appellate authority within 30 days of the issue of this order.

Yours faithfully,

Public Information Officer.

E-mail address: _____

Web-site: _____

Tel. No. _____

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FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY

I.D N. o	Name and Addres s of Applica nt	Date of Receipt of Applicati on in Form A	Type of Informa tion asked	Particulars of fees deposited			Status of Disposal of Application			
				Amt.	Recpt no.	Date	Information	Application		
							Sup plie d	Parti ally Sup plie d	Reje cted	Returned to Applicant

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

- a) _____ **Nil** _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____
- g) _____

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

- a) _____ **Nil** _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____
- g) _____