

Clause No.	Requirements of RTI Act	Information furnished by MGSIPAP
( I )	The particulars of its organization, functions and duties	<p>The Institute is a society registered under the Societies Registration Act, 1860. Its registration No. is 369 dated 28/3/1978, 3684 dated 12/3/1979 and P-369/2509 dated 11/6/1996 of Registrar of Firms and Societies, Punjab, Chandigarh. It has two bodies, namely, the 'General Council' and the 'Executive Committee'. The Chief Minister of Punjab is the President of the Institute and the Chief Secretary to Government of Punjab is the Vice-President. The Chief Secretary is also the Chairman of the Executive Committee of the Institute. The Director General of the Institute is the Principal Executive Officer of the Institute and is responsible for the proper administrative affairs of the Institute. He shall exercise full powers under the directions and guidance of the Executive Committee. The Director of the Institute assist the Director General in discharging the obligations of the Institute.</p> <p><b>Function &amp; Duties:-</b></p> <p>The main function and duties of the Institute are to provide education, training, study and research in Public Administration and allied subjects such as management, planning, economic growth and development. The Institute is to undertake and assist in organizing training and study courses, conference, seminars and promote and coordinate research and training through its own or other agencies. The other functions are to analyze specific problems encountered in the planning and implementation of projects, policies and programmes of the government and to suggest suitable remedial measures, to prepare, print and publish papers, periodicals and books, to establish and maintain the library and information services.</p>
(ii)	The powers and duties of its officers and employees	<p>The Institute is headed by the Director General of the Institute who is an IAS officer in the rank equivalent to Principal Secretary / Financial Commissioners to the government of Punjab who is the Executive Officer for administration of the affairs of the Institute and is exercising the powers under the rules and regulations of the Institute and the directions and guidance of the Institute's Executive Committee. He is assisted by Director, an IAS officer, in the rank equivalent to Secretary to Government of Punjab. The faculty members perform the academic nature of work. Fellow (Knowledge Management) is in-charge of the Library and Documentation Division. The entire collection of the Library including the CDs/DVDs database can be accessed through Institute's network and also find out the real-time availability of library materials from the computer terminals with in the Campus through Online Public Access Catalogue [OPAC].</p> <p>The Administrative Officer and the Assistant Administrative Officer who are supported by Senior Assistants and Clerks to perform the administrative duties of the Institute.</p> <p>The Accounts Officer is looking after the financial matters like funds, budget and balance sheet. Senior Assistants and Clerk support him. The Consultants/Centre Heads do the research, consultancy and training in their respective areas.</p>

(iii)	The procedure followed in the decision making process, including channels of supervision and accountability	The Executive Committee of the Institute makes the policy level decisions. The operational decisions are made by the officers in terms of the delegation of powers approved by the Executive Committee. The channels of supervision and performance monitoring are made by the concerned head of branch and the decisions are taken at the level of Branch Heads, Director and the Director General as provided in the rules and regulations and Delegation of Powers.
(iv)	The norms set by it for the discharge of its function	<p>The norms to discharge of the functions of the institute are in accordance with the provision laid down in the Memorandum of Association, Rules &amp; Regulations, Service Bye Laws, Financial Bye Laws, Delegation of Powers, Purchase Policy and under the direction and guidance of the Executive Committee.</p> <p>Institute's:</p> <ul style="list-style-type: none"> <li>a) <a href="#">Service Bye Laws</a></li> <li>b) <a href="#">Financial Bye Laws</a></li> <li>c) <a href="#">Delegation of Powers</a></li> <li>d) <a href="#">Purchase Policy</a></li> <li>e) <a href="#">Memorandum of Association</a></li> </ul>
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	Memorandum of Association, Rules and Regulations, Mahatma Gandhi State Institute of Public Administration Employees' [Conditions of Service] Bye Laws 1982, Financial Bye Laws, Schedule of Delegation of Powers, Purchase policy, Minutes of the Executive Committee are the rules, regulations and manual held by it or under its control. The records of the Institute are maintained by each branch and such record relates to personal files / service books of employees, agenda & minutes of the Executive Committee, Cash & Credit Vouchers, Ledger, Cash Book, Balance sheets, Audit Reports, various registers maintained by the Store Incharge / Branches, Drawings of the building, Library books and periodicals and training materials.
(vi)	A statement of the categories of documents that are held by it or under its control	As stated above in column (v)
(vii)	The particulars of any arrangement that exists, for consultation with, or representations by the members of the public in relation to the formulation of its policy or implementation thereof.	The Executive Committee decides the policy and objectives of the Institute. The Institute undertakes the Research, Study & Training of various departments of the State Government and its bodies. There is no scope for consultation of any member of public in this regard.

(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	<p>The following are the details to this effect: –</p> <ol style="list-style-type: none"> <li>1. The General Council of the Institute [its composition and functions has been described above under the heading General Council.</li> <li>2. The Executive Committee of the Institute [its composition and functions has been described above under the heading Executive Committee.</li> <li>3. Purchase Committee [Administrative Officer, Accounts Officer, Incharge Training Division and Associate Fellow (SA)/Fellow (KM) are the members].</li> <li>4. The meetings of the above bodies are not open to the public.</li> <li>5. The minutes of the meetings are accessible for public subject to the provisions of Section 8 and 9 of the RTI Act 2005.</li> </ol>
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A directory of its officers and employees (Regular/ Deputation)

Name Shri / Smt. / Dr.	Telephone (Office)	Mobile No.
Anirudh Tewari, IAS Director General	2792114	9646200052
Amit Dhaka, IAS Director	2793587	9878007221
P V Rao Fellow (Knowledge Management)	2790094	9815458120
Umang Sharma AF(SA)	2790087	9872976684
Ani Parkash Goyal A.O (on deputation)	2793588-91 Ext. 124	9041036410
Balvir Singh Chaudhary Administrative Officer (officiating) and PIO	2793588-91 Ext. 303	9780605772
Anil Kumar Senior Assistant	2793588-91 Ext. 222	9041176567

Paramjit Singh Senior Assistant	2793588-91 Ext. 231	9878471916
Sandeep Mann Senior Assistant	2793588-91 Ext. 126	9417058040
Prem Singh Technical Assistant	2793588-91 Ext. 176	8146681215
Paras Ram Technical Assistant	2793588-91 Ext. 176	9780523869
Manpreet Singh Senior Assistant	2793588-91 Ext. 412	8968739056
Harbhajan Singh Driver	2793588-91 Ext. 178	9417184208
Kashmir Chand Peon	2793588-91 Ext. 575/ 135	9501991247
Om Parkash Peon	2793588-91 Ext. 206	8699502722
Puran Bahadur Thapa Peon	2793588-91 Ext. 432	9876137901
Raspinder Singh Peon	2793588-91 Ext.132	9592573555
Mandeep Singh Peon	2793588-91 Ext. 9	9988005682

(ix)	A directory of its officers and employees (Contractual)																		
	<table> <tr> <th>Sr. No.</th><th>Name Shri / Smt. / Dr. / Er.</th><th>Telephone (Office)</th><th>Mobile No.</th></tr> <tr> <td>1.</td><td>Gulshan Chief General Manager (Training and Administration) and Head, CSCC</td><td>2793588-591 Ext. 500</td><td>8146477000</td></tr> <tr> <td>2.</td><td>Col. Dalbir Singh General Manager (Training, Projects and Consultancy)</td><td>2793588-91 Ext. 309</td><td>9464305419</td></tr> <tr> <td>3.</td><td>Sanjeev Chaddha Professor (Management)</td><td>2793762</td><td>8727857116</td></tr> </table>	Sr. No.	Name Shri / Smt. / Dr. / Er.	Telephone (Office)	Mobile No.	1.	Gulshan Chief General Manager (Training and Administration) and Head, CSCC	2793588-591 Ext. 500	8146477000	2.	Col. Dalbir Singh General Manager (Training, Projects and Consultancy)	2793588-91 Ext. 309	9464305419	3.	Sanjeev Chaddha Professor (Management)	2793762	8727857116		
Sr. No.	Name Shri / Smt. / Dr. / Er.	Telephone (Office)	Mobile No.																
1.	Gulshan Chief General Manager (Training and Administration) and Head, CSCC	2793588-591 Ext. 500	8146477000																
2.	Col. Dalbir Singh General Manager (Training, Projects and Consultancy)	2793588-91 Ext. 309	9464305419																
3.	Sanjeev Chaddha Professor (Management)	2793762	8727857116																

4.	R K Sharma Senior Consultant	2790130	9814430666
5.	Jog Singh Bhatia Senior Consultant (Disaster Management)	2793588-91 Ext. 308	8132839304
6.	Nayanika Singh Assistant Professor	2793588-91 Ext. 580	9501049190
7.	Parmod K Kalia Consultant, Knowledge Resource Centre, NJJM	2793588-91 Ext. 172	9417005775
8.	Kamal Kishore Consultant, Knowledge Resource Centre, NJJM and Centre for Engineering Studies	2793588-91 Ext. 570	9915222400
9.	Gagan Deep Sharma Consultant (Training)	2793588-91 Ext. 229	9646033031
10.	Inderbir Kaur Mann Regional Project Director (Regional Centre Patiala)	0175-2204545	9646622581
11.	Pirthi Singh Regional Project Director, (Regional Centre Jalandhar)	0181-2250060	9888498055
12.	Mandeep Singh Regional Project Coordinator (Regional Centre Bathinda)	-	9781229992
13.	Nitika Singla Disaster Management Professional	2793588-91 Ext. 203	9417957993
14.	Imrose Tiwana Consultant, Law	2793588-91 Ext. 171	8968617570
15.	Ekta Gupta Research Associate	2793588-91 Ext. 208	9417111278
16.	Pooja Saini Web Developer	2793588-91 Ext. 306	7696085777
17.	Pankaj Bhatia Technical Associate	2793588-91 Ext. 228	9988159689
18.	Madhvi Gupta Research Associate	2793588-91 Ext. 233	9814696484
19.	Nikhil Anand Project Associate	2793588-91 Ext. 211	9815355039
20.	Shatrughan Data Entry Operator	2793588-91	7888336058

	21.	Kirandeep Singh Office Assistant (Regional Centre Patiala)	-	9780892896
	22.	Vicky Kumar Peon (Regional Centre Patiala)	-	7508586447
	23.	Ajay Kumar Peon (Regional Centre Jalandhar)	-	9888860170
	24.	Lakhwinder Singh Mali (Regional Centre Patiala)	-	9779853176
	25.	Karamjit Kaur Sweeper (Regional Centre Patiala)	-	
(x)	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations			
	(Regular/ Deputation)			
	<b>Name Shri /Smt. /Dr.</b>		<b>Salary</b>	
	P V Rao Fellow (Knowledge Management)		As per UGC Pay Scale	
	Umang Sharma Associate Fellow(SA)		-do-	
	Ani Parkash Goyal A.O (on deputation)		As per State Government Pay Scale	
	Balvir Singh Chaudhary Administrative Officer (officiating) and PIO		-do-	
	Anil Kumar Senior Assistant		-do-	
	Paramjit Singh Senior Assistant		-do-	
	Sandeep Mann Senior Assistant		-do-	
	Prem Singh Technical Assistant		-do-	
	Paras Ram Technical Assistant		-do-	
	Manpreet Singh Senior Assistant		-do-	

Harbhajan Singh Driver	-do-
Kashmir Chand Peon	-do-
Om Parkash Peon	-do-
Puran Bahadur Peon	-do-
Rashpinder Singh Peon	-do-
Mandeep Singh Peon	-do-
(Contractual)	
<b>Name Shri /Smt. /Dr. /Er.</b>	<b>Monthly remuneration</b>
Gulshan Chief General Manager (Training and Administration) and Head, CSCC	As per the Contract
Inderbir Kaur Mann, PCS (Retd.) Regional Project Director (Regional Centre Patiala)	-do-
Col. Dalbir Singh General Manager (Training, Projects and Consultancy)	-do-
V K Bansal Honorary Professor Emeritus (Law), Centre for Study of Laws	-do-
Sanjeev Chaddha Professor (Management)	-do-
R K Sharma Senior Consultant	-do-
Jog Singh Bhatia Senior Consultant (Disaster Management)	-do-
Nayanika Singh Assistant Professor	-do-
Parmod K Kalia Consultant, Knowledge Resource Centre, NJJM	-do-

Kamal Kishore Consultant, Knowledge Resource Centre, NJJM and Centre for Engineering Studies	-do-
Gagan Deep Sharma Consultant (Training)	-do-
Raman Chatrath Estate Manager	-do-
Pirithi Singh Regional Project Director, (Regional Centre Jalandhar)	-do-
Mandeep Singh Regional Project Coordinator, (Regional Centre Bathinda)	-do-
Nitika Singla Disaster Management Professional	-do-
Imrose Tiwana Consultant, Law	-do-
Ekta Gupta Research Associate	-do-
Pooja Saini Web Developer	-do-
Pankaj Bhatia Technical Associate	-do-
Madhvi Gupta Research Associate	-do-
Nikhil Anand Project Associate	-do-
Shatrughan Data Entry Operator	-do-
Kirandeep Singh Office Assistant (Regional Centre Patiala)	-do-
Vicky Kumar Peon (Regional Centre Patiala)	-do-
Ajay Kumar Peon (Regional Centre Jalandhar)	-do-
Lakhwinder Singh Mali (Regional Centre Patiala)	-do-



	Karamjit Kaur Sweeper (Regional Centre Patiala)	-do-												
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports or disbursements made.	<table><tr><th>Head of Account</th><th>Budget Estimates 2024-25 (Amt. in lacs)</th></tr><tr><td colspan="2">2070-Other Administrative Services-003-Training-02- Assistance to Mahatma Gandhi State Institute fo Public Administration, Punjab</td></tr><tr><td>(a) 31-Grant in Aid (Salary) [Salary of Staff]</td><td>253.82</td></tr><tr><td>(b) 35-Grant in Aid for Creation of Capital Assets [Renovation/ up-gradation of Campus building and construction of RC Jalandhar Building]</td><td>500.00</td></tr><tr><td>(c) 36-Grant in Aid (Non Salary)<ul style="list-style-type: none"><li>• [Administrative Expenses (Water, Electricity, Repair/ Maintenance, Office Expenses, Payment of Remuneration/ Contractual Services etc.</li><li>• Training Programmes</li><li>• Expenses of Cell/ Centre at Head Quarters</li><li>• Expenses of Regional Centre’s – Patiala, Jalandhar &amp; Bathinda</li><li>• Expenses for Secretariat Staff Training Institute]</li></ul></td><td>800.00</td></tr><tr><td>Total</td><td>1553.82</td></tr></table>	Head of Account	Budget Estimates 2024-25 (Amt. in lacs)	2070-Other Administrative Services-003-Training-02- Assistance to Mahatma Gandhi State Institute fo Public Administration, Punjab		(a) 31-Grant in Aid (Salary) [Salary of Staff]	253.82	(b) 35-Grant in Aid for Creation of Capital Assets [Renovation/ up-gradation of Campus building and construction of RC Jalandhar Building]	500.00	(c) 36-Grant in Aid (Non Salary) <ul style="list-style-type: none"><li>• [Administrative Expenses (Water, Electricity, Repair/ Maintenance, Office Expenses, Payment of Remuneration/ Contractual Services etc.</li><li>• Training Programmes</li><li>• Expenses of Cell/ Centre at Head Quarters</li><li>• Expenses of Regional Centre’s – Patiala, Jalandhar &amp; Bathinda</li><li>• Expenses for Secretariat Staff Training Institute]</li></ul>	800.00	Total	1553.82
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Total	1553.82													
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	Not applicable												
(xiii)	Particular of concessions permits of authorizations granted by it.	Not applicable												
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form	It is available at MGSIPAP’s WEBSITE <a href="https://mgsipa.punjab.gov.in">mgsipa.punjab.gov.in</a>												

(xv)	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.	The membership of the Library is open to the employees of the Institute; IAS/PCS and other Group A Officers of the Punjab State Government; Trainees at the Institute; and Individual members associated with training and teaching. The Library is open from Monday to Friday: 8.30 am to 6.30 pm.
(xvi)	The names, Designations and other particulars of the Assistant Public Information Officers (APIOs)	<p>(i) Sh. Pirthi Singh, Regional Project Director DLR Building, Kapurthala Road, Behind Sports College, <b>Jalandhar</b>. Email : rcjal@punjab.gov.in Phone: 0181- 2250060, 9888498055</p> <p>(ii) Smt. Inderbir Kaur Mann, PCS (Retd.) Regional Project Director Kothi No 30 - 32D, Baradari Gardens, <b>Patiala</b>. Email: inderbirkaur.mann@punjab.gov.in Phone/ Fax No. 0175-2204545, 9646622581</p> <p>(iii) Sh. Mandeep Singh Khera, Project Coordinator Room No. 306 - 309E, Mini Secretariat, <b>Bathinda</b>. Email: mandeep.singh992@punjab.gov.in Phone: 9781229992</p>
(xvii)	The names, Designations and other particulars of the Public Information Officer (PIO)	<p><b>Balvir Singh Chaudhary, Administrative Officer</b> Tel. No.0172 2793588 to 91 Ext. 303 Mob No. 9780605772 Email: balvirchaudhary@punjab.gov.in</p>
(xviii)	First Appellate Authority	<p>Sh. Amit Dhaka, IAS, Director Tel. No.0172 2793587 Mob No. 9878007221 Email: director.mgsipa@punjab.gov.in</p>