

## Other Information Prescribed

1	Language in which Information Manual/Handbook Available	(i) English	English-Instructions,Orders and Data
		(ii) Vernacular/ Local Language	
2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	Continuous Amendments arethere in Act & Regulations
3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in	Application procedure, Documentation, fee structure, tracking ofapplication availableat Invest Punjab Business First Portal
		(ii) Name/ title of the document/record/ otherinformation	
		(iii) Location where available	<a href="http://www.pbindustries.gov.in">www.pbindustries.gov.in</a>
4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	<ul style="list-style-type: none"> <li>➤ Help Desk for Invest Punjab Business First Portal and Policy.</li> <li>➤ Location:- Policy implementation unit, Udyog Bhawan, sector 17,Chandigarh.</li> <li>➤ Business Facilitators have been deputed in all22 districts at General Manager, District IndustriesOffices.</li> </ul>
		(ii) Details of information made available	Information related toall policies and guidelines of the Department.
		(iii) Working hours of the facility	9:00 AM to 5:00 PM
		(iv) Contact person & contact details (Phone, fax email)	Business facilitator:- Ms Harpreet Kaur, PhNo. 0172 2715270.(Head Office,Chandigarh) Detail of all contactpersons is available on Invest Punjab Business first Portal
5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Appeals can be madeto state & GOI authorities
		(ii) Details of applications received underRTI and information provided	225 applicationsreceived under RTI. 224 applicationsinformation provided and 1 is remaining
		(iii) List of completed schemes/ projects/ Programmes	<b>Annexure I</b>
		(iv) List of schemes/ projects/ programme underway	

		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
		(vi) Annual Report	<ul style="list-style-type: none"> <li>➤ The Annual Administrative Report is prepared every year in the template provided by General Admn Department Punjab. After the approval of Hon'able Minister for Industrial &amp; Commerce, the annual report is placed in Cabinet meeting for approval.</li> <li>➤ Annual administrative report for the year 2016-17 and 2017-18 have been approved by cabinet</li> <li>➤ The Annual Administrative Report for the year 2018-19 is being prepared, which will soon be submitted to the higher authorities for approval.</li> </ul>
		(vii) Frequently Asked Question (FAQs)	Uploaded on Portal
		(viii) Any other information such as a) Citizen's Charter	NIL
		c) Six monthly reports loaded on the website or not	
		d) Performance against the benchmarks set in the Citizen's Charter	
6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	2019:-142 applications received 2020:-73 applications received
		(ii) Details of appeals received and orders issued	2019:-30 appeals received, 28 appeals disposed and one is without any ID proof 2020:-33 appeals received, 23 appeals disposed and 10 is pending
7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	Nil