

NRI SABHA PUNJAB
Right to Information Act (RTI) 2005
(Information Under Section 4(1)(b) of the Act)

NRI Sabha Punjab declared a Public Authority under RTI Act :

NRI Sabha Punjab, an NGO, was registered as a Society under the Societies Registration Act, 1960 and as per Government of Punjab, Department of NRI Affairs, Memo No. 7/19/09-(2)/416-417 dated 05.07.2010 the Sabha did not fall within the purview of RTI Act.

NRI Sabha Punjab was declared a public authority within the meaning of Section 2(h) of the Right to Information Act, 2005 vide Hon'ble State Information Commission Punjab Order dated 30.12.2010.

Introduction

For details please see the "Right to Information Act, 2005" and "The Gazette of India".

Application under RTI Act.

Format of application under RTI Act is enclosed.

Mode of Filing Application

A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying prescribed fee.

Steps of filing RTI

- Mention atop "Application under RTI Act 2005".
- Simply address to the "Public Information Officer" (need not to mention his/her name).
- Application should be in a simple and easy language.
- Mention your question point wise, avoid asking vague questions and using too technical terms or legal jargon.
- Attach Government RTI Fee in the form of IPO/DD/MO etc as applicable with the RTI Application.
- At the end of the application, make a declaration that you are an Indian citizen.
- Sign the application. Keep a photocopy for your future references.

Information about the NRI Sabha Punjab Provided under the RTI Act

- (i) The particulars of its organization, functions, and duties;
- (ii) The powers and duties of its officers and employees;
- (iii) The procedure followed in the decision-making process, including channels of supervision and accountability;
- (iv) The norms set by it for the discharge of its functions;
- (v) The rules, regulations, instructions, manuals, and records, held by it or under its control or used by its employees for discharging its functions;
- (vi) A statement of the categories of documents that are held by it or under its control;
- (vii) The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof;
- (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 the public;
- (ix) A directory of its officers and employees;
- (x) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations;
- (xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs;
- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it;
- (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;
- (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;
- (xvi) The names, designations and other particulars of the Public Information Officers;
- (xvii) Such other information as may be prescribed and thereafter update these publications every year;

NRI SABHA PUNJAB
Annexure-I
Publication of information regarding items specified by Rule 4(1)b(i) of the Right to Information Act, 2005

Name of the Organisation : NRI Sabha Punjab, Divisional Commissioner Office Complex, Jalandhar.

(i) **The particulars of its organization, functions, and duties;**

NRIs are very significant and integral part of the Indian Society. They are settled in more than hundred countries of the globe but maintained their cultural links with their motherland. They have always made their presence felt in socio-economic life of our country. Out of 2.5 crore Indians residing abroad more than 70 lacs are Punjabis. The people and the government of Punjab have correctly realized this hard fact. It has also been felt that they have been betrayed by their kith and kin and suffer from other social complications. Due to administrative and judicial procedure, the NRIs remained victim of injustice and harassment.

Prior to the year 1996, there was no organization of NRIs and they were in total oblivion where to take shelter and how to get their grievances redressed. Most of them faced multifarious difficulties about misappropriation of properties by their kith and kin, relatives and caretakers. As a result of these feelings the well-wishers of NRIs, founded an organization called "**NRI Sabha Punjab**" in 1996 which is only one of its kind and is patronized by Government of Punjab.

NRI Sabha Punjab office was formally inaugurated by the Governor of Punjab, His Excellency Lt. Gen (Retd.) B.K.N. Chhibber, PVSM, AVSM, VSM on 27.10.1996. The Government of Punjab gave their approval to the Constitution of NRI Sabha Punjab and for its registration on 5.3.1998. Thus the Sabha was got registered as a Society under the Societies Registration Act, 1860 on 20 March 1998. Its headquarters is at Jalandhar.

The Chief Minister of Punjab is its Chief Patron. The Chief Patron is the guardian of the Sabha and shall nominate one or more Patron(s).

Divisional Commissioner Jalandhar or NRI Commissioner, as the State Government may deem fit, shall be the Chairman of the NRI Sabha Punjab.

President of NRI Sabha Punjab is elected by the NRIs and the tenure of President is of two years. The officers/officials work in Central Sabha Office under the immediate supervision of elected President.

The District Units of NRI Sabha are in existence in 12 Districts of Punjab namely, Amritsar, Gurdaspur, Hoshiarpur, Jalandhar, Kapurthala, Ludhiana, Moga, Mohali, Patiala, Ropar, SBS Nagar & Tarn Taran. The Deputy Commissioners are the Chairmen of District Units.

NRI Sabha Punjab is a non-political body. It has been working since 1996 for the welfare of NRIs and for the removal of their genuine grievances in close coordination with the Government. By now, it has more than 23,000 NRI members (including members of District Units) settled in various countries.

Main Objectives.

- Help the NRIs in protecting their rights in Punjab, especially in property related matters.
- Provide facilities to NRIs on their visit to Punjab.
- Pursue the interest of NRIs with the State and Central Government.
- Help in investment of NRIs in Punjab for economic development.
- Maintain cultural and ethnic bonds of Punjab with the NRIs especially with the new generation of the NRIs.
- Promote social welfare in Punjab by motivating the NRIs, their friends and relatives residing in Punjab.
- Provide a forum for the NRIs, their friends and relatives living in Punjab and the Government to join and act together.

Other objectives.

- To work for the welfare and promotion of interests of NRIs in general and NRIs of Punjab in particular without any discrimination on grounds of caste, creed and religion.
- To work for the social welfare and economic development of Punjab and India with the participation of NRIs.
- To work for promotion of cultural and ethnic bonds of Punjabi NRIs, especially of the new generation.
- To work as a forum of NRIs of Punjab in Punjab and India.
- To create, promote or affiliate societies, trusts or companies and to acquire assets, raise loan and obtain donations and grants for activities pursuant to the above objectives.
- To act as an agency of State Government for promoting the welfare of NRIs of Punjab.
- To act as trustees of the properties of NRIs of Punjab who wish to entrust their property to the Sabha for such trusteeship.
- To take special care of the NRIs who are members of the Sabha.

NRI SABHA PUNJAB
Annexure-II
Publication of information regarding items specified by Rule 4(1)b(ii) of the Right to Information Act, 2005

Name of the Organisation : NRI Sabha Punjab, Divisional Commissioner Office Complex, Jalandhar.

(ii) The powers and duties of its officers and employees;

Executive Director

1. Overall in-charge of working of the Office of the Central Sabha.
2. Coordination of all activities of the Sabha.
3. Check & Review of work performed by all Officers/Staff of the Sabha.
4. Implement the policies and bye-laws and shall be answerable to the Chairperson.
5. To ensure that the Sabha functions as per the byelaws framed under the constitution.
6. To assign duties to the officers/staff of the Sabha as may be required from time to time.
7. Assisting the President and executive in discharging the functions of the Sabha

Media Officer

1. Preparation of manuscript, printing, publishing & distributing of NRI Newsletter in close coordination with the President and Executive Director.
2. To prepare press releases on the activities of the Sabha and other important matters.
3. To arrange press conferences of the Chairman, President of NRI Sabha and Incharges of various committees under the orders of President.
4. To liaise with Indian and Foreign media including electronic media and to ensure articles relating to the Sabha are published both in Indian as well as foreign media from time to time.
5. To ensure wide scale publicity of all events organised by the Sabha.
6. To make out proposals for the publicity in consultation with Incharge of Media & Publicity/Publication Committee of NRI Sabha and submit to Chairperson through the President/ED NRI Sabha for necessary action.

Law Officer

1. Consultancy in legal and revenue matters.
2. To deal with all the complaints concerning grievances of the NRIs.
3. To carry all correspondence regarding the grievances.
4. To deal with the complaint relating to civil suits as well as rent cases of NRIs.
5. To get dictated the complaints of NRIs, who visit the office of NRI Sabha.

PA to President

1. To maintain record of meetings/important official engagements of President & to remind him in time.
2. Receive e-mails, deliver it to the concerned persons and reply thereto electronically.
3. Ensure updating of website of NRI Sabha Punjab from time to time.
4. All the correspondence with various authorities.
5. Correspondence relating to appointment of NRI Sabha office staff.
6. Correspondence with District Units.

7. Matters relating to Co-ordination Committees of NRIs in foreign countries.
8. Correspondence relating to election of President NRI Sabha Punjab/District Unit Presidents/ Overseas Presidents.
9. Plan Scheme NRI-1
10. To operate and maintain computers.

Computer Operator

1. To carry out all office work as per the orders of the President/Executive Director.
2. To take dictation from the President/Executive Director, transcribing and attend to other typing work assigned by him.
3. Typing agenda and proceedings for the meetings of ASC, E.C., Seminars, AGM & Convention dictated by the Executive Director.
4. To complete data feeding in the computer.
5. To do all typing work assigned by the different sections of the Sabha.
6. Typing work assigned by the Executive Director/DRM.
7. To operate the computer.
8. To type out Identity Cards.
10. Any other work assigned by the Officials of the NRI Sabha concerning typing.
11. To attend to NRIs visiting the NRI Sabha in the absence of Receptionist.

Accountant

1. Filling in Membership Forms for enrolment of Life Members.
2. Collection of Membership Fee in the form of Cash/Cheques & Drafts and deposit the same in the Bank. To issue receipt of cash/cheque & draft to each NRI against their membership subscription fee.
3. Issue of Identity Card to all NRI members and maintaining I. Card Register. Also maintain record of receipt of I. Cards pertaining to the main office and district units.
4. To keep a record of all NRI Members with complete address.
5. To check all bills expenditure incurred by NRI Sabha during the month.
6. To maintain day books of cash & bank drafts daily received in the office.
7. Purchase, take on charge and providing all kinds of stationery to the staff.
8. To assist in organising the Executive Committee meeting/ASC and carry out follow up action.
9. Prepare a financial statement for the Sabha.
10. To make payment by cheque as ordered by the President/Executive Director.
11. To prepare income & expenditure statement and Balance Sheet of the Sabha.
12. To look after all the banks accounts operation of the Sabha.
13. To pay salary to the staff.
14. To perform any other duties as desired by the Executive Director/President.

Clerk (Grievances)

1. To make entries of the complaints in the register and also keep the record in an envelop for safety.
2. Reply received from the concerned departments are sent to the NRIs concerned.
3. UID Numbers issued by the office of the Inspector General of Police, Punjab, are also sent to the NRIs concerned.
4. To make inquires from the office of the Inspector General of Police, Punjab about the status of the complaint.
5. To assist the Law Officer in day today work.

6. To keep record of files of Law Officer.
7. References are put up to the Law Officer for disposal of the complaint.
8. Make entries of the complaints in the computer

Punjabi Typist attached to LO

1. To Type all correspondence concerning grievances of NRIs
2. To type the complaints of the NRIs, who visit the NRI Sabha Office
3. Issue reminders
4. Any work assigned by Law Officer
5. To prepare monthly statements.
6. To solve all computer relating problems etc.

Receptionist (1)

1. Dispatch and Receipt.
2. To attend the telephone calls from the NRIs and other offices.
3. To work out the news concerning the NRIs from the newspapers and put up the same before the Chairman.
4. To maintain receipt register, dispatch register and stamps also.

Receptionist (2)

1. Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
2. Receive, direct and relay telephone messages and fax.
3. To counsel the NRI's for becoming the members of NRI Sabha Punjab.
4. To communicate with NRI's through emails to them regarding any query about the Membership requirements.
5. Deal with queries from the public and NRI's.
6. Maintain Receive & Despatch register in the absence of other Receptionist.
7. Provide general administrative and clerical support.
8. Support in Media related activities like Press Note & Telephone.
9. To maintain Attendance Register.

Peon

1. To attend to President/Officers/staff members.
2. To get Photostat & Lamination works done.
3. To deliver mails/documents to President and other members of the Executive Committee.
4. Internal distribution of mail.
5. Any other work assigned by the Staff Members.
6. To ensure proper cleanliness of offices.
7. Proper dusting of almirahs, furniture and tables/chairs of officers & staff.

Driver (1)

1. To do the driver's duty.
2. Update vehicle log books and vehicle service record.
3. Ensure safe custody of vehicle documents, like RC etc.
4. Ensure proper and timely maintenance of vehicles.
5. Renew insurance, pollution check certificate etc as and when due.

Driver (2)

1. To do the driver's duty.
2. Update vehicle log books and vehicle service record.
3. Ensure safe custody of vehicle documents, like RC etc.
4. Ensure proper and timely maintenance of vehicles.
5. Renew insurance, pollution check certificate etc as and when due.

Chowkidar

1. Ensure safety of building and its fixtures.
2. Ensure that no unauthorised person enters in the building.
3. To keep a watch over the office premises.
4. To open and close different rooms & halls used as offices before and after working hours, respectively.

Chowkidar-cum-Peon

1. Ensure safety of building and its fixtures.
2. Ensure that no unauthorised person enters in the building.
3. To keep a watch over the office premises.
4. To open and close different rooms & halls used as offices before and after working hours, respectively.
5. In the absence of chowkidar, he performs the duties in his place otherwise he performs the duties of Peon.

Gardener (Mali)

1. To plant and graft flower plants, weed garden, manure plants and trees.
2. Water lawn, decorative plants and other trees.
3. To arrange flower beds.
4. To prepare seedlings.
5. To grow seasonal flowers, to keep lawn & garden etc neat & tidy.

Sweeper (1)

1. To sweep and wash the allotted office room and clean courtyards and other premises of the building.
2. To wash and clean lavatories, washing basins and urinals and spray disinfectant supplied for the purpose.
3. To remove cobwebs from walls and ceilings of the offices, lavatories, urinals and garage of the office.

4. To attend to any other official work as may be assigned to him from time to time by his superior official.

Sweeper (2)

1. To sweep and wash the allotted office room and clean courtyards and other premises of the building.
2. To wash and clean lavatories, washing basins and urinals and spray disinfectant supplied for the purpose.
3. To remove cobwebs from walls and ceilings of the offices, lavatories, urinals and garage of the office.
4. To attend to any other official work as may be assigned to him from time to time by his superior official.

NRI SABHA PUNJAB

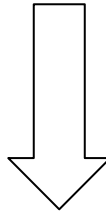
Annexure-III

Publication of information regarding items specified by Rule 4(1)b(iii) of the Right to Information Act, 2005

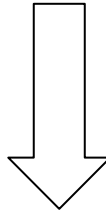
Name of the Organisation : NRI Sabha Punjab, Divisional Commissioner Office Complex, Jalandhar.

(iii) The procedure followed in the decision-making process, including channels of supervision and accountability;

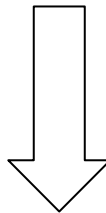
Executive Director



President



Chairperson



Department of NRI Affairs, Government of Punjab



Chief Patron

NRI SABHA PUNJAB

Annexure-IV

Publication of information regarding items specified by Rule 4(1)b(iv) of the Right to Information Act, 2005

Name of the Organisation : NRI Sabha Punjab, Divisional Commissioner Office Complex, Jalandhar.

(iv) The norms set by it for the discharge of its functions;

1. Constitution of NRI Sabha Punjab.
2. Bye-laws of NRI Sabha Punjab.

NRI SABHA PUNJAB

Annexure-V

Publication of information regarding items specified by Rule 4(1)b(v) of the Right to Information Act, 2005

Name of the Organisation : NRI Sabha Punjab, Divisional Commissioner Office Complex, Jalandhar.

(v) The rules, regulations, instructions, manuals, and records, held by it or under its control or used by its employees for discharging its functions;

- (1) Constitution of NRI Sabha Punjab.
- (2) Bye-Laws of NRI Sabha Punjab.
- (3) Code of Civil Procedure, 1908
- (4) The Constitution of India.
- (5) Punjab Public Premises and Land.
- (6) Punjab Land Record Manual.
- (7) Law of Mutation.
- (8) Land Manual.
- (9) Criminal Major Acts.
- (10) The Notaries Act 1952.
- (11) The Indian Evidence Act, 1872.
- (12) The Right to Information Act 2005.
- (13) The Right to Information Act, 2005 Vol-1.
- (14) The Right to Information Act, 2005 Vol-2.

NRI SABHA PUNJAB

Annexure-VI

Publication of information regarding items specified by Rule 4(1)b(vi) of the Right to Information Act, 2005

Name of the Organisation : NRI Sabha Punjab, Divisional Commissioner Office Complex, Jalandhar.

(vi) **A statement of the categories of documents that are held by it or under its control;**

1. Registers of proceedings of various meetings.
2. Membership Record Register.
3. Record of membership applications along with supporting documents.
4. Membership receipt books.
5. Yearly Balance Sheets.
6. Bills payment record.
7. FDRs
8. Bank Pass Books & Cheque Books.
9. Attendance Register.
10. Incoming Dak Diary Register.
11. Outgoing Dak Despatch Register.
12. Visitors Record Register.
13. Various Acts.
14. Revenue Complaints Register.
15. Police Complaints Register.
16. Files containing complaints of NRIs.
17. General Correspondence Files.

NRI SABHA PUNJAB

Annexure-VII

Publication of information regarding items specified by Rule 4(1)b(vii) of the Right to Information Act, 2005

Name of the Organisation : NRI Sabha Punjab, Divisional Commissioner Office Complex, Jalandhar.

(vii) **The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof;**

NRI Sabha Punjab is an organization based on membership of NRIs and Ex-NRIs. A meeting of the Executive Committee of NRI Sabha Punjab is convened and agenda points are discussed and the proceedings of the same are submitted to the Chairman NRI Sabha Punjab for approval. Important policy matters are discussed in General Body meeting and then sent to Hon'ble Chief Minister of Punjab-cum-Chief Patron of NRI Sabha through the Chairman and Department of NRI Affairs, Government of Punjab. These policies are implemented after receiving approval from Hon'ble Chief Patron.

NRI SABHA PUNJAB
Annexure-VIII
Publication of information regarding items specified by Rule 4(1)b(viii) of the Right to Information Act, 2005

Name of the Organisation : NRI Sabha Punjab, Divisional Commissioner Office Complex, Jalandhar.

(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 the public;**

1. Central Executive Committee.
2. Administrative Sub Committee.
3. NRI Overseas Units and Overseas Directors.
4. International Board of Governors.
5. Advisory Board.
6. Grievances Redressal Committee.
7. Media & Publicity/Publication Committee.
8. Sports Committee.
9. Investment Committee.
10. Cultural & Heritage Committee.
11. Farmers Committee.
12. Protocol Committee.

NRI SABHA PUNJAB

Annexure-IX

Publication of information regarding items specified by Rule 4(1)b(ix) of the Right to Information Act, 2005

Name of the Organisation : NRI Sabha Punjab, Divisional Commissioner Office Complex, Jalandhar.

(ix) A directory of its officers and employees;

Clerical Staff

| | |
|---------------|----------|
| PA | 1 |
| Accountant | 1 |
| Clerk | 2 |
| Receptionists | 2 |
| Total | 6 |

Auxiliary Staff

| | |
|--------------------|----------|
| Drivers | 2 |
| Peon | 1 |
| Chowkidar | 1 |
| Peon-cum-Chowkidar | 1 |
| Sweepers | 2 |
| Part Time Mali | 1 |
| Total | 8 |

NRI SABHA PUNJAB**Annexure-X****Publication of information regarding items specified by Rule 4(1)b(x) of the Right to Information Act, 2005**

Name of the Organisation : NRI Sabha Punjab, Divisional Commissioner Office Complex, Jalandhar.

(x) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations;

Present monthly emoluments of staff are as under :-

| Sr. No. | Designation | Name of Employee | Date of Joining | Gross Salary |
|----------------|---------------------|---|------------------------------|---------------------|
| (1) | (2) | (3) | (4) | (5) |
| 1. | P.A | Sh. Darshan Singh, Hony Subedar Major (Retd.) | 27.05.2008 | 28800/- |
| 2. | Accountant | Mr. Albert | 08.03.2007 | 20800/-* |
| 3. | Clerk | Mr. Sarabjit Singh | 21.05.2009 | 19600/- |
| 4. | Receptionist | Mrs. Rajwinder Kaur | 13.02.2010 | 19300/- |
| 5. | Receptionist | Mrs. Soni Arora | 01.08.2013 | 17400/- |
| 6. | Driver | Mr. Rakesh Kumar | 12.09.2002 | 20100/- |
| 7. | Driver | Mr. Shamsher Singh | 14.05.2013 | 13400/- |
| 8. | Peon | Mr. Subash Chander | 10.12.1998 | 16100/-** |
| 9. | Chowkidar | Mr. Mukesh Kumar | 26.04.2011 | 14100/- |
| 10. | Chowkidar -cum-Peon | Mr. Mitra Lal Kafle | 18.05.2013 | 13400/- |
| 11. | Sweeper | Mr. Manjinder Kumar | 01.07.2011 | 11600/- |
| 12. | Sweeper | Mr. Ajay Kumar | 24.11.2011 | 11600/- |
| 13. | Part Time Mali | Mr. Pawan Kumar | 04.09.2022 (for one year) | 3500/- |

*Plus Rs 1000/- conveyance allowance to Accountant.

**Plus Rs 900/- conveyance allowance to peon.

NRI SABHA PUNJAB

Annexure-XI

Publication of information regarding items specified by Rule 4(1)b(xi) of the Right to Information Act, 2005

Name of the Organisation : NRI Sabha Punjab, Divisional Commissioner Office Complex, Jalandhar.

(xi) **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**

The income to NRI Sabha Punjab is from individual NRIs as membership fee. No budget is allocated to any of its District Units, the income and expenditure is audited by a Chartered Accountant employed by the Chairman on behalf of NRI Sabha Punjab on annual contract basis. The expenditure reports are submitted/ placed before the executive committee of the Sabha in the meeting. The fund statement is produced in the annual General Meeting. Proposed budget for the financial year 2022-2023 is as under:

| Ser. No. | Head/Item of the Budget | Proposed Expenditure during the financial year 2022-2023 (in Rs) |
|-----------------|--|---|
| 1 | Salary to staff | 25,50,000/- |
| 2. | Telephone Bills | 50,000/- |
| 3. | Electricity Bills | 2,50,000/- |
| 4. | Purchase & printing or Stationery | 20,000/- |
| 5. | Tea etc. for visiting NRIs | 25,000/- |
| 6. | Photostat expenses | 20,000/- |
| 7. | Computer expenses including purchase of accessories | 30,000/- |
| 8. | Petrol/Diesel expenses for Vehicles & Generator | 30,000/- |
| 9. | Postage/courier charges | 20,000/- |
| 10. | Vehicle insurance & repair | 60,000/- |
| 11. | Expenses on Dewali (exgratia) and Lohri (small gifts) | 1,20,000/- |
| 12 | Newspaper Bills | 5,000/- |
| 13. | Website expenses | 20,000/- |
| 14 | Misc. expenses for purchase of office equipment like printing card ink for card printing machine and other items for office use. | 50,000/- |
| 15. | Expected expenditure on elections of NRI Sabha President | 6,00,000/- |
| | Total | 38,50,000/- |

NRI SABHA PUNJAB

Annexure-XII

Publication of information regarding items specified by Rule 4(1)b(xii) of the Right to Information Act, 2005

Name of the Organisation : NRI Sabha Punjab, Divisional Commissioner Office Complex, Jalandhar.

(xii) **The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs;**

The Central/State government grants or subsidies are not allocated to NRI Sabha Punjab.

NRI SABHA PUNJAB

Annexure-XIII

Publication of information regarding items specified by Rule 4(1)b(xiii) of the Right to Information Act, 2005

Name of the Organisation : NRI Sabha Punjab, Divisional Commissioner Office Complex, Jalandhar.

(xiii) **Particulars of recipients of concessions, permits or authorizations granted by it;**

NIL

NRI SABHA PUNJAB

Annexure-XIV

Publication of information regarding items specified by Rule 4(1)b(xiv) of the Right to Information Act, 2005

Name of the Organisation : NRI Sabha Punjab, Divisional Commissioner Office Complex, Jalandhar.

(xiv) **Details in respect of the information, available to or held by it, reduced in an electronic form;**

1. Membership record.
2. List of members of NRI Sabha Punjab.

NRI SABHA PUNJAB

Annexure-XV

Publication of information regarding items specified by Rule 4(1)b(xv) of the Right to Information Act, 2005

Name of the Organisation : NRI Sabha Punjab, Divisional Commissioner Office Complex, Jalandhar.

(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;

- (1) Reception Counter is manned during office hours for the NRIs to obtain information.
- (2) Daily newspapers are displayed near Reception.
- (3) TV is displayed in waiting area.
- (4) Office is open except for Sundays and holidays as per the following timings when the visiting NRIs can obtain any information:-
 - (a) Monday to Friday - 10.00 A.M. to 5.00 P.M.
 - (b) Saturday - 10.00 A.M. to 2.00 P.M.

NRI SABHA PUNJAB

Annexure-XVI

Publication of information regarding items specified by Rule 4(1)b(xvi) of the Right to Information Act, 2005

Name of the Organisation : NRI Sabha Punjab, Divisional Commissioner Office Complex, Jalandhar.

(xvi) **The names, designations and other particulars of the Public Information Officers:**

Appellate Authority - Executive Director, NRI Sabha Punjab.

Public Information Officer - P.A to President

Assistant Public Information Officer - Grievances Clerk

NRI SABHA PUNJAB

Annexure-XVII

Publication of information regarding items specified by Rule 4(1)b(xvii) of the Right to Information Act, 2005

Name of the Organisation : NRI Sabha Punjab, Divisional Commissioner Office Complex, Jalandhar.

(xvii) **Such other information as may be prescribed and thereafter update these publications every year;**

NIL

Application under RTI Act 2005

[See Rule 3 (1)]

Assistant Public Information Officer/ The Public Information Officer
(Name of the Office with address)

I.D. No.....
(For office use only)

1. Full name of the applicant :
2. Father's name/Spouse's Name :
3. Permanent Address :
4. Correspondence Address :
5. Particulars of information solicited:
 - (a) Subject matter of information* :
 - (b) The period to which the information relates** :
 - (c) Specify details of the Information required*** :
 - (d) Whether information is required by post or in person (the actual postal charges shall be included in additional fee 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, you furnish the proof of the same with application) :

Place: Ludhiana.

Dated: _____

Signature of the applicant

* Broad category of the subject to be indicated.

** Relevant period for which information is required to be indicated.

*** Specific details of the information as required to be indicated.