MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

C-PYTE

CENTRE FOR TRAINING AND EMPLOYMENT OF PUNJAB YOUTH (C-PYTE)
PUNJAB YUVA BHAWAN, SECTOR 42-A, CHANDIGARH

Introduction

I. In order to promote transparency and accountability in the working of every Public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into Force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, C-PYTE has brought out this manual for Information and guidance of the general public.

II. Section 4 of RTI Act 2005

1. Every Public Authority shall :-
   a) Every Public Authority shall maintain all its records duly catalogued and indexed in a manner
   b) 17 Manuals
   c) Publish all relevant facts while formulating important policies or announcing the decisions which affect public informed.
   d) Provide reasons for its administrative or quasi-judicial decisions to affected persons.

III. The purpose of this manual is to inform the general public about C-PYTE's organisational set-up, functions and duties of its officers and employees, records and documents available with it.

IV. This manual is aimed at the public in general and users of the services, and Provides information about the schemes, projects and programmes being implemented by C-PYTE .

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1st Manual: Particulars of the Public Authority

1.1 Name and address of the organization :-

Director General, Centre for Training and Employment of Punjab Youth (C-PYTE), Punjab Yuva Bhawan, Sector 42-A, Chandigarh

1.2 Head of the organization:

Maj Gen Rambir Singh Mann, VSM, Director General , C-PYTE

1.3 Key Objectives:

1. (a) To create awareness among unemployed youth of Punjab, in a phased manner and seek their absorption into legitimate economic occupations after appropriate training.

(b) To wean the identified youth away from illicit activities like drugs & liquor consumptions etc.

(c) To provide an environment which fosters the values of nation building, discipline and social concern among the identified youth.

(d) To provide employment oriented training.

(e) To make them better citizens and upgrade their skill and discipline to make them employable.

1.4 Functions and duties:

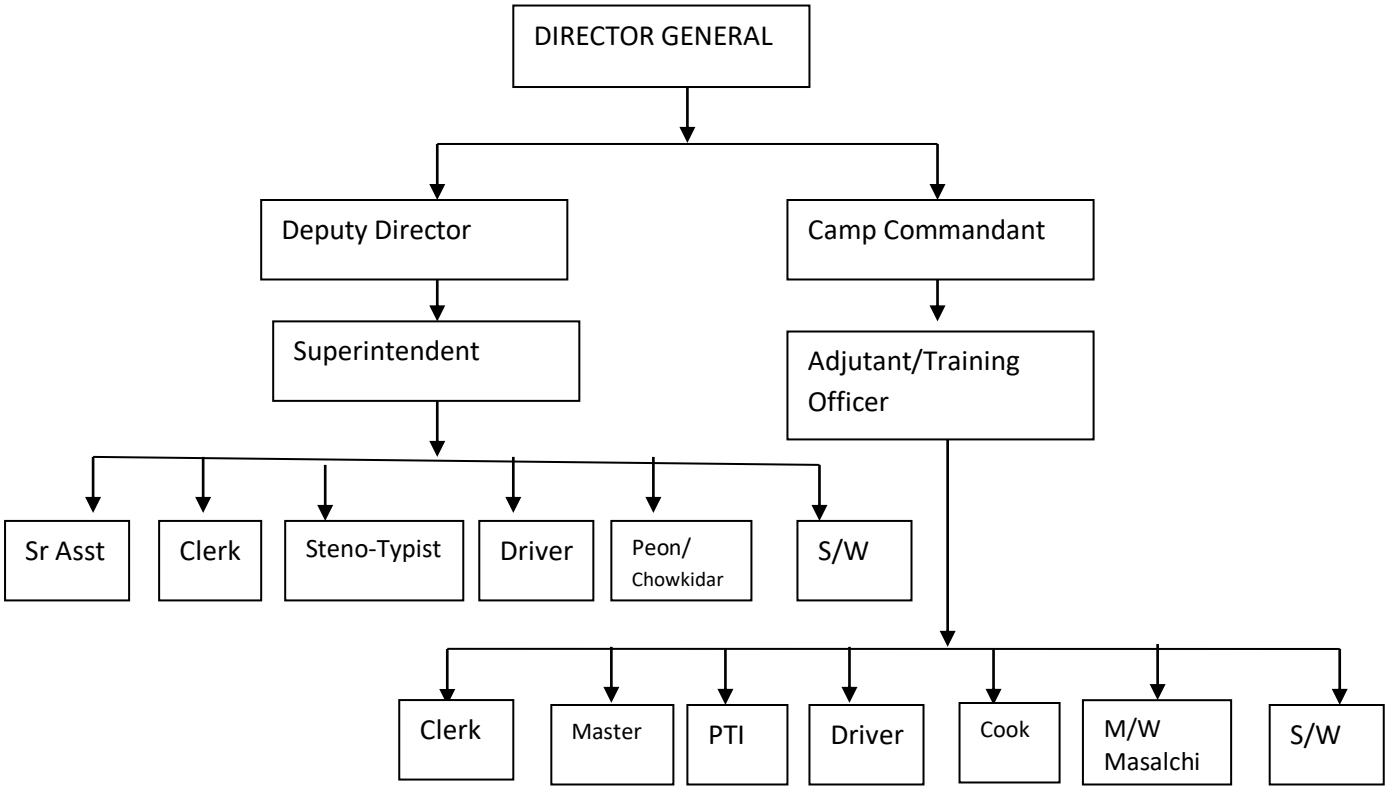
1. The centre of excellence of training of C-PYTE lies with the group of Camps at various locations like Theh Kanjla (Kapurthala), Hakumat Singh Wala (Ferozepur) Talwara (Hoshiarpur), Dera Baba Nanak (Gurdaspur), Ranike (Amritsar), Patti (Tarn Taran), Ludhiana, Nanwanshahr, Kaljharani (Bathinda), Borewal (Mansa), Shaheedgarh (Fategarh Sahib), Nangal (Ropar) , Nabha and Lalru (Mohali) which are primarily geared to train the youth of Punjab i.e. total 14 Boys Camps and 01 Girls Camps at Kairon (Tarn Taran):-

(a) Impart pre-recruitment training/coaching to the youth for entry into the Defense, Para Military and Police forces.

(b) Prepare those youth ineligible for absorption into Armed services for gaining employment in public sector/ private industries.

(c) Motivate other youth to opt for self employment ventures.

1.5 Organization chart:



2nd Manual: Powers & duties of officers & employees

2.1 Powers and duties of officers (administrative, financial & judicial):

Officer Duties in General

1. The efficiency and performance of Camps depend mainly on the performance of the officers and staff. They are responsible to maintain among Campers a high standard of discipline, morale, motivation and training and carry out efficient administration in Camps. Consequently, officers and staff must work as a well knit team and themselves exhibit a very high standard of conduct, integrity, loyalty, cohesiveness, dedication, determination, missionary zeal, tact, patience and will power so as to achieve the aims and objectives of the organization. In the Camps, the authority of the Officer Incharge Camps is paramount. Working within the para-meters of directions of the Director General, his decision on internal matters will be final.

Staff Code of Conduct

2. Points for the guidance of officers and staff are as under:-

(a)Integrity and Personal Conduct : The integrity and personal conduct of officers and staff must be beyond reproach. Their handling and maintenance of stores and accounts must be

in conformity with rules and regulations and never for personal benefits. It is by personally demonstrating the highest standards of integrity that they can expect the Campers to emulate them.

(b)Discipline : The staff must themselves exhibit the highest norms of discipline by showing instantaneous obedience of orders and by maintaining decorum and dignity even under stress and strain.

(c)Motivation : Motivating the youth to willingly imbibe the norms of discipline, Camp routine and to undergo training for various vocations is one of the most important requisites of conduct of officers and staff.

(d)Professional Competence : The staff must be professionally competent, they must know their job, be they physical training or educational instructors, Q staff, clerks, drivers, safaiwalas and so on; they must perform their duties with diligence.

(e)Initiative and Ingenuity : For an organisation like ours, initiative, ingenuity and improvisation are important ingredients for success. Instructors and other staff must use their common sense in drawing up lesson plans, conduct of training , maintenance of stores, use of equipment, maintenance of security, surveillance and so on.

(f)Esprit de-Corps. : All staff must demonstrate a high degree of esprit de corps and bonhomie. It is only through mutual trust, co-operation and willingness to share the burden of a colleague that we develop healthy tem spirit which is so essential for success in our endeavors. Equally, the youth are best motivated to perform to their optimum capacity under healthy and happy environment.

(g)Knowledge of Campers : The staff should be fully conversant with characteristics and aptitude of each Camper with a view to fit him for appropriate employment. The staff should also constantly endeavour to know the domestic problems of the youth under their command.

(h)Handling of Youth : The youth in Camps are not under Army Act or any other Service Regulations etc. They come from rural/ backward areas of the border districts and mostly belong to backward classes some of them being a potential source for unlawful elements. They need polite but firm handling; use of abusive language and manhandling are strictly forbidden. The youth should be educated and reformed by the staff through persuasion, personal example and regular communication of guidance and sound advice.

(i)Checking Misconduct of Campers : Irregularities and misconduct of any Camper must not pass unnoticed. The staff must have the moral courage to check and correct the Campers on the spot and ensure that instructions are implemented fully.

(j) Welfare of Campers : The staff must evince keen and genuine interest in the welfare of Campers by spending maximum time with them, identifying themselves with the youth, participating in various activities including physical training, academic coaching , games, maintenance of Camp areas, roll call parades, meals and attending to their genuine needs.

(k) Manner of Reprimand: Language should be carefully chosen when reprimanding a youth for misconduct. An officer must be fair and judicious in awarding punishment to subordinates.

(l) Turnout : Efficient, smart, sincere and enthusiastic set of officers make a successful team. All staff must be well turned out on every occasion.

(m) Chain of Command : All staff will observe proper chain of command.

(n) Leave : Leave to all staff and Campers will be permitted in accordance with the leave policy/rules. Staff must conform to the procedure laid down for various types of leave and proper records maintained.

(o) Letter of Recommendation : The Director General may, if he so desires, award letter of recommendation to the staff/Campers. No other officer is permitted to do so.

(p) Office Routine : Officers and staff are responsible for the correctness of all papers and accounts, initialed or signed by them. All correspondence with the HQ/ outside agencies will be conducted by the OIC Camps.

(q) Accounts : All officers, QM and Clerks must be fully conversant with the system of accounting in the Camps. They will satisfy themselves as to their correctness when taking over any account and be responsible to maintain it correctly and properly thereafter.

(r) Orders and Instructions : All officers, QM and Clerks are required to be conversant with the policies, orders and instructions issued from time to time by DG's HQ. They must acquaint themselves with the orders received during their absence on temporary duty or leave.

(s) Games : All officers and staff will take part/ interest in all games and sports played by Campers.

(t) Sickness : When an officer or staff member is unable to perform his duty due to illness, he will immediately inform the OIC Camps and his Camp Comdt in writing. At the same time he will report to the medical officer or civil hospital for treatment and advice.

(u) Handing over Duties : Whenever an officer or appointment holder leaves the station even for one day, he will handover his charge and duties to another officer/appointment holder. This handling/taking over will be done on a proper Register to be countersigned by the Camp Commandant.

(v) Debts : Borrowing and lending of money is strictly prohibited. A borrower once used to it, generally remains in debt. Each officer and staff member will render a certificate once in six months that he is not under debt to any individual/agency.

Deputy Director

ADMN

1. Selection/Posting/Discipline/Leave of staff of C-PYTE.
2. Selection of staff for the Camps/HQ.
3. Maintenance of Confidential Report of the staff.
4. Renewal of contract/removal from service of staff.
5. Maintenance of personal files of all staff members of the Organisation.
6. Procurement and maintenance of office equipment/machines for Headquarters office.
7. Provisioning/Accounting/Disposal of stores /equipment for camps.
8. Repair and maintenance of HQ accommodation.
9. Construction and maintenance of all kind of accommodation for camps.
10. Staff work relating to construction of Punjab Yuva Bhawan in Sector 42, Chandigarh.
11. Installation of telephone, intercom sets and their maint and payment of bills.
12. Printing & publication works in the HQ and distribution of same to camps.
13. Purchase, use and accounting of stationary in the HQ.
14. Control of Transport and maintenance of vehicles of HQ and camps.
15. Confidential report of staff in his section.
16. Sanction of tours/temporary duties of his staff at HQ.
17. Assist in the selection of staff for the camps.

ACCOUNTS

18. Maintenance of Accounts of the organization and check of Camp accounts.
19. Accounts as DDO for the HQ
20. Maintenance of Employees Provident Fund Accounts.
21. Counter-signatures of TA Bills of HQ staff and the camps except in his own case.
22. Co-ordination work relating to the audit of C-PYTE by Chartered Accountant and preparation of Annual Budget Report Balance Sheet for Presentation with the Annual Report.
23. Supervise/check/audit accounts of all demonstrative activities in camps.
24. Preparation of Annual Budget.
25. Correspondence regarding release of grant.
26. Assist in the selection of staff for the camps

(PLANNING, CO-ORDINATION AND TRAINING), C-PYTE

1. Planning & Coordination of the Selection of the youth in the districts.
2. Discharge/release of youth and issue of Certificates.
3. Training & Employment of youth.
4. Planning, Coordination & nomination of the youth for various Training Cadres.
5. Keep Close liaison with various Organisations/Private firms for absorption of Youth.
6. Work relating to documentation/recording of various types of information and data in respect of youth.
7. Liaison and coordination of training matters with other agencies/organization.
8. Annual report of C-PYTE less accounts.
9. New raising schemes.
10. Special Economic Package.
11. Additional/new tasks/projects undertaken with State/Central Govt.
12. Meeting of Directors/Deputy Directors/Camp Commandants.
13. Coordination work relating to the meeting of Executive Board C-PYTE.
14. Coordination work relating to meeting of study Group.
15. Work relating to Manpower Export Cell with the State.
16. Liaison with the agencies for recruitment in foreign countries.
17. Confidential Reports of staff in his section.
18. Sanction of tours/temporary duties of his staff at HQ.
19. Counter signature of TA bolls except his own in the absence of DD (Admn)
20. Assist in the selection of staff for the camps.
21. Conduct VIPs Visit in C-PYTE Camps.
22. Inter State Tours for national integration, Hiking/Tracking activities and adventure training for the youth.

Superintendent

To supervise the duties of Clerical staff working under him like Senior Assistant , Junior Assistant , Steno Typist , Sr Clerk/ Clerks. To release orders issued by Senior Offices specially HOD.

Clerks

(a) **A Matters**

(i) Leave of officers and staff

(ii) Postings and transfer of staff

(iii) Appointment of staff and arrival reports.
(iv) Confidential reports of staff
(v) Resignation/Discharge of staff
(vi) Discharge of Campers
(vii) Courts of inquiry
(viii) Boards of officers
(ix) Medical – General Correspondence
(x) Pay and allowances
(xi) Maintain cash account of CHQ
(xii) Opening of Extension Counter of Canara Bank at Campus-correspondence.
(xiii) Record of allotment of funds
(xiv) Monthly expenditure : state of accounts
(xv) Quarterly audit of accounts

(b) **Q Matters**

(i) Construction/Maintenance of central projects.

(ii) Zonal plan C-PYTE

(iii) Stores /equipment – General correspondence
(iv) Storm damage
(v) Annual stock taking boards
(vi) Tree plantation. People's nursery project.
(vii) Vehicles correspondence
(viii) Ration – General Correspondence
(ix) Canteen – General correspondence.

Driver

Duty to be performed with the designated officer along with maintenance of vehicle and log Book .

Peon

All the Duties given by Senior Official in the Office.

Camp Commandant

5. (a) He is responsible for training , administration, discipline , and health of all Campers in his Camp and to achieve highest standards of physical fitness of Campers, discipline and high morale. He will motivate them through constant counsel, talks and personal example to become good citizens and work to secure vocations in life.

(b) He will ensure proper maintenance of Camp accounts including purchases for the Campers.

(c) He will provide fair and early opportunity to all Campers for absorption into various jobs or for self employment. On arrival of new Campers, they will be categorized based on eligibility criteria for pre selection training for Defense/ Para Military / Police forces, civil jobs, or self employment ventures.

(d) He is responsible for the security of buildings, equipment and other stores on the charge of the Camp and to see that these are complete and serviceable.

(e) He will immediately inform the OIC Camps with regard to any untoward incidents or visit of official not known to the HQ. Equally, he will bring to the notice of the OIC Camps any undesirable element among officers/staff/Campers under his command.

(f) He will ensure that all orders issued by the DG or OIC Camps are implemented.

(g) He will hold monthly youth gamelans, resolve issues raised by Campers and where necessary, bring these to the notice of OIC Camps for his action.

(h) He is responsible for the security of information equipment and stores and Campers. All visitors will be documented at the entrance; guest will not be allowed in the Campers lines but will be housed in guests accommodation earmarked separately close to the entrance gate.

(i) He will ensure that officers, staff and Campers are properly dressed appropriate to the occasion. Campers moving out of the Camp will be smartly turned out. Patkas (by sikh youth) and bathroom chappals will not be permitted outside the Camp lines.

6. He is an impartial judge and should be fair in his dealings with staff and Campers. He must be firm and should deal judiciously with all the omissions/commissions of the Campers so as to maintain good discipline.

7. He will ensure that amenity stores including Radio set/TV issued to the Camp are in serviceable condition at all times and that loud speaker is not allowed to be used without the permission of the OIC Camps.

8. He will ensure that Parade timings are strictly adhered to by all and food is served to Campers in time.

9. Equally, all Campers will take part in the games, and sports equipment should be serviceable and adequate to cater to the needs of all.

10. He will detail fire fighting personnel every week, carry out fire fighting practice once a month and ensure adequacy and serviceability of fire fighting appliances.

Camp Adjutant

11. (a) The Adjutant is the Camp staff officer-cum training officer for all matters of training, discipline, security and administration.

(b) His primary role is to assist the Camp Commandant in conduct of training of Campers for all categories such as Navy, Defense forces, PMF, Police forces and Vocational training in the Camp and coaching of Campers for class III and IV jobs.

(c) He must set an example in turnout, discipline and general conduct. He should possess a high degree of tact, patience, and discretion should command the respect of both superiors and subordinates. He must be firm and respectful in his dealing with the staff and Campers and carry out his tasks in accordance with the laid down policy.

(d) He will maintain a diary of events daily including visits of dignitaries to the Camp for future record.

(e) He will ensure that personnel for various duties including working parties are detailed and recorded.

(f) He will daily check the perimeter patrol and line pickets. In his absence, senior PTI/GDI will check his sentries.

(g) He will interview the staff and Campers returning from leave/temporary duties/ interviews.

(h) He will receive daily report of all correctness after 2130 hrs and at 0530 hrs from the senior PTI/GDI of the Camp and convoy the same to the Camp Commandant.

(i) He will report to the Camp Commandant matters of unusual nature such as accidents/death, arrest and so on, immediately on occurrence by fastest means.

(j) He will maintain an updated list of all Campers who have been absorbed in various Govt./Semi Govt. and Private Sector jobs.

(k) He will ensure that correct Parade state of the Camp is put up for Camp Commandant's approval daily and for onward dispatch to the OIC Camps.

(l) He will not allow any naked electric wire in the Camp; all electric connection will be so planned and checked that short circuit is ruled out. All lights must be switched off between 2200 hrs and 0400 hrs and 0500 hrs to 1900 hrs in summer and between 2200 and 0500 hrs and 0715 hrs and 1730 hrs in winter.

(m) He will ensure that Campers coming for an interview are properly turned out and that all orders, written or verbal are implicitly obeyed.

(n) He will assist the Camp Commandant in administrative matters such as :-

(i) Discipline, welfare, health, administration and documentation of Campers.

(ii) Accounting of funds and maintenance of records of all purchases.

(iii) Submission of reports and returns.

(iv) Up dating of documents.

(v) Hygiene and sanitation of living accommodation, cook house, bath rooms and latrines.

(o) He will ensure that Campers are registered with the Employment Exchange along with the following documents.

(i) Registration number of previous registration in respective district.

(ii) Photostat copy of Matriculation certificate

(iii) Proof of date of birth.

(iv) SC/ST certificates

(v) Certificates as under:-

(aa) Punjab Domicile
(bb) Backward area
(cc) Border area
(dd) Any other qualification / ITI certificate etc.

(p) He will ensure that all Campers are in possession of identity cards , have received their computer number and that personal file on each Camper has been completed and put up to the Camp Commandant.

2.2 Powers and duties of other employees:

Camp Quartermaster

1. The Camp quartermaster will assist the Camp Commandant in all his administrative duties. He will be assisted by two Camper store men. His duties are as under:-

(a) He, in concert with purchase committee, will assist the Camp Commandant in purchase of all stores required for the use of Campers and staff.

(b) He will maintain proper records of all purchases made, bills submitted to Camp Commandant and items taken on ledger charge immediately on receipt. Items include dry rations, fire wood, gas, fresh rations, milk, paneer, other food stuff and items of stores and equipment.

(c) He will take on ledger charge all the stores received from higher headquarters or through Camp purchases, prepare vouchers for the stores issued to other Camps or the Camp staff and maintain record of issue for the daily consumption of provisions such as rations/Camp equipment and drawn balance thereof, maintain daily stock Register and ensure proper stocking of rations / other stores. No stores will be issued without proper vouchers.

(d) He will ensure that stores are kept in clean and serviceable condition at all times, ensure regular turn over of all rations and maintain packing material state.

(e) He will ensure proper hygiene and sanitation of cook house, bath rooms, latrines, equipment fitted in tents/lines, functioning of water supply system and so on.

(f) He will run the cook house in an efficient manner and ensure timely and proper distribution of food.

(g) He will keep the fire fighting equipment clean and in serviceable condition and will be responsible for safe custody of fuel and rations held on his charge.

(h) He will report to the Camp Commandant any irregularity in quantity/quality received, distributed or held in stores immediately on detection.

(i) He will take over the kit boxes of Campers proceeding on leave/temporary duty. He will prepare inventories of such kit in the presence of owner and hand over one copy as receipt.

(j) He will carry out any other duty assigned by the Camp Commandant.

Master

2. Master will be responsible for maintaining a high standard of education profile of the Campers. He will be fully conversant with latest orders on education, syllabi for Army, Para Military / police forces, civil jobs and interviews. His detailed duties will be as under:-

(a) He will make out education training programme for various categories of Campers so as to prepare them academically to take written examinations of various organizations/agencies.

(b) He will personally conduct classes and maintain daily attendance Register. When pooled centrally under the orders of the OIC Camps, he will function under the Camp Comdt or any officer nominated for a task.

(c) He will submit weekly and other training programme and test papers for the approval of Camp Commandant/ OIC Camps.

(d) He will conduct PT classes in concert with GTI and other staff.

(e) He will be responsible for accounting of books and other educational stores issued to him. He will also supervise the Camp library and recreation room.

(f) He will conduct weekly tests and maintain proper records to monitor the progress of a Camper.

(g) He will carry out any other tasks assigned by the OIC Camps/Camp Commandant with regard to the security and administration of the Camp.

Physical Training Instructor (PTI)

3. He will assist the Adjutant in the performance of his duties and will keep him informed of every occurrence affecting the discipline of the Camp. His position is one of great responsibility and importance requiring tact, endurance, patience, zeal and fair judgement. He must set an example in turnout, smartness, punctuality and conduct. He

must not allow anything to escape his notice and pay strict attention to conduct, dress , bearing and appearance of Campers. He will be responsible for

(a) Ensuring a very high state of physical toughness of Campers in his Camp through rigorous PT and games daily.

(b) The issuing of daily orders and details of duties to Camper leader or Camper detail master.

(c) Parading all pickets for inspection of the Adjutant; in his absence, check their turn out and briefing for tasks.

(d) Reception of new Campers, complete Youth Personal Information forms and brief them with regard to daily routine in the Camp, besides showing them the location of other Camps and Institutions.

(e) Prepare daily Parade state, after physically checking all staff and Campers; absentees will be brought to the notice of the Camp Commandant and reflected in Parade state.

(f) Give detailed report of the behavior, attitude and aptitude of the Campers.

(g) Detail Campers for various duties within and outside the Camp and ensure proper supervision and implementation of the tasks.

(h) Assist the Adjutant in organizing the functions of following nature

(i) Recruitment in or outside the Camp.
(ii) Gamelans
(iii) Arrangements for visiting dignitaries.
(iv) Sports and any other function organized at Camp level.
(v) Religious functions organized within the Camp.

(i) Conduct/attend all Camp Parades including roll call and report strength to the Adjutant.

(j) Carry out regular kit inspection and ensure that Campers do not keep drugs, intoxicants, liquor, arms, ammunition or money more than Rs. 50/- in the tents and no gambling takes place in his Camp area.

(k) Enquire into complaints, petitions or applications by Campers and ensure that deserving cases are brought to be the notice of the Adjutant/Camp Commandant.

(l) Health of Campers and advise the Campers not to conceal any disease. All sick Campers are taken to MI room for sick report/treatment. He will ensure strict implementation of anti malaria precautions.

(m) Ensure proper turn out of the Campers and that they are in possession of their Identity Cards while proceeding out of the Camp.

(n) He will neither use force nor abusive language against any Camper. He will treat them like younger brothers and motivate them to train hard to take up jobs offered to them.

(o) Report the arrival of any stranger or visitors in the Camp to the Adjutant and Quartermaster and ensure that no visitors/strangers are permitted entry to the lines. They should be taken to guest tents/rooms.

(p) Arrange medical inspection for all new arrivals by the medical officer.

(q) Carry out any other duties assigned to him by OIC Camps/Camp Commandants for the security or management of the Camps.

General Duty (GD) Instructor

4. Instructor GD/Coordinator could be of any seniority. He will pay due respects to his superiors and maintain correct and cordial relations with his subordinates and personnel. His duties will be as under:-

(a) Carry out inter Camp coordination at QM/Hav Major level.

(b) Convey orders of the OIC Camps with regard to discipline, security, guard duties, projects/working, central functions and so on.

(c) Ensure correct turn out and documentation of all staff and Campers moving out.

(d) Maintain discipline and orderliness in the Campus

(e) Check surveillance of perimeter fence, main gate guard, identification check of guests/visitors and their conduct and general cleanliness of Campus

(f) Coordinate functioning of central institutions/establishments such as Gurudwara, Mandir, recreation room, canteen , piggery, nursery and so on.

(g) When allotted to a Camp, carry out tasks as assigned by the Camp Commandant.

(h) He will ensure that no stranger is allowed to remain in the lines without the permission of Officer Incharge Camps, that the guard commander is present at the IN gate at all times and recording all incoming and outgoing staff, Campers and vehicles.

(i) Particulars of all guests should be recorded, they should be offered tea/cold water; their dependents will be called at the gate, who will escort them to the guest tents and ensure that food is served to them in guest tents.

(j) He will receive all correct reports from the senior PTIs of Camps and guard commanders and convey the same to the OIC Camps.

(j) He will ensure efficient and profitable functioning of piggery.

(k) He will

(i) Docket the new arrivals, note down their particulars and fill in the long roll.

(ii) Be alert with regard to various activities in the Camps and give factual reports to Camp Comdt.

(iii) Act as a member of committee to screen the newly arriving youth.

Camp Clerk

7. He is the confidential clerk of the Camp Commandant and will assist him in organization of the Camp office. He is responsible to train selected educated Campers to assist him in efficient functioning of the Camp office. He will not discuss with anyone except the Camp Commandant, matter of confidential nature which may come to his notice during the discharge of his duties. His charter of duties will be as follows:-

(a) He will maintain an updated list of reports and returns and ensure their timely submission.

(b) He will check all mail before putting it up to the Camp Commandant and Adjutant.

(c) He will ensure security of the office and information and will destroy waste papers under his own supervision. He will ensure that unauthorized persons do not enter the Camp office.

(d) He will ensure that prompt action is taken on the central orders issued by Officer In charge Camps and letters originated from DG HQ. He will maintain constant liaison with the Centre Head Clerk.

(e) He will ensure that Camp office is not left unattended during working hours. While closing down for the day he will ensure that

(i) All safe/cabinets and boxes are locked.

(ii) All documents are placed under lock and key.

(iii) All office seals and stamps are locked.

(iv) All windows and doors are bolted and locked.

(f) He will be fully conversant with policies laid down by the DG and OIC Camps and various rules and regulations.

(g) He will maintain all Camp accounts and documents and documents connected with the purchase of stores either by QM or the purchase committee.

(h) He will work out the pay for staff and Campers in accordance with their attendance and prepare pay rolls at the end of the month.

(j) He will maintain the index of files and relevant correspondence will be correctly filed. All pages of registers/ledgers will be numbered and their index maintained.

(k) He will assist the quartermaster in sorting and posting of bills in the cash account book.

(l) He will maintain record of identity cards and their issue to Campers and staff.

(m) He will maintain long roll and Campers files of all the Campers and keep these upto date. It will contain all information of Campers including their absorption/discharge. He will also prepare Personal Information Form.

(n) He will ensure that all Campers are registered with Kapurthala employment exchange and their registration number is recorded. On employment of the Camper he will inform the registering authorities for the cancellation of the name of the Camper from their rolls.

Cook

8. The senior most cook in the Camp will be overall Incharge of the cook house although a Camper Langar Commander will be appointed. Duties of the cook will be as follows:-

(a) He will ensure proper cooking of meals according to the bill of fare. Current bill of fare must be displayed on notice board.

(b) The cook house must always be clean, fly proofed and sprayed with DDT regularly.

(c) All cooks and helpers will be dressed in clean dress, properly vaccinated and inoculated.

(d) All vegetables are to be washed in water containing Potassium Per magnate. Drinking water will be chlorinated and stored in fly proof/covered receptacle and kept in cool and shady place.

(e) All utensils will be kept clean and the 'Three ash tray system' of cleaning will be adhered to, utensils washed in hot water and kept in fly proof/covered receptacle.

(f) Refuse will be thrown in soakage pit with proper grease traps. Sufficient dust bins will be kept for use as receptacles for dry waste.

(g) Food will be equitably served to all at laid down timings, adequate food will be kept for staff/Campers away on duty. The cook will ensure that food and rations are not wasted.

(h) He will apprise his superior in case of problem or difficulties in messing, cooking and distribution of food.

Safai Karamchari

9. The senior most safaiwala will work under the orders of Centre Headquarters and will report to daily to Sub-Adjt. His duties will be as follows:-

(a) He will be responsible for the cleanliness and sanitation of the lines/tents, bath rooms and latrines.

(b) He will ensure timely drainage of lines and the proper functioning of sewerage supply system.

(c) He will account for and maintain all sanitary equipment and disinfectants.

(d) He will detail safai karamcharis for various central tasks daily and ensure their efficient performance of duties. He is also responsible for their turnout, conduct and discipline.

(e) He will take prompt action to remove blockage of latrines if any.

(f) He will be located in the tube well hut and will be responsible for the security of the pump house, its operation and maintenance.

(g) He will also ensure that water tank remains filled at all times, at no stage it will be allowed to go below the level of water taps.

(h) He will ensure that water taps and electrical fitments are not mishandled or removed.

(i) He will switch on and off the lights on required basis; in no case lights will be kept on from first light to last light.

(j) He will be In charge of the Campus Piggery and ensure its looking after. He will report to the Sub-Adjt for this purpose.

2.3 **Rules/orders under which powers and duties are derived :** C-PYTE has its own Bye-Laws (Attached at Appendix 'A') . Bye-LAWS of the Centre are based on the rules and regulations as applicable to the State Government Employees.

3rd Manual: Procedure followed in decision making

3.1 Process of decision making:

(h) Director General :-Director General is the Head of the Department who ensures that every instruction and order is followed in accordance with the laid down rules, guidelines and policies of the State Govt and his decision is final.

(ii) Deputy Directors (HQ):-Deputy Directors at Headquarter who are Deputy Director (Trg.), Deputy Director (Admn. & Accounts) responsible for implementation of various schemes through the Director General , C-PYTE. They will also be responsible for discharging day to day duties in respect of training of youth, administration, accounts and establishment etc.

(iii) Camp Commandants :-Camp Commandants of various camps are responsible for ensuring implementation of various schemes as per given instructions/directions of Govt and Head of Department. They will also make liaison and coordinate with the District Administration and Zonal/Branch Recruiting Officer for enrolment and absorption of youth for achieving the target allotted to the organisation by the Govt.

3.2 Final decision making authority: State Government

3.3 Related provisions, acts, rules etc : Rules as per Bye-Laws (attached at Appendix 'A')

3.4 Time limit for taking a decision, if any: Not Applicable

3.5 Channels of supervision and accountability: All the staff of C-PYTE is on Annual Contract Basis and their contract is renewed every year based upon their performance during the year.

4th Manual: Norms for discharge of functions

4.1 Nature of functions/services offered

1. The Headquarter of this office is located at Punjab Yuva Bhawan, Sector 42-A, Chandigarh. Maj Gen Rambir Singh Mann, VSM (Retd) is the Head of the Department. Various schemes, proposals, programmes and projects related to training, absorption of youth are sent to Govt through Director General , C-PYTE for perusal and approval. Centre for Training and Employment of Punjab Youth (C-PYTE) is a Society Registered under Societies Registration Act XXI of 1860. Grant-in-Aid is released to this organisation through Director Youth Services for running the out fit.

2. The allocation of duties for different officers at Headquarter , C-PYTE are as under :-

a) DEPUTY DIRECTOR (TRAINING)

* Planning & Coordination of the Selection of the youth in the districts.
* Discharge/ release of youth and issue of Certificates.
* Training & Employment of youth.
* Planning, Coordination & nomination of the youth for various Training Cadres.
* Work relating to documentation / recording of various types of information and data in respect of youth.
* Annual Report of C-PYTE less accounts.
* New raising schemes.
* Meeting of Directors /DDs/Camp Commandants.
* Coordination work relating to the meeting of Executive Board C-PYTE.

* Coordination work relating to the meeting of Study Group.

* Confidential Reports of Staff in his section.
* Sanction of tours/temporary Duties of his staff at HQ.
* Assist in the selection of staff for the camps.
* Conduct VIPs Visit.

b) DEPUTY DIRECTOR (ADMINISTRATION & ACCOUNTS)

ADMINISTRATION

* Selection/Posting/Discipline/Leave of staff of C-PYTE.
* Selection of staff for the camps/HQ.
* Maintenance of Confidential Report of the staff.
* Renewal of contract/removal from service of staff.
* Maintenance of personal files of all staff members of the Organization.
* Provisioning / Accounting/Disposal of stores/equipment/machines for camps
* Installation of telephones, intercom sets and their maintenance and payment of bills.
* Purchase, use & accounting of stationery in the HQ.
* Control of Transport and maintenance of vehicles of HQ and camps.
* Confidential reports of staff in his section.
* Sanction of tours/temporary duties of his staff at HQ.
* Assist in the selection of staff for the camps.

ACCOUNTS

* Maintenance of Accounts of the Organization and check of Camp Accounts.
* Accounts as DDO for the HQ.
* Maintenance of Employees Provident Fund Accounts.
* Counter-signatures of TA Bills of HQ staff and the camps except in case of officer, which will be done by DG.
* Co-ordination work relating to the audit of C-PYTE by Chartered Accountant & preparation of Annual Report .

* Supervise/Check/audit accounts of all demonstrative activities in camps.
* Supervision of audit of camp accounts and follow up action.
* Preparation of Annual Budget.
* Correspondence regarding release of grant.
* Confidential reports of staff in his section.
* Sanction of tours/ temporary duties of his staff at HQ.
* Assist in the selection of staff for the camps.

4.2 **Norms/standards for functions / service delivery** : To impart training to the Punjab Youth for making these eligible for recruitment in Army, PMF and other job oriented courses.

4.3 **Time-limits for achieving the targets**: Not applicable

4.4 **Reference document prescribing the norms** : As per Bye-Laws (Attached at Appendix 'A')

5th Manual: Rules, regulations, instructions, manuals and records under its control/ used by employees while discharging functions

5.1 Title and nature of the record / manual / instruction Gist of contents:

SrNo.	Heading and Name of Document	Type of Records
01	Bye-Laws of C-PYTE	Service Rules
02	Memorandum of Articles and Associations of C-PYTE	Organisational Manual
03	Standing Operative Procedure of C-PYTE	do
04	Gratuity Act 1972	Manual
05	Employees Provident Funds and Miscellaneous Provisions Act, 1952 (EPF)	Do
06	Master File of Governing Council Meetings	Do
07	Master File of Executive Board Meeting	Do
08	Master File of Camp Commandant Meeting	Do
09	Master File of Study Group Meeting	Do
10	Question Bank of GDI	do

11	Question Bank of EI.	Do
12	Standing Operating Procedure of Training to Security Guard.	Do

6th Manual: Categories of documents held by the Authority or which are under its

SrNo.	Name of the Document	Procedure to obtain The document	Held by
1.	Recruitment of Staff	Approach Public Information Officer	HOD/DDO
2.	Discipline of Staff	-DO-	-DO-
3.	Posting/Transfer of Staff	-DO-	-DO-
4.	Pension/Discharge/Retirement of Staff	-DO-	-DO-
5.	Pay and Allowances of Staff	-DO-	-DO-
6.	Renewal of Contract of Staff	-DO-	-DO-
7.	Medical Correspondence of Staff	-DO-	-DO-
8.	Leave Record of Staff	-DO-	-DO-
9.	Maintenance of Personnel Files of Staff	-DO-	-DO-
10.	Maintenance of Annual Confidential Reports of Staff	-DO-	-DO-
11.	Complaints/Court Cases of staff with Govt.	-DO-	-DO-
12.	Documentation of Staff	-DO-	-DO-
13.	Reports/Returns of C-PYTE	-DO-	-DO-
14.	Advertisement Correspondence	-DO-	-DO-
15.	Purchase of Store	-DO-	-DO-
16.	Maintenance/Repair of Stores	-DO-	-DO-
17.	Annual Stock Taking Board/re-conditioning of Store	-DO-	-DO-
18.	Auction of Stores	-DO-	-DO-

19.	Construction/Improvement of Accommodation in Camps	-DO-	-DO-
20.	Reports/Returns of Store	-DO-	-DO-
21.	Maintenance/Repair of Vehicles	-DO-	-DO-
22.	Reports/Returns of Vehicles	-DO-	-DO-
23.	Telephone Correspondence of C-PYTE	-DO-	-DO-
24.	TA/DA of Officers/Staff of C-PYTE	-DO-	-DO-
25.	Construction/Maintenance of Yuva Bhawan	-DO-	-DO-
26.	Afforestation Correspondence	-DO-	-DO-
27.	Computer Correspondence	-DO-	-DO-
28.	Electricity/Water Bill of Yuva Bhawan	-DO-	-DO-
29.	Accommodation of C-PYTE	-DO-	-DO-
30.	Enrollment of Youth	-DO-	-DO-
31.	Training of Youth	-DO-	-DO-
32.	Absorption of Youth	-DO-	-DO-
33.	Welfare of Youth	-DO-	-DO-
34.	Blood Donation by Youth	-DO-	-DO-
35.	Executive Board Meetings	-DO-	-DO-
36.	Governing Council Meetings	-DO-	-DO-
37.	Camp Commandants Meetings	-DO-	-DO-
38.	Study Group Meetings for Technical Courses	-DO-	-DO-
39.	Technical Courses at ITIs/SLIET Longowal and other Institutes	-DO-	-DO-
40.	Vocational Training Courses at PAU Ludhiana	-DO-	-DO-
41.	Export of Manpower	-DO-	-DO-
42.	Release of Articles/Proposals	-DO-	-DO-
43.	Vidhan Sabha/Lok Sabha/Rajya Sabha Questions	-DO-	-DO-
44.	Tour/Visits VIPs	-DO-	-DO-
45.	Flood Relief	-DO-	-DO-

46.	Sharamdan/Sadbhavana Diwas/Samriti Van Functions/Literacy Compaign.	-DO-	-DO-
47.	Opening of New Camps	-DO-	-DO-

7th Manual: Arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof

-NA-

8th Manual: Boards, Councils, Committees and Other Bodies constituted as part of the Public

8th Manual: Boards, Councils, Committees and Other Bodies constituted as part of the Public

8.1 Name of the Board, Council, committee etc:

(a) The Executive Board of Directors

(b) The Governing Council

8.2 **Composition Powers & functions**:

(a). **The Executive Board**

There shall be an Executive Board of the Center and it shall consist of the following members: -

1.	Minister, Govt of Punjab Employment Generation and Training	-	Chairman, Executive Board
2.	Secretary to Govt of Punjab Department of Employment Generation and Training	-	Vice Chairman
3.	Principal Secretary to Govtof Punjab Department of Finance	-	Member
4.	Secretary to Govt Punjab Department of Rural Development & Panchayat	-	Member
5.	Secretary to Govt Punjab Department of Planning	-	Member

6.	Principal Secretary to Govt Punjab Department of Industries and Commerce	-	Member
7.	Commissioner Jalandhar Division, Jalandhar	-	Member
8.	Commissioner Ferozpur Division, Ferozpur	-	Member
9.	Commissioner Patiala Division, Patiala	-	Member
10	Commissioner Faridkot Division, Faridkot	-	Member
11.	Inspector General of Police (HQ) Punjab, Chandigarh	-	Member
12.	Director, Technical Education and Industrial Training	-	Member
13.	Director, Information and Public Relations	-	Member
14.	Director, Employment Generation and Training	-	Member
15.	Deputy Director General (Recruitment)	-	Member
16.	Commanding Officer, Chandigarh Naval Unit NCC	-	Member
17.	Air Officer Commanding, Air Force, Chandigarh	-	Member
18.	Chairman and Managing Director, PESCO	-	Member
19.	Director General, C-PYTE	-	Member Secretary

2. The terms of the members of the Executive Board shall be for such period and on such terms & conditions as the Government of Punjab may decide.

3. The Executive Board shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment of nomination of any member and no act or proceeding of the Executive Board shall be invalidated or nullified merely by reason of the existence of any vacancy therein or of any defect in the appointment, nomination or election of any member;

4. A nominated member of the Executive Board shall cease to be such if he fails to attend three consecutive meetings of the Executive Board without prior leave of the Chairman;

5. Any, casual vacancy amongst the nominated members of the Executive Board, arising from death or resignation or otherwise may be filled by nomination by Govt of Punjab and the members so nominated shall hold office for the un-expired portion of the term of office of the member causing the vacancy;

6. Every meeting of the Executive Board shall be presided over by its Chairman and, in his absence by a member chosen by the meeting.

7. Four members of the Executive Board present in person shall constitute the quorum. No quorum shall be required for an adjourned meeting;

8. For every meeting of the Executive Board not less than seven clear days notice shall be given to each member;

9. At least three meetings of the Executive Board shall be held in each year.

10. For the purpose of the last sub rule, each year shall be deemed to commence on the first day of April and terminate on the thirty first day of March of the following calendar year.

11. The Chairman of the Executive Board may himself call or by a requisition in writing signed by him may require the Director General of the Center for Training & Employment of Punjab Youth to call a meeting of the Executive Board at any time.

12. Each member of the Executive Board including the Chairman thereof shall have one vote and in case there shall be an equality of votes on any question to be decided by the Executive

Board, its Chairman or in his absence the person presiding over the meeting shall in addition have a casting vote;

13. The Chairman of the Executive Board may invite any person other than member to attend a meeting of the Executive Board. Such invitee shall not, however, be entitled to vote at the meeting.

14. Any business which may be necessary for the Executive Board to perform may be carried out by circulation among all its members and any resolution as circulated and approved by a majority of the members signing shall be as effectual and binding as if they resolution had been passed at a meeting of the Executive Board provided at least six members have recorded their views on the resolution.

(b) Functions And Power Of The Executive Board

1. Subject to the general control and directions of the Governing Council, the Executive Board shall be responsible for the management and administration of the affairs of the Center in accordance with these Rules, and Bye-laws made there under for the furtherance of its objects and shall have all powers which may be necessary or expedient for the purpose and all properties movable and immovable of the Society shall vest in the Executive Board.

2. Without prejudice to the generality of the foregoing Sub Rule, the Executive Board shall have the following functions, namely: -

a) To approve, with or without modifications, the annual budget of the Center as recommended by the Standing Finance Committee and the Budget so approved shall be submitted to the Government for grant-in-aid;

b) To prepare and execute detailed plans and programme for the furtherance of the objects of the Center;

c) To create such posts, appoint and control such staff other than those for whose appointment specific provisions have been made elsewhere, as may be required for the efficient management of the affairs of the Centre and to regulate the requirement and conditions of their service;

d) To receive and to have custody of the funds of the Center and to manage the properties of the Center.

e) To enter for and on behalf of the Center into agreements including those containing arbitration clauses;

f) To sue and defend all legal proceedings on behalf of the Center;

g) To appoint committees including standing committees with power to coopt, for disposal of any business of the Center, or for advice in any matter

pertaining to the Center, provided that in cases of emergency the Chairman of the Executive Board shall have the power to appoint such Committees;

h) To accept the management of any Endowment trust, fund, subscription or donation, provided that it is not attended by any condition in-consistent or in conflict with the projects of the Center;

i) To prepare the annual report and accounts of the Center for the consideration of the Governing Council.

j) To incur expenditure subject to the provisions of the approved budget.

k) To lay down terms and conditions governing scholarships, fellowships, deputations, grants-in-aid, re-search schemes and projects;

l) To frame, Bye-Laws not inconsistent with these Rules for the regulation of the business of the centre with particular reference to preparation and approval of the budget estimates, the sanctioning of the expenditure, reappropriation of funds, making and execution of contracts, the investment of the funds of the Center, sale or alteration of such investment, accounts, audits, procedure for appointment of staff, the terms and conditions governing scholarships, fellowship and deputation, grants-in-aid research schemes and projects, rules and conduct and other conditions of services of the staff of the Center.

3. The Board may by resolution delegate to its Chairman, to any Standing Committee, or to the Director General of the Center for Training and Employment of Punjab Youth or to any other officer of the Center, such of its powers for the conduct of business as it may deem fit subject, if deemed necessary, to the condition that action taken by its own Chairman, the Standing Committee or the Director General of the Center or other officer under the powers so delegated shall be subject to confirmation at the next meeting of the Executive Board.

(b). **<u>The Governing Council</u>**

1. There shall be Governing Council of the Centre and it shall be composed of all the members of the Centre.

2. The annual general meeting of the Governing Council shall be held on such date and at such time and place as may be determined by the President.

3. The Governing Council shall meet at least once a year.

4. For the purposes of the last sub-Rule, each year shall be deemed to commence on the first day of April and terminate on thirty first day of March of the following Calendar Year.

5. The President may convene a special meeting of he Governing Council whenever he thinks fit. A special meeting may also be convened on the written requisition of not less than one third of the members of the Centre.

6. Every notice calling a meeting of the Governing Council shall state the date, time and place at which such meeting will be held and shall be served upon every member Governing Council not less than twenty one clear days before the day appointed for the meeting.

7. The accidental omission to give notice to, or the non-receipt of notice by any member of other person to whom it should be given, shall not invalidate the proceedings of the meeting.

8. The President shall preside over the meeting of the Governing Council and in the absence of the President the Vice President of the Center shall preside.

9. Nine members of the Governing Council present in person shall form a quorum. No quorum shall be required for an adjourned meeting.

10. All disputed questions at meeting of the Governing Council shall be determined by vote.

11. Each member of the Center shall have one vote.

12. In case of an equality of votes the person presiding over the meeting shall have casting vote.

13. The President may invite any person other than a member to attend a meeting of the Governing Council. Such invitee shall not, however, be entitled to vote at the meeting.

14. The Governing Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment, nomination or election of any member and no act or proceeding of the Governing Council shall be invalidated or nullified merely by reason of the existence of any vacancy therein or any defect in the appointment, nomination or election of any member.

15. The Director General of the Center for Training and Employment of Punjab Youth shall act as the Secretary of the Governing Council.

Functions And Powers Of The Governing Council

The Governing Council shall have the following powers and functions, namely to: -

1. Consider the annual report prepared by the Executive Board;
2. Consider the balance sheet and audited accounts for outgoing year;
3. Constitute ado/special boards with or without power to co-opt, for disposal of any business of the Center or for advice in any matter pertaining to the Center; and
4. Perform such other functions as are entrusted to it under these Rules.

8.3 **Whether their meetings are open to the public?** No.

8.4 **Whether the minutes of the meeting are open to the public**: Yes

8.5 **Place where the minutes if**: - Available in office Director General Centre for Training and Employment of Punjab Youth (C-PYTE) Punjab Yuva Bhawan Sector 42-A, Chandigarh

8.6 **Open to the public is available?** :- Available in office Director General Centre for Training and Employment of Punjab Youth (C-PYTE) Punjab Yuva Bhawan Sector 42-A, Chandigarh

9th Manual: Directory of Officers and employees

9.1 Name and designation

9.2 Telephone, fax and email ID

TABLE

SR NO.	NAME	DESIGNATION	OFFICE PHONE	RESIDENCE PHONE	FAX	ADDRESS	E-MAIL ID
1.	Maj Gen Rambir Singh Mann, VSM	Director General, HQ	0172-2604620	89018-88321	-	Punjab Yuva Bhawan, Sector 42-A, Chandigarh	dg.cpyte@gmail.com
2.	Sh Gurinder Singh	Deputy Director,HQ	0172-2606494	98149-70522	-	-do-	-do-
3.	Hon'y Capt Lakhwinder Singh	Camp Adjutant C-PYTE Camp Kaljharnai and Borewal	-	87170-56688	-	Village Kaljharani Nar Helipad Distt. **Bathinda** C/O Maharaja Palace, Village Borewal, ehsil Budhladha, **Distt Mansa**	-
4.	Hon'y Capt Gurdarshan Singh	Camp Adjutant C-PYTE Camp Hakumat Singh Wala and Patti	-	99153-08981	-	Village Hakumat Singh Wala, PO Khurd Tehsil and **Distt. Ferozepur** C/O Govt. ITI, Patti, Tehsil and **District Tarn-Taran**	-

SR NO.	NAME	DESIGNATION	OFFICE PHONE	RESIDENCE PHONE	FAX	ADDRESS	E-MAIL ID
5.	Sub/Hon'y LT Ajit Singh	Camp Adjutant C-PYTE Camp Theh Kanjla, Kapurthala and Ranike	-	69002-00733	-	Guru Nanak Nagar Theh Kanjla Near New Jail Distt **Kapurthala** C/O Govt. ITI Ranike, Disrict **Amritsar**	-
6.	Sub/H/Lt Inderjit Kumar	Camp Adjutant C-PYTE Camp Naya Nangal and Ludhiana	-	84928-21213 79739-14579	-	C/O Govt. Shivalik Collage Mojowal **Naya Nangal** C/O Govt. ITI, Gill Road, **Ludhiana**	-
7.	Hon'y Sub Major Yadvinder Singh	Camp Adjutant C-PYTE Camp Nabha and Lalru	-	94782-05428	-	C/O GTC Nabha Bhawanigarh Roard **Distt Patiala** **C**/O Govt ITI, Lalru, District **SAS Nagar, Mohali**	-
8.	Sub Tejinder Singh	Camp Adjutant C-PYTE Camp Nawanshahr	-	90415-58978	-	C/O Canal Rest House, Rohan Road **Nawanshahr**	-
9.	Sub Gurnam Singh	Camp Adjutant C-PYTE Camp Talwara and DBN	-	62830-31125	-	Sector 4, Near Rock Garden, Talwara District **Hoshiarpur** Dera Baba Nanak Sports Complex, Dera Baba Nanak **District Gurdaspur**	-
10.	Hony Lt Narendra Kumar Singh	Camp Incharge Shaheedgarh	-	70873-48491	-	Village Shaheedgarh Old PatwarKhana, Post Office Ghumandgarh, Tehsil Bassi Pathana, District **Shri Fateh Garh Sahib**	-
11.	Sh. Tehal Singh	Senior Assistant,HQ	0172-2606494	88473-22337	-	Punjab Yuva Bhawan, Sector 42-A, Chandigarh	dg.cpyte@gmail.com
13.	Sh. Vijay Kumar	Junior Assistant, HQ	-DO-	95927-04993	-	-do-	-do-

13.	Smt Sonika Sharma	Junior Assistant, HQ	-DO-	81465-22725	-	-do-	-do-
14.	Sh. Davinder Singh	Clerk,HQ	-DO-	94173-53102	-	-do-	-do-
SR NO.	**NAME**	**DESIGNATION**	**OFFICE PHONE**	**RESIDENCE PHONE**	**FAX**	**ADDRESS**	**E-MAIL ID**
15.	Sh. Piyare Lal	Driver, HQ	-DO-	98885-06911	-	-do-	-
16.	Sh. Jagtar Singh	Driver, HQ	-DO-	94171-50238	-	-do-	-
17.	Sh. Bachitter Singh	Driver, HQ	-DO-	97814-88913	-	-do-	-
18.	Sh. Giri Raj Hamal	Peon, HQ	-DO-	99882-24437	-	-do-	-
19.	Sh. Balam Singh	Peon, HQ	-DO-	96466-16172	-	-do-	-
20.	Sh. Daulat Ram	Peon, HQ	-DO-	97790-17413	-	-do-	-
21.	Sh Balwinder Singh	Peon, HQ	-DO-	98761-07658	-	-do-	-
22.	Sh. Bishamber Dass, Chaukidar	Chowkidar, HQ	-DO-	95016-89689	-	-do-	-
23.	Sh Amrik Singh	Safaiwala, HQ	-DO-	95010-93569	-	-do-	-

10th Manual: Monthly Remuneration received by officers & employees including system of compensation

10.1 Name and designation of the employee
10.2 Monthly remuneration
10.3 System of compensation as provided by in its regulations

The employees of this organization will get pay scales & allowance as admissible to the corresponding category of Punjab Govt employees from time to time. However, the present pay scales of C-PYTE employees w.e.f. 01-07-2021 are as under:-

SR NO.	NAME	DESIGNATION	PLACE OF POSTING	LEVEL AS PER 6TH PPC	MONTHLY SALARY WITH ALL ALLOWANCES INCLUDING COMPENSATORY ALLOWANCE	COMPENSATION/ COMPENSATORY ALLOWANCE	THE PROCEDURE TO DETERMINE THE REMUNERATION AS GIVEN IN REGULATION
1.	Maj Gen Rambir Singh Mann, VSM	DG	HQ	-	1,27,647/- (FIXED BY PUNJAB GOVT.)	-	The Remuneration are fixed according to Rules and Regulations of Punjab Govt./as per Bye-Laws
2.	Sh Gurinder Singh	DD	HQ	Level-13	44,900/- (BASIC PAY OF THE LEVEL)	-	AS ABOVE
3.	Hon'y Capt Lakhwinder Singh	CA	Kaljharani	Level-11	33,500/-	-	AS ABOVE

4.	Hon'y Capt Gurdarshan Singh	CA	HSW	Level-11	37,700/-	-	AS ABOVE
5.	Sub/Hon'y Lt Ajit Singh	CA	Theh Kanjla	Level-11	28,050/-	-	AS ABOVE
SR NO.	NAME	DESIGNATION	PLACE OF POSTING	LEVEL AS PER 6TH PPC	MONTHLY SALARY WITH ALL ALLOWANCES INCLUDING COMPENSATORY ALLOWANCE	COMPENSATION/ COMPENSATORY ALLOWANCE	THE PROCEDURE TO DETERMINE THE REMUNERATION AS GIVEN IN REGULATION
6.	Sub/H/Lt Inderjit Kumar	CA	Nangal	Level-11	28,050/-	-	AS ABOVE
7.	Hon'y Sub Major Yadvinder Singh	CA	Nabha	Level-11	27,100/-	-	AS ABOVE
8.	Sub Tejinder Singh	CA	Nawanshahr	Level-11	24,500/-	-	AS ABOVE
9.	Sub Gurnam Singh	CA	Talwara	Level-11	26,000/-	-	AS ABOVE
10.	Sh. Tehal Singh	Sr Asst	HQ	Level-11	95,748/-	240	AS ABOVE
11.	Sh. Raj Kumar	Sr Asst	Nabha	Level-11	97,040/-	-	AS ABOVE
12.	Sh. Sarabjit Singh	Sr Asst	Nangal	Level-11	98,650/-	-	AS ABOVE
13.	Sh. Daljit Singh	Jr Asst	HSW	Level-7	80,800/-	-	AS ABOVE
14.	Sh. Sarwan Singh	Jr Asst	Kapurthala	Level-7	80,800/-	-	AS ABOVE
15.	Sh. Bikramjit Singh	Jr Asst	Ludhiana	Level-7	85,216/-	240	AS ABOVE
16.	Sh. Vijay Kumar	Jr Asst	HQ	Level-7	82,846/-	240	AS ABOVE
17.	Mrs Sonika Sharma	Jr Asst	HQ	Level-7	82,846/-	240	AS ABOVE
18.	S. Davinder Singh Baidwan	Clerk	HQ	Level-3	79,802/-	240	AS ABOVE
19.	Sh Sandeep Singh	Clerk	Kaljharani	Level-3	63,800/-	-	AS ABOVE
20.	Sh Amit Kumar	Clerk	HQ	Level-3	19,900/- (BP OF THE LEVEL)	-	AS ABOVE
21.	Ex Sep Labh Singh	PTI	Lalru	Level-3	49,950/-	-	AS ABOVE
22.	Sh. Baljit Singh	PTI	Kaljharani	Level-3	48,600/-	-	AS ABOVE
23.	Sh. Kuldip Singh	PTI	DBN	Level-3	49,950/-	-	AS ABOVE
24.	Sh. Jaswant Singh	PTI	Ludhiana	Level-3	52,774/-	240	AS ABOVE
25.	Sh. Harpal Singh	PTI	Nabha	Level-3	50,596/-	-	AS ABOVE
26.	Sh. Harjit Singh Sandhu	PTI	Borewal	Level-3	48,600/-	-	AS ABOVE
27.	Sh. Ravinder Singh	PTI	Patti	Level-3	48,600/-	-	AS ABOVE
28.	Sh Harminder Singh Kamow	PTI	HSW	Level-3	39,750/-	-	AS ABOVE
29.	Sh Nirmal Singh	PTI	Nangal	Level-3	39,750/-	-	AS ABOVE
30.	Sh Hardev Singh	PTI	Talwara	Level-3	39,750/-	-	AS ABOVE
31.	Sh Iqbal Singh	PTI	Kaljharani	Level-3	39,750/-	-	AS ABOVE
32.	Sh Jagjit Singh	PTI	Sheedgarh	Level-3	39,750/-	-	AS ABOVE
33.	Sh Satnam Singh	PTI	Theh Kanjla	Level-3	48,750/-	-	AS ABOVE
34.	Nk Sukhbir Singh	PTI	Ranike	Level-3	19,900/- (BASIC PAY OF THE LEVEL)	-	AS ABOVE
35.	Hony Lt Narendra Kumar Singh	PTI	Shaheedgarh	Level-3	19,900/- (BASIC PAY OF THE LEVEL	-	AS ABOVE

SR NO.	NAME	DESIGNATION	PLACE OF POSTING	LEVEL AS PER 6TH PPC	MONTHLY SALARY WITH ALL ALLOWANCES INCLUDING COMPENSATORY ALLOWANCE	COMPENSATION/ COMPENSATORY ALLOWANCE	THE PROCEDURE TO DETERMINE THE REMUNERATION AS GIVEN IN REGULATION
36.	Nk Kuldeep Singh	PTI	Nawanshahr	Level-3	19,900/- (BASIC PAY OF THE LEVEL	-	AS ABOVE
37.	Sh. Harmail Singh	Master	Kaljharani	Level-5	68,550/-	-	AS ABOVE
38.	Sh. Navjodh Singh	Master	Patti	Level-5	68,550/-	-	AS ABOVE
39.	Sh. Avtar Singh	Master	Borewal	Level-5	68,550/-	-	AS ABOVE
40.	Sh. Gurinder Singh Hayer	Master	Lalru	Level-5	68,550/-	-	AS ABOVE
41.	Sh. Vipin Dadwal	Master	Nawanshahr	Level-5	52,800/-	-	AS ABOVE
42.	Sh. Vipin Kumar	Master	Naya Nangal	Level-5	52,800/-	-	AS ABOVE
43.	Sh. Sheetal Kumar	Master	Talwara	Level-5	51,300/-	-	AS ABOVE
44.	Sh. Hardeep Singh Sekhon	Master	Ludhiana	Level-5	54,196/-	240	AS ABOVE
45.	Sh. Daljit Singh	Master	DBN	Level-5	51,300/-	-	AS ABOVE
46.	Sh. Davinder Pal	Master	Kapurthala	Level-5	51,300/-	-	AS ABOVE
47.	Sh Shiv Kumar	Master	HSW	Level-5	48,450/-	-	AS ABOVE
48.	Sh Hardeep Singh (New)	Master	Nabha	Level-5	44,060/-	-	AS ABOVE
49.	Sh Mandeep Singh	Master	Ranike	Level-5	42,000/-	-	AS ABOVE
50.	Sh Mandeep Singh	Master	HSW	Level-5	21,700/- (BASIC PAY OF THE LEVEL	-	AS ABOVE
51.	Ms Amandeep Kaur	Master	Kaljharani	Level-5	21,700/- (BASIC PAY OF THE LEVEL	-	AS ABOVE
52.	Ms Priyanka	Master	Shaheedgarh	Level-5	21,700/- (BASIC PAY OF THE LEVEL	-	AS ABOVE
53.	Ms Kuldeep Kaur	Master	Borewal	Level-5	21,700/- (BASIC PAY OF THE LEVEL	-	AS ABOVE
54.	Ms Ravinder Kaur	Master	Talwara	Level-5	21,700/- (BASIC PAY OF THE LEVEL	-	AS ABOVE
55.	Sh. Piare Lal	Driver	HQ	Level-5	77,220/-	240	AS ABOVE
56.	Sh. Jagtar Singh	Driver	HQ	Level-5	77,220/-	240	AS ABOVE
57.	Ex Sep Harwinder Singh Brar	Driver	HSW	Level-5	73,300/-	-	AS ABOVE
58.	Sh. Jarnail Singh	Driver	Nawanshahr	Level-5	60,400/-	-	AS ABOVE
59.	Ex Nk Jaswant Singh	Driver	Kapurthala	Level-5	60,400/-	-	AS ABOVE
60.	Sh. Hakam Singh	Driver	Shaheedgarh	Level-5	60,400/-	-	AS ABOVE

SR NO.	NAME	DESIGNATION	PLACE OF POSTING	LEVEL AS PER 6TH PPC	MONTHLY SALARY WITH ALL ALLOWANCES INCLUDING COMPENSATORY ALLOWANCE	COMPENSATION/ COMPENSATORY ALLOWANCE	THE PROCEDURE TO DETERMINE THE REMUNERATION AS GIVEN IN REGULATION
61.	Sh. Tarsem Lal	Driver	Nabha	Level-5	61,148/-	-	AS ABOVE
62.	Sh. Gurmail Singh	Driver	Kaljharani	Level-5	58,750/-	-	AS ABOVE
63.	Sh. Bachitter Singh	Driver	HQ	Level-5	52,572/-	240	AS ABOVE
64.	Sh Harpreet Singh	Driver	Nangal	Level-5	49,900/-	-	AS ABOVE
65.	Sh. Gurmukh Singh	Peon	Ludhiana	Level-1	44,052/-	240	AS ABOVE
66.	Sh. Giri Raj Hamal	Peon	HQ	Level-1	56,692/-	240	AS ABOVE
67.	Sh. Sinder Kumar	Peon	Nabha	Level-1	54,388/-	-	AS ABOVE
68.	Sh. Harkesh Singh	Peon	Shaheedgarh	Level-1	53,700/-	-	AS ABOVE
69.	Sh. Balam Singh Negi	Peon	HQ	Level-1	56,692/-	240	AS ABOVE
70.	Sh. Daulat Ram	Peon	HQ	Level-1	53,532/-	240	AS ABOVE
71.	Sh. Balwinder Singh	Peon	HQ	Level-1	65,382/-	240	AS ABOVE
72.	Sh. Joginder Pal	Cook	DBN	Level-1	61,950/-	-	AS ABOVE
73.	Sh. Som Nath	Cook	Nangal	Level-1	61,950/-	-	AS ABOVE
74.	Sh. Jagdish Kumar	Cook	Talwara	Level-1	61,950/-	-	AS ABOVE
75.	Sh. Parveen Kumar	Cook	Nawashahr	Level-1	61,450/-	-	AS ABOVE
76.	Sh. Gurmukh Singh	Cook	Ranike	Level-1	61,950/-	-	AS ABOVE
77.	Sh. Surinder Singh	Cook	HSW	Level-1	58,000/-	-	AS ABOVE
78.	Sh. Padam Bahadur Saru	Cook	Lalru	Level-1	61,950/-	-	AS ABOVE
79.	Sh. Rachhpal Singh	Cook	DBN	Level-1	61,950/-	-	AS ABOVE
80.	Sh. Raj Kumar	Cook	Ludhiana	Level-1	65,382/-	240	AS ABOVE
81.	Sh. Gursewak S	Cook	Nabha	Level-1	62,748/-	-	AS ABOVE
82.	Sh. Surinder Singh	Cook	Kaljharani	Level-1	61,950/-	-	AS ABOVE
83.	Sh. Baldev Singh	Cook	Sheedgarh	Level-1	61,950/-	-	AS ABOVE
84.	Sh. Yash Pal	Cook	Patti	Level-1	61,950/-	-	AS ABOVE
85.	Sh. Balbir Singh	Cook	Kaljharani	Level-1	61,950/-	-	AS ABOVE
86.	Sh. Joginder Pal	Cook	HSW	Level-1	61,950/-	-	AS ABOVE
87.	Sh. Vijay Kumar	Cook	Kapurthala	Level-1	61,950/-	-	AS ABOVE
88.	Sh. Ashwani Kumar	Cook	Kapurthala	Level-1	61,950/-	-	AS ABOVE
89.	Sh. Rajinder Kumar	Cook	Talwara	Level-1	61,950/-	-	AS ABOVE
90.	Sh. Debu Dass Kohil	Cook	Borewal	Level-1	56,850/-	-	AS ABOVE
91.	Sh. Jasbir Singh	Cook	Lalru	Level-1	58,500/-	-	AS ABOVE
92.	Sh. Mukesh Kumar	Cook	Nabha	Level-1	45,876/-	-	AS ABOVE
93.	Sh.Fariyad Masih	Cook	Ranike	Level-1	45,300/-	-	AS ABOVE
94.	Ex Hav Gian Singh	Cook	HSW	Level-1	41,700/-	-	AS ABOVE
95.	Sh.Gopi Chhetri	Masalchi	Lalru	Level-1	55,200/-	-	AS ABOVE
96.	Sh. Happy Kumar	Masalchi	Nangal	Level-1	55,200/-	-	AS ABOVE

SR NO.	NAME	DESIGNATION	PLACE OF POSTING	LEVEL AS PER 6TH PPC	MONTHLY SALARY WITH ALL ALLOWANCES INCLUDING COMPENSATORY ALLOWANCE	COMPENSATION/ COMPENSATORY ALLOWANCE	THE PROCEDURE TO DETERMINE THE REMUNERATION AS GIVEN IN REGULATION
97.	Sh. Gursev Singh	Masalchi	Borewal	Level-1	55,200/-	-	AS ABOVE
98.	Sh. Gagan Bahadur Saru	Masalchi	Talwara	Level-1	53,700/-	-	AS ABOVE
99.	Sh. Shyam Singh	Masalchi	Nabha	Level-1	54,388/-	-	AS ABOVE
100.	Sh. Balwinder Singh	Masalchi	Patti	Level-1	53,700/-	-	AS ABOVE
101.	Sh. Amardeep Singh Kahlon	Masalchi	DBN	Level-1	41,700/-	-	AS ABOVE
102.	Sh. Davinder Singh	Masalchi	Shaheedgarh	Level-1	41,200/-	-	AS ABOVE
103.	Sh. Lakhvir Singh	Masalchi	Kapurthala	Level-1	41,700/-	-	AS ABOVE
104.	Sh Nand Kishore Singh	Masalchi	Nawanshahr	Level-1	35,250/-	-	AS ABOVE
105.	Sh. Ram Pal Verma	Mess Wtr	NayaNangal	Level-1	54,700/-	-	AS ABOVE
106.	Sh. Santokh Raj	Mess Wtr	Ludhiana	Level-1	58,272/-	240	AS ABOVE
107.	Sh.KulwinderSingh	Mess Wtr	Talwara	Level-1	41,100/-	-	AS ABOVE
108.	Sh. Bishamber Dass	Chowkidar	HQ	Level-1	59,072/-	240	AS ABOVE
109.	Sh. Jaspal	Safaiwala	Lalru	Level-1	55,200/-	-	AS ABOVE
110.	Sh. Jagdish Singh	Safaiwala	Kapurthala	Level-1	55,200/-	-	AS ABOVE
111.	Sh. Piare Lal	Safaiwala	Sgarh	Level-1	54,700/-	-	AS ABOVE
112.	Sh. Ramesh Kumar	Safaiwala	Patti	Level-1	55,200/-	-	AS ABOVE
113.	Sh. Amarjeet Singh	Safaiwala	Ranike	Level-1	55,200/-	-	AS ABOVE
114.	Sh. Balbir Singh	Safaiwala	NayaNangal	Level-1	55,200/-	-	AS ABOVE
115.	Sh. Baldev Masih	Safaiwala	DBN	Level-1	55,200/-	-	AS ABOVE
116.	Sh. Amrik Kumar	Safaiwala	HQ	Level-1	44,052/-	240	AS ABOVE
117.	Sh. Jaswinder Singh	Safaiwala	Nabha	Level-1	42,228/-	-	AS ABOVE
118.	Sh. Lakhwinder Singh	Safaiwala	Ludhiana	Level-1	44,052/-	240	AS ABOVE

THEIR ALLOWANCES : All members employed for the Centre for Training and Employment of Punjab Youth camps are entitled free food while staying in the camps or payment of Rs. 70/- per day with effect from 01-11-2015 as ration money in lieu of free messing facility. All other allowances and service benefits will be as per Punjab Government Rules and Regulations or as approved by Board of Directors.

11th Manual: Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc.

11.1 Total Budget for the Public Authority:

(EXPENDITURE) DEMAND NO 16				
MAJOR HEAD 2230-LABOUR AND EMPLOYMENT				
CENTRE FOR TARINING AND EMPLOYMENT OF PUNJAB YOUTH (C-PYTE)				
Major Head	**Expenditure during 2023-24**	**Revised Estimate 2024-25**	**Budget Estimate 2025-26**	**Remarks**
2230-02-001-04-00-31 SOE Plan Salary	79200000.00	96149000.00	110300000.00	1. Total Target 2025-26:-To train the youth during the year 2025-26 (a) Gen/OBC - 6000 (b) SC - 4000 Total 1 (a) + (b) above -10000 2. Other Targets:- Out of the above Youth who will be willing for the following courses will be trained:- (a) Drone Pilot Training -300 (b) Security Guard -1000 (c) JCB Crane Course - 300 (d) Youth Personality Development Course - 1000 Total 2 (a) to (d) above - 2600
2230-02-001-04-00-36 SOE Plan Gen Non-Salary	8108335.87	14625000.00	44833000.00	
2230-02-001-04-00-35 SOE Plan Gen Non-Salary (Capital contents)	0.00	6515000.00	46515000.00	Rs. 6515000/- for remaining works of New Camp Asal Uttar (Tarn Taran). Rs. 40000000.00 for Construction of Proposed New Camp at Dist. Pathankot.
2230-02-789-06-00-36 SOE Plan SCSP Non-Salary	5475000.00	10500000.00	29889000.00	
2230-02-789-04-00-36 SOE Plan Gen Non-Salary (Capital contents)	0	1700000.00	1700000.00	Rs. 1700000/- for remaining works of New Camp Asal Uttar (Tarn Taran).
Grand Total	92783335.87	129489000.00	233237000.00	

DETAILS OF SAVING BANK INTEREST AND MISC RECEIPTS DURING THE YEAR 2023-24		
	(a) Saving Bank interest received during the year 2023-24	749863.00
	(b) Misc receipts received during the year 2024-25	25704.00
	(c) Total receipts (a) + (b) above	775567.00
	(d) Deposited in Government treasury during the year 2023-24	775567.00
	(e) Balance	0.00

11.2 Budget for each agency and plan & programmes: As per above table.

11.3 Proposed expenditures for the year 2024-25: Rs. 12, 94, 89, 000/- (Rupees Twelve crore Ninty Four Lacs Eighty Nine Thousand only)

11.4 Revised budget for each agency, if any: No, as per above table.

11.5 Report on disbursements made and place where the related reports are available: Not Applicable

12th Manual: Manner of execution of subsidy programmes

12.1 Name of the programme or activity

12.2 Objective of the program

12.3 Procedure to avail benefits

12.4 Duration of the programme/scheme

12.5 Physical and financial targets of the program

12.6 Nature/scale of subsidy/amount allotted

12.7 Eligibility criteria for grant of subsidy

S.No	Name of the programme or activity	Objective of the program	Procedure to avail benefits	Duration of the programme/scheme	Physical and financial targets of the program	Nature/scale of subsidy/amount allotted	Eligibility criteria for grant of subsidy
Not Applicable							

12.8 Details of beneficiaries of subsidy program (Number, Profile etc.): Not Applicable

13th Manual: Particulars of recipients of concessions, permits or authorisation granted by the Public Authority

13.1 Concessions, permits or authorizations granted by Public Authority

13.2 For each concession, permit or authorization granted

13.3 Eligibility criteria

13.4 Procedure for getting the concession/grant and/or permits or authorizations

13.5 Name and address of the recipients given concessions/ permits or authorizations

13.6 Date of award of concessions/ permits or authorizations

S.no	Concession, permits or authorizations granted by Public Authority	Eligibility criteria	Procedure for getting the concession/grant and/or permits or authorizations	Name and address of the recipients given concessions/ permits or authorizations	Date of award of concessions/ permits or authorization	For each concession, permit or authorization granted
Not Applicable						

14th Manual: Information available in electronic form

14.1 Details of information available in electronic form: Bye-Laws and Memorandum of Articles of Association -Available on C-PYTE Website.

14.2 Name/title of the document/record/other information: As above.

14.3 Location where available: As per 14.2 (a) and (b) above and also available in the Office of the Director General Centre for Training and Employment o f Punjab Youth (C-PYTE), Sector 42A, Punajb Yuva Bhawan, Chandigarh.

15th Manual: Particulars of facilities available to citizens for obtaining information

15.1 **Name and Location of the facility :** Maj Gen Rambir Singh Mann, VSM (Retd), Director General, C-PYTE, Punjab Yuva Bhawan, Sector 42-A, Chandigarh .

15.2 Details of Information made Available :

(a) On the request / application of the applicant, the concerned documents can be shown by fixing date/ time for he same.

(b) On request, the copies of relevant documents are provided to the applicant with a fee of Rs. 2/- per page.

15.3 **Working Hours of the Facility**

Director General
Centre for Training and Employment of Punjab Youth (C-PYTE)
Punjab Yuva Bhawa, Sector 42-A, Chandigarh
9.00 am to 5.00 pm
(Closed on every Saturday and Sunday and Gazetted Holidays)

15.4 **Contact Person & Contact details (phone, fax, email) :**

Sr. no	Name	Designation	Address	Tel (Office)	Mobile	Fax	Email
1)	Maj Gen Rambir Singh Mann	Director General	Punjab Yuva Bhawan, Sector 42-A, Chandigarh	0172-2604620	89018-88321	-	dg.cpyte@gmail.com
2)	Sh Gurinder Singh	Deputy Director	-DO-	0172-2606494	98149-70522	-	dg.cpyte@gmail.com
3)	Sh Tehal Singh	Senior Assistant	-do-	0172-2606494	88473-22337	-do-	-do-

16th Manual: Names, designations and other particulars of public information officers

16.1 Name and designation of the Public Information Officer, Assistant Public Information Officer (s) & Appellate Authority Address, telephone numbers and email ID of each designated official

Sr. no	Name	Designation	Address	Tel (Office)	Mobile	Fax	Email
1)	Maj Gen Rambir Singh Mann, VSM	Appellate Authority	Punjab Yuva Bhawan, Sector 42-A, Chandigarh	0172-2604620	89018-88321	0172-2604620	dg.cpyte@ gmail.com
2)	Sh Gurinder Singh	Public Information Officer	Punjab Yuva Bhawan, Sector 42-A, Chandigarh	0172-2606494	98149-70522	0172-2604620	dg.cpyte@ gmail.com
3)	Sh Tehal Singh	Assistant Public Officer	Punjab Yuva Bhawan, Sector 42-A, Chandigarh	0172-2606494	88473-22337	0172-260494	-do-

17th Manual: Any other useful information

17.1 Citizen's charter of the public authority : Not Applicable

17.2 Grievance redressal mechanisms: If anybody is not satisfied with the service provided by the department, he can contact/ complaint to the Appellate Authority. For this one needs to send an application on prescribed Performa with postal order as a fee as described in the Act.

17.3 Details of applications received under RTI and information provided:

Sr. no	Year	Applications Received	Information Provided/ rejected	Pending	Total
1)	01 Jan 24 to 31 Dec 24	03	-/03	-	03

17.4 **List of completed schemes / projects / programmes**: -NA-

17.5 **List of schemes/projects/programmes underway**: -NA-

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

17.7 **Any other Information**: -Nil-

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

19. **Provide reasons for its administrative or quasi-judicial decisions to affected persons**: -NA-

BYE - LAWS

OF

THE CENTRE FOR TRAINING & EMPLOYMENT OF PUNJAB YOUTH

(Registration Certificate No. 626 of 1989-90 dated 3rd November, 1989 under Societies Registration Act. (XXI of 1860) as amended by Punjab Government Act 1957)

THE CENTRE FOR TRAINING AND EMPLOYMENT OF PUNJAB YOUTH

BYE - LAWS

Application of Punjab Civil Services Rules

1. Punjab Civil Services Rules regarding leave, deputation and foreign service TA & DA as applicable to the State Government employees from time to time will continue to be applicable to the employees of the Centre for Training and Employment of Punjab Youth.

2. Bye-laws of the Centre are based on the rules and regulations as applicable to the State Government Employees.

CONTRIBUTORY PROVIDENT FUND

3. The Centre will follow the rules framed by the Punjab Government in respect of Contributory Provident Fund, However, amendments may be made in these rules to give powers to the Chairman and Director General of the Centre.

4. Every employee of the Centre shall be entitled the membership of the Scheme of Provident Funds and Miscellaneous Provisions Act 1952 as amended from time to time. The funds for this purpose will be kept with the Regional Provident Fund Commissioner.

GRATUITY AND EX-GRATIA GRANTS

5. The Chairman may sanction gratuity to the employees of the Centre as prescribed by the Punjab Government for its own employees. For any doubt or clarification, the decision of the Chairman shall be final.

6. If an employee of the Centre dies while in service, the family of the deceased shall be entitled to the ex-gratia grants and other facilities to the extent those are admissible to the State Government employees and on the terms and conditions as may be laid down by the Punjab Government from time to time. The ex-gratia grants and other facilities shall be sanctioned by the Chairman on recommendations of the Director General of the Centre.

TRAVELLING ALLOWANCE

7. **Employees of the Centre :** The Punjab Civil Services Rules regarding TA/DA applicable to the State Government employees from time to time will continue to be applicable to the employees of the Centre.

8. The employees of the Centre are entitled the re-imbursement of actual charges for hiring conveyance to the camps/ offices of the Centre and local journeys from Railway Station/ Bus Stand/ Airport to their places of work and back to their offices/institutions etc., visited by them in the performance of their official duty, while on tour and to any place within the State/ Chandigarh/ other places outside Punjab on the production of actual payee's receipt or as in special cases if

approved by the Director General on the certificate furnished by the employees concerned in relaxation of the Punjab Government TA Rules.

9. **OUTSIDE EXPERTS OF SELECTION COMMITTEE** : The payment of TA/DA as per their entitlement to the experts called for taking interview for their posts shall be permissible.

10. **YOUTH CAMPERS APPEARING FOR INTERVIEWS/TESTS** : Shall be entitled to payment of actual Bus/2nd class rail fare which ever is less by the shortest route, to Youth Campers going to attend interview/selection tests when sponsored by the Centre from the Camp/Head Office to the place of interview/test and back to the camp/Head Office.

11. **MEMBERS/NON OFFICIALS ATTENDING THE MEETING OF GOVERNING COUNCIL/GENERAL BODY EXECUTIVE BOARD :**

(a) The official members of the Board of Centre for the exclusive undertaking of journeys in connection with the business of the Centre, be paid TA/DA etc., as per their entitlement.

(b) Non-official members attending the Committee Meetings or invited in the interest of the Centre be paid TA/DA not less than that admissible to the Class-I Officers in the State Government.

HONORARIUM

12. In addition to the TA/DA, the experts and other outside members for the selection committee meeting for the recruitment may be paid as follows :

(a)	Experts	-	upto Rs 400/- per day
(b)	Other members	-	upto 300/- per day

MEDICAL FACILITIES FOR THE EMPLOYEES

13. The Punjab Civil Services Rules regarding Medical allowance as applicable to the State Government employees from time to time will continue to be applicable to the employees of C-PYTE.

14. This concession admissible to an employee of the Centre would also be admissible to the members of his/her family at the same scale as is admissible to families of the Government employees of corresponding category.

15. In the case of indoor treatment at the Civil Hospital the cash memo of the prescribed medicines should be countersigned by the concerned Registrar of the Hospital.

16. **HOUSE RENT ALLOWANCE** : House Rent allowance will be authorized to C-PYTE employees as applicable to State Govt. employees from time to time at their respective stations.

17. **CITY COMPENSATORY ALLOWANCE** : City Compensatory Allowance will be authorized to C-PYTE employees as applicable to State Govt. employees from time to time at their respective stations.

18. **ENCASHMENT OF LEAVE :** The employees of this organization will be authorized for encashment of earned leave on the same terms & conditions as applicable to State Government employees from time to time.

19. **PROMOTIONS** : All promotions shall be on the basis of the merit-cum-seniority and no person shall have a right to be promoted to any post on the basis of seniority alone.

20. **AGE OF RETIREMENT** : C-PYTE employees are permitted to serve upto 62 years of age. For the interest of work under exceptional circumstances Chairman on the recommendations of Director General C-PYTE may allow extension for one year to an employee who is really competent, medically alert and physical fit.

21. **APPOINTMENT OF DIRECTOR GENERAL C-PYTE** : Appointment of Director General C-PYTE will be made by the Punjab Government. The terms and conditions of service in respect of Director General will be decided by the Govt.

22. **AUTHORISATION OF STAFF FOR THE CENTRE FOR TRANING AND EMPLOYMENT OF PUNJAB YOUTH AND THEIR SCALES OF PAY AND ALLOWANCES ETC.**

The employees of this organization will get pay scales & allowances as admissible to the corresponding category of Punjab Govt. employees from time to time. However, the present pay scales of C-PYTE employees w.e.f. 01-4-98 are as under :-

HEADQUARTERS OF CENTRE

(a)	Director General	-	Rs 18600 - 22100/-
(b)	Deputy Director (Planning)	-	Rs 7000 - 10980/-
(c)	Deputy Director (Training)	-	Rs 7000 - 10980/-
(d)	Deputy Director (Admn & Accts)	-	Rs 7000 - 10980/-

23. SUPPORTING STAFF FOR THE DIRECTOR GENERAL

(a)	Private Secretary	1	-	Rs 7220 -11660/-
(b)	Steno Typist	1	-	Rs 3330-6200/-
(c)	Senior assistant	1	-	Rs 5800-9200/-
(d)	Clerk	1	-	Rs 3120-51560/-
(e)	Driver	1	-	Rs 3330-6200/-
(f)	Peon	1	-	Rs 2520-4140/- (with a minimum start of Rs 2620/-)

24. DEPUTY DIRECTOR (PLANNING)

(a)	Steno Typist	1	-	Rs 3330-6200/-
(b)	Senior Assistant	1	-	Rs 5800-9200/-
(c)	Clerk	1	-	Rs 3120-5160/-
(d)	Driver	1	-	Rs 3330-6200/-
(e)	Peon	1	-	Rs 2520-4140/-

(with a minimum start of Rs 2620/-)

25. DEPUTY DIRECTOR (TRAINING)

(a)	Steno-Typist	1	-	Rs 3330-6200/-
(b)	Senior Asistant	1	-	Rs 5800-9200/-
(c)	Clerk	1	-	Rs 3120-5160/-
(d)	Driver	1	-	Rs 3330-6200/-
(e)	Peon	1	-	Rs 2520-4140/- (with a minimum start of Rs 2620/-)

26. DEPUTY DIRECTOR (ADMN & ACCTS)

(a)	Superintendent	1	-	Rs 7220-11660/-
(b)	Steno Typist	1	-	Rs 3330-6200/-
(c)	Senior Assistant	1	-	Rs 5800-9200/-
(d)	Clerk	1	-	Rs 3120-5160/-
(e)	Driver	1	-	Rs 3330-6200/-
(f)	Peon	1	-	Rs 2520-4140/- (with a minimum start of Rs 2620/-)
(g)	Chowkidar	1	-	Rs 2520-45140/- (with minimum start of Rs 2620/-)
(h)	Cyclo style Machine Operator	1	-	Rs 2520-4140/- (with minimum start of Rs 2620/-)

27. STAFF FOR EACH CAMP OF 200 YOUTH

(a)	Officer Incharge Camps (Where more than one camp is functioning)	1	-	Rs 7220-11660/-
(b)	Camp Commandant	1	-	Rs 7000-10980/-
(c)	Adjutant/ Training Officer	1	-	Rs 5800-9200/-
(d)	Quartermaster/ Admn Officer	1	-	Rs 3120-5160/-
(e)	Steno Typist	1	-	Rs 3330-6200/-
(f)	Accounts Clerk	1	-	Rs 3120-5160/-
(g)	Edn Instructor	4	-	Rs 3330-6200/-
(h)	General Duty Instructor	4	-	Rs 3120-5160/-
(j)	Cooks	3	-	Rs 2820-4400/-
(k)	Peon	2	-	Rs 2520-4140/- (with mnmum start of 2620/-)
(l)	Driver	3	-	Rs 3330-6200/-
(m)	Sweepers	2	-	Rs 2520-4140 (with minimum start of Rs 2620/-)

28. STAFF FOR EACH MINI CAMP

(a)	General Duty Instructor	1	-	Rs 3120-5160/-
(b)	Cook	1	-	Rs 2820-4400/-

29. STAFF FOR OFFICER's MESS (EACH CAMP)

(a)	Cook	1	-	Rs 2820-4400/-

(b)	Mess Waiter	1 -	Rs 2520-4140/- (with minimum start of 2620/-)
(c)	Masalchi	1 -	Rs 2520-4140/- (with minimum start of Rs 2620/-)

30. CLUB FOR STAFF (EACH CAMP)

(a)	Cook	1 -	Rs 2820-4400/-
(b)	Mess Waiter	1 -	Rs 2520-4140/- (with minimum start of Rs 2620/-)
(c)	Masalchi	1 -	Rs 2520-4140/- (with minimum start of Rs 2620/-)

31. STAFF FOR EXPORT OF MANPOWER CELL

(a)	Officer [Lt Col (Retd)]	1 -	Rs 7000-10980/-
(b)	Senior Assistant	1 -	Rs 5800-9200/-
(c)	Steno Typist	1 -	Rs 3330-6200/-
(d)	Accountant-cum-Clerk	2 -	Rs 3120-5160
(e)	Peon-cum-Chowkidar	1 -	Rs 2520-4140 (with minimum start of Rs 2620/-)

PRESENT PAY SCALES OF C-PYTE STAFF

SrNo.	Name of the Cadre	Present Pay Scales
(a)	Deputy Director/ Camp Commandant	10300-34800+4400
(b)	Superintendent	15600-39100+5400
(c)	Adjutant	Punjab Civil Service Rule 7.21 for re-employed officers.
(d)	Senior Assistant	10300-34800+3800
(e)	Junior Assistant/ Clerk	5910-20200+2800/1900
(f)	Steno Typist	5910-20200+2000
(g)	Master	5910-20200+2000
(h)	PTI	5910-20200+1900
(j)	Driver	5910-20200+2000
(k)	Cook	4900-10680+1650
(l)	Masalchi	4900-10680+1650
(m)	Mess Waiter	4900-10680+1650
(n)	Peon	4900-10680+1650
(p)	Chowkidar	4900-10680+1650
(q)	Safaiwala	4900-10680+1650

32. OTHER ALLOWANCES : All members enrolled for the Centre for Training & Employment of Punjab Youth be entitled to free food or payment of ration money in lieu of free messing facility as applicable from time to time. All other allowances and service benefits will be as per Punjab Govt . Rules and Regulations approved by Board of Directors.

33. APPOINTMENT LETTERS : The appointment letter to be issued to the staff employed for training and administration of the Punjab Youth will be as per specimen given at : Annexure-1. The Director General should use his discretion regarding the verification by police of the credentials/antecedents of the employees. In case of ex-servicemen the service discharge documents could be sufficient for the verification but the Director General must satisfy himself by whatever means he chooses to satisfy himself in every case.

34. USE OF TRANSPORT ON PAYMENT : The Director General is permitted to use transport of the Centre for private purpose on payment under the provisions of Punjab Government letter No. 515 / G/ MVB, 37-90 /736-B-51 dated 12th January 1983 on the analogy of Director, Youth Services.

SELECTION TRAINING AND EMPLOYMENT OF YOUTH

35. IDENTIFICATION AND SELECTION OF YOUTH : The Deputy Commissioners of all the Districts shall identify and select the youth for recruitment for the Centre in terms of the letter No. 20/50/90-GC/(S)/11389 dated 25th July 1990 from the Deptt of Gen. Admn. (Gen. Co-ordination Branch) Govt of Punjab. In order to facilitate appointment of the recruits in industrial concerns in the electronic field, the minimum educational qualification be matric with science.

36. Village Panchayats shall be associated with the recruitment. The Sarpanch and the Lambardar shall be consulted for satisfying about the antecedents of the recruits.

37. Priority shall be given to the weaker section of the society.

38. A responsible Officer of the rank of A.D.C./S.D.M. shall personally supervise the recruitment. Deputy Commissioner and Senior Officers may visit camps to familiaries themselves with the working of C-PYTE and to ascertain the quality of training imparted by C-PYTE. Recruitment shall be from all communities and category of persons. Adequate representations shall be given to members of the scheduled castes.

39. AGE LIMITS : The age limits prescribed for recruitment to Centre for Training & Employment of Punjab Youth camps shall be 16-21 years for recruitment into Army and Para military forces and 16-22 years for industrial houses and courses etc.

40. MEDICAL ASSISTANCE TO THE YOUTH CAMPERS DURING NATURAL CLAMITY/ACCIDENT : During the period of training if any youth camper is wounded/ seriously wounded due to natural calamity/accident will be eligible for the reimbursement of medical expenses. The bills/cash memo of the prescribed medicines should be countersigned by the concerned Registrar of the Hospital.

41. CAMPS FOR THE TRAINING OF YOUTH : Camps for the preliminary training of the youth shall be selected by the Director General. The suitable camp sites be taken over from concerned department on obtaining instructions from the Government to this effect. Each camp will consist of 200 youth. The strength may however vary depending upon various factors, at the discreation of the Director General.

42. SELECTION OF CAMP SITES : The training camps should be at some distance away from the homes of the recruits and recruits from different areas should be mixed so that they could inter-act with each other and develop a wider perspective. Director General may select the sites in consultation with the Deputy Commissioner. Other Departments of the Government should also be approached for providing land for the camp sites.

43. DIET MONEY : Rs 75/- pm per person shall be provided as ration money. The stipend shall be paid @ Rs 400/- pm. The total allowance per person shall, therefore, be Rs 1150/- pm or as approved by the executive board from time to time.

44. AUTHORISATION OF VEHICLES : One jeep, One TATA-407 (Truck)/ Swaraj Majda and one Motor Cycle shall be provided for each camp. In addition three TATA-407 (Truck)/ Swaraj Majda fitted with dual control system are meant for Driving School to impart the training to the youth and one mini bus for demonstrative activities to the youth shall be provided at Theh Kanjla (Kapurthala camps). Besides this, one Staff Car, Three jeeps and a Motor Cycle shall be provided for the headquarters of the Director General.

45. TELEPHONE : Six Telephone connections should be obtained for the Centre Headquarters. The Director General shall decide about their location. Each camp will be provided one telephone connection.

46. RECRUITMENT OF STAFF : The authorized staff will be recruited as per norms vide para 22 to 31.

47. SELECTION COMMITTEE : The Chairman of the Selection Committee for posts under scheme shall be the Secretary to Government Punjab, Department of Youth Services & Sports. The Director General shall be the Member Secretary of the Committee. Other members of the Selection Committee shall be appointed by the Chairman, including representatives of the Department of Social Welfare and the Department of Sainik Welfare or Officers nominated by the Government.

48. OFFICE ACCOMMODATION : The Headquarters of the Centre shall be at Chandigarh as there are certain operational advantages in locating the headquarters at Chandigarh itself. Approximately 4,000 sq ft. carpet area will be hired for the offices. Appropriate accommodation will be surveyed and selected by the Director General. The rates for hiring shall be got approved from the Co-ordination Committee set up for this purpose in the Department of General Administration as and when required.

49. EQUIPMENT/TANTAGE : The camps shall be set up in huts/tents. Other equipment as per requirement will be procured by the Director General.

50. SYLLABUS AND FORMAT OF TRAINING : The syllabus shall be finalized by the Director General in consultation with the agencies which shall ultimately recruit the youth. For example, for the recruitment in the electronic sector, the camps may be located and training organized in collaboration with the Department of Electronic Punwire, ESPL and PCL. For recruitment to the cadre of J.B.T. teachers the modalities of training shall be worked out in consultation with the Department of Education.

51. PLACEMENT OF YOUTH : After the youth have completed the camp training which shall normally be of six months duration, they shall have to be recruited by the various agencies. For this purpose placement Committees shall be set up at the State and District levels. The District placement committee shall be headed by the Deputy Commissioner and shall include the District Education Officer (Secondary), District Education Officer (Primary), General Manager, District Industrial Corporation, Chief Agriculture Officer and A.D.C. (Development) shall be the Member Secretary of the District Placement Committee. The members of the State Placement Committee shall be as nominated by the Chief Secretary.

52. TECHNICAL TRAINING : Whereas the camps shall be ideally suited for inculcating discipline and providing training of a general nature, it shall not be possible to provide technical training at all camps. Therefore, arrangements shall have to be made with reputed technical institutes where these recruits could be sponsored. Expenses shall be met out of the funds earmarked for the scheme.

53. TECHNICAL TRAINING AND PLACEMENT COMMITTEE : Technical Training-Cum-Placement Committee will consist of the following :-

(a) Director Technical Education & Industrial Training, Punjab.

(b) Director Industrial, Punjab or Industrial Advisor Punjab.

(c) Special Secretary Department of Planning, Punjab.

(d) Labour Commissioner and Director Employment, Punjab.

(e) State Transport Commissioner, Punjab.

(f) Director, Rural Development & Panchayats, Punjab.

(g) Any person from Public Sector, Industrial Undertaking Co-operative of Industrial Organisation may be co-opted by the Committee.

(h) Director General Centre for Training & Employment of Punjab Youth

-Member Secretary

DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWERS

54. Delegation of Administrative and Financial powers to the Chairman & Director General are given in Annexures -II and III.

FUNDS OF THE CENTRE

55. Funds of the Centre will be kept in any of the nationalized Bank(s) as decided by the Director General.

Accounts and Audit of Purchases

56. The Director General is empowered to appoint auditors for the Centre, at rates to be decided by him.

Rules for the Purchases of various items

57. The Following rules/procedure for the purchase of various items for the Centre shall be followed :-

(a) PURCHASE OF ITEMS ON RATE CONTRACT WITH THE CONTROLLER OF STORES, PUNJAB AND/OR DGs & D :

For the purpose of items for which the rate contract have been approved by the controller of stores, Punjab and/or DGs & D, the purchase order will right away be placed with the supplier(s) for these items after obtaining the financial sanction of the competent authority, if required, at the discretion of the Director General.

(b) PURCHASE OF OTHER ITEMS FOR WHICH RATE CONTRACTS HAVE NOT BEEN APPROVED BY THE CONTROLLER OF STORES PUNJAB AND OR DGs AND D .

The Officers of the Centre will give their requirement of stores to the Deputy Director (Admn & Accounts) at the Headquarters who will arrange the issue of store.

58. For the purchase of those items which are not available and items required for particular use by various Camps/Offices/establishment, the following procedure will be followed :

(a) OFFICE PURCHASE COMMITTEE : This Committee will consist of three officers/other officials of the Centre office and will be authorized to make purchase upto Rs 1000/- for each individual item from the local/out station market after comparing the rates quoted by the suppliers, verbal or written on lowest rate-cum-quantity basis with the approval of the Director General & recording a certificate to this effect on the body of the bill. The committee will be constituted by the Camp Commandant or the Deputy Director with the approval of the Director General as applicable. The purchase upto Rs 3000/- may, however, be made by Deputy Director/Camp Commandant of the Centre.

(b) CAMP PURCHASE COMMITTEE :This committee will consist of the following :-

(i) Camp Commandant (to be nominated by Director General).

(ii) Adjutant

(iii) Administrative Officer/ Quartermaster

(iv) Two campers (to be nominated by the Camp Commandant).

The committee will be authorized to approve/make purchases upto Rs 65.000/- after calling quotations/tenders as far as possible but where the committee feels that it will not be conductive to call rates, the purchase may be made by the Committee after visiting local/outside market with the approval of the Director General in the interest of the work of the Centre. The committee will also likewise be authorised to approve service contracts and get the repairs of the vehicles, equipment etc., done involving amount upto Rs 4000/-.

(c) CENTRAL PURCHASE COMMITTEE : This committee will consist of the following:-

(i) Director General of the Centre or Deputy Director nominated by him.

(ii) One Deputy Director (to be nominated by the Director General).

(iii) Camp Commandant/Accounts Officer/ Staff Officer/other employee so nominated by the Director General.

(iv) This committee will be authorized to make purchase for the Centre upto Rs 5,00,000/- (five lakh) in the prescribed manner.

(v) The above purchase committee will ensure the quality of materials so purchased and after proper inspection of the materials immediately on receipt of the same and record a certificate to this effect on the body of the bill.

(d) Deputy Director at the Headquarters may, however, make approve purchase up to Rs 3000/- on any one item for the Centre.

(e) The procedure prescribed for the purchase through various committee must be followed mutatis mutandis by all the committee.

59. POWERS TO RELAX : Where the competent authority is of the opinion that it is necessary or expedient so to do it may by order for reasons to be recorded in writing relax any in the provisions of these rules with respect to any class or category of person, provided that the provisions relating to educational qualification if any shall not be relaxed.

AMENDMENT TO BYE - LAWS OF C-PYTE

We the several members whose names and addresses are subscribed hereto, being members of the Executive Board of the Cantre, certify the above to be a correct copy of the Rules of the said society :-

Ser No.	Name	Occupation & Address	Signature
1.	Sh. JS Kesar, IAS	Secretary to Govt of Punjab, Department of Rural Development & Panchayats	Sd/-
2.	Sh. Bhupinder Singh Kapoor	Additional Director, Department of Technical Edu & Industrial Training, Punjab	Sd/-
3.	Hirdepal (Smt)	Director, Department of Youth Services, Punjab	Sd/-
4.	Lt Col DS Sandhu	Director General Centre for Training and Employment of Punjab Youth	Sd/-

ANNEXURE-I

From

Director General
Centre for Training &
Employment of Punjab Youth
Punjab Yuva Bhawan, Sector 42-A
Chandigarh

To

_____
_____
_____
Memo No. DG/C-PYTE/2007/260/
Dated :

Subject : APPOINTMENT ON CONTRACT BASIS AS

1. This refers to your discussion/interview with members of the selection committee constituted for the selection of candidates for various categories of posts under the Centre for Training & Employment of Punjab Youth (A Registered Society under the Societies Registration Act. XXI of 1860 as amended by Punjab Govt. Act of 1957) hereinafter referred to as C-PYTE. The C-PYTE is pleased to appoint you as ……. on contact basis on the following terms and conditions :-

(a) You will be employed in the camps which are organized by the C-PYTE at selected places and you will be required to stay in the accommodation (built up/tentage) as available in such camps.

(b) You will be required to work under the supervision and direction of the Director General C-PYTE and his staff as appointed from time to time.

(c) You will be entitled to receive basic pay of Rs ……. in the Pay scale of Rs ……. w.e.f…… and all other allowances as admissible to the Punjab Government employees from time to time.

(d) Boarding/Lodging as available in the camps will be provided to you free of cost.

(e) You will be governed by the rules and regulations of the C-PYTE in force as amended from time to time and eligible for medical allowance/reimbursement, encashment of earned leave at the time of discharge, ex-gratia grant in case of death during service at the same scale as is admissible to the Govt employees of corresponding categories and will be covered under EPF Scheme.

(f) The job is transferable, you are liable to be posted to any camp or any office under the control of the C-PYTE against a post Corresponding to your grade.

(g) Your appointment is purely contractual for a fixed period of one year from the date of joining duty at the end of which your contract shall stand automatically terminated and you shall not claim any lien what-so-ever there after (This is subject to submission of Affidavit as mentioned in para 3 (c) below).

(h) You will be on probation for a period of three months from the date of joining which is extendable by another month. During this period your contract can be terminated without any notice and assigning any reason and you can also terminate your contact reciprocally.

(i) All disputes arising in connection with the appointment of and service with the C-PYTE will be subject to the jurisdiction of Chandigarh (UT) Courts only.

(j) During the period of employment in the event of either you or the C-PYTE being desirous of terminating this contract either shall be liberty to do so at any time by giving to the other not less than one month's written notice of such desire and in the case of C-PYTE also be paying you a sum equivalent to month's pay in lieu thereof except in disciplinary cases where one month's notice is not required.

2. In case the conditions mentioned above are acceptable to you then please report for duty at C-PYTE camp at …… latest by …… as a token of having accepted the above terms and conditions.

3. Your joining report will be accepted subject to the production of the following :-

(a) Medical fitness certificate signed by District Medical Officer/ Civil Surgeon.

(b) Two copies of your recent passport size photograph signed by you.

(c) Within one week of joining duty you shall submit an affidavit on non judicial paper of Rs 3/- attested by an oath commissioner to the effect that above mentioned conditions of appointment are acceptable to you and also include the following certificates on the affidavit. (A specimen of the affidavit is available in the camps).

(i) That you are not involved in any criminal case any where in the country.

(ii) That you do not have more than one living spouse.

(iii) That while in service with the C-PYTE you will not engage yourself in any side business or involve yourself in any activity deter mental to the interest of the C-PYTE /Govt of Punjab.

DIRECTOR GENERAL
C-PYTE

CENTER FOR TRAINING AND EMPLOYMENT
OF PUNJAB YOUTH

MEMORANDUM OF THE ASSOCIATION

1. The name of the Society will be "The Center for Training and Employment of Punjab Youth".

2. The registered office of the Society shall, for the time being be at Chandigarh

3. The objects for which the Society is formed are as follows: -

   a) To select unemployed youth from all the districts of Punjab in a phased manner and seek their absorption after appropriate training into legitimate economic occupations;
   b) To wean the identified youth away from illicit economic activity;
   c) To provide an environment which fosters the values of nation building, discipline and social concern among the identified youth;
   d) To provide employment oriented training and skill creation to increase avenues of employment at the end of the period of training; and
   e) To made the youth better citizens and to upgrade their skill and discipline to make them more employable.

4. Pursuant to the aforesaid objects, the Society may: -

   a) Accept grants of money, securities or property or properties of any kind, undertake, and accept the management of any endowment, trust, find or donation not inconsistent with the objects of the society.
   b) Invest and deal with funds and monies of the Society;
   c) Impose and recover fees and charges for the services rendered by it;
   d) Purchase, hire, take on lease, exchange or otherwise acquire a property moveable or immovable which may be necessary or convenient for the purpose of the society and construct, alter and/or maintain such buildings and work as may be necessary for carrying out the objects of the society;
   e) Sell, hire, lease, exchange, or otherwise transfer or dispose of all or any property movable or immovable of the Society provided that for the transfer of immovable property prior approval in writing of the Government of Punjab is obtained;
   f) Borrow and raise monies or mortgages, promisory notes or other securities founded or based upon all or any of the properties and assets of the Society or without any securities;
   g) Draw, accept, make, endorse, discount and deposit Government of India and other promissory notes, bills of ex-change, cheques or other negotiable instruments;
   h) Create service fund, sinking fund, insurance fund, or any other special fund whether for depreciation, repair, improvement, extension or maintenance of any of the properties or rights of the Society/and or for recouping wasting assets and for any

other purpose for which the Society deems it expedient or proper to create or maintain any such funds or funds;

i) Create administrative, technical, ministerial and other posts in the Society and make appointments thereto in accordance with the Rules and Regulations of the Society;

j) Establish a Provident Fund for the benefit of the Society or any sections thereof;

k) Make rules and bye-laws for the conduct of the affairs of the Society and add to, amend, vary or rescind them from time to time and;

l) Do all such other acts and things alone or in conjunction with other organisation or persons, as the society may consider necessary incidental or conducive to the attainment of the above objects.

5. The names, occupation and addresses of the members of the Executive Board to whom the management of the affairs of the society has been entrusted are as follows: -

1.	Minister of Sports & Youth Services, Punjab wef 2.8.93	Chairman
2.	Finance Secretary to Govt of Punjab Or his nominee	Member
3.	Director, Youth Services, Punjab	Member
4.	Director, Technical Education & Industrial Training, Punjab	Member
5.	Secretary to the Govt of Punjab Deptt of Rural Development and Panchayats	Member
6.	Secretary to the Govt of Punjab Deptt of Employment	Member
7.	Secretary to the Govt of Punjab Deptt of Planning	Member
8.	Secretary to the Govt of Punjab Deptt of Industries	Member
9.	Secretary to the Govt of Punjab for The Center	Vice Chairman
10.	Inspector General of Police (Headquarters) Punjab	Member
11.	Director, Information & Public Relations,	Member

	Punjab	
12.	Commissioner	Member
	Jalandhar, Division, Jalandhar wef 14.12.93	
13.	Commissioner	Member
	Ferozepur Division, Ferozepur wef 14.12.93	
14.	Commissioner	Member
	Patiala Division, Patiala wef 14.12.93	
15.	Commissioner	Member
	Faridkot Division, Faridkot wef 04.11.96	
16.	Director General	Member
	Center for Training &	Secretary
	Employment of Punjab Youth	

6. All property of the Society, movable or immovable, shall vest in the Executive Board.

7. The income and property of the Society, however, derived shall be applied towards the promotion of the objects as set forth in this Memorandum of Association (Subject, nevertheless, in respect of expenditure of grants made by the Government of Punjab, to such direction as the Government of Punjab may from time to time given). No portion of the income and property of the Society shall be paid or transfer directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to persons who at any time are to have been members of the society, or to any of them, provided that nothing herein shall prevent the payment in good faith or remuneration to any member or other person in return for services rendered to the society, or for travelling allowance, halting allowance and other similar charges.

8. A copy of the Rules and Regulations of the society certified to be correct by three members of the Executive Board is filed with the Registrar of Firms and Societies, Punjab alongwith the Memorandum of the Association.

RULES AND REGULATIONS

I. **SHORT TITLE**

These rules may be called "The Rules of the Center for Training and Employment of Punjab Youth."

II. **DEFINITIONS**

In these rules, unless the context otherwise requires: -

1. "The Center" Means " The Centre for Training and Employment of Punjab Youth".
2. "The Public Services" includes the services in connection with the affairs of the Union, the States and Local and other authorities, established by law made by the Legislatures in India.
3. "The Governing Council" means the Governing Council of the Center for Training and Employment of Punjab Youth.
4. "Prescribed" means prescribed Bye-Laws made by the Executive Board.
5. "The President" means the President of the Center.
6. "Rules" means any of the Rules, Regulations and Bye-laws of the Centre.

III **COMPOSITION OF CENTER FOR TRAINING AND EMPLOYMENT OF PUNJAB YOUTH**

The Center shall consist of members to be nominated as such by the Government

IV **ROLL OF MEMBERS**

The Center shall keep a roll of members giving their occupations and address and every member of the Center changes his address, he shall notify his new address to the Director General of The Center for Training and Employment of Punjab Youth who shall thereupon cause his new address to be entered in the roll of members. If the member fails to notify his new address given in the roll of members shall be deemed his address.

V. **TERM OF OFFICE**

1. The Term of Office of members shall be for such period as the State Government may from time to time determine.

2. A member of the centre may resign his membership by a letter addressed to the Director General but his resignation shall take effect only on its acceptance by the President.

3. A member of the Center shall cease to be a member if he becomes insolvent or of unsound mind or is convicted of a criminal offence involving moral turpitude.

VI. **OFFICERS OF THE CENTRE**

The following shall be the officers of the Center namely: -

1. President

2. Vice President

3. Chairman of the Executive Board

4. Director General of the Center for Training and Employment of

Punjab Youth.

5. Such other officers as the Executive Board may from time to time, appoint. The Director General of the Center for Training & Employment of Punjab Youth shall be appointed by the Executive Board in consultation with the Govt of Punjab for a period of three years at a time on such terms and conditions of service as the Govt may prescribe. The Director General of he Center for Training and Employment of Punjab Youth will be eligible for re-appointment.

VII. **THE GOVERNING COUNCIL**

1. There shall be Governing Council of the Centre and it shall be composed of all the members of the Centre.

2. The annual general meeting of the Governing Council shall be held on such date and at such time and place as may be determined

by the President.

3. The Governing Council shall meet at least once a year.

4. For the purposes of the last sub-Rule, each year shall be deemed to commence on the first day of April and terminate on thirty first day of March of the following Calendar Year.

5. The President may convene a special meeting of he Governing Council whenever he thinks fit. A special meeting may also be convened on the written requisition of not less than one third of the members of the Centre.

6. Every notice calling a meeting of the Governing Council shall state the date, time and place at which such meeting will be held and shall be served upon every member Governing Council not less than twenty one clear days before the day appointed for the meeting.

7. The accidental omission to give notice to, or the non-receipt of notice by any member of other person to whom it should be given, shall not invalidate the proceedings of the meeting.

8. The President shall preside over the meeting of the Governing Council and in the absence of the President the Vice President of the Center shall preside.

9. Nine members of the Governing Council present in person shall form a quorum. No quorum shall be required for an adjourned meeting.

10. All disputed questions at meeting of the Governing Council shall be determined by vote.

11. Each member of the Center shall have one vote.

12. In case of an equality of votes the person presiding over the meeting shall have casting vote.

13. The President may invite any person other than a member to attend a meeting of the Governing Council. Such invitee shall not, however, be entitled to vote at the meeting.

14. The Governing Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment, nomination or election of any member and no act or proceeding of the Governing Council shall be invalidated or nullified merely by reason of the existence of any vacancy therein or any defect in the appointment, nomination or election of any member.

15. The Director General of the Center for Training and Employment of Punjab Youth shall act as the Secretary of the Governing Council.

VIII **FUNCTIONS AND POWERS OF THE GOVERNING COUNCIL**

The Governing Council shall have the following powers and functions, namely to: -

1. Consider the annual report prepared by the Executive Board;

2. Consider the balance sheet and audited accounts for outgoing year;

3. Constitute ado/special boards with or without power to co-opt, for disposal of any business of the Center or for advice in any matter pertaining to the Center; and

4. Perform such other functions as are entrusted to it under these Rules.

IX. **THE EXECUTIVE BOARD**

There shall be an Executive Board of the Center and it shall consist of the following members: -

1.	Minister of Sports & Youth Services, Punjab wef 2.8.93	Chairman
2.	Finance Secretary to Govt of Punjab or his nominee	Member
3.	Director, Youth Services, Punjab	Member
4.	Director, Technical Education & Industrial Training, Punjab	Member
5.	Secretary to the Govt of Punjab Deptt of Rural Development and Panchayats	Member
6.	Secretary to the Govt of Punjab Deptt of Employment	Member
7.	Secretary to the Govt of Punjab Deptt of Planning	Member
8.	Secretary to the Govt of Punjab Deptt of Industries	Member
9.	Secretary to the Govt of Punjab for the Center	Vice Chairman
10.	Inspector General of Police (Headquarters) Punjab	Member
11.	Director, Information & Public Relations, Punjab	Member

12.	Commissioner Jalandhar, Division, Jalandhar wef 14.12.93	Member
13.	Commissioner Ferozepur Division, Ferozepur wef 14.12.93	Member
14.	Commissioner Patiala Division, Patiala wef 14.12.93	Member
15.	Commissioner Faridkot Division, Faridkot wef 04.11.96	Member
16.	Director General Center for Training & Employment of Punjab Youth	Member Secretary

2. The terms of the members of the Executive Board shall be for such period and on such terms & conditions as the Government of Punjab may decide.

3. The Executive Board shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment of nomination of any member and no act or proceeding of the Executive Board shall be invalidated or nullified merely by reason of the existence of any vacancy therein or of any defect in the appointment, nomination or election of any member;

4. A nominated member of the Executive Board shall cease to be such if he fails to attend three consecutive meetings of the Executive Board without prior leave of the Chairman;

5. Any, casual vacancy amongst the nominated members of the Executive Board, arising from death or resignation or otherwise may be filled by nomination by Govt of Punjab and the members so nominated shall hold office for the un-expired portion of the term of office of the member causing the vacancy;

6. Every meeting of the Executive Board shall be presided over by its Chairman and, in his absence by a member chosen by the meeting.

7. Four members of the Executive Board present in person shall constitute the quorum. No quorum shall be required for an adjourned meeting;

8. For every meeting of the Executive Board not less than seven clear days notice shall be given to each member;

9. At least three meetings of the Executive Board shall be held in each year.

10. For the purpose of the last sub rule, each year shall be deemed to commence on the first day of April and terminate on the thirty first day of March of the following calendar year.

11. The Chairman of the Executive Board may himself call or by a requisition in writing signed by him may require the Director General of the Center for Training & Employment of Punjab Youth to call a meeting of the Executive Board at any time.

12. Each member of the Executive Board including the Chairman thereof shall have one vote and in case their shall be an equality of votes on any question to be decided by the Executive Board, its Chairman or in his absence the person presiding over the meeting shall in addition have a casting vote;

13. The Chairman of the Executive Board may invite any person other than member to attend a meeting of the Executive Board. Such invitee shall not, however, be entitled to vote at the meeting.

14. Any business which may be necessary for the Executive Board to perform may be carried out by circulation among all its members and any resolution as circulated and approved by a majority of the members signing shall be as effectual and binding as if they resolution had been passed at a meeting of the Executive Board provided at least six members have recorded their views on the resolution.

X. **FUNCTIONS AND POWER OF THE EXECUTIVE BOARD**

1. Subject to the general control and directions of the Governing Council, the Executive Board shall be responsible for the management and administration of the affairs of the Center in accordance with these Rules, and Bye-laws made there under for the furtherance of its objects and shall have all powers which may be necessary or expedient for the purpose and all properties movable and immovable of the Society shall vest in the Executive Board.

2. Without prejudice to the generality of the foregoing Sub Rule, the Executive Board shall have the following functions, namely: -

a) To approve, with or without modifications, the annual budget of the Center as recommended by the Standing Finance Committee and the Budget so approved shall be submitted to the Government for grant-in-aid;

b) To prepare and execute detailed plans and programme for the furtherance of the objects of the Center;

c) To create such posts, appoint and control such staff other than those for whose appointment specific provisions have been made elsewhere, as may be required for the efficient management of the affairs of the Center and to regulate the requirement and conditions of their service;

d) To receive and to have custody of the funds of the Center and to manage the properties of the Center.

e) To enter for and on behalf of the Center into agreements including those containing arbitration clauses;

f) To sue and defend all legal proceedings on behalf of the Center;

g) To appoint committees including standing committees with power to coopt, for disposal of any business of the Center, or for advice in any matter pertaining to the Center, provided that in cases of emergency the Chairman of the Executive Board shall have the power to appoint such Committees;

h) To accept the management of any Endowment trust, fund,

subscription or donation, provided that it is not attended by any condition in-consistent or in conflict with the projects of the Center;

i) To prepare the annual report and accounts of the Center for the consideration of the Governing Council.

j) To incur expenditure subject to the provisions of the approved budget.

k) To lay down terms and conditions governing scholarships, fellowships, deputations, grants-in-aid, re-search schemes and projects;

l) To frame, Bye-Laws not inconsistent with these Rules for the regulation of the business of the centre with particular reference to preparation and approval of the budget estimates, the sanctioning of the expenditure, reappropriation of funds, making and execution of contracts, the investment of the funds of the Center, sale or alteration of such investment, accounts, audits, procedure for appointment of staff, the terms and conditions governing scholarships, fellowship and deputation, grants-in-aid research schemes and projects, rules and conduct and other conditions of services of the staff of the Center.

3. The Board may by resolution delegate to its Chairman, to any Standing Committee, or to the Director General of the Center for Training and Employment of Punjab Youth or to any other officer of the Center, such of its powers for the conduct of business as it may deem fit subject, if deemed necessary, to the condition that action taken by its own Chairman, the Standing Committee or the Director General of the Center or other officer under the powers so delegated shall be subject to confirmation at the next meeting of the Executive Board.

XI. **STANDING COMMITTEES**

The Executive Board may appoint Standing Committees from amongst its members to attend to an dispose of such business as may be delegated to it by the Executive Board. The Director General of Center for Training and Employment of Punjab Youth shall be the Convener of such committees and the strength of such committees shall be such as the Executive Board may from time to time, determine. A member of the Standing Committees shall hold office until the next annual general meeting of the Governing Council or until he ceases to be a member of the Executive Board, whichever is earlier. Each standing Committee shall have the power to co-opt as members such person or persons as may be necessary to discharge its functions.

XII. **FUNCTIONS OF THE STANDING COMMITTEES**

All proposal or schemes relating to subjects for which Standing Committees have been constituted, whether initiated by the said Committee or otherwise, shall first be considered by the respective Standing Committee and they shall tender advice on such schemes and proposals to the Executive Board.

XIII. **POWERS AND FUNCTIONS OF THE DIRECTOR GENERAL OF CENTER FOR TRAINI NG AND EMPLOYMENT OF PUNJAB YOUTH**

1. The Director General of the Center for Training and Employment of Punjab Youth as the Principal Executive Officer of the Center shall be responsible for the proper administration of the affairs of the Center and shall exercise powers under the direction and guidance of the Executive Board.

2. It shall be the duty of the Director General of the Center for Training and Employment of Punjab Youth to coordinate and exercise general supervision over all the activities of the Center; and

3. He shall prescribe the duties of all officers and staff of the Center and shall subject to these rules and Bye-Laws, if any, exercise such supervision and disciplinary control as may be necessary.

XIV. **FUNDS OF THE CENTRE**

1. The funds of the Center shall consist of the following: -

a) Grants made by the Government of Punjab, the Government of India, or any other State Government;

b) Donations and contributions from other sources;

c) Fees and charges imposed by the Center for services rendered by it;

d) Income from investments and

e) Income and receipts from other sources.

2. a) The bankers of the Center shall be any one or more of the Nationalised Banks.

b) All funds shall be paid into the Centre's accounts with a branch/ Branches of the Nationalised Bank and shall not be withdrawn except by means of a cheque, order or any other negotiable instrument signed by the Director General of the Center, or any other officer so authorised by the Executive Board.

XV. **POWERS OF GOVERNMENT**

In the discharge of its functions, the Governing Council shall be guided by such directions in question of policy as may be given to it by the Government of Punjab whether a question is or is not a matter of policy shall be final. Such directions shall be in writing.

XVI. **AUDIT AND ACCOUNTS**

1. The Center shall cause regular accounts to be kept of all its monies and properties in such form as may be prescribed by the Executive Board.

2. The accounts of the Center shall be audited, annually by Auditors appointed by the Executive Board. The Auditors shall have the right to demand the production of Books, accounts and concerned vouchers and other necessary documents and papers. Any expenditure incurred in regard to such audit shall be payable by the Center.

3. The results of audit shall be communicated by the Auditor to the Executive Board of the Center. The Auditor shall forward a copy of the report direct to the Government of Punjab. The Executive Board shall submit a copy of each of the audit report along with its observations to the Governing Council.

XVII. **ANNUAL REPORT**

An annual report of the proceedings of the Center and of all works undertaken during a year together with the balance sheet and audited accounts shall be prepared by the Executive Board for the information of the Govt. of Punjab and of the members of the Center. A draft of such report and yearly accounts of the institute shall be placed before the Governing Council at the Annual General Meeting.

XVIII. **OFFICE OF THE CENTRE**

The office of the Center shall be at Chandigarh or at such other place as determined by the Government of Punjab.

XIX. **SERVICE OF NOTICE**

1. A notice may be served upon any member of the Center either personally or by post at the address mentioned in the roll of members.

2. Any notice so served by post shall be deemed to have been served on the day following that on which it is posted.

XX. The Society may sue or be sued in the name of the Director of Society.

XXI. **ALTERATION OR EXTENSION OF THE PURPOSE OF THE CENTRE**

Subject to the provisions of the Societies Registration Act 1860 (21 of 1860), the Executive Board may alter, extend or abridge, any purpose for which the society is established.

XXII **AMENDMENT OF THE RULES**

The rules of the Society may be altered at any time by resolution passed by a majority of the total membership of the Executive Board and by a majority of not less than two third of members present and voting at any meeting of the Executive Board which shall have been convened for the specific purpose after giving due notice of such resolution to the members of the Executive Board.

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 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._____

==========

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 Address of Applicant	Date of Receipt of Application in Form A	Type of Information asked	Particulars of fees deposited			Status of Disposal of Application			
				Amt.	Recpt no.	Date	Information		Application	
							Supplied	Partially Supplied	Rejected	Returned to Applicant

18 Reasons for administrative or quasi-judicial decisions taken; communicated to affected persons: _____

_____
_____
_____
_____
_____
_____
_____
_____
_____

19 Important policies or decisions which affect public: _____

_____
_____