



PUNJAB COMMUNICATIONS LIMITED

**Information Manual
Under
Right to Information Act, 2005**

(Refer Section 4 (1) (b) of the Act)
(February, 2020)

This information manual contains details about the Punjab Communications Limited for use of all Citizens under the Right to Information Act, 2005.

CONTENTS

Chapter No.	Chapter Heading
1.	Introduction
2.	Particulars of Organization, Functions and Duties
3.	Powers and duties of its Officers and Employees
4.	Procedures followed in the Decision-Making Process
5.	Norms for Discharge of functions
6.	Rules, regulations, instructions, manuals and records
7.	Categories of documents held or under its control
8.	Consultation Process
9.	Board, Councils and Committees
10.	Directory of officers and employees
11.	Monthly remuneration of officers and employees
12.	Budget allocation
13.	Subsidy Programmes
14.	Concessions Permits and Authorization
15.	Company Website
16.	Public Interface
17.	The PIO/ APIO and the Appellate Authority
18.	Other Information

CHAPTER-1 INTRODUCTION

Right to Information is an Act to provide for freedom to every citizen to secure access to Information under the control of public authorities, consistent with Public interest, in order to promote openness, transparency and accountability in administration and in relation to matters connected therewith or incidental thereto. Informed citizenry and transparency of information are vital to the functioning of Democracy. The Act provides for a system of accountability of the Government towards those who are governed and would benefit in increasing transparency and containing corruption. The actual practice of the Act is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information. But the need is to harmonize these conflicting interests while preserving the paramountcy of the democratic ideal.

In an effort to bring about transparency and accountability and to transform the Right of Information Act into an act that empowers the people, the management of Punjab Communications Limited has made an attempt to provide certain information to citizens to empower them to exercise their Right to Information.

FEES

The Information in this manual is governed by the Rules notified by the Punjab State, which are separately provided on our website www.puncom.com or at the Punjab Govt. site at www.infocommpunjab.com. The Fee charged shall be as prescribed in those Rules (amended from time to time). For the convenience of public, these are Rs. 2/- (Rupees Two) per page for printed Information on A3 size or smaller page, actual cost or price of photocopy in large size paper, Rs. 50/- (Rupees Fifty) in case Information is supplied by CD or Floppy, if information supplied from the extract from publication, then Rs. 2/- (Rupees Two) per page of photocopy or price fixed for publication, no fee for inspection of Records for the first hour of inspection, thereafter a fee of Rs. 5/- (Rupees Five) for each subsequent hour or fraction. The request for obtaining information under sub section (1) of section 6 of RTI Act, 2005 shall be accompanied by the application fees of Rs. 10/- (Rupees Ten) by way of cash against proper receipt or by demand draft or bankers cheque in favour of **Punjab Communications Limited payable at Chandigarh/Mohali**.

UPDATION CLAUSE

The Information in this Information Memorandum has been last updated in **February, 2020**.

CHAPTER-2 (MANUAL-1) PARTICULARS OF ORGANIZATIONS, FUNCTIONS AND DUTIES

I. BRIEF HISTORY OF THE COMPANY

Punjab Communications Limited (Puncom), a professionally managed company was incepted in the year 1981 by the Punjab Govt. for giving fillip to the Electronics & Telecommunication Industry in the Region. Puncom has been able to redeem its commitment to excel and grow as per the expectations of Punjab Govt. Punjab Communications Limited is a public limited listed company registered under the Companies Act, 2013 vide registration no. 16-4616 dated 21st July, 1981. It's a subsidiary of Punjab Information Communication and Technology Corporation Limited (PICTCL) which in turn is a 100% Government Company. PICTCL holds around 71.21% shares of the company. The company has its Memorandum and Articles of Association and is governed by them. Further the company is also governed by the provisions of Companies Act, 2013 and being listed with Bombay Stock Exchange Limited, also complies with the provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

II. PARTICULARS OF THE COMPANY

Name	:	PUNJAB COMMUNICATIONS LIMITED
Registered Office	:	B-91, Phase-VIII, Industrial Area, S.A.S. Nagar (Chandigarh) Punjab – 160071
Phone	:	(0172) 2237101 to 104, (0172) 5022901 to 5022904
Fax	:	(0172) 2237125
e-mail	:	rti-pio@puncom.com

Corporate Identity Number : CIN – L32202PB1981SGC004616
GSTIN : 03AAACP9916H1ZG
Trademarks : PCL (Registered), Puncom (Registered)

Corporate Information

Board of Directors

Smt. Vini Mahajan, IAS	Chairperson
Sh. Rajat Agarwal, IAS	Sr.Vice Chairman & Managing Director
Sh. Satinder Pal Singh, IAS(Retd)	Director
Dr. Ved Prakash Chandan, IRSSE	Director
Smt. Neena Singh	Director
Sh. Moti Ram Sharma	Director
Sh. Jagdeep Singh Bhatia	Director

Statutory Auditors

CA Raj Gupta & Co
Chartered Accountants

Bankers

IndusInd Bank
Allahabad Bank
State Bank of India

Subsidiaries

PCL Telecom Limited (Dissolved)
Punjab Digital Industrial Systems Limited (Under Liquidation)

Registered Share Transfer Agents

Alankit Assignments Ltd
(Both for Physical & Demat Category) DP & RTA,
Alankit House, 2E/21, Jhandewalan Extension,
New Delhi-110055
Ph: (011) 42541234,42541955,23541234
Fax: 91-11-23552001

The shares of the company are listed with the Bombay Stock Exchange Limited (BSE). Code : 500346.

III. FUNCTIONS OF THE COMPANY

The **main objects** of the company (Puncom) are :

- (1) To carry on the business of manufacturers, repairers, assemblers, dealers, buyers, sellers, importers, exporters of all types of electronic equipments, systems and accessories such as multiplexing equipments, radio link systems, supervisory and data acquisition systems, Analogue to Digital Transmultiplexing systems, manpack/transportable/static radio, trans-receivers, Radio Teleprinter Teletype Systems, Selective calling radio systems, Paging systems, analogue systems, digital switching equipment, Concentrators, telemetry, central monitoring and scanning systems, wire and cordless type telephones, electronic teleprinter, facsimile, Random Access Digital Address Systems, Voice and Telegraph coding systems, Modems, Power-line carrier equipment, Tropospheric Systems, scatter systems, Automatic Answering Systems, in India and elsewhere.
- (2) To carry on all kinds of business relating to manufacture, assembly, research, development, repair, purchase, sale, import, export let out on hire and to deal in assemblies, products, components and materials used in the manufacture of products specified above and ancillaries thereof.

- (3) To carry on the business of manufacturers, repairers, buyers, sellers, assemblers, importers, exporters, and dealers in all types of navigation, radar, radio, tele-communication and wire communication equipments, and systems, diverse type of timing apparatus, signalling and security apparatus, remote control systems, safety and fire control systems.
- (4) To carry on business in India or outside India in the areas of operating network, providing value added services, basic services in the field of telecommunication and related field providing services, telecom facilities such as Paging, Cellular Phone, Data Communication, Mobile Communication, Communication through Wireless Loop, Video Conferencing and Satellite Communication, Space Communication, Internet Services either by itself or in association with Government/Government Bodies/Local Bodies/Private Institutions/ Individuals/Foreign Compan(ies) and to Install/ Maintain turnkey systems which might be required for providing such services.
- (5) To carry on the business as manufacturers, researchers, processors, producers, makers, importers exporters, buyers, sellers, suppliers, lessors, stockists, developers, dealers in all kind of equipments required for Clause (4) above and desktop software, computer software, products, components, apparatus, parts and accessories and peripheral equipment of every description and data processing requisites and supplies, electronic and computer apparatus, components and related appliances and equipment of all kinds in connection with the foregoing and to set up facilities and to engage in the research and development of areas related to or involving the application, development and use of computer software and products.
- (6) To carry on the business as manufacturer, system integrator, service provider, repairer, trainer, dealer, importer, exporter, buyer, seller or make available services of every kind relating to Products and services for digital networking based on IP, SDH, WiFi, zigbee etc and other technologies and protocols for transmission and distribution of voice, digital information and content; Smart devices, equipments, systems, products, for information delivery, display, interaction, monitoring, control, surveillance, encryption etc; IT equipment, software, system programming/ applications on devices - mobile/ tab/ desktop/ laptop etc, static or dynamic websites, portals, digitization etc for IT, cloud, social media and all kinds of services; IT/ Telecom education - independent courses or in tie ups with Indian/ international colleges/ institutions/ etc; equipment and networking/ IT based services required for Power, Railways, Defence, security, training, industry, government, education and other organs of industry and society.
- (7) To carry on the business as manufacturer, system integrator, service provider, repairer, dealer, importer, exporter, buyer, seller or make available services of every kind relating to Products and services for New and renewable energies like PV solar and other solar generation/ concentration technology based products; Green and energy efficient products, technologies and services like LEDs, LED lights, smart buildings etc; Power supplies, power sources, power plants and components thereof for telecom, industrial, utilities, residential and other applications.

IV. DUTIES OF THE COMPANY

The duty of the company is to provide quality telecom and related products and to achieve the main and other objects of the company with dedication, transparency and quality.

VI. ORGANISATION CHART

The organisation chart of the company is annexed herewith at **Annexure 1**.

CHAPTER-3 (MANUAL-2) POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

I. MANAGING DIRECTOR

The Managing Director is a whole time director of the company and is involved in the day to day affairs of the company. Besides the powers and duties assigned to it under the Companies Act, 2013 and the Articles of Association of the company, Managing Director is delegated some additional Administrative and Financial powers by the Board and Directors of the Company from time to time for smooth operations of the company.

II. DIRECTORS

Directors of the company execute their powers through Board Meetings only and may be delegated certain powers by the Board, Holding Corporation or the Government of Punjab. Their powers and duties are as enumerated in the provisions of the Companies Act, 2013, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Articles of Association of the company. Non-Executive Directors are entitled to Remuneration and Sitting Fee.

III. HEAD OF THE DIVISIONS

Head of the Divisions report to the Managing Director on all affairs of its Division. Besides this, HOD is responsible for the technical affairs/works of his/her division. HOD has to coordinate with other HOD's on issue where more than one department is involved. HOD is also required to attend meeting of which he is a member and where he is required to comment upon the areas of his division.

HOD is responsible for Manpower planning, administration and optimum utilisation to achieve divisional goals. Planning, projection and co-ordination of space, finance and other requirements of the Division. Planning of training and development of personnel of the Division. Exercise financial powers as delegated from time to time.

The HOD may be assigned other duties from time to time by the MD of the company or by the Board of the company.

Besides this all HOD's are governed by the Agreement of Service executed between him and company as an employee of the company.

IV. DEPARTMENT HEADS

Department Head (DH) report to its respective HOD on all affairs/work relating to his area/department. Any other duties assigned by his HOD, DH is also required to attend meeting of which he is a member and where he is required to comment upon the areas of his Department.

In the absence of DH, the above duties will be performed by the Senior-most Section In-charge.

Besides this all DH are governed by the Agreement of Service executed between him and company as an employee of the company.

CHAPTER- 4 (MANUAL- 3) PROCEDURES FOLLOWED IN THE DECISION MAKING PROCESS

GENERAL BODY

As the company is listed, as per the provisions of the Companies Act, 2013, certain decisions are solely in the hands of the shareholders/stakeholders of the company. All these decisions are taken either at the Annual General Meeting or Extra-ordinary General Meeting of the company.

BOARD OF DIRECTORS

As the company is governed by the provisions of the Companies Act, 2013, certain decisions are solely in the hands of the Board of the company. All these decisions are taken either at the Board Meeting or are resolved by the directors by way of circulation, which are later on ratified in the subsequent Board Meeting. All the important decisions of the company are either made by the Board of the company or later on ratified by them. As per provisions of Regulation 26(3) & 26(5) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, certain items are mandatorily to be placed before the Board. A list of such items can be accessed at SEBI (LODR) Regulation, 2015 link at www.bseindia.com.

Many times Board allocates/assign/delegate some decision making powers individually/severally to one or more officers of the company, like Cheque signing, issuing Power of Attorneys etc.

COMMITTEES OF DIRECTORS

As per the provisions of the Companies Act, 2013, Directors can delegate certain duties to its committees. Accordingly there are four Committees of Directors viz. Audit Committee and Stakeholders' Relationship Committee, Nomination & Remuneration Committee and Independent Directors. These Committees take decisions as per the Terms of Reference assigned to them. Basically these Committees broadly decide on the matters related to Audit, Accounts and Financials, Share Transfer and Complaints of shareholders/stakeholders of the company, formulation of criteria for determining qualifications and review of performance of Board, respectively.

OTHER COMMITTEES

For the smooth internal working and decision making of the company, there are certain other Committees, which take recommendatory decisions on the day to day working of the company, where more than one department is involved. Some of these Committees are Share Transfer Committee, Investment Committee, RTI Committee, RTI Information Committee, Production Review Committee, Special Negotiations Committee, Recruitment Selection Committee, Management Promotion Committee, Corporate Quality Committees, Standing Quality Committee, Strategic Committee, Disinvestment Committee, Rent Committee & Performance Evaluation Committee, Writing-off Committee, etc. etc.

HEAD OF THE DIVISIONS

All other decision making pertaining to a particular division rests with the Head of the Divisions.

CHAPTER-5 (MANUAL-4) NORMS FOR DISCHARGE OF FUNCTIONS

The company discharges its functions primarily through Enterprise Resource Planning (ERP) package established or through the procedures as prescribed in the ISO 9001:2015 Compliant Procedure Manual. The Manuals being bulky in nature, the relevant Index of the ISO Manuals is provided herebelow.

Brief index of ISO Manual PCL-PM-2.1

Sec. No.	ISO Clause	Particulars
1	5	Leadership
	5.1	Leadership and Commitment
	5.1.1	General
	5.1.2	Customer Focus
2	6.1	Actions to address Risk and Opportunities
	6.2	Quality Objectives and Planning to achieve them
3	7.1	Resources
	7.1.2	People
	7.1.3	Infrastructure
	7.1.4	Environment for the Operation of Processes
	7.1.5.2	Measurement Traceability
	7.5.3	Control of Documented information
4	8.1	Operational Planning and Control
	8.2	Requirements for Products and Services
	8.3	Design and Development of Products and Services
	8.4	Control of externally provided processes, products and services

	8.5	Production and Service Provision
5	9.1	Monitoring, Measurement, Analysis and Evaluation
	9.1.3	Analysis and Evaluation
	9.3	Management Review
6	10	Improvement
	10.2	Non-conformity and Correction Action

CHAPTER-6 (MANUAL-5)
RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGE OF FUNCTIONS

The company being Registered with Registrar of Companies is governed by Corporate, Economic & Financial Laws and follows all such rules, regulations and notifications which are applicable on it for discharge of its functions. Besides this there is an ISO 9001:2015 Compliant Procedure Manuals and other miscellaneous functional and procedural manuals which are followed for discharge of its functions.

CHAPTER-7 (MANUAL-6)
CATEGORIES OF DOCUMENTS HELD BY THE COMPANY OR UNDER ITS CONTROL

The documents, which are held by the company or under its control, can be categorised into four categories viz., Statutory, Divisional, Corporate and Others/Miscellaneous. Further, the documents are preserved as per the Preservation of Documents Policy of the Company.

CHAPTER-8 (MANUAL-7)
PARTICULARS OF ANY ARRANGEMENT THAT EXIST FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC

General Body Meeting

The only representation of the public and that too specified public i.e shareholders/stakeholders of the company is through Annual General Body Meeting, which is generally held in the month of September every year. For certain decision making they may have an Extra-ordinary General Meeting any time in between.

CHAPTER-9 (MANUAL-8)
STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES

The company has a Board of Directors of the company, Audit Committee, Stakeholders' Relationship Committee, Writing Off Committee, Share Transfer Committee, Investment Committee, Special Negotiation Committee, Production Review Committee, Recruitment Selection Committee, Management Promotion Committee, Corporate Quality Committees, Standing Quality Committee, Advance Planning Committee, Rent Committee and other bodies.

CHAPTER-10 (MANUAL-9)
DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Any Officer/Employee can be accessed through the company's telephone numbers (0172) 2237101 to 2237104 & 5022901-904, or through the e-mails provided herebelow.

DIVISION/DESIGNATION	E-MAIL	PHONE (O)	DID EXTENTION
HR & ADMIN., TBD & COMPANY SECRETARY HOD	hrd@puncom.com tbd@puncom.com cosecy@puncom.com	0172-2237136 0172-2237142	240 141
FINANCE CFO	finance@puncom.com	0172-2237131	144
SALES & QA HOD	sales@puncom.com qa@puncom.com	0172-2237117 0172-2237134	307
MARKETING HOD	marketing@puncom.com	0172-2237127	222
PRODUCTION HOD	production@puncom.com	0172-2237137	550
PROJECTS HOD	projects@puncom.com	0172-2237133	311
MATERIALS & STORES & ISD HOD	material@puncom.com isd@puncom.com	0172-2237132	330
TECHNOLOGY & BUSINESS DEVELOPMENT HOD	bdg@puncom.com	0172-2237135	556
MANAGEMENT REPRESE NTATIVE (UNDER ISO)	isd@puncom.com	0172-2237129	110

OUTSTATION REPRESENTATIVES			
DELHI	Sh. D.S. Negi	..	09990709013
HYDERABAD	Sh. Sai Kaanth	saikaanth@gmail.com	09985503623
JAIPUR	Sh. Jal Singh Choudhary	jalsi2004@yahoo.com	09829333144
LUCKNOW(U.P.)	Sh. Parveen Tiwari	tiwaripk3669@gmail.com .	08004113669
MUMBAI (KALYAN)	Smt. Krishna Abhishek Shelat	kichamehta@yahoo.co.in	09224196101
GUWAHATI	Sh. Rintu Sutradhar	rintuagt@gmail.com	08876688677

CHAPTER-11 (MANUAL-10)
MONTHLY REMUNERATION RECEIVED BY ITS OFFICERS AND EMPLOYEES

The monthly remuneration of company's officers/employees is as follows and it includes Basic, DA, HRA, Conveyance, Literature Allowance, Protection Pay, Lunch Subsidy, Retention Allowance, Meal, Child Education Allowance, Driver Allowance, etc..

Designation	Scale
NON-EXECUTIVES	
MALIGR-VIII, SWEEPER GR-VIII, HELPER GR-VIII, JR VIGILANCE ASSTT	6725-200-8725
HELPER GR-VII, VIGILANCE ASSTT, OFFICE ASSTT-IV, PLUMBER GR-III, SWEEPER GR-VII, SCREEN PRINTER GR-III, JR TYPIST, MALI GR-VII	7030-210-9130
MALI GR-VI, SWEEPER GR-VI, OFFICE ASSTT-III, SCREEN PRINTER GR-II, TYPIST, HELPER GR-VI, JR TECHNICIAN, SR VIGILANCE ASSTT, PLUMBER GR-II	7240-215-9390
TECHNICIAN, JR VIG INSPECTOR, OFFICE ASSTT-II, RECEPTIONIST, DRIVER GR-F, SYSTEMS ASSTT, DRAFTSMAN, HELPER GR-V, SWEEPER GR-V, SR .TYPIST, PLUMBER, MALI GR-V, SCREEN PRINTER	7705-230-10005
MALI GR-IV, HELPER GR-IV, SWEEPER GR-IV, SR PLUMBER, SR SCREEN PRINTER, STENO-TYPIST, DRIVER GR-E, SR SYSTEMS ASSTT, SR DRAFTSMAN, OFFICE ASSTT, VIG INSPECTOR, SR TECHNICIAN	8425-255-10975
ASSISTANT (CIVIL WORKS), PRODUCTION ASSTT (Diploma Holder's Only)	8905-265-11555
ASSTT P. A., ASSTT STENOGRAPHER, ASSTT TECH SUPERVISOR, ASSTT SUPERVISOR, HELPER GR-II, SWEEPER GR-II, MALI GR-II, DRIVER GR-D, ASSTT PROGRAMMER, ASSTT ACCOUNTANT, ASSTT VIG SUPERVISOR	10270-310-13370
NURSE, SWEEPER GR-I, MALI GR-I, HELPER GR-I, VIG SUPERVISOR, DRIVER GR-C, SUPERVISOR, PROGRAMMER, ACCOUNTANT, PRIVATE ASSTT, STENOGRAPHER, TECH SUPERVISOR	11210-335-14560
JR ENGR-II, SR VIG SUPERVISOR, SR P.A., SR STENOGRAPHER, SR PROGRAMMER, SR SUPERVISOR, SR ACCOUNTANT, DRIVER GR-B, NURSE	12605-380-16405
JR VIGILANCE OFFICER, NURSE, JR ENGINEER, DRIVER GR-A, JR PRIVATE SECY. JR SYSTEMS ANALYST, JR OFFICER	14015-420-20315
MMTC	
GROUP ENGINEER – II	12650-380-16450
GROUP ENGINEER	14115-425-20490
SENIOR GROUP ENGINEER	14410-430-20860
EXECUTIVES	
ASSTT PRIVATE SECRETARY-I, ASSTT MKTG OFFICER-II, PROGRAMMER ANALYST-II, ASSTT OFFICER-II, ASSTT EXECUTIVE ENGR-II, SENIOR GROUP ENGINEER	14410-430-20860
ASSTT PRIVATE SECRETARY, ASSTT MKTG OFFICER, PROGRAMMER ANALYST, ASSTT ACCTT OFFICER, ASSTT ADMN OFFICER, ASSTT OFFICER, ASSTT EXECUTIVE ENGINEER	16080-480-23280
OFFICER, SPECIAL OFFICER, SPORTS OFFICER, ADMN OFFICER, STORE OFFICER, ACCOUNT OFFICER, MARKETING OFFICER, DEPUTY SYSTEMS ENGR, DEPUTY SYSTEMS ANALYST, DEPUTY EXECUTIVE ENGINEER	18000-540-26100
SPECIAL OFFICER, DOCTOR, MKTG EXECUTIVE, PRE SALES ANALYST, SYSTEMS ENGINEER, SYSTEMS ANALYST, ASSTT MANAGER, ENGINEER	18115-545-20840-625-23965-720-27565
SPECIAL OFFICER, DOCTOR, PRODUCT MANAGER, DEPUTY MANAGER	22775-685-32365
SPECIAL OFFICER, ADMN CRICKET, DOCTOR, JOINT MANAGER	24375-730-34595
DOCTOR, COMPANY SECRETARY, MANAGER	26440-795-37570
COMPANY SECRETARY, DOCTOR, SR MANAGER	28685-860-34705-1040-39905
ASSTT GENERAL MANAGER	31915-955-35735-1070-44295
DEPUTY GENERAL MANAGER	36315-1090-51575
ADDL GENERAL MANAGER	39395-1180-53555
GENERAL MANAGER	44550-1335-57900
GROUP GENERAL MANAGER	49490-1485-64340
ASSOCIATE VICE PRESIDENT	53725-1610-69825
DEPUTY VICE PRESIDENT	60460-1815-78610
ADDL VICE PRESIDENT	65415-1960-85015
VICE PRESIDENT	72475-2175-94225

CHAPTER-12 (MANUAL-11)
BUDGET ALLOCATED TO EACH OF ITS AGENCIES

In the Industry, in which the company is operating, there are manufactures that can not be estimated much in advance. Company has to dynamically readjust its strategies, policies and operations to keep in Sync with the market requirements. Some factors that company can not estimate in advance are :

- i) No. of tenders ; No. of Bank Guarantees
- ii) Award of orders based on tenders
- iii) No. of tie-ups that may mature
- iv) Break down of equipment's within warranty.
- v) Time taken to develop a product
- vi) Value addition

Bulk of expenses of the company is concerned with above developments and hence can not be budgeted.

CHAPTER-13 (MANUAL-12)
THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

If we give any subsidy programme, we should publish it subject to RTI Act and its Rules.

CHAPTER-14 (MANUAL-13)
PARTICULARS OF CONCESSIONS, PERMITS OR AUTHORISATIONS

If we give commercial (as a business) concessions, permits or authorizations, then we should publish the same subjects to RTI Act & its Rules.

CHAPTER-15 (MANUAL-14)
DETAILS IN RESPECT OF INFORMATION AVAILABLE IN ELECTRONIC FORM

The information relating to company is published in its website at www.puncom.com

CHAPTER-16 (MANUAL-15)
FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

Information under this act

The citizens of India on any working day (All Saturdays and Sundays are holidays) can obtain information under the Right to Information Act, 2005 during working hrs. i.e. (9.00 am to 4.30 pm) by making a written application in the following format (instead of the prescribed Form A in Punjab Govt. Rules) alongwith the prescribed fee. Any other information which is not covered in this Manual can be applied for and after scrutiny of the information, the applicant will be informed, whether the information is available and public or not and will accordingly be provided.

PUNJAB COMMUNICATIONS LIMITED
Regd. Off. : B-91, Industrial Area, Phase VIII, Mohali

FORM FOR OBTAINING INFORMATION UNDER THE RIGHT TO INFORMATION ACT, 2005

The Public Information Officer,
Punjab Communications Limited, Mohali

- 1. Name of the person desiring the information :
- 2. Address of the person desiring the information :
- 3. Contact no. of the person desiring the information :
- 4. Challan No. & Date of the fees deposited :

5. Kind/Brief details of Information desired :
6. Reference to Chapter/Clause of the Memorandum of Information published by the company :
7. Purpose of obtaining information :
8. Mode of information (Hard Copy/Floppy/CD) :
9. Other Remarks/Comments :

Date :

Place :

Signature of the applicant

FOR OFFICIAL USE ONLY

1. Department to which information referred :
2. Information Received on :
3. Information provided to the applicant :
4. Remarks :

(Signature)
Assistant Public Information Officer

(Signature)
Public Information Officer

**CHAPTER-17 (MANUAL-16)
NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS**

Sr. No.	Name	Designation	Ph.No.	e-mail addresses	Address (Office)
1.	Sh. Tarun Jaitly (Public Information Officer)	Legal Officer	(0172) 2237101 Extension 246	rti_pio@puncom.com	B-91, Industrial Area, Phase-VIII, S.A.S. Nagar, Mohali - 160071
2.	Sh. Jai Pal Singh (Asst. Public Information Officer)	Personnel Officer	(0172) 2237101 Extension 243	rti_apio@puncom.com	B-91, Industrial Area, Phase-VIII, S.A.S. Nagar, Mohali – 160071
3.	Sh. J.S. Bhatia (Appellate Authority under RTI)	CFO	(0172) 2237131	rti_appeal@puncom.com	B-91, Industrial Area, Phase-VIII, S.A.S. Nagar, Mohali – 160071

**CHAPTER-18 (MANUAL-17)
SUCH OTHER INFORMATION AS MAY BE PRESCRIBED**

The information under the Right to Information Act can be updated any time during the year. However, the company would generally try to update the information on annual basis and will make it available on company's website.