

RIGHT TO INFORMATION ACT, 2005

(Under Section 4(1) (b))

INFORMATION MANUAL



PUNJAB BIODIVERSITY BOARD

O/o Punjab State Council for Science & Technology

Near Sacred Heart School, Sector 26, Chandigarh

Tel. No.0172-2792325

Fax 0172-2793143

Website: www.pbb.punjab.gov.in Email: sso.decc@punjab.gov.in

January, 2023

Manual-I

Particulars of Board, Functions and Duties.

Name: Punjab Biodiversity Board

O/o Punjab State Council for Science & Technology

Near Sacred Heart School, Sector 26, Chandigarh

Tel. No. 0172-2792325

The Punjab Biodiversity Board has been set up as a statutory body under Section 22 of the Biological Diversity Act, 2002, promulgated by the Ministry of Environment & Forests (MoEF), Government of India (GOI), in response to actions required to be taken up under the International Convention on Biological Diversity (CBD) of which India is a signatory.

The Punjab Biodiversity Board is an apex body for ensuring proper implementation of the Biological Diversity Act, 2002 in the state to conserve the biological diversity, encourage sustainable use of bio- resources and ensure fair and equitable sharing of benefits arising from use of genetic resources.

Presently, Punjab Biodiversity Board is functioning from the O/o Punjab State Council for Science & Technology (PSCST) and is being serviced by PSCST in all financial and administrative matters.

Functions and duties:-

- To implement the provisions of the Biological Diversity Act, 2002, in the state.
- To promote conservation and sustainable utilization of both, agricultural and wild biodiversity.
- To promote equitable sharing of benefits arising out of commercial use of biological resources with the local communities from where these resources have been accessed/harvested.
- To advise the State Government on any matter concerning conservation of bio-diversity, sustainable use of its components and fair and equitable sharing of benefits arising out of the use of biological resource and knowledge;
- Provide technical assistance and guidance to the departments of the State Government and Biodiversity Management Committees;
- To facilitate setting up of Biodiversity Management Committees (BMCs) at village & town level and expert committees at State and District level.

- To promote the preparation of People's Biodiversity Registers (PBRs) through BMCs to document available resources and protect traditional knowledge.
- To take up capacity building programs for masses, as well as training of line departments of the state government
- To identify of 'Biodiversity Heritage Sites' and take steps for promote their conservation thereafter
- Facilitate updating and implementation of State Bio-diversity Strategy and Action Plan;
- Commission studies and sponsor investigations and research;
- Collect, compile and publish technical and statistical data, manuals, codes or guides relating to conservation of bio-diversity, sustainable use of its components and fair and equitable sharing of benefits arising out of the use of biological resource and knowledge;
- Recommend, prescribe, modify, collection fee of biological resources from time to time.
- Undertake physical inspection of any area in connection with the implementation of the Act.
- Ensure that biodiversity and biodiversity-dependent livelihoods are integrated into all sectors of planning and management, and at all levels of planning from local to state, to enable such sectors and administrative levels to contribute effectively for conservation and sustainable use.
- Perform such other functions, as may be necessary to carry out the provisions of the Act or as may be prescribed by the State Government from time to time.

The details of year-wise activities undertaken by PBB are available on PBB website (www.pbb.punjab.gov.in).

Address of office:

Punjab Biodiversity Board
 O/o Punjab State Council for Science &
 Technology Near Sacred Heart School, Sector
 26, Chandigarh Telephone No.0172-2792325
 Fax 0172-2793143

Website: www.pbb.punjab.gov.in , Email: sso.decc@punjab.gov.in

Working Hours: Morning Hours: 9.00 A.M. (Monday to
 Friday) Closing Hours: 5.00 P.M.
 (Monday to Friday)

Manual-II

The powers and duties of its officers and employees:-

1. **Chairman:** Presently Administrative Secretary, Department of Science, Technology & Environment, Govt. of Punjab is the Chairman. All administrative and financial powers vest with him. Further, as decided in the 4th meeting of Punjab Biodiversity Board, administrative and financial powers for “routine administrative matters like, personnel matters wrt Class-I employees, hiring of contractual staff, sanction of leave, tours etc. and financial matters upto Rs.1.00 crore” have also been delegated to Administrative Secretary, Department of Science, Technology & Environment, Govt. of Punjab

2. **Member Secretary:** Presently Executive Director, PSCST is the Member Secretary. The powers of the Member Secretary (Financial as well as administrative) are duly defined in the Delegation of Powers (details are at manual V) as approved in 3rd meeting of PBB held on 3.2.2010.

3. **Senior Scientific Officer:** Presently a ‘Scientist’ on outsource has been hired against this post. She assists Member Secretary in day to day activities of the Board. The scientist is also required to coordinate with district administration to look after various activities of BMCs and take up capacity building and training activities of Punjab Biodiversity Board, besides facilitating in preparation of PBRs.

However, in view of the existing work load one Principal Scientific Officer of PSCST is also providing assistance to Member Secretary (in addition to his own responsibility in the Directorate of Environment & Climate Change as Joint Director) for all the above activities.

4. **Technical Officers:** Presently, one ‘Technical Officer’ has been hired on contract under NBA grant in aid to carry out various field level activities w.r.t constitution of village Biodiversity Management Committees (BMCs) and preparation of Peoples’ Biodiversity Registers (PBRs).

5. **Assistant (Finance & Administration):** Presently, an Assistant (F&A) has been recruited under NBA grants to assist PSCST staff to manage Accounts and

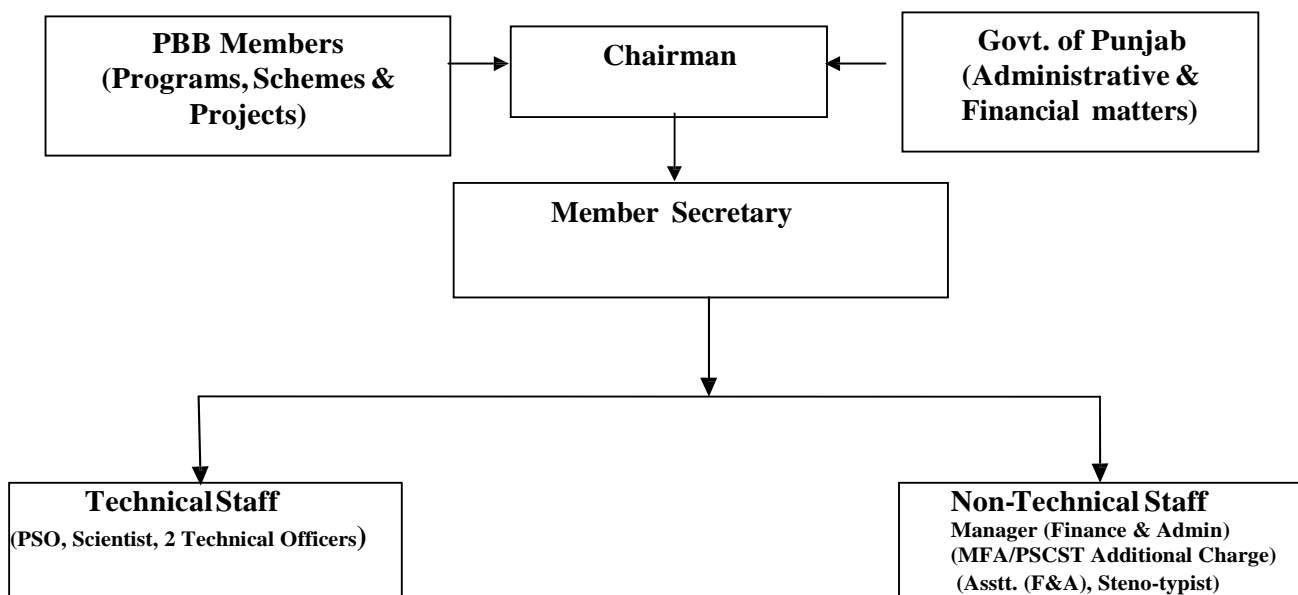
Administration related activities of the Board.

6. **Computer Operator-cum-steno-typist:** To look after all typing and clerical works of Board.

7. Administration & Accounts Wings of PSCST presently provides administration and accounting related support to the Board.

Manual – III

The procedure followed in the decision making process including channels of supervision and accountability.



The notifications of the Board are available on Board's website (www.pbb.punjab.gov.in).

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Manual-IV

The norms set for the discharge of its functions:-

The Board functions as per provisions of the Biological Diversity Act, 2002 & Biodiversity Rules, 2004 and directions from Central Govt./NBA/State Govt. The Board is being serviced by PSCST in all financial and administrative matters.

Service Bye-laws: Underpreparation

Delegation of Powers (As approved during 3rd meeting of PBB held on 3.2.2010)

Administrative Powers

Sr.No.	Nature of Power	Designation of the authority who will exercise the power	Extent of power delegated
1.	Authority to appoint, clearance of probation, fixation of Pay Scales & salary, hiring of contractual services, outsourcing of manpower, transfer or deputation of employees to/ from GoI/ GoP/ other organizations and other administrative and personnel matters including recording of ACRs, sanctioning of leave, tours and other salary & personnel matters.	Govt. of Punjab for Chairman Chairman Member Secretary	Full Powers Class-I Employees (except ex-India leave) Upto Class-II employees (except ex-India leave)
2.	To allow annual increment	Member Secretary	Full Powers
3.	To sanction the taking of works for which a fee is offered and the acceptance of fee there of	Govt. of Punjab Chairman Member Secretary	Full Powers All Class-I Employees. Full powers where the fee involved does not exceed Rs.20,000/- each time and the service rendered does not fall within the course of the duties of the employees. Upto. Class-II employees -do-

4.	Approval of Programmes, Schemes and Projects	PBB Member Secretary	Full powers Rs.20 lacs on approval by PBB
5.	To approve tour Programme	Govt. of Punjab Chairman Member Secretary	Full powers w.r.t. foreign tours. Full powers w.r.t. Member Secretary for tours performed outside State. Full powers with respect to all other officers, within country. MS himself/ herself may however perform tours within state, up to Delhi and in meeting/ programme organized by NBA/MoEF without prior approval but with intimation to Chairman.
6.	To operate bank account including FDR etc.	Member Secretary	Full powers
7.	To draw and disburse salaries and other payments	Member Secretary	Full Powers
8.	Signing of MOUs, Agreements and Contracts.	Member Secretary	Full Powers
Financial Powers			
1.	Recurring Expenditure of the Board like Office Expenses (Stationery, postage, telephone, rent, electricity, petrol/diesel etc.), maintenance exp., purchase of stationery, consumables, magazines, journals, books, LTC, medical reimbursement, entertainment and meeting expenses, TA/DA claims, honorarium, printing, advertisements, registration fees of seminars, workshops, Membership fees, etc.	Chairman Member Secretary	Full Powers Upto Rs.1 lac (each time)

2.	Non recurring expenditure like purchase of fixed assets including office equipments, furniture etc.	Chairman Member Secretary	Full Powers Upto Rs.1 lac (each time)
3.	Purchase of vehicles To sanction major overhauls/ repairs of Boards vehicle	Government Member Secretary	Full powers Upto Rs.25,000/- (each time)
4.	To sanction release of grant in aid & incur expenditure against GoP, GoI, NBA and other funding body grants/funds	Member Secretary	Full Powers
5.	To decide amount of collection fee in consultation with BMCs and NBA. To decide utilization of collection fee	Member Secretary PBB	Full Powers Full powers
6.	To declare heritage sites Expenditure for declaration/ maintenance of heritage sites	Government Chairman Member Secretary	On recommendation of PBB Full powers, with approval of PBB 1.00 Lac with approval of PBB
7.	To sanction loans and liveries to staff	Chairman Member Secretary	Full Powers Upto Rs.20,000/- (each time)
8.	To sanction advances to employees	Member Secretary	Full Powers
9.	To declare items as unserviceable	Chairman Member Secretary	Full Powers Up to Rs.50,000/-depreciated value.
10.	To accord administrative approval to building work estimates or project works included in the Board Budget.	Member Secretary	Rs.10.00 lakhs each work
	a) To accept tenders for works administratively approved by	-do-	Full powers as long as the cost of the work at the rates of

	competent authority in the Board and technically scrutinized and cleared by the competent authority.		the acceptable tender does not exceed the corresponding amount of sanctioned estimate by more than 15%.
	b) Approval to extra or deviated items.	-do-	Up to 12% or Rs.50,000/- whichever is more of the amount put to tender for each work.
	c) To pass excess over original estimate of original works.	-do-	15% of the amount of the original estimate.
11	Any other non-recurring expenditure not included above	Chairman Member Secretary	Full powers Upto Rs.1 lac

Manual-V

The rules regulations, instructions, manual and records held by it or under its control or used by its employees for discharging its functions:

Presently, the office of Punjab Biodiversity Board functions from the office of Punjab State Council for Science & Technology (PSCST) office and is being serviced by the PSCST, which provides all administrative and financial services to the Board. The council maintains all the requisite records required for administrative as well as financial purposes to discharge the various functions of the Board.

The following rules/ regulations/instructions are maintained for discharging the functions:

- a. The Biological Diversity Act, 2002
- b. The Biological Diversity Rules, 2004
- c. Punjab Biological Diversity Rules, 2016
- d. Notification Circulars issued by State Govt. / Central Govt. from time to time.
- e. The Minutes/ Proceedings of the Board meetings.
- f. Guidelines issued by NBA for BMCs, PBRs, ABS, NTC & BHSs.

Manual-VI

A statement of categories of the documents that are held by it or under its control:-

1. List of officers/officials including those with additional charges
2. Stamp of accounts and dispatch register
3. Stock register
4. Log books of vehicle and its repair register
5. Record of advances taken by PBB staff
6. Paybills, TA bills
7. Annual Reports
8. Personal files of employees
9. Records relating to various projects of Govt. agencies/funding agencies.
10. Computer system, camera, books, literature, electronic scroll device, posters, V2 stands, films, database, CDs, pamphlets.etc.

Manual-VII

The particulars of any arrangements that exist for consultation with, or representation by the members of the public in relation to the formulation of its policy or administration thereof.

The Public Information Officer of the Board can be contacted to obtain the information on various aspects of its working regarding arrangements that exist for consultation with, or representation by the members of the public.

Manual VIII

A statement of the board's members other bodies consisting of two or more persons constituted as its part or for the purpose of its advise and as to whether meetings of those boards, councils, committees are open to the public or the minutes of such meeting are accessible for public.

The notifications of the Board members are accessible at Board's website (www.pbb.punjab.gov.in).

Manual IX

A directory of its officers and employees

Details of staff working in PBB as on 31.12.2022 is as under:-

Sr. No.	Name	Designation	Off. Tel No.	Resi. Tel. No/ Mob	Email address
1.	Sh. Rahul Tewari, IAS, Administrative Secretary, Department of Science, Technology & Environment, Govt. of Punjab	Chairman	0172-2742099		secy.te@punjab.gov.in
3.	Dr. Jatinder Kaur Arora, Executive Director, PSCST	Member Secretary (Additional Charge/ Ex-Officio)	0172-2792325 Ext. 101		jkarora@punjabmail.gov.in jkarora20@rediffmail.com

4.	Mr. Gurharminder Singh	Principal Scientific Officer, PSCST (Additional Charge)	0172-2792325 Ext. 104	9815655801	sso.decc@punjab.gov.in harminder1978@gmail.com
5.	Dr. Sangeeta	Scientist (Contract, Outsource basis)	0172-2792325	6280148924	ssarangle@gmail.com
6.	Mr. Parveen Kumar	Technical Officer (on Contract basis)	0172-2792325	8591340529	parkargwal@gmail.com
7.		Technical Officer (Presently vacant)	0172-2792325		
8.	Ms. Vandana	Assistant (Finance & Admn.) (contract basis)	0172-2792325	8968785187	garg.vandana219@gmail.com
9.		Computer Operator-cum-steno-typist (Contract, Outsource basis) (Presently vacant)	0172-2792325		

Manual-X

The monthly remuneration received by each of its employees* including the system of compensation as provided in its regulations. The details of monthly remuneration paid to officers and officials for the month of December, 2022:

S.No	Name & Designations	Monthly remunerations
1	Dr. Sangeeta (Scientist)	Rs.35,000/-+ HRA, consolidated (on outsource basis)
2	Mr. Parveen Kumar (Technical Officer)	Rs.31,000/-+ HRA, consolidated (on contract basis)
3	Ms. Vandana Assistant (Finance & Admn.)	Rs. 33,208/- consolidated (on contract basis)
4	Ms. Shelja Kumari Computer Operator-cum-steno-typist	Rs. 26,902 consolidated (on outsource basis)

*Member Secretary & Principal Scientific Officer have only additional charges and are employees of Punjab State Council for Science & Technology and do not receive any separate remunerations.

Manual-XI

Proposed budget for the year 2021-22 and Expenses for the year 2020-21

The budget of Punjab Biodiversity Board for the year 2021-22 along with the expenses of 2020-21:-

(Rs. In lacs)			
Sr. No.	Head	Expenses for the year 2020-21 (Audited)	Budget for the year 2021-22
1.	Manpower	18.81	24.20
Administrative Expenditure			
2.	Printing & Stationery	0.12	0.75
3.	Vehicles (Running & Maintenance)	-	-
4.	Travel	-	0.75
5.	Other office expenses	1.68	2.75
	Total	20.61	28.45

Manual-XII

The manner of execution of subsidy programme, including the amounts allocated and details of beneficiaries of such programme.

Not applicable to the Board

Manual-XIII

Particulars of recipients of concession, permits or authorization granted by it

Not applicable to the Board

Manual-XIV

Details in respect of information available to or held by it reduced in electronic form

The Board has developed its website with URL "www.pbb.punjab.gov.in" depicting various activities undertaken by it.

Manual-XV

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

The Board is presently serviced by Punjab State Council for Science and Technology and does not have a separate library of its own. The books pertaining to PBB have been kept in PSCST library. The PSCST library services are available to the public after obtaining permission.

Working hours of Library are 9.00 AM to 1.30 PM. **(Monday to Friday)**
 2.00PM to 5.00PM **(Monday to Friday)**

Manual-XVI

The names, designations and other particulars of the Public Information Officers and Assistant Public Relation Officers.

S.N	Name	Designation	Ph. No.	Email	Address
1.	Mr. Gurharminder Singh	PIO/PSO, PSCST (Additional charge)	0172-2792325	sso.decc@punjab.gov.in harminder1978@gmail.com	Punjab Biodiversity Board O/o Punjab State Council for Science & Technology, Near Sacred Heart School, Sector 26, Chandigarh.
2.	Dr. J. K. Arora	Appellate Authority	0172-2792325	jkarora@punjabmail.gov.in jkarora20@rediffmail.com	Punjab Biodiversity Board O/o Punjab State Council for Science & Technology, Near Sacred Heart School, Sector 26, Chandigarh

Since the Board is serviced by PSCST and has no regular employee, hence the Charge of PIO & FAA has been given to the above two officers. Other staff working in the Board is on outsourcing basis.

Manual-XVII

FORM 1

Material for Annual Report for the year 2022 under Sections 25 RTC Act 2005

To be submitted by every Public Authority to Administrative Department by
04.01.2023

Name of the parent Department: Deptt. of Science, Technology & Environment,
Govt. of Punjab

Name of Public Authority: Punjab Biodiversity Board

MATERIAL FOR ANNUAL REPORT SECTION 25 RTI ACT 2005

FORM 1

Material for Annual Report for the year 2022 under Sections 25 RTC Act 2005

Name of the parent Department: Department of Science, Technology & Environment, Govt. of Punjab

Name of Public Authority : Punjab Biodiversity Board

Period from 01-01-2022 To 31-12-2022
DD-MM-YYYY DD-MM-YYYY

Number of requests received	Decisions where applications for information rejected	Number of cases where disciplinary action taken against any office in respect of administration of RTI Act	Number of times various provision were invoked while rejecting requests														Total registration fee collected (₹)	Total additional fee collected (₹)	Total penalty levied & collected (₹)
			NIL																
			Relevant Sections of RTI Act 2005---- NIL																
Section 8(1)							Other Sections												
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	9	11	24	Other						
4.	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			
Nil	Nil	Nil	----- NIL -----														Nil	Nil	Nil

PERFORMA –B

Department: Punjab Biodiversity Board

Period: 1-1-2022 to 31-12-2022

Performa for Annual Return of the 1st Appeals decided by 1st Appellate Authorities to the State Information Commission, Punjab- Right to Information Act, 2005

1.	2	3	4	5	6				7	8	9	10
Sr. No.	Designation of Public Authority	Designation of First Appellate Authority	Previous Balance	Total No. of 1 st Appeals Instituted	No. of 1 st Appeals decided				Number of appeals pending	Number of appeals rejected	Number of appeals accepted	Reasons, if the appeals were not decided within time
					Within 30 days	Within 45 days	More than 45 days	Total				
	Sr. Scientific Officer (Env.), Punjab State Council for Science & Technology	Member Secretary, Punjab Biodiversity Board	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

FORMS
REQUIRED UNDER
PUNJAB RIGHT TO
INFORMATION
RULES, 2006

FORM 'A'

(See Rule 3)

APPLICATION FOR INFORMATION UNDER SECTION 6 (1) OF THE ACT

The Public Information Officer.

1.	Full name of the applicant	
2.	Father's/Spouse name	
3.	Permanent address	
4.	Particulars in respect of Identity of the applicant	
5.	Particulars of information solicited	
	(a) Subject matter of information	
	(b) The period to which the information relates	
	(c) Specific 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)	
	(f) Has a self-addressed envelope with proper stamp been included	
6.	Detailed Address to which information will be sent and in which form	
7.	Is this information not made available by the Public Authority under voluntary disclosure	
8.	Do you agree to pay the required fee	
9.	Have you deposited application fee (If yes details of such deposit)	
10.	Whether belongs to Below Poverty Line category. (If yes have you furnished the proof of the same with the application)	

Full Signature of the Applicant and Address

PUNJAB BIODIVERSITY BOARD

CHANDIGARH

OFFICE OF THE PUBLIC INFORMATION OFFICER

Received the application from

Mr. /Ms.

Address-

.....

.....

Vide diary No..... Dated

Place:

Date:

Full Name of Public Information Officer
Designation and Seal

GOVERNMENT OF PUNJAB

**DEPARTMENT OF SCIENCE, TECHNOLOGY & ENVIRONMENT
PUNJAB BIODIVERSITY BOARD**

FORM 'B'

(See Rule3(3))

FORMAT FOR THE INFORMATION REGISTER

Sr. o.	Date of Application	Name of the person requiring the information	Address of person	Nature of information	Whether all formalities have been compiled by the person requiring the information	Name of the authority from which the information is to be collected	Date on which the information shall be supplied	Date on which the authority/authorities concerned requested to supply the required information	No. & date of reminder issued	Date on which the information is received by the P.I.O. from the authority/authorities concerned	Date of supply of information to the person concerned requiring the information	Reasons in brief for not supplying information	Remarks
1	2	3		5	6	7	8	9	10	11	12	13	14

GOVERNMENT OF PUNJAB

**DEPARTMENT OF SCIENCE, TECHNOLOGY & ENVIRONMENT
PUNJAB BIODIVERSITY BOARD**

FORM 'B'

[See Rule 4(4)]

INFORMATION FOR PAYMENT

From

Name and designation of the Public Information Officer

To

Name of the applicant

Address _____

Sir,

Please refer to your application dated addressed to the undersigned requesting information on.....
.....

2. I am to inform you that the following amount towards cost for providing information may be deposited by way of Crossed Demand Draft/ IPO/ Cash / Treasury challan to enable the undersigned to furnish the information sought by you.

3. Please make payment immediately so that the information could be supplied.

Fee calculation

Total amount to be deposited.....

Place :

Date

Yours faithfully,

Public Information Officer

GOVERNMENT OF PUNJAB

**DEPARTMENT OF SCIENCE, TECHNOLOGY & ENVIRONMENT
PUNJAB BIODIVERSITY BOARD**

FORM 'D'

[See rule 4(5)]

INTIMATION OF REJECTION

Sir,

The undersigned regrets to express his inability to furnish the information asked for on account of the following reasons:-

- (i) It comes under the exempted category covered under sections 8 and 9 of the Act.
- (ii) Your application was not complete in all respect.
- (iii) Your identity is not satisfactory.
- (iv) The information is contained in published material available to Public.
- (v) You did not pay the required fee with your application for providing information.
- (vi) The cheque attached by you has not been honoured.
- (vii) The information sought for is prohibited as per the provisions of section 4(4) of the Act.
- (viii) The information would cause unwarranted invasion of the privacy of any person.
- (ix) The information s sought for by you is available in our Website
_____you may download the information
- (x) For any other reason please see overleaf.

However, if you feel aggrieved for the above said refusal, you may file an appeal before the _____ within 30 days of the receipt of this letter.

Place
Dated:

Name and Designation of
Public Information Officer

GOVERNMENT OF PUNJAB

**DEPARTMENT OF SCIENCE, TECHNOLOGY & ENVIRONMENT
PUNJAB BIODIVERSITY BOARD**

FORM 'E'

[See rule 4(6)]

CASH REGISTER

Name and address of the Applicant	Date of application	Date of deposit of amount	Particulars of fee: Cash/ Demand Draft/ IPO/treasury challan with date and amount	Refund, if any	Remarks
1	2	3	4	5	6

There is no fee for persons listed below poverty line, which will have to be authenticated by producing the 'BPL Card'

**Principal Secretary to Government of Punjab
Department of Science, Technology & Environment**