



COMPENDIUM OF INSTRUCTIONS



**Department of Employment Generation,
Skill Development & Training, Punjab**

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ਸੰਦੇਸ਼



ਚਰਨਜੀਤ ਸਿੰਘ ਚੰਨੀ
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ ਸਿਖਲਾਈ ਮੰਤਰੀ,
ਪੰਜਾਬ ਸਰਕਾਰ।

ਮੈਨੂੰ ਜਾਣ ਕੇ ਖੁਸ਼ੀ ਹੋਈ ਹੈ ਕਿ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ ਪੰਜਾਬ ਵੱਲੋਂ ਅਧਿਕਾਰੀਆਂ, ਕਰਮਚਾਰੀਆਂ ਅਤੇ ਆਮ ਜਨਤਾ ਵਾਸਤੇ ਵਿਭਾਗੀ ਕਾਰਜ-ਵਿਧੀ ਅਤੇ ਹਦਾਇਤਾਂ ਦੀ ਜਾਣਕਾਰੀ ਦਿੰਦੇ ਹੋਏ, ਕਿਤਾਬਚਾ ਕੰਪੈਂਡੀਅਮ ਆਫ ਇੰਸਟ੍ਰਕਸ਼ਨਜ਼ ਪ੍ਰਕਾਸ਼ਿਤ ਕੀਤਾ ਜਾ ਰਿਹਾ ਹੈ।

ਸਰਕਾਰ ਦਾ ਘਰ-ਘਰ ਰੋਜ਼ਗਾਰ ਪਹੁੰਚਾਉਣ ਦਾ ਵਾਅਦਾ ਪੂਰਾ ਕਰਨ ਵਾਸਤੇ ਕਈ ਉਪਰਾਲਿਆਂ ਦੀ ਸ਼ੁਰੂਆਤ ਕੀਤੀ ਗਈ ਹੈ, ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ ਸਭ ਤੋਂ ਪਹਿਲਾਂ ਹਰ ਜ਼ਿਲ੍ਹੇ ਵਿੱਚ ਇੱਕ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਸਥਾਪਿਤ ਕਰਨਾ ਸੀ। ਇਨ੍ਹਾਂ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋਜ਼ ਦੀ ਸਥਾਪਨਾ 11 ਕਰੋੜ ਰੁਪਏ ਦੀ ਲਾਗਤ ਨਾਲ ਕੀਤੀ ਗਈ। ਇਨ੍ਹਾਂ ਬਿਊਰੋਜ਼ ਦਾ ਕੰਮ ਸੁਚਾਰੂ ਢੰਗ ਨਾਲ ਚਲਾਉਣ ਵਾਸਤੇ ਅਤੇ ਕੰਮ ਵਿੱਚ ਤੇਜ਼ੀ ਲਿਆਉਣ ਵਾਸਤੇ ਨਵੇਂ ਸਟਾਫ਼ ਦੀ ਭਰਤੀ ਕੀਤੀ ਗਈ, ਸਰਕਾਰ ਵੱਲੋਂ ਸਮੇਂ-ਸਮੇਂ ਤੇ ਇਨ੍ਹਾਂ ਬਿਊਰੋਜ਼ ਰਾਹੀਂ ਰੋਜ਼ਗਾਰ ਮੇਲੇ ਲਗਾਏ ਜਾ ਰਹੇ ਹਨ, ਇਸ ਤੋਂ ਇਲਾਵਾ ਪੰਜਾਬ ਘਰ-ਘਰ ਰੋਜ਼ਗਾਰ ਮਿਸ਼ਨ ਦੀ ਸਥਾਪਨਾ ਕੀਤੀ ਗਈ ਜਿਸ ਰਾਹੀਂ ਰੋਜ਼ਗਾਰ ਸਬੰਧੀ ਸਾਰੀਆਂ ਸੇਵਾਵਾਂ ਦੇਣ ਲਈ ਇੰਟੀਗ੍ਰੇਟਡ ਡਿਜੀਟਲ ਪਲੇਟਫਾਰਮ ਤਿਆਰ ਕਰਨਾ, ਵਿਦੇਸ਼ੀ ਰੋਜ਼ਗਾਰ ਅਤੇ ਵਿਦੇਸ਼ੀ ਅਧਿਐਨ ਸੈੱਲ ਸਥਾਪਤ ਕਰਨਾ, ਪੰਜਾਬ ਜੌਬ ਹੈਲਪਲਾਈਨ ਸਥਾਪਤ ਕਰਨਾ ਅਤੇ ਸੋਸ਼ਲ ਮੀਡੀਆ ਪਲੇਟਫਾਰਮ ਰਾਹੀਂ ਰਜਿਸਟਰਡ ਉਮੀਦਵਾਰਾਂ ਅਤੇ ਨਿਯੋਜਕਾਂ ਤੱਕ ਪਹੁੰਚ ਕਰਨੀ, ਵਰਗੇ ਉਪਰਾਲੇ ਕੀਤੇ ਜਾ ਰਹੇ ਹਨ।

ਇਸ ਲੜੀ ਵਿੱਚ ਹੀ ਵਿਭਾਗ ਵੱਲੋਂ ਇੱਕ ਕੰਪੈਂਡੀਅਮ ਆਫ ਇੰਸਟ੍ਰਕਸ਼ਨਜ਼ ਤਿਆਰ ਕੀਤਾ ਗਿਆ ਹੈ, ਜਿਸ ਵਿੱਚ ਵਿਭਾਗੀ ਕਾਰਜ-ਵਿਧੀ ਅਤੇ ਬਿਊਰੋਜ਼ ਦੀ ਸਥਾਪਨਾ ਉਪਰੰਤ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਦਾਇਤਾਂ, ਰੂਲਜ਼ ਸ਼ਾਮਲ ਹਨ।

ਇਸ ਕੰਪੈਂਡੀਅਮ ਆਫ ਇੰਸਟ੍ਰਕਸ਼ਨਜ਼ ਦੇ ਤਿਆਰ ਹੋਣ ਨਾਲ ਹਰ ਇੱਕ ਅਧਿਕਾਰੀ, ਕਰਮਚਾਰੀ ਅਤੇ ਆਮ ਜਨਤਾ ਨੂੰ ਸਾਰੀ ਜਾਣਕਾਰੀ ਇੱਕ ਜਗ੍ਹਾ ਮਿਲ ਜਾਵੇਗੀ।

ਸ਼ੁੱਭ ਇੱਛਾਵਾਂ ਸਹਿਤ।

(ਚਰਨਜੀਤ ਸਿੰਘ ਚੰਨੀ)
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ
ਸਿਖਲਾਈ ਮੰਤਰੀ, ਪੰਜਾਬ ਸਰਕਾਰ
tempunjab@gmail.com

ਸੰਦੇਸ਼



ਸ਼੍ਰੀ ਰਾਹੁਲ ਤਿਵਾੜੀ, ਆਈ.ਏ.ਐੱਸ.,
ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ ਸਿਖਲਾਈ ਮੰਤਰੀ,
ਪੰਜਾਬ ਸਰਕਾਰ।

ਅੱਜ ਦੇ ਸਮੇਂ ਵਿੱਚ ਹਰ ਖੇਤਰ ਵਿੱਚ ਬੜੀ ਤੇਜ਼ੀ ਨਾਲ ਬਦਲਾਅ ਆ ਰਿਹਾ ਹੈ। 2017 ਵਿੱਚ ਸਰਕਾਰ ਦੇ ਬਣਨ ਉਪਰੰਤ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ ਦੇ ਕੰਮ ਵਿੱਚ ਬਹੁਤ ਸਾਰੇ ਬਦਲਾਅ ਆਏ ਹਨ। ਇਸ ਕੰਪੈਂਡੀਅਮ ਆਫ ਇੰਸਟ੍ਰਕਸ਼ਨਜ਼ ਰਾਹੀਂ ਵਿਭਾਗ ਵਿੱਚ ਪੁਰਾਣੇ ਚੱਲ ਰਹੇ ਕਾਰਜਾਂ ਅਤੇ ਨਵੀਆਂ ਤਬਦੀਲੀਆਂ ਦਾ ਸੁਮੇਲ ਕੀਤਾ ਗਿਆ ਹੈ। ਇਸ ਨਾਲ ਵਿਭਾਗ ਵਿੱਚ ਕੰਮ ਕਰ ਰਹੇ ਅਧਿਕਾਰੀਆਂ, ਕਰਮਚਾਰੀਆਂ ਅਤੇ ਆਮ ਜਨਤਾ ਨੂੰ ਸਰਕਾਰ ਵੱਲੋਂ ਵਿਭਾਗ ਸਬੰਧੀ ਜਾਰੀ ਹਦਾਇਤਾਂ, ਕਾਰਜ-ਵਿਧੀ ਸਬੰਧੀ ਹਦਾਇਤਾਂ ਅਤੇ ਰੋਜ਼ਾਨਾ ਕੰਮ-ਕਾਰ ਦੀ ਜਾਣਕਾਰੀ ਇੱਕ ਕਿਤਾਬਚੇ ਕੰਪੈਂਡੀਅਮ ਆਫ ਇੰਸਟ੍ਰਕਸ਼ਨਜ਼ ਵਿੱਚ ਮਿਲੇਗੀ, ਜਿਸ ਨਾਲ ਵਿਭਾਗ ਦੀ ਕਾਰਜ-ਸ਼ੀਲਤਾ ਵਿੱਚ ਤੇਜ਼ੀ ਆਵੇਗੀ ਅਤੇ ਗਲਤੀਆਂ ਦੀ ਗੁੰਜਾਇਸ਼ ਘਟੇਗੀ।

ਮੈਂ ਆਸ ਕਰਦਾ ਹਾਂ ਕਿ ਇਸ ਕੰਪੈਂਡੀਅਮ ਆਫ ਇੰਸਟ੍ਰਕਸ਼ਨਜ਼ ਨੂੰ ਪੜ੍ਹਨ ਵਾਲੇ ਪਾਠਕਾਂ ਦੀ ਸੰਤੁਸ਼ਟੀ ਹੀ ਇਸ ਕੰਪੈਂਡੀਅਮ ਦੀ ਸਫਲਤਾ ਦਾ ਸੂਚਕ ਹੋਵੇਗਾ।

ਰਾਹੁਲ ਤਿਵਾੜੀ

ਸੰਦੇਸ਼



ਸ਼੍ਰੀ ਹਰਪ੍ਰੀਤ ਸਿੰਘ ਸੂਦਨ
ਆਈ.ਏ.ਐਸ.
ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ
ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ।

ਬਹੁਤ ਥੋੜ੍ਹੇ ਸਮੇਂ ਦੇ ਵਿੱਚ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ ਦੇ ਵਿੱਚ ਬਹੁਤ ਸਾਰੇ ਅਗਾਂਹ-ਵਧੂ ਬਦਲਾਅ ਆਏ ਹਨ। ਇਨ੍ਹਾਂ ਬਦਲਾਵਾਂ ਦੀ ਜਾਣਕਾਰੀ ਅਤੇ ਪਿਛਲੇ ਚੱਲ ਰਹੇ ਕਾਰਜਾਂ ਨੂੰ ਇੱਕ ਲੜੀ ਵਿੱਚ ਪਰੇ ਕੇ ਇਸ ਕੰਪੈਂਡੀਅਮ ਆਫ ਇੰਸਟ੍ਰਕਸ਼ਨਜ਼ ਨੂੰ ਤਿਆਰ ਕੀਤਾ ਗਿਆ ਹੈ, ਜਿਸ ਵਿੱਚ ਰੋਜ਼ਗਾਰ ਮੇਲੇ, ਮੇਰਾ ਕਾਮ ਮੇਰਾ ਮਾਨ, ਕਾਮਨ ਸਰਵਿਸ ਸੈਂਟਰ, ਆਪਣੀ ਗੱਡੀ ਆਪਣਾ ਰੋਜ਼ਗਾਰ ਆਦਿ ਦੀ ਜਾਣਕਾਰੀ ਸ਼ਾਮਲ ਹੈ।

ਮੈਂ ਇਸ ਮੌਕੇ ਤੇ ਸਾਰੇ ਟੀਮ ਮੈਂਬਰਾਂ ਦਾ ਧੰਨਵਾਦ ਕਰਦਾ ਹਾਂ ਜਿਨ੍ਹਾਂ ਨੇ ਇਸ ਕੰਪੈਂਡੀਅਮ ਨੂੰ ਤਿਆਰ ਕਰਨ ਲਈ ਪੁਰਾਣੀ ਅਤੇ ਨਵੀਂ ਜਾਣਕਾਰੀ ਨੂੰ ਸੰਕਲਿਤ ਕਰਕੇ ਪੂਰੀ ਮਿਹਨਤ ਨਾਲ ਪੇਸ਼ ਕੀਤਾ ਹੈ। ਇਸ ਕੰਪੈਂਡੀਅਮ ਆਫ ਇੰਸਟ੍ਰਕਸ਼ਨਜ਼ ਨੂੰ ਸ਼੍ਰੀਮਤੀ ਗੁਰਮੀਤ ਕੌਰ ਸ਼ੇਰਗਿੱਲ, ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ, ਸ਼੍ਰੀ ਹਰਮਿੰਦਰ ਸਿੰਘ, ਜਨਰਲ ਮੈਨੇਜਰ, (ਪੀ.ਜੀ.ਆਰ.ਕੇ.ਏ.ਐਮ.), ਸ਼੍ਰੀ ਜਸਵੰਤ ਰਾਏ, ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ, ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ, ਜਲੰਧਰ, ਸ਼੍ਰੀਮਤੀ ਸੰਜੀਵਾ ਬੇਰੀ, ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ, ਸ਼੍ਰੀ ਸੁਰਿੰਦਰ ਮੋਹਨ, ਡੀ.ਈ.ਜੀ.ਟੀ.ਓ., (ਪੀ.ਜੀ.ਆਰ.ਕੇ.ਏ.ਐਮ.), ਸ਼੍ਰੀ ਦਿਲਬਾਗ ਸਿੰਘ, ਈ.ਜੀ.ਟੀ.ਓ. ਅਤੇ ਸ਼੍ਰੀ ਬਲਬੀਰ ਸਿੰਘ, ਪਰੂਫ ਰੀਡਰ ਦੇ ਭਰਪੂਰ ਯਤਨਾਂ ਸਦਕਾ ਇੰਨੇ ਥੋੜ੍ਹੇ ਸਮੇਂ ਵਿੱਚ ਅਮਲੀ ਜਾਮਾ ਦਿੱਤਾ ਗਿਆ ਹੈ।

ਹਰਪ੍ਰੀਤ ਸਿੰਘ ਸੂਦਨ, ਆਈ.ਏ.ਐਸ.

ਸਨੇਹਾ



ਕਿਸੇ ਵੀ ਅਦਾਰੇ/ਵਿਭਾਗ ਬਾਰੇ ਜਾਣਕਾਰੀ ਉਸ ਵਿਭਾਗ ਦੇ ਲਿਖਤ ਦਸਤਾਵੇਜ਼ ਤੋਂ ਹੀ ਸਪੱਸ਼ਟ ਹੁੰਦੀ ਹੈ। ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਨਵੇਂ ਉਪਰਾਲੇ “ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ” ਪ੍ਰੋਗਰਾਮ ਤਹਿਤ ਹਰ ਘਰ ਰੋਜ਼ਗਾਰ ਉਪਲੱਬਧ ਕਰਵਾਉਣ ਲਈ ਜੰਗੀ ਪੱਧਰ ਤੇ ਕੰਮ ਹੋ ਰਿਹਾ ਹੈ। ਇਸ ਟੀਚੇ ਦੀ ਪ੍ਰਾਪਤੀ ਲਈ ਕੰਮ ਕਿਵੇਂ ਕੀਤਾ ਗਿਆ ਹੈ ਤੇ ਕੰਮ ਨੂੰ ਨੇਪਰੇ ਚਾੜ੍ਹਨ ਲਈ ਕਿੱਥੋਂ ਤੇ ਕਿਸ ਪ੍ਰਕਾਰ ਦੀ ਮਦਦ ਲਈ ਗਈ ਤੇ ਕੀਤੇ ਗਏ ਕੰਮ ਦੇ ਅੰਕੜੇ ਕਿਵੇਂ ਤੇ ਕਿੱਥੋਂ ਇਕੱਤਰ ਕੀਤੇ ਗਏ ਹਨ ਬਾਰੇ ਜਾਣਕਾਰੀ ਹੱਥਲੀ ਕਿਤਾਬ **“COMPENDIUM OF INSTRUCTIONS”** ਵਿੱਚ ਮੌਜੂਦ ਹਨ। ਇਸ ਪ੍ਰੋਜੈਕਟ ਨੂੰ ਨੇਪਰੇ ਚਾੜ੍ਹਨ ਦਾ ਸਿਹਰਾ ਸ੍ਰੀ ਰਾਹੁਲ ਤਿਵਾੜੀ, ਆਈ.ਏ.ਐਸ., ਸਕੱਤਰ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ ਜੀ ਨੂੰ ਜਾਂਦਾ ਹੈ ਕਿਉਂਕਿ ਇਸ ਕਿਤਾਬਚੇ ਨੂੰ ਬਣਾਉਣਾ ਉਨ੍ਹਾਂ ਦਾ ਸੁਪਨਾ ਹੈ, ਉਨ੍ਹਾਂ ਵੱਲੋਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਲੋੜੀਂਦੀਆਂ ਹਦਾਇਤਾਂ/ਸੁਝਾਅ ਦੇ ਕੇ ਇਸ ਕੰਮ ਨੂੰ ਨੇਪਰੇ ਚਾੜ੍ਹਿਆ ਗਿਆ।

ਆਸ ਹੈ ਕਿ ਵਿਭਾਗ ਦੇ ਕੰਮਾਂ ਬਾਰੇ ਜਾਣਕਾਰੀ ਦਿੰਦੀ ਇਹ ਕਿਤਾਬ ਭਵਿੱਖ ਵਿੱਚ ਵਿਭਾਗ ਵਿੱਚ ਆਉਣ ਵਾਲੇ ਨਵੇਂ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਆਪਣੇ ਕੰਮ ਨੂੰ ਸਹੀ ਤਰੀਕੇ ਨਾਲ ਕਰਨ ਲਈ ਪੱਥ ਪ੍ਰਦਰਸ਼ਕ ਦਾ ਕੰਮ ਕਰੇਗੀ।

ਗੁਰਮੀਤ ਕੌਰ ਸ਼ੇਰਗਿੱਲ
(ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ)

PREFACE

The Employment Exchange (Compulsory notification of Vacancies) Act 1959 provides for the compulsory notifications of vacancies to Employment Exchanges. Employed exchanges were opened by the Government for collection and furnishing of information, either by the keeping of registers or otherwise, respectively:

- I. Persons who seek to engage employees,
- II. Persons who seek employment, and
- III. Vacancies to which persons seeking employment may be appreciated.

The system worked well however, to make the department more effective and better coordination District Bureau of Employment and Enterprises were constituted.

In each district of Punjab, District Bureau of Employment and Enterprises (hereinafter called as the Bureau) has been constituted. This Bureau has brought necessary synergy, oversight and effective coordination in the implementation of various schemes for employment generation, skill training, self-employment and entrepreneurship development across the departments at the district level and facilitate overseas employment to achieve the objectives of 'Ghar Ghar Rozgar' Mission.

1. The Bureau has been entrusted the following functions:
 - (i). One Stop Platform
 - (ii). Coordinate and Monitor Implementation of Schemes
 - (iii). Interface between the Job Seekers and Employers
 - (iv). Services to the Employers
 - (v). Services to the Job Seekers
 - (vi). Services for Self-Employment and Entrepreneurship
 - (vii). Services for Oversees Placement
 - (viii). Coordinate with Educational Institutions
 - (ix). Coordinate with Skill Training Agencies
 - (x). Facilitate Self Help Groups
 - (xi). Facilitate employment in Agriculture related activities
 - (xii). Advertisement platform for jobs/vacancies
2. Additional Deputy Commissioner of the respective district has been designated chief Executive officer of the Bureau. He is responsible of day to day supervision of the Bureau and provide guidance and support to the staff. Deputy CEO is full time professional assisting the Chief Executive Officer.
3. The Bureau are having the following functional units:
 - (i). Registration
 - (ii). Counselling
 - (iii). Placement & Post Placement
 - (iv). Skill Development
 - (v). Self-Employment and Enterprise Support
 - (vi). Information, Education and communication

(vii). Overseas Employment and Emigration

4. In this compendium various instructions regarding opening and working of Employment Exchanges are contained. The index to this compendium speaks about the subject matter of these instructions. The Employees and the people can refer to these instructions when in need. A few of these are registration of handicapped, SC, BC, and various schemes like of Centre for Training and Employment of Punjab Youth, Maharaja Ranjit Singh Armed Force Preparatory, Mai Bhago Armed Forces Preparatory Institute, Apni Gaddi Apna Rozgar and various MOU etc., District Bureau of Employment and Enterprises, Mega Job Mela, Database on Ghar Ghar Rozgar Portal, Order regarding Internship, Self-employment schemes, Yaari Enterprises, Filling up of vacant post, common service Centers-VLEs, NRLM & NULM, Sending Statistic for employees of rejuvenated industries, data regarding placement, Statement regarding Provident Fund, Mass Counselling, Mera Kaam Mera Maan Scheme- Yaari Enterprises and various MOUs have been incorporated.
5. It is expected that this compendium of instructions will be found useful to the employees in their day-to-day functions.

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CHAPTER I

Introduction to the Department

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ਭੂਮਿਕਾ (INTRODUCTION TO THE DEPARTMENT)

ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ ਦਾ ਮੁੱਖ ਮੰਤਵ ਰੋਜ਼ਗਾਰ ਪੈਦਾ ਕਰਨ ਲਈ ਨਵੀਂ ਸੋਚ, ਨਵੇਂ ਕੰਮ, ਨਵਾਂ ਪਾਲਿਸੀ ਫਰੇਮ ਵਰਕ ਬਣਾਉਣਾ, ਕਈ ਹੋਰ ਵਿਭਾਗ ਜੋ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਲਈ ਕੰਮ ਕਰ ਰਹੇ ਹਨ, ਉਨ੍ਹਾਂ ਦੁਆਰਾ ਚਲਾਈਆਂ ਜਾਂਦੀਆਂ ਸਕੀਮਾਂ ਅਤੇ ਪ੍ਰੋਗਰਾਮਾਂ ਨੂੰ ਨਵੀਂ ਸੋਧ ਦੇਣਾ, ਸੁਝਾਅ ਦੇਣਾ ਤਾਂ ਕਿ ਸਮੇਂ ਦੀ ਮੰਗ ਅਨੁਸਾਰ ਕਿੱਤਾ ਮੁੱਖੀ ਸਿੱਖਿਆ ਪ੍ਰਦਾਨ ਕੀਤੀ ਜਾ ਸਕੇ। ਹੁਨਰ ਦਾ ਨਿਰਧਾਰਣ, ਮਾਰਕੀਟ ਦੀ ਮੰਗ ਅਨੁਸਾਰ ਹੁਨਰ ਅਤੇ ਰੋਜ਼ਗਾਰ ਦੇ ਮੌਕਿਆਂ ਵਿੱਚ ਪਾੜੇ ਨੂੰ ਭਰਨਾ ਅਤੇ ਇਸ ਸਬੰਧੀ ਟ੍ਰੇਨਿੰਗ ਦੇਣ ਦੇ ਨਾਲ-ਨਾਲ ਨੌਜਵਾਨਾਂ ਨੂੰ ਰੋਜ਼ਗਾਰ ਅਤੇ ਮੁਕਾਬਲੇ ਲਈ ਯੋਗ ਅਤੇ ਹੁਨਰਮੰਦ ਬਣਾਉਣਾ ਹੈ ਤਾਂ ਕਿ ਉਹ ਸਿਰਫ ਦੇਸ਼ ਵਿੱਚ ਕੰਮ ਕਰਨ ਦੇ ਯੋਗ ਬਣਨ ਸਗੋਂ ਨਾਲ-ਨਾਲ ਰਾਸ਼ਟਰੀ ਪੱਧਰ ਦੇ ਵੀ ਕਾਬਲ ਹੋ ਸਕਣ।

ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ ਦੀ ਬਣਤਰ

1. ਮੁੱਖ ਦਫਤਰ
2. 4 ਡਵੀਜ਼ਨ ਪੱਧਰ ਦੇ ਦਫਤਰ- ਪਟਿਆਲਾ, ਜਲੰਧਰ, ਅੰਮ੍ਰਿਤਸਰ ਅਤੇ ਫਿਰੋਜ਼ਪੁਰ
3. ਅੰਗਰੀਣ ਸੈੱਲ- ਲੁਧਿਆਣਾ
4. ਜ਼ਿਲ੍ਹਾ ਬਿਊਰੋ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਤੇ ਸਿਖਲਾਈ
5. 20 ਟਾਊਨ ਰੋਜ਼ਗਾਰ ਦਫਤਰ

ਮੈਨ ਪਾਵਰ ਵੇਰਵੇ (ਭਰੀਆਂ ਅਸਾਮੀਆਂ)

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ਮੁੱਖ ਦਫਤਰ ਵਿੱਚ ਮੈਨਪਾਵਰ

- ਡਾਇਰੈਕਟਰ
- ਵਧੀਕ ਡਾਇਰੈਕਟਰ
- ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ
- ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ
- ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਅਧਿਕਾਰੀ
- ਸਹਾਇਕ (ਕਲੈਰੀਕਲ) ਸਟਾਫ

ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਵਿੱਚ ਮੈਨਪਾਵਰ

- ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਮੁੱਖ ਕਾਰਜਕਾਰੀ ਅਧਿਕਾਰੀ
- ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਅਧਿਕਾਰੀ-ਕਮ-ਵਧੀਕ ਮੁੱਖ ਕਾਰਜਕਾਰੀ ਅਧਿਕਾਰੀ
- ਉੱਪ ਮੁੱਖ ਕਾਰਜਕਾਰੀ ਅਧਿਕਾਰੀ
- ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਅਧਿਕਾਰੀ
- ਪਲੇਸਮੈਂਟ ਅਧਿਕਾਰੀ
- ਕੈਰੀਅਰ ਕਾਊਂਸਲਰ
- ਲਾਈਨ ਵਿਭਾਗ
- ਸਹਾਇਕ ਸਟਾਫ

ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਮਿਤੀ 04-09-2017 ਦੀ ਨੋਟੀਫਿਕੇਸ਼ਨ ਅਨੁਸਾਰ ਸਥਾਪਿਤ ਕੀਤੇ ਗਏ ਹਨ।

ਪਲੇਸਮੈਂਟ ਮਿਤੀ 01-04-2017 ਤੋਂ ਮਿਤੀ 30-09-2020

ਇਸ ਵਕਫੇ ਦੌਰਾਨ ਰੋਜ਼ਗਾਰ/ਸਵੈ-ਰੋਜ਼ਗਾਰ ਪ੍ਰਾਪਤ ਕਰਨ ਵਿੱਚ **15,07,804** ਬੇਰੋਜ਼ਗਾਰ ਵਿਅਕਤੀਆਂ ਦੀ ਮਦਦ ਕੀਤੀ ਗਈ।

15,07,804 ਦੀ ਵੰਡ:-

ਰੋਜ਼ਗਾਰ ਦੀ ਕਿਸਮ	ਰੋਜ਼ਗਾਰ ਦਾ ਖੇਤਰ	01.04.2017 ਤੋਂ 31.03.2018	01.04.2018 ਤੋਂ 31.03.2019	01.04.2019 ਤੋਂ 31.03.2020	01.04.2020 ਤੋਂ 30.09.2020	ਕੁੱਲ
ਸਰਕਾਰੀ ਨੌਕਰੀ	ਪੰਜਾਬ ਦੇ ਸਰਕਾਰੀ ਵਿਭਾਗਾਂ ਵਿੱਚ	25,718	18,394	9,847	451	58,709
	ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ ਦੀਆਂ ਸੰਸਥਾਵਾਂ ਰਾਹੀਂ	1,197	1,221	1,881	--	
	ਕੁੱਲ	26,915	19,615	11,728	451	
ਪ੍ਰਾਈਵੇਟ ਨੌਕਰੀ	ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ ਵੱਲੋਂ CNV Act ਅਧੀਨ	3,098	6,123	3,882	9	5,69,540
	ਪੰਜਾਬ ਹਨਰ ਵਿਕਾਸ ਮਿਸ਼ਨ ਤੇ ਪ੍ਰਧਾਨ ਮੰਤਰੀ ਕੌਸ਼ਲ ਵਿਕਾਸ ਯੋਜਨਾ	27,212	38,281	14,189	474	
	ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ ਰਾਹੀਂ	46,115	26,593	4,883	--	
	ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ ਰਾਹੀਂ	14,646	74,766	1,79,564	1,29,715	
	ਕੁੱਲ	91,071	1,45,753	2,02,518	1,30,198	
ਸਵੈ-ਰੋਜ਼ਗਾਰ	ਆਪਣੀ ਗੱਡੀ ਆਪਣਾ ਰੋਜ਼ਗਾਰ	11,493	18,881	35,352	46	8,79,555
	ਕਾਮਨ ਸਰਵਿਸ ਸੈਂਟਰ (VLE)	5,390	3,487	1,775	--	
	ਨੈਸ਼ਨਲ ਅਰਬਨ ਲਾਈਵਲੀਹੁੱਡ ਮਿਸ਼ਨ (NULM)	394	1,769	--	--	
	ਨੈਸ਼ਨਲ ਰੂਰਲ ਲਾਈਵਲੀਹੁੱਡ ਮਿਸ਼ਨ (NRLM)	2,977	2,915	4,728	--	
	ਭਾਰਤ ਸਰਕਾਰ ਅਧੀਨ ਬੈਂਕਾਂ ਵੱਲੋਂ ਦਿੱਤੇ ਲੋਨਜ਼	2,44,405	3,28,394	2,00,000	--	
	ਪੰਜਾਬ ਸਰਕਾਰ ਅਤੇ ਭਾਰਤ ਸਰਕਾਰ ਦੀਆਂ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮਾਂ ਰਾਹੀਂ	8,257	6,680	2,612	--	
	ਕੁੱਲ	2,72,916	3,62,126	2,44,467	46	
ਕੁੱਲ ਜੋੜ		3,90,902	5,27,494	4,58,713	1,30,695	15,07,804

ਰਾਜ ਵਿੱਚ ਖਾਲੀ ਪਈਆਂ ਸਰਕਾਰੀ ਅਸਾਮੀਆਂ ਦੀ ਗਿਣਤੀ ਲਗਭਗ 1 ਲੱਖ ਤੋਂ ਵੱਧ ਹੈ।

ਹੁਣ ਤੱਕ ਦੀਆਂ ਸਾਡੀਆਂ ਕੋਸ਼ਿਸ਼ਾਂ:

ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਦੀ ਸਥਾਪਨਾ- ਰਾਜ ਦੇ ਹਰ ਜ਼ਿਲ੍ਹੇ ਵਿੱਚ ਉੱਚ ਪੱਧਰੀ ਬੁਨਿਆਦੀ ਢਾਂਚੇ ਨਾਲ ਇੱਕੋ ਛੱਤ ਥੱਲੇ ਮਾਹਿਰਾਂ ਅਤੇ ਪੇਸ਼ੇਵਰ (ਡਿਪਟੀ ਸੀ.ਈ.ਓ., ਪਲੇਸਮੈਂਟ ਅਧਿਕਾਰੀ ਅਤੇ ਕਰੀਅਰ ਕਾਊਂਸਲਰ) ਵੱਲੋਂ ਬੇਰੋਜ਼ਗਾਰਾਂ ਨੂੰ ਹਰ ਤਰ੍ਹਾਂ ਦੀ ਰੋਜ਼ਗਾਰ ਸਬੰਧੀ ਸਹਾਇਤਾ ਦੇਣ ਲਈ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਦੀ ਸਥਾਪਨਾ ਕੀਤੀ ਗਈ ਹੈ।

ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਵੱਲੋਂ ਕੀਤੇ ਜਾਂਦੇ ਕੰਮ:

- ਜ਼ਿਲ੍ਹਾ ਪ੍ਰਸ਼ਾਸਨ ਦੀ ਮਦਦ ਨਾਲ ਅਤੇ ਆਪਣੇ ਆਪ ਤੋਂ, ਘੱਟੋ-ਘੱਟ ਹਰ ਰੋਜ਼ 40 ਬੇਰੋਜ਼ਗਾਰ ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਬਿਊਰੋ ਵਿਖੇ ਵਿਜ਼ਟ ਕਰਵਾਉਣਾ।
- ਨੌਕਰੀਆਂ ਅਤੇ ਕਿੱਤਿਆਂ ਸਬੰਧੀ ਜਾਣਕਾਰੀ ਅਤੇ ਹੋਰ ਗਤੀਵਿਧੀਆਂ ਲਈ ਮੁਫਤ ਇੰਟਰਨੈੱਟ ਦੀ ਸੁਵਿਧਾ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ।
- ਬੇਰੋਜ਼ਗਾਰ ਅਤੇ ਰੋਜ਼ਗਾਰ ਦੇਣ ਵਾਲਿਆਂ ਦੀ ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਕਰਕੇ ਡਾਟਾ ਬੇਸ ਤਿਆਰ ਕਰਨਾ।
- ਕਾਊਂਸਲਿੰਗ- ਵਿਵਸਾਇਕ ਅਤੇ ਕਿੱਤਾ ਅਗਵਾਈ।
- ਬਿਊਰੋ ਤੋਂ ਬਾਹਰ ਜਾ ਕੇ ਗਤੀਵਿਧੀਆਂ ਜਿਵੇਂ ਕਿ ਸਕੂਲ ਅਤੇ ਕਾਲਜ ਭਾਸ਼ਣ, ਕਰੀਅਰ ਕਾਨਫਰੰਸ ਅਤੇ ਕਰੀਅਰ ਪ੍ਰਦਰਸ਼ਨੀ ਆਦਿ ਲਗਾਉਣਾ।
- ਹੁਨਰ ਵਿਕਾਸ- ਪੰਜਾਬ ਹੁਨਰ ਸਿਖਲਾਈ ਮਿਸ਼ਨ ਦੇ ਟ੍ਰੇਨਿੰਗ ਪ੍ਰੋਵਾਈਡਰ ਰਾਹੀਂ।
- ਹਰ ਬਿਊਰੋ ਵਿੱਚ ਹਰ ਮਹੀਨੇ 4 ਪਲੇਸਮੈਂਟ ਕੈਂਪ/ਰੋਜ਼ਗਾਰ ਮੇਲੇ ਲਗਾਉਣੇ।
- ਉੱਦਮ ਵਿਕਾਸ ਮੱਦਦ ਦੇਣਾ।
- ਲਾਈਨ ਵਿਭਾਗਾਂ (ਉਦਯੋਗ, ਪੰਜਾਬ ਹੁਨਰ ਵਿਕਾਸ ਮਿਸ਼ਨ, ਸਿੱਖਿਆ, ਖੇਤੀਬਾੜੀ, ਡੇਅਰੀ, ਕਿਰਤ ਅਤੇ ਫੀਡ ਬੈਕ ਆਦਿ) ਵੱਲੋਂ ਅਗਵਾਈ ਦੇਣਾ।
- ਵਿਦੇਸ਼ੀ ਰੋਜ਼ਗਾਰ ਅਤੇ ਵਿਦੇਸ਼ੀ ਸਿੱਖਿਆ ਵਿੱਚ ਸਹਿਯੋਗ।
- ਬਿਊਰੋ ਦੀ LED ਸਕਰੀਨ ਅਤੇ ਨੋਟਿਸ ਬੋਰਡ ਤੇ ਪ੍ਰਾਈਵੇਟ ਅਤੇ ਸਰਕਾਰੀ ਅਸਾਮੀਆਂ ਪ੍ਰਦਰਸ਼ਿਤ ਕਰਨਾ।
- ਜ਼ਿਲ੍ਹੇ ਵਿੱਚ ਮਹੀਨਾਵਾਰ ਰੋਜ਼ਗਾਰ/ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਬੰਧੀ ਅੰਕੜੇ ਇਕੱਠੇ ਕਰਨਾ।
- pgrkam.com ਪੋਰਟਲ ਅਤੇ NCS ਪੋਰਟਲ ਤੇ ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਕਰਨੀ।
- ਪੰਜਾਬ ਦੇ ਹਰ ਪਿੰਡ ਵਿੱਚ 10 ਗਰੀਬ ਬੇਰੋਜ਼ਗਾਰ ਦੀ ਭਾਲ ਕਰਨੀ, ਹੁਨਰ ਪ੍ਰਦਾਨ ਕਰਵਾਉਣਾ ਤੇ ਰੋਜ਼ਗਾਰ ਵਿੱਚ ਮਦਦ ਕਰਨੀ।

ਰੋਜ਼ਗਾਰ ਮੇਲੇ:

- ਰਾਜ ਪੱਧਰ ਤੇ ਹੁਣ ਤੱਕ 6 ਰੋਜ਼ਗਾਰ ਮੇਲੇ ਆਯੋਜਿਤ ਕੀਤੇ ਜਾ ਚੁੱਕੇ ਹਨ।
- ਪਹਿਲਾ ਰੋਜ਼ਗਾਰ ਮੇਲਾ ਅਗਸਤ 2017 ਵਿੱਚ ਲਗਾਇਆ ਗਿਆ ਜਿਸ ਵਿੱਚ 3,823 ਵਿਅਕਤੀਆਂ ਦੀ ਰੋਜ਼ਗਾਰ ਪ੍ਰਾਪਤੀ ਲਈ ਮਦਦ ਕੀਤੀ।
- ਦੂਜਾ ਰੋਜ਼ਗਾਰ ਮੇਲਾ ਫਰਵਰੀ-ਮਾਰਚ, 2018 ਵਿੱਚ ਲਗਾਇਆ ਗਿਆ ਜਿਸ ਵਿੱਚ 5,204 ਵਿਅਕਤੀਆਂ ਦੀ ਰੋਜ਼ਗਾਰ ਪ੍ਰਾਪਤੀ ਲਈ ਮਦਦ ਕੀਤੀ।
- ਅੰਤਰਰਾਸ਼ਟਰੀ ਰੋਜ਼ਗਾਰ ਮੇਲਾ 30-07-2018 ਨੂੰ ਕਰਵਾਇਆ ਗਿਆ।
- ਤੀਜਾ ਰੋਜ਼ਗਾਰ ਮੇਲਾ ਨਵੰਬਰ, 2018 ਵਿੱਚ ਲਗਾਇਆ ਗਿਆ ਜਿਸ ਵਿੱਚ 18,6,72 ਵਿਅਕਤੀਆਂ ਦੀ ਰੋਜ਼ਗਾਰ ਪ੍ਰਾਪਤੀ ਲਈ ਮਦਦ ਕੀਤੀ।
- ਚੌਥਾ ਰੋਜ਼ਗਾਰ ਮੇਲਾ ਫਰਵਰੀ, 2019 ਵਿੱਚ ਲਗਾਇਆ ਗਿਆ ਜਿਸ ਵਿੱਚ 41,8,78 ਵਿਅਕਤੀਆਂ ਦੀ ਰੋਜ਼ਗਾਰ ਪ੍ਰਾਪਤੀ ਲਈ ਮਦਦ ਕੀਤੀ।
- ਪੰਜਵਾਂ ਰੋਜ਼ਗਾਰ ਮੇਲਾ ਸਤੰਬਰ, 2019 ਵਿੱਚ ਲਗਾਇਆ ਗਿਆ ਜਿਸ ਵਿੱਚ 1,17,380 ਵਿਅਕਤੀਆਂ ਦੀ ਰੋਜ਼ਗਾਰ ਪ੍ਰਾਪਤੀ ਲਈ ਮਦਦ ਕੀਤੀ।

- ਛੇਵਾਂ ਰੋਜ਼ਗਾਰ ਮੇਲਾ ਸਤੰਬਰ, 2020 ਵਿੱਚ ਲਗਾਇਆ ਗਿਆ ਜਿਸ ਵਿੱਚ 91,360 ਵਿਅਕਤੀਆਂ ਦੀ ਰੋਜ਼ਗਾਰ ਪ੍ਰਾਪਤੀ ਲਈ ਮਦਦ ਕੀਤੀ।
- ਹਰ ਡੀ.ਬੀ.ਈ.ਈ. ਹਰ ਮਹੀਨੇ 4 ਪਲੇਸਮੈਂਟ ਕੈਂਪ ਲਗਾਉਂਦਾ ਹੈ।
- ਹਰ ਟਾਊਨ ਰੋਜ਼ਗਾਰ ਦਫਤਰ ਹਰ ਮਹੀਨੇ ਵਿੱਚ 1 ਪਲੇਸਮੈਂਟ ਕੈਂਪ ਲਗਾਉਂਦਾ ਹੈ।
- ਸਾਰੇ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਅਤੇ ਟਾਊਨ ਰੋਜ਼ਗਾਰ ਦਫਤਰਾਂ ਵਿੱਚ 2,535 ਪਲੇਸਮੈਂਟ ਕੈਂਪ ਲਗਾਏ ਗਏ ਹਨ, ਜਿਸ ਵਿੱਚ 1,36,520 ਵਿਅਕਤੀਆਂ ਦੀ ਰੋਜ਼ਗਾਰ ਪ੍ਰਾਪਤੀ ਲਈ ਮਦਦ ਕੀਤੀ।

ਸਿਖਲਾਈ ਸੰਸਥਾਵਾਂ:

- ਸੀ-ਪਾਈਟ (ਪੰਜਾਬ ਦੇ ਨੌਜਵਾਨਾਂ ਲਈ ਸੈਂਟਰ ਫਾਰ ਟ੍ਰੇਨਿੰਗ ਅਤੇ ਰੋਜ਼ਗਾਰ ਸੰਸਥਾ)- ਇਸ ਸੰਸਥਾ ਰਾਹੀਂ ਜਵਾਨ ਪੱਧਰ ਤੇ ਪੰਜਾਬੀ ਨੌਜਵਾਨਾਂ ਨੂੰ ਵਰਦੀ ਵਾਲੀਆਂ ਸੇਵਾਵਾਂ ਵਿੱਚ ਜਾਣ ਲਈ ਸਿਖਲਾਈ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ।
- 01.04.2017 ਤੋਂ 30.11.2020 ਤੱਕ 23,557 ਯੁਵਕਾਂ ਨੂੰ ਸਿਖਲਾਈ ਦਿੱਤੀ ਗਈ ਅਤੇ 4227 ਯੁਵਕਾਂ ਨੂੰ ਰੋਜ਼ਗਾਰ ਪ੍ਰਾਪਤ ਕਰਵਾਇਆ ਗਿਆ ਹੈ।
- ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਆਰਮਡ ਫੋਰਸਿਸ ਪ੍ਰੈਪਰੇਟਰੀ ਸੰਸਥਾ ਵੱਲੋਂ 01.04.2017 ਤੋਂ 31.03.2020 ਤੱਕ 288 ਨੌਜਵਾਨਾਂ ਨੂੰ ਸਿਖਲਾਈ ਦਿੱਤੀ ਗਈ, ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ 54 ਨੂੰ ਨੌਕਰੀਆਂ ਪ੍ਰਾਪਤ ਹੋਈਆਂ ਹਨ।
- ਮਾਈ ਭਾਗੋ ਆਰਮਡ ਫੋਰਸਿਸ ਪ੍ਰੈਪਰੇਟਰੀ ਸੰਸਥਾ ਵੱਲੋਂ 01.04.2017 ਤੋਂ 31.03.2020 ਤੱਕ 75 ਲੜਕੀਆਂ ਨੂੰ ਸਿਖਲਾਈ ਦਿੱਤੀ ਗਈ, ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ 4 ਨੂੰ ਨੌਕਰੀਆਂ ਪ੍ਰਾਪਤ ਹੋਈਆਂ ਹਨ।

ਹੋਰ ਮਹੱਤਵਪੂਰਨ ਕਦਮ:

- ਵਿਲੱਖਣ ਪਹਿਲ- ਹਰ ਪਿੰਡ ਵਿੱਚੋਂ 10 ਸਭ ਤੋਂ ਗਰੀਬ ਪਰਿਵਾਰਾਂ ਦੇ ਬੇਰੋਜ਼ਗਾਰ ਪ੍ਰਾਰਥੀਆਂ ਦੀ ਸ਼ਨਾਖਤ ਰੋਜ਼ਗਾਰ/ਹੁਨਰ ਵਿਕਾਸ ਵਾਸਤੇ ਕਰਨੀ-
 - 10 ਗਰੀਬ ਬੇਰੋਜ਼ਗਾਰ ਪ੍ਰਾਰਥੀਆਂ ਵਿੱਚੋਂ ਹੁਣ ਤੱਕ 1,31,917 ਬੇਰੋਜ਼ਗਾਰਾਂ ਦੀ ਸ਼ਨਾਖਤ ਕਰ ਲਈ ਗਈ ਹੈ।
 - ਇਨ੍ਹਾਂ ਵਿੱਚੋਂ 1,26,901 ਨੂੰ ਪੋਰਟਲ ਤੇ ਰਜਿਸਟਰਡ ਕਰ ਦਿੱਤਾ ਗਿਆ ਹੈ।
 - ਇਨ੍ਹਾਂ ਵਿੱਚੋਂ 1,06,720 ਨੂੰ ਰੋਜ਼ਗਾਰ ਪ੍ਰਾਪਤ ਕਰਨ ਵਿੱਚ ਮਦਦ ਕੀਤੀ ਗਈ ਹੈ।
 - 16,163 ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਹੁਨਰ ਸਿਖਲਾਈ ਕਰਵਾਈ ਗਈ।
- ਆਪਣੀ ਗੱਡੀ ਆਪਣਾ ਰੋਜ਼ਗਾਰ ਸਕੀਮ ਅਧੀਨ 62,845 ਯੁਵਕਾਂ ਨੂੰ ਓਲਾ ਅਤੇ ਉਬਰ ਦੇ ਪਲੇਟਫਾਰਮ ਤੇ ਲਿਆਂਦਾ ਗਿਆ ਹੈ ਅਤੇ ਇਸ ਲੀਹ ਉੱਤੇ ਇੱਕ ਹੋਰ ਸਕੀਮ ਉਲੀਕੀ ਜਾ ਰਹੀ ਹੈ।
- ਭਾਰਤ ਸਰਕਾਰ ਅਤੇ ਰਾਜ ਸਰਕਾਰ ਦੀਆਂ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮਾਂ ਸਬੰਧੀ ਸਮੇਂ-ਸਮੇਂ ਤੇ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਮੇਲੇ ਸਾਰੇ ਜ਼ਿਲ੍ਹਿਆਂ ਵਿੱਚ ਲਗਾਏ ਜਾ ਰਹੇ ਹਨ ਜਿਸ ਦੇ ਸਿੱਟੇ ਵਜੋਂ 8,79,555 ਨੂੰ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਪ੍ਰਾਪਤ ਕਰਨ ਵਿੱਚ ਮਦਦ ਕੀਤੀ ਗਈ।

ਪੰਜਾਬ ਘਰ-ਘਰ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਮਿਸ਼ਨ (ਪੀ.ਜੀ.ਆਰ.ਕੇ.ਐਮ.):

ਪੀ.ਜੀ.ਆਰ.ਕੇ.ਐਮ. ਨੂੰ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਦੇ ਕੰਮ-ਕਾਜ ਦੀ ਨਿਗਰਾਨੀ, ਸਰਕਾਰੀ, ਪ੍ਰਾਈਵੇਟ ਤੇ ਵਿਦੇਸ਼ੀ ਰੋਜ਼ਗਾਰ ਦੇ ਕੰਮ ਦੀ ਦੇਖ-ਰੇਖ ਦਾ ਕੰਮ ਸੌਂਪਿਆ ਗਿਆ ਹੈ। ਮਿਸ਼ਨ ਦੇ ਕੰਮ ਇਸ ਪ੍ਰਕਾਰ ਹਨ:-

- ਰਾਜ ਦੇ ਹਰ ਬੇਰੋਜ਼ਗਾਰ ਤੱਕ ਪਹੁੰਚਣ ਲਈ ਪੰਜਾਬ ਜੌਬ ਹੈਲਪਲਾਈਨ।
- ਸਰਕਾਰੀ ਅਤੇ ਪ੍ਰਾਈਵੇਟ ਨੌਕਰੀਆਂ ਲਈ ਕੇਚਿੰਗ ਅਤੇ ਸੌਫਟ ਸਕਿੱਲਜ਼ ਅਤੇ ਕਮਿਊਨੀਕੇਸ਼ਨ ਸਕਿੱਲਜ਼ ਆਦਿ ਦੀ ਕੇਚਿੰਗ।
- ਪੂਰਨ ਡਿਜੀਟਲ ਪਲੇਟਫਾਰਮ।
- ਵੱਧ ਤੋਂ ਵੱਧ ਵਿਅਕਤੀਆਂ ਤੱਕ ਪਹੁੰਚਣ ਲਈ ਸੋਸਲ ਮੀਡੀਆ ਪਲੇਟਫਾਰਮ।
- ਵਿਦੇਸ਼ੀ ਰੋਜ਼ਗਾਰ ਤੇ ਵਿਦੇਸ਼ ਪੜ੍ਹਦੇ ਪ੍ਰਾਰਥੀਆਂ ਲਈ ਸਹਿਯੋਗ।

ਪੰਜਾਬ ਜੌਬ ਹੈਲਪਲਾਈਨ:

ਬੇਰੋਜ਼ਗਾਰ ਵਿਅਕਤੀਆਂ ਨੂੰ ਰੋਜ਼ਗਾਰ ਪ੍ਰਦਾਨ ਕਰਨ ਵਿੱਚ ਮਦਦ ਕਰਨੀ ਅਤੇ ਨਿਯੋਜਕਾਂ ਨੂੰ ਢੁੱਕਵੇਂ ਕਾਮੇ ਉਪਲੱਬਧ ਕਰਵਾਉਣ ਲਈ 1 ਨਵੰਬਰ, 2019 ਤੋਂ ਪੰਜਾਬ ਜੌਬ ਹੈਲਪਲਾਈਨ ਸ਼ੁਰੂ ਕੀਤੀ ਗਈ ਹੈ।

ਸਰਕਾਰੀ/ਪ੍ਰਾਈਵੇਟ ਨੌਕਰੀਆਂ ਲਈ ਅਤੇ ਸੌਫਟ ਸਕਿੱਲਜ਼ ਲਈ ਕੋਚਿੰਗ/ਟ੍ਰੇਨਿੰਗ ਕਰਵਾਉਣਾ:

ਬੇਰੋਜ਼ਗਾਰ ਵਿਅਕਤੀਆਂ ਨੂੰ ਸਰਕਾਰੀ/ਪ੍ਰਾਈਵੇਟ ਨੌਕਰੀਆਂ ਲਈ ਅਤੇ ਸੌਫਟ ਸਕਿੱਲਜ਼ ਲਈ ਮੁਫਤ ਕੋਚਿੰਗ/ਟ੍ਰੇਨਿੰਗ ਕਰਵਾਉਣਾ।

ਡਿਜੀਟਲ ਪਲੇਟਫਾਰਮ:

ਇੱਕ ਇੰਟੀਗ੍ਰੇਟਡ ਡਿਜੀਟਲ ਪਲੇਟਫਾਰਮ pgrkam.com ਦੀ ਸਥਾਪਨਾ ਕੀਤੀ ਗਈ ਹੈ।

ਸੋਸ਼ਲ ਮੀਡੀਆ ਪਲੇਟਫਾਰਮ ਦੀ ਵਰਤੋਂ:

ਸੋਸ਼ਲ ਮੀਡੀਆ ਰਾਹੀਂ ਵੱਧ ਤੋਂ ਵੱਧ ਲੋਕਾਂ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਲਈ ਸੋਸ਼ਲ ਮੀਡੀਆ ਪਲੇਟਫਾਰਮ ਸਥਾਪਿਤ ਕੀਤਾ।

ਵਿਦੇਸ਼ੀ ਰੋਜ਼ਗਾਰ ਅਤੇ ਵਿਦੇਸ਼ੀ ਪੜ੍ਹਾਈ ਵਿੱਚ ਸਹਿਯੋਗ:

ਵਿਦੇਸ਼ੀ ਰੋਜ਼ਗਾਰ ਸਹਾਇਤਾ ਸੈੱਲ ਅਤੇ ਵਿਦੇਸ਼ੀ ਪੜ੍ਹਾਈ ਸਹਾਇਤਾ ਸੈੱਲ ਨੂੰ PGRKAM ਸੁਸਾਇਟੀ ਅਧੀਨ ਸਥਾਪਤ ਕੀਤਾ ਜਾ ਰਿਹਾ ਹੈ।

ਪੰਜਾਬ ਸਕਿੱਲ ਡਿਵੈਲਪਮੈਂਟ ਮਿਸ਼ਨ: ਪੰਜਾਬ ਸਕਿੱਲ ਡਿਵੈਲਪਮੈਂਟ ਮਿਸ਼ਨ ਵੱਲੋਂ ਪੰਜਾਬ ਦੇ ਯੁਵਕਾਂ ਵਾਸਤੇ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹੁਨਰ ਸਿਖਲਾਈ ਕੋਰਸ ਚਲਾਏ ਜਾ ਰਹੇ ਹਨ:-

1. **ਦੀਨ ਦਿਆਲ ਅੰਤਿਯੋਦਿਆ ਯੋਜਨਾ:** ਰਾਸ਼ਟਰੀ ਸ਼ਹਿਰੀ ਰੋਜ਼ੀ ਰੋਟੀ ਮਿਸ਼ਨ: ਇਸ ਪ੍ਰੋਗਰਾਮ ਦਾ ਮੰਤਵ ਸ਼ਹਿਰ ਵਿੱਚ ਵਸਦੇ ਗਰੀਬ ਨੌਜਵਾਨਾਂ ਨੂੰ ਹੁਨਰਮੰਦ ਕਰਨਾ ਹੈ ਤਾਂ ਜੋ ਕਿ ਉਹ ਨੌਕਰੀ/ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸ਼ੁਰੂ ਕਰ ਸਕਣ।
2. **ਪ੍ਰਧਾਨ ਮੰਤਰੀ ਕੌਸ਼ਲ ਵਿਕਾਸ ਯੋਜਨਾ:** ਇਸ ਪ੍ਰੋਗਰਾਮ ਦਾ ਮੰਤਵ ਨੌਜਵਾਨਾਂ ਨੂੰ ਉਦਯੋਗ- ਮੁੱਖੀ ਟ੍ਰੇਨਿੰਗ ਕਰਵਾਉਣਾ ਹੈ।
3. **ਦੀਨ ਦਿਆਲ ਉਪਾਧਿਆ ਗ੍ਰਾਮੀਣ ਕੌਸ਼ਲ ਯੋਜਨਾ:** ਇਸ ਪ੍ਰੋਗਰਾਮ ਦਾ ਮੰਤਵ ਪੇਂਡੂ ਗਰੀਬ ਯੁਵਕਾਂ ਨੂੰ ਹੁਨਰਮੰਦ ਕਰਨਾ ਹੈ ਤਾਂ ਜੋ ਕਿ ਉਹ ਨੌਕਰੀ/ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸ਼ੁਰੂ ਕਰ ਸਕਣ।
4. **ਪੰਜਾਬ ਹੈਰੀਟੇਜ ਅਤੇ ਟੂਰਿਜ਼ਮ ਪ੍ਰਮੋਸ਼ਨ ਬੋਰਡ:** ਪੰਜਾਬ ਹੈਰੀਟੇਜ ਅਤੇ ਟੂਰਿਜ਼ਮ ਪ੍ਰਮੋਸ਼ਨ ਬੋਰਡ ਪੀ.ਐਸ.ਡੀ.ਐਮ. ਦੇ ਸਹਿਯੋਗ ਨਾਲ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਫੁਲਕਾਰੀ, ਵੱਡ ਇਨਲੇ ਆਦਿ ਵਰਗੀਆਂ ਟ੍ਰੇਡਾਂ ਸਿਖਾਉਣਾ ਹੈ।
5. **ਸੰਕਲਪ:** ਸੰਕਲਪ ਹੁਨਰ ਵਿਕਾਸ ਮੰਤਰਾਲਯ ਦਾ ਪ੍ਰੋਗਰਾਮ ਹੈ ਜਿਸ ਦਾ ਮੰਤਵ ਸਕਿੱਲ ਟ੍ਰੇਨਿੰਗ ਸੰਸਥਾਵਾਂ ਨੂੰ ਮਜ਼ਬੂਤ ਕਰਨਾ ਹੈ ਜਿਸ ਨਾਲ ਗਰੀਬੀ ਰੇਖਾ ਤੋਂ ਹੇਠਾਂ ਰਹਿ ਰਹੀ ਆਬਾਦੀ ਦਾ ਫਾਇਦਾ ਹੋ ਸਕੇ।

CHAPTER II
District Bureau of Employment & Enterprises
(DBEEs)

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Government of Punjab
Department of Employment Generation and Training
(Employment Generation-Branch)

Notification

No.6/2/2017-4EGT/489

Dated: Chandigarh 4-9-17

1. The Governor of Punjab is pleased to constitute District Bureau of Employment and Enterprises (hereinafter called as the Bureau) in each district of the state. The Bureau will bring necessary synergy, oversight and effective coordination in the implementation of various schemes for employment generation, skill training, self-employment and entrepreneurship development across the departments at the district level and facilitate overseas employment to achieve the objectives of 'Ghar Ghar Rozgar' Mission.

Functions of the Bureau

2. The Bureau will have the following functions:
 - (i) **One Stop Platform**
To provide one stop platform for facilitating employment including overseas employment, skill training, self, employment enterprise and entrepreneurship development at the district level.
 - (ii) **Coordinate and Monitor Implementation of Schemes**
To coordinate with all the departments for successful implementation of relevant Central and State Govt. Schemes and regularly monitor the same.
 - (iii) **Interface between the Job Seekers and Employers**
To provide regular interface between the Job seekers and Employers through Digital Platform as well as conventional channels
 - (iv) **Services to the Employers**
To provide a variety of services to the Employers through digital platform as well as in person. It will include understanding the requirements, registering the same, arranging placement drive, and arranging skill training as per the requirement of the Employers. To ensure compliance of Rights of Persons with Disabilities Act and the Employment Exchanges (compulsory Notification of Vacancies) Act in the district.
 - (v) **Services to the Job Seekers**
To provide a variety of services to the Job seekers through digital platform as well as in person. It will include understanding the aspiration of the Job seeker, registering his or her name, provide counselling, provide finishing skills, provide domain skill and assist in the placement of the Job seeker and provide post placement support.
 - (vi) **Services for Self Employment and Entrepreneurship**
To support youth in seeking self-employment and other entrepreneurial ventures by providing assistance under various central and state schemes,

providing professional guidance and mentoring linkages, with Banks and other necessary support.

- (vii) **Services for Overseas Placement**
To provide necessary support to youth desiring overseas placement such as information about overseas opportunities, clearances required, skill required, counselling and other support.
- (viii) **Coordinate with Educational Institutions**
To coordinate and partner with various Educational Institutions in the district to provide necessary support to youth for skills, employment and entrepreneurship.
- (ix) **Coordinate with Skill Training Agencies**
To coordinate and partner with skill training agencies in the District for providing skill training to the registered youth.
- (x) **Facilitate Self Help Groups**
To coordinate and work with various stakeholders to facilitate self help groups.
- (xi) **Facilitate employment in Agriculture related activities**
To facilitate dissemination of latest practices for Agriculture and allied activities to enable unemployed and underemployed youth interested in agriculture and allied activities find gainful employment.
- (xii) **Effective Implementation of Public Funded Schemes such as MGNREGA**
To facilitate effective implementation of public funded schemes such as MGNREGA
- (xiii) **Advertisement platform for jobs/vacancies**
To act as a digital platform wherein all jobs/vacancies of the Govt. Departments/Organizations contractual/outsourcing/regular) shall be publicized.
- (xiv) **Any other related function**
To coordinate, facilitate and effectively discharge any other function, which may be entrusted to the Bureau by any department or organization of the State or Central Govt.

Constitution of the Bureau

3. There shall be a state level steering Committee, which shall direct, oversee and issue necessary guidelines for the effective functioning of the District Bureau. Further each Bureau shall have the following authorities:
 - (i) Governing Council
 - (ii) Chairperson, Governing council
 - (iii) Chief Executive Officer and
 - (iv) Deputy Chief Executive Office

State Level Apex Committee

4. There shall be a state level Apex committee, which shall oversee and issue appropriate guidelines for effective functioning of the District Bureaus. The Committee shall comprise of the following members:

(i)	Chief Secretary	Chairperson
(ii)	Financial Commissioner Development	Member
(iii)	Principal Secretary, Industries & Commerce	Member
(iv)	Financial Commissioner, Rural Development & Panchayats	Member
(v)	Principal Secretary, Finance	Member
(vi)	Principal Secretary, Labour	Member
(vii)	Principal Secretary, Local Government	Member
(viii)	Principal Secretary, Health and Family Welfare	Member
(ix)	Principal Secretary, Welfare of SC & BC	Member
(x)	Principal Secretary, Food Processing Industries	Member
(xi)	Principal Secretary, Information Technology	Member
(xii)	Principal Secretary, School Education	Member
(xiii)	Principal Secretary, Technical Education & Industrial Training	Member
(xiv)	Secretary, Planning	Member
(xv)	5 Representatives from Industry to be nominated by Govt.	Member
(xvi)	Mission Director, Punjab skill Development	Member
(xvii)	Secretary, Employment Generation	Member Secretary

5. The Chairperson may co-opt any other department or organisation as may be required.

Functions of the State Level Apex committee.

6. The State level committee will carry out the following functions:
- To provide overall policy directions of the District Bureaus
 - To monitor, supervise, guide the programme and resolve interdepartmental issues
 - To review the progress of implementation of State Employment Strategy.
 - To approve and review state annual action plan for employment
 - To consider the annual report of the District Bureaus
 - Any other matter which may be entrusted to the Committee by the Government.
7. The Directorate of Employment Generation will provide the secretariat assistance to the State Level Steering Committee. The Directorate shall also be responsible for developing digital platform, call/hiring professional. Services and other such common and state level activities to ensure the proper functioning of the District Bureaus.

Governing Council of the Bureau

8. There shall be a Governing Council of the Bureau to guide, monitor and review the functioning of the Bureau. The Governing Council shall consists of the following:

(i)	Deputy Commissioner	Chairperson
(ii)	Additional Deputy Commissioner	Vice Chairperson
(iii)	General manager, DIC	Member
(iv)	District Employment officer	Member
(v)	Representative of state Technical University/Private	Member
(vi)	District Education officer (Secretary)	Member
(vii)	Principal Nodal Polytechnic	Member
(viii)	Assistant Labour Commissioner	Member
(ix)	Representative of District RUDSETI	Member
(x)	Lead bank Manager	Member
(xi)	District Heads of BACFINCO, Punjab SC land development & Finance Corporation, KVIB and Cooperative Banks	Member
(xii)	District Development & Panchayat Officer	Member
(xiii)	Representative of Urban Local Government	Member
(xiv)	Two Representative from Industry to be nominated by DC	Member
(xv)	Deputy CEO	Co-Member

Functions of the Governing Council

9. The Governing Council shall provide overall guidance and supervision to the Bureau in discharging its function as described above subject to the guidelines issued by the state level steering committee or the State Govt. Without prejudice to the generality of the functions assigned to the Bureau, the Governing Council will discharge the following specific functions:

- (i) To approve Annual District Plan of the Bureau for achieving its objectives
- (ii) To approve annual budget and accounts of the bureau.
- (iii) To review the progress of various initiatives and schemes periodically
- (iv) To plan and review various job melas/placement campaigns
- (v) To plan and review various mobilization campaigns and awareness campaigns
- (vi) To plan and review engagement with local employers
- (vii) To plan and review engagement with local education institutions
- (viii) Any other work, which may be specifically entrusted by state level Apex Committee/State Govt.

10. The Governing council may further constitute sub-Committees for specific requirements.

Chairperson, Governing Council

11. The Deputy Commissioner shall be ex-officio chairperson of Governing council and shall exercise following functions:
- (i) Subject to the decisions of the Governing Council, he shall be the overall in charge of the Bureau.
 - (ii) He shall be competent to take appropriate decision, if required in anticipation of the approval of Governing Council
 - (iii) He shall provide necessary leadership to the Bureau and particularly in seeking the support from a large number of departments
 - (iv) He shall ensure regular meeting of the Governing Council and periodically review working of the bureau with its staff.
 - (v) He shall exercise such other powers and functions as may be entrusted to him.

Chief Executive Officer

12. Additional Deputy Commissioner shall be the Chief Executive Officer of the Bureau. He shall be responsible for day to day supervision of the Bureau and providing guidance and support to the staff. He shall exercise such other powers and functions a may be entrusted to him.

Deputy Chief Executive officer

13. He shall be full time professional assisting the Chief Executive Officer and Chairperson, Governing Council. He shall be in-charge of the team of professionals, as described at S. No. 18 below, to be placed with the Bureau under various schemes. He shall ensure that the Bureau functions in a professional manner.

Officers/employees from other Departments

14. The Bureau will have officers form various line departments. The following officers have been identified to work in the Bureau.
- (i) Employment Officer, Department of Employment Generation & Training
 - (ii) Functional Manager, Department of Industries and Commerce
 - (iii) District PMU, Punjab Skill Development Mission
 - (iv) District Guidance Counsellor, Department of Education
 - (v) District Heads of BACKFINCO, Punjab SC and Land Development & Finance Corporation
 - (vi) Officials of Lead District Bank or any other financial institutions of the state/central government
 - (vii) Research Officer, Department of Economic & Statistics
 - (viii) Labour Inspector, Department of Labour
 - (ix) Any other officer/official including a specialist in immigration overseas employment who may be deputed or engaged by the Bureau.

15. Since there may be variation in the availability of Officers/Officials at the district level, each Deputy Commissioner shall prepare HR plan for his district and after its approval by the State Committee, the services of the concerned Office/Officials shall be placed with the Bureau by the concerned Administrative Department.
16. The Officers and other officials whose services are placed with the Bureau shall continue to draw their salaries and be governed under the relevant rules and regulations of their respective cadres in their parent department/organizations.
17. The terms and conditions of the Deputy CEO, Placement Officer, Career Counsellor and other professional and support staff to be hired on contract/outsourcing shall be decided by the Department of Employment Generation.
18. The Bureau shall have the following functional Units:
 - (i) Registration
 - (ii) Counselling
 - (iii) Placement & Post Placement
 - (iv) Skill Development
 - (v) Self-Employment and Enterprise Support
 - (vi) Information, Education and Communication
 - (vii) Overseas Employment and Emigration
19. The Additional Deputy Commissioner-cum-CEO shall oversee the day to day functioning of the Bureau to be assisted by a Deputy CEO, a decision-making position with delegated financial powers. The Deputy CEO will be professional to be hired on contract basis who will head the office of the District Bureau which will include a placement officer, a career counselor, other professionals and support staff under various schemes to be coordinated by the Bureau.

Financing of the Bureau

20. The function and activities of the Bureau shall be funded by the State Government in the Department of Employment Generation by way of grant in aid. The Bureau may however levy fee for the services provided by it with prior approval of State Level Steering Committee, but no fee shall be charged to unemployed youth belonging to SCs and OBCs.

The Bureau shall maintain a separate Bank Account of its receipt and expenditure which shall be audited annually by the statutory and Govt. auditors.

The Bureau shall finalize its quarterly and annually receipt and expenditure accounts within 30 days from the close of the relevant quarter/year.

The delegation of financial powers shall be as under:

- a. State Level Apex Committee Full powers.
- b. Secretary, Employment Generation Punjab-Rs. 50 Lakh
- c. Director, Employment Generation Punjab-Rs.10 Lakh.
- d. Deputy Commissioner-Rs.10 Lakh.

21. The financial powers may be delegated at the District level as deemed fit with the approval of SLSC.

Powers to Remove Difficulties

22. The state Govt. in the Department of Employment Generation shall if so required, have the powers to issue policy directions to the Bureaus on matters assigned to it and all such directions shall be binding on the Bureau.

Delegation of powers by the Departments

23. Any Administrative Department may delegate any of the powers to the Bureau for smooth implementation of the Schemes.

Dated: 04.09.2017

Place: Chandigarh

Sd/-
Bhawna Garg, IAS
Secretary to Government of Punjab
Department of Employment Generation & Training

Endst. No 6/2/2017-4EGT/

Dated: Chandigarh

A copy alongwith a spare copy is forwarded to the Controller, Printing and Stationery, Punjab with the request that this notification may be published in Punjab Ordinary Gazette and 100 copies may be sent to this office for official use.

Sd/-
Additional Secretary

Endst. No /6/2/2017-4EGT/

Dated: Chandigarh

A copy of the above is forwarded to the following for information please.

- (i) Principal Secretary to Chief Minister, Punjab
- (ii) Private Secretary to Minister of Employment Generation and Training, Punjab

Sd/-
Additional Secretary

Endst. No 6/2/2017-4EGT/493-496

Dated: Chandigarh

A copy of the above is forwarded to the following for information please.

- (i) Private Secretary to Chief Secretary, Punjab
- (ii) All the Financial Commissioners/Principal Secretaries/Administrative Secretaries of the State.
- (iii) All the heads of the Department of the State.
- (iv) All the Deputy Commissioners of the State.

Sd/-
Additional Secretary

Endst. No 6/2/2017-4EGT/

Dated: Chandigarh

A copy of the above is forwarded to the following for information and necessary action please.

- (i) Additional Secretary, Employment Generation and Training, Punjab
- (ii) The Director, Employment Generation and Training, Punjab.

Sd/-
Additional Secretary

From,

Director, Employment Generation & Training
Punjab Chandigarh

To,

All Deputy Commissioners

In the State of Punjab.

No. B-II/19309-19330

D: 4.10.17

Subject: Setting up of Districts Bureau of Employment & Enterprise- Regarding.

As you are aware that the Hon'ble Governor of Punjab constituted the District Bureau of Employment and Enterprise in each district of the State to achieve the ----to you vide no. 6/2/2017-4EGT/489 Dt. Chandigarh 4-9-2017.

You are required to take following actions:

1. Identification of minimum three spacious room (minimum 3000 sq.ft.) for setting up of District Bureau of Employment and Enterprise.
2. Identification of at least 5 employees/Officers of other line department /D.C. office to be placed with Bureau till the pucca staff is made available shortly.
3. 1 mini bus or vehicle of almost no use lying in any department to be identified from offices working in district, so as to reach ghar -ghar.
4. Staff of present District Bureaus will remain at the disposal of respective Deputy Commissioner for setting up and working of district Bureau of Employment & Enterprises.

Sd/-

Director, Employment Generation & Training,
Punjab, Chandigarh.

Endorsement No. 19331-19352

Dated 4.10.17

Copy to:

1. Secretary, Employment Generation and Training Officers for information.
2. Deputy Directors / District Employment Generation & Training Officers for information and necessary action.

Sd/-

Director, Employment Generation & Training,
Punjab, Chandigarh.

Government of Punjab
Employment Generation & Training

To,

All the Deputy Commissioners,
In the State.

Memo No. PPSD/2017/21264

Date: 31/10/2017

Sub: Compliance orders of Punjab Cabinet Decision on 18-03-2017 regarding physical set up of District Employment Bureau in the respective Districts and holding of recruitment camps every week in a District.

Govt. of Punjab under the leadership of Hon'ble Chief Minister is committed to provide job/self-entrepreneurship to the unemployed youth of Punjab under the Ghar Ghar Rozgar Mission being run by Department of Employment generation and Training (DEGT). The Government plans to dovetail Employment Generation schemes with the demand from Industry to get better employability results. State Level Function was held on 05-09-2017 by the Punjab Government at Mohali where in Employers Meet and State Job Mela were held. The department of Industries & Commerce facilitated signing of more than 40 MoUs with Industry and various Industry Associations of Punjab who offered more than 2.5 lacs jobs for the unemployed of Punjab. The dovetailing of Industries & Commerce with the schemes of Employment Generation Department is successfully possible if the respective Deputy Commissioners take this task earnestly and passionately. Following steps are proposed to be taken at the District level.

1. The District Employment Bureau stands notified as on 04-09-2017. The office of the Bureau is preferably to be set up physically in District Administrative Complex. DEGT would be providing requisite funds to the tune of Rs. 40-50 lacs per District for setting up the District Employment Bureau. The plan and layout for the Bureau office has been approved by PWD in consultation with Chief Architect Punjab. Till the physical establishment of the Bureau office. It is recommended that 3-4 rooms having 10 approx. covered area about 3000-4000 sq.ft. be made available to the existing District Employment Generation Officer for starting the bureau office. Request that intimation of compliance be forwarded to this office at the earliest.
2. As per the notification technical staff comprising of Dy. CEO, Placement Officer, and Counsellor is required to be placed at the district bureau office. Till the joining of such staff, the DC are authorized to identify 3-4 competent officers/officials from the existing staff of DC office/line Department to start the functioning of District bureau. These officers/officials may be made to sit in room specially marked and allocated with signage marked as registration room, counseling room etc. as per the nomenclature of notification.
3. It is suggested that at least one recruitment camp be held every month in every District while in coordination with district industries. The soft copy of availability of job vacancies with the Industries, district wise is attached herewith.

For all such recruitment camps data of unemployed youth is available with the following:-

1. Punjab Skill Development Mission Dr. Meenu Dhuman, Mission Manager M.No.9815902672)
2. Technical Education Department Smt. Rupinder Kaur, EGTO M. No.9872898860)
3. Employment Exchange Data Local EGTO with nodal officer Smt. Parminder Sharma, Deputy Director M. No. 9257312278. In future whenever the respective Deputy Commissioner plans for District recruitment camp, the aforesaid persons will intimate the concerned youth for recruitment camps by means of Email/SMSs.
This office would appreciate if the Deputy Commissioner share at least one month schedule of the District Recruitment Camp in advance.

Sd/-
Secretary, Government of Punjab,
Department of Employment Generation and Training

From,

District, Employment Generation & Training Department,
Punjab, Chandigarh.

To,

1. DDO, Directorate.
2. All Deputy Director and District Employment Generation & Training Officers of the field offices of EGT.

No. 11/1/2017-18/B-3/165-187

Dated: 01/01/2018

Subject: Establishment of District Bureau of Employment & Generation in the State of Punjab regarding release of 10.00 Crore for the Year 2017-18

Reference: Directorate of EGT letter no.11/1/2017-18/BUDGET-1/115-137
dated: 1.1.2018

In continuation to the letter under reference, the amount to be spent by the respective DBEEs as prescribed In the Notification dated 4.9.17 and further amendments to it for following functions:

LAYOUT for Districts at S. No. 2 to 13 of letter dated 1.1.2018

1. Reception Area/help desk-1 chair 1 table.
2. Registration (self-operated work stations) at reception area-3 work stations standing.
3. Self -assessment of applicants (self- operated work stations) with assessment software-4 work stations standing.
4. Sitting area with LCD, Display board, notice board, information centre, services offered etc-20 seats.
5. Dy CEO-1 Room with 1 chair, 1 table, 1 work station, 3 chair in front, 1 almirah, 1 rack, 1 phone/intercom/announcements system.
6. Counsellor Room-2 Room each with 1 chair, 1 table, 1 work station, 3 chairs in front, 1 almirah, 1 rack, 1 phone/intercom/announcement system.
7. Placement officer Room-2 Room each with 1 chair, 1 table, 1 work station, 3 chairs in front, 1 almirah, 1 rack, 1 phone/intercom/announcement system.
8. Interview Room/Group Guidance/Employers Interaction room-10 Seats with LCD/Projector, 5 work stations for hands on assessment etc.
9. Conference Room-15 seats with LCD/Projector.
10. Line Deptts Officers Station-6 work stations with 1 chair, 1 table, 1 almirah, 1 rack each.
11. Foreign Emlgration-2 work station with 1 chair, 1 table, 1 almirah, 1 rack each
12. Self-employment -2 work stations with 1 chair, 1 table, 1 almirah, 1 rack each.
13. Renovation/Partition.

LAYOUT for Districts S. No. 14 to 23 of letter dated 1.1.2018

1. Reception Area/help desk-1 chair 1 table.
2. Registration (self-operated work stations) at reception area-2 work stations standing.
3. Self-assessment of applicants (self-operated work stations) with assessment software-3 work stations standing.
4. Sitting area with LCD, Display board, notice board, information centre, services offered etc-12 seats.

5. Dy CEO-1 Room with 1 chair, 1 table, 1 work station, 3 chair in front, 1 almirah, 1 rack, 1 phone/intercom/announcement system.
6. Counsellor Room-2 rooms each with 1 chair, 1 table. 1 work station, 3 chair in front, 1 almirah, 1 rack, 1 Phone/Intercom/announcement system.
7. Placement officer Room-2 Room each with 1 chair,1 table, 1 work station, 3 chairs in front, 1 almirah, 1 rack,1 phone/intercom/announcement system.
8. Interview Room/Group Guidance/Employers Interaction room-7 Seats with LCD/Projector, 3 work stations for hands on assessment etc.
9. Conference Room-10 seats with LCD/Projector.
10. Line Deptts Officers Station-6 work stations with 1 chair, 1 table, 1 almirah, 1 rack each.
11. Foreign Emlgration-1 work station with 1 chair, 1 table,1 almirah, 1 rack each.
12. Self-employment -1 work stations with 1 chair, 1 table, 1 almirah, 1 rack each.
13. Renovation/Partition.

Sd/-

Secretary, Government of Punjab,
Department of Employment Generation and Training

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਸੇਵਾ ਵਿਖੇ,

ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋਜ਼।

ਨੰ: ਡੀ.ਬੀ.ਈ.ਈ./2018/ 26267-88

ਮਿਤੀ: 29-10-18

ਵਿਸ਼ਾ: ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਦੇ ਕੰਮਾਂ ਨੂੰ ਸੁਚਾਰੂ ਢੰਗ ਨਾਲ ਚਲਾਉਣ ਲਈ ਲੋੜੀਂਦੀ ਪ੍ਰਕਿਰਿਆ ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਘਰ-ਘਰ ਰੋਜ਼ਗਾਰ ਮਿਸ਼ਨ ਦੀ ਪ੍ਰਾਪਤੀ ਲਈ ਰਾਜ ਦੇ ਸਮੂਹ ਜ਼ਿਲ੍ਹਿਆਂ ਵਿੱਚ ਸਥਾਪਿਤ ਕੀਤੇ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਦੇ ਕੰਮ ਨੂੰ ਸੁਚਾਰੂ ਢੰਗ ਨਾਲ ਚਲਾਉਣ ਅਤੇ ਬਿਊਰੋਜ਼ ਵਿੱਚ ਮੁਹੱਈਆ ਕਰਵਾਈਆਂ ਜਾਣ ਵਾਲੀਆਂ ਸੇਵਾਵਾਂ ਦੇ ਰਿਕਾਰਡ ਨੂੰ ਮੇਨਟੇਨ ਕਰਨ ਲਈ ਨਾਲ ਨੱਥੀ ਗਾਈਡਲਾਈਨਜ਼ ਅਨੁਸਾਰ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇ ਅਤੇ ਡੀ.ਬੀ.ਈ.ਈ. ਦੇ ਮਹੀਨਾਵਾਰ ਰੀਵਿਊ ਲਈ ਨੱਥੀ ਪ੍ਰੋਫਾਰਮਾ ਅਨੁਸਾਰ ਮਹੀਨਾਵਾਰ ਰਿਪੋਰਟ ਮੁੱਖ ਦਫਤਰ ਨੂੰ ਚੌਥੇ ਕੰਮ ਵਾਲੇ ਦਿਨ ਤੇ ਭੇਜੀ ਜਾਵੇ।

ਨੱਥੀ (ਉਪਰੋਕਤ ਅਨੁਸਾਰ)

(ਸਹੀ)

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਹਦਾਇਤਾਂ

ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਦੇ ਕੰਮਾਂ ਨੂੰ ਸੁਚਾਰੂ ਢੰਗ ਨਾਲ ਚਲਾਉਣ ਲਈ ਲੋੜੀਂਦੀ ਪ੍ਰਕਿਰਿਆ:

ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਘਰ-ਘਰ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ ਮਿਸ਼ਨ ਦੀ ਪ੍ਰਾਪਤੀ ਲਈ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ, ਹੁਨਰ ਟ੍ਰੇਨਿੰਗ, ਸਵੈ-ਰੋਜ਼ਗਾਰ ਤੇ ਉਦਮਤਾ ਵਿਕਾਸ ਤੇ ਵਿਦੇਸ਼ੀ ਰੋਜ਼ਗਾਰ ਲਈ ਉਪਰਾਲੇ ਕਰਨ ਲਈ ਹਰ ਜ਼ਿਲ੍ਹੇ ਵਿੱਚ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਸਥਾਪਿਤ ਕੀਤੇ ਗਏ ਹਨ।

ਇਸ ਉਦੇਸ਼ ਦੀ ਪ੍ਰਾਪਤੀ ਲਈ ਇਨ੍ਹਾਂ ਬਿਊਰੋਜ਼ ਦੀ ਸਥਾਪਨਾ ਲਈ ਹਰ ਜ਼ਿਲ੍ਹੇ ਲਈ ਲੋੜੀਂਦੇ ਫੰਡਜ਼ ਜਾਰੀ ਕਰਦੇ ਹੋਏ ਜ਼ਿਲ੍ਹਾ ਪ੍ਰਸ਼ਾਸਨ ਦੀ ਯੋਗ ਰਹਿਨੁਮਾਈ ਵਿੱਚ ਇਹ ਬਿਊਰੋਜ਼, ਮਿਤੀ 01 ਨਵੰਬਰ 2018 ਤੋਂ ਚਾਲੂ ਕਰਨ ਲਈ ਉਪਰਾਲੇ ਕੀਤੇ ਜਾ ਰਹੇ ਹਨ। ਇਨ੍ਹਾਂ ਬਿਊਰੋਜ਼ ਦੇ ਕੰਮਾਂ ਨੂੰ ਸੁਚਾਰੂ ਢੰਗ ਨਾਲ ਚਲਾਉਣ ਲਈ ਹਰ ਬਿਊਰੋ ਵਿੱਚ ਕਿਹੜੇ ਕੰਮ ਕਿਸ ਢੰਗ ਨਾਲ ਕੀਤੇ ਜਾਣੇ ਹਨ, ਦਾ ਵਿਸਥਾਰ ਪੂਰਵਕ ਵੇਰਵਾ ਹੇਠ ਅਨੁਸਾਰ ਹੈ:

- 1. ਆਮ ਜਨਤਾ ਦੀ ਰੋਜ਼ਾਨਾ ਵਿਜ਼ਟ:** ਵਿਜ਼ਟ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਵਿੱਚ ਆਉਣ ਵਾਲੇ ਹਰ ਇੱਕ ਵਿਅਕਤੀ ਨੂੰ ਭਾਵੇਂ ਉਹ ਕਿਸੇ ਵੀ ਕੰਮ ਲਈ ਬਿਊਰੋ ਵਿੱਚ ਵਿਜ਼ਟ ਕਰਦਾ ਹੈ, ਦਾ ਅੰਦਰਾਜ ਵਿਜ਼ਟ ਰਜਿਸਟਰ ਵਿੱਚ ਕੀਤਾ ਜਾਵੇਗਾ, ਜਿਸ ਦੇ ਕਾਲਮ ਹੇਠ ਅਨੁਸਾਰ ਹੋਣਗੇ ਇਨ੍ਹਾਂ ਕੰਮਾਂ ਨਾਲ ਸਬੰਧਤ ਵੇਰਵੇ ਹੇਠ ਲਿਖੇ ਪ੍ਰੋਫਾਰਮੇ ਵਿੱਚ ਹਰ-ਰੋਜ਼ ਭਰੇ ਜਾਣਗੇ

ਲੜੀ ਨੰ.	ਵਿਅਕਤੀ ਦਾ ਨਾਮ	ਪਤਾ	ਮੋਬਾਇਲ ਨੰਬਰ	ਬਿਊਰੋ ਵਿੱਚ ਆਉਣ ਦਾ ਉਦੇਸ਼

- 2. ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਵਿਜ਼ਟ:-** ਜ਼ਿਲ੍ਹੇ ਤੇ ਵਿੱਚ ਚਲ ਰਹੇ ਡਿਗਰੀ ਕਾਲਜ/ਪ੍ਰੋਫੈਸ਼ਨਲ ਡਿਗਰੀ ਕੋਰਸਿਜ਼ ਤੇ ਤਕਨੀਕੀ ਤੇ ਵਿੱਦਿਅਕ ਸੰਸਥਾਵਾਂ ਵਗੈਰਾ ਵਿੱਚ ਪੜ੍ਹ ਰਹੇ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਰੋਜ਼ਗਾਰ ਬਿਊਰੋ ਦੀਆਂ ਗਤੀਵਿਧੀਆਂ ਦੀ ਜਾਣਕਾਰੀ ਦੇਣਾ, ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਪੋਰਟਲ ਦੇ ਨਾਮ ਦਰਜ ਕਰਵਾਉਣ, ਕਿੱਤਾ ਅਗਵਾਈ ਦੇਣ ਲਈ ਵਿਜ਼ਟ ਕਰਵਾਏ ਜਾਣ ਤੇ ਇਸ ਦਾ ਅੰਦਰਾਜ ਇੱਕ ਰਜਿਸਟਰ ਜਿਸ ਦਾ ਨਾਮ ਤਕਨੀਕੀ/ਵਿਦਿਅਕ ਅਦਾਰਿਆਂ ਦੀ ਵਿਜ਼ਟ ਹੋਵੇਗਾ, ਵਿੱਚ ਕੀਤਾ ਜਾਵੇਗਾ, ਜਿਸ ਦੇ ਕਾਲਮ ਹੇਠ ਅਨੁਸਾਰ ਹੋਣਗੇ:

ਲੜੀ ਨੰ.	ਅਦਾਰੇ/ਸੰਸਥਾ ਦਾ ਨਾਮ	ਵਿਜ਼ਟ ਕੀਤੇ ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਗਿਣਤੀ

- 3. ਰਜਿਸਟਰੇਸ਼ਨ ਰਜਿਸਟਰ:** ਬੇਰੋਜ਼ਗਾਰ ਵਿਅਕਤੀਆਂ ਨੂੰ ਰੋਜ਼ਗਾਰ ਪ੍ਰਾਪਤੀ ਲਈ ਤੇ ਰਜਿਸਟਰ ਕੀਤਾ ਜਾਣਾ ਹੇਠ ਅਨੁਸਾਰ ਲਾਜ਼ਮੀ ਬਣਾਇਆ ਜਾਵੇ।
 - (I) ਘਰ-ਘਰ ਰੋਜ਼ਗਾਰ ਪੋਰਟਲ ਤੇ ਰਜਿਸਟਰ ਕੀਤਾ ਜਾਣਾ।
 - (II) ਮੈਨੂਅਲ ਰਜਿਸਟਰੇਸ਼ਨ (NSEM) ਅਨੁਸਾਰ
 - (III) NCS

ਇਨ੍ਹਾਂ ਦਾ ਰਿਕਾਰਡ ਪਹਿਲਾਂ ਜਾਰੀ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਰੱਖਿਆ ਜਾਵੇ।

- 4. ਕਾਊਂਸਲਿੰਗ:** ਰੋਜ਼ਗਾਰ ਪ੍ਰਾਪਤੀ ਲਈ ਆਉਣ ਵਾਲੇ ਵਿਅਕਤੀਆਂ ਦੀ ਕਾਊਂਸਲਿੰਗ ਜ਼ਿਲ੍ਹਾ ਗਾਈਡੈਂਸ/ਕਾਊਂਸਲਰ/ਕੈਰੀਅਰ ਕਾਊਂਸਲਰ ਦੁਆਰਾ ਕੀਤੀ ਜਾਵੇ ਅਤੇ ਕਾਊਂਸਲਰ ਦੁਆਰਾ ਦਿੱਤੀ ਸੇਧ ਅਨੁਸਾਰ ਉਮੀਦਵਾਰ ਨੂੰ ਤਕਨੀਕੀ ਸਿਖਲਾਈ ਲਈ ਆਈ.ਟੀ.ਆਈ./ਪੋਲੀਟੈਕਨਿਕ ਦੇ ਨੁਮਾਇੰਦੇ ਜੋ ਕਿ ਲਾਈਨ ਡਿਪਾਰਟਮੈਂਟ ਦੇ ਨੁਮਾਇੰਦੇ ਦੇ ਤੌਰ ਤੇ ਬਿਊਰੋ ਵਿੱਚ ਹਾਜ਼ਰੀ ਦੇਣਗੇ, ਵੱਲੋਂ ਲੋੜੀਂਦੀ ਅਗਵਾਈ ਤੇ ਬਿਊਰੋ ਵਿੱਚ ਦਾਖਲੇ ਆਦਿ ਲਈ ਆਨਲਾਈਨ ਅਰਜ਼ੀਆਂ ਭਿਜਵਾਈਆਂ ਜਾਣਗੀਆਂ ਤੇ ਇਸ ਸਬੰਧੀ ਰਿਕਾਰਡ ਆਨਲਾਈਨ ਅਰਜ਼ੀਆਂ ਭੇਜਣ ਵਾਲਾ ਰਜਿਸਟਰ ਲਗਾ ਕੇ ਉਸ ਵਿੱਚ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਅੰਦਰਾਜ ਕੀਤਾ ਜਾਵੇਗਾ:

ਲੜੀ ਨੰ.	ਵਿਦਿਆਰਥੀ ਦਾ ਨਾਮ	GGR ID	ਮੋਬਾਇਲ ਨੰਬਰ	ਕਿਸ ਕੋਰਸ ਲਈ ਅਪਲਾਈ ਕਰਵਾਇਆ	ਅਪਲਾਈ ਕਰਵਾਉਣ ਦੀ ਕਿਸਮ

5. **ਮੁਫਤ ਇੰਟਰਨੈਟ ਸੇਵਾਵਾਂ:** ਦਫਤਰ ਵਿੱਚ ਆਉਣ ਵਾਲੇ ਬੇਰੋਜ਼ਗਾਰਾਂ ਨੂੰ ਵੱਖ-ਵੱਖ ਕੋਰਸਾਂ, ਵਜ਼ੀਫ਼ਿਆਂ, ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮਾਂ, ਸਰਕਾਰੀ ਤੇ ਗੈਰ ਸਰਕਾਰੀ ਖੇਤਰ ਦੇ ਅਦਾਰਿਆਂ, ਮੁਕਾਬਲੇ ਦੀਆਂ ਪ੍ਰੀਖਿਆਵਾਂ ਲਈ ਆਨ ਲਾਈਨ ਅਰਜ਼ੀਆਂ ਭੇਜਣ ਲਈ ਮੁਫਤ ਇੰਟਰਨੈਟ ਸੇਵਾਵਾਂ ਪ੍ਰਦਾਨ ਕੀਤੀਆਂ ਜਾਣੀਆਂ ਹਨ ਅਤੇ ਇਨ੍ਹਾਂ ਵਿਅਕਤੀਆਂ ਨੂੰ ਉਪਲੱਬਧ ਕਰਵਾਈਆਂ ਸੇਵਾਵਾਂ/ਦਿੱਤੀਆਂ ਸੇਵਾਵਾਂ ਦਾ ਰਿਕਾਰਡ ਰੱਖਿਆ ਜਾਣਾ ਹੈ। ਜਿਸ ਦੇ ਕਾਲਮ ਹੇਠ ਅਨੁਸਾਰ ਹੋਣਗੇ (ਇੱਥੇ ਇਹ ਦੱਸਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਜੇਕਰ ਕੋਈ ਵਿਅਕਤੀ ਉਪਰੋਕਤ ਤੋਂ ਇਲਾਵਾ ਵੀ ਕਿਸੇ ਰੋਜ਼ਗਾਰ ਸੂਚਨਾ ਸਬੰਧਤ ਕੰਮ ਲਈ ਫਰੀ ਨੈੱਟ ਵਰਤਣਾ ਚਾਹੁੰਦਾ ਹੈ ਤਾਂ ਉਸ ਨੂੰ ਵਰਤਣ ਦਿੱਤਾ ਜਾਵੇਗਾ):

ਲੜੀ ਨੰ	ਵਿਦਿਆਰਥੀ ਦਾ ਨਾਮ	GGR NO	ਮੋਬਾਇਲ ਨੰਬਰ	ਕਿਸ ਕੰਮ ਲਈ ਅਰਜ਼ੀ ਭੇਜੀ	ਕਿਸ ਸੰਸਥਾ ਨੇ ਭੇਜੀ	ਕਿਸ ਮਿਤੀ ਨੂੰ ਭੇਜੀ	ਜੇਕਰ (5),(6)ਜਾਂ (7) ਮੁਤੱਲਕ ਕੋਈ ਕੰਮ ਨਾ ਹੋਵੇ ਤਾਂ ਇੱਥੇ ਟਿੱਕ ਕਰੋ
(1)	(2)	(3)	(4)	(5)	(6)	(7)	

6. **ਵਿਦੇਸ਼ੀ ਰੋਜ਼ਗਾਰ/ਸਿੱਖਿਆ:** ਜ਼ਿਲ੍ਹਾ ਬਿਊਰੋ ਵਿੱਚ ਲੋਕਲ ਪੱਧਰ ਤੇ ਵਿਦੇਸ਼ ਵਿੱਚ ਰੋਜ਼ਗਾਰ/ਸਿੱਖਿਆ ਪ੍ਰਾਪਤੀ ਲਈ ਗਾਈਡ ਕਰਨ ਦੇ ਉਪਰਾਲੇ ਕਰਦੇ ਹੋਏ ਚਾਹਵਾਨ ਵਿਅਕਤੀਆਂ ਨੂੰ ਸੂਚਨਾ ਉਪਲੱਬਧ ਕਰਵਾਈ ਜਾਵੇ ਤੇ ਇਸ ਲਈ ਇੱਕ ਰਜਿਸਟਰ ਵਿਦੇਸ਼ੀ ਰੋਜ਼ਗਾਰ/ਸਿੱਖਿਆ ਹੇਠ ਅਨੁਸਾਰ ਲਗਾਇਆ ਜਾਵੇ:

ਲੜੀ ਨੰ	ਵਿਅਕਤੀ ਦਾ ਨਾਮ	GGR NO.	ਮੋਬਾਇਲ ਨੰਬਰ	ਦਿੱਤੀ ਜਾਣਕਾਰੀ

7. **ਸਕਿੱਲ ਕੋਰਸ:** ਬਿਊਰੋ ਵਿੱਚ ਦਰਜ ਬੇਰੋਜ਼ਗਾਰ ਵਿਅਕਤੀਆਂ ਨੂੰ ਰੋਜ਼ਗਾਰ ਦੇ ਹੋਰ ਮੌਕੇ ਉਪਲੱਬਧ ਕਰਵਾਉਣ ਹਿੱਤ ਪੰਜਾਬ ਸਕਿੱਲ ਡਿਵੈਲਪਮੈਂਟ ਦੇ ਜ਼ਿਲ੍ਹਾ ਪੱਧਰ ਦੇ ਕਰਮਚਾਰੀ ਵੱਲੋਂ ਕਾਊਂਸਲਰ ਵੱਲੋਂ ਪਹਿਚਾਣ ਕੀਤੇ ਵਿਅਕਤੀ ਨੂੰ ਉਸ ਦੀ ਪਸੰਦ ਤੇ ਇੰਡਸਟਰੀ ਅਤੇ ਲੋਕਲ ਪੱਧਰ ਦੇ ਨਿਯੋਜਕ ਦੀ ਮੰਗ ਅਨੁਸਾਰ ਸਕਿੱਲ ਗੈਪ ਦੀ ਪੂਰਤੀ ਤੇ ਰੋਜ਼ਗਾਰ ਦੇ ਮੌਕੇ ਉਪਲੱਬਧ ਕਰਵਾਉਂਦੇ ਕੋਰਸਾਂ ਲਈ ਵਿਅਕਤੀਆਂ ਦੀ ਚੋਣ ਕੀਤੀ ਜਾਵੇ ਤੇ ਉਨ੍ਹਾਂ ਨੂੰ ਕੋਰਸ ਤੋਂ ਬਾਅਦ ਰੋਜ਼ਗਾਰ ਉਪਲੱਬਧ ਕਰਵਾਉਣ ਦੇ ਉਪਰਾਲੇ ਵੀ ਕੀਤੇ ਜਾਣ। ਬੇਰੋਜ਼ਗਾਰ ਵਿਅਕਤੀਆਂ ਨੂੰ ਸਕਿੱਲ ਕੋਰਸ ਸਬੰਧੀ ਮੁਹੱਈਆ ਕਰਵਾਈਆਂ ਗਈਆਂ ਸੇਵਾਵਾਂ ਦੇ ਉਪਰਾਲੇ ਵੀ ਕੀਤੇ ਜਾਣ। ਬੇਰੋਜ਼ਗਾਰ ਵਿਅਕਤੀਆਂ ਨੂੰ ਸਕਿੱਲ ਕੋਰਸ ਸਬੰਧੀ ਮੁਹੱਈਆ ਕਰਵਾਈਆਂ ਗਈਆਂ ਸੇਵਾਵਾਂ ਦਾ ਅੰਦਰਾਜ ਸਕਿੱਲ ਕੋਰਸ ਰਜਿਸਟਰ ਵਿੱਚ ਹੇਠ ਅਨੁਸਾਰ ਰੱਖਿਆ ਜਾਵੇਗਾ:

ਲੜੀ ਨੰ	ਵਿਅਕਤੀ ਦਾ ਨਾਮ	GGR NO.	ਕੋਰਸ ਦਾ ਨਾਮ ਜਿਸ ਲਈ ਚੋਣ ਕੀਤੀ ਹੈ

8. **ਪਲੇਸਮੈਂਟ ਡਰਾਈਵ/ਕੈਂਪ:** ਹਰ ਜ਼ਿਲ੍ਹੇ ਵਿੱਚ ਪ੍ਰਾਈਵੇਟ ਅਤੇ ਪਬਲਿਕ ਅਦਾਰਿਆਂ ਵਿੱਚ ਆਯੋਜਿਤ ਕੀਤੀ ਜਾਣ ਵਾਲੀ ਪਲੇਸਮੈਂਟ ਡਰਾਈਵ ਅਤੇ ਬਿਊਰੋ ਵੱਲੋਂ ਆਯੋਜਿਤ ਹਰ ਮਹੀਨੇ ਦੇ ਪਲੇਸਮੈਂਟ ਕੈਂਪ ਤੇ ਟਾਊਨ ਰੋਜ਼ਗਾਰ ਦਫਤਰਾਂ ਨੂੰ 1 ਕੈਂਪ ਆਯੋਜਿਤ ਕਰਨ ਦਾ ਟੀਚਾ ਦਿੱਤਾ ਹੈ ਤੇ ਇਸ ਕੰਮ ਦੀ ਪੂਰਤੀ ਲਈ ਹਰ ਰੋਜ਼ਗਾਰ ਵਿਭਾਗ ਦਾ ਅਧਿਕਾਰੀ ਆਪਣੇ ਖੇਤਰ ਦੇ 5 ਪ੍ਰਾਈਵੇਟ ਖੇਤਰ ਦੇ ਐਕਟ ਅਦਾਰਿਆਂ ਦੇ ਰਿਕਾਰਡ ਚੈਕ ਕਰਕੇ ਅਸਾਮੀਆਂ ਪ੍ਰਾਪਤ ਕਰਨ ਸਬੰਧੀ ਟੀਚੇ ਪਹਿਲਾਂ ਹੀ ਦਿੱਤੇ ਜਾ ਚੁੱਕੇ ਹਨ ਅਤੇ 5 ਪ੍ਰਾਈਵੇਟ ਨਿਯੋਜਕਾਂ ਨਾਲ ਸੰਪਰਕ ਕਰਕੇ ਅਸਾਮੀਆਂ ਪਲੇਸਮੈਂਟ ਕੈਂਪ ਦੇ ਆਯੋਜਨ ਦੌਰਾਨ ਵਰਤੋਂ ਵਿੱਚ ਲਿਆ ਕੇ ਬੇਰੋਜ਼ਗਾਰ ਵਿਅਕਤੀਆਂ ਨੂੰ ਰੋਜ਼ਗਾਰ ਦਿਵਾਉਣ ਲਈ ਵਰਤੀਆਂ ਜਾਣਗੀਆਂ। ਆਯੋਜਿਤ ਕੀਤੇ ਗਏ ਪਲੇਸਮੈਂਟ ਡਰਾਈਵ/ਕੈਂਪ ਸਬੰਧੀ ਰਿਕਾਰਡ ਪਲੇਸਮੈਂਟ ਕੈਂਪ/ਡਰਾਈਵ ਰਜਿਸਟਰ ਵਿੱਚ ਕੀਤਾ ਜਾਵੇਗਾ ਜਿਸ ਦੇ ਹੇਠ ਅਨੁਸਾਰ ਕਾਲਮ ਹੋਣਗੇ:

ਕੈਂਪ ਦੀ ਮਿਤੀ	ਸ਼ਾਮਲ ਨਿਯੋਜਕਾਂ ਦੀ ਗਿਣਤੀ	ਅਸਾਮੀਆਂ ਦੀ ਗਿਣਤੀ	ਸ਼ਾਮਲ ਬੇਰੋਜ਼ਗਾਰਾਂ ਦੀ ਗਿਣਤੀ	ਚੋਣ ਕੀਤੇ ਬੇਰੋਜ਼ਗਾਰਾਂ ਦੀ ਗਿਣਤੀ

- 9. ਸਵੈ-ਰੋਜ਼ਗਾਰ:** ਕੈਰੀਅਰ ਕਾਊਂਸਲਰ ਤੇ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਵਿਭਾਗਾਂ ਦੇ ਸੰਸਥਾਵਾਂ ਦੇ ਲਾਈਨ ਵਿਭਾਗਾਂ ਦੇ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਉਨ੍ਹਾਂ ਦੇ ਵਿਭਾਗਾਂ ਦੀਆਂ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮਾਂ ਲਈ ਬੇਰੋਜ਼ਗਾਰਾਂ ਨੂੰ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸ਼ੁਰੂ ਕਰਨ ਲਈ ਵੱਖ-ਵੱਖ ਕਰਜ਼ੇ/ਟ੍ਰੇਨਿੰਗ ਸਕੀਮਾਂ ਦੀ ਜਾਣਕਾਰੀ ਦੇ ਕੇ ਅਪਲਾਈ ਵੀ ਕਰਵਾਉਣਗੇ। ਜਿਸ ਦੀ ਮੋਨੀਟਰਿੰਗ ਏ.ਡੀ.ਸੀ./ਸੀ.ਈ.ਓ. ਵੱਲੋਂ ਕੀਤੀ ਜਾਵੇਗੀ ਅਤੇ ਇਸ ਸਬੰਧੀ ਅੰਦਰਾਜ਼ ਇੱਕ ਰਜਿਸਟਰ ਜਿਸ ਦਾ ਨਾਮ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮਾਂ ਰਜਿਸਟਰ ਵਿੱਚ ਕੀਤਾ ਜਾਵੇਗਾ। ਹਰ ਵਿਭਾਗ ਲਈ ਰਜਿਸਟਰ ਅਲੱਗ ਹੋਵੇਗਾ ਅਤੇ ਇਹ ਰਜਿਸਟਰ ਬਿਊਰੋ ਵਿੱਚ ਹੀ ਰਹੇਗਾ। ਇਸ ਰਜਿਸਟਰ ਦੇ ਕਾਲਮ ਹੇਠ ਅਨੁਸਾਰ ਹੋਣਗੇ:

ਕੈਂਪ ਦੀ ਮਿਤੀ	ਸ਼ਨਾਖਤ ਕੀਤੇ ਵਿਅਕਤੀ ਦਾ ਨਾਮ	GGR ID	ਮੋਬਾਇਲ ਨੰਬਰ	ਸਕੀਮ ਜਿਸ ਲਈ ਸ਼ਨਾਖਤ ਕੀਤਾ	ਅਪਲਾਈ ਕਰਵਾਉਣ ਦੀ ਮਿਤੀ

- 10. ਬੇਰੋਜ਼ਗਾਰੀ ਭੱਤਾ:** ਬੇਰੋਜ਼ਗਾਰੀ ਭੱਤਾ ਪਹਿਲਾਂ ਜਾਰੀ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਹੀ ਯੋਗ ਉਮੀਦਵਾਰਾਂ ਦੀ ਸ਼ਨਾਖਤ ਕਰਕੇ ਦਿੱਤਾ ਜਾਵੇਗਾ। ਇਸ ਨਾਲ ਸਬੰਧਤ ਪਹਿਲਾਂ ਭੇਜੇ ਪ੍ਰੋਫਾਰਮੇ ਅਨੁਸਾਰ ਹੀ ਸੂਚਨਾ ਉਪਲੱਬਧ ਕਰਵਾਈ ਜਾਵੇਗੀ।

ਡੀ.ਬੀ.ਈ.ਈ. ਦੇ ਮਹੀਨਾਵਾਰ ਰੀਵਿਊ ਲਈ ਪ੍ਰੋਫਾਰਮਾ

ਡੀ.ਬੀ.ਈ.ਈ. ਦੇ ਜ਼ਿਲ੍ਹੇ ਦਾ ਨਾਂ.....

ਮਹੀਨਾ/ਸਾਲ:-.....

ਲੜੀ ਨੰ:	ਵਿਜ਼ਿਟ			ਰਜਿਸਟ੍ਰੇਸ਼ਨ			ਕਾਊਂਸਲਿੰਗ	ਮੁਫਤ ਇੰਟਰਨੈਟ					
	ਕਿੰਨੇ ਵਿਅਕਤੀ ਬਿਊਰੋ ਵਿਚ ਆਏ	ਸੰਸਥਾਵਾਂ ਦੀ ਗਿਣਤੀ	ਹਾਜ਼ਰ ਵਿਦਿਆਰਥੀ	ਮੈਨੂਅਲ	ਘਰ-ਘਰ ਪੋਰਟਲ	ਐਨ ਸੀ ਐਸ	ਕਿੰਨੇ ਪ੍ਰਾਰਥੀਆਂ ਦੀ ਕਾਊਂਸਲਿੰਗ ਕੀਤੀ	ਕਿੰਨੇ ਵਿਅਕਤੀਆਂ ਨੇ ਸਰਕਾਰੀ ਖੇਤਰ ਦੇ ਰੋਜ਼ਗਾਰ ਲਈ ਆਨਲਾਈਨ ਅਰਜ਼ੀਆਂ ਭੇਜੀਆਂ	ਕਿੰਨੇ ਵਿਅਕਤੀਆਂ ਨੇ ਪ੍ਰਾਈਵੇਟ ਖੇਤਰ ਦੇ ਰੋਜ਼ਗਾਰ ਲਈ ਆਨਲਾਈਨ ਅਰਜ਼ੀਆਂ ਭੇਜੀਆਂ	ਕਿੰਨੇ ਵਿਅਕਤੀਆਂ ਨੇ ਮੁਕਾਬਲੇ ਦੀ ਪ੍ਰੀਖਿਆ ਲਈ ਆਨਲਾਈਨ ਅਪਲਾਈ ਕੀਤਾ			
			ਪੁ ਔ ਜੋੜ	ਪੁ ਔ ਜੋੜ	ਪੁ ਔ ਜੋੜ	ਪੁ ਔ ਜੋੜ	ਪੁ ਔ ਜੋੜ	ਪੁ ਔ ਜੋੜ	ਪੁ ਔ ਜੋੜ	ਪੁ ਔ ਜੋੜ	ਪੁ ਔ ਜੋੜ	ਪੁ ਔ ਜੋੜ	ਪੁ ਔ ਜੋੜ

ਸਵੈ ਰੋਜ਼ਗਾਰ					ਵਿਦੇਸ਼ੀ				ਪਲੇਸਮੈਂਟ			
ਸਨਾਖਤ ਕੀਤੇ	ਫਾਰਮ ਭਰਵਾਏ	ਕਰਜ਼ੇ ਮੰਜੂਰ ਹੋਏ	ਰਾਸ਼ੀ	ਰੋਜ਼ਗਾਰ ਪ੍ਰਾਪਤ ਹੋਇਆ	ਵਿਦੇਸ਼ੀ ਰੋਜ਼ਗਾਰ ਲਈ ਅਗਵਾਈ ਦਿੱਤੀ	ਵਿਦੇਸ਼ੀ ਸਿਖਿਆ ਲਈ ਅਗਵਾਈ ਦਿੱਤੀ	ਕੈਂਪਾਂ ਦੀ ਗਿਣਤੀ	ਸ਼ਾਮਲ ਨਿਯੋਜਕਾਂ ਦੀ ਗਿਣਤੀ	ਪ੍ਰਾਪਤ ਅਸਾਮੀਆਂ ਦੀ ਗਿਣਤੀ	ਹਾਜ਼ਰ ਪ੍ਰਾਰਥੀਆਂ ਦੀ ਗਿਣਤੀ		
				ਪੁ ਔ ਜੋੜ	ਪੁ ਔ ਜੋੜ	ਪੁ ਔ ਜੋੜ				ਪੁ ਔ ਜੋੜ		

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਸੇਵਾ ਵਿਖੇ,

1. ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਚੇਅਰਮੈਨ,
ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ।
2. ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਸੀ.ਈ.ਓ.,
ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ।
3. ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ,
ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ।

ਨੰ: 1/1/2018/ਬਿਊਰੋ/ਪ੍ਰੋਸੈਸ/26664-729

ਮਿਤੀ: 01-11-2018

ਵਿਸ਼ਾ: ਜ਼ਿਲ੍ਹਿਆਂ ਵਿੱਚ ਸਥਾਪਿਤ ਕੀਤੇ ਗਏ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ਾ ਅੰਕਿਤ ਮਾਮਲੇ ਸਬੰਧੀ ਆਪ ਜੀ ਨੂੰ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਆਪ ਦੇ ਜ਼ਿਲ੍ਹੇ ਵਿੱਚ ਸਥਾਪਿਤ ਕੀਤੇ ਜਾਣ ਵਾਲੇ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਦਾ ਰਸਮੀ ਤੌਰ ਤੇ ਉਦਘਾਟਨ ਨਵੰਬਰ 2018 ਵਿੱਚ Various V.I.P. ਸਾਹਿਬਾਨਾਂ ਵੱਲੋਂ ਕੀਤਾ ਜਾਣਾ ਹੈ, ਜਿਸ ਦੀ ਮਿਤੀ ਬਾਰੇ ਆਪ ਨੂੰ ਵੱਖਰੇ ਤੌਰ ਤੇ ਸੂਚਿਤ ਕੀਤਾ ਜਾਵੇਗਾ। ਯੋਗ ਹੋਵੇਗਾ ਕਿ ਉਦਘਾਟਨ ਦੀ ਮਿਤੀ ਤੋਂ ਪਹਿਲਾਂ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਦੀ ਬਿਲਡਿੰਗ ਨੂੰ ਆਕਰਸ਼ਿਤ ਤੇ ਢੁੱਕਵੀਂ ਦਿੱਖ ਦੇਣ ਲਈ ਵਾਈਟ-ਵਾਸ਼ ਵਰਗੀ ਕਰਵਾ ਲਿਆ ਜਾਵੇ। ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਦੇ ਕੰਮ ਨੂੰ ਸੁਚੱਜੇ ਢੰਗ ਨਾਲ ਚਲਾਉਣ ਲਈ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਪ੍ਰਬੰਧ ਕਰਨ ਦੀ ਖੋਜ ਕੀਤੀ ਜਾਵੇ:-

1. Registration on Portal:-

ਬਿਊਰੋ ਵਿੱਚ ਆਉਣ ਵਾਲੇ ਬੇਰੋਜ਼ਗਾਰ ਪ੍ਰਾਰਥੀਆਂ ਦੀ ਰਜਿਸਟਰੇਸ਼ਨ ਵਿਭਾਗ ਦੇ Ghar Ghar Rozgar ਪੋਰਟਲ ਤੇ ਕਰਵਾਉਣੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ ਅਤੇ ਇਸ ਲਈ ਢੁੱਕਵੀਂ ਥਾਂ ਤੇ ਰਜਿਸਟਰੇਸ਼ਨ ਕਾਊਂਟਰ ਬਣਵਾਇਆ ਜਾਵੇ। ਰੋਜ਼ਗਾਰ ਮੁਹੱਈਆ ਕਰਵਾਉਣ ਵਾਲੀਆਂ ਜ਼ਿਲ੍ਹੇ ਦੀਆਂ ਸਾਰੀਆਂ ਛੋਟੀਆਂ/ਵੱਡੀਆਂ ਉਦਯੋਗਿਕ ਇਕਾਈਆਂ/ਪ੍ਰਾਈਵੇਟ ਕੰਪਨੀਆਂ/ਅਦਾਰੇ ਆਦਿ ਅਤੇ ਉਨ੍ਹਾਂ ਵਿੱਚ ਉਪਲੱਬਧ ਖਾਲੀ ਅਸਾਮੀਆਂ ਸਬੰਧੀ ਮੁਕੰਮਲ ਸੂਚਨਾ, ਲੋੜੀਂਦੀ ਯੋਗਤਾ ਸਮੇਤ, ਪੋਰਟਲ ਤੇ ਬੇਰੋਜ਼ਗਾਰ ਪ੍ਰਾਰਥੀਆਂ ਦੀ ਸਹੂਲਤ ਲਈ ਡਿਸਪਲੇ ਕੀਤੀ ਜਾਵੇ।

2. Placement Camps:-

ਜ਼ਿਲ੍ਹਾ ਬਿਊਰੋ ਵੱਲੋਂ ਹਰ ਮਹੀਨੇ 2 ਪਲੇਸਮੈਂਟ ਕੈਂਪ ਲਗਾਉਣੇ ਯਕੀਨੀ ਬਣਾਏ ਜਾਣ। ਇਨ੍ਹਾਂ ਕੈਂਪਾਂ ਵਿੱਚ ਸ਼ਿਰਕਤ ਕਰਨ ਵਾਲੇ ਬੱਚਿਆਂ ਨੂੰ ਕੈਂਪ ਸਬੰਧੀ ਸਮੇਂ ਸਿਰ ਜਾਣਕਾਰੀ ਈ-ਮੇਲ, ਐਸ.ਐਮ.ਐਸ., ਐਪਸ ਆਦਿ ਰਾਹੀਂ ਮੁਹੱਈਆ ਕਰਵਾਈ ਜਾਵੇ। ਰੋਜ਼ਗਾਰ ਮੁਹੱਈਆ ਕਰਵਾਉਣ ਵਾਲੀਆਂ ਉਦਯੋਗਿਕ ਇਕਾਈਆਂ/ਕੰਪਨੀਆਂ ਨੂੰ ਬਿਊਰੋ ਵਿਖੇ ਬੁਲਾਇਆ ਜਾਵੇ ਅਤੇ ਬੇਰੋਜ਼ਗਾਰ ਪ੍ਰਾਰਥੀਆਂ ਦੀ ਲੋੜ ਅਨੁਸਾਰ ਨਿਯੁਕਤੀ ਲਈ ਇੰਟਰਵਿਊਜ਼ ਕਰਵਾਈਆਂ ਜਾਣ।

3. Information regarding Jobs:-

ਬਿਊਰੋ ਵਿੱਚ ਸਰਕਾਰੀ/ਪ੍ਰਾਈਵੇਟ ਅਸਾਮੀਆਂ ਸਬੰਧੀ ਮੁਕੰਮਲ ਸੂਚਨਾ ਹਰ ਤਰ੍ਹਾਂ ਦੇ ਸੋਮਿਆਂ ਜਿਵੇਂ ਕਿ ਇੰਟਰਨੈਟ/ਇੰਮਪਲਾਈਮੈਂਟ ਨਿਊਜ਼/ ਅਖਬਾਰਾਂ ਆਦਿ ਤੋਂ ਘੋਖਣ ਉਪਰੰਤ ਇਕੱਠੀ ਕਰਕੇ ਬੇਰੋਜ਼ਗਾਰ ਪ੍ਰਾਰਥੀਆਂ ਦੀ ਜਾਣਕਾਰੀ ਲਈ ਪੋਰਟਲ ਤੇ ਅਪਲੋਡ ਕਰਨ ਉਪਰੰਤ ਢੁਕਵੀਂ ਥਾਂ ਤੇ ਡਿਸਪਲੇ ਕੀਤੀ ਜਾਵੇ।

ਬਿਊਰੋ ਵਿਜ਼ਟ ਕਰਨ ਵਾਲੇ ਬੇਰੋਜ਼ਗਾਰ ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਸਰਕਾਰੀ/ਗੈਰ-ਸਰਕਾਰੀ ਅਸਾਮੀਆਂ ਅਤੇ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮਾਂ (ਭਾਰਤ ਸਰਕਾਰ ਅਤੇ ਪੰਜਾਬ ਸਰਕਾਰ) ਸਬੰਧੀ ਆਨ-ਲਾਈਨ / ਆਫ-ਲਾਈਨ ਫਾਰਮ ਭਰਨ ਦੀ ਸਹੂਲਤ ਪ੍ਰਦਾਨ ਕੀਤੀ ਜਾਵੇ।

4. Form filling assistance: -

ਬਿਊਰੋ ਵਿਜ਼ਟ ਕਰਨ ਵਾਲੇ ਬੇਰੋਜ਼ਗਾਰ ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਸਰਕਾਰੀ/ਗੈਰ-ਸਰਕਾਰੀ ਅਸਾਮੀਆਂ ਅਤੇ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮਾਂ (ਭਾਰਤ ਸਰਕਾਰ ਅਤੇ ਪੰਜਾਬ ਸਰਕਾਰ) ਸਬੰਧੀ ਆਨ-ਲਾਈਨ/ਆਫ-ਲਾਈਨ ਫਾਰਮ ਭਰਨ ਦੀ ਸਹੂਲਤ ਪ੍ਰਦਾਨ ਕੀਤੀ ਜਾਵੇ।

5. Visit of Bureau by 40 students on daily basis:-

ਜ਼ਿਲ੍ਹੇ ਦੇ ਸਮੂਹ ਕਾਲਜਾਂ, ਸੀਨੀਅਰ ਸੈਕੰਡਰੀ ਸਕੂਲਾਂ, ਆਈ.ਟੀ.ਆਈਜ਼ ਅਤੇ ਪੋਲੀਟੈਕਨਿਕ ਕਾਲਜਾਂ ਦੇ ਪ੍ਰਿੰਸੀਪਲਾਂ ਨੂੰ ਹਦਾਇਤ ਕੀਤੀ ਜਾਵੇ ਕਿ ਘੱਟੋ-ਘੱਟ 40 ਵਿਦਿਆਰਥੀਆਂ ਵੱਲੋਂ ਹਰ ਰੋਜ਼ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਦੀ ਵਿਜ਼ਟ ਕਰਨ ਲਈ ਰੋਸਟਰ ਬਣਾਇਆ ਜਾਵੇ। ਇਨ੍ਹਾਂ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਬੇਰੋਜ਼ਗਾਰੀ ਨੂੰ ਠੱਲ ਪਾਉਣ ਲਈ ਉਲੀਕੇ ਗਏ ਪ੍ਰੋਗਰਾਮਾਂ ਦੀ ਜਾਣਕਾਰੀ ਮੁਹੱਈਆ ਕਰਵਾਉਣ ਲਈ ਅਤੇ ਰੋਜ਼ਗਾਰ/ਸਵੈ-ਰੋਜ਼ਗਾਰ/ਟ੍ਰੇਨਿੰਗ ਆਦਿ ਸਬੰਧੀ ਬਿਊਰੋ ਵੱਲੋਂ ਦਿੱਤੀਆਂ ਜਾਣ ਵਾਲੀਆਂ ਸਹੂਲਤਾਂ ਬਾਰੇ ਜਾਗਰੂਕ ਕਰਵਾਇਆ ਜਾਵੇ। ਵਿਦਿਆਰਥੀ ਆਪਣੀ ਸਹੂਲਤ ਅਨੁਸਾਰ ਕਿਸੇ ਵੀ ਸਮੇਂ ਬਿਊਰੋ ਵਿਜ਼ਟ ਕਰ ਸਕਦੇ ਹਨ।

6. Newspaper/Magazines:-

ਬਿਊਰੋ ਵਿਜ਼ਟ ਕਰਨ ਵਾਲੇ ਬੇਰੋਜ਼ਗਾਰ ਪ੍ਰਾਰਥੀਆਂ ਲਈ ਅਖਬਾਰ, ਮੈਗਜ਼ੀਨ ਆਦਿ ਤੇ ਵੱਖ-ਵੱਖ ਵਿਭਾਗਾਂ ਵਿੱਚ ਚੱਲ ਰਹੀਆਂ ਭਾਰਤ ਸਰਕਾਰ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀਆਂ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮਾਂ ਸਬੰਧੀ ਲਿਟ੍ਰੇਚਰ ਦਾ ਪ੍ਰਬੰਧ ਕਰਨਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

7. International Counselling:-

ਬਿਊਰੋ ਵਿੱਚ ਉਪਲੱਬਧ ਕਾਊਂਸਲਰ ਵੱਲੋਂ ਵਿਦੇਸ਼ਾਂ ਵਿੱਚ ਉਪਲੱਬਧ ਵੱਖ-ਵੱਖ ਕਿਸਮ ਦੀਆਂ ਨੌਕਰੀਆਂ ਸਬੰਧੀ ਇੰਟਰਨੈਟ, ਅਖਬਾਰ, ਰਸਾਲੇ ਆਦਿ ਤੋਂ ਜਾਣਕਾਰੀ ਇੱਕਤਰ ਕੀਤੀ ਜਾਵੇ, ਜਿਸ ਦੇ ਆਧਾਰ ਤੇ ਵਿਦੇਸ਼ਾਂ ਵਿੱਚ ਨੌਕਰੀ ਕਰਨ ਦੇ ਚਾਹਵਾਨ ਨੌਜਵਾਨਾਂ ਦੀ ਯੋਗ ਕਾਊਂਸਲਿੰਗ ਕੀਤੀ ਜਾਵੇ।

8. Cafeteria:-

ਬਿਊਰੋ ਵਿੱਚ ਵਿਜ਼ਟ ਕਰਨ ਵਾਲੇ ਪ੍ਰਾਰਥੀਆਂ ਲਈ ਢੁਕਵੀਂ ਥਾਂ ਤੇ ਲੋਕਲ ਪੱਧਰ ਤੇ ਟੈਂਡਰ ਕਾਲ ਰਾਹੀਂ Cafeteria ਜਿਵੇਂ ਕਿ CCD, Nescafe ਆਦਿ ਖੋਲ੍ਹਣ ਦਾ ਇੰਤਜ਼ਾਮ ਕੀਤਾ ਜਾਵੇ।

9. Setting up of Kiosks:-

ਬਿਊਰੋ ਵਿਖੇ ਬੇਰੋਜ਼ਗਾਰ ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਰੋਜ਼ਗਾਰ/ਸਵੈ-ਰੋਜ਼ਗਾਰ ਮੁਹੱਈਆ ਕਰਵਾਉਣ ਵਾਲੇ ਅਦਾਰੇ ਜਿਵੇਂ ਕਿ OLA, Uber, Monster.com, Naukri.com, Timesjob, Linkedin ਆਦਿ ਨਾਲ ਆਪਣੇ ਪੱਧਰ ਤੇ ਸੰਪਰਕ ਕਰਕੇ ਢੁਕਵੀਂ ਜਗ੍ਹਾ ਤੇ ਮੁਫਤ Kiosks ਸੈਟਅੱਪ ਕਰਨ ਦਾ ਇੰਤਜ਼ਾਮ ਕੀਤਾ ਜਾਵੇ। ਉਪਰੋਕਤ ਅਦਾਰਿਆਂ ਨਾਲ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਵਿਖੇ Kiosks ਸੈਟਅੱਪ ਕਰਨ ਸਬੰਧੀ ਹੈੱਡ- ਆਫਿਸ ਪੱਧਰ ਤੇ ਵੀ ਸੰਪਰਕ ਕੀਤਾ ਜਾ ਰਿਹਾ ਹੈ।

10. Free Internet services:-

ਬਿਊਰੋ ਵਿਖੇ ਵਿਜ਼ਟ ਕਰਨ ਵਾਲੇ ਪ੍ਰਾਰਥੀਆਂ ਦੀ ਵਰਤੋਂ ਲਈ ਉੱਚ-ਪੱਧਰੀ ਮੁਫਤ ਇੰਟਰਨੈਟ ਸੁਵਿਧਾ (ਸਮੇਤ ਘੱਟੋ-ਘੱਟ 4 ਕੰਪਿਊਟਰ) ਮੁਹੱਈਆ ਕਰਵਾਈ ਜਾਵੇ।

11. LED:-

ਬਿਊਰੋ ਵਿਖੇ ਢੁਕਵੀਂ ਥਾਂ ਤੇ ਬੇਰੁਜ਼ਗਾਰ ਨੌਜਵਾਨਾਂ ਦੀ ਸਹੂਲਤ ਲਈ ਐਲ.ਈ.ਡੀ. ਦਾ ਪ੍ਰਬੰਧ ਕੀਤਾ ਜਾਵੇ, ਇਸ ਐਲ.ਈ.ਡੀ. ਉੱਤੇ ਬਿਊਰੋ ਦੀ ਕਾਰਗੁਜ਼ਾਰੀ ਬਾਰੇ ਅਤੇ ਰੋਜ਼ਗਾਰ/ਸਵੈ-ਰੋਜ਼ਗਾਰ ਨਾਲ ਸਬੰਧਤ video clips/films ਵੀ ਵਿਖਾਈਆਂ ਜਾਣ।

12. Dress Code:-

ਸਬੰਧੀ ਜਾਰੀ ਹਦਾਇਤਾਂ ਲਾਜ਼ਮੀ ਨਹੀਂ ਹੋਣਗੀਆਂ ਪ੍ਰੰਤੂ ਵਿਭਾਗ ਆਸ ਕਰਦਾ ਹੈ ਕਿ ਅਧਿਕਾਰੀ/ਕ੍ਰਮਚਾਰੀਆਂ ਵੱਲੋਂ ਹੇਠ ਅਨੁਸਾਰ Dress Code ਦਾ ਪਾਲਣ ਕੀਤਾ ਜਾਵੇਗਾ:-

- (I) Blue Trousers and sky Blue Shirt & Turban.
- (II) The officials should always wear a tie and logo of the bureau.

ਇੱਥੇ ਇਹ ਸਪਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਉਪਰੋਕਤ ਦਰਸਾਏ Dress Code ਲਈ ਵਖਰੇ ਤੌਰ ਤੇ ਅਲਾਊਂਸ ਨਹੀਂ ਦਿੱਤਾ ਜਾਵੇਗਾ ਪ੍ਰੰਤੂ ਅਧਿਕਾਰੀਆਂ/ਕ੍ਰਮਚਾਰੀਆਂ ਵੱਲੋਂ ਆਈ.ਕਾਰਡ ਪਾਉਂਦੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ।

13. Working hour of Bureau:-

ਬਿਊਰੋ ਦੇ ਕੰਮ-ਕਾਜ ਦਾ ਸਮਾਂ ਸੋਮਵਾਰ ਤੋਂ ਸ਼ੁੱਕਰਵਾਰ ਸਵੇਰੇ 10 ਵਜੇ ਤੋਂ ਸ਼ਾਮ ਦੇ 6 ਵਜੇ ਤੱਕ ਹੋਵੇਗਾ। ਵਿਭਾਗ ਦੇ ਸਾਰੇ ਹੈਗੂਲਰ ਅਧਿਕਾਰੀ/ਕ੍ਰਮਚਾਰੀ, ਠੇਕਾ ਦਰ ਤੇ ਭਰਤੀ ਕੀਤਾ ਸਟਾਫ ਅਤੇ ਨੋਟੀਫਿਕੇਸ਼ਨ ਅਨੁਸਾਰ ਲਾਈਨ-ਡਿਪਾਰਟਮੈਂਟ ਦੇ ਅਧਿਕਾਰੀ-ਕ੍ਰਮਚਾਰੀ ਸੋਮਵਾਰ ਤੋਂ ਸ਼ੁੱਕਰਵਾਰ ਤੱਕ ਸਵੇਰੇ 10 ਵਜੇ ਤੋਂ 6 ਵਜੇ ਤੱਕ ਦੀ ਹਾਜ਼ਰੀ ਯਕੀਨੀ ਬਣਾਉਣਗੇ। ਬਿਊਰੋ ਦਾ ਸ਼ਨੀਵਾਰ ਨੂੰ ਸਮਾਂ ਸਵੇਰੇ 10 ਵਜੇ ਤੋਂ ਲੈ ਕੇ ਦੁਪਹਿਰ 2 ਵਜੇ ਤੱਕ ਹੋਵੇਗਾ। ਸ਼ਨੀਵਾਰ ਵਾਲੇ ਦਿਨ ਹੇਠ ਅਨੁਸਾਰ ਅਮਲਾ ਬਿਊਰੋ ਵਿੱਚ ਮੌਜੂਦ ਰਹੇਗਾ:-

- (I) ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ ਜ਼ਿਲ੍ਹਾ/ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਅਫ਼ਸਰ/ ਡਿਪਟੀ ਸੀ.ਈ.ਓ./ਪਲੇਸਮੈਂਟ ਅਫ਼ਸਰ ਵਿੱਚੋਂ ਕੋਈ ਇੱਕ ਅਧਿਕਾਰੀ।
- (II) ਕਲਰਕ/ਅਸਿਸਟੈਂਟ ਵਿੱਚੋਂ ਕੋਈ ਇੱਕ ਕ੍ਰਮਚਾਰੀ ਹਾਜ਼ਰ ਰਹੇਗਾ।
- (III) ਕਾਊਂਸਲਰ (ਪ੍ਰਾਈਵੇਟ)
- (IV) ਇੱਕ ਸੇਵਾਦਾਰ।

ਉਪਰੋਕਤ ਲੜੀ ਨੰ: 3 ਤੋਂ ਇਲਾਵਾ ਬਾਕੀ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀਆਂ ਦੀ ਹਫ਼ਤਾਵਾਰੀ ਰੋਟੇਸ਼ਨ ਕੀਤੀ ਜਾਵੇਗੀ। ਜ਼ਿਲ੍ਹੇ ਦੇ ਵਧੀਕ ਕਮਿਸ਼ਨਰ-ਕਮ-ਚੀਫ ਐਗਜ਼ੀਕਿਊਟਿਵ ਅਫ਼ਸਰ ਬਿਊਰੋ ਦੇ ਮੁੱਖੀ ਦੇ ਤੌਰ ਤੇ ਕੰਮ ਕਰਨਗੇ। ਉਨ੍ਹਾਂ ਦੀ ਗੈਰ- ਹਾਜ਼ਰੀ ਵਿੱਚ ਡਿਪਟੀ ਸੀ.ਈ.ਓ. ਜਾਂ ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਧਿਕਾਰੀ ਬਤੌਰ ਬਿਊਰੋ ਮੁੱਖੀ ਕੰਮ ਕਰਨਗੇ।

ਇਸ ਤੋਂ ਇਲਾਵਾ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਸਬੰਧੀ ਡਿਪਾਰਟਮੈਂਟਜ਼ ਦੇ ਨੁਮਾਇੰਦੇ ਅਤੇ ਰੋਜ਼ਗਾਰ ਵਿਭਾਗ ਦਾ ਮੁਕੰਮਲ ਅਮਲਾ ਬਿਊਰੋ ਵਿੱਚ ਕੰਮ ਕਰੇਗਾ। ਬਿਊਰੋ ਵਿੱਚ ਡਿਪਟੀ ਸੀ.ਈ.ਓ., ਪਲੇਸਮੈਂਟ ਅਫ਼ਸਰ ਅਤੇ ਕਾਊਂਸਲਰ ਸਮੇਤ ਉਪਲੱਬਧ ਮੁਕੰਮਲ ਅਮਲੇ ਦੀ ਨਿਯੁਕਤੀ ਜ਼ਿਲ੍ਹੇ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਚੇਅਰਮੈਨ ਵੱਲੋਂ ਆਪਣੇ ਪੱਧਰ ਤੇ ਕੀਤੀ ਜਾਵੇਗੀ ਤਾਂ ਜੋ ਬਿਊਰੋ ਦਾ ਕੰਮ ਬਿਨਾਂ ਕਿਸੇ ਔਕੜ ਤੋਂ ਸੋਮਵਾਰ ਤੋਂ ਸ਼ੁੱਕਰਵਾਰ ਤੱਕ ਸਵੇਰੇ 10 ਵਜੇ ਤੋਂ ਸ਼ਾਮ ਦੇ 6 ਵਜੇ ਅਤੇ ਸ਼ਨੀਵਾਰ ਨੂੰ ਸਵੇਰੇ 10 ਵਜੇ ਤੋਂ ਦੁਪਹਿਰ 2 ਵਜੇ ਤੱਕ ਸੁਚੱਜੇ ਢੰਗ ਨਾਲ ਚਲਾਇਆ ਜਾ ਸਕੇ। ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀਆਂ ਦੀ ਹਾਜ਼ਰੀ ਬਾਇਓ-ਮੈਟ੍ਰਿਕ ਰਾਹੀਂ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇਗੀ, ਜਿਸ ਦੀ ਨਿਗਰਾਨੀ ਹੈੱਡਕੁਆਰਟਰ ਪੱਧਰ ਤੇ ਕੀਤੀ ਜਾਵੇਗੀ।

14. Off day:-

ਬਿਊਰੋ ਹਫ਼ਤੇ ਦੇ ਹਰ ਐਤਵਾਰ ਬੰਦ ਰਹੇਗਾ। ਇਸ ਤੋਂ ਇਲਾਵਾ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਨਿਸ਼ਚਿਤ ਕੀਤੀਆਂ ਗਈਆਂ ਗਜ਼ਟਿਡ ਛੁੱਟੀਆਂ ਮਿਲਣਗੀਆਂ। ਬਿਊਰੋ ਵਿਖੇ ਸ਼ਨੀਵਾਰ ਵਾਲੇ ਦਿਨ ਕਾਊਂਸਲਰ ਤੋਂ ਇਲਾਵਾ ਡਿਊਟੀ ਕਰਨ ਵਾਲੇ ਵਿਭਾਗ ਦੇ ਹੈਗੂਲਰ ਅਧਿਕਾਰੀ/ਕ੍ਰਮਚਾਰੀ ਹਫ਼ਤੇ ਵਿੱਚ ਕਿਸੇ ਅੱਧੇ ਦਿਨ ਦੀ ਛੁੱਟੀ ਲੈ ਸਕਣਗੇ।

15. Psychologist:-

ਬੇਰੋਜ਼ਗਾਰ ਪ੍ਰਾਰਥੀਆਂ ਦੇ ਮਾਨਸਿਕ ਪੱਧਰ ਨੂੰ ਮਜ਼ਬੂਤ ਕਰਨ ਲਈ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਦੇ ਚੇਅਰਮੈਨ ਵੱਲੋਂ ਸਰਕਾਰੀ/ਗੈਰ-ਸਰਕਾਰੀ ਪੱਧਰ ਤੇ ਉਪਲੱਬਧ Psychologist ਦੀਆਂ ਸੇਵਾਵਾਂ ਲਈਆਂ ਜਾਣ।

16. Report:-

ਬਿਊਰੋ ਵੱਲੋਂ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਗਤੀਵਿਧੀਆਂ ਦੀ ਮਹੀਨਾਵਾਰ ਰਿਪੋਰਟ ਹਰ ਮਹੀਨੇ ਪ੍ਰੋਫਾਰਮੇ ਅਨੁਸਾਰ ਭੇਜਣੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ। ਇਹ ਪ੍ਰੋਫਾਰਮਾ ਆਪ ਨੂੰ ਵੱਖਰੇ ਤੌਰ ਤੇ ਭੇਜਿਆ ਜਾ ਰਿਹਾ ਹੈ।

(ਸਹੀ)

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਸੇਵਾ ਵਿਖੇ,

ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ,

ਨੰ:ਪੀ.ਪੀ.ਐਸ.ਡੀ./ਬਿ.ਉਸਾਰੀ/2018/28729-50
ਮਿਤੀ: 21.12.18

ਵਿਸ਼ਾ: ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਅਤੇ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਬਾਰੇ ਸਪੱਸ਼ਟੀਕਰਨ।

ਆਪ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆਇਆ ਜਾਂਦਾ ਹੈ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ ਦੇ ਜ਼ਿਲ੍ਹਾ ਪੱਧਰ ਤੇ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋਜ਼, ਜ਼ਿਲ੍ਹਾ ਬਿਊਰੋ ਆਫ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਦਾ ਹੀ ਇੱਕ ਭਾਗ ਹੈ ਅਤੇ ਇਸ ਵਿੱਚ ਪਹਿਲਾਂ ਨਿਯੁਕਤੀ ਜ਼ਿਲ੍ਹਾ ਪੱਧਰ ਤੇ ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਅਧਿਕਾਰੀ ਸਨ ਅਤੇ ਇਨ੍ਹਾਂ ਬਿਊਰੋਜ਼ ਦੇ ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਕਾਰਜਕਾਰੀ ਅਧਿਕਾਰੀ ਹਨ।

ਵਿਭਾਗ ਦੇ ਅਧਿਕਾਰੀ ਅਤੇ ਸਟਾਫ਼ ਇਸ ਬਿਊਰੋਜ਼ ਵਿੱਚ ਹੀ ਬੈਠਣਗੇ ਅਤੇ ਪਹਿਲਾਂ ਵਾਲਾ ਦਫ਼ਤਰੀ ਸਾਜ਼ੋ-ਸਮਾਨ ਇਹਨਾਂ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਵਿੱਚ ਹੀ ਰੱਖੇ ਜਾਣੇ ਹਨ ਅਤੇ ਇਹਨਾਂ ਅਧਿਕਾਰੀਆਂ ਪਾਸ ਬਿਊਰੋਜ਼ ਦੇ ਵਿੱਤ ਤੇ ਪ੍ਰਬੰਧਕੀ ਕੰਟਰੋਲ ਹਨ। ਇਸ ਲਈ ਇਨ੍ਹਾਂ ਦੇ ਬੈਠਣ ਤੇ ਬਿਊਰੋ ਨੂੰ ਚਲਾਉਣ ਲਈ ਕੰਟਰੈਕਟ ਤੇ ਰੱਖੇ ਅਧਿਕਾਰੀ ਡਿਪਟੀ ਸੀ.ਈ.ਓ. ਪਲੇਸਮੈਂਟ ਅਫ਼ਸਰ ਅਤੇ ਕੈਰੀਅਰ ਕਾਊਂਸਲਰ ਦੇ ਵਿੱਤੀ ਤੇ ਪ੍ਰਬੰਧਕੀ ਕੰਮ ਕਾਜ ਇਨ੍ਹਾਂ ਅਧਿਕਾਰੀਆਂ ਵੱਲੋਂ ਹੀ ਨਿਪਟਾਏ ਜਾਣੇ ਹਨ।

ਇਸ ਲਈ ਉਪਰੋਕਤ ਸਥਿਤੀ ਤੋਂ ਜਾਣੂ ਕਰਵਾਉਂਦੇ ਹੋਏ ਆਪ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਆਪ ਵੱਲੋਂ ਇਸ ਸਾਰੀ ਸਥਿਤੀ ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖਦੇ ਹੋਏ ਇਨ੍ਹਾਂ ਅਧਿਕਾਰੀਆਂ ਦੇ ਬਿਊਰੋਜ਼ ਵਿੱਚ ਬੈਠਣ ਤੇ ਦਫ਼ਤਰੀ ਰਿਕਾਰਡ ਤੇ ਸਾਜ਼ੋ-ਸਮਾਨ ਰੱਖਣਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ ਅਤੇ ਜ਼ਿਲ੍ਹਾ ਬਿਊਰੋਜ਼ ਦੇ ਕੰਮ ਇਨ੍ਹਾਂ ਅਧਿਕਾਰੀਆਂ ਦੀ ਸ਼ਮੂਲੀਅਤ ਕਰਦੇ ਹੋਏ ਲਏ ਜਾਣ।

(ਸਹੀ)

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਪਿੱਠ ਅੰਕਣਨ: :ਪੀ.ਪੀ.ਐਸ.ਡੀ./ਬਿ.ਉਸਾਰੀ/2018/28751-94 ਮਿਤੀ:- 21.12.18

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ/ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:

1. ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ।
2. ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਅਫ਼ਸਰ।

(ਸਹੀ)

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

Government of Punjab
Commissioner-Cum-Director Employment
Generation & Training and
Mission Director, Ghar Ghar Rozgar Mission
Office: S.C.O.47, 1st Floor.
Sector-17E, Chandigarh (UT)-160017
D.O.No ਬਿਊਰੋ/2018-19/1149-70
Dated 11-01-2019

ਵਿਸ਼ਾ: ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਦੇ ਕੰਮ ਸਬੰਧੀ।

ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਘਰ-ਘਰ ਰੋਜ਼ਗਾਰ ਪ੍ਰੋਗਰਾਮ ਨੂੰ ਨੇਪਰੇ ਚਾੜ੍ਹਨ ਲਈ ਹਰ ਜ਼ਿਲ੍ਹੇ ਵਿੱਚ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਸ਼ੁਰੂ ਹੋ ਚੁੱਕੇ ਹਨ ਅਤੇ ਇਨ੍ਹਾਂ ਬਿਊਰੋਜ਼ ਵਿੱਚ ਡਿਪਟੀ ਸੀ.ਈ.ਓ., ਪਲੇਸਮੈਂਟ ਅਫ਼ਸਰ ਅਤੇ ਕਰੀਅਰ ਕਾਊਂਸਲਰ ਦੀ ਨਿਯੁਕਤੀ ਵੀ ਕੀਤੀ ਜਾ ਚੁੱਕੀ ਹੈ। ਬਿਊਰੋ ਵਿੱਚ ਕੀਤੇ ਜਾਣ ਵਾਲੇ ਕੰਮਾਂ ਸਬੰਧੀ ਨਿਯੁਕਤ ਅਧਿਕਾਰੀਆਂ ਦੇ ਕੰਮ ਦੀ ਵੰਡ ਬਾਰੇ ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਸੀ.ਈ.ਓ. ਦੀਆਂ ਮਹੀਨਾਵਾਰ ਮੀਟਿੰਗਾਂ ਵਿੱਚ ਵਿਚਾਰ ਵਟਾਂਦਰਾ ਕੀਤਾ ਜਾ ਚੁੱਕਾ ਹੈ ਅਤੇ ਲੋੜੀਂਦੀਆਂ ਹਦਾਇਤਾਂ ਸਬੰਧਤ ਦਫ਼ਤਰਾਂ ਨੂੰ ਭੇਜੀਆਂ ਜਾ ਚੁੱਕੀਆਂ ਹਨ।

ਬਿਊਰੋ ਦੇ ਕੰਮ ਵਿੱਚ ਹੋਰ ਤੇਜ਼ੀ ਲਿਆਉਣ ਲਈ ਚੰਗਾ ਹੋਵੇਗਾ ਕਿ ਹਰ ਜ਼ਿਲ੍ਹੇ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਵੱਲੋਂ ਹਫ਼ਤੇ ਵਿੱਚ ਇੱਕ ਵਾਰ ਬਿਊਰੋ ਦਾ ਦੌਰਾ ਕੀਤਾ ਜਾਵੇ ਅਤੇ ਉਨ੍ਹਾਂ ਵੱਲੋਂ ਮਹੀਨੇ ਵਿੱਚ ਇੱਕ ਵਾਰ ਬਿਊਰੋ ਦੇ ਕੰਮ ਸਬੰਧੀ ਰੀਵਿਊ ਮੀਟਿੰਗ ਆਪਣੇ ਪੱਧਰ ਤੇ ਕੀਤੀ ਜਾਵੇ। ਇਹ ਵੀ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ ਕਿ ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਸੀ.ਈ.ਓ. ਹਫ਼ਤੇ ਵਿੱਚ ਇੱਕ ਦਿਨ ਅੱਧਾ ਘੰਟਾ ਬਿਊਰੋ ਦੇ ਕੰਮ ਦਾ ਰੀਵਿਊ ਕਰਨ।

ਇਹ ਵੀ ਧਿਆਨ ਵਿੱਚ ਆਇਆ ਹੈ ਕਿ ਬਿਊਰੋ ਦੀ ਨੋਟੀਫਿਕੇਸ਼ਨ ਮੁਤਾਬਿਕ ਕੀ ਲਾਈਨ ਵਿਭਾਗਾਂ ਦੇ ਨੁਮਾਇੰਦੇ ਬਿਊਰੋ ਵਿੱਚ ਆਪਣੀਆਂ ਸੇਵਾਵਾਂ ਦੇਣ ਲਈ ਨਹੀਂ ਆ ਰਹੇ।

ਜਿਹੜੇ ਲਾਈਨ ਵਿਭਾਗਾਂ ਦੇ ਨੁਮਾਇੰਦੇ ਇਨ੍ਹਾਂ ਬਿਊਰੋਜ਼ ਵਿੱਚ ਆਪਣੀਆਂ ਸੇਵਾਵਾਂ ਦੇਣ ਲਈ ਨਹੀਂ ਆ ਰਹੇ ਉਨ੍ਹਾਂ ਲਾਈਨ ਵਿਭਾਗਾਂ ਦੇ ਨੁਮਾਇੰਦਿਆਂ ਦਾ ਪਹਿਲਾਂ ਬਣੇ ਸ਼ਡਿਊਲ ਅਨੁਸਾਰ ਬਿਊਰੋ ਵਿੱਚ ਬੈਠਣਾ/ਸੇਵਾਵਾਂ ਦੇਣਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਹਿੱਤੂ

(ਸਹੀ)

(ਰਾਹੁਲ ਤਿਵਾੜੀ)

ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ।

Government of Punjab
Commissioner-Cum-Director Employment
Generation & Training and
Mission Director, Ghar Ghar Rozgar Mission
Office: S.C.O.47, 1st Floor.
Sector-17E, Chandigarh (UT)-160017
D.O.No.DBEE/2019/3907-28
Dated: 07-02-2019

ਵਿਸ਼ਾ: ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਚੇਅਰਪਰਸਨ ਤੇ ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਮੁੱਖ ਕਾਰਜਕਾਰੀ-ਅਧਿਕਾਰੀ
ਡੀ.ਬੀ.ਈ.ਈ. ਦੀ ਬਿਊਰੋ ਵਿੱਚ ਵਿਜ਼ਟ ਕਰਨ ਬਾਰੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਮਿਤੀ 15-1-2019 ਦੀ ਮੀਟਿੰਗ ਵਿੱਚ ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਮੁੱਖ ਮੰਤਰੀ ਪੰਜਾਬ ਜੀ ਨੇ ਚਾਹਿਆ ਹੈ ਕਿ ਹਰ ਜ਼ਿਲ੍ਹੇ ਵਿੱਚ ਸਥਾਪਿਤ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਵਿੱਚ ਆਪ ਵੱਲੋਂ ਨਿੱਜੀ ਤੌਰ ਤੇ ਹਫ਼ਤੇ ਵਿੱਚ ਤਿੰਨ ਦਿਨ (ਘੱਟੋ ਘੱਟ ਇੱਕ ਘੰਟਾ) ਬੈਠਣਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ ਤਾਂ ਜੋ ਬਿਊਰੋ ਵਿੱਚ ਆਉਣ ਵਾਲੇ ਨੌਜਵਾਨਾਂ ਅਤੇ ਹੋਰਾਂ ਦੀਆਂ ਸਮੱਸਿਆਵਾਂ ਦਾ ਹੱਲ ਆਪ ਵੱਲੋਂ ਸੁਣ ਕੇ ਕੀਤਾ ਜਾ ਸਕੇ। ਡੀ.ਬੀ.ਈ.ਈ. ਦੇ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਕੰਮ ਕਰਨ ਵਿੱਚ ਆਪ ਦੀ ਰਹਿਨੁਮਾਈ ਮਿਲ ਸਕੇ ਅਤੇ ਕੀਤੀ ਕਾਰਵਾਈ ਦੀ ਸੂਚਨਾ ਨਾਲ ਨੱਥੀ ਪ੍ਰਫਾਰਮੇ ਵਿੱਚ ਭਰ ਕੇ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਰਾਹੀਂ ਪਹੁੰਚਾਉਣੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।

ਹਿੱਤੂ
(ਸਹੀ)
(ਰਾਹੁਲ ਤਿਵਾੜੀ)
ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ।

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਸੇਵਾ ਵਿਖੇ,

ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ
ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ।

ਨੰ. DBEE/ਹਦਾਇਤਾਂ/2019/14306-327
ਮਿਤੀ: 17-5-19

ਵਿਸ਼ਾ: ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਵਿਖੇ ਠੇਕਾ-ਦਰ ਅਧਾਰ ਤੇ ਭਰਤੀ ਕੀਤੇ ਗਏ ਡਿਪਟੀ ਸੀ.ਈ.ਓ.,
ਕੈਰੀਅਰ ਕਾਊਂਸਲਰ ਅਤੇ ਪਲੇਸਮੈਂਟ ਅਫਸਰਾਂ ਦੀਆਂ ਹਦਾਇਤਾਂ ਸਬੰਧੀ।

ਨਵ-ਨਿਯੁਕਤ ਡਿਪਟੀ ਸੀ.ਈ.ਓ., ਕੈਰੀਅਰ ਕਾਊਂਸਲਰ ਅਤੇ ਪਲੇਸਮੈਂਟ ਅਫਸਰਾਂ ਨੂੰ ਜਾਰੀ ਨਿਯੁਕਤੀ ਪੱਤਰ ਤੇ ਕੰਟਰੈਕਟ ਦੀਆਂ ਸ਼ਰਤਾਂ ਅਨੁਸਾਰ ਹੇਠ ਲਿਖੀਆਂ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ:-

1. ਨਵ-ਨਿਯੁਕਤ ਡਿਪਟੀ ਸੀ.ਈ.ਓ., ਕੈਰੀਅਰ ਕਾਊਂਸਲਰ ਅਤੇ ਪਲੇਸਮੈਂਟ ਅਫਸਰਾਂ ਨੂੰ ਨਿਯੁਕਤੀ ਪੱਤਰ ਅਨੁਸਾਰ ਸਲਾਨਾ 10 ਅਚਨਚੇਤ ਛੁੱਟੀਆਂ (ਪ੍ਰੋਰੇਟਾ ਬੇਸ ਤੇ) ਮਿਲਣ ਯੋਗ ਹਨ। ਜੇਕਰ ਕੋਈ ਵੀ ਕਰਮਚਾਰੀ ਮਿਲਣ ਯੋਗ ਛੁੱਟੀਆਂ ਤੋਂ ਵੱਧ ਛੁੱਟੀਆਂ ਅਵੇਲ ਕਰਦਾ ਹੈ ਤਾਂ ਉਸ ਦੀ ਛੁੱਟੀ ਬਿਨਾਂ ਤਨਖਾਹ ਗਿਣੀ ਜਾਵੇਗੀ।
2. ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਪ੍ਰਸ਼ੁੱਤਾ ਛੁੱਟੀ 180 ਦਿਨਾਂ ਦੀ ਅਤੇ ਪੁਰਸ਼ ਕਰਮਚਾਰੀਆਂ ਨੂੰ 15 ਦਿਨਾਂ ਦੀ ਪੈਟਰਨਿਟੀ ਛੁੱਟੀ ਮਿਲਣ ਯੋਗ ਹੈ ਤੇ ਇਹ ਛੁੱਟੀ ਕਰਮਚਾਰੀ ਨੂੰ ਮੈਡੀਕਲ ਅਫਸਰ ਵੱਲੋਂ, ਜਾਰੀ ਸਰਟੀਫਿਕੇਟ ਦੇ ਪੇਸ਼ ਕਰਨ ਤੇ ਹੀ ਮਿਲਣ ਯੋਗ ਹੋਵੇਗੀ।
3. ਤਿੰਨ ਮਹੀਨੇ ਤੋਂ ਵੱਧ ਬਿਨਾਂ ਤਨਖਾਹ ਛੁੱਟੀ ਮਿਲਣ ਯੋਗ ਨਹੀਂ ਹੈ ਤੇ ਜੇਕਰ ਕਰਮਚਾਰੀ ਇਸ ਤੋਂ ਵੱਧ ਛੁੱਟੀ ਅਵੇਲ ਕਰੇਗਾ ਤਾਂ ਉਸ ਦੀਆਂ ਸੇਵਾਵਾਂ ਭੰਗ ਕੀਤੀਆਂ ਜਾ ਸਕਦੀਆਂ ਹਨ।
4. ਇਨ੍ਹਾਂ ਕਰਮਚਾਰੀਆਂ ਦਾ ਆਮਦਨ ਕਰ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਅਤੇ ਡਿਵੈਲਪਮੈਂਟ ਟੈਕਸ (200 ਰੁ.) ਪ੍ਰਤੀ ਮਹੀਨਾ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਕੱਟਣਾ ਯੋਗ ਹੋਵੇਗਾ।
5. ਡਿਪਟੀ ਸੀ.ਈ.ਓ., ਕੈਰੀਅਰ ਕਾਊਂਸਲਰ ਅਤੇ ਪਲੇਸਮੈਂਟ ਅਫਸਰਾਂ ਨੂੰ ਜਾਰੀ ਨਿਯੁਕਤੀ ਪੱਤਰ ਵਿੱਚ ਹੀ ਉਨ੍ਹਾਂ ਨੂੰ ਦਿੱਤੀ ਜਾਣ ਵਾਲੀ ਤਨਖਾਹ ਵਿੱਚ ਹੀ ਕਨਵੇਂਅਸ ਅਲਾਊਂਸ ਸ਼ਾਮਲ ਹਨ। ਇਸ ਲਈ ਵੱਖਰੇ ਤੌਰ ਤੇ ਇਨ੍ਹਾਂ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਟੀ.ਏ. ਨਹੀਂ ਦਿੱਤਾ ਜਾਵੇਗਾ, ਸਬੰਧਤ ਉਨ੍ਹਾਂ ਨੂੰ ਮਿਲਣ ਵਾਲੀ ਕੇਵਲ ਮੂਲ ਤਨਖਾਹ ਦੇ ਹੀ ਹੱਕ-ਦਾਰ ਹੋਣਗੇ।
6. ਜੇਕਰ ਇਨ੍ਹਾਂ ਕਰਮਚਾਰੀਆਂ ਵਿੱਚੋਂ ਕੋਈ ਕਰਮਚਾਰੀ ਅਸਤੀਫਾ ਦੇਣਾ ਚਾਹੁੰਦਾ ਤਾਂ ਉਨ੍ਹਾਂ ਦੇ ਨਿਯੁਕਤੀ ਪੱਤਰ ਦੇ ਪੈਰਾ 93) ਅਨੁਸਾਰ ਬਣਦੀ ਪ੍ਰਕਿਰਿਆ ਅਪਨਾਉਣੀ ਹੋਵੇਗੀ।
7. ਇਹਨਾਂ ਕਰਮਚਾਰੀਆਂ ਦੀ ਅਚਨਚੇਤ (ਸਾਲ ਵਿੱਚ 10 ਦਿਨਾਂ ਦੀ) ਛੁੱਟੀ ਮਨਜ਼ੂਰ ਸਬੰਧਤ ਜ਼ਿਲ੍ਹੇ ਵਿੱਚ ਨਿਯੁਕਤ ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫਸਰ ਕਰਨਗੇ।
8. ਕਰਮਚਾਰੀਆਂ ਦੀ ਮੈਟਰਨਿਟੀ/ ਪੈਟਰਨਿਟੀ ਅਤੇ ਬਿਨਾਂ ਤਨਖਾਹ ਛੁੱਟੀ ਮਨਜ਼ੂਰ ਕਰਨ ਦੇ ਅਧਿਕਾਰ ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਜੀ ਕੋਲ ਹਨ।

ਵਧੀਕ ਡਾਇਰੈਕਟਰ
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਚੇਅਰਮੈਨ, ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ।

ਵਧੀਕ ਡਾਇਰੈਕਟਰ
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਸੇਵਾ ਵਿਖੇ,

ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ
ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਚੇਅਰਮੈਨ
ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ।

ਨੰ: DBEE/2019/5411-32

ਮਿਤੀ: 26.02.2019

ਵਿਸ਼ਾ: ਡਿਪਟੀ ਸੀ.ਈ.ਓ., ਪਲੇਸਮੈਂਟ ਅਫ਼ਸਰ ਅਤੇ ਕੈਰੀਅਰ ਕਾਊਂਸਲਰ ਦੀ ਅਪਰੇਜ਼ਲ ਰਿਪੋਰਟ ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਵਿਖੇ ਨਵ-ਨਿਯੁਕਤ ਡਿਪਟੀ ਸੀ.ਈ.ਓ., ਪਲੇਸਮੈਂਟ ਅਫ਼ਸਰ ਅਤੇ ਕੈਰੀਅਰ ਕਾਊਂਸਲਰਾਂ ਵੱਲੋਂ ਕੀਤੇ ਜਾ ਰਹੇ ਕੰਮ ਦੀ ਪੜਚੋਲ ਮਹੀਨਾ ਵਾਰ ਡੀ.ਬੀ.ਈ.ਈ. ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਚੇਅਰਮੈਨ ਵੱਲੋਂ ਕੀਤੀ ਜਾਣੀ ਹੈ। ਸੈਲਫ਼ ਅਪਰੇਜ਼ਲ ਫਾਰਮ ਦਾ ਭਾਗ-01, ਭਾਗ-02 ਅਤੇ Work Review ਸਬੰਧਤ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਭਰਿਆ ਜਾਣਾ ਹੈ। ਭਾਗ -03 ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਡੀ.ਈ.ਜੀ.ਟੀ.ਓ ਵੱਲੋਂ ਭਰਿਆ ਅਤੇ ਭਾਗ-04 ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਚੇਅਰਮੈਨ ਡੀ.ਬੀ.ਈ.ਈ. ਵੱਲੋਂ ਭਰਿਆ ਜਾਣਾ ਹੈ।

ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਕਾਰਵਾਈ ਨੂੰ ਸਮਾਂ-ਬੱਧ ਤਰੀਕੇ ਨਾਲ ਲਾਗੂ ਕਰਨਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਨੱਥੀ (ਅਪਰੇਜ਼ਲ ਪ੍ਰੋਫਾਰਮੇ ਦੇ ਸੈਟ)

(ਸਹੀ)

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਪਿੱਛੋਂ: ਨੰ: DBEE/2019/5433-76

ਮਿਤੀ: 26/2/19

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਅਗਲੇਰੀ ਲੇੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ।
2. ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਸੀ.ਈ.ਓ., ਪਲੇਸਮੈਂਟ ਅਫ਼ਸਰ ਅਤੇ ਕੈਰੀਅਰ ਕਾਊਂਸਲਰ।

ਨੱਥੀ (ਅਪਰੇਜ਼ਲ ਪ੍ਰੋਫਾਰਮੇ ਦੇ ਸੈਟ)

(ਸਹੀ)

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

Contractual Employees ਦੀ ਗੁਪਤ ਰਿਪੋਰਟ ਕੌਣ ਲਿਖੇਗਾ

ਲੜੀ ਨੰ:	ਅਧਿਕਾਰੀ ਦਾ ਨਾਮ	ਰਿਪੋਰਟ ਲਿਖਣ ਵਾਲੇ ਅਧਿਕਾਰੀ ਦਾ ਨਾਮ	ਗੀਵਿਊ ਕਰਨ ਵਾਲੇ ਅਧਿਕਾਰੀ ਦਾ ਨਾਮ	ਪ੍ਰਵਾਨ ਕਰਤਾ ਅਧਿਕਾਰੀ
1.	ਡਿਪਟੀ ਸੀ.ਈ.ਓ.	ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਡੀ.ਈ.ਜੀ.ਟੀ.ਓ.	ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਚੇਅਰਮੈਨ ਡੀ.ਬੀ.ਈ.ਈ.	ਡਾਇਰੈਕਟਰ
2.	ਪਲੇਸਮੈਂਟ ਅਫ਼ਸਰ	ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਡੀ.ਈ.ਜੀ.ਟੀ.ਓ.	ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਚੇਅਰਮੈਨ ਡੀ.ਬੀ.ਈ.ਈ.	ਡਾਇਰੈਕਟਰ
3.	ਕੈਰੀਅਰ ਕਾਊਂਸਲਰ	ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਡੀ.ਈ.ਜੀ.ਟੀ.ਓ.	ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਚੇਅਰਮੈਨ ਡੀ.ਬੀ.ਈ.ਈ.	ਡਾਇਰੈਕਟਰ

ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ
ਸੈਲਫ਼ ਅਪਰੇਜ਼ਲ ਫਾਰਮ

ਨਿੱਜੀ ਡਾਟਾ

ਭਾਗ-1

ਸਮਾਂ ----- ਤੋਂ -----ਤੱਕ

1.	ਅਧਿਕਾਰੀ ਦਾ ਨਾਂ	
2.	ਜਨਮ ਮਿਤੀ	
3.	ਅਸਾਮੀ ਜਿਸ ਤੇ ਕੰਮ ਕਰਦਾ ਹੈ	
4.	ਤਨਖਾਹ	
5.	ਨਿਯੁਕਤੀ ਦੀ ਮਿਤੀ	
6.	ਡਿਊਟੀ ਤੋਂ ਗੈਰ ਹਾਜ਼ਰ ਰਹਿਣ ਦਾ ਸਮਾਂ	

ਤਸਦੀਕ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਉਪਰੋਕਤ ਦਿੱਤੀ ਸੂਚਨਾ ਸਹੀ/ਦਰੁਸਤ ਹੈ ਅਤੇ ਮੇਰੇ ਵੱਲੋਂ ਕੋਈ ਸੂਚਨਾ/ਤੱਥ ਲੁਕਾ ਛੁਪਾ ਕੇ ਨਹੀਂ ਰੱਖਿਆ ਗਿਆ ਹੈ।

ਸਥਾਨ:

ਮਿਤੀ:

(ਸਹੀ)

ਅਧਿਕਾਰੀ ਦੇ ਹਸਤਾਖਰ

ਅਧਿਕਾਰੀ ਦਾ ਨਾਮ ਅਤੇ ਅਹੁਦਾ:-

ਰਿਪੋਰਟ ਦਾ ਸਮਾਂ:

ਤੈਨਾਤੀ ਦਾ ਸਥਾਨ:

(ਨਿੱਜੀ ਮੁਲਾਂਕਣ) ਉਸ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਭਰਿਆ ਜਾਵੇ, ਜਿਸ ਦੀ ਰਿਪੋਰਟ ਲਿਖੀ ਜਾ ਰਹੀ ਹੈ:-

ਭਾਗ -2

1.	ਡਿਊਟੀ ਦਾ ਸੰਖੇਪ ਵਿਵਰਣ	
2.	ਵਿਭਾਗ ਵੱਲੋਂ ਨਿਰਧਾਰਿਤ ਕੀਤੇ ਟੀਚੇ	
3.	ਵਿਭਾਗ ਵੱਲੋਂ ਨਿਰਧਾਰਿਤ ਟੀਚਿਆਂ ਦੀ ਪ੍ਰਾਪਤੀ	
4.	ਡਿਊਟੀ ਨਿਭਾਉਣ ਅਤੇ ਟੀਚਿਆਂ ਦੀ ਪ੍ਰਾਪਤੀ ਵਿੱਚ ਆਈਆਂ ਔਕੜਾਂ	
5.	ਗਿਆਨ ਵਿੱਚ ਵਾਧੇ ਜਾਂ ਹੁਨਰ ਵਿੱਚ ਨਿਖਾਰ ਲਿਆਉਣ ਲਈ ਕਿਸੇ ਕਿਸਮ ਦੀ ਟ੍ਰੇਨਿੰਗ ਦੀ ਜ਼ਰੂਰਤ ਹੈ ਤਾਂ ਵੇਰਵਾ ਦਿਉ	

ਸਥਾਨ:

ਮਿਤੀ:

(ਸਹੀ)

ਅਧਿਕਾਰੀ ਦੇ ਹਸਤਾਖਰ

ਰਿਪੋਰਟ ਲਿਖਣ ਵਾਲੇ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਮੁਲਾਂਕਣ
(ਵਿਅਕਤੀਗਤ ਗੁਣਾਂ/ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ ਦਾ ਮੁਲਾਂਕਣ)

ਭਾਗ-3

		ਉੱਤਮ	ਬਹੁਤ ਅੱਛਾ	ਅੱਛਾ	ਅੰਸਤ	ਤਸੱਲੀ ਬਖਸ਼ ਨਹੀਂ
1.	ਕੰਮ ਪ੍ਰਤੀ ਵਤੀਰਾ					
2.	ਅਲਾਟ ਕੀਤੇ ਵਿਸ਼ਿਆਂ ਸਬੰਧੀ ਪ੍ਰਾਪਤੀ					
3.	ਜ਼ਿੰਮੇਵਾਰੀ ਦੀ ਭਾਵਨਾ					
4.	ਸਮੇਂ ਸਿਰ ਕੰਮ ਨਿਪਟਾਉਣ ਦੀ ਸਮਰੱਥਾ					
5.	ਟੀਮ ਦੇ ਤੌਰ ਤੇ ਕੰਮ ਕਰਨ ਦੀ ਸਮਰੱਥਾ					
6.	ਕੰਮ ਦੀ ਜਾਣਕਾਰੀ					
7.	ਕੀਤੇ ਕੰਮ ਦਾ ਮੁਲਾਂਕਣ					
8.	ਅਲਾਟ ਕੀਤੇ ਵਿਸ਼ਿਆਂ ਦੇ ਕੰਮ ਦੀ ਪ੍ਰਾਪਤੀ					
9.	ਕੰਮ ਦੀ ਗੁਣਵੱਤਾ					
10.	ਅਨੁਸਾਸ਼ਨ					

ਸਥਾਨ:

ਮਿਤੀ:

(ਸਹੀ)
ਅਧਿਕਾਰੀ ਦੇ ਹਸਤਾਖਰ

ਰੀਵਿਊ ਕਰਤਾ ਅਧਿਕਾਰੀ ਦੇ ਕਥਨ:-

1. ਰੀਵਿਊ ਕਰਤਾ ਅਧਿਕਾਰੀ ਅਧੀਨ ਕੀਤੇ ਕੰਮ ਦਾ ਸਮਾਂ।

2. ਕੀ ਤੁਸੀਂ ਰਿਪੋਰਟ ਕਰਤਾ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਭਾਗ-2 ਅਤੇ 3 ਵਿੱਚ ਕੀਤੇ ਕੰਮ ਅਤੇ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ ਸਬੰਧੀ ਕੀਤੀ ਦਰਜਾਬੰਦੀ ਨਾਲ ਸਹਿਮਤ ਹੋ?

3. ਜੇਕਰ ਸਹਿਮਤ ਨਹੀਂ ਤਾਂ ਕਾਰਨ ਦੱਸੋ? ਕੀ ਤੁਸੀਂ ਉਸ ਵਿੱਚ ਕੁਝ ਸੁਧਾਰ ਕਰਨਾ ਜਾਂ ਕੁੱਝ ਸ਼ਾਮਿਲ ਕਰਨ ਚਾਹੁੰਦੇ ਹੋ ਜਾਂ ਉਸ ਦੇ ਕੰਮ ਦੀ ਸਮਰੱਥਾ ਵਿੱਚ ਸੁਧਾਰ ਲਿਆਉਣ ਲਈ ਕਿਸੇ ਕਿਸਮ ਦੀ ਟ੍ਰੇਨਿੰਗ ਦੀ ਸਿਫਾਰਸ਼ ਕਰਨਾ ਚਾਹੁੰਦੇ ਹੋ।

4. ਰੀਵਿਊ ਕਰਤਾ ਅਧਿਕਾਰੀ ਦੇ ਕਥਨ ਕ੍ਰਿਪਾ ਕਰਕੇ ਅਧਿਕਾਰੀ ਦੇ ਸਮੁੱਚੇ ਗੁਣਾਂ, ਸਮੇਤ ਸਮਰੱਥਾਵਾਂ/ਅਸਮਰੱਥਾਵਾਂ ਅਤੇ ਕਮਜ਼ੋਰ ਵਰਗਾਂ ਪ੍ਰਤੀ ਵਤੀਰੇ ਬਾਰੇ ਲਗਭਗ 100 ਸ਼ਬਦਾਂ ਵਿੱਚ ਵਿਵਰਣ ਕੀਤਾ ਜਾਵੇ।

ਦਿੱਤੀ ਜਾਣ ਵਾਲੀ ਦਰਜਾਬੰਦੀ

ਰੀਵਿਊ ਕਰਤਾ ਅਧਿਕਾਰੀ ਦੇ ਹਸਤਾਖਰ
ਨਾਂ
ਰਿਪੋਰਟ ਅਧੀਨ ਸਮੇਂ ਦੌਰਾਨ ਅਹੁਦਾ:

ਪ੍ਰਵਾਨ ਕਰਤਾ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਰਿਪੋਰਟ ਕਰਤਾ/ਰੀਵਿਊ ਕਰਤਾ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਭਾਗ-3 ਅਤੇ ਭਾਗ-4 ਵਿੱਚ ਕੀਤੀ ਦਰਜਾਬੰਦੀ ਦੇ ਅਧਾਰ ਤੇ ਸਮੁੱਚੀ ਦਰਜਾਬੰਦੀ।

ਦਿੱਤੀ ਜਾਣ ਵਾਲੀ ਦਰਜਾਬੰਦੀ

ਸਥਾਨ:
ਮਿਤੀ:

ਰੀਵਿਊ ਕਰਤਾ ਅਧਿਕਾਰੀ ਦੇ ਹਸਤਾਖਰ
ਨਾਂ
ਰਿਪੋਰਟ ਅਧੀਨ ਸਮੇਂ ਦੌਰਾਨ ਅਹੁਦਾ:

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਵੱਲੋਂ,

ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ,
ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਬਿਊਰੋ ਆਫ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਅਫ਼ਸਰ।

ਨੰ: /2019/126155-76

ਮਿਤੀ: 06-9-19

ਵਿਸ਼ਾ: ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਵਿੱਚ ਕੰਮ ਕਰਦੇ ਗਰੁੱਪ ਏ, ਬੀ ਅਤੇ ਗਰੁੱਪ ਸੀ ਅਧਿਕਾਰੀਆਂ/
ਕਰਮਚਾਰੀਆਂ ਦੇ ਕੰਮਾਂ ਦਾ ਵੇਰਵਾ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਆਪ ਨੂੰ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਦਫ਼ਤਰਾਂ ਵਿੱਚ ਤੈਨਾਤ ਗਰੁੱਪ ਏ, ਬੀ ਅਤੇ ਸੀ ਦੇ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀਆਂ ਦੇ ਕੀਤੇ ਜਾਣ ਵਾਲੇ ਕੰਮਾਂ ਦੀ ਸੀਟ ਅਨੁਸਾਰ ਵੰਡ ਕਰਕੇ ਭੇਜੀ ਜਾਂਦੀ ਹੈ ਤੇ ਇਹ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਹਨਾਂ ਅਨੁਸਾਰ ਕੰਮ ਦੀ ਵੰਡ ਕੀਤੀ ਜਾਵੇ ਤੇ ਇਹਨਾਂ ਹਦਾਇਤਾਂ ਨੂੰ ਲਾਗੂ ਕਰਵਾਉਣਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਨੱਥੀ (ਉਪਰੋਕਤ ਅਨੁਸਾਰ)

Sd/-
ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ,
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ
ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਵਿੱਚ ਕੰਮ ਕਰਦੇ ਗਰੁੱਪ ਏ.ਬੀ.ਸੀ. ਕਰਮਚਾਰੀ ਦੇ ਕੰਮਾਂ ਦਾ ਵੇਰਵਾ।

1. ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ

- ਡਾਇਰੈਕਟਰ ਅਤੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਤੋਂ ਪ੍ਰਾਪਤ ਆਦੇਸ਼ਾਂ ਨੂੰ ਦਫਤਰ ਵਿੱਚ ਲਾਗੂ ਕਰਨ।
- ਸਰਕਾਰ ਦੇ ਦਿਸ਼ਾ ਨਿਰਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਹਰ ਕੰਮ ਸਮੇਂ ਸਿਰ ਮੁਕੰਮਲ ਕਰਵਾਉਣਾ।
- ਸਟਾਫ਼ ਦੇ ਕੰਮਾਂ ਦੀ ਵੰਡ ਕਰਨੀ।
- ਹਰ ਸ਼ਾਖਾ ਦੇ ਕੰਮ ਨੂੰ ਟਾਰਗੇਟ ਅਨੁਸਾਰ ਸਮੇਂ ਸਿਰ ਪੂਰਾ ਕਰਵਾਉਣਾ।
- ਅਕਾਊਂਟਸ ਮੈਟਰ ਨਾਲ ਸਬੰਧਤ ਸਾਰੇ ਕੰਮ ਤਨਖਾਹਾਂ, ਬਜਟ, ਬਿੱਲਾਂ ਸਬੰਧੀ, ਸਟਾਫ਼ ਦੀਆਂ ਛੁੱਟੀਆਂ ਸਬੰਧੀ, ਐਚ.ਆਰ.ਐਮ.ਐਸ ਸਬੰਧੀ ਸਾਰੇ ਕੰਮ ਕਰਨੇ।
- ਜ਼ਿਲ੍ਹੇ ਦੀਆਂ ਸਾਰੀਆਂ ਮੀਟਿੰਗਾਂ ਅਟੈਂਡ ਕਰਨੀਆਂ।
- ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਵੱਲੋਂ ਦਿੱਤੇ ਗਏ ਵੱਖ-ਵੱਖ ਕੰਮ ਕਰਨੇ।

(ਸਹੀ)

Deputy Director
Directorate of Employment Generation & Training
Punjab Chandigarh

2. ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਧਿਕਾਰੀ

- ਦਫਤਰ ਵਿੱਚ ਆਉਣ ਵਾਲੇ ਵਿਅਕਤੀਆਂ ਦੀ ਰੋਜ਼ਗਾਰ ਲਈ ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਕਰਨਾ।
- ਪ੍ਰਾਪਤ ਅਸਾਮੀਆਂ ਤੇ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਸਬੰਧਤ ਸ਼ਾਖਾ ਰਾਹੀਂ ਪੁਟਅੱਪ ਕਰਵਾਉਣਾ ਤੇ ਉਨ੍ਹਾਂ ਤੇ ਕਾਰਵਾਈ ਕਰਨੀ।
- CNV act ਅਨੁਸਾਰ ਐਕਟ ਨਿਯੋਜਕਾਂ ਨਾਲ ਸੰਪਰਕ ਕਰਨਾ ਉਨ੍ਹਾਂ ਦੇ EM ਕਾਰਡ ਖੋਲਣ ਲਈ ਜਾਣਕਾਰੀ ਦੇਣੀ, ਉਨ੍ਹਾਂ ਦਾ ਰਿਕਾਰਡ ਚੈਕ ਕਰਨਾ ਅਸਾਮੀਆਂ ਪ੍ਰਾਪਤ ਕਰਨੀਆਂ, ਨਵੇਂ ਨਿਯੋਜਕ ਦੇ ਅੰਦਰਾਜ ਰੋਜ਼ਗਾਰ ਮੰਡੀ ਸ਼ਾਖਾ (EMI) ਵਿੱਚ ਕਰਵਾਉਣੇ।
- ਕੈਬਨਿਟ ਦੇ ਗਵਿਊ ਕਰਨਾ ਤੇ ਉਨ੍ਹਾਂ ਕਾਰਡਾਂ ਵਿੱਚ ਲੋੜੀਂਦੀ ਤਰ੍ਹਾਂ ਦੂਰ ਕਰਵਾਉਣੀ।
- ਲੈਪਸਿੰਗ ਹਰ ਮਹੀਨੇ ਸਮੇਂ ਸਿਰ ਕਰਵਾਉਣਾ ਤੇ ਹਸਤਾਖਰ ਕਰਨੇ।
- ਪ੍ਰਾਰਥੀ ਦੀ ਪਲੇਸਮੈਂਟ ਹੋਣ ਤੇ ਕਾਰਡ ਤੇ ਪਲੇਸਿੰਗ ਦਾ ਅੰਦਰਾਜ ਕਰਵਾ ਕੇ ਹਸਤਾਖਰ ਕਰਨੇ।
- ਪਲੇਸਮੈਂਟ ਕੈਪਾਂ/ਰੋਜ਼ਗਾਰ ਮੇਲਿਆਂ ਲਈ ਨਿਯੋਜਕਾਂ ਨਾਲ ਸੰਪਰਕ ਕਰਕੇ ਅਸਾਮੀਆਂ ਲਿਆਉਣੀਆਂ।
- ਪਲੇਸਮੈਂਟ ਕੈਪਾਂ/ਰੋਜ਼ਗਾਰ ਮੇਲਿਆਂ ਵਿੱਚ ਪਲੇਸ ਵਿਅਕਤੀਆਂ ਦੀ ਮੁਕੰਮਲ ਸੂਚਨਾ ਹੈਡਵਾਇਜ਼ ਨਿਯੋਜਕ ਤੋਂ ਪ੍ਰਾਪਤ ਕਰਨੀ।
- ਕੈਰੀਅਰ ਟਾਕਸ ਦੇਣੀ।
- ਜ਼ਿਲ੍ਹਾ ਪ੍ਰਸ਼ਾਸਨ ਦੀਆਂ ਮੀਟਿੰਗਾਂ ਆਦਿ ਵਿੱਚ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਦੇ ਹੁਕਮਾਂ ਅਨੁਸਾਰ ਭਾਗ ਲੈਣਾ।
- ਕਿੱਤਾ ਕਾਨਫਰੰਸ/ਪ੍ਰਦਰਸ਼ਨੀ ਆਯੋਜਿਤ ਕਰਵਾਉਣੀਆਂ।
- ਪ੍ਰਦਰਸ਼ਨੀ ਲਈ ਚਾਰਟਸ ਤੇ ਹੋਰ ਸਮੱਗਰੀ ਤਿਆਰ ਕਰਵਾਉਣੀ।
- ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ ਵੱਲੋਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਦਿੱਤੇ ਗਏ ਵੱਖ-ਵੱਖ ਕੰਮ ਕਰਨੇ।

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3. ਸੁਪਰਡੰਟ

- ਬਜਟ ਬਣਾਉਣਾ, ਸਟਾਫ਼ ਦੀਆਂ ਸੇਵਾ ਪੱਤਰੀਆਂ ਨਾਲ ਸਬੰਧਤ ਸਾਰਾ ਕੰਮ, ਕਮਾਈ/ਮੈਡੀਕਲ ਛੁੱਟੀਆਂ ਤੇ ਟਾਊਨ ਦਫ਼ਤਰਾਂ ਦੀ ਸਾਰੇ ਤਰ੍ਹਾਂ ਦੀ ਡਾਕ ਦਾ ਨਿਪਟਾਰਾ ਕਰਨਾ ਸਟੇਸ਼ਨਰੀ, ਲੋਕਲ ਪਰਚੇਜ਼, ਟਰੇਜ਼ਰੀ, ਆਰ.ਟੀ.ਆਈ ਐਕਟ, ਸਟਾਕ ਰਜਿਸਟਰ ਮੇਨਟੇਨ ਕਰਨਾ ਅਤੇ ਡਾਇਰੈਕਟਰੇਟ ਵੱਲੋਂ ਕਿਸੇ ਵੀ ਤਰ੍ਹਾਂ ਦੀ ਮੰਗੀ ਗਈ ਸੂਚਨਾ ਭੇਜਣੀ ਆਦਿ।
- ਸਾਰੇ ਤਰ੍ਹਾਂ ਦੀ ਵੱਖ-ਵੱਖ ਸ਼ਾਖਾਵਾਂ ਤੋਂ ਪ੍ਰਾਪਤ ਹੋਣ ਵਾਲੀ ਸੂਚਨਾ ਚੈਕ ਕਰਕੇ ਜ਼ਿਲ੍ਹਾ ਅਧਿਕਾਰੀ ਨੂੰ ਪੇਸ਼ ਕਰਨੀ।
- ਦਫ਼ਤਰ ਦੀ ਹਰ ਸ਼ਾਖਾ ਦੇ ਕੰਮ ਦੀ ਨਿਗਰਾਨੀ ਰੱਖਣਾ, ਜੋ ਕਿਸੇ ਸ਼ਾਖਾ ਦਾ ਕੰਮ ਪੈਂਡਿੰਗ ਰਹਿੰਦਾ ਹੋਏ ਉਸ ਸ਼ਾਖਾ ਨਾਲ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਨੂੰ ਦਫ਼ਤਰੀ ਹੁਕਮ ਕਰਕੇ ਕੰਮ ਪੂਰਾ ਕਰਵਾਉਣਾ।
- ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ ਵੱਲੋਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਦਿੱਤੇ ਗਏ ਵੱਖ-ਵੱਖ ਕੰਮ ਕਰਨੇ।

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4. ਸੀਨੀਅਰ ਸਹਾਇਕ

- ਬਜਟ ਬਣਾਉਣਾ।
- ਖਰਚਾ ਸੂਚੀ ਬਣਾਉਣਾ।
- ਖਜ਼ਾਨਾ ਦਫ਼ਤਰ ਨਾਲ ਲਿਖਾ-ਪੜ੍ਹੀ ਕਰਨੀ।
- ਕਰਮਚਾਰੀਆਂ ਦੀ ਸਰਵਿਸ ਬੁਕ ਮੇਨਟੇਨ ਕਰਨੀ।
- ਸਾਲਾਨਾ ਤਰੱਕੀ ਲਗਾਉਣ ਸਬੰਧੀ ਕਾਰਵਾਈ ਕਰਨੀ।
- ਪ੍ਰਾਪਰਟੀ ਰਿਟਰਨਾਂ ਸਬੰਧੀ ਕਾਰਵਾਈ ਕਰਨੀ।
- ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ।
- ਪੈਨਸ਼ਨ ਕੇਸ ਬਣਾਉਣੇ।
- ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਰੋਜ਼ਗਾਰ ਨਵੀਂ ਦਿੱਲੀ, ਮੁੱਖ ਦਫ਼ਤਰ ਰੋਜ਼ਗਾਰ ਵਿਭਾਗ ਚੰਡੀਗੜ੍ਹ, ਜ਼ਿਲ੍ਹਾ ਪ੍ਰਸ਼ਾਸਨ ਤੇ ਹੋਰ ਅਦਾਰਿਆਂ ਵੱਲੋਂ ਮੰਗੀ ਸੂਚਨਾ/ਰਿਟਰਨਾਂ ਸਾਰੀਆਂ ਸ਼ਾਖਾਵਾਂ ਤੋਂ ਸਬੰਧਤ ਪ੍ਰੋਫਾਰਮਿਆਂ ਤੋਂ ਤਿਆਰ ਹੋ ਕੇ ਪ੍ਰਾਪਤ ਹੋਣ ਤੇ ਦਫ਼ਤਰ ਦੇ ਮੁੱਖੀ ਤੋਂ ਹਸਤਾਖਰ ਕਰਵਾ ਕੇ ਸਮੇਂ ਸਿਰ ਸਬੰਧਤ ਦਫ਼ਤਰ ਨੂੰ ਈ-ਮੇਲ/ਪੇਸਟ/ਦਸਤੀ ਭੇਜਣੀ।
- ਜ਼ਿਲ੍ਹਾ ਬਿਊਰੋ ਆਫ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਲਈ ਪ੍ਰਾਪਤ ਹੋਏ ਬਜਟ ਵਿੱਚੋਂ ਖਰਚ ਕੀਤੀ ਰਾਸ਼ੀ ਦਾ ਕੈਸ਼ ਬੁੱਕ ਵਿੱਚ ਅੰਦਰਾਜ਼ ਕਰਨਾ।
- ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਲਈ ਖਰੀਦੇ ਗਏ ਸਮਾਨ ਦਾ ਸਟਾਕ ਰਜਿਸਟਰ ਤੇ ਅੰਦਰਾਜ਼ ਕਰਨਾ।
- ਜੇਕਰ ਦਫ਼ਤਰ ਵਿੱਚ ਸੁਪਰਡੰਟ ਦੀ ਅਸਾਮੀ ਖਾਲੀ/ਛੁੱਟੀ ਤੇ ਹੈ ਤਾਂ ਸੁਪਰਡੰਟ ਨੂੰ ਸੌਂਪੇ ਹੋਏ ਕੰਮ ਕਰਨੇ।
- ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ / ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ ਵੱਲੋਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਦਿੱਤੇ ਗਏ ਵੱਖ-ਵੱਖ ਕੰਮ ਕਰਨੇ।

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5. ਸਟੈਨੋ / ਟਾਈਪਿਸਟ

- ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਦਿੱਤੀ ਜਾਂਦੀ ਡਿਕਟੇਸ਼ਨ ਲੈ ਕੇ ਸੂਚਨਾ ਤਿਆਰ ਕਰਨਾ।
- ਮੁਆਇਨਾ ਰਿਪੋਰਟਾਂ ਤਿਆਰ ਕਰਨੀਆਂ।
- ਆਮ ਬਦਲੀਆਂ ਸਬੰਧੀ ਸੂਚਨਾ ਤਿਆਰ ਕਰਨੀ।
- ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਸਬੰਧੀ ਕਾਰਵਾਈ ਕਰਨੀ।
- ਪੜਤਾਲ ਰਿਪੋਰਟਾਂ ਤਿਆਰ ਕਰਨੀਆਂ।
- ਸਰਕਾਰ/ਜ਼ਿਲ੍ਹਾ ਪ੍ਰਸ਼ਾਸਨ ਵੱਲੋਂ ਆਏ ਪੱਤਰ/ਟੈਲੀਫੋਨ/ਈ-ਮੇਲ ਦੀ ਸੂਚਨਾ ਸੰਕਲਿਤ ਕਰਕੇ ਅਧਿਕਾਰੀ ਕੋਲ ਪੇਸ਼ ਕਰਨੀ।
- ਅਧਿਕਾਰੀ ਦੀਆਂ ਮੀਟਿੰਗਾਂ/ਦੌਰਿਆਂ/ਪ੍ਰੋਗਰਾਮਾਂ ਸਬੰਧੀ ਸੂਚਨਾ ਤਿਆਰ ਰੱਖਣੀ।
- ਹੋਰ ਜੋ ਵੀ ਕੰਮ ਦਫਤਰ ਦੇ ਮੁੱਖੀ ਵੱਲੋਂ ਦਿੱਤੇ ਜਾਂਦੇ ਹਨ ਉਨ੍ਹਾਂ ਦਾ ਨਿਪਟਾਰਾ ਕਰਨਾ।
- ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ ਵੱਲੋਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਦਿੱਤੇ ਗਏ ਵੱਖ-ਵੱਖ ਕੰਮ ਕਰਨੇ।

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6. ਅੰਕੜਾ ਸਹਾਇਕ

- ਰੋਜ਼ਗਾਰ ਮੰਡੀ ਸੂਚਨਾ ਸ਼ਾਖਾ ਦੇ ਨਿਯੋਜਕ ਰਜਿਸਟਰ ਅਪਡੇਟ ਰੱਖਣਾ।
- ਹਰ ਤਰ੍ਹਾਂ ਦੀ ਸੂਚਨਾ ਇਕੱਤਰ ਕਰਵਾਉਣੀ ਤੇ ਸੰਕਲਿਤ ਕਰਕੇ ਸਬੰਧਤ ਸ਼ਾਖਾ/ਵਿਭਾਗ/ਅਕਾਊਂਟ ਨੂੰ ਭੇਜਣੀ।
- ਤਿਮਾਹੀ ਰੋਜ਼ਗਾਰ ਮੰਡੀ ਸੂਚਨਾ ਸੰਕਲਿਤ ਕਰਕੇ ਡੀ.ਜੀ.ਈ. ਨਵੀਂ ਦਿੱਲੀ ਨੂੰ ਭੇਜਣ ਹਿੱਤ ਸਮੇਂ ਸਿਰ ਪੇਸ਼ ਸਮੱਰਥ ਅਧਿਕਾਰੀ ਕੋਲ ਪੇਸ਼ ਕਰਨੀ।
- ਨਵੇਂ ਨਿਯੋਜਕਾਂ ਨਾਲ ਸੰਪਰਕ ਕਰਕੇ ਉਨ੍ਹਾਂ ਦੇ EM ਕਾਰਡ ਖੋਲਣੇ।
- ਡਿਫਾਲਟਰ ਨਿਯੋਜਕਾਂ ਨੂੰ CNV Act ਅਧੀਨ ਕੋਰਟ ਰਾਹੀਂ ਜੁਰਮਾਨੇ ਕਰਵਾਉਣ ਦੀ ਪ੍ਰਕਿਰਿਆ ਕਰਨੀ।
- ਸਲਾਨਾ ਏਰੀਆ ਮਾਰਕੀਟ ਰਿਪੋਰਟ ਤਿਆਰ ਕਰਨੀ।
- ਨਿਯੋਜਕਾਂ ਨੂੰ ਅਸਾਮੀਆਂ ਰੋਜ਼ਗਾਰ ਦਫਤਰਾਂ ਰਾਹੀਂ ਭਰਨ ਲਈ ਪ੍ਰੇਰਿਤ ਕਰਨਾ।
- ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ ਵੱਲੋਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਦਿੱਤੇ ਗਏ ਵੱਖ-ਵੱਖ ਕੰਮ ਕਰਨੇ।

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7. ਪੁੱਛ ਗਿੱਛ ਕਲਰਕ

- ਆਉਣ ਵਾਲੇ ਵਿਅਕਤੀਆਂ ਦੀ ਹਾਜ਼ਰੀ ਦਾ ਅੰਦਰਾਜ ਸਬੰਧਤ ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਕਰਨ ਤੇ ਸਬੰਧਤ ਸ਼ਾਖਾ ਦੇ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਕੋਲ ਸਬੰਧਤ ਕੰਮ ਕਰਨ ਲਈ ਭੇਜਣਾ।
- ਸੰਸਥਾਵਾਂ ਦੇ ਡੀ.ਬੀ.ਈ.ਈ. ਵਿਜਟ ਕਰਨੇ ਵਾਲੇ ਵਿਅਕਤੀ/TPO ਦਾ ਅੰਦਰਾਜ ਸਬੰਧਤ ਰਜਿਸਟਰ ਵਿੱਚ ਕਰਨਾ।
- ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ ਵੱਲੋਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਦਿੱਤੇ ਗਏ ਵੱਖ-ਵੱਖ ਕੰਮ ਕਰਨੇ।

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8. ਰੀਨਿਊਅਲ ਕਲਰਕ

- ਦਫਤਰ ਵਿੱਚ ਕਾਰਡ ਰੀਨਿਊਅਲ ਕਰਵਾਉਣ ਆਏ ਪ੍ਰਾਰਥੀਆਂ ਦੇ ਕਾਰਡ ਦਾ ਅੰਦਰਾਜ ਰੀਨਿਊਅਲ ਰਜਿਸਟਰ ਵਿੱਚ ਕਰਨਾ ਤੇ ਕੈਬਨਟ ਤੋਂ ਐਕਸ-1 ਕਾਰਡ ਕੱਢ ਕੇ ਉਨ੍ਹਾਂ ਤੇ ਨਾਲ ਦੀ ਨਾਲ ਰੀਨਿਊਅਲ ਪਾਉਣੀ।
- ਜੇਕਰ ਐਕਸ-1 ਕਾਰਡ ਕੈਬਨਟ ਤੇ ਨਹੀਂ ਹੈ ਤਾਂ ਕੈਬਨਟ ਕਲਰਕ ਨੂੰ ਜਾਣਕਾਰੀ ਦੇਣੀ।
- ਪ੍ਰਾਰਥੀ ਦੇ ਐਕਸ-10 ਕਾਰਡ ਤੇ ਰੀਨਿਊਅਲ ਪਾਉਣੀ।
- ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ ਵੱਲੋਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਦਿੱਤੇ ਗਏ ਵੱਖ-ਵੱਖ ਕੰਮ ਕਰਨੇ।

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9. ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਕਲਰਕ

- ਦਫਤਰ ਵਿੱਚ ਆਉਣ ਵਾਲੇ ਪ੍ਰਾਰਥੀਆਂ ਦੀ ਮੈਨੂਅਲ ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਕਰਨੀ।
- ਆਨ-ਲਾਈਨ ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਕਰਨ ਤੇ ਸਬੰਧਤ ਰਜਿਸਟਰ ਵਿੱਚ ਅੰਦਰਾਜ ਕਰਨਾ।
- ਜੇਕਰ ਪ੍ਰਾਰਥੀ ਨੇ ਪਹਿਲਾਂ ਕੀਤੀ ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਵਿੱਚ ਯੋਗਤਾ ਦਾ ਵਾਧਾ ਕਰਵਾਉਣਾ ਹੈ ਤੇ ਉਸ ਨਾਲ NCO ਵੀ ਤਬਦੀਲ ਹੁੰਦਾ ਹੈ ਤਾਂ ਉਸਦਾ ਅੰਦਰਾਜ ਸਬੰਧਤ ਕਾਰਡਾਂ ਤੇ ਰਜਿਸਟਰ ਵਿੱਚ ਲਿੰਕ ਕਰਕੇ ਅਧਿਕਾਰੀ ਤੋਂ ਹਸਤਾਖਰ ਕਰਵਾਉਣ ਤੇ ਸਬੰਧਤ ਕਾਰਡ ਤੇ ਕਾਰਵਾਈ ਮੁਕੰਮਲ ਹੋਣ ਤੇ ਉਪਲੱਬਧ ਕਰਵਾਉਣੀ।
- ਹਰ ਰੋਜ਼ ਰੋਸਟਰ ਬਣਾਉਣਾ।
- ਮਹੀਨਾਵਾਰ ਅੰਕੜੇ ਉਪਲੱਬਧ ਕਰਵਾਉਣੇ ਅਤੇ ਜੇਕਰ ਇਸ ਤੋਂ ਪਹਿਲਾਂ ਹੀ ਅੰਕੜੇ ਲੋੜੀਂਦੇ ਹਨ, ਉਪਲੱਬਧ ਕਰਵਾਉਣੇ।
- ਪ੍ਰਾਰਥੀ ਦਾ X-1 ਕਾਰਡ ਭਰਨਾ। X-63 ਕਾਰਡ ਦੇ ਅੰਦਰਾਜ ਕਰਨਾ ਤੇ X-10 ਕਾਰਡ ਤਿਆਰ ਕਰਨਾ।

- ਸ਼ਾਖਾ ਨਾਲ ਸਬੰਧਤ ਰਿਟਰਨਾਂ ਲਈ ਅੰਕੜੇ ਉਪਲੱਬਧ ਕਰਵਾਉਣੇ।
- ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ ਵੱਲੋਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਦਿੱਤੇ ਗਏ ਵੱਖ-ਵੱਖ ਕੰਮ ਕਰਨੇ।

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10. ਕੈਬਨਿਟ ਕਲਰਕ

- ਰੀਨਿਊਵਲ ਕਰਨਾ।
- ਐਕਸ-1 ਕਾਰਡਾਂ ਨੂੰ ਸਹੀ ਤਰਤੀਬ ਅਨੁਸਾਰ ਕੈਬਨਿਟ ਵਿੱਚ ਰੱਖਣਾ।
- ਸਾਰੇ ਡਾਟਾਬੇਸ ਨੂੰ ਡਿਜੀਟਲ ਰੂਪ ਵਿੱਚ ਹਮੇਸ਼ਾ ਅਪਡੇਟ ਰੱਖਣਾ।
- ਸਮੇਂ ਤੇ ਰੀਨਿਊ ਨਾ ਹੋਣ ਵਾਲੇ ਕਾਰਡਾਂ ਦੀ ਲੈਪਸਿੰਗ ਕਰਨਾ।
- ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਅੰਗਹੀਣ ਤੇ ਸਾਬਕਾ ਫੌਜੀਆਂ ਨੂੰ ਪੱਤਰ ਪਾਉਣਾ।
- ਅਸਾਮੀ ਸ਼ਾਖਾ ਦੇ ਕੰਮਾਂ ਦੀ ਪੂਰਤੀ ਲਈ ਮੰਗੇ ਗਏ ਕਾਰਡ ਸੀਨੀਅਰਤਾ ਅਨੁਸਾਰ ਫਾਈਲ ਕਰਕੇ ਉਪਲੱਬਧ ਕਰਵਾਉਣੇ।
- ਲਾਈਵ ਰਜਿਸਟਰ ਦਾ ਡਾਟਾ ਉਪਲੱਬਧ ਕਰਵਾਉਣਾ।
- ਜਿਨ੍ਹਾਂ ਰਜਿਸਟਰ ਵਿਅਕਤੀਆਂ ਦੀ ਉਮਰ 50 ਸਾਲ ਤੋਂ ਉੱਪਰ ਹੋ ਜਾਂਦੀ ਉਨ੍ਹਾਂ ਦੇ ਕਾਰਡ ਤੋਂ ਕੱਢ ਤੇ ਲੈਪਸ ਕਰਨਾ।
- ਕਿੱਤਾ ਅਗਵਾਈ ਸ਼ਾਖਾ ਨੂੰ ਸ਼ਾਖਾ ਦੇ ਕੰਮਾਂ ਲਈ ਕਾਰਡ ਉਪਲੱਬਧ ਕਰਵਾਉਣੇ।
- ਲੈਪਸਿੰਗ ਕੱਢਣੀ।
- ਸ਼ਾਖਾ ਦੇ ਅੰਕੜੇ ਸਮੇਂ ਸਿਰ ਉਪਲੱਬਧ ਕਰਵਾਉਣੇ।
- ਕਾਰਡ ਫੱਟ ਜਾਣ ਤੇ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਡੁਪਲੀਕੇਟ ਕਾਰਡ ਬਣਾਉਣਾ।
- ਲੇਬਰ ਚੈੱਕ ਰਜਿਸਟ੍ਰੇਸ਼ਨ।
- ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ ਵੱਲੋਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਦਿੱਤੇ ਗਏ ਵੱਖ-ਵੱਖ ਕੰਮ ਕਰਨੇ।

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11. ਵੀ.ਜੀ. ਕਲਰਕ

- ਪ੍ਰਾਰਥੀਆਂ ਦੇ ਵੇਕੇਸ਼ਨਲ ਗਾਈਡੈਂਸ ਦੇ ਫਾਰਮ ਭਰਨਾ।
- ਵਿਗਿਆਪਤ ਅਸਾਮੀਆਂ ਤੇ ਮੁਕਾਬਲੇ ਦੀਆਂ ਪ੍ਰੀਖਿਆਵਾਂ ਬਾਰੇ ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਸੂਚਿਤ ਕਰਨਾ।
- ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮਾਂ ਬਾਰੇ ਜਾਣਕਾਰੀ ਇਕੱਤਰ ਕਰਨਾ ਤੇ ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਜਾਣਕਾਰੀ ਦੇਣਾ।
- ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਗਾਈਡੈਂਸ ਦਾ ਰਜਿਸਟਰ ਮੁਕੰਮਲ ਕਰਨਾ।
- ਵਿਅਕਤੀਗਤ ਅਗਵਾਈ ਲਈ ਲੋੜੀਂਦੇ ਫਾਰਮ ਵਿੱਚ ਪ੍ਰਾਰਥੀ ਦੀ ਡਿਟੇਲ ਭਰਕੇ ਸਮੇਤ ਐਕਸ-1 ਕਾਰਡ ਅਧਿਕਾਰੀ ਕੋਲ ਪੇਸ਼ ਕਰਨਾ ਤੇ ਵੀ.ਜੀ-63 ਰਜਿਸਟਰ ਤੇ ਅੰਦਰਜ਼ ਕਰਨਾ।

- ਵਿਅਕਤੀਗਤ ਸੂਚਨਾ ਪ੍ਰਾਪਤ ਕਰਨ ਆਏ ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਸੂਚਨਾ ਉਪਲੱਬਧ ਕਰਵਾਉਣੀ ਤੇ ਉਸ ਨਾਲ ਸਬੰਧਤ ਰਜਿਸਟਰ ਮੁਕੰਮਲ ਕਰਨਾ।
- ਸਵੈ-ਰੋਜ਼ਗਾਰ ਲਈ ਸ਼ਨਾਖਤ ਕੀਤੇ ਪ੍ਰਾਰਥੀਆਂ ਦੀ ਸੂਚਨਾ ਦਾ ਅੰਦਰਾਜ ਰਜਿਸਟਰ ਤੇ ਕਰਨਾ।
- ਸਵੈ-ਰੋਜ਼ਗਾਰ ਲਈ ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਪੱਤਰ/ਸੁਨੇਹੇ ਭੇਜਣੇ।
- ਸਵੈ-ਰੋਜ਼ਗਾਰ ਏਜੰਸੀਆਂ ਤੋਂ ਸਕੀਮਾਂ ਦੀ ਸੂਚਨਾ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ ਲਿਖਾ-ਪੜ੍ਹੀ ਕਰਨੀ।
- ਸਵੈ-ਰੋਜ਼ਗਾਰ ਏਜੰਸੀਆਂ ਤੋਂ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਬੰਧੀ ਅੰਕੜੇ ਇੱਕਤਰ ਕਰਨਾ।
- ਕਿੱਤਾ ਸਾਹਿਤ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ ਸੰਸਥਾ/ਅਦਾਰਿਆਂ ਨੂੰ ਪੱਤਰ ਲਿਖਣੇ।
- ਮਾਸ ਕਾਊਂਸਲਿੰਗ ਪ੍ਰੋਗਰਾਮ ਲਈ ਲਿਖਾ-ਪੜ੍ਹੀ ਕਰਨੀ ਤੇ ਰਿਪੋਰਟਾਂ ਭੇਜਣੀਆਂ।
- ਕਿੱਤਾ ਕਾਨਫਰੰਸ ਨਾਲ ਸਬੰਧਤ ਰਿਕਾਰਡ ਮੇਨਟੇਨ ਕਰਨਾ।
- ਕਿੱਤਾ ਫਾਰਮਾਂ ਨਾਲ ਸਬੰਧਤ ਲਿਖਾ-ਪੜ੍ਹੀ ਕਰਨੀ ਤੇ ਰਿਕਾਰਡ ਮੇਨਟੇਨ ਕਰਨਾ।
- ਰਿਟਰਨਾਂ ਤਿਆਰ ਕਰਨੀਆਂ।
- ਸਵੈ-ਰੋਜ਼ਗਾਰ ਕੈਂਪ ਅਤੇ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਲੇਨ ਆਦਿ ਸਬੰਧੀ ਕੀਤੀਆਂ ਜਾਣ ਵਾਲੀਆਂ ਮੀਟਿੰਗਾਂ ਆਦਿ ਲਈ ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਫੋਨ ਕਰਨਾ ਅਤੇ ਮੈਸੇਜ ਕਰਨਾ।
- ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ ਵੱਲੋਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਦਿੱਤੇ ਗਏ ਵੱਖ-ਵੱਖ ਕੰਮ ਕਰਨੇ।

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12. ਅਸਾਮੀ ਸ਼ਾਖਾ ਕਲਰਕ

- ਨਿਯੋਜਕਾਂ ਤੋਂ ਪ੍ਰਾਪਤ ਹੋਈਆਂ ਅਸਾਮੀਆਂ ਨੂੰ ਅਸਾਮੀ ਰਜਿਸਟਰ ਤੇ ਬੁੱਕ ਕਰਨਾ ਤੇ ਉਸ ਦੀ ਕਾਰਵਾਈ ਕਰਨੀ।
- ਸਰਕੂਲੇਟ ਹੋਈਆਂ ਅਸਾਮੀਆਂ ਸਬੰਧੀ ਯੋਗ ਪ੍ਰਾਰਥੀਆਂ ਦੀ ਸੂਚੀ ਸਬੰਧਤ ਨੂੰ ਉਪਲੱਬਧ ਕਰਵਾਉਣਾ।
- ਪ੍ਰਾਪਤ ਮੰਗ ਅਧਿਕਾਰੀ ਕੋਲ ਪੇਸ਼ ਕਰਨੀ ਤੇ ਇਸ ਲਈ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਕੀਤੀ ਜਾਣ ਵਾਲੀ ਕਾਰਵਾਈ ਕਰਵਾਉਣੀ।
- ਅਸਾਮੀਆਂ ਤੇ ਕਾਰਵਾਈ ਕਰਦੇ ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਪੱਤਰ, ਨਿਯੋਜਕਾਂ ਨੂੰ ਲਿਸਟਾਂ ਭੇਜਣੀਆਂ।
- ਨਤੀਜੇ ਪ੍ਰਾਪਤ ਕਰਨੇ।
- ਰੋਜ਼ਗਾਰ ਮੇਲਿਆਂ/ਪਲੇਸਮੈਂਟ ਕੈਂਪਾਂ ਸਬੰਧੀ ਕਾਰਵਾਈ ਕਰਨੀ।
- ਨਿਯੋਜਕਾਂ ਤੋਂ ਪ੍ਰਾਪਤ ਅਸਾਮੀਆਂ ਲਈ ਲਿਖਾ-ਪੜ੍ਹੀ ਕਰਨੀ।
- ਲੇਬਰ ਚੈੱਕ ਰਜਿਸਟ੍ਰੇਸ਼ਨ।
- ਵੱਖ-ਵੱਖ ਪਲੇਸਮੈਂਟ ਕੈਂਪਾਂ/ਰੋਜ਼ਗਾਰ ਮੇਲਿਆਂ/ਮੈਗਾ ਰੋਜ਼ਗਾਰ ਮੇਲਿਆਂ ਲਈ ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਫੋਨ ਕਰਨੇ ਤੇ ਮੈਸੇਜ ਕਰਨਾ।
- ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ ਵੱਲੋਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਦਿੱਤੇ ਗਏ ਵੱਖ-ਵੱਖ ਕੰਮ ਕਰਨੇ।

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13. ਈ.ਐਮ.ਆਈ. ਕਲਰਕ

- ਜ਼ਿਲ੍ਹਾ ਪੱਧਰ ਤੇ ਸਾਰੇ ਨਿਯੋਜਕਾਂ ਜਿਨ੍ਹਾਂ ਦੇ ਅਧੀਨ 25 ਜਾਂ ਵੱਧ ਕਾਮੇ ਕੰਮ ਕਰਦੇ ਹਨ, ਨਾਲ ਸੰਪਰਕ ਕਰਨਾ।
- ਸਾਰੇ ਨਿਯੋਜਕਾਂ ਤੋਂ ਈ.ਆਰ-1 ਤੇ ਰਿਟਰਨਾਂ ਲੈਣੀਆਂ ਸੁਨਿਸ਼ਚਿਤ ਕਰਨੀਆਂ।
- ਰਿਟਰਨਾਂ ਨਾ ਮਿਲਣ ਤੇ ਸਬੰਧਤ ਨਿਯੋਜਕਾਂ ਨੂੰ ਨੋਟਿਸ ਕੱਢਣੇ ਤੇ ਉਚਿਤ ਕਾਰਵਾਈ ਕਰਨੀ।
- ਕੰਪਲਸਰੀ ਨੋਟੀਫਿਕੇਸ਼ਨ ਐਕਟ ਅਨੁਸਾਰ ਨਿਯੋਜਕਾਂ ਨੂੰ ਕਾਮੇ ਰੋਜ਼ਗਾਰ ਦਫਤਰ ਤੋਂ ਲੈਣ ਲਈ ਪ੍ਰੇਰਿਤ ਕਰਨਾ।
- ਸਾਰੇ ਅੰਕੜੇ ਇਕੱਠੇ ਕਰਕੇ ਡਾਇਰੈਕਟੋਰੇਟ ਤੇ ਡੀ.ਜੀ.ਈ.ਟੀ.ਨਵੀਂ ਦਿੱਲੀ ਨੂੰ ਸਬੰਧਤ ਰਿਟਰਨਾਂ ਭੇਜਣੀਆਂ।
- ਰਿਕਾਰਡ ਚੈਕਿੰਗ ਦਾ ਰਿਕਾਰਡ ਮੇਨਟੇਨ ਕਰਨਾ।
- ਸਟਰੀਟ ਸਰਵੇ ਕਰਨੇ।
- ਨਵੇਂ ਨਿਯੋਜਕਾਂ ਦੀ ਖੋਜ ਕਰਨੀ ਤੇ ਅਸਾਮੀਆਂ ਪ੍ਰਾਪਤ ਕਰਨੀਆਂ।
- ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ ਵੱਲੋਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਦਿੱਤੇ ਗਏ ਵੱਖ-ਵੱਖ ਕੰਮ ਕਰਨੇ।

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14. ਜਨਰਲ ਸ਼ਾਖਾ ਕਲਰਕ

- ਅਧਿਕਾਰੀ ਦੇ ਆਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਹਰ ਸਰਕਾਰੀ ਪੱਤਰ ਦਾ ਜਵਾਬ ਸਮੇਂ ਸਿਰ ਦੇਣਾ।
- ਹਰ ਤਰ੍ਹਾਂ ਦੇ ਬਿੱਲ ਬਣਾਉਣ ਦਾ ਕੰਮ ਕਰਨਾ।
- HRMS ਮੇਨਟੇਨ ਕਰਨਾ।
- ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ ਵੱਲੋਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਦਿੱਤੇ ਗਏ ਵੱਖ-ਵੱਖ ਕੰਮ ਕਰਨੇ।

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15. ਬਿਊਰੋ ਕਲਰਕ

- ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਨਾਲ ਸਬੰਧਤ ਸਾਰੀ ਡਾਕ ਦਾ ਨਿਪਟਾਰਾ ਕਰਨਾ।
- ਸਵੈ-ਰੋਜ਼ਗਾਰ ਦੀ ਸੂਚਨਾ ਇੱਕਤਰ ਕਰਨਾ ਤੇ ਹਮੇਸ਼ਾ ਅਪਡੇਟ ਰੱਖਣਾ।
- ਸਰਕਾਰੀ/ਪ੍ਰਾਈਵੇਟ ਨੌਕਰੀਆਂ ਨਾਲ ਸਬੰਧਤ ਸਾਰਾ ਡਾਟਾ ਇੱਕਤਰ ਕਰਨਾ।
- ਲੇਬਰ ਚੈੱਕ ਰਜਿਸਟ੍ਰੇਸ਼ਨ।
- ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਟੈਲੀਫੋਨ ਕਰਨੇ।

- ਬਿਊਰੋ ਦੀਆਂ ਵੱਖ-ਵੱਖ ਸਕੀਮਾਂ ਤਹਿਤ ਲਗਾਏ ਜਾਣ ਵਾਲੇ ਕੈਂਪਾਂ/ਟ੍ਰੇਨਿੰਗਾਂ ਆਦਿ ਲਈ ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਫੋਨ ਕਰਨਾ ਅਤੇ ਮੈਸੇਜ ਕਰਨਾ।
- ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ ਵੱਲੋਂ ਸਮੇਂ ਤੇ ਦਿੱਤੇ ਗਏ ਵੱਖ-ਵੱਖ ਕੰਮ ਕਰਨੇ।

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16. ਡਾਇਰੀ/ਡਿਸਪੈਚ ਕਲਰਕ

- ਦਫ਼ਤਰ ਵਿੱਚ ਆਉਣ ਵਾਲੇ ਸਾਰੇ ਖੇਤਰਾਂ ਦੇ ਪੱਤਰਾਂ ਨੂੰ ਪ੍ਰਾਪਤ ਕਰਨਾ।
- ਪ੍ਰਾਪਤ ਸਾਰੇ ਤਰ੍ਹਾਂ ਦੇ ਪੱਤਰਾਂ ਨੂੰ ਡਾਇਰੀ ਕਰਨਾ।
- ਦਫ਼ਤਰ ਤੋਂ ਵਿਅਕਤੀ/ਦਫ਼ਤਰ/ਅਦਾਰੇ/ਸੰਸਥਾ ਆਦਿ ਨੂੰ ਜਾਣ ਵਾਲੇ ਪੱਤਰਾਂ ਨੂੰ ਡਿਸਪੈਚ ਕਰਨਾ।
- ਡਾਕ ਰਾਹੀਂ ਜਾਣ ਵਾਲੇ ਪੱਤਰਾਂ ਦੀ ਭੇਜੇ ਜਾਣ ਵਾਲੇ ਢੰਗ ਆਮ/ਸਪੀਡ ਪੋਸਟ/ਰਜਿਸਟਰਡ ਆਦਿ ਦਾ ਖਰਚਾ ਕੱਢਣਾ ਤੇ ਲੋੜੀਂਦੇ ਰਜਿਸਟਰ ਵਿੱਚ ਅੰਦਰਜ ਕਰਕੇ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਤੋਂ ਯੋਗ ਪ੍ਰਣਾਲੀ ਰਾਹੀਂ ਚੈਕ ਕਰਵਾਉਣਾ।
- ਈ-ਮੇਲ ਕੀਤੀ ਜਾਣ ਵਾਲੀ ਡਾਕ ਨੂੰ ਈ-ਮੇਲ ਕਰਨਾ।
- ਈ-ਮੇਲ ਰਾਹੀਂ ਪ੍ਰਾਪਤ ਪੱਤਰ ਨੂੰ ਕੱਢਣਾ ਤੇ ਮਾਰਕ ਕਰਨ ਲਈ ਸਮੇਂ ਸਿਰ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਤੋਂ ਮਾਰਕ ਕਰਨ ਲਈ ਪੁਟਅੱਪ ਕਰਨਾ।
- ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ ਵੱਲੋਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਦਿੱਤੇ ਗਏ ਵੱਖ-ਵੱਖ ਕੰਮ ਕਰਨੇ।

(ਸਹੀ)

Deputy Director

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17. ਡਿਪਟੀ ਸੀ.ਈ.ਓ. ਦੇ ਕੰਮਾਂ ਦਾ ਵੇਰਵਾ

- ਦਫ਼ਤਰ ਵਿੱਚ ਆਉਣ ਵਾਲੇ ਪ੍ਰਾਰਥੀਆਂ ਦੀ ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਕਰਵਾਉਣਾ।
- ਵਿਅਕਤੀਗਤ ਕਿੱਤਾ ਅਗਵਾਈ ਦੇਣਾ।
- ਸਮੂਹਿਕ ਕਿੱਤਾ ਅਗਵਾਈ ਦੇਣਾ।
- ਸੰਪਰਕ ਗਤੀਵਿਧੀਆਂ ਕਰਨਾ।
- ਜ਼ਿਲ੍ਹਾ ਪੱਧਰ ਤੇ ਪਲੇਸਮੈਂਟ ਕੈਂਪਾਂ ਨੂੰ ਆਯੋਜਿਤ ਕਰਵਾਉਣਾ।
- ਨੌਜਵਾਨਾਂ ਨੂੰ ਵੱਖ-ਵੱਖ Skill training ਦੇ ਕੋਰਸਾਂ ਬਾਰੇ ਜਾਣੂ ਕਰਵਾਉਣਾ।
- ਵੱਖ-ਵੱਖ ਵਿੱਦਿਅਕ ਸੰਸਥਾਵਾਂ, ਸਕੂਲਾਂ ਅਤੇ ਕਾਲਜਾਂ ਵਿੱਚ ਲੈਕਚਰ ਦੇਣੇ।
- ਰੋਜ਼ਗਾਰ ਦਫ਼ਤਰ ਵਿਖੇ ਰਜਿਸਟਰਡ ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਦਫ਼ਤਰ ਬੁਲਾ ਕੇ ਵੱਖ-ਵੱਖ ਕਿੱਤਿਆਂ ਬਾਰੇ ਜਾਣਕਾਰੀ ਦੇਣੀ।
- ਕਿੱਤਾ ਅਗਵਾਈ ਸਬੰਧੀ ਚਾਰਟ ਬਣਾਉਣੇ ਅਤੇ ਸਾਹਿਤ ਇਕੱਠਾ ਕਰਨਾ।
- ਪ੍ਰਾਰਥੀਆਂ ਵਿੱਚ ਕਿੱਤੇ ਦਾ ਸ਼ੌਂਕ ਪੈਦਾ ਕਰਨ ਲਈ Workshop ਲਗਾਉਣੇ।

- ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਲਈ ਜਾਗਰੂਕ ਕਰਨਾ।
- ਵਿਦੇਸ਼ ਜਾਣ ਦੇ ਇੱਛੁਕ ਨੌਜਵਾਨਾਂ ਨੂੰ ਵੱਖ-ਵੱਖ ਅਦਾਰਿਆਂ ਬਾਰੇ ਜਾਣੂ ਕਰਵਾਉਣਾ।
- ਵੱਖ-ਵੱਖ ਅਖਬਾਰਾਂ ਵਿੱਚ ਪ੍ਰਕਾਸ਼ਤ ਅਸਾਮੀਆਂ ਦੀ ਜਾਣਕਾਰੀ ਬੇਰੋਜ਼ਗਾਰ ਨੌਜਵਾਨਾਂ ਨੂੰ ਮੁਹੱਈਆ ਕਰਵਾਉਣੀ।
- ਅਕਬਾਰਾਂ ਵਿੱਚ ਪ੍ਰਕਾਸ਼ਤ ਹੋਈਆਂ ਪ੍ਰਾਈਵੇਟ /ਸਰਕਾਰੀ ਅਸਾਮੀਆਂ ਨੂੰ ਵਿਭਾਗ ਦੀ ਵੈਬ-ਸਾਈਟ ਤੇ ਅਪਲੋਡ ਕਰਨਾ ਅਤੇ ਡੀ.ਬੀ.ਈ.ਈ ਵਿਖੇ ਡਿਸਪਲੇ ਕਰਨਾ।
- ਗਵਰਨਿੰਗ ਕਾਊਂਸਲ ਦੀਆਂ ਮੀਟਿੰਗ ਕਰਵਾਉਣਾ।
- ਸੈਮੀਨਾਰ ਲਗਵਾਉਣੇ।
- ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ ਵੱਲੋਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਦਿੱਤੇ ਗਏ ਵੱਖ-ਵੱਖ ਕੰਮ ਕਰਨੇ।

(ਸਹੀ)

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18. ਕਰੀਅਰ ਕਾਊਂਸਲਰ ਦੇ ਕੰਮਾਂ ਦਾ ਵੇਰਵਾ

- ਦਫਤਰ ਵਿੱਚ ਆਉਣ ਵਾਲੇ ਪ੍ਰਾਰਥੀਆਂ ਦੀ ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਕਰਵਾਉਣਾ।
- ਦਫਤਰ ਵਿੱਚ ਆਉਣ ਵਾਲੇ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਗਾਈਡੈਂਸ ਦੇਣਾ।
- ਵਿਅਕਤੀਗਤ ਕਿੱਤਾ ਅਗਵਾਈ ਦੇਣਾ।
- ਪ੍ਰਾਰਥੀਆਂ ਦੇ ਗਰੁੱਪ ਬਣਾ ਕੇ ਵੱਖ-ਵੱਖ ਕਿੱਤਿਆਂ ਬਾਰੇ ਜਾਣਕਾਰੀ ਦੇਣਾ।
- ਸਕੂਲਾਂ ਵਿੱਚ ਜਾ ਕੇ ਕਰੀਅਰ ਸਬੰਧੀ ਅਤੇ ਉਨ੍ਹਾਂ ਨੂੰ ਕਿੱਤੇ ਵਿੱਚ ਪ੍ਰੇਰਿਤ ਕਰਨ ਸਬੰਧੀ ਕਰੀਅਰ ਕਾਨਫਰੰਸ ਕਰਨੀ ਤੇ ਲੈਕਚਰ ਦੇਣੇ।
- ਪ੍ਰਾਰਥੀਆਂ ਵਿੱਚ ਕਿੱਤੇ ਦਾ ਸ਼ੌਂਕ ਪੈਦਾ ਕਰਨ ਲਈ workshop ਲਗਾਉਣੇ।
- Charts/Career Literatures ਸਬੰਧੀ PPT ਤਿਆਰ ਕਰਵਾਉਣੀ।
- ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਲਈ ਪ੍ਰੇਰਿਤ ਕਰਨਾ।
- ਵਿਦੇਸ਼ ਜਾਣ ਦੇ ਇੱਛੁਕ ਨੌਜਵਾਨਾਂ ਦੀ ਕਾਊਂਸਲਿੰਗ ਕਰਨੀ।
- ਵਿਦਿਆਰਥੀਆਂ ਦੇ Psychometric ਟੈਸਟ ਲੈਣੇ।
- TPO ਨੂੰ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਵਿੱਚ ਬੁਲਾਉਣਾ ਅਤੇ ਪ੍ਰਾਰਥੀਆਂ ਦੀ ਕਾਊਂਸਲਿੰਗ ਕਰਵਾਉਣੀ।
- ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ ਵੱਲੋਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਦਿੱਤੇ ਗਏ ਵੱਖ-ਵੱਖ ਕੰਮ ਕਰਨੇ।

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Deputy Director

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19. ਪਲੇਸਮੈਂਟ ਅਫ਼ਸਰ ਦੇ ਕੰਮਾਂ ਦਾ ਵੇਰਵਾ

- ਦਫ਼ਤਰ ਵਿੱਚ ਆਉਣ ਵਾਲੇ ਪ੍ਰਾਰਥੀਆਂ ਦੀ ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਕਰਵਾਉਣਾ।
- ਪਲੇਸਮੈਂਟ ਕੈਂਪ ਲਗਵਾਉਣੇ ਤੇ ਵੱਧ ਤੋਂ ਵੱਧ ਅਸਾਮੀਆਂ ਇਕੱਠੀਆਂ ਕਰਨੀਆਂ।
- Skill training ਦੇ ਕੋਰਸਾਂ ਬਾਰੇ ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਜਾਣੂ ਕਰਵਾਉਣਾ।
- Career Talks/Lectures ਦੇਣੇ।
- ਨਿਯੋਜਕਾਂ ਦੀ GGR Portal ਅਤੇ NCS Portal ਤੇ ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਕਰਵਾਉਣੀ।
- ਵੱਖ-ਵੱਖ ਤਰ੍ਹਾਂ ਦੀਆਂ ਅਸਾਮੀਆਂ ਨੂੰ ਵਿਭਾਗ ਦੀ ਵੈਬ-ਸਾਈਟ ਤੇ ਅਪਲੋਡ ਕਰਨਾ।
- Apprenticeship ਆਯੋਜਿਤ ਕਰਨਾ।
- ਅਸਾਮੀਆਂ ਨੂੰ ਪ੍ਰਕਾਸ਼ਿਤ ਕਰਨਾ।
- Vacancy record ਮੇਨਟੇਨ ਕਰਨਾ।
- Returns ਅਤੇ Reports ਸਮੇਂ ਸਿਰ ਤਿਆਰ ਕਰਨੀ।
- ਅਫ਼ਸਰ ਵੱਲੋਂ ਸੌਂਪੇ ਗਏ ਕੰਮਾਂ ਦਾ ਨਿਪਟਾਰਾ ਕਰਨਾ।
- ਲੇਬਰ ਚੈੱਕ ਰਜਿਸਟ੍ਰੇਸ਼ਨ।
- ਬਲਾਕ ਪੱਧਰ ਤੇ ਸਰਪੰਚਾਂ ਤੇ ਵੱਟਸਐਪ ਗਰੁੱਪ ਬਣਾਉਣੇ ਤੇ ਵਿਗਿਆਪਤ ਅਸਾਮੀਆਂ ਤੇ ਰੋਜ਼ਗਾਰ ਮੇਲਿਆਂ ਸਬੰਧੀ ਸੂਚਨਾ ਅਪਲੋਡ ਕਰਨੀ।
- ਸਵੈ-ਰੋਜ਼ਗਾਰ ਦੇ ਵਿਭਾਗਾਂ ਨਾਲ ਤਾਲਮੇਲ ਰੱਖਣਾ। ਚਾਹਵਾਨ ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਵਿਭਾਗਾਂ ਵੱਲੋਂ ਦਿੱਤੀ ਜਾਂਦੀ ਟ੍ਰੇਨਿੰਗ ਦਿਵਾਉਣੀ।
- ਸਵੈ-ਰੋਜ਼ਗਾਰ ਨਾਲ ਸਬੰਧਤ ਲੋਨ ਮੇਲੇ ਲਗਾਉਣੇ ਅਤੇ ਚਾਹਵਾਨ ਪ੍ਰਾਰਥੀਆਂ ਦੇ ਫਾਰਮ ਭਰ ਕੇ ਬੈਂਕਾਂ ਨੂੰ ਸਪਾਂਉਸਰ ਕਰਨੇ।
- ਜ਼ਿਲ੍ਹੇ ਵਿੱਚ ਵੱਖ-ਵੱਖ ਸੰਸਥਾਵਾਂ ਵੱਲੋਂ ਲਗਾਏ ਜਾਂਦੇ ਰੋਜ਼ਗਾਰ ਮੇਲਿਆਂ ਬਾਰੇ ਸੂਚਨਾ ਇੱਕਤਰ ਕਰਨੀ ਤੇ ਬਿਊਰੋ ਵਿਖੇ ਆਉਣ ਵਾਲੇ ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਇਨ੍ਹਾਂ ਰੋਜ਼ਗਾਰ ਮੇਲਿਆਂ ਵਿੱਚ ਹਿੱਸਾ ਲੈਣ ਲਈ ਪ੍ਰੇਰਿਤ ਕਰਨਾ ਅਤੇ ਇਨ੍ਹਾਂ ਮੇਲਿਆਂ ਦੀ ਪਲੇਸਮੈਂਟ ਸਬੰਧੀ ਸੂਚਨਾ ਇੱਕਤਰ ਕਰਨੀ।
- ਜ਼ਿਲ੍ਹੇ ਦੇ ਵੱਖ-ਵੱਖ ਨਿਯੋਜਕਾਂ ਨਾਲ ਸੰਪਰਕ ਬਣਾਉਣਾ ਅਤੇ ਮਿਲਣਾ।
- ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ ਵੱਲੋਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਦਿੱਤੇ ਗਏ ਵੱਖ-ਵੱਖ ਕੰਮ ਕਰਨੇ।

(ਸਹੀ)

Deputy Director

Directorate of Employment Generation & Training
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ਵਲੋਂ,

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਸੇਵਾ ਵਿਖੇ,

ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ
ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਨੰ: DBEE/Target/19/133564-85
ਮਿਤੀ: 20/12/2019

ਵਿਸ਼ਾ: ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਦੇ ਕੰਮਾਂ ਦੀ ਮਹੀਨਾਵਾਰ ਟੀਚੇ ਸਬੰਧੀ।

ਹਵਾਲਾ: ਡਾਇਰੈਕਟੋਰੇਟ ਦਾ ਪੱਤਰ ਨੰ: DBEE/Target/19/133469-90 ਮਿਤੀ: 19-12-2019

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਰਾਹੀਂ ਆਪ ਜੀ ਨੂੰ ਟੀਚੇ ਭੇਜੇ ਗਏ ਸਨ। ਇਨ੍ਹਾਂ ਟੀਚਿਆਂ ਵਿੱਚ ਲੜੀ ਨੰ:4 ਵਿੱਚ ਦਰਸਾਏ ਟੀਚੇ ਤੇ ਗਲਤੀ ਨਾਲ ਪਲੇਸਮੈਂਟ ਦਾ ਟੀਚਾ ਗਲਤ ਟਾਈਪ ਹੋ ਗਿਆ ਹੈ। ਇਸ ਲਈ ਆਪ ਨੂੰ ਰਿਵਾਈਜ਼ਡ ਟੀਚੇ ਨਾਲ ਨੱਥੀ ਕਰਕੇ ਭੇਜੇ ਜਾਂਦੇ ਹਨ।

ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ,
ਵਾ ਡਾਇਰੈਕਟੋਰੇਟ, ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਪਿੱਠ ਅੰਕਣ ਨੰ:

ਮਿਤੀ:

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਸਮੂਹ ADC-cum-CEO, DBEEs ਨੂੰ ਅਗਲੇਰੀ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ,
ਵਾ ਡਾਇਰੈਕਟੋਰੇਟ, ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

Targets of DBEE (Monthly/ Yearly) for 2019-20						
Sr. No	Parameters		Target			
			For Big District		For Small District	
			Monthly	Yearly	Monthly	Yearly
1	Visit in DBEE	Number of Institute to be visited in DBEE	20	240	10	120
		Number of Candidate Visit	40 (per day)	40 (per day)	40 (per day)	40 (per day)
2	Registration of youth		200	2400	100	1200
3	Registration of Employer under CNV Act (New Employer)		4	48	2	24
4	Placement Camps	Number of Placement Camps organised	4	48	2	24
		Number of Placement to be done	500	6000	400	5000
5	Registration Guidance		200	2400	100	1200
6	Individual Guidance	Fresh	15	180	10	120
		Review	15	180	10	120
7	Group Guidance	Number of Group	20	240	10	120
		Number of Candidates	60	720	30	360
8	Career Talks		10	120	10	120
9	Self-Employment	Number of Camps Organised	2	24	1	12
		Number of Participations (in each camp)	50	600	50	600
		Identified for Self-Employment	10	120	8	96
		Identified for Skill Course	10	120	8	96
		Number of Loan sanctioned	10	120	8	96
10	Outreach Activities	Motivational Lectures deliverd	10	120	8	96
		Number of persons participated	30	360	30	360
11	Number of Press Notes given		4	48	4	48
12	Free Internet	(A) Number of candidates applied for Govt. Jobs.				
		(B) Number of candidates applied for Private Jobs				
		(C) Number of Candidates applied for compative exams				
		(D) Number of Candidates applied for Admission				
		(E) Number of candidates applied for Foreign Study				
		Total Number of Candidate used Internet (A+B+C+D)	40	480	40	480
13	Record Checking (Every officer of Concerned district)		4 (For Every officer of EGT)	4 (For Every officer of EGT)	4 (For Every officer of EGT)	4 (For Every officer of EGT)
14	Labour Chowk	(A) Number of candidates registred	100	1200	80	960
		(B) Number of candidates Identified for self-employment	40	480	20	240
		(C) Number of Candidates identified for skill course.	40	480	20	240
		(D) Placement	25	300	25	300
15	Skill-Course	(A) Number of camps organised	2	24	2	24
		(B) Number of persons identified for skill course	50	600	50	600
		(C) Number of persons trained	25	300	25	300
		(D) Number of persons start self-employment after training	5	60	5	60
		(E) Number of persons palced out of C				
16	Visit of DC/ADC in DBEE	Visit of DC	4	48	4	48
		Visit of ADC	10	120	10	120
17	Posting Vacancies in Whatsapp Group (Govt./ Private Vacancies)		20	240	20	240
18	Governing Council of DBEE meeting held		1	12	1	12

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਵੱਲੋਂ,

ਸਮੂਹ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ,
ਪੰਜਾਬ।

ਨੰ:ਡੀ.ਬੀ.ਈ.ਈ/2019-20/ 136085-106
ਮਿਤੀ: 24/01/2020

ਵਿਸ਼ਾ:

DBEE ਦਾ ਮਹੀਨਾਵਾਰ ਵਰਕਿੰਗ ਪਲਾਨ ਭੇਜਣ ਬਾਰੇ।

ਪਿਛਲੇ ਦਿਨਾਂ ਵਿੱਚ DBEE, ਪਟਿਆਲਾ ਵੱਲੋਂ DBEE ਦੀ ਪਬਲਿਸਟੀ ਲਈ ਲੋਹੜੀ ਪ੍ਰੋਗਰਾਮ ਅਤੇ ਕੋਫੀ ਚੈਟ ਪ੍ਰੋਗਰਾਮ ਦੀ ਤਰ੍ਹਾਂ ਹੀ ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋਜ਼ ਦੇ ਕੰਮ ਨੂੰ ਹੋਰ ਅਸਰਦਾਰ ਨਾਲ ਢੰਗ ਨਾਲ ਜਨਤਾ ਤੱਕ ਪਹੁੰਚਾਉਣ ਲਈ ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ ਜੀ ਵੱਲੋਂ ਆਦੇਸ਼ ਦਿੱਤੇ ਗਏ ਹਨ ਕਿ ਹਨ ਕਿ All the DEGTOs Please prepare a monthly activity plan for month of February for your respective districts share with Gurmeet Shergill JD by 27th January. Consult with each other and include innovative and creative activities as done By DEGTO Patiala. DEGTO Mohali has already submitted a model plan consult her also in case of any issues. Mohali May also like to rework the plan include innovative ideas such as Patiala.

ਆਪ ਜੀ ਨੂੰ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਕਤ ਹੁਕਮਾਂ ਦੀ ਪਾਲਣਾ ਹਿੱਤ ਹਰ ਜ਼ਿਲ੍ਹੇ ਦੇ ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਅਫ਼ਸਰ/ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਫ਼ਸਰ, DBEE ਦਾ ਮਹੀਨਾਵਾਰ ਵਰਕ ਪਲਾਨ ਤਿਆਰ ਕਰਕੇ ਮਿਤੀ 27.01.2020 ਦੁਪਹਿਰ ਬਾਅਦ 3:00 ਵਜੇ ਤੱਕ ਈ-ਮੇਲ ਰਾਹੀਂ ervnd.degt@gmail.com ਤੇ ਭੇਜਣਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਇਸ ਨੂੰ ਪਰਮ ਅਗੇਤ ਦਿੱਤੀ ਜਾਵੇ।

ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ.
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਵੱਲ,

1. ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ,
ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਅੰਮ੍ਰਿਤਸਰ, ਪਟਿਆਲਾ, ਜਲੰਧਰ ਅਤੇ ਲੁਧਿਆਣਾ।
2. ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਅਫ਼ਸਰ, ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ, ਮੋਹਾਲੀ,
ਬਰਨਾਲਾ, ਫਰੀਦਕੋਟ, ਫਤਿਹਗੜ੍ਹ ਸਾਹਿਬ, ਫਾਜ਼ਿਕਲਾ, ਹੁਸ਼ਿਆਰਪੁਰ, ਮਾਨਸਾ, ਮੋਗਾ, ਸ਼੍ਰੀ ਮੁਕਤਸਰ
ਸਾਹਿਬ, ਰੂਪਨਗਰ ਅਤੇ ਸੰਗਰੂਰ।

ਨੰ: ਡੀ.ਬੀ.ਈ.ਈ/2019/ 136286-300

ਮਿਤੀ: 28/01/2020

ਵਿਸ਼ਾ: ਡਿਪਟੀ ਸੀ.ਈ.ਓ. ਪਲੇਸਮੈਂਟ ਅਫ਼ਸਰ ਅਤੇ ਕੈਰੀਅਰ ਕਾਉਂਸਲਰਾਂ Contract ਰੀਨੀਊ ਕਰਨ ਬਾਰੇ।

ਹਵਾਲਾ: ਇਸ ਡਾਇਰੈਕਟੋਰੇਟ ਦੇ ਪੱਤਰ ਨੰ: ਡੀ.ਬੀ.ਈ.ਈ/2019/134940-55 ਮਿਤੀ 09.01.2020 ਦੀ
ਲਗਾਤਾਰਤਾ ਵਿੱਚ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਆਪ ਨੂੰ ਮੁੜ ਤੋਂ ਨਵੇਂ ਸੋਧੇ ਹੋਏ Contract ਦੀ ਕਾਪੀ ਭੇਜਦੇ ਹੋਏ ਹਦਾਇਤ ਕੀਤੀ
ਜਾਂਦੀ ਹੈ ਕਿ ਇਹਨਾਂ ਕਰਮਚਾਰੀਆਂ ਤੇ ਇਹ Contract ਅਸਟਾਮ-ਪੇਪਰ ਤੇ ਤਿਆਰ ਕਰਵਾਕੇ ਹਸਤਾਖਰ ਕਰਵਾਉਣ ਉਪਰੰਤ
ਯੋਗ ਪ੍ਰਣਾਲੀ ਰਾਹੀਂ ਮਿਤੀ 03-02-2020 ਤੱਕ ਹਰ ਹਾਲਤ ਵਿੱਚ ਡਾਇਰੈਕਟੋਰੇਟ ਵਿਖੇ ਭੇਜਣਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਨੱਥੀ: (ਉਪਰੋਕਤ ਅਨੁਸਾਰ)

ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ,
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

CONTRACT OF TEMPORARY ENGAGEMENT

Director Employment Generation and Training, Punjab.

(Hereinafter referred to as "the Employer")

With

(Hereinafter referred to as "the Employee")

Employee Details:

IDENTITY NUMBER

ADDRESS

TEL. NO. (H) CELL NO.

NEXT OF KIN TEL. NO.

This serves to confirm the terms and conditions of employment agreed upon between the parties:

1. **DATE OF ENGAGEMENT**
2. **DURATION OF** This agreement will continue until it terminates on the earliest of any **ENGAGEMENT** of the following dates or events-
 - (a) on; or
 - (b) upon completion of the work :
.....; or
 - (c) upon the completion of the purpose or task(s) for which you are appointed, as stipulated in your job description.
3. **JOB TITLE**
4. **BRIEF JOB DESCRIPTION**
5. **SALARY/WAGE** Deputy CEO Rs. 70,000/- per month (60,000+10,000 TA, DA)
Placement Officer/Career Counsellor Rs. 40,000/- per month (30,000+10,000 TA, DA)
6. **METHOD OF PAYMENT** Cheque/Bank Transfer (delete inapplicable)
Name of Bank: Bank Branch:
Branch Code: Account No.
Type of Account:
7. **JOB PROFILE** Job Profile is attached as schedule B.
8. **HOURS OF WORK** Engagement of the Employee would be on full time basis From Monday to Friday working hours shall be from 10:00 AM to 06.00 PM during working days including half an hour lunch break in between. Saturday is working half day from 10:00 Am to 02:00 PM. The employee will not be allowed to take any other assignment during the period of contractual engagement. The Employee may be called on Sunday /other Gazetted holidays, if required. Employee may be asked to work beyond 06:00 PM if need be.
9. **MEAL & OTHER INTERVALS** The employee is entitled to a meal interval of 30 minutes, which does not form part of normal working hours.

10. **OVERTIME** The employee could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid.
11. **DEDUCTIONS FROM INCOME** Employee's tax, PF, ESI and any other deduction as required by law. Where applicable, employee contributions to benefits funds will also be deducted from employee income. In case the selected applicant remain absent from duty, the remuneration for the same period shall be deducted.
12. **ANNUAL LEAVE** The employee would not be entitled to any kind of regular leave. However, he would be entitled to leave of 10 days in a calendar year, to be calculated on pro-rata basis.
13. **EMPLOYER PROCEDURES** Employees are required to comply with the Employer's Disciplinary Code and Procedure and Grievance Procedure, as well as all other rules, policies and procedures that may be introduced from time to time.
14. **TERMINATION** It is specifically mentioned and agreed upon by both the parties that this contract shall ipso-facto stand terminated on the last working day of the contract and information notice shall not be necessary. Notwithstanding anything to the contrary and subject to the provisions of the Labour Relations Act of 1955, this contract may be terminated:
(a) Without notice, on expiry of the fixed term of employment; or
(b) Prior to the expiry of the temporary purpose for which the employee has been employed is due to come to an end, by either party giving the other written notice period of 30 days.
(c) Subject to the above notice periods, by the Employer, in the event of the employee's incapacity or lack of performance or due to operational requirements; or
(d) Summarily, if the employee is found guilty of a serious disciplinary transgression; or
(e) With or without notice for any other reason recognized by law as sufficient.
15. **Regularization** The employee will not be eligible for claiming regularization/government job on the basis of this contractual appointment.
16. **Posting/Joining** The selected applicant need to join the station of appointment or transfer within the joining time allowed for the purpose. Not joining on time on appointment or transfer will lead to forfeiture of post.
17. You will be on probation for a period of six months from the date you take charge of the post, which may be extended depending upon your performance, attendance and bearing at the sole discretion of the department.
18. you will not at any time during the course of your contractual employment or on leaving employment with Department of Employment Generation & Training , Punjab either on account of expiry of contract, resignation or termination from services Department of Employment Generation & Training , Punjab for any reason whatsoever divulge the secrets of Employment Generation & Training , Punjab nor make use of the trade secrets or information obtained or acquired by you during the course of your employment with Department of Employment Generation & Training , Punjab. You will also not pledge the credibility of the Department of Employment Generation & Training, Punjab for any purpose whatsoever.
19. You will be governed by rules/instructions/directions/guidelines issued by Department of Employment Generation and Training, Punjab from time to time.
20. In case you are found absent from duty or take up second employment or carry on any business on your account in the country or abroad, you shall render yourself liable for termination from service of Department of EMPLOYMENT GENERATION & TRAINING, PUNJAB from the date of such absence.
21. All the information given by you in your application form is correct true and complete. If it is found at any time that the information given by you when seeking appointment is not true and /or you have knowingly suppressed any significant information, the Department of Employment Generation & Training, Punjab will have the right to terminate your appointment without any notice and compensation.
22. That you shall submit your educational, professional and experience certificates to this office for verification from the concerned board/university/institution. If at any time such certificate submitted by

you is found to be not genuine, your appointment is liable to be terminated without any notice & compensation and necessary legal action under the law will also be initiated against you.

23. You shall have to restore to Department of Employment Generation & Training, Punjab all properties/record of department upon leaving its services.
24. The Employer shall not be responsible for any loss, accident, damage, injury suffered by the employee arising in and out of the execution of his work including travel.

The employee confirms that these conditions have been explained to him/her and that he/she understands the contents hereof. The employee acknowledges having received a copy of this contract.

..... Employee	 Witness	 Date
..... Employer	 Witness	 Date

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਵੱਲ,

ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ
ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਚੇਅਰਪਰਸਨ,
ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋਜ਼
ਨੰ:ਡੀ.ਬੀ.ਈ.ਈ/ਸਮਾਂ/2020/
ਮਿਤੀ:

ਵਿਸ਼ਾ: ਡੀ.ਬੀ.ਈ.ਈ. ਦਾ ਦਫਤਰੀ ਸਮਾਂ ਸਵੇਰੇ 9:00 ਵਜੇ ਤੋਂ 5:00 ਵਜੇ ਤੱਕ ਕਰਨ ਸਬੰਧੀ।

ਮਿਤੀ 17.02.2020 ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋਜ਼ ਦੇ ਕੰਮ ਦਾ ਸਮਾਂ ਸਵੇਰੇ 9:00 ਵਜੇ ਤੋਂ ਸਾਮ ਦੇ 5:00 ਵਜੇ ਅਤੇ ਲੰਚ ਦਾ ਸਮਾਂ ਦੁਪਹਿਰ 1:30 ਤੋਂ 2:00 ਵਜੇ ਤਕ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਸ਼ਨਿਚਰਵਾਰ ਨੂੰ ਸਮੂਹ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਪਹਿਲਾਂ ਦੀ ਤਰ੍ਹਾਂ ਸਵੇਰੇ 10:00 ਵਜੇ ਤੋਂ 2:00 ਵਜੇ ਤੱਕ ਖੁਲ੍ਹਣਗੇ। ਇਸ ਸਬੰਧੀ ਪ੍ਰੈਸ ਨੋਟ/ਮੀਡੀਆ ਰਾਹੀਂ ਆਮ ਜਨਤਾ ਨੂੰ ਵੀ ਸੂਚਿਤ ਕਰ ਦਿੱਤਾ ਜਾਵੇ।

ਇਹ ਪੱਤਰ ਮੰਤਰੀ ਇੰਚਾਰਜ ਜੀ ਦੀ ਪ੍ਰਵਾਨਗੀ ਉਪਰੰਤ ਜਾਰੀ ਕੀਤਾ ਜਾ ਰਿਹਾ ਹੈ।

ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ.
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਪਿੱਠ ਅੰਕਣ ਨੰ:ਡੀ.ਬੀ.ਈ.ਈ./ਸਮਾਂ/2020/ 137192-213

ਮਿਤੀ: 13/02/2020

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਅਗਲੇਰੀ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ ਜੀ.-

1. ਸੁਪਰਡੈਂਟ, ਪੰਜਾਬ ਸਰਕਾਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ, ਵਿਭਾਗ, ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ-2, ਸੈਕਟਰ-9, ਚੰਡੀਗੜ੍ਹ।
2. ਪੀ.ਏ ਟੂ ਮੰਤਰੀ ਇੰਚਾਰਜ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ, ਵਿਭਾਗ, ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ-2, ਸੈਕਟਰ-9, ਚੰਡੀਗੜ੍ਹ।
3. ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋਜ਼।

ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ.
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਵੱਲ,

ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ
ਜ਼ਿਲ੍ਹਾ ਬਿਊਰੋ ਆਫ਼ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਦੇ

1. ਜ਼ਿਲ੍ਹਿਆਂ ਦੇ ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/
ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਅਫ਼ਸਰ,
2. ਪਲੇਸਮੈਂਟ ਅਧਿਕਾਰੀ।

ਨੰ: Govt/Pvt-Jobs /2020/EGT/138038- 39
ਮਿਤੀ: 27/02/2020

ਵਿਸ਼ਾ: All Vacancies that are available and being uploaded on LEDs in DBEEs should be regularly available on website and same should be shared with all institutions also through the Buddy network.

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਸਕੱਤਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਜੀ ਦੇ ਆਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਮਿਤੀ 2 ਮਾਰਚ, 2020 ਤੋਂ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ ਵਿੱਚ ਨਿਯੁਕਤ ਹਰ ਪਲੇਸਮੈਂਟ ਅਧਿਕਾਰੀ ਨਾਲ ਨੱਥੀ ਦੇ ਪ੍ਰੋਫਾਰਮਿਆਂ ਅਨੁਸਾਰ ਸਰਕਾਰੀ ਤੇ ਪ੍ਰਾਈਵੇਟ ਵਿਗਿਆਪਤ ਅਸਾਮੀਆਂ ਦੀ ਸੂਚਨਾ Google Spread Sheets (ਜਿਨ੍ਹਾਂ ਦਾ ਲਿੰਕ ਆਪ ਜੀ ਨੂੰ ਦਫਤਰੀ Gmail ਵਾਲੀ ਆਈ.ਡੀ ਤੇ ਭੇਜਿਆ ਹੈ) ਦੇ ਲਿੰਕ ਤੇ Click ਕਰਕੇ ਹਰ ਹਫਤੇ ਦੇ ਹਰ ਸ਼ਨੀਵਾਰ ਨੂੰ 2:00 PM ਤੱਕ ਸੂਚਨਾ ਅਪਡੇਟ ਕੀਤੀ ਜਾਵੇ। ਉਪਰੰਤ ਡਾਇਰੈਕਟੋਰੇਟ ਪੱਧਰ ਤੇ ਇਹ ਸੂਚਨਾ ਸੰਕਲਿਤ ਹੋ ਕੇ ਹਫਤੇ ਦੇ ਹਰ ਸੋਮਵਾਰ ਨੂੰ ਸ਼ਾਮ ਤੱਕ ਸਾਰੇ ਜ਼ਿਲ੍ਹਿਆਂ ਨਾਲ ਸਾਂਝੀ ਕੀਤੀ ਜਾਵੇਗੀ ਅਤੇ ਜ਼ਿਲ੍ਹਾ ਪੱਧਰ ਤੇ ਪਲੇਸਮੈਂਟ ਅਧਿਕਾਰੀ ਜੇਕਰ ਲੋੜੀਂਦੀ ਹੋਵੇ ਤਾਂ ਲੋਕਲ ਪੱਧਰ ਦੀਆਂ ਅਸਾਮੀਆਂ ਉਸ ਵਿੱਚ ਸ਼ਾਮਲ ਕਰਕੇ 3 ਮਾਰਚ, 2020 ਤੋਂ ਹਰ ਮੰਗਲਵਾਰ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ (ਡੀ.ਬੀ.ਈ.ਈ.) ਦੀ LED ਸਕਰੀਨ ਤੇ ਡਿਸਪਲੇਅ ਕਰਨਗੇ ਤੇ ਇਹ ਹਫਤਾਵਾਰੀ ਕਾਰਵਾਈ ਲਗਾਤਾਰ ਚੱਲਦੀ ਰਹੇਗੀ। ਪਲੇਸਮੈਂਟ ਅਧਿਕਾਰੀ Google Spread Sheets (proforma for Govt Vacancies and Private) ਤੇ ਸਬੰਧ ਸੂਚਨਾ ਅਪਡੇਟ ਕਰਨ ਲਈ ਹੇਠ ਲਿਖੀਆਂ ਹਦਾਇਤਾਂ ਦਾ ਖਾਸ ਧਿਆਨ ਰੱਖਿਆ ਜਾਵੇ :

1. ਦੋਨਾਂ ਪ੍ਰੋਫਾਰਮਿਆਂ ਵਿੱਚ ਕਿਸੇ ਵੀ ਜੌਬ ਦੀ Repetition ਹੋਵੇ ਪਲੇਸਮੈਂਟ ਅਧਿਕਾਰੀ ਜੌਬ ਅਪਡੇਟ ਕਰਦੇ ਹੋਏ ਪੂਰੇ ਪ੍ਰੋਫਾਰਮੇ ਚੰਗੀ ਤਰ੍ਹਾਂ ਵਾਚ ਲੈਣ।
2. ਉਹ ਜੌਬ ਅਪਡੇਟ ਨਾ ਕੀਤੀ ਜਾਵੇ ਜਿਸ ਦੀ ਅਪਲਾਈ ਕਰਨ ਦੀ ਆਖਰੀ ਮਿਤੀ ਲੰਘ ਚੁੱਕੀ ਹੋਵੇ।
3. ਦੋਨਾਂ ਪ੍ਰੋਫਾਰਮੇ ਦਾ ਲਿੰਕ ਕਿਸੇ ਵੀ ਦਫਤਰ ਵੱਲੋਂ ਆਪਣੀ ਆਈ.ਡੀ ਤੋਂ delete ਨਾ ਕੀਤਾ ਜਾਵੇ।
4. ਪ੍ਰੋਫਾਰਮੇ ਵਿੱਚ ਸੂਚਨਾ ਹਰ ਹਾਲਤ ਵਿੱਚ ਹਰ ਹਫਤੇ ਸ਼ਨੀਵਾਰ ਦੁਪਹਿਰ 2:00 ਵਜੇ ਤੱਕ ਅਪਡੇਟ ਕਰ ਦਿੱਤੀ ਜਾਵੇ।
5. ਦੋਨਾਂ ਪ੍ਰੋਫਾਰਮੇ ਵਿੱਚ ਜੌਬ ਅਪਡੇਟ ਕਰਨ ਵੇਲੇ ਫਾਰਮੇਟ ਤੇ ਸੂਚਨਾ ਸਿਰਫ ਪ੍ਰੋਫਾਰਮੇ ਦੇ title ਅਨੁਸਾਰ ਹੀ ਦਰਜ ਕੀਤੀ ਜਾਵੇ।
6. ਕਿਸੇ ਪ੍ਰਕਾਰ ਦੀ ਸਹਾਇਤਾ ਲਈ ਸ੍ਰੀ ਗੁਰਮੀਤ ਸਿੰਘ, ਜੂਨੀਅਰ ਸਹਾਇਕ, ਡਾਇਰੈਕਟੋਰੇਟ ਨਾਲ 9781149132 ਤੇ ਸੰਪਰਕ ਕਰ ਲਿਆ ਜਾਵੇ।

ਇਹ ਸੂਚਨਾ ਡਾਇਰੈਕਟੋਰੇਟ ਵੱਲੋਂ ਵਿਭਾਗ ਦੇ ਪੋਰਟਲ www.pgrkam.com ਤੇ ਵੀ ਪ੍ਰਦਰਸ਼ਿਤ ਕੀਤੀ ਜਾਵੇਗੀ। ਇਸ ਸਬੰਧੀ ਜਾਣਕਾਰੀ ਨੌਜਵਾਨਾਂ ਤੱਕ ਭਾਸ਼ਣਾਂ/ਪ੍ਰੋਗਰਾਮਾਂ ਵਿੱਚ ਪਰਚਾਰ ਆਦਿ ਰਾਹੀਂ ਪਹੁੰਚਾਉਣਾ ਵੀ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ ਅਤੇ ਜ਼ਿਲ੍ਹਾ ਅਧਿਕਾਰੀ ਇਹ ਕੰਮ ਪਲੇਸਮੈਂਟ ਅਧਿਕਾਰੀਆਂ ਤੋਂ ਕਰਵਾਉਣਾ ਵੀ ਯਕੀਨੀ ਬਣਾਉਣਗੇ।

ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ.
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਪਿੱਠ ਅੰਕਣ ਨੰ: 138040-42

ਮਿਤੀ: 27-02-2020

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ/ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਵਧੀਕ ਮਿਸ਼ਨ ਡਾਇਰੈਕਟਰ, ਪੰਜਾਬ ਘਰ-ਘਰ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਮਿਸ਼ਨ, ਮੋਹਾਲੀ ਨੂੰ ਭੇਜਦੇ ਹੋਏ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਡਾਇਰੈਕਟੋਰੇਟ ਤੋਂ ਪ੍ਰਾਪਤ ਸੂਚਨਾ ਜੋ ਹਰ ਸੋਮਵਾਰ ਨੂੰ ਆਪ ਜੀ ਨੂੰ ਈ-ਮੇਲ ਰਾਹੀਂ ਭੇਜੀ ਜਾਵੇਗੀ ਨੂੰ www.pgrkam.com ਪੋਰਟਲ ਤੇ ਪ੍ਰਦਰਸ਼ਿਤ ਕਰਵਾਉਣ ਲਈ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇ।
2. ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ (ਡੀ.ਬੀ.ਬੀ.ਈ), ਨੂੰ ਸੂਚਨਾ ਹਿੱਤ।
3. ਮਿਸ ਨਵਜੋਤ ਕੌਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਅਫ਼ਸਰ, ਡਾਇਰੈਕਟੋਰੇਟ ਨੂੰ ਉਕਤ ਅਨੁਸਾਰ ਕਾਰਵਾਈ ਹਿੱਤ।

ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ.
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਵੱਲੋਂ,

ਪੰਜਾਬ ਰਾਜ ਦੇ ਜ਼ਿਲ੍ਹਾ ਪੱਧਰ ਤੇ ਤੈਨਾਤ
ਡਰਾਇੰਗ ਐਂਡ ਡਿਸਬਰਸਿੰਗ ਅਫ਼ਸਰ
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਮਿਤੀ:

ਵਿਸ਼ਾ: ਪੰਜਾਬ ਰਾਜ ਵਿੱਚ ਜ਼ਿਲ੍ਹਾ ਪੱਧਰ ਤੇ ਸਥਾਪਿਤ ਕੀਤੇ ਗਏ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋਜ਼ ਨੂੰ
ਰੈਵੀਨਿਊ ਮੱਦ ਅਧੀਨ ਸਾਲ 2020-21 ਲਈ ਬਜਟ ਗ੍ਰਾਂਟ ਜਾਰੀ ਕਰਨ ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਅੰਕਿਤ ਮਾਮਲੇ ਸਬੰਧੀ ਵਿੱਚ ਵਿਭਾਗ ਵੱਲੋਂ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਲਈ
ਸਾਲ 2020-21 ਲਈ 9 ਕਰੋੜ ਰੁਪਏ ਦੇ ਬਜਟ ਦਾ ਉਪਬੰਧ ਕੀਤਾ ਗਿਆ ਹੈ, ਜਿਸ ਨੂੰ ਖਰਚ ਕਰਨ ਸਬੰਧੀ ਪ੍ਰਵਾਨਗੀ ਪਿੱਠ
ਅੰਕਣ ਨੰ: 1103/12/2020-4EG//83366/2020(6) ਮਿਤੀ: 15-04-2020 ਰਾਹੀਂ ਪ੍ਰਾਪਤ ਹੋ ਚੁੱਕੀ ਹੈ। ਇਸ ਦੇ ਨਾਲ
ਹੀ ਵਿੱਤ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 3/2/2018-4 ਵਿਬ 1/295 ਮਿਤੀ: 01-04-2020 (ਨੱਥੀ) ਰਾਹੀਂ ਜਾਰੀ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ
ਆਪ ਨੂੰ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਰਾਸ਼ੀ ਜਾਰੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ:-

ਮੰਗ ਨੰਬਰ ਨੰ:31

2230 - ਕਿਰਤ, ਰੋਜ਼ਗਾਰ ਅਤੇ ਸਕਿੱਲ ਡਿਵੈਲਪਮੈਂਟ

02- ਰੋਜ਼ਗਾਰ ਸੇਵਾਵਾਂ

101- ਰੋਜ਼ਗਾਰ ਸੇਵਾਵਾਂ

11- ਘਰ-ਘਰ ਰੋਜ਼ਗਾਰ ਮਿਸ਼ਨ

04- ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਉਦਯੋਗ ਬਿਊਰੋ

ਲੜੀ ਨੰ:	ਜ਼ਿਲ੍ਹੇ/ਦਫਤਰ ਦਾ ਨਾਂ	ਡੀ.ਡੀ.ਓ. ਕੋਡ	ਹੋਰ ਕੰਟਰੈਕਚੁਅਲ ਸੇਵਾਵਾਂ (30)	ਸਕਾਲਰਸ਼ਿਪ (34)	ਟੈਲੀਫੋਨ (92)	ਬਿਜਲੀ (93)	ਪਾਣੀ (94)
1	ਅੰਮ੍ਰਿਤਸਰ	517	13,20,000	4,000	1,00,000	4,00,000	15,000
2	ਤਰਨਤਾਰਨ	993	4,80,000	4,000	1,00,000	4,00,000	15,000
3	ਬਠਿੰਡਾ	517	13,20,000	4,000	1,00,000	4,00,000	15,000
4	ਐਸ.ਏ.ਐਸ. ਨਗਰ (ਮੋਹਾਲੀ)	300	18,00,000	4,000	1,00,000	4,00,000	15,000
5	ਫਰੀਦਕੋਟ	517	9,60,000	4,000	1,00,000	4,00,000	15,000
6	ਸ਼੍ਰੀ ਮੁਕਤਸਰ ਸਾਹਿਬ	060	9,60,000	4,000	1,00,000	4,00,000	15,000
7	ਮੋਗਾ	121	9,60,000	4,000	1,00,000	4,00,000	15,000
8	ਫਿਰੋਜ਼ਪੁਰ	517	4,80,000	4,000	1,00,000	4,00,000	15,000
9	ਫਾਜ਼ਿਲਕਾ	338	9,60,000	4,000	1,00,000	4,00,000	15,000

10	ਗੁਰਦਾਸਪੁਰ	517	9,60,000	4,000	1,00,000	4,00,000	15,000
11	ਪਠਾਨਕੋਟ	169	4,80,000	4,000	1,00,000	4,00,000	15,000
12	ਹੁਸ਼ਿਆਰਪੁਰ	517	9,60,000	4,000	1,00,000	4,00,000	15,000
13	ਜਲੰਧਰ	517	18,00,000	4,000	1,00,000	4,00,000	15,000
14	ਐਸ.ਬੀ.ਐਸ. ਨਗਰ	513	4,80,000	4,000	1,00,000	4,00,000	15,000
15	ਕਪੂਰਥਲਾ	517	4,80,000	4,000	1,00,000	4,00,000	15,000
16	ਲੁਧਿਆਣਾ	517	18,00,000	4,000	1,00,000	4,00,000	15,000
17	ਸ੍ਰੀ ਫਤਿਹਗੜ੍ਹ ਸਾਹਿਬ	517	9,60,000	4,000	1,00,000	4,00,000	15,000
18	ਪਟਿਆਲਾ	700	18,00,000	4,000	1,00,000	4,00,000	15,000
19	ਰੂਪਨਗਰ	702	9,60,000	4,000	1,00,000	4,00,000	15,000
20	ਸੰਗਰੂਰ	517	9,60,000	4,000	1,00,000	4,00,000	15,000
21	ਬਰਨਾਲਾ	013	9,60,000	4,000	1,00,000	4,00,000	15,000
22	ਮਾਨਸਾ	517	9,60,000	4,000	1,00,000	4,00,000	15,000
	ਕੁੱਲ		2,28,00,000	88,000	22,00,000	88,00,000	3,30,000

ਦਫ਼ਤਰੀ ਖਰਚਾ ਮੱਦ 13

ਲੜੀ ਨੰ :	ਜ਼ਿਲ੍ਹੇ/ਦਫ਼ਤਰ ਦਾ ਨਾਂ	ਡੀ.ਡੀ.ਓ. ਕੋਡ	ਪਹਿਲੀ ਤਿਮਾਹੀ	ਦੂਜੀ ਤਿਮਾਹੀ	ਤੀਜੀ ਤਿਮਾਹੀ	ਚੌਥੀ ਤਿਮਾਹੀ
1	ਐਮੀਤਸਰ	517	30,000	45,000	45,000	30,000
2	ਤਰਨਤਾਰਨ	993	30,000	45,000	45,000	30,000
3	ਬਠਿੰਡਾ	517	30,000	45,000	45,000	30,000
4	ਐਸ.ਏ.ਐਸ. ਨਗਰ (ਮੋਹ)	300	30,000	45,000	45,000	30,000
5	ਫਰੀਦਕੋਟ	517	30,000	45,000	45,000	30,000
6	ਸ੍ਰੀ ਮੁਕਤਸਰ ਸਾਹਿਬ	060	30,000	45,000	45,000	30,000
7	ਮੋਗਾ	121	30,000	45,000	45,000	30,000
8	ਫਿਰੋਜ਼ਪੁਰ	517	30,000	45,000	45,000	30,000
9	ਫਾਜ਼ਿਲਕਾ	338	30,000	45,000	45,000	30,000
10	ਗੁਰਦਾਸਪੁਰ	517	30,000	45,000	45,000	30,000
11	ਪਠਾਨਕੋਟ	169	30,000	45,000	45,000	30,000
12	ਹੁਸ਼ਿਆਰਪੁਰ	517	30,000	45,000	45,000	30,000
13	ਜਲੰਧਰ	517	30,000	45,000	45,000	30,000
14	ਐਸ.ਬੀ.ਐਸ. ਨਗਰ	513	30,000	45,000	45,000	30,000
15	ਕਪੂਰਥਲਾ	517	30,000	45,000	45,000	30,000
16	ਲੁਧਿਆਣਾ	517	30,000	45,000	45,000	30,000
17	ਸ੍ਰੀ ਫਤਿਹਗੜ੍ਹ ਸਾਹਿਬ	517	30,000	45,000	45,000	30,000
18	ਪਟਿਆਲਾ	700	30,000	45,000	45,000	30,000
19	ਰੂਪਨਗਰ	702	30,000	45,000	45,000	30,000
20	ਸੰਗਰੂਰ	517	30,000	45,000	45,000	30,000
21	ਬਰਨਾਲਾ	013	30,000	45,000	45,000	30,000
22	ਮਾਨਸਾ	517	30,000	45,000	45,000	30,000
	ਕੁੱਲ		33,00,000/- ਰੁਪਏ			

ਪ੍ਰਾਹੁਣਚਾਰੀ ਤੇ ਮਨੋਰੰਜਨ ਮੱਦ 17

ਲੜੀ ਨੰ :	ਜ਼ਿਲ੍ਹੇ/ਦਫਤਰ ਦਾ ਨਾਂ	ਡੀ.ਡੀ.ਓ. ਕੋਡ	ਪਹਿਲੀ ਤਿਮਾਹੀ	ਦੂਜੀ ਤਿਮਾਹੀ	ਤੀਜੀ ਤਿਮਾਹੀ	ਚੌਥੀ ਤਿਮਾਹੀ
1	ਅੰਮ੍ਰਿਤਸਰ	517	20,000	30,000	30,000	20,000
2	ਤਰਨਤਾਰਨ	993	20,000	30,000	30,000	20,000
3	ਬਠਿੰਡਾ	517	20,000	30,000	30,000	20,000
4	ਐਸ.ਏ.ਐਸ.ਨਗਰ (ਮੋਹਾ)	300	20,000	30,000	30,000	20,000
5	ਫਰੀਦਕੋਟ	517	20,000	30,000	30,000	20,000
6	ਸ੍ਰੀ ਮੁਕਤਸਰ ਸਾਹਿਬ	060	20,000	30,000	30,000	20,000
7	ਮੋਗਾ	121	20,000	30,000	30,000	20,000
8	ਫਿਰੋਜ਼ਪੁਰ	517	20,000	30,000	30,000	20,000
9	ਫਾਜ਼ਿਲਕਾ	338	20,000	30,000	30,000	20,000
10	ਗੁਰਦਾਸਪੁਰ	517	20,000	30,000	30,000	20,000
11	ਪਠਾਨਕੋਟ	169	20,000	30,000	30,000	20,000
12	ਹੁਸ਼ਿਆਰਪੁਰ	517	20,000	30,000	30,000	20,000
13	ਜਲੰਧਰ	517	20,000	30,000	30,000	20,000
14	ਐਸ.ਬੀ.ਐਸ. ਨਗਰ	513	20,000	30,000	30,000	20,000
15	ਕਪੂਰਥਲਾ	517	20,000	30,000	30,000	20,000
16	ਲੁਧਿਆਣਾ	517	20,000	30,000	30,000	20,000
17	ਸ੍ਰੀ ਫਤਿਹਗੜ੍ਹ ਸਾਹਿਬ	517	20,000	30,000	30,000	20,000
18	ਪਟਿਆਲਾ	700	20,000	30,000	30,000	20,000
19	ਰੁਪਨਗਰ	702	20,000	30,000	30,000	20,000
20	ਸੋਗਰੂਰ	517	20,000	30,000	30,000	20,000
21	ਬਰਨਾਲਾ	013	20,000	30,000	30,000	20,000
22	ਮਾਨਸਾ	517	20,000	30,000	30,000	20,000
	ਕੁੱਲ		4,40,000	6,60,000	6,60,000	4,40,000

ਕਾਨਫਰੰਸ, ਸੈਮੀਨਾਰ, ਵਰਕਸ਼ਾਪ, ਟੂਰਜ਼ ਆਦਿ (18)

ਲੜੀ ਨੰ :	ਜ਼ਿਲ੍ਹੇ/ਦਫਤਰ ਦਾ ਨਾਂ	ਡੀ.ਡੀ.ਓ. ਕੋਡ	ਪਹਿਲੀ ਤਿਮਾਹੀ	ਦੂਜੀ ਤਿਮਾਹੀ	ਤੀਜੀ ਤਿਮਾਹੀ	ਚੌਥੀ ਤਿਮਾਹੀ
1	ਅੰਮ੍ਰਿਤਸਰ	517	40,000	60,000	60,000	40,000
2	ਤਰਨਤਾਰਨ	993	40,000	60,000	60,000	40,000
3	ਬਠਿੰਡਾ	517	40,000	60,000	60,000	40,000
4	ਐਸ.ਏ.ਐਸ.ਨਗਰ (ਮੋਹਾ)	300	40,000	60,000	60,000	40,000
5	ਫਰੀਦਕੋਟ	517	40,000	60,000	60,000	40,000
6	ਸ੍ਰੀ ਮੁਕਤਸਰ ਸਾਹਿਬ	060	40,000	60,000	60,000	40,000
7	ਮੋਗਾ	121	40,000	60,000	60,000	40,000
8	ਫਿਰੋਜ਼ਪੁਰ	517	40,000	60,000	60,000	40,000
9	ਫਾਜ਼ਿਲਕਾ	338	40,000	60,000	60,000	40,000

10	ਗੁਰਦਾਸਪੁਰ	517	40,000	60,000	60,000	40,000
11	ਪਠਾਨਕੋਟ	169	40,000	60,000	60,000	40,000
12	ਹੁਸ਼ਿਆਰਪੁਰ	517	40,000	60,000	60,000	40,000
13	ਜਲੰਧਰ	517	40,000	60,000	60,000	40,000
14	ਐਸ.ਬੀ.ਐਸ. ਨਗਰ	513	40,000	60,000	60,000	40,000
15	ਕਪੂਰਥਲਾ	517	40,000	60,000	60,000	40,000
16	ਲੁਧਿਆਣਾ	517	40,000	60,000	60,000	40,000
17	ਸ੍ਰੀ ਫਤਿਹਗੜ੍ਹ ਸਾਹਿਬ	517	40,000	60,000	60,000	40,000
18	ਪਟਿਆਲਾ	700	40,000	60,000	60,000	40,000
19	ਰੂਪਨਗਰ	702	40,000	60,000	60,000	40,000
20	ਸੰਗਰੂਰ	517	40,000	60,000	60,000	40,000
21	ਬਰਨਾਲਾ	013	40,000	60,000	60,000	40,000
22	ਮਾਨਸਾ	517	40,000	60,000	60,000	40,000
	ਕੁੱਲ		8,80,000	13,20,000	13,20,000	8,80,000

ਵਿਗਿਆਪਨ ਤੇ ਪ੍ਰਚਾਰ ਮੱਦ 26

ਲੜੀ ਨੰ :	ਜ਼ਿਲ੍ਹੇ/ਦਫਤਰ ਦਾ ਨਾਂ	ਡੀ.ਡੀ.ਓ. ਕੋਡ	ਪਹਿਲੀ ਤਿਮਾਹੀ	ਦੂਜੀ ਤਿਮਾਹੀ	ਤੀਜੀ ਤਿਮਾਹੀ	ਚੌਥੀ ਤਿਮਾਹੀ
1	ਅੰਮ੍ਰਿਤਸਰ	517	40,000	60,000	60,000	40,000
2	ਤਰਨਤਾਰਨ	993	40,000	60,000	60,000	40,000
3	ਬਠਿੰਡਾ	517	40,000	60,000	60,000	40,000
4	ਐਸ.ਏ.ਐਸ.ਨਗਰ (ਮੋਹ)	300	40,000	60,000	60,000	40,000
5	ਫਰੀਦਕੋਟ	517	40,000	60,000	60,000	40,000
6	ਸ੍ਰੀ ਮੁਕਤਸਰ ਸਾਹਿਬ	060	40,000	60,000	60,000	40,000
7	ਮੋਗਾ	121	40,000	60,000	60,000	40,000
8	ਫਿਰੋਜ਼ਪੁਰ	517	40,000	60,000	60,000	40,000
9	ਫਾਜ਼ਿਲਕਾ	338	40,000	60,000	60,000	40,000
10	ਗੁਰਦਾਸਪੁਰ	517	40,000	60,000	60,000	40,000
11	ਪਠਾਨਕੋਟ	169	40,000	60,000	60,000	40,000
12	ਹੁਸ਼ਿਆਰਪੁਰ	517	40,000	60,000	60,000	40,000
13	ਜਲੰਧਰ	517	40,000	60,000	60,000	40,000
14	ਐਸ.ਬੀ.ਐਸ. ਨਗਰ	513	40,000	60,000	60,000	40,000
15	ਕਪੂਰਥਲਾ	517	40,000	60,000	60,000	40,000
16	ਲੁਧਿਆਣਾ	517	40,000	60,000	60,000	40,000
17	ਸ੍ਰੀ ਫਤਿਹਗੜ੍ਹ ਸਾਹਿਬ	517	40,000	60,000	60,000	40,000
18	ਪਟਿਆਲਾ	700	40,000	60,000	60,000	40,000
19	ਰੂਪਨਗਰ	702	40,000	60,000	60,000	40,000
20	ਸੰਗਰੂਰ	517	40,000	60,000	60,000	40,000
21	ਬਰਨਾਲਾ	013	40,000	60,000	60,000	40,000
22	ਮਾਨਸਾ	517	40,000	60,000	60,000	40,000
	ਕੁੱਲ		8,80,000	13,20,000	13,20,000	8,80,000

ਪੇਸ਼ੇਵਰ ਸੇਵਾਵਾਂ (28)

ਲੜੀ ਨੰ :	ਜ਼ਿਲ੍ਹੇ/ਦਫਤਰ ਦਾ ਨਾਂ	ਡੀ.ਡੀ.ਓ. ਕੋਡ	ਜਾਰੀ ਕੀਤੀ ਜਾਂਦੀ ਗ੍ਰਾਂਟ
1	ਡਾਇਰੈਕਟੋਰੇਟ	067	16,00,000
2	ਪਟਿਆਲਾ	700	3,50,000
	ਕੁੱਲਜੋੜ		19,50,000 ਰੁਪਏ

ਇਸ ਤੋਂ ਇਲਾਵਾ ਬਾਕੀ ਮੱਦ ਜਿਵੇਂ ਕਿ ਪ੍ਰਕਾਸ਼ਨਾਵਾ (16), ਮੈਟੀਰੀਅਲ ਅਤੇ ਸਪਲਾਈ (21) ਅਤੇ ਛੋਟੇ ਕਾਰਜ ਮੋਟੀਨੈਂਸ (27) ਪੇਸ਼ੇਵਰ ਸੇਵਾਵਾਂ (28) ਅਧੀਨ ਰਾਸ਼ੀ ਆਪ ਦੀ ਲੋੜੀਂਦੀ ਮੰਗ ਨੂੰ ਵਿਚਾਰਦੇ ਆਪ ਨੂੰ ਜਾਰੀ ਕਰ ਦਿੱਤੀ ਜਾਵੇਗੀ।

ਨੋਟ:

1. ਇਹ ਰਾਸ਼ੀ ਵਿੱਤ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 3/2/2018-4 ਵਿਭ 1/295 first: 01-04-2020 (ਨੱਥੀ) ਰਾਹੀਂ ਜਾਰੀ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਵਰਤੀ ਜਾਵੇ।
2. ਵਰਤੀ ਗਈ ਰਾਸ਼ੀ ਦਾ ਵਰਤੋਂ ਸਰਟੀਫਿਕੇਟ ਡਾਇਰੈਕਟੋਰੇਟ ਨੂੰ ਭੇਜਣਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਨੱਥੀ: (ਉਪਰੋਕਤ ਅਨੁਸਾਰ)

ਸਥਾਨ: ਚੰਡੀਗੜ੍ਹ।

ਮਿਤੀ: 16-04-2020

ਕਰਨੇਸ਼ ਸ਼ਰਮਾ, ਆਈ.ਏ.ਐਸ.

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਪਿੱਠ ਅੰਕਣ ਨੰ: 1/1/20/ਬਿਊਰੋ/ਰੈਵੀਨਿਊ/ਬੀ-1

ਮਿਤੀ:

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖੀਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

1. ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਜ਼ਿਲ੍ਹਾ ਪੱਧਰ ਦੇ ਡੀ.ਡੀ.ਓ.ਜ਼।
2. ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਜ਼ਿਲ੍ਹਾ/ਖਜ਼ਾਨਾ ਅਫ਼ਸਰ।
3. ਮਹਾਂਲੇਖਾਕਾਰ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
4. ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
5. ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿੱਤ ਵਿਭਾਗ (ਵਿੱਤ ਬਜਟ-1 ਸ਼ਾਖਾ), ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
6. ਸੁਪਰਡੈਂਟ, ਵਿੱਤ ਵਿਭਾਗ (ਵਿੱਤ ਖਰਚਾ-5 ਸ਼ਾਖਾ), ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ,
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਵੱਲ,

ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ
ਜ਼ਿਲ੍ਹਿਆਂ ਦੇ ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ,
ਅਫ਼ਸਰ/ਕੰਟਰੋਲਿੰਗ ਅਫ਼ਸਰ
ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋਜ਼
ਨੰ: ਪੀ.ਪੀ.ਐਸ.ਡੀ/2020/141929-50
ਮਿਤੀ: 22/5/2020

ਵਿਸ਼ਾ: Targets of DBEE (Monthly/Yearly) for 01-08-2020 ਤੋਂ 31-03-2021 ਭੇਜਣ ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਆਪ ਨੂੰ ਸਕੱਤਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਜੀ ਵੱਲੋਂ ਨਿਰਧਾਰਿਤ ਕੀਤੇ ਗਏ ਮਹੀਨਾਵਾਰ ਅਤੇ ਸਾਲਾਨਾ (01-08-2020 ਤੋਂ 31-03-2021) ਤੱਕ DBEEs ਦੇ ਟੀਚੇ ਨਾਲ ਨੱਥੀ ਕਰਕੇ ਆਪ ਨੂੰ ਅਗਲੇਰੀ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜੇ ਜਾਂਦੇ ਹਨ, ਨਾਲ ਹੀ ਇਹ ਵੀ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਭਵਿੱਖ ਵਿੱਚ ਨਿਰਧਾਰਿਤ ਕੀਤੇ ਗਏ ਕੰਮ ਦੇ ਟੀਚਿਆਂ ਨੂੰ ਹਾਸਿਲ ਕੀਤਾ ਜਾਵੇ।

ਨੱਥੀ: ਉਪਰੋਕਤ ਅਨੁਸਾਰ।

ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ,
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

Targets of DBEE (Monthiy/Yearly) for 01-08-2020 to 31-03-2021

Sr.No.	Parameters	For Districts of Amritsar, Ludhiana, Patiala, Mohali, Bathinda, Jalandhar		For Districts of Barnala, Gurdaspur, Faridkot, Firozepur, Faziika, Fatehgarh Sahib, Roopnagar, SBS Nagar, Kapurthala, Tarantaran, Pathankot, Moga, Sri Mukatsar Sahib, Mansa, Sangrur, Hoshiarpur	
		Monthly	Yearly (For 8 Months)	Monthly	Yearly (For 8 Months)
1	Registration of Youth	3000	24000	2000	16000
2	Updating profile of already Registered Youth	3000	24000	2000	16000
3	Registration of Employers	20	160	15	120
4	Upload Vacancies	3000	24000	2000	16000
5	Placement	1500	12000	1000	8000
6	Small Job Melas (Virtual + Staggered physical Mela)	2	16	1	8
7	Individual Counselling (One on one counselling for atleast 20 minutes duration)	60	480	60	480
8	Group Counselling (Counselling to groups of the size of 20 applicants for the session of atleast 1 duration)	20	160	20	160
9	Press Note	4	32	4	32
10	Visit of DC in DBEE	5	40	5	40
	Visit of ADC in DBEE	15	120	15	120
11	Governing Council Meeting	1	8	1	8
12	Self Employment	3750	30000	2500	20000

ਵੱਲੋਂ,

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਸੇਵਾ ਵਿਖੇ,

1. ਡਾਇਰੈਕਟੋਰੇਟ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ
2. ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਦਫ਼ਤਰ
3. ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ ਅਧੀਨ ਆਉਂਦੀਆਂ ਸਮੂਹ ਸੰਸਥਾਵਾਂ/ਇੰਸਟੀਚਿਊਟਸ

ਨੰ: 1/1/97/ਦ.ਹ.ਅ-2/139853-904
ਮਿਤੀ: 22-5-2020

ਵਿਸ਼ਾ: ਡਾਇਰੈਕਟੋਰੇਟ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ ਵਿੱਚ 100% ਸਟਾਫ਼ ਦੀ ਹਾਜ਼ਰੀ/ਕੰਮ ਸਬੰਧੀ।

ਹਵਾਲਾ: ਵੱਟਸਐਪ/ਈ-ਮੇਲ minutes of the meeting (proceedings) ਮਿਤੀ 19.05.2020

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ ਦੀ ਚੀਫ਼ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ਨਾਲ ਕੋਵਿਡ-19 ਦੇ ਦੌਰਾਨ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ ਨੂੰ ਸੁਚਾਰੂ ਢੰਗ ਨਾਲ ਚਲਾਉਣ ਅਤੇ ਬਦਲਦੇ ਹਾਲਾਤਾਂ ਨੂੰ ਮੁੱਖ ਰੱਖਦੇ ਹੋਏ ਮਿਤੀ 19.05.2020 ਨੂੰ ਮੀਟਿੰਗ ਹੋਈ। ਜਿਸ ਵਿੱਚ ਨਿਮਨ ਅਨੁਸਾਰ ਫੈਸਲਾ ਲਿਆ ਗਿਆ:

1. Keeping in view the urgent need of an employment facilitator for both the out of job youth and the industry /employer looking for suitable HR in order to start operations of factory/industry/ establishment, it has been decided that Employment Department including all the District Bureaus of Employment and Enterprises and the Head Office will operate with upto 100% manpower following all relevant guidelines issued by the Govt. from time to time. No physical public dealing shall happen till the time Govt. announces so. The EGT Department will continue to be in touch with various stakeholders through IT platforms.

ਉਪਰੋਕਤ ਲੜੀ ਨੰ 1 ਸਬੰਧੀ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕਰਦੇ ਹੋਏ ਡਾਇਰੈਕਟੋਰੇਟ ਸਮੇਤ ਸਮੂਹ ਰੋਜ਼ਗਾਰ ਦਫ਼ਤਰਾਂ ਅਤੇ ਵਿਭਾਗ ਅਧੀਨ ਆਉਂਦੀਆਂ ਸੰਸਥਾਵਾਂ/ ਇੰਸਟੀਚਿਊਟਸ ਵਿਖੇ ਸਮੂਹ ਸਟਾਫ਼ 100% ਦੀ ਹਾਜ਼ਰੀ ਮਿਤੀ 27.5.2020 ਤੋਂ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ ਅਤੇ ਦਫ਼ਤਰ ਵਿਖੇ ਕਿਸੇ ਵੀ ਪਬਲਿਕ ਡੀਲਿੰਗ ਤੋਂ ਅਗਲੇ ਹੁਕਮਾਂ ਤੱਕ ਗੁਰੇਜ਼ ਕੀਤਾ ਜਾਵੇ ਅਤੇ ਸਮੂਹ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਵੱਲੋਂ ਭਾਰਤ ਸਰਕਾਰ/ਰਾਜ ਸਰਕਾਰ ਵੱਲੋਂ ਕੋਵਿਡ-19 ਦੇ ਚਲਦੇ ਦਿੱਤੇ ਦਿਸ਼ਾ-ਨਿਰਦੇਸ਼ਾਂ ਦੀ ਪਾਲਣਾ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।

ਸਥਾਨ: ਚੰਡੀਗੜ੍ਹ
ਮਿਤੀ: 22-5-2020

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਪਿੱਠ ਅੰਕਣ ਨੰ: 1/1/97/ਦ.ਹ.ਅ-2/39905-08

ਮਿਤੀ: 22-5-2020

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਪੀ.ਏ. ਟੂ ਪ੍ਰਿੰਸੀਪਲ ਸਕੱਤਰ ਮੁੱਖ ਮੰਤਰੀ, ਪੰਜਾਬ ਸਰਕਾਰ।

2. ਪੀ.ਏ. ਟੂ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।
3. ਪੀ.ਏ. ਟੂ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਮੰਤਰੀ, ਪੰਜਾਬ ਸਰਕਾਰ।
4. ਸੁਪਰਡੈਂਟ, ਪੰਜਾਬ ਸਰਕਾਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ (ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਸ਼ਾਖਾ), ਮਿਨੀ ਸਕੱਤਰੇਤ, ਚੰਡੀਗੜ੍ਹ ਨੇ ਭੇਜਦੇ ਹੋਏ ਲਿਖੀਆਂ ਜਾਂਦਾ ਹੈ ਕਿ ਉਕਤ ਪੱਤਰ ਸਕੱਤਰ, ਰੋਜ਼ਗਾਰ ਜੀ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆ ਦਿੱਤਾ ਜਾਵੇ ਜੀ।

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

Punjab Ghar Ghar Rozgar & Karobar Mission
Ground Floor, Punjab Mandi Board Building, Sec- 65A. SAS
Nagar Mohali- 160062

From,

Mission Director,
Punjab Ghar Ghar Rozgar & Karobar Mission.
SAS Nagar (Mohali).

To,

In-charge, all District Bureau of Employment & Enterprises.

No: PGRKAM/Portal/2020/ 3135-3156

Date: 8-9-2020

Subject: Regarding completion of the profile of the Jobseekers on pgrkam.com.

In reference to the subject cited above, it is to bring to your kind notice that the total number of jobseekers registered on the pgrkam.com portal are about 8,50,00 out of which only about 35,000 Jobseekers have the complete profile.

At the time registration of jobseeker, the most basic information is being captured. This has been done to ensure the ease of registering on the portal without taking much time at the initial step while bringing the unemployed onboard with the department. At the same time, it is of paramount importance to have complete detail of the jobseeker available on pgrkam.com to ensure the most efficient and suitable facilitation/ matching on the portal. So, keeping this objective in view the head office has given targets for updating the profiles of the jobseekers to the DBEEs.

It is for the clarification of the DBEEs that Update profile means that ALL the mandatory fields in the "Update Profile" section on the Jobseeker's Dashboard should be complete.

You are requested to direct the concerned officials in your DBEE to update the profile of Jobseekers completely. This will not only ensure a better experience to the Jobseekers/ Employers, but the resultant complete data will also be useful for the DBEE/ the department.

For Mission Director
Punjab Ghar Ghar Rozgar & Karobar Mission
Mohali

From,

Secretary,
Employment Generation and Training, Punjab.

To,

All Deputy Commissioners of Punjab

No. FETB/2018/21-42

Dated: 22-1-2018

Subject: Service for Overseas Placement through District Bureau of Employment and Enterprises (DBEEs).

The department intends to facilitate the overseas employment for the job seekers of the State. It also intends to have Recruiting Agents as approved by Ministry of External Affairs, Government of India on Its panel for such activity.

In a meeting chaired by Secretary, Employment Generation and Training with Recruiting Agents, it was noted that the Recruiting Agents licensed by Ministry of External Affairs (MEA), Government of India (GOI) are the ones who only are competent to send people abroad on work visa. But some elements having license under Punjab Travel Professionals' Regulation Act are acting as Recruiting Agents, which is not only illegal but also detrimental to the future of probable job seekers.

You are requested to take action against such fraudulent agents/elements undertaking work visa activities who are not approved by MEA, GOI.

(Bhawna Garg)
Secretary, Employment Generation & Training

From,

Director,
Employment Generation and Training,
Punjab, Chandigarh

To,

1. Indotech Information Systems
17330/7 Pukhraj Colony, Bathinda Recruiting Agent/ Consultant, Jalandhar
2. Taurus International
Tower A. Office no. 872 floor 8", Sector 66 Phase 11, Mohali

No. FETB/2018

Dated:

Sub.: Foreign Placement Service at the newly established District. Bureaus of Employment and Enterprises (DBEEs).

This is in reference to your Expression of Interest against advertisement for Empanelment of Emigration Consultants and/or Recruiting Agents and/ or Foreign Study Agents at District Bureaus of Employment and Enterprises (DBEEs). Your organization being registered with Ministry of External Affairs, GOI as valid Recruiting Agent, you are invited to provide emigration related services at the below mentioned District Bureaus of Employment and Enterprise as per calendar for initial period of three months or till the time your Recruiting Agent licence is valid, whichever is earlier. You are expected to follow the Emigration Act, 1983 Rules and Regulations while giving your services as Recruiting Agent. You are requested to coordinate with DBEE officials and the same have also been directed to coordinate with you.

S.No.	Name of Company	Calendar				
		District	Incharge Name, Mobile No.	Day of Week	Time	Contact
1	Indotech Information Systems # 17330/7 Pukhraj Colony	Bathinda	Mr. Krishan Lal, EGTO, 9876661155	Monday	11:00 AM	Mr. Jaswinder, 7290031911
2	Taurus International Tower A. Office no. 872 floor 8", Sector 66 Phase 11, Mohali	S.A.S Nagar	Mrs. Harpreet Brar, DEGTO, 9888009805	Tuesday	11:30 AM to 01:30 PM	Col. Kulwinder Singh, 9316135402
		Roopnagar	Mr. Sanjeev Kumar, EGTO, 8437870707	Friday	12:00 PM to 01:30 PM	Col. Kulwinder Singh, 9316135402

Director, Employment Generation and Training,
Punjab, Chandigarh

Endt. No.:FETB/2018/63

Date: 11/04/2018

Copy of the above is forwarded to the DBEE Bathinda, S.A.S Nagar and Roopnagar for providing space to the Recruiting Agent and take feedback from the candidates availing the services. You are requested to provide necessary support to Recruiting Agents and upload the activity calendar on the Ghar Ghar Portal.

Director, Employment Generation and Training,
Punjab, Chandigarh

From,

Director,
Employment Generation and Training,
Punjab, Chandigarh

To,

Deputy Director,
District Bureaus of Employment and Enterprises (DBEEs),
Jalandhar

No. FETB/2018/
Dated:

Sub.: Allotment to District(s) for providing Service at the newly established District Bureaus of Employment and Enterprises (DBEEs)

This is in reference to the communication on the above cited subject DBEE Jalandhar intends to provide Foreign Placement services to following Recruiting Agents (RAs):

S.No.	Name of Company	Calendar				
		District	Incharge Name, Mobile No.	Day of Week	Time	Contact
1	IBM Tour and Travels; 25-26, Modern Market, Nehru Garden Road	Jalandhar	Mrs. Sanjeda Beri, 9417261212	Friday	09:00 AM to 05:00 PM	Mr. Gagan, 8283009330
2	Pyrami-E-Service; 6-A, Near Old Agriculture Office, General Bus Stand Road	Jalandhar	Mrs. Sanjeda Beri, 9417261212	Friday	09:00 AM to 05:00 PM	

These organizations being valid Recruiting Agents, DBEE, Jalandhar may provide space to these RAs and upload the activity calendar on Ghar Ghar Portal. DBEE also needs to take feedback from the candidates availing service of these RAs. The RAs are expected to follow the Emigration Act, 1983. The initial period of engagement of these RAs will be 3 months or till the time the Recruiting Agent licence is valid, whichever is earlier.

Director, Employment Generation and Training,
Punjab, Chandigarh

Endt. No.FETB/2018/ 66

Date: 11/04/2018

Copy of above is forwarded to the IBM Tour & Travels and Pyramid-E-Service Recruiting Agents for necessary coordination with District Bureau of Employment and Enterprise (DBEEs), Jalandhar.

Director, Employment Generation and Training,
Punjab, Chandigarh

From,

Director,
Employment Generation and Training,
Punjab, Chandigarh

To,

1. M/S Shri Nimbarak Travels
#Swaran Raj Building Chandigarh Zirakpur Road, Zirakpur, Distt. Mohali.
2. B.S. Enterprises
Shop No. 19, Attawa Chowk Near Hockey Stadium Road, Chandigarh- 160036
3. B.S. Overseas Placement
Plot No. D-33 Industrial Area Phase 1, Mohali, SAS Nagar- 160055

No. FETB/2018/195

Dated: 5/12/2018

Sub.: Foreign Placement Service at the newly established District Bureaus of Employment and Enterprise (DBEEs).

This is in reference to 'our Expression of Interest against advertisement for Empanelment of Emigration Consultants and/or Recruiting Agents and/ or Foreign Study Agents at District Bureaus of Employment and Enterprise (DBEEs). Your organization being registered with Ministry of External Affairs, GOI as valid Recruiting Agent, you are invited to provide emigration related services at the below mentioned District Bureaus of Employment and Enterprise as per calendar for initial period of three months or till the time your Recruiting Agent licence is valid whichever is earlier. You are expected to follow the Agent Emigration Act, 1983 Rules and Regulations while giving your services as Recruiting Agent. You are requested to coordinate with DBEE officials and the same have also been directed to coordinate with you.

S.No.	Name of Company	Calendar				
		District	Incharge Name, Mobile No.	Day of Week	Time	Contact
1	M/S Shri Nimbarak Travels; #Swaran Raj Building Chandigarh Zirakpur Road, Zirakpur	S.A.S Nagar	Mrs. Harpreet Brar, DEGTO, 9888009805	Friday	10:00 AM	Mr. Rajiv Soni, 9814541688
		Kapurthala	Mrs. Neelam Mahe, 9872560908	Wednesday	02:00 PM	Mr. Virender, 9914346999
2	B.S. Enterprises Shop No. 19, Attawa Chowk Near Hockey Stadium Road, Chandigarh	S.A.S Nagar	Mrs. Harpreet Brar, DEGTO, 9888009805	Monday to Friday	10:00 AM to 05:00 PM	Ms. Harvir Kaur, 9914409138
3	B.S. Overseas Placement Plot No. D-33 Industrial Area Phase 1, Mohali	S.A.S Nagar	Mrs. Harpreet Brar, DEGTO, 9888009805	Monday to Friday	10:00 AM to 05:00 PM	Ms. Rranjana Panday, 8146554975

Director, Employment Generation and Training,
Punjab, Chandigarh

Endt. No.FETB/2018/

Date:

Copy of the above is forwarded to the DBEE, SAS Nagar and Kapurthala for providing space to the Recruiting Agent and take feedback from the candidates availing the services. You are requested to provide necessary support to Recruiting Agents and upload the activity calendar on the Ghar Ghar Portal.

Director, Employment Generation and Training,
Punjab, Chandigarh

ਵੱਲੋ,

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਵੱਲ,

ਪੰਜਾਬ ਦੇ ਸਾਰੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼, ਸੀਨੀਅਰ ਸੁਪਰਡੈਂਟ ਆਫ ਪੁਲੀਸ,
ਗੁਰਦਾਸਪੁਰ, ਅੰਮ੍ਰਿਤਸਰ, ਤਰਨਤਾਰਨ, ਕਪੂਰਥਲਾ, ਜਲੰਧਰ, ਹੁਸ਼ਿਆਰਪੁਰ,
ਮੁਕਤਸਰ, ਐਸ.ਏ.ਐਸ. ਨਗਰ, ਰੂਪਨਗਰ, ਫਤਿਹਗੜ੍ਹ ਸਾਹਿਬ, ਲੁਧਿਆਣਾ,
ਮੋਗਾ, ਫਿਰੋਜ਼ਪੁਰ, ਫਰੀਦਕੋਟ, ਬਠਿੰਡਾ, ਮਾਨਸਾ, ਸੰਗਰੂਰ, ਬਰਨਾਲਾ,
ਪਟਿਆਲਾ, ਪਠਾਨਕੋਟ, ਐਸ.ਬੀ.ਐਸ. ਨਗਰ ਅਤੇ ਫਾਜ਼ਿਲਕਾ।

ਨੰ: ਐਫ.ਈ.ਟੀ.ਬੀ./2018/115-158

ਮਿਤੀ: 5/7/2018

ਵਿਸ਼ਾ: ਜ਼ਿਲ੍ਹਾ ਬਿਊਰੋ ਅਤੇ ਕਾਰੋਬਾਰ ਦੇ ਰਾਹੀਂ ਵਿਦੇਸ਼ ਜਾਣ ਲਈ ਸੇਵਾਵਾਂ ਬਾਰੇ।

ਹਵਾਲਾ: ਇਸ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: ਐਫ.ਈ.ਟੀ.ਬੀ./2018/21-42 ਮਿਤੀ: 22.01.2018,
ਐਫ.ਈ.ਟੀ.ਬੀ./2018/68-89 ਮਿਤੀ: 13.04.2018 ਅਤੇ ਮੀਮੋ ਨੰ. 5831/942 ਮਿਤੀ 02.05.2018
ਦੀ ਲਗਾਤਾਰਤਾ ਵਿੱਚ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਅਤੇ ਹਵਾਲੇ ਅਧੀਨ ਪੱਤਰਾਂ ਦੀ ਲਗਾਤਾਰਤਾ ਵਿੱਚ ਆਪ ਨੂੰ ਭਾਰਤ ਸਰਕਾਰ ਕੋਲ
ਰਜਿਸਟਰਡ ਰਿਕਰੂਟਿੰਗ ਏਜੰਟਾਂ ਦੀ ਲਿਸਟ ਭੇਜਦੇ ਹੋਏ ਲਿਖੀਆਂ ਜਾਂਦਾ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਏਜੰਟਾਂ ਤੋਂ ਇਲਾਵਾ ਕੋਈ ਵੀ ਏਜੰਟ
ਨੌਜਵਾਨਾਂ ਨੂੰ ਕੰਮ ਲਈ ਵਿਦੇਸ਼ ਨਹੀਂ ਭੇਜ ਸਕਦਾ। ਇਨ੍ਹਾਂ ਤੋਂ ਇਲਾਵਾ ਜੇਕਰ ਕੋਈ ਵੀ ਏਜੰਟ ਆਪ ਦੇ ਜ਼ਿਲ੍ਹੇ ਵਿੱਚ ਕੰਮ ਲਈ
ਕਿਸੇ ਵੀ ਵਿਅਕਤੀ ਨੂੰ ਵਿਦੇਸ਼ ਵਿੱਚ ਭੇਜਣ ਦੀ ਕੋਸ਼ਿਸ਼ ਕਰਦਾ ਹੈ ਤਾਂ ਉਸ ਵਿਰੁੱਧ ਸਖ਼ਤ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇ। ਇਹ ਲਿਸਟ
ਲਗਾਤਾਰ ਅੱਪਡੇਟ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਅਤੇ ਇਹ www.emigrate.gov.in ਪੋਰਟਲ ਤੋਂ ਪ੍ਰਾਪਤ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।

ਨੱਥੀ: ਉਪਰੋਕਤ ਅਨੁਸਾਰ

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

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Punjab Ghar Ghar Rozgar and Karobar Mission Society
(PGRKAM)

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Memorandum of Association of Ghar Ghar Rozgar and Karobar Mission Society

Preamble

The government of Punjab is duly bound to assist in providing a job to every household in the State of Punjab. It has launched Ghar Ghar Rozgar scheme which aims to help youths of the State to provide employment opportunities which would further improve the standard of life of the Citizens of the State. In pursuance of the attainment of the objectives of the Scheme the Government is launching the Ghar Ghar Rozgar and Karobar Mission.

The Mission would be a single point within the Government to formulate and steer various employment generation initiatives of the Government of Punjab. The Mission will bring necessary synergy, oversight and effective coordination in the implementation of various employment generation schemes across the Departments.

It has been decided to setup the Mission as a Society and provide it Legal entity by getting it registered under the Societies Registration Act, 1860.

1. Name of the Society: The name of the Society shall be “Punjab Ghar Ghar Rozgar and Karobar Mission Society (PGRKAM)”.

2. Registered Office of the Society: The Registered office of the Society shall be situated at Chandigarh/ Mohali.

3. Aims and Objectives:

A. The main aims of the Society are:

- (i). To create necessary framework to facilitate Wage and Self-employment for the unemployed people of the State of Punjab.
- (ii). To improve employability through skill training/ skill up-gradation.
- (iii). To identify areas having potential for employment generation and to harness that potential with government intervention.

B. The main objectives to be pursued by the Society are:

- (i). To create an exhaustive data base of Unemployed Household in the State of Punjab. Also to create all such databases as may be necessary for the purpose of employment generation. Creating web portals for generating and managing such data. Conducting surveys etc. for creation of such database.
- (ii). To develop and promote an eco-system amongst all stakeholders, which is conducive to employment Generation.
- (iii). To enable the establishment of flexible delivery mechanisms that respond to the characteristics of a wide range of needs of all stakeholders;
- (iv). To promote public-private partnership models (Including CSR) to encourage private sector initiatives in the field of Employment Generation.
- (v). To plan and set targets including preparation of State Employment Plan and District Employment Plan.

- (vi). To develop and oversee the functionalities of Ghar Ghar Rozgar portal which will facilitate the registration of all eligible job seekers registration of job providers and organizing job fairs etc. online either in-house or through professional firm via project Management Consultant(s).
- (vii). To facilitate the job seekers for placement in Govt./ Private Jobs/ Overseas Employment and Skill training as per the aptitude and skills of the Job seeker.
- (viii). To facilitate Punjab Youth in Overseas Study and to undertake such ancillary activities may lead to fulfillment of this object.
- (ix). To do social mobilization of the Job seekers with focus on Unemployed Household.
- (x). To conduct and support Research and Development in the Employment Generation Sector(s) to learn from innovative and emerging trends globally for improving rate of employment.
- (xi). Establishing call centers and keeping consultants for culling out and managing data regarding unemployment/ employment for pushing employment generation program with vigor.
- (xii). To co-ordinate and monitor the 22 District Bureaus of Employment and Enterprises (DBEE's) formed in the districts.
- (xiii). To take such actions, incidental, ancillary or conducive to the attainment of the objects stated above or any other similar object, as per requirement prescribed by Central Government or State Government or any other organization.

4. Governing Council:

The Governing Council, constituted in accordance with the Rules and Regulations of the Society, shall be the Apex decision making body, and shall be responsible for approving the broad vision and framework for skill development in the state and long term objectives and goals for the Society. The Governing Council shall have following members:

(i).	Chief Minister	Chairman
(ii).	Minister, Employment Generation and Training	Vice Chairman
(iii).	Finance Minister	Member
(iv).	Minister, Industries and Commerce	Member
(v).	Chief Secretary,	Member
(vi).	Administrative Secretary, Department of Employment Generation and Training	Member
(vii).	Administrative Secretary, Department of Finance	Member
(viii).	Administrative Secretary, Department of Labour	Member
(ix).	Administrative Secretary, Department of Industries and Commerce	Member
(x).	Administrative Secretary, Department of Technical Education and Training	Member
(xi).	Mission Director, PGRKAM	Member Convener
(xii).	Any other person nominated by the Chair	Member

We, the several persons whose names and addresses are given below, having associated and declared to form a Society under the Societies Registration Act 1860, This.....(month).....(dated), 2018 (year) at Chandigarh (Place).

S.No	Name	Designation	Designation in PGRKAM	Signature
(i)		Chief Minister	Chairman	
(ii)		Minister, Employment Generation and Training	Vice Chairman	
(iii)		Finance Minister	Member	
(iv)		Minister, Industries and Commerce	Member	
(v)		Chief Secretary,	Member	
(vi)		Administrative Secretary, Department of Employment Generation and Training	Member	
(vii)		Administrative Secretary, Department of Finance	Member	
(viii)		Administrative Secretary, Department of Labour	Member	
(ix)		Administrative Secretary, Department of Industries and Commerce	Member	
(x)		Administrative Secretary, Department of Technical Education and Industrial Training	Member	
(xi)		Mission Director, PGRKAM	Member Convener	

RULES AND REGULATIONS OF GHAR GHAR ROZGAR AND KAROBAR MISSION SOCIETY (GGRKMS)

1. Introduction

- (i). The Society shall be known as 'Punjab Ghar Ghar Rozgar and Karobar Mission Society'.
- (ii). The Registered Office of the Society shall be situated at Chandigarh/ SAS Nagar, Mohali.
- (iii). The Society was formed on.....
- (iv). The Society is within the jurisdiction of the Registrar of Societies, Government of Punjab.
- (v). These rules may be called "Rules of the Society-Ghar Ghar Rozgar and Karobar Mission Society.
- (vi). The aims and main objects of the Society shall be as set out in the Memorandum of Association.
- (vii). In these Rules and Regulations, the language shall be interpreted according to its ordinary meaning provided, however, that unless the context necessarily indicates otherwise.

2. Definitions for the purpose of these Rules and Memorandum of Association of the Society are;

- (i). 'Rule' means any of the rules, regulations and bye laws of the Society, set out herein or in Memorandum of Association.

- (ii). 'Society' means the "Ghar Ghar Rozgar and Karobar Mission Society" as registered under Societies Registration Act 1860.
- (iii). 'Act' means the Societies Registration Act, 1860.
- (iv). 'Mission' means Ghar Ghar Rozgar and Karobar Mission.
- (v). 'Governing Council' means Committee as per Section 2 of the Societies Registration Act, 1860 to which the management of the affairs of the Society "Ghar Ghar Rozgar and Karobar Mission Society" shall be entrusted.
- (vi). 'General Body' of the Society shall mean the body consisting of the members of the Governing Council together with other categories of members mentioned hereinafter.
- (vii). 'Chairman' means the Chairman of the Governing Council.
- (viii). "Mission Director" means the administrative head of the Society appointed by the Government for overseeing various day to day functions of the Mission.
- (ix). 'Vice Chairman' means the Vice Chairman of the Governing Council.
- (x). Secretary of Society means Mission Director of Society.
- (xi). 'State Government' means the Government of the State of Punjab
- (xii). 'Annual General Meeting' means the meeting of the members of the Society held once in a Year within six months after closing of the financial year of the Society for adopting the accounts of the Society, appointing auditors and discussing such other issues as may be brought before the meeting.
- (xiii). 'Registrar' means Registrar under the Society Registration Act, 1860.
- (xiv). 'Special Resolution' means resolution passed by a majority of not less than three fourth of Society members present and entitled to vote as are present in person or by proxy at a General Body with a notice of not less than 15 days specifying the intention to propose the resolution as been duly given.
- (xv). SSAC means 'State Steering and Advisory Committee' a Committee at the State level for laying down policies, guidelines, regulations and rules for the Society.
- (xvi). 'Year' means the period commencing from the 1st April and ending on the 31st March.

3. General Body of the Society:

- (i). The General Body of the Society shall be composed of members of the Governing Council together with such persons, from public can private bodies and individuals of ability or experience, subscribing to the aims and objects of the Society as may be nominated by the Governing Council and approved by the State Government, provided, however, that it will also be open for the State Government to nominate any individual as a member of the Society. Till the time the State Government appoints these persons, the Governing Council would function as the General Body of the Society.
- (ii). The Society shall keep a roll of members with their addresses and occupations and every member shall sign the same.
- (iii). If a member of the Society changes his address, he shall notify his new address to the Secretary and the entry in the roll shall be changed accordingly. If such member fails to notify his address, the address in the rolls of the Society shall be deemed to be his address.
- (iv). Should any ex-officio or institutional member of the Society be unable to attend

or prevented from attending a meeting of the Society, the respective member and the parent organization shall be at liberty to appoint a substitute in his place for that meeting of the Society. Such a substitute shall have all the rights and privileges of a member of the Society for that meeting.

- (v). When a person is appointed as a member of the Society by reason of the office of appointment he holds, his membership of the Society shall terminate when he ceases to hold that office or appointment. The respective parent organization shall, however, be entitled to remove their nominee at any time from membership of the Society and appoint others in his place.
- (vi). Member of the Society shall hold the office for a period not more than four years or as may be prescribed by the Society at the time of their appointment or at any time thereafter.
- (vii). The Society may, notwithstanding anything contained in sub-rule (b) above, terminate the membership of any member or one and the same time the membership of all members. Upon such termination, the vacancies shall be filled in accordance with the relevant provisions of the Rules. The members, whose membership is so terminated, shall be eligible for reappointment.
- (viii). A member of the Society shall lose his/her membership on the following grounds and reasons and the Governing Council is empowered to take such decisions:
 - a) If he/she does not attend three consecutive meetings of the Society without sufficient cause or leave of absence granted to him/her by the Chairman;
 - b) If he/she dies, resigns, becomes of unsound mind or insolvent and is convicted of a criminal offence involving moral turpitude;
 - c) If the tenure of his/her respective office as prescribed in these Rules and Regulations terminates.
 - d) If he/she is hindrance in the achievements of the aims and objective of the Society.
- (ix). The resignation of a member shall be tendered to the Society through the Secretary and shall not be effective till it has been accepted in writing by the Chairman of the Governing Council on behalf of the Society.
- (x). A vacancy in the membership caused by any of the reasons mentioned above may be filled up by the Society.

4. Meetings of the Society

There shall be two meetings of the Society, namely:

- (i). Annual General Meeting
- (ii). Extra Ordinary General Meeting

- (i). The Annual General Meeting of the Society shall be held not later than six months after the expiry of each financial year at such date and time and place as may be determined by the President in consultation with the Governing Council.

The business of the Annual General Meeting shall be:

- a) To receive and adopt the audited statements of accounts prepared for the preceding financial year and the annual report of the Society:

- b) To consider the budget estimates and the action plan of the Society for the next financial year prepared by the Secretary and approved by the Governing Council, and to adopt the same;
- c) To appoint auditors of the Society; and
- d) To transact such other business which may be brought before the meeting by the Governing Council.

(ii). The Chairman can at any time summon an extraordinary general meeting of the Society, if considered necessary for transacting business of important nature or if so requisitioned by not less than three members of the Society by request in writing and specifying the reasons for the requisition within one month from the date of request of requisition.

Except as otherwise provided in these Rules and Regulations, all meetings of the Society shall be called by notice under the hand of the Secretary who shall act accordance with the directions of the Chairman in this regard.

Every notice calling meetings of the Society under Rule 17 shall state the date, time and place at which such meeting will be held and be served upon every member of the Society not less than 7 clear days before the day appointed for the meeting.

The accidental omission to give or non-receipt of such notice by any member shall not in validate the proceedings of any such meeting.

A notice may be served upon any member of the Society either personally or by sending it by post in an envelope addressed to such member at his address as mentioned in the roll of members.

Any notice so served by post shall be deemed to have been served on 4th day following that on which the envelope containing the same was posted, provided that the envelope containing such notice was properly addressed and duly posted.

Every meeting of the Society shall be presided over by the Chairman/ Vice-Chairman and in their absence, by a member chosen to preside over that particular meeting,

One-third of the total members of the Society present in person shall form a quorum at every meeting of the Society. Where the quorum is not present within half an hour after the time fixed for the meeting of Governing Council, the meeting shall stand adjourned and may be held at the same place after half an Hour following the adjournment. No quorum shall be necessary for such adjourned meeting.

Subject to the provisions contained in Rules above, all disputed questions at the meeting of the Society shall be determined by majority of votes.

Each member of the Society shall have one vote,

In case of equality of votes for and against a particular issue, the Chairman shall have a casting vote.

The Society shall cause minutes of all proceedings of its Annual General Meetings, and

of its Extra Ordinary General Meetings to be entered in a Minutes Book kept for the purpose.

Any such minutes, if purporting to be signed by the Chairman of the meeting at which the proceedings were held or by the Chairman of the next succeeding meeting, shall be evidence of the proceedings.

The minutes book shall be kept at the Registered Office of the Society and shall during business hours be open to inspection of any member free of charge.

In respect of the following business of the Society a special resolution as per the provisions of the Act would be required to be passed:

1. Amendment of the Memorandum of Association and Rules Regulations;
2. Change in the name of the Society, subject to approval of the Registrar.
3. Amalgamation and division of the Society:
4. Manner of distribution of any property left undistributed on dissolution of the Society.

A copy of the special resolution shall be filed with the Registrar within 30 days from the date of passing of such resolution signed by the Secretary of the Society.

5. Governing Council:

- (i). The affairs of the Society shall be administered, directed and controlled by a Governing Council in accordance with its Rules and Regulations.
- (ii). The members of the Governing Council shall become ipso facto members of the Society on their admission.

6. Composition of the Governing Council:

The Governing Council of the Society shall have the following members:

(i)	Chief Minister	Chairman
(ii)	Minister, Employment Generation and Training	Vice Chairman
(iii)	Finance Minister	Member
(iv)	Minister, Industries and Commerce	Member
(v)	Chief Secretary,	Member
(vi)	Administrative Secretary, Department of Employment Generation and Training	Member
(vii)	Administrative Secretary, Department of Finance	Member
(viii)	Administrative Secretary, Department of Labour	Member
(ix)	Administrative Secretary, Department of Industries and Commerce	Member
(x)	Administrative Secretary, Department of Technical Education and Training	Member
(xi)	Mission Director, PGRKAM	Member Convener
(xii)	Any other person nominated by the Chair	Member

The tenure of the Governing Council shall be for a period of not more than four years, and the outgoing members shall be eligible for reappointment.

The ex-officio and nominated members of the Governing Council shall hold their office by virtue of being the nominees on behalf of their respective parent organizations. Their membership of the Governing Council shall automatically terminate in case they cease to be in that office or appointment by reason of which they hold membership in the Society or if they are removed by their respective nominating organization from membership of the Society. The respective nominating organization shall have power to nominate others as their representative instead of the previous ones.

The members of the Governing Council, except the ex-officio members, shall lose his/her membership on the following grounds and the Governing Council is empowered to take such decision;

- (i). if they do not attend three consecutive meetings of the Governing Council without sufficient cause or leave of absence granted to them by the Chairman;
- (ii). if they resign, become of unsound mind or insolvent and are convicted of a criminal offence involving moral turpitude;
- (iii). if in the opinion of the Society, continued association of any member is not conducive to the interest of the Society and an order in writing is made to that effect.

Upon such termination of membership, the vacancies shall be filled in accordance with the relevant Rules and Regulations of the Society.

The resignation of a member of the Governing Council shall be tendered to the Secretary and shall not be effective till it has been accepted in writing by the Chairman of the Governing Council on behalf of the Society.

7. Powers, Functions and Responsibilities of the Governing Council:

The Governing Council will be the highest body, and will decide on and approve policy matters related to the project including inter- departmental issues. The decisions taken at this council will be final and would not require reference to be made to any specific department for approval.

The Governing Council shall abide by any instructions issued by the State Government in respect of any matter related to implementation of the employment generation Activities.

- (i). To enter into collaborations, MoUs, partnerships, agreements and contracts with Indian and/or foreign individuals, companies or other organizations for delivery and generation of employment in any sector.
- (ii). To acquire, transfer, sell, purchase of equipment and for technical, financial or any other assistance for carrying out all or any of the objects of the Society.
- (iii). To enter into any agreement with any Government or authorities (Municipal/local or otherwise) or any corporations, companies, or persons which may seem conducive to the Society's objects or any of them and to obtain from any such

Government authorities, corporations, companies, societies or persons any contracts, rights, privileges and concessions which the society may think desirable.

- (iv). To hire professionals, consultants and other specialized agencies as found necessary for efficient delivery of skills and handling and conduct of the business of the society.
- (v). To take all the steps necessary to fulfill the objectives of the Society for the overall benefit of the citizens and public in the State of Punjab. To do all such other lawful things as may be necessary, incidental or conducive to the attainment of the above objectives;
- (vi). To lend or deposit moneys belonging to or entrusted to or at the disposal of the Society and others having dealings with the society with or without security, upon such terms as may be thought proper and to guarantee the performance of contracts by such person(s) or company(ies) provided that the Society shall not carry on banking business as defined in Banking Companies Regulation Act, 1949;
- (vii). To borrow and raise money with or without security or to receive money and deposit on interest or otherwise in such manner as the Society may deem fit;
- (viii). To establish and maintain any agencies and franchises in the State for the conduct of the business of the Society.
- (ix). To apply for tender, purchase or otherwise require any contracts and concessions for or in relation to the construction, execution, carrying out, equipment, improvement, management, and administration.
- (x). To let out on hire all or any of the properties and assets of the Society;
- (xi). To invest, apply for and acquire, or otherwise employ moneys belonging to or entrusted to or at the disposal of the Society upon securities and shares or without securities upon such terms as may be thought proper and from time to time and vary such transactions in such manner as the Society may think fit.
- (xii). To create any fund such as reserve fund, sinking fund, insurance fund or any special or other fund whether for depreciation or for repairing, improving, extending or maintaining any of the properties of the Society and to transfer any such fund or part thereof to any of the other funds here in mentioned.
- (xiii). To create posts of various classifications and provide for the methods of appointment and terms and conditions of services of consultants.
- (xiv). To promote healthy competition among the staff and to introduce reward system, a suitable mechanism shall be evolved & implemented. The incentives in terms of Career Growth, Monetary benefits and awards shall be designed by the Society.
- (xv). To promote innovation in Employment Generation and to create/build any such mechanism/projects for improvement of quality & quantity of all such process/resources/systems identified or deemed fit to society.
- (xvi). To keep professional/ firms having expertise in audit, accounts, legal issues etc. for smooth functioning of the Mission/ Society.
- (xvii). Any other purpose(s) that the Governing Council may from time to time define/ prescribe.
- (xviii). In the event of any matter not being provided for herein, the Governing Council has the power to make bye-laws, as it deems necessary, with the approval of General Body of the Society.

- (xix). The Governing Council shall be the sole authority for resolving any doubts as to the interpretation of these provisions and its ruling shall be final and binding.
- (xx). To fix, levy and receive such fees and other charges for service rendered by the Society;
- (xxi). To consider and pass such resolution on the annual report, the annual account and the financial estimates of the Society as it thinks fit;
- (xxii). To appoint committee or committees for disposal of any business of the Society or for advice in any matter pertaining to the Society;
- (xxiii). To allow excess expenses than what are allotted as annual grant to Society by the Government;
- (xxiv). Provided that the Chairman shall have power to allow such actions to be taken as may be imperative for smooth functioning of Society and they could later be got approved through Governing Council ex-post facto.
- (xxv). The power to frame Rules/Regulations shall rest with the Governing Council.

Subject to the provisions of the Act, no member of the Governing Council shall be held personally liable for any loss damage or harm that may be caused by reason of any act or omission done by him in good faith, in course of discharging his functions and powers.

No member of the Governing Council shall in that capacity be entitled to receive remuneration except travel allowance for attending the meeting the quantum for which shall be fixed from time to time by the Governing Council.

8. Meetings of the Governing Council:

- (i). The meetings of the Governing Council shall be held as frequently as is considered necessary by the Chairman but in any case not less than one meeting every year for considering the progress of the Society, solving problem, if any, that may arise in the way of achieving the desired aims and objects as mentioned in the Memorandum of Association of the Society and planning future course of action.
- (ii). The agenda for all meetings shall include confirmation of the minutes of the preceding meeting, shall be prepared by the Secretary in consultation with Chairman.
- (iii). Members of the Governing Council shall be served notice in writing 7 days before the date of all the meetings. The Chairman shall have powers to reduce the notice period if the circumstances so warrant.
- (iv). The notice of the meeting shall set out the date, time and venue of the proposed meeting of the Governing Council and shall be accompanied by the agenda of the meeting.
- (v). Any accidental omission and /or non-receipt of the notice for any meeting shall not itself invalidate the proceedings of any meeting of the Governing Council.
- (vi). The Governing Council may frame such bye laws as it may deem necessary for holding and conduct of its meetings.
- (vii). The Chairman shall preside over all the meetings of the Governing Council.
- (viii). All questions in the meeting of the Governing Council where unanimity cannot be reached, shall be decided by a majority of votes.
- (ix). In case of equality of votes for and against a particular issue, the Chairman shall

- have a casting vote in addition to his ordinary vote.
- (x). The quorum for all the meetings of the Governing Council shall be one third of the total number of its members.
 - (xi). Where the quorum is not present within half an hour after the time fixed for the meeting of Governing Council, the meeting shall stand adjourned and may be held at the same place after half an hour following the adjournment. No quorum shall be necessary for such adjourned meeting.
 - (xii). The Chairman of the Governing Council may himself call or by resolution in writing signed by him require the Member Secretary to call a meeting of the Governing Council at any time.

9. State Steering and Advisory Committee: Composition

The Society shall have a State Steering and Advisory Committee. The State Steering and Advisory Committee headed by the Minister of Employment Generation and Training and will include Government Officials. The committee will be responsible for monitoring the work of Mission. The Mission Director will be the Member Convener of the Committee. The State Steering and Advisory Committee will meet as and when required but at least twice in one year. The State steering and Advisory Committee will have the following members:

(i)	Minister, Employment Generation and Training	Chairman
(ii)	Administrative Secretary, Department of Employment Generation and Training	Member
(iii)	Administrative Secretary, Department of Technical Education & Industrial Training or his representative not below the rank of Additional Secretary	Member
(iv)	Administrative Secretary, Department of Industries and Commerce or his representative no below the rank of Additional Secretary.	Member
(v)	Administrative Secretary, Department of Finance or his representative not below the rank of Additional Secretary	Member
(vi)	Mission Director, Punjab Skill Development Mission	Member
(vii)	Mission Director, Punjab Ghar Ghar Rozgar and Karobar Mission	Member Convener

The Chairman may nominate any other person(s) as special invitee in the meeting of the Steering Committee. Quorum shall be 3 members.

10. Powers, Functions and Responsibilities of State Steering and Advisory Committee

The following functions will be carried out by the State Steering Committee:

- (i). To provide leadership and guidance to the Mission and monitoring of the project;
- (ii). To review the project progress and suggest remedial actions to Governing Council;
- (iii). To prepare and execute plans and programs and to carry on the administration and management of the Society;
- (iv). To prepare and maintain accounts and other relevant records and annual statements of accounts including the Balance sheet of the Society;

- (v). To approve schemes that the Mission Director may want to implement for achieving the objects of the Society;
- (vi). To approval of annual action plan and Budget.

11. Program Management Unit (PMU):

The Program Management Unit will primarily be responsible for the day- to day management of the project and will be headed by a Mission Director. The Mission Director will be a professional with minimum fifteen years of experience in the field of marketing/ skilling/ employment generation/manufacturing relevant projects and should not be more than 45 years of age or he would be an IAS/ PCS officer.

The roles and responsibilities of the Mission Director will include:

- (i). To guide, supervise and coordinate the activities and core functions of the members of the PMU;
- (ii). To review the Annual plans and provide directions;
- (iii). To prepare Action Plans to overcome constraints;
- (iv). To flag the policy gaps and identifying critical issues in programme implementation and submit them to the SSAC for the consideration, and take actions to address the constraints at appropriate level;
- (v). To design and Finalize the HR requirements of the Mission for executing the Tasks;
- (vi). To implement the Overall strategic planning and implementation strategies;
- (vii). To make schemes (along with proposed appropriate expenses) for achieving aims of the Mission and get them approved from SSAC and then implement them;
- (viii). To hire on contract or outsourcing such staff or consultants or firms as may be needed for achieving the aims of the Mission and get them approved from SSAC.
- (ix). To run the Society by engaging 2-3 employees in ex-officio capacity from Department of Employment Generation and Training and keeping in view requirement of qualified manpower, some employees/staff may be engaged on contract basis using the sanctioned funds available with the Society.

12. Authorities of the Society:

The following shall be the authorities of the Society:

- (i). The Chairman of the Governing Council.
- (ii). The Governing Council.
- (iii). Chairman of State Steering and Advisory Committee.
- (iv). The Member Secretary of the Society, who shall also be Member Secretary of the Governing Council who would be the Mission Director.
- (v). Mission Director.

Governing Council shall have powers to appoint financial and other committee(s)/ sub-committee(s) and set up Unit(s)/Cell(s) for carrying out the objectives of the Society, and by resolution, delegate to the committee(s) or sub- committee(s) so constituted such of its powers for conduct of business as it may deem necessary.

13. The Chairman:

The Chairman of the Governing Council shall be the Chief Minister Punjab.

The Chairman shall have the following powers, functions and responsibilities:

- (i). The chairman shall provide vision to the Society and lead the Ghar Ghar Rozgar and Karobar Mission;
- (ii). The Chairman may direct the Secretary to call a special meeting at a short notice in case of emergency;
- (iii). The Chairman shall see that the affairs of the Society are run efficiently in accordance with the provisions of the Memorandum of Association, Rules & Regulation and bye laws of the Society as may be framed;
- (iv). On such matters, which the Chairman thinks are of sufficient importance and urgency and cannot wait for being placed in the next meeting of the Governing Council, and which he anticipates would get the approval of the Council, the Chairman shall take decisions and place the same before the Governing Council at its next meeting;
- (v). The Chairman shall be the sole and absolute authority to judge the validity of the votes cast by the members of the Governing Council and General Body;
- (vi). The Chairman may in writing delegate such of his powers as he may consider necessary to the Secretary;
- (vii). The Chairman shall be entitled to invite any other person to attend the meeting of the Governing Council but such person shall not have power to vote;
- (viii). The Chairman shall have the authority to review periodically the work and progress of the Society and to order in queries in to the affairs of the Society and to pass necessary orders on the recommendations of the Inquiry committee;
- (ix). The Chairman shall plan, direct and coordinate the overall working, of the Society.

14. The Member Secretary of the Governing Council:

The Mission Director will be Member Secretary to the Society as well as the Governing Council and shall prepare agenda for the meetings of the General Body and Governing Council and SSAC and convene such meetings, keep a true and accurate record of the proceedings of the same and forward all such documents, papers and related information as may be required in the discharge of his duties.

The Secretary shall perform his duties and functions and exercise his powers under the overall direction, superintendence and control of the Chairman of the Governing Council under the Rules and Regulations, of the Society. The Mission Director would be competent to spend the grants/ finances received by the Society on such Programs and Schemes as are provided in Annexure 'A' or as are approved by SSAC. Mission Director would be competent to change expenditure from one head to another subject to the overall limit of the grant provided by the State.

15. Mission Director:

Mission Director will head the Mission and State Program Management Unit under the guidance of the Chairman, Executive Committee and shall perform all the functions and exercise all powers, which are listed there in or delegated to him from time to time.

- (i). To guide, supervise and coordinate the activities and core functions of the members of the PMU;
- (ii). To review the Annual plans and provide directions;
- (iii). To prepare Action Plans to overcome constraints;
- (iv). To flag the policy gaps and identifying critical issues in programme implementation and submit them to the PSC for the consideration, and take actions to address the constraints at appropriate level;
- (v). To design & finalize the HR requirements of the Mission for executing the Tasks;
- (vi). To implement the Overall strategic planning and implementation strategies;
- (vii). To plan, direct, co-ordinate, organize and supervise day to day work of the Society;
- (viii). To prepare concrete operational plan of action for the year together with the revolving action plan;
- (ix). To sanction and incur expenditure in accordance with the procedure laid down in the bye laws framed for the purpose and within the authority as may be delegated by the Governing Council;
- (x). To sign all deeds and documents for and on behalf of the Society;
- (xi). To sign all documents and proceedings requiring authentication by the Society;
- (xii). With the approval of the Governing Council delegate any of his powers and functions and duties to any member/staff of the Society, which are not inconsistent with the provisions of these rules;
- (xiii). Do all such things as may be required for day to day management and administration of the Society.

16. Funds of the Society

The Society will setup and manage a State Employment Generation and Development Fund. The sources would include:

- (i). Funds/Budget available under different schemes/projects including State Share of State Government Departments/Organizations as well as special budget grant to be released by FD. Till the time the Society starts to earn for itself, the State would give it a first time 6 monthly grant and then an annual grant as detailed in annexure 'A';
- (ii). Corporate Social Responsibility(CSR)Funds from companies and firms;
- (iii). Grants, contributions, and donations received by the Society from Government of India, State Governments, Public Sector Undertaking, Private Parties or any other sources;
- (iv). The Society may levy service charges or administrative charges for the schemes/projects to be facilitated, executed or implemented by it as may be fixed by the Governing Council from time to time;

All the funds of the society shall only be used for realization of the aims and objectives of the Society.

All funds shall be paid into accounts of the Society which shall be operated upon by such officer(s) as may be duly authorized by the Governing Council.

Subject to the provisions of the Act, and with the approval of Governing Council, any portion of the funds of the Society, not immediately required, may be invested or deposited.

- (i). in a special account opened by the Society for the purpose in a banking company as defined in the Banking(Regulation)Act,1949.
- (ii). in any other mode permitted by State Government in its instructions issued from time to time.
- (iii). If any net profit comes to the society, same will be deposited in the receipt head of Govt. of Punjab towards the end of every financial year.

17. Property of the Society:

- (i). All funds and assets transferred to the Society shall be at the disposal of the Society.
- (ii). All the properties of the Society shall be acquired and registered in the name of the Society.
- (iii). All funds and properties of the Society shall be used only for the aims and objectives of the Society.
- (iv). No property of the Society shall be disposed of except on the recommendations of the Governing Council. Disposal of any immovable property shall be approved by the Society as well.

18. Accounts and Audit:

- (i). The Society shall maintain proper accounts and other relevant records and prepare annual statements of accounts for each of the financial year ending 31st March in such form as may be prescribed by the auditors appointed by the Society.
- (ii). The audited accounts of the Society shall be placed before General Body within six months from the date of closing of financial year for approval and the reports shall be filed with the Registrar within three months from the date of conducting the General Body of the Society.
- (iii). Books of accounts of the Society shall be kept at the Registered Office of the Society and shall be open to inspection of any member free of charge during the business hours.
- (iv). The accounts of the Society shall be audited annually by Auditors of the Finance Department.
- (v). The audited Statements of Accounts together with the Audit Report shall be placed before the Governing Council for consideration and approval and there after the same shall be put up before the General Body for approval.
- (vi). Every member of the Society on an application made and payment of prescribed fees shall be entitled to receive a copy of the bye-laws, balance sheet and receipts and expenditure account.

19. Annual Report:

- (i). A draft of Annual report and the yearly accounts of the Society shall be prepared by the Secretary for consideration and approval of the Governing Council and shall thereafter be placed before the General Body at its Annual General Meeting for consideration and adoption;
- (ii). Copies thereof as finally approved by the Society shall be supplied to the members of the Society.
- (iii). The Books and Registers of the Society shall be kept ready for inspection by Registrar at all reasonable hours.

20. Alteration of the Aims and Objectives of the Society and the Rules and Regulations:

Whenever it appears to the Governing Council that it is advisable to alter, extend or abridge the aims and objects of the Society either wholly or partially, the Governing Council may take necessary action in accordance with the provisions of the Act.

21. Amalgamation with Other Societies:

If in the opinion of the Governing Council it is desirable to amalgamate the Society either wholly or partially with any other Society having similar aims and objects, it can be done as per the provisions of the Act.

22. Seal of the Society:

The Governing Council of the Society shall provide a seal and also its safe custody and the seal shall never be used except with the authority of Governing Council previously given and one member of the Council shall sign every instrument to which the seal is affixed and every such instrument shall be counter signed by the member Secretary/Mission Director or by some other person appointed by the Council.

23. Dissolution of the Society:

The Society shall not be dissolved without the consent of the State Government and upon such dissolution; the assets of the Society shall be dealt with in accordance with the provisions contained in the Societies Registration Act as applicable to the State of Punjab.

24. Submission of Annual List:

Once in every year a list of members shall be filed with the Registrar of Societies as per provisions of the Act.

25. Legal Proceedings:

The Society may sue or may be sued in the name of the Secretary of the Society as per provisions laid down under the Act.

26. Applicability Clause:

All the provisions of the Societies Registration Act, 1860 shall apply to this Society.

27. General:

The Society shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Society and notwithstanding any other vacancy in its body whether by non-appointment or otherwise and no act or proceedings of the Society or its Governing Council shall be deemed to be invalid merely for the reasons of any vacancy or defect in the constitution of the General Body, Governing Council or Committee as the case may be.

CERTIFIED THAT THIS IS THE CORRECT COPY OF THE RULES AND REGULATIONS OF THE SOCIETY.

Witnesses:

Members Governing Council

S.No	Name	Designation	Designation in PGRKAM	Signature
(i)		Chief Minister	Chairman	
(ii)		Minister, Employment Generation and Training	Vice Chairman	
(iii)		Finance Minister	Member	
(iv)		Minister, Industries and Commerce	Member	
(v)		Chief Secretary,	Member	
(vi)		Administrative Secretary, Department of Employment Generation and Training	Member	
(vii)		Administrative Secretary, Department of Finance	Member	
(viii)		Administrative Secretary, Department of Labour	Member	
(ix)		Administrative Secretary, Department of Industries and Commerce	Member	
(x)		Administrative Secretary, Department of Technical Education and Industrial Training	Member	
(xi)		Mission Director, PGRKAM	Member Convener	

ANNEXURE A

One time 6 monthly grant needed by Society upon its inception – period Oct 2018 to 31st March 2019 and Annual grant needed by the Society thereafter for the next 3 years

S.No.	Particulars	One time	Annual
1	HR Support for General work of Mission Foreign education & placement wing of Mission Data creation of Jobs (Call Centre, IVRS, others) Legal, audit & account functions	1 Cr	2 Cr
2	IT Support for Development & maintenance of portal	2 Cr	0.5 Cr
3	Expenses on ongoing job/melas, camps etc.	2 Cr	5 Cr
4	HR cost of running 22 Employment Bureaus	4 Cr	8 Cr
5	Running Cost of DBEE's (electricity, maintenance, stationery etc.)	1.50 Cr	3 Cr
6	Office creation and office Expenses (including stationery, vehicle/ vehicle expenses, electricity etc)	2 Cr	0.5 Cr
7	IEC & Advertisement	1 Cr	2 Cr
8	Survey for data creation	2 Cr	0.5 Cr
9	Call Centre for data creation & one stop shop information	1 Cr	1 Cr
10	Miscellaneous Expenses	0.5 Cr	0.5 Cr
TOTAL		17 Cr	23 Cr

Director General Employment Generation
Training Punjab cum-Mission Director
Punjab Ghar Ghar Rozqar and Karabar Mission, (PGRKAM)
Office S.C.0.47/1, Sector-17 E
Chandigarh (UT) - 160017
D.O No.PA/DEGT-20/2087/1-22
Date: 24-08-2020

Subject: Review of the performance of districts in Ghar Ghar Rozgar Program at the level of CPS/CM - implementation of innovative ideas in districts.

A video conference to review the progress of Ghar Ghar Rozgar Program of the Government and achievements of Employment facilitation activities of the districts was taken by CPS/CM with all Deputy Commissioners of Punjab on 29.7.2020. The minutes of the meeting are attached herewith for timely action on the points to be carried out by your district. I want to draw your immediate attention to point no 3.5 of the attached minutes according to which your district needs to implement at-least one innovative idea in a month to make the working of DBEE more effective. In addition to complying with the decisions taken in the meeting dated 29.7.2020, you are required to share the Innovative Idea implemented in your district in the month of August 2020 before 1.9.2020 at mail l'd pgrkam.degt@gmail.com. The information may include the need for implementation of the Idea, the process of implementation, the intended outcome and actual outcome in addition to any other information that you would like to share. The above information must be shared before the given timeline as the same is as to be put up before CPS to CM on 2.9.2020.

Enclosed: minutes of meeting dated 29.7.2020.

Yours Sincerely,

(Harpreet Singh Sudan)

All the Deputy Commissioners,
State of Punjab.

Minutes of the video Conference held at Punjab Civil Secretariat on 29.7.2020 to review the progress of Ghar Ghar Rozgar Program of the Government:

A video conference to review the progress of Ghar Ghar Rozgar Program of the government in general and the achievements of Employment Department for the period 23.5.2020 to 24.7.2020 in particular was taken by CPS/CM with all Deputy Commissioners of Punjab on 29.7.2020 at Punjab Civil Secretariat, Chandigarh.

2.0 Following were present:

- 2.1. Sh. Tejveer Singh, IAS Principal Secretary to CM
- 2.2. Sh. Rahul Tewari, IAS, Secretary, Employment Generation, Skill Development and Training
- 2.3. Sh. Gurkirat Kirpal Singh, IAS, Special Principal Secretary to CM
- 2.4. Sh. Harpreet Singh Sudan, IAS, Director, Employment Generation, Skill Development and Training - cum- Mission Director, Punjab Ghar Ghar Rozgar & Karobar Mission
- 2.5. Sh. Jatinder Jorwal, IAS, Additional Principal Secretary to CM-cum- Additional CEO, Punjab Infotech

3.0 After detailed discussion, the following decisions were taken:

- 3.1. All districts would collect vacancies as per the targets for September Mega Rozgar Mela and would ensure placements as per the targets.
- 3.2. All DCs would do weekly meetings to ensure that the 8 months' targets (for period 1.8.2020 to 31.3.2021) are met.
- 3.3. All districts would mobilize and reach out to poorest of the youth seeking employment through all such ways as are possible during the ongoing pandemic of Covid-19.
- 3.4. All districts would focus on extensive Self-Employment loan distributions in the months of October and November. For this, the districts would do all planning in months of August and September.
- 3.5. All districts would implement one innovative idea per month in their DBEE during the next two months to make the working of DBEE more effective (the cue was taken from the innovation done by DC Hoshiarpur regarding getting QR code posters of PGRKAM pasted at conspicuous places in the district).
- 3.6. Entree would connect with VLEs (Village Level entrepreneurs) for maximum registration of youth of Punjab. The same would be done by holding regular meetings with the District Coordinators of the CSC-VLE a Program.
- 3.7. The DCs would use concerned HR machinery available with them to make WhatsApp groups with sarpanches/ panches of every village and use it to disseminate information on Ghar Ghar Rozgar Mission and to collect the details of poorest youth of village and further facilitate their employment.

4.0 It was also decided that the following would be got implemented | 1by the Employment Generation Department:-

- 4.1. Together SOP of September Rozgar Mela vetted from Health Department.
- 4.2. Regarding disbursement of self-employment loans as per targets, an agenda would be taken in ensuing SLBC meeting.

Meeting ended with vote of thanks to the Chair & with decision that follow-up VC will be taken by CPS/CM on 8.10.2020.

CPS/CM

ਵਿਸ਼ਾ: ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਪੋਰਟਲ ਤੇ ਵਸਤੂ ਅਤੇ ਸੇਵਾ ਕਰਦਾਤਾ (Goods & Service Tax Payers) ਦੀ ਰਜਿਸਟਰੇਸ਼ਨ ਸਬੰਧੀ।

ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਮਿਸ਼ਨ ਦੇ ਤਹਿਤ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ ਵੱਲੋਂ ਪ੍ਰਾਰਥੀਆਂ ਅਤੇ ਨਿਯੋਜਕਾਂ ਨੂੰ ਸਾਂਝਾ ਮੰਚ ਮੁਹੱਈਆ ਕਰਵਾਉਣ ਦੇ ਮਾਧਿਅਮ ਨਾਲ ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਸਟੇਟ ਪੋਰਟਲ www.ghargharrozgar.punjab.gov.in ਫਰਵਰੀ, 2018 ਨੂੰ ਲਾਂਚ ਕੀਤਾ ਗਿਆ। ਇਸ ਪੋਰਟਲ ਤੇ ਰੋਜ਼ਗਾਰਦਾਤਾ ਬਗੈਰ ਕਿਸੇ ਵਿੱਤੀ ਖਰਚ ਦੇ ਆਪਣੀ ਲੋੜ ਮੁਤਾਬਿਕ ਪ੍ਰਾਰਥੀ ਚੁਣ ਸਕਦਾ ਹੈ। ਪੰਜਾਬ ਸੂਬੇ ਦੇ ਰੋਜ਼ਗਾਰ ਦੇ ਚਾਹਵਾਨ ਪ੍ਰਾਰਥੀ ਆਪਣੇ ਆਪ ਨੂੰ ਇਸ ਤੇ ਮੁਫਤ ਰਜਿਸਟਰ ਕਰ ਸਕਦੇ ਹਨ।

2. ਇਸ ਸਮੇਂ ਪੋਰਟਲ ਤੇ ਬੇਰੁਜ਼ਗਾਰ ਪ੍ਰਾਰਥੀਆਂ ਦੀ ਗਿਣਤੀ 2.5 ਲੱਖ ਤੋਂ ਉਪਰ ਹੈ ਅਤੇ ਇਨ੍ਹਾਂ ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਰੋਜ਼ਗਾਰ ਮੁਹੱਈਆ ਕਰਵਾਉਣ ਲਈ ਪੋਰਟਲ ਤੇ ਵੱਧ ਤੋਂ ਵੱਧ ਨਿਯੋਜਕ/ਉਦਯੋਗਾਂ ਨੂੰ ਰਜਿਸਟਰ ਕਰਨ ਦੀ ਲੋੜ ਹੈ। ਇਸ ਸਮੇਂ ਪੋਰਟਲ ਤੇ ਕੇਵਲ 3843 ਨਿਯੋਜਕ ਹੀ ਰਜਿਸਟਰਡ ਹਨ। ਜੇਕਰ ਵਸਤੂ ਅਤੇ ਸੇਵਾ ਕਰ ਅਦਾ ਕਰਨ ਵਾਲੇ ਅਦਾਰੇ ਪੋਰਟਲ ਤੇ ਰਜਿਸਟਰ ਹੋਣ ਅਤੇ ਆਪਣੇ ਕਾਮਿਆਂ ਦੀ ਮੰਗ ਪੋਰਟਲ ਰਾਹੀਂ ਜਾਣੂ ਕਰਾਉਣ ਤਾਂ ਪੋਰਟਲ ਦੀ ਵਰਤੋਂ ਕਰਨ ਵਾਲਿਆਂ ਲਈ ਬਿਹਤਰ ਹੋਵੇਗਾ ਅਤੇ ਵੱਧ ਵੱਧ ਬੇਰੁਜ਼ਗਾਰ ਪ੍ਰਾਰਥੀ ਰੋਜ਼ਗਾਰ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ ਪੋਰਟਲ ਨਾਲ ਜੁੜਨਗੇ।

3. ਜੇਕਰ ਆਪ ਪੰਜਾਬ ਦੇ ਵਸਤੂ ਤੇ ਸੇਵਾ ਕਰਦਾਤਾ ਨੂੰ ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਪੋਰਟਲ ਤੇ ਖੁਦ ਨੂੰ ਰਜਿਸਟਰ ਕਰਨ ਲਈ ਨਿਰਦੇਸ਼ ਦਿਓਗੇ ਤਾਂ ਮੈਂ ਆਸ ਕਰਦਾ ਹਾਂ ਕਿ ਸਰਕਾਰ ਦੀ ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਪਹੁੰਚਾਉਣ ਦੀ ਮੁਹਿੰਮ ਨੂੰ ਹੁੰਗਾਰਾ ਮਿਲੇਗਾ।

ਹਿੱਤੂ

(ਸਹੀ)
(ਡੀ.ਕੇ.ਤਿਵਾੜੀ)

ਸ਼੍ਰੀ ਐਮ.ਪੀ.ਸਿੰਘ, ਆਈ.ਏ.ਐਸ.,
ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ-ਕਮ-ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ ਕਰ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

Government of Punjab
Commissioner-Cum-Director Employment
Generation & Training and
Mission Director, Ghar Ghar Rozgar Mission
Office: S.C.O.47, 1st Floor.
Sector-17E, Chandigarh (UT)-160017
D.O.No PGRKAM/EGT/item No.13/19/5002
Dated ---21/02/2019

ਵਿਸ਼ਾ: ਪੰਜਾਬ ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਮਿਸ਼ਨ (PGRKAM) ਤਹਿਤ ਮੋਬਾਇਲ ਡਾਟਾ ਬੇਸ ਪ੍ਰਾਪਤ ਕਰਨ ਸਬੰਧੀ।

1. ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਇਸ ਦਫਤਰ ਦੇ ਪੱਤਰ ਨੰ: PGRKAM/EGT/17-18/2447 ਮਿਤੀ 24.1.19 ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਖੋਜ ਕਰਨੀ।
2. ਇਸ ਬਾਬਤ ਮੁੜ ਬੇਨਤੀ ਹੈ ਕਿ ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਾਰੇ Jobseekers ਅਤੇ employers ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਲਈ ਮਾਣਯੋਗ ਮੁੱਖ ਮੰਤਰੀ-ਕਮ-ਚੇਅਰਮੈਨ PGRKAM ਨੂੰ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ proposal ਭੇਜੀ ਗਈ ਸੀ:-

Item No. 13” Creation of database of jobseekers & job providers

1. PGRKAM society needs to reach every household of Punjab in order to ascertain and then facilitate needs of potential beneficiaries w.r.t. employment services. One of the ways to do this is through calling the entire mobile database of Punjab State. PGRKAM would be able to generate a database divided into three components through this exercise. A Jobseekers B. Job Providers C. Others. This will further help in facilitation of handholding between the jobseekers and job providers in addition to reaching out to every household of Punjab.
2. Government Council may allow Mission to get this database from Intelligence Department, Govt of Punjab to work as per S. No, 1 of this Agenda Item.
3. Item No. 13 is for approval of the Governing Council.”

ਉਪਰੋਕਤ Proposal ਤੇ ਮੁੱਖ ਮੰਤਰੀ ਜੀ ਵੱਲੋਂ ਹੇਠ ਅਨੁਸਾਰ ਪ੍ਰਵਾਨਗੀ ਦਿੱਤੀ ਗਈ:-

“A perusal of the proposal at XI, X2 and X3 at NP/1 reveals that these tasks are necessary to increase employability and employment of youth in the State. Surely, Punjab Skill Development Mission and some other agencies of the Government would be doing this job, but having created a dedicated Department and Mission to facilitate and increase jobs for the youth, it is important that these tasks are also carried out but the Department through Ghar Ghar Rozgar and Karobar Mission and district Bureaus of Enterprises. Therefore, these proposals are approved with a direction that ex-post-facto approval of the governing Council may be taken in its next meeting.”

ਮੁੱਖ ਮੰਤਰੀ ਜੀ ਦੇ ਉਪਰੋਕਤ ਹੁਕਮਾਂ ਅਨੁਸਾਰ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਲਈ ਸੂਬੇ ਦੇ ਰਜਿਸਟਰਡ ਮੋਬਾਇਲ ਨੰਬਰਾਂ ਦਾ ਮਿਤੀ: 28.2.2019 ਤੱਕ ਵਿੱਚ ਪਾਕ ਕੇ ਇਸ ਦਫਤਰ ਨੂੰ ਦਸਤੀ ਭਿਜਵਾਉਣ ਲਈ ਆਪ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

ਹਿੱਤੁ

(ਸਹੀ)
(ਰਾਹੁਲ ਤਿਵਾੜੀ)

ਸ਼੍ਰੀ ਵੀ.ਕੇ. ਭਾਵਰਾ, ਆਈ.ਪੀ.ਐਸ.
ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਆਫ ਪੁਲਿਸ,
Intelligence Wing Punjab
Intelligence Bhawan,
ਸੈਕਟਰ -77, ਮੋਹਾਲੀ

Punjab Ghar Ghar Rozgar & Karobar Mission (PGRKAM)

Department of Employment Generation and Training SCO
47/1, Sector 17-E, Chandigarh

<https://eproc.punjab.gov.in>

Request for Proposal (RFP) for

**Engagement of an Agency for widening the scope of Digital
Platform (www.ghargharrozgar.punjab.gov.in)**

Least Cost Selection (LCS) Method

RFP No. : 2019_DEGT_30575_4
Issued on : 6.3.19

Glossary of Abbreviations

API	Application Programming Interface
CA	Chartered Accountant
DBEE	District Bureau of Employment and Enterprise
EGT	Employment Generation and Training
EMD	Earnest Money Deposit
FY	Financial Year
GST	Goods and Service Tax
INR	Indian National Rupees
LOA	Letter of Award
LSP	Local Service Provider
NCS	National Career Service
NIT	Notice Inviting Tender
PGRKAM	Punjab Ghar Ghar Rozgar & Karobar Mission
PSDM	Punjab Skill Development Mission
PSU	Public Sector Undertaking
RFP	Request for Proposal

Mission Director
Punjab Ghar Ghar Rozgar & Karobar Mission (PGRKAM)
Department of Employment Generation and Training,
SCO No. 47/1, Sec-17E,
Chandigarh 160017,
Punjab

RFP No.: 2019_DEGT_30575_4

Dated: 06.03.2019

1. NOTICE INVITING TENDER (NIT)

PGRKAM (the “**Authority**”) invites online bids under 3 bid basis i.e. Pre-Qualification, Technical and Financial Bids from reputed and experienced agencies for widening the scope of Digital Platform (www.ghargharrozgar.punjab.gov.in)

The interested bidders shall submit their bids online on <https://eproc.punjab.gov.in> on or before **24.05.2019 upto 10:00 A.M**

For further details and RFP please visit <https://eproc.punjab.gov.in>

Mission Director
Punjab Ghar Ghar Rozgar & Karobar Mission

2. INSTRUCTIONS TO BIDDERS

- 2.1 The Bidder may be a Sole Proprietor or Partnership firm or a Company (Public or Private Ltd.)
- 2.2 **Cost of Bid:** The bidder shall bear all costs associated with the preparation and submission of bid and the Authority in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the RFP process.
- 2.3 The bidder is expected to examine all instructions, forms, terms and conditions in the RFP document. Failure to furnish all information as mentioned in the RFP document or submission of a Bid not substantially responsive to the RFP document in every respect will be at the bidder's risk and may result in rejection of the Bid.
- 2.4 The Bidder shall not make or cause to be made by any alternation, erasure or obliteration to the text of the RFP document.

2.5 Preparation of Bids

2.5.1 **Language:** Bids and all accompanying documents shall be in English language. In case any accompanying document is in other languages, it shall be accompanied by an English Translation. The English version shall prevail in matters of interpretation.

2.5.2 The Bid shall be completed in all respects and duly signed and stamped by an authorised representative of the Bidder. Relevant power of attorney for signing the bid shall be attached.

2.5.3 **Currencies of Bid and Payment:** The bidder shall submit his financial bid in Indian Rupees and payment under this contract will be made in Indian Rupees.

2.5.4 Clarifications by Bidders

2.5.4.1 Bidders requiring any clarification on the RFP document may contact the Authority in writing by e-mail/ post/ courier within such date as specified in the Schedule of Bidding Process set out in Clause 6-Schedule of Bidding Process.

2.5.4.2 All correspondence for clarifications shall be submitted to the following address in writing by Bidder:

Department of Employment Generation & Training Punjab,
SCO 47/1, Sector 17-E,
Chandigarh

2.5.4.3 The Authority shall endeavour to respond to the queries raised or clarifications sought by the Bidders. However, the Authority reserves the right not to respond to any query or provide any clarification, in its sole discretion, and nothing in this clause shall be construed, taken or read as compelling or requiring the Authority to respond to any query or to provide any clarification.

- 2.5.4.4 At any time prior to the Bid Due Date, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by Bidders', modify the RFP document by way of issue of Addendum/Corrigendum/Clarifications. Any Addendum Corrigendum/ Clarifications thus issued shall be uploaded on the website <https://eproc.punjab.gov.in> and shall be binding on Bidders and shall form part of the RFP document.

2.6 Bid Document Fee and EMD

- 2.6.1. An initial non – refundable Bid Document Fee of INR 5,000/- (Indian National Rupees Five Thousand Only) shall be paid online on <https://eproc.punjab.gov.in> at the time of submission of the bid.
- 2.6.2. The bidder shall also pay an EMD for an amount of INR 1,00,000 (Indian National Rupees One Lakh only) online on <https://eproc.punjab.gov.in> at the time of submission of the bid. The EMD will remain valid for a period of 90 (ninety) days beyond the final bid validity period.
- 2.6.3. Any Bid not accompanied by the Bid Document Fee and EMD shall be rejected.
- 2.6.4. The EMD is interest free and will be refundable to the unsuccessful Bidders without any accrued interest on it.
- 2.6.5. The EMD shall be returned to unsuccessful Bidders after expiry of the final Bid Validity Period and latest on or before the 30th day after award of the contract.
- 2.6.6. EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity.
- 2.6.7. EMD shall be forfeited if the Successful Bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Authority.
- 2.6.8. In case the successful bidder provides the Bank Guarantee/ Performance Security within stipulated period and enters into an agreement, the EMD will be refunded without any accrued interest on it.

2.7 Pre-Bid Meeting

- 2.7.1. To clarify and discuss issues with respect to the Project and the RFP Document, a Pre- Bid meeting will be held as per the details provided in Clause 6- Schedule of Bidding Process.
- 2.7.2. Prior to the Pre-Bid meeting, the Bidders may submit a list of queries and proposed suggestions, if any, to the RFP requirements. The queries shall be accepted only in the following format: -

Serial No	RFP Document Reference (Section and Page No)	Content of the RFP Document requiring clarification	Points of clarification
1.			
2.			

2.7.3. Bidders may note that the Authority will not entertain any deviations to the RFP Document at the time of submission of the Bid or thereafter. The Bid to be submitted by the Bidders will be unconditional and unqualified and the Bidders would be deemed to have accepted the terms and conditions of the RFP Document with all its contents. Any conditional Bid shall be regarded as non-responsive and would be liable for rejection.

2.7.4. Bidders' representatives attending the Proposal opening shall bring an authorisation letter from the Bidder.

2.7.5. In case of any change in the schedule of Pre-Bid Meeting, the same will be communicated to Bidders through email and/or by posting on the website <https://eproc.punjab.gov.in>

2.7.6. Attendance of the Bidders at the Pre-Bid Meeting is not mandatory.

2.7.7. No interpretation, revision, or other communication from the Authority regarding this solicitation is valid unless in writing.

2.8 Format and Signing of Bid

2.8.1. The documents comprising the bid shall be typed and all pages of the bid shall be signed by a person duly authorised to sign on behalf of the bidder.

2.8.2. The bid shall contain no alternations, omissions or additions except those to comply with instruction issued by the Authority or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/singed by the person signing the bid.

2.9 Submission of Bids

2.9.1. The Bidder shall submit their bids online on <https://eproc.punjab.gov.in> on or before 10:00 A.M on 24.05.2019. The Bids shall not be accepted beyond the stipulated date and time under any circumstances what so ever

2.9.2. **Validity of Bid:** The bid must be valid for a period of not less than 90 days from the date of opening of Bid

2.10 Late and Delayed Bids

2.10.1 Bids must be received not later than the date and time stipulated in the RFP document. The Authority may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the Authority and the bidder will be the same.

2.10.2 Any bid received by the Authority after the deadline for submission of bids, as stipulated above, shall not be considered.

3. PRE-QUALIFICATION CRITERIA

3.1 The pre-qualification Bid of the Bidders will be opened first. Only the bidders who qualify pre-qualification shall be eligible for technical evaluation. Non-conforming Bids will be rejected and will not be eligible for any further processing. The pre-qualification criterion* is as below:

S.No.	Criteria	Documentary evidence to be produced
1.	The Bidder shall be a registered entity and must have been in operation for a minimum period of 5 years as on 31 st March 2018	• Certificate of Incorporation / Registration in case of a registered entity (pubic or pvt. Ltd) • Valid Tax/GSTN Certificate in case of a Sole Proprietor or Partnership firm
2.	The bidder shall have undertaken atleast 5 Enterprise Resource Planning (ERP) Projects in last 5 years <i>ERP is referred to as a category of business-management software — typically a suite of integrated applications—that an organization can use to collect, store, manage, and interpret data from these many business activities</i>	Requisite client certificates (Work Orders/Completion Certificates)
3.	The Bidder shall have average annual turnover of atleast INR 1 Crore from providing ERP services in last 3 FY i.e. 2015-16, 2016-17 and 2017-18	Certificate of CA
4.	The Bidder shall not have been blacklisted/ debarred by any State or Central Government Department/ Agency or PSU in India at the time of submission of bid.	Self-certification on company's letter head signed by an authorized representative

*Note: Any Bid not accompanied by the EMD shall be rejected.

4. OPENING AND EVALUATION OF TECHNICAL BID

- 4.1 Technical Bids will be opened in the presence of the bidders' representatives who choose to attend at the appointed place and time.
- 4.2 The Technical Bid of the bidder would be evaluated as per the eligibility criteria set out in the RFP document. Bids will be evaluated based on the information submitted by bidder. However, the Authority reserves the right to seek clarification/documents from the bidders, if it considers it necessary for proper assessment of the bid.
- 4.3 The Technical Bids will be evaluated based on following criteria. The marks allocation for the technical evaluation shall be assigned as under:

S.No.	Criteria	Scale	Score	Maximum Marks
	Firm's Experience			40
1.	No. of years in operation as on 31 st March 2018	5 to 7 Years More than 7 to 10 Years: More than 10 Years:	6 Marks 8 Marks 10 Marks	10
2.	Average annual turnover from providing ERP services in last 3 FY i.e. 2015-16, 2016-17 and 2017-18	INR 1 to INR 1.25 Crore: More than INR 1.25 to INR 1.5 Crore: More than INR 1.5 Crore:	6 Marks 8 Marks 10 Marks	10
3.	No. of ERP projects undertaken (both Government & Private)	5 to 7 Projects: More than 7 to 10 Projects: More than 10 Projects:	6 Marks 8 Marks 10 Marks	10
4.	No. of ERP Projects carried out for Centre/ State Govt./any of its agencies	1 to 2 Projects: More than 2 to 3 Projects: More than 3 Projects:	6 Marks 8 Marks 10 Marks	10
	Key Personnel			60
5.	Project Manager/IT Expert B.E/B.Tech/MCA/M.Sc(IT) Atleast 7 years of experience in managing ERP related Development Projects	7 years of experience: More than 7 to 10 years of experience: More than 10 years of experience:	6 Marks 8 Marks 10 Marks	10
6.	Software Design Expert B.E/B.Tech/MCA/ M.Sc(IT) At least 7 years' experience in in designing ERP modules	7 years of experience: More than 7 to 10 years of experience: More than 10 years of experience:	6 Marks 8 Marks 10 Marks	10

7.	Data Administrator B.E/B.Tech/MCA/ M.Sc(IT) Atleast 7 years of experience as Database Administrator	7 years of experience: More than 7 to 10 years of experience: More than 10 years of experience:	6 Marks 8 Marks 10 Marks	10
8.	Quality Analyst B.E/B.Tech/MCA/M.Sc(IT) Atleast 7 years of experience in Application Testing and handling quality assurance tools	7 years of experience: More than 7 to 10 years of experience: More than 10 years of experience:	6 Marks 8 Marks 10 Marks	10
9.	Android Developer B.E/B.Tech/MCA/ M.Sc(IT) Atleast 5 years of experience in Mobile application development on android platform	5 years of experience: More than 5 to 7 years of experience: More than 7 years of experience:	6 Marks 8 Marks 10 Marks	10
10.	IOS Developer B.E/B.Tech/MCA/ M.Sc(IT) Atleast 5 years of experience in Mobile application development on IOS platform	5 years of experience: More than 5 to 7 years of experience: More than 7 years of experience:	6 Marks 8 Marks 10 Marks	10
	Total			100

Note: The Bidder shall submit CVs of all the Key Personnel as mentioned above

- 4.4 Only those Bidders whose Technical Proposals score 60 marks or more out of 100 shall qualify for further consideration

The agency shall deploy at least one qualified resource (Project Coordinator) having a graduate degree in Computer Science and atleast 3 years of experience in the IT domain, He/ she will be permanently stationed at Chandigarh/ Mohali and would sit in the office of PGRKAM. He/she shall be required to attend all discussions, meetings, presentations etc. held on the subject under the chairmanship of Director, Employment Generation and Training or his superiors. He/ She may be required to visit District Bureaus of Employment and Enterprise under Department of Employment Generation and Training, Punjab or any other office on the directions of MD, PGRKAM. Additionally, he / she shall be well conversant in Punjabi & English written as well as spoken language.

Detailed CV of Project Coordinator also needs to be submitted

4.5 Opening of Financial Bid and Final Evaluation

- 4.5.1 The Financial Bids of the technically qualified bidders shall be opened in the presence of such bidders' representatives who choose to attend.

- 4.5.2 The contract will be awarded on Least Cost Selection basis. The Authority will select the bidder with the lowest quote (the “Successful Bidder”) among the technically qualified bidders.

4.6 Right to accept any Bid and to reject any or all Bids

- 4.6.1 The Authority is not bound to accept the lowest bid or any bid and may at any time by giving notice in writing terminate the RFP process.

4.7 Award of Contract

- 4.7.1 The Authority will award the contract to the Successful Bidder to perform the contract satisfactorily as per the terms and conditions incorporated in the RFP document.
- 4.7.2 The Authority will communicate to the Successful Bidder by mail confirmed by letter transmitted by registered/speed post that his bid has been accepted. This letter (hereinafter and in the condition of contract called the “Letter of Award”) shall prescribe the amount which Authority will pay to the Successful Bidder in consideration of the execution of work/services by them as prescribed in the contract.
- 4.7.3 The Successful Bidder will be required to commence the assignment at the earliest as communicated by Authority in this regard.
- 4.7.4 The Successful Bidder will be required to enter into contract for the services within a period of fifteen (15) days from the date of issue of Letter of Award.
- 4.7.5 The Authority may also terminate the contract/cancel the LOA in the event the Successful Bidder fails to furnish the performance security or fails to execute the agreement.
- 4.7.6 The successful bidder shall comply with all relevant laws/ rules/ Govt. instructions concerning with the execution of this contract failing which he shall be solely responsible for financial and legal consequences. Further, in case of breach of contract or violation of any law/ rule/ Govt. instructions, any loss is caused to PGRKAM, the successful bidder shall indemnify the same.
- 4.7.7 TDS/ any other deduction shall be made as per law.

5. PERFORMANCE SECURITY

- 5.1 The Successful Bidder shall be required to furnish a Performance Security prior to signing the contract for an amount equivalent to 2.5% of the total Contract Value in the form of Bank Guarantee from a Nationalised Bank in acceptable form in favour of ‘Punjab Ghar Ghar Rozgar & Karobar Mission’ payable at Mohali, Punjab. The

Performance Security shall remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the Successful Bidder accordingly.

- 5.2 Failure of the Successful Bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and other actions as deemed necessary.

6. SCHEDULE OF BIDDING PROCESS

The Authority would endeavour to adhere to the following schedule:

Sr.No.	Activity Description	Date
1.	Issue of RFP Document	06.03.2019
2.	Pre-Bid meeting	25.03.2019, 3:00 P.M
3.	Last date for submission of queries	29.03.2019, 3:00 P.M
4.	Authority's response to queries and publication of corrigendum/addendum **	02.05.2019
5.	Last Date of Submission of Bids	24.05.2019, 10:00 A.M
6.	Date and time of Opening of the Pre-qualification and Technical Bid	24.05.2019, 02:00 P.M
7.	Date and time by which Clarification, if any is to be taken from bidders via e-mail by PGRKAM	04.06.2019, 05:00 P.M
8.	Date and time by which the bidders can reply w.r.t S.No. 7 above by personal presence/ e-mail	06.06.2019, 05:00 P.M
9.	Date and time by which list of bidders eligible for financial bid opening would be drawn by PGRKAM	10.06.2019, 05:00 P.M
10.	Date and time of opening of Financial Bids	11.06.2019, 03:00 P.M
11.	Date and time of Issuance of Award of Work to the successful bidder (s)	25.06.2019, 09:00 A.M
12.	Date and time of acceptance of Award of Work by the successful bidder (s) through personal presence	25.06.2019, 05:00 P.M
13.	Date and time of issuance of Bid contract for signatures to the successful bidder	10.07.2019, 9:00 A.M
14.	Date and time of Signing of Contract & start of execution of Project as per timelines given in payment schedule of the RFP	15.07.2019, 09:00 A.M

* Venue of the Pre-Bid Meeting: Department of Employment Generation & Training Punjab, SCO 47/1, Sector 17-E, Chandigarh

** Any bidder who cannot understand language/ scope of work or any of the clause of the

tender can come in person to seek clarification from O/o Commissioner, Employment Generation & Training –cum- Mission Director, PGRKAM, SCO 47/1, Sector 17-E, Chandigarh on 06.05.2019 at 11:00 A.M.

7. SCOPE OF WORK

7.1 Background

Department of Employment Generation & Training Punjab (EGT) has digital platform for Job Seekers, Employers, Skill Trainings, Career Counselling and Self-Enterprises/Employment etc. in the form of a Portal www.ghargharrozgarpunjab.gov.in.

Department of Employment Generation and Training, Punjab has District Bureaus of Employment and Enterprise (hereinafter called as the Bureau) in each district of the State. The Bureaus bring necessary synergy, oversight and effective coordination in the implementation of various schemes for employment generation, skill training, self-employment and entrepreneurship development across the departments at the district level and facilitate overseas employment to achieve the objectives of 'Ghar Ghar Rozgar'.

7.2 Scope of Work

7.2.1 In addition to the operation and maintenance of the existing Ghar Ghar Rozgar Portal from the date of contract, the agency will create an all-inclusive digital platform with following features:

- i. Foreign employment & foreign study module
- ii. Career information module
- iii. Counselling module
- iv. Self-employment module
- v. Skill training module
- vi. Customer relationship management
- vii. E-mail & sms module
- viii. Mobile app
- ix. Govt. department module
- x. Tracking system
- xi. Reports
- xii. Integration with other Portals of Govt. of India such as NSC, emigrate.gov.in, CSE etc.
- xiii. Integration with both Interstate and Intrastate Portals
- xiv. The Portal shall allow the registration of Punjabi stakeholders in addition to others
- xv. The backend database of the portal shall be in English.
- xvi. The interface of the portal to be bi-lingual i.e. home page of the portal and the home page of 22 District Bureau of Employment & Enterprise shall be in both English and Punjabi
- xvii. Helpline numbers such as Job Helpline, Pravasi Bhartiya Kendra or any other helpline numbers as directed by MD, PGRKAM shall be mentioned on the portal

- xviii. The system shall work under the maximum stress of 10,000 logins at one time
- xix. It will be the responsibility of the agency to ensure that the system is not prone to any kind of cyber-attacks and system data is not exposed to unauthorized entity in any way

7.2.2 Dashboard enhancements for Foreign study & Foreign Employment

- i. Registration option for potential students/foreign job seekers
- ii. Registration option for Foreign colleges/ universities/Foreign employers/ their agents in India
- iii. Available seats for Punjabi youth in overseas colleges and universities with eligibility, fees etc.
- iv. Available jobs overseas
- v. Potential student/employee search by agent/overseas college/university/employer
- vi. Invitations to potential students/employees
- vii. Event creation
- viii. Potential course/job search by the applicant
- ix. Reports for agents/ colleges or universities/ employers/applicants/ DBEEs/ PGRKAM

7.2.3 Information on Career guidance/ information

- i. Career options under different headings
- ii. Career Matching algorithm for the applicant
- iii. Career searching for different qualifications
- iv. Auto matched option in the dash board of job seeker
- v. Admin option for adding the content

7.2.4 Self-employment module to provide entrepreneurship opportunities to applicants

- i. Get registered as a potential entrepreneur
- ii. Search option at home page & jobseeker dashboard - All Self-employment Schemes
- iii. Link to the sites of the Government Departments running the schemes
- iv. Module to capture all parameters of the Self-Employment schemes of Central/State Govt. including checklist and further link to the sites of the Government departments.
- v. This module needs to show relevant schemes to the potential entrepreneurs as per his eligibility and interest through backend matching.
- vi. Different search parameters for the potential entrepreneurs to search self-employment schemes

7.2.5 Counseling module to cover counseling of job-seekers

- i. Registration of counselors
- ii. Approval by DBEE's / State admin
- iii. Calendar of Counseling sessions (availability and non-availability)
- iv. Registration of Counselee
- v. Participation offer by counselee online on portal

- vi. Approval by Counselor online
- vii. Attendance of applicants by counselor (session wise)
- viii. Rating and feedback by counselee
- ix. Cancellation of session
- x. Report for Counsellor, DBEE & PGRKAM

7.2.6 **Skill training module for increasing employability**

Punjab Skill Development Mission (PSDM) provides free employment linked skill development trainings to the youth through empaneled training partners across the state in different sectors like Healthcare, Media & Entertainment, Green Jobs, Domestic Workers, Retail, Beauty, Construction, Electronics and Hardware, Food Processing, Health Care, IT ITES, Leather, Logistics etc. PSDM ensures universal coverage from various sections of the society including Urban/ Rural, Border Area, traditional courses like Phulkari Jutti making/ modern courses thereby providing opportunity to all.

With a brief write-up on PSDM and on such similar sites as MD, PGRKAM shall specify (content of the write-ups including pic(s), if any shall be provided by PGRKAM), the portal to be developed via this RFP shall provide link(s) to the official website(s) of PSDM (at present <http://psdm.webappline.com>) and of such similar sites as MD, PGRKAM shall specify. On clicking, the link(s) shall open the official website of PSDM and such similar sites as specified by MD, PGRKAM in new tab where the applicant can get detailed information on availability of skill courses.

7.2.7 **CRM (Customer Relationship Management)**

- i. The Successful bidder shall create a platform where user can send queries and the bidder after taking response from the officer authorized by MD, PGRKAM can respond within 48 hours.

7.2.8 Module for sending bulk SMS and bulk emails with detailed reporting of delivered, undelivered and bounced features with real time report.

7.2.9 One Mobile app for Job Seeker, Employer, Job Mela (Event) and Local service provider on both IOS and Android platforms.

7.2.10 Government Department module for getting on-line information related to Employment Generation Department from various Departments e.g. information on recent recruitments, vacancy position, recent advertisements given w.r.t recruitments, submission of applicants for various openings etc.

7.2.11 **Tracking Module:** A module will be created in order to

- i. Provide for communication (sms, e-mail, calling) record with candidate with follow up date and time notification
- ii. Provide for input by DBEE, State Admin or any other level as decided by DBEE/ State Admin –
 - a. Whether jobseeker got employed
 - b. Whether employer got the candidate of choice
 - c. Whether counselling session was helpful

- d. Whether skill training was of use
- e. Whether foreign employment or foreign study is going as expected

7.2.12 LSP Module similar to urban clap (shall cover services such as Aayah, Beautician, Carpenter, Cook, Gardner, Dietician, Insurance Advisor etc.) without payment gateway with reports for DBEE, PGRKAM, Service Provider and Service Seeker. Provision for creation of payment gateway & its usage in future shall be made.

7.2.13 Recent and upcoming activities like job melas etc. shall be flashing on the home page of the portal.

7.2.14 The portal shall be able to generate various reports including district wise/sub-division data or in any other format as may be required from time by MD, PGRKAM.

7.2.15 The successful bidder shall provide capacity building training (s) as decided by MD, PGRKAM.

8. ERROR/ISSUE RESOLUTION

- 8.1 All the Critical errors/issues to be resolved within 48 hours of being brought to notice by the O/o PGRKAM to the Successful Bidder.
- 8.2 All the Conventional errors/issues to be resolved within 7 days of being brought to notice by the O/o PGRKAM to the Successful Bidder.
- 8.3 Any delay in resolution of errors as mentioned above, shall lead to a penalty of INR 10,000/- per day. No resolution within 7 days will mean penalty of 1 lakh per day. No resolution within 15 days will mean notice for termination/cancellation of the contract. No resolution within 15 days from notice of termination/cancellation of the contract would lead to blacklisting and termination/cancellation of the contract.

9. PAYMENT SCHEDULE

S.No.	Description	Deliverables	Duration (Weeks)	Amount
1.	Submission and acceptance of Study phase and Submission of Study Report and Freezing of specifications/requirement	Study Report, Proposed, Solution, Design, Documents/Forms, List of MIS, Reports	6 (+4) weeks	10%

2.	Development and Deployment: After Testing, User Training & Implementation, Submission and acceptance of Deliverables i.e., Source Code and relevant manuals and operational training to EGT Officials	Trial Run Report, Operational, Manual for Head Office Operations, Centre Login Module, Administration Activities, Training to Stakeholders, Generation of all Reports as per MIS	16	10%
3.	After successful operation of one complete cycle covering all activities as per scope of work & final sign-off including the mobile application	Upon acceptance of Monthly Uptime reports, Final Copy of Manual, Final Copy of Source Code & Data and set of Reports as per MIS.	30	15%
4.	Operations and Management Phase	On submission & acceptance of Monthly Progress Reports (Annexure-IX and X) including reports on job melas.	2 years	55% (equally distributed over a period of 24 months)
5.	On submission & acceptance of Closure Report	--	-	10%

10. CONTRACT PERIOD

The project will be for 3 years from date of signing of agreement between the Authority & bidder & could be extended for further 3 years. If it is extended, then 10% addition in quoted cost will be payable to the bidder w.r.t to pt. 4 above.

11. GENERAL

11.1 The Authority reserves the right to annul the contract without citing any reasons thereof.

11.2 The Authority reserve the rights to reject the offer in case:

- 11.2.1 Non responsiveness i.e. not meeting with the submission criterion or
- 11.2.2 Being incomplete or
- 11.2.3 In case of any conflict of interest of successful bidder or
- 11.2.4 Successful bidder being unable to meet out its financial liabilities (if any) and becomes insolvent/ bankrupt or
- 11.2.5 Non-performance (proportional achievement of targets or non-responsiveness) by successful bidder will lead to annulment of contract.

12. TERMINATION CLAUSE

The Authority reserves the right to terminate the service of the selected consultancy firm at any stage. Upon termination of the services with the consultancy firm, remuneration for services satisfactorily performed prior to the termination of the services shall be paid as per the payment schedule.

13. PENALTY CLAUSE

- 13.1 In case, any of the deliverable as mentioned in the payment schedule para- 9 of this RFP is not submitted by the Successful Bidder within the stipulated time, a grace period of maximum of 1/4th of allowed time line may be given by MD, PGRKAM. The grace period shall be given only if the Successful Bidder is able to justify that the reason of delay was beyond his control. A penalty of 5% per week of amount accruable against that deliverable shall be levied post that grace period upto maximum of 1/4 th of the stipulated time. For e.g. If a monthly report is not submitted after the expiry of the grace period (if provided) a penalty of 5% of (55% of the contract value/104) will be imposed per week of delay.
- 13.2 In case of any delay post the timeline as mentioned above, the contract of the Successful Bidder shall be terminated and the bidder shall be blacklisted.
- 13.3 In case the bidder gives a representation, Governing Council, PGRKAM may reduce penalty upto 50% and Governing Council, PGRKAM can give additional time lines upto
- 13.4 1/4th of the stipulated time of the relevant activity with or without imposing penalty, if governing council is satisfied that the reason given for delay by the successful bidder is justified.

14. DISPUTE RESOLUTION

The Authority and the Successful Bidder shall make every effort to resolve any disagreement or dispute arising between them amicably by direct negotiation. If the Authority and the Successful Bidder fails to resolve the dispute amicably within one (1) month, then the issue will be referred to the Arbitrator in accordance with the Arbitration and Conciliation Act, 1996, amended upto date. The sole arbitrator for such purposes will be decided by MD, PGRKAM as per the Arbitration and Conciliation Act, 1996, amended upto date. All arbitration proceedings shall be held at Mohali, India, and the language of the arbitration proceedings shall be in English. Any legal dispute will come under Punjab State jurisdiction.

15. INTELLECTUAL PROPERTY RIGHTS

- 15.1 PGRKAM owns the Intellectual Property Rights of all the content created under the scope of work of this engagement.
- 15.2 The Successful Bidder is liable to handover all documents/information/media/ knowledge base related to the assignment undertaken under the scope of work of this engagement to PGRKAM on completion/termination

- 15.3 The Successful Bidder shall not carry and/ or transmit any material, information, diagrams, storage media or any other goods/ material in physical or electronic form, which are proprietary to or owned by the Authority/ Department of Employment Generation & Training, out of premises without prior written permission.

16. EXIT MANAGEMENT

- 16.1 PGRKAM shall prepare an Exit Management Plan and share it with the Successful Bidder that will be binding on the Successful Bidder.
- 16.2 The exit management period, to be informed in the Exit Management Plan, shall not be more than eight weeks from the date of expiry/ termination of contract.
- 16.3 Transfer of Assets- The Successful Bidder shall be able to use the assets, if any provided, for the duration of the exit management period and shall return before completion of the said period.
- 16.4 During the exit management period the Successful Bidder will allow the Authority to access information required to define the current mode of operation.
- 16.5 The Successful Bidder shall handover all documents/information/media/ knowledge base to the Authority within the exit management period
- 16.6 The Successful Bidder shall provide the knowledge transfer sessions to the Authority as and when required during the exit management period.

Bid Submission Letter

To,

Mission Director
Punjab Ghar Ghar Rozgar & Karobar Mission (PGRKAM)
Department of Employment Generation and Training,
SCO No. 47/1, Sec-17E,
Chandigarh 160017, Punjab

Sub: RFP for Engagement of an Agency for widening the scope of Digital Platform
(www.ghargharrozgar.punjab.gov.in)

Ref: 2019_DEGT_30575_4

Dear Sir,

I/ We, the undersigned, offer to provide services for widening the scope of Digital Platform (www.ghargharrozgar.punjab.gov.in). We are hereby submitting our bid.

I/We, hereby declare that:

- (a) We are enclosing and submitting herewith our Bid, with the details as per the requirements of the RFP, for your evaluation and consideration.
- (b) I/We have read carefully the terms and conditions of RFP document attached hereto and hereby agree to abide by the said terms and conditions.
- (c) The bid is unconditional.
- (d) I/We undertake that documents submitted are genuine/authentic and nothing material has been concealed. I/We understand that the contract is liable to be cancelled, if it is found to be having obtained, through fraudulent means/ concealment of information.
- (e) We shall make available to the Authority any additional information it may find necessary or require to clarify, supplement or authenticate the Bid.
- (f) Until a formal agreement is prepared and executed, acceptance of this RFP document shall constitute a binding contract between the Authority and us subject to the modifications, as may be mutually agreed to, between the Authority and us.
- (g) We agree to keep this bid valid for acceptance for a period of ninety (90) days from the date of opening the bid.

We understand that the Authority is not bound to accept any Bid that the Authority receives.

Yours faithfully,

Authorized Signatory
(with Name, Designation, Contact no. and Seal)

*Note:
On the Letterhead of the Bidder.*

Bidder's Authorisation Certificate

To,

Mission Director
Punjab Ghar Ghar Rozgar & Karobar Mission (PGRKAM)
Department of Employment Generation and Training,
SCO No. 47/1, Sec-17E,
Chandigarh 160017, Punjab

Sub: RFP for Engagement of an Agency for widening the scope of Digital Platform
(www.ghargharrozgar.punjab.gov.in)

Ref: 2019_DEGT_30575_4

Dear Sir,

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with RFP No. _____ dated _____. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid.

Thanking you,

Name of the Bidder: -

Authorised Signatory:-

Seal of the Organisation:-

Date:-

Place:-

Note: Please attach the valid power of attorney in favour of person signing this authorisation letter.

Proforma for Affidavit
(on non-judicial stamp paper of Rs. 100/-)

I _____ Proprietor/Director/Partner of the firm M/s. _____ do hereby solemnly affirm that our firm M/s. has never been blacklisted/ debarred by any State or Central Government Department/ Agency or PSU in India at the time of submission of bid.

Signature of the Authorized

Signatory Name of the

Authorized Signatory

Designation

Name of the Bidding Entity

Information on Bidder's Organisation

S.No.	Particulars	Details
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Incorporation status of the Bidder: Registered Company (Public or Pvt. Ltd)/ Partnership Firm/ Sole Proprietor (Relevant certificates in line with Clause 3 – Pre-Qualification Criteria need to be submitted)	
4.	Year of Establishment	
5.	Name and Designation of the contact person to whom all references shall be made regarding this Bid	
6.	Telephone No. (with STD Code)	
7.	E-mail id of the Contact Person	
8.	Fax No. (with STD Code)	
9.	Website (if any)	

.....

Name of the Bidder

.....

Signature of the Authorised Signatory

.....

Name of the Authorised Signatory

Place: _____

Date: _____

Project Experience

S.No.	Name of Assignment	Name of the Client	Details/ Brief Scope	Contract Period	Agency Charges/Fee earned (Rs. in Lakh)
1.					
2.					
3.					
...					

Supporting documents such as copies of Work Order/contracts/LoAs/completion certificate/ Client letter, etc. to be attached. Assignments which are not supported by documentary evidence shall not be considered for evaluation.

Signature of the authorized signatory: _____

Name of the authorized signatory: _____

Date: _____

Place: _____

Financial Information of Bidder's Organisation

Rupees.

S.No.	Parameters	FY2015-16	FY2016-17	FY2017-18
1	Annual Turnover from providing ERP services			
	Average Annual Turnover from providing ERP services			

Note:

Copy of certificate from Chartered Accountant in this regard shall be submitted

.....

Name of the Bidder

.....

Signature of the Authorised Signatory

.....

Name of the Authorised Signatory

Place:_____

Date:_____

Format of Financial Bid

To,

Mission Director
Punjab Ghar Ghar Rozgar & Karobar Mission (PGRKAM)
Department of Employment Generation and Training,
SCO No. 47/1, Sec-17E,
Chandigarh 160017, Punjab

Sub: RFP for Engagement of an Agency for widening the scope of Digital Platform
(www.ghargharrozgar.punjab.gov.in)

Ref: 2019_DEGT_30575_4

Dear Sir,

We _____ herewith submit our Financial Bid for RFP for Engagement of an Agency for widening the scope of Digital Platform (www.ghargharrozgar.punjab.gov.in)

#	Name of work	Fee (INR) (without GST/ applicable taxes) In figures & in words	GST / taxes as applicable presently In figures & in words	Total Fee (INR) with GST / applicable taxes In figures & in words
1.				

- We undertake, if our Bid is accepted, to provide Performance Bank Guarantee for the above purpose within the stipulated time schedule.
- We agree to abide by the Bid and the rates quoted therein for the orders awarded by the Authority up to the period prescribed in the Bid which shall remain binding upon us.
- We undertake that, in competing for (and, if the award is made to us, in executing) the above Contract, we will strictly observe the laws against fraud and corruption in force in India.
- We have complied with all the terms and conditions of the RFP. We understand and accept that you are not bound to accept the lowest or any Bid you may receive.

Dated this Day of 2019.

.....
Name of the Bidder

.....
Signature of the Authorised Signatory

.....
Name of the Authorised Signatory

Place: _____

Form of Bank Guarantee for Performance Security

To,

Mission Director
Punjab Ghar Ghar Rozgar & Karobar Mission (PGRKAM)
Department of Employment Generation and Training,
SCO No. 47/1, Sec-17E,
Chandigarh 160017, Punjab

WHEREAS _____ [Name and address of the Successful Bidder] (hereinafter called "the Agency") has undertaken, in pursuance of Contract No. _____ dated _____ to provide the services on terms and conditions set forth in this Contract _____ [Name of contract and brief description of works] (hereinafter called the "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Agency shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Agency such a Bank Guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Agency up to a total of _____ [amount of Guarantee] _____ [in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____ [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the services to be performed there under or of any of the Contract documents which may be made between you and the Agency shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Agency or of the Bank.

"This guarantee shall also be operatable at our.....Branch at Mohali, from whom, confirmation regarding the issue of this guarantee or extension / renewal thereof shall be made available on demand. In the contingency of this guarantee being invoked and payment there under claimed, the said branch shall accept such invocation letter and make payment of amounts so demanded under the said invocation."

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to INR_____ (INR_____) and the guarantee shall remain valid till_____. Unless a claim or a demand in writing is made upon us on or before_____ all our liability under this guarantee shall cease.

Notwithstanding anything contained hereinabove:

- A. Our liability under this guarantee shall not exceed INR_____ (Indian National Rupees_____).
- B. This bank guarantee shall be valid up to_____.
- C. We are liable to pay the guarantee amount or any part thereof under this bank guarantee only and only if you serve upon us, a written claim or demand on or before_____.

Signature and Seal of the Guarantor _____

In presence of

Name and Designation

1. _____
(Name, Signature & Occupation)

Name of the Bank

Address

2. _____
(Name & Occupation)

Date

Monthly Progress Report

The Monthly progress report to be submitted by the Successful Bidder during the Operations and Maintenance phase shall include the following:

1. Critical errors reported by PGRKAM during the month:
 - a. Critical errors carried forward from last month
 - b. Details Annexure as per X
2. Critical errors resolved during the month
 - a. Resolved within 48 hours
 - b. Resolved beyond 48 hours
 - c. Details of time taken to resolve the critical errors (Annexure X)
3. Conventional errors reported by PGRKAM during the month:
 - a. Conventional errors carried forward from last month
 - b. Details Annexure as per X
4. Conventional errors resolved during the month
 - a. Resolved within 7 days
 - b. Resolved beyond 7days
 - c. Details of time taken to resolve the Conventional errors (Annexure X)
5. No. of logins on the portal
6. Number of Job seekers registered on the portal
7. Number of Employers registered on the portal
8. Number of Jobs posted

Details on Critical and Conventional Errors

Critical errors:

Sr. No.	Date and time of raising of Critical error	Date and time of resolution of Critical error	Total time taken in resolution	Stipulated time as per RFP	Remarks

Conventional Errors:

Sr. No.	Date and time of raising of Conventional error	Date and time of resolution of Conventional error	Total time taken in resolution	Stipulated time as per RFP	Remarks

Punjab Ghar Ghar Rozgar & Karobar Mission (PGRKAM)

Corrigendum-IV

Kindly note that this corrigendum in form of Amended/ Revised/ Updated RFP is being affected in following RFP for which advertisement appeared in The Times of India, Danik Bhaskar, The Tribune and Punjabi Tribune on 6.3.19 :

1. Widening scope of Digital Platform

The bidders shall note that Amended/ Revised/ Updated RFP shall PREVAIL over the existing RFP issued through advertisement dated 6.3.19 and change in dates issued thereafter.

New bidders who want to apply can apply ab initio on website <https://eproc.punjab.gov.in>.

Bidders who have already given their bid may exercise any of the following three options:

- a. Can continue with the Bid already made against the earlier RFP and its corrigenda in case they are eligible as per the revised RFP and its corrigenda – Such Bidder (s) need not do anything.
- b. Can rebid in case the bidders want to change the earlier bid as per the revised RFP and its corrigenda – Such bidders must NOT withdraw their earlier bid but should modify their existing technical bid or financial bid or both, as they deem fit on website <https://eproc.punjab.gov.in> .
- c. Can withdraw their bid in case the bidders do not want to bid for the RFP anymore – Such bidders may withdraw their bid on <https://eproc.punjab.gov.in>. Refund of EMD, Tender Fees, Processing Fees if any, shall be initiated on completion of stage 1 (PreQual/Technical) of the bid opening process.

IT IS AGAIN CLARIFIED THAT ALL TERMS, CONDITIONS AND DATES ETC. SHALL NOW BE APPLICABLE AS PER CORRIGENDED TENDER BEING UPLOADED TODAY i.e. 2.5.19 & ONLY IT MAY BE REFERRED TO BY ALL CONCERNED.

Mission Director (PGRKAM)

Punjab Ghar Ghar Rozgar & Karobar Mission
Ground Floor, Punjab Mandi Board Building, Sec- 65A,
SAS Nagar Mohali- 160062



PGRKAM/RFP/Portal/190

To,

Drish Infotech Ltd.
SCO 104-106, 4th Floor
Sector 34-A
Chandigarh

Date: 10.07.2019

Subject: Letter of Award (LOA) — Engagement of an Agency for widening the scope of Digital Platform for Punjab Ghar Ghar Rozgar and Karobar Mission (PGRKAM)
RFP No.2019 DEGT_30575_3, Issued on: 6.3.19

Dear Sir/Madam,

This has reference to the proposal submitted by your firm w.r.t the RFP for 'Engagement of an Agency for widening the scope of Digital Platform for Punjab Ghar Ghar Rozgar and Karobar Mission (PGRKAM)'.

Being the lowest Bidder (L1), with a total fee of Rs. 39,64,800 (Thirty-Nine Lakhs, Sixty-Four Thousand and Eight Hundred) inclusive of taxes (33,60,000 + 6,04,800), you are hereby issued a letter of award for the assignment.

In acknowledgment of this LOA, you are requested to return the duly signed duplicate copy of this LOA to this Office before 11th July 2019, 4:00 p.m.

You are also requested to deposit performance security as per RFP clause no. 5.1 within 7 days of the receipt of this LOA to Mr. Vijay Kanwar Singh (DGM Finance, PGRKAM). He can be contacted on Landline (0172-2702654) Mobile (+91 9872642448) Email (pgrkam.degt@gmail.com).

You are also informed that the contract agreement has to be signed within 15 days from the date of issue of Letter of Award as per Clause 4.7.4 of RFP. For any further clarifications, you are requested to contact Mr. Amarjeet Sekhon (AMD, PGRKAM) on Landline (0172-2702654) Mobile (+91 9876500552) Email (pgrkam.degt@gmail.com).

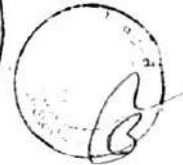
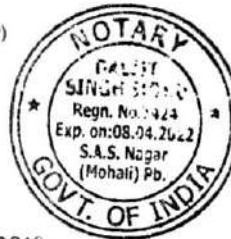
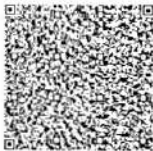
Mission Director
Punjab Ghar Ghar Rozgar and Karobar Mission (PGRKAM)
Punjab Mandi Board
Sector 65, Mohali



सत्यमेव जयते

INDIA NON JUDICIAL Chandigarh Administration e-Stamp

Base Certificate No. : IN-CH1902992204181R
Rectified Certificate No. : IN-CH19029945029866R
Certificate Issued Date : 29-Jul-2019 08:47 AM
Certificate Issued By : chyadamds
Account Reference : NONACC (GV)/ chspicg07/ E-SAMPARK SEC-23/ CH-CH
Unique Doc. Reference : SUBIN-CHCHSPICG0738020157774235R
Purchased by : GAGANPREET SINGH
Description of Document : Article 5 Agreement or Memorandum of an agreement
Property Description : PRINCIPAL PLACE OF BUSINESS AT GROUND FLOOR MANDI BOARD BULDING SEC 65 SAS NAGAR MOHALI
Consideration Price (Rs.) : 0
(Zero)
First Party : PUNJAB GHAR GHAR ROZGAR AND KAROBAR MISSION
Second Party : DRISH INFOTECH LTD
Stamp Duty Paid By : DRISH INFOTECH LTD
Stamp Duty Amount(Rs.) : 100
(One Hundred only)



08 AUG 2019

SERVICES AGREEMENT FOR WIDENING THE SCOPE OF DIGITAL PLATFORM/ PORTAL

This "Agreement" is entered into on this 30 day of July, 2019 at SAS NAGAR, by and between,

Punjab Ghar Ghar Rozgar & Karobar Mission (PGRKAM), a society registered under the Societies Registration Act, 1860 (hereinafter known as and referred to as the "Client", which term shall include its successors and assigns) through its _____, Sh. _____, having its registered office at District Bureau of

Mission Director,
Punjab Ghar Ghar Rozga
& Karobar Mission

Handwritten signature



0002624729

The authenticity of this Stamp Certificate should be verified at "www.sholestamp.com". Any discrepancy in the details of this Certificate and as available on the website renders it invalid.
The onus of checking the legitimacy is on the users of the certificate.
In case of any discrepancy please inform the Competent Authority.



सत्यमेव जयते

INDIA NON JUDICIAL Chandigarh Administration e-Stamp

Certificate No.	: IN-CH19029922204181R
Certificate Issued Date	: 29-Jul-2019 08:42 AM
Certificate Issued By	: chsankumi
Account Reference	: IMPACC (GV)/ chimsp07/ E-SAMPARK SEC-23/ CH-CH
Unique Doc. Reference	: SUBIN-CHCHIMPSP0738020108787168R
Purchased by	: GAGANPREET SINGH
Description of Document	: Article 5 Agreement or Memorandum of an agreement
Property Description	: PRINCIPAL PLACE OF BUSINESS AT GROUND FLOOR MANDI BOARD BULDING SEC 65 SAS NAGAR MOHALI
Consideration Price (Rs.)	: 0 (Zero)
First Party	: PUNJAB GHAR GHAR ROZGAR AND KAROBAR MISSION
Second Party	: DRISH INFOTECH LTD
Stamp Duty Paid By	: PUNJAB GHAR GHAR ROZGAR AND KAROBAR MISSION
Stamp Duty Amount(Rs.)	: 100 (One Hundred only)



-----Please write or type below this line-----

08 AUG 2019

Mission
Punjab
& Karoba

for,
har Rozg.

Handwritten signature



0002624730

Statutory Alert:
The authenticity of this Stamp Certificate should be verified at "www.shrestamp.com". Any discrepancy in the details on this Certificate and as available on the website renders it invalid.
The onus of checking the legitimacy is on the users of the certificate.
In case of any discrepancy please inform the Competent Authority.

Employment and Enterprise, District Administrative Complex, SAS Nagar, Mohali and principal place of business at Ground Floor, Punjab Mandi Board Building, Sector 65-A, SAS Nagar Mohali, Punjab of the *FIRST PART*;

And

Drish Infotech Limited., a public limited company registered under the Companies Act, 1956/ 2013 (hereinafter known as and referred to as the "**Service Provider**", which term shall include its permitted successors and assigns, unless contrary to the context), through its Managing Director, Sh. Harshvir Singh, having its registered office at Village Rajpura tehs. Nalagarh, Solan, Himachal Pradesh-174101, and having its office at SCO No. 104-106, 4th Floor, Sector-34-A Chandigarh, India.-160022, of the *SECOND PART*.



(The Client and the Service Provider shall hereinafter be individually referred to as a "**Party**" and collectively as the "**Parties**")

WHEREAS:

- A. The Client is a registered society under the Societies Registration Act, 1860 established by the Government of Punjab with a view to help youths of the State by providing employment opportunities and employment generation initiatives;
- B. The Client has an existing digital platform for Job Seekers, Employers, Skill Trainings, Career Counseling and Self-Enterprises/ Employment etc. in the form of a web-portal www.ghargharrozgar.punjab.gov.in (the "**Portal**") which is now required to be updated and additional modules need to be added;
- C. For the said purpose, the Client had decided to undertake the creation, upgradation and enhancement of the said Portal by inviting proposals from reputed and experienced agencies on Least Cost Selection Method;
- D. Pursuant to the foregoing, the Client had invited proposals for its revised Request for Proposal No.2019_DEGT_30575_4 dated 06.03.2019 (the "**RFP**") for short listing of bidders for undertaking the work of widening of scope of the Platform under 3 bid basis, i.e., Pre-Qualification, Technical and Financial Bids, as mentioned in the RFP, and had short listed certain bidders including, *inter alia*, the Service Provider;
- E. The Service Provider submitted the lowest quote among the technically qualified bidders, and was selected as the Successful Bidder by the Client vide Letter of Award dated 11.07.2019;
- F. The Service Provider has represented that it possesses the necessary expertise and technical qualifications as per the RFP, as is required by the Client for the assignment mentioned in this Agreement;
- G. The Service Provider has submitted the Performance Security for an amount equivalent to 2.5% of the total Contract Value in the form of Bank Guarantee from a Nationalised Bank in acceptable form in favor of the Client payable at Mohali, valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations under this Agreement, in accordance with Clause 5 of the RFP, vide Bank Guarantee

Mission Director
Punjab Gharghar
& Karobar Rozgar



08 AUG 2019

No. 6530IPEBG190026 dated 16.07.2019 for an amount of Rs.99,120/- (Rupees Ninety Nine Thousand One Hundred Twenty Only) drawn on Bank of India, Mohali C&P Banking, SCF-49, Phase IX, SAS Nagar, Mohali .

NOW THEREFORE, in consideration of of the mutual covenants, terms and conditions and understandings set forth in this Agreement and other good and valuable consideration (the receipt and adequacy of which are hereby mutually acknowledged), the Parties with the intent to be legally bound, hereby agree as follows:

1. DEFINITIONS:

In this Agreement, the following terms shall have the meanings assigned to them hereunder except where the context otherwise requires:

- 1.1. **"Agreement"** shall mean this Agreement.
- 1.2. **"Applicable Laws"** shall mean all laws, bye-laws, statutes, rules, regulations, orders, ordinances, protocols, codes, guidelines, policies, notices, directions, judgments, decrees or other requirements or official directives of any Government Authority or person acting under any Government Authority and / or of any statutory authority in the Republic of India, whether in effect on the Effective Date of the Agreement or thereafter including the rules and regulations notified or to be notified under the Information Technology Act, 2000, etc..
- "Applicable Permits"** shall mean without any limitation, all clearances, licenses, permits, authorizations, no objection certificates, consents, approvals, exemptions, sanctions, rulings, renewals and no objections required to be obtained from any Government Authority or any other authority, including any Applicable Permits required to be maintained under the Applicable Laws in connection with or related to the performance of the Agreement.
- 1.4. **"Bid Documents"** shall include the RFP and the Bid along with all accompanying documents submitted by the Service Provider in response to the RFP.
- 1.5. **"Client"** shall have the meaning ascribed to it hereinabove in the Preamble of this Agreement.
- 1.6. **"Effective Date"** shall mean the date on which the Agreement is executed between the Parties.
- 1.7. **"Force Majeure Event"** includes the following events and/ or circumstances to the extent that they or their consequences satisfy the requirements set forth in this Agreement, i.e., war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy in each case involving or directly affecting Mohali; revolution, riot, insurrection or other civil commotion, act of terrorism or sabotage in each case within the Mohali or near vicinity; nuclear explosion, radioactive or chemical contamination or ionizing radiation directly affecting



Mission Director
Punjab Ghara & Rozgar
& Karobar Mission



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Mohali and/or the assets; any effect of the natural elements, including lighting, fire, earthquake, unprecedented rains, tidal wave, flood, storm, cyclone, typhoon or tornado; explosion (other than a nuclear explosion or an explosion resulting from an act of war); epidemic or plague.

- 1.8. **"Government Authority"** shall mean the Government of India, the respective State Governments and any other Government authority, statutory authority, government department, agency, commission, board, tribunal or court or other law, rule or regulation making entity having or purporting to have jurisdiction on behalf of the Republic of India, having jurisdiction over this Agreement.
- 1.9. **"Portal"** shall have the meaning ascribed to it hereinabove in the Recitals of this Agreement.
- 1.10. **"RFP"** shall have the meaning ascribed to it hereinabove in the Recitals of this Agreement.
- 1.11. **"Service Provider"** shall have the meaning ascribed to it hereinabove in the Preamble of this Agreement.
- 1.12. **"Term"** shall have the meaning ascribed to it under Clause 3 of this Agreement.

2. INTERPRETATION

In this Agreement, unless the context otherwise requires:



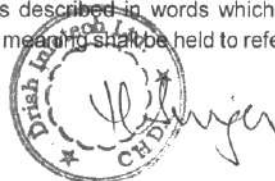
- 2.1. A reference to any capitalized words used in this Agreement which are not defined herein, but which have a meaning ascribed to them under the RFP shall have the meaning so ascribed to it thereunder;

all headings or sub-headings are for convenience of reference only and shall not be used in, and shall not affect, the interpretation or construction of this Agreement;

- 2.3 the words 'include' and 'including' are to be construed without limitation and shall be deemed to be followed by 'without limitation' or 'but not limited to' whether or not they are followed by such phrases;
- 2.4 a reference to any document/ agreement/ instrument (including references to this Agreement and the RFP), means a reference to such document, agreement, deed or other instrument and to all annexures and parts attached or relatable thereto, all of which shall form an integral part of such document, agreement, deed or other instrument, as the case may be;
- 2.5 references to a **"business day"** shall be construed as references to a day (other than a Sunday) on which banks in Mohali are generally open for business;
- 2.6 services or works described in words which so applied have a well-known technical or trade meaning shall be held to refer to such recognized standards;

Mission Director
Punjab Ghar
& Karobar Mission

- Rozgar



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2.7 words importing the singular number shall also include the plural and vice versa where the context requires.

2.8 *priority of agreements, clauses and schedules:* the agreements and all other Bid Documents forming part of or referred to in the Agreement are to be taken as mutually explanatory and unless otherwise expressly provided elsewhere in the Agreement, the priority of the Agreement and other Bid Documents forming part hereof or referred to herein shall, in the event of any conflict between them, be in the following order:-

- (a) this Agreement;
- (b) any Corrigendum to the RFP;
- (c) the RFP;
- (d) the annexures to the RFP;
- (e) all other Bid Documents.

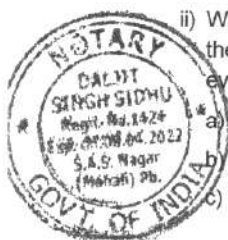
3. TERM:

The term of this Agreement (the "Term") shall begin from Effective Date and be for a duration of 3 years, provided that it may be extended for further 3 years by mutual agreement in writing signed by both parties with same or additional terms. If it is extended, then 10% addition in quoted cost will be payable to the Service Provider w.r.t to point no. 4 of Clause 6 below. However:

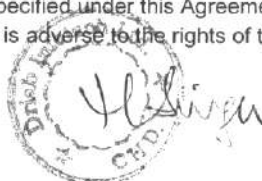
i) Client reserves its right to annul this Agreement at any time without citing any reason.

ii) Without prejudice to the above, the Client reserves such rights on the happening of the following events, which shall be considered to constitute a Service Provider's event of default for the purposes of termination of this Agreement:

- a) Non-responsiveness of the Service Provider discovered at a later stage;
- b) In case of any conflict of interest of the Service Provider;
- c) The Service Provider is unable to meet out its financial liabilities (if any) and becomes insolvent/ bankrupt;
- d) Non-performance (proportion achievement of targets or non-responsiveness) by Service Provider will lead to annulment of contract;
- e) The Service Provider assigns the Agreement or any part thereof otherwise than as permitted under this Agreement or by the Client;
- f) The Service Provider abandons its scope of work and duties under this Agreement, whether with or without notice to the Client;
- g) The Service Provider persistently disregards the instructions of the Client, or contravenes any provisions of this Agreement;
- h) The Service Provider does or permits to do any act, matter, deed or thing in violation of Applicable Law and/or Applicable Permits;
- i) The Service Provider uses or permits or causes the use of the Portal for purposes other than those specified under this Agreement, and/or sets up or claims a right in the Portal which is adverse to the rights of the Client;



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Punjab Ghar & Karobar Mission
Rozgar



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- j) The Service Provider fails to complete its scope of work and duties under this Agreement within the specified time herein or within such extensions granted by the Client;
- k) The Service Provider creates any encumbrances on the Portal against the interest of the Client;
- l) The Service Provider becomes black listed/ debarred by any State or Central Government Department/ Agency or PSU in India;
- m) The Service Provider violates any condition that leads to termination of the Agreement as specified in the Bid Documents during the tender stage; and
- n) The Performance Security has been encashed and appropriated in accordance with the Agreement and the Service Provider fails to replenish or provide fresh Performance Security within the specified time.

4. DUTIES AND SERVICES OF THE SERVICE PROVIDER:

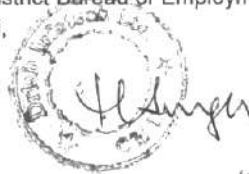
- i) The Service Provider shall provide the services to the Client as per this Agreement and as mentioned hereunder:

- I. In addition to the operation and maintenance of the existing Ghar Ghar Rozgar Portal from the Effective Date, the Service Provider will create an all-inclusive digital platform with the following features:



- a. Foreign Employment & Foreign Study Module,
- b. Career information module,
- c. Counseling module,
- d. Self-employment module,
- e. Skill training module,
- f. Customer relationship management,
- g. E-mail & SMS module,
- h. Mobile app,
- i. Govt. department module,
- j. Tracking system,
- k. Reports,
- l. Integration with other Portals of Govt. of India such as NSC, emigrate.gov.in, CSE etc.,
- m. Integration with both Interstate and Intrastate Portals,
- n. The Portal shall allow the registration of Punjabi stakeholders in addition to others,
- o. The backend database of the portal shall be in English,
- p. The interface of the portal to be bi-lingual i.e. home page of the portal and the home page of 22 District Bureau of Employment & Enterprise shall be in both English and Punjabi,

Mission Director,
Punjab Ghar Ghar Rozgar
& Karobar Mission



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- q. Helpline numbers such as Job Helpline, Pravasi Bhartiya Kendra or any other helpline numbers as directed by MD, PGRKAM shall be mentioned on the portal,
- r. The system shall work under the maximum stress of 10,000 logins at one time,
- s. It will be the responsibility of the Service Provider to ensure that the system is not prone to any kind of cyberattacks and system data is not exposed to unauthorized entity in any way.

II. Dashboard enhancements for Foreign study and Foreign Employment: the Service Provider shall create/ incorporate the following options on the Portal:-

- a. Registration option for potential students/foreign job seekers,
- b. Registration option for Foreign colleges/ universities/Foreign employers/ their agents in India,
- c. Available seats for Punjabi youth in overseas colleges & universities with eligibility, fees etc.,
- d. Available jobs overseas,
- e. Potential student/employee search by agent/ overseas college/ university/employer,
- f. Invitations to potential students/employees,
- g. Event creation,
- h. Potential course/job search by the applicant,
- i. Reports for agents/ colleges or universities/ employers/applicants/ District Bureau of Employment and Enterprise (DBEE) / Client.



Information on career guidance/ information: The Service Provider shall ensure that the following guidance/ information is made available and regularly updated on the Portal:-

- a. Career options under different headings,
- b. Career Matching algorithm for the applicant,
- c. Career searching for different qualifications,
- d. Auto matched option in the dash board of job seeker,
- e. Admin option for adding the content.

IV. Self-employment module to provide entrepreneurship opportunities to applicants: The Service Provider shall ensure the following services are made available on the Portal:-

- a. Get registered as a potential entrepreneur,
- b. Search option at home page & jobseeker dashboard - All Self-employment Schemes,
- c. Link to the sites of the Government Departments running the schemes,
- d. Module to capture all parameters of the Self Employment schemes of Central/State Govt. including checklist and further link to the sites of the Government departments

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- e. This module needs to show relevant schemes to the potential entrepreneurs as per his eligibility and interest through backend matching,
- f. Different search parameters for the potential entrepreneurs to search self-employment schemes.

V. Counseling module to cover counseling of job-seekers: The Service provider shall ensure that the following services are made available on the Portal:-

- a. Registration of counselors,
- b. Approval by DBEE's / State admin,
- c. Calendar of Counseling sessions (availability and non-availability),
- d. Registration of Counselee,
- e. Participation offer by counselee online on portal,
- f. Approval by Counselor online,
- g. Attendance of applicants by counselor (session wise),
- h. Rating and feedback by counselee,
- i. Cancellation of session,
- j. Report for Counsellor, DBEE & the Client.

VI. Skill training module for increasing employability



- a. Punjab Skill Development Mission (PSDM) provides free employment linked skill development trainings to the youth through empaneled training partners across the state in different sectors like Healthcare, Media & Entertainment, Green Jobs, Domestic Workers, Retail, Beauty, Construction, Electronics and Hardware, Food Processing, Health Care, IT ITES, Leather, Logistics etc. PSDM ensures universal coverage from various sections of the society including Urban/ Rural, Border Area, traditional courses like Phulkari Jutti making/ modern courses thereby providing opportunity to all.
- b. With a brief write-up on PSDM and on such similar sites as Client shall specify (content of the write-ups including pic(s), if any shall be provided by PGRKAM), the portal to be developed shall provide link(s) to the official website(s) of PSDM (at present <http://psdm.webappline.com>) and of such similar sites as Client shall specify. On clicking, the link(s) shall open the official website of PSDM and such similar sites as specified by Client in new tab in new tab where the applicant can get detailed information on availability of skill courses.

VII. Customer Relationship Management (CRM)

The Service Provider shall create a platform where users can send queries and the Service Provider after taking response from the officer authorized by MD, PGRKAM can respond within 48 hours.

VIII. Module for sending bulk SMS and bulk emails with detailed reporting of delivered, undelivered and bounced features with real time report.

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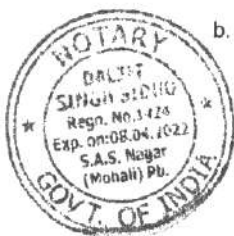
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IX. **One Mobile app** for Job Seeker, Employer, Job Mela (Event) and Local service provider on both IOS and Android platforms which includes all functionality and features as available on the Portal, as set out in this Agreement.

X. **Government Department module** for getting on-line information related to Employment Generation Department from various Departments e.g. information on recent recruitments, vacancy position, recent advertisements given w.r.t recruitments, submission of applicants for various openings etc.

XI. **Tracking Module:** A module will be created in order to:

- a. Provide for communication (SMS, e-mail, calling) record with candidate with follow up date and time notification,
- b. Provide for input by DBEE, State Admin or any other level as decided by DBEE/ State Admin –
 - i. Whether jobseeker got employed,
 - ii. Whether employer got the candidate of choice,
 - iii. Whether counseling session was helpful,
 - iv. Whether skill training was of use,
 - v. Whether foreign employment or foreign study is going as expected,



XII. **Local Service Provider (LSP) Module** similar to urban clap (shall cover services such as Aayah, Beautician, Carpenter, Cook, Gardner, Dietician, Insurance Advisor etc.) without payment gateway with reports for DBEE, Client, Service Provider and Service Seeker. Provision for creation of payment gateway & its usage in future shall be made.

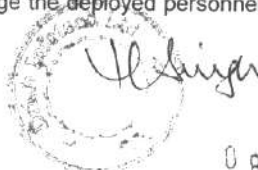
XIII. Recent and upcoming activities like job melas etc. shall be flashing on the home page of the Portal.

XIV. The Portal shall be able to generate various reports including district wise/sub-division data or in any other format as may be required from time by the Client.

XV. The Service Provider shall provide capacity building training(s) as decided by the Client.

ii) The Service Provider shall deploy at least one qualified resource (Project Coordinator) having a graduate degree in Computer Science and atleast 3 years of experience in the IT domain. He/ she will be permanently stationed at Chandigarh/ Mohali and would sit in the office of PGRKAM. He/she shall be required to attend discussions, meetings, presentations etc. as instructed by MD, PGRKAM. He/ She may be required to visit DBEE under Department of Employment Generation and Training, Punjab or any other office on the directions of MD, PGRKAM. Additionally, he / she shall be well conversant in Punjabi & English written as well as spoken language. The Service Provider shall be required to change the deployed personnel as and when directed by MD, PGRKAM.

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iii) That the Service Provider shall be responsible for reviewing, monitoring, directing, supervising and controlling the work carried out by each individual Personnel deployed by it, during the period of her/his deployment. The Deployment of the Personnel shall be within 5 days of the Effective Date. The Service Provider shall be required to change the deployed personnel as and when directed by MD, PGRKAM.

iv) That the Service Provider undertakes:

- a. To faithfully and diligently provide services to the Client and shall comply with all lawful instructions and guidance of the Client and of any persons duly appointed by the Client to give such instructions,
- b. To act in a manner which is, in the opinion of the Client, is not detrimental to the interests of the Client,
- c. To take proper and reasonable precautions to preserve from loss, destruction or misuse of any facilities, equipment, tools, digital information and assets provided or made available by the Client, in order to enable the Service Provider to carry out its obligations,
- d. To return to the Client any facilities, equipment, tools, digital information and assets on termination or expiration of this agreement in the same condition as provided,
- e. To comply with all relevant laws/ rules/ Govt. instructions concerning with the execution of this contract failing which the Service Provider shall be solely responsible for financial and legal consequences. Further, in case of breach of contractor violation of any law/ rule/ Govt. instructions, any loss is caused to the Client, the Service Provider shall indemnify the same,
- f. To neither assign nor further delegate its duties and obligations under this Agreement,
- g. To inform the Client of any change in the address of registered office/local office within 3 days of such change,
- h. To provide the contact details of the Single Point of Contact (SPOC) within 2 days of signing of this Agreement and inform the Client of any change in SPOC within 1 day of such change.
- i. The Service Provider shall ensure that its Personnel will comply with the policies and procedures of the Client, as applicable.
- j. To submit the Monthly Progress Report as per format in **Annexure 1**.
- k. To submit details on critical and conventional errors as per format in **Annexure 2**.
- l. To maintain at all times during the Term of this Agreement all Key Personnel as set out in Clause 4.3 of the RFP. Any change of any Key Personnel shall be



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without any additional expense to the Client. In case of any change of any Key Personnel, the same shall only be removed/ reassigned/ substituted with the written permission of the Client. Further, the new personnel to be substituted shall have equal or better qualifications, Scope and Score as per the RFP than the Key Personnel who is sought to be substituted.

5. CONDITIONS PRECEDENT

Save and except as expressly otherwise provided in this Agreement, the respective rights and obligations of the Parties shall be subject to the satisfaction in full of the conditions precedent specified in Clause nos. 4.7.4 and 5.1 of the RFP.

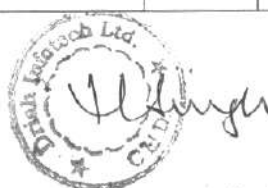
6. REMUNERATION, DELIVERABLES AND PAYMENT:

- i.) The Service Provider shall be paid a total fee of **INR 39,64,800/- (Rupees Thirty Nine Lakhs Sixty Four Thousand Eight Hundred only)** – inclusive of all applicable taxes, as mentioned below:

S No.	Description	Deliverables	Duration	Amount	Amount (INR) inclusive of taxes
(I.)	(II.)	(III.)	(IV.)	(V)	(VI)
1.	Submission and acceptance of Study phase and Submission of Study Report and Freezing of specifications/ requirement	Study Report, Proposed, Solution, Design, Documents/Forms, List of MIS, Reports	6 (+4) weeks	10%	3,96,480/-
2.	Development and Deployment: After Testing, User Training & Implementation, Submission and acceptance of Deliverables i.e., Source Code and relevant manuals and operational training to EGT Officials	Trial Run Report, Operational, Manual for Head Office Operations, Centre Login Module, Administration Activities, Training to Stakeholders, Generation of all Reports as per MIS	16 weeks	10%	3,96,480/-



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3.	After successful operation of one complete cycle covering all activities as per scope of work & final sign-off including the mobile application	Upon acceptance of Monthly Uptime reports, Final Copy of Manual, Final Copy of Source Code & Data and set of Reports as per MIS.	30 weeks	15%	5,94,720/-
4.	Operations and Management Phase	On submission & acceptance of Monthly Progress Reports (Format as per Annexure 1) including reports on job melas.	24 months	55% (equally distributed over a period of 24 months)	21,80,640/- (90,860/month)
5.	On submission & acceptance of Closure Report	--	-	10%	3,96,480/-



It is clarified that Serial No. 2 mentioned above in the Payment terms has to be accomplished within 22 weeks from the date of signing of this Agreement, i.e., the Effective Date & the 4 weeks' additional period mentioned in Serial No. 1 above will not be further carried forward.

- iii.) TDS and all other statutory deductions will be made as per applicable laws.
- iv.) For the sake of abundant clarity, the Parties hereby agree that for the sake of the aforementioned payment schedule, the payment of the installments shall only become due on the final acceptance of the deliverables mentioned in the Column No.III of the table to the full satisfaction of the Client.
- v.) The Service Provider shall bear all of its own expenses arising from its performance of its obligations under this Agreement. Notwithstanding anything contained herein, the Client shall have no obligation to provide office space, work facilities, equipment, clerical services, programming services, etc. to the Service Provider or any third party.

7. APPROVAL OF DESIGNS, CONTENT, ETC.:

- i.) Throughout the development of the Portal, the Portal shall be accessible by the Client including any draft versions and prototypes of the same, and including access to any servers, control panel, etc. relating to the Portal. Until the Client has been approved the final Portal, none of the web pages for the same shall be accessible to any end users. The Service Provider also further agrees that no login information, including username, password, etc. of any server/control panel of the Portal shall always be made available to the Client, and no such information shall be changed without prior

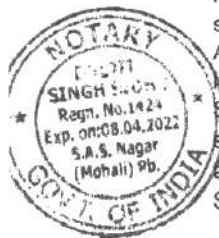
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written intimation regarding change, and providing changed information in advance, to the Client.

- ii.) The Service Provider shall prepare all designs, content, etc. for the Portal in accordance with Clause 4 and submit the same to the Client for approval before the same are uploaded on the Portal. The Service Provider shall provide all necessary assistance to the Client and shall carry out all necessary changes/ modifications, etc. in the designs, content, etc. for the Portal as may be required by the Client from time to time. The Service Provider agrees that any instruction or approval given by the Client or any employee and/or representative of the Client shall bind the Service Provider as though such instruction or approval had been given by the Client.
- iii.) The Service Provider shall include on the Portal any and all copyright or other notices, including legal disclaimer, as requested by Client.
- iv.) **Interaction with end users:** The Service Provider agrees and acknowledges that it shall not on its own without specific written approval from the Client, issue any response, reply, message and/or statement, whether through public post/ reply/ message, or whether through private messenger services, whatsoever. It is specifically agreed and acknowledged that the scope of services under this Agreement does not entail or authorize the Service Provider to represent and/or impersonate the Client in any way whatsoever, and any such unauthorized act by the Service Provider, and/or any of its employees, representatives, servants, agents, etc., shall form grounds for immediate rescission and termination of this Agreement, and any criminal and civil liability under any Applicable Law shall solely lie upon the Service Provider in respect of any such unauthorized act.



8. **PERFORMANCE SECURITY:**

- i) The Service Provider has submitted the Performance Security @ 2.5% of the total Agreement value via Bank Guaranteeno. 6530IPEBG190026 dated 16.07.2019 amounting to INR 99,120/- (Rupees Ninety Nine Thousand One Hundred Twenty Only) of Bank of India, Mohali C & P Banking SCF-49, Phase IX, SAS Nagar, Mohali (the "Performance Security").
- ii) The Performance Security shall remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations. In case the Agreement period is extended further, the validity of Performance Security shall also be extended by the Service Provider accordingly.
- iii) In the event the Client draws on the Performance Security, in part or in full, to recover any amounts from the Service Provider in the form of liquidated damages/ losses to the Client, the Service Provider shall forthwith restore the value of the Performance Security to such value which existed prior to drawal by the Client. In the event the Service Provider fails to restore the Performance Security, the Client shall be entitled to encash the same and the Service Provider shall, within the time so granted at the sole discretion of the Client, submit a fresh Performance Security.
- iv) Failure of the Service Provider to comply with the requirements of above clauses shall

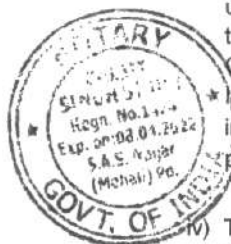
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constitute sufficient grounds for the annulment of this Agreement, forfeiture of Performance Security and other actions as deemed necessary may be taken by the Client.

9. DISCLOSURE OF INFORMATION:

- i) During the period of this Agreement, the Service Provider and/or its Personnel may acquire information which is considered by the Client to be confidential and proprietary to the Client, including all intellectual property rights, trade secrets, copyrights, customer information, access information of the server/ control panel of the Portal, notifications/ letters/ circulars of Government Authorities (hereinafter "Confidential Information").
- ii) The Service Provider undertakes not to use the Confidential Information in any manner not specifically authorized by, or to the detriment of the Client, and agrees not to disclose Confidential Information to any third party either during the term of this Agreement except as may be necessary in the execution of this Agreement or after the term of this Agreement.
- iii) The Service Provider agrees to use all reasonable efforts to prevent any unauthorized disclosure of Confidential Information disclosed by the Client under this Agreement. The Service Provider further undertakes to immediately notify the Client upon discovery of any unauthorized use or disclosure of any Confidential Information, or any other breach of this Agreement, and will cooperate with the Client in every reasonable way to regain possession of the Confidential Information and prevent its unauthorized use.
- iv) The Service Provider shall return any Confidential Information in its possession at the expiry/ end of the Term of this Agreement, or at the time of Termination of this Agreement.
- v) The Service Provider shall ensure that all the Personnel are made aware of the undertakings as set out in this section and shall ensure that they comply with each of the said Confidentiality obligations.
- vi) The Service Provider acknowledges and agrees that the Client does not wish to receive from Service Provider any confidential information of Selected Provider or of any third party. Service Provider represents and warrants that any information provided to Client in connection with this Agreement shall not be confidential or proprietary to the Service Provider or any third party.



10. MODIFICATION AND WAIVER:

This Agreement shall not be amended or modified except by written instrument executed by the Client and the Service Provider. The failure of the Service Provider or the client to insist upon strict performance of any provision hereof shall not constitute a waiver of, or

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estoppel against asserting, the right to require such performance in the future, nor shall a waiver or estoppel in any one instance constitute a waiver or estoppel with respect to a later breach of a similar nature or otherwise.

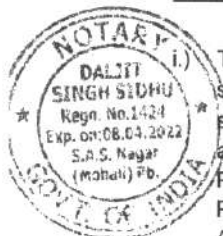
11. RESPONSIBILITY & LIABILITY:

The Service Provider shall be responsible for services, provided by its personnel, representatives, agents, any permitted assigns etc. while rendering services under this Agreement. In no event shall the Client have any liability or be subject to any claim for any damages arising out of the design, drawings, development, content arising out of the scope of work of the Service Provider under this Agreement. The Service Provider shall indemnify the Client and its agencies and be liable for any damages, liability, penalties, costs or claims arising out of or in any way relating to the work carried out by it or by the individual personnel, etc. deployed under this Agreement.

12. RELATIONSHIP OF PARTIES:

This agreement is not a joint venture, partnership or any other sharing arrangement and is only for provision of services by the Service Provider to the Client and shall not be construed or understood to be a partnership or any other legal relationship between the Service Provider and the Client save and except what is specifically provided under the terms of this Agreement.

13. TERMINATION:



i.) The Client reserves the right to terminate the service of the Service Provider at any stage. Upon termination of the services with the Service Provider, remuneration for services satisfactorily performed prior to the termination of the services shall be paid as per Clause 6 of this Agreement (the "Termination Payment"). Such Termination Payment shall be further subject to any deductions of outstanding dues of the Service Provider to the Client in the form of any penalty, liquidated damages, etc. under this Agreement.

ii.) Without prejudice to any other rights or remedies which the Client may have under the Agreement or under the Applicable Laws, upon the occurrence of either a Service Provider's event of default, the Service Provider shall be liable for the breach caused and consequences thereof and the Client shall have the right to issue a 'Notice of Intention to Terminate' to the Service Provider. Upon the issuance of a 'Notice of Intention to Terminate', the Service Provider shall have the right to rectify or cure the breach within the cure period specified in such notice. If the breach is not rectified by the Service Provider within such period, the Client shall have the right to terminate the Agreement by issuance of a Termination Notice.

iii.) It is specifically understood and agreed that in case the Agreement is terminated due to any default of the Service Provider, and/or inability of the Service Provider to deliver any of the deliverables under this Agreement to the full satisfaction of the Client, the Client shall be entitled to have such deliverable and all remaining works in respect of

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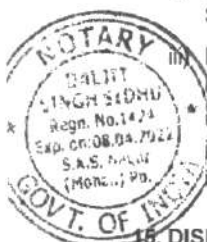
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the Portal executed by any third party at the sole discretion and choice of the Client at the risk and cost of the Service Provider, and any costs/ expenses/ damages, etc. incurred thereon shall be recoverable from the Service Provider, and this Clause shall survive the termination of this Agreement.

- iv.) Further, in case of termination of this Agreement due to any default of the Service Provider, the Client shall have the right to invoke the Performance Security.

14. PENALTY/ DAMAGES CLAUSE

- i) In case, any of the deliverable as mentioned in Clause 6 is not submitted by the Service Provider within the stipulated time, a grace period of maximum of 1/4th of allowed time line may be given by MD, PGRKAM. The grace period shall be given only if the Service Provider is able to justify that the reason of delay was beyond his control. A penalty of 5% per week of amount accruable against that deliverable shall be levied post that grace period upto maximum of 1/4 th of the stipulated time. For e.g. If a monthly report is not submitted after the expiry of the grace period (if provided) a penalty of 5% of (55% of the contract value/104) will be imposed per week of delay. All such penalties are in the nature of genuine pre-estimated losses/ damages.
- ii) In case of any delay post the timeline as mentioned above, this Agreement of the Service Provider shall be terminated and the Service Provider shall be blacklisted.
- iii) In case the Service Provider gives a representation to Governing Council, PGRKAM, Governing Council may reduce penalty upto 50% and can give additional time lines upto 1/4th of the stipulated time of the relevant activity with or without imposing penalty, if Governing Council is satisfied that the reason given for delay by the Service Provider is justified.



15. DISPUTE RESOLUTION

- i.) The Client and the Service Provider shall make every effort to resolve any disagreement or dispute arising between them amicably by direct negotiation. If the Client and the Service Provider fail to resolve the dispute amicably within one (1) month from the date on which amicable talks have been initiated between the Parties, then the issue will be referred to the arbitrator in accordance with the Arbitration and Conciliation Act, 1996, amended upto date. The sole arbitrator for such purposes will be decided by MD, PGRKAM (Client) as per the Arbitration and Conciliation Act, 1996, amended upto date. All arbitration proceedings shall be held at Mohali, India, and the language of the arbitration proceedings shall be in English. The Courts at Mohali, Punjab alone shall have jurisdiction in relation to all disputes and matters relating to this Agreement to the exclusion of all other Courts.
- ii.) Notwithstanding the pendency of any dispute resolution process between the parties, including any pending arbitration proceedings, unless otherwise directed by the Client, the Service Provider shall continue to perform its obligations under this Agreement, and no payment due or payable to the Service Provider shall be withheld on account of such proceedings, provided however, it shall be open to the Arbitrator to consider and decide whether or not the scope of work and duties of the Service Provider under

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this Agreement should continue during arbitration proceedings.

- iii.) If the arbitrator appointed as above refuses to act as arbitrator, withdraws from his office as arbitrator, or vacates his office or is unable or unwilling to perform his functions as arbitrator for any reason whatsoever or dies or fails to act without undue delay, the MD, PGRKAM shall appoint new arbitrator to act in his place in the same manner in which the earlier arbitrator had been appointed. Such substituted/ re-constituted arbitrator may proceed with the reference from the stage at which it was left by the previous arbitrator.

16. INTELLECTUAL PROPERTY RIGHTS:

- i. The Client owns the Intellectual Property Rights of all the content created under the scope of work of this Agreement, including the source code, etc., whether created by the Client or the Service Provider, including all deliverables under this Agreement. The Service Provider agrees to assign and transfer and does hereby irrevocably assign and transfer to Client any and all right, title, and interest, including all copyright rights and other intellectual property rights, and all actions and causes of action related to the foregoing, and all damages, profits, and other recoveries related thereto, which Service Provider may have or acquire in and to the Client's content and any and all modifications or derivative works made by Service Provider to the Client's content. Service Provider agrees to execute all documents and take all action reasonably requested by Client in connection with the assignment of rights to Client. Service Provider further agrees that it will not challenge or take any action inconsistent with Client's rights to the Client's content.



- ii. The Service Provider agrees that the deliverables, nor any part thereof, constitutes or is a part of any pre-existing work the ownership of which vests with any third party.
- iii. The Service Provider is liable to handover all documents/ information/ media/ knowledge base related to the assignment undertaken under the scope of work of this Agreement to the Client on completion/ termination. The Service Provider agrees and acknowledges that during the Term of this Agreement, the Client has granted a limited, non-exclusive, revocable license to use the intellectual property of the Client, including copyrighted material, trademarks, etc., and such license is co-terminus with the expiry or termination of this agreement, as the case may be.
- iv. The Service Provider shall not carry and/ or transmit any material, information, diagrams, storage media or any other goods/ material in physical or electronic form, which are proprietary to or owned by the Client out of premises without prior written permission.

17. EXIT MANAGEMENT:

- i. The Client shall prepare an Exit Management Plan and share it with the Service Provider that will be binding on the Service Provider (the "Exit Management Plan").
- ii. The Exit Management Period, to be informed in the Exit Management Plan, shall not be more than eight weeks from the date of expiry/ termination of Agreement (the "Exit Management Period").

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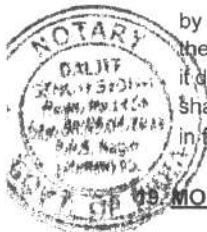


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- iii. **Transfer of Assets** - The Service Provider shall be able to use the assets, if any provided, for the duration of the Exit Management Period and shall return before completion of the said period,
- iv. During the Exit Management Period, the Service Provider will allow the Client to access information required to define the current mode of operation,
- v. The Service Provider shall handover all documents/information/media/ knowledge base to the Client within the Exit Management Period,
- vi. The Service Provider shall provide the knowledge transfer sessions to the Client as and when required during the Exit Management Period.

18. SEVERABILITY:

If any of the terms or conditions of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, such unenforceability or invalidity shall not render the rest of the Agreement null and void. Instead, this Agreement shall be construed as if it did not contain that particular provision(s) at all. The rights and obligations of the parties shall be construed and enforced accordingly, and this Agreement shall thereupon remain in full force and effect.



19. MONEY LAUNDERING:

The Service Provider and the Personnel shall each comply with applicable Money Laundering Regulations/ Act.

20. ANTI-CORRUPTION AND ANTI-BRIBERY:

The Service Provider and the Client shall maintain in place throughout the term of this Agreement its own policies and procedures, including, but not limited to, adequate procedures to ensure compliance with Anti-Corruption and Bribery Laws, and will enforce them where appropriate. Any bribe, commission, gift or advantage given, promised or offered by or on behalf of the Service Provider, including its employees, permitted agents, servants, or anyone on its behalf, to any officer, employee, agent, consultant of the Client, or to any person on its behalf, in relation to obtaining or execution of this Agreement, in addition to criminal liability which it may incur, subject the Service Provider to the rescission of this Agreement.

21. GOVERNING LAW AND JURISDICTION:

This Agreement shall be governed by and construed in accordance with the laws of India and subject to the exclusive jurisdiction of the courts at Mohali, Punjab to the exclusion of all other courts.

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22. ERROR/ ISSUE RESOLUTION:

- i) All the Critical errors/issues to be resolved within 48 hours of being brought to notice by the O/o PGRKAM to the Service Provider.
- ii) All the Conventional errors/issues to be resolved within 7 days of being brought to notice by the O/o PGRKAM to the Service Provider.
- iii) Any delay in resolution of errors as mentioned above, shall lead to a penalty of INR 10,000/- per day. No resolution within 7 days will mean penalty of 1 lakh per day. No resolution within 15 days will mean notice for termination/cancellation of the contract. No resolution within 15 days from notice of termination/cancellation of the contract would lead to blacklisting and termination/cancellation of the Agreement.

23. MISCELLANEOUS:

- i.) **Service Provider's Representations:** The Service Provider represents and warrants to the Client as follows:-

- a. No conflict – The Service Provider is under no obligation or restriction that would in any way interfere with the work to be performed under this Agreement.
- b. Ownership Rights – The Service Provider is and will be the sole author of all works under this Agreement, and will have full and sufficient right to assign or grant the rights and/or licenses granted in the deliverables under this Agreement.
- c. Conformity, Performance and Compliance – All deliverables shall be prepared in workman like manner and with professional diligence and skill, and the same shall function under all standard HTML conventions, apart from conforming with the specifications and functions set forth in this Agreement.
- d. Virus protection, internet security, etc. – Any media on which deliverables are or will be contained shall not knowingly contain any computer instructions/ programs the purpose of which is to disrupt, damage or interfere with the use of any other computer programs or computer telecommunications facilities for their commercial purposes, or perform functions which are not an appropriate part of the functionality of the applicable computer programs, and which result is to disrupt the use or operation of such computer programs. The deliverables shall not knowingly contain any virus, worm, trojan horse, or other similar code, or any mechanism which electronically notifies the user of any fact or event, nor any key, node lock, time-out, logic bomb or other function, implemented by any means, which may restrict use of or access to any programs, data or equipment. The Service Provider shall take all reasonable steps to ensure that any media/ programs are free of any such program, virus, etc., as enumerated hereinabove.

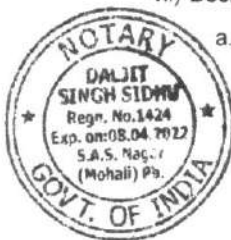


Mission Director,
Punjab Gha.
& Karobar Mis.

Handwritten signature

08 AUG 2014

- ii.) **Applicable Laws:** The Service Provider shall at all times during the Term of the Agreement conform to the provision of all Applicable Laws relating to the scope of work and duties of the Service Provider under this Agreement, and all regulations and bye-laws of any local authorities. The Service Provider shall be bound to give all notices required by statute, regulations or bye-laws as aforesaid and to pay all fees and taxes payable to any authority in respect thereof. The Service Provider shall further be responsible to ensure that the Portal or any assets of the Client, including the web-domain, ip addresses, etc. are not used in any manner in contravention of the applicable laws, including the Information Technology Act, 2000, and in case of any violation or contravention of the same, the Service Provider alone shall be liable in all respects thereof.
- iii.) **Force Majeure Event:** If at any time, during the Term, the performance in whole or in part by either Party of any obligation under the Agreement shall be prevented or delayed by reason of any Force Majeure Event and notice of the happening of any such event is given by either Party to the other within 15 days from the date of occurrence thereof, neither Party shall by reason of such event, be entitled to terminate the Agreement nor shall either Party have any claim for damages against the other in respect of such non-performance or delay in performance and the project under the Agreement shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of the Client as to whether the project has been so resumed or not shall be final and conclusive.
- iv.) **Encumbrances:** The Service Provider undertakes that it shall not create any encumbrances in any manner on the Portal or any part thereof, whether in the form of third party rights, access, content, etc. in any manner whatsoever, including any advertisements, third party content, etc.
- v.) **Assignment:** This Agreement and the rights created is non-assignable, unless as specifically mentioned otherwise in this Agreement, and the Service Provider specifically undertakes to not pass on, delegate and/or assign its rights and obligations under this Agreement, directly or indirectly, to any third party, sub-agency, successor, etc.
- vi.) **Deemed Knowledge, Disclaimer and General Indemnity:**



- a. The Service Provider shall be fully and exclusively responsible for, and shall bear the financial, technical, commercial, legal and other risks in relation to its scope of work under this Agreement regardless of whatever risks, contingencies, circumstances and/or hazards may be encountered (foreseen or not foreseen) and notwithstanding any change(s) in any of such risks, contingencies, circumstances and/or hazards on exceptional grounds or otherwise and whether foreseen or not foreseen and the Service Provider shall not have any right whether express or implied to bring any claim against, or to recover any compensation or other amount from the Client in respect of the Service Provider's scope of work and duties under this Agreement.
- b. The Service Provider and not the Client shall be solely responsible for the timely implementation of the project under this Agreement. In the event of any breach by the Service Provider of its obligations towards any third party, even if such

Mission Director
Punjab Ghar Ghar
& Karobar Miss

[Signature]

breach has been caused by any non-performance by the Client of its obligations as contained in the Agreement, the Service Provider shall on its own indemnify such parties for all losses and damages incurred by such parties on account of such breach and the Client shall not be responsible for any such losses.

- c. The Service Provider hereby indemnifies and agrees and undertakes that from the Effective Date and thereafter during the Term and even after expiry of the Term or upon the earlier termination of the Agreement, it shall keep indemnified and otherwise saved and harmless the Client, its agents and employees, its consultants from and against any and all claims, demands made against and/or loss caused and/or the damages suffered and/or cost, charges/expenses incurred or put to and/or penalty levied and/or any claim due to loss or damage caused or suffered to any property owned or belonging to the Client, its agents and employees or third party as a result of any acts, deeds or thing done or omitted to be done by the Service Provider, or as a result of failure on the part of Service Provider to perform any of its obligations or on the Service Provider committing breach of any of the terms and conditions or on the failure of the Service Provider to perform any of its statutory duty and/or obligations or failure or negligence on the part of Service Provider to comply with any Applicable Laws or Applicable Permits or as a consequence of any notice, show cause notice, action, suit or proceedings, given, initiated, filed or commenced by any third party including any sub-agents, assigns, third parties, Government Authority or as a result of any failure or negligence or default of the Service Provider and/or invitees as the case may be, in connection with or arising out of the Agreement or arising out of or in connection with Service Provider's use and occupation of the premises, machinery, equipment and/or resources of the Client.



- d. Notwithstanding anything to the contrary contained herein, in no event shall the Client, its officers, employees or agents be liable to indemnify the Service Provider for any matter arising out of or in connection with the Agreement in respect of any indirect or consequential loss, including loss of profit, suffered by the Service Provider. Further, it is expressly agreed and understood that in no event whatsoever shall the Client be liable for any consequential, future, indirect and remote losses arising from this Agreement to the Service Provider.
- e. Notwithstanding anything contained in this Agreement, during the entire Term, the maximum liability of the Client towards the Service Provider in respect of this Agreement resulting out of any default of the Client or any dispute and subsequent claim by the Service Provider shall not exceed the Termination Payment payable to the Service Provider in terms of the Agreement.

vii.) **Expiry:** Unless terminated in accordance with this Agreement, the Agreement shall expire at the end of the Term. On Termination or expiry of the Term, whichever is earlier, the Service Provider agrees to transfer the physical possession of all assets, documents, information, along with original documents of all approvals, permits, etc. and other such rights in the assets etc. In case of Termination by the Client, the

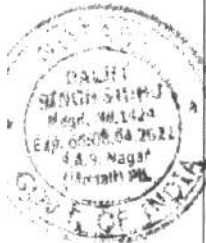
Mission Director
Punjab Ghar Ghar
& Karobar Mission



08 APR 2022

Service Provider agrees to transfer the physical possession along with the original documents as above on such date as may be specified by the Client in the Termination Notice, but in no case later than 10 (ten) days from the date of issue of the Termination Notice. If the Lessee fails to do so, the Client shall have the right to take over the physical possession ex-parte anytime thereafter. The Service Provider agrees to indemnify and keep indemnified, the Client, its nominee, etc. from and against all action proceedings, losses, damages, liabilities claims, costs and expenses which may be sustained or suffered by the Client as a result of any actions or omissions of the Service Provider prior to the final termination of this Agreement and return of all documents, assets, etc.

viii.) **Communications & Services of Notices:** All notices, communications, reference and complaints made by the Client or the Service Provider shall be in writing and may be in English or in Gurmukhi. All such notices/ communications shall be sent via email or registered post, or shall be delivered personally in hand against receiving. All notices, requests, demands or any other communications required or permitted to be given under this Agreement shall be sent to the Parties at the following addresses:-

	<u>Client</u> <u>Designation:</u> MISSION DIRECTOR <u>Address:</u> PGRKAM, District Bureau of Employment and Enterprise, District Administrative Complex, SAS Nagar, Mohali. <u>Email:</u> pgrkam.deqt@gmail.com <u>Facsimile:</u>	<u>Service Provider</u> <u>Designation:</u> MANAGING DIRECTOR <u>Address:</u> SCO No. 104-106, 4th Floor, Sector-34-A Chandigarh, India.-160022 <u>Email:</u> hrashvi@dashinfo.com <u>Facsimile:</u>

24. ENTIRE AGREEMENT:

All prior negotiations and agreements between the parties hereto relating to the transactions, employment and services contemplated hereby are superseded by this Agreement and there are no representations, warranties, understandings or agreements with respect to such transactions, employment or services other than those expressly set forth herein.


 Mission Director,
 Punjab Ghar Ghar
 & Karobar Mission




18 AUG 2014

IN WITNESS WHEREOF, the Client and the Service Provider have executed this Agreement as of the aforementioned date.

Name of the Signatory

By: PGRKAM (name of the First Party/Client)

Designation: Mission Director

Mission Director,
Punjab Ghar Ghar Rozgar

Name of the Signatory

By: (name of the Second Party/ Service Provider)

Designation: Managing Director

HARSHVIR SINGH

Date: 30/07/2019

Place: S.A.S. NAGAR (MOHALI)

Witness: the deponent/ executant who
signs/ thumb marked in my presence.

1) Name: Amarjit Singh Sekhon
Place: S.A.S. Nagar
Signature: [Signature]
Date: 30/07/19

Witness: the deponent/ executant who
signs/ thumb marked in my presence.

2) Name: Sanjeev Kumar
Place: S.A.S. Nagar DGM and
Signature: [Signature] Head-HR
Date: 30/07/2019



Attested as Identified

DALJIT SINGH SIDHU
Notary, S.A.S. Nagar (Mohali)

08 AUG 2019

Mission Director,
Punjab Ghar Ghar Rozgar
& Karobar Mission

Annexure 1

MONTHLY PROGRESS REPORT

The Monthly progress report to be submitted by the Service Provider during the Operations and Maintenance phase shall include the following:

1. Critical errors reported by PGRKAM during the month:
 - a. Critical errors carried forward from last month
 - b. Details as per Annexure 2
2. Critical errors resolved during the month
 - a. Resolved within 48 hours
 - b. Resolved beyond 48 hours
 - c. Details of time taken to resolve the critical errors (Annexure 2)
3. Conventional errors reported by PGRKAM during the month:
 - a. Conventional errors carried forward from last month
 - b. Details as per Annexure 2
4. Conventional errors resolved during the month
 - a. Resolved within 7 days
 - b. Resolved beyond 7 days
 - c. Details of time taken to resolve the Conventional errors (Annexure 2)
5. No. of logins on the portal
6. Number of Job seekers registered on the portal
7. Number of Employers registered on the portal
8. Number of Jobs posted




Mission Director,
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& Karobar Mission

Annexure 2

DETAILS ON CRITICAL AND CONVENTIONAL ERRORS

Critical errors:

Sr. No.	Date and time of raising of Critical error	Date and time of resolution of Critical error	Total time taken in resolution	Stipulated time as per RFP/Agreement	Remarks

Conventional Errors:

Sr. No.	Date and time of raising of Conventional error	Date and time of resolution of Conventional error	Total time taken in resolution	Stipulated time as per RFP/Agreement	Remarks



Mission Director,
Punjab Ghar Ghar Rozgar
& Karobar Mission

Chapter III (A)

Mera Kamm Mera Maan

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3.	Definitions	1
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GOVERNMENT OF PUNJAB
DEPARTMENT OF EMPLOYMENT GENERATION & TRAINING

MERA KAMM MERA MAAN

A Skilling & Employment Initiative

1. Introduction

Mera Kamm Mera Maan (MKMM) is envisaged as a government scheme in which unemployed youth will be assisted by the District Bureaus of Employment and Enterprise (DBEE) for skilling, and thereafter for wage employment or self-employment.

2. Objectives

- (i) The scheme aims to facilitate unemployed youth of the State to have technical skills and enhance their capacity in their chosen field through free training in Government ITIs, Government Polytechnics and Punjab Skill Development training centers to make themselves self-reliant in long term.
- (ii) The scheme aims to provide subsistence allowance to unemployed youth getting skill/ training under the scheme.
- (iii) The scheme aims to facilitate youth trained under the scheme to get employment (either wage or self).

3. Definitions

- (i) "*Eligible applicant*" means the educated unemployed youth who fulfils the specified eligibility conditions and is a resident of Punjab State.
- (ii) "*Department*" means the Department of Employment Generation and Training, Government of Punjab;
- (iii) "*Government*" means the Government of Punjab;
- (iv) "*Family*" includes the Head of the family, spouse and their dependent children residing with them. A male member less than 18 years and an unmarried female member will be considered dependent. Dependent parents residing with the Head of family will also constitute a family.

4. Key Components

Government of Punjab (GoP) through its Department of Employment Generation and Training/ Punjab Ghar Ghar Rozgar & Karobar Mission shall endeavor to facilitate eligible youth under the skilling component and subsistence allowance benefit component of the scheme depending on the number of seats available in Government ITIs, Polytechnics and PSDM training centers:

- (i) **Skilling Component of Mera Kamm Mera Maan scheme:** The eligible unemployed youth would be facilitated to get admission in Punjab Government ITIs or Polytechnics or Punjab Skill Development Mission Training Centers. These training institutes shall not charge any fee from the candidates admitted under MKMM

Scheme. Post successful completion of training, DBEEs would endeavor to facilitate employment (wage or self) to these beneficiaries.

- (ii) **Subsistence allowance component of Mera Kamm Mera Maan scheme:** The candidates admitted under the skilling component of MKMM scheme would be entitled to get subsistence allowance for the period of the course at the rate of INR 1000/- p.m. Subsistence allowance would be paid only for those months for which the candidate has cumulative attendance of at least 80% and has passed the regular periodic exams. Otherwise the subsistence allowance shall stop and resume only when both the conditions are fulfilled by the candidate and shall be payable from that month only with no arrear. Subsistence allowance shall be paid directly to the bank account of the beneficiary candidate. In case of any confusion/ difference of opinion/ any other ambiguity related to the payment of subsistence allowance, the decision of MD, PGRKAM would be final subject to provision of appeal in this scheme.

For (i) and (ii) above, for the time being, the scheme will be rolled out on a pilot basis for construction workers and their wards, as per their eligibility and entitlement. The funds for free courses and subsistence allowance will be provided by GoP through Employment Generation & Training Department.

For the subsequent years, the Government shall separately notify the sections of society for whom this component of MKMM scheme would be rolled out.

5. Eligibility

The applicant under the MKMM scheme would be eligible if she/he fulfils the conditions required for getting admission in such Government ITIs or Polytechnics or Punjab Skill Development Training Courses in which she/ he may be interested.

- (i) Provided further that the eligible applicants will be facilitated only if the seats in Government ITIs, Government Polytechnics, PSDM training centers are vacant and the admissions are open or likely to be open for those seats.
- (ii) Provided further that once assistance under MKMM is provided, the applicant or any of her/his family members would not be eligible to get benefit in the financial year in which such assistance was provided under this Scheme.
- (iii) Provided further that only one member of a family shall be entitled to avail the benefit of the scheme at a given time.

6. Implementing Agency

- (i) Punjab Ghar Ghar Rozgar & Karobar Mission, Department of Employment Generation and Training will implement the scheme through the District Bureaus of Employment & Enterprise (DBEEs); under the overall supervision and control of the Deputy Commissioner at district level. DBEEs will facilitate the applicants in getting skills under the Scheme.
- (ii) DBEEs will register interested applicants and then coordinate with the Government ITIs, Polytechnics and PSDM centres to match the eligible interested applicants with skilling opportunities available in the district and to further facilitate their admissions in these institutes.

- (iii) Post admission, the DBEEs would transfer subsistence allowance directly to the bank accounts of the beneficiaries of the scheme as per the process laid out by MD, PGRKAM.

7. Processing of applications

For admission in Government ITIs and Government Polytechnics

- (i) DBEEs/ EGT/ PGRKAM would give advertisement about the scheme asking the interested applicants to register themselves with DBEEs for getting admission in courses in the Government ITIs and Government Polytechnics. Newspaper advertisement would be given asking the eligible applicants to apply to be a beneficiary under the scheme for admission in Government ITIs and Government Polytechnics. Such advertisement would be before the session which is yet to start in that year with last date of applying kept same as the last day to apply online for admission in Government ITI or the Government Polytechnic course as notified by Technical Education department. The candidates who are otherwise eligible to take benefit of this scheme and have applied online on their own shall also be eligible to register themselves with DBEEs under the scheme till the last date of online applications notified by Technical education Department.
- (ii) DBEEs would register all such applicants approaching from their districts in their record. Counselling session would be held with all such applicants telling them about the eligibility requirements for admission and the procedure of admission in ITI/ Polytechnic depending on the interest of the applicant. Thereafter during the period when the online registration is open for admission in Government ITIs and Government Polytechnics, DBEEs would call the applicants registered under the scheme to register them online on the site of Technical Education Department. The admissions will happen as per the rules and regulations as notified by the Technical Education & Industrial Training Department.
- (iii) DBEEs would keep updating the status of each applicant in a manual register/ software so that status of each applicant is available at any given point of time.
- (iv) Once the applicant is selected and is admitted in a course, the candidate would inform the DBEE where he was registered in writing about the admission with admission letter from the institute.
- (v) In case the technical institute is within the jurisdiction of the DBEE, the DBEE would verify the details of the candidate with the institute OR would transfer the data of the candidate to the DBEE where the institute of admission of that candidate is located which will then verify the details of the candidate.
- (vi) After the details are verified, the concerned ITI / polytechnic would raise demand of subsistence allowance from the DBEE for the applicants who fulfil the required conditions before 10th of the following month.
- (vii) After the admission procedure in ITIs and Polytechnics is over, the left over registrations for admission in ITIs and Polytechnics under MKMM scheme would be informed that they could not be considered due to filling up of all seats or other reason, if any. It would be open to such candidates to apply afresh for a PSDM course or for admission in ITI/ Polytechnic course next year if they continue to remain eligible.

For admission in Punjab Skill Development Mission training courses

- (i) DBEEs/ EGT/ PGRKAM would give advertisement about the scheme asking the interested applicants to register themselves with DBEEs for getting admission in courses run by training providers of Punjab Skill Development Mission.
- (ii) DBEEs would register all such applicants approaching from their districts in their record. Counselling session would be held with all such applicants.
- (iii) DBEEs would keep updating the status of each applicant in a manual register/ software so that status of each applicant is available at any given point of time.
- (iv) This database would be shared by DBEE with DPMU of PSDM on monthly basis. The admissions will happen as per the rules and regulations of Punjab Skill Development Mission.
- (v) Once the applicant is selected and is admitted in a course, the DPMU, PSDM would inform the DBEE in writing about the admission with admission letter from the institute.
- (vi) The demand of subsistence allowance w.r.t the applicants who fulfils the required conditions would be processed by DBEE.

General Conditions

- (i) Admission by each institute will be done as per the procedure of the concerned institute.
- (ii) If the applicant fails to join or attend the course, her/ his name will be removed from the list of applicants under the scheme.
- (iii) In case an applicant fails to complete the course without sufficient cause, she/he will be declared ineligible for assistance for a period of one year under the scheme.
- (iv) Orientation/ psychological/ motivational or other sessions as required will be held to prepare the eligible youth for appropriate course.
- (v) DBEEs would facilitate youth trained under the scheme to get employment (either wage or self).

Miscellaneous

- (i) Any wrong declaration or mis-statement of facts by the eligible applicant shall disqualify the applicant for assistance under the scheme.
- (ii) DBEE would periodically check the status of eligible applicants in keeping with the terms and conditions of the Scheme and a consolidated monthly report would be forwarded to the Mission Director, PGRKAM.

8. Grievance Redressal Mechanism

- (i) **First Appeal:** If an eligible applicant is aggrieved with any action/ order under this scheme, she/ he may file an appeal in writing to the CEO, DBEE seeking revision of such an order or action. The CEO would, after due opportunity of hearing to the applicant, would pass an order in writing to confirm, alter or rescind the impugned action/ order.

- (ii) **Second Appeal:** In case an applicant is aggrieved with the appellate order of the CEO, DBEE; she/ he may file a second appeal to the Deputy Commissioner. Such an appeal would be filed within 15 days of the receipt of the copy of order; and the order of the Deputy Commissioner would be final.
Provided that the second appeal may be entertained after the expiry of the said period of fifteen days, if the appellate authority is satisfied that the eligible applicant was prevented by sufficient cause from filing the application in time.
- (iii) Any appeal against order of MD, PGRKAM would lie before Administrative Secretary of EGT department and her/ his decision would be final.
- (iv) **Protection of Officers/officials from Personal Liability:** No suit, prosecution or other legal proceeding would lie against any public servant or any other person for anything done or intended to be done in good faith in pursuance of the provisions of this scheme or of any directions made thereunder.

9. Standard Operating Procedure for the scheme would be issued by Mission Director, Punjab Ghar Ghar Rozgar & Karobar Mission.

10. Power to Interpret, Amend and Relax

The powers to interpret, change, amend, relax and removal of difficulties of the scheme shall vest with the Department of Employment Generation and Training.

Sd/-
Rahul Tewari
Secretary to Government of Punjab

Standard Operating Procedure (SOP) for Mera Kamm Mera Maan (MKMM) Scheme

A. Initially for the year 2020-21, Mera Kamm Mera Maan (MKMM) Scheme for construction workers and their wards will be rolled out. For the subsequent years, the Government shall separately notify the sections of society for whom the scheme is rolled out. Applications from such candidates only will be accepted qua whom the scheme is operational at the time of submission of her/ his application.

B. MKMM Scheme

B-1: Admission in Government ITIs and Government Polytechnics

(i) DBEE would collect and keep updating all the information regarding courses run in Government ITIs and Government Polytechnics in their district in the following format:

S.No	Name of the ITI/ Polytechnic	Name of the course	No of seats	Eligibility for admission	Induction month/ date	Duration of course	Checklist	Any other information	Remarks

(ii) DBEE would give advertisement in the newspaper (s) asking the construction workers and their wards to register themselves with DBEEs for getting admission in courses in the Government ITIs and Government Polytechnics. Advertisement would be given asking the eligible applicants to apply to be a beneficiary under the scheme for admission in Government ITIs and Government Polytechnics. Such advertisement would be for the session which is yet to start in that year with last date of applying kept same as the last day to apply online for admission in Government ITI or the Government Polytechnic course as notified by Technical Education department. The candidates who are otherwise eligible to take benefit of this scheme and have applied online on their own would also be eligible to register themselves with DBEEs under the scheme till the last date of online applications notified by Technical education Department.

Separate register (MKMM/skilling/registration/ITI & Polytechnic) would be kept for all such applicants with following columns:

S.No	Registration No. MKMM/ First three alphabets of the district/ S.No	Name of the applicant	Father's name	Mobile No	Address	CW or WOCW	Name of the course in which the candidate wants to get admission	Date of online submission of form on the site of TE&IT	Course in which the applicant got admission with duration of the course	Session for which the candidate is admitted	Remarks

(iii) Counselling session would be held by the career counsellor or the in-charge of the DBEE with all such applicants telling them about the eligibility requirements for

admission and the procedure of admission in ITI/ Polytechnic depending on the interest of the applicants.

- (iv) As soon as the online registration is open for admission in the Government ITIs or the Government Polytechnics, DBEEs would call the applicants registered under the scheme to register them online on the site stated by Technical Education Department. The admissions will happen as per the rules and regulations as notified by the Technical Education Department.
- (v) DBEEs would create database of all such applicants who are registered online on the site of Technical Education Department for admission in the register (MKMM/ skilling/ registration/ ITI & Polytechnic) as given at S.No 2 above or in a software in which complete phase wise database of each applicant would be maintained.
- (vi) Once the applicant is selected and is admitted in a course, the candidate would inform the DBEE in writing about the admission with proof of admission.
- (vii) In case the technical institute is within the jurisdiction of the DBEE, the DBEE would verify the details of the candidate with the institute OR would transfer the data of the candidate to the DBEE where the institute of admission of that candidate is located which will then verify the details of the candidate.
- (viii) After the start of the course, the DBEE would get the demand of subsistence allowance from the concerned Government ITI / Government polytechnic for the applicants who fulfil the required conditions to be eligible for payment of subsistence allowance before 10th of the following month. The institute would verify that the beneficiary under the scheme is eligible for getting subsistence allowance for the month in the following format:

S.No	Name of the applicant/ Father's name	Registration No. issued by DBEE	Name of the course	Duration of course	Start date	Date of completion	Whether the beneficiary fulfilled the eligibility condition for subsistence allowance (Yes/ No)	Amount to be transferred	Beneficiary account detail	Subsistence allowance given to beneficiary till last month	Remarks

NAME OF THE ITI/ POLYTECHNIC

- (ix) DBEE would transfer the subsistence allowance to the beneficiary directly with intimation to the respective institute.
- (x) After the admission procedure in ITIs and Polytechnics is over, the left over registrations for admission in ITIs and Polytechnics under MKMM scheme would be informed that they could not be considered due to filling up of all seats or other reason, if any. It would be open to such candidates to apply afresh for a PSDM course or for admission in ITI/ Polytechnic course next year if they continue to remain eligible.
- (xi) DBEEs would facilitate youth trained under the scheme to get employment (either wage or self).

(xii) Monthly report should also be sent by DBEE to PGRKAM in Annexure A.

(xiii) MD, PGRKAM would have the right to amend the SOP on need basis.

B-2: Admission in PSDM training centers

(i) DBEE would collect and keep updating all the information regarding courses run in PSDM training centers in their district in the following format:

S.No	Name of the training institute	Name of the courses	No of seats	Eligibility for admission	Induction month/ date	Duration of course	Checklist	Any other information	Remarks

(ii) DBEE would give advertisement in the newspaper (s) asking the construction workers and their wards to register themselves with DBEEs for getting admission in courses in the PSDM training courses in the district. DBEEs would register all resultant candidates approaching from their respective districts.

Separate register (MKMM/skilling/registration/PSDM) would be kept for all such applicants with following columns:

S.No	Registration No. MKMM/ First three alphabets of the district/ S.No	Name of the applicant	Father's name	Mobile No	Address	CW or WOCW	Name of the course in which the candidate wants to get admission.	Course in which the applicant got admission with duration of the course	Training provider	Remarks

(iii) Counselling session would be held by the career counsellor or the in-charge of the DBEE with all such applicants telling them about the eligibility requirements for admission and the procedure of admission depending on the interest of the applicants.

(iv) All such candidates registered with DBEE would be transferred to the DPMU.

(v) DPMU would create database of all such candidates who are admitted for the course out of the list sent by the DBEE.

(vi) DBEEs would create database of all such applicants who are registered under the scheme for training in PSDM courses in the register (MKMM/skilling/registration/PSDM) as given at S.No 2 above or in a software in which complete phase wise database of each applicant would be maintained.

(vii) Once the applicant is selected and is admitted in a course, the candidate would inform the DBEE in writing about the admission with proof of admission.

(viii) The DBEE would verify the details of the candidate with the DPMU, PSDM.

- (ix) After the start of the course, the DBEE would get the demand of subsistence allowance from the DPMU for the applicants who fulfil the required conditions to be eligible for payment of subsistence allowance before 10th of the following month. The institute would verify that the beneficiary under the scheme is eligible for getting subsistence allowance for the month in the following format:

S. No	Name of the applicant/ Father's name	Registration No. issued by DBEE	Name of the course	Duration of course	Start date	Date of completion	Whether the beneficiary fulfilled the eligibility condition for subsistence allowance (Yes/ No)	Amount to be transferred	Beneficiary account detail	Subsistence allowance given to beneficiary till last month	Remarks

NAME OF THE PSDM CENTER

- (x) DBEE would transfer the subsistence allowance to the beneficiary directly with intimation to the respective institute.
- (xi) Registration for candidates interested in PSDM courses will be a continuous process with periodic transfer of data to DPMU. DPMU would further revert periodically to DBEE about the details of candidates who are admitted to training courses.
- (xii) DBEEs would facilitate youth trained under the scheme to get employment (either wage or self).
- (xiii) Monthly report should be sent by DBEE to PGRKAM in Annexure A.
- (xiv) MD, PGRKAM would have the right to amend the SOP on need basis.

Mera Kamm Mera Maan (MKMM)

District Bureau of Employment & Enterprise (DBEE) -----

Report for the Month of ---/-----

1. No of Government ITIs in the district
2. No of seats in the courses in Government ITIs in the district
3. No of Government polytechnics in the district
4. No of seats in the courses in Government Polytechnics in the district
5. No of PSDM training centers in the district
6. No of seats in the courses in the PSDM training centers in the district

ITI						Polytechnic					
					Subsistence allowance paid						Subsistence allowance paid
Session	Applicants admitted in the month under report	Applicants admitted till last month	Applicants passed	Till last month	In current month	Session	Applicants admitted in the month under report	Applicants admitted till last month	Applicants passed	Till last month	In current month

PSDM						
					Subsistence allowance paid	
TP	No of courses	Applicants admitted in the month under report	Applicants admitted till last month	Applicants passed	Till last month	In current month

Current FY figures

Budget allocated for the year for the scheme

Budget utilized

Number of beneficiaries

Male Amount

Females Amount

Cumulative figures for the scheme

Budget allocated for the scheme till date

Budget utilized till date

Number of beneficiaries till date

Male Amount

Females Amount

DEGTO/ DD
DBEE

Chapter III (B)
Shaheed Bhagat Singh Rozgar Sirjan Yojana –
Apani Gaddi Apna Rozgar Scheme (AGAR)

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MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MoU) is executed on between

Department of Employment Generation and Training, Government of Punjab having its Head Office at S.C.O. 46-47, Sector 17E, Chandigarh 160017 herein referred to as **“DEGT” OR “FIRST PARTY”** through its authorised signatory.

AND

ANI Technologies Private Limited, a company registered under the Companies Act, having Registered Office at Regent Insignia, # 414, 3rd Floor, 4th Block, 17th Main, 100 Feet Road, Koramangala, Karnataka, India herein referred to as **“Uber” OR “SECOND PARTY”**, which expression shall, unless repugnant or contrary to the meaning or context thereof, means and includes its administrators, executors, affiliates and permitted assignees through its authorised signatory.

This MoU records the understanding arrived at between the First Party and Second Party relating to the arrangement hereunder to empower the youth of Punjab by providing self-employment avenues in transport sector in the State of Punjab through **Shaheed Bhagat Singh Rozgar Sirjan Yojana–Apni Gaddi Apna Rozgar Scheme [AGAR]** via Public Private Partnership (PPP).

1. WHEREAS Second Party is a company engaged in the business of providing an online platform for facilitating transportation services; creating technology, designing and developing solutions for the purpose of creating a market place for facilitating such services through its website and / or mobile application
2. AND WHEREAS First Party is primarily engaged in facilitating self-employment, entrepreneurship development, guidance & counselling, placement and skill training through network of Employment Exchanges in the State of Punjab.
3. WHEREAS both the parties focus on social betterment of citizens and play role in generating self-employment and promoting entrepreneurship development while delivering high quality service in their respective fields.
4. WHEREAS both the parties believe that it is desirable to enter into a Memorandum of Understanding (MoU), which shall define and govern working together on a joint project for providing self-employment avenues to youth of Punjab in the transport sector.
5. This joint project will involve mobilizing candidates from various sections of the society and facilitating them to become successful commercial taxi drivers. Such project will be undertaken in the State of Punjab on terms and conditions as agreed upon between both parties under this MoU. There can be related projects, which may be developed and executed, in future based on mutual consent and in accordance with mutually agreed terms and conditions.

A. Scope:

Unless terminated sooner in accordance with clause L below, the scope of this document is valid for the First Party and the Second Party for a period of 5 years.

B. Objectives of MoU:

1. To help increase awareness, self-employment and make commercial driving a more organised profession with increased societal respect for the commercial drivers.
2. To enhance the proficiency of those who are already in the driving profession and to enhance the employability of new entrants including those seeking self-employment/ entrepreneurship development.

C. About the Scheme:

The scheme will be demand driven and would be started initially in five districts of the State namely Amritsar, Jalandhar, Patiala, Ludhiana and Mohali, with an ultimate aim to cover the entire State. Following are the key features of the scheme:

1. The scheme will cater to the needs of the youth desirous of working in transport sector as driver/ owner of 2 and/or 3 and/or 4 wheeler.
2. Target beneficiaries will be potential drivers having/ desirous of having commercial 2 and/or 3 and/or 4 wheeler license.
3. Potential beneficiaries will be selected by the Second Party on the basis of fulfilment of eligibility criteria of the company, market dynamics and eligibility condition of AGAR scheme.
4. The applicants can either apply online on respective portals of Second Party or in any of the Employment Exchange of DEGT, Punjab.

D. Eligibility Conditions of Beneficiaries under the scheme:

1. The applicant must have domicile of Punjab
2. The age should be between 18 to 45 years
3. The applicant should at least be Middle Pass(8th Class)
4. The applicant should have a valid Driving License

E. Options for the Beneficiary:

Under the Scheme-

1. Applicant may have his own vehicle.
2. Applicant may get the vehicle financed through the taxi cab company or other financial institutions.
3. Applicant may drive the vehicle of the taxi cab company on lease & he may own the vehicle after a fixed period.
4. Applicant may rent the vehicle from a car rental company on rent/ operating lease.

The scheme intends to cover all two, three and four wheelers as taxi cabs depending upon the applicable laws and market demand.

F. Roles and Responsibilities of DEGT (FIRST PARTY):

For the purpose of execution of the this Scheme, Directorate of Employment Generation and Training (DEGT), Punjab will be the Nodal Agency on behalf of the Government of Punjab. Following roles shall be performed by DEGT on reasonable endeavour basis:

1. It will take the lead through employment exchanges, district administration and other line departments to motivate the interested candidates across the State and mobilise them to become commercial cab/bike taxi/auto drivers.
2. It will create database of eligible candidates on the basis of information to be shared by Second Party.
3. It will motivate, facilitate and make the youth aware to become commercial cab drivers through “Rozgar Melas”.
4. It will facilitate and resolve issues regarding police verification with the Police Department.
5. It will facilitate to conduct training programs by Second Party for imparting soft skills/ other trainings to interested applicants.
6. It will facilitate arrangement of loan through banking institutions, where ever required.
7. It will share information details of applicants, who apply under the scheme to Employment Exchanges with Second Party.
8. It shall not bear any financial liability regarding the scheme that pertains to the Second Party.

G. Roles and Responsibilities of SECOND PARTY:

For the purpose of execution of the Scheme, ANI (cab service provider/ aggregator) will be one of the Executing Agency. Following roles shall be performed by ANI on reasonable endeavour basis:

1. It will provide necessary support and expertise at all stages for effective execution of this MoU.
2. It will make its technology platform's subscription available to the interested and eligible candidates after due verification & documentation process. For clarity, it will make reasonable endeavour to attach the candidates sourced under the Scheme to its technology platform.
3. It will assist interested and eligible applicants under the Scheme to obtain vehicles on lease from its affiliates.
4. It will facilitate the interested and eligible candidates and also support them preparing project report/ loan papers/ documentation for the purpose of enabling them to become commercial taxi drivers and associate of the Second Party.
5. It shall share information of their existing associates and applicants of Punjab with DEGT.
6. It will work with the aim to ultimately cover the entire State subject to business viability.
7. It will actively counsel and motivate youth of Punjab in association with Punjab Government.

8. It will take an undertaking from each of its partners before associating that only the partner will be responsible for his actions and not lay any claim on the First Party.
9. It shall advertise and market the Scheme.
10. It shall share information of its existing associate partners; applicants referred by the First Party to the Second Party under the Scheme and the applicants who approach directly to the Second party through a monthly report till atleast one year for every applicant.
11. It shall process all applications of interested and eligible applicants provided by the First Party subject to the business viability.
12. It shall abide by the laws of the land including the provisions of Motor Vehicles Act, 1988 and the rules framed there under and also the instructions and policies framed by the Transport Department for the safety of Passengers/ Road users.

H. Representations and Warranties:

Each Party hereby represents and warrants that:

1. It has all requisite power and authority to execute this MOU and to perform its obligations hereunder;
2. The execution and delivery of this MOU and the performance of this MOU will not constitute a breach or constitute a default or a breach of any agreement entered into with any third party; and
3. It will perform its obligations and fulfill its responsibilities under this MOU in a manner that complies with all applicable laws.

I. Intellectual Property Rights and Marketing:

1. Each party acknowledges and agrees that each party owns all intellectual property rights in the property belonging to each party. This MOU does not grant either party the rights to, or in patents, copyright, trade secrets, trade names, trademarks (whether registered or unregistered), or any other rights or licenses, of the other party.
2. Subject to the above clause, each party shall consult the other on the marketing activities relating to the arrangement set out under this MOU or the Scheme.

J. Expenditure and Sharing:

Unless otherwise agreed to in writing by the parties, each party shall bear its own costs in connection with effecting the terms & conditions of this MOU, and all other related activities pursuant to this MOU.

K. Amendments:

Either party may request changes to this MoU. Any changes, modifications, revisions or amendments to this MoU which are mutually agreed upon and between the parties to this MoU shall be incorporated by the written instrument, and effective when executed and signed by all the parties.

L. Entirety of MoU:

This MoU, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

M. Severability:

Should any portion of this MoU be judiciously determined to be illegal or unenforceable, the remainder of the MoU shall continue to be in full force and effect, and either party may renegotiate the terms affected by the severance.

N. Relationship between parties:

The relationship of the Parties to this MoU is that of independent entities and nothing in this MoU nor the dealings of Parties under this MoU shall, or shall be deemed to constitute or place them in a fiduciary relationship, any other relationship of trust or confidence, partnership, employer-employee, agency, trust or joint venture relationship and no Party shall have the right to agree to obligations on behalf of any other Party in any manner.

O. Termination:

This MoU may be terminated by either party with a prior written notice of 30 days being served on the other Party after settlement of all outstanding issues.

P. Non-Binding:

This MOU is non-binding in nature except for the clause I, herein and the parties agree that the execution of this MOU shall not constitute any undertaking by either party to mandatorily perform the transactions hereunder. This MOU does not impose legal or financial obligations on either Party. The parties recognize that the execution of this MOU does not constitute any legal obligation or commitment by either party to enter into a definitive agreement.

Q. Risk Mitigation:

That in no event will either party be liable for any losses arising from or in connection with this MoU, pursuant to any claim by the other Party against such Party under any theory of liability (whether in contract, in tort, or otherwise), if such losses could have been avoided if the other Party had used reasonable efforts to mitigate them.

IN WITNESS WHEREOF, the Parties to this MoU through their duly authorised representatives have executed this MoU on the day and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MoU as set forth herein.

Signed, sealed and delivered for and on behalf of

State Government

ANI Technologies Pvt. Ltd. (OLA)

Name
Designation

Name
Designation

Witness (1)
Name
Designation

Witness (1)
Name
Designation

Witness (2)
Name
Designation

Witness (2)
Name
Designation

Shaheed Bhagat Singh Rozgar Sirjan Yojana

APNI GADDI APNA ROZGAR SCHEME

The Council of Minister in its meeting held on 18.3.2017 has inter-alia decided that Employment Scheme for un-employed youth of Punjab would be launched under the Shaheed Bhagat Singh Rozgar Sirjan Yojana.

In this regard it is submitted that in order to implement this scheme Department of Employment Generation & Training has entered into an MOU with Uber & Ola for providing the Uber & Ola app platform to the driver partners. Under this scheme the vehicles are to be arranged by the driver partners at their own cost. Beneficiaries from the economically weaker section are finding it difficult to arrange the margin money and get the vehicle financed from the bank.

So, they fail to harvest the benefits of existing Apni Gaddi Apna Rozgar scheme. Department has studied the models of other States and it is found that State of Maharashtra, Karnataka & West Bengal have subsidised the purchase of vehicles to facilitate the livelihood opportunities and starting micro enterprises (MoA of West Bengal, Karnataka, Maharashtra states are placed at Flag-A). In order to include the weaker section in APNI GADDI APNA ROZGAR SCHEME, on the pattern of these States, a scheme with subsidy component is being proposed as follows, which can be implemented on pilot basis: -

1. Objective:

The objective of the APNI GADDI APNA ROZGAR Scheme is to provide self-employment/entrepreneurial avenues to the youth of economically weaker section of Punjab in the Transport Sector. The scheme intends to create jobs by way of taxis, light commercial vehicles by engaging prominent private players. The goal is to empower the youth from weaker section by creating micro-entrepreneurs and to make commercial driving a more organised profession with increased societal respect for the commercial drivers under the scheme.

2. Target Beneficiaries:

The scheme shall provide self-employment avenues to the youth of economically weaker section of Punjab, desirous of working in transport sector as driver/owner of 3 and 4 wheeler. Thirty percent (30%) reservation for allotment of vehicle shall be made for scheduled caste category.

3. Essential Conditions for candidates desirous of availing the facility are as follows:

- (i) Age of the applicant should be 21 to 45 years as on 01-11-2019.
- (ii) Applicant should be a Blue/Smart card holder.
- (iii) Applicant should have LMV driving licence for commercial four- wheelers vehicle or other relevant licence in case of 3-wheeler.
- (iv) Applicant shall have the Residence certificate of the concerned district/cluster for which he is submitting his application.
- (v) Applicant should at least be middle pass (8th class).
- (vi) No family member (spouse and children) should have been employed in permanent job in government/Corporation/Board.
- (vii) Scheduled Cast category candidates shall submit the required certificate issued by the competent authority.

4. Key Features of the Scheme:

- (i) Self-employment through driving a commercial 3/4 wheeler.
- (ii) The scheme will be launched initially as PILOT in Amritsar, Ludhiana, Patiala and Ropar cluster including SAS Nagar & Fatehgarh Sahib by calling applications from these districts/cluster. The scheme will be extended to other districts depending on the success of the PILOT & demand of taxis in other districts.
- (iii) It is proposed to ply 50 Autos/Cars in district Amritsar, 100 Autos/Cars in district Ludhiana, 50 cars/autos in district Patiala and 400 cars/autos in Ropar cluster including Fatehgarh Sahib & SAS Nagar.
- (iv) The applications will be invited from district Amritsar, Ludhiana, Patiala and Ropar cluster including Fatehgarh Sahib and SAS Nagar. The interested candidate will submit their applications to the District Bureau of Employment and Enterprise (DBEE) as per the detail below:

Sr.No.	Name of Districts/Cluster	Shortlist of beneficiaries to be decided by DBEE*	Vehicle to be operated in
1.	Amritsar	Amritsar	Amritsar
2.	Ludhiana	Ludhiana	Ludhiana
3.	Patiala	Patiala	Patiala
4.	Cluster Ropar including Fatehgarh Sahib & SAS Nagar.	Ropar	Ropar, Fatehgarh Sahib & SAS Nagar

The candidates will be selected on the basis of district/cluster wise merit.

*The candidate shall submit the application to the respective DBEE.

- (v) Government will provide subsidy to the selected candidates equivalent to 15% of the on road cost of car or Rs. 75,000/- whichever is less, as a margin money. For Auto Rickshaw, the subsidy will be provided @15% of the on road cost of the Auto Rickshaw or Rs. 50,000/- whichever is less as a margin money. The beneficiary shall contribute 15% of the on road cost of the vehicle toward the margin money. The balance amount shall be arranged as a loan from the bank.
- (vi) The arrangement of loans shall be made from the Punjab State Cooperative Bank.
- (vii) The scheme will empower the youth from weaker section.

5. Budget Provision: For the financial year 2019-20, the Govt. of Punjab has provided Rs. 5 crore to implement this scheme. The required fund will be used from this fund for giving subsidy to the selected beneficiaries @ of 15% of the on road cost of the vehicle or Rs. 75,000 (Rupees Seventy Five Thousand only) for car Rs. 50,000/- for Auto Rickshaw whichever is less. The fund will be transferred to the Punjab State Cooperative Bank for using as a margin money as mentioned above.

6. Vehicle Financing: In this scheme the Punjab State Cooperative Bank will be the banker.

- (i) The Punjab State Cooperative Bank will facilitate loan to the selected beneficiaries over and above margin money given by
- (ii) 399/400
- (iii) DEGT/PGRKAM and the selected beneficiaries as detailed in para 3.5.
- (iv) The Punjab State cooperative Bank will enter into an agreement with the selected beneficiaries as per the policy of advancement/ loan of the Bank.
- (v) The selected beneficiaries will remit the monthly instalments (EMI) to the bank as per the agreement.
- (vi) In case the selected beneficiaries fail to remit the EMIs as per bank policy/agreement, the bank will take action as per the rules to recover the balance amount. In such cases the margin money deposited by the DEGT/PGRKAM shall be adjusted against the defaulted loan.

7. Selection of Beneficiaries: Application from the potential beneficiaries will be invited by giving public notice through press. The applicants shall be selected by respective District Committee consisting of following members:

- (i) Deputy Commissioner or his representative not below the rank of ADC.
- (ii) District Employment Generation and Training Officer of the concerned district.
- (iii) Representative of Punjab State Co-operative Bank.
- (iv) Representative of UBER

For Ropar cluster the district committee of Ropar will do the selection.

7.1 In case the number of applicants is very large, the above committee constituted as in para 6.0 will be at liberty to decide the number of the beneficiaries to be called for the interview. This number in any case will not be less than four times of the number of beneficiaries to be finally allotted to the district/cluster. The applicants will be short listed on merit basis in terms of the marks obtained by them as per para 6.2 (B) of the scheme.

7.2 Selection Criteria:

- (i) Applicant will be selected on the merit basis of numbers of marks obtained out of 100.
- (ii) 70 marks allocated to education qualification, driving experience detailed as under:

Sr.No.	Activity	Total Marks	Activity Level	Marks Allocated
1	Education	35	8 th pass	20
			10 th pass	25
			12 th pass or equivalent	30
			Graduation and above	35
2	Holding Driving License	35	0 to 3 years	20
			Above 3 years to 6 years	25
			Above 6 to 9 years	30
			Above 9	35

- (iii) 30 marks will be allocated to interview which will be conducted by the committee.
- (iv) In case marks of two or more candidates are equal, date of birth will be the deciding factor and the candidate senior in age will be given preference.
- (v) In case the number of applicants is very large, the above committee constituted as in para 6.0 will be at liberty to decide the number of the beneficiaries to be called for the interview. This number in any case will not be less than four times of the number of beneficiaries to be finally allotted to the district/cluster. The applicants will be short listed on merit basis in terms of the marks obtained by them as per para 6.2 (B) of the scheme.
- (vi) A district wise/cluster wise waiting list of at least 25% beneficiaries will be prepared by the Committee of all categories. In case of non-deposit of margin money by the selected candidates within 15 days from the issuance of selection letter, the candidature of the candidate will be cancelled and next candidate will be selected from the waiting list on the basis of ranking.
- (vii) The allocation of type of vehicle to the beneficiaries shall be decided by the District Committee constituted in para 6.0.

8. Implementation of the Scheme:

Department of Employment Generation and Training shall implement the scheme through Punjab Ghar Ghar Rozgar and Karobar Mission (PGRKAM) on behalf of Punjab Government. PGRKAM will sign MOU with UBER for the implementation of the scheme.

9. Roles:

9.1 Following roles would be assigned to the DEGT/PGRKAM:

- (i) To supervise and monitor the Scheme.
- (ii) To engage private player UBER for the implementation of the Scheme.
- (iii) To coordinate with Police Department for resolution of State level issues for the success of the Scheme.
- (iv) To liaison with the Punjab State Co-operative bank to facilitate loans to the successful beneficiaries.
- (v) To issue necessary guidelines to Deputy Commissioners/DBEEs.
- (vi) To get feedback from all the stakeholders and take corrective steps wherever required.
- (vii) To maintain statistical data under the scheme at State level.
- (viii) To take any other action required for the success of the Scheme.
- (ix) To issue public notice for mobilising the applications from the eligible candidates.

9.2 Following roles would be assigned to the Deputy Commissioners/DBEEs:

- (i) To coordinate with district representatives of the private players for the success of the Scheme.
- (ii) To facilitate resolution of issues regarding licences with the district office of the Transport Department.
- (iii) To facilitate resolution of issues of police verification with the district office of the Police Department.

- (iv) To select the suitable candidates out of applications received in response to the public notice.
- (v) To facilitate arrangement of loan to beneficiaries from the Punjab State Co-operative bank.
- (vi) To facilitate trainings of the potential beneficiaries.
- (vii) To take any other action required for the success of the scheme.

9.3 The following roles would be assigned to the UBER:-

- (i) To sign Memorandum of Understanding with DEGT/PGRKAM
- (ii) To create platform for the pilot project at district Amritsar, district Ludhiana, district Patiala, district Ropar, Fatehgarh Sahib and Mohali subsequently at all viable centres in Punjab.
- (iii) To associate in the selection committee to process all applications received from interested candidates provided by DEGT/ DBEEs.
- (iv) To counsel and motivate youth in association with DEGT/ DBEE.
- (v) To advertise the scheme for its success.
- (vi) To share data of beneficiaries with DEGT/ DBEE.
- (vii) To aim for the welfare of beneficiaries and for the security of the customers.
- (viii) To provide training to the beneficiaries in Soft Skills and operation of Uber app.
- (ix) Uber will facilitate its services for 4 years.
- (x) To provide Uber platform to all stake holders.

10. Timeline of the Project/Scheme:

Day	Event
D	Approval from the department
D+7	Call for applications
D+22	Last day of application
D+37	Beneficiary selection
D+52	Transfer of funds to the bank
D+82	Delivery of vehicle to the beneficiary
D+90	Training of the beneficiary
D+120	First MIS

11. Roles of Individual Beneficiaries:

- (i) To aim for security of the customers and their belongings.
- (ii) To abide by the law at all times.
- (iii) To repay the loan as agreed between the beneficiaries and the bank and maintain good credit score.
- (iv) To utilize the loan for the purpose it has been obtained.
- (v) To apply and provide all details as are required under the scheme to DBEE/ Deputy Commissioner/ DEGT/ Line Departments/Bank.
- (vi) To deposit the required margin money over and above the subsidized margin money by the Govt., with the Punjab State Co-operative Bank and complete all other documentation for availing the loan for the vehicle.

12. Modalities:

- (i) Public Notice will be published in the newspapers for inviting applications from the eligible candidates.
- (ii) Application shall be securitised and applicants will be interviewed and selected by the committee constituted for the purpose.
- (iii) The Police verification will be done.
- (iv) List of successful candidates will be forwarded to the Punjab State Cooperative bank.
- (v) The subsidy/grant will be transferred to the Punjab State Cooperative Bank on the receipt of list successful candidates and deposit of required margin money by the beneficiary.
- (vi) Bank will complete its formalities to grant the loan to the successful candidates for purchasing of vehicles.
- (vii) UBER will provide training and soft skills to the selected candidates.
- (viii) The vehicle will be purchased by the beneficiary.
- (ix) UBER will link the selected beneficiary and vehicle with its digital platform and will make it functional.
- (x) As of now department has received confirmation from UBER only for implementing the scheme. Department is in touch with OLA. If and when OLA agrees to implement the scheme then the same modalities of scheme as detailed above would be applied to implement the scheme through OLA also within the overall budget of scheme and automatically UBER/OLA will get substituted for UBER everywhere in this scheme.
- (xi) While implementing the scheme if any change in the scheme is required for the smooth implementation of the scheme, the same will be made at the level of Minister, Employment Generation & Training.

Punjab Ghar Ghar Rozgar & Karobar Mission

Ground Floor, Punjab Mandi Board Building. Sec- 65A,
SAS Nagar Mohali- 160062

From,

Mission Director
Punjab Ghar Ghar Rozgar & Karobar Mission,
SAS Nagar (Mohali)

To,

Additional Deputy Commissioner-cum-CEO
District Bureau of Employment & Enterprises,
Amritsar, Jalandhar, Ludhiana, Ropar, Fatehgarh Sahib,
SAS Nagar (Mohali)

No. PGRKAM/AGAR/1470

Date: 01-01-2020

Sub: Implementation of Apni Gaddi Apna Rozgar Scheme

It has been decided by the Government to launch Apni Gaddi Apna Rozgar Scheme on pilot basis in the following districts:

- (i) Amritsar
- (ii) Jalandhar
- (iii) Ludhiana
- (iv) Ropar Cluster (including Fatehgarh Sahib, SAS Nagar Mohali Distt.)

2. The objective of the Apni Gaddi Apna Rozgar Scheme is to provide self-employment/entrepreneurial avenues to the youth of economically weaker section of Punjab in the Transport Sector. The scheme intends to create jobs by way of taxis, light commercial vehicles by engaging prominent private players like UBER. The goal is to empower the youth from weaker section by creating micro-entrepreneurs and to make commercial driving a more organised profession with increased societal respect for the commercial drivers under the scheme.

3. A meeting has been fixed under the chairmanship of Secretary, Employment Generation & Training at Punjab Bhawan, Chandigarh on 09-02-2020 at 11:30 AM to share the details of scheme for its effective implementation.

You are requested to attend the same.

Additional Mission Director
Punjab Ghar Ghar Rozgar & Karobar Mission,
SAS Nagar (Mohali)

Endst.No. PGRKAM/AGAR1471-73

Date: 01-01-2020

1. PA/Secretary Employment Generation and Training for Kind information of SEGT Sir.
2. PA/ Director Employment Generation and Training for Kind information of DEGT Ji.
3. Copy of above is forwarded to the Deputy Director/District Employment Generation and Training Officer, (Incharge of District Bureau of Employment & Enterprises) Amritsar, Jalandhar, Ludhiana, Ropar, Fatehgarh Sahib, SAS Nagar (Mohali) with the request to attend the meeting.

Additional Mission Director
Punjab Ghar Ghar Rozgar & Karobar Mission,
SAS Nagar (Mohali)

Chapter III (C) Coaching/Training

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Punjab Ghar Ghar Rozgar & Karobar Mission (PGRKAM)
Department of Employment Generation and Training
SCO 47/1, Sector 17-E, Chandigarh
<https://eproc.punjab.gov.in>

Expression of Interest (Eol)

for

**Empanelment of agencies for providing Coaching/Training for Jobs for Government
and Private Sector including training in Soft Skills, Communication Skills**

Eol No.: 2019_DEGT_30590_1

Issued on: 6.3.19

Glossary of Abbreviations

CA	Chartered Accountant.
CEO	Chief Executive Officer
DBEE	District Bureau of Employment and Enterprise
EGT	Employment Generation and Training
EMD	Earnest Money Deposit
ESP	Empanelled Service Provider
Eol	Expression of Interest
FY	Financial Year
INR	Indian National Rupees
LOA	Letter of Award
PGRKAM	Punjab Ghar Ghar Rozgar & Karobar Mission
PSU	Public Sector Undertaking
TP	Training Provider

Mission Director
Punjab Ghar Ghar Rozgar & Karobar Mission (PGRKAM)
Department of Employment Generation and Training,
SCO No. 47/1, Sec-17E,
Chandigarh 160017,
Punjab

Eoi No.: 2019 DEGT_30590_1

Dated: 06.03.2019

1. NOTICE INVITING APPLICATION (NIA)

PGRKAM (the “Authority”) invites online Applications under 2 application basis i.e. Pre-Qualification and Technical Applications from reputed and experienced agencies for agencies for providing Coaching/Training for Jobs for Government and Private Sector including training in Soft Skills, Communication Skills.

The interested Applicants shall submit their Applications online on <https://eproc.punjab.gov.in> **on or before 24.05.2019 upto 10:00 A.M**

For further details and EOI please visit <https://eproc.punjab.gov.in>

**Mission Director
Punjab Ghar Ghar Rozgar & Karobar Mission**

2. INSTRUCTIONS TO APPLICANTS

- 2.1. The Applicant may be a Sole Proprietor or Partnership firm or a Company (Public or Private Ltd.)
- 2.2. Cost of Application: The Applicant shall bear all costs associated with the preparation and submission of the Application and the Authority in no case shall be response or liable for those costs, regardless of the conduct or outcome of the empanelment process.
- 2.3. The Applicant is expected to examine all instructions, forms, terms and conditions in the Eol document. Failure to furnish all information as mentioned in the Eol document or submission of an application not substantially responsive to the Eol document in every respect will be at the Applicant's risk and may result in rejection of the Application.
- 2.4. Applicant shall not make any alternation, erasure or obliteration to the text of the Eol document.
- 2.5. Each Agency will list the district and the course (Govt. coaching or pvt. Coaching or both) for which it wants to get empanelled as per the Format (Annexure VII) of the Eol document.
- 2.6. The empanelled agency shall comply with all relevant laws/ rules/ Govt. instructions concerning with the execution of this contract failing which he shall be solely responsible for financial and legal consequences. Further, in case of breach of contract or violation of any law/ rule/ Govt. instructions, any loss is caused to PGRKAM, the successful bidder shall indemnify the same.
- 2.7. TDS/ any other deduction shall be made as per law.

2.8. Preparation of Application

- 2.8.1 Language: Application and all accompanying documents shall be in English language. In case any accompanying document is in other languages, it shall be accompanied by an English Translation. The English version shall prevail in matters of interpretation.
- 2.8.2 The Application shall be completed in all respects and duly signed and stamped by an authorised representative of the Applicant. Relevant power of attorney for signing the Application shall be attached.

2.9. Clarifications by Applicants

- 2.9.1 Applicants requiring any clarification on the Eol document may contact the Authority in writing by e-mail/ post/ courier within such date as specified in the Schedule of Eol Process set out in Clause 5- Schedule of Eol Process.
- 2.9.2 All correspondence for clarifications shall be submitted to the following address in writing by Applicant:

Department of Employment Generation & Training Punjab,
SCO 47/1, Sector 17-E
Chandigarh

- 2.9.3 The Authority shall endeavour to respond to the queries raised or clarifications sought by the Applicants. However, the Authority reserves the right to respond to any query or provide any clarification, in its sole discretion, and nothing in this clause shall be construed, taken or read as compelling or requiring the Authority to respond to any query or to provide any clarification.
- 2.9.4 At any time prior to the Application Due Date, the Authority may for any reason, whether at its own initiative or in response to clarifications requested by Applicant(s), modify the Eol document by way of issue of Addendum/Corrigendum/Clarifications. Any Addendum/ Corrigendum/ Clarifications thus issued shall be uploaded on the website <https://eproc.punjab.gov.in> and shall be binding on Applicants and shall form part of the Eol document.

2.10. Eol Document Fee and EMD

- 2.10.1 An initial non-refundable Eol Document Fee of INR 5,000/- (Indian National Rupees Five Thousand Only) shall be paid online on <https://eproc.punjab.gov.in> at the time of submission of the Application.
- 2.10.2 The Applicant shall also pay an EMD for an amount of INR 1,00,000 (Indian National Rupees One Lakh only) online on <https://eproc.punjab.gov.in> at the time of submission of the application. The EMD will remain valid for a period of 90 (ninety) days beyond the final Application Validity period.
- 2.10.3 Any Application not accompanied by the Eol document Fee and EMD shall be rejected.
- 2.10.4 The EMD is interest free and will be refundable to the unsuccessful Applicants without any accrued interest on it.
- 2.10.5 The EMD shall be returned to unsuccessful Applicants after expiry of the final Application Validity Period and latest on or before the 30th day after empanelment.
- 2.10.6 EMD shall be forfeited if the Applicant withdraws his application during the period of Application validity.
- 2.10.7 EMD shall be forfeited if the successful Applicant refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Authority.
- 2.10.8 In case of the empanelment of the agency, EMD will be converted into security and will be refunded at the end of the empanelment period without any accrued interest on it.

2.11. Pre-Application Meeting

- 2.11.1 To clarify and discuss issues with respect to the Project and the Eol Document, a Pre-Application meeting ("Pre-Application Meeting") will be held as per the details provided in Clause 5- Schedule of the Eol Process.

- 2.11.2 Prior to the Pre-Application meeting, the Applicants may submit a list of queries and proposed suggestions, if any, to the EoI requirements. The queries shall be accepted only in the following format

Serial No.	EoI Document Reference (Section and Page No.)	Content of EoI Document requiring clarification	Points of Clarification
1			
2			

- 2.11.3 The Applicants may note that the Authority will not entertain any deviations to the EoI Document at the time of submission of the Application or thereafter. The Application to be submitted by the Applicants will be unconditional and unqualified and the Applicants would be deemed to have accepted the terms and conditions of the EoI Document with all its contents. Any conditional Application shall be regarded as non-responsive and would be liable for rejection.

- 2.11.4 Applicant's representatives attending the Application opening shall bring an authorisation letter from the Applicant

- 2.11.5 In case of any change in the schedule of Pre-Application Meeting, the same will be communicated to the Applicants through emails and/or by posting on the web sites <https://eproc.punjab.qgov.in>)

- 2.11.6 Attendance of the Applicants at the Pre-Application Meeting is not mandatory.

- 2.11.7 No interpretation, revision, or other communication from the Authority regarding this solicitation is valid unless in writing.

2.12. Format and Signing of Application

- 2.12.1 The documents comprising the Application shall be typed and all pages of the application shall be signed by a person duly authorised to sign on behalf of the Applicant.

- 2.12.2 The application shall contain no alternations, omissions or additions except those to comply with instruction issued by the Authority or are necessary to correct errors made by the Applicant, in which case such corrections shall be initialled/signed by the person signing the Application.

2.13. Submission of Applications

- 2.13.1 The Applicant shall submit their applications online on <https://eproc.punjab.gov.in> on or before 10:00 A.M on 24.05.2019. The Applications shall not be accepted beyond the stipulated date and time under any circumstances what so ever

- 2.14. Validity of Application:** Application must be valid for a period of not less than 90 days from the date of opening of the application.

2.15. Late and Delayed Applications:

- 2.15.1 Applications must be received not later than the date and time stipulated in the EOI Document. The Authority may, at its discretion, extend the deadline for

submission of the Application in which case all rights and obligations of the Authority and the Applicant will be the same.

2.15.2 Any Application received by the Authority after the deadline for submission of Application, as stipulated above, shall not be considered.

3. PRE - QUALIFICATION CRITERIA

3.1. The pre-qualification application of the applicants will be opened first. Only me Applicants who qualify pre-qualification shall be eligible for technical evaluation on conforming Applications will be rejected and will not be eligible for any further processing. The pre-qualification criterion* is as below: -

S. No.	Criteria	Documentary Evidences to be produced
1.	The Applicant shall be a registered entity and must have been in operation for a minimum period of 5 years as on 31st March 2018.	• Certificate of Incorporation/ Registration in case of a registered entity (public or pvt. Ltd) • Valid Tax/GSTN Certificate in case of a Sole Proprietor or Partnership firm
2.	The Applicant shall have at least 3 years' experience in providing (a) coaching for competitive examinations for Govt. jobs or (b) running skill development programs of Gol/State Govt. as on 31 st March, 2018	Requisite client certificates (Work Orders/Completion Certificates)
3.	Minimum 500 candidates shall have been trained (a) for Competitive Examinations for Govt. jobs or (b) under any skill development programs of Gol/State Govt. in the last 3 years ending 31st March, 2018.	Statutory Auditor certificate with reconciliation to this effect is to be provided
4.	The Applicant shall have minimum annual average turnover of Rs. 50 lakh from (a) coaching/ training for Competitive Exam for Govt jobs or (b) skill development programmes of Gol/State Govt. in the last 3 years ending 31st March, 2018	Certificate of CA to be submitted
5.	The Applicant shall have minimum 3 teachers or trainers on permanent rolls of the Organization each of whom shall atleast be a graduate.	Pay Sips, detailed resume along with joining letter is to be provided
6.	The applicant shall not have been blacklisted/ debarred by any State or Central Government Department/ Agency or PSU in India at the time of submission of the application.	Self-certification on company's letter head signed by authorized representative

*Note: Any bid not accompanied by the EMD shall be rejected.

4. OPENING AND EVALUATION OF TECHNICAL APPLICATION

- 4.1. Technical Applications will be opened in the presence of the Applicants' representatives who choose to attend at the appointed place and time.
- 4.2. The Technical Application of the Applicant would be evaluated as per the eligibility criteria set out in the EoI document. Applications will be evaluated based on the information submitted by the Applicant. However, the Authority reserves the right to seek clarification/documents from the Applicants, if it considers it necessary for proper assessment of the Application.
- 4.3. The Technical Applications will be evaluated based on following criteria. The marks allocation for the technical evaluation shall be assigned as under:

S. No.	Evaluation Criteria	Maximum Marks	Details	Marks
1	Annual average turnover from (a) coaching/ training for Competitive Exam for Govt. jobs or (b) skill development programmes of Gol/State Govt. the last 3 years ending 31st March, 2018.	30	INR 50 to 75 lakhs	10
			More than INR 75 to 100 lakhs	20
			More than INR 100 lakhs	30
2	No. of teaching staff or trainers on permanent rolls of the organization	15	3 to 5	5
			More than 5 to 10	10
			More than 10	15
3	Teachers having experience in smart class room training	5	At least one teacher having minimum experience of one year in smart classroom training	5
4	No. of candidates trained for (a) competitive examinations for Govt. jobs or (b) skill development programmes of Gol /State Govt.	30	500 to 1000	10
			More than 1000 to 1500	20
			More than 1500	30
5	Years of existence in (a) coaching for competitive examinations for Govt. Jobs or (b) skill development programmes of GOI/State Govt.	20	3 to 5 years	10
			More than 5 to 7 years	15
			More than 7 years	20
	Total			100

- For getting empanelled for Govt. coaching, (a) of 1, 3 and 4 will be considered & for getting empanelled for Pvt. Coaching (b) of 1, 3 and 4 will be considered

- 4.4. Only those Applicants whose Technical Applications score 60 marks or more out of 100 shall qualify for Empanelment
- 4.5. Right to accept any Application and to reject any or all Applications
- 4.5.1 The Authority is not bound to accept any application and may at any time by giving notice in writing terminate the empanelment process.
- 4.5.2 The Authority will empanel the Successful Applicant to perform the agreement satisfactorily as per the terms and conditions incorporated in the Expression of Interest document
- 4.5.3 The Authority will communicate to the Successful Applicant by mail confirmed by letter transmitted by registered/speed post that his application has been accepted for empanelment.
- 4.5.4 The Successful Applicant will be required to commence the assignment at the earliest as communicated by Authority in this regard.
- 4.5.5 The Successful Applicant will be required to enter into an agreement for the services within a period of Fifteen (15) days from the date of issue of Letter of Empanelment.
- 4.5.6 The authority may terminate/cancel the Letter of Empanelment in the event the Successful Applicant fails to enter into an agreement within the stipulated timelines.
- 4.5.7 The Successful Applicant shall comply with all relevant laws/ rules/ Govt. instructions concerning with the execution of this agreement failing which he/she shall be solely responsible for financial and legal consequences. Further, in case of breach of the agreement or violation of any law/ rule/ Govt. instructions, any loss caused to PGRKAM, the Successful Applicant shall indemnify the same.
- 4.5.8 TDS/ any other deduction shall be made as per law.

5. SCHEDULE OF EMPANELMENT PROCESS

The Authority would endeavour to adhere to the following schedule:

Sr. No.	Activity Description	Date
1	Issue of EOI Document	06.03.2019
2	Pre-Application meeting	25.03.2019, 12:00 P.M
3	Last date for submission of queries	29.03.2019, 3:00 P.M
4	Authority's response to queries and publication of corrigendum/ addendum/Issue updated EOI **	02.05.2019
5	Last Date of Submission of Applications	24.05.2019, 10:00 A.M
6	Date and time of Opening of the Pre-qualification and Technical Application	24.05.2019, 02:00 P.M
7	Date and time by which Clarification, if any is to be taken from applicants	31.05.2019, 05:00 P.M

8	Date and time by which the applicants can reply w.r.t S.No. 7 above by personal presence/ e-mail	04.06.2019, 05:00 P.M
9	Date and time by which the consultant of PGRKAM would officially convey the name of the applicants who have qualified to execute the project along with cost details to PGRKAM	12.06.2019, 03:00 P.M
10	Date and time of Issuance of Letter of Empanelment to the successful applicants	01.07.2019, 09.00 A.M
11	Date and time of acceptance of Letter of Empanelment by the successful applicants through personal presence	01.07.2019, 05:00 P.M
12	Date and time of Signing of Contract & start of execution of Project as per timelines given in payment schedule of the RFP	15.07.2019, 09:00 AM

* Venue of the Pre-Application Meeting & for verbal clarifications: 'Department of Employment Generation & Training Punjab, SCO 47/1, Sector 17-E, Chandigarh

** Any bidder who cannot understand language/ scope of work or any of the clause of the tender can come in person to seek clarification from O/o Commissioner, Employment Generation & Training-cum-Mission Director, PGRKAM, SCO 47/1, Sector 17-E, Chandigarh on 06.05.2019 at 11:00 A.M.

6. SCOPE OF WORK

6.1. Background

The Department of Employment Generation and Training is committed to implement the Government's mandate of Ghar Ghar Rozgar in the State of Punjab. In line with the various initiatives undertaken by the Department for ensuring employment, the Government is also keen to provide coaching to the meritorious students belonging from the marginalized/ economically not so well off households of the State as well as other students

In order to promote a more level playing field, and to give marginalized and deserving aspirants a better chance to succeed in various competitive Examinations conducted by the State and Central Government, the Department of Employment Generation and Training desires to invite Applications from competent coaching institutes/ agencies to provide quality coaching to aspirants.

6.2 Scope of Work

Empaneled Service provider (ESP) shall provide quality coaching/ training to selected/short listed aspirants of Punjab. The selected/ shortlisted aspirants should fulfill the eligibility criteria as required for the competitive exam for which the candidates intend to enroll for coaching/ training for each district there will be ESPs who will provide coaching for govt. jobs and there would be ESPs who will provide coaching (including soft skills etc.) to candidates who want to apply for Pvt. Jobs. Each Bidder will have to give his preference for each district & then for either Govt. coaching or Pvt. Training or both as per the Format (Annexure VIII) of the EoI document.

The scope of work for the Coaching/ Training empaneled agency (Service Provider) will include:

- 6.2.1 Training Providers (TPs) for coaching for jobs in Govt. sector and for training for jobs in Pvt. sector including training in soft Skills, communication skills etc. will be empaneled for each district. A TP will have to apply to get selected for a District. One TP can apply for as many as many districts it may want. A single application needs to be submitted for any number of Districts and the type of coaching (Govt./Private or both) that the bidder may choose. However, each District and coaching (Govt./Private or both) as chosen by the Bidder shall be clearly mentioned in the Format as per Annexure VIII of the EOI Document. For the purpose of clarity, it is reiterated that if a TP fulfills (a) of 2, 3 and 4 as mentioned in the 'Pre-Qualification Criteria' (Clause 3 of the EOI document) then it can apply for Govt. coaching and if a TP fulfills (b) of 2, 3 and 4 as mentioned in the 'Pre-Qualification Criteria' Criteria' (Clause 3 of the EOI document) then it can apply for Pvt. Coaching and if it fulfils both, then it can apply for both.
- 6.2.2 Coaching shall be provided in the designated office space available with DBEE. In case of space constraints, the DC -cum- Chairman, DBEE shall allot separate halls within government premises as he may choose. This space shall be provided free of cost.
- 6.2.3 The Govt. shall provide space with fans/ lights/ tables/ chairs/ biometrics and requisite infrastructure to facilitate online examination. Each hall provided shall have a seating capacity of 50 participants at a time.
- 6.2.4 The Govt. shall provide biometrics system and CCTV to monitor the attendance of the candidate.
- 6.2.5 Each hall provided shall have a Seating capacity of 50 participants at a time.
- 6.2.6 4 batches shall be operated on a daily basis at a given facility and shall operate for a duration of 2 hours each (6 days a week). Of the 4 batches, 2 shall be dedicated for Govt. coaching and 2 batches towards training for Pvt. jobs. Total duration of the course will be 2 months. Total hours of training would be 100.
- 6.2.7 If number of TPs empaneled in a district are more than ONE, the DC will constitute a committee under CEO, DBEE who shall review presentations of each empaneled TP and rank them in accordance of competence for the 1st year. For subsequent years, the TPs will be ranked on the basis of the performance of the last year and TPs which will fall in the bottom 25% of the TPs in each district shall be de- empaneled in case they are not able to give any convincing reason for their performance. It shall be the discretion of the Authority to allocate as many courses to the highest/second best keeping in mind the requirements.
- 6.2.8 In case, mass recruitment is initiated, additional space shall be allocated by the DC for running additional batches.
- 6.2.9 If more candidates apply, then requisite nos. will be chosen by draw of lots. Reservation would be as per Govt. norms. Convention would be at district level.

- 6.2.10 Empaneled TPs in each district will provide coaching for Govt. jobs/ training for Pvt. jobs to 100 students per day respectively i.e. operate 2 batches per day with an operational capacity of 50 students per batch.
- 6.2.11 Govt. competitive exams for which coaching is to be conducted shall be approved and allocated with the permission of the Chairman, DBEE. PGRKAM may issue centralized directions in this regard if it may so desire.
- 6.2.12 Training for private jobs shall be started after the approval & allocation with permission of Chairman, DBEE. PGRKAM may issue centralized directions in this regard if it may so desire.
- 6.2.13 In order to finalize the content, TPs shall seek feedback and market expectations from industrial/ trade associations in order to establish the need of the industry and aligning the curricula in line with the exam. PGRKAM may circulate centralized content/ directions in this regard by associating with such experts as it may deem fit.
- 6.2.14 Reference material including books, coaching/ training tools etc. shall be provided by the TP.
- 6.2.15 Coaching/ training materials/ modules shall be prepared in English and Punjabi.
- 6.2.16 The training partners are expected to regularly conduct tests and mock examination and maintain a record as under:
- i. Number & details of students studying in each center
 - ii. Number of lectures
 - iii. Duration of lectures
 - iv. Attendance of students
 - v. Performance level of individual student & his progress
- 6.2.17 TP for Govt. jobs will employ atleast 2 teachers for courses with minimum qualification being Graduate in English and Graduate in Mathematics
- 6.2.18 TP for Pvt. Jobs will employ at least 2 teachers per course with a minimum qualification being Graduate in English and Psychology respectively,
- 6.2.19 For Pvt. And Govt. Jobs, only those students whose attendance is more than 90% shall be considered as trained students.
- 6.2.20 In case of Pvt. Jobs, INR 8000 shall be paid for every trained candidate who is got placed by TP post training for atleast a period of 6 months on minimum wage rate or above. In case of change of job by applicant without break post training, the payment would be made as in normal case. The TP will have to submit 6 continuous pay slips as proof of placement.
- 6.2.21 In case of Govt. Jobs, the TP shall be made a payment of INR 2,00,000 for every 5 candidates placed (out of batch of 50). Anything less than this shall attract a penalty of INR 30,000/ candidate.
- 6.2.22 In case the placement no. goes beyond 5 as mentioned above, the TP shall be paid an incentive of INR 25,000 per student.

6.2.23 No batch will be started till the TP has mobilized atleast 30 candidates. Registered candidates of DBEE and Ghar Ghar Rozgar Portal shall also be considered for training by the TP.

6.2.24 The minimum Batch Size at any point of time shall not be less than 30 candidates.

6.2.25 The batch size may be increased upto 55 if CEO, DBEE may so desire.

6.2.26 The TP shall have to start the course within 15 days of being informed by CEO, DBEE. In case the TP is not able to start the course after 15 days of being informed by CEO, DBEE a penalty of rupees 1,000 for the 15th week beyond 15 days will be imposed. A penalty of rupees 5,000 for the subsequent weeks will be imposed upto a period of 2 months after which the contract of TP will be terminated.

7. EMPANELMENT PERIOD

The empanelment will be for 3 years from date of signing of agreement between DBEE & TP & could be extended for further 3 years. If it is extended, then 10% addition of all items will accrue both ways.

8. GENERAL

8.1 The Authority reserves the right to annul the contract without citing any reasons thereof.

8.2 The Authority reserve the rights to reject the offer in case:

8.2.1 Non responsiveness i.e. not meeting with the submission criterion or

8.2.2 Being incomplete or

8.2.3 In case of any conflict of interest of TP or

8.2.4 Empaneled agency being unable to meet out its financial liabilities (if any) and becomes insolvent/ bankrupt or

8.2.5 Non-performance (proportional achievement of targets or non-responsiveness) by empaneled agency will lead to annulment of contract.

9. TERMINATION CLAUSE

The Authority reserves the right to terminate the service of the selected TP at any stage. Upon termination of the services with the TP, remuneration for services satisfactorily performed prior to the termination of the services shall be paid as per the payment schedule.

10. DISPUTE RESOLUTION

- 10.1. The Authority and the Successful Applicant shall make every effort to resolve any disagreement or dispute arising between them amicably by direct negotiation. If PGRKAM and the Successful Applicant fail to resolve the dispute amicably within one (1) month, then the issue will be referred to the arbitrator In accordance with the Arbitration and Conciliation Act, 1996, amended upto date. The sole arbitrator for such purposes will be decided by MD, PGRKAM as per the Arbitration and Conciliation Act, 1996, amended upto date. All arbitration proceedings shall be held at Mohali, India, and the language of the arbitration proceedings shall be in English. Any legal dispute will come under Punjab State jurisdiction.

11. INTELLECTUAL PROPERTY RIGHTS

- 11.1 The Authority owns the Intellectual Property Rights of all the content created under the scope of work of this engagement.
- 11.2 The Successful Applicant is liable to handover all documents /information/ media/ knowledge base related to the assignment undertaken under the scope of work of this engagement to the Authority on completion/termination.
- 11.3 The Successful Applicant shall not carry and/ or transmit any material, information, diagrams, storage media or any other goods/ material in physical or electronic form, which are proprietary to or owned by the Authority') Department of Employment Generation & Training, out of premises without prior written permission.

12. EXIT MANAGEMENT

- 12.1. The Authority shall prepare an Exit Management Plan and share it with the Successful Applicant that will be binding on the Successful Applicant.
- 12.2 The exit management period, to be informed in the Exit Management Plan, shall not be more than eight weeks from the date of expiry/ termination of contract.
- 12.3 Transfer of Assets-The Successful Applicant shall be able to use the assets, if any provided, for the duration of the exit management period and shall return before completion of the said period.
- 12.4 During the exit management period the Successful Applicant will allow the Authority to access information required to define the current mode of operation.
- 12.5 The Successful Applicant shall handover all documents/information/media/ knowledge base to the Authority within the exit management period.
- 12.6 The Successful Applicant shall provide the knowledge transfer sessions to the Authority as and when required during the exit management period.

Application Submission Letter

To,

The Mission Director
Punjab Ghar Ghar Rozgar & Karobar Mission (PGRKAM)
Department of Employment Generation and Training
SCO No. 47/1, Sec-17E,
Chandigarh - 160017
Punjab

Sub: EoI for Empanelment of agencies for providing Coaching/Training for Jobs for Government and Private Sector including training in Soft Skills, Communication Skills

Ref: 2019 DEGT 30590_1

Dear Sir,

I/ We, the undersigned, offer to provide services for Coaching/Training for Jobs for Government and Private Sector including training in Soft Skills, Communication Skills. We are hereby submitting our application

I/We, hereby declare that:

- (a) We are enclosing and submitting herewith our Application, the details as per the requirements of the EoI Document, for your evaluation and consideration.
- (b) I/We have read carefully the terms and conditions of EoI document attached hereto and hereby agree to abide by the said terms and conditions.
- (c) I/We undertake that documents submitted are genuine/authentic and nothing material has been concealed. I/We understand that the contract is liable to be cancelled, if it is found to be having obtained, through fraudulent means/ concealment of information.
- (d) We shall make available to the Authority any additional information it may find necessary or require to clarify, supplement or authenticate the Bid.
- (e) Until a formal agreement is prepared and executed, acceptance of this tender document shall constitute a binding contract between the Authority and us subject to the modifications, as may be mutually agreed to, between the Authority and us.
- (f) We agree to keep this application valid for acceptance for a period of ninety (90) days from the date of opening the application.

We understand that the Authority is not bound to accept any tender that the Authority

Yours faithfully,

Authorized Signatory
(with Name, Designation, Contact no. and Seal)

Note:
On the Letterhead of the Applicant

Applicant's Authorisation Certificate

To,

The Mission Director
Punjab Ghar Ghar Rozgar & Karobar Mission (PGRKAM)
Department of Employment Generation and Training
SCO No. 47/1, Sec-17E,
Chandigarh - 160017
Punjab

Sub: EoI for Empanelment of agencies for providing Coaching/Training for Jobs for Government and Private Sector including training in Soft Skills, Communication Skills

Ref: 2019 DEGT_30590_1

Dear Sir,

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with tender No. _____ dated _____. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the application.

Thanking you,

Name of the Applicant: -

Authorised Signatory:-

Seal of the Organisation: -

Date: -

Place: -

Note: Please attach the valid power of attorney in favour of person signing this authorisation letter.

Proforma for Affidavit
(on non-judicial stamp paper of Rs. 100/-)

I _____ Proprietor/Director/Partner of the firm M/s. _____
do hereby solemnly affirm that our firm M/s. _____ has never been
blacklisted/ debarred by any State or Central Government Department/ Agency or PSU in
India at the time of submission of the application.

Signature of the Authorized Signatory

Name

Designation

Name of the Applicant

Annexure-IV

Information on Applicant's Organisation

S. No.	Particulars	Details
1	Name of the Bidder	
2	Address of the Bidder	
3	Incorporation status of the Bidder: Registered Company (Public or Pvt. Ltd)/ Partnership Firm/ Sole Proprietor (Relevant certificates in line with Clause 3 — Pre- Qualification Criteria need to be submitted)	
4	Year of Establishment	
5	Name and Designation of the contact person to whom all references shall be made regarding this Bid	
6	Telephone No. (with STD Code)	
7	E-mail id of the Contact Person	
8	Fax No. (with STD Code)	
9	Website (if any)	

.....
Name of the Applicant

.....
Signature of the Authorised Signatory

.....
Name of the Authorised Signatory

Place: _____

Date: _____

Annexure V

Project Experience

S. No.	Name of Assignment	Name of the Client	Details/ Brief Scope	Contract Period	Agency Charges/Fee Earned(Rs in Lakh)
1					
2					
3					

Supporting documents such as copies of Work Order/contracts/LoAs/completion certificate/ Client letter, etc. to be attached. Assignments which are not supported by documentary evidence shall not be considered for evaluation.

Signature of the authorized signatory:

Name of the Official of the Firm:

Date:

Place:

Annexure-VI

Financial Information of Applicant's Organisation

<i>Rupees</i>				
S. No.	Parameters	FY 2015-16	FY 2016-17	FY 2017-18
1	Annual turnover of from (a) coaching/ training for Competitive Exam for Govt. jobs or (b) skill development programmes of Gol/State Govt. (Please choose (a)/b) or both in line with to the coaching (Govt./Private or both) for which the application ts being submitted			
	Average Annual turnover of from (a) coaching/ training for Competitive Exam for Govt jobs or (b) skill development programmes of Gol/State Govt.			

Note:

Copy of certificate Chartered Accountant in this regard shall be submitted

.....
Name of the Applicant

.....
Signature of the Authorised Signatory

.....
Name of the Authorised Signatory

Place:_____

Date:_____

Annexure-VII**FORM FOR SUBMITTING APPLICATION**

My Firm _____ wants to apply for the districts & type of coaching/ training as ticked below

“Please put a tick ‘\’ to indicate your preference

S. No.	Name of District	Govt. Coaching (if eligible, please tick against the district (s) you intend to be empaneled in	Pvt. Coaching (if eligible, please tick against the district (s) you intend to be empaneled in)
1	Amritsar		
2	Barnala		
3	Bathinda		
4	Faridkot		
5	Fatehgarh Sahib		
6	Fazilka		
7	Ferozepur		
8	Gurdaspur		
9	TarnTaran		
10	Hoshiarpur		
11	Jalandhar		
12	Kapurthala		
13	Ludhiana		
14	Mansa		
15	Moga		
16	Muktsar		
17	Nawanshahr		
18	Pathankot		
19	Patiala		
20	Rupnagar		
21	Mohali		
22	Sangrur		

Signature and Stamp of the Firm/ Agency making application for empanelment

Punjab Ghar Ghar Rozgar & Karobar Mission
Ground Floor, Punjab Mandi Board Building, Sec- 65A,
SAS Nagar Mohali- 160062



From,

Additional Mission Director,
PGRKAM, S.A.S Nagar Mohali.

To,

Deputy Director/District Employment Generation & Training
Officer/Employment Generation & Training Officer/Officer in charge of District
Bureau of Employment and Enterprises.

No: PGRKAM/19/822

Date: 27-8-19

Sub: Empanelment of Training Providers to Provide coaching/training for Govt./Pvt.
Job

1. In continuation to our letter no.192-213 Date 11.7.19, regarding the above cited subject.
2. As you are well aware that Training Partners for coaching and Training have been appointed and all district officers requested to start the training work. For monitoring and day to day coordination, it is imperative to designate an officer in all DBEES as a 'nodal officer' to coordinate all efforts. As such in pursuance to that order Counsellor working in the DBEE are designated as nodal officers for implementation of coaching and training program in the respective districts.

This letter has been issued with the approval of worthy M.D. PGRKAM.

Encl:

Sd/-
Additional Mission Director
PGRKAM

Endst. No PGRKAM/19/824

Dated: 27/8/19

C.C.

P.A. to Director Employment Generation and Training for kind information of
Director, Employment Generation and Training.

Sd/-
Additional Mission Director
PGRKAM

Punjab Ghar Ghar Rozgar & Karobar Mission
Ground Floor, Punjab Mandi Board Building, Sec- 65A,
SAS Nagar Mohali- 160062



From,

Mission Director,
Punjab Ghar Ghar Rozgar & Karobar Mission,
Punjab Mandi Board Building, Sect.65-A,
SAS Nagar (Mohali).

To,

In-charges/ Deputy Directors/ District Employment Generation &
Training Officers, All District Bureaus of Employment & Enterprises of
Punjab.

No: PGRKAM/EOI coaching Training/840 -851

Date: 30-8-19

Subject: Empanelment of Training Providers to provide coaching/ training for
Govt./ Private jobs

Reference: Our office letter No: PGRKAM/EOI coaching Training/192-213 Dated: 11.07.19

In continuation to letter under reference, you are hereby directed to install one Aadhar based biometric attendance system machine and one CCTV camera to capture the presence of trainees at each venue where the training is being conducted through the Training Provider empanelled by Punjab Ghar Ghar Rozgar & Karobar Mission.

2. Aadhar based biometric attendance system machine must be purchased from GeM portal at the rate of Rs.10,000 per machine as the upper cap of cost. The machine should be android based, screen 7-8 inches in size, RAM 1 GB, Internal storage 4 GB, LAN & Wi-Fi enabled and with on-site 3-year warranty.

3. CCTV system must also be purchased from GeM portal at the rate of Rs. 15,000 per CCTV system as the upper cap of cost. Each such system should include Security camera, Security DVR, Internal Hard Disc Drive, CCTV power supply, Cable. Security camera should have 2MP image sensing capacity (Picture mode), HD resolution of 1280X720 pixel, installation type indoor with 3-year warranty. Security DVR should have 4 video input channels, 4 video output channels, HD recording resolution (1280X720) with 3-year warranty. Internal Hard disc drive of 2 TB for DVR with SSD type, capacity of 200 GB and cache of 64 MB with 3-year warranty. CCTV power supply should have variable voltage range of 0 to 30 V (+10%), variable current range of 0 to 30 A (+10%) and DC Fuse + MCB as well as AC MCB or over voltage protection/ over current protection with 3-year warranty. Cable should be 2 core single mode fibre optic cable.

4. The expenditure for this procurement is to be met out of the funds available with DBEE after approval of Deputy Commissioner.

Mission Director, PGRKAM

CC No. PGRKAM/EOI coaching Training/852

Date: 30- 8-19

Copy of the above is forwarded to DEGT for information and necessary action for the provision of funds for the purchase and installation of Aadhar based biometric attendance system and CCTV system.

Mission Director, PGRKAM

Chapter IV
Punjab Skill Development Mission
(PSDM)

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Punjab Skill Development Mission

About

The primary objective of Punjab Skill Development Mission is to enable a large number of youth to take up industry-relevant skill training that will improve their theoretical as well as practical knowledge and help them in securing a better livelihood by bringing necessary synergy, oversight and effective coordination. Punjab Skill Development Mission is bridging the gap between the skilled people required in Industry and the unemployed youth by ensuring that the right candidate with passion for a particular job chooses the right course according to his/her academic background, aptitude and skill-set. The primary objective of Punjab Skill Development Mission is to enable a large number of youth to take up industry-relevant skill training that will improve their theoretical as well as practical knowledge and help them in securing a better livelihood by bringing necessary synergy, oversight and effective coordination. Punjab Skill Development Mission is bridging the gap between the skilled people required in Industry and the unemployed youth by ensuring that the right candidate with passion for a particular job chooses the right course according to his/her academic background, aptitude and skill-set.

Punjab Skill Development Mission has been providing free skill development training to the youth across all the Districts of Punjab both in the urban and rural areas.

Vision

Our vision is to create constant opportunities for the youth of Punjab to be able to acquire skills of choice and to support them with the means of creating sustainable livelihoods.

Mission

Our mission is to constantly strive and integrate the efforts of various departments engaged in skilling the youth of Punjab and bring necessary scale, synergy, oversight and effective coordination in the implementation of various Skill development schemes and to promote public-private partnership to encourage private sector initiatives like corporate social responsibility (CSR) in the field of skill development.

The details/progress and important activities undergoing under the various schemes are enumerated below:

1. DDU-GKY- Deen Dayal Upadhyaya Grameen Kaushal Yojana

Deen Dayal Upadhyaya Scheme is a skill Development Scheme of the Ministry of Rural Development which is being administered by the Punjab Skill Development Mission. Training is conducted by empaneled training partners. Training Partners get themselves empaneled after following due process on the MORD Portal which is subsequently vetted by the Project Approval Committee of the state. A target of 43029 has been allotted to the State of Punjab by the Ministry for the year 2019-22.

A total of 55 empaneled training partners are currently implementing the DDUGKY Scheme in the State of Punjab.

Progress under the Scheme

The target of 26421, out of the total target of 43029, has been allocated to PIA's rest would be allocated in the 9th meeting of the project approval committee.

A total no of 1227 candidates have been trained out of 43029 allotted to the State of Punjab out of which 477 have been appointed and 593 have been placed.

2. ESTP Component- National Urban Livelihood Mission-

The Employment Linked Skill Training and Placement is one of the important schemes of the Ministry of Housing and Urban Poverty alleviation affairs and is being administered by the Punjab Skill Development Mission. Punjab Skill Development Mission had got a target of 16800 candidates under the Scheme for the year 2019-20. The Scheme is also being implemented by the empaneled training partners.

Progress under the Scheme:

A total no of 8452 candidates have been trained out of 16800 allotted to the State of Punjab out of which 2090 have been appointed. Around 6832 candidates are currently undergoing training under NULM. Funds to the tune of INR 19.16 Crore received from State Urban Livelihood Mission for implementation of EST&P Component of DAY NULM. Target/Funds under EST&P Component of DAY NULM requested for FY 2020-21, Annual Action Plan has been shared for a target of 20000 candidates (SC- 5580, Minority — 3000, PWD - 600, Others- 10820) shared with State Urban Livelihood Mission. 54 new Training partners have been empaneled under the ESTP Component of NULM by the Punjab Skill Development Mission in the latest move by floating an Expression of Interest.

3. Building and Other Construction Workers- (BOCW Scheme)

Punjab Building and Other Construction Workers' Welfare Board was constituted vide Punjab Govt. Notification No S.O.17/C.A.27/96/S.18/2/2009 dated 30/04/2009, as per provisions under "The Building and Other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996". An amount of 1 crore was credited from the Department of labour on 20-12-2016. A total of 1697 candidates have been trained till date and 1144 candidates have been certified out of which 375 have been placed. Total funds required for the training of 1697 candidates is Rs. 2.64 Crores . A deficit of Rs. 1.64 Crores is there and various intimations have been sent to the Department of Labour. However it has been informed that there are dearth of funds in the Labour Department and the scheme may not be continued henceforth.

4. Pradhan Mantri Kaushal VikasYojana- PMKVY 2

PSDM has been allocated a target of 47,256 under PMKVY 2 scheme for 2017-5020 out of which 27,148 have been trained, 18,410 are ongoing and 8704 have been placed till May 2020. PSDM has enrolled all candidates as per target sanctioned to the state. INR 26.39 Crore were released to the state for FY 2017-18. Due to COVID- 19 training is on hold. PSDM has submitted the proposal for PMKVY 3 (2020-25) also which is yet to be sanctioned by MSDE.

Progress under the Scheme

27,148 candidates have been trained out of 47,256 allotted to the State of Punjab out of which 8704 have been appointed. Around 18205 candidates are currently undergoing training under PMKVY 2.0 Scheme.

5. Punjab Heritage and Tourism Promotion Board Scheme

The Punjab Heritage and Tourism Promotion board scheme is a scheme of the Department of Tourism, Punjab which is funded by Asian Development Bank. Punjab Skill Development Mission had initially got a target of 2060 candidates under the Scheme to be implemented in the state of Punjab to augment Inlay, Crochet/ Knitting, Fabric Printing/ Hand Printing, Punjabi Jutti, Dari/ Khes, Stringing Beading Artisan (Fashion Jewellery), Basketry , etc. in the state . The Scheme is also being implemented by the empaneled training partners. At present 9 training partners have been allocated work orders to start training in this scheme. 60% of the total funds that is Rs. 2,11, 62943/- has already been received by PSDM which has been subsequently directed to the districts for payment of instalments.

Progress under the Scheme:

A total of 1282 candidates have been trained out of 2060 allotted to the State of Punjab out of which 872 have been certified and 360 are self-employed. The assessments of the remaining candidates are still pending due to migration of skill India portal. Around 632 candidates are currently undergoing training under the PHTBP scheme.

6. Soft Skill Trainings:

Punjab Skill Development Mission has collaborated with the Regional Institute of English to ensure that all non-domain related trainers are assessed and certified in the domain of soft skills before the commencement of batches. Special focus has been laid on improving the soft skills and English spoken skills of the candidates so that they become more employable. This project is sponsored by ICICI foundation under its Corporate Social Responsibility funds.

7. Health Skill Development and Multi Skill Development centers

Punjab Skill Development Mission has constructed HSDC/MSDC with a capacity of training 1000 candidates per year and having residential facilities for both boys and girls. A 10 year Concessionaire agreement has been signed with Training partners for the operationalization of the training centers.

Progress

At present all 5 Multi skill development centers and 3 Health skill development centers are operational by the training partners empaneled under PSDM.

8. Human Resources

The mission at present is constituted by Mission Director, Additional Mission Director, General Manager , Deputy General Manager finance , Project Coordinator Health, Program, Labour and Agriculture and 5 managers .Punjab Skill Development Mission had

entered into a contract with NABCONS on 20-05-2019 for setting up of the State Programme Management Unit consisting of 6 Technical Support staff professionals. Further, the entire District Programme Management Unit is there consisting of 3 professionals per district on contract with Punjab Skill Development Mission.

9. Management Information System

Various important functions are carried out under the MIS vertical which include:

- Departmental Website updating
- Social Media Updating
- Training to TPs on various Skill Development Scheme portals.
- Updating of Monthly DBT Report
- Updating of CM Dashboard
- Approval of TPs/TCs & Job roles on Skill India Portal (SIP)
- Approval of target & batches on Skill India Portal of PMKVY-II
- On boarding/Approvals on Skill Attendance AEBAS Portal under PMKVY-II
- Compilation of Review Sheets under DDU-GKY
- Punjab Skill Development Mission has also developed Mobile apps for Public and departmental employees.
- Approval/Ensuring the updation of various parameters on MPR-DDUGKY/ Kaushal Panjee /Kaushal Bharat from Training Partners.
- Username/Password and guidance to access NULM Portal/AEBAS Portal of PSDM to newly on boarded Training Partners.
- Providing online platform (ddugky.info) for — financial verification/desk verification and physical verification for second instalment release under DDUGKY in coordination with NIRD-PR, Hyderabad.
- Coordination with Q-team DDUGKY Training Partners for physical verification.
- Integration with Business First Portal for Employment/Skill demand.
- Skill India Portal.
- Compilation of Information received from various departments and Ministries.
- Technical Assistance/guidance for Sankalp proposal
- Data Verification — To avoid duplicity
- Upkeep of all IT peripherals.
- Procurement on GEM Portal.
- Successful implementation of e-office in PSDM.
- BULK SMS Solution.
- MIS Operational Flow for Job Helpline Skill Interest Candidates.
- In-house development of a portal for verification of batches under PMKVY-II.
- Maintenance of Internet Leased Line.
- Technical assistance in IT related matters including RFP etc.
- Uploading of Tenders/Corrigendum/Opening on E-procurement Website.

10. Skill Gap Study

NSDC has commissioned through KPMG Consulting firm a nationwide skill gap study in which the district has been taken as the unit of study. However upon analysis it was observed that there is a need to do District wise skill gap analysis based on collection of Primary Data. With this in mind Punjab Skill Development Mission had engaged the services of Deloitte and PWC to conduct the Skill gap analysis in the selected districts of Amritsar, Jalandhar, Mohali and Ludhiana. The Final report for the said study has been

submitted by both the Agencies. New targets in all schemes are being disbursed as per the district employability potential.

11. World Skills Competitions

Punjab Skill Development Mission (PSDM) successfully organized zonal and State Skill Competitions for 45 skills in year 2018 and with the support of various organizations of Punjab, 8 candidates of Punjab brought laurels to the state in / India Skills 2018 held at New Delhi. The winners of India Skills further; participated in World Skills 2019 held at Kazan, Russia. 3 candidates from Punjab represented Punjab in World Skills and one candidate won medallion of excellence in Cyber Security.

Upcoming World Skills 2021 will be held in Shanghai for which PSDM has started preparations so that right candidates can be screened at various levels and appropriate training can be provided to them for their participation....Candidates have registered for skill competitions. participated at organization level competitions. District/State level competitions could not be organized due to the outbreak of COVID 19.

12. Empanelment of Industry as Training partners

A permanent process for empanelment of industries under PSDM has been devised. The industry can send the proposals by fulfilling the basic criteria related to the parameters 1. Financial Strength 2. Training Infrastructure 3. Employee Strength of the Company 4. Current Requirement of Manpower and captive employment 5. GST Number 6. Registration Certificate. The details regarding how to apply is available on the PSDM website under the Tenders section.

13. SANKALP Scheme

SANKALP (Skill Acquisition and Knowledge awareness for Livelihood Promotion) is a World Bank funded scheme of MSDE. Ratio of funds of Centre and State is 60:40. Punjab Skill Development Mission (PSDM) has been sanctioned INR 11.86 cr. For 2018-19 for implementation of SANKALP. This is a support scheme of all other skill schemes. It includes many activities viz.- conducting of Skill Gap Study, setting up of Migration Support Centers, Centre of Excellence, Communication Skills Lab, Workshops for NAPS and NSQF, Capacity Building Workshops, providing Various support to Women, Jail Inmates etc.



GOVERNMENT OF PUNJAB

**Memorandum of Association
(MoA)
and
Rules & Regulations
of
Punjab Skill Development
Mission Society**

Registered as a Society under Societies Registration Act 1860

**Department of Technical Education and Industrial
Training, Punjab**

Memorandum of Association of Punjab Skill Development Mission Society

Preamble

The Government of Punjab accords highest priority to the Skill Development of its youth and to make them employable. The State Government accordingly has set up a Skill Development Mission in line with the National Skill Development Policy and other best practices being followed by different States.

The Mission would be a single point within the Government to formulate and steer various skill development schemes. The Mission will bring necessary synergy, oversight and effective coordination in the implementation of various skill development schemes across the Departments.

It has been decided to set up the Mission as a Society and provide it Legal entity by getting it registered under the Societies Registration Act, 1860.

1. Name of the Society: The name of the Society shall be “Punjab Skill Development Mission Society (PSDMS)”.

2. Registered Office of the Society: The Registered office of the Society shall be situated at Govt. ITI, Phase V, SAS Nagar.

3. Aims and Objectives:

A. Aims of the Society:

The main aims of the Society are:

- (i). To provide for State Skill Development Mission, a single point within the Government to formulate and steer various skill development schemes and to bring necessary synergy, oversight and effective coordination in the implementation of various skill development schemes across the Departments.
- (ii). To collaborate and partner with various Central Government Ministries/ Agencies, National Skill Development Corporation, State Government Departments/ Agencies and any other organization for effective implementation of various Skill Development Initiatives in the State.
- (iii). To set up and manage Skill Development Fund under the Mission for creation of infrastructure, capacity building and supporting various Skill Development Initiatives.

B. The main objects to be pursued by the Society are:

- (i). To assist all the Departments and Agencies of the State in formulating and implementing policies, procedures and guidelines for the adoption of Skill Development;
- (ii). To implement various schemes of State and Central Government in the area Skill Development in general and take up the

implementation, in partnership with various Departments, of the following ongoing initiatives in particular

- Skill Development Initiative Scheme, Ministry of Labour and Employment, Govt. of India
- Aajeevika Skills under National Urban Livelihood Mission, Ministry of Rural Development, Govt. of India
- National Urban Livelihood Mission, Ministry of Housing and Urban Poverty Alleviation, Govt. of India
- Skill Development Schemes and Entrepreneur
- Development Programs under Department of Welfare of SC and BC, Govt. of Punjab
- Hunar se Rozgar Tak skill development scheme of Ministry of Tourism, Govt. of India
- Skill Development Initiatives under Punjab Building & Other Construction Workers Welfare Board, Department of Labour, Govt. of Punjab
- Skill Development/ Entrepreneurship Development Schemes of Department of Food Processing
- Revised Vocational Education Scheme under NSQF, Ministry of Human Resources Development, Govt. of India
- ESDM and P-STEP of the Deptt. of Information Technology
- Entrepreneurial Development Programme under Department of Industries and Commerce
- Other such ongoing schemes and programs of other departments

- (iii). To develop quality skilled workforce and entrepreneurs relevant to meet the current and emerging needs of economy;
- (iv). To enhance the employability of individuals and promote self-employment and ability to adapt to changing Technologies and Labour Market Demands;
- (v). To increase the intake capacity and better utilization of various Govt. and Private institutions;
- (vi). To develop and promote an eco-system amongst all stakeholders, which is conducive to the skill development;
- (vii). To enable the establishment of flexible delivery mechanisms that respond to the characteristics of a wide range of needs of all stakeholders;
- (viii). To design and implement Internal Resource Generation schemes;
- (ix). To promote public-private partnership models to encourage private sector initiatives like CSR in the field of Skill Development;
- (x). To conduct Skill Gap Study/ Demand Assessment on regular basis to assess the demand of the Industry and Service Sector;
- (xi). To do Social Mobilization of potential candidates who are desirous for acquisition of employable skills;
- (xii). To put in place a mechanism for Selection of Training Partners

and Selection of Courses and Curricula development;

- (xiii). To ensure credible Assessment and Certification of candidates after training to produce quality Skilled Manpower;
- (xiv). To conduct Tracking of Placement and Post Placement Support so that pass outs are suitably employed;
- (xv). To conduct Monitoring, Evaluation of training including Quality Assurance and impact studies;
- (xvi). To promote development of Skills as laid down under National Skill Development Policy/State Skill Development Policy as framed from time to time;
- (xvii). To collaborate with National Skill Development Corporation (NSDC) on various skill development initiatives;
- (xviii). To conduct and support Research and Development in the Skill Development Sector to learn from innovative and emerging trends globally for improving skill development and livelihoods;
- (xix). To develop and support projects on skill Development in traditional as well as sunrise sectors;
- (xx). To document and evaluate existing Skill Development programs and recommend phasing out of outdated programmes and to introduce new programmes;
- (xxi). To evaluate Skills of existing trainers and arrange for upgrading/re-Skilling through Training of Trainers (TOT) programmes.
- (xxii). To take such actions, incidental, ancillary or conducive to the attainment of the objects stated above or any other similar object, as per requirement prescribed by Central Government or State Government or any other organization.

C. The objects incidental or ancillary to attainment of Main objects of the Society are:

- (i). To enter into collaborations, MoUs, partnerships, agreements and contracts with Indian and/or foreign individuals, companies or other organizations for delivery and improvement of skills in any sector.
- (ii). To acquire, transfer, sell, purchase of equipment and for technical, financial or any other assistance for carrying out all or any of the objects of the Society.

- (iii). To enter into any agreement with any Government or authorities (Municipal/local or otherwise) or any corporations, companies, or persons which may seem conducive to the Society's objects or any of them and to obtain from any such Government authorities, corporations, companies, societies or persons any contracts, rights, privileges and concessions which the society may think desirable and to carry out, exercise and comply with any such contracts rights, privileges and concessions.
- (iv). To hire professionals, consultants and other specialized agencies as found necessary for efficient delivery of skills and handling and conduct of the business of the society.
- (v). To take all the steps necessary to fulfill the objectives of the Society for the overall benefit of the citizens and public in the State of Punjab. To do all such other lawful things as may be necessary, incidental or conducive to the attainment of the above objectives;
- (vi). To lend or deposit moneys belonging to or entrusted to or at the disposal of the Society and others having dealings with the society with or without security, upon such terms as may be thought proper and to guarantee the performance of contracts by such persons or company provided that the Society shall not carry on banking business as defined in Banking Companies Regulation Act 1949;
- (vii). To borrow and raise money with or without security or to receive money and deposit on interest or otherwise in such manner as the Society may deem fit;
- (viii). To establish and maintain any agencies and franchises in the State for the conduct of the business of the Society;
- (ix). To apply for tender, purchase or otherwise require any contracts and concessions for or in relation to the construction, execution, carrying out, equipment, improvement, management, administration or control of improvement, management, administration or control of works and conveniences and to undertake, execute, carryout, dispose of or otherwise turn to account the same;
- (x). To improve, manage, work, develop, alter, exchange, lease, mortgage, turn to account, abandon or otherwise deal with all or any part to the property rights and concessions of the Society;
- (xi). To let out on hire all or any of the properties and assets of the Society;
- (xii). To open account or accounts with any individual firm or company or with any bank or banks and to pay into and to withdraw moneys from such account or accounts;
- (xiii). To invest apply for and acquire, or otherwise employ moneys belonging to or entrusted to or at the disposal of the Society upon securities and shares or without securities upon such terms as may be thought proper and from time to time and vary such transactions in such manner as the Society may think fit;
- (xiv). To guarantee the payment of money to guarantee become sureties for the performance of any contracts or obligations.

- (xv). To create Training fund and any fund such as reserve fund, sinking fund, insurance fund or any special or other fund whether for depreciation or for repairing, improving, extending or maintaining any of the properties of the Society and to transfer any such fund or part thereof to any of the other funds herein mentioned.
- (xvi). To create posts of various classifications and provide for the methods of appointment and terms and conditions of services.
- (xvii). To promote healthy competition among the staff and to introduce reward system, a suitable mechanism shall be evolved & implemented. The incentives in terms of Career Growth, Monetary benefits and awards shall be designed by the Society.
- (xviii). To promote innovation in Skill Development and to create/ build any such mechanism/projects for improvement of quality & quantity of all such process/resources/systems identified or deemed fit to society.

4. Governing Council

The Governing Council, constituted in accordance with the Rules and Regulations of the Society, shall be the Apex decision making body, and shall be responsible for approving the broad vision and framework for skill development in the state and long term objectives and goals for the Society. The Governing Council shall have following members:

(i).	Chief Minister	Chairman
(ii).	Minister, Technical Education and Industrial Training	Member
(iii).	Minister, Finance and Planning	Member
(iv).	Minister, Industries & Commerce	Member
(v).	Minister, Labour	Member
(vi).	Minister, Employment Generation	Member
(vii).	Minister, Local Government	Member
(viii).	Minister, Rural Development and Panchayats	Member
(ix).	Minister, Health and Family Welfare	Member
(x).	Minister, Welfare of SC and BC	Member
(xi).	Minister, Social Security, Women and Child Dev.	Member
(xii).	Minister, School Education	Member
(xiii).	Chief Secretary	Member
(xiv).	Financial Commissioner Development	Member
(xv).	Principal Secretary, Finance	Member
(xvi).	Principal Secretary, Labour	Member
(xvii).	Principal Secretary, School Education	Member
(xviii).	Principal Secretary, Industries & Commerce	Member
(xix).	Principal Secretary, Rural Development and Panchayats	Member

(xx).	Principal Secretary, Local Government	Member
(xxi).	Principal Secretary, Health and Family Welfare	Member
(xxii).	Principal Secretary, Welfare of SC and BC	Member
(xxiii).	Principal Secretary, Social Security	Member
(xxiv).	Secretary, Employment Generation	Member
(xxv).	Secretary, Planning	
(xxvi).	Representatives from Industry to be nominated by Government (for three years)	Five Members
(xxvii).	Skill Dev. Experts to be nominated by Government (for three years)	Two Members
(xxviii).	MD and CEO, National Skill Development Corporation	Member
(xxix).	Secretary, Technical Education & Industrial Training	Member Secretary

We, the several persons whose names and addresses are given below, having associated and declared to form a Society under the Societies Registration Act 1860, This..... (month)... (dated), 2014 (year) at Chandigarh (Place).

SN	Name	Designation	Designation	Signature
(i).	Sh. Sarvesh Kaushal, IAS	Chief Secretary	Member	
(ii).	Smt. Vini Mahajan, IAS	Principal Secretary, Finance	Member	
(iii).	Sh. Vishwajeet Khanna, IAS	Principal Secretary, Labour	Member	
(iv).	Sh. M.S. Sandhu, IAS	Principal Secretary, Rural Development and Panchayats	Member	
(v).	Sh. Ashok Gupta, IAS	Secretary, Local Government	Member	
(vi).	Smt. Seema Jain, IAS	Principal Secretary, Welfare of SC and BC	Member	
(vii).	Sh. R.K.Verma, IAS	Secretary, Technical Education & Industrial Training	Member Secretary	

RULES AND REGULATIONS OF PUNJAB SKILL DEVELOPMENT MISSION SOCIETY (PSDMS)

1. The Society shall be known as 'Punjab Skill Development Mission Society'
2. The address of the Registered Office of the Society shall be situated at Govt. ITI Phase-V, Mohali
3. The Society was formed on.....
4. The Society is within the jurisdiction of the Registrar of Societies, Punjab Govt.
5. These rules may be called "Rules of the Society - Punjab Skill Development Mission Society"
6. The aims and main objects of the Society shall be as set out in the Memorandum of Association.
7. In these Rules and Regulations, the language shall be interpreted according to its ordinary meaning provided, however, that unless the context necessarily indicates otherwise.
8. Definitions: For the purpose of these Rules and Memorandum of Association of the Society;
 - (i). **'Rule'** means any of the rules, regulations and bye laws of the Society, set out herein or in Memorandum of Association.
 - (ii). **'Society'** means the "Punjab Skill Development Mission Society" as registered under Societies Registration Act 1860.
 - (iii). **'Act'** means the Societies Registration Act, 1860.
 - (iv). **'Mission'** means Punjab Skill Development Mission.
 - (v). **'Skill Development'** will encompass all activities and schemes that have the potential to contribute to skilling, up-skilling or recognition of prior learning and it includes:
 - (a). Institution based Skill Development including ITIs/ ITCs/ Vocational Schools/ Technical Schools/ Polytechnics/ Professional Colleges etc.;
 - (b). Learning initiatives of sectoral Skill Development organized by different Ministries/ Departments;
 - (c). Formal and informal apprenticeships and other types of training by enterprises/establishments;
 - (d). Training for entrepreneurial development/self-employment;
 - (e). Adult learning, retraining of retired or retiring employees and lifelong learning;
 - (f). Non-formal training including training by Civil Society Organizations;
 - (g). E-Learning, web-based learning and distance learning
 - (vi). **'Governing Council'** means Committee in terms of the Section 2 of the Societies Registration Act, 1860 to which the management of the affairs of the Society "Punjab Skill Development Mission Society" shall be entrusted.
 - (vii). **'General Body'** of the Society shall mean the body consisting of the members of the Governing Council together with other categories of members mentioned hereinafter.

- (viii). **‘Chairman’** means the Chairman of the Governing Council who shall also be the ex-officio President of the Society.
- (ix). **‘Vice Chairman’** means the Vice Chairman of the Governing Council who shall also be the ex-officio Vice President of the Society.
- (x). **‘President’** means President of the Society whose functions and powers shall be exercised by the Chairman of the Governing Council.
- (xi). **‘Secretary’** means the Administrative Secretary, Department of Technical Education and Industrial Training, Punjab who shall also discharge the duties and responsibilities of the Secretary of the Society and the Governing Council and as such shall be referred to as Secretary hereinafter in the relevant context.
- (xii). **‘State Government’** means the Government of the State of Punjab in the Department of Technical Education and Industrial Training.
- (xiii). **‘Annual General Meeting’** means the meeting of the members of the Society held once in a Year within six months after closing of the financial year of the Society for adopting the accounts of the Society, appointing auditors and discussing such other issues as may be brought before the meeting.
- (xiv). **‘Registrar’** means Registrar under the Society Registration Act, 1860.
- (xv). **‘Special Resolution’** means resolution passed by a majority of not less than three fourth of Society members present and entitled to vote as are present in person or by proxy at a General Body with a notice of not less than 15 days specifying the intention to propose the resolution as been duly given.
- (xvi). **‘SSC’** means ‘State Steering Committee’ a Committee at the State level for laying down policies, guidelines, regulations and rules for the Society.
- (xvii). **‘SEC’** means ‘State Executive Committee’ a body at State level for guiding the implementation and monitoring of Skill development Initiatives.
- (xviii). **‘Year’** means the period commencing from the 1st April and ending on the 31st March.

General Body of the Society

- 9. The General Body of the Society shall be composed of members of the Governing Council together with such persons, from public and private bodies and individuals of ability or experience, subscribing to the aims and objects of the Society as may be nominated by the Governing Council and approved by the State Government, provided, however, that it will also be open for the State Government to nominate any individual as a member of the Society.
- 10. The Society shall keep a roll of members with their addresses and occupations and every member shall sign the same.
- 11. If a member of the Society changes his address, he shall notify his new address to the Secretary and the entry in the roll shall be changed accordingly. If such

member fails to notify his address, the address in the rolls of the Society shall be deemed to be his address.

12. Should any ex-officio or institutional member of the Society be unable to attend or prevented from attending a meeting of the Society, the respective member and the parent organization shall be at liberty to appoint a substitute in his place for that meeting of the Society. Such a substitute shall have all the rights and privileges of a member of the Society for that meeting.
13.
 - (a) When a person is appointed as a member of the Society by reason of the office of appointment he holds, his membership of the Society shall terminate when he ceases to hold that office or appointment. The respective parent organization shall, however, be entitled to remove their nominee at any time from membership of the Society and appoint others in his place.
 - (b) Member of the Society shall hold the office for such a period not more than three years or as may be prescribed by the Society at the time of their appointment or at any time thereafter.
 - (c) The Society may, notwithstanding anything contained in sub-rule (b) above, terminate the membership of any member or one and the same time the membership of all members. Upon such termination, the vacancies shall be filled in accordance with the relevant provisions of the Rule. The members, whose membership is so terminated, shall be eligible for reappointment.
14. A member of the Society shall lose his/her membership on the following grounds and reasons and the Governing Council is empowered to take such decisions:
 - (i). If he/she does not attend three consecutive meetings of the Society without sufficient cause or leave of absence granted to him/her by the Chairman;
 - (ii). If he/she dies, resigns, becomes of unsound mind or insolvent and is convicted of a criminal offence involving moral turpitude;
 - (iii). If the tenure of his/her respective office as prescribed in these Rules and Regulations terminates.
 - (iv). If he/she is hindrance in the achievements of the aims and objects of the Society.
15. The resignation of a member shall be tendered to the Society through the Secretary and shall not be effective till it has been accepted in writing by the Chairman of the Governing Council on behalf of the Society.
16.
 - (a) A vacancy in the membership caused by any of the reasons mentioned above may be filled up by the Society.
 - (b) The members whose membership is terminated for the reason as mentioned in rule 14 (iii) shall be eligible for reappointment.

Meetings of the Society

17. There shall be two meetings of the Society, namely:
 - (i). Annual General Meeting
 - (ii). Extra Ordinary General Meeting
18.
 - (a) The Annual General Meeting of the Society shall be held not later than six months after the expiry of each financial year at such date and time and place as may be determined by the President in consultation with the Governing Council.
 - (b) The business of the Annual General Meeting shall be:
 - (i). To receive and adopt the audited statements of accounts prepared for the preceding financial year and the annual report of the Society:
 - (ii). To consider the budget estimates and the action plan of the Society for the next financial year prepared by the Secretary and approved by the Governing Council, and to adopt the same;
 - (iii). To appoint auditors of the Society; and
 - (iv). To transact such other business which may be brought before the meeting by the Governing Council.
19. The President can at any time summon an extra ordinary general meeting of the Society, if considered necessary for transacting business of important nature or if so requisitioned by not less than five members of the Society by request in writing and specifying the reasons for the requisition within one month from the date of request of requisition.
20. Except as otherwise provided in these Rules and Regulations, all meetings of the Society shall be called by notice under the hand of the Secretary who shall act in accordance with the directions of the Chairman in this regard.
21.
 - (a) Every notice calling meetings of the Society under Rule 17 shall state the date, time and place at which such meeting will be held and be served upon every member of the Society not less than 10 clear days before the day appointed for the meeting.
 - (b) The accidental omission to give or non-receipt of such notice by any member shall not invalidate the proceedings of any such meeting.
 - (c) A notice may be served upon any member of the Society either personally or by sending it by post in an envelope addressed to such member at his address as mentioned in the roll of members.
 - (d) Any notice so served by post shall be deemed to have been served on 4th day following that on which the envelope containing the same was posted and prove that the envelope containing such notice was properly addressed and duly posted.
22. Every meeting of the Society shall be presided over by the President/Vice President and in their absence, by a member chosen to preside over that

particular meeting.

23. One-third of the total members of the Society present in person shall form a quorum at every meeting of the Society. Where the quorum is not present within half an hour after the time fixed for the meeting of Governing Council, the meeting shall stand adjourned and may be held at the same place after half an Hour following the adjournment. No quorum shall be necessary for such adjourned meeting.
24. Subject to the provisions contained in Rule above, all disputed questions at the meeting of the Society shall be determined by majority of votes.
25. (a) Each member of the Society shall have one vote,
 - (b) In case of equality of votes for and against a particular issue, the Chairman shall have a casting vote.
26. (a) The Society shall cause minutes of all proceedings of its Annual General Meetings, and of its Extra Ordinary General Meetings to be entered in a Minute Book kept for the purpose.
 - (b) Any such minutes, if purporting to be signed by the Chairman of the meeting at which the proceedings were held or by the Chairman of the next succeeding meeting, shall be evidence of the proceedings.
 - (c) The minutes book shall be kept at the Registered Office of the Society and shall during business hours be open to inspection of any member free of charge.
27. (a) In respect of the following business of the Society a special resolution as per the provisions of the Act would be required to be passed:
 - (i). Amendment of the Memorandum of Association and Rules & Regulations;
 - (ii). Change in the name of the Society, subject to approval of the Registrar.
 - (iii). Amalgamation and division of the Society:
 - (iv). Manner of distribution of any property left undistributed on dissolution of the Society.
- (b) A copy of the special resolution shall be filed with the Registrar within 30 days from the date of passing of such resolution signed by the **Secretary** of the Society.

Governing Council

28. (a) The affairs of the Society shall be administered, directed and controlled by a Governing Council in accordance with its Rules and Regulations.
- (b) The members of the Governing Council shall become ipso facto members of the Society on their admission.

Composition of the Governing Council

29. The Governing Council of the Society shall have the following members:

(i).	Chief Minister	Chairman
(ii).	Minister, Technical Education and Industrial Training	Member
(iii).	Minister, Finance and Planning	Member
(iv).	Minister, Industries & Commerce	Member
(v).	Minister, Labour	Member
(vi).	Minister, Employment Generation	Member
(vii).	Minister, Local Government	Member
(viii).	Minister, Rural Development and Panchayats	Member
(ix).	Minister, Health and Family Welfare	Member
(x).	Minister, Welfare of SC and BC	Member
(xi).	Minister, Social Security, Women and Child Dev.	Member
(xii).	Minister, School Education	Member
(xiii).	Chief Secretary	Member
(xiv).	Financial Commissioner Development	Member
(xv).	Principal Secretary, Finance	Member
(xvi).	Principal Secretary, Labour	Member
(xvii).	Principal Secretary, School Education	Member
(xviii).	Principal Secretary, Industries & Commerce	Member
(xix).	Principal Secretary, Rural Development and Panchayats	Member
(xx).	Principal Secretary, Local Government	Member
(xxi).	Principal Secretary, Health and Family Welfare	Member
(xxii).	Principal Secretary, Welfare of SC and BC	Member
(xxiii).	Principal Secretary, Social Security	Member
(xxiv).	Secretary, Employment Generation	Member
(xxv).	Secretary, Planning	
(xxvi).	Representatives from Industry to be nominated by Government (for three years)	Five Members
(xxvii).	Skill Dev. Experts to be nominated by Government (for three years)	Two Members
(xxviii).	MD and CEO, NSDC	Member
(xxix).	Secretary, Technical Education & Industrial Training	Member Secretary

The Chairman may co-opt other Ministers/Experts as per the need.

30. The tenure of the Governing Council shall be for a period of not more than three years, and the outgoing members shall be eligible for reappointment.

31. The ex-officio and nominated members of the Governing Council shall hold their office by virtue of being the nominees on behalf of their respective parent

organizations. Their membership of the Governing Council shall automatically terminate in case they cease to be in that office or appointment by reason of which they hold membership in the Society or if they are removed by their respective nominating organization from membership of the Society. The respective nominating organization shall have power to nominate others as their representative instead of the previous ones.

32. (a) The members of the Governing Council, except the ex-officio members, shall lose his/her membership on the following grounds and the Governing Council is empowered to take such decision;
- (i). if they do not attend three consecutive meetings of the Governing Council without sufficient cause or leave of absence granted to them by the Chairman;
 - (ii). if they resign, become of unsound mind or insolvent and are convicted of a criminal offence involving moral turpitude;
 - (iii). if in the opinion of the Society, continued association of any member is not conducive to the interest of the Society and an order in writing is made to that effect.
- (b) Upon such termination of membership, the vacancies shall be filled in accordance with the relevant Rules and Regulations of the Society.
33. The resignation of a member of the Governing Council shall be tendered to the Secretary and shall not be effective till it has been accepted in writing by the Chairman of the Governing Council on behalf of the Society.

Powers, Functions and Responsibilities of the Governing Council

34. With a view to attaining the aims and objects of the Society, the Governing Council shall discharge such duties and responsibilities, exercise such powers and undertake to carry out such activities as are considered essential in general and with particular reference to the following:
- (i). To prepare and execute plans and programmes and to carry on the administration and management of the Society;
 - (ii). To receive grants and contributions and to have custody of the funds of the Society;
 - (iii). To prepare the budget estimates of the Society each year and sanction expenditure within the limits of the budget approved by the Society at the Annual General Meeting;
 - (iv). To prepare and maintain accounts and other relevant records and annual statements of accounts including the Balance sheet of the Society;
 - (v). To fix, levy and receive such fees and other charges for service rendered by the Society;
 - (vi). To make, inform, adopt, amend, vary or rescind from time to time rules and byelaws with the approval of General Body of the Society for regulation of any purpose connected with the management and administration of affairs of the Society and for the furtherance of its aims and objectives;

- (vii). To perform such additional functions and carry out such duties as may from time to time be assigned to it by the Society;
 - (viii). To establish procedure in respect of services and technical advice to be rendered by the Society and the levy and collection of charges for the same;
 - (ix). To create posts of various classifications and provide for the method of appointment and the terms and conditions of their services;
 - (x). To institute and award scholarship, prizes and medals;
 - (xi). To co-operate with any other organization in the matters of education, training management and allied subjects;
 - (xii). To enter into arrangements for and on behalf of the Society;
 - (xiii). To sue and defend all legal proceedings on behalf of the Society;
 - (xiv). To appoint committee or committees for disposal of any business of the Society or for advice in any matter pertaining to the Society;
 - (xv). To delegate to such extent, it may deem necessary any of its powers to any officer or committee of Governing Council;
 - (xvi). To consider and pass such resolution on the annual report, the annual accounts and the financial estimates of the Society as it thinks fit;
35. The Governing Council shall abide by any instructions issued by the State Government in respect of any matter related to implementation of the Skill Development initiatives.
36. (a) In the event of any matter not being provided for herein, the Governing Council have the power to make bye-laws, as it deems necessary, with the approval of General Body of the Society.
- (b) The Governing Council shall be the sole authority for resolving any doubts as to the interpretation of these provisions and its ruling shall be final and binding.
37. Subject to the provisions of the Act, no member of the Governing Council shall be held personally liable for any loss damage or harm that may be caused by reason of any act or omission done by him in good faith, in course of discharging his functions and powers.
38. No member of the Governing Council shall in that capacity be entitled to receive remuneration except travel allowance for attending the meeting the quantum for which shall be fixed from time to time by the Governing Council.

Meetings of the Governing Council

39. The meetings of the Governing Council shall be held as frequently as is considered necessary by the Chairman but in any case not less than one meeting every six months for considering the progress of the Society, solving problem, if any, that may arise in the way of achieving the desired aims and objects as mentioned in the Memorandum of Association of the Society and planning future course of action.

40. The agenda for all meetings shall include confirmation of the minutes of the preceding meeting, shall be prepared by the Secretary in consultation with Chairman.
41. (a) Members of the Governing Council shall be served notice in writing 7 days before the date of all the meetings. The Chairman shall have powers to reduce the notice period if the circumstances so warrant.
- (b) The notice of the meeting shall set out the date, time and venue of the proposed meeting of the Governing Council and shall be accompanied by the agenda of the meeting.
- (c) Any accidental omission and /or non-receipt of the notice for any meeting shall not itself invalidate the proceedings of any meeting of the Governing Council.
42. The Governing Council may frame such bye laws as it may deem necessary for holding and conduct of its meetings.
43. (a) The Chairman shall preside over all the meetings of the Governing Council.
- (b) If the Chairman is unable to attend a meeting of the Governing Council, the Vice Chairman will preside over the meeting.
- (c) If there is no Chairman / Vice Chairman or the Chairman/ Vice Chairman is not present within half an hour of the time appointed for the meeting, the members present shall choose one of themselves to function as acting chairman of that meeting.
44. (a) All questions in the meeting of the Governing Council where unanimity cannot be reached, shall be decided by a majority of votes.
- (b) In case of equality of votes for and against a particular issue, the Chairman shall have a casting vote in addition to his ordinary vote.
45. (a) The quorum for all the meetings of the Governing Council shall be one third of the total number of its members.
- (b) Where the quorum is not present within half an hour after the time fixed for the meeting of Governing Council, the meeting shall stand adjourned and may be held at the same place after half an hour following the adjournment. No quorum shall be necessary for such adjourned meeting.
46. The Chairman of the Governing Council may himself call or by resolution in writing signed by him require the Member Secretary to call a meeting of the Governing Council at any time.

State Steering Committee (SSC): Composition

47. The Society shall have a State Steering Committee. The State Steering Committee will be responsible for laying down the policies, guidelines, regulations and rules for the Society under the overall guidance of Governing Council and will be fully empowered to take all financial and administrative decisions for the

Society. The Steering Committee shall meet once in every three months. The Steering Committee shall have following members:

(i).	Chief Secretary	Chairman
(ii).	Financial Commissioner Development	Member
(iii).	Principal Secretary Industries & Commerce	Member
(iv).	Principal Secretary Rural Development and Panchayats	Member
(v).	Principal Secretary Finance	Member
(vi).	Principal Secretary Labour	Member
(vii).	Principal Secretary Local Government	Member
(viii).	Principal Secretary Health and Family Welfare	Member
(ix).	Principal Secretary Social Security	Member
(x).	Principal Secretary Welfare of SC and BC	Member
(xi).	Principal Secretary Food Processing Industries	Member
(xii).	Principal Secretary Information Technology	Member
(xiii).	Principal Secretary School Education	Member
(xiv).	Secretary, Technical Education & Industrial Training	Member
(xv).	Secretary, Employment Generation	Member
(xvi).	Secretary, Planning	Member
(xvii).	Representatives from Industry to be nominated by Government (for three years)	Five Members
(xviii).	Representative from NSDC	Member
(xix).	Skill Dev. Experts to be nominated by Government (for three years)	Two Members
(xx).	Mission Director, State Skill Development Mission	Member Secretary

The Chairman may nominate any other person(s) as special invitee in the meeting of the Steering Committee.

Powers, Functions and Responsibilities of State Steering Committee

48. The following functions will be carried out by the State Steering Committee

- (i). To frame policies, guidelines, regulations and rules for the Society/Mission
- (ii). To approve guidelines for functioning of the Society/Mission like engaging private partners, recruitment rules, purchase rules etc.
- (iii). To approve delegation of administrative and financial powers at various levels.
- (iv). To approve Annual Action Plan of the state.
- (v). To approve budgets of Society/Mission

- (vi). To approve communication and social mobilization strategy
- (vii). To approve the recruitments for various posts as laid down by Governing Council
- (viii). To approve procurement of services beyond specified amount
- (ix). To facilitate inter-departmental coordination
- (x). To appoint sub committees for addressing specific issues.
- (xi). To periodically review the progress of activities of Society/Mission
- (xii). Any other matter referred by the State Executive Committee

State Executive Committee (SEC): Composition

49. The Society shall have a State Executive Committee. The State Executive Committee shall be responsible for implementation and monitoring of all activities of the Society/Mission as prescribed by the Governing Council and Steering Committee. The State Executive Committee shall meet at least once every month. The Executive Committee shall have following members:

(i).	Secretary, Technical Education & Industrial Training	Chairman
(ii).	Representative of Principal Secretary, Finance (Not below the level of Additional Secretary)	Member
(iii).	Commissioner, Labour	Member
(iv).	Director, Rural Development	Member
(v).	Director Industries & Commerce	Member
(vi).	Director, Health & Family Welfare	Member
(vii).	Director, Employment Gen. and Training	Member
(viii).	Director, Local Government/ Mission Director, SULM	Member
(ix).	Director, Rural Development & Mission Director, SRLM	Member
(x).	Director, Social Security, Child & Women Development	Member
(xi).	Director, Welfare of SC & BC	Member
(xii).	Director General, School Education	Member
(xiii).	Director, Agriculture	Member
(xiv).	Director, Tourism	Member
(xv).	Representatives from Industry to be nominated by Government (for three years)	Five Members
(xvi).	Representative from NSDC/NSDA	Member
(xvii).	Skill Dev. Experts to be nominated by Government (for three years)	Two Members
(xviii).	Mission Director, Skill Development Mission	Member Secretary

The Chairman may nominate any other person(s) as special invitee in the meeting of the State Executive Committee.

Powers, Functions and Responsibilities of State Executive Committee

50. The Executive Committee shall have the responsibilities in respect of the following:
- (i). To review the district action plans and finalize Annual Action Plan for the State
 - (ii). To consider and approve the recommendations of the Course and Fee Standardization Committee and finalize the courses, syllabus and training fee and other arrangements for running these courses.
 - (iii). To finalize the RFP /RFQ for engaging private sector Training Providers and after seeking approval of the competent authority, engage private sector Training Providers and enter into contracts with them.
 - (iv). To finalize and seek approval of the State Steering Committee on the Process Guidelines for implementing the Skill Development Programmes/Mission.
 - (v). To review the progress of implementation of the approved Action Plan at least quarterly.
 - (vi). To approve registration of training organisations/entities as VTPs under the SDI scheme.
 - (vii). To supervise the functioning of the District Executive Committees, State Programme Management Unit and District Programme Management Unit.
 - (viii). To exercise administrative and financial powers as per delegation.
 - (ix). To finalize innovative Arrangements/Agreements with Industrial Units and other private organizations for Skill Development and seek the approval of the State Steering Committee for signing of MoUs.
 - (x). To plan for setting up of Skill Development Centres and for upgradation of infrastructure and seek approval of the State Steering Committee after tying up the financial arrangements.
 - (xi). To engage with Central Government training organizations, and NSDC for follow up on trainings being imparted by them.
 - (xii). To approve research and evaluation studies in the area of Skill Development.
 - (xiii). To strengthen the institutional infrastructure for Skill Training and Certification.
 - (xiv). Any other work assigned by the Steering committee.

State Program Management Unit (SPMU)

51. The SPMU shall be headed by Mission Director to be appointed by the State Government, State Skill Development Mission Society (to be referred as Mission). He shall be responsible for proper administration of the affairs and funds of the Mission, and implementation of various activities and programs in a Mission Mode under the control, directions and guidance of the Chairperson of the State Executive Committee. Mission Director shall have following responsibilities:
- (i). Constitute a Mission Task Force, comprising of officers and staff of the Mission, which would work in a Mission Mode for the achievement of the objects of the Mission.
 - (ii). Prescribe the duties of officers and staff of the Mission at state and district level.
 - (iii). Exercise due supervision and control over the officers and staff of mission at state and district level.
 - (iv). Coordinate and exercise general control and supervision over the activities of the Mission.
 - (v). Conduct meetings of the State Steering Committee and Executive Committee and keep a record of proceedings of the meetings in accordance with these Rules.
 - (vi). Exercise such financial and administrative powers as delegated by the State Steering Committee from time to time,
 - (vii). Discharge such other functions as may be assigned to him by the Executive Committee in furtherance of the objects of the Mission.
 - (viii). Plan, direct, coordinate, organize and supervise day to day work of the Mission.

Functions of SPMU

52. The broad functions and roles of SPMU will include:
- (i). Preparation of EOI/RFQ/RFP and Contract for engaging private sector training providers.
 - (ii). Assisting the mission in finalization of courses, their syllabus and normative training fees.
 - (iii). Assisting the Mission in empanelment of Training Providers as per the approved RFP.
 - (iv). Developing Process guidelines for implementation of Skill Development programs as per the broad principles approved by the Mission.
 - (v). Developing templates for District and State Skill Development Plans and training of District teams in preparing their plans.
 - (vi). Developing an integrated IT system for managing the programme as per the approved process guidelines and support for its implementation.

- (vii). Developing monitoring system for the Mission activities at various levels.
- (viii). Capacity building of the SPMU, DPMU and other staff by organizing training programmes, workshops and conferences.
- (ix). Design of Mobilization campaign and communication strategy and assistance in its roll out.
- (x). Designing systems for post placement tracking of trainees.
- (xi). Assisting the mission in engaging short term specialists / consultants for undertaking special research studies / surveys etc.

District Executive Committee: Composition

53. There shall be a District Executive Committee at each district. The committee shall be responsible for preparing district annual plan for Skill Development and implementing the approved district plan as per the guidelines laid down by the society. The District Executive Committee shall have following members:

(i).	Deputy Commissioner	Chairman
(ii).	Add. Dy. Commissioner (Development)	Vice Chairman
(iii).	DPM (NRLM)	Member
(iv).	District Welfare officer	Member
(v).	District Program Officer	Member
(vi).	District Education Officer	Member
(vii).	District Employment Officer	Member
(viii).	District Assistant Labour Commissioner	Member
(ix).	Representative of District RUDSETI	Member
(x).	Principal Nodal Polytechnic	Member
(xi).	Principal Nodal ITI	Member
(xii).	District Head of BACFINCO, Punjab SC Land Dev. And Finance Corporation, KVIB and Cooperative Banks	Member
(xiii).	District Dev. & Panchayat Officer	Member
(xiv).	General Manager DIC	Member
(xv).	Representatives from Industry nominated by the DC	Two members
(xvi).	District Coordinator (PSDM)	Member Secretary

Chairman may nominate any other person as a special invitee in the meetings of the Committee.

Functions of District Executive Committee

54. The District Committee will perform the following functions:
- (i). To prepare District Action Plan for Skill Development
 - (ii). To coordinate the efforts of different departments in the district.
 - (iii). To organize campaigns/programs for Awareness Generation and Mobilization of Youth
 - (iv). To facilitate registration of candidates on IT portal.
 - (v). To supervise the training programs conducted by training providers.
 - (vi). To prepare a list of employment opportunities in the district and nearby areas and its updation on the IT portal periodically.
 - (vii). To conduct Job Melas on a regular basis
 - (viii). To organise meetings with local industries once in every three months for seeking feedbacks.
 - (ix). To review the progress of DPMU every month.
 - (x). To facilitate counselling and post placement support services to the candidates.
 - (xi). Any other work assigned by the State Steering or Executive Committee.

District Program Management Unit (DPMU)

55. Each district shall have a District Program Management Unit. This unit will be responsible for overall implementation of the skill development programme in the district including mobilization, registration, data collection, MIS, supervision, inspection and monitoring of the programs and counseling and post placement services in the district on a day to day basis. This unit will be headed by a District Coordinator (PSDM). The unit will have District Manager Skill & Placement (NRLM) and two counselors as members. The district level unit will function under the direct control of ADC(D) and general supervision and guidance of Deputy Commissioner. The staffing scheme for DPMU detailing the positions, competencies for each position, compensation levels, source of recruitment etc. will be decided in due course of time.

Block Level Coordination and Monitoring Unit (BCMU)

56. At the block level, Block Manager (Social Mobilization) and Block manager (Skill and Placement) to be hired under NRLM will work for the skill development mission. In urban areas, Coordinators of SUDA will be co-opted for social mobilization function.

Authorities of the Society

57. The following shall be the authorities of the Society:
- (i). The Chairman of the Governing Council, who shall also be ex-officio President of the Society
 - (ii). The Governing Council
 - (iii). The Member Secretary of the Society, who shall also be Member Secretary of the Governing Council
 - (iv). Mission Director
 - (v). Such other authorities as may be constituted as such by the Governing Council.
58. The Governing Council shall have powers to appoint financial and other committees/ sub committees and set up Units/Cells for carrying out the objects of the Society, and by resolution delegate to the committees or sub- committee(s) so constituted such of its powers for conduct of business as it may deem necessary.

The Chairman

59. The Chairman of the Governing Council shall be the Hon'ble Chief Minister Punjab.
60. The Chairman shall have the following powers, functions and responsibilities:
- (a). The chairman shall provide vision to the Society and lead the Skill Development Mission.
 - (b). The Chairman may direct the Secretary to call a special meeting at a short notice in case of emergency.
 - (c). The Chairman shall see that the affairs of the Society are run efficiently in accordance with the provisions of the Memorandum of Association, Rules & Regulation and bye laws of the Society as may be framed.
 - (d). On such matters, which the Chairman thinks are of sufficient importance and urgency and cannot wait for being placed in the next meeting of the Governing Council, and which he anticipates would get the approval of the Council, the Chairman shall take decisions and place the same before the Governing Council at its next meeting.
 - (e). The Chairman shall be the sole and absolute authority to judge the validity of the votes cast by the members of the Governing Council and General Body.
 - (f). The Chairman may in writing delegate such of his powers as he may consider necessary to the Secretary.
 - (g). The Chairman shall be entitled to invite any other person to attend the meeting of the Governing Council but such person shall not have power to vote.
 - (h). The Chairman shall have the authority to review periodically the work and progress of the Society and to order inquiries into the affairs of the Society and to pass necessary orders on the recommendations of the inquiry committee.

- (i). The Chairman shall plan, direct and coordinate the overall working, of the Society.

The Member Secretary of the Governing Council

- 61. The Secretary will be Member Secretary to the Society as well as the Governing Council and shall, in consultation with, the Chairman prepare agenda for the meetings of the General Body and Governing Council, convene such meetings, keep a true and accurate record of the proceedings of the same and forward all such documents, papers and related information as may be required in the discharge of his duties.
- 62.
 - (a) The Secretary shall be charged with the responsibility of day to day management and administration of the Society.
 - (b) The Secretary shall perform his duties and functions and exercise his powers under the overall direction, superintendence and control of the Chairman of the Governing Council under the Rules and Regulations, of the Society.
- 63. In discharge of his functions, duties and powers, the Secretary, shall in particular do the following:
 - (a). Plan, direct, co-ordinate, organise and supervise day to day work of the Society;
 - (b). Prepare concrete operational plan of action for the year together with the revolving action plan for subsequent period of time to be determined by the Governing Council and budget estimates for the concerned period;
 - (c). Report to the Governing Council on policy matters and achievements and delegate responsibilities to other officers, if required.
 - (d). Present report of the Governing Council in the annual general meeting of the Society;
 - (e). Determine operational targets, measures and methods to achieve such targets and implement them after the approval of Governing Council;
 - (f). Submit annual budget of the succeeding year at least six months prior to the closing of the Financial Year and furnish the same to State Government for getting funds from them, if any, after approval of Governing Council;
 - (g). Submit audited statements of accounts of the preceding year not later than three months after the close of the Financial Year;
 - (h). Submit all such other reports as may be required by the Governing Council or otherwise;
 - (i). Report to the Governing Council on all capital and recurring expenditure;
 - (j). Sanction and incur expenditure in accordance with the procedure laid down in the bye laws framed for the purpose and within the authority as may be delegated by the Governing Council;
 - (k). Sign all deeds and documents for and on behalf of the Society;

- (l). Sign all documents and proceedings requiring authentication by the Society;
- (m). With the approval of the Governing Council delegate any of his powers and functions and duties to any member/staff of the Society, which are not inconsistent with the provisions of these rules;
- (n). Do all such things as may be required for day to day management and administration of the Society.

Mission Director

- 64. Mission Director will head the Mission and State Program Management Unit under the guidance of the Chairman, Executive Committee and shall perform all the functions and exercise all powers, which are listed therein or delegated to him from time to time.

Funds of the Society

- 65. The Society will set up and manage a State Skill Development Fund. The sources would include:
 - (i). Transfer of surplus funds from Punjab Board of Technical Education and Industrial Training;
 - (ii). Transfer of funds from Punjab Building and Other Construction Workers Welfare Board as per stipulation for Skill Development Initiatives;
 - (iii). Contributions from Punjab Technical University and other such institutions;
 - (iv). Funds/Budget available under different schemes/projects of Central Government Ministries/Organizations;
 - (v). Funds/Budget available under different schemes/projects including State Share of State Government Departments/Organizations;
 - (vi). Corporate Social Responsibility (CSR) Funds from companies and firms;
 - (vii). Grants, contributions, and donations received by the Society from Government of India, State Governments, Public Sector Undertaking, Private Parties or any other sources;
 - (viii). The Society may levy service charges or administrative charges for the schemes/projects to be facilitated, executed or implemented by it as may be fixed by the Governing Council from time to time;
- 66. All the funds of the society shall only be applied towards the aims and objects of the Society.
- 67. All funds shall be paid into accounts of the Society which shall be operated upon by such officer(s) as may be duly authorized by the Governing Council.
- 68. Subject to the provisions of the Act, and with the approval of Governing Council, any portion of the funds of the Society, not immediately required, may be invested or deposited.

- (i). in a special account opened by the Society for the purpose in a banking company as defined in the Banking (Regulation) Act,1949.
- (ii). in any other mode permitted by State Government in its instructions issued from time to time.

Property of the Society

- 69. All funds and assets transferred to the Society shall be at the disposal of the Society.
- 70. All the properties of the Society shall be acquired and registered in the name of the Society.
- 71. All funds and properties of the Society shall be used only for the aims and objects of the Society.
- 72. No property of the Society shall be disposed of except on the recommendations of the Governing Council. Disposal of any immovable property shall be approved by the Society as well.

Accounts and Audit

- 73. (a) The Society shall maintain proper accounts and other relevant records and prepare annual statements of accounts for each of the financial year ending 31st March in such form as may be prescribed by the auditors appointed by the Society.
(b) The audited accounts of the Society shall be placed before General Body within six months from the date of closing of financial year for approval and the reports shall be filed with the Registrar within three months from the date of conducting the General Body of the Society.
- 74. Books of accounts of the Society shall be kept at the Registered Office of the Society and shall be open to inspection of any member free of charge during the business hours.
- 75. The accounts of the Society shall be audited annually by auditors and any expenditure incurred in connection with the audit of accounts of the Society shall be payable by the Society.
- 76. The audited Statements of Accounts together with the Audit Report shall be placed before the Governing Council for consideration and approval and thereafter the same shall be put up before the General Body for approval.
- 77. Every member of the Society on an application made and payment of prescribed fees shall be entitled to receive a copy of the bye-laws, balance sheet and receipts and expenditure account.

Annual Report

78. (a) A draft of Annual report and the yearly accounts of the Society shall be prepared by the Secretary for consideration and approval of the Governing Council and shall thereafter be placed before the General Body at its Annual General Meeting for consideration and adoption;
- (b) Copies thereof as finally approved by the Society shall be supplied to the members of the Society.
- (c) The Books and Registers of the Society shall be kept ready for inspection by Registrar at all reasonable hours.

Alteration of the Aims and Objects of the Society and the Rules and Regulations

79. Whenever it appears to the Governing Council that it is advisable to alter, extend or abridge the aims and objects of the Society either wholly or partially, the Governing Council may take necessary action in accordance with the provisions of the Act.

Amalgamation with Other Societies

80. If in the opinion of the Governing Council it is desirable to amalgamate the Society either wholly or partially with any other Society having similar aims and objects, it can be done as per the provisions of the Act.

Seal of the Society

81. The Governing Council of the Society shall provide a seal and also its safe custody and the seal shall never be used except with the authority of Governing Council previously given and one member of the Council shall sign every instrument to which the seal is affixed and every such instrument shall be countersigned by the **Secretary** or by some other person appointed by the Council.

Dissolution of the Society

82. The Society shall not be dissolved without the consent of the State Government and upon such dissolution; the assets of the Society shall be dealt with in accordance with the provisions contained in the Societies Registration Act as applicable to the State of Punjab.

Submission of Annual List

83. Once in every year a list of members shall be filed with the Registrar of Societies as per provisions of the Act.

Legal Proceedings

84. The Society may sue or may be sued in the name of the Chairman or the **Secretary** of the Society as per provisions laid down under the Act.

Applicability Clause

85. All the provisions of the Societies Registration Act, 1860 shall apply to this Society.

General

86. The Society shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Society and notwithstanding any other vacancy in its body whether by non-appointment or otherwise and no act or proceedings of the Society or its Governing Council shall be deemed to be invalid merely for the reasons of any vacancy or defect in the constitution of the General Body, Governing Council or Committee as the case may be.

CERTIFIED THAT THIS IS THE CORRECT COPY OF THE RULES AND REGULATIONS OF THE SOCIETY.

Witnesses:

Members Governing Council

1.	1. Ashok Gupta, IAS Secretary, Local Government	
2.	2. Seema Jain, IAS Secretary, Welfare of SC & BC	
	3. R.K.Verma, IAS Secretary, Technical Education & Industrial Training	

Government of Punjab
Department Of Employment Generation and Training
(Employment Training Branch)

Notification

No.:9/33/2019-1ET/530612/1

Dated, Chandigarh: 24/7/2019

The Skill Development Mission has been constituted under the Chairmanship of Chief Minister, Punjab vide Notification No. 12/7/14-5TE1/180, dated 02-09-2014 by Technical Education and Industrial Training Department (Technical Education-1 Branch). As per decision of Council of Minister meeting dated 06-06-2019 the existing Punjab Skill Development Mission(PSDM) is brought under 'the Department of Employment Generation and Training. The structure of Mission will be as follows:

Governing Council: Composition

1. The Governing Council of the Mission shall be the Apex decision making body, and shall be responsible for approving the broad vision and framework for skill development in the state and long term objectives and goals for the mission.

The Governing Council shall have following members:

(i)	Chief Minister	Chairman
(it)	Minister, Employment Generation and Training	Member
(iii)	Minister Finance and Planning	Member
(iv)	Minister, Industries & Commerce	Member
(v)	Minister, Labour	Member
(vi)	Minister Technical Education and Industrial Training	Member
(vii) .	Minister, Local Government	Member
(viii)	Minister, Rural Development and Panchayats	Member
(ix)	Minister Health and Family Welfare	Member
(x)	Minister, Welfare of SC and ST	Member
(xi)	Minister, Social Security, Women and Child Dev.	Member
(xii)	Minister, School Education	Member
(xiii)	Chief Secretary	Member
(xiv)	Financial Commissioner Development	Member
(xv)	Administrative Secretary, Finance.	Member
(xvi)	Administrative Secretary, Labour	Member
(xvii)	Administrative Secretary, School Education	Member
(xviii)	Administrative Secretary, Industries & Commerce	Member
(xix)	Administrative Secretary Rural development and Panchayats	Member
(XX)	Administrative Secretary Local Government	Member
(xxi)	Administrative Secretary Health and Family Welfare .	Member
(xxii)	Administrative Secretary Welfare of SC and BC	Member
(xxiii)	Administrative Secretary Social Security	Member
(xxiv)	Administrative Secretary Technical Education and industrial Training	Member

(xxv)	Administrative Secretary, Planning	Member
(xxvi)	Representatives from Industry to be nominated by Government (for three Years)	Five Members
(xxvii)	Skill Dev. Expert to be nominated by Government (for three Years)	Two Members
(xviii)	MD and CEO, NSDC	Member
(xxix)	Administrative Secretary Employment Generation and Training	Member

2. The Chairman of the Governing Council may co-opt other Ministers/Experts as per the need.

Functions of the Governing Council

3. The Governing Council will carry out the following functions:
 - (i) To provide guidance, support and overall policy direction to skill Development Mission of the State.
 - (ii) To consider State Annual Action Plan for skill Development.
 - (iii) To review progress of skill Development plan once in six months.
 - (iv) To consider the audited accounts of previous year.
 - (v) To consider the annual report of the skill Development Mission.
 - (vi) Any other matter that is referred to it by the State Steering Committee.

State Steering Committee: Composition

4. The Mission shall have a Steering Committee. The State Steering Committee will be responsible for laying down the policies, guidelines, regulations and rules for the mission under the overall guidance of Governing Council and will be fully empowered to take all financial and administrative decisions for the Mission. The steering Committee shall meet once in every three months. The steering Committee shall have following members:

(i)	Chief Secretary	Chairman
(it)	Financial Commissioner Development	Member
(iii)	Administrative Secretary, industries & Commerce	Member
(iv)	Administrative Secretary, Rural Development and Panchayats	Member
(v)	Administrative Secretary, Finance	Member
(vi)	Administrative Secretary, Labour	Member
(vii) .	Administrative Secretary Local Government	Member
(viii)	Administrative Secretary, Health and Family Welfare	Member
(ix)	Administrative Secretary Social Security	Member
(x)	Administrative Secretary Welfare of SC and BC	Member
(xi)	Administrative Secretary Food Processing Industries	Member
(xii)	Administrative Secretary, Information Technology	Member

(xiii)	Administrative Secretary School Education	Member
(xiv)	Administrative Secretary Technical Education and Industrial Training	Member
(xv)	Administrative Secretary, Employment Generation and Training	Member
(xvi)	Administrative secretary, Planning	Member
(xvii)	Representatives from Industry to be nominated by Government (for three Years)	Five Members
(xviii)	Representatives from NSDC/NSDA	Member
(xix)	Skill Dev. Expert to be nominated by Government (for three Years)	Two Members
(XX)	Mission Director, State Skill Development Mission	Member Secretary

5. The Chairman may nominate any other person(s) as special invitee in the meeting of the steering Committee.

Functions of State Steering Committee

6. The State Steering Committee will carry out the following functions:
- To frame policies, guidelines, regulations and rules for the mission.
 - To approve guidelines for functioning of the Mission like engaging private partners, recruitment rules, purchase rules etc.
 - To approve delegation of administrative and financial powers at various levels.
 - To approve Annual Action Plan of the State.
 - To approve budgets of the Mission
 - To approve communication and social mobilization strategy.
 - To approve the recruitments for the Mission as prescribed in the rules.
 - To approve procurement of services beyond specified amount.
 - To facilitate Inter-departmental coordination.
 - To appoint sub committees for addressing specific issues.
 - To periodically review the progress of the Mission.
 - Any other matter referred by the State Executive Committee.

State Executive Committee (SEC): Composition

7. The Mission shall have an Executive Committee. The Executive committee shall be responsible for implementation and monitoring of all activities of the mission as prescribed by the state steering committee. The committee shall meet at least once every month. The executive committee shall have the following members:

(i)	Administrative Secretary, Employment Generation and Training	Chairman
(it)	Representative of Administrative Secretary Finance (not below the level of Additional Secretary	Member
(iii)	Labour Commissioner	Member

(iv)	Director, Rural Development and Panchayats	Member
(v)	Director, Industries & Commerce	Member
(vi)	Director, Health and Family Welfare	Member
(vii)	Director, Technical Education and Industrial Training	Member
(viii)	Director, Local Government, SUDA/ Mission Director, SULM	Member
(ix)	Mission Director, SRLM	Member
(x)	Director, Social Security, Women & Child Development	Member
(xi)	Director, Welfare of SC and BC	Member
(xii)	Director General, School Education	Member
(xiii)	Director, Agriculture	Member
(xiv)	Director, Tourism	Member
(xv)	Representatives from Industry to be nominate by Government(for three Years)	Five Members
(xvi)	Representatives from NSDC/NSDA	Member
(xvii)	Skill Dev. Expert to be nominated by Government (for three Years)	Two Members
(xviii)	Mission Director, State skill Development Mission	Member Secretary

8. The Chairman may nominate any other person(s) as special invitee in the meeting of the State Executive Committee.

Functions of State Executive Committee

9. The Executive Committee shall have the responsibilities in respect of the following:-
- (i) To review the district action plans and finalize Annual Action plan for the State.
 - (ii) To consider and approve the recommendations of the Course and Fee Standardization Committee and finalize the courses, syllabus and training fee and other arrangements for running these courses.
 - (i) To finalize the RFP/RFQ for engaging private sector training providers and after seeking approval of the competent authority, engage private sector training providers and enter into contracts with them.
 - (ii) To finalize and seek approval of the State Steering Committee on the Process Guidelines for - Implementing the = skill development programme Mission.
 - (iii) To review the progress of Implementation of the approved action plan at least quarterly,
 - (vii) To approve registration of training organizations as VTP under the SDI scheme
 - (viii) To supervise the functioning of the District Executive committees, SPMU and the DPMUs
 - (ix) To exercise administrative and financial Powers as per delegation
 - (x) To finalize innovative Arrangement/Agreements with industrial units other private organizations for skill development and seek the approval of the state committee for signing of MoUs.
 - (xi) To plan for setting up of skill development centers and for upgradation of infrastructure and seek approval of the State Steering Committee after tying up the financial arrangements.

- (iv) To engage with central government training organizations and NSDC for follow up on trainings being imparted by them.
- (xii) To approve research and evaluation studies in the area of Skill development.
- (xiii) To strengthen the institutional infrastructure for skill training and certification.
- (xiv) Any other work assigned by the Steering Committee.

State Program Management Unit (SPMU)

10. The SPMU shall be headed by Mission Director, State Skill Development Mission. He shall be responsible for proper administration of the affairs and funds of the Mission and implementation of its various activities and programs in a Mission Mode under the control, directions and guidance of the Chairperson of the Executive Committee. Mission Director shall have following responsibilities.
- (i) Constitute a Mission Task Force, comprising of officers and staff of the Mission, which would work In a Mission Mode for the achievement of the objects of the Mission.
 - (ii) Prescribe the duties of officers and staff of the Mission at state and district level.
 - (i) Exercise due supervision and control over the officers and staff of mission at state and district level.
 - (ii) Coordinate and exercise general control and supervision over the activities of the Mission.
 - (iii) Conduct meetings of the State Steering Committee and Executive a Committee and keep a record of proceedings of the meetings in accordance with these Rules.
 - (iv) Exercise such financial and administrative powers as delegated by the State Steering Committee from time to time.
 - (v) Discharge such other functions as may be assigned to him by the Executive Committee in furtherance of the objects of the Mission.
 - (vi) Plan, direct, coordinate, organize and supervise day to day work of the Mission.

Functions of SPMU

11. The broad functions and roles of SPMU will include:
- (i) Preparation of EO/RFQ/RFP and contract for engaging private sector training providers.
 - (ii) Assisting the mission in finalisation of Courses, their syllabus and normative training fees.
 - (iii) Assisting the Mission in empanelment of training providers as per the approved RFP.
 - (iv) Developing Process guidelines for Implementation of skill development programs as per the broad Principles approved by the mission
 - (v) Developing templates for District and State Skill Development plans and training of district teams in preparing their plans.
 - (vi) Developing an Integrated IT system for managing the programme as per the approved process guidelines and support for its implementation.
 - (vii) Developing monitoring system for the mission activities at various levels.
 - (viii) Capacity building of the SPMU, DPMU and other staff by organizing training Programmes, workshops and conferences.
 - (ix) Design of Mobilization campaign and communication strategy and assistance in its roll out.
 - (x) Designing systems for post placement tracking of trainees.

- (xi) Assisting the mission in engaging short term specialists/consultants for undertaking special research studies/surveys etc.

District Executive Committee:-Composition

12. There shall be a District Executive Committee at each district. The committee shall be responsible for preparing district annual plan for skill development and implementing the approved district plan as per the guidelines laid down by the mission. The district level committee shall have following members.

(i)	Deputy Commissioner	Chairman
(ii)	Add. Dy. Commissioner (Development)	Vice Chairman
(iii)	DPM(NRLM)	Member
(iv)	District Welfare Officer	Member
(v)	District Program Officer	Member
(vi)	District Education Officer	Member
(vii)	District Employment Officer	Member
(viii)	District Assistant Labour Commissioner	Member
(ix)	Representative of District RUDSETI	Member
(x)	Principal Nodal Polytechnic	Member
(xi)	Principal Nodal	Member
(xii)	District Head of BACFINCO, Punjab SC Land Dev. And Finance Corporation, KVIB and Cooperative Banks	Member
(xiii)	District Dev, & Panchayat Officer	Member
(xiv)	General Manager DIC	Member
(xv)	Representatives from Industry nominated by the DC	Two Members
(xvi)	District Coordinator (SSDM)	Member Secretary

13. Chairman may nominate any other person as a special invitee in the meetings of the committee.

Functions of District Executive Committee

14. The District Committee will perform the following functions:

- To prepare District Action Plan for Skill Development.
- To coordinate the efforts of different departments in the district.
- To organize campaigns/programs for Awareness Generation and Mobilization of Youth.
- To facilitate registration of candidates on IT portal.
- To supervise the training programs conducted by training providers.

- (vi) To prepare a list of employment opportunities in the district and nearby areas and its updation on the IT portal periodically.
- (vii) To conduct Job Melas on a regular basis.
- (viii) To organize meeting with local Industries once in every three months for seeking feedbacks.
- (ix) To review the progress of DPMU every month.
- (x) To facilitate counselling and post placement support services to the candidates.
- (xi) Any other work assigned by the State Steering or Executive Committee.

District Program Management Unit (DPMU)

15. Each district shall have a District Program Management unit. This unit will be responsible for overall Implementation of the skill development Programme In the district Including mobilization, registration, data collection MIS, supervision, Inspection and monitoring of the programs and counselling and post placement services In the district on a day to day basis. This unit will be headed by a District Coordinator (SSDM). The unit will have District Manager Skill function a RLM) and two counsellors as members. The district level unit will function under the Direct control of ADC (D) and general supervision and guidance of Deputy Commissioner. The staffing scheme for SPMU detailing the positions.

Endst. No 9/333/2019-1ET/

Dated, Chandigarh

A copy along with a spare copy is forwarded to the Controller, Printing and Stationery, Punjab with the request that this notification may be published in Punjab Ordinary Gazette and 200 copies may be sent to the office for official use.

Deputy Secretary

Endst. No. 9/33/2019-1ET/

Dated, Chandigarh

A copy of the above is forwarded to the following for information please.

1. Principal Secretary to Chief Minister, Punjab.
2. Private Secretary to Employment Generation and Training, Minister, Punjab.
3. Private Secretaries of all the Ministers, Punjab.

Deputy Secretary

Endst. No. 9/33/2019-1ET/

Dated, Chandigarh

A copy of the above is forwarded to the following for information please.

1. Private Secretary to Chief Secretary, Punjab.
2. All the Financial Commissioners/Principal Secretaries/Administrative Secretaries of the State.
3. All the Heads of the Departments of the State.
4. All the Deputy Commissioners of the State.

Deputy Secretary

Endst. No. 9/33/2019-1ET/1530612/10-12

Dated, Chandigarh: 24/07/2019

A copy of the above is forwarded to the following for information and necessary action please.

1. The Director Employment Generation and Training, Punjab.
2. Director Technical Education and Industrial Training.
3. The Secretary, Punjab State Board of Technical Education and Industrial Training.

Deputy Secretary

Chapter V (A)
Maharaja Ranjit Singh Armed Forces Preparatory Institute,
Mohali (MRSAPFI)

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Maharaja Ranjit Singh Armed Forces Preparatory Institute, Mohali
(MRSAPFI)

In the matter of Society Registration Act, XXI of being an act for the registration of Literacy, Scientific and Charitable Societies.

And

In the matter of Maharaja Ranjit Singh Armed Forces Preparatory Institute, Mohali (MRSAPFI) (hereinafter referred to as the Society) pertaining to rules, and Regulations of Society for providing necessary training, education and coaching to eligible Punjab youth in order to enable them to join the officer cadre of the defence services.

MEMORANDUM OF ASSOCIATION

A. Preamble:

The primary objective of the Ranjit Singh Armed Forces Preparatory Institute, Mohali (MRSAPFI) is to implement the scheme of the training Punjab youth and equipping them through education, coaching, training etc. for successfully competing and passing the National Defence Academy (NDA) entrance examination or any other examination meant for recruiting officers for the defence forces. The strategy being to build otherwise also a globally competitive and acceptable Human Resource.

It is considered expedient to provide the Society a legal entity by getting it registered under the Societies Registration Act, 1860.

B. Name and Office

1. Name: The name of the society shall be Maharaja Ranjit Singh Armed Forces Preparatory Institute, Mohali (MRSAPFI) for short
2. Office: The registered office of the society shall be at Chandigarh
3. Area of Operation: Punjab region and Chandigarh region

C. Definitions: In this Memorandum and the Rules made there under unless the context otherwise requires:

1. "The 'Act' means the Societies Registration Act 1860, (Punjab Amendment Act, 1975) as applied to the state of Punjab or any statutory modification thereof for the time being in force"
2. "Board of Governors" shall mean the body which is constituted as the "Board of Governors of the Society" by the government
3. The "Chairman and "Vice Chairman" shall mean the "Chairman" and "Vice- Chairman" of the board of Governors.

Member means:

- i. The ex-officio member as per the constitution of the society or
- ii. The members of society nominated by the government as per the constitution of the society or
- iii. Such person(s), institutions, organizations, societies, corporate bodies who may be accepted in future as the co-opted Members of the Board of Governors on such terms and conditions as laid down by the Board of Governors

- iv. “Member Secretary” means Member Secretary of the Board of Governors of Maharaja Ranjit Singh Armed Forces Preparatory Institute, Mohali (MRSAPFI) who shall be the Member Secretary
- v. “The Society” means the Maharaja Ranjit Singh Armed Forces Preparatory Institute, Mohali known by the name, style and manner of (MRSAPFI).
- vi. “State government” shall mean the Government of Punjab in the Department of Employment Generation & Training or in any other way it is known as.
- vii. “Eminent Academician” shall mean well-known, highly educated, distinguished, renowned or reputed persons from the general public duly recommended by the district/state administration.

D. (a) Conditions:

1. The income and property of the society shall be applied solely towards the promotion of the object of the society as set forth in Memorandum of Association and no portion thereof shall be paid to or transferred directly or indirectly to members of the Society.
2. No member of governing body of the society shall be appointed to any salaried offices of the Association or any office of the Association paid by fees and no remuneration shall be given by the Association to any member of such governing body except repayment of out of pocket expenses and interest on money lent or rent for premises demised to the Association.
3. The society by its constitution is required to apply its profits, if any or the other income in promoting its objects.
4. If upon winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities, any property whatsoever, it shall not be disbursed among the members of the society, but shall be given or transferred to some other institution having objects similar to the objects of the society to be determined by the members of the society at or before the time of dissolution.

D. (b) Aims, Objectives & Functions of the Society:

1. To enhance the probability of Punjab youth to join the defence services by the way of education, coaching and training for successfully passing competitive exams such as Nation Defence Academy (NDA) entrance examination. Domain knowledge, oft skill, individuals awareness about various aspects of passing such examination would be imparted.
2. To improve the capability of Punjab Youth to make him eligible for joining Defence Forces.
3. Establish a system to ensure quality HR of the product of the society: Establishing/ Strengthening the framework of Institute Management and thus raising the standards of all its products.
4. Partner and Collaborate with various educational institutes in order to identify potential talent.
5. Creation of a Human Resource portal (web portal) of Punjab to disseminate information about (MRSAPFI) as also the process of joining of the institution.
6. To act as a Special Purpose vehicle to implement various scheme initiatives in furtherance aims/objectives/ functions of the society.
7. Get developed/ designed/ borrow the Curricula and course material on outsourcing basis or with in-house expertise wherever possible.
8. Arrange/ tie-up/ organize Training and examination and facilitation with external institution expert houses for upgrading skill of the youth enrolled in this institute.

9. Arrange/tie-up/organize Partnership & collaboration with other academic institutions to facilitate employment of trained youth in Punjab.
10. Arrange/tie-up/organize the soft skills training. Basic contents of soft skills in addition to the regular academic protocol.
11. Arrange/tie-up/organize the State wide accreditation programs for Institutions, agencies etc.
12. To conduct youth survey to find potential candidate to this institution.
13. To conduct examination or undertake such measure and required and decide by the society from time to time for admitting candidate to this institute.

E. Funding of Society its resources, operations and management:

1. The society will function as a SPV for implementation of schemes of recruiting eligible Punjab youth to MRSAFPI with the purpose of Training them for joining Indian Defence Forces as Commissioned Officer.
2. The expenditure on training & other operations and management of the state level society would be funded mainly through state government and other incomes of society
3. The income and property of the society howsoever derived shall be applied towards the promotion of the objects thereof as set-forth in this Memorandum of Association.
4. No part of income and property of the society shall be paid or transferred directly or indirectly by the way of profit to the persons/body who are, or, at any time, have been or shall be members of the society of Board of Governors or to any of them or to any persons claiming through them or any of them.

F. Present Board of Governors:

The names, designations and address of the present embers and office bearers of the Board of Governors to whom the management of the affairs of the society is entrusted as required under Section 2 of the Registration of societies Act, 1860 (Act XXI of 1860) read with Punjab Amendment Act of 1957 shall be as under:

F. (a) Governing Body of MRSAFPI

S.No.	Ex-Officio Members (Names & Designation)	Designation
1.	Chief Minister	Chairman
2.	Minister in charge, Employment Generation and Training	Vice Chairman
3.	Principal Secretary, Employment Generation and Training	Member
4.	Secretary School Education	Member
5.	Director Employment Generation and Training	Member Secretary
6.	DC Mohali	Member
7.	Director Defence Services Welfare	Member
8.	Director, Maharaja Ranjit Singh Armed Forces Preparatory Institute, Mohali(MRSAFPI)	Member
9.	3 stars/2 stars General Officers from Army/Air force/ Navy to be nominated by Government of Punjab	Member
10.	-do-	Member
11.	-do-	Member
12.	Eminent Academician to be nominated by Government	Member

G. Rules and Regulations:

The Board of Governors to frame rules and regulations for conducting the business of the Society based on this Memorandum of Association.

H. Witness:

RULES of the Maharaja Ranjit Singh Armed Forces Preparatory Institute, Mohali (MRSAPFI)

1. REGISTERED OFFICE: the registered office of the society shall be situated at Mohali

2. SHORT TITLE AND COMMENCEMENT:

- (a) This society may be called the Maharaja Ranjit Singh Armed Forces Preparatory Institute, Mohali (MRSAPFI).
- (b) These rules may be called the Maharaja Ranjit Singh Armed Forces Preparatory Institute, Mohali (MRSAPFI) Rules 2009"

3. DEFINITIONS: In this Memorandum and the rules made there unless the context otherwise requires:

- (a) The act means the societies Registration Act 1860, (Punjab Amendment Act 1957 as applied to the state of Punjab or any statutory modification thereof for the time being in force.
- (b) Board of Governors shall mean the body which is constituted as the board of Governors of the society by the government.
- (c) Committee means the executive committee of the society.
- (d) The Chairman and the Vice Chairman shall mean the chairman and the vice chairman of the board of governors.
- (e) Member means
 - (i) The Ex-office members as per the constitution of the society or
 - (ii) The members of the society nominated by the government as per the society or
 - (iii) Such person, institutes, organizations, societies, corporate bodies who may be accepted in future as the co-opted members of the board of Governors on such terms and conditions as laid down by the board of Governors.
- (f) "Members Secretary" means Member Secretary of the board Governors of the Maharaja Ranjit Singh Armed Force Preparatory Institute, Mohali (MRSAPFI).
- (g) "The Society" means the Maharaja Ranjit Singh Armed Force Preparatory Institute, Mohali known by the name, style & manner of (MRSAPFI).
- (h) "State Government" shall mean the Government of Punjab in the department of Employment generation or in any other way it is known as.
- (i) "Eminent Academician" shall mean well-known, highly educated, distinguished, renowned or reputed persons from the general public duly recommended by the district/ state administration.

4.(a) CONDITIONS:

- (a) The income and property of the society shall be applied solely towards the promotion of the object of the society as set forth in memorandum of association and no portion there of shall be paid to or transferred directly or indirectly to members of the society.
- (b) No member of governing body of the society shall be appointed to any salaried officers of the association or any office of the association paid by fees and no remuneration shall be given by the associations to any member of such governing body expect repayment of out of pocket expenses and interest on money lent or rent for premises demised to the association.
- (c) The society by its constitution is requires to apply it profits, if any or the other income in promoting its object.
- (d) If upon winding up or dissolution of the association there remains after satisfaction of all its debts and liabilities, any property whatsoever, it shall not be disbursed among the member of the society, but shall be given or transferred to some other institution having objects similar to the object of the society to be determined by the member of the society at or before the time of dissolution.

4.(b) Aims, Objectives & function of Society:

- (a) To enhance the probability of Punjab youth to join the defense services by the way of education coaching and training for successfully passing competitive exams such as National Defense Academy (NDA) entrance examination. Domain knowledge soft skill, individual's awareness about various aspects of passing such examination would be imparted.
- (b) To improve the capability of Punjab youth to make him eligible for joining defense forces.
- (c) Establish a system to ensure quality, HR of the product off the society. Establishing/ strengthening the framework of institute Management and thus raising the standards of all its products.
- (d) Partner and collaborate with various educational institutes in order to identify Potential talent.
- (e) Creation of a Human Resource portal (web portal) of Punjab to disseminate information about (MRSAPFI) as also the process of joining of the institution.
- (f) To act as a special Purpose vehicle to implement various scheme initiatives in furtherance aims/objectives/functions of the society.
- (g) Get developed/designed/Borrow the Curricula and course material on outsourcing basis or with in –house expertise wherever possible.
- (h) Arrange/tie-up/organize Training and the examination and facilities with external institution expert houses for upgrading skill of the youth enrolled in this institute.
- (i) Arrange/tie-up/organize partnership and collaboration with other academic institutions to facilitate employment of trained youth in Punjab.
- (j) Arrange/tie-up/organize/ the soft skills training. Basic contents of soft skills in addition to the regular academic protocol.
- (k) Arrange/tie-up/organize the state wide accreditation programs for institutions, agencies etc.
- (l) To the conduct youth survey to find potential candidate to this institution.
- (m) To conduct examination or undertake such measure and required and decide by the society from time to time for admitting candidate to this institute.

Authorities of the society: The Authorities of the society shall consist of the following:

- (a) The chief Minister would be the Ex-officio Chairman of the society.

- (b) The Board of Governors.
- (c) The Minister in charge, department of employment and training would be the Ex-officio vice Chairman of the Board of Governor
- (d) The Director Employment Generation and Training department would be the Ex-officio member secretary of the society.
- (e) Apart from the Member secretary, the officers as may be appointed by the Board of governors from time to time shall be officers of the society.

Terms of admission as members

- (a) The Ex-officio member as per the constitution of the society or
- (b) The members of the society nominated by the government as per the constitution of the society or
- (c) Such person (s), institutes, organizations, societies, corporate bodies who may be accepted in future as the co-opted members of the board of Governors on such terms and conditions as laid down by the board of Governors.

4.(c) Fine and forfeitures to imposed on any members is not applicable.

5. Category of Members of the Society

- (a) The society shall consist of
 - (i) All the Ex-office members as per the provision at Sr.no.2 to 8 of para 6a in the constitution of the board of governors.
 - (ii) The members nominated by the government as per the provision at Sr.No.9 to 12 para 6a in the constitution of the board governors.
 - (iii) Otherwise individuals, institutions, organization and corporate bodies to be accepted in future as co-opted members as per terms and conditions of eligibility as may be laid down and approved by the Board of Governors from time to time as per the provision in the constitution of the board of governors.
- (b) The Society shall keep a Roll of nominated an co-opted Members and every such member of the society shall sign the Rolland state therein his name, occupation and address.
- (c) If nominated and co-opted member of the society changes his address, he shall inform his new address to the member Secretary who shall thereupon enter his new address in the roll of such members. But if he fails to inform his new address, the address in the roll of members shall be deemed to be his valid address.
- (d) Termination of Membership:
 - (i) Where a person becomes a member of society by reason of the office to appointment the holds, his membership of the society shall terminate when his ceases to hold that office or appointment.
 - (ii) Whenever a member other than the ex-office member, desire to resign from membership of society he shall address his resignation to the member Secretary of the Society and submit the same to him .the membership of such person shall stand terminated from the date of his resignation.
 - (iii) A member of the Society shall cease to be a member, if Board of Governors desire.

- (e) The General Body of the Society shall consist of all the members of the society. The Government as per the constitution of the society shall nominate the members society. Such person(s) institution, organization, societies, corporate bodies whom be accepted in future as the co-opted members of the board of Governors on such terms and such terms and condition as laid down by the board of Governors.
- (f) Power and Functions of General Body shall include
- (i) to consider and approve such resolution what is required to be approved by general body.
 - (ii) to elect members Governing body.
 - (iii) to approve audited balance sheet and approve profit and loss account.
 - (iv) to improve rules and regulation of society.
 - (v) to generally carry on business of society.
- (g) General body will meet at least once a year.
- (h) Quorum of General body meeting will be n1/10th of total members.

6. THE BOARD OF GOVERNORS /GOVERNING BODY:

- (a) The society shall have its board of governors as the supreme authority and source co-powers, function and activities.
- (b) The general superintendence, direction and control of the affairs of the society and income and property shall be vested in the board of Governors of the society her referred to as “the Board of Governors” or BOG.

Institute of the Board of Governors/Governing Body

The Board of Governors of the society would comprise the following members:

Governing Body of (MRSAPFI)

SNo.	Ex Officio Member (Name & Designation)	Designation
1.	Chief Minister	Chairman
2.	Minister in charge, Employment Generation and Training.	Vice Chairman
3,	Principal Secretary, Employment Generation and Training.	Member
4.	Secretary School education	Member
5.	Director Employment Generation and Training.	Member
6.	DC Mohali	Member
7.	Director defence service welfare	Member
8.	Director, Maharaja Ranjit Singh Armed Force Preparatory Institute (MRSAPFI)	Member
9.	3 Stars/2 stars General officers from Army/air force/Navy to be nominated by Government of Punjab	Member
10.	-do-	Member
11.	-do-	Member
12.	Eminent Academician to be nominated by Government	Member

7. MODE OF ELECTION TO GOVERNING BODY: First ten (from serial no.1 to 8) are ex – officio member.

The members of society nominated by the Government as per the constitution of the society or such person(s) ,institution ,organization ,societies ,corporate bodies who may be accepted in future as the co-opted members of the Board of governors on such terms and condition as laid down by the Board of Governors.

Meeting of Board of Governors /Governing Body

- (a) The Board shall ordinary meet 4 times in year but the gap between one meeting and the other shall not be more than 120 days.
- (b) Every meeting of the Board of Governors shall be presided over by the Chairman of the Board of Governors and in his absence the vice Chairman shall preside over the meeting
- (c) The chairman may whenever he thinks fit ,and shall, on the written requisition of not less than four members, call a special meeting of the society :
- (d) Notice and quorum for the meeting of society:
 - (i) Every notice calling a meeting of the Board of Governors shall state the date, time & place at which such meeting will be held and shall be served upon every member not less than 48 hours before the day &time appointed for the meeting
 - (ii) Provided that the Chairman for reasons to be recorded shall have the authority to call a special meeting on such shorter notice as he thinks fit.
- (e) The Board of Governors can further constitute committees and sub-committees for the specific purposes.
- (f) Quorum: Five members, out of whom at least three must be official member, shall constitute the Quorum.

8. CONDUCT OF THE BUSINESS OF THE BOARD OF GOVERNORS:

- (a) The Board of the Governors may functions notwithstanding any vacancy. In the constitution provided however that at no time the numbers of vacancies shall be such that the total number of members is less than the quorum required for a meeting of the board of the governor.
- (b) Act and the Proceeding not to invalidated by vacancies etc: Not act or proceeding of the board of the Governors or any authority of the society or any committee constituted under this shall be questioned on the ground merely of the existence of any vacancy or defect in the election, nomination or appointment of the person acting as a member thereof or any authorities procedure not affecting the merits of the case.
- (c) Subject to the provisions herein contained, Board of Governors may frame and vary from time to time, as it thinks fit, bye-laws/rules for the conduct of its business.
- (d) The opinion of the majority shall prevail.
- (e) Each member of the board, including the Chairman, shall have one vote and if there are an equal number of question to be determined by the Board, Chairman shall, in addition, have and exercise a casting vote.
- (f) Any resolution, expect such as may be placed before the meeting of the Board, may be adopted by circulation among all its members, and any resolution so circulated and adopted by a majority of the members and any resolution so circulated and adopted by a majority of the members who have given their approval, such resolution shall be as

effectual and binding as if such Resolution has been passed at a meeting of the Board, provided that in every such case at least 5 members of the Board shall have recorded their approval to the resolution.

9. POWERS, FUNCTIONS, DUTIES AND RESPONSIBILITIES OF THE BOARD OF THE GOVERNORS:

Subject to the Memorandum of association and these Rules, but without prejudice to the generally of powers, Board of governors shall have the full functional autonomy and shall exercise the following powers and carry out the following functions ,duties and responsibilities' inter-alia.

POWERS OF THE BOARD GOVERNORS

- (a) Take decision on matters of the policy relating to the administration, working and control of the society.
- (b) Consider and approve program and plans of the society in conformity with the scope of the objectives of the society mentioned in the Memorandum of Association and to sanction expenditure for the same.
- (c) Frame rules, Regulations and bye-laws for the conduct of the affairs of the society and to add, amend or repeal the rules and regulation from time to time as and when required.
- (d) Consider, approve and authorize operation of the funds of the society.
- (e) Appointment Committees or Sub-Committees, by whatever name called, comprising member of the society and such outside experts and officers of the society as may be nominated by it for specific tasks for the disposal of any of its business or for tendering advice on any matter pertaining to the administration and management of the society.
- (f) Delegate to such extent as it may deem necessary any of its powers and functions to any authority of the society, officers or the committees constituted by the board.
- (g) Create project based contract positions, their terms and conditions of services and handle the work on job-work and outsourcing basis for the society, lay down terms.
- (h) Acquire by gift, purchase, exchange ,lease ,hire or otherwise any property ,moveable or an movable, and to construct, improve ,alter, demolish or repair buildings, space ,works and construction as may be necessary or convenient for carrying on the activates of the society .
- (i) Negotiate, enter into and make contracts and deeds on behalf of the society with or government support. To enter into legal ad cop rate agreements for and on behalf of the society.
- (j) Institute and award, prizes and medals for innovative work towards fulfilling the objects of the society.
- (k) Solicit and receive grants, loans gifts, donations or other contribution from the central Government, state Government, user charges, cess contribution, fee and funds in any other form approved by Executive Committee.
- (l) Do all such acts and things as are incidental or conducive to the discharge of the function and attainment of any of the objects of the society.

Function, duties and responsibility of the Board of Governors:

- (m) to prepare and execute the detailed plans and programmers for working of the society and carry on its administration and management.

- (n) to procure and provide all type of resource & service like hard infrastructure ,soft infrastructure ,human resources ,intellectual resource etc. for running the programmes as per the requirement of the society .
- (o) to have custody and ensure proper utilization of the funds & resources of the society and to manage all the requirement of the society.
- (p) to provide the required operating, administrative, technical, ministerial and other man power under MRSAPI job work, contract or outsourcing basis from scheme, programme on project to project basis ensuring the efficient operation and management of the mission ,object and the affairs of the society.
- (q) to co-ordinate with central and state level organization ,agencies ,institution of national and international level, ,persons or any other body in the pursuit of the objectives of the society.
- (r) to consider and pass such resolution on the annual report, the annual accounts and the financial estimates of the society as it thinks fit.
- (s) Assets and funds of society
 - (i) The capital cost and corpus fund for the smooth functioning of the society may be contributed by Government of Punjab ,Government of India, contribution from public sector undertakings ,co-operatives institutions , other public sector organizations, agencies ,HRD Institution and Financial Institutions.
 - (ii) The recurring expenditure of the society would be met out of the share of service charges collected through the fees paid by the students, candidates, management fee and other income from resource and business of the society and grants from state Government or the central Government.
 - (iii) The Society may accept contributions from statutory bodies created under the Act of Parliament or of the state Legislature ,the national and international organization, NRI ,industry ,associations ,service sector organization etc. the contribution may also be accepted from private bodies and individuals subject to the approval of its Board of Governors.
 - (iv) Vesting of the assets and funds of the society: The Assets of the fund shall vest with society.
 - Assets register and accounts: The Society shall maintain Assets Register (AR) and accounts as per the common corporate practices.
 - The Treasure of Fund: The Executive Committee of the Board of Governors headed by the Chairman or any other person authorized by the Executive committee shall be the treasurer of the funds.
 - Operation of the Bank Accounts: The bank accounts of the societies shall be kept in the name of the society and shall be operated upon by the member secretary of the society or any other person authorized by the Executive committee or member secretary.

10. OBJECTS FOR WHICH THE FUND OF THE SOCIETY COULD BE USED:

- (a) The objects of the fund shall as approved by the Board of Governors from time to time.
- (b) All decisions for utilization of the funds would be recorded in Executive Office Order Register (EOOR).
- (c) Funds could be used for any purposes, which seeks to achieve the objectives of the society.

- (d) Administrative expenses incurred by the society or committee such as salary allowances and travelling Allowances of the staff and authorities of the society would be the legitimate charges on the funds of the (MRSAPFI) in the accordance with the provision of the rules of the society.

11. ACCOUNTS AND AUDIT:

- (a) The member secretary shall keep or cause to be kept proper accounts of the receipts and payments, income and expenditure and of the property assets and liabilities of the society. The Annual accounts shall be made up by the end of the financial year.
- (b) The accounts of the society shall be audited and certified by a chartered accountant appointed by the board of governors or any other competent authority. Financial year will be from 1st April to 31st March.
- (c) Annual audit of accounts will be done by certified chartered accountant.

12. ARBITRATION AND RECONCILIATION:

- (a) Any dispute between two or more members of the society, which has an impact upon the activities of the society, shall be referred to and resolved amicably by the chairman or the vice chairman or an arbitrator appointed by the chairman.
- (b) The extent of penalty that may be imposed through arbitration shall be limited to a maximum of 15% of the agreement.

13. EXECUTIVE COMMITTEE OF THE SOCIETY:

The routine decision making of the Society and its funds shall be managed by the following Executive Committee

1.	Principal Secretary Employment Generation & training	Chairman
2.	One General officer from the Board of Governors	Member
3.	Academician from Board of Governors	Member
4.	Director Maharaja Ranjit Singh Armed Force preparatory institute (MRSAPFI)	Member
5.	Director Employment Generation and training.	Member

- (a) The Executive committee is empowered to take all administrative & financial decisions where no creation of posts is involved.
- (b) Take all steps necessary to implement the decision of the Board of Governors.
- (c) The executive committee will issue Administration Approvals (AA), Financial Sanctions (FS) and Technical Sanction (TS) wherever required for all scheme, programmes and projects of value up to Rs. 10 lacs any project of more than 10 lacs would require the approval of the Board of Governors.
- (d) The Executive Committee will be competent to handle all resource and services acquisition and disposal cases of value up to Rs.10 lacs per tender. Any acquisitions of more than Rs. 10 lacs per tender would require the approval of the Board of Governors.

- (e) Take all steps for outsourcing /bidding of projects and services, engaging public private Partners /manpower on job work/contract etc. after the same has been approved by the BOG.
- (f) Take loan or provide temporary loan to any Government Department /agency for meeting the objectives of the society.
- (g) In case of urgency the Executive committee will take decision and get the same ratified from the Board of Governors in its next meeting.
- (h) The Executive Committee may also further delegated any of its full or partial powers to the member secretary of the society.
- (i) The Executive Committee shall exercise such other powers as delegated to it by the Board of Governors.

14. CONTRACT:

All contracts and other assurance shall be executed in the name of the Board of Governors and signed on their behalf by the member secretary of the society or any other person duly authorized by the Board of Governors.

15. POWERS FUNCTION& RESPONSIBILITIES OF THE MEMBER SECRETARY OF THE SOCIETY:

- (a) The Member –Secretary shall have be the custodian to the record, the funds of the Society & such other property of the society as the Board may commit to his charge.
- (b) The Member –Secretary shall have the accounts maintained and also charge for the annual audit in accordance with the provisions in the rules and bye-laws of the society.
- (c) The Member –Secretary shall have such the other powers perform other such duties as may be delegated to assigned to him by the Board.
- (d) The Member –Secretary may delegate any of his powers to any subordinates with the approval of Executive Committee.

Member secretary of board of governors shall act as the members secretary of the society and the record the proceeding of the meetings of the society and the board of governors maintain proper record of these meetings in accordance with the provisions of the bye laws of the society.

- (a) The member secretary of the board of governors shall manage the schemes, programmers, projects', properties or the money under the fund, manage accounts execute all contracts on behalf of the society and receive funds for the through donations, contributions raising money whenever required.
- (b) The Member Secretary the Board of governors shall prepare the budget relating to the administrations expenses of the society and committee such as expenditure on TA/DA of the members which shall be a legitimate charge on the fund.
- (c) The Member secretary will be empowered to take all day routine administrative decisions where no policy is involved and where no creation of posts in involved.
- (d) All important decision may also be taken by the member secretary with approval of chairman of the Executive committee.

- (e) The Member Secretary will have the authority to issue financial sanction (FS) and technical sanction (TS) for all projects of value upto Rs.5 lacs. Any projects of more than Rs 5 lacs would requires the approval of the Executive Committee or the Board of Governors as the case may be.
- (f) In the event of the post of the member secretary remaining vacant or the member secretary being absent or unable to perform his duties for any reason, it shall be open for the board to direct any officer or officers in the service of the society to exercise temporarily such powers and perform such functions and duties of the member secretary as the board may deem fit.
- (g) The Member –Secretary shall be responsible for the proper day to day administration of the society. All other staff of the society shall be subordinate to the member secretary.
- (h) The Member-Secretary shall carry out the general correspondence in connection with the work assigned to him/her by the chairman and vice chairman of board of governors and the executive committee from time to time.
- (i) The Member secretary of the Board of Governors shall hire and fire the manpower for the society and other staff in accordance with rules, regulations and bye laws of the society.
- (j) The member secretary of the Board of the Governors shall represent the Society in all its legal matters jointly or through any authorities representative.
- (k) The Member secretary shall be responsible for the preparation, training and execution of the schemes, programmes and projects as approved by the Board of Governors and the Executive Committee.

To do all acts, deeds and things necessary for carrying out his functions as member secretary.

16. WITHDRAWAL OF FUNDS:

- (a) Withdrawal of funds from the accounts of the society shall be regulated in a manner to determined by the board of the governors or under its authority by the executive committee.
- (b) Such withdrawals shall be made by cheques on requisition signed by member secretary or an officers authorized in this benefit by the board of Governors of under its authority by the executive committee.

17. MANUAL REPORT:

Report on the working of the society every year shall be got prepared by the month of September by the Member secretary and presented to the government of Punjab after the approval of the Board of Governors.

18. SUIT BY AND AGAINST THE SOCIETY:

The society may sue or be sued in the name of the society and the member secretary shall have all powers to defend any suits and sue in the name of the society either by himself or acting through agents officials duly appointed by the Member Secretary or the Vice Chairman.

19. POWERS OF THE CHAIRMAN AND THE STATE GOVERNMENT TO GIVE DIRECTIONS TO THE SOCIETY:

- (a) The state Government in the department of employment generation may give the society such directions in regard to the grants and funds provided by the state government or otherwise as in its opinion are necessary or expedient for carrying out the purposes of the funds of the society.
- (b) Chairman may give the society such directions as in his opinion are necessary or expedient for carrying out the purposes and objects of the society.
- (c) It shall be the duty of the society to comply with such directions.

20. REPEAL AND SAVINGS:

- (a) Subject to the prior approval of the Board of Governors' the society may after, extend or abridge any purposes for which it is established by following the procedure prescribed under these rules.
- (b) These Rules may be altered by the society with the consent of the Board of governors at any time by a resolution passed by a majority of 2/3rd of the total members present at any meeting of the society which shall have been convened for the purpose after giving due notice of such resolution to the members of the society.

20. (a) Altering and rescinding of rules and regulations of society will be done as per provisions of section 12 and 12A of the society regulation act 1860.

20.(b) In case of dissolution of society, it will be done as per provisions of section 13 and 14 of society registration act 1860. If upon winding up or dissolution of the association there remains after satisfaction of all its debts and liabilities, any property whatsoever, it shall not be disbursed among the members of the society, but shall be given or transferred to some other institution having objects similar to the objects of the society to be determined by the members of the society at or before the time of the dissolution.

21. SOCIETIES REGISTRATION ACT TO APPLY:

All clauses of societies Registration Act, 1860 (Punjab Amendment Act 1957) as applicable to the state of the Punjab shall apply to this save as are appropriately and expressly amended and alternated or amended by these presents and such amendments are not inconsistent with the aforesaid Act.

Chapter V (B)
Mai Bhago Armed Forces Preparatory Institute for Girls, Mohali
(MBAFPI)

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Mai Bhago Armed Forces Preparatory Institute for Girls, Mohali (MBAFPI)

In the matter of Society Registration Act, XXI of 1860 being an act for the registration of Literary Scientific and Charitable Societies.

And

In matter of Mai Bhago Armed Forces Preparatory Institute for Girls, Mohali (MBAFPI) (hereinafter referred to as the Society) pertaining to Rules, and Regulations of Society for providing necessary training, education and coaching to eligible Punjab Girls in order to enable them to join the officer cadre of the defence services.

MEMORANDUM OF ASSOCIATION

1. Preamble:

The primary objective of the Mai Bhago Armed forces Preparatory Institute for Girls, Mohali (MBAFPI) is to implement the scheme of training Punjab Girls and equipping them through education, coaching, training etc. for successfully competing and passing examination meant for recruiting officers for the defence forces. The strategy being to build otherwise also a globally competitive and acceptable Human Resource.

It is considered expedient to provide the society a legal entity by getting it registered under the Societies Registration Act, 1866.

2. Name and Officer:

- a) Name: The Name of the Society shall be Mai Bhago Armed Forces Preparatory Institute for Girls, Mohali (MBAFPI) for short.
- b) Officer: The Registered office of the Society shall be at Mohali.
- c) Area of Operation: Punjab region and Chandigarh region.

3. Definitions: In this Memorandum and the Rules made there under unless the context otherwise requires:

- a) "The Act" means the Societies Registration Act 1860 (Punjab Amendment Act, 1957) as applied to the State of Punjab or any statutory modification thereof for the time being in force"
- b) "Board of Governors" Shall mean the body which is constituted as the "Board of Governors of the Society" by the Government.
- c) The "Chairman" and "Vice-Chairman" Shall mean the "Chairman" and "Vice-Chairman" of the Board of Governors.
- d) Member means:
 - (i). The ex-officio member as per the constitution of the Society or
 - (ii). The member of Society nominated by the Government as per the constitution of the Society or
 - (iii). Such person(s), institutions, organization, societies, corporate bodies who may be accepted in future as the co-opted Members of the Board of Governors on such terms and conditions as laid down by the Board of Governors.

- (iv). "Member Secretary" means members secretary of the Board of Governors of Mai Bhago Armed Forces Preparatory Institute for Girls, Mohali (MBAFPI) who shall be the Member Secretary.
- (v). "The Society" means the Mai Bhago Armed forces preparatory Institute for Girls, Mohali known by the name, style and manner of (MBAFPI)
- (vi). "State Government" shall mean the Government of Punjab in the Department of employment Generation & Training or in any other way it is known as.
- (vii). "Eminent academician" shall mean well-known, highly educated, distinguished, renowned or reputed, person from the general public duly recommended by the district/state administration.

4. a. Conditions:

- a) The income and property of the Society shall be applied solely towards the promotion of the object of the Society as set forth in Memorandum of Association and no portion thereof shall be paid to or transferred directly or indirectly to members of the Society.
- b) No member of governing body of the Society shall be appointed to any salaried officers of the Association or any office of the Association paid by fees and no remuneration shall be given by the Association to any member of such governing body except repayment of out of pocket expenses and interest on money lent or rent for premises demised to the Association.
- c) The Society by its constituted is required to apply its profits, if any or the other income in promoting its objects.
- d) If upon winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities, any property whatsoever, it shall not be disbursed among the members of the Society, but shall be given or transferred to some other institution having objects similar to the objects of the Society to be determined by the members of the Society at or before the time of dissolution.

b. Aims, Objective & functions of the Society:

- a) To enhance the probability of Punjab girls by way of education, coaching and training for successfully passing competitive exams for joining Defence Services as Commissioned Officers. Domain Knowledge, Soft skill, Individual's awareness about various aspects of passing such examination would be imparted.
- b) To Improve the Capability of Punjab Girls to make her eligible for Joining Defence Forces.
- c) Establish a system to ensure quality HR of the product of the Society Establishing/Strengthening the framework of Institute Management and thus raising the Standards of all its products.
- d) Partner and collaborate with various educational institutes in order to identify potential talent.
- e) Creation of a Human Resource Portal (web portal) of Punjab to disseminate information about (MBAFPI) as also the process of Joining of the institution.
- f) To Act as a special Purpose Vehicle to implement various scheme initiatives in furtherance aims/objectives/functions of the Society.
- g) Get Developed/designed/designed/borrow the curricula and course material on outsourcing basis or with in-house expertise wherever possible.

- h) Arrange/tie-up/Organize training and examination and facilitation with external institution expert houses for upgrading skill of the girls enrolled in this institute.
- i) Arrange/tie-up/Organize partnership & collaboration with other academic institutions to facilitate employment to trained girls in Punjab.
- j) Arrange/tie-up/Organize the soft skills training. Basic contents of soft skills in addition to the regular academic protocol.
- k) Arrange/tie-up/Organize the State wide accreditation programs for institution agencies etc.
- l) To conduct youth survey to find potential candidate to this institution.
- m) To conduct examination or undertake such measure and required and decide by the Society from time to time for admitting candidate to this institute.

5. Funding of Society its resources, operations and management:

- a) The Society will function as SPV for implementation of schemes of recruiting eligible Punjab Girls to MBAFPI with the purpose of training them for joining India Defence Forces as Commissioned officer.
- b) The expenditure on training & other operations and management of the state-level Society would be funded mainly through state government and other incomes of Society.
- c) The income and property of the Society howsoever derived shall be applied towards the promotion of the objects thereof as set-forth in this memorandum of Association.
- d) No part of income and property of the Society shall be paid or transferred, directly or indirectly, by way of profit, to the persons/body who are, or, at any time, have been or shall be members of the Society of Board of Governors or to any of them or to any persons claiming through them or any of them.

6. Present Board of Governors:

The names, designations and address of the present members and office bearers of the Board of Governors, to whom the management of affairs of Society is entrusted as required under section 2 of the Registration of Societies Act, 1860 (Act XXI of 1860) read with Punjab Amendment Act 1957 shall be as under:-

Governing Body of MBAFPI

6. a.

Sr. No.	Ex-officio Members	Designation	Signatures
1.	Chief Minister	Chairman	
2.	Minister in charge, Employment Generation and Training	Vice Chairman	
3.	Principal Secretary, Employment Generation and Training	Member	
4.	Principal Secretary, Finance	Member	
5.	Principal Secretary, Higher Education	Member	
6.	Director Employment Generation and Training	Member Secretary	
7.	Deputy Commissioner Mohali	Member	
8.	Director Defiance Services Welfare	Member	

9.	Director General, Armed Force Preparatory Institute	Member	
10.	3 Stars/2 Stars General Officers from Army/Air force/Navy to be nominated by Government of Punjab	Member	
11.	-DO-	Member	
12.	-DO-	Member	
13.	Eminent Academician to be nominated by Government.	Member	

7. Rules and Regulations:

The Board of Governors is authorized to frame rules and regulations for conducting the business of the Society based on this Memorandum of Association.

8. Witness:

Mai Bhago Armed Forces Preparatory Institute for Girls, Mohali (MBAFPI)

1. Registered office: The Registered office of the Society shall be situated at Mohali.

2. Short title and Commencement:

- a) This Society may be called the "Mai Bhago Armed Forces Preparatory Institute for Girls, Mohali (MBAFPI)"
- b) These rules may be called the "Mai Bhago Armed Forces Preparatory Institute for Girls, Mohali (MBAFPI)"
- c) Definitions: In this Memorandum and the Rules made there under unless the context otherwise requires:
 - (i). "The 'Act means the Societies Registration Act 1860, (Punjab Amendment Act 1957) as applied to the State of Punjab or any statutory modification thereof for the time being in force.
 - (ii). "Board of Governors" shall mean the body which is constituted as the "Board of Governors of the Society" by the Government.
 - (iii). "Committee" means the Executive Committee of the Society.
 - (iv). The "Chairman" and "Vice-Chairman" Shall mean the "Chairman" and "Vice-Chairman" of the Board of Governors.
 - (v). Member means:
 - The ex-officio members as per the constitution of the Society or
 - The members of Society nominated by the Government as per the constitution of the society or
 - Such Person(s), institutions, organization, societies, corporate, bodies who may be accepted in future as the co-opted Members of the Board

of Governors on Such terms and conditions as laid down by the Board of Governors.

- "Member Secretary" means Member Secretary of the Board of Governors of the Mai Bhago Armed Forces Preparatory Institute for Girls, Mohali (MBAFPI)"
- "The Society" means the Mai Bhago Armed Forces Preparatory Institute for Girls, Mohali (MBAFPI)"
- "State Government" shall mean the Government of Punjab in the Department of Employment Generation or in any other way it is known as.
- "Eminent Academician" Shall mean Well-known, highly educated, distinguished, renowned or reputed persons from the general public duly recommended by the district/state administration.

2. a. Conditions:

- a) The income and property of the society shall be applied solely towards the promotion of the object of the society as set forth in Memorandum of Association and no portion thereof shall be paid to or transferred directly or indirectly to members of the society.
- b) No member of governing body of the society shall be appointed to any salaried officers of the Association or any office of the Association paid by fees and no remuneration shall be given by the association to any member of such governing body except repayment of out of pocket expenses and interest on money lent or rent for premises demised to the Association.
- c) The society by its constitution is required to apply its profits, if any or the other income in promoting its objects.
- d) If upon winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities, any property whatsoever, it shall not be disbursed among the members of the society, but shall be given or transferred to some other institution having objects similar to the objects of the society to be determined by the members of the before the time of dissolution.

2. b. Aims, objectives & functions of the society:

- a) To enhance the probability of Punjab girls by way of education, coaching and training for successfully passing competitive exams for joining Defense Services as Commissioned officers. Domain Knowledge, soft skill, individual's awareness about various aspects of passing such examination would be imparted.
- b) To improve the capability of Punjab girls to make her eligible for joining Defence Forces.
- c) Establish a system to ensure quality HR of the product of the society: Establishing/Strengthening the framework of Institute Management and thus raising the standards of all its product.
- d) Partner and collaborate with various educational institutes in order to identify potential talent.
- e) Creation of a Human Resource Portal (Web portal) of Punjab of disseminate information about (MBAFPI) as also the process of joining of the institution.
- f) To act as a Special Purpose Vehicle to implement various scheme initiatives in furtherance aims/objectives/functions of the society.

- g) Get developed/ designed/Borrow the Curricula and course material on outsourcing basis or with in-house expertise wherever possible.
- h) Arrange/tie-up/organize Training and examination and facilitation with external institution expert houses for upgrading skill of the youth enrolled in this institute.
- i) Arrange/tie-up/organize partnership & collaboration with other academic institutions to facilitate employment of trained girls in Punjab.
- j) Arrange/tie-up/organize the soft skills training. Basic contents of soft skills in addition to the regular academic protocol.
- k) Arrange/tie-up/organize the state wide accreditation programs for institutions agencies etc.
- l) To conduct girl's youth survey to find potential candidate to this institution.

3. Authorities of the Society: The authorities of the Society shall consist of the following-

- a) The Chief Minister would be an Ex-officio Chairman of the Society.
- b) The Board of Governors.
- c) The Minister in charge, Department of Employment Generation and Training would be the Ex-office Chairman of the Board of Governor.
- d) The Director, Employment Generation and Training department would be the Ex-officio Member Secretary of the Society.
- e) Apart from the Member Secretary, the officers as may be appointed by the Board of Governors from time to time shall be officers of the Society.

4. Terms of Admission as members:

- a) The ex-officio members as per the constitution of the Society or
- b) The members of Society nominated by the Government as per the constitution of the Society or
- c) Such Person(s), institutions, organizations, societies, corporate bodies who may be accepted in future as the co-opted Members of the Board of Governors on such terms and conditions as laid down by the Board of Governors.

4. a. Fine and forfeitures to be imposed on any members is not applicable.

5. Category of Members of the Society:

- a) The Society shall consist of
 - (i). All the ex-officio members as per the provision at Sr. No. 2 to 8 of para 6a in the constitution of the Board of Governors.
 - (ii). The members nominated by the Government as per the provision at Sr. No.9 to 12 of para 6a in the constitution of the Board of Governors.
 - (iii). Other individuals, institutions, organization and corporate Bodies to be accepted in future as Co-opted Members as per terms and conditions of eligibility as may be laid down and approved by the Board of Governors from time to time as per the provision in the constitution of the Board of Governors.
- b) The Society shall Keep a Roll of nominated and co-opted Members and every such member of the Society shall the roll and state therein his name, occupation and address.

- c) If a nominated and co-opted member of the Society changes his address, he shall inform his new address to the Member Secretary who shall thereupon enter his new address in the Roll of such Members. But if he fails to inform his new address, the address in the Roll of Members shall be deemed to be his valid address.
- d) Termination of Membership:
 - (i). Where a person becomes a member of the Society by reason of the office or appointment he holds; his membership of the Society shall terminate when he ceases to hold that office or appointment.
 - (ii). Whenever a member other than the ex-officio member, desires to resign from the membership of the Society, he shall address his resignation to the Member Secretary of the Society and submit the same to him. The membership of such person shall stand terminated from the date of his resignation.
 - (iii). A member of the Society shall cease to be a member, if Board of Governors so desire.
- e) The General Body of the Society shall consist of all members of the society The Government as per the constitution of the society shall nominate the members of society.

Such person(s), institutions, organizations, societies, corporate bodies who may be accepted in future as the co-opted Members of the Board of Governors as such terms and on such terms and conditions as laid down by the Board of Governors.
- f) Power and functions of General Body shall include
 - (i). To consider and approve such resolution what is required to be approved by General Body.
 - (ii). To elect members of Governing Body.
 - (iii). To approve audited balance sheet and approve profit and loss account
 - (iv). To approve rules and regulation of society
 - (v). To generally carry on business of society.
- g) General Body will meet at least once a year.
- h) Quorum of General Body meeting will be 1/10th of total members.

6. The Board of Governors/Governing Body:

- a) The Society shall have its Board of Governors as the Supreme Authority and source of all powers, functions and activities.
- b) The general superintendence, direction and control of the affairs of the Society and of its income and property shall be vested in the Board of Governors of the Society hereinafter referred to as "The Board of Governors" or BOG.

6. a. Constitution of the Board of Governors/Governing Body:

The Board of Governors of the Society would comprise the following members:

Governing Body of MBAFPI

Sr. No.	Ex-officio Members	Designation
1.	Chief Minister	Chairman
2.	Minister in charge, Employment Generation and Training	Vice Chairman
3.	Principal Secretary, Employment Generation and Training	Member
4.	Principal Secretary, Finance	Member
5.	Principal Secretary, Higher Education	Member
6.	Director Employment Generation and Training	Member Secretary
7.	Deputy Commissioner Mohali	Member
8.	Director Defiance Services Welfare	Member
9.	Director General, Armed Force Preparatory Institute	Member
10.	3 Stars/2 Stars General Officers from Army/Air force/Navy to be nominated by Government of Punjab	Member
11.	-DO-	Member
12.	-DO-	Member
13.	Eminent Academician to be nominated by Government.	Member

6. b. Mode of election of Governing Body: First ten (from serial o 1 to 8) are ex-officio members. The Members. The members of society nominated by the Government as per the constitution of the society or such person(s), institutions, organizations societies, corporate bodies who may be accepted in future as the co-opted Members of the Board of Governors on such terms and conditions as laid down by the Board of Governors.

7. Meeting Board of Governors/Governing Body:

- a) The Board shall ordinarily meet 4 times in a year but the gap between one meeting and the other shall not be more than 120 days.
- b) Every meeting of the board of Governors shall be presided over by the Chairman of the Board of Governors and in his absence the Vice Chairman Shall preside over the meeting.
- c) The Chairman may, whenever he thinks fit, and shall on the written requisition of not less than four members call a special meeting of the Board of Governors.
- d) Notice and quorum for the meeting of the Society:
 - (i). Every notice calling a meeting of the Board of Governors shall state the date, time & place at which such meeting will be held and shall be served upon every member not less than 48 hours before the day & time appointed for the meeting.
 - (ii). Provided that the Chairman for reasons to be recorded shall have the authority to call a special meeting on such shorter notice as he thinks fit.
- e) The Board of Governors can further constitute and sub-committees and delegate the necessary powers and authorization to such committees for the specific purpose.
- f) Quorum: Five Members, out of whom at least three must be official members, shall constitute the Quorum.

8. Conduct of Business of the Board of Governors:

- a) The Board of Governors may function notwithstanding any vacancy in the constitution provided however, that at no time the number of vacancies shall be such that the total number of members is less than the quorum required for a meeting of the Board of Governors.
- b) Acts and proceedings not to be invalidated by vacancies etc. No act or proceeding of the Board of Governors or any authority the Society or any committee constituted under this, shall be questioned on the ground merely of the existence of any vacancy or defect in the election, nomination or appointment of a person acting as a member thereof or any irregularity in its procedure not affecting the merits of the case.
- c) Subject to the provisions herein contained, the Board of Governors may frame and vary from time to time, as it thinks fit, bye-laws/rules for the conducts of its business.
- d) In case of difference of opinion amongst the members, the opinion of the majority shall prevail.
- e) Each member of the Board, including the chairman, shall have one vote & if there are an equal number of votes on any question to be determined by the Board, the Chairman shall, in addition, have and exercise a casting vote.
- f) Any resolution, except such as may be placed before the meeting of the Board, may be adopted by circulation among all its members, and any resolution so circulated and adopted by a majority of the Members who have given their approval, such Resolution shall be as effectual and binding as if such Resolution has been passed at a meeting of the Board, provided that in every such case, at least 5 members of the Board shall have recorded their approval to the Resolution.

9. Powers, functions, duties and responsibilities of the Board of Governors:

Subject of the Memorandum of Association and their Rules, but without prejudice to the generality of the powers, the Board of Governors shall have the full functional autonomy and shall exercise the following powers and carry out the following functions. Duties and responsibilities inter-alia:

9. a. Powers of the Board of Governors:

- a) Take decision on matters of policy relating to the administration, working and control of the Society.
- b) Consider and approve programmes and plans of the Society in conformity with the scope of the objectives of the Society mentioned in the Memorandum of Association and sanction expenditure for the same.
- c) Frame Rules, Regulations and Bye-law for the conduct of the affairs of the Society and add, amend or repeal the rules and regulation from time to time as and when required.
- d) Consider, approve and authorize operation of the funds of the Society.
- e) Appointment committees or Sub-committees, by whatever name called, comprises member(s) of the Society and such outside experts and officers of the Society as may be nominated by it for specific tasks, for the disposal of any of any of its business or for tendering advice on any matter pertaining to the administration and management for the Society.
- f) Delegate, to such extent as it may deem necessary, any of its powers and functions of any authority of the Society, officers or the committees constituted by the Board.

- g) Create project-based contract positions, their terms and conditions of service and hiring the work on job-work and /or outsourcing basis for the Society, lay down terms and conditions and method of hiring such human resources.
- h) Acquire by gift, purchase, exchange, lease, hire or otherwise and property movable or immovable, and to construct, improve, alter, demolish or repair building, space, works and construction as may be necessary or convenient for carrying on the activities of the Society.
- i) Negotiate, enter into and make contracts and deeds on behalf of the Society with or without any Government support. To enter into legal and corporate agreements of and on behalf of the society and to sur and defend all legal proceedings on behalf of the society.
- j) Institute and award, prizes and medals for innovative work towards fulfilling the objects of the society.
- k) Solicit and receive grants, loans, gifts, donations or other contributions from the Central Government, State Government, user charges, cess contributions, fee and funds in any other forms approved by the Executive Committee.
- l) Do all such acts and things as are incidental or conducive to the discharge or the functions and attainment of any of the objects of the Society.

9. b. Functions, duties and responsibilities of the Board of Governors:

- a) To prepare and execute the detailed plans and programmes for working of the Society and to carry on its administration and management.
- b) To procure and provide all types of resources & services like hard infrastructure, soft, infrastructure, Human Resources, Intellectual Resources etc. for running the programmes as per the requirement of the society.
- c) To have custody and ensure proper utilization the funds & resources of the Society and to manage all the resources of the society.
- d) To provide the required operating, administrative, technical, ministerial and other manpower under MABAPI job work, contract or outsourcing basis from scheme, programmer on project to project basis for ensuring the efficient operation and management of the mission, objects and the affairs of the society.
- e) To co-ordinate with central and state level organizations, agencies, institutions of national and international level, persons or any other body in the pursuit of the objectives of the society.
- f) To consider and pass such Resolutions on the annual report, the annual accounts and the financial estimates of the society as it thinks fit.

10. Assets and Funds of Society:

- a) The capital cost and corpus fund for the smooth functioning of the society may be contributed by Government of Punjab, Government of India, contributions from Public sector undertakings, co-operative institutions, other Public sector organizations, agencies, HRD Institutions and Financial Institutions.
- b) The recurring expenditure of the society would be met out of the share of service charges collected through the fees paid by the students, candidates, management fee and other income from resources and business of the society and grants from state Government or the Central government.
- c) The Society may accept contributions from statutory bodies created under the Acts of Parliament or of the State Legislature, the national and international

- organizations, NRIs, industry, associations, service sector organizations etc. the contribution may also be accepted from Private bodies and individuals subject to the approval of its Board of Governors.
- d) Vesting of the assets and funds of the Society: The Assets and funds of the society shall vest with Society.
- (i). Assets register and accounts: The Society shall maintain Assets Register (AR) and accounts as per the common corporate practice.
 - (ii). The Treasurer of Fund: The Executive Committee of the Board of Governors headed by the Chairman or any other person authorized by the Executive committee shall be the treasurer of the funds.
 - (iii). Operation of Bank Account: The bank accounts of the Society shall be kept in the name of the Society and shall be operated upon by the Member Secretary of the Society or any other person authorized by the Executive Committee or Member Secretary.
- e) Objects for which the Fund of the Society could be used:
- (i). The objects of the fund shall be as approved by the Board of Governors from time to time.
 - (ii). All decision for utilization of funds would be recorded in Executive office Order Register (EOOR).
 - (iii). Funds could be used for any purpose, which seeks to achieve the objectives of the society.
 - (iv). Administrative expenses incurred by the Society or Committee such as salary allowances and travelling allowances of the staff and authorities of the Society would be the legitimate charges on the funds of the MBAFPI in the accordance with the provision of the rules of the Society.

11. Accounts and Audit:

- a) The Member Secretary Shall Keep or cause to be kept proper accounts of the receipts and payments, income and expenditure and of the property, assets and liabilities of the Society. The Annual Accounts shall be made up by the end of the financial year.
- b) The accounts of the Society shall be audited and certified by a chartered Accountant appointed by the Board of Governors or any other competent authority. Financial year will be from 1st April to 31st March.
- c) Annual Audit accounts will be done by a certified Chartered Accountant.

12. Arbitration and Reconciliation:

- a) Any dispute between two or more members of the Society, which has an impact upon the activities of the Society, shall be referred to and resolved amicably by the Chairman or the Vice Chairman or an arbitrator appointed by the Chairman.
- b) The extent of penalty that may be imposed through arbitration shall be limited to a maximum of 15% of the agreement.

13. Executive Committee of the Society:

The routine decision making of the Society and its funds shall be managed by the following executive committee:

Sr. No.	Ex-Officio Members	Designation
1.	Secretary, Employment Generation and Training	Chairman
2.	Academician from Board of Governors	Member
3.	Director Employment Generation and Training	Member Secretary
4.	Director General, Armed Force Preparatory Institute.	Member

- a) The Executive committee is empowered to take all administrative & financial decisions where no creation of posts is involved.
- b) Take all steps necessary to implement the decisions of the Board of Governors.
- c) The Executive committee will issue Administrative Approvals (AA), Financial Sanctions (FS) and Technical Sanction (TS), wherever required for all schemes, programmers and projects of value up to Rs.10 lacs. Any project of more than Rs. 10 lacs would require the approval of the Board of Governors.
- d) The Executive Committee will be competent to handle all resource and services acquisition and disposal cases of value up to Rs. 10 lacs per tender. Any acquisition of more than Rs. 10 lacs per tender would require the approval of the Board of Governors.
- e) Take all steps for outsourcing/bidding of projects and services, engaging Public Private Partners/manpower on job work/contract etc. after the same has been approved by the BOG.
- f) Take loan or provide temporary loan to any Government Department/ agency for meeting the objectives of the society.
- g) In case of urgency, the Executive Committee will take decisions and get the same ratified from the Board of Governors in its next meeting.
- h) The Executive Committee may also further delegate any of its full or partial powers to the Members Secretary of the Society.
- i) The Executive committee shall exercise such other powers as delegated to it by the Board of governors.

14. Contracts:

All contracts and other assurance shall be executed in the name of the Board of Governors and Signed on their behalf by the Member Secretary of the Society or any other person duly authorized by the Board of Governors.

15. Powers, Functions & Responsibilities of the Member Secretary of the Society:

- a) The Member-Secretary shall be the custodian of the record, the funds of the Society & such other property of the society as the Board may commit to his charge.
- b) The Member-Secretary shall have the accounts maintained and also arrange for the annual audit in accordance with the provisions in the Rules and Bye-laws of the Society.
- c) The Member-Secretary shall have such other powers & perform other such duties as may be delegated or assigned to him by the Board.
- d) The Member-Secretary may delegate any of his powers to any of his subordinated with the approval of the Executive Committee.

- e) The Member-Secretary of Board of Governors shall act as the Member-Secretary of the Society and will record the proceedings of the meetings of the Society and of the Board of Governors and maintain a proper record of these meetings in accordance with the provisions of the Bye-laws of the Society.
- f) The Member-Secretary of Board of Governors shall manage the schemes, programmers, projects, properties or the money under the fund, manage accounts, execute all contracts on behalf the society and receive funds for the society through donations, grants-in-aid, contributions and raising money whenever required.
- g) The Member-Secretary of Board of Governor shall prepare the budget relating to the administrative expenses of the Society and Committee such as expenditure on TA/SA of the members, which shall be a legitimate charge on the fund.
- h) The Member-Secretary will be empowered to take all day to day routine administrative decisions where no policy is involved and where no creation of posts on involved.
- i) All important decision may also be taken by the Member-Secretary with the approval of Chairman of the Executive Committee.
- j) The Member-Secretary will have authority to issue Financial Sanction (FS) and Technical Sanction (TS) for all projects of value up to Rs. 5 lacs. Any project of more than Rs. 5 Lacs would require the approval of the Executive Committee or the Board of Governors, as the case may be.
- k) In the event of the post of the Member-Secretary remaining vacant or the Member-Secretary being absent or unable to perform his duties for any reason, it shall be open for the Board to direct any officer or officers in the service of the Society to exercise temporarily such powers & perform such functions and duties of the Member-Secretary as the Board may deem fit.
- l) The Member-Secretary shall be responsible for the proper day to day administration of the Society. All other staff of the society shall be subordinate to the Member-Secretary.
- m) The Member-Secretary shall carry out the general correspondence in connection with the work assigned to him/her by the Chairman and Vice-Chairman of Board of Governors and the Executive Committee from time to time.
- n) The Member-Secretary of Board of Governors shall hire & fire the manpower for the society and other staff in accordance with Rules, regulations and bye-laws of the Society.
- o) The Member-Secretary of Board of Governors shall represent the society in all its legal matters jointly or through an authorized representative.
- p) The Member-Secretary shall be responsible for the preparation, training and executive of all schemes, programmers and projects as approved by the Board of Governors and/or the Executive Committee.
- q) To do all acts, deeds and things necessary for carrying out his functions as Member-Secretary.

16. Withdrawal of Funds:

- a) Withdrawal of funds from the accounts of the society shall be regulated in a manner to be determined by the Board of Governors or under its authority by the Executive Committee.
- b) Such withdrawals shall be made by cheques on requisition (as the case may be) signed by Member-Secretary or an officer (s) authorized in this behalf by the Board of Governors or under its authority by the Executive Committee.

17. Annual Report:

A report on the working of the Society every year shall be got prepared by the Month of September by the Member Secretary and presented to the government of Punjab after the approval of Board of Governors.

18. Suit by and against the Society:

The Society may sue or be sued in the name of the Society and the Member-Secretary shall have all powers to defend any suits and sur in the name of the Society either by himself or acting through agents/officials duly appointed by the Member-Secretary or the Vice-Chairman.

19. Powers of the Chairman and the State Government to Give Directions to the Society:

- a) The State Government in the Department of Employment Generation may give the Society such directions in regard to the grants and funds provided by the State Government or otherwise, as in its opinion, are necessary or expedient for carrying out the purposes of the Society.
- b) Chairman may give the Society such directions as in his opinion, are necessary or expedient for carrying out the purposes and objects of the Society.
- c) It shall be the duty of the Society to comply with such directions.

20. Repeal and Savings:

- a) Subject to the prior approval of the Board of Governors, the Society may alter, extend or abridge any purpose for which it is established by following the procedure prescribed under these rules.
- b) These Rules may be altered by the Society with the consent of the Board of Governors any time by a resolution passed by a majority of 2/3rd of the total members present at any meeting of the Society which shall have been convened for the purpose after giving due noting of such resolution to the Members of the Society.

20. a. Altering and rescinding of Rules and Regulations of Society will be done as per provisions of section 12 and 12A of the Society Regulation Act 1860.

20. b. In case of dissolution of society, it will be done as per provisions of section 13 & 14 of Society Registration Act 1860. If upon winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities, any property whatsoever, it shall not be disbursed among the members of the society, but shall be given or transferred to some other institution having objects similar to the objects of the society to be determined by the members of the society at or before the time of dissolution.

21. Societies Registration Act to Apply:

All clauses of Societies Registration Act. 1860 (Punjab Amendment Act, 1957) as applicable to the State of Punjab shall apply to this Society save as are appropriately and expressly

amended and altered or amended by these present and such amendments are not inconsistent with the aforesaid Act.

We the following members of the Board of Governors certify that the Rules of the Society given are Correct: -

Sr. No.	Ex-officio Members (Names and Designation)	Designation	Signatures
1.	Chief Minister	Chairman	
2.	Minister in charge, Employment Generation and Training	Vice Chairman	
3.	Principal Secretary, Employment Generation and Training	Member	
4.	Principal Secretary, Finance	Member	
5.	Principal Secretary, Higher Education	Member	
6.	Director Employment Generation and Training	Member Secretary	
7.	Deputy Commissioner Mohali	Member	
8.	Director Defiance Services Welfare	Member	
9.	Director General, Armed Force Preparatory Institute	Member	
10.	3 Stars/2 Stars General Officers from Army/Air force/Navy to be nominated by Government of Punjab	Member	
11.	-DO-	Member	
12.	-DO-	Member	
13.	Eminent Academician to be nominated by Government.	Member	

Annexure-1

RESOLUTION

It is resolved that Mai Bhago Armed Forces Preparatory Institute for Girls; Mohali may be got registered as Society under the Act xxi of 1860 and hereinafter may be referred as society:

Sr. No.	Ex-officio Members (Names and Designation)	Designation	Signatures
1.	Chief Minister	Chairman	
2.	Minister in charge, Employment Generation and Training	Vice Chairman	
3.	Principal Secretary, Employment Generation and Training	Member	
4.	Principal Secretary, Finance	Member	
5.	Principal Secretary, Higher Education	Member	
6.	Director Employment Generation and Training	Member Secretary	
7.	Deputy Commissioner Mohali	Member	
8.	Director Defiance Services Welfare	Member	
9.	Director General, Armed Force Preparatory Institute	Member	
10.	3 Stars/2 Stars General Officers from Army/Air force/Navy to be nominated by Government of Punjab	Member	
11.	-DO-	Member	
12.	-DO-	Member	
13.	Eminent Academician to be nominated by Government.	Member	

Chapter V (C)
Centre for Training & Employment of Punjab Youth
(C-PYTE)

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Centre for Training and Employment of Punjab Youth

(C-PYTE)

MEMORANDUM OF THE ASSOCIATION

1. The name of the Society will be “Centre 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:-
 - (i) 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
 - (ii) To wean the identified youth away from illicit economic activity
 - (iii) To provide an environment which fosters the values of nation building, discipline and social concern among the identified youth
 - (iv) To provide employment oriented training and skill creation to increase avenues of employment at the end of the period of training and
 - (v) To make the youth better citizens and to upgrade their skills and discipline to make them more employable
4. Pursuant to the aforesaid objects, the Society may:-
 - (i) Accept grants of money, securities or property of any kind and undertake and accept the management of any endowment, trust, fund or donation not inconsistent with the objects of the society
 - (ii) Invest and deal with funds and monies of the Society
 - (iii) Impose and recover fees and charges for the services rendered by it
 - (iv) Purchase, hire, take on lease, exchange or otherwise acquire a property movable 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
 - (v) 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;
 - (vi) Borrow and raise monies or mortgages, promissory notes or other securities founded or based upon all or any of the properties and assets of the Society or without any securities;
 - (vii) Draw, accept, make, endorse, discount and deposit Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments;
 - (viii) 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;

- (ix) Create administrative, technical, ministerial and other posts in the society and make appointments thereto in accordance with the Rules and Regulations of the Society;
 - (x) Establish Provident Fund for the benefit of the Society or any sections thereof;
 - (xi) 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;
 - (xii) 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:-
- | | |
|---|-----------|
| (i) Minister of Sports & Youth Services,
Punjab wef 2.8.93 | Chairman |
| (ii) Finance Secretary to the Govt. of Punjab
Or his nominee | Member |
| (iii) Director Youth Services, Punjab | Member |
| (iv) Director, Technical Education & Industrial
Training, Punjab | Member |
| (v) Secretary to the Govt. of Punjab
Deptt. Of Rural Development and Panchayats | Member |
| (vi) Secretary to the Govt. of Punjab
Deptt. Of Employment | Member |
| (vii) Secretary to the Govt. of Punjab
Deptt. Of Planning | Member |
| (viii) Secretary to the Govt. of Punjab
Deptt. Of Industries | Member |
| (ix) Secretary to the Govt of Punjab for the Centre | Member |
| (x) Inspector General of Police (Headquarters)
Punjab | Member |
| (xi) Director, Information & Public Relations,
Punjab | Member |
| (xii) Commissioner
Jalandhar Division Jalandhar wef 14.12.93 | Member |
| (xiii) Commissioner
Ferozpur Division Jalandhar wef 14.12.93 | Member |
| (xiv) Commissioner
Patiala Division Jalandhar wef 14.12.93 | Member |
| (xv) Brig. SS Kaler
Director General,
Centre for Training &
Employment of Punjab Youth | Secretary |
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 the Memorandum of Association (Subject, nevertheless, in respect of expenditure of grants made by the Government of Punjab may from time to time give). 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 of 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 along with the Memorandum of the Association

RULES AND REGULATIONS

I. SHORT TITLE

These rules may be called “The Rules of the Centre for Training and Employment of Punjab Youth”

II. DEFINITIONS

In these rules, unless the context otherwise requires:-

1. “The Centre” 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 Centre for Training and Employment of Punjab Youth
4. “Prescribed” means prescribed by-laws made by the Executive Board
5. “The President” means the President of the Centre
6. “Rules” means any of the Rules, Regulations and Bye-laws of the Centre

III. COMPOSITION OF CENTRE FOR TRAINING AND EMPLOYMENT OF PUNJAB YOUTH

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

IV. ROLE OF MEMBERS

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

V. TERM OF OFFICE

1. The Term of Office of member 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 Centre 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 Centre namely:-

1. President
2. Vice President
3. Chairman of the Executive Board
4. Director General of the Centre 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 Centre for Training and Employment of Punjab Youth shall be appointed by the Executive Board in consultation with the Govt of Punjab for period of three years at a time on such terms and conditions of service as the Govt may prescribe. The Director General of the Centre for Training and Employment of Punjab Youth will be eligible for re-appointment.

VII. THE GOVERNING COUNCIL

1. There shall be a 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 the 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 of the 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 or 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 Centre 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 meetings of the Governing Council shall be determined by vote
11. Each member of the Centre 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 Centre 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 adhoc/special boards with or without power to coopt, for disposal of any business of the Centre or for advice in any matter pertaining to the Centre; and
4. Perform such other functions as are entrusted to it under these Rules.

IX. THE EXECUTIVE BOARD

1. There shall be an Executive Board of the Centre and it shall consist of the following members:-

(i)	Minister of Sports & Youth Services	Chairman
(ii)	Finance Secretary to the Govt of Punjab Or his nominee	Member
(iii)	Director Youth Services, Punjab	Member
(iv)	Director, Technical Education & Industrial Training, Punjab	Member
(v)	Secretary to the Govt of Punjab Deptt. Of Rural Development of Panchayats	Member
(vi)	Secretary to the Govt of Punjab Deptt. Of Employment	Member
(vii)	Secretary to the Govt of Punjab Deptt. Of Planning	Member
(viii)	Secretary to the Govt of Punjab Deptt. Of Industries	Member
(ix)	Secretary to the Govt of Punjab for Centre	Member
(x)	Inspector General of Police(Headquarters) Punjab	Member

(xi)	Director, Information & public Relations, Punjab	Member
(xii)	Commissioner Patiala Division Patiala wef 14.12.93	Member
(xiii)	Commissioner Ferozpur Division FZR, wef 14.12.93	Member
(xiv)	Commissioner Jalandhar Division Jalandhar, wef 14.12.93	Member
(xv)	Director General, Centre for Training & Employment of Punjab Youth	Member

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 the 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 adjourning 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 requisition in writing signed by him may require the Director General of the Centre for Training and 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 the 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 of for the management and administration the affairs of the Centre 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:-
 - (i) To approve, with or without modifications, the annual budget of the Centre as recommended by the Standing Finance Committee and the Budget so approved shall be submitted to the Government for grant-in-aid;
 - (ii) To prepare and execute detailed plans and programme for the furtherance of the objects of the Centre;
 - (iii) 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;
 - (iv) To receive and to have custody of the funds of the Centre and to manage the properties of the Centre.
 - (v) To enter for and on behalf of the Centre into agreements including those containing arbitration clauses;
 - (vi) To sue and defend all legal proceedings on behalf of the Centre;
 - (vii) To appoint committees including standing committees with power to coopt, for disposal of any business of the Centre, or for advice in any matter pertaining to the Centre, provided that in cases of emergency the Chairman of the Executive Board shall have the power to appoint such Committees;
 - (viii) 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 Centre;
 - (ix) To prepare the annual report and accounts of the Centre for the consideration of the Governing Council;
 - (x) To incur expenditure subject to the provisions of the approved budget;
 - (xi) To lay down terms and conditions governing scholarships. fellowships, deputations, grants-in-aid, research schemes and projects;
 - (xii) To frame, Bye-Laws not inconsistent with these Rules for the regulation of the business of the centre with particular reference preparation and approval or

the budget estimates, the funds, making and execution of contracts, the investment of the funds of Centre, sale or alteration of such investment, accounts, audits, procedure for appointment of staff, the term and tenure of appointment, emoluments, terms and conditions governing scholarships, fellowship and conditions governing scholarships, fellowship, fellowship and deputation, grants-in-aid research schemes and projects, rules and conduct and other conditions of service of the staff of the Centre.

3. The Board may by resolution delegate to its Chairman, to any Standing Committee, or to the Director General of the Centre for Training and Employment of Punjab Youth or to any other officer of the Centre, 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 Centre 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 and dispose of such business as may be delegated to it by the Executive Board. The Director General of Centre for Training and Employment of Punjab Youth shall be the Convenor 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 coopt as members such person or persons as may be necessary to discharge its functions.

XII. FUNCTIONS OF THE STANDING COMMITTEES

All proposals 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 CENTRE FOR TRAINING AND EMPLOYMENT OF PUNJAB YOUTH

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

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

He shall prescribe the duties of all officers and staff of the Centre 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 Centre shall consist of the following:-
 - (i) Grants made by 'the Government of Punjab, the Government of India, or any other State Government;
 - (ii) Donations and contributions from other sources;
 - (iii) Fees and charges imposed by the Centre for services rendered by it;
 - (iv) Income from investments and
 - (v) Income and receipts from other sources.
2.
 - (i) The bankers of the Centre shall be any one or more of the Nationalised Banks.
 - (ii) 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 Centre, 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

The Centre shall cause regular accounts to be kept of all its monies and properties in such form as maybe pre-scribed by the Executive Board.

The accounts of the Centre 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 Centre.

The results of audit shall be communicated by the Auditors to the Executive Board of the Centre. 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 Centre 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 Centre. 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 Centre shall be at Chandigarh or at such other place as determined by the government of Punjab.

XIX. SERVICE OF NOTICE

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

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

S. No.	Name	Occupation & Address	Signature
1.	Sh. A.S Chatha IAS	Financial Commissioner (Home) & Secretary to Govt. Punjab, Deptt. Of Home Affairs & Justice Chandigarh.	Sd/-
2.	Sh. K.D. Arora, IAS	Director, Information & Public Relations, govt. of Punjab, Chandigarh.	Sd/-
3.	Brig. N.S Sandhu MVC.	Director, Information & Sd/-Public Relations, Govt. of Punjab, Chandigarh	Sd/-

Punjab Govt. Press, S.A.S Nagar
CERTIFICATE OF Registration OF SOCIETIES
(ACT XXI OF 1860)

I hereby certify that The National Task Force Centre, S.A.S. Nagar has this day been registered under the Societies Registration Act (XXI of 1860) and as amended by Punjab Amendment Act 1957.

Given under my hand at Chandigarh this 3rd day of November One thousand Nine Hundred & Eighty Nine.

Fee Rs. 50/-
Registrar of Firms & Societies
Punjab: Chandigarh

OFFICE OF THE REGISTRAR OF FIRMS & SOCIETIES, PUNJAB, CHANDIGARH

In the matter of the National Task Force Centre, S.A.S Nagar (Mohali)

I do hereby certify that under the provisions of the Societies registration Act, 1860 the name of "The National Task Force Centre, S.A.S Nagar," has this day been changed to "Centre for Training and Employment of Boarder Youth, S.A.S Nagar," By virtue of resolution passed on 21-9-1990 and 29-10-1990.

Dated this 28th day of November on thousand nine hundred & ninety.

No.626/89/-90/8962

Dated 30.11.1990

Registrar of Firms & Societies, Punjab

**IN THE OFFICE OF THE REGISTRAR OF FIRMS & SOCIETIES, PUNJAB,
CHANDIGARH**

In the matter of the Centre for Training and Employment of Border Youth, S.A.S Nagar.

I do hereby certify that under the provisions of the Societies Registration Act, 1860 the name of the " Centre for Training and Employment of Boarder Youth, S.A.S Nagar has this day been changed to "Centre for Training & Employment of Punjab Youth, S.A.S Nagar" by virtue of the resolution passed on..

Dated this 26th day of October, One thousand Nine hundred and ninety-three.

No. KC/626/89-90/6987

Dated: 26-10-93

Registrar of Firms & Societies, Punjab

Chapter V (D)
Marine Academy

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9.	Letter regarding Preparation of Rough Cost Estimate for Construction of Marine Academy at Ropar	10
10.	Noting regarding Punjab State Marine Academy	11

ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ
(ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਸ਼ਾਖਾ)
ਅਧਿਸੂਚਨਾ

ਨੰਬਰ: 9/14/2010-2ਰੋਓ/146

ਮਿਤੀ: 02-02-2011

ਰਾਜਪਾਲ ਪੰਜਾਬ ਪ੍ਰਸ਼ੰਨਤਾ ਪੂਰਵਕ ਮੈਰੀਨ ਅਕੈਡਮੀ ਰੂਪ ਨਗਰ (ਫੂਲ ਕਲਾਂ) ਵਿਖੇ ਸਥਾਪਿਤ ਕਰਨ ਦੀ ਪ੍ਰਵਾਨਗੀ ਪ੍ਰਦਾਨ ਕਰਦੇ ਹਨ। ਮੈਰੀਨ ਅਕੈਡਮੀ ਫੂਲ ਕਲਾਂ ਰੂਪ ਨਗਰ ਵਿਖੇ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਤਿੰਨ ਚਰਨਾਂ ਵਿੱਚ ਕੋਰਸ ਕਰਵਾਏ ਜਾਣਗੇ।

ਫੇਜ਼-1

ਕੋਰਸ ਦਾ ਨਾਂ ਅਤੇ ਸਮਾਂ	ਟ੍ਰੇਨਿੰਗ ਲੈਣ ਵਾਲੇ ਪ੍ਰਾਰਥੀਆਂ ਦੀ ਗਿਣਤੀ
ਪ੍ਰੀ.ਸੀਅ ਟ੍ਰੇਨਿੰਗ ਕੋਰਸ ਫਾਰ ਜੀ.ਪੀ.ਰੇਟਿੰਗ (6 ਮਹੀਨੇ ਦਾ ਕੋਰਸ)	40
ਡਿਪਲੋਮਾ ਇੰਨ ਨੈਟੀਕਲ ਸਾਇੰਸਜ਼ (ਡੀ.ਐਨ.ਐਸ.) ਇੱਕ ਸਾਲ ਦਾ ਕੋਰਸ	40
ਪ੍ਰੀ.ਸੀਅ ਟ੍ਰੇਨਿੰਗ ਫਾਰ ਜੀ. ਪੀ. ਰੇਟਿੰਗ ਫਿਟਰ (6 ਮਹੀਨੇ ਦਾ ਕੋਰਸ)	40
ਡਿਗਰੀ ਕੋਰਸ ਬੀ.ਐਸ.ਸੀ. ਮੈਰੀਨ ਕੈਟਰਿੰਗ/ਹੋਸਪੀਟੈਲਟੀ (3 ਸਾਲਾ ਕੋਰਸ)	40
ਬੀ.ਐਸ.ਸੀ. ਮੈਰੀਨ ਕੈਟਰਿੰਗ/ਹੋਸਪੀਟੈਲਟੀ (3 ਸਾਲਾ ਕੋਰਸ)	40
ਜੋੜ	200

ਫੇਜ਼-2

ਬੀ.ਟੈਕ ਇਨ ਮੈਰੀਨ ਇੰਜੀਨੀਅਰਿੰਗ (4 ਸਾਲਾ ਕੋਰਸ)	40
ਐਮ.ਈ.ਕੋਰਸ ਫਾਰ ਗਰੈਜੂਏਟ ਇੰਜੀਨੀਅਰਜ਼ (ਮਕੈਨੀਕਲ)	40

ਇਸ ਤੋਂ ਇਲਾਵਾ 40 ਟ੍ਰੇਨਿੰਗ ਲੈਣ ਵਾਲੇ ਪ੍ਰਾਰਥੀਆਂ ਦੀ ਕਲਾਸ ਹਰ ਪ੍ਰਾਜੈਕਟ ਦੇ ਕੋਰਸ ਵਿੱਚ ਸ਼ੁਰੂ ਕੀਤੀ ਜਾਵੇਗੀ ਭਾਵ ਕੁੱਲ 200 ਹੋਰ ਸੀਟਾਂ ਦਾ ਵਾਧਾ ਹੋ ਜਾਵੇਗਾ।

ਫੇਜ਼-3 ਪਹਿਲਾਂ ਚਲਾਏ ਜਾ ਰਹੇ ਕੋਰਸਾਂ ਵਿੱਚ 40 ਟ੍ਰੇਨੀਆਂ ਦੀ ਕਲਾਸ 4 ਸਾਲਾ ਬੀ. ਟੈਕ ਮੈਰੀਨ ਇੰਜੀਨੀਅਰਿੰਗ ਕੋਰਸ ਅਤੇ ਨਾਲ ਹੀ ਇੱਕ ਸਾਲਾ ਮੈਰੀਨ ਇੰਜੀਨੀਅਰਿੰਗ ਕੋਰਸ ਇੰਨ ਇੰਜੀਨੀਅਰਿੰਗ ਗਰੈਜੂਏਟਸ (ਮਕੈਨੀਕਲ) ਜਿਸ ਨਾਲ 80 ਹੋਰ ਸੀਟਾਂ ਦਾ ਵਾਧਾ ਹੋ ਜਾਵੇਗਾ।

ਇਹ ਪ੍ਰਵਾਨਗੀ ਮਾਨਯੋਗ ਮੁੱਖ ਮੰਤਰੀ ਜੀ ਵੱਲੋਂ ਦਿੱਤੀ ਗਈ ਹੈ।

ਮਿਤੀ: 2-2-2011

ਡੀ.ਐਸ. ਜਸਪਾਲ
ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ, ਪੰਜਾਬ।

ਪਿੱਠ ਅੰਕਣ ਨੰ: 9/14/2010-2ਰ.ਓ./147

ਮਿਤੀ: 02-02-2011

ਉਤਾਰਾ ਕੰਟਰੋਲਰ ਪ੍ਰਿੰਟਿੰਗ ਐਂਡ ਸਟੇਸ਼ਨਰੀ ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ ਨੂੰ ਭੇਜ ਕੇ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਸ ਅਧਿਸੂਚਨਾ ਦੀਆਂ 500-500 ਕਾਪੀਆਂ ਛਾਪਣ ਉਪਰੰਤ ਭੇਜਣ ਦੀ ਖੇਚਲ ਕੀਤੀ ਜਾਵੇ।

ਅਧੀਨ ਸਕੱਤਰ,

ਪਿੱਠ ਅੰਕਣ ਨੰ:9/14/2010-2ਰ.ਓ./148-297

ਮਿਤੀ: 02-02-2011

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਸਮੂਹ ਵਿੱਤ ਕਮਿਸ਼ਨਰ/ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਚੰਡੀਗੜ੍ਹ।
2. ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ।

ਅਧੀਨ ਸਕੱਤਰ

ਪੰਜਾਬ ਸਰਕਾਰ
ਖੇਤੀਬਾੜੀ ਵਿਭਾਗ
(ਖੇਤੀਬਾੜੀ-2 ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,

ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਮੀਮੋ ਨੰਬਰ: 33/40/3/ਖੁਬ2(7)/2282

ਮਿਤੀ: 1/3/2011

ਵਿਸ਼ਾ: ਮੈਰੀਨ ਅਕੈਡਮੀ ਲਈ ਬਿਰਲਾ ਫਾਰਮ ਵਿਖੇ 19 ਏਕੜ ਰਕਬਾ ਦੇਣ ਸਬੰਧੀ।

1. ਇਹ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦੇ 1/1/2010 – ਅ-1/ਮਿਸ/328 ਮਤੀ 26.7.2010 ਦੇ ਹਵਾਲੇ ਵਿੱਚ ਹੈ।
2. ਇਸ ਵਿਭਾਗ ਵੱਲੋਂ ਪ੍ਰਦੇਸ਼ ਸਰਕਾਰ ਦੀ ਪਿੰਡ ਬੜਾ ਫੂਲ, ਜ਼ਿਲ੍ਹਾ ਰੋਪੜ ਵਿੱਚ 67 ਕਨਾਲ 18 ਮਰਲੇ ਜ਼ਮੀਨ ਖਸਰਾ ਨੰਬਰ 40//2/2, 3/2, 4/2, 5/2, 6/1, 6/2; 7/1, 7/2, 8/1, 8/2, 9/1, 9/2, 12, 13, 14, 15 ਨੂੰ ਮੈਰੀਨ ਅਕੈਡਮੀ ਬਣਾਉਣ ਵਾਸਤੇ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ ਨੂੰ ਟਰਾਂਸਫਰ ਕਰਨ ਵਿੱਚ ਕੋਈ ਇਤਰਾਜ਼ ਨਹੀਂ ਹੈ।

ਅਧੀਨ ਸਕੱਤਰ ਖੇਤੀਬਾੜੀ (ਹ)

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਵੱਲੋਂ,

ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ,
ਰੋਪੜ।

ਨੰ: 9/14/2010-2ਰ.ਉ./17249
ਮਿਤੀ: ਚੰਡੀਗੜ੍ਹ 26/08/2010

ਵਿਸ਼ਾ: ਮੈਰੀਨ ਅਕੈਡਮੀ ਲਈ ਬਿਰਲਾ ਫਾਰਮ ਵਿਖੇ 19 ਏਕੜ ਰਕਬਾ ਦੇਣ ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ ਵੱਲੋਂ ਪੜ੍ਹੇ ਲਿਖੇ ਯੁਵਕਾਂ/ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਨੇਵੀ ਦੀ ਟ੍ਰੇਨਿੰਗ ਦੇਣ ਲਈ ਬਿਰਲਾ ਫਾਰਮ ਰੋਪੜ ਵਿਖੇ ਮੈਰੀਨ ਅਕੈਡਮੀ ਖੋਲੀ ਜਾਣੀ ਹੈ। ਇਸ ਜ਼ਮੀਨ ਦਾ ਕੁਲ ਰਕਬਾ 19 ਏਕੜ, 0 ਕਨਾਲ, 4 ਮਰਲੇ ਹੈ ਜੋ ਕਿ ਪ੍ਰਦੇਸ਼ਕ ਸਰਕਾਰ ਅਤੇ ਸ਼ਾਮਲਾਟ ਦੇਹ ਹੈ। ਇਸ ਲਈ ਬਿਰਲਾ ਫਾਰਮ ਵਿਖੇ 19 ਏਕੜ ਜ਼ਮੀਨ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਵਿਭਾਗ ਨੂੰ ਟਰਾਂਸਫਰ ਕਰਨ ਦੀ ਕ੍ਰਿਪਾਲਤਾ ਕੀਤੀ ਜਾਵੇ ਜੀ। ਇਸ ਕੇਸ ਨਾਲ ਲੋੜੀਂਦੇ ਦਸਤਾਵੇਜ਼ ਨਾਲ ਨੱਥੀ ਕਰਕੇ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜੇ ਜਾਂਦੇ ਹਨ।

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਪੰਜਾਬ ਸਰਕਾਰ
ਯੋਜਨਾਬੰਦੀ ਵਿਭਾਗ,
(ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ)

ਯੋਜਨਾਬੰਦੀ ਵਿਭਾਗ, ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਦੀ ਪਲਾਨ ਸਕੀਮ ਈ.ਜੀ-05 ਸੈਟਿੰਗ ਅਪ ਆਫ ਮੈਰੀਨ ਅਕੈਡਮੀ, ਰੂਪਨਗਰ ਅਧੀਨ ਸਾਲ 2014-15 ਵਿੱਚ ਪਹਿਲਾਂ ਕੀਤੇ 5 ਕਰੋੜ ਰੁਪਏ ਦੀ ਰਾਸ਼ੀ ਦੀ ਥਾਂ ਤੇ ਹੁਣ 50.00 ਕਰੋੜ ਰੁਪਏ ਕਰਨ ਦੀ ਸਹਿਮਤੀ ਦਿੰਦਾ ਹੈ। ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਪਲਾਨ ਬਜਟ 2014-15 ਵਿੱਚ ਇਹ ਸੋਧ ਕਰਵਾਉਣਾ ਯਕੀਨੀ ਬਣਾਉਣ।

ਐਪਰ, ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਨੂੰ ਸਲਾਹ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਮੈਰੀਨ ਅਕੈਡਮੀ, ਰੂਪਨਗਰ ਵਾਸਤੇ ਕੰਪਲੀਟ DPR ਬਣਾਵੇ ਜਿਸ ਵਿੱਚ ਪ੍ਰਾਜੈਕਟ ਦਾ Scope ਦੱਸਿਆ ਜਾਵੇ। ਇਹ ਵੀ ਦਸਿਆ ਜਾਵੇ ਕਿ ਇਸ ਪ੍ਰਾਜੈਕਟ ਨੂੰ ਸਥਾਪਿਤ ਕਰਨ ਦਾ ਸ਼ਡਿਊਲ ਕੀ ਹੋਵੇਗਾ ਅਤੇ ਇਸ ਪ੍ਰਾਜੈਕਟ ਲਈ ਸਾਲ ਵਾਰ ਕਿੰਨੀ-2 ਰਾਸ਼ੀ ਲੋੜੀਂਦੀ ਹੋਵੇਗੀ।

ਡਾਇਰੈਕਟਰ
ਸਕੱਤਰ-ਕਮ-ਡਾਇਰੈਕਟਰ, ਪੰਜਾਬ ਸਰਕਾਰ
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ।

ਗ.ਸ.ਪ. ਨੰ.ਈ.ਜੀ-05-ਪਸਪਬ-ਡਿ-ਡੀ (ਰੋਜ਼ਗਾਰ)-2013/1976

ਮਿਤੀ: 9-5-2014

ਵੱਲੋਂ,

ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ
ਰੂਪਨਗਰ

ਸੇਵਾ ਵਿਖੇ,

ਡਾਇਰੈਕਟਰ ਇੰਪਲਾਈਮੈਂਟ ਜਨਰੇਸ਼ਨ
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਨੰਬਰ

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ਮਿਤੀ

ਵਿਸ਼ਾ:

ਮੈਰੀਨ ਅਕੈਡਮੀ ਲਈ ਬਿਰਲਾ ਫਾਰਮ ਵਿਖੇ 19 ਏਕੜ ਰਕਬਾ ਦੇਣ ਸਬੰਧੀ।

1. ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਉਪ ਮੰਡਲ ਮੈਜਿਸਟ੍ਰੇਟ, ਰੂਪਨਗਰ ਨੇ ਤਹਿਸੀਲਦਾਰ ਰੂਪਨਗਰ ਵੱਲੋਂ ਪੱਤਰ ਨੰ: ਸਪੈਸ਼ਲ -1/ਦ:ਕ:ਮਿਤੀ 14-6-2010 ਰਾਂਹੀ ਕੀਤੀ ਗਈ ਰਿਪੋਰਟ ਇਸ ਦਫਤਰ ਨੂੰ ਭੇਜੀ ਹੈ, ਜਿਸ ਵਿੱਚ ਉਨ੍ਹਾਂ ਵਲੋਂ ਲਿਖਿਆ ਗਿਆ ਹੈ ਕਿ ਮਿਤੀ 21-5-2010 ਨੂੰ ਮਾਨਯੋਗ ਸ਼੍ਰੀ ਕੇ.ਜੀ.ਐਮ.ਚੀਮਾ, ਆਈ.ਏ.ਐਸ. ਵਧੀਕ ਪ੍ਰਿੰਸੀਪਲ ਸਕੱਤਰ ਟੂ ਸੀ.ਐਮ. ਅਤੇ ਡਾਇਰੈਕਟਰ ਇੰਪਲਾਈਮੈਂਟ ਜਨਰੇਸ਼ਨ, ਪੰਜਾਬ ਜੀ ਵੱਲੋਂ ਬਿਰਲਾ ਫਾਰਮ ਦਾ ਵਿਸ਼ਾ ਅਧੀਨ ਮੰਤਵ ਲਈ ਮੌਕਾ ਮੁਲਾਹਜ਼ਾ ਕੀਤਾ ਗਿਆ ਸੀ। ਵਿਸ਼ਾ ਅਧੀਨ ਰਕਬੇ ਦੀ ਜਮਾਂਬੰਦੀ ਸਾਲ 2005-06 ਅਨੈਕਸਚਰ-ਏ ਅਤੇ ਅਕਸ ਅਨੈਕਸਚਰ-ਬੀ ਤੇ ਨਾਲ ਰਿਪੋਰਟ ਨੱਥੀ ਹਨ। ਵਿਸ਼ਾ ਅਧੀਨ ਰਕਬੇ ਨੂੰ ਨੱਥੀ ਅਕਸ ਵਿੱਚ ਹਰੇ ਰੰਗ ਵਿੱਚ ਦਿਖਾਇਆ ਗਿਆ ਹੈ।
2. ਵਿਸ਼ਾ ਅਧੀਨ ਰਕਬੇ (19 ਏਕੜ 0 ਕਨਾਲ 4 ਮਰਲੇ) ਦੀ ਮਾਲਕੀ ਪ੍ਰਦੇਸ਼ਿਕ ਸਰਕਾਰ /ਸ਼ਾਮਲਾਤ ਚੇਹ ਹੈ, ਜਿਸ ਦਾ ਵੇਰਵਾ ਨੱਥੀ ਇੰਡੈਕਸ ਅਤੇ ਨੱਥੀ ਜਮਾਂਬੰਦੀ ਵਿੱਚ ਦਿੱਤਾ ਗਿਆ ਹੈ। ਵਿਸ਼ਾ ਅਧੀਨ ਰਕਬੇ ਉੱਤੇ ਕਬਜ਼ਾ ਮੁਤਾਬਿਕ ਮੌਕਾ ਸਤਲੁਜ ਬੇਟ ਡੇਅਰੀ ਫਾਰਮ ਪੰਜਾਬ ਦਾ ਹੈ ਅਤੇ ਕਿਸੇ ਪ੍ਰਕਾਰ ਦਾ ਨਾਜ਼ਾਇਜ਼ ਕਬਜ਼ਾ ਨਹੀਂ ਹੈ। ਉਕਤ ਰਕਬੇ ਦੀ ਨਿਸ਼ਾਨਦੇਹੀ ਪਹਿਲਾਂ ਹੀ ਕੀਤੀ ਜਾ ਚੁੱਕੀ ਹੈ ਅਤੇ ਮੌਕਾ ਪਰ ਪੱਕੀਆਂ ਬੁਰਜ਼ੀਆਂ ਲਗਵਾ ਦਿੱਤੀਆਂ ਗਈਆਂ ਹਨ।
3. ਉਪਰੋਕਤ ਰਿਪੋਰਟ ਉਪ ਮੰਡਲ ਮੈਜਿਸਟ੍ਰੇਟ, ਰੂਪਨਗਰ ਵਿਸਥਾਰ ਪੂਰਵਕ ਹੈ। ਇਹ ਰਿਪੋਰਟ ਆਪ ਜੀ ਨੂੰ ਅਗਲੇਰੀ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ ਜੀ।

ਨੱਥੀ: ਉਪਰੋਕਤ ਅਨੁਸਾਰ।

ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ,
ਰੂਪਨਗਰ

ਵੱਲੋਂ,

ਮੁੱਖ ਇੰਜੀਨੀਅਰ, (ਇਮਾਰਤਾਂ),
ਪੰਜਾਬ: ਲੋ: ਨਿ: ਵਿ: ਭ ਤੇ ਮ ਸ਼ਾਖਾ,
ਚੰਡੀਗੜ੍ਹ

ਸੇਵਾ ਵਿਖੇ,

ਸਕੱਤਰ,
ਪੰਜਾਬ ਸਰਕਾਰ,
ਇੰਪਲਾਈਮੈਂਟ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਚੰਡੀਗੜ੍ਹ

ਮੀਮੋ ਨੰ: ਸੀਇ (ਇ): ਮਿਤੀ:

ਵਿਸ਼ਾ: ਰਫ-ਕਾਸਟ ਅਨੁਮਾਨ ਬਾਬਤ ਕੰਨ: ਆਫ ਨੇਵਲ ਅਕੈਡਮੀ ਇੰਨ ਬਿਰਲਾ ਫਾਰਮ ਰੋਪੜ।

ਮਾਨਯੋਗ ਮੁੱਖ ਮੰਤਰੀ ਪੰਜਾਬ ਜੀ ਵੱਲੋਂ ਆਦੇਸ਼ ਦਿੱਤੇ ਗਏ ਹਨ ਕਿ ਰੋਪੜ ਵਿਖੇ ਇੱਕ ਨੇਵਲ ਅਕੈਡਮੀ ਦੀ ਉਸਾਰੀ ਕੀਤੀ ਜਾਵੇ। ਉਹਨਾਂ ਦੇ ਆਦੇਸ਼ ਅਨੁਸਾਰ ਇਹ ਨੇਵਲ ਅਕੈਡਮੀ ਦੀ ਉਸਾਰੀ ਦਾ ਅਨੁਮਾਨ ਇਸ ਵਿਭਾਗ ਵੱਲੋਂ ਤਿਆਰ ਕੀਤਾ ਗਿਆ ਹੈ ਜਿਸ ਦੀ ਰਾਸ਼ੀ 4200.25 ਲੱਖ ਰੁਪਏ ਬਣਦੀ ਹੈ। ਇਹ ਅਨੁਮਾਨ ਆਪ ਜੀ ਨੂੰ ਪ੍ਰਸ਼ਾਸਕੀ ਪ੍ਰਵਾਨਗੀ ਅਤੇ ਧੰਨ ਰਾਸ਼ੀ ਦਾ ਪ੍ਰਬੰਧ ਕਰਨ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਰੋਪੜ ਵਿਖੇ ਨੇਵਲ ਅਕੈਡਮੀ ਦੀ ਉਸਾਰੀ ਕਰਨ ਲਈ ਇਸ ਮੰਤਵ ਲਈ ਤਿਆਰ ਕੀਤੇ ਗਏ 4200.75 ਲੱਖ ਰੁਪਏ ਦੇ ਅਨੁਮਾਨ ਦੀ ਪ੍ਰਸ਼ਾਸਕੀ ਪ੍ਰਵਾਨਗੀ ਅਤੇ ਧੰਨ ਰਾਸ਼ੀ ਦਾ ਪ੍ਰਬੰਧ ਕਰਨ ਦੀ ਕਿਰਪਾਲਤਾ ਕੀਤੀ ਜਾਵੇ ਤਾਂ ਜੋ ਇਹ ਕੰਮ ਮੌਕੇ ਤੇ ਕਰਵਾਇਆ ਜਾ ਸਕੇ।

ਮੁੱਖ ਇੰਜੀਨੀਅਰ, (ਇਮਾਰਤਾਂ),
ਪੰਜਾਬ: ਲੋ: ਨਿ: ਵਿ: ਭ ਤੇ ਮ ਸ਼ਾਖਾ,
ਚੰਡੀਗੜ੍ਹ

ਪਿੱਠ ਅਕਣ ਨੰ: 4690

ਮਿਤੀ: 8-11-2010

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ, ਉਸਾਰੀ ਸਰਕਲ, ਪੰਜਾਬ ਲੋ: ਨਿ: ਵਿ: ਭ ਤੇ ਮ ਸ਼ਾਖਾ, ਚੰਡੀਗੜ੍ਹ ਨੂੰ ਉਹਨਾਂ ਦੇ ਮੀਮੋ ਨੰ: 2617 ਮਿਤੀ 2-11-2010 ਦੇ ਹਵਾਲੇ ਵਿੱਚ ਸੂਚਨਾ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਮੁੱਖ ਇੰਜੀਨੀਅਰ, (ਇਮਾਰਤਾਂ),
ਪੰਜਾਬ: ਲੋ: ਨਿ: ਵਿ: ਭ ਤੇ ਮ ਸ਼ਾਖਾ,
ਚੰਡੀਗੜ੍ਹ

ਦਫਤਰ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ, ਰੂਪਨਗਰ

ਹੁਕਮ

ਡੀ.ਏ.....

ਪੰਜਾਬ ਵਿਲੇਜ ਕਾਮਨ ਲੈਂਡਜ਼ (ਰੈਗੂਲੇਸ਼ਨ) ਰੂਲਜ਼ 1964 ਦੇ ਰੂਲ 13 ਤਹਿਤ ਮਿਲੇ ਅਧਿਕਾਰਾਂ ਦੀ ਵਰਤੋਂ ਕਰਦੇ ਹੋਏ, ਮੈਰੀਨ ਅਕੈਡਮੀ ਖੋਲਣ ਲਈ ਗ੍ਰਾਮ ਪੰਚਾਇਤ ਫੂਲ ਕਲਾਂ, ਬਲਾਕ ਰੂਪਨਗਰ ਵੱਲੋਂ ਪਾਸ ਕੀਤੇ ਮਤਾ ਨੰਬਰ 2 ਮਿਤੀ 14-09-2010, ਮਤਾ ਨੰਬਰ 1 ਮਿਤੀ 6-12-2010 ਅਤੇ ਬਲਾਕ ਵਿਕਾਸ ਅਤੇ ਪੰਚਾਇਤ ਅਫਸਰ, ਰੂਪਨਗਰ ਵੱਲੋਂ ਪੱਤਰ ਨੰਬਰ 2033 ਮਿਤੀ 12-10-2010 ਅਤੇ 2639 ਮਿਤੀ 7-12-2010 ਰਾਹੀਂ ਭੇਜੀ ਤਜਵੀਜ਼ ਅਨੁਸਾਰ ਖਸਰਾ ਨੰਬਰ 31/17 ਰਕਬਾ 8 ਕਨਾਲ 0 ਮਰਲੇ, 40 ਮੁਸਤੀਲ ਦਾ 2/9 ਰਕਬਾ 6 ਕਨਾਲ 13 ਮਰਲੇ, 3/1 ਰਕਬਾ 6 ਕਨਾਲ 11 ਮਰਲੇ, 4/1 ਰਕਬਾ 6 ਕਨਾਲ 7 ਮਰਲੇ, 5/1 ਰਕਬਾ 6 ਕਨਾਲ 2 ਮਰਲੇ ਅਤੇ ਖਸਰਾ ਨੰ: 31/16 ਰਕਬਾ 8 ਕਨਾਲ 0 ਮਰਲੇ ਖਸਰਾ ਨੰ: 19 ਰਕਬਾ 8 ਕਨਾਲ 0 ਮਰਲੇ ਖਸਰਾ ਨੰ: 22 ਰਕਬਾ 8 ਕਨਾਲ 0 ਮਰਲੇ ਖਸਰਾ ਨੰ: 23 ਰਕਬਾ 8 ਕਨਾਲ 0 ਮਰਲੇ, ਖਸਰਾ ਨੰ: 24 ਰਕਬਾ 8 ਕਨਾਲ 0 ਮਰਲੇ ਖਸਰਾ ਨੰ: 25 ਰਕਬਾ 8 ਕਨਾਲ 0 ਮਰਲੇ ਕੁੱਲ ਰਕਬਾ 81 ਕਨਾਲ 13 ਮਰਲੇ, ਜ਼ਮੀਨ ਪੰਜਾਬ ਸਰਕਾਰ ਨੂੰ ਦਾਨ ਦੇਣ ਦੀ ਪ੍ਰਵਾਨਗੀ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ।

ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ
ਰੂਪਨਗਰ

ਪਿੱਠ ਅੰਕਣ ਨੰਬਰ 6373-78 ਡੀ.ਏ./ਸਟੈਨੋ

ਮਿਤੀ: 23-12-2010

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ:

1. ਜ਼ਿਲਾ ਵਿਕਾਸ ਅਤੇ ਪੰਚਾਇਤ ਅਫਸਰ, ਰੂਪਨਗਰ,
2. ਸਬ ਡਵੀਜ਼ਨਲ ਮੈਜਿਸਟਰੇਟ, ਰੂਪਨਗਰ,
3. ਬਲਾਕ ਵਿਕਾਸ ਅਤੇ ਪੰਚਾਇਤ ਅਫਸਰ, ਰੂਪਨਗਰ,
4. ਤਹਿਸੀਲਦਾਰ, ਰੂਪਨਗਰ,
5. ਸਰਪੰਚ ਗ੍ਰਾਮ ਪੰਚਾਇਤ ਫੂਲ ਕਲਾਂ ਬਲਾਕ, ਰੂਪਨਗਰ,
6. ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ, ਪੰਜਾਬ ਚੰਡੀਗੜ੍ਹ, ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ
ਰੂਪਨਗਰ

ਪੰਜਾਬ ਸਰਕਾਰ
ਮਾਲ ਤੇ ਪੁਨਰਵਾਸ ਵਿਭਾਗ,
(ਮਾਲੀਆ ਸ਼ਾਖਾ)

ਹੁਕਮ

ਮਾਲ ਤੇ ਪੁਨਰਵਾਸ ਵਿਭਾਗ ਦੇ ਹੁਕਮ ਮਿਤੀ 7.3.2011 ਜੋ ਪਿੱਠ ਅੰਕਣ ਨੰ: 26/109/2010/3/3173-75 ਮਿਤੀ 8-3-2011 ਵਿੱਚ ਅੰਕਿਤ ਸੋਧ ਕਰਦੇ ਹੋਏ, ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ ਦੇ ਸਥਾਈ ਹੁਕਮ ਨੰ: 6 ਅਧੀਨ ਖੇਤੀਬਾੜੀ ਵਿਭਾਗ ਪੰਜਾਬ ਦੀ ਪਿੰਡ ਬੜਾ ਫੂਲ, ਜ਼ਿਲ੍ਹਾ ਰੂਪਨਗਰ ਵਿਖੇ ਸਰਕਾਰ ਦੀ 19 ਏਕੜ 18 ਮਰਲੇ ਜ਼ਮੀਨ ਵਿੱਚ 67 ਕਨਾਲ 18 ਮਰਲੇ ਜ਼ਮੀਨ ਜਿਸਦਾ ਖਸਰਾ ਨੰ. 40//2/2, 3/2, 4/2, 5/2; 6/1; 6/2; 7/1, 7/2, 8/1, 8/2, 9/1, 9/2, 12, 13, 14 ਅਤੇ 15 ਹੈ, ਮੈਰੀਨ ਅਕੈਡਮੀ ਬਣਾਉਣ ਲਈ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ ਨੂੰ ਟਰਾਂਸਫਰ ਕਰਨ ਦੀ ਪ੍ਰਵਾਨਗੀ ਦਿਤੀ ਜਾਂਦੀ ਹੈ।

ਚੰਡੀਗੜ੍ਹ,
ਮਿਤੀ 9.5.2011

ਏ ਆਰ ਤਲਵਾੜ
ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਮਾਲ

ਪਿੱਠ ਅੰਕਣ ਨੰ 26/109/2010

ਉਪਰੋਕਤ ਦਾ ਇਕ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੰ ਸੂਚਨਾ ਦੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:

1. ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ ਵਿਕਾਸ, ਪੰਜਾਬ ਨੂੰ ਇਸ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ 26/109/2010 ਅਤੇ 3/3173-75. ਮਿਤੀ 8/3/2011 ਦੇ ਹਵਾਲੇ ਵਿੱਚ।
2. ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ, ਪੰਜਾਬ ਨੂੰ ਇਸ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ 26/109/2010 ਅਤੇ 3/3173-75 ਦੇ ਹਵਾਲੇ ਵਿੱਚ।
3. ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ, ਰੂਪਨਗਰ ਨੂੰ ਉਨ੍ਹਾਂ ਦੇ ਪੱਤਰ ਨੰ 1095/ਨ ਸ ਕ 1, ਮਿਤੀ 19-4-2011 ਦੇ ਹਵਾਲੇ ਵਿੱਚ ਭੇਜ ਕੇ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਹ ਜ਼ਮੀਨ ਸਬੰਧਤ ਵਿਭਾਗ ਨੂੰ ਟਰਾਂਸਫਰ ਕਰਨ ਤੋਂ ਪਹਿਲਾਂ ਇਸ ਦੇ ਖਸਰਾ ਨੰਬਰ ਆਦਿ ਆਪਣੀ ਪੱਧਰ ਤੇ ਚੈਕ ਕਰਨਾ ਯਕੀਨੀ ਬਣਾਉਣ।

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ
ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ ਚੰਡੀਗੜ੍ਹ

ਸੇਵਾ ਵਿਖੇ,

ਮੁੱਖ ਇੰਜੀਨੀਅਰ, (ਇਮਾਰਤਾਂ),
ਪੰਜਾਬ: ਲੋ: ਨਿ: ਵਿ: ਭ ਤੇ ਮ ਸ਼ਾਖਾ
ਚੰਡੀਗੜ੍ਹ

ਨੰ: Inst/PSMA/2019/135733

ਮਿਤੀ: 22-01-2020

ਵਿਸ਼ਾ: ਪੰਜਾਬ ਸਟੇਟ ਮੈਰੀਨ ਅਕੈਡਮੀ ਦੀ ਬਿਰਲਾ ਫਾਰਮ, ਰੋਪੜ ਵਿਖੇ ਉਸਾਰੀ ਕਰਨ ਲਈ ਰਫ-ਕਾਸਟ ਅਨੁਮਾਨ
ਤਿਆਰ ਕਰਕੇ ਭੇਜਣ ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਸਬੰਧੀ ਆਪ ਵੱਲੋਂ ਪੰਜਾਬ ਸਟੇਟ ਮੈਰੀਨ ਅਕੈਡਮੀ ਦੀ ਬਿਰਲਾ ਫਾਰਮ, ਰੋਪੜ ਵਿਖੇ ਉਸਾਰੀ ਕਰਨ ਲਈ ਰਫ-ਕਾਸਟ ਅਨੁਮਾਨ ਤਿਆਰ ਕਰਕੇ ਭੇਜੇ ਗਏ ਸਨ। ਪਰੰਤੂ ਉਕਤ ਅਕੈਡਮੀ ਦੀ ਉਸਾਰੀ ਸਬੰਧੀ ਕਾਰਵਾਈ ਮੁਕੰਮਲ ਨਹੀਂ ਕੀਤੀ ਜਾ ਸਕੀ। ਇਸ ਲਈ ਉਕਤ ਦੇ ਸਬੰਧ ਵਿੱਚ ਆਪ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਕਤ ਪੰਜਾਬ ਸਟੇਟ ਮੈਰੀਨ ਅਕੈਡਮੀ ਦੀ ਬਿਰਲਾ ਫਾਰਮ, ਰੋਪੜ ਵਿਖੇ ਉਸਾਰੀ ਕਰਨ ਲਈ ਤਾਜ਼ਾ ਰਫ-ਕਾਸਟ ਅਨੁਮਾਨ ਤਿਆਰ ਕਰਕੇ ਇਸ ਵਿਭਾਗ ਨੂੰ ਭੇਜਣ ਦੀ ਖੋਜਲ ਕੀਤੀ ਜਾਵੇ ਜੀ।

ਵਧੀਕ ਡਾਇਰੈਕਟਰ
ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ ਚੰਡੀਗੜ੍ਹ

ਵਿਸ਼ਾ: ਪੰਜਾਬ ਸਟੇਟ ਮੈਰੀਨ ਅਕੈਡਮੀ ਸਬੰਧੀ।

1. ਪੰਜਾਬ ਸਟੇਟ ਮੈਰੀਨ ਅਕੈਡਮੀ ਫੂਲ ਕਲਾਂ, ਰੂਪਨਗਰ ਵਿਖੇ ਖੋਲਣ ਸਬੰਧੀ ਰਾਜਪਾਲ ਪੰਜਾਬ ਜੀ ਵੱਲੋਂ ਪੱਤਰ ਨੰ: 9/14/2010-2ਰਉ /146, ਮਿਤੀ: 02-02-2011 ਰਾਹੀਂ ਪ੍ਰਵਾਨਗੀ ਦਿੱਤੀ ਗਈ ਹੈ। (ਝੰਡੀ 'ਓ')
2. ਮੁੱਖ ਇੰਜੀਨੀਅਰ (ਇਮਾਰਤਾਂ), ਪੰਜਾਬ ਲੋ.ਨਿਵਿ.ਭ ਤੇ ਮ ਸ਼ਾਖਾ, ਚੰਡੀਗੜ੍ਹ ਦੇ ਪੱਤਰ ਨੰ: 4689 ਸੀਇ (ਏ), ਮਿਤੀ: 08-11-2010 ਵੱਲੋਂ ਨੇਵਲ ਅਕੈਡਮੀ ਦੀ ਉਸਾਰੀ ਦਾ ਅਨੁਮਾਨ 4200.25 ਲੱਖ ਰਪਏ ਬਣਾਇਆ ਹੈ। (ਝੰਡੀ 'ਅ')
3. ਪੰਜਾਬ ਸਟੇਟ ਮੈਰੀਨ ਅਕੈਡਮੀ 19 ਏਕੜ 0 ਕਨਾਲ 4 ਮਰਲੇ ਰਕਬੇ ਵਿੱਚ ਬਣਾਈ ਜਾਣੀ ਹੈ। ਉਕਤ ਜ਼ਮੀਨ ਪ੍ਰਦੇਸ਼ਿਕ ਸਰਕਾਰ ਦੇ ਨਾਲ-ਨਾਲ ਸ਼ਾਮਲਾਤ ਦੇਹ ਅਤੇ ਖੇਤੀਬਾੜੀ ਵਿਭਾਗ (ਖੇਤੀਬਾੜੀ ਯੂਨੀਵਰਸਿਟੀ, ਲੁਧਿਆਣਾ) ਦੇ ਨਾਂ ਤੇ ਕਾਬਜਕਾਰ ਦਰਸਾਏ ਗਏ ਹਨ। (ਝੰਡੀ 'ਏ')
4. ਉਕਤ ਜ਼ਮੀਨ ਵਿਚੋਂ 81 ਕਨਾਲ 13 ਮਰਲੇ ਜ਼ਮੀਨ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ, ਰੂਪਨਗਰ ਵੱਲੋਂ ਗਰਾਮ ਪੰਚਾਇਤ ਫੂਲ ਕਲਾਂ ਦੀਆਂ ਸ਼ਰਤਾਂ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਨੂੰ ਦਾਨ ਸਬੰਧੀ ਪ੍ਰਵਾਨਗੀ ਦਿੱਤੀ ਜਾ ਚੁੱਕੀ ਹੈ। (ਝੰਡੀ 'ਸ')
5. ਉਕਤ ਮੈਰੀਨ ਅਕੈਡਮੀ ਦਾ ਮੈਮੋਰੈਂਡਮ ਆਫ ਏਸੋਸ਼ੀਏਸ਼ਨ ਨੋ .ਪ. ਨੰ:-39- ਤੇ ਮੁੱਖ ਮੰਤਰੀ ਜੀ ਪੰਜਾਬ ਵੱਲੋਂ ਪ੍ਰਵਾਨ ਹੋ ਚੁੱਕਾ ਹੈ ਪਰੰਤੂ ਮੈਮੋਰੈਂਡਮ ਆਫ ਏਸੋਸ਼ੀਏਸ਼ਨ ਤੇ ਸੰਸਥਾ ਦੇ ਮੈਂਬਰਾਂ ਦੇ ਦੂਹਰੇ ਹਸਤਾਖਰ ਹੋਣੇ ਬਾਕੀ ਰਹਿੰਦੇ ਹਨ। ਸੰਸਥਾ ਦਾ ਮੈਮੋਰੈਂਡਮ ਆਫ ਏਸੋਸ਼ੀਏਸ਼ਨ ਝੰਡੀ 'ਹ' ਅਤੇ ਸੰਸਥਾ ਦੇ ਰੂਲ ਝੰਡੀ 'ਕ' ਅਨੁਸਾਰ ਹਨ।
6. ਉਕਤ ਸਬੰਧੀ ਪੰਜਾਬ ਸਰਕਾਰ, ਮਾਲ ਤੇ ਪੁਨਰਵਾਸ ਵਿਭਾਗ (ਭੌਂ ਮਾਲੀਆ ਸ਼ਾਖਾ) ਵੱਲੋਂ ਖੇਤੀਬਾੜੀ ਵਿਭਾਗ, ਪੰਜਾਬ ਦੀ ਪਿੰਡ ਬੜਾ ਫੂਲ, ਜ਼ਿਲ੍ਹਾ ਰੂਪ ਨਗਰ ਵਿਖੇ 67 ਕਨਾਲ 18 ਮਰਲੇ ਜ਼ਮੀਨ ਉਹਨਾਂ ਦੇ ਪੱਤਰ ਨੰ: 26/109/2010-ਭ.ਮ.-3/6728-30, ਮਿਤੀ: 09-08-2011 ਰਾਹੀਂ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ, ਪੰਜਾਬ ਨੂੰ ਟਰਾਂਸਫਰ ਕਰਨ ਦੀ ਪ੍ਰਵਾਨਗੀ ਦਿੱਤੀ ਜਾ ਚੁੱਕੀ ਹੈ। (ਝੰਡੀ 'ਖ')
7. ਨੋ.ਪ. ਨੰ: -41- ਤੇ ਮੁੱਖ ਮੰਤਰੀ ਪੰਜਾਬ ਜੀ ਵੱਲੋਂ ਉਕਤ ਸਬੰਧੀ ਕਾਰਵਾਈ ਲੰਬਿਤ ਰੱਖਣ ਲਈ ਆਦੇਸ਼ ਦਿੱਤੇ ਗਏ। ਝੰਡੀ 'ਗ')

Chapter VI
Compulsory Notification of Vacancies (CNV Act, 1959)

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THE EMPLOYMENT EXCHANGES (COMPULSORY NOTIFICATION OF VACANCIES)

ACT, 1959
ACT NO. 31 OF 1959

[2ND September, 1959]

An act to provide for the compulsory notification of vacancies to employment exchanges.

BE it enacted by Parliament in the Tenth Year of the Republic of India as follows:-

A. Short title, extent and commencement ---

1. This Act may be called the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.
2. It extends to the whole of India.***
3. It shall come into force in a State on such date as the Central Government may, by Notification in the official Gazette, appoint in this behalf for such State and different dates may be appointed for different States or for different areas of a State.

B. Definitions --- In this Act, unless the context otherwise requires. ----

1. "appropriate Government" means ----
 - (i) in relation to ----
 - (a) any establishment of any railway, major port, mine or oil-field, or
 - (b) any establishment owned, controlled or managed by ----
 - the Central Government or a department of the Central Government,
 - a company in which not less than fifty-one per cent of the share capital is held by the Central Government or partly by the Central Government and partly by one or more State Governments,
 - a corporation (including a co-operative society) established by or under a central Act which is owned, controlled or managed by the Central Government.
 - (ii) in relation to any other establishment, the Government of the state in which that other establishment is situated;
2. "employee" means any person who is employed in an establishment to do any work for remuneration;
3. "employer" means any person who employs one or more other persons to do any work in an establishment for remuneration and includes any person entrusted with the supervision and control of employees in such establishment;
4. "employment exchange" means any office or place established and maintained by the Government for the collection and furnishing of information, either by the Keeping of registers or otherwise, respecting ---
 - (i) persons who seek to engage employees,
 - (ii) persons who seek employment, and
 - (iii) vacancies to which persons seeking employment may be appointed;
5. "establishment" means ----

- (i) Any office, or
 - (ii) Any place where any industry, trade, business or occupation is carried on;
6. "establishment in public sector" means an establishment owned, controlled or managed by ----
- (i) the Government or a department of the Government;
 - (ii) a Government company as defined of the Government;
 - (iii) a corporation (including a co-operative society) established by or under a Central, Provincial or State Act, which is owned, Controlled or managed by the Government;
 - (iv) a local authority;
7. "establishment in private sector" means an establishment which is not an establishment in public sector and where ordinarily twenty-five or more persons are employed to work for remuneration;
8. "prescribed" means prescribed by rules made under this Act;
9. "unskilled office work" means work done in an establishment by any of the following categories of employees, namely; ---
- (i) daftri;
 - (ii) jamadar, orderly and peon;
 - (iii) dusting man or farash;
 - (iv) bundle or record lifter;
 - (v) process server;
 - (vi) watchman;
 - (vii) sweeper;
 - (viii) any other employee doing any routine or unskilled work which the central Government may, by notification in the official Gazette, declare to be unskilled office work.

C. Act not to apply in relation to certain vacancies ----

1. This Act shall not apply in relation to vacancies,
 - (i) in any employment in agriculture (including horticulture) in any establishment in private sector other than employment as agricultural or farm machinery operatives;
 - (ii) in any employment in domestic service;
 - (iii) in any employment the total duration of which is less than three months;
 - (iv) in any employment to do unskilled office work;
 - (v) in any employment connected with the staff of Parliament.
2. Unless the Central Government otherwise directs by notification in the official Gazette in this behalf, this Act shall not also apply in relation to ----
 - (i) vacancies which are proposed to be filled through promotion or by absorption of surplus staff of any branch or department of the same establishment or on the result of any examination conducted or interview held by, or on the recommendation of, any independent agency, such as the Union or a State Public Service Commission and Like;
 - (ii) vacancies in an employment which carries a remuneration of less than sixty rupees in a month.

D. Notification of vacancies to employment exchanges ----

1. After the Commencement of this Act in any state or area thereof, the employer in every establishment in public sector in that state or area shall, before filling up any vacancy in any employment in that establishment, notify that vacancy to such employment exchanges as may be prescribed.

E. Employers to furnish information and returns in prescribed form ----

1. After the commencement of this Act in any State or area thereof, the employer in every establishment in public sector in that state or area shall furnish such information or return as may be prescribed in relation to vacancies that have occurred or are about to occur in that establishment, to such employment exchanges as may be prescribed.
2. The appropriate Government may, by notification in the official Gazette, require that from such date as may be specified in the notification, the employer in every establishment in private sector or
Every establishment pertaining to any class or category of establishments in private sector shall furnish such information or return as may be prescribed in relation to vacancies that have occurred or are about to occur in that establishment to such employment exchanges as may be prescribed, and the employer shall thereupon comply with such requisition.
3. The form in which, and the intervals of time at which, such information or return shall be furnished and the particulars which they shall contain shall be such as may be prescribed.

F. Right of access to records or documents ---- Such officer of government as may be prescribed in this behalf, or any person authorized by him in writing, shall have access to any relevant record or document in the possession of any employer required to furnish any information or returns under section 5 and may enter at any reasonable time any premises where he believes such record or document to be and inspect or take copies of relevant records or documents or ask any question necessary for obtaining any information required under that section.

G. Penalties ----

1. If any employer fails to notify to the employment exchanges prescribed for the purpose any vacancy in contravention of sub-section (1) or sub- section (2) of section 4, he shall be punishable for the first offence with fine which may extend to five hundred rupees and for every subsequent offence with fine which may extend to one thousand rupees.
2. If any person -----
 - (i) required to furnish any information or return ---
 - (a) refuses or neglects to furnish such information or return, or
 - (b) furnishes or causes to be furnished any information or return which he knows to be false, or
 - (c) refuses to answer, or gives a false answer to, any question necessary for obtaining any information required to be furnished under section 5; or
 - (ii) Impedes the right of access to relevant records or documents or the right of entry conferred by section 6,

He shall be punishable of the first offence with fine which may extend to two hundred and fifty rupees and for every subsequent offence with fine which may extend to five hundred rupees.

H. Cognizance of offences ----- No prosecution for an offence under this Act shall be instituted except by, or with the sanction of, such officer of Government as may be prescribed in this behalf or any person authorized by that officer in writing.

I. Protection of Action taken in good faith ---- No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act.

J. Power to make rules -----

1. The Central Government may, by notification in the official Gazette and subject to the condition of previous publication, make rules for carrying out the purposes of this Act.
2. In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely: - ----
 - (i) the employment exchange or exchanges to which, the form and manner in which, and the time within which vacancies shall be notified, and the particulars of employments in which such vacancies have occurred or are about to occur;
 - (ii) the form and manner in which, and the intervals at which, information and returns required under section 5 Shall be furnished, and the particulars which they shall contain;
 - (iii) the officers by whom and the manner in which the right of access to documents and the right of entry conferred by section 6 may be exercised;
 - (iv) any other matter which is to be, or may be, prescribed under this Act.
3. Every rule made under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

ਡਾਇਰੈਕਟੋਰੇਟ ਰੋਜ਼ਗਾਰ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਨੰਬਰ: ਇੰਨ-1/05/17606

ਮਿਤੀ 19.10.05

ਹੁਕਮ

ਵਿਸ਼ਾ: ਰੋਜ਼ਗਾਰ ਦਫਤਰਾਂ (ਅਸਾਮੀਆਂ ਦੀ ਲਾਜ਼ਮੀ ਅਧਿਸੂਚਨਾ) ਐਕਟ-1959 ਅਧੀਨ ਸ਼ਕਤੀਆਂ ਦੀ ਵਰਤੋਂ।

ਇਸ ਡਾਇਰੈਕਟੋਰੇਟ ਦੇ ਪੱਤਰ ਨੰਬਰ: ਇੰਨ-1/24589 ਮਿਤੀ : 02/09/1994 ਰਾਹੀਂ ਦਿੱਤੇ ਹੁਕਮਾਂ ਵਿਚ ਸੋਧ ਕਰਦੇ ਹੋਏ ਅਤੇ ਰੋਜ਼ਗਾਰ ਦਫਤਰਾਂ (ਅਸਾਮੀਆਂ ਦੀ ਲਾਜ਼ਮੀ ਅਧਿਸੂਚਨਾ ਨਿਯਮ-1960) ਦੇ ਨਿਯਮ ਨੰਬਰ: 8 ਅਧੀਨ ਮਿਲੇ ਅਧਿਕਾਰਾਂ ਦੀ ਵਰਤੋਂ ਕਰਦੇ ਹੋਏ, ਮੈਂ, ਸੋਮ ਪ੍ਰਕਾਸ਼, ਆਈ.ਏ.ਐਸ, ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ ਵਿਭਾਗ, ਪੰਜਾਬ, ਰੋਜ਼ਗਾਰ ਵਿਭਾਗ ਦੇ ਹੇਠ ਲਿਖੇ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਅਖਤਿਆਰ ਦਿੰਦਾ ਹਾਂ ਕਿ ਇਹ ਅਧਿਕਾਰੀ, ਰੋਜ਼ਗਾਰ ਦਫਤਰਾਂ (ਅਸਾਮੀਆਂ ਦੀ ਲਾਜ਼ਮੀ ਅਧਿਸੂਚਨਾ) ਐਕਟ-1959 ਦੀ ਧਾਰਾ 4(1), 4(11), 5(1), 5(11) ਅਤੇ 6 ਦੀ ਖਿਲਾਫ ਵਰਜੀ ਕਰਨ ਤੇ ਆਪਣੇ ਅਧਿਕਾਰ ਖੇਤਰ ਵਿਚ ਆਉਣ ਵਾਲੇ ਸਾਰੇ ਪ੍ਰਾਈਵੇਟ ਖੇਤਰ (ਐਕਟ ਅਧੀਨ ਆਉਂਦੇ ਅਦਾਰੇ) ਅਤੇ ਸਰਕਾਰੀ ਖੇਤਰ ਜਿਨ੍ਹਾਂ ਵਿਚ ਕੇਂਦਰ ਤੇ ਰਾਜ ਦੇ ਸਰਕਾਰੀ, ਅਰਧ-ਸਰਕਾਰੀ ਅਦਾਰੇ, ਬੈਂਕ, ਬੋਰਡ, ਕਾਰਪੋਰੇਸ਼ਨਾਂ ਆਦਿ ਸ਼ਾਮਿਲ ਹਨ, ਵਿਰੁੱਧ ਮੁਕਦਮਾਂ ਦਰਜ ਕਰ ਸਕਦੇ ਹਨ:

ਲੜੀ ਨੰਬਰ	ਅਫਸਰ ਦਾ ਅਹੁਦਾ ਜਿਸ ਨੂੰ ਅਧਿਕਾਰ ਸੌਂਪਿਆ	ਅਧਿਕਾਰ ਖੇਤਰ
1	ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ ਅਤੇ ਜ਼ਿਲਾ ਰੋਜ਼ਗਾਰ ਅਫਸਰ, ਅੰਮ੍ਰਿਤਸਰ	ਅੰਮ੍ਰਿਤਸਰ ਜ਼ਿਲ੍ਹਾ
2	ਜ਼ਿਲਾ ਰੋਜ਼ਗਾਰ ਅਫਸਰ, ਗੁਰਦਾਸਪੁਰ	ਗੁਰਦਾਸਪੁਰ ਜ਼ਿਲ੍ਹਾ
3	ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ ਅਤੇ ਜ਼ਿਲਾ ਰੋਜ਼ਗਾਰ ਅਫਸਰ, ਜਲੰਧਰ	ਜਲੰਧਰ ਜ਼ਿਲ੍ਹਾ
4	ਰੋਜ਼ਗਾਰ ਅਫਸਰ, ਨਵਾਂਸ਼ਹਿਰ	ਨਵਾਂ ਸ਼ਹਿਰ ਜ਼ਿਲ੍ਹਾ
5	ਜ਼ਿਲਾ ਰੋਜ਼ਗਾਰ ਅਫਸਰ, ਕਪੂਰਥਲਾ	ਕਪੂਰਥਲਾ ਜ਼ਿਲ੍ਹਾ
6	ਜ਼ਿਲਾ ਰੋਜ਼ਗਾਰ ਅਫਸਰ, ਹੁਸ਼ਿਆਰਪੁਰ	ਹੁਸ਼ਿਆਰਪੁਰ ਜ਼ਿਲ੍ਹਾ
7	ਜ਼ਿਲਾ ਰੋਜ਼ਗਾਰ ਅਫਸਰ, ਗੁਰਦਾਸਪੁਰ	ਗੁਰਦਾਸਪੁਰ ਜ਼ਿਲ੍ਹਾ
8	ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ ਅਤੇ ਜ਼ਿਲਾ ਰੋਜ਼ਗਾਰ ਅਫਸਰ, ਫਿਰੋਜ਼ਪੁਰ	ਫਿਰੋਜ਼ਪੁਰ ਜ਼ਿਲ੍ਹਾ
9	ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ ਅਤੇ ਜ਼ਿਲਾ ਰੋਜ਼ਗਾਰ ਅਫਸਰ, ਪਟਿਆਲਾ	ਪਟਿਆਲਾ ਜ਼ਿਲ੍ਹਾ
10	ਜ਼ਿਲਾ ਰੋਜ਼ਗਾਰ ਅਫਸਰ, ਫਤਿਹਗੜ੍ਹ ਸਾਹਿਬ	ਫਤਿਹਗੜ੍ਹ ਸਾਹਿਬ ਜ਼ਿਲ੍ਹਾ
11	ਜ਼ਿਲਾ ਰੋਜ਼ਗਾਰ ਅਫਸਰ, ਰੋਪੜ	ਰੋਪੜ ਜ਼ਿਲ੍ਹਾ (ਮੋਹਾਲੀ ਐਸ.ਐਸ. ਨਗਰ ਨੂੰ ਛੱਡਕੇ)
12	ਜ਼ਿਲਾ ਰੋਜ਼ਗਾਰ ਅਫਸਰ, ਸੰਗਰੂਰ	ਸੰਗਰੂਰ ਜ਼ਿਲ੍ਹਾ
13	ਜ਼ਿਲਾ ਰੋਜ਼ਗਾਰ ਅਫਸਰ, ਬਠਿੰਡਾ	ਬਠਿੰਡਾ ਜ਼ਿਲ੍ਹਾ
14	ਜ਼ਿਲਾ ਰੋਜ਼ਗਾਰ ਅਫਸਰ, ਮਾਨਸਾ	ਮਾਨਸਾ ਜ਼ਿਲ੍ਹਾ
15	ਜ਼ਿਲਾ ਰੋਜ਼ਗਾਰ ਅਫਸਰ, ਫਰੀਦਕੋਟ	ਫਰੀਦਕੋਟ ਜ਼ਿਲ੍ਹਾ
16	ਜ਼ਿਲਾ ਰੋਜ਼ਗਾਰ ਅਫਸਰ, ਮੋਗਾ	ਮੋਗਾ ਜ਼ਿਲ੍ਹਾ
17	ਜ਼ਿਲਾ ਰੋਜ਼ਗਾਰ ਅਫਸਰ, ਮੁਕਤਸਰ	ਮੁਕਤਸਰ ਜ਼ਿਲ੍ਹਾ
18	ਜ਼ਿਲਾ ਰੋਜ਼ਗਾਰ ਅਫਸਰ, ਸਟੇਟ ਰੋਜ਼ਗਾਰ ਦਫਤਰ ਮੋਹਾਲੀ ਐਂਡ ਚੰਡੀਗੜ੍ਹ	ਮੋਹਾਲੀ (ਐਸ.ਏ.ਐਸ. ਨਗਰ) ਅਤੇ ਚੰਡੀਗੜ੍ਹ ਸਥਿਤ ਪੰਜਾਬ ਦੇ ਸਰਕਾਰੀ/ਅਰਧ ਸਰਕਾਰੀ ਅਦਾਰੇ।

ਨੋਟ:

1. ਕਿਉਂਕਿ ਰੋਜ਼ਗਾਰ ਵਿਭਾਗ ਵਿਚ ਅਧਿਕਾਰੀ ਦੀਆਂ ਅਸਾਮੀਆਂ ਖਾਲੀ ਪਈਆਂ ਹਨ। ਇਸ ਸੂਰਤ ਵਿੱਚ ਇਹਨਾਂ ਦਫਤਰਾਂ ਵਿਚ ਤੈਨਾਤ ਜੂਨੀਅਰ ਅਫਸਰ (ਡਰਾਇੰਗ ਅਤੇ ਡਿਸਬਰਸਿੰਗ ਅਫਸਰ) ਜਿਨ੍ਹਾਂ ਨੂੰ ਸਬੰਧਤ ਦਫਤਰ ਦੇ ਕੰਮ-ਕਾਜ ਦੀ ਦੇਖ ਰੇਖ ਦਾ ਕੰਮ ਸੌਂਪਿਆ ਗਿਆ ਹੋਵੇ, ਨੂੰ ਵੀ ਲੜੀ ਨੰਬਰ 1 ਤੋਂ 18 ਤੱਕ ਤੇ ਦਰਸਾਏ ਅਧਿਕਾਰੀਆਂ ਦੀ ਗੈਰ-ਮੌਜੂਦਗੀ ਵਿਚ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਅਧਿਕਾਰ ਸੌਂਪੇ ਜਾਂਦੇ ਹਨ, ਤਾਂਕਿ ਉਹ ਐਕਟ ਦੀ ਪਾਲਣਾ ਪੂਰੀ ਤਰ੍ਹਾਂ ਕਰਵਾ ਸਕਣ।
2. ਉਪਰੋਕਤ ਅਧਿਕਾਰਾਂ ਦੀ ਵਰਤੋਂ ਕਰਨ ਤੋਂ ਪਹਿਲਾਂ ਨਿਮਨ ਹਸਤਾਖਰ ਦੀ ਮਨਜ਼ੂਰੀ ਲੈਣੀ ਜ਼ਰੂਰੀ ਹੈ।

(ਸਹੀ)

ਵਾ: ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ ਵਿਭਾਗ, ਪੰਜਾਬ

ਪਿੱਠ ਅੰਕਣ ਨੰਬਰ: ਇੰਨ-1/05 17607-17662

ਮਿਤੀ 19.10.2005

ਇਸ ਦੀ ਨਕਲ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

1. ਪੰਜਾਬ ਦੇ ਸਾਰੇ ਅਧਿਕਾਰੀਆਂ ਅਤੇ ਰੋਜ਼ਗਾਰ ਦਫਤਰਾਂ ਨੂੰ।
2. ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਵਿਭਾਗ, ਚੰਡੀਗੜ੍ਹ ਦੇ ਸਾਰੇ ਅਧਿਕਾਰੀਆਂ ਨੂੰ।

(ਸਹੀ)

ਵਾ: ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ ਵਿਭਾਗ, ਪੰਜਾਬ

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਵਿਭਾਗ, ਪੰਜਾਬ,
ਚੰਡੀਗੜ੍ਹ

ਸੇਵਾ ਵਿਖੇ,

ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਰੋਜ਼ਗਾਰ ਦਫਤਰ।

ਨੰਬਰ -ਇੰਨ /ਮਿਸ./2000/4930-76

ਮਿਤੀ: 23/2/2000

ਵਿਸ਼ਾ: ਪ੍ਰਾਈਵੇਟ ਨਿਯੋਜਕਾਂ ਨਾਲ ਸੰਪਰਕ ਕਰਕੇ ਅਸਾਮੀਆਂ ਪ੍ਰਾਪਤ ਕਰਨ ਬਾਰੇ।

ਹਵਾਲਾ ਇਸ ਡਾਇਰੈਕਟੋਰੇਟ ਦਾ ਅੱਧ ਸਰਕਾਰੀ ਪੱਤਰ ਨੰ:ਇੰਨ/ਮਿਸ./2000/3539-3556 ਮਿਤੀ 7.2.2000

ਮਾਣਯੋਗ ਮੰਤਰੀ ਕਿਰਤ ਤੇ ਰੋਜ਼ਗਾਰ ਜੀ ਦੀ ਪ੍ਰਧਾਨਗੀ ਹੇਠ ਮਿਤੀ 19.11.99 ਨੂੰ ਵਿਭਾਗ ਦੇ ਸੀਨੀਅਰ ਅਧਿਕਾਰੀਆਂ ਦੀ ਇੱਕ ਮੀਟਿੰਗ ਕੀਤੀ ਗਈ ਸੀ। ਮੀਟਿੰਗ ਦੇ ਮਿਨਟਸ ਦੇ ਪੈਰਾ-5 ਵਿੱਚ ਇਹ ਫੈਸਲਾ ਲਿਆ ਗਿਆ ਕਿ ਰੋਜ਼ਗਾਰ ਦਫਤਰਾਂ ਵਿੱਚ ਨਿਯੁਕਤ ਰੋਜ਼ਗਾਰ ਅਧਿਕਾਰੀ ਆਪਣੀਆਂ ਡਿਊਟੀਆਂ ਦੇ ਨਾਲ ਨਾਲ ਪ੍ਰਾਈਵੇਟ ਨਿਯੋਜਕਾਂ ਨਾਲ ਸੰਪਰਕ ਕਰਕੇ ਵੱਧ ਤੋਂ ਵੱਧ ਅਸਾਮੀਆਂ ਪ੍ਰਾਪਤ ਕਰਨ ਵਿੱਚ ਸਮਾਂ ਲਗਾਉਣਗੇ। ਇਸ ਸਬੰਧ ਵਿੱਚ ਨਿਯੋਜਕਾਂ ਨਾਲ ਕੀਤੇ ਗਏ ਸੰਪਰਕ ਦੀ ਵਿਸਤ੍ਰਿਤ ਮਾਸਿਕ ਰਿਪੋਟ ਡਾਇਰੈਕਟੋਰੇਟ ਨੂੰ ਭੇਜੀ ਜਾਵੇ। (ਹਰ ਮਹੀਨੇ)

ਰੋਜ਼ਗਾਰ ਅਧਿਕਾਰੀਆਂ ਵਲੋਂ ਅਜਿਹੇ ਕੁਸ਼ਲ ਪ੍ਰਾਰਥੀਆਂ ਦੀ ਇੱਕ ਲਿਸਟ ਤਿਆਰ ਕੀਤੀ ਜਾਵੇ ਜਿਨ੍ਹਾਂ ਲਈ ਪ੍ਰਾਈਵੇਟ ਨਿਯੋਜਕਾਂ ਪਾਸ ਚੋਣ ਦੇ ਵੱਧ ਤੋਂ ਵੱਧ ਮੌਕੇ ਹੋਣ। ਜਦੋਂ ਵੀ ਪ੍ਰਾਈਵੇਟ ਨਿਯੋਜਕਾਂ ਪਾਸੋਂ ਡੀਮਾਂਡ ਪ੍ਰਾਪਤ ਹੋਵੇ ਤਾਂ ਤੁਰੰਤ ਉਨ੍ਹਾਂ ਨੂੰ ਅਜਿਹੇ ਕੁਸ਼ਲ ਪ੍ਰਾਰਥੀ ਭੇਜ ਦਿੱਤੇ ਜਾਣ ਜਿਸ ਨਾਲ ਪਲੇਸਮੈਂਟ ਵਿੱਚ ਵਾਧਾ ਹੋ ਸਕੇ।

ਮੀਟਿੰਗ ਵਿੱਚ ਲਏ ਗਏ ਉਪਰੋਕਤ ਫੈਸਲੇ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ ਅਤੇ ਮੰਗੀ ਗਈ ਮਾਸਕ ਰਿਪੋਟ ਇਸ ਡਾਇਰੈਕਟੋਰੇਟ ਨੂੰ ਭੇਜੀ ਜਾਇਆ ਕਰੇ। ਇੱਥੇ ਇਹ ਵੀ ਦੱਸਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਇਸ ਸਬੰਧ ਵਿੱਚ ਪ੍ਰਾਈਵੇਟ ਅਦਾਰਿਆਂ ਦੇ ਸੰਪਰਕ ਸਬੰਧੀ ਪਹਿਲਾਂ ਭੇਜੀ ਜਾ ਰਹੀ ਰਿਪੋਟ ਰੋਜ਼ਗਾਰ ਦਫਤਰਾਂ ਵਲੋਂ ਜਾਂ ਤਾਂ ਨਿੱਲ ਹੀ ਮੰਗੀ ਜਾਂਦੀ ਹੈ ਜਾਂ ਫਿਰ ਉਸ ਦੇ ਪੂਰੇ ਕਾਲਮ ਨਹੀਂ ਭਰੇ ਜਾਂਦੇ। ਭਵਿੱਖ ਵਿੱਚ ਰੋਜ਼ਗਾਰ ਦਫਤਰਾਂ ਦੀ ਕਾਰਜ ਕੁਸ਼ਲਤਾ ਸਬੰਧੀ ਰਿਪੋਰਟ ਉਪਰ ਦੱਸੇ ਨੁਕਤਿਆਂ ਦੇ ਆਧਾਰ ਤੇ ਤਿਆਰ ਕਰਕੇ ਭੇਜੀ ਜਾਇਆ ਕਰੇ।

(ਸਹੀ)

ਵਾਸਤੇ-ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਵਿਭਾਗ, ਪੰਜਾਬ
ਚੰਡੀਗੜ੍ਹ

Chapter VII

Job Fairs

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Office of Commissioner Employment Generation and Training Punjab,
(SCO-47/1, Sector-17E, Chandigarh, Phone No 0172-2703842)

To,

All special Chief Secretaries/ all additional Chief Secretaries/
All Financial Commissioner/All Principal Secretaries/
All Administrative Secretaries,
Government of Punjab.

No: DEGT/ERVND/2018/22916

Dated: 20/9/18

Subject: Information on recruitment done by Government Departments.

- 1.0 Please refer to this department letter No. DEGT/ERVND/2018/19789 Dated 10-8-2018 and letter No. 21407, dated 04-09-2018.
- 2.0 From time to time, various proformas have been sent to various HOD's for collecting figures related to recruitment done by Government has to make numerous call to HOD's to collect & compile these figures and there is always lack of data with EGT Department in this regard.
- 3.0 Chief Principal Secretary to Worthy Chief Minister, Punjab has taken strong exception to this lack of data with all administrative Secretaries & they be requested to appoint a Nodal Officer to supply this information every month.
- 4.0 Please find attach proformas I to IV (for Group A,B,C,D respectively) with this letter, PLEASE GET THE SAME FILLED FOR ALL HOD's/Boards/Corporations/Cooperative/Undertakings/ Enterprises/ Bodies falling under your Department by whatever name called & Please e-mail the information at mail id hq.degt@gmail.com latest by 4.00PM of Friday(05.10.2018). Also, a Nodal Officer be directed to bring consolidated proformas of your Department personally in meeting that will be taken by undersigned at 11.30 AM on 11.10.2018(Thursday) at Punjab Bhawan, Chandigarh.
- 5.0 Please note that the information is to be sent only for direct quota vacancies.

Sd/-
Rahul Tewari, IAS
Commissioner, Employment Generation
& Training Punjab

O/o Commissioner Employment Generation & Training. Punjab Chandigarh.
SCO No.47/1 Sector-17E, Chandigarh

To,

Director/Managing Director,

No.DEGT/ERVND-2018/24051-170

Dated: 01/10/2018

Subject: Individual information of employment of youth.

1.0 Please refer to your letters/mails sent to Department of Employment Generation and Training, Punjab from time to time.

2.0 As per information provided by you the following employment has been provided/ facilitated from 1/04/2017 to 31/08/2018 by you/your department.

01/04/2017 to 31/03/2018	01/04/2017 to 31/03/2018	Total (1+2)
1	2	3
0	0	0

3.0 Office of Chief Minister, Punjab has desired that detail of each youth who has been facilitated to get/provided employment may be filled in attached proforma in English. This information may be sent on the department e-mail id hq.degt@gmail.com and be sent through special messenger in hard copy as well as pen drive on 8/10/2018 at 3 PM at Punjab Bhawan, Chandigarh. If this information has been sent through above said mail then special messenger of your department need not attend the meeting.

4.0 Treat this as urgent.

Sd/-
Rahul Tewari, IAS
Commissioner, Employment Generation
& Training Punjab

Employment Details

Sr. No	Name of Department/Institution which gave/facilitated employment to youth	Name of Youth	Father's Name	Address	Contact Number of Youth	Employment is permanent Govt. or contractual etc.or private	Name of organization where youth has been placed

ਵਿਸ਼ਾ: ਮਹੀਨਾ ਨਵੰਬਰ 2018 ਵਿੱਚ ਰਾਜ ਪੱਧਰੀ ਰੋਜ਼ਗਾਰ ਮੇਲੇ ਦਾ ਆਯੋਜਨ ਕਰਨ ਸਬੰਧੀ।

- 1.0. ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਮਿਤੀ 12-11-2018 ਤੋਂ 22.11.2018 ਤੱਕ ਅਨੁਲੱਗ-1 ਵਿੱਚ ਦਿੱਤੇ ਗਏ Venues ਵਿੱਚ ਰੋਜ਼ਗਾਰ ਮੇਲੇ ਲਗਾਏ ਜਾਣੇ ਹਨ।
- 2.0. ਹਰ Venue ਲਈ ਜੋ ਇੰਚਾਰਜ ਨਿਯੁਕਤ ਕੀਤਾ ਗਿਆ ਹੈ ਉਸ ਦੇ ਵੇਰਵੇ ਅਤੇ ਫੋਨ ਨੰਬਰ ਵੀ ਅਨੁਲੱਗ-1 ਵਿੱਚ ਦਿੱਤੇ ਗਏ ਹਨ।
- 3.0. ਇਹ Venue 12.11.2018 ਤੋਂ 22.11.2018 ਤੱਕ ਜੋਬ ਮੇਲਿਆਂ ਲਈ ਲਗਾਤਾਰ ਕੰਮ ਕਰਨਗੇ।
- 4.0. ਇੱਥੇ ਜੋਬ ਮੇਲਾ ਲਗਾਉਣ ਲਈ ਜੋ ਵੀ ਕੰਪਨੀਆਂ ਇੰਟਰਵਿਊ ਲੈਣ ਲਈ ਆਉਣਗੀਆਂ ਉਨ੍ਹਾਂ ਵਾਸਤੇ ਸਾਫ-ਸੁਥਰੇ ਕਮਰੇ ਤਿਆਰ ਕੀਤੇ ਜਾਣੇ ਹਨ ਅਤੇ ਬਾਕੀ ਇੰਤਜ਼ਾਮਾਤ ਵੀ ਕੀਤੇ ਜਾਣੇ ਹਨ। ਕੰਪਨੀਆਂ ਦੇ ਵੇਰਵੇ ਅਤੇ ਉਨ੍ਹਾਂ ਵੱਲੋਂ ਆਫਰ ਕੀਤੀਆਂ ਜਾ ਰਹੀਆਂ ਨੌਕਰੀਆਂ ਦੇ details (ਸਣੇ minimum eligibility) ਵੀ Venue ਉੱਤੇ ਚੰਗੇ ਢੰਗ ਨਾਲ ਡਿਸਪਲੇਅ ਕੀਤੀਆਂ ਗਈਆਂ ਹਨ। ਜੋ ਬੱਚੇ ਇੰਟਰਵਿਊ ਦੇਣ ਲਈ ਆਉਣਗੇ ਉਨ੍ਹਾਂ ਵਾਸਤੇ ਲਾਹੇਵੰਦ ਪ੍ਰਬੰਧ ਕੀਤੇ ਜਾਣ ਹਨ।

ਉਪਰੋਕਤ ਦੇ ਸਨਮੁੱਖ ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਮੁੱਖ ਕਾਰਜਕਾਰੀ ਅਫਸਰ, ਜ਼ਿਲ੍ਹਾ ਬਿਓਰੇ ਆਫ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ ਨੂੰ ਹੇਠ ਲਿਖੀ ਕਾਰਵਾਈ ਤਰ੍ਹਾਂ ਕਰਨ ਲਈ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ:-

ੳ. ਆਪ ਵੱਲੋਂ ਤਰ੍ਹਾਂ ਆਪਣੇ ਜ਼ਿਲ੍ਹੇ ਵਿੱਚ ਪੈਂਦੇ Venue ਦੇ ਇੰਚਾਰਜਾਂ ਨਾਲ (ਜਿਨ੍ਹਾਂ ਦੇ ਵੇਰਵੇ ਅਨੁਲੱਗ-1 ਵਿੱਚ ਦਿੱਤੇ ਗਏ ਹਨ।) ਮੀਟਿੰਗ ਕਰਕੇ ਇਹ ਯਕੀਨੀ ਬਣਾ ਲਿਆ ਜਾਵੇ ਕਿ 12.11.2018 ਤੋਂ 22.11.2018 ਤੱਕ ਇਹ Venues ਹਰ ਪੱਖੋਂ ਇੰਟਰਵਿਊ ਲੈਣ ਲਈ ਆ ਰਹੀ ਕੰਪਨੀਆਂ ਵਾਸਤੇ ਅਤੇ ਇੰਟਰਵਿਊ ਦੇਣ ਲਈ ਆ ਰਹੇ ਬੱਚਿਆਂ ਵਾਸਤੇ ਤਿਆਰ ਹੋਣ ਵਾਲੇ ਬਾਕਾਇਦਾ ਇਨ੍ਹਾਂ ਵਿੱਚ ਸਟਾਫ਼ਾਪਾਇੰਟ ਕੀਤਾ ਗਿਆ ਹੋਵੇ।

ਅ. ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਵਧੀਕ ਕਮਿਸ਼ਨਰ-ਕਮ-ਮੁੱਖ ਕਾਰਜਕਾਰੀ ਅਫਸਰ, ਜ਼ਿਲ੍ਹਾ ਬਿਓਰੇ ਆਫ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ ਨੂੰ ਮੇਲਿਆਂ ਲਈ ਇੰਚਾਰਜ ਨਿਯੁਕਤ ਕੀਤਾ ਜਾਵੇ ਅਤੇ ਉਹ ਨਿੱਜੀ ਤੌਰ ਤੇ ਮੇਲਿਆਂ ਬਾਬਤ ਪੂਰੇ ਪ੍ਰਬੰਧ ਕਰਨ ਅਤੇ ਹਰ ਦਿਨ ਮੇਲਿਆਂ ਦੇ ਦੌਰਾਨ Venue ਤੇ ਗੋੜਾ ਲਗਾਉਣ।

ੲ. ਇਸ ਤੋਂ ਇਲਾਵਾ ਅਨੁਲੱਗ-1 ਵਿੱਚ ਵੱਖ ਵੱਖ ਵਿਭਾਗਾਂ ਦੇ ਵੇਰਵੇ ਅਤੇ ਜਿਨ੍ਹਾਂ ਸਟੇਕਹੋਲਡਰਾਂ ਉੱਤੇ ਇਨ੍ਹਾਂ ਵਿਭਾਗਾਂ ਦਾ ਕੰਟਰੋਲ ਹੈ, ਉਨ੍ਹਾਂ ਦੇ ਵੇਰਵੇ ਵੀ ਦਿੱਤੇ ਗਏ ਹਨ। ਇਨ੍ਹਾਂ ਵਿਭਾਗਾਂ ਦੇ ਜ਼ਿਲ੍ਹਾ ਪੱਧਰ ਤੇ ਅਫਸਰਾਂ ਰਾਹੀਂ ਇਨ੍ਹਾਂ ਵਿਭਾਗਾਂ ਨਾਲ ਸਬੰਧਤ ਸਟੇਕ ਹੋਲਡਰਾਂ ਨਾਲ ਮੀਟਿੰਗ ਕਰਕੇ 12.11.2018 ਤੋਂ 22.11.2018 ਤੱਕ--- Venue ਤੇ ਸੌਂਦਿਆ ਜਾਵੇ ਅਤੇ ਹਰ --- ਜੋ ਵੀ ਜੋਬ ਆਫਰ ਦੇ ਰਹੇ ਹੋਣ ਉਸ ਦੇ ਵੇਰਵੇ ਸਣੇ--- ਤੇ ਡਿਸਪਲੇਅ ਕਰਵਾਏ ਜਾਣ ਅਤੇ ਅਨੁਲੱਗ 3 ਵਿੱਚ ਨੱਥੀ ਪ੍ਰਫਾਰਮੇ ਵਿੱਚ ਵੀ ਭਰੇ ਜਾਣ। ਇੱਥੇ ਜਿਕਰ ਯੋਗ ਹੈ ਕਿ ਮੁੱਖ ਸਕੱਤਰ ਮੁੱਖੀ ਮੰਤਰੀ ਜੀ ਵੱਲੋਂ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰਾਂ ਨਾਲ ਇਸ ਸਬੰਧੀ ਮਿਤੀ 14.9.2018 ਨੂੰ ਮੀਟਿੰਗ ਕਰਕੇ ਉਨ੍ਹਾਂ ਨੂੰ ਇਸ ਮੁਤਲਕ ਲਾਹੇਵੰਦ ਆਦੇਸ਼ ਪਹਿਲਾ ਹੀ ਦਿੱਤੇ ਜਾ ਚੁੱਕੇ ਹਨ।

ਸ. ਇਸ ਸਬੰਧੀ ਨਿਮਨ ਹਸਤਾਖਰ ਵੱਲੋਂ --- ਮੀਟਿੰਗ ਮਿਤੀ 11.10.2018 ਨੂੰ ਬਾਅਦ ਦੁਪਹਿਰ 12.30 ਵਜੇ ਪੰਜਾਬ ਭਵਨ, ਚੰਡੀਗੜ੍ਹ ਵਿਖੇ ਹੋਵੇਗੀ। ਜਿਸ ਵਿੱਚ ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਮੁੱਖ ਕਾਰਜਕਾਰੀ ਅਫ਼ਸਰ, ਜ਼ਿਲ੍ਹਾ ਬਿਓਰੇ ਆਫ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ ਨੂੰ ਨਿੱਜੀ ਤੌਰ ਤੇ ਹਾਜ਼ਰ ਹੋਣ ਲਈ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ। ਉਸ ਦਿਨ ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਮੁੱਖ ਕਾਰਜਕਾਰੀ ਅਫ਼ਸਰ, ਜ਼ਿਲ੍ਹਾ ਬਿਓਰੇ ਆਫ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ ਜੰਬਰੇਲਜ਼ ਦੇ --- ਅਨੁਲੱਗ 3 ਵਿੱਚ ਭਰਕੇ ਨਾਲ ਲਿਆਉਣਗੇ।

-ਸਹੀ/-

ਹਿੱਤੁ
(ਰਾਹੁਲ ਤਿਵਾੜੀ)

ਸਮੂਹ ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ
ਮੁੱਖ ਕਾਰਜਕਾਰੀ ਅਫ਼ਸਰ, ਜ਼ਿਲ੍ਹਾ ਬਿਓਰੇ ਆਫ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ, ਪੰਜਾਬ।

ਨੰ: ਪੀ.ਪੀ.ਐਸ.ਡੀ/ਰੋਜ਼ਗਾਰ ਮੇਲੇ-2018/ 23264-76

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਭੇਜ ਕੇ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਮਾਣਯੋਗ ਮੁੱਖ ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ/ਮੁੱਖ ਮੰਤਰੀ, ਪੰਜਾਬ ਵੱਲੋਂ ----- ਵਿਖੇ ਮਿਤੀ 14.9.2018 ਨੂੰ ਕੀਤੀ ਗਈ ਮੀਟਿੰਗ ਵਿੱਚ ਦਿੱਤੀਆਂ ਗਈਆਂ ਹਦਾਇਤਾਂ ਦੇ ਸਨਮੁੱਖ ਆਪਣੇ ਅਧੀਨ ਕੰਮ ਕਰਨ ਵਾਲੇ ਸਮੂਹ ਫੀਲਡ ਦੇ ਅਫ਼ਸਰਾਂ ਨੂੰ ਹਦਾਇਤਾਂ ਕੀਤੀਆਂ ਜਾਣ ਕਿ ਉਹ ---- ਨਾਲ ਮੀਟਿੰਗਾਂ ਕਰਕੇ ਅਨੁਲੱਗ-2 ਭਰ ਕੇ ਆਪਣੇ ਜ਼ਿਲ੍ਹੇ ਦੇ ਵਧੀਕ ਕਮਿਸ਼ਨਰ-ਕਮ-ਮੁੱਖ ਕਾਰਜਕਾਰੀ ਅਫ਼ਸਰ, ਜ਼ਿਲ੍ਹਾ ਬਿਓਰੇ ਆਫ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ ਨੂੰ ਮਿਤੀ 5-10-2018 ਤੱਕ ਪਹੁੰਚਾਉਣ:-

1. ਵਧੀਕ ਸਕੱਤਰ, ਸਹਿਕਾਰਤਾ ਵਿਭਾਗ।
2. ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ, ਸਿਹਤ ਤੇ ਪਰਿਵਾਰ ਭਲਾਈ ਵਿਭਾਗ ਅਤੇ ਡਾਕਟਰੀ ਸਿਖਿਆ ਤੇ ਖੋਜ ਵਿਭਾਗ।
3. ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ, ਕਰ ਤੇ ਆਬਕਾਰੀ ਵਿਭਾਗ।
4. ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ, ਉਦਯੋਗ ਤੇ ਕਾਮਰਸ।
5. ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ, ਉਚੇਰੀ ਸਿਖਿਆ।
6. ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਖੁਰਾਕ, ਸਿਵਲ ਸਪਲਾਈ ਅਤੇ ਖਪਤਕਾਰ ਮਾਮਲੇ ਵਿਭਾਗ।
7. ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਸਥਾਨਕ ਸਰਕਾਰ, ਵਿਭਾਗ।
8. ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਜਲ ਸ੍ਰੋਤ ਵਿਭਾਗ।
9. ਸਕੱਤਰ ਤਕਨੀਕੀ ਸਿਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ ਅਤੇ ਮੈਂਬਰ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਕਿੱਲ ਡਿਵੈਲਪਮੈਂਟ ਮਿਸ਼ਨ।
10. ਸਕੱਤਰ, ਜਲ ਸਪਲਾਈ ਤੇ ਨਿਕਾਸ, ਵਿਭਾਗ।
11. ਸਕੱਤਰ, ਲੋਕ ਨਿਰਮਾਣ ਵਿਭਾਗ।
12. ਸਕੱਤਰ, ਸਕੂਲ ਸਿਖਿਆ।
13. ਸਕੱਤਰ, ਰੱਖਿਆ ਸੇਵਾਵਾਂ ਭਲਾਈ ਵਿਭਾਗ।

ਸਹੀ/-

ਕਮਿਸ਼ਨਰ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

Government of Punjab
Commissioner-Cum-Director Employment
Generation & Training and
Mission Director, Ghar Ghar Rozgar Mission
Office: S.C.O. 47, 1st Floor.
Sector-17E, Chandigarh (UT)-160017
D.O.No. ਰੋਜ਼ਗਾਰ ਮੇਲੇ/18/24577
Dated ----05-10-18

ਵਿਸ਼ਾ: ਨਵੰਬਰ, 2018 ਵਿੱਚ ਹੋਣ ਵਾਲੇ Mega Job Fair ਦੇ ਮੁਕੰਮਲ ਇੰਤਜਾਮਾਤ ਕਰਨ ਬਾਰੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਬੇਨਤੀ ਹੈ ਕਿ ਨਵੰਬਰ, 2018 ਵਿੱਚ ਰਾਜ ਪੱਧਰ ਦਾ Mega Job Fair ਪਟਿਆਲਾ ਵਿਖੇ ਆਯੋਜਿਤ ਕੀਤਾ ਜਾਣਾ ਹੈ। ਇਹ Mega Job Fair ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ ਵਿਖੇ ਸਮਾਂ 11.30 ਵਜੇ ਤੋਂ 1.30 ਵਜੇ ਤੱਕ ਹੋਵੇਗਾ ਜਿਸ ਵਿੱਚ ਮੁੱਖ ਮੰਤਰੀ ਪੰਜਾਬ ਜੀ ਬਤੌਰ ਮੁੱਖ ਮਹਿਮਾਨ ਸ਼ਿਰਕਤ ਕਰਨਗੇ ਅਤੇ ਜਿਸ ਵਿੱਚ ਲਗਭਗ 20,000 ਯੁਵਕਾਂ ਨੂੰ ਸ਼ਾਮਿਲ ਕੀਤਾ ਜਾਣਾ ਹੈ।

ਉਪਰੋਕਤ ਮੇਲੇ ਲਈ ਹੇਠ ਲਿਖੇ ਵਿਸ਼ਿਆਂ ਬਾਰੇ ਮੁਕੰਮਲ ਇੰਤਜਾਮਾਤ ਕੀਤੇ ਜਾਣੇ ਹਨ:

Sr No	Type of Work	Description of Work	Official in Charge
1.	Overall in-charge		
2.	Formation of district level committees		
3.	Parking arrangement / Traffic arrangement		
4.	Sprinkling of water at parking for settlement of dust		
5.	Stage and Pandaal management number of chairs, number of Tables , Sitting arrangement of VVIPs/VIPs or stage Documents/other arrangement on tables in front of VVIPs/VIPs, Handouts to be given to VVIPs/VIPs, in any		
7.	Cultural Program Press/TV coverage		
8.	Photography/Videography of event		
9.	Seating plan of gathering attending the function (in front of the stage) VVIPs VIPs Youth getting Appointment letters, Press/Media, General Public.		
10.	Invitation letters to VVIPs, VIPs any other		
11.	Clearing of Ground on day of event		
12.	Arrangement of electricity		
13.	Arrangement of Generator		
14.	Arrangement of drinking water		
15.	White markers to the area of functions & signboards indicating directions to the event		
16.	Temporary toilets, if required cleaning of temporary toilets on the day of the event.		
17.	Medical facilities		
18.	Fire tender facilities		
19.	Decoration, outside the pandaal, Inside the Pandaal		
20.	Duty Pass		
21.	Special arrangement for outsiders in any rehired		
22.	Arrangement of buses		
23.	Memento Selection, Memento distribution		
24.	Bouquets Selection, bouquet distribution		
25.	Recovery vans		
26.	Refreshment for VVIPs/VIPs for fresh appointments, for general public, for Police Forces		
27.	Barricading		

28	Maintenance of Roads		
29	Security		
30	Banners		
31	Sound system		
32	Arrangement of Tent		
33	Making big appointment letters to the youth to whom they are to be given.		
34	Seating of youth pf parking of buses coming form other districts.		
35	Seating of youth of other districts.		
36	Speech for VVIPs		
37	Minute to minute of function		
38	List of VVIPs to be seated on stage.		
39	Inviting VVIPs		
40	Any other item		

2.0 ਇਸ ਲਈ ਆਪ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਪਰੋਕਤ ਸਬੰਧੀ ਤੁਰੰਤ ਇੱਕ ਮੁੱਢਲੀ ਮੀਟਿੰਗ ਆਪਣੇ ਪੱਧਰ ਤੇ ਵੱਖ ਵੱਖ ਮਹਿਕਮਿਆਂ ਦੇ district officers ਨਾਲ ਕਰ ਲਈ ਜਾਵੇ ਅਤੇ ਪ੍ਰੋਗਰਾਮ ਤੇ ਜੋ ਵੀ ਖਰਚਾ ਆਵੇਗਾ ਉਸ ਦੇ ਮੁੱਢਲੇ estimates ਵਰਗੇ ਬਣਾ ਲਏ ਜਾਣ।

3.0 ਨਿਮਨ ਹਸਤਾਖਰ ਵੱਲੋਂ ਮਿਤੀ 25.10.18 ਨੂੰ 12.30 ਵਜੇ ਆਪ ਦੇ ਦਫਤਰ ਵਿਖੇ ਉਪਰੋਕਤ ਕੀਤੇ ਇੰਤਜਾਮਾਤ ਸਬੰਧੀ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਜਾਣਨ ਲਈ ਮੀਟਿੰਗ ਕੀਤੀ ਜਾਵੇਗੀ। ਇਸ ਉਪਰੰਤ 2.30 ਵਜੇ ਸਮਾਪਤੀ ਸਮਾਰੋਹ ਵਾਲੇ ਸਥਾਨ ਦੀ ਵਿਜਟ ਕੀਤੀ ਜਾਵੇਗੀ। ਇਹ ਆਪ ਦੀ ਸੂਚਨਾ ਹਿੱਤ ਹੈ।

4.0 ਬੇਨਤੀ ਹੈ ਕਿ ਮਿਤੀ 25.10.18 ਤੋਂ ਪਹਿਲਾਂ ਆਪਣੇ ਪੱਧਰ ਤੇ ਮੀਟਿੰਗ ਕਰ ਲਈ ਜਾਵੇ ਅਤੇ ਮਿਤੀ 25.10.18 ਨੂੰ ਨਿਮਨ ਹਸਤਾਖਰ ਅਤੇ ਆਪ ਵੱਲੋਂ ਸਾਂਝੀ ਮੀਟਿੰਗ ਅਤੇ site visit ਉਲੀਕ ਲਈ ਜਾਵੇ।

Yours Sincerely,
Sd/-

(Rahul Tewari)

Shri Kumar Amit, IAS
Deputy Commissioner,
Patiala.

Endst No. ਰੋਜ਼ਗਾਰ ਮੇਲੇ /18/24578

Dated: 5.10.18

Copy to Secretary Employment Generation & Training Department and Technical Education and Industrial Training Department, Punjab for kind information.

Sd/-

Additional Director,
Employment Generation &
Training
Punjab, Chandigarh.

ੳ/ੳ ਕਮਿਸ਼ਨਰ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
ਐਸ.ਸੀ.ਓ.ਨੰ: 47/1 ਸੈਕਟਰ 17 – ਈ, ਚੰਡੀਗੜ੍ਹ
(ਟੈਲੀਫੋਨਨੰ: 0172-2703842 ਫੈਕਸਨੰ: 2702460 ਈ-ਮੇਲ hq.degt@gmail.com)

ਸੇਵਾ ਵਿਖੇ,

ਡਾਇਰੈਕਟਰ,
ਸਿਹਤ ਤੇ ਭਲੀ ਵਿਭਾਗ, ਪੰਜਾਬ।

ਨੰ: ਈ.ਆਰ.ਵੀ.ਐਨ.ਡੀ./2018/26341
ਮਿਤੀ: 29-10-18

ਵਿਸਾ: ਸਿਹਤ ਤੇ ਭਲਾਈ ਵਿਭਾਗ ਚ ਡਾਕਟਰਾਂ ਦੀ ਭਰਤੀ ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਆਪ ਦੇ ਵਿਭਾਗ ਵੱਲੋਂ 558 ਡਾਕਟਰਾਂ ਦੀ ਭਰਤੀ ਕੀਤੀ ਗਈ ਹੈ। ਇਸ ਵਿਭਾਗ ਵੱਲੋਂ ਅਲੱਗ-ਅਲੱਗ ਵਿਭਾਗਾਂ ਚ ਕੀਤੀ ਗਈ ਭਰਤੀ ਦੀ ਸੂਚਨਾ ਇਕੱਤਰ ਕਰਕੇ ਮੁੱਖ ਮੰਤਰੀ ਪੰਜਾਬ ਜੀ ਦੇ ਦਫਤਰ ਚ ਭੇਜਣੀ ਹੈ। ਸੋ ਡਾਕਟਰਾਂ ਦੀ ਕੀਤੀ ਗਈ ਭਰਤੀ ਦੀ ਸੂਚਨਾ ਨੱਥੀ ਪ੍ਰਫਾਰਮੇ ਤੇ ਮਿਤੀ 01-11-2018 ਤੱਕ ਵਿਭਾਗ ਦੀ ਈ-ਮੇਲ hq.degt@gmail.com ਤੇ ਭੇਜਣੀ ਯਕੀਨੀ ਬਣੀ ਜਾਵੇ। ਮਿਤੀ 2-11-2018 ਨੂੰ ਦੁਪਹਿਰ 12 ਵਜੇ ਪੰਜਾਬ ਭਵਨ, ਚੰਡੀਗੜ੍ਹ ਵਿਖੇ ਇਸ ਸਬੰਧ ਚ ਮੀਟਿੰਗ ਰਖੀ ਗਈ ਹੈ ਆਪ ਦੇ ਵਿਭਾਗ ਦੇ ਨੋਡਲ ਅਫਸਰ ਨੂੰ ਸਮੇਤ ਸੂਚਨਾ ਦੀ ਹਾਰਡ ਕਾਪੀ ਨਾਲ ਮੀਟਿੰਗ ਅਟੈਂਡ ਕਰਨਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਇਸ ਨੂੰ ਅਤਿ ਜ਼ਰੂਰੀ ਸਮਝਿਆ ਜਾਵੇ।

ਨੱਥੀ: (ਪ੍ਰੋਫਾਰਮਾ)

Sd/-
ਕਮਿਸ਼ਨਰ,
ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

Rozgar Mela-18/26731-52

Dated 1.11.18

All the Deputy Commissioners in the state of Punjab.

Subject: Job Melas in November.

Regarding the above subject the bellow given instructions need to be meticulously compiled with regarding the job melas to be held from 12.11.2018 to 22.11.2018 all over Punjab and regarding the mega job mela to be held on 3.11.2018 at Patiala.

2.(1) All Additional Deputy Commissioners -Cum-Chief Executive Officers of District Bureau of Employment & Enterprises have to personally tie up with Principals/ Heads of Institutions where the job melas are to be organized from 12.11.2018 to 22.11.2018. They have to ensure that all arrangements to conduct the job melas successfully are in place. Such arrangements include but are not limited to:-

- Last moment tie ups with representatives of employers/companies to ensure that they remain present in the job melas and hold interviews for absorbing unemployed youth.
- Preparation of neat/clean rooms at venues for representative of employers/companies to sit.
- Preparation of interview rooms.
- Preparation of hall/areas where youth will wait.
- Crowd/line management.
- Display of names of companies/employers, along with vacancies & minimum eligibility, conspicuously and boldly at the venue site.
- Preparation of reception desk.
- Creation of help desk & arrangement of public address system.
- Arrangement of clean/temporary washrooms.
- Arrangement of drinking water for the people present on the days of job fairs.
- Working of canteen on days of Job fairs etc.

2.(ii) Though youth are being requested to generate hall tickets (a hall ticket is a paper slip detailing name of company etc. for which the youth wants to appear for interview) form the portal but since many youth may reach venue without hall tickets hence manually forms have to be filled at venue and interview slips have to be given to youth . All Such forms are attached with this letter. It has been decided that attached Proforma P1 HAS to BE FILLED at each venue for each appearing youth who does not bring a hall ticket. Proforma P2 is to be filled by every youth who gets placed. Kindly ensure that special teams are constituted for this purpose & they effectively do the same "PLEASE RE READ THIS POINT VERY CAREFULLY AGAIN BECAUSE ON THE BASIS OF COPIES OF HALL TICKETS / PROFORMA P1 KEPT WITH YOU & ON BASIS OF PROFORMA P2 KEPT WITH YOU AT EACH VENUE THE FINAL HEADCOUNT OF APPEARING & SUCESSFUL PESPECTIVELY WILL BE DONE.

2.(iii) Forms detailed at 2.(ii) above have to be filled and thereafter handed over to DEGTO who will send them to Joint Director Employment Generation and Training at Chandigarh for compilation.

2.(iv) All the youth who have been identified under the 10 unemployed per village initiative need to be identified and have to be brought to the venue and have to be

made to give maximum interviews. The attempt should be to get placed maximum youth to this category in the ensuing job melas. To ensure that such youth are contacted & are brought to venue the DCs must make necessary arrangements through field officials immediately.

2.(v) A youth can appear for interview before maximum 5 companies in a given day at a given venue. The companies may be requested not to leave till all desirous youth have been interviewed. The administration may relax this limit of 5 if time permits.

2.(vi) The Deputy Commissioner would tie up with all heads of institutions (ITIs, polytechnics, Degree colleges etc.) and request them to send their youth / students to participate in the interviews of the job melas. Similarly, all Deputy Commissioners through press notes (& other modes of publicity) would publicize the dates and venues of the job melas (along with details of the site from where vacancies/ roles being offered could be downloaded by youth) and Deputy Commissioners would encourage all unemployed youth in their district to participate in these job melas.

2.(vii) The Deputy Commissioners will personally attend the job fairs & would invite prominent leaders of the district to attend the job fairs. Due publicity/coverage about the job fairs be got done through media.

2.(viii) The candidates who clear the interviews have to be given LOI by the employer/companies at spot for appointment/final screening. The companies/employers be informed of this in advance & details of all LOIs given be noted and be communicated to Joint Director. Employment Generation & Training through District Employment Generation and Training Officers.

2.(ix) Candidates should be advised to give interview of their top choice job first so that if they get selected and get LOI then they leave the venue and others get chance for other jobs and a scenario of one candidate getting multiple jobs does not arise.

2.(x) Proforma P1 & Proforma P2 will give details of total numbers of candidates appeared & selected respectively. The staff deployed by CEO of DBEE must keep 100 % copies of P1 & P2 for record, compilation & totaling.

3.(i) Regarding the MEGA JOB MELA to be held in PATIALA on 29.11.2018 the Deputy commissioners have to send recruited youth of their districts to attend the function of Patiala.

3.(ii) **The youth to be sent to Patiala would be chosen as follows:-**

- Period during which employment has been given to be considered is 1/4/2018 to 31/10/2018 and 12/11/2018 to 22/11/2018.
- All youth who have been assisted in getting placement or in getting self-employment loans or some sort of employment during the above detailed period would be considered to form the universal group from within which youth will have to be sent to Patiala.
- The categories from which such youth are to be drawn from the district are:
 - Those placed through minor job melas held during period 1/4/2018 to 31/10/2018 in district.
 - Those placed during job melas held from 12/11/2018 to 22/11/2018 in district.
 - Those placed through district units of PSDM from 1/4/2018 to 31/10/2018.
 - Those VLEs who were appointed after 1/4/2018 in the districts.

- Any other placement done in the district but not covered above.

3.(iii) The youth detailed above would have to be contacted and head count would have to be done & Deputy Commissioner will have to appoint field officers to bring them to Patiala on 23.11.18 at the Mega Job Mela. The Deputy Commissioners will appoint one Nodal Officer for this entire exercise who would remain in touch with ADC (D), Patiala.

3.(iv) Districts of Mansa, Sangrur, Bathinda, Barnala, Ludhiana, Shaheed Bhagat Singh Nagar, Hoshiarpur, Ropar, Fatehgarh Sahib and SAS Nagar will try to send all placed youth but will send at least 1500 youth from the categories given in 3 (ii) above to attend the function in around 25 buses each. The youth would be sent in buses which would be arranged by Deputy Commissioner at govt. approved rates (payment of which will be done by Employment Generation and Training, Department). All buses should come together & should be under Nodal Officer. Rest all districts have to send two buses each having 100 youth in them selected from category 3.(ii).

3.(v) Deputy Commissioner Patiala will arrange maximum youth from within the district from the categories given in 3(ii). He may invite other youngsters also to attend the function. He would make all arrangements regarding the function (details of which have already been separately communicated to him). His attempt should be to invite and make at least 5000 youth to attend the function from his district itself.

3.(vi) Each district must immediately get in touch with ADC (D) Patiala. In the function at Patiala the local administration has to earmark partitioned areas and seating blocks for each district. The buses have to reach by 9.30 am at Punjab University Patiala and the youth have to be seated by 10 am.

3.(vii) 10 youth from each district from categories mentioned in 3.(ii) will be given placement letters by Chief Minister ji. The names of the youth have to be shared with Additional Deputy Commissioner (D) Patiala in advance and they will be made to sit in a separate enclosure inside the venue. The nodal officer will tie up with ADC (D) Patiala regarding this to ensure smooth conduct of the function.

3.(viii) The employer/company which gives maximum employment in a given district in the ensuing job melas is also to be requested by that Deputy Commissioner to remain present at the Patiala function. The concerned Deputy Commissioner shall ensure that at least two representatives of that company/employer reach the Patiala function venue. Deputy Commissioner Patiala shall make separate enclosure with **comfortable** sitting arrangement for these representative. Representatives of company/employer which has given maximum employment in Punjab would be made to address the crowd also. Deputy Commissioner Patiala would do requisite coordination in this regard.

4.0 Meticulous compliance of these instructions be made. In case of any queries/clarification, Additional Director, Employment Generation and Training Ms Rajdeep Kaur PCS may be contacted at 99150-87348.

Sd/-

Commissioner Employment Generation
Training – cum – MD, GGRKAM

Proforma-P1

JOB FAIR PUNJAB Individual Registration Form

(To be filled in two copies-one copy to be kept by staff of CEO of DBEE & one copy to be given to candidate)

Name of Venue_____

Name of Applicant_____Surname_____

Sex: Male_____Female_____Date of Birth (DD/MM/YY)_____

Father's Name_____

Address_____

Mobile No_____E-Mail_____

Whether registered on the portal www.ghargharrozgar.punjab.gov.in (Yes/No)_____

Academic Qualification	School/College Details	Board/ Year	% of Marks
Class X			
Class XII			
Certificate			
Diploma			
Graduation			
Post-Graduation			
Work Experience	Organization	Position	Duration

Area of Interest (Department)_____

I declare that the information given above is correct and best to my knowledge. I hereby certify that no money has been charged to me or paid by me for the job placement/Fair.

Date_____

Signature_____

Proforma-P2

CANDIDATE INTERVIEW SHEET (in two copies)

(To be filled in two copies and one copy to be kept by Staff of DBEE & one copy to be given to candidate)

Job Fair (Venue Name):	
Candidate Name:	
Address of candidate:	
Phone No. of candidate:	
Email ID of candidate:	
Whether registered on the portal www.ghargharrozgar.punjab.gov.in (Yes/No) _____	

Sr. No	Name of Organization	Room Number	<u>To be filled by employer</u> Interview cleared (Yes/No)	Post for which selected	<u>To be filled by employer</u> Interview closed then LOI given (Yes/No)	Employer Signature
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Once a candidate is selected for a job then P2 may be collected from him & her may be requested to consider leaving the venue so that other may get a chance to get interviewed & get selected for the remaining jobs.

Proforma-P3

To be filled for each unsuccessful interview

1. Name of Candidate & Father Name:
2. Date of Rojgar Mela:
3. Venue of Rojgar Mela:
4. Name of Employment / Company who took interview:
5. Job Role / Designation for which interview was taken:
6. Minimum eligibility:

Reason why company did not select the candidate (tick the reason/s)

Sr. No	Reasons	Tick ()
1.	Lack of communication skill	
2.	Lack of attitude and manner	
3.	Lack of skill set required for the job (Please give details)	
4.	Lack of interest in the job.	
5.	Lack willingness to move away from home.	
6.	Wanted more salary	
7.	Not proficient in English	
8.	Any other reason (please specify)	

Proforma Sigma-P3 (Σ P3)

Date:-----

Venue:_____

Sr. No	Item	Numbers
1.	Total number of interviews that	
2.	Total number of interviews that went unsuccessful.	
3.	Those who were unsuccessful because of lack of communication skill.	
4.	Those who were unsuccessful because of lack of attitude and manner.	
5.	Those who were unsuccessful because of lack of skill set required for the job.	
6.	Those who were unsuccessful because fo lack interest in the job.	
7.	Those who wanted more salary	
8.	Those who were not proficient in English.	
9.	Any other reasons	

[illegible][illegible]

Government of Punjab
Commissioner-Cum-Director Employment
Generation & Training and
Mission Director, Ghar Ghar Rozgar Mission
Office: S.C.O. 47, 1st Floor.
Sector-17E, Chandigarh (UT)-160017
D.O.No. ਰੋਜ਼ਗਾਰ ਮੇਲੇ/2019/1303-23
Dated ----14/01/19

ਵਿਸ਼ਾ: ਮਹੀਨਾ ਫਰਵਰੀ, 2019 ਵਿੱਚ ਰਾਜ ਪੱਧਰੀ ਰੋਜ਼ਗਾਰ ਮੇਲੇ ਆਯੋਜਿਤ ਕਰਨ ਬਾਰੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਪੰਜਾਬ ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਮਿਸ਼ਨ ਦੇ ਤਹਿਤ ਨਵੰਬਰ, 2018 ਦੇ ਸਮੂਹ ਜ਼ਿਲ੍ਹਿਆਂ ਵਿੱਚ ਰੋਜ਼ਗਾਰ ਮੇਲੇ ਆਯੋਜਿਤ ਕੀਤੇ ਗਏ ਸਨ। ਇਨ੍ਹਾਂ ਮੇਲਿਆਂ ਦੇ ਦੌਰਾਨ vacancies ਨਾਲ ਹੋਈ ਬਹੁਤ ਘੱਟ ਪਲੇਸਮੈਂਟ ਹੀ ਹੈ। ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਉਹ ਅਧਿਕਾਰੀਆਂ ਵੱਲੋਂ ਇਸ ਦਾ ਗੰਭੀਰ ਨੋਟਿਸ ਲਿਆ ਗਿਆ ਹੈ।

ਆਪ ਨੂੰ ਬੇਨਤੀ ਹੈ ਕਿ ਫਰਵਰੀ, 2019 ਵਿੱਚ ਲਗ ਰਹੇ ਰੋਜ਼ਗਾਰ ਮੇਲਿਆਂ ਸਬੰਧੀ ਹਰ venue ਦੇ ਹਰ interview room ਦੇ ਬਾਹਰ ਇੱਕ govt. employee ਬਿਠਾਇਆ ਜਾਵੇ ਜੋ ਕਿ ਹਰ interview ਦੇ ਬਾਦ ਨਾਲ ਨੱਥੀ Proforma-P3 ਭਰੇ। ਸਾਰੇ Proforma-P3 consolidate ਕਰਕੇ Proforma SIGMA P3 (P3) ਵਿੱਚ ਰਿਪੋਰਟ ਡਾਇਰੈਕਟੋਰੇਟ ਨੂੰ hq.degt@gmail.com ਤੇ ਈ-ਮੇਲ ਰਾਹੀਂ 13-02-2019 ਤੋਂ 22-02-2019 ਤੱਕ ਭੇਜੀ ਜਾਵੇ।

ਹਿੱਤੁ

ਸਹੀ/-
(ਰਾਹੁਲ ਤਿਵਾੜੀ)

ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ।

ਨੰਬਰ: ਰੋਜ਼ਗਾਰ ਮੇਲੇ/2019/1324-1367

ਮਿਤੀ: 14/01/2019

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰੀ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾਂ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਸਮੂਹ ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਮੁੱਖ ਕਾਰਜਕਾਰੀ ਅਫ਼ਸਰ, ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਓਰੇ, ਪੰਜਾਬ।
2. ਸਮੂਹ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ, ਜ਼ਿਲ੍ਹਾ ਬਿਓਰੇ ਆਫ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ, ਪੰਜਾਬ।

ਸਹੀ/-
ਕਮਿਸ਼ਨਰ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

Dated: 04/12/2018

Subject: Compilation of data related to jobs etc.

- 1.0 As you are aware that Government of Punjab has been giving a very high priority to one of its flagship mission viz, "Punjab Ghar Ghar Rozgar Karobar Mission (PGRKAM)". Data related to Employment issues has been sought from your goodself from time to time under this mission.
- 2.0 It is respectfully submitted that despite numerous calls made from my office & despite repeated reminders many HODs/concerned officers have still not supplied the information sought leading to a situation where correct information related to employment sector is not getting collected.
- 3.0 The information sought from time to time is related to the following:-
1. Employment give in Govt. sector by present Govt. and direct quota unfilled Vacancies in Govt. sector (Annexure-A1 to A4)
 2. Self-employment loans given by GOP Department (Annexure-B)
 3. Placements got done in Private Sector outside job melas conducted regularly by EGT & Technical Education and Industrial Training department (Annexure-C)
 4. Vacancies that need to be filled urgently (Annexure-D)
 5. Regularization details (Annexure -E)
 6. Head count of persons to whom Employment has been given (Annexure-F)
- 4.0 Matter was brought to knowledge of Worthy Chief Secretary who has asked me to request you that your goodself may please call a meeting of all HODs/ Incharges of Boards & Corporations etc. working under you & make them fill up proformas (given form Annexure-A to F above) and then total up the figures for all the HODs/Boards/ Corporations etc. working under your control & draw up final & total figures under your signatures.
- 5.0 It is also requested that each administrative secretary may please appoint a Deputy/Joint/Additional/Special Secretary of Secretary as the Nodal officer for this purpose who will take hard and soft copy of the collected information personally in filled proformas (A to F) in a meeting that will be held under Commissioner, Employment Generation & Training on 20-12-2018 at 3.00 pm at Punjab Bhawan, Chandigarh. For future, this Nodal Officer may be directed to further provide updated information in above proformas each month in a meeting to be held by Commissioner of Employment Generation & Training.
- 6.0 Treat this as urgent please.

Your sincerely,

Sd/-
Rahul Tewari

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ ਚੰਡੀਗੜ੍ਹ।

ਸੇਵਾ ਵਿਖੇ,

1. ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ,
ਸਿਹਤ ਅਤੇ ਪਰਿਵਾਰ ਭਲਾਈ ਵਿਭਾਗ,
2. ਡਾਇਰੈਕਟਰ,
ਭੂਮੀ ਅਤੇ ਜਲ ਸੰਭਾਲ ਵਿਭਾਗ।
3. ਐਮ.ਡੀ.ਮਿਲਕਫੈਡ।
4. ਮੁੱਖ ਇੰਜੀਨੀਅਰ ਨਹਿਰਾਂ,
ਜਲ ਸਰੋਤ ਵਿਭਾਗ।

ਨੰ: Feb Mega Job Fair/2019-2232-35

ਮਿਤੀ: 23-01-2019

ਵਿਸ਼ਾ: ਫਰਵਰੀ ਮੈਗਾ ਜੌਬ ਫੇਅਰ (28-02-2019) ਦੌਰਾਨ ਨਿਯੁਕਤੀ ਪੱਤਰ ਦੇਣ ਬਾਬਤ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਦੱਸਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਆਪ ਦੇ ਵਿਭਾਗ ਵੱਲੋਂ ਦਿੱਤੇ ਅੰਕੜਿਆਂ ਅਨੁਸਾਰ ਹੇਠ ਲਿਖੇ ਅਧਿਕਾਰੀ ਆਪ ਦੇ ਵਿਭਾਗ ਵਿੱਚ ਨਿਯੁਕਤ ਕੀਤੇ ਗਏ ਹਨ:-

ਲੜੀ ਨੰ:	ਵਿਭਾਗ ਦਾ ਨਾਮ	ਅਸਾਮੀ ਦਾ ਨਾਮ	ਨਿਯੁਕਤ ਕੀਤੇ ਅਧਿਕਾਰੀਆਂ ਦੀ ਗਿਣਤੀ
1	ਸਿਹਤ ਅਤੇ ਪਰਿਵਾਰ ਭਲਾਈ ਵਿਭਾਗ	ਹੋਮਿਓਪੈਥੀਮੈਡੀਕਲ ਅਫ਼ਸਰ	36
2	ਭੂਮੀ ਅਤੇ ਜਲ ਸੰਭਾਲ ਵਿਭਾਗ	ਭੂਮੀ ਰੱਖਿਆ ਅਫ਼ਸਰ	98
3	ਮਿਲਕਫੈਡ	ਸਹਾਇਕ ਮੈਨੇਜਰ, ਤਕਨੀਕ	18
4	ਜਲ ਸਰੋਤ ਵਿਭਾਗ	1. ਸਬ ਡਵੀਜ਼ਨਲ ਅਫ਼ਸਰ 2. ਜੂਨੀਅਰ ਇੰਜੀਨੀਅਰ	22 21

ਮਿਤੀ 21-01-2019 ਨੂੰ ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਜੀ ਵੱਲੋਂ ਰੱਖੀ ਮੀਟਿੰਗ ਵਿੱਚ ਆਪ ਦੇ ਵਿਭਾਗ ਦੇ ਨੁਮਾਇੰਦੇ ਵੱਲੋਂ ਹਾਜ਼ਰ ਹੋ ਕੇ ਦੱਸਿਆ ਗਿਆ ਕਿ ਉਪਰੋਕਤ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਵੀ.ਆਈ.ਪੀ. ਸਾਹਿਬਾਨ ਵੱਲੋਂ ਨਿਯੁਕਤੀ ਪੱਤਰ ਨਹੀਂ ਦਿੱਤੇ ਗਏ।

ਦੱਸਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਮਿਤੀ 28-02-2019 ਨੂੰ ਜਲੰਧਰ ਵਿਖੇ ਚੌਥੇ ਮੈਗਾ ਜੌਬ ਫੇਅਰ ਵਿੱਚ ਮੁੱਖ ਮੰਤਰੀ, ਪੰਜਾਬ ਜੀ ਬਤੌਰ ਮੁੱਖ ਮਹਿਮਾਨ ਸ਼ਿਰਕਤ ਕਰ ਰਹੇ ਹਨ ਅਤੇ ਇਸ ਪ੍ਰੋਗਰਾਮ ਵਿੱਚ ਮੁੱਖ ਮੰਤਰੀ, ਪੰਜਾਬ ਜੀ ਵੱਲੋਂ ਸਰਕਾਰੀ ਵਿਭਾਗਾਂ ਵਿੱਚ ਨਿਯੁਕਤ ਕੀਤੇ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਰਸਮੀ ਤੌਰ ਤੇ ਨਿਯੁਕਤੀ ਪੱਤਰ ਵੰਡੇ ਜਾਣੇ ਹਨ। ਇਸ ਲਈ ਉਪਰੋਕਤ ਦੱਸੇ ਆਪ ਦੇ ਵਿਭਾਗ ਨਾਲ ਸਬੰਧਤ ਕਿਸੇ ਤਿੰਨ ਅਧਿਕਾਰੀਆਂ ਦੇ ਵੇਰਵੇ (ਨਾਮ, ਅਹੁਦਾ, ਪਤਾ ਅਤੇ ਮੋਬਾਇਲ ਨੰਬਰ) ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ, ਜਲੰਧਰ ਨੂੰ ਭੇਜਦੇ ਹੋਏ, ਸਮੇਤ ਨੋਡਲ ਅਫ਼ਸਰ ਦੇ ਵੇਰਵੇ, ਵਿਭਾਗ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਵੇ।

ਮਿਤੀ 28-02-2019 ਨੂੰ ਪ੍ਰੋਗਰਾਮ ਵਿੱਚ ਸਬੰਧਤ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਹਾਜ਼ਰ ਰਹਿਣ ਲਈ ਹਦਾਇਤ ਕੀਤੀ ਜਾਵੇ।

ਇਸ ਮੈਗਾ ਜੌਬ ਫੇਅਰ ਪ੍ਰੋਗਰਾਮ ਬਾਰੇ ਆਪਣੇ ਵਿਭਾਗ ਦੇ ਮੰਤਰੀ ਸਹਿਬਾਨ ਜੀ ਨੂੰ ਆਪਣੇ ਪੱਧਰ ਤੇ ਸੂਚਿਤ ਕਰਨ ਦੀ ਖੇਚਲ ਕੀਤੀ ਜਾਵੇ ਜੀ।

(ਸਹੀ)

ਕਮਿਸ਼ਨਰ-ਕਮ-ਡਾਇਰੈਕਟਰ,
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਪਿੱਠ ਅੰਕਣਨੰ: Feb Mega Job Fair/2019-2236-41

ਮਿਤੀ: 23-01-19

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ

ਹੈ:-

1. ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ, ਜਲੰਧਰ।

2. ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਵਿਕਾ-ਕਮ-ਚੀਫ ਕਾਰਜਕਾਰੀ ਅਫ਼ਸਰ, ਡੀ.ਬੀ.ਈ.ਈ., ਜਲੰਧਰ।
3. ਸ਼੍ਰੀ ਕਰਨਦੀਪ ਸਿੰਘ, ਪੀ.ਸੀ.ਐਸ., ਪ੍ਰਬੰਧਕੀ ਅਫ਼ਸਰ, ਜਲ ਸਰੋਤ ਵਿਭਾਗ। (ਮੋਬਾਇਲ ਨੰ: 9501166444)
4. ਸ਼੍ਰੀ ਰਹਿਮੁਦੀਨ, ਸੁਪਰਡੈਂਟ, ਭੂਮੀ ਅਤੇ ਜਲ ਸੰਭਾਲ ਵਿਭਾਗ। (ਮੋਬਾਇਲ ਨੰ: 9988377786)
5. ਸ਼੍ਰੀਮਤੀ ਗੁਰਜੀਤ ਕੌਰ, ਸੁਪਰਡੈਂਟ (ਹੋਮਿਓਪੈਥੀ, ਸਿਹਤ ਅਤੇ ਪਰਿਵਾਰ ਭਲਾਈ ਵਿਭਾਗ) ਮੋਬਾਇਲ ਨੰ: (8146610070)
6. ਸ਼੍ਰੀਮਤੀ ਅੰਮ੍ਰਿਤਦੀਪ ਕੌਰ, ਜ਼ਿਲ੍ਹਾ ਮੈਨੇਜਰ (ਡੀ.ਐਮ.), ਐਚ.ਆਰ., ਮਿਲਕਫੈੱਡ (ਮੋਬਾਇਲ ਨੰ: 7009117431)

(ਸਹੀ)
ਕਮਿਸ਼ਨਰ-ਕਮ-ਡਾਇਰੈਕਟਰ,
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

Government of Punjab
 Commissioner-Cum-Director Employment
 Generation & Training and
 Mission Director, Ghar Ghar Rozgar Mission
 Office: S.C.O. 47, 1st Floor.
 Sector-17E, Chandigarh (UT)-160017
 D.O.No.ERVND/19/7952
 Dated ----20/3/2019

ਵਿਸ਼ਾ: ਪੁਨਰ ਉਰਜਤ ਹੋਏ ਉਦਯੋਗਾਂ ਦੇ ਵਿੱਚ ਰੋਜ਼ਗਾਰ ਤੇ ਲੱਗੇ ਵਿਅਕਤੀਆਂ ਦੇ ਅੰਕੜੇ ਭੇਜਣ ਬਾਰੇ।

ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ ਪੰਜਾਬ ਵਿੱਚ ਬੇਰੋਜ਼ਗਾਰ ਵਿਅਕਤੀਆਂ ਨੂੰ ਰੋਜ਼ਗਾਰ ਪ੍ਰਾਪਤੀ ਦੇ ਲਾਹੇਵੰਦ ਮੌਕੇ ਉਪਲੱਬਧ ਕਰਵਾਉਣ ਦਾ ਕੰਮ ਕਰ ਰਿਹਾ ਹੈ। ਜਿਨ੍ਹਾਂ ਵਿਅਕਤੀਆਂ ਨੂੰ ਪੰਜਾਬ ਵਿੱਚ ਰੋਜ਼ਗਾਰ ਪ੍ਰਾਪਤ ਹੋਇਆ ਹੈ ਦੇ ਅੰਕੜੇ ਇਸ ਵਿਭਾਗ ਵੱਲੋਂ ਸੰਕਲਿਤ ਕਰਕੇ ਸਰਕਾਰ ਨੂੰ ਦਿੱਤਾ ਜਾ ਰਹੇ ਹਨ।

ਆਪ ਜੀ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆਉਣਾ ਯੋਗ ਹੋਵੇਗਾ ਕਿ ਇਸ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: ERVND/2019/2740 ਮਿਤੀ: 29-01-2019 ਅਤੇ ਪੱਤਰ ਨੰ: ERVND/19/4742 ਮਿਤੀ: 15-02-2019 (ਨਾਲ ਨੱਥੀ) ਰਾਹੀਂ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਸਾਲ 2017 ਤੋਂ ਪਹਿਲਾਂ ਜੋ ਬਹੁਤ ਸਾਰੇ ਉਦਯੋਗ ਬੰਦ ਹੋ ਗਏ ਸਨ ਅਤੇ ਉਨ੍ਹਾਂ ਵਿੱਚੋਂ ਕਾਫੀ ਗਿਣਤੀ ਵਿੱਚ ਦੁਬਾਰਾ ਸ਼ੁਰੂ ਹੋ ਗਏ ਹਨ ਉਨ੍ਹਾਂ ਉਦਯੋਗਾਂ ਵਿੱਚ ਲੋੜੀਂਦੇ ਵਰਕਰਾਂ ਨੂੰ ਵੀ ਰੋਜ਼ਗਾਰ ਪ੍ਰਾਪਤ ਹੋਇਆ ਹੈ ਸਬੰਧੀ ਸੂਚਨਾ ਮੰਗੀ ਗਈ ਸੀ ਪਰ ਇਹ ਸੂਚਨਾ ਅਜੇ ਤੱਕ ਇਸ ਦਫਤਰ ਨੂੰ ਪ੍ਰਾਪਤ ਨਹੀਂ ਹੋਈ ਹੈ।

ਇਹ ਸੂਚਨਾ ਹੇਠ ਦਿੱਤੇ ਗਏ ਪ੍ਰਫਾਰਮੇ ਤੇ ਸਾਰੇ ਪੰਜਾਬ ਤੋਂ ਜ਼ਿਲ੍ਹਾ ਵਾਇਜ਼ ਸੰਕਲਿਤ ਕਰਕੇ ਮਿਤੀ: 25-03-2019 ਤੱਕ ਇਸ ਦਫਤਰ ਦੀ ਈ-ਮੇਲ ervnd.degt@gmail.com ਭੇਜਣੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।

ਲੜੀ ਨੰ:	ਜ਼ਿਲ੍ਹੇ ਦਾ ਨਾਮ	ਪੁਨਰ ਉਰਜਤ ਹੋਏ ਉਦਯੋਗਾਂ ਦੀ ਗਿਣਤੀ	ਮਿਤੀ: 29-01-2019 ਤੋਂ 29-01-2019 ਤੱਕ ਕਿੰਨੇ ਵਿਅਕਤੀਆਂ ਨੂੰ ਉਦਯੋਗਾਂ ਵਿੱਚ ਰੋਜ਼ਗਾਰ ਪ੍ਰਾਪਤ ਹੋਇਆ ਹੈ ਉਨ੍ਹਾਂ ਦੀ ਗਿਣਤੀ	ਰਿਮਾਕਸ

ਹਿੱਤੂ

ਸਹੀ/-
 (ਰਾਹੁਲ ਤਿਵਾੜੀ)

ਸ਼੍ਰੀ ਮਨਜੀਤ ਸਿੰਘ ਬਰਾੜ, ਆਈ.ਏ.ਐਸ
 ਡਾਇਰੈਕਟਰ, ਉਦਯੋਗ ਅਤੇ ਵਣਜ ਵਿਭਾਗ, ਪੰਜਾਬ।

Punjab Ghar Ghar Rozgar & Karobar Mission

Ground Floor, Punjab Mandi Board Building, Sec- 65A,
SAS Nagar Mohali- 160062

To,

All the Deputy Commissioners,
In the state of Punjab.

No. PGRKAM/FINANCE/2019/JOB MELA/138

Dated: 2.7.2019

Subject: Submission of Details of Expenditure pertaining to the 'Job Mela' held in Feb, 2019

As you are aware that a Job Mela was organized in the month of Feb, 2019 and expenditure, if any was incurred at the district level under your supervision.

The payment of the related expenditure bills could not be made due to non-availability of proper information submitted by the District Bureau.

In order to overcome the difficulty, it has been decided by the department that all record relating to the Job Mela including the original bills will be retained at the level of DBEE. The scrutiny and verification of all expenditure will be done in the districts by the concerned Deputy Commissioner and it will be sole responsibility of the district Bureau to get the audit done of the expenditure as and when required.

In the light of above, you are requested to submit the expenditure details relating to job Mela held in February, 2019 in the enclosed proforma at the earliest, so that the pendency in payment is cleared at the earliest.

Please treat it 'Most Urgent'

Sd/-

Mission Director, PGRKAM

Endst: No. PGRKAM/FINANCE/2019/JOB MELA/139

Dated: 2.07.2019

Copy of the above is forwarded to all DEGTO/EGTO at each District for information and further necessary action.

Sd/-

Mission Director, PGRKAM

Proforma

Department of Employment Generation and Training Punjab,

District Bureau Office at.....

To,

The Mission Director, PGRKAM,
Punjab Mandi Bhawan, Sector-65,
Mohali.

No.....

Dated:

Subject: Submission of details of Expenditure pertaining to the 'Job Mela' held in Feb, 2019

Please refer to the subject cited above.

The bill-wise detail of expenditure incurred is under:

Name of District	Bill No. & Date	Amount	Nature of Expenditure	Bank Account Detail to which the payment to be transferred.
	Total			

It is certified that the all the expenditure has been incurred as per Punjab Government Financial Rules (PFR). No duplicate payment has been included and all the bills and other related documents have been preserved in original for which necessary books such as "Cash Books" and other related Books of Accounts are duly been maintained. It is also certified that the above expenditure does not include expenditure incurred to procure Furniture and fixture, household items, infrastructure construction and renovation etc.

Sd/-
Deputy Commissioner-Cum- Chairman
District Employment Bureau.

To,

The Deputy Commissioner,
Jalandhar

No.PGRKAM/Finance/249

Dated: 12-07-19

Sub: Payment of the Job Mela Bills

This is in reference to your letter no. DBEE/2019/1208 dated 05-07-2019 regarding expenditure incurred during Job Mela organized in Feb, 2019

A payment of Rs.29,17,020 (Twenty Nine Lakh Seventeen Thousand Twenty Only) has been credited to the Bank AC 918010022720211 of IFSC Code UTIB0003138/Axis Bank.

Your are requested to ensure that this amount is spend only in respect of expenditure incurred during Job Mela organized in Feb,2019 in your District.

Further the above payment is made subject to adherence to the following conditions:-

1. That the concerned Deputy Commissioner shall ensure that the entire expenditure have been incurred after following the prescribed procedure as per PFR and latest instruction.
2. That each District Bureau office, after release of the payment will send a 'Utilization Certificate' (UC) to Mission Director, PGRKAM with regard to the Usage of funds, under signature and seal of the Deputy commissioner/ADC of the concerned district.
3. That balance unutilized funds shall be returned to Mission Director, PGRKAM into Bank Account No. 919010002566393, IFSC Code-UTIB0003367 with Axis Bank Ltd. with written intimation to Mission Director, PGRKAM.
4. That scrutiny and verification of all expenditure will be done in the districts by the concerned Deputy Commissioner and it will be the sole responsibility of the concerned statutory books & record and get its audit done.
5. That the concerned District Bureau office shall ensure that no duplicate payments are made any circumstances and instance.

Sd/-
For MD, PGRKAM

To,

The Director,
Department of Employment Generation & Training, Punjab,
Chandigarh

No: PGRKAM/Finance/2019/253

Dated 12-07-2019

Sub: Regarding payment of expenditure incurred by DBEEs in
report of Feb, 2019 job Mela.

This is in reference to the bills forwarded on the above cited subject by office of DEGT to PGRKAM. While processing payments of these bills, it has been noticed that certain districts have already made payment of the expenditure for job Melas from the Head of DBEEs funds for example district Fazilka has made payment to extent of rupee 2,30,690/- and only rupee 11,052/- is stated to be pending. Similarly, district Pathankot has informed that only payment amounting to rupees 16,406/- is pending and has met the other expenditure from head of DBEEs.

It is thus requested that DEGTOs may be directed that expenditure for Job mela not be done from expense Head of DBEEs, in the district. It is further requested that bills be raised to PGRKAM. Further a certificate detailing to the effect regarding this for Feb 19 Job Mela be sought from DEGTOs and sent to this office.

This issues with the approval of MD PGRKAM.

Sd/-
AMD, PGRKAM

CC: Secretary, Employment Generation and Training, Punjab for kind information
please.

From,

Additional Mission Director,
PGRKAM, SAS Nagar Mohali

To,

Deputy Director/District Employment Generation & Training
Officer/Employment Generation and Training Officer/
Officer In charge of District Bureau of Employment and Enterprises.

No. PGRKAM/2019/821

Dated: 27.8.2019

Sub:

Do's and Don'ts in respect of Mega Job Melas in the State.

Please find enclosed herewith the list of Do's and Do's and Don'ts for incurring expenditure during mega job melas. This list is not exhaustive, however needs to be adhered to in letter and spirit.

This has been issued with the approval of worthy Mission Director PGRKAM cum Director, Employment Generation & Training.

Sd/-
Additional Mission Director
PGRKAM

Do's & Don'ts

Sr.No.	Head	Do's	Don'ts
1.	Furniture (Rent only)	Chair, table, Dari, Tent only cotton, fans, Public address System(Preferably of DPRO) Barricading, Gen-set etc.	No Gazebo, No extensive flower decoration, No costly cut outs, No Reshmi Shamiana.
2.	Food	Vegetarian at the choice of concerned DC.	No non-veg, no alcoholic drinks.
3.	Crockery (Rent only)	Simple/clean crockery.	No fancy silver gold plated crockery.
4.	Stay	Stay only in Govt./Public sector Rest House/Clubs etc.	No stay in Pvt. Hotel.
5.	Publicity	At DBEE Level:- Leaf lets, pamphlet, brochures, flags, news consultation with DPRO/DC, Announcement by Rickshaw/ auto/ Gurdwara/ Mandir etc.	No advertisement in Newspaper, Radio, TV and Social Media.
6.	Stationery items	Paper, pen/ball pen, pencil, scale, Rubber, Marker, Pins, Stapler/Pin, Sharpener, refills etc.	No purchase of computer Printer and copier
7.	Cleanliness	Use men and material of MC/other Govt offices for cleaning, sprinkling of water.	No hiring of Pvt. Labour and material.
8.	Stage	1) Identify only already erected Pucca Stages. 2) Use Pre-fabricated Stage of PWD/SSP/ ZP etc. (Temporary stage in case of no pucca stage).	No cost on construction/ fabrication of new Stages.
9.	Helipad	Identify suitable place for landing/flying of Helipad as per SSP/CM security.	1. No cost on preparation of helipad 2. No cost of ground levelling 3. No cost of cutting /Pruning of tress/grass 4. No cost of smoke candles 5. No cost of barricading 6. No cost of circle making with chuna 7. No cost of 'H' 8. No cost on dismantling of electric/Telephone/ installations 9. No cost for binding of electric wires with Red flags (Respective deptt.like PWD, Forest, MC, SSP, PPCL/BSNL shall take care of).

ਪੰਜਾਬ ਸਰਕਾਰ
ਸਤੰਬਰ ਮੈਗਾ ਰੋਜ਼ਗਾਰ ਮੇਲਾ-2019
ਮਿਤੀ (19-9-2019 ਤੋਂ 30.9.2019 ਤੱਕ)

ਵਿਸ਼ਾ: ਮਹੀਨਾ ਸਤੰਬਰ, 2019 ਵਿੱਚ ਰਾਜ ਪੱਧਰੀ ਮੈਗਾ ਰੋਜ਼ਗਾਰ ਦਾ ਆਯੋਜਨ ਕਰਨ ਸਬੰਧੀ ਵਿਸਥਾਰ ਪੂਰਵਕ ਪ੍ਰੋਗਰਾਮ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਬਾਬਤ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਮਹੀਨਾ ਸਤੰਬਰ, 2019 ਵਿੱਚ ਇੱਕ ਵੱਡਾ ਰਾਜ ਪੱਧਰੀ ਮੈਗਾ ਰੋਜ਼ਗਾਰ ਮੇਲਾ ਆਯੋਜਿਤ ਕਰਨ ਦੀ ਤਜਵੀਜ਼ ਹੈ, ਇਸ ਲਈ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਵਿਸਥਾਰ ਪੂਰਵਕ ਪ੍ਰੋਗਰਾਮ ਤਜਵੀਜ਼ਤ ਹੈ:-

1. ਮਿਤੀ 5.10.2019 ਨੂੰ (ਸਵੇਰੇ 11.30 ਵਜੇ ਤੋਂ ਦੁਪਹਿਰ 1.30 ਵਜੇ ਤੱਕ) ਜ਼ਿਲ੍ਹਾ ਰੂਪਨਗਰ ਵਿਖੇ ਇੱਕ ਵੱਡਾ ਰਾਜ ਪੱਧਰੀ ਮੈਗਾ ਰੋਜ਼ਗਾਰ ਮੇਲਾ ਆਯੋਜਿਤ ਕਰਨ ਦੀ ਤਜਵੀਜ਼ ਹੈ। ਇਸ ਰਾਜ ਪੱਧਰੀ ਰੋਜ਼ਗਾਰ ਮੇਲੇ ਵਿੱਚ ਮੁੱਖ ਮੰਤਰੀ, ਪੰਜਾਬ ਜੀ ਬਤੌਰ ਮੁੱਖ ਮਹਿਮਾਨ ਸ਼ਾਮਲ ਹੋਣਗੇ। ਬੇਰੋਜ਼ਗਾਰ ਨੌਜਵਾਨਾਂ ਦੇ Companies / Employers ਕੋਲ ਇੰਟਰਵਿਊ ਕਰਵਾਉਣ ਲਈ ਪੂਰੇ ਪੰਜਾਬ ਵਿੱਚ ਮਿਤੀ 19-9-2019 ਤੋਂ 30-9-2019 ਤੱਕ ਜ਼ਿਲ੍ਹਾ ਪੱਧਰੀ ਰੋਜ਼ਗਾਰ ਮੇਲੇ ਵਿੱਚ ਨਿਯੁਕਤੀ ਪੱਤਰ ਵੰਡੇ ਜਾਣਗੇ।
2. ਮਿਤੀ 19.9.2019 ਤੋਂ 30.9.2019 ਤੱਕ ਪੰਜਾਬ ਦੇ 22 ਜ਼ਿਲ੍ਹਿਆਂ ਵਿੱਚ ਹੇਠ ਲਿਖੇ 75 ਸਥਾਨਾਂ/ਸ਼ਹਿਰਾਂ ਵਿੱਚ ਜ਼ਿਲ੍ਹਾ ਪੱਧਰੀ ਰੋਜ਼ਗਾਰ ਮੇਲੇ ਆਯੋਜਿਤ ਕੀਤੇ ਜਾਣ ਹੀ ਤਜਵੀਜ਼ ਹੈ:-

September Mega Job Fair-2019
(From 19.9.2019 to 30.9.2019)

Sr. No.	Name of the Districts		Venues
	Amritsar	1	ITI Ranjit Avenue Amritsar
		2	Govt. Polytechnic College Chhehatra Road, Amritsar
	Barnala	3	Government Industrial Training Institute Barnala
	Bathinda	4	Maharaja Ranjit Singh Punjab Technical University Dabwali Road Bathinda
		5	Guru Kashi University Talwandi sabhoo Bathinda
		6	Baba Farid Group Of Institutes Mukatsar Road Dean
		7	DBEE Office Building Near Children Park Bathinda
	Faridkot	8	Govt.Sen.Sec.School,Jagroankolkapura
		9	Govt Barjindra College Faridkot
	Fatehgarh Sahib	10	Desh Bhagat University Mandi Gobindgarh
		11	Mata Gujri College Fatehgarh Sahib
		12	RIMT University Mandi Gobindgarh
	Fazilka	13	Govt.Itifazilka

		14	Government Iti Jalalabad
		15	Govt. Sen Sec School(Boys) Abohar
		16	Government Iti,Fazilka
	Ferozepur	17	Govt.Plolytechnic College Ferozepur
		18	Govt.College Ferozepur
		19	Dev Smaj College For Women Ferozepur City
		20	R.S.D College Ferozepur
		21	Shaheed Udam Singh Punjab University Constituent College Mohan De
		22	Government College Ferozepur
	Gurdaspur	23	Biant Singh College of Engg.And Technology
		24	Ikgujralptu Regional Campus Batala
	Hoshiarpur	25	Rayat Bahra Institute of Technology
		26	Multi Skill Development Centre
		27	Government ITI
		28	Multi Skill Development
	Jalandhar	29	C.T.Group Of Institute Shahpur Campus Jalandhar
		30	Govt.ITI Mehalpurnakodar
		31	DAVIET College Jalandhar
		32	Dav University Jalandhar
		33	Lyallpur Khalsa College Jalandhar
		34	DIC Jalandhar
	Kapurthala	35	Inder Kumar Gujral Punjab technical university
		36	Ramagarhia Institute of Engg. and Management Phagwara
		37	Anand College of Engg. and Management Kapurthala
	Ludhiana	38	Govt.Sen.Sec.School, Jagroan jagroon
		39	Boy Sen.Sec.School payal
		40	SCG Senior Secondary School Rajkot

		41	ITI Samrala
		42	Gulzar Institute Khanna
		43	CICU focal point Ludhiana
		44	ITI LUDHIANA
	Mansa	45	Royal Group of Colleges Borawal
		46	Shiv Shakti Group of College Bhikhl
	Moga	47	Aman Bhalla College of Engg. and Technology
	Pathankot	48	Govt. ITI MOGA
		49	ITI boys Pathankot
		50	Shri Sai College of Engg. and Technology Badhaani
	Patiala	51	ITI boys
		52	Poly Tech.Women Patiala
		53	ITI Rajpura
	Ropar	54	LET Bhaddal College
		55	Global College of Engg. Andandpur Sahib
		56	Shaheed Baba Ajit Singh Jujhar Singh College Bella
		57	SGPC Khalsa College Amdanpur Sahib
		58	Govt High School Noorpurbedi
	Sangrur	59	Govt.College Malerkotala
		60	Shaheed Udam Singh College Sunam
		61	Baba Hira Singh Bhattal Institute of Engg. and Tech. Lehragaga
		62	Comrade Bhim Singh Governement Sen.Sec.School
		63	Bhai Gurdas Institute of Engg. and Tech.,Sangrur
	Shri Mukatsar Sahib	64	State Institute Of Automobile Driving Skill Mahuana Malot
		65	Guru Teg Bahadur Khals Institute Of Engg. and Technology Chhapiawali Malout
		66	Govt College Shri Mukatsar Sahib
		67	Mata Mishri Devi Dav College Giddarbaha
	Mohali	68	Chandiagr University Gharuan
		69	ITI Women Phase 5
		70	Swami Vivekanand College Banur
		71	Govt.College Dera Bassi
		72	DBEE DC Office Mohali
	SBS Nagar	73	ITI Boys Nawan Shehar
		74	Rayat Group of Institute Railmajra Sbsnagar
	Tarn-Taran	75	Mai Bhago Nursing College Tarn-Taran

ਹਰੇਕ ਸਥਾਨ / ਸ਼ਹਿਰ ਤੇ ਆਯੋਜਿਤ ਕੀਤੇ ਜਾਣ ਵਾਲੇ ਰੋਜ਼ਗਾਰ ਮੇਲੇ ਦੇ ਸਾਰੇ ਪ੍ਰਬੰਧ ਦੇਖਣ ਲਈ ਸਬੰਧਿਤ ਅਦਾਰੇ ਵੱਲੋਂ ਇੱਕ ਇੰਚਾਰਜ (ਨੋਡਲ ਅਫ਼ਸਰ) ਨਿਯੁਕਤ ਕੀਤਾ ਜਾਵੇਗਾ।

3. ਇਨ੍ਹਾਂ ਮੇਲਿਆਂ ਦੇ ਸਹੀ ਸੰਚਾਲਨ ਲਈ ਰੋਜ਼ਗਾਰ ਵਿਭਾਗ ਤੋਂ ਇਲਾਵਾ ਹੇਠ ਲਿਖੇ 13 ਵਿਭਾਗਾਂ ਨਾਲ ਤਾਲਮੇਲ ਕਰਦੇ ਹੋਏ ਇਨ੍ਹਾਂ ਵਿਭਾਗਾਂ ਦੇ ਸਹਿਯੋਗ ਨਾਲ ਇਨ੍ਹਾਂ ਮੇਲਿਆਂ ਨੂੰ ਕਾਮਯਾਬ ਕੀਤਾ ਜਾਵੇਗਾ। ਇਨ੍ਹਾਂ 13 ਵਿਭਾਗਾਂ ਦੀ ਸੂਚੀ ਹੇਠ ਅਨੁਸਾਰ ਹੈ:

a) ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ।

- i. ਪੰਜਾਬ ਸਰਕਾਰ
- ii. ਸਿਹਤ ਤੇ ਪਰਿਵਾਰ ਭਲਾਈ ਵਿਭਾਗ।
- iii. ਉਚੇਰੀ ਸਿੱਖਿਆ ਵਿਭਾਗ।
- iv. ਉਦਯੋਗ ਤੇ ਕਾਮਰਸ ਵਿਭਾਗ ਅਤੇ ਪੰਜਾਬ ਪੂੰਜੀ ਪ੍ਰੋਤਸਾਹਨ ਵਿਭਾਗ।
- v. ਸਹਿਕਾਰੀ ਸਭਾਵਾਂ ਵਿਭਾਗ।
- vi. ਰੱਖਿਆ ਸੇਵਾਵਾਂ ਭਲਾਈ ਵਿਭਾਗ।
- vii. ਸਕੂਲ ਸਿੱਖਿਆ ਵਿਭਾਗ।
- viii. ਲੋਕ ਨਿਰਮਾਣ ਵਿਭਾਗ (ਬੀ.ਐੱਡ.ਆਰ)।
- ix. ਕਰ ਤੇ ਆਬਕਾਰੀ ਵਿਭਾਗ।
- x. ਪੰਜਾਬ ਸਕਿੱਲ ਡਿਵੈਲਪਮੈਂਟ ਮਿਸ਼ਨ।
- xi. ਖੁਰਾਕ, ਸਿਵਲ ਸਪਲਾਈ ਅਤੇ ਖਪਤਕਾਰ ਮਾਮਲੇ ਵਿਭਾਗ।
- xii. ਮੈਡੀਕਲ ਸਿੱਖਿਆ ਅਤੇ ਖੋਜ।
- xiii. ਸਥਾਨਕ ਸਰਕਾਰ ਵਿਭਾਗ।

ਇਨ੍ਹਾਂ 13 ਵਿਭਾਗ ਦੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ ਆਪਣੇ ਵਿਭਾਗ ਦਾ ਇੱਕ ਰਾਜ ਪੱਧਰੀ ਨੋਡਲ ਅਫਸਰ ਨਿਯੁਕਤ ਕਰਨਗੇ। ਇਹ ਨੋਡਲ ਅਫਸਰ ਸਬੰਧਤ ਵਿਭਾਗ ਦੇ ਜ਼ਿਲ੍ਹਾ ਪੱਧਰੀ ਖੇਤਰੀ ਅਧਿਕਾਰੀਆਂ ਦੇ ਸਹਿਯੋਗ ਨਾਲ ਜੌਬ ਰੋਲਜ਼ ਇਕੱਤਰ ਕਰਵਾ ਕੇ ਸਬੰਧਤ ਜ਼ਿਲ੍ਹੇ ਦੇ ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਸੀ.ਈ. ਓ., DBEE ਕੋਲ ਪੁੱਜਦੀ ਕਰਨਗੇ। CEO, DBEE, ਆਪਣੇ ਪੱਧਰ ਤੇ ਜ਼ਿਲ੍ਹੇ ਵਿੱਚੋਂ job roles ਇਕੱਤਰ ਕਰਵਾਉਣ ਤੋਂ ਇਲਾਵਾ ਆਪਣੇ ਜ਼ਿਲ੍ਹੇ ਵਿੱਚ ਆਯੋਜਿਤ ਹੋਣ ਵਾਲੇ ਮੇਲਿਆਂ ਦੇ ਸਥਾਨਾਂ ਦੇ ਨੋਡਲ ਅਫਸਰਾਂ/venue Incharge ਪਾਸੋਂ ਵੀ job roles ਇਕੱਤਰ ਕਰਵਾਉਣੇ ਯਕੀਨੀ ਬਣਾਉਣਗੇ। ਇਸ ਤਰ੍ਹਾਂ ਕੁੱਲ 3 ਕਿਸਮ ਦੇ ਪੱਧਰ ਤੇ (ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ, ਸਬੰਧਤ ਵਿਭਾਗ ਦੇ ਖੇਤਰੀ ਜ਼ਿਲ੍ਹਾ ਦਫਤਰ ਅਤੇ ਮੇਲੇ ਦੇ ਸਥਾਨ ਦੇ ਨੋਡਲ ਅਫਸਰ/ venue Incharge) job roles ਇਕੱਤਰ ਕੀਤੇ ਜਾਣਗੇ ਅਤੇ ਜ਼ਿਲ੍ਹੇ ਦੇ ADC-Cum-CEO, DBEE ਰਾਹੀਂ ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਜੀ ਦੇ ਦਫਤਰ ਮਿਤੀ 24-07-2019 ਤੱਕ ਜਮ੍ਹਾਂ ਕਰਵਾਏ ਜਾਣਗੇ।

4. ਪੈਰਾ ਨੰ-3 ਵਿੱਚ ਦਿੱਤੇ 13 ਵਿਭਾਗਾਂ ਦੀਆਂ ਸੇਵਾਵਾਂ ਸਹਿਯੋਗ ਲੈਣ ਲਈ ਉਨ੍ਹਾਂ ਨੂੰ ਉਤਸ਼ਾਹਿਤ ਕਰਨ ਲਈ ਇੱਕ ਮੁੱਢਲੀ ਉੱਚ ਪੱਧਰੀ ਮੀਟਿੰਗ ਦੀ ਜ਼ਰੂਰਤ ਹੈ। ਇਸ ਲਈ 22 ਜੁਲਾਈ ਦੇ Deputy Commissioner/CEO (DBBEs), 13 ਵਿਭਾਗਾਂ ਦੇ ਸਕੱਤਰ/ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਸਾਹਿਬਾਨ ਅਤੇ ਲੋੜ ਅਨੁਸਾਰ ਮੇਲਿਆਂ ਦੇ ਸਥਾਨਾਂ ਦੇ ਨੋਡਲ ਅਫਸਰ/ venue Incharge ਦੇ ਨਾਲ ਮੁੱਖ ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ/ਮੁੱਖ ਮੰਤਰੀ, ਪੰਜਾਬ ਜ ਦੇ ਪੱਧਰ ਤੇ ਮਿਤੀ 24.07.2018 ਨੂੰ ਸਵੇਰੇ 11.00 ਵਜੇ ਇੰਨਵੈਸਟ ਪੰਜਾਬ ਵਿਖੇ ਮੀਟਿੰਗ ਕਰਨੀ ਯੋਗ ਹੋਵੇਗੀ।
5. ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਜੀ ਵੱਲੋਂ ਉੱਪਰ ਦੱਸੇ ਅਨੁਸਾਰ ਦਿੱਤੀ ਗਈ ਸੂਚਨਾ ਨੂੰ ਇਕੱਤਰ ਕਰਨ ਲਈ ਅਤੇ ਰੋਜ਼ਗਾਰ ਮੇਲੇ ਆਯੋਜਿਤ ਕਰਨ ਲਈ ਲੋੜੀਂਦੇ ਪ੍ਰਬੰਧਾਂ ਬਾਰੇ ਕਾਰਵਾਈ ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ ਦੇ ਅਧਿਕਾਰੀਆਂ ਅਤੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼, ਪੰਜਾਬ ਦੇ ਸਹਿਯੋਗ ਨਾਲ ਕੀਤੀ ਜਾਵੇਗੀ।
6. ਮਿਤੀ 21.08.2019 ਤੱਕ ਹਰ ਸਾਲ ਵਿੱਚ, ਲੋੜੀਂਦੀ ਸੇਵਾਂ ਕਰਨ ਉਪਰੰਤ ਮੁਕੰਮਲ job roles ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਜੀ ਕੋਲ ਮੁਹੱਈਆ ਕਰਵਾ ਦਿੱਤੇ ਜਾਣਗੇ। ਮਿਤੀ 01.09.2019 ਤੱਕ ਸਾਰੀ ਜਾਣਕਾਰੀ/ਸੂਚਨਾ ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਪੋਰਟਲ ਉੱਪਰ ਅਪਲੋਡ ਕਰ ਦਿੱਤੀ ਜਾਵੇਗੀ। ਮਿਤੀ 01.09.2019 ਨੂੰ ਹੀ 19.9.2019 ਤੋਂ 30.9.2019 ਤਕ ਦੇ ਸਾਰੇ ਮੇਲਿਆਂ ਬਾਰੇ ਲੋੜੀਂਦੇ ਇਸ਼ਤਿਹਾਰ ਦੇਣ ਸਬੰਧੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇਗੀ। ਇਸ਼ਤਿਹਾਰ ਲੋੜ ਅਨੁਸਾਰ ਫਿਰ ਦਿੱਤੇ ਜਾਣਗੇ।

7. ਮਿਤੀ 01.09.2019 ਤੋਂ 30.09.2019 ਤੱਕ ਸਤੰਬਰ ਦੇ ਰੋਜ਼ਗਾਰ ਮੇਲਿਆਂ ਵਿੱਚ ਹਿੱਸਾ ਲੈਣ ਲਈ ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਪੋਰਟਲ ਅਤੇ ਵੈਬਸਾਈਟ (ਪੋਰਟਲ www.ghargharrozgar.punjab.gov.in ਅਤੇ ਵੈਬਸਾਈਟ www.pbemployment.gov.in) ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਲਈ ਖੁੱਲ੍ਹੇ ਰਹਿਣਗੇ ਅਤੇ ਨੌਜਵਾਨ ਖੁਦ ਨੂੰ ਰਜਿਸਟਰ ਕਰਵਾ ਸਕਣਗੇ।
8. ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਵਿਭਾਗਾਂ ਵੱਲੋਂ ਮਿਤੀ 01.02.2019 ਤੋਂ 31.08.2019 ਤੱਕ ਜਿੰਨੇ ਵੀ ਵਿਅਕਤੀਆਂ ਨੂੰ ਪੱਕਾ ਰੋਜ਼ਗਾਰ (Regular Employment) ਜਾਂ ਠੇਕੇ ਦੇ ਅਧਾਰ ਤੇ (Contract Base) ਕਿੰਨੀਆਂ ਨੌਕਰੀਆਂ ਦਿੱਤੀਆਂ ਗਈਆਂ ਹਨ ਜਾਂ ਜਿਨ੍ਹਾਂ ਵੀ V.L.E (Village Level Enter precures) ਨਿਯੁਕਤ ਕੀਤੇ ਗਏ ਹਨ, ਉਨ੍ਹਾਂ ਦੇ ਵੇਰਵੇ ਵੀ ਇਸ ਦੌਰਾਨ ਡਾਇਰੈਕਟਰੇਟ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਜੀ ਵੱਲੋਂ ਇਕੱਤਰ ਕੀਤੇ ਜਾਣਗੇ। ਇਸ ਸਮੇਂ ਦੌਰਾਨ ਹੀ ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਜੀ ਵੱਲੋਂ ਸਾਰੇ ਨੋਡਲ ਅਫਸਰਾਂ ਅਤੇ 13 ਵਿਭਾਗਾਂ ਦੇ ਨੁਮਾਇੰਦਿਆਂ ਨਾਲ ਮੀਟਿੰਗ ਕਰਕੇ ਵਿਭਾਗ ਵੱਲੋਂ ਨਿਸ਼ਚਿਤ ਕੀਤੇ ਪ੍ਰੋਗਰਾਮੇ ਵਿੱਚ ਲੋੜੀਂਦੀ ਸੂਚਨਾ ਇਕੱਤਰ ਕਰ ਲਈ ਜਾਵੇਗੀ।

ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਜਿਹੜੇ ਵੀ ਯੁਵਕਾਂ ਨੂੰ ਪੱਕੀ ਨੌਕਰੀ ਜਾਂ ਠੇਕੇ ਦੇ ਅਧਾਰ ਤੇ ਨੌਕਰੀ ਜਾਂ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਜਾਂ ਹੋਰ ਕਿਸੇ ਵੀ ਤਰ੍ਹਾਂ ਦਾ ਰੋਜ਼ਗਾਰ ਦਿੱਤਾ ਗਿਆ ਹੈ, ਉਨ੍ਹਾਂ ਸਾਰੇ ਯੁਵਕਾਂ ਨੂੰ ਇਸ ਮੇਲੇ ਵਿੱਚ ਸ਼ਾਮਲ ਕੀਤਾ ਜਾਵੇ। ਮਿਤੀ 5.10.19 ਦੇ ਮੈਗਾ ਰੋਜ਼ਗਾਰ ਮੇਲੇ ਵਿੱਚ ਹੇਠ ਲਿਖੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਯੁਵਕ ਸ਼ਾਮਲ ਕੀਤੇ ਜਾਣਗੇ, ਇਨ੍ਹਾਂ ਨੂੰ ਸੱਦਾ ਲਈ ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਜੀ ਲੋੜੀਂਦੀ ਮੀਟਿੰਗ ਕਰਨਗੇ:-

(ੳ) ਮਿਤੀ 19.9.19 ਤੋਂ 30.9.19 ਦੇ ਮੇਲਿਆਂ ਵਿੱਚ ਚੁਣੇ ਗਏ ਉਮੀਦਵਾਰ।
(ਅ) ਮਿਤੀ 1.2.2020 ਤੋਂ ਬਾਅਦ ਜਿੰਨੇ ਵੀ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਲਈ ਲੇਨ ਦਿੱਤੇ ਗਏ ਹਨ।
(ੲ) ਮਿਤੀ 1.2.2019 ਤੋਂ ਬਾਅਦ ਜਿਹੜੇ ਨੌਜਵਾਨਾਂ ਨੂੰ ਨੌਕਰੀ ਦਿੱਤੀ ਗਈ।
(ਸ) ਮਿਤੀ 1.2.2020 ਤੋਂ ਜਿਹੜੇ ਨੌਜਵਾਨਾਂ ਦੀ ਪਲੇਸਮੈਂਟ ਲਿੱਜੀ ਖੇਤਰ ਵਿੱਚ ਕੀਤੀ ਗਈ।
9. ਮਿਤੀ 1.9.2020 ਤੋਂ ਮਿਤੀ 30.9.2019 ਤੱਕ Hall Ticket ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਪੋਰਟਲ ਤੋਂ ਪ੍ਰਾਪਤ (Generate) ਕਰਨ ਦਾ ਉਪਬੰਧ ਹੋਵੇਗਾ। ਨੌਜਵਾਨ ਕਿਸੇ ਵੀ ਇੱਕ ਦਿਨ ਲਈ 5 ਹਾਲ ਟਿਕਟ ਪ੍ਰਾਪਤ ਕਰ ਸਕਣਗੇ।
10. Hall Ticket ਮੇਲੇ ਵਿੱਚ ਵੀ ਮੌਕੇ ਤੇ ਪ੍ਰਾਪਤ (Generate) ਕਰਨ ਦਾ ਪ੍ਰਬੰਧ ਹੋਵੇਗਾ। ਜੇਕਰ ਕਿਸੇ ਕਾਰਨ ਕਰਕੇ ਨੌਜਵਾਨ ਪ੍ਰਾਰਥੀ Hall Ticket ਪ੍ਰਾਪਤ ਨਾ ਕਰ ਸਕੇ ਤਾਂ ਵੀ ਉਹ ਵੀ ਮੇਲੇ ਵਿੱਚ ਸ਼ਾਮਲ ਹੋ ਕੇ ਇੰਟਰਵਿਊ ਵਿੱਚ ਹਿੱਸਾ ਲੈ ਸਕੇਗਾ।
11. ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਾਂ ਨੂੰ ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਜੀ ਵੱਲੋਂ ਇਹ ਹਦਾਇਤ ਕੀਤੀ ਜਾਵੇਗੀ ਕਿ ਉਹ ਆਪਣੇ ਜ਼ਿਲ੍ਹੇ ਦੇ ਮੰਤਰੀ/VIPs ਲੋਕਲ ਲੀਡਰਸ਼ਿਪ ਨੂੰ ਉਨ੍ਹਾਂ ਦੇ ਜ਼ਿਲ੍ਹੇ ਵਿੱਚ ਲੱਗਣ ਵਾਲੇ ਰੋਜ਼ਗਾਰ ਮੇਲਿਆਂ ਵਿੱਚ ਸਮੂਲੀਅਤ ਕਰਨ ਲਈ ਸੱਦਾ ਪੱਤਰ ਭੇਜਣ ਅਤੇ ਆਪ ਇਨ੍ਹਾਂ ਮੇਲਿਆਂ ਦੌਰਾਨ ਹਾਜ਼ਰ ਰਹਿਣ। ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਨੂੰ ਇਹ ਵੀ ਹਦਾਇਤ ਕੀਤੀ ਜਾਵੇਗੀ ਕਿ ਉਹ ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ (CEO, DBEE) ਰਾਹੀਂ Companies / Employers/ Industry Houses ਦੇ Job rules ਪ੍ਰਾਪਤ ਕਰਕੇ ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਜੀ ਨੂੰ ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਰਾਹੀਂ ਭੇਜਣ ਤਾਂ ਜੋ ਉਹ ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਪੋਰਟਲ ਤੇ ਅਪਲੋਡ ਕੀਤੇ ਜਾ ਸਕਣ। ਇਨ੍ਹਾਂ Companies / Employers/ Industry Houses ਨੂੰ ਮਿੱਥੇ ਸਥਾਨਾਂ ਉੱਪਰ ਨਿਸ਼ਚਿਤ ਮਿਤੀਆਂ ਨੂੰ ਹਾਜ਼ਰ ਰਹਿਣ ਲਈ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਵੱਲੋਂ ਪਾਬੰਦ ਕੀਤਾ ਜਾਵੇਗਾ।
12. ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਾਂ ਨੂੰ ਇਹ ਵੀ ਹਦਾਇਤ ਕਰਨੀ ਯੋਗ ਹੋਵੇਗੀ ਕਿ ਬੇਰੋਜ਼ਗਾਰ ਯੁਵਕਾਂ ਨੂੰ ਮੇਲੇ ਵਿੱਚ ਸ਼ਾਮਲ ਹੋਣ ਤੋਂ ਪਹਿਲਾਂ ਅਸਾਮੀਆਂ ਦੀ ਇੰਟਰਵਿਊ ਲਈ ਤਿਆਰ ਕੀਤਾ ਜਾਵੇ ਅਤੇ DBEE ਦੇ ਕੈਰੀਅਰ ਕਾਊਂਸਲਰ, ਪਲੇਸਮੈਂਟ ਅਫਸਰ, PSDM ਦੇ ਟ੍ਰੇਨਿੰਗ ਕੋਰਸਿਸ ਅਤੇ ਰੋਜ਼ਗਾਰ ਵਿਭਾਗ ਦੇ Soft skills Training ਕੋਰਸ ਰਾਹੀਂ ਮੁਹੱਈਆ ਕਰਵਾਈ ਜਾਵੇ ਤਾਂ ਜੋ ਯੁਵਕਾਂ ਦੀ ਇੰਟਰਵਿਊ ਪਾਸ ਕਰਨ ਦੀ ਕਾਬਲੀਅਤ ਨੂੰ ਵਧਾਇਆ ਜਾ ਸਕੇ। ਇਸ ਟ੍ਰੇਨਿੰਗ ਦੇ ਖਰਚੇ ਲਈ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਾਂ ਨੂੰ ਬਿਊਰੋ ਦੇ ਫੰਡਾਂ ਵਿੱਚੋਂ ਇੱਕ ਲੱਖ ਰੁਪਏ ਤੱਕ ਦਾ ਖਰਚਾ ਕਰਨ ਦੀ ਪ੍ਰਵਾਨਗੀ ਦੇਣੀ ਯੋਗ ਹੋਵੇਗੀ।

13. ਮਿਤੀ 5.10.19 ਨੂੰ ਜ਼ਿਲ੍ਹਾ ਰੂਪਨਗਰ ਵਿਖੇ ਆਯੋਜਿਤ ਹੋਣ ਵਾਲੇ ਰਾਜ ਪੱਧਰੀ ਰੋਜ਼ਗਾਰ ਮੇਲੇ ਦਾ ਸਾਰਾ ਪ੍ਰਬੰਧ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ, ਰੂਪਨਗਰ ਵੱਲੋਂ ਕੀਤਾ ਜਾਵੇਗਾ।
14. ਇਨ੍ਹਾਂ ਮੇਲਿਆਂ ਦੀ ਤਿਆਰੀ ਅਤੇ ਆਯੋਜਨ ਤੇ ਜੋ ਵੀ ਖਰਚਾ ਹੋਵੇਗਾ ਉਹ ਪੰਜਾਬ ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਮਿਸ਼ਨ ਦੇ ਤਹਿਤ ਪ੍ਰਾਪਤ ਫੰਡਾਂ ਵਿੱਚੋਂ ਕੀਤਾ ਜਾਵੇਗਾ। ਪਿਛਲੇ ਮੇਲਿਆਂ ਨੂੰ ਵੇਖਿਆ ਜਾਵੇ ਤਾਂ ਲਗਭਗ ਇੱਕ ਕਰੋੜ ਰੁਪਏ ਕੁੱਲ ਖਰਚਾ ਹੋਣ ਦੀ ਉਮੀਦ ਹੈ। ਇਹ ਇਸ਼ਤਿਹਾਰ ਬਾਜ਼ੀ, ਟ੍ਰਾਂਸਪੋਰਟੇਸ਼ਨ ਸਮੇਤ ਹੋਰ ਲੋੜੀਂਦੇ ਇੰਤਜ਼ਾਮ ਕਰਨ ਲਈ ਉਪਰੋਕਤ ਦਿੱਤੇ ਵਿਸ਼ੇ ਨਾਲ ਸਬੰਧਿਤ ਹਰ ਕਿਸਮ ਦੀ ਹਰ ਮੱਦ ਤੇ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਖਰਚੇ ਦੀ ਪ੍ਰਵਾਨਗੀ ਦੇਣ ਲਈ ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਜੀ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਹੋਣਗੇ।
15. ਉਪਰੋਕਤ ਤੋਂ ਇਲਾਵਾ, in view of ----- ਕਿਸੇ ਵੀ ਕਿਸਮ ਦਾ ਕੋਈ ਵੀ ਫੈਸਲਾ ਲੈਣ ਦਾ ਅਖਤਿਆਰ ਅਤੇ ਉਪਰੋਕਤ ਦੱਸੀ ਗਈ ਰਾਸ਼ੀ ਖਰਚ ਕਰਨ ਦਾ ਅਖਤਿਆਰ ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਜੀ ਪਾਸ ਹੋਵੇਗਾ। ਇੱਕ ਕਰੋੜ ਰੁਪਏ ਤੋਂ ਉੱਪਰ ਜੋ ਖਰਚਾ ਕੀਤਾ ਜਾਣਾ ਹੋਵੇ ਤਾਂ ਸਕੱਤਰ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਜੀ ਪ੍ਰਵਾਨਗੀ ਦੇਣ ਲਈ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਹੋਣਗੇ।
16. ਪੈਰਾ-2 ਵਿੱਚ ਸਥਾਨਾਂ ਦੀ ਸੂਚੀ ਵਿੱਚ ਕਿਸੇ ਅਚਨਚੇਤ ਸਥਿਤੀ ਵਿੱਚ ਜੇਕਰ ਮੇਲੇ ਦੇ ਸਥਾਨ/venues ਜਾਂ ਮਿਤੀ ਵਿੱਚ ਕਿਸੇ ਤਰ੍ਹਾਂ ਦੀ ਕੋਈ ਵੀ ਤਬਦੀਲੀ ਕੀਤੀ ਜਾਣੀ ਜ਼ਰੂਰੀ ਬਣਾਈ ਹੋਵੇ ਤਾਂ ਉਸ ਸਬੰਧੀ ਕਾਰਵਾਈ ਕਰਨ ਦੇ ਅਖਤਿਆਰ ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਤੇ ਸਿਖਲਾਈ ਜੀ ਕੋਲ ਹੋਣਗੇ।
17. ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਮਹੀਨਾ ਸਤੰਬਰ, 2019 ਵਿੱਚ ਜ਼ਿਲ੍ਹਾ ਪੱਧਰੀ ਰੋਜ਼ਗਾਰ ਮੇਲੇ ਲਗਵਾਉਣ, ਮਿਤੀ 05.10.2019 ਨੂੰ ਮੈਗਾ ਰੋਜ਼ਗਾਰ ਮੇਲਾ ਜ਼ਿਲ੍ਹਾ ਰੂਪਨਗਰ ਵਿਖੇ ਲਗਵਾਉਣ ਤੇ ਉਪਰੋਕਤ ਦੱਸੇ ਅਨੁਸਾਰ ਖਰਚ ਕਰਨ ਲਈ ਮਿਸਲ ਮੁੱਖ ਮੰਤਰੀ ਪੰਜਾਬ ਜੀ ਦੀ ਪ੍ਰਵਾਨਗੀ ਹਿੱਤ ਪੇਸ਼ ਹੈ ਜੀ।

Director, Employment Generation & Training Punjab Chandigarh

From,

Director, Employment Generation & Training,
Punjab, Chandigarh.

To,

Director,
Information & Public Relation , Punjab,
Civil Secretariate-1, Chandigarh

No. Septmegajobfair/2019/25050

Dated:

Sub: Release of Audio Plan for General Publicity of Department of Employment
Generation & Training, Punjab.

1.0 Regarding the above subject, detailed Audio Plan for Jingle-AI, pertaining to
General Promotion of various schemes/programmes/achievements of department is on
Annexure-AI.

2.0 Audio for Jingle is being forwarded to Mrs Senu Duggal, Audio Director, DPR
at her whatsapp. Transcript for Jingle is enclosed here with.

3.0 You are requested to release jingle on all radio channels as per the plans
annexed at Annexure-AI on dates as mentioned in the Audio Plan. The payment to the jingle
plan would be made by this office, after concerned agency certifies that compliance as per
audio plan has been ensured. Verified bills be sent to this office to payment post release of
these audio advertisement.

Enclosed: (As above)

Additional Director,
Employment Generation & Training
Punjab, Chandigarh

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ,
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਸੇਵਾ ਵਿਖੇ,

ਪੰਜਾਬ ਰਾਜ ਸਮੂਹ ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿ.ਰੋ.ਜ.ਟ. ਅਫ਼ਸਰ,
ਜ਼ਿਲ੍ਹਾ ਬਿਊਰੋ ਆਫ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ।

ਨੰ.ਰੋ.ਮਲੇ/ ਸਤੰਬਰ-2019/135013-34
ਮਿਤੀ- 10-01-2020

ਵਿਸ਼ਾ: ਮੈਗਾ ਰੋਜ਼ਗਾਰ ਮੇਲੇ, ਪਲੇਸਮੈਂਟ ਕੈਂਪ ਅਤੇ ਰੋਜ਼ਗਾਰ ਦਫਤਰਾਂ ਰਾਹੀਂ ਕੀਤੀ ਜਾਣ ਵਾਲੀ ਭਰਤੀ ਦੇ ਚੋਣ ਕੀਤੇ ਪ੍ਰਾਰਥੀਆਂ ਦੇ Head Count ਭੇਜਣ ਬਾਰੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਮੁੱਖ ਮੰਤਰੀ ਦਫਤਰ ਵੱਲੋਂ 1-4-2017 ਤੋਂ 30-09-2019 ਤੱਕ ਚੋਣ ਕੀਤੇ ਗਏ ਪ੍ਰਾਰਥੀਆਂ ਦਾ Head Count ਦੀ ਸੂਚਨਾ ਵਿਧਾਨ ਸਭਾ ਚੋਣ ਹਲਕੇ ਤੇ ਪੁਰਸ਼/ਇਸਤਰੀ ਦਾ ਭੇਜਿਆ ਜਾਣਾ ਹੈ, ਇਸ ਲਈ ਮਿਤੀ 01-04-2017 ਤੋਂ 30-09-2019 ਤੱਕ ਮੈਗਾ ਰੋਜ਼ਗਾਰ ਮੇਲੇ, ਪਲੇਸਮੈਂਟ ਕੈਂਪ ਅਤੇ ਰੋਜ਼ਗਾਰ ਦਫਤਰਾਂ ਰਾਹੀਂ ਕੀਤੀ ਜਾਣ ਵਾਲੀ ਭਰਤੀ ਦੇ ਚੋਣ ਕੀਤੇ ਪ੍ਰਾਰਥੀਆਂ ਦੇ Head Count ਪੇਫਾਰਮਾ-1 ਤੇ ਮਿਤੀ 14-01-2020 Excel format ਨੱਥੀ ਪੇਫਾਰਮਾ-1 ਅਨੁਸਾਰ ਈ-ਮੇਲ ervnd.degt@gmail.com ਤੇ ਭੇਜਣਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਮਿਤੀ 01-10-2019 ਤੋਂ ਮੈਗਾ ਰੋਜ਼ਗਾਰ ਮੇਲੇ, ਪਲੇਸਮੈਂਟ ਕੈਂਪ ਅਤੇ ਰੋਜ਼ਗਾਰ ਦਫਤਰਾਂ ਰਾਹੀਂ ਕੀਤੀ ਜਾਣ ਵਾਲੀ ਭਰਤੀ ਦੇ ਚੋਣ ਕੀਤੇ ਗਏ ਪ੍ਰਾਰਥੀਆਂ ਦਾ Head Count Proforma - II ਤੇ ਭਵਿੱਖ ਵਿੱਚ ਆਪਣੇ ਦਫਤਰ ਵਿਖੇ Excel format ਵਿੱਚ ਤਿਆਰ ਕੀਤੇ ਜਾਣ ਤਾਂ ਜੋ ਲੋੜ ਪੈਣ ਤੇ ਸੂਚਨਾ ਤੁਰੰਤ ਮੰਗਵਾਈ ਜਾ ਸਕੇ। ਇਸ ਨੂੰ ਅਤਿ ਜ਼ਰੂਰੀ ਸਮਝਿਆ ਜਾਵੇ।

ਨੱਥੀ: (ਉਪਰੋਕਤ ਅਨੁਸਾਰ)

ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ, ਵਿਭਾਗ
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

Placement done from 01-04-2017 to 30-09-2019

[illegible]

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ,
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਸੇਵਾ ਵਿਖੇ,

ਪੰਜਾਬ ਰਾਜ ਸਮੂਹ
ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਅਫ਼ਸਰ।

ਨੰ.ਰੋ.ਮਲੇ/ ਸਤੰਬਰ-2019/138285-306
ਮਿਤੀ: 4-3-2020

ਵਿਸ਼ਾ: ਪਲੇਸਮੈਂਟ ਕੈਂਪ ਅਤੇ ਰੋਜ਼ਗਾਰ ਦਫਤਰਾਂ ਰਾਹੀਂ ਕੀਤੀ ਜਾਣ ਵਾਲੀ ਭਰਤੀ ਦੇ ਚੋਣ ਕੀਤੇ ਪ੍ਰਾਰਥੀਆਂ ਦੇ Head count ਭੇਜਣ ਬਾਰੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਅਧੀਨ ਦੱਸਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਮਿਤੀ 01-10-2019 ਤੋਂ 29-02-2020 ਤੱਕ ਪਲੇਸਮੈਂਟ ਕੈਂਪ ਅਤੇ ਰੋਜ਼ਗਾਰ ਦਫਤਰਾਂ ਰਾਹੀਂ ਕੀਤੀ ਜਾਣ ਵਾਲੀ ਭਰਤੀ ਦੇ ਚੋਣ ਕੀਤੇ ਪ੍ਰਾਰਥੀਆਂ ਦੇ Head Count ਪੇਫਾਰਮਾ ਤੇ ਮਿਤੀ 13-03-2020 ਤੱਕ Excel format ਵਿੱਚ ਨੱਥੀ ਪੇਫਾਰਮਾ ਅਨੁਸਾਰ ਈ-ਮੇਲ ervnd.degt@gmail.com ਤੇ ਭੇਜਣਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਨੱਥੀ: (ਉਪਰੋਕਤ ਅਨੁਸਾਰ)

ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ, ਵਿਭਾਗ
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ,
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਸੇਵਾ ਵਿਖੇ,

ਪੰਜਾਬ ਰਾਜ ਸਮੂਹ
ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਅਫ਼ਸਰ।

ਨੰ.ਰੋ.ਮਲੇ/ 2020/138443-64
ਮਿਤੀ: 6-3-2020

ਵਿਸ਼ਾ: ਨਵੰਬਰ 2019 ਤੋਂ ਜਨਵਰੀ 2020 ਦੌਰਾਨ ਲਗਾਏ ਗਏ ਪਲੇਸਮੇਂਟ ਕੈਂਪ ਵਿੱਚ 2 ਲੱਖ ਰੁਪਏ ਦੇ ਪੈਕੇਜ ਵਾਲੇ ਵਿਅਕਤੀਆਂ ਦਾ ਡਾਟਾ ਜਾਂ ਹੈਡ ਕਾਊਂਟਸ ਭੇਜਣ ਸਬੰਧੀ।

ਮਿਤੀ 27-02-2020 ਨੂੰ ਸਕੱਤਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਜੀ ਦੀ ਪ੍ਰਧਾਨਗੀ ਹੇਠ ਹੋਇ ਮੀਟਿੰਗ ਵਿੱਚ ਸਕੱਤਰ, ਰੋਜ਼ਗਾਰ ਜੀ ਦੇ ਹੁਕਮਾਂ ਅਨੁਸਾਰ ਹਰ ਜ਼ਿਲ੍ਹੇ ਵੱਲੋਂ ਨਵੰਬਰ 2019 ਤੋਂ ਜਨਵਰੀ 2020 ਦੌਰਾਨ ਲਗਾਏ ਗਏ ਪਲੇਸਮੇਂਟ ਕੈਂਪ ਵਿੱਚ ਚੁਣੇ ਗਏ ਵਿਅਕਤੀਆਂ ਨੂੰ 2 ਲੱਖ ਰੁਪਏ ਜਾਂ ਇਸ ਤੋਂ ਵੱਧ ਦੇ ਸੈਲਰੀ ਪੈਕੇਜ ਮਿਲੇ ਹਨ ਦਾ ਡਾਟਾ ਅਤੇ ਹੈਡ ਕਾਊਂਟਸ ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ ਚੰਡੀਗੜ੍ਹ ਨੂੰ ਵਿਭਾਗ ਦੀ ਈ-ਮੇਲ ervnd.degt@gmail.com ਤੇ ਮਿਤੀ 11-03-2020 ਤੱਕ (ਨਾਲ ਨੱਥੀ ਪ੍ਰੋਫਾਰਮਾ ਅਨੁਸਾਰ) Excel format ਵਿੱਚ ਤਿਆਰ ਕਰਕੇ ਭੇਜਣਾ ਯਕੀਨੀ ਬਣਾਏ ਜਾਣ।

ਨੱਥੀ: (ਉਪਰੋਕਤ ਅਨੁਸਾਰ)

ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ, ਵਿਭਾਗ
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

Punjab Ghar Ghar Rozgar & Karobar Mission

Ground Floor, Punjab Mandi Board Building, Sec- 65A,
SAS Nagar Mohali- 160062

ਵੱਲ,

ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਅਧਿਕਾਰੀ,
ਸਮੂਹ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ,
ਪੰਜਾਬ।

ਨੰ. ਪੀ.ਜੀ.ਆਰ.ਕੇ.ਐਮ/ 2020/SOP/2179
ਮਿਤੀ: 8-7-2020

ਵਿਸ਼ਾ: Virtual & Physical Rozgar ਮੇਲੇ ਲਗਾਉਣ ਸਬੰਧੀ SOP।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਮਿਸ਼ਨ ਦੀ State Steering Advisory Committee ਦੀ ਮਿਤੀ: 6.7.2020 ਨੂੰ ਹੋਈ ਮੀਟਿੰਗ ਵਿੱਚ ਲਏ ਫੈਸਲੇ ਅਨੁਸਾਰ Virtual & Physical Rozgar ਮੇਲੇ ਲਗਾਉਣ ਸਬੰਧੀ SOP ਆਪ ਜੀ ਨੂੰ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਨਾਲ ਨੱਥੀ ਕਰਕੇ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਪਿੱਠ ਅੰਕਣ ਨੰ: ਪੀ.ਜੀ.ਆਰ.ਕੇ.ਐਮ/ 2020/SOP/2180-81

ਮਿਤੀ: 8-7-2020

ਵਾ. ਡਾਇਰੈਕਟਰ, PGRKAM

ਉਪਰੋਕਤ ਦਾ ਉਸਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾ/ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:

1. ਪੀ.ਏ. ਟੂ ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ ਸਿਖਲਾਈ ਜੀ ਦੀ ਸੂਚਨਾ ਹਿੱਤ।
2. ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ ਸਿਖਲਾਈ।

ਨੱਥੀ: (ਉਪਰੋਕਤ ਅਨੁਸਾਰ)

ਵਾ. ਡਾਇਰੈਕਟਰ, PGRKAM

SOP for organizing Virtual Rozgar Mela & Physical Rozgar Mela by DBEE

The COVID-19 outbreak has affected the lives and businesses. Employment Department intends to fill the gap for placement facilitation even during the challenging times as these.

In addition to focusing individual employer at a time, controlled Rozgar Melas may be organized through following two methods even during Covid to bring the prospective employee and the employer on one platform:

1. Virtual platform – Organizing Virtual Rozgar Mela
2. Physical platform – Organizing small Physical Rozgar Mela following all Covid – 19 guidelines

Virtual platform – Organizing Virtual Rozgar Mela

Technology Requirements for Employers:

Laptop or PC, Good Mobile with High resolution Camera, Internet Connection (Mobile Hotspot, Wi- Fi, Broadband) and also Apps for conducting Interviews like: Zoom. Microsoft Teams, Google Hangouts. Google Meet, GoToMeeting, Skype, Cisco WebEx etc. It depends on employers to choose from the above available apps. HR people must be well equipped to hold these interviews.

Technology Requirements for Job Seekers:

Laptop or PC, Good Mobile with High resolution Camera, Internet Connection (Mobile Hotspot, Wi- Fi, Broadband) and also Apps for conducting Interviews like: Zoom. Microsoft Teams, Google Hangouts. Google Meet, GoToMeeting, Skype, Cisco WebEx etc which should be the same as preferred by the employer. Job seeker should test technology, set the scene and minimize distractions, sit down prepared.

Standard operating Procedure (SOP)/ Step by step process - How to conduct Virtual Rozgar Mela by DBEE:

1. Fixing the date of the Virtual Rozgar Mela

DBEE shall fix a date of Virtual Rozgar Mela.

2. Reaching out to the Employers

Employers to be contacted by DBEE either physically (with due protocols in view of Covid-19) or virtually/ telephonically etc to ascertain the employer's HR requirement.

2.a. Registration of Employers

Registration of Employers on www.pgrkam.com or on a web link.

2.b. Collection of Vacancies

Collection of Vacancies from employers either on www.pgrkam.com or on a web link.

With respect to the vacant positions available with employers, the interview/ test details and the platform which is to be used for conducting interview/ test along with date, time and the contact person should be carefully noted in the records of the DBEE/ on pgrkam.com.

3. Categorization of vacancies

Categorization of vacancies based on selection method i.e. only Interview OR Pre-Qualification online test & Interview OR two levels of interviews, etc will be done. Depending

upon such requirements, individual baskets of Jobs will be created by DBEE, example is as follows:

- a. Jobs requiring Only Interview
- b. Jobs requiring Pre -qualification online Test+ Interview
- c. Jobs requiring Two Levels of Interviews
- d. Any other

4. Mapping eligible Job Seekers:

DBEE should check eligible jobseekers available on pgrkam.com, ncs.gov.in, Live Register etc. per post. Pool of eligible job seekers should be created.

5. Mobilizing additional eligible Job Seekers:

In case enough numbers are not available as per S.No 4 above, Job seekers should be mobilized by DBEE through other means like contacting educational institutes, line departments, press notes, radio, television, creating links, using social media platforms etc and thereafter registering them on www.pgrkam.com or on a special web link.

6. Reaching out to eligible Job Seekers:

This pool of eligible jobseekers should be informed by DBEE through sms, phone, mail and informing her/ him of the available vacancy.

DBEE should get willingness of the eligible jobseekers to join the job. Pre discussions, through virtual means as well as manually (by following all due protocols of Covid-19) should be organized with interested eligible job seekers to help prepare them for these job interviews by explaining all details and giving them complete knowledge on how to appear for these interviews. It is important to keep candidate informed in advance about the vacancy, job role, complete job description working hours and education required etc.

7. Creation of Vacancy Wise Pool of interested and eligible Job Seekers:

After matching and taking the willingness of the eligible candidates, Vacancy/ Post Wise Pool of interested and eligible Job Seekers is to be created by DBEE.

8. Informing the employer of the jobseekers available:

DBEE shall share details of the scheduled interviews etc along with the list of vacancy wise pool of interested and eligible jobseekers with the employer through sms/ whatsapp/ e-mail/ telephonically etc and then reminding the employer a day in advance of the interview.

9. Informing the Job Seekers of the vacancies available and scheduled interview:

DBEE shall share details of the scheduled interviews etc with the interested eligible candidates through sms/ whatsapp/ e-mail/ telephonically etc and then, if seemed appropriate, DBEE shall remind the jobseeker a day in advance of the interview using virtual means.

10. Arrangements for pre-qualifying tests etc:

DBEE will arrange for requirements for all the documents etc from job seekers required for the final Rozgar melas as per the requirement of the employer.

Pre-qualifying tests is to be arranged by DBEE for the companies desirous of conducting online tests.

- a. For Candidates who don't have means to undertake such tests at home will be facilitated to undergo such tests at DBEE office as per the protocols for Covid -19.
- b. For the candidates who have such facilities at home, can do so on their own.

11. Organizing Virtual Job Mela – On the day of the Mela

Interviews will be conducted for all the candidates on virtual platform as wanted by the employer. Link for each employer will be generated by DBEE / Employer themselves.

DBEEs will do the slotting of interviews based on time slots given by each Employer. DBEE may in consultation with employer and available facility in the online app, keep one candidate in a time slot OR may keep a group of candidates in a time slot with one giving interview and others of the group waiting for their turn. DBEE may adopt any other virtual method for smooth conduct of the process.

For the candidates who have the technology/ internet/ telephone/ apps etc at home, can do so on their own.

Candidates who do not have means to undertake such interviews at home will be facilitated to undergo such interviews at DBEE office as per the protocols for Covid -19. Slots at DBEE will be fixed keeping in view the infrastructure available with the DBEE.

12. Getting Final Selection Report from the employers

DBEEs shall get the final selection list from the participating employers.

**OFFICE OF SECRETARY TO GOVERNMENT OF PUNJAB, DEPARTMENT
OF EMPLOYMENT GENERATION, SKILL DEVELOPMENT & TRAINING**

To

1. Additional Deputy Commissioners-cum--CEOs, District Bureau of Employment & Enterprises (DBEEs).
2. All Deputy Directors, District Employment Generation & Training Officers, Employment Generation & Training Officers, Deputy CEOs, Placement Officer, Counsellors of DBEEs.

No: PGRKAM/VC/2020/99

Date: 16/7/2020

Sub: Minutes of the Video Conference held on 16.7.2020 at 9.30 AM under Chairmanship of Secretary to Govt of Punjab, Department of Employment Generation, Skill Development & Training with all ADCs — cum- CEOs of - DBEEs

Ref.: Letter no. PGRKAM/VC/2020/ Mela/22 18-2240 dated 15-7-2020

Find enclosed herewith the minutes of the Video Conference in the form of SOP for organizing State Level Rozgar Melas in the Month of September, 2020 for necessary action.

Enclosed: as above.

Secretary to Govt. of Punjab

SOP for organizing State Level Rozgar Melas in September 2020

The State intends to organize Rozgar Melas simultaneously covering all districts of Punjab in the Month of September 2020. The need to issue this SOP for organizing a State wide event is due to COVID-19 pandemic. The event is to be organized keeping these broader guidelines in view.

Both Virtual and physical platforms may be used for the event.

Standard operating Procedure (SOP)/ Step by step process - How to conduct State wide September Rozgar Melas:

1. Fixing the date/ dates/ period for the Rozgar Melas:

The dates shall be fixed centrally and conveyed to districts well in advance. The dates being proposed are 24th Sept to 30th Sept 2020 (both days inclusive).

2. Fixing the venues for the Rozgar Melas:

The venues shall be fixed by the districts depending on the number of vacancies collected, the number of employers choosing the venues offered by the district administration & the footfall of aspirants expected.

Only such venues are to be selected by the district administration where there is possibility of following the Covid-19 protocols & guidelines issued by the competent authorities.

The number of candidates/ people that can be present in the Rozgar mela venue at one particular time should be ascertained keeping in view the prevalent Covid-19 guidelines and should be documented.

In case situation of Covid-19 deteriorates & conducting physical Rozgar Mela is found non-feasible or risky, then the process till the stage of initial online participation would be undertaken & final physical part would be postponed.

3. Reaching out to the Employers:

Employers shall be contacted by the DBEEs either physically (with due protocols in view of Covid-19) or virtually/ telephonically etc to ascertain the employer's HR requirement. Employer is to be asked if he wants to conduct virtual interviews/ group discussion/ online test etc or physical interviews/ group discussion/ test etc or combination of both. Information is also to be gathered if the physical test/ interview/ group discussion is to be held at one of the venues offered by the district or the employer simply needs the data of interested/ eligible applicants.

Additional employers can also be mobilized by DBEEs through other means also like contacting educational institutes, line departments, press notes, advertisements on radio & television, creating links, using social media platforms etc. CSC Village Level Entrepreneurs/ ULEs may also be involved for collection of available vacancy and registration of employers who are keen to hire HR during this exercise.

Tentative number of jobseekers whom the employer can interview in a time slot should also be taken in order to manage the flow on the day of the Rozgar Mela either physical or virtual (It is suggested that the physical mela slots be TWO PER DAY from 10 AM to 12.30 PM and then from 2.30 PM to 5 PM with intervening 2 hours used for disinfection etc. For virtual mela slots can be kept in consultation with employers keeping in view that the jobseekers shall not have to wait for more than half an hour for interview).

This complete detail w.r.t point 2 & 3 above will be sought centrally by PGRKAM.

These vacancies will be made available on the portal pgrkam.com.

In case the employers desire to use the virtual means of conducting interviews etc, then following technological requirements will have to be ascertained:

A. Technology Requirements for Employers:

Laptop or PC, Good Mobile with High resolution Camera, Internet Connection (Mobile Hotspot, Wi-Fi, Broadband) and also Apps for conducting Interviews like: Zoom, Microsoft Teams, Google Hangouts, Google Meet, GoToMeeting, Skype, Cisco WebEx etc would be required. It depends on employers to choose from the above available apps. HR team of employer must be well equipped to hold these interviews if he chooses the virtual platform.

B. Technology Requirements for Job Seekers:

Laptop or PC, Good Mobile with High resolution Camera, Internet Connection (Mobile Hotspot, Wi-Fi, Broadband) and also Apps for conducting Interviews like: Zoom, Microsoft Teams, Google Hangouts, Google Meet, GoToMeeting, Skype, Cisco WebEx etc which should be the same as preferred by the employer. Job seeker should test technology, set the scene and minimize distractions. DBEEs would guide the jobseekers in this regard using various digital platforms.

C. Facilitation by DBEEs:

For Candidates and employers who don't have means/ technology to undertake such interviews etc, they will be facilitated to undergo such interviews at DBEE office as per the protocols for Covid -19.

4. Reaching out to the Public through Advertisements:

Central advertisement in newspaper/ radio etc will be given by PGRKAM asking the public to register and apply for available vacancies of their district with a cut-off date. The DBEEs shall popularize the Rozgar Mela dates through press notes, social media and other local channels of advertisements.

5. Proactively mobilizing Job Seekers:

The web Portal pgrkam.com already has approx. 7.5 Lac jobseekers registered on it.

CSC Village Level Entrepreneurs/ ULEs should be involved and encouraged to mobilize and register the interested jobseekers in their villages/ areas and guide them of making use of the facilitation opportunity presented by the GoP.

Job seekers should also be mobilized by DBEEs through educational institutes, line departments, press notes, radio, television, creating links, using social media platforms etc.

6. First shortlisting by employers:

All eligible candidates that have applied against the vacancies offered by a particular employer will be shared with that employer asking him to shortlist most suitable candidates that he wants to test or to interview etc depending on the maximum number of candidates that are possible to be interviewed by that employer in the venue offered by the district administration keeping Covid-19 guidelines in consideration & the capacity of venue as ascertained in step 2. Static or dynamic rationing of candidates may be done depending on the preliminary selections done by the employers coming at the venue.

In case the employer wants to conduct interview/ test virtually, then no limitation should be implemented.

7. Giving venue wise slots to candidates shortlisted by employers:

All shortlisted candidates resulting out of step 6 above shall be given time slots as per the choice of the employer taken in step 3 and the Capacity of the venue as ascertained in step 2 in case of physical venue. In case of virtual interview, the slotting shall depend on the time the employer intends to take per candidate.

8. Contacting the jobseekers cleared by employers after first shortlisting informing them of the scheduled interview/ test etc.:

All shortlisted candidates resulting out of step 6 above shall be contacted by the DBEEs via SMS, telephone informing them of the date, time & venue/ link of the event as sorted out in step 7. DBEEs shall also put the information on pgrkam.com where candidates can generate, save and print the hall ticket. The Hall Ticket (printed or saved) or the SMS will act as entry ticket to the venue of Mela (except for virtual interview, test etc).

9. Informing the employer of the jobseekers coming for interview/ test etc.:

DBEE shall share details of the scheduled interviews (date/ time/ venue etc) along with the list of vacancy wise pool of jobseekers with the employer through sms/ whatsapp/ e-mail/ telephonically etc and then reminding the employer a day in advance of the Mela.

10. On the day of the Mela — Physical Platform:

Candidates should be screened at the entry of the venue as per the guidelines for Covid-19. Candidates should be allowed in the venue only 10 minutes in advance of their slotted time. Number of people inside the venue should never be allowed to increase than the number ascertained at S.No.1. Entry and exit numbers should be strictly checked.

Teams should be made and stationed at the venue to inforce the implementation of Covid- 19 guidelines. All applicable Covid-19 guidelines should be strictly followed. Medical team should also be present to do thermal scanning, checking etc. Sanitizers/ soaps/ hand washing facilities should be appropriately managed at the venue. The venue and the interview/ test/ GD rooms shall be sanitized as per the protocol.

At the venue the following information is to be prominently fixed and documented in the record of the DBEE:

S.No.	Time Slot	Employer	Post	Vacancies	No. of Job Seekers

Note: The overall number of people at the venue at any time shall never be more than the ascertained maximum carrying limit of the venue as ascertained at S. No 2.

No unregistered and unscheduled candidate shall be allowed to participate in the Rozgar Mela.

11. On the day of the Mela — Virtual Platform:

Link for each employer will be generated by DBEE / Employer themselves (as ascertained in step 3). DBEE may in consultation with employer and available facility in the online app, keep one candidate in a time slot OR may keep a group of candidates in a time slot with one giving interview and others of the group waiting for their turn. DBEE may adopt any other virtual method for smooth conduct of the process.

For the candidates who have the technology/ internet/ telephone/ apps etc at home, can do so on their own.

Candidates who do not have means to undertake such interviews at home will be facilitated to undergo such interviews at DBEE office as per the protocols for Covid -19. Slots at DBEE will be fixed keeping in view the infrastructure available with the DBEE.

Employer should be encouraged to take interview/ test etc for all the candidates as shortlisted by him in step 6 above.

12. Getting Final Selection Report from the employers:

DBEEs shall get the final selection list from the participating employers.

13. Time Schedule

S.No.	Item	Date	Remarks
1.	Announcement of Employment Week by Minister Sir through press note	16.7.2020	
2.	VC by SEGT with all ADCs, DDs, DEGTOs, EGTOs, Dy CEOs, POs, Counsellors	16.7.2020	Target to collect vacancies & registration of youth
3.	Advertisement (central level)	20.7.2020, 30.7.2020 & 10.8.2020	
4.	Vacancy collection (last date)	18.8.2020	
5.	VC by DEGT with DDs/ DEGTOs	18.8.2020	
6.	Last option to give vacancies 2 nd round of advertisement	25.8.2020	
7.	Hosting of vacancies and beginning of applying by jobseekers	28.8.2020	
8.	Last date for the jobseeker to apply online VC with ADCs, DDs, DEGTOs, EGTOs, Dy CEOs, POs, Counsellors	15.9.2020	
9.	Tie up of DBEEs with employers, Sharing of database by DBEEs with employers and Fixing interview slots by DBEEs	15.9.2020 to 22.9.2020	
10.	Rozgar Mela	24.9.2020 to 30.9.2020	
11.	Last date for headcount detail to be shared by DBEEs with head office	1.10.2020	

14. Targets per DBEE for Sept 2020 Rozgar Melas

A. Target for vacancy collection

- 4500 per DBEE for Amritsar, Bathinda, Jalandhar, Ludhiana, Patiala, SAS Nagar.
- 3000 per DBEE for Barnala, Faridkot, Fatehgarh, Fazilka, Ferozpur, Gurdaspur, Hoshiarpur, Kapurthala, Mansa, Moga, Pathankot, Rupnagar, Sangrur, SBS Nagar, Shri Muktsar, Tarn Taran.

B. Target of no of jobseekers applying for Mela jobs

- 9000 per DBEE for Amritsar, Bathinda, Jalandhar, Ludhiana, Patiala, SAS Nagar.
- 6000 per DBEE for Barnala, Faridkot, Fatehgarh, Fazilka, Ferozpur, Gurdaspur, Hoshiarpur, Kapurthala, Mansa, Moga, Pathankot, Rupnagar, Sangrur, SBS Nagar, Shri Muktsar, Tarn Taran.

C. Placement Target

- 3000 per DBEE for Amritsar, Bathinda, Jalandhar, Ludhiana, Patiala, SAS Nagar.
- 2000 per DBEE for Barnala, Faridkot, Fatehgarh, Fazilka, Ferozpur, Gurdaspur, Hoshiarpur, Kapurthala, Mansa, Moga, Pathankot, Rupnagar, Sangrur, SBS Nagar, Shri Muktsar, Tarn Taran.

15. Targets for Self-employment

In the period of 2 months starting from now, maximum self-employment awareness amongst the youth of the district should be carried out. Applications for self-employment loans be got filled from the eligible candidates depending on the target of the loan schemes.

It is proposed that a State Level Self-employment facilitation drive will be organized in the month of October, 2020. Maximum facilitations are to be ensured during that State Level self-employment drive.

From,

Punjab Ghar Ghar Rozgar & Karobar Mission
Ground Floor, Punjab Mandi Board Building Sec-65A
Mohali, Punjab.

To,

Director
Information & Public Relations, Punjab
Civil Secretariat-1, Chandigarh.

No.: M.F.J/2020/142007

Dated: 30-07-2020

Sub: Regarding Release of Print plan for publicity of 6th State level Mega Job Fair September-2020 in various Newspapers.

The Government of Punjab, Department of Employment and Generation and Training, Punjab (Govt. of Punjab) is organizing 6th State level Mega Job Fair from 24 September-2020 to 30 September- 2020. You are requested to publish the advertisements in the print media as per schedule attached. The Advertisements has been designed by empanelled agency M/s Speed Ways Advertisement Agency SCO- 84, Sec 46-C, Chandigarh.

Attached: (Annexure A)

Mission Director, PGRKAM
-cum-
Director, Employment Generation
Skill Development and Training

Endst: M.F.J/2020/142008-12

Dated: 30-07-2020

Copy of the above is forwarded to the following for information and further necessary action.

1. P.A to SEGT for kind information of SEGT, SCO 49-50, 17-C, Chandigarh.
2. P.A to Director General EGT, SCO 47/1, 17E, Chd
3. Joint Director EGT, SCO 47/1, 17E, Chandigarh.
4. M/s Speed Ways Advertisement Agency SCO -84, Sec 46-C, Chandigarh.
5. Additional Mission Director, PGRKAM, Mohali.

Mission Director, PGRKAM
-cum-
Director, Employment Generation
Skill Development and Training

ਛੇਵਾਂ ਰਾਜ ਪੱਧਰੀ ਮੈਗਾ ਜੋਬ ਫੇਅਰ ਲਈ ਪਬਲੀਸਿਟੀ ਪ੍ਰਿੰਟ ਮੀਡੀਆ (ਅਖਬਾਰ) ਰੰਗੀਨ ਵਿਗਿਆਪਨ
240 sq.cm.

Part-1

ਮਿਤੀ	ਅਖਬਾਰ ਨਾ ਨਾਮ	ਵਿਗਿਆਪਨ ਦਾ ਡਿਜ਼ਾਇਨ	ਖਰਚਾ
31-07-2020	ਟ੍ਰਿਬਿਊਨ	ਅੰਗਰੇਜ਼ੀ	ਡਾਇਰੈਕਟਰ ਲੋਕ ਸੰਪਰਕ ਵੱਲੋਂ ਵੈਰੀਫਾਈਡ DAVP ਅਨੁਸਾਰ
	ਅਜੀਤ	ਪੰਜਾਬੀ	ਡਾਇਰੈਕਟਰ ਲੋਕ ਸੰਪਰਕ ਵੱਲੋਂ ਵੈਰੀਫਾਈਡ DAVP ਅਨੁਸਾਰ
	ਪੰਜਾਬ ਕੇਸਰੀ	ਹਿੰਦੀ	ਡਾਇਰੈਕਟਰ ਲੋਕ ਸੰਪਰਕ ਵੱਲੋਂ ਵੈਰੀਫਾਈਡ DAVP ਅਨੁਸਾਰ
06-08-2020	ਹਿੰਦੁਸਤਾਨ ਟਾਈਮਜ਼	ਅੰਗਰੇਜ਼ੀ	ਡਾਇਰੈਕਟਰ ਲੋਕ ਸੰਪਰਕ ਵੱਲੋਂ ਵੈਰੀਫਾਈਡ DAVP ਅਨੁਸਾਰ
	ਜਗਬਾਣੀ	ਪੰਜਾਬੀ	ਡਾਇਰੈਕਟਰ ਲੋਕ ਸੰਪਰਕ ਵੱਲੋਂ ਵੈਰੀਫਾਈਡ DAVP ਅਨੁਸਾਰ
	ਦੈਨਿਕ ਭਾਸਕਰ	ਹਿੰਦੀ	ਡਾਇਰੈਕਟਰ ਲੋਕ ਸੰਪਰਕ ਵੱਲੋਂ ਵੈਰੀਫਾਈਡ DAVP ਅਨੁਸਾਰ
13-08-2020	ਟਾਈਮਜ਼ ਆਫ ਇੰਡੀਆ	ਅੰਗਰੇਜ਼ੀ	ਡਾਇਰੈਕਟਰ ਲੋਕ ਸੰਪਰਕ ਵੱਲੋਂ ਵੈਰੀਫਾਈਡ DAVP ਅਨੁਸਾਰ
	ਚੜ੍ਹਦੀਕਲਾ	ਪੰਜਾਬੀ	ਡਾਇਰੈਕਟਰ ਲੋਕ ਸੰਪਰਕ ਵੱਲੋਂ ਵੈਰੀਫਾਈਡ DAVP ਅਨੁਸਾਰ
	ਅਮਰ ਉਜਾਲਾ	ਹਿੰਦੀ	ਡਾਇਰੈਕਟਰ ਲੋਕ ਸੰਪਰਕ ਵੱਲੋਂ ਵੈਰੀਫਾਈਡ DAVP ਅਨੁਸਾਰ

From,

Punjab Ghar Ghar Rozgar & Karobar Mission
Ground Floor, Punjab Mandi Board Building Sec-65A
Mohali, Punjab.

To,

Director
Information & Public Relations, Punjab
Civil Secretariat-1, Chandigarh.

No.: M.F.J/2020/142013

Dated: 30-07-2020

Sub: Regarding Release of L-Band plan for publicity of 6th State level Mega Job Fair September 2020 in various T.V channels.

The Government of Punjab, Department of Employment Generation and Training, Punjab (Govt. of Punjab) is organizing 6th State level Mega Job Fair from 24 September-2020 to 30 September. You are requested to broadcast the advertisement in the T.V Channels as per schedule.

Attached: (Annexure C)

Mission Director, PGRKAM
-cum--
Director, Employment Generation
Skill Development and Training

Endst: M.F.J/2020/142014

Dated: 30-07-2020

Copy of the above is forwarded to the following for information and further necessary action.

1. P.A to SEGT for kind information of SEGT, SCO 49-50, 17-C, Chandigarh.
2. P.A to Director General EGT, SCO 47/1, 17E, Chd
3. Joint Director EGT, SCO 47/1, 17E, Chandigarh.
4. Additional Mission Director, PGRKAM, Mohali.

Mission Director, PGRKAM
-cum--
Director, Employment Generation
Skill Development and Training

ਛੇਵਾਂ ਰਾਜ ਪੱਧਰੀ ਮੈਗਾ ਜੋਬ ਫੇਅਰ ਲਈ ਪਬਲੀਸਿਟੀ ਲਈ ਟੀ.ਵੀ ਚੈਨਲਾਂ ਤੇ (L -Shape) ਵਿੱਚ ਵਿਗਿਆਪਨ ਕੀਤਾ ਜਾਣਾ ਹੈ, ਜਿਸ ਦਾ ਪਲਾਨ ਹੇਠ ਅਨੁਸਾਰ ਹੈ- 31-07-2020 to 23-08-2020 (30 Days)

Plan for 30 Days						
Channel	Time Band	Spot Duration	Spots/Day	No.of days	Amount/ 10 per second	Total Amount
NDTV	8PM-10PM	10 sec	2	30	8000	480000
MH1	7AM-9AM	10 sec	2	30	1261	75660
	8PM-10PM	10 sec	2		554	33240
Z- New/Pb. HR.H.P	7AM-9AM	10 sec	4	30	400	48000
		10 sec	4			48000
	8PM-10PM					
News-18/Pb.H R.H.P	7AM-9AM	10 sec	2	30	420	25200
	8PM-10PM	10 sec	2			25200
Chardik ala	7AM-9AM	10 sec	2	30	491	29460
	8PM-10PM	10 sec	2		489	29340
						794100
18% GST						142938
Total						937038

From,

Punjab Ghar Ghar Rozgar & Karobar Mission
Ground Floor, Punjab Mandi Board Building Sec-65A
Mohali, Punjab.

To,

Director
Information & Public Relations, Punjab
Civil Secretariat-1, Chandigarh.

No.: M.F.J/2020/142018

Dated: 30-07-2020

Sub: Regarding Release of Audio plan for publicity of 6th State level Mega Job Fair September 2020 in various radio channels.

The Government of Punjab, Department of Employment Generation and Training, Punjab (Govt. of Punjab) is organizing 6th State level Mega Job Fair from 24 September 2020 to 30 September. You are requested to broadcast the advertisement in the electronic media as per schedule.

Attached: (Annexure B)

Mission Director, PGRKAM
-cum--
Director, Employment Generation
Skill Development and Training

Endst: M.F.J/2020/142014

Dated: 30-07-2020

Copy of the above is forwarded to the following for information and further necessary action.

1. P.A to SEGT for kind information of SEGT, SCO 49-50, 17-C, Chandigarh.
2. P.A to Director General EGT, SCO 47/1, 17E, Chd
3. Joint Director EGT, SCO 47/1, 17E, Chandigarh.
4. Additional Mission Director, PGRKAM, Mohali.

Mission Director, PGRKAM
-cum--
Director, Employment Generation
Skill Development and Training

Annexure B

ਛੇਵਾਂ ਰਾਜ ਪੱਧਰੀ ਮੈਗਾ ਜੋਬ ਫੇਅਰ ਲਈ ਪਬਲੀਸਿਟੀ ਲਈ ਰੇਡੀਓ ਵਿਗਿਆਪਨ ਕੀਤਾ ਜਾਣਾ ਹੈ।
ਰੇਡੀਓ ਜਿੰਗਲ ਪਲਾਨ ਹੇਠ ਅਨੁਸਾਰ ਹੈ ਮਿਤੀ 31-07-2020 to 23-08-2020

Plan 30 Days										
Channel	Stations	Time Band	DAVP Rate per sec (In Rs)	Spot Duration	Spots /Day	No.of days	Amount	15% Trade DiSCou nt	Net Amount	Including 18% GST
92.7 Big FM	Jal	7am to 11am	8.6	60	2	30	30960	4644	26316	31053
		6pm to 11pm	8.7	60	2	30	31320	4698	26622	31414
	Asr	7am to 11am	7.8	60	2	30	28080	4212	23868	28164
		6pm to 11pm	9.3	60	2	30	33480	5022	28458	33580
	Ptl	7am to 11am	9.3	60	2	30	33480	5022	28458	33580
		6pm to 11pm	9.3	60	2	30	33480	5022	28458	33580
							190800	28620	162180	191372
Radio Mirchi	Jal	7am to 11am	8.5	60	2	30	30600	4590	26010	30692
		6pm to 11pm	8.3	60	2	30	29880	4482	25398	29970
	Pat	7am to 11am	9.3	60	2	30	33480	5022	28458	33580
		6pm to 11pm	9.3	60	2	30	33480	5022	28458	33580
	Asr	7am to 11am	6	60	2	30	21600	3240	18360	21665
		6pm to 11pm	6.4	60	2	30	23040	3456	19584	23109
							172080	25812	146268	172596
94.3 MY FM	Jal	7am to 11am	9.1	60	4	30	65520	9828	55692	65717
		6pm to 11pm	9.3	60	4	30	66960	10044	56916	67161
	Asr	7am to 11am	6.8	60	4	30	48960	7344	41616	49107
		6pm to 11pm	7.7	60	4	30	55440	8316	47124	55606
	chd	7am to 11am	10.3	60	4	30	74160	11124	63036	74382
		6pm to 11pm	12.7	60	4	30	91440	13716	77724	91714
							402480	60372	342108	403687
Radio Citi	Jal	7am to 11am	6.7	60	2	30	24120	3618	20502	24192
		6pm to 11pm	7	60	2	30	25200	3780	21420	25276
	Pat	7am to 11am	9.3	60	2	30	33480	5022	28458	33580
		6pm to 11pm	9.3	60	2	30	33480	5022	28458	33580
							116280	17442	98838	116629

Radio Dhamaa I	Pat	7am to 11am	9.3	60	2	30	33480	5022	28458	33580
		6pm to 11pm	9.3	60	2	30	33480	5022	28458	33580
							66960	10044	56916	67161
Red FM	Asr	7am to 11am	5.2	60	2	30	18720	2808	15912	18776
		6pm to 11pm	5.2	60	2	30	18720	2808	15912	18776
	Chd	7am to 11am	5.2	60	2	30	18720	2808	15912	18776
		6pm to 11pm	5.2	60	2	30	18720	2808	15912	18776
							74880	11232	63648	75105
AIR	Jalandhar	6am to 10pm	50	60	4	30	360000	54000	306000	361080
							360000	54000	306000	361080
Vritti	Jal-A, Jal-B, Ldh-A, Ldh-B, Asr	7am to 11am	10	60	2	30	36000	5400	30600	36108
		4pm to 7pm	10	60	2	30	36000	5400	30600	36108
	Patiala, Sangrur, Bti, Frdkt, Kthala, Phagwar a, T.sabo, B Pathana,	7am to 11am	16	60	2	30	57600	8640	48960	57773
		4pm to 7pm	16	60	2	30	57600	8640	48960	57773
	Budhlada, Patran, Moonak, Agarh, Amloh	7am to 11am	5.5	60	2	30	19800	2970	16830	19859
		4pm to 7pm	5.5	60	2	30	19800	2970	16830	19859
							226800	34020	192780	227480
Total							1610280	241542	1368738	1615111

From,

Punjab Ghar Ghar Rozgar & Karobar Mission
Ground Floor, Punjab Mandi Board Building Sec-65A
Mohali, Punjab.

To,

Director
Information & Public Relations, Punjab
Civil Secretariat-1, Chandigarh.

No.: M.F.J/2020/1895

Dated: 02-09-2020

Sub: Regarding Release of Advertisement plan for publicity of 6th State level Mega Job Fair September-2020 in www.updatepunjab.com.

The Government of Punjab , Department of Employment and Generation and Training, Punjab (Govt. of Punjab) is organizing 6th State level Mega Job Fair from 24 September-2020 to 30 September- 2020. You are requested to publish the advertisement in the website as per schedule attached.

Attached: (Annexure A)

Mission Director, PGRKAM
-cum-
Director, Employment Generation
Skill Development and Training

Endst: M.F.J/2020/1896-1900

Dated: 02-09-2020

Copy of the above is forwarded to the following for information and further necessary action.

1. P.A to SEGT for kind information of SEGT, SCO 49-50, 17-C, Chandigarh.
2. P.A to Director General EGT, SCO 47/1, 17E, Chd
3. Joint Director EGT, SCO 47/1, 17E, Chandigarh.
4. Sh. Parshant Sharma, www.updatepunjab01@gmail.com.
5. Additional Mission Director, PGRKAM, Mohali.

Mission Director, PGRKAM
-cum-
Director, Employment Generation
Skill Development and Training

ਛੇਵਾਂ ਰਾਜ ਪੱਧਰੀ ਮੈਗਾ ਜੋਬ ਫੇਅਰ (24-09-2020 ਤੋਂ 30-09-2020 ਤੱਕ) ਲਈ ਪਬਲੀਸਿਟੀ ਲਈ website www.updatepunjab.com ਤੇ ਵਿਗਿਆਪਨ ਕੀਤਾ ਜਾਣਾ ਹੈ, ਜਿਸ ਦਾ ਪਲਾਨ ਹੇਠ ਅਨੁਸਾਰ ਹੈ-
03-09-2020 to 14-09-2020 (12 Days)

Plan for 12 Days					
Website	Time Band	Spot Duration	No. of days	Type	Rate
updatepunjab.com	24 Hours per Day	24 Hours	12	Top Banner-I (728x90 pixels)	DPRO Approved

From,

Punjab Ghar Ghar Rozgar & Karobar Mission
Ground Floor, Punjab Mandi Board Building Sec-65A
Mohali, Punjab.

To,

Director
Information & Public Relations, Punjab
Civil Secretariat-1, Chandigarh.

No.: M.F.J/2020/144020

Dated: 09-09-2020

Sub: Regarding Release of Advertisement plan for publicity of 6th State level Mega Job Fair September-2020 in www.khabarwaale.com.

The Government of Punjab, Department of Employment and Generation and Training, Punjab (Govt. of Punjab) is organizing 6th State level Mega Job Fair from 24 September-2020 to 30 September- 2020. You are requested to publish the advertisement in the website as per schedule attached.

Attached: (Annexure A)

Mission Director, PGRKAM
-cum-
Director, Employment Generation
Skill Development and Training

Endst: M.F.J/2020/144021-25

Dated: 09-09-2020

Copy of the above is forwarded to the following for information and further necessary action.

1. P.A to SEGT for kind information of SEGT, SCO 49-50, 17-C, Chandigarh.
2. P.A to Director General EGT, SCO 47/1, 17E, Chd
3. Joint Director EGT, SCO 47/1, 17E, Chandigarh.
4. Sh. Parminder Singh Jatpuri, email: psjatpuri123@gmail.com.
5. Additional Mission Director, PGRKAM, Mohali.

Mission Director, PGRKAM
-cum-
Director, Employment Generation
Skill Development and Training

ਛੇਵਾਂ ਰਾਜ ਪੱਧਰੀ ਮੈਗਾ ਜੋਬ ਫੇਅਰ (24-09-2020 ਤੋਂ 30-09-2020 ਤੱਕ) ਲਈ ਪਬਲੀਸਿਟੀ ਲਈ website ਤੇ www.khabarwaale.com ਵਿਗਿਆਪਨ ਕੀਤਾ ਜਾਣਾ ਹੈ, ਜਿਸ ਦਾ ਪਲਾਨ ਹੇਠ ਅਨੁਸਾਰ ਹੈ-
10-09-2020 to 14-09-2020 (5 Days)

Plan for 5 Days					
Website	Time Band	Spot Duration	No. of days	Type	Rate
khabarwaale.com	24 Hours per Day	24 Hours	5	Top Banner-I (728x90 pixels)	DPRO Approved

From,

Punjab Ghar Ghar Rozgar & Karobar Mission
Ground Floor, Punjab Mandi Board Building Sec-65A
Mohali, Punjab.

To,

1. Mr. Sandeep Kumar (Manager)
News-18(pb.hr.h.p)
Chandigarh.
2. Mr. Sukhwinder Singh (Manager)
Chardikala Time T.V
Chandigarh.
3. Mr. Parminder Singh
MH1, TV Network Limited
6, SSI Industrial Area, GT- Karnal Road
Delhi-110033.
4. Mr. Anup Kumar (Manager)
Zee Media Corporation Limited
Plot no. 24, 5th Floor
Berekeley square, phase-1
Chandigarh.

No.: M.F.J/2020/144303

Dated: 15-09-2020

Sub: Regarding Release of L-Band plan for publicity of 6th State level Mega Job Fair
September 2020 in various T.V channels.

You are requested to run Punjabi L-Band (16/09/2020) & English L-Band
(17/09/2020) advertisement on 16 and 17 September 2020. Please do the needful at your
level accordingly.

Attached: Annexure

Mission Director, PGRKAM
-cum-
Director, Employment Generation
Skill Development and Training

Endst: M.F.J/2020/144307-10

Dated: 09-09-2020

Copy of the above is forwarded to the following for information and further necessary action.

1. P.A to SEGT for kind information of SEGT, SCO 49-50, 17-C, Chandigarh.
2. P.A to Director General EGT, SCO 47/1, 17E, Chd
3. Joint Director EGT, SCO 47/1, 17E, Chandigarh.
4. Additional Mission Director, PGRKAM, Mohali.

Mission Director, PGRKAM
-cum-
Director, Employment Generation
Skill Development and Training

ਛੇਵਾਂ ਰਾਜ ਪੱਧਰੀ ਮੈਗਾ ਜੋਬ ਫੇਅਰ ਲਈ ਪਬਲੀਸਿਟੀ ਲਈ ਟੀ.ਵੀ ਚੈਨਲਾਂ ਤੇ (L -Shape) ਵਿੱਚ ਵਿਗਿਆਪਨ ਕੀਤਾ ਜਾਣਾ ਹੈ, ਜਿਸ ਦਾ ਪਲਾਨ ਹੇਠ ਅਨੁਸਾਰ ਹੈ- 16-09-2020 to 17-09-2020 (2 Days)

Plan for 2 Days						
Channel	Time Band	Spot Duration	Spots/ Day	No. of days	Amount/10 per second	Total Amount
MH1	7AM-9AM	10 sec	3	2	1261	7,566
	12AM-2PM	10 sec	3		807	4,842
	8PM-10PM	10 sec	3		554	3,324
Z- New/Pb.HR.H.P	7AM-9AM	10 sec	4	2	400	3,200
	12AM-2PM	10 sec	4		400	3,200
	8PM-10PM	10 sec	4		400	3,200
News- 18/Pb.HR.H.P	7AM-9AM	10 sec	4	2	420	3,360
	12AM-2PM	10 sec	4		420	3,360
	8PM-10PM	10 sec	4		420	3,360
Chardikala	7AM-9AM	10 sec	3	2	491	2,946
	12AM-2PM	10 sec	3		410	2,460
	8PM-10PM	10 sec	3		489	2,934
						43,752/-
18% GST						7,875/-
Total						51,627/-

From,

Punjab Ghar Ghar Rozgar & Karobar Mission
Ground Floor, Punjab Mandi Board Building Sec-65A
Mohali, Punjab.

To,

Director
Information & Public Relations, Punjab
Civil Secretariat-1, Chandigarh.

No.: M.F.J/2020/144267

Dated: 14-09-2020

Sub: Regarding Release of Audio plan for publicity of 6th State level Mega Job Fair September 2020 in various radio channels.

The Government of Punjab, Department of Employment Generation and Training, Punjab (Govt. of Punjab) is organizing 6th State level Mega Job Fair from 24 September-2020 to 30 September. The media campaign for 6th mega job fairs has been extended by 03 days till 17-09-2020. You are requested to broadcast the advertisement in the electronic media as per schedule.

Attached: (Annexure B)

Mission Director, PGRKAM
-cum-
Director, Employment Generation
Skill Development and Training

Endst: M.F.J/2020/144268-71

Dated: 14-09-2020

Copy of the above is forwarded to the following for information and further necessary action.

1. P.A to SEGT for kind information of SEGT, SCO 49-50, 17-C, Chandigarh.
2. P.A to Director General EGT, SCO 47/1, 17E, Chd
3. Joint Director EGT, SCO 47/1, 17E, Chandigarh.
4. Additional Mission Director, PGRKAM, Mohali.

Mission Director, PGRKAM
-cum-
Director, Employment Generation
Skill Development and Training

Annexure B

**ਛੇਵਾਂ ਰਾਜ ਪੱਧਰੀ ਮੈਗਾ ਜੋਬ ਫੇਅਰ ਲਈ ਪਬਲੀਸਿਟੀ ਲਈ ਰੇਡੀਓ ਵਿਗਿਆਪਨ ਕੀਤਾ ਜਾਣਾ ਹੈ।
ਰੇਡੀਓ ਜਿੰਗਲ ਪਲਾਨ ਹੇਠ ਅਨੁਸਾਰ ਹੈ ਮਿਤੀ 15-09-2020 to 17-09-2020. (3 Days)**

3 Days Plan										
Channel	Stations	Time Band	DAVP Rate per sec (In Rs)	Spot Duration	Spots/ Day	No.of days	Amount	15% Trade Discount	Net Amount	Including 18% GST
92.7 Big FM	Jal	7am to 11am	8.6	65	2	3	3354	503	2851	3364
		11am to 6pm	6.4	65	2	3	2496	374	2122	2503
		6pm to 11 pm	8.7	65	2	3	3393	509	2884	3403
	Asr	7am to 11am	7.8	65	2	3	3042	456	2586	3051
		11am to 6pm	7.8	65	2	3	3042	456	2586	3051
		6pm to 11 pm	9.3	65	2	3	3627	544	3083	3638
	Ptl	7am to 11am	9.3	65	2	3	3627	544	3083	3638
		11am to 6pm	9.3	65	2	3	3627	544	3083	3638
		6pm to 11 pm	9.3	65	2	3	3627	544	3083	3638
							29835	4475	25360	29925
Radio Mirchi	Jal	7am to 11am	8.5	65	2	3	3315	497	2818	3325
		11am to 6pm	6.9	65	2	3	2691	404	2287	2699
		6pm to 11 pm	8.3	65	2	3	3237	486	2751	3247
	Pat	7am to 11am	9.3	65	2	3	3627	544	3083	3638
		11am to 6pm	9.3	65	2	3	3627	544	3083	3638
		6pm to 11 pm	9.3	65	2	3	3627	544	3083	3638
	Asr	7am to 11am	6	65	2	3	2340	351	1989	2347
		11am to 6pm	6	65	2	3	2340	351	1989	2347
		6pm to 11 pm	6.4	65	2	3	2496	374	2122	2503
							27300	4095	23205	27382
94.3 MY FM	Jal	7am to 11am	9.1	65	4	3	7098	1065	6033	7119
		11am to 6pm	6.6	65	4	3	5148	772	4376	5163
		6pm to 11 pm	9.3	65	4	3	7254	1088	6166	7276
	Asr	7am to 11am	6.8	65	4	3	5304	796	4508	5320
		11am to 6pm	6.8	65	4	3	5304	796	4508	5320
		6pm to 11 pm	7.7	65	4	3	6006	901	5105	6024
	chd	7am to 11am	10.3	65	4	3	8034	1205	6829	8058
		11am to 6pm	11	65	4	3	8580	1287	7293	8606
		6pm to 11 pm	12.7	65	4	3	9906	1486	8420	9936
							62634	9395	53239	62822
Radio Citi	Jal	7am to 11am	6.7	65	2	3	2613	392	2221	2621
		11am to 6pm	5.9	65	2	3	2301	345	1956	2308
		6pm to 11 pm	7	65	2	3	2730	410	2321	2738
	Pat	7am to 11am	9.3	65	2	3	3627	544	3083	3638

		11am to 6pm	9.3	65	2	3	3627	544	3083	3638
		6pm to 11 pm	9.3	65	2	3	3627	544	3083	3638
							18525	2779	15746	18581
Radio Dhamaa I	Pat	7am to 11am	9.3	65	2	3	3627	544	3083	3638
		11am to 6pm	9.3	65	2	3	3627	544	3083	3638
		6pm to 11 pm	9.3	65	2	3	3627	544	3083	3638
							10881	1632	9249	10914
Red FM	Asr	7am to 11am	5.2	65	2	3	2028	304	1724	2034
		11am to 6pm	5.2	65	2	3	2028	304	1724	2034
		6pm to 11 pm	5.2	65	2	3	2028	304	1724	2034
	Chd	7am to 11am	5.2	65	2	3	2028	304	1724	2034
		11am to 6pm	5.2	65	2	3	2028	304	1724	2034
		6pm to 11 pm	5.2	65	2	3	2028	304	1724	2034
							12168	1825	10343	12205
AIR	Jal	6am to 10pm	50	65	6	3	58500	8775	49725	58676
							58500	8775	49725	58676
Vritti	Jal-A, Jal-B, Ldh-A, Ldh-B, Asr	7am to 11am	10	65	2	3	3900	585	3315	3912
		11am to 6pm	10	65	2	3	3900	585	3315	3912
		6pm to 11 pm	10	65	2	3	3900	585	3315	3912
	Patiala, Sangrur, Bti, Frdkt, Kthala, Phagwara, T.sabo, B Pathana,	7am to 11am	16	65	2	3	6240	936	5304	6259
		11am to 6pm	16	65	2	3	6240	936	5304	6259
		6pm to 11 pm	16	65	2	3	6240	936	5304	6259
	Budhlada, Patran, Moonak, Agarh, Amloh	7am to 11am	5.5	65	2	3	2145	322	1823	2151
		11am to 6pm	5.5	65	2	3	2145	322	1823	2151
		6pm to 11 pm	5.5	65	2	3	2145	322	1823	2151
							36855	5528	31327	36966
Total							256698	38505	218193	257468

From,

Punjab Ghar Ghar Rozgar & Karobar Mission
Ground Floor, Punjab Mandi Board Building Sec-65A
Mohali, Punjab.

To,

Director
Information & Public Relations, Punjab
Civil Secretariat-1, Chandigarh.

No.: M.F.J/2020/144346

Dated: 16-09-2020

Sub: Regarding Release of Print plan for publicity of 6th State level Mega Job Fair September-2020 in Punjab Kesari and Dainik Bhaskar.

The Government of Punjab, Department of Employment and Generation and Training, Punjab (Govt. of Punjab) is organizing 6th State level Mega Job Fair from 24 September-2020 to 30 September-2020. You are requested to publish the advertisements in the print media as per schedule attached. The media campaign for 6th mega job fairs has been extended by 03 days till 17-09-2020. The Advertisements has been designed by empanelled agency M/s Speed Ways Advertisement Agency SCO- 84, Sec 46-C, Chandigarh.

Attached: (Annexure A)

Mission Director, PGRKAM
-cum-
Director, Employment Generation
Skill Development and Training

Endst: M.F.J/2020/144347-51

Dated: 16-09-2020

Copy of the above is forwarded to the following for information and further necessary action.

1. P.A to SEGT for kind information of SEGT, SCO 49-50, 17-C, Chandigarh.
2. P.A to Director General EGT, SCO 47/1, 17E, Chd
3. Joint Director EGT, SCO 47/1, 17E, Chandigarh.
4. M/s Speed Ways Advertisement Agency, SCO-84, Sec 46-C, Chandigarh
5. Additional Mission Director, PGRKAM, Mohali.

Mission Director, PGRKAM
-cum-
Director, Employment Generation
Skill Development and Training

ਛੇਵਾਂ ਰਾਜ ਪੱਧਰੀ ਮੈਗਾ ਜੋਬ ਫੇਅਰ ਲਈ ਪਬਲੀਸਿਟੀ ਪ੍ਰਿੰਟ ਮੀਡੀਆ (ਅਖਬਾਰ) ਰੰਗੀਨ ਵਿਗਿਆਪਨ
825 s.q cm ਮਿਤੀ 17-09-2020 (ਅੱਧਾ ਪੰਨਾ)

ਮਿਤੀ	ਅਖਬਾਰ ਨਾ ਨਾਮ	ਵਿਗਿਆਪਨ ਦਾ ਡਿਜ਼ਾਇਨ	ਖਰਚਾ
17-09-2020	ਪੰਜਾਬ ਕੇਸਰੀ	ਹਿੰਦੀ	ਡਾਇਰੈਕਟਰ ਲੋਕ ਸੰਪਰਕ ਵੱਲੋਂ ਵੈਰੀਫਾਈਡ DAVP ਅਨੁਸਾਰ
	ਦੈਨਿਕ ਭਾਸਕਰ	ਹਿੰਦੀ	ਡਾਇਰੈਕਟਰ ਲੋਕ ਸੰਪਰਕ ਵੱਲੋਂ ਵੈਰੀਫਾਈਡ DAVP ਅਨੁਸਾਰ

Punjab Ghar Ghar Rozgar & Karobar Mission

Ground Floor, Punjab Mandi Board Building, Sec- 65A,
SAS Nagar Mohali- 160062

ਵੱਲ,

1. ਸਮੂਹ ਵਧੀਕ ਜ਼ਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼- ਕਮ-ਸੀ.ਈ.ਓ, ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਮਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋਜ਼।
2. ਸਮੂਹ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋਜ਼ ਦੇ ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉੱਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਅਫ਼ਸਰ/ਇੰਚਾਰਜ।

ਨੰ: PGRKAM/VC/2020/Mela/3207 — 3250

ਮਿਤੀ: 10/9/2020

ਵਿਸ਼ਾ: ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉੱਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ ਸਿਖਲਾਈ-ਕਮ-ਮਿਸ਼ਨ ਡਾਇਰੈਕਟਰ, ਪੰਜਾਬ ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਦੀ ਪ੍ਰਧਾਨਗੀ ਹੇਠ ਮਿਤੀ: 08.9.2020 ਨੂੰ ਸਵੇਰੇ 10.30 ਵਜੇ ਹੋਈ ਵੀਡੀਉ ਕਾਨਫਰੰਸ ਦੇ ਮਿਨਟਸ।

ਹਵਾਲਾ: ਇਸ ਦਫਤਰ ਦਾ ਪੱਤਰ ਨੰ: PGRKAM/VC/2020/Mela/3065-3097 ਮਿਤੀ: 2.9.2020

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਅਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਦੇ ਸਬੰਧ ਵਿੱਚ ਮਿਤੀ: 8.9.2020 ਨੂੰ ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ ਉੱਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ ਸਿਖਲਾਈ-ਕਮ-ਮਿਸ਼ਨ ਡਾਇਰੈਕਟਰ, ਪੰਜਾਬ ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਮਿਸ਼ਨ ਜੀ ਦੀ ਪ੍ਰਧਾਨਗੀ ਹੇਠ ਸਮੂਹ ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼-ਕਮ-ਸੀ.ਈ.ਓ, ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋਜ਼ ਅਤੇ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋਜ਼ ਦੇ ਸਮੂਹ ਅਧਿਕਾਰੀਆਂ ਨਾਲ ਹੋਈ ਵੀਡੀਉ ਕਾਨਫਰੰਸ ਦੇ ਮਿਨਟਸ ਨਾਲ ਨੱਥੀ ਕਰਕੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜੇ ਜਾਂਦੇ ਹਨ।

ਨੱਥੀ: ਉਪਰੋਕਤ ਅਨੁਸਾਰ

ਵਾ ਮਿਸ਼ਨ ਡਾਇਰੈਕਟਰ
ਪੰਜਾਬ ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਮਿਸ਼ਨ

ਪਿੱਠ ਅੰਕਣ ਨੰ: PGRKAM/VC/2020/Mela/3251- 3253

ਮਿਤੀ: 10/9/2020

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾ/ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ:

1. ਪੀ.ਐਸ ਟੂ ਸਕੱਤਰ ਰੋਜ਼ਗਾਰ ਉੱਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ ਸਿਖਲਾਈ ਨੂੰ ਸਕੱਤਰ, ਰੋਜ਼ਗਾਰ ਉੱਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ ਸਿਖਲਾਈ ਜੀ ਦੀ ਸੂਚਨਾ ਹਿੱਤ।
2. ਪੀ.ਏ ਟੂ ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ ਉੱਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ ਸਿਖਲਾਈ -ਕਮ- ਮਿਸ਼ਨ ਡਾਇਰੈਕਟਰ, ਪੰਜਾਬ ਘਰ ਘਰ ਤਾਇਰੈਕਟਰ, ਪੰਜਾਬ ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਮਿਸ਼ਨ ਜੀ ਦੀ ਸੂਚਨਾ ਹਿੱਤ।
3. ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਉੱਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ ਜੀ ਨੂੰ ਡਾਇਰੈਕਟਰੇਟ ਮੱਧਰ ਤੋਂ ਕਾਰਵਾਈ ਹਿੱਤ।

ਨੱਥੀ: ਉਪਰੋਕਤ ਅਨੁਸਾਰ

ਵਾ ਮਿਸ਼ਨ ਡਾਇਰੈਕਟਰ
ਪੰਜਾਬ ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਮਿਸ਼ਨ

Minutes of the Video Conference held on 8.9.2020 at 10:30 am under Chairmanship of Director General, Employment generation, Skill Development & Training Department with ADCs -cum-- CEOs of all DBEEs and all other officers of the DBEEs (DDs, DEGTOs, EGTOs, Dy. CEOs, POs, Counsellors).

Director General, Employment Generation, Skill Development & Training Department welcomed all the officials and after reviewing the status, the following directions were given:-

A. Decisions regarding the 6th State Level Mega Rozgar Mela

1. All ADCs will personally supervise to intensify the mobilization of youth to meet the targets (twice the number of vacancies collected by the DBEEs). Also, there are 375 such job roles with 3708 vacancies against which no job seeker has applied (district wise sheet attached as Annexure M). Services of CSC/VLEs may also be taken for mobilization of candidates.
2. SMSes at central level are being sent to the jobseekers registered at pgrkam.com for their mobilization. DBEEs should also send bulk messages to the jobseekers of their districts along with the helpline number of the DBEE for additional facilitation. DBEEs should also use the social media platforms, local advertisement, audio & video clips etc. for reaching out to the potential beneficiaries.
3. PGRKAM_ provided funds to the DBEEs vide letters No PGRKAM/2020/Finance/High End Placement fair — March 2020 Advance to Districts/ 1734 & 1807 dated 6.3.2020 & 18.3.2020 respectively. Approval is granted through these minutes to utilize these funds by the respective districts for the purpose of local advertisement etc for mobilization of candidates for 6th State Level Mega Rozgar Mela.
4. All DBEEs must designate Nodal Officials to tie up and coordinate with the employers. The Nodal Officials will act as a point of contact between the employer and the applicant for smooth conduct of test/interview (physical/ virtual) during the Melas.
5. All DBEEs must meticulously adhere to the Scheduled Timeline details attached as **Annexure _N** with these minutes. **Appendix A** and **Appendix B** of the Scheduled Timeline must be shared by all DBEEs by **20.9.2020** and **22.9.2020** respectively at **pgrkam.degt@gmail.com**.
6. Close to 4500 high end jobs are being collected at the level of PGRKAM. Same shall be put on portal and shared with the DBEEs for mobilization of candidates.
7. All DBEEs to submit report on placement on daily basis to Joint Director, Employment.

All DBEEs to submit Head Count Information by 1.10.2020 to the Directorate.

B. Decisions regarding other points

1. All DBEEs must submit the Utilization Certificate for funds granted under “Interlinking of Employment Exchanges to the National Career Service Portal Scheme” by 15.10.2020.

In the scheme, Director General Employment, Ministry of Labour & Employment, GOI provided one time funds for basic IT infrastructure & minor re-furbishing of the Employment Exchanges AND the scheme further provides for regular periodic funds for organizing job fairs at the district level.

One time funds under the Scheme have been sent to the DBEEs. Now, in order to become entitled for getting regular periodic funds for organizing job fairs at the district level, Utilization Certificate for already released one time funds must be submitted by all DBEEs to Directorate by 15.10.2020 so that the case for release of regular periodic funds for organizing job fairs may be taken up with GOI.

Serious view will be taken by the competent authority for non-compliance as the issue is pending for long and the State is losing out on getting Financial Assistance from GOI.

2. DBEEs Amritsar, Bathinda and Fatehgarh Sahib must submit the Utilization Certificate for MCC funds by **15.10.2020**.

Serious view will be taken by the competent authority for non-compliance as the issue is pending for long and the State is losing out on getting Financial Assistance from GOI as put in Point No 1 above.

3. DBEEs Amritsar, Fazilka, Ferozepur, Moga, Sri Mukatsar Sahib, Roop Nagar, Sangrur and Tarantaran must submit the Utilization Certificate for funds amounting to Rs. 55230, 903430, 304, 9067, 3000, 145158, 257645, 28000 respectively released under Capital Head latest by **15.10.2020**.
4. DBEEs Faridkot, Ludhiana, Moga, Pathankot, SAS Nagar and Sri Muktsar Sahib have not submitted the proposal for disposal of their old record to Directorate till date. These DBEEs should submit the proposal to dispose their old record to Directorate latest by **5.10.2020**.
5. All DBEEs to ensure that the proposal to dispose the old record of the Town Employment Exchanges under their control should be submitted to the Directorate by **25.10.2020**.
6. All DBEEs to receive their quota of Departmental magazine on 13.10.2020 and 14.10.2020 from the office of DBEE, SAS Nagar for further distribution. The district wise detail of date/ time of collection and the stakeholders to whom the distribution is to be done will be shared by the Directorate by **20.9.2020**.
7. All DBEEs to coordinate and make use of the facility offered by the Govt. ITIs to get the face masks made from them. The list of Govt. ITIs (along with Name of Nodal officer and Mobile number) providing this facilitation is attached as **Annexure-O** of these minutes.
8. DBEEs Fazilka, Sangrur and Tarntaran to ensure that their Town Employment Exchange offices (Abohar, Melerkotla and Patti) at present working in private buildings must shift to Government building by **30.10.2020**.

Meeting ended with vote of thanks to the Chair.

Director General, Employment

Annexure M

Name of District	Job titles against which no applications have been received	Number of such vacancies against which no applications have been received
Amritsar	2	2
Bathinda	8	175
Barnala	1	125
Fatehgarh Sahib	11	54
Faridkot	5	315
Fazillka	0	0
Ferozepur	1	4
Gurdaspur	0	0
Hoshiarpur	24	78
Jalandhar	14	180
Kapurthala	88	284
Ludhiana	84	818
Mansa	8	225
Moga	1	200
Sri Mukatsar Sahib	3	74
Pathankot	7	181
Patiala	1	15
Roop Nagar	4	85
Sangrur	0	0
SAS Nagar	19	311
SBS Nagar	92	275
Tarn Taran	2	307
Total	375	3708

SCHEDULED TIMELINE**6th State Level Mega Rozgar Mela 24.9.2020 to 30.9.2020**

6th State Level Mega Rozgar Mela from 24.9.2020 to 30.9.2020 is being organized covering all districts of Punjab.

Schedules timelines as per Video Conference of 8.9.2020 under the Chairmanship of Director General, Employment Generation, Skill Development & Training:

#	Required Action	Action by	Target	Timeline
1.	Rozgar Mela Venue/ Institution selection & finalization.	DBEEs	At-least 2 big venues/ institutions to be selected keeping in view letter No M.J.F/ 2020/ 142714-58 dated 25.8.2020.	Upto 14.9.2020
2.	Mobilization of candidates to apply against the available vacancies.	DBEEs	Applicants mobilized should be double the number of vacancies collected by the DBEE.	Upto 14.9.2020
3.	Rozgar Mela Venue wise data of employers coming for physical interviews	DBEEs	To be shared with PGRKAM (Mr. Surinder Mohan, DEGTO at pgrkam.degt@gmail.com) in the format attached as Annexure A.	Upto 20.9.2020
4.	Sharing the lists of candidates who have applied against the vacancies along with the NODAL OFFICIAL of the DBEE and the available PHYSICAL VENUES (with date and time) with the employer seeking the following information: (i). Shortlisting of the most suitable jobseekers out of the list of jobseekers who have applied on pgrkam.com. (ii). Mode of selection by the employer: a. Physical interview at employers' venue OR at DBEE OR at the venue finalized by	DBEEs	To get the following from the employer: (i). Lists of jobseekers shortlisted by the employer. (ii). Mode of selection by employer. a. Venue, Date, Time for Physical Interview. b. Platform (indicative virtual platform - webex), Date, Time for Virtual Interview. (iii). Nodal Official of the employer.	15.9.2020 to 22.9.2020

	the district administration. b. Virtual Interview (alongwith approximate time per interview). c. The employer just wants the list of candidates. (iii). Nodal Official of the employer.			
5.	Slotting of candidates shortlisted by employers for physical interviews.	DBEEs	Slotting of candidates session wise as per letter No M.J.F/ 2020/ 142714-58 dated 25.8.2020.	22.9.2020
6.	Slotting of candidates shortlisted by employers for virtual interviews.	DBEEs	Slotting of candidates session wise as per letter No M.J.F/ 2020/ 142714-58 dated 25.8.2020.	22.9.2020
7.	Updating the slotting schedule on pgrkam.com.	DBEEs	For information of the candidates on their profile home page.	22.9.2020
8.	Sharing the lists of candidates (post interview slot allocation) with the employer giving the following information: (i). List of candidates with date/ time/ venue or virtual platform of the interview mentioned against each candidate. (ii). Nodal Official of the DBEE.	DBEEs	To prepare/ intimate employers for the interview schedule.	23.9.2020
9.	Communication with jobseekers for the upcoming interviews through following 2 means: (i). SMS – atleast once on the day prior to the interview and once on the day of the interview (by 8 AM). (ii). Call - atleast once	DBEEs	To prepare/ intimate candidates for the interview.	Atleast from 23.9.2020 to 30.9.2020.

	on the day prior to the interview			
10.	Detailed Job Mela Plan	DBEEs	To be shared with PGRKAM (Mr. Surinder Mohan, DEGTO at pgrkam.degt@gmail.com) in the format attached as Annexure B.	22.9.2020
11.	Final Preparation/ Checking of Venues and testing of Virtual Platforms.	DBEEs	Ensure everything is in place	By 23.9.2020
12.	Rozgar Melas	DBEEs	Actual Melas	24.9.2020 to 30.9.2020
13.	Filling P1, P2 & P3 pro-forma Fill Sigma P3 on pgrkam.com on daily basis	DBEEs	Collection of information related to 6 th State Level Mega Rozgar Mela.	All days from 24.9.2020 to 30.9.2020
14.	Consolidated information sharing with H.O. (Joint Director)	DBEEs	Head Count Information	1.10.2020
15.	Portal pgrkam.com to work seamlessly for the jobseekers and the DBEEs both at frontend and backend. Contact Person (in order of escalation of issue): Mr. Sanjeev from Drish Infotech 8800392906, 6239995622 Mr. Tejwinder Singh, EGTO 8556918988 Mr. Surinder Mohan, DEGTO 9815678600	PGRKAM	Backend support for the 6 th State Level Mega Rozgar Mela.	As per need

Appendix A

Schedule of physical mela (to be sent by DBEE by 20.9.2020 at pgrkam.degt@gmail.com)

DBEE : _____

Sr. No.	Venue of Physical Mela	Date of Physical Mela	Timings of Physical Mela	Employer's Name who are coming on the day of the Mela	Job Titles offered by employer for which the interviews are to be taken on the day of the Mela at S No 2	No. of Vacancies w.r.t Job Titles at S. No 5	No. of Candidates who have applied by 14.9.2020 against the job title at S No 5	No of candidates out of S No 6 shortlisted by the employer for interview on that date	Remarks
1	1	2	3	4	5	6	7	8	9
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									

6th State Level Mega Rozgar Mela Plan (to be sent by DBEE by 22.9.2020 at pgrkam.degt@gmail.com)

DBEE : _____

Target of Vacancy collection : _____ Actual vacancy Collection : _____

Target of Jobseeker mobilization : _____ Actual Jobseeker mobilization : _____

Sr. No.	Employer's Name	Job Title	No. of Vacancies	No. of Candidates who have applied by 14.9.2020	No. of candidates shortlisted by the employer for interview etc by 22.9.2020	If the interview is to be taken by employer on Virtual Platform, then name of the platform	Date (s)	Time	If the interview is to be taken by employer at a Physical Venue, then name of the venue	Date (s)	Time	If the employer just wants the list of interested jobseekers (yes/ no)	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													
11.													
12.													

S.N	District	Name of Govt ITIs	Name of Nodal Officer	Mobile.No.
1	Amritsar	Govt. I.T.I. (W), Amritsar	Jatinder Singh Principal. (Smt Ranjit Kaur headmistress will get the work done regarding masks from itiw amritsar, Rayya and help the nodal officer)	9417925251
2	Amritsar	Govt. Institute of Garment		
3	Amritsar	Govt. Art & Craft Teacher Training Amritsar		
4	Amritsar	Govt. I.T.I., Lopoke		
5	Amritsar	Govt. I.T.I., Baba Bakala		
6	Amritsar	Govt. I.T.I. (W), Rayya		
7	Amritsar	Govt. I.T.I., Ajnala		
8	Amritsar	Govt. I.T.I., Ranike		
9	Amritsar	Govt. I.T.I. (W), Jandiala Guru		
10	Barnala	Govt. I.T.I., Barnala	Ranjit Singh Incharge	9878246647
11	Barnala	Govt. I.T.I. (W), Barnala		
12	Bathinda	Govt. I.T.I (w), Bathinda	Nirmal Singh Principal	7387300005
13	Bathinda	Govt. I.T.I (w), Rampura		
14	Faridkot	Govt. I.T.I. (W), Kotakpura	Darshan Singh Principal	9464214514
15	Faridkot	Govt. I.T.I. (W), Jaiton		
16	Faridkot	Govt. I.T.I. (S.C.), Faridkot		
17	Fazilka	Govt. I.T.I., Fazilka	Hardeep Kumar Principal	8872478672
18	Ferozepur	Govt. I.T.I. (W), Ferozepur	Angrej Singh Incharge	
19	Ferozepur	Govt. I.T.I. (W), Zira		
20	Gurdaspur	Govt. I.T.I. (W), Gurdaspur	Paramjit Singh Principal	9814338381
21	Gurdaspur	Govt. I.T.I. (W), Dera Baba Nanak		
23	Gurdaspur	Govt. I.T.I. (S.C.), Fatehgarh Churian		

24	Gurdaspur	Govt. I.T.I. (W), Fatehgarh Churian		
25	Hoshiarpur	Govt. I.T.I. (W), Hoshiarpur	Harpal Singh Principal	9417056651
26	Hoshiarpur	Govt. I.T.I., Hariana		
27	Hoshiarpur	Govt. I.T.I., Talwara		
28	Hoshiarpur	Govt. I.T.I., Tanda at Harsi		
29	Jalandhar	Govt. I.T.I. (W), Jalandhar	Shakti Singh Principal	9417056651
30	Jalandhar	Govt. I.T.I. (W), Kartarpur		
31	Jalandhar	Govt. I.T.I. (W), Bhogpur		
32	Jalandhar	Govt. I.T.I., Nakoder		
33	Jalandhar	Govt. I.T.I., Adampur		
34	Kapurthala	Govt. I.T.I. (W), Phagwara	Rupinder Kaur Headmistress	9592575400
35	Kapurthala	Govt. I.T.I. (W), Kapurthala		
36	Kapurthala	Govt. I.T.I. (W), sultanpur		
37	Ludhiana	Govt. I.T.I. (W), Samrala	Baljinder Singh Principal	9814083052
39	Ludhiana	Govt. I.T.I., Gujjarwal		
40	Ludhiana	Govt. I.T.I. (W), Ludhiana		
41	Ludhiana	Govt. Institute of Textile Chemistry and Knitting Technology, Ludhiana		
42	Ludhiana	Govt. I.T.I. (W), Khanna at Bullepur		
43	Ludhiana	Govt. I.T.I. (W), Jagraon		
44	Ludhiana	Govt. I.T.I., Manuke		
45	Ludhiana	Govt. I.T.I., Jassowal Kullar		
46	Ludhiana	Govt. I.T.I., Maloud		
47	Ludhiana	Govt. I.T.I., phillour		
48	Mansa	Govt. I.T.I. (S.C.), Mansa	Hrvinder Bhardwaj Incharge	9815732100
49	Mansa	Govt. I.T.I., Budhlada		

50	Moga	Govt. I.T.I. (W), Chuharchak	Jagtar singh Headmaster	9814800210
51	Moga	Govt. I.T.I. (W), Dharamkot		
52	Moga	Govt. I.T.I. (W), Moga		
53	Pathankot	Govt. I.T.I. (W), Pathankot	Harish Mohan Principal	7973872616
54	Pathankot	Govt. I.T.I., Bamial		
55	Patiala	Govt. I.T.I. (W), Patiala	Minakshi Garg Headmistress	9855092053
56	Patiala	Govt. I.T.I. (W), Rajpura		
57	Patiala	Govt. I.T.I. (W), Nabha		
58	Patiala	Govt. I.T.I., w Samana		
59	Roop Nagar	Govt. I.T.I. (W), Roop Nagar	Baljinder Kaur Headmistress	9878439959
60	Roop Nagar	Govt. I.T.I. (W), Nangal		
61	Roop Nagar	Govt. I.T.I. (W), Morinda		
62	Roop Nagar	Govt. I.T.I., anandpur		
63	Roop Nagar	Govt. I.T.I., Singhpura		
64	Roop Nagar	Govt. I.T.I., Kharar		
	S.A.S. Nagar	Govt. I.T.I., Banur	Shamsher Singh Incharge	9814919367
65	S.A.S. Nagar	Govt. I.T.I., Derabassi		
66	S.A.S. Nagar	Govt. I.T.I., manakpur shariff		
67	S.A.S. Nagar	Govt. I.T.I. (W), Mohali		
68	S.B.S. Nagar	Govt. I.T.I. (W), S. B S. Nagar	Rupinder Singh Principal	9814994626
69	S.B.S. Nagar	Govt. I.T.I., Soondh		
70	Sangrur	Govt. I.T.I. (W), Sangrur	Gagan singla Principal	7009656376
71	Sangrur	Govt. I.T.I. (W), Dhuri		
72	Sangrur	Govt. I.T.I., (W) Sunam		
73	Sangrur	Govt. I.T.I. (W), Moonak		
74	Sangrur	Govt. I.T.I. (W), Ahemadgarh		

75	Sh. Fategarh Sahib	Govt. I.T.I. (W), Sarhind at Jalbera	Mahesh Kumar Headmistress	9501015251
76	Sh. Mukatsar Sahib	Govt. I.T.I. (S.C.), Mukatsar	Rajwinder kaur Headmistress	9569314562
77	Sh. Mukatsar Sahib	Govt. I.T.I. (W), Kheowali		
78	Sh. Mukatsar Sahib	, Govt. I.T.I. (W), Giddarbaha		
79	Tarntarn	Govt. I.T.I. (W), Kadgill,	Balwinder Kaur Headmistress	7986965599

Punjab Ghar Ghar Rozgar & Karobar Mission

Ground Floor, Punjab Mandi Board Building, Sec- 65A,
SAS Nagar Mohali- 160062

To,

All DBEEs (22 Nos),
Under Department of Employment Generation,
Skill Development & Training, Punjab,
in the State of Punjab.

No: PGRKAM/2020/Finance/ Sep,2020 Job Mela/SPL-1
Dated: 26.09.2020

Subject: Budget allocation and transfer of funds for Mega JOB is FAIR
September, 2020.

This is to inform you that after considering your budget proposals for Mega JOB FAIR Sep, 2020, following budget has been approved by the Director, Employment Generation, Skill Development & Training -Cum- Mission Director, PGRKAM.

DBEE-wise allocation of funds:

S No	District Name	Mobilisation Targets (nos)	Amount Demanded (Rs)	Amount Sanctioned (Rs)	Amount Already Paid (Rs)	Amount transferred after adjustment of amount already paid (Rs)
1	Hoshiarpur	3000	2,00,000	2,00,000	1,00,000	1,00,000
2	Moga	3000	1,53,000	1,53,000	1,00,000	53,000
3	Barnala	3000	2,00,000	2,00,000	1,00,000	1,00,000
4	Amritsar	4500	3,60,000	3,60,000	3,00,000	60,000
5	Pathankot	3000	1,50,000	1,50,000	1,00,000	50,000
6	Patiala	4500	1,85,250	1,85,250	1,00,000	85,250
7	SAS Nagar	4500	4,00,000	4,00,000	5,00,000	0
8	Fatehgarh Sahib	3000	57,000	57,000	1,00,000	0
9	Jalandhar	4500	1,00,000	1,00,000	3,00,000	0
10	Bathinda	4500	3,00,000	3,00,000	3,00,000	0
11	Ferozepur	3000	1,00,000	1,00,000	1,00,000	0
12	Rupnagar	3000	1,00,000	1,00,000	1,00,000	0
13	Mansa	3000	2,50,000	2,50,000	1,00,000	1,50,000
14	Sangrur	3000	2,00,000	2,00,000	1,00,000	1,00,000
15	Ludhiana	4500	3,00,000	3,00,000	1,00,000	2,00,000
16	Kapurthala	3000	1,02,976	1,02,976	1,00,000	2,976
17	Faridkot	3000	2,80,000	2,50,000	1,00,000	1,50,000
18	Fazilka	3000	3,00,000	2,50,000	1,00,000	1,50,000
19	Gurdaspur	3000	2,60,000	2,50,000	1,00,000	1,50,000
20	Sri Muktsar Sahib	3000	2,95,000	2,50,000	1,00,000	1,50,000
21	Taran Taran	3000	4,80,000	2,50,000	1,00,000	1,50,000
			47,73,226	44,08,226	31,00,000	16,51,226

As such, after adjusting the funds already transferred to DBEEs during the month of March, 2020 issued vide letter No .1734 & 1807 dated 6.03.2020 & 18.03.2020 respectively, the balance funds have been transferred to the DBEEs' account as per detail attached as Annexure-A.

In case, the funds already transferred with DBEEs are more than budget approved above, the same will be utilized in Subsequent event and with the approval of the competent authority. In case, any DBEE requires more funds than that of approved budget above, the same can be demanded from PGRKAM with proper justification and the competent authority may approve from case to case basis.

It is also to be ensured that all DBEEs must comply with the Govt instructions issued from time to time for utilisation of funds, compliance of PFR, Dos and Don'ts (Copy attached as Annexure- B) and submit the utilization certificate.

Additional Mission Director (S)

CC: PA to DEGT-Cum-MD, PGRKAM for kind information of MD please.

Annexure-B

Dos & Don'ts September 2020 Mega Job Fair

S.n	Head	Do's	Don'ts
1.	Furniture (Rent only)	Chair, Table, Dari, Tent only. Cotton, fans, Public Address system (preferably of DPRO) Barricading, Genset etc. Since, a limited number of people are going to be seated at one time, the seating arrangement also be done accordingly at places where open seating is being used with adequate distancing. Also to avoid objections in future, Pics & Videos may also be made through mobile phone of the items on which expenditure has been undertaken.	No Gazebo, No extensive Flower Decoration, no costly cut outs, no Reshmi shamiana.
2.	Food	Vegetarian Food (Preferably packed) taking into consideration Covid-19 safety measures at the choice of concerned DC.	No Non -Veg, No alcoholic Drinks.
3.	Crockery (Rent only)	Simple/Clean Crockery. Food is to be served with disposable glasses/plates etc in view of the Covid-19 situation.	No crockery/re-usable water glasses to be used.
4.	Publicity	All DBEE Level: - Social Media, Leaflets, pamphlet, brochures, flags, news in consultation with DPRO/DC. Announcement by Rickshaw/Auto/Gurdwara/ Mandir etc.	No paid advertisement in Newspaper, Radio, TV.

5.	Stationery items	Paper, Pen/Ball Pen, Pencil, Scale, rubber, Marker, Pins, stapler/Pins, Sharpeners, Refills etc.	No purchase of Computer, Printer and Copier
6.	Cleanliness	Use men and material of MC/ other Govt Offices for cleaning, sprinkling of water. However, for sanitization & other Covid-19 related services manpower/material can be hired/purchased.	No hiring of Pvt. Labour and Material, except for sanitization & other Covid-19 related services.
7.	Stage	1. Identify only already erected pucca stages. 2. Use pre-fabricated stage of PWD/SSP/ZP etc. (temporary stage in case of no pucca Stage.	No cost on Construction/ Fabrication of new Stages.



ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ

ਨੌਜਵਾਨਾਂ ਦੇ ਜੀਵਨ ਵਿੱਚ
ਤਬਦੀਲੀ ਲਿਆਉਣਾ ਹਿੱਤ

ਛੇਵਾਂ ਰਾਜ ਪੱਧਰੀ ਮੈਗਾ ਰੋਜ਼ਗਾਰ ਮੇਲਾ

24 ਸਤੰਬਰ 2020 ਤੋਂ 30 ਸਤੰਬਰ 2020

ਆਨਲਾਈਨ ਅਪਲਾਈ ਕਰੋ : www.pgrkam.com
ਆਖਰੀ ਮਿਤੀ : 14 ਸਤੰਬਰ 2020

90000
ਨੌਕਰੀਆਂ
ਪ੍ਰਾਈਵੇਟ ਸੈਕਟਰ
ਵਿੱਚ

ਕੈਪਟਨ ਅਮਰਿੰਦਰ ਸਿੰਘ

ਚੀਫ ਮਿਨਿਸਟਰ, ਪੰਜਾਬ

ਸ. ਚਰਨਜੀਤ ਸਿੰਘ ਚੰਨੀ

ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ, ਰੋਜ਼ਗਾਰ ਉਤਪਾਦਨ, ਹੁਨਰ ਵਿਕਾਸ
ਅਤੇ ਸਿਖਲਾਈ, ਸਿੱਤ ਸਪਾਟਾ ਅਤੇ ਸ਼ਹਿਰੀਕਾਰਕ ਮਾਮਲੇ ਮੰਗਰੀ, ਪੰਜਾਬ
ਦੇ ਰੁਝਿਸ਼ ਯਤਨਾਂ ਸਦਾ

- ਇਸ ਵਿੱਚ 90,000 ਤੋਂ ਵੱਧ ਨੌਕਰੀਆਂ ਪ੍ਰਾਈਵੇਟ ਸੈਕਟਰ ਵਿੱਚ ਉਪਲਬਧ ਕਰਵਾਈਆਂ ਜਾ ਰਹੀਆਂ ਹਨ।
- ਨਿਯੋਜਿਤ ਅਤੇ ਉਮੀਦਵਾਰ ਹੁਣ ਨੂੰ ਆਨਲਾਈਨ ਪੋਰਟਲ www.pgrkam.com ਤੇ ਰਜਿਸਟਰ ਕਰਵਾਉਣ ਅਤੇ ਅਪਲਾਈ ਕਰੋ।
- ਉਨ੍ਹਾਂ ਉਮੀਦਵਾਰਾਂ ਲਈ ਜਿਨ੍ਹਾਂ ਨੇ ਪਹਿਲਾਂ ਹੀ ਆਪਣੀ ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਕਰਵਾਈ ਹੈ, ਨੂੰ ਵੀ www.pgrkam.com 'ਤੇ ਪੋਸਟ ਰੀਡੀਆਂ ਨੌਕਰੀਆਂ ਲਈ ਅਲੱਗ ਡੈਸ਼ਬੋਰਡ ਲਾਜ਼ਮੀ ਹੈ।
- ਵਧੇਰੇ ਜਾਣਕਾਰੀ ਲਈ ਆਪਣੇ ਜ਼ਿਲ੍ਹੇ ਦੇ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ ਵਿਭਾਗ (ਡੀ.ਬੀ.ਈ.ਐੱਸ.) ਨਾਲ ਸੰਪਰਕ ਕਰ ਸਕਦੇ ਹੋ ਜਾਂ www.pgrkam.com ਪੋਰਟਲ ਤੇ ਲਾਗੂ ਵਿਨ ਕਰੋ।
- ਇਹ ਮੇਲਾ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਜਾਰੀ ਕੋਵਿਡ-19 ਸ਼ਬੰਧੀ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਕਰਦੇ ਹੋਏ ਲਗਾਇਆ ਜਾਵੇਗਾ।
- ਪੋਰਟਲ ਅਗਲੀਆਂ ਅਤੇ ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਲਈ 24 ਅਗਸਤ 2020 ਤੱਕ ਖੁੱਲ੍ਹਾ ਹੋਵੇਗਾ।

ਰੋਜ਼ਗਾਰ ਮੇਲੇ ਵਿੱਚ ਭਾਗ ਲੈਣ ਵਾਲੀਆਂ ਪ੍ਰਸਿਧ ਕੰਪਨੀਆਂ



ਹੈਲਪਲਾਈਨ ਨੰਬਰ	
ਜ਼ਿਲ੍ਹੇ ਦਾ ਨਾਂ	ਮੋਬਾਈਲ ਨੰਬਰ
ਅੰਮ੍ਰਿਤਸਰ	99157-89068
ਬਠਿੰਡਾ	77196-81908
ਬਰਨਾਲਾ	94170-39072
ਫਰੀਦਕੋਟ	99883-50193
ਫ਼ਤਹਿਗੜ੍ਹ ਸਾਹਿਬ	99156-82436
ਫਿਰੋਜ਼ਪੁਰ	94654-74122
ਫ਼ਾਜ਼ਿਲਕਾ	89060-22220
ਗੁਰਦਾਸਪੁਰ	81960-15208
ਗੁਰਮੁਖਪੁਰ	62801-97708
ਜਲੰਧਰ	90568-20100
ਕਪੂਰਥਲਾ	98882-19247

ਹੈਲਪਲਾਈਨ ਨੰਬਰ	
ਜ਼ਿਲ੍ਹੇ ਦਾ ਨਾਂ	ਮੋਬਾਈਲ ਨੰਬਰ
ਲੁਧਿਆਣਾ	77400-01682
ਮਾਨਸਾ	94641-78030
ਮੋਗਾ	62392-66860
ਸ੍ਰੀ ਮੁਕਤਸਰ ਸਾਹਿਬ	98885-62317
ਪਟਿਆਲਾ	98776-10877
ਪਠਾਨਕੋਟ	76578-25214
ਰੂਪਨਗਰ	85570-10066
ਸ਼ੇਰਸ਼ਾਹੀ	88727-59915
ਸੰਗਰੂਰ	98779-18167
ਸ਼ੇਰਸ਼ਾਹੀ	78142-59210
ਤਰਨ ਤਾਰਨ	77173-97013

ਜਾਰੀ ਕਰਤਾ
ਰੋਜ਼ਗਾਰ ਉਤਪਾਦਨ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ

ਸਾਡਾ ਪੰਜਾਬ
ਵਧਦਾ ਪੰਜਾਬ

*ਕੋਵਿਡ-19 ਸ਼ਬੰਧੀ ਦੇ ਕਾਰਨ ਮਾਸਕ ਪਾਉਣਾ ਲਾਜ਼ਮੀ ਹੈ।

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24th Sept. 2020 to 30th Sept. 2020

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Minister of Technical Education & Industrial Training, Employment Generation,
Skill Development & Training, Tourism & Cultural Affairs, Punjab

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- Guidelines issued by Government of Punjab regarding COVID-19 will be followed in the Job Fair Week
- Portal opens for applications and registrations on 24 August 2020.

Prominent Companies taking part in Job Fair



Helpline Numbers	
Name of District	Mobile No.
Amritsar	99157-89068
Bathinda	77196-81908
Barnala	94170-39072
Faridkot	99883-50193
Fatehgarh Sahib	99156-82436
Ferozepur	94654-74122
Fazilka	89060-22220
Gurdaspur	81960-15208
Hoshiarpur	62801-97708
Jalandhar	90568-20100
Kapurthala	98882-19247

Helpline Numbers	
Name of District	Mobile No.
Ludhiana	77400-01682
Mansa	94641-78030
Moga	62392-66860
Sri Muktsar Sahib	98885-62317
Patiala	98776-10877
Pathankot	76578-25214
Rupnagar	85570-10066
SBS Nagar	88727-59915
Sangrur	98779-18167
SAS Nagar	78142-59210
Tarn Taran	77173-97013

Issued by Department of Employment Generation,
Skill Development & Training, Punjab

ਸਾਡਾ ਪੰਜਾਬ
ਵਧਦਾ ਪੰਜਾਬ

*Wearing of masks is compulsory due to COVID-19 precautions

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ਯੁਵਾओं के जीवन में
बदलाव लाने हेतु

छठा राज्य स्तरीय मैगा रोज़गार मेला

24 सितम्बर 2020 से 30 सितम्बर 2020

ऑनलाइन आवेदन करें : www.pgrkam.com
अंतिम तिथि : 14 सितम्बर 2020

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नौकरियों के
प्राइवेट सेक्टर
में अवसर

मुख्य मंत्री, पंजाब
कैप्टन अमरिंदर सिंह
के गतिशील मंत्रालय में

श्री चरनजीत सिंह चन्नी

तकनीकी शिक्षा तथा औद्योगिक प्रशिक्षण, रोज़गार सृजन,
प्रौद्योगिकी विकास तथा प्रशिक्षण, पर्यटन तथा सांस्कृतिक मामलों मंत्री, पंजाब
के अध्यक्ष प्रदीप सिंह

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- ज्यादा जानकारी के लिए अपने मजदूरी जिला रोज़गार और कारोबार ऑफ़िस (डी.बी.ई.ई.) के साथ सम्पर्क करें या www.pgrkam.com पोर्टल पर लॉग-इन करें।
- यह मेला पंजाब सरकार द्वारा कोविड-19 सम्बन्धी नियमों की पालना करते हुए करवाया जायेगा।
- पोर्टल 24 अगस्त 2020 तक आवेदन और पंजीकरण के लिए खुला रहेगा।

जॉब फेयर में भाग लेने वाली प्रसिद्ध कम्पनियाँ



हैल्पलाइन नम्बर

ज़िले का नाम	मोबाइल नम्बर
अमृतसर	99157-89068
बठिंडा	77196-81906
बarnala	94170-39072
फतेहगढ़ साहिब	99883-50193
फतेहगढ़ साहिब	99156-82436
फिरोज़पुर	94654-74122
फाज़िल्का	89060-22220
गुरदासपुर	81960-15208
होशियारपुर	62801-97708
जालंधर	90569-20100
कापूरथला	98882-19247

हैल्पलाइन नम्बर

ज़िले का नाम	मोबाइल नम्बर
लुਧਿਆਣਾ	77400-01682
ਮਾਨਸਾ	94641-78030
ਮੋਗਾ	82392-68860
ਸ਼੍ਰੀ ਸ਼੍ਰੀ ਮੁਕਤਸਰ ਸਾਹਿਬ	98885-62317
ਮੁਕਤਸਰ	98776-10877
ਮੁਕਤਸਰ	76578-25214
ਰੂਪਨਗਰ	85570-10066
ਲੁਧਿਆਣਾ	88727-59915
ਸੰਗਰੂਰ	98779-18167
ਲੁਧਿਆਣਾ	78142-59210
ਲੁਧਿਆਣਾ	77173-97013

ਜਾਰੀ ਕਰਨ

ਰੋਜ਼ਗਾਰ ਸ੍ਰਜਨ, ਕੌਸ਼ਲ ਵਿਕਾਸ ਤਥਾ ਪ੍ਰਸ਼ਿਕਸ਼ਣ ਵਿਭਾਗ, ਪੰਜਾਬ

ਸਾਡਾ ਪੰਜਾਬ
ਦੁਪਾਸ ਪੰਜਾਬ



*ਕੋਵਿਡ-19 ਪ੍ਰਫਿਤਾਤ ਕੇ ਕਾਰਨ ਮਾਸਕ ਪਹਿਨਣਾ ਅਨਿਵਾਰਯ ਹੈ।

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Chapter VIII

Self-Employment

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2.	Letter Regarding Information of Self-Employment Loans given within 01-04-2017 to 31-08-2018	2
3.	Letter Regarding Information about Loans provided by Banks under Self-Employment Schemes	3
4.	Letter Regarding Information about Loans provided by various Banks under Self-Employment Schemes	4-5
5.	Letter Regarding Meeting w.r.t. Self-Employment Schemes Booklet	6
6.	Letter Regarding Information about Loans provided by various Banks under Self-Employment Schemes	7-8
7.	Letter Regarding Agenda Points for SLBC	9
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9.	Letter Regarding Information about Rate of Interest to be Levied/ Charged by banks on the Loan Amount off upto Rs. 5 Lakh under the proposed Scheme of Yaari Enterprises – a bank Tie-up Scheme of Govt. of Punjab	11-14
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D.O. No. GGR/Mtng/18/75
Dated: 20/8/2018

Sub: Figures related to employment generated through self-employment schemes.

Regarding the above subject worthy Chief Principal Secretary to Chief Minister has taken a detailed meeting on all employment opportunities existing in the state. It was found that there is complete lack of authenticated data in the regard.

Consequently, it has been decided that each department will appoint a NODAL OFFICER not below the rank of Deputy Secretary/Deputy Director/ equivalent on regular fortnightly basis. The name, number and designation of Nodal Office may please be mailed at hq.degt@mail.com.

Please appoint a Nodal Officer in this regard and please bound him to attend the meeting to be taken by undersigned on 11-9-2018 at 04.00 PM at Punjab Bhawan, Chandigarh along with complete information in given annexure for the period 01/04/2017 to 31/03/2018 & 01/04/2018 to 31/08/2018. This meeting will be done by me every month hence it is requested that same officer be sent for each subsequent meeting.

Please treat this a URGENT as composite figure are to be placed before Hon'ble Chief Minister.

Sd/-
Your Sincerely,

(Rahul Tewari)

Shri Malwinder Singh Jaggi, IAS,
Director,
Welfare of Scheduled Cast/Backward Class and Minority,
Punjab

Information Regarding Employment Generated through Self-Employment Schemes						
Sr. No	Name of Department	Name of the scheme	No. of Loan Sanctioned	No. of Employment Generation	No. of Loan sanctioned	No. of Employment Generated
		01/04/2017 to 31/03/2018				
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Government of Punjab
Commissioner-Cum-Director Employment
Generation & Training and
Mission Director, Ghar Ghar Rozgar Mission
Office: S.C.O. 47, 1st Floor.
Sector-17E, Chandigarh (UT)-160017
D.O.No.VTEM/18/2378/

Dated 28.9.18

Please refer to your letter/emails sent to department of employment Generations and Training Punjab from time to time.

As per information provided by you the following self-employment beneficiaries have been provided/facilitated loans 1.4.2017 to 31.8.18 by your department.

1.4.2017 to 31.3.2018	1.4.2017 to 31.3.2018	Total (1)+(2)
2,44,405	69.624	3,14,029

Office of Chief Minister Punjab has desired that detail of each youth who has been facilitated in getting/provided employment may be filled in attached programme in English. This information may be sent on the department e-mail id-hq.degt.@gmail.com and be sent thorough special messages in hard copy as well as CD drive on 8.10.2018 (Monday, 3 PM at Punjab Bhawan, Chd.). If this information has been sent through above given mail then special messengers of your department need not attend the meeting.

Treat this as urgent.

Yours Sincerely

Sd/-
(Rahul Tewari)

Sr.No.	Name of the Youth	Father's Name	Address	Contact Number of Youth	Amount of Youth	Scheme under loan given

Government of Punjab
Commissioner-Cum-Director Employment
Generation & Training and
Mission Director, Ghar Ghar Rozgar Mission
Office: S.C.O. 47, 1st Floor.
Sector-17E, Chandigarh (UT)-160017
D.O.No.Yaari Enterprises /18/26419

Dated 9.11.18

Sub: Information about loans provided by banks under self-employment scheme.

1. Please refer to your letters/mails sent to Department of Employment Generation & Training Punjab from time to time. The information of /the beneficiaries who have been provided loans for self-employment ventures for period 1.4.17 to 31.8.18 has been sent by your office. It is requested to send candidate wise information (according to the Performa already sent on 28.9.18) who have been provided self-employment loans during the period 1.4.17 to 31.10.18.
2. It is requested to clarify whether those beneficiaries who belong to Chandigarh have been included in the information sent by you or not. If yes, then please send lists of beneficiaries after subtracting the beneficiaries of Chandigarh from the entire list.
3. Treat this as urgent.

Yours Sincerely

Sd/-
(Rahul Tewari)

Government of Punjab
Commissioner-Cum-Director Employment
Generation & Training and
Mission Director, Ghar Ghar Rozgar Mission
Office: S.C.O. 47, 1st Floor.
Sector-17E, Chandigarh (UT)-160017
D.O.No.VTEM /18/28562
Dated-----18.12.18

Sub: Information about loans provided by various banks under self-employment scheme.

1. Please refer to this Department's letter no. Yaari Enterprises/2018/20244 dated 16-8-18 VTEM/2018/23781 dated 28.9.18, Yaari Enterprises/18/26420 dated 9.11.18, Yaari Enterprises/18/26419 dated 9.11.18.
2. This Department has received information sent by you about self-employment loans till 31.10.18.
3. It is requested to send the information regularly in the prescribed Performa (attached herewith) only for Punjab (excluding Chandigarh).
4. It is requested to send candidate wise information (according to the Performa attached), who have been provided self-employment loans during the period 1.4.17 to 30.11.18.
5. This department needs to know the targets and achievements of various self-employment scheme under your aegis for the period 1.4.18 to 30.11.18. It is requested to send the same (Performa attached).
6. You are requested to attend the meeting on 20.12.18 at 3.pm in Punjab Bhawan, Chandigarh with the above said information.
7. Treat this as urgent.

Yours Sincerely

Sd/-
(Rahul Tewari)

Performa
Self-Employment

Name of the Office

Month Year

For the Period: 1/4/2018 to 31/12/2018

Targets			Achieved		
For loans to be disbursed in District Under all State and Centre Govt. Schemes	No. of person	Amount of Loan	For loans to be disbursed in District Under all State and Centre Govt. Schemes	No. of Person	Amount of Loan

Scheme under which loan given	Name of bank which gave loan for self-employment to youth	Amount of loans	Name of Youth	Father's Name	Address	Contact number of youth

Government of Punjab
Commissioner-Cum-Director Employment
Generation & Training and
Mission Director, Ghar Ghar Rozgar Mission
Office: S.C.O. 47, 1st Floor.
Sector-17E, Chandigarh (UT)-160017
D.O.No.VTEM/19/82
Dated 2.1.19

Sub: Regarding Meeting.

You are already aware that Punjab Government is giving stress on Ghar Ghar Rozgar. In this context, the Department has prepared a booklet on self-employment schemes and the same has been distributed in all the districts. You are hereby requested to go through this booklet and suggest any changes or additions or give suggestions on how to make it more useful for the beneficiaries.

You are also aware that various banks are facilitating self-employment/ enterprises by providing loans under various schemes such as PMEGP, Mudra, NRLM, NULM etc. you are further requested to study the complete flow of processes of all such self-employment loan programmes by contacting your LDM and also give suggestions as to how the Punjab Govt. can facilitate such loans in a better way. It is therefore requested to attend a meeting on 15th Jan 2019 at 10.30 am in Directorate, SCO No, 47/1, Sector 17E, Chandigarh on the above issues with related information.

Yours Sincerely

Sd/-
(Rahul Tewari)

Government of Punjab
Commissioner-Cum-Director Employment
Generation & Training and
Mission Director, Ghar Ghar Rozgar Mission
Office: S.C.O. 47, 1st Floor.
Sector-17E, Chandigarh (UT)-160017
D.O.No.SLBC/2019/141
Dated 17-01-2019

Subject: Information about loans provided by various banks under self-employment schemes.

1. Please refer to our meeting on 3rd January 2019.
2. It is requested to call the undersigned for the SLBC meeting for proper deliberation.
3. The information sent by your good self contains beneficiaries of 3 schemes. Kindly inform if there is any other scheme (apart from these 3) under which self-employment loans are facilitated.
4. It is requested to verify the data which you have sent or are sending does not include beneficiaries from Chandigarh.
5. It was requested to send candidate wise information of the beneficiaries. As per the discussion it has been noticed that banks do not maintain or compile proper accounts of such information. It would be pertinent to put up this matter on agenda item for the SLBC meetings.
6. At present there are 18 R-SETIs working in Punjab. It would be appropriate to ask Heads of Lead banks to set up at least one R-SETI in each district.

Yours Sincerely

Sd/-
(Rahul Tewari)

PROFORMA FOR DISTRICT WISE TARGETS OF SELF EMPLOYMENT SCHEMES OF GOVERNMENT OF INDIA FOR THE YEAR 2019-2020

[illegible]

AGENDA

1. The Department of Employment Generation & Training compiles data related to beneficiaries who have been provided /facilitated self-employment loans by various Banks. In this regard, the Department has asked of SLBC but no data has been received till date. Proforma in which information was sought is attached.
2. That data related to 3 self-employment schemes namely Mudra Yojna, PMEGP and Stand up India is being sent regularly to this Department by SLBC. However details of all other self-employment schemes of Government of India apart from these 3 schemes may also be sent to the Department of Employment Generation & Training.
3. There is a huge potential trapped in Self-employment schemes for generation of employment/ self-employment. In the light of this, the Department needs the district wise details related to physical and financial targets of self-employment schemes for the period 2018-19 & 2019-20. The same may be provided to the Department.
4. At present, there are 18 R-SETIs working in Punjab. These provide skill trainings to the youth in order to make them employment. There is a need to set up atleast one R-SETI in all the districts of the state. It would be appropriate that SLBC provides the road map for the same to the Department of Employment Generation & Training.

Government of Punjab
 Commissioner-Cum-Director Employment
 Generation & Training and
 Mission Director, Ghar Ghar Rozgar Mission
 Office: S.C.O. 47, 1st Floor.
 Sector-17E, Chandigarh (UT)-160017
 D.O.No.SLBC /19/8570
 Dated-----1.4.2019

Sub: Information about loans provided by various Banks under self-employment schemes.

1. Please refer to your letter/emails sent to the Department of Employment Generation & Training. The Department has received information of beneficiaries who have been provided loans for self-employment ventures till 31.10.2018.
2. It is requested to send the information (figure wise & candidate wise) from 1.4.17 to 31.3.18 and 1.4.18 to 31.3.19 only for Punjab in the Proforma attached herewith.

Yours Sincerely

Sd/-
 (Rahul Tewari)

Proforma -1

Proforma for information about loans provided by various Bank under self-employment schemes for the period 1.4.2017 to 31.3.2018 & 1.4.18 to 31.3.19.

Sr. No.	Name of Scheme								
		1.4.17 to 31.3.18		1.4.18 to 31.3.19		1.4.17 to 31.3.18		1.4.18 to 31.3.19	
		Target	Actual Achievement	Target	Actual Achievement	Target	Actual Achievement	Target	Actual Achievement

Government of Punjab
Commissioner-Cum-Director Employment
Generation & Training and
Mission Director, Ghar Ghar Rozgar Mission
Office: S.C.O. 47, 1st Floor.
Sector-17E, Chandigarh (UT)-160017
D.O.No.Yaari Enterprises /18/20539
Dated-----21.8.2018

Sub:- Information about rate of interest to be Levied/charged by banks on the loan amount off upto Rs. 5 lakh under the proposed scheme of Yaari enterprises – a Bank Tie up scheme of Government of Punjab.

The Govt. of Punjab is making all possible efforts to curb the problem of unemployment in collaboration with various departments. It is promoting setting up of enterprises through self-employment schemes. One such venture is the proposed scheme of Yaari Enterprises. It is designed to create & provide sustainable self-employment opportunities to young enterprises in the State of Punjab by way of providing 3% interest subvention on the loan amount of up to Rs. 5 Lakh for a period of 5 years.

In the light of above you are requested to inform about how much rate of interest will be charged by banks from the unemployed youth who will apply for loan up to Rs. 5 Lakh. Further more it is proposed to dovetail the proposed scheme of Yaari Enterprises with Prime Minister Mudra Scheme & Prime Minister Employment Generation Programme. You are requested to inform that those unemployed youth who will apply for loans under both these schemes. How will their territory be demarcated, means how they will be termed beneficiaries under Yaari Enterprises- a Bank tie up Scheme & how these schemes will be dovetailed.

Yours Sincerely

Sd/-
(Rahul Tewari)

ਲੜੀ ਨੰ.	ਵਿਭਾਗ ਦਾ ਨਾਮ	ਸਕੀਮ ਦਾ ਨਾਮ	ਦਫਤਰ ਦਾ ਨਾਮ			
			ਸਕੀਮ ਦੇ ਟੀਚੇ (ਲਾਭਪਾਤਰੀ)	ਰਾਸ਼ੀ (ਲੱਖਾਂ ਵਿੱਚ)	ਟੀਚਿਆਂ ਦੀ ਪ੍ਰਾਪਤੀ	ਰਾਸ਼ੀ (ਲੱਖਾਂ ਵਿੱਚ)
1	ਉਦਯੋਗ ਅਤੇ ਕਾਮਰਸ ਵਿਭਾਗ	ਪ੍ਰਧਾਨ ਮੰਤਰੀ ਇੰਪਲਾਈਮੈਂਟ ਜਨਰੇਸ਼ਨ ਪ੍ਰੋਗਰਾਮ				
2	ਕੇਂਦਰ ਸਰਕਾਰ ਬੈਂਕਾਂ ਰਾਹੀਂ	ਪ੍ਰਧਾਨ ਮੰਤਰੀ ਮੁਦਰਾ ਯੋਜਨਾ ਸਕੀਮ				
		ਸਿਸੂ				
		ਕਿਸੇਰ				
		ਤਰੁਣ				
		ਸਟੈਂਡ-ਅਪ-ਇੰਡੀਆ ਸਕੀਮ				
		ਸਟਾਰਟ-ਅਪ-ਇੰਡੀਆ ਸਕੀਮ				
3	ਪੰਜਾਬ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਭੇਂ ਅਤੇ ਵਿੱਤ ਕਾਰਪੋਰੇਸ਼ਨ ਦੀਆਂ ਸਕੀਮਾਂ	ਸਿੱਧਾ ਕਰਜਾ ਸਕੀਮ				
		ਡੇਅਰੀ ਫਾਰਮਿੰਗ				
		ਬਿਲਡਿੰਗ ਮਟੀਰੀਅਲ				
		ਮੇਨਟੇਨੈਂਸ ਜਾਂ ਰਿਪੇਅਰ (ਮੋਬਾਈਲ/ ਕਪਿਊਟਰ/ਰਿਪੇਅਰ ਲਈ)				
		ਟੇਲਰਿੰਗ ਦੇ ਕੰਮ ਲਈ				
		ਬੈਂਕ ਟਾਈ ਅਪ ਸਕੀਮ				
		ਨੈਸ਼ਨਲ ਸ਼ਡਿਊਲਡ ਕਾਸਟ ਫਾਇਨਾਂਸ ਐਂਡ ਡਿਵੈਲਪਮੈਂਟ ਕਾਰਪੋਰੇਸ਼ਨ (ਟੇਨੀਐਸ.ਐਫ.ਡੀ.ਸੀ) ਦੇ ਸਹਿਯੋਗ ਨਾਲ ਕਰਜਾ ਸਕੀਮ				
		ਨੈਸ਼ਨਲ ਹੈਂਡੀਕੈਪਡ ਫਾਇਨਾਂਸ ਐਂਡ ਡਿਵੈਲਪਮੈਂਟ ਕਾਰਪੋਰੇਸ਼ਨ (NHFDC) ਸਕੀਮ				
		ਨੈਸ਼ਨਲ ਸਫਾਈ ਕਰਮਚਾਰੀ ਫਾਇਨਾਂਸ ਅਤੇ ਡਿਵੈਲਪਮੈਂਟ ਕਾਰਪੋਰੇਸ਼ਨ (NSKFDC) ਸਕੀਮ				
		ਸੈਲਫ ਇੰਪਲਾਈਮੈਂਟ ਸਕੀਮ ਫਾਰ ਰਿਹੈਬਿਲੀਟੇਸ਼ਨ ਆਫ ਮੈਨੂਅਲ ਸਕੈਵੇਜਰਜ਼ ਸਕੀਮ				
		ਸਮਾਜਿਕ ਨਿਆ, ਅਧਿਕਾਰਤਾ ਅਤੇ ਘੱਟ ਗਿਣਤੀ ਵਰਗ ਭਲਾਈ ਵਿਭਾਗ ਦੀਆਂ ਸਕੀਮਾਂ				
		ਸੈਲਫ ਇੰਪਲਾਈਮੈਂਟ ਸਕੀਮ ਫਾਰ ਰਿਹੈਬਿਲੀਟੇਸ਼ਨ ਆਫ ਮੈਨੂਅਲ ਸਕੈਵੇਜਰਜ਼ ਸਕੀਮ				
4	ਪੰਜਾਬ ਪੱਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਭੁੱਖਿਕਾਸ਼ ਅਤੇ ਵਿੱਤ ਕਾਰਪੋਰੇਸ਼ਨ	1. ਸਿੱਧਾ ਕਰਜਾ ਸਕੀਮ ਤਹਿਤ ਚਲਾਈਆਂ ਜਾ ਰਹੀਆਂ ਸਕੀਮਾਂ				
		ਡੇਅਰੀ ਫਾਰਮਿੰਗ 35 ਪਸ਼ੂਆਂ ਲਈ				
		ਪੇਲਟਰੀ ਫਾਰਮਿੰਗ ਲਈ				
		ਸਬਜੀਆਂ ਉਗਾਉਣ ਲਈ				
		ਸ਼ਹਦੀ ਦੀਆਂ ਮੱਖੀਆਂ ਪਲਾਣ ਲਈ				
		ਕਾਰਪੇਂਟਰ/ਫਰਨੀਚਰ/ਵੈਲਡਿੰਗ ਦੇ ਕੰਮ ਲਈ				
		ਆਟਾ ਚੱਕੀ/ਕੋਹਲੂ ਲਈ				
		ਆਟੇ ਰਿਕਸ਼ਾ (ਪੇਸ਼ਜਰ/ਢੋਆਂ ਦੁਆਈ) ਲਈ				

		ਜਨਰਲ ਸਟੋਰ (ਕਰਿਆਨਾ/ਕੈਟਲ/ਪੇਲਟਰੀ ਫੀਡ) ਲਈ				
		ਹਾਰਡਵੇਅਰ ਸਟੋਰ (ਸਟਰਿੰਗ ਅਤੇ ਬਿਲਡਿੰਗ ਮੈਟੀਰੀਅਲ ਆਦਿ) ਲਈ				
		ਕੱਪੜਾ/ਰੈਡੀਮੇਡ ਗਾਰਮੈਂਟ ਦੁਕਾਨ ਲਈ				
		ਕਿਤਾਬਾਂ/ਸਟੇਸ਼ਨਰੀ ਦੀ ਦੁਕਾਨ ਲਈ				
		ਸਾਈਕਲ ਸੇਲ ਤੇ ਰਿਪੇਅਰ ਲਈ				
		ਫੋਟੋਸਟੋਰ ਮਸ਼ੀਨ ਲਈ				
		ਟੇਲਰਿੰਗ ਦੇ ਕੰਮ ਲਈ				
		ਖੇਤੀਬਾੜੀ ਦੇ ਸੰਦਾਂ ਲਈ				
		ਆਟੋ-ਮੋਬਾਈਲ ਰਿਪੇਅਰ/ਸਪੇਅਰ ਪਾਰਟਸ ਦੁਕਾਨ ਲਈ				
		ਇਲੈਕਟ੍ਰੋਨਿਕਸ/ਇਲੈਕਟ੍ਰੀਕਲ ਸੇਲ ਤੇ ਰਿਪੇਅਰ ਲਈ				
5	ਪੰਜਾਬ ਪੱਛਮੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਭੇਂ ਵਿਕਾਸ ਅਤੇ ਵਿੱਤ ਕਾਰਪੋਰੇਸ਼ਨ ਦੀਆਂ ਸਕੀਮਾਂ	ਫੈਬਰੀਕੇਸ਼ਨ ਯੂਨਿਟ ਲਈ				
		ਫੋਟੋਗ੍ਰਾਫੀ ਅਤੇ ਵੀਡੀਓਗ੍ਰਾਫੀ ਦੇ ਕੰਮ ਲਈ				
		ਹੋਜ਼ਰੀ ਯੂਨਿਟ ਲਈ				
		ਸਮਾਲ ਸਕੇਲ ਇਡਸਟਰੀਅਲ ਯੂਨਿਟ ਲਈ (ਕੋਈ ਵੀ ਸਮਾਨ ਬਨਾਉਣ ਦਾ ਕਾਰੋਬਾਰ)				
		ਮਨਿਆਈ ਦੀ ਦੁਕਾਨ/ਢਾਬਾ ਖੋਲਣ ਲਈ				
		ਬਿਊਟੀ ਪਾਰਲਰ				
		ਪੰਡਾਲ ਜਾਂ ਸ਼ਮਿਆਨਾ ਸਰਵਿਸ ਲਈ				
		ਐਨ.ਬੀ.ਸ.ਐਫ.ਡੀ.ਸੀ.ਸਕੀਮ				
		ਟਰਮ ਲੇਨ ਸਕੀਮਾਂ				
		ਨਿਊ ਸਵਰਿਮਾ ਸਕੀਮ				
		2 ਹੋਰ ਸਕੀਮਾਂ				
		ਪਿਤਾ-ਪੁਰਖੀ ਜਾਂ ਨਾਨ ਤਕਨੀਕੀ ਸਕੀਮਾਂ				
		ਤਕਨੀਕੀ ਸਕੀਮਾਂ				
		ਵਪਾਰ ਤੇ ਸਰਵਿਸ ਸੈਕਟਰ				
6	ਡੇਅਰੀ ਵਿਕਾਸ ਵਿਭਾਗ ਅਤੇ ਪੰਜਾਬ ਡੇਅਰੀ ਵਿਕਾਸ ਬੋਰਡ ਦੀਆਂ ਸਬਸਿਡੀ ਸਕੀਮਾਂ	ਸੈਲਫ ਪ੍ਰੋਪੈਲਡ ਫੋਰੇਜ਼ ਕੱਟਰ/ਹਾਰਵੈਸਟਰ ਦੀ ਸਕੀਮ				
		ਦੁੱਧ ਉਤਪਾਦਕਾਂ ਨੂੰ ਦੁੱਧ ਦੇ ਸਿੱਧੇ ਮੰਡੀਕਰਣ ਦੀ ਸਹੂਲਤ ਦੇਣ ਦੀ ਸਕੀਮ				
		ਸਿੰਗਲ ਰੋਅ ਫੋਡਰ ਹਾਰਵੈਸਟਰ ਸਕੀਮ				
		ਡੇਅਰੀ ਉੱਦਮ ਵਿਕਾਸ ਸਕੀਮ (ਨਬਾਰਡ ਵੱਲੋਂ)				
		ਕਮਰਸ਼ੀਅਲ ਡੇਅਰੀ ਸਕੀਮ ਅਧੀਨ ਕਰਜ਼ਾ				

7	ਖੇਤੀਬਾੜੀ ਅਤੇ ਕਿਸਾਨ ਭਲਾਈ ਵਿਭਾਗ	ATMA (ਐਗਰੀਕਲਚਰਲ ਟੈਕਨਾਲੋਜੀ ਮੈਨੇਜਮੈਂਟ ਏਜੰਸੀ), NMAET.				
		PMEGP				
8	ਬਾਗਬਾਨੀ ਵਿਭਾਗ	ਮਧੂ ਮੱਖੀ ਪਾਲਣ				
		ਡੇ-ਨੈੱਟ ਹਾਊਸ				
		ਮਿੰਨੀ ਰੇਟਾਵੇਟਰ				
		ਨਵੇ ਬਾਗ				
		ਫੁੱਲਾਂ ਦੀ ਕਾਸ਼ਤ				
		ਖੁੰਭਾਂ (ਪ੍ਰੋਡਕਸ਼ਨ)				
		ਕੋਲਡ ਸਟੋਰ				
9	ਮੱਛੀ ਪਾਲਣ ਵਿਭਾਗ	ਜਿਲ੍ਹੇ ਵਿੱਚ ਡਿਵੈਲਪਮੈਂਟ ਆਫ ਨਿਊ ਏਰੀਆ ਫਾਰ ਫਿਸ਼ ਫਾਰਮਿੰਗ				
		ਐਨ ਐਂਡ ਡੀ ਬੀ ਸਕੀਮ				
		ਆਰ.ਕੇ.ਵੀ.ਵਾਈ ਸਕੀਮ				
		ਜਿਲ੍ਹੇ ਵਿੱਚ ਰੈਨੋਵੇਸ਼ਨ ਆਫ Existing Fish Ponds				
		ਪ੍ਰਾਈਵੇਟ ਖੇਤਰ ਵਿੱਚ ਫਿਸ਼ ਸੀਡ ਹੈਚਰੀ ਦੀ ਸਥਾਪਨਾ ਸਬੰਧੀ				
10	ਪਸ਼ੂ ਪਾਲਣ ਵਿਭਾਗ	ਈ.ਡੀ.ਈ.ਜੀ. (Entrepreneurship Development Employment Generation)				
11	ਦੀਨ ਦਿਆਲ ਅੰਨਤੋਦਿਆ ਯੋਜਨਾ (ਨੈਸ਼ਨ ਅਰਬਨ ਲਿਵਲੀਹੁੱਡ ਮਿਸ਼ਨ)	ਨੈਸ਼ਨਲ ਅਰਬਨ ਲਿਵਲੀਹੁੱਡ ਮਿਸ਼ਨ ਸਵੈ-ਰੋਜਗਾਰ ਯੋਜਨਾ				
12	ਪੰਜਾਬ ਰਾਜ ਦਿਹਾਤੀ ਆਜੀਵਿਕਾ ਮਿਸ਼ਨ	ਪੰਜਾਬ ਰਾਜ ਦਿਹਾਤੀ ਆਜੀਵਿਕਾ ਮਿਸ਼ਨ				
13	ਕ੍ਰਿਸ਼ੀ ਵਿਗਿਆਨ ਕੇਂਦਰ	ਪਸ਼ੂ ਪਾਲਣ				
		ਸੂਰ ਪਾਲਣ				
		ਬੱਕਰੀ ਪਾਲਣ				
		ਮੁਰਗੀ ਪਾਲਣ				
		ਮੱਧੂ ਮੱਖੀ ਪਾਲਣ				
		ਖੁੰਭਾਂ ਦੀ ਕਾਸ਼ਤ				
		ਬਾਂਧਨੀ ਕਲਾ ਅਤੇ ਰੰਗਾਈ				
		ਫਲਾਂ ਅਤੇ ਸਬਜ਼ੀਆਂ ਦੀ ਸੰਭਾਲ				
		ਕੱਪੜਿਆਂ ਨੂੰ ਸਜਾਉਣ ਦੀਆਂ ਵੱਖ ਵੱਖ ਤਕਨੀਕਾਂ				
		ਕੱਪੜਿਆਂ ਦੀ ਸਿਲਾਈ ਕਢਾਈ।				

ਡਾਇਰੈਕਟੋਰੇਟ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ
ਐਸ.ਸੀ.ਓ. ਨੰ: 47/1, ਸੈਕਟਰ-17ਈ, ਚੰਡੀਗੜ੍ਹ।
ਫੋਨ ਨੰ: 0172-2702654, 2703842 ਈ.ਮੇਲ-hq.degt@punjab.gov.in

ਸੇਵਾ ਵਿਖੇ,

ਪੰਜਾਬ ਰਾਜ ਦੇ,
ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ

ਨੰ:ਮਿਸ/20207/854
ਮਿਤੀ: 21-10-2020

ਵਿਸ਼ਾ: SLBC ਦੇ ਟੀਚਿਆਂ ਨੂੰ ਪੂਰਾ ਕਰਨ ਸਬੰਧੀ।

ਮਾਨਯੋਗ ਮੁੱਖ ਮੰਤਰੀ ਪੰਜਾਬ ਕੈਪਟਨ ਅਮਰਿੰਦਰ ਸਿੰਘ ਜੀ ਵੱਲੋਂ ਮਿਤੀ 96/19/2020 ਵਿੱਚ ਰੱਖਦੇ ਹੋਏ ਘੋਸ਼ਣਾ ਕੀਤੀ ਕਿ ਪੰਜਾਬ ਦੇ ਹਰ ਜ਼ਿਲ੍ਹੇ ਵਿੱਚ ਦਸੰਬਰ-2020 ਵਿੱਚ ਲੋਨ ਮੇਲੇ ਲਗਾਏ ਜਾਣਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਸਰਕਾਰੀ ਅਤੇ ਪ੍ਰਾਈਵੇਟ ਬੈਂਕਾਂ ਵੱਲੋਂ ਸ਼ਿਰਕਤ ਕੀਤੀ ਜਾਵੇਗੀ। ਇਸ ਟੀਚੇ ਦੀ ਸਮਾਂਬੱਧ ਪੂਰਤੀ ਲਈ State Level Bankers Committee (SLBC) ਵੱਲੋਂ ਪ੍ਰਾਪਤ ਭਾਰਤ ਸਰਕਾਰ ਦੀਆਂ ਤਿੰਨ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮਾਂ Prime Minister Employment Guarantee Programme (PMEGP), Prime Minister Mudra Yojna (PMMY) ਅਤੇ Stand-Up-India ਅਧੀਨ ਸਾਲਾਨਾ ਟੀਚੇ ਆਪ ਨਾਲ ਸਾਂਝੇ ਕੀਤੇ ਜਾਂਦੇ ਹਨ। ਆਪ ਜੀ ਵੱਲੋਂ ਹਰ District Co-ordination Committee (DCC) ਅਤੇ District Level Review Committee (DLRC) ਦੀ ਮੀਟਿੰਗ ਵਿੱਚ ਟੀਚਿਆਂ ਅਤੇ ਉਨ੍ਹਾਂ ਦੀ ਪ੍ਰਾਪਤੀ ਸਬੰਧੀ ਰੀਵਿਊ (Monitoring of Progress) ਕੀਤਾ ਜਾਵੇ।

ਮੁੱਖ ਮੰਤਰੀ ਜੀ ਦੀ ਘੋਸ਼ਣਾ ਦੀ ਪੂਰਤੀ ਲਈ ਬੈਂਕਾਂ ਦੇ ਅਧਿਕਾਰੀਆਂ ਅਤੇ ਵਿਭਾਗਾਂ ਦੇ ਸਬੰਧਤ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਮਿੱਥੇ ਹੋਏ ਟੀਚਿਆਂ ਦੀ ਪ੍ਰਾਪਤੀ ਲਈ ਪੁਰਜ਼ੋਰ ਯਤਨ ਕਰਨ ਵਾਸਤੇ ਹਦਾਇਤ ਕੀਤੀ ਜਾਵੇ ਅਤੇ ਇਸ ਸਬੰਧੀ ਪੇਸ਼ ਆਉਣ ਵਾਲੀਆਂ ਔਕੜਾਂ ਦੇ ਹੱਲ ਕਰਨ ਲਈ ਬੈਂਕਾਂ ਦੇ ਨੁਮਾਇੰਦਿਆਂ ਨਾਲ ਵਿਚਾਰ ਸਾਂਝੇ ਕੀਤੇ ਜਾਣ ਤੇ ਸਟੇਟ ਲੈਵਲ ਬੈਂਕ ਕਮੇਟੀ ਦੇ ਮੁੱਖੀ ਨਾਲ ਆਪਣੇ ਪੱਧਰ ਤੇ ਲਿਖਾ-ਪੜ੍ਹੀ ਕੀਤੀ ਜਾਵੇ। ਉਪਰੋਕਤ ਟੀਚਿਆਂ ਨੂੰ ਪੂਰਾ ਕਰਨ ਸਬੰਧੀ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਹੁਨਰ ਵਿਕਾਸ ਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ ਦੇ ਜ਼ਿਲ੍ਹਾ ਪੱਧਰ ਦੇ ਅਧਿਕਾਰੀਆਂ ਦੇ ਨਾਲ-ਨਾਲ ਸਵੈ ਰੋਜ਼ਗਾਰ ਕਰਜ਼ਿਆਂ ਨਾਲ ਸਬੰਧਤ ਵਿਭਾਗਾਂ ਦੇ ਅਤੇ ਬੈਂਕਾਂ ਦੇ ਅਧਿਕਾਰੀਆਂ ਵਿੱਚ ਤਾਲਮੇਲ ਬਣਾਇਆ ਜਾਵੇ ਤਾਂ ਜੋ ਆਪਸੀ ਤਾਲਮੇਲ ਨਾਲ ਨਾ ਕੇਵਲ ਬੈਂਕਾਂ ਦਾ ਕਰਜ਼ਾ ਦੇ ਦਾ ਟੀਚਾ ਪੂਰਾ ਹੋ ਸਕੇ ਸਗੋਂ ਬੇਰੋਜ਼ਗਾਰ ਨੌਜਵਾਨ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਅਪਣਾ ਕੇ ਆਪ ਰੋਜ਼ਗਾਰ ਯੋਗ ਹੋਏ ਤੇ ਹੋਰ ਬੇਰੋਜ਼ਗਾਰਾਂ ਨੂੰ ਵੀ ਰੋਜ਼ਗਾਰ ਉਪਲਬਧ ਕਰਵਾਉਣ ਵਿੱਚ ਮਦਦ ਕਰ ਸਕੀਏ।

ਇਸ ਸਬੰਧੀ ਕੀਤੀ ਕਾਰਵਾਈ ਦੀ ਰਿਪੋਰਟ ਮਿਤੀ 16 ਨਵੰਬਰ-2020 ਤੱਕ ਡਾਇਰੈਕਟੋਰੇਟ ਦੀ ਈ.ਮੇਲ ervnd.degt@gmail.com ਤੇ ਭੇਜੀ ਜਾਵੇ। ਉਕਤ ਲੋਨ ਮੇਲੇ ਨੂੰ ਸਫਲ ਬਣਾਉਣ ਲਈ ਆਪਣਾ ਪਲਾਨ ਆਫ਼ ਐਕਸ਼ਨ ਤਿਆਰ ਕਰਕੇ ਭੇਜਿਆ ਜਾਵੇ ਅਤੇ ਆਪ ਵੱਲੋਂ ਭੇਜੇ ਜਾਣ ਵਾਲੇ ਪਲਾਨ ਆਫ਼ ਐਕਸ਼ਨ ਨੂੰ ਰਿਵਿਊ ਕਰਨ ਲਈ ਸਕੱਤਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਜੀ ਵੱਲੋਂ ਮਿਤੀ 20 ਨਵੰਬਰ 2020 ਨੂੰ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼ ਨਾਲ ਵੀਡੀਓ ਕਾਨਫਰੰਸ ਕੀਤੀ ਜਾਵੇਗੀ।

ਪੰਜਾਬ ਦੇ ਸਾਰੇ ਜ਼ਿਲ੍ਹਿਆਂ ਵਿੱਚ ਸਥਿਤ ਬੈਂਕਾਂ ਦੀ ਬ੍ਰਾਂਚ ਵਾਈਜ਼ ਸੂਚੀ ਵੀ ਆਪ ਜੀ ਨਾਲ ਸਾਂਝੀ ਕੀਤੀ ਜਾ ਰਹੀ ਹੈ।

ਨੱਥੀ:

1. ਭਾਰਤ ਸਰਕਾਰ ਦੇ 2020-21 ਦੇ ਸਵੈ ਰੋਜ਼ਗਾਰ ਸਕੀਮਾਂ ਦੇ ਟੀਚੇ।
2. ਹਰ ਜ਼ਿਲ੍ਹੇ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਦੇ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਦੇ ਤਿਮਾਹੀ (01-10-2020 ਤੋਂ 31-12-2020) ਟੀਚੇ।
3. ਬੈਂਕਾਂ ਦੀ ਬ੍ਰਾਂਚ -ਵਾਈਜ਼ ਸੂਚੀ।

ਡਾਇਰੈਕਟਰ

ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ
ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਪਿੱਠ ਅੰ.ਨੰ/ਮਿਸ/2020/144939-60

ਮਿਤੀ: 19-10-2020

ਕਾਪੀ:

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਸਮੂਹ ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਅਫ਼ਸਰ/ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਅਫ਼ਸਰ, ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਨੂੰ ਸੂਚਨਾ ਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਡਾਇਰੈਕਟਰ

ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ
ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

Bank WISE ANNUAL TARGETS UNDER SELF EMPLOYMENT SCHEME FOR FY 2020-21						
Name of Bank	PMEGP		PMMY		STAND UP INDIA	
	1.4.2020 to 31.03.2021		1.4.2020 to 31.03.2021		1.4.2020 to 31.03.2021	
	Target No. of Beneficiaries	Target Amount	Target No. of Beneficiaries	Target Amount	Target No. of Beneficiaries	Target Amount
Bank of Baroda	111	3.27		143.5	438	
Bank of India	77	2.33		98	324	
Bank of Maharashtra	45	1.35		35.89	60	
Canara Bank	151	4.53		320	580	
Central Bank of India	72	2.16		124.17	298	
Indian Bank	120	3.65		37	408	
Indian Overseas Bank	63	1.89		66.85	206	
Punjab & Sind Bank	154	4.61		300	1270	
Punjab National Bank	289	8.69		820.44	2178	
State Bank of India	252	7.57		874	1886	
UCO Bank	62	1.83	No Target allotted for No. of Beneficiaries	105	340	No Target Alloted for Acheivement Amount
Union Bank of India	171	5.12		216	604	
IDBI Bank Ltd	36	1.08		41.36	164	
Punjab Gramin Bank	90	2.7		140	838	
Jammu and Kashmir Bank	9	0.27		29.19	38	
Axis Bank	54	1.62		100	702	
Federal Bank	11	0.33		35	60	
HDFC	90	2.7		100	928	
ICICI	67	2.01		100	542	
Kotak Mohindra Bank	13	0.39		35	180	
Indusind Bank	18	0.54		30	262	
Capital Small	1	0.03		30	262	
Yes Bank	17	0.51		0	192	
Total	1973	59.18		3883.4	12762	

Chapter IX
Common Service Centres
(eCSC)

Sr. No.	Content	Page No.
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Chandigarh Administration
e-Stamp

Certificate No.	: IN-CH14269009299870Q
Certificate Issued Date	: 25-Sept-2018 12:38 PM
Certificate Issued By	: chtejbhal
Account Reference	: IMPACC (GV)/ chimpsp07/ DC OFFICE SEC-17/CH-CH
Unique Doc. Reference	: SUBIN-CHCIMPS 0728490897188289Q
Purchased by	: SAHIL RINIA
Description of Document	: Article 5 Agreement or Memorandum of an agreement
Property Description	: SCO 111-113 4 th FLOOR SEC 17B CHD
Consideration Price (Rs.)	: 0(Zero)
First Party	: CSC E GOVERNANCE SERVICES INDIA LIMITED
Second Party	: DIRECTOR EMPLOYMENT GENERATION AND TRAINING
Stamp Duty Paid By	: CSC E GOVERNANCE SERVICES INDIA LIMITED
Stamp Duty Amount (Rs.)	: 10 (Ten only)

MEMORANDUM OF UNDERSTANDING

BETWEEN

Directorate of Employment Generation & Training, PUNJAB

AND

CSC E-Governance Services India Ltd.

Directorate of Employment Generation and Training, Punjab is registered office at S.C.O.-46 & 47/1, Sec-17E, Chandigarh. Department of Employment Generation and Training has been carved out of the Department of Labour and Employment vide Govt. Notification No. 18/16/2007-GC(2)/7219 Dated 11-04-2007 and 31-07-2007 with the objectives to develop and vision, strategy and policy framework for employment generation & training, to suggest measures to derive synergy of the plans and programmes of various departments working directly or indirectly for employment generation and vocational training, to advise on institutional and organizational mechanism for effective implementation of the action plan for employment generation and the vocational training to make the youth really employable by enhancing their skills and competencies, to regularly plan, implement, monitor and oversee employment generation action plans in the State and advise on the future steps to be taken and to facilitate manpower planning and vocational training in all the key sectors of the economy.

AND

CSC E-Governance Services India Limited, Special Purpose Vehicle (CSC SPV) incorporated under the Companies Act, 1956 by the Ministry of Electronics and Information Technology (MeitY), Government of India, having registered Office at Electronics Niketan, 3rd Floor, 6 CGO Complex, Lodhi Road, New Delhi-110003(hereinafter referred to as “SPV-CSC” whose term shall, where the context admits, mean and include, its successors and permitted assigns) CSC e-Governance Services India Limited is a Special Purpose Vehicle (CSC SPV) by the Ministry of Electronics and Information Technology (MeitY), Government of India, to monitor the implementation of the Common Services Centre Scheme. It provides a centralized collaborative framework for delivery of services to citizens through CSCs, besides ensuring systematic viability and sustainability of the scheme.

This Memorandum of Understanding (MoU) has been executed on the _____ day of _____ 2018 between Commissioner cum Director Employment Generation & Training, Punjab and the CSC E-Governance Services Ltd, CSC-SPV.

A. Scope:

Government of Punjab launched a scheme called “GHAR GHAR ROZGAR AND KAROBAR MISSION”, to provide a job to one eligible member of each family. The mission has put Employment at the core of Government’s social and economic planning and policies. For the same, Punjab Government has launched a portal <http://www.ghargharrozgar.punjab.gov.in> on which unemployed candidates and employers can register themselves. Employer can also shortlist the jobseekers as per their requirement.

For the above, Government of Punjab intends to utilize the network of CSC-VLE. Common Service Centre (CSC) being set up under Digital India Programme are envisioned to facilitate a platform that will enable government, private and social sector organisations to integrate their social and commercial goals and take benefits of information and communication tools

(ICT) to the remotest corners of the country. The CSCs are acting as change agents and are much more than mere service delivery points in rural India. A CSC promotes rural entrepreneurship, builds rural capacities and livelihood, enable community participation, and supports collective action for social change through a bottom up approach with focus on rural citizen.

1. **Village Level Entrepreneur** are major participants in the CSC scheme who are also known as CSC operators. They encourage entrepreneurship and employment in village and small towns across the country and providing various online public and financial services to the citizens living in rural India.
2. **CSC Scheme Status in Punjab-** At present, there are around 13400 CSCs of which 9410 CSC are located in rural areas of Punjab while 3990 CSCs are located in urban areas of Punjab. There are the multiple CSCs in rural areas. These VLEs are offering various through online portal-Digital Sewa Portal like pan card, passport, Railway/Air ticket booking, insurance, Banking etc.
3. **VLE (Village Level Entrepreneurs)** of Common Service Centres across Punjab for registration of unemployed youth at the grass root level i.e. at the Gram Panchayat Level so that every unemployed youth can identified and may be made aware of more employment opportunities according to their qualifications and skills.

B. Roles and Responsibilities:

1. CSC E-Governance Governance India Ltd, CSC-SPV
 - (i) CSC VLE shall register the unemployed candidates on the Ghar Ghar Rozgar Portal and update the profile details. CSC VLE may also put up camps in their respective villages and register the unemployed candidates.
 - (ii) CSC VLE will provide acknowledgment number to the unemployed candidate after successful registration.
 - (iii) CSC VLE will make the unemployed applicants aware about various vacancies in Government as well as private sector.
 - (iv) CSC, through VLE, shall also make the unemployed candidates aware of the nearby District skill centres set up by the Government where they may enroll for courses and upgrade their skills and get support in seeking suitable jobs.
 - (v) CSC, through VLE, will guide/direct the applicants to approach DBEEs for vocational guidance and foreign employment etc.
 - (vi) CSC, through VLE, shall also provide information on the upcoming Job Melas and placement camps to the registered unemployed.
 - (vii) CSC, through VLE, will provide link of Ghar Ghar Rozgar portal's interface of registration through the Digital Sewa Portal.
 - (viii) CSC, through VLE, will ensure proper awareness of the scheme at each CSC-VLE point through banners/flexes*/A-4 sheet cut out etc.
 - (ix) CSC, through VLE, will provide fortnight MIS reports as required by department concerned.
 - (x) VLE will provide all kind of support, guidance and help to the applicants. He will act as a friend, philosopher and guide to the unemployed applicants.

2. Directorate Employment Generation and Training, Punjab

- (i) Directorate Employment Generation and Training, Punjab will provided the necessary facilitation for integration of Ghar Ghar Rozgar Portal like API or any other software required for integration.
 - (ii) Directorate Employment Generation and Training, Punjab will also facilitate training to CSC Team for proper field parameters required for registration so that CSC-VLE enter correct date on the portal.
 - (iii) Directorate Employment Generation and Training, Punjab will also facilitate for aligning district offices for awareness regarding registration from CSC-VLE points to unemployed job seekers.
3. Facilitation Charges for CSC-VLE- As a service provider for registration on Ghar Ghar Rozgar Portal and information dissemination regarding skill trainings, placement camps. Job Melas, vacancies in Government as well as private sector, CSC-VLE shall charge Rs 20/- Per Person (taxes like GST etc. included) as facilitation charges from unemployed applications. Receipt will also be provided to the applicants after submitting data and generation of acknowledgement number.
4. Government may cancel this MOU any time without any advance notice.
5. In case any provision is detrimental to the interests of Government, Department will be at the liberty to take needful legal action.

In WITNESS WHEREOF, the undersigned have executed this MoU, in duplicate, as of the date set forth above.

On behalf of Directorate of Employment
Generation & Training, Punjab

CSC E-Governance Services
India Ltd. CSC, SPV

SD/-
Joint Director
District Employment Generation
& Training, Punjab, Chandigarh

From,

Director, Employment Generation and Training
Punjab, Chandigarh

To,

Common Service Centres,
E-Govt. Service India Ltd.

No.:VTEM/VLE/2018/21718

Date: 06/9/2018

Sub:

For signing of MOU.

It has been approved by Government that Department of Employment Generation and Training should engage the services of Village Level Entrepreneurs (VLE's) for mobilization of the jobseekers, for registration of unemployed youth on Ghar Ghar Rozgar Portal and make them aware of training being provided for skill enhancement, private and government job vacancies, placement camps add counselling facilities etc. It has been decided that facilitation charges of Rs. 20/- per application for all the services can be levied by the VLE and be charged from the jobseeker. In order to complete the process, the memorandum of understanding should be signed between both i.e. CSE and Government.

So you are requested to make it convenient to attend the meeting on 12/09/2018 at 1:00 pm at SCO 47/1, Sec 17-E, Chandigarh.

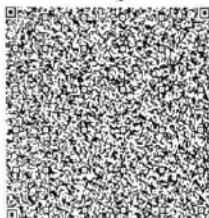
Director, Employment Generation and Training
Punjab, Chandigarh



सत्यमेव जयते

INDIA NON JUDICIAL Chandigarh Administration e-Stamp

Certificate No.	: IN-CH14269009299870Q
Certificate Issued Date	: 25-Sep-2018 12:38 PM
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Consideration Price (Rs.)	: 0 (Zero)
First Party	: CSC E GOVERNANCE SERVICES INDIA LIMITED
Second Party	: DIRECTOR EMPLOYMENT GENERATION AND TRAINING PB
Stamp Duty Paid By	: CSC E GOVERNANCE SERVICES INDIA LIMITED
Stamp Duty Amount(Rs.)	: 10 (Ten only)



.....Please write or type below this line.....

MEMORANDUM OF UNDERSTANDING

BETWEEN

Directorate of Employment Generation & Training, PUNJAB

AND

CSC E-Governance Services India Ltd.

Directorate of Employment Generation and Training, Punjab is registered office at
S.C.O.-46 & 47/1, Sec-17E, Chandigarh. Department of Employment Generation and



G. Shrivastava 20/9/18

TQ 0003979336

Shiv

1. The authenticity of this Stamp Certificate should be verified at "www.sholestamp.com". Any discrepancy in the details on this Certificate and as available on the website renders it invalid.
2. The onus of checking the legitimacy is on the users of the certificate.
3. In case of any discrepancy please inform the Competent Authority.

Training has been carved out of the Department of Labour and Employment vide Govt. Notification No. 18/16/2007-GC(2)/7219 Dated 11-04-2007 and 31-07-2007 with the objectives to develop a vision, strategy & policy framework for employment generation & training, to suggest measures to derive synergy of the plans and programmes of various departments working directly or indirectly for employment generation and vocational training, to advise on institutional and organizational mechanism for effective implementation of the action plan for employment generation and the vocational training to make the youth really employable by enhancing their skills and competencies, to regularly plan, implement, monitor and oversee employment generation action plans in the State and advise on the future steps to be taken and to facilitate manpower planning and vocational training in all the key sectors of the economy.

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This Memorandum of Understanding (MoU) has been executed on the ____ day of ____, 2018 between **Commissioner cum Director Employment Generation & Training, Punjab** and the **CSC E-Governance Services India Ltd, CSC-SPV**.

G. Gharghar
26/9/18

SCOPE OF THE MOU

Government of Punjab launched a scheme called "**GHAR GHAR ROZGAR AND KAROBAAR MISSION**", to provide a job to one eligible member of each family. The Mission has put Employment at the core of Government's social and economic planning and policies. For the same, Punjab Government has launched a portal <http://www.ghargharrozgar.punjab.gov.in> on which unemployed candidates and employers can register themselves. Employer can also shortlist the job seekers as per their requirement.

For the above, **Government of Punjab** intends to utilize the network of **CSC-VLE**.

Common Service Centre (CSC) being set up under Digital India programme are envisioned to facilitate a platform that will enable government, private and social sector organizations to

M. Javed
26/9/18

integrate their social and commercial goals and take benefits of information and communication tools (ICT) to the remotest corners of the country. The CSCs are acting as change agents and are much more than mere service delivery points in rural India. A CSC promotes rural entrepreneurship, builds rural capacities and livelihood, enable community participation, and supports collective action for social change through a bottom up approach with focus on rural citizen.

Village Level Entrepreneur are major participants in the CSC scheme who are also known as CSC operators. They encourage entrepreneurship and employment in villages and small towns across the country and providing various online public and financial services to the citizens living in rural India.

CSC Scheme Status in Punjab- At present, there are around 13400 CSCs of which 9410 CSCs are located in rural areas of Punjab while 3990 CSCs are located in urban areas of Punjab. There are the multiple CSCs in rural areas. These VLEs are offering various ONLINE Government to Citizen (G2C) and Business to Citizen (B2C) services to the citizens through online portal- Digital Sewa Portal like Pan Card, Passport, Railway/Air ticket booking, Insurance, Banking, etc.

VLE (Village Level Entrepreneurs) of Common Service Centres across Punjab for registration of unemployed youth at the grass root level i.e. at the Gram Panchayat Level so that every unemployed youth can be identified and may be made aware of more employment opportunities according to their qualifications and skills.

Roles and Responsibilities

1. CSC E-Governance Governance India Ltd, CSC-SPV

1. CSC VLE shall register the unemployed candidates on the Ghar Ghar Rozgar portal and update the profile details. CSC VLE may also put up camps in their respective villages and register the unemployed candidates.
2. CSC VLE will provide acknowledgment number to the unemployed candidate after successful registration.
3. CSC VLE will make the unemployed applicants aware about various vacancies in Government as well as private sector.
4. CSC, through VLE, shall also make the unemployed candidates aware of the nearby District skill centres set up by the Government where they may enrol for courses and upgrade their skills and get support in seeking suitable jobs.
5. CSC, through VLE, will guide/direct the applicants to approach DBEEs for vocational guidance and foreign employment etc.
6. CSC, through VLE, shall also provide information on the upcoming Job Melas and placement camps to the registered unemployed.
7. CSC, through VLE, will provide link of Ghar Ghar Rozgaar portal's interface of registration through the Digital Sewa Portal.
8. CSC, through VLE, will ensure proper awareness of the scheme at each CSC-VLE Point through banners/flexes/A-4 Sheet cut out etc.
9. CSC, through VLE, will provide fortnight MIS reports as required by department concerned.
10. VLE will provide all kind of support, guidance and help to the applicants. He will act as a friend, philosopher and guide to the unemployed applicants.

Handwritten signature
26/5/18

Handwritten signature
[Circular stamp]

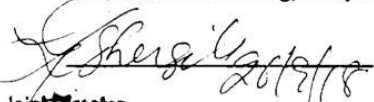
2. Directorate Employment Generation and Training, Punjab

1. Directorate Employment Generation and Training, Punjab will provide the necessary facilitation for integration of Ghar Ghar Rozgar Portal like API or any other software required for integration.
2. Directorate Employment Generation and Training, Punjab will also facilitate training to CSC Team for proper field parameters required for registration so that CSC-VLE enter correct data on the portal.
3. Directorate Employment Generation and Training, Punjab will also facilitate for aligning district offices for awareness regarding registration from CSC-VLE points to unemployed job seekers.
3. **Facilitation Charges for CSC-VLE** -As a service provider for registration on Ghar Ghar Rozgar Portal and information dissemination regarding skill trainings, placement camps, job melas, vacancies in Government as well as private sector, CSC-VLE shall charge RS 20/-Per Person (taxes like GST etc included) as facilitation charges from unemployed applicants. Receipt will also be provided to the applicants after submitting data and generation of acknowledgement number.
4. Government may cancel this MOU any time without any advance notice.
5. In case any provision is detrimental to the interests of Government, Department will be at the liberty to take needful legal action.

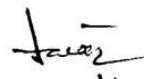
IN WITNESS WHEREOF, the undersigned have executed this MoU, in duplicate, as of the date set forth above.

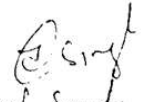
On behalf of Directorate of Employment
Generation & Training, Punjab

CSC E-Governance Services India Ltd, CSC-
SPV


Joint Director
Deptt of Employment Generation & Training
Punjab, Chandigarh
in the presence of Witnesses:


Manish Agarwal
Head of Operations

- 
26/9/18
1. Name- JATINDER KUMAR SAREEN
Designation Dy. Director, EGT, Punjab
CHANDIGARH
 2. Name- MEENAKSHI ARORA
Designation EMP. OFFICER, EGT,
Punjab, Chandigarh

- 
26/9/18
1. Name- Jaspreet Singh
Designation- STATE HEAD, Punjab
CSC E-Gov Services India
 2. Name- KOMAL KAU'R
Designation Manager, CSC

Chapter X

Unemployment Allowance

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EMPLOYMENT DEPARTMENT

Notification

The 11th January, 1979:

No. 128-5 L & E-79 The Governor of Punjab is pleased to make the flowing rules to provide for the payment of unemployment Allowance to matriculates, graduate and post—graduate applicants registered in the Employment Exchanges of the State of Punjab

Rules

1. Short Title and Commencement

- (i) These rules may be called “The Punjab Payment of Unemployment Allowance to Educated Unemployed Persons Rules, 1978
- (ii) They shall come into force with effect from 1st April, 1978”.
- (iii) The allowance shall be payable for a period of three years only.

2. Definitions:—In these rules, unless the context otherwise requires

- (i) ‘Department’ means the Department of Employment, Punjab,
- (ii) Director means the Director of Employment, Punjab, and includes any person to whom any or all the powers of Director may have been delegated by the Government.
- (iii) ‘Educated unemployed applicant means a matriculate, graduate or post-graduate applicant who was on the Live Register of the Employment. Exchange of the State of Punjab for a continuous period of **three years on and after 1st April, 1978, who applies under these rules for the grant of unemployment allowance and who has attained the age of Seventeen years but had not attained the age of (40) years on the date of such application
- (iv) ‘Employment Exchange’ meant any employment exchange set up by the Government.
- (v) ‘Family’ in relation to an educated unemployed applicant shall include ‘the: parents, spouse and dependent-children, if any, -of such educated unemployed applicant.
- (vi) ‘Form’ means a form appended to these rules. -
- (vii) ‘Government’ -means the Government of Punjab in the Administrative Department.
- (viii) ‘Income ‘means family income and includes income through. Self-employment, if any of the educated unemployed applicant.
- (ix) ‘Live Register’ means the employment index cards of those persons who are eligible to receive employment assistance through the Employment Exchanges of the State of Punjab.
- (x) ‘Matriculates’ means a candidate who has passed the matriculation examination or part-I of the Higher Secondary system of eleven years duration or any examination, held equivalent thereto.
- (xi) ‘Officer incharge of the Employment Exchange’ will include an officer whom the Powers of the officer incharge of the Employment Exchange under these rules may have been delegated by the Department.
- (xii) ‘Years’ means the Financial year starting on first April and ending on thirty-first March of the following year.
- (xiii) ‘State’ means the State of Punjab

*As amended vide Notification No. 19 (239)—80—5 Lab-1/2117 at. 30-7-86

**As amended vide Notification No. 19 (239)—80—5 Lab-1/2767 ct. 26-9-80

3. Persons eligible: Subject to the provisions of these rules, all educated unemployed applicants shall be eligible for the grant of unemployment allowance who had been on the Live Registers of the Exchanges of the State of Punjab for 3 years or more on or after 1st April, 1978. For this purpose the Employment - Exchange will review their Live Registers on the first of July, October, January and April each year and there shall be no mid-quarter inclusion of the new eligible applicants for the payment of this allowance.

****Provided that a person who intimate the Employment Exchange that he should not be issued the call letters for employment assistance for a definite period, shall not be eligible to get unemployment allowance for the period.**

Provided further that the condition of 3 years will Not apply in respect of blind, deaf and dumb persons if he she furnishes a medical Certificate from the medical officer of Government Hospital/dispensary to that effect and is of Punjabi origin.

Provided further that the condition of one year instead of three years will apply in respect of Physically Handicapped (Orthopaedics) persons, for the grant of unemployment allowance at the rate of Rs. 150/- per month to Matric date/Under-graduate and Rs. 200/- for graduate and Post-Graduate if he she furnishes a medical Certificate from the medical officer of Government Hospital/dispensary to that effect and is of Punjabi origin.

4. Persons not eligible: The following categories of persons shall not be eligible to receive unemployment allowance under these rules:-
- (i) State; Central Government employees and also those of the Public Sector undertakings, local bodies and quasi-Government institutions who may have been dismissed from service or are in receipt of pension from such employers and persons convicted of cognizable offences involving Moral turpitude,
 - (ii) A person' who had any income of his own or whose family income from all sources exceeded Rs. 1,000/- per mensem during the period of which unemployment allowance is claimed.
 - (iii) A person who is receiving education in a recognised educational, technical or Professional institution.
 - (iv) A person who is not a domicile of Punjab and, except in case of an applicant temporarily residing at Chandigarh, a person who has not been residing in Punjab continuously for at least six months in a year for which unemployment allowance is claimed.
5. Reckoning of the period to determine admissibility of unemployment allowance The period of *three years on the Live Register of the Employment "Exchanges will count from the date when the person gets his matriculation or graduation certificate or degree, recorded in his employment index card kept at the Employment Exchange. Intermittent spells of employment or lapsing or cancellation of registration after entry in the record of any employment exchange of the minimum qualification of matriculation will count towards *three years provided the employment index card is brought on the live register with old "Seniority as permissible under the procedure of the Employment Department.

~ As amended vide Notification No, 19(239)—5 Lab-1/2430 dated 27-7-81

****Asserted vide Notification No. 18°(3)—86—5 Lab-L/dt, 28-2-1980,**

XXX As amended vide Notification No. 18/4/83—5 Lab-1/178 dt. 12-1-95

XXXX Asserted vide Notification No. 18/4/92—5 Lab-1/4849 dt, 18-12-1996

6. Rate of unemployment allowance: Unemployment allowance shall be payable. to each educated unemployed applicant at the following rates:-

- (i) For Blind, Deaf and Dumb Persons if he she furnishes a medical Certificate from the medical officer of Government Hospital/dispensary to that effect and is of Punjabi origin.
 - a) For Matriculate/under graduate applicants: Rs. 450 per month
 - b) For Graduate Post Graduate applicants: Rs. 600 per month
- (ii) For all other categories
 - a) For Matriculate/under graduate applicants: Rs. 150, per month
 - b) For Graduate/Post Graduate applicants: RS. 200 per month

7. Application for the unemployment allowance:

- (i) An educated unemployed 'applicant may make an application for the grant of unemployment allowance to the officer incharge of the Employment Exchange, where he is registered, in form—U.A.E P.I.
- (ii) A duly completed application form may be sent by post, or delivered personally at the Employment Exchange against a receipt.
- (iii) After the initials filing of claims in the prescribed form U.A.E.P.I, every claimant to the Unemployment allowance shall be required to give an under-taking in the form of an affidavit duly attested, in every Subsequent quarter to the effect that no change has occurred in the facts relating to self, his/her family's income and. unemployment status. Such under taking shall be filed by the Claimant in the Employment. Exchange of his registration.

***Provided that no initial or subsequent claim for unemployment allowance which is not preferred in the prescribed form within 6 months of its accrual shall ordinarily be entertained. The Director of Employment, Punjab will 'have the discretion to relax this condition, where he is satisfied that the delay in presenting the claim was bonafide and beyond - the control, of the claimant.

8. Processing of applications:

- (i) The Employment Exchange will thoroughly scrutinize applications received under rule 7 and decide with regard to the admissibility of the unemployment allowance to the applicant and suitable orders shall be issued under intimation to the applicant.
- (ii) If a person is aggrieved by any decision intimated to him under sub-rule (a), he may file an appeal to the Director whose decision there on shall be final.

9. Power to sanction unemployment allowance: The power to sanction unemployment allowance shall vest in the officer incharge of the Employment Exchange who will also act as the drawing and disbursing officer for the purpose of these rules:

- (i) Stoppage or recovery of the unemployment allowance :—The 'authority empowered to sanction the 'unemployment allowance may:
 - a) Stop the payment of the unemployment allowance to any recipient, if the said allowance is no more payable due to any change in "the circumstances in which the same was sanctioned;

*As amended vide Notification No. _ 19(239)—80—5, Lab-1/2767 dt. 26-9-80

** As amended vide Notification No. 19(239)}— 80-5 Lab-1/2430 dt. 2-7-8107

Notification No. 18-4-83—5 Lab-1/178 dt.12-1-95 and Notification No 18-4-83—5 Lab.—1/2419 dt.17-6-98.

***AS asserted vide: Notification No: 18-3-80—5: Lab.-1/dated 28-32-80.

- b) Withdraw or withhold the payment of unemployment allowance if at any stage, it is discovered that the unemployment allowance was not admissible in the first instance and it was sanctioned by mistake or on false information or in disregard of any condition subject to which it could be sanctioned. The amount of unemployment allowance already paid may also be recovered without prejudice to any action, whether civil or criminal to which the recipient may be liable.
 - (ii) In the event of the death of the recipient the unemployment allowance shall cease to be payable and if the recipient dies before receiving any payment the amount not so disbursed, shall lapse to the government.
 - (iii) If at any time, a money order pertaining to the disbursement of the unemployment allowance is received back and undelivered due to any reasons what so ever, the amount shall be credited to the Government account unless it is claimed personally by the recipient within two months of its receipt in the Employment Exchange,.
10. Restoration of the unemployment allowance: The officers incharge of the Employment Exchange may restore the payment of unemployment allowance to the original recipient if the payment of the unemployment allowance was discontinued due to the removal of his name from the live register but his employment index card is brought on the live register of the Employment Exchange without loss of seniority as per departmental instructions.
11. *Remittance of unemployment allowance: The unemployment allowance shall be remitted to the recipient by money order or Bank Draft or Postal Order at the option of the claimant, on quarterly basis at the cost of the government. In case a money order is received back undelivered at the Employment Exchange, the second remittance of this amount shall be made at the cost of the recipient.
12. Accounting procedure: The following provisions shall regulate the accounting procedure in respect of the unemployment allowance payable under these rules :
- (i) On receipt of a fresh application in form U.A.E.P-1 it shall be recorded in a receipt register maintained specially for the purpose in each employment exchange. Each applicant shall be issued an acknowledgement card in form U.A.E.P-2 by the employment exchange indicating there in the registration number of the applications for all future correspondence.
 - (ii) The unemployment allowance sanctioned under these rules shall be paid every three months.
 - (iii) **The unemployment allowance shall become payable for the period for which it is sanctioned.
 - (iv) Record of all the payments shall be entered in the personal Ledger Account Register in form U. A.E.P-3 and each recipient shall have a separate account which shall be assigned a Separate page.
 - (v) The drawing and disbursing officer shall sign the money-order form and initial the entries in the Personal Ledger Account and cash book to be maintained for the purpose of these rules. The officer shall be responsible for the correct maintenance of the Personal Ledger Account and the cash book.

**As amended vide Notification No, 19(239)80-5Lab-1/2431 dated 27-7-81.

*As amended vide Notification No. 19-(239)—80—5 Lab—I/2767 dated 26-9-80

- (vi) The drawing and disbursing officer shall attach a certificate with the bill in which the amounts required for remittance are drawn to the effect that amounts drawn in the previous bill have since been remitted and that amounts received back on account of undelivered money order during the intervening period have been noted in the proper register and accounted for.
- (vii) Actual payee's receipt shall be kept and preserved under lock and 'key for a period of five years or till relevant accounts are audited, whichever is later.
- (viii) The amount on account of undelivered money order shall be received by' the drawing me and disbursing officer and a proper record of such amounts shall be kept in a separate register in form U.A.E.P-4 and reach entry in the said register shall be initiated by him.
- (ix) The amount on account of / any undelivered money order shall be taken on the receipt side of the cash book.
- (x) For speedy reference and audit purposes, the Employment Exchanges will "maintain duplicate copies of employment index cards in respect of the applicants who become eligible for the allowance. Only factual details will be recorded on these duplicate employment index cards to facilitate checking of the qualifications, completion of three years period and the period of unemployment. These cards will be kept in safe custody.

13. Unemployment allowance not enforceable through court of law:

The unemployment allowance under these rules shall not be enforceable through the court of law.

14. Supervision: The Director shall have the power of supervision and control in respect of the unemployment allowance payable under these rules and may from time to time issue directions for the smooth functioning of these rules.

15. Power to amend the rules: The power to amend these rules shall vest in the Government.

Sd/-

TEJINDER KHANNA
Secretary to Government, Punjab,
Labour and Employment Department

Form No. U.A.E.P- 1

**APPLICATION FORM FOR CLAIMING UNEMPLOYMENT ALLOWANCE TO BE SENT
TO THE EMPLOYMENT EXCHANGE WHERE AN UNEMPLOYED EDUCATED
PERSON IS REGISTERED**

1. Name of the applicant (In Block letters):
2. Father's Name (In respect of men and unmarried women):
3. Husband's Name (In respect of married women):
4. Permanent address:
5. Name of Employment Exchange where registration is continuing:
6. Current Registration number allotted by the Exchange:
7. Occupation and N. C. O. in which registered:
8. Applicant's educational qualifications:

Qualifications	Date from which registered at the Exchange.	
(i) Matric or equivalent	As Matric	As Graduate
(ii) Graduate		

9. Documents to be attached with the application form.
 - (i) Three specimen signatures, duly attested by a Gazetted Officer.
 - (ii) Domicile Certificate issued by a competent authority (This Certificate is needed to be given by the residents of Punjab but living at Chandigarh.)
 - (iii) An affidavit duly attested by a Magistrate/Oath Commissioner in support of his/her claim for unemployment allowance.
 - (iv) A Medical Certificate from Medical Officer of Government Hospital/Dispensary (To be furnished duly by blind, deaf and dumb. applicants registered with the special Employment Exchange for Physically Handicapped persons, Punjab, Chandigarh.)
 - (v) A certificate of being of Punjab origin (To be furnished by blind, deaf and dumb 1 applicants only)
 - (vi) Three Passport size photographs of the applicant, 'duly attested by a Gazetted Officer.'

Signature of applicant

Place:

Date:

UNDERTAKING IN THE FORM OF AFFIDAVIT TO BE SENT BY CLAIMANT OF UN-EMPLOYMENT ALLOWANCE EVERY QUARTER SUBSEQUENT TO INITIAL CLAIM

I _____ son/daughter/wife of shri _____
and resident of _____ do hereby solemnly affirm and
declare that no change has occurred in the particulars furnished by me in my affidavit
dated _____ at any time during the period from _____ to _____
(period of claim) which may render me ineligible for the payment of unemployment allowance
under the Punjab Payment of Un-employment allowance to Educated un-employed persons
Rules, 1978, as per Punjab Government, Employment Department Notification No. 128-5L &
E-79 dated the 11th January. 1979 and as amended from time to time.

DEPONENT

Verification:

Verified that the contents of the above affidavit are correct and that nothing has been
concealed therein.

DEPONENT

ATTESTED

(i) Registration No.: _____
(ii) Name of Exchange: _____

NOTE:- The above affidavit may be attested by Oath Commissioner of Magistrate.

AFFIDAVIT

(For claiming unemployment allowance sanctioned vide Punjab Government Employment Department Notification No. 128-5L & E-79. Dated 11th January, 1979 and as amended from time to time.)

I _____ son/daughter/wife of _____

(Name of the claimant) and permanent residence of _____

(Complete postal address)

Do hereby solemnly affirm and declare as follows:-

1. That my name is registered for employment assistance with Employment Exchange _____ vide particulars given in my attached application form.
2. That I claim unemployment allowance for the period from _____ to _____.
3. That I was not gainfully employed during the period shown in Item-2 above in any 3 Government/Quasi Government Department/Local-Body/Private Establishment or in any kind of self-employment whether independently or with my family.
4. That I was never dismissed from Government service or from the service of any public sector undertaking including corporations, Quasi Government Institutions, statutory Bodies and Local Bodies.
5. That I was never convicted of a cognizable offence involving moral turpitude.
6. That I have not been receiving any pension, scholarship or financial aid from any source during the period of my claim as mentioned in item 2 above.
7. That I have not been receiving education in any recognised educational technical or professional Institution during the period mentioned in item 2 above.
8. That my permanent place of resident in Punjab and that I have been residing in Punjab for at least 6 months in the year preceding the date of my enclosed application form,

OR

That my permanent place of resident is in Punjab but I am temporarily residing in Chandigarh for the last _____ months/years.

9. That I had no income of my own and the income of my family from all sources did not exceed Rs.*1000/- P. M. during the period of my-claim as mentioned in Item-2 above (The term family includes parents, spouse and dependent children).
10. That I was within the age of 17 to 40 years during the period for which allowance is being claimed.
11. That I have not claimed unemployment allowance from Punjab Government through any other sources or agency nor shall I claim it from any other source under the Punjab Government.

DEPONENT

Verification:

Verified that the contents of the above affidavit are correct and that nothing has been concealed therein.

DEPONENT

ATTESTED

As amended vide Notification No. 19(239)80-5Lab-1/2430 dt. 27th July, 1981
As amended vide Notification No. 18 h April 19(239)80-5Lab-1/178 dt. 12th January, 1995

**ACKNOWLEDGEMENT
PUNJAB GOVERNMENT
DEPARTMENT OF EMPLOYMENT**

EMPLOYMENT EXCHANGE _____

Dated the

No. _____

This is to acknowledge the receipt of your application form for the payment of the unemployment allowance. It has been registered in this office at No. _____ dated _____ and a decision taken thereon will be conveyed to you in due course. While communicating with this office, you are advised to quote this registration No. invariably to trace your record.

Employment Officer

To

PERSONAL LEDGER ACCOUNT REGISTER

1. Personal ledger Account No. _____
2. Name and Address: _____
3. Registration No. _____
4. N. C. O. No. _____
5. Qualification: _____
6. Date of continuous Registration: _____
7. Date of completion of three years continuous registration: _____
8. Category (Whether Sch. Caste/Backward Class/Ex-Servicemen/Blind/Deaf & Dumb/Orthopaedic): _____
9. Other details: _____

S. No.	Period of claim	Rate of U.A. per month.	Particulars of payment made	Initials dated	Date on which acknowledgement received back.	Initials of DDO	Remarks					
	From To	Date of remittance.	Amount of U.A.	Amount of M.O. commision.	Total expenses.	Cashier DDO						
1	2	3	4	5	6	7	8	9	10	11	12	13

RECORD OF UNDELIVERED MONEY ORDERS

Regis- tration No.	Name of applicant.	Father's/ Husband's name	PLA No.	Name of quarter for which M.O. received unpaid.	Amount	Initial of branch I/C	Disposal of undelivered amount by short drawal payment.	Authority under whose order the amount of un-paid M.O. dis- posed of.	Reference to Bill No. and month by which short drawal is made.
1	2	3	4	5	6	7	8	9	10

**GOVERNMENT OF PUNJAB
DEPARTMENT OF LABOUR & EMPLOYMENT**

Notification

Chandigarh, the 28th Feb, 1980

No. 18(3)80-5-Lab-1/

In exercise of the powers conferred under Rule 16 of the "Punjab Payment of Unemployment, allowance to Educated unemployed persons Rules, 1978," the Government of Punjab is pleased to make the following rules further to amend these Rules namely:-

1. (i) These Rules may be called 'The Punjab Payment of Unemployment Allowance to Educated Unemployed persons (First Amendment) Rules, 80.
(ii) These shall be deemed to have come into force with effect from the quarter commencing 1st April, 1980,
2. In rule 3 of the Punjab Payment of Unemployment allowance to Educated Unemployed Persons Rules, 1978 (hereinafter referred to as the said Rules, after the proviso, the following proviso Shall be namely:-

*Provided further that the condition of 5 years will not apply in respect of Blind, Deaf and Dumb persons if he/she furnishes 2 medical certificate from the Medical Officer of Government Hospital/dispensary to that effect and is of Punjab Origin.

3. After rule 7 (b) a new sub class (c) as inserted as under:-

(c)-After the initial filing of claims in the prescribed form UAEP-I, every claimant to the unemployment allowance shall be required to give an undertaking in the form of affidavit duly attested, in every subsequent quarter to the effect that no change has occurred in the facts relating to self, his/her family's income and unemployment status. Such undertaking shall be filed by the claimant in the Employment Exchange of his registration.

TEJENDRA KHANNA
Secretary to Government of Punjab,
Department of Labour and Employment.

No, 18 (3) 80-5 Lab.1/
Chandigarh, the Feb, 1980.

A copy is forwarded to the Controller of Printing and Stationery, Punjab with the request that the above notification may please be published in the next issue of the Punjab Government Gazette Part-1. 100 spare copies of the notification may please be sent direct to the Director of Employment, Punjab under intimation to Government.

Deputy Secretary Labour & Employment

**GOVERNMENT OF PUNJAB
DEPARTMENT OF LABOUR AND EMPLOYMENT**

The 26th September, 1980

No. 19 (239)--80-5 Lab-1/2767.

In exercise of the powers conferred under Rule 16 of the Punjab Payment of Unemployment Allowance to Educated Unemployed Persons Rules, 1978, the Governor of Punjab is pleased to make the following rules further to amend these Rules, namely:-

1. (i) These Rules may be called 'The Punjab Payment of Unemployment Allowance to Educated Unemployed Persons (Second Amendment) Rules, 1980.
(ii) These shall be deemed to have come into force with effect from the quarter commencing 1st April, 1980.
2. The figure "5" or word "five" wherever occurring in rules 2(c), 3, 5 and 13 (J) shall be substituted by the word 'three'.
3. Rules 4(1) 59811 stand substituted as follows :— :
"A person who had any income of his own of whose family income from all sources exceeded Rs. 300/- P.M. during the period for which unemployment allowance is claimed."
4. "Provided that no initial or subsequent claim for unemployment allowance which is not preferred in the prescribed forms within 6 months of its accrual shall ordinarily be entertained. The Director of Employment, Punjab will have the discretion to relax this condition, where he is satisfied that the delay in presenting the claim was bonafide and beyond the control of the claimant."
5. In Rule 10(b) (iii) for the word 'one' occurring in line three, substitute the word "two".
6. Rule 12 shall stand substituted as follows:-
"Remittance of unemployment allowance—The unemployment allowance shall be remitted to the recipient by money order or Bank Draft or postal order at the option of the claimant, on quarterly basis at the cost of the Government. In case a money order is received back undelivered at the Employment Exchange, the Second remittance of this amount shall be made at the cost of the recipient."

J. P. GUPTA
Secretary to Government, Punjab
Department of Labour & Employment.

**GOVERNMENT OF PUNJAB
DEPARTMENT OF LABOUR AND EMPLOYMENT**

Dated: 27 July 1981

No. 19(239)80-5 Lab. 1/2430.

In exercise-of the powers conferred under Rule 16 of the Punjab Payment of Un-employment Allowance to Educated Un-employed Persons Rules, 1978, the Governor of Punjab is pleased to make the following rules further to amend these rules, namely

1. (i) These rules may be called "The Punjab Payment of Un-employment Allowance to Educated Un-employed Persons (Third Amendment) Rules, 1981."
(ii) These shall be deemed to have come into force with effect from the 1st April, 1981.
2. The figures "500" occurring in Rule-4 (if) and item-9 of the specimen of affidavit attached with from U.A.E.P.-I as referred to in Rule-7 shall be substituted by the figures "300"
3. Under Rule-6, parts (a) and (b) shall be substituted as follows:-

(a) for Matriculation/Under graduate applicants:	Rs. Eighty per mensem
(b) for Graduate/post Graduate applicants:	Rs. One Hundred per mensem

SADA NAND
Secretary to Government, Punjab
Department of Labour & Employment.

**GOVERNMENT OF PUNJAB
DEPARTMENT OF LABOUR AND EMPLOYMENT**

Notification

Dated: 27th July, 1981

No. 19(239)80-5 Lab. 1/243

In exercise. of the powers conferred under Rules 16 of the Punjab Payment of Unemployment Allowance to "Educated Un-employed Persons Rules, 1978, the Governor of Punjab is pleased to make the following rules further to -amend these .rules, namely:-

1. (i) These 'Rules may be called 'The Punjab Payment of Un-employment Allowance to Educated Un-employed persons (Fourth Amendment) Rules, 1981.'"
(ii) These shall be deemed to have come into force with effect from 1st April, 1978.
2. Rule-13 (c) shall be substituted as follows:-
(c) The unemployment allowance 'shall become payable for the period for which it is sanctioned.

SADA NAND
Secretary to Government, Punjab
Department of Labour & Employment.

DEPARTMENT OF LABOUR AND EMPLOYMENT

Notification

The 13th September, 1982/7th January, 1983.

No. 19(239)80-5 Lab. 1 /81

In exercise of the powers conferred under Rule 16 of the Punjab Payment of Un-employment Allowance to Educated Un-employed Persons Rules, 1978, the Governor of Punjab is pleased to Make the following rules further to amend these rules namely:-

1. (i) These rules may be called "The Punjab Payment of Un-employment Allowance to Educated Un-employed persons (Fifth Amendment) Rules, 1982.
(ii) These rules shall be deemed to have come into force with effect from the 1st April, 1982.

Form U.A.E. P-3 regarding Personal Ledger Account Register appended to Notification No. 128/5L & E-79 dated the 17January, 1979, be substituted as follows:-

Form No. U.A.E.P-3 (Revised)

PERSONAL LEDGER ACCOUNT REGISTER

1. Personal Ledger Account No.
2. Name and Address
3. Registration No.
4. NCO No.
5. Qualification
6. Date of Contiguous Registration
7. Date of completion of three years continuous registration
8. Category (Whether Sch. Caste/ Backward Class/Ex-Servicemen/ Blind/Deaf & Dumb/Orthopaedic)
9. Other Details:

Sr. No.	Period of claim		Rate of U.A. per month	Particulars of payment made				Initials Dated		Date on which acknowledged received back	Dated Initials of DDO	Remarks
	From	To		Date of remittance	Amount of U.A.	Amount of M.O. Commission	Total expense	Cashier	DDO			
1	2	3	4	5	6	7	8	9	10	11	12	13

K.S. JANJUA
Secretary to Government, Punjab,
Department of Labour and Employment.

**GOVERNMENT OF PUNJAB
DEPARTMENT OF LABOUR AND EMPLOYMENT
(LABOUR-I BRANCH)**

The 20th September, 1983

No. 18(4)83-5 Lab.-1/3378

In exercise of the powers conferred under Rule 16 of the Punjab Payment of Un-employment Allowance to Educated Un-employed Persons Rules, 1978, the Governor of Punjab is pleased to make the following Rules further to amend these Rules namely:-

1. (i) These Rules may be called "The Punjab Payment of Un-employment Allowance to Educated Un-employed Persons (Sixth Amendment) Rules, 1983,"
(ii) These Rules shall be deemed to have come into force with effect from the 1st September, 1983.
2. The figures "300" occurring in Rule 4(ii) and item 9 of the specimen of affidavit attached with form No. U.A.E.P-I as referred to in Rule-7 shall be substituted by the Figures "500".

YS. RATRA
Secretary to Government, Punjab
Department of Labour & Employment.

**GOVERNMENT OF PUNJAB
DEPARTMENT OF LABOUR AND EMPLOYMENT**

Notification

The 30th July, 1986

No. 19(239)80-5 Lab. 1/2117

In exercise of the powers conferred under Rule 16 of the Punjab Payment -of Un-employment Allowance to educated Un-employed Persons Rules, 1978, the Governor of Punjab is pleased to make the following rules further to amend these rules namely:-

1. (i) These rules may be called The Punjab Payment of Un-employment Allowance to Educated Un-employed Persons (Seventh Amendment)
(ii) These rules shall be deemed to have come into with effect from the 1st April, 1983
2. The rule 1(iii) be substituted 'The Allowance' shall be payable for a period of three years only.

Hari Ram
Secretary to Government, Punjab
Department of Labour & Employment.

Note : Cancelled vide Govt. Notification No. 18/4/83-5 Lab.- 1/4914 dated 3/10/88 even during the period from 20/9/83 to 3/10/88, it was not implemented. See' File U. E. 1/89 (Vol IX)

(Extract from Punjab Government Gazette, dated the 14th October, 1988)

**GOVERNMENT OF PUNJAB
DEPARTMENT OF LABOUR AND EMPLOYMENT
(LABOUR-I BRANCH)**

Notification

The 3rd October, 1988

No. 18/4/83--5SLab.—1/4914

In exercise of the powers conferred under Rule 16 of the Punjab Payment of Un-employment Allowance to Educated Un-employed persons Rules, 1978, the President of India is pleased to rescind the Punjab Government Notification No, 18/4/83-5Lab.13378, dated 20th Sept., 1983.

J.N.L. SRIVASTAVA
Secretary to Government, Punjab
Department of Labour & Employment.

(Extract from Punjab Government Gazette dated the 3rd February, 1995)

DEPARTMENT OF LABOUR AND EMPLOYMENT

Notification

The 12th January, 1995

No 18/4/83-5Lab.-1/178

In exercise of the powers conferred under Rule 16 of the Punjab, Payment of Unemployment Allowance to Educated Unemployed Persons Rules, 1978, the Governor of Punjab is pleased to make the following rules further to amend these rules namely:-

1. (i) These Rules may be called the Punjab Payment of Unemployment Allowance to Educated Unemployed Persons (8th- Amendment) Rules. 1995.
(ii) These Rules shall come into force with effect from 1st April, 1995.
2. 'The figures' Rs. 300 per mensem "Occuring in Rules 4(ii) and item 9 of the specimen of Affidavit attached with form U.A.E. P.-I as referred to in Rule-7 shall be substituted by the figures Rs. 1000 per mensem"
3. Under Rule-6, parts (a) and (b) shall be substituted as follows:-
(a) for Matriculate/Under Graduate applicants: Rs. One hundred fifty per mensem
(b) for Graduate/Post Graduate applicants: Rs. Two hundred per mensem
4. Under clause 9, after part (v) of form No. U.A.E.P.-I additional Part (vi) shall be inserted as follows
“(vi) Three Passport size photographs of the applicant, duly attested by a Gazetted Officer.”

10834CS (P)—Govt. Press
U.T. Chandigarh

HARSIMRAT
Secretary to Government, Punjab
Department of Labour & Employment.

(Extract from Punjab Government Gazette, dated the 21st February, 1997)

**GOVERNMENT OF PUNJAB
DEPARTMENT OF LABOUR AND EMPLOYMENT
(LABOUR-I BRANCH)**

Notification

The 18th December, 1996

No. 18/42/92-5.Lab.-1/4849

In exercise of the powers conferred under Rule 16 "of the Punjab Payment of Un-employment allowance to Educated Un-employed Persons Rules, '1978, the 'Governor of Punjab is pleased to make the following rules further to amend these 'rules namely :--

1. (i) These rules may be called "The Punjab Payment of Un-employment Allowance to Educated Un-employed Persons (9th Amendment) Rules, 1996."
(ii) These rules shall come into force with effect from 11th September, 1996.
2. In rule 3 of the Punjab Payment of Un-employment Allowance to Educated Un-employed Persons Rules, 1978 (hereinafter referred to as the said Rules), after the proviso, the following new proviso shall be added namely:-

"Provided further that the condition of one year instead of 3 years will apply in respect of Physically Handicapped (Orthopaedic) persons, for the grant of un-employment allowance at the rate of Rs. 150 per month to Matriculate/Under-graduate and Rs. 200 for / Graduate and post-Graduate applicants, if he/she furnishes a medical certificate from the Medical Officer of Government Hospital/Dispensary to that effect and is of Punjab Origin.

16030 CS (P)—Govt. Press
U.T. Chandigarh

R. L. SINGH
Secretary to Government, Punjab
Department of Labour & Employment.

(Extract from Punjab Government Gazette, dated the 3rd July, 1998)

**GOVERNMENT OF PUNJAB
DEPARTMENT OF LABOUR AND EMPLOYMENT
(LABOUR-I BRANCH)**

Notification

The 17 June, 1998

No. 18/4/83-5-Lab.-1/2419

In exercise of the powers conferred under rules 16 of the Punjab: Payment of Un-employment Allowance to Educated Un-employed Persons Rules, 1978, the Governor of Punjab is pleased to make the following rules further to amend these rules namely :—

1. (i) These rules may be called The Punjab Payment of Un-Employment Allowance to Educated Un-Employed Persons (amendment) Rules. 1998.
(ii) These Rules shall come into force with effect from 1st April, 1998.
2. In rule 6 of the Punjab Payment of Un-employment Allowance to Educated Un-employed Persons Rules, 1978 , (hereinafter referred to as the said Rules) after the words *Un-employment Allowance shall be payable to each educated un-employed applicant at the following rates, the following lines shall be inserted namely:-
 - (i) For Blind, Deaf and Dumb Persons: — (If he/she furnishes a Medical Certificate from Medical Officer of Government Hospital/Dispensary to that effect and is of Punjab origin):-

(a) For Matriculate/ under graduate applicants:	Rs. 300 per month
(b) For Graduate/Post Graduate applicants:	Rs. 400 per month
 - (ii) For all other categories of Persons

(a) For Matriculate/Under Graduate applicants:	Rs.150 per month
(b) For Graduate/Post Graduate applicants:	Rs 200 per month

(Sd.)

19620 CS (P)—Govt. Press
U.T. Chandigarh

Principal Secretary to Government, Punjab
Department of Labour & Employment.

(Extract from Punjab Government Gazette, dated the 22nd July, 2005)

**GOVERNMENT OF PUNJAB
DEPARTMENT OF LABOUR AND EMPLOYMENT
(LABOUR-I BRANCH)**

Notification

The 1st July, 2005

No. 18/4/83-5 Lab. 1/2785

In exercise of the powers conferred under rule 16 of the Punjab Payment of Un-employment Allowance to Educated Un-employed Persons Rules, 1978 the Governor of Punjab is pleased to make the following rules further to amend these rules namely:-

1. (i) These rules may be called The Punjab Payment of Unemployment Allowance to Educated Un-employed Persons (Amendment) Rules, 2005.
(ii) These rules shall come into force with effect from 1st April. 2005.
2. In Rule 6 of the Punjab Payment of Un-employment Allowance to Educated Unemployed Persons Rules, 1978 (herein-after referred to as the said Rules) after the words "Un-employment allowance shall be payable to each educated un-employed applicants at the following rates " the following shall be inserted:-
 - I. For Blind, Deaf and Dumb Persons. (If he/she) furnishes a medical certificate from Medical Officer of Government Hospital/Dispensary to that effect and is of Punjab Origin :—

(a) For Matriculate/Under Graduate applicants:	Rs. 450 per Month
(b) For Graduate/Past Graduate applicants:	Rs. 600 per Month
 - II. If For Ortho-paedically Handicapped Persons :—

(a) For Matriculate/Under Graduate applicants:	Rs. 225 per Month
(b) For Graduate/Post. Graduate applicants:	Rs.300 per Month
 - III. For all other category of persons :—

(a) For Matriculate/Under Graduate applicants:	Rs. 150 per Month
(b) For Graduate/Post Graduate applicants:	Rs. 200 per Month

6554 CS (P)—Govt. Press
U.T. Chandigarh

HARSIMRAT
Principal Secretary to Government, Punjab
Department of Labour & Employment.

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਸੇਵਾ ਵਿਖੇ,

ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਰੋਜ਼ਗਾਰ ਦਫਤਰ,
ਸਮੇਤ ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ (ਮੰਡਲ)।

ਨੰਬਰ: 2/7/97/ਕਾ.ਵਿ.1/ਬਠਿੰਡਾ/4746-4792

ਮਿਤੀ: ਚੰਡੀਗੜ੍ਹ: 18-3-05

ਵਿਸ਼ਾ: ਬੇਕਾਰੀ ਭੱਤੇ ਦੀ ਵੰਡ ਲਈ ਰੋਜ਼ਗਾਰ ਦਫਤਰਾਂ ਦੇ ਲਾਈਵ ਰਜਿਸਟਰ ਦਾ ਰਿਵੀਊ ਸ਼ੁਰੂ ਕਰਨ ਬਾਰੇ।

ਡਾਇਰੈਕਟਰ ਦੇ ਪੱਤਰ ਨੰ: 2/7/97/ਬ.ਭ-1/ਬਠਿੰਡਾ/8161-8207 ਮਿਤੀ 28-4-03 ਰਾਹੀਂ ਸਰਕਾਰ ਦੇ ਮੀਮੋ ਨੰ: 5/4/2000 -5 ਕਿ-1 /1315 ਮਿਤੀ 7/4/ਦਾ ਹਵਾਲਾ ਦਿੰਦੇ ਹੋਏ ਬੇਕਾਰੀ ਭੱਤੇ ਦੀ ਵੰਡ ਲਾਈਵ ਰਜਿਸਟਰ ਦਾ ਰਿਵੀਊ ਬੰਦ ਕਰਨ ਲਈ ਉਸ ਦੀ ਜਗ੍ਹਾ ਐਕਸ-10 ਕਾਰਡ ਤੇ ਹਦਾਇਤਾਂ ਦੀ ਮੋਹਰ ਲਗਾਉਣ ਸਬੰਧੀ ਆਦੇਸ਼ ਜਾਰੀ ਕੀਤੇ ਗਏ ਹਨ।

ਹੁਣ ਸਰਕਾਰ ਦੇ ਮੀਮੋ ਨੰ: 5/40/2000-5ਕਿ-1/302 ਮਿਤੀ 11/3/05 ਅਨੁਸਾਰ ਲਾਈਵ ਰਜਿਸਟਰ ਦਾ ਰਿਵੀਊ ਮੁੜ ਚਾਲੂ ਕਰਨ ਸਬੰਧੀ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹਦਾਇਤ ਪ੍ਰਾਪਤ ਹੋਈ ਹੈ। “ਦੀ ਪੰਜਾਬ ਪੇਮੈਂਟ ਆਫ ਆਨ-ਇੰਪਲਾਈਮੈਂਟ ਅਲਾਊਂਸ ਟੂ ਐਜੂਕੇਟਿਵ ਅਨ-ਇੰਪਲਾਇਜ਼ ਪਰਸਨ ਰੂਲਜ਼-1978” ਦੇ ਨਿਯਮ -3 ਅਨੁਸਾਰ ਬੇਕਾਰੀ ਭੱਤਾ ਕਲੇਮ ਕਰਨ ਬਾਰੇ ਰੋਜ਼ਗਾਰ ਦਫਤਰਾਂ ਦੇ ਲਾਈਵ ਰਜਿਸਟਰ ਦਾ ਰਿਵੀਊ ਕਰਨ ਸਬੰਧੀ ਕਾਰਵਾਈ ਮੁੜ ਸ਼ੁਰੂ ਕੀਤੀ ਜਾਵੇ।

ਇਸ ਲਈ ਡਾਇਰੈਕਟਰੇਟ ਦੇ ਪੱਤਰ ਨੰ: 2/7/97/ਬ.ਭ-1/(ਬਠਿੰਡਾ)/8161-8207 ਮਿਤੀ 28-4-03 ਮਨਸੂਖ ਸਮਝਿਆ ਜਾਵੇ ਅਤੇ ਹਰ ਤਿਮਾਹੀ ਬੇਕਾਰੀ ਭੱਤੇ ਲਈ ਯੋਗ ਉਮੀਦਵਾਰਾਂ ਦੀ ਛਾਂਟੀ ਕਰਨ ਲਈ ਲਾਈਵ ਰਜਿਸਟਰ ਦਾ ਰਿਵੀਊ ਕਰਕੇ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਪੱਤਰ ਪਾਏ ਜਾਣ। ਇਹ ਹਦਾਇਤਾਂ ਮਿਤੀ 1-4-05 ਤੋਂ ਲਾਗੂ ਸਮਝੀਆਂ ਜਾਣ।

ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

(ਸਹੀ)

ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ ਵਿਭਾਗ, ਪੰਜਾਬ।

ਪਿੱਠ ਅੰਕਣ ਨੰ: -2/7/97/ਬ.ਭ-1/ਬਠਿੰਡਾ/4793-4815

ਮਿਤੀ: ਚੰਡੀਗੜ੍ਹ: 18-3-2005

ਕਾਪੀ ਡਾਇਰੈਕਟਰੇਟ ਦੇ ਸਾਰੇ ਅਧਿਕਾਰੀਆਂ ਅਤੇ ਸ਼ਾਖਾਵਾਂ ਨੂੰ ਸੂਚਨਾ ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

(ਸਹੀ)

ਵਾਸਤੇ-ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ ਵਿਭਾਗ, ਪੰਜਾਬ।

Chapter XI
Ten Unemployed Youth from Villages Initiative

Sr. No.	Content	Page No.
1.	Letter Regarding Identification of Unemployed Youth from Villages for Facilitating them with Employment	1
2.	Letter Regarding Identification of Unemployed Youth from Villages for Facilitating them with Employment	2-3
3.	Letter regarding Educational Qualification details of 10-10 Unemployed Youth	4

D. K. Tiwari, I.A.S
Secretary

D.O No. _____
Government of Punjab
Department of Employment Generation & Training,
Punjab.

ਵਿਸ਼ਾ: ਘਰ-ਘਰ ਰੋਜ਼ਗਾਰ ਮਿਸ਼ਨ ਤਹਿਤ ਪਿੰਡਾਂ ਦੇ ਬੇਰੋਜ਼ਗਾਰ ਨੌਜਵਾਨਾਂ ਦੀ ਸ਼ਨਾਖਤ ਕਰਨ ਉਪਰੰਤ ਰੋਜ਼ਗਾਰ ਮੁਹੱਈਆਂ ਕਰਵਾਉਣ ਬਾਰੇ।

ਘਰ-ਘਰ ਰੋਜ਼ਗਾਰ ਮਿਸ਼ਨ ਤਹਿਤ ਪਿੰਡਾਂ ਅਤੇ ਸ਼ਹਿਰਾਂ ਦੇ ਹਰ ਘਰ ਵਿੱਚ ਬੇਰੋਜ਼ਗਾਰ ਯੁਵਕਾਂ ਨੂੰ ਰੋਜ਼ਗਾਰ ਜਾਂ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਪ੍ਰਦਾਨ ਕੀਤਾ ਜਾ ਸਕੇ। ਇਸ ਲਈ ਹਰ ਜ਼ਿਲ੍ਹੇ ਵਿੱਚ ਜ਼ਿਲ੍ਹਾ ਬਿਊਰੋ ਆਫ਼ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਸਥਾਪਿਤ ਕੀਤੇ ਗਏ ਹਨ ਅਤੇ "ਘਰ-ਘਰ ਰੋਜ਼ਗਾਰ ਪੋਰਟਲ" ਵੀ ਤਿਆਰ ਕੀਤਾ ਗਿਆ ਹੈ। ਰੋਜ਼ਗਾਰ ਮੁਹੱਈਆਂ ਕਰਵਾਉਣ ਲਈ ਉਪਰੋਕਤ ਦੱਸੇ ਉਪਰਾਲਿਆਂ ਤੋਂ ਇਲਾਵਾ ਮਾਣਯੋਗ ਮੁੱਖ ਮੰਤਰੀ, ਪੰਜਾਬ ਜੀ ਨੇ ਚਾਹਿਆ ਹੈ ਕਿ ਸਾਰੇ ਜ਼ਿਲ੍ਹਿਆਂ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਹਰ ਪਿੰਡ ਵਿੱਚ ਘੱਟੋ-ਘੱਟ 10 ਨੌਜਵਾਨਾਂ ਦੀ ਸ਼ਨਾਖਤ ਕਰਨ ਅਤੇ ਇਸ ਉਪਰੰਤ ਉਹਨਾਂ ਦੀ ਘਰ-ਘਰ ਰੋਜ਼ਗਾਰ ਪੋਰਟਲ ਤੇ complete profile online ਕੀਤਾ ਜਾਵੇ। ਡਾਟਾ ਅਪਲੋਡ ਜ਼ਿਲ੍ਹਾ ਬਿਊਰੋ ਆਫ਼ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਵੱਲੋਂ ਕੀਤਾ ਜਾਵੇਗਾ। ਹਰ ਪਿੰਡ ਵਿੱਚੋਂ ਅਜਿਹੇ ਨੌਜਵਾਨਾਂ ਦੀ ਸ਼ਨਾਖਤ ਕਰਨੀ ਹੈ ਜਿਹਨਾਂ ਕੋਲ ਕਿਸੇ ਨਾ ਕਿਸੇ, ਅਸਾਮੀ ਦੀ ਯੋਗਤਾ ਦੇ ਨਾਲ ਹੁਨਰ ਵੀ ਹੋਵੇ। ਜੇ ਅਜਿਹੇ ਨੌਜਵਾਨਾਂ ਨੂੰ ਕਿਸੇ ਹੁਨਰ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਵਿਭਾਗ ਵੱਲੋਂ ਇਹਨਾਂ ਨੂੰ ਹੁਨਰ ਸਿਖਲਾਈ ਲਈ Enroll ਕਰਵਾਇਆ ਜਾਵੇਗਾ ਅਤੇ ਉਹਨਾਂ ਦੀ ਪਲੇਸਮੈਂਟ ਕਰਵਾਉਣ ਦੇ ਵੀ ਉਪਰਾਲੇ ਕੀਤੇ ਜਾਣਗੇ। ਅਜਿਹੇ ਨੌਜਵਾਨਾਂ ਦੀ ਸ਼ਨਾਖਤ ਕਰਨ ਉਪਰੰਤ ਪਹਿਲੀ ਸੂਚੀ 30 ਜੂਨ 2018 ਤੱਕ ਮੁਕੰਮਲ ਕੀਤੀ ਜਾਣੀ ਹੈ ਤਾਂ ਜੋ ਯੋਗ ਕਾਰਵਾਈ ਸਮੇਂ ਸਿਰ ਕੀਤੀ ਜਾ ਸਕੇ।

ਮੈਂ ਆਸ ਕਰਦਾ ਹਾਂ ਕਿ ਉਪਰੋਕਤ ਕੰਮ ਨੂੰ ਸਮੇਂ ਸਿਰ ਨੇਪਰੇ ਚਾੜ੍ਹਨ ਦੇ ਆਪ ਜੀ ਵੱਲੋਂ ਉਪਰਾਲੇ ਕੀਤੇ ਜਾਣਗੇ।

ਹਿੱਤੁ

(ਡੀ.ਕੇ. ਤਿਵਾੜੀ)

ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ,
ਪੰਜਾਬ ਰਾਜ ਵਿਚ।

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਸੇਵਾ ਵਿਖੇ,

ਪੰਜਾਬ ਰਾਜ ਦੇ ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ
ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ
ਅਤੇ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ

ਨੰ: ਪੀ.ਪੀ. ਐਸ.ਡੀ/10-10/24470-516
ਮਿਤੀ: 4/10/2018

ਵਿਸ਼ਾ: ਘਰ-ਘਰ ਰੋਜ਼ਗਾਰ ਮਿਸ਼ਨ ਤਹਿਤ ਪਿੰਡਾਂ ਦੇ ਬੇਰੋਜ਼ਗਾਰ ਨੌਜਵਾਨਾਂ ਦੀ ਸ਼ਨਾਖਤ ਕਰਨ ਉਪਰੰਤ ਰੋਜ਼ਗਾਰ ਮੁਹੱਈਆਂ ਕਰਵਾਉਣ ਬਾਰੇ।

ਜਿਵੇਂ ਕਿ ਤੁਸੀਂ ਜਾਣੂ ਹੋ ਕਿ ਸੂਬੇ ਵਿੱਚ ਬੇਰੋਜ਼ਗਾਰੀ ਨੂੰ ਠੱਲ ਪਾਉਣ ਲਈ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀ ਵੱਚਨ-ਬੱਧਤਾ ਅਧੀਨ 'ਘਰ-ਘਰ ਰੋਜ਼ਗਾਰ' ਮਿਸ਼ਨ ਤਹਿਤ ਹਰ ਘਰ ਵਿੱਚ ਬੇਰੋਜ਼ਗਾਰ ਯੁਵਕਾਂ ਨੂੰ ਰੋਜ਼ਗਾਰ ਪ੍ਰਦਾਨ ਕਰਨੇ ਲਈ ਹਰ ਪਿੰਡ ਦੇ 10-10 ਬੇਰੋਜ਼ਗਾਰ ਨੌਜਵਾਨਾਂ ਦੀ ਸ਼ਨਾਖਤ ਦਾ ਕੰਮ ਆਰੰਭਿਆ ਗਿਆ। ਇਸ ਅਧੀਨ ਬੇਰੋਜ਼ਗਾਰ ਯੁਵਕਾਂ ਨੂੰ ਸ਼ਨਾਖਤ ਕਰਕੇ ਘਰ-ਘਰ ਰੋਜ਼ਗਾਰ ਪੋਰਟਲ ਤੇ ਰਜਿਸਟਰ ਕਰਨਾ ਉਨ੍ਹਾਂ ਦੀ ਯੋਗਤਾ ਮੁਤਾਬਿਕ ਰੋਜ਼ਗਾਰ ਮੁਹੱਈਆ ਕਰਵਾਉਣਾ ਅਤੇ ਸਕਿੱਲ ਟ੍ਰੇਨਿੰਗ ਲਈ ਸਪੋਂਸਰ ਕਰਨਾ ਸ਼ਾਮਿਲ ਹੈ।

ਉਪਰੋਕਤ ਦੇ ਮੱਦੇ ਨਜ਼ਰ ਆਪ ਨੂੰ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਸ ਕੰਮ ਨੂੰ ਨੇਪਰੇ ਚਾੜ੍ਹਨ ਲਈ ਹਰ ਸੰਭਵ ਕੋਸ਼ਿਸ਼ ਕੀਤੀ ਜਾਵੇ ਅਤੇ ਇਸ ਦੀ ਪੂਰਤੀ 100% ਕੀਤੀ ਜਾਣੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।

ਇਸ ਪੱਤਰ ਨਾਲ ਨੱਥੀ ਪ੍ਰੋਫਾਰਮਾ ਪਹਿਲਾ ਵੀ ਆਪ ਨੂੰ ਭੇਜਿਆ ਜਾ ਚੁਕਾ ਹੈ। ਹੁਣ ਦੁਬਾਰਾ ਵੀ ਭੇਜਿਆ ਜਾ ਰਿਹਾ ਹੈ। ਇਸ ਤੇ ਸ਼ੁਰੂਆਤ ਤੋਂ ਲੈਕੇ ਮਿਤੀ 30.09.18 ਤੱਕ ਦੀ ਸੂਚਨਾ ਮਿਤੀ 5.10.2018 ਸ਼ਾਮ ਤਕ ਹਰ ਹਾਲਤ ਵਿੱਚ ਭੇਜੀ ਜਾਵੇ।

ਨੱਥੀ: ਪ੍ਰੋਫਾਰਮਾ

ਵਧੀਕ ਡਾਇਰੈਕਟਰ,
ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਵਿਸ਼ਾ: ਘਰ-ਘਰ ਰੋਜ਼ਗਾਰ ਮਿਸ਼ਨ ਤਹਿਤ ਪਿੰਡਾਂ ਦੇ 10-10 ਬੇਰੋਜ਼ਗਾਰ ਨੌਜਵਾਨਾਂ ਦੀ ਸ਼ਨਾਖਤ ਕਰਨ ਉਪਰੰਤ ਰੋਜ਼ਗਾਰ ਮੁਹੱਈਆਂ ਕਰਵਾਉਣ ਸਬੰਧੀ।										
ਲੜੀ ਨੰ	ਸਿਲ੍ਹੇ ਦਾ ਨਾਮ	ਸਿਲ੍ਹੇ ਵਿਚ ਪੈਂਦੇ ਕੁਲ ਪਿੰਡ	ਕਿੰਨੇ ਪਿੰਡ ਚੋ 10-10 ਲਾਭ ਪਾਤਰੀ ਸਨਾਖਤ ਕੀਤੇ ਗਏ	ਕੁਲ ਕਿੰਨੇ ਲਾਭ ਪਾਤਰੀ ਸਨਾਖਤ ਕੀਤੇ ਗਏ	ਕਿੰਨਿਆਂ ਨੂੰ GGR Portal ਤੇ ਰਜਿਸਟਰ ਕੀਤਾ	ਕਿੰਨਿਆਂ ਨੂੰ ਪਲੇਸਮੈਂਟ ਦੁਆਈ ਗਈ	ਕਿੰਨਿਆਂ ਨੂੰ ਸਕਿਲ ਟ੍ਰੇਨਿੰਗ ਲਈ ਭੇਜਿਆ ਗਿਆ	ਸਵੈ-ਰੋਜ਼ਗਾਰ ਲਈ : 1) ਸ਼ਨਾਖਤ ਕੀਤਾ ਗਿਆ। 2) ਕਿੰਨਿਆਂ ਨੂੰ ਕਰਜਾ ਦਿੱਤਾ ਗਿਆ। 3) ਕਰਜੇ ਦੀ ਰਾਸ਼ੀ।	ਵਿਸ਼ੇਸ਼ ਕਥਨ	
						ਪਬਲਿਕ	ਪ੍ਰਾਈਵੇਟ	ਸ਼ਨਾਖਤ	ਕਰਜਾ	ਰਾਸ਼ੀ

ਵੱਲੋਂ,

ਕਮਿਸ਼ਨਰ-ਕਮ-ਡਾਇਰੈਕਟਰ
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਵੱਲੋਂ,

ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ADCs-Cum-CEOs

ਨੰ: PPSD/10-10/2019/2452-73

ਮਿਤੀ: 25/1/2019

ਵਿਸ਼ਾ: 10-10 unemployed ਦੀ ਵਿਦਿਅਕ ਯੋਗਤਾ ਦੀ ਡਿਟੇਲ।

ਮਿਤੀ 15-01-2019 ਨੂੰ ADCs-Cum-CEOs ਅਤੇ ਰੋਜ਼ਗਾਰ ਵਿਭਾਗ ਦੇ ਅਧਿਕਾਰੀਆਂ ਦੀ ਮੀਟਿੰਗ ਵਿੱਚ ਵੀ ਕਿਹਾ ਗਿਆ ਸੀ ਕਿ ਆਪ ਦੇ ਜ਼ਿਲ੍ਹੇ ਵਿੱਚ 10-10 ਬੇਰੋਜ਼ਗਾਰ ਪ੍ਰਤੀ ਪਿੰਡ ਦੀ ਸ਼ਨਾਖਤ ਪਹਿਲਾਂ ਹੀ ਕੀਤੀ ਜਾ ਚੁੱਕੀ ਹੈ। ਇਨ੍ਹਾਂ ਦੀ ਪਲੇਸਮੈਂਟ/ਕਾਊਂਸਲਿੰਗ/ਸਕਿੱਲ ਟ੍ਰੇਨਿੰਗ ਆਦਿ ਲਈ ਸਟੇਟ ਪੱਧਰ ਤੇ ਕੀਤੀ ਜਾਣ ਵਾਲੀ ਕਾਰਵਾਈ ਲਈ ਇਨ੍ਹਾਂ ਪ੍ਰਾਰਥੀਆਂ ਦੀ ਯੋਗਤਾ ਵਾਈਜ਼ ਡਿਟੇਲ ਲੋੜੀਂਦੀ ਹੈ। ਇਹ ਡਿਟੇਲ ਨਾਲ ਨੱਥੀ ਅਨੁਲੱਗ-ਏ ਵਿੱਚ ਭਰ ਕੇ ਮਿਤੀ 30-01-2019 ਤੱਕ ਈ-ਮੇਲ ppsd.degt@gmail.com ਤੇ ਭੇਜੀ ਜਾਵੇ ਅਤੇ ਇਹ ਸੂਚਨਾ ਮਿਤੀ 01-02-2019 ਕਮਿਸ਼ਨਰ ਰੋਜ਼ਗਾਰ ਦੀ ਮੀਟਿੰਗ ਵਿੱਚ ਲਿਆਂਦੀ ਜਾਵੇ।

ਕਮਿਸ਼ਨਰ-ਕਮ-ਡਾਇਰੈਕਟਰ
ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

Annexure: A		
Qualification Wise detail of 10-10 Unemployed Youth		
District		
S. No.	Item	Number
1	Out of serial No 1 above, No of Youth upto 5th Pass	
2	Out of serial No 1 above, No of Youth upto 8th Pass	
3	Out of serial No 1 above, No of Youth upto 10th Pass	
4	Out of serial No 1 above, No of Youth upto 12th Pass	
5	Out of serial No 1 above, No of Youth upto ITI Pass	
6	Out of serial No 1 above, No of Youth upto Diploma Pass	
7	Out of serial No 1 above, No of Youth upto Graduate Pass	
8	Out of serial No 1 above, No of Youth upto Poat Graduate Pass	
9	Total No. of 10 - 10 unermployed youth	

Chapter XII
Mahatma Gandhi Sarbat Vikas Yojna
(MGSVY)

Sr. No.	Content	Page No.
1.	Letter Regarding Conduct of Survey of Ghar-Ghar Rozgar along with the Survey to be Conducted under Mahatma Gandhi Sarbat Vikas Yojna	1-2
2.	Survey Form/ EGT/ District	3

**GOVERNMENT OF PUNJAB
DEPARTMENT OF EMPLOYMENT GENERATION AND TRAINING
(EMPLOYMENT GENERATION BRANCH)**

To,

All the Deputy Commissioners
of the State of Punjab.

Memo No. 9/72/2017-4EGT/708
Dated, Chandigarh 7-11-2017

Subject: Conduct of survey of GHAR GHAR ROZGAR along with the survey to be conducted under Mahatma Gandhi Sarbat Vikas Yojna.
Please refer to the subject cited above

2. Government of Punjab is launching its scheme GHAR GHAR ROZGAR with the aim to provide employment in every household through Department of Employment Generation and Training (DEGT). The objective of the Scheme is to create necessary framework to facilitate employment, especially to youth in age group 18-35 years belonging to those household where not even a singly member of the family is employed. Notification dated 4.9.2017 for setting up of District Bureau of Employment & Enterprises (DBEE) in every district as one stop platform for job seekers, job providers & other stakeholders has been issued. Further, the scheme of Ghar Ghar Rozgar needs to identify the target beneficiaries. This would require survey of potential beneficiaries under the scheme. DEGT is in the process of finalizing the eligibility criteria for such beneficiaries, but largely, it has been decided that the following conditions would be applicable under the scheme:

- i. The applicant should belong to a household where not even a single (ONE) member of the family is employed, (Wage/Self).
- ii. The house hold should be consuming electricity less than 200 units per month.
- iii. The applicant should have Punjab domicile.
- iv. Between the age of 18 to 35. There would be a relaxation in upper limit of age to 45 years for. SC, BC, BPL etc. candidates.

3. All districts of the State are also in the process of conducting surveys under the Mahatma Gandhi Sarbat Vikas Yojna (MGSVY). DEGT would like that a survey under GHAR GHAR ROZGAR may also be conducted along with the survey under MGSVY since the objectives of MGSVY and Ghar Ghar Rozgar are largely same.

4. Identification of beneficiaries would require the surveyor to be provided with the list of households consuming less than 200 units of electricity per month from the local office of Punjab State Power Corporation Limited (PSPCL). PSPCL has computerized record which is updated every billing cycle. A printout of the account of only such households which consume less than 200 units per month can be obtained locality wise from PSPCL and provided to the survey team.

The print out from PSPCL may be obtained in the below format.

Sr. No.	Meter Account Number	Name of the persons in whose name the meter has been issued	Address of the household	Electricity consumption		Remarks
				Last month	One year	
a	b	c	d	e	f	g

5. There are about 34 lac households in the State where consumption of electricity is less than 200 units per month. It is expected that approx.15% of these households would be such, wherein, no member of the household would be employed. Such households would be the prime focus under this survey.

6. The Survey Form (Annexure 'A') would be filled only for such households, which are found to be eligible under the scheme. The households which would not be found eligible under the scheme would be reported on the printout received from the PSPCL with the reasons for non-eligibility recorded in the last column (Remarks 'g') of the PSPCL chart. The survey team would physically check the households and submit report to Nodal officer of the district concerned.

Encl: As above

Secretary Government of Punjab
Department of Employment Generation and Training

Survey form/ EGT/ District/

1. Meter Account Number of the Household:
.....
2. Name of the family member in whose name the meter has been issued
.....
3. Address of the household
.....
4. Contact number of at least one of the family member

Name..... Contact Number.....
5. SC, ST, BC, BPL etc.
.....
6. Details of the applicants of the Household (between the eligible age group)

Sr. No.	Name of the family member	Male/ Female	Age	Relationship with the head of the household	Employed/ Self-Employed/ Un-Employed/ Receiving pension	Aadhar number
	a	b	c	d	e	f
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

7. Whether the household is eligible under Ghar Ghar Rozgar Scheme
(TICK AGAINST APPROPRIATE BOX)

ELIGIBLE

NOT ELIGIBLE

8. Name and designation of the team head:

Signatures

Date and Place

Chapter XIII
Apparel Training & Design Centre
(ATDC)

Sr. No.	Content	Page No.
1.	MoU between Apparel Training & Design Centre, Gurgaon (ATDC) and District Welfare Officer, Govt. of Punjab, B. R. Ambedkar Bhawan, Fatehgarh Sahib for Imparting Vocational Skill Training	1-3

MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

Apparel, Training & Design Centre, Gurgaon (ATDC)

AND

District Welfare Officer, Govt. of Punjab, BR Ambedkar Bhawan, Fatehgarh Sahib

FOR IMPARTING VOCATIONAL SKILL TRAINING

The Memorandum of Understanding made on this 1st day of December 2015 between APPAREL TRAINING & DESIGN CENTRE having Pan-India network of over 200 Centres Known as ATDC AVI or ATDC-SMART Centres having National Head Office at PARIDHAN VIKAS BHAWAN, Gurgaon - 12203 and its registered office is A-223, Okhla Industrial Area Phase-1, New Delhi (which expression shall, unless excluded by or repugnant to the subject of context include their Successors, representatives, executives and administrators) of the ONE PART here in after referred as ATDC-SMART.

AND

District Welfare Officer, B R Ambedkar Bhawan, Fatehgarh Sahib

WHEREAS

The MOU is envisaged being collaborative agreement as a pilot project for imparting vocational skill training in APPAREL sector under integrated skill development Scheme (ISDS) Ministry of Textile (MOT). Government of India for youth, women and other disadvantaged sections of the society.

AND WHEREAS

ATDC is a non-profit society, manages and operates Pan-India network of over 159 ATDC SMART Centres for project under ISD Scheme of MOT, GOI / ATDC Vocational Institutes registered as Vocational Training Provider (VTP) under DGET, Ministry of Labour & Employment Govt. of India.

AND WHEREAS

DWO is interested to provide space in the B R Ambedkar Bhawan, Fatehgarh Sahib, Punjab to promote skill development training activities in the apparel sector for providing employment opportunities/self-employment for benefit of disadvantaged section of the society and approached ATDC to provide necessary mobilization support.

NOW THIS MEMORANDUM OF UNDERSTANDING (MOU) WITNESS THAT

1. ROLES AND RESPONSIBILITY OF ATDC:

- (i) ATDC shall install appropriate sewing machines and related equipments and shall bear other associated costs only if any, and depute designated trained faculty members for imparting training at the Skill Camps. The sewing machines and related equipment owned by ATDC will continue to remain assets of ATDC only but located in the premises and will be subject to physical inspection by the Asset Management team of ATDC or representative of MOT, GoI from time to time.
- (ii) ATDC shall be fully responsible for offering vocational as well as skill development training programmes at the centre and inter-alia the 10 courses approved under Integrated Skill Development Scheme (ISDS) of Ministry of Textiles, GOI or Modular Employee Scheme (MES) courses under SDIS of DGT, Ministry of Skill Development and Entrepreneurship, GOI.
- (iii) All the training expenditure towards raw material cloths, threads industrial / field visits will be responsibility of ATDC based on course duration.
- (iv) ATDC shall conduct appropriate tests / skill Matrix Assessment etc. for getting trainees assessed by third party Assessors nominated by Textiles Committee (RSA) of MOT, GoI as per approved ATOCHSDS norms and issue certificates to successful trainees only issued by MOT, GoI.
- (v) Display board of appropriate proportions need to be put up outside the training centre carrying ATDC-SMART CENTRE.
- (vi) ATDC will also provide Placement assistance to the trainees if they are willing to work in Apparel Clusters/ Industries anywhere in India.
- (vii) ATDC will pay Rs.1000/- p.m. for cleaning of two toilets available in the Ambedkar Bhawan which will also be for use of ATDC as well.
- (viii) ATDC will pay, to the extent of maximum, 40% of electricity and Water bills of Ambedkar Bhawan, Fatehgarh Sahib against its actual usage which may be ascertained by installing sub-meter.
- (ix) ATDC will also incur expenditure for minor maintenance of the Hall provided to ATDC for the training purposes.

2. ROLE AND RESPONSIBILITY OF DWO, Fatehgarh Sahib:

DWO will provide ATDC rent free built-up space one hall of approx. 2,500 sq ft. along with minimum running electrical connection/load and drinking water and basic office facilities etc., for setting up ATDC-SMART Centre at its location (Ambedkar Bhawan, Fatehgarh Sahib) for imparting training for the apparel sector inter-alia the 10 courses approved under Integrated Skill Development scheme (ISDS) of Min. of Textiles, GoI or Modular Employable Scheme (MES) courses under SDIS of DGT, Ministry of Skill Development and Entrepreneurship, GoI.

3. INSPECTION:

DWO agrees that ATDC or its authorized agent or representative of MOT shall have the right to inspect the premises / ATDC-SMART Centre to oversee the compliance to prescribed standards of ATDC at any time so that ATDC's goodwill and public reputation suffers no injury.

4. FORCE DE-MAJEURE:

In the unlikely event of the closure of Centre, the ongoing training programs will be completed within the defined timeline.

5. DATE OF EFFECT:

This MOU will come into effect on the date of signature and will remain in effect till 31st March, 2017 co-terminus with ISDS project of MOT, GoI.

6. ARBITRATION:

In case of disagreement/dispute of any kind between both the Parties, the matter will be put up for consideration/adjudication to DG & CEO (ATDC & IAM) or a mutually acceptable officer in the rank of Joint Secretary, MOT, GoI. The decision of the said arbitrator will be final and binding for both the parties.

7. CERTIFICATION:

This is to certify that we have gone through the provisions of the above MOU and same binds both the parties. Any matter which does not get covered explicitly in the MOU but yet turns to be related to the activities proposed in the MOU would be amicably settled in order not to jeopardize this MOU in the interests of trainees/candidates.

IN WITNESS WHEREOF the parties to these presents have hereto set and subscribed their respective hands on the day, month and year first above written at New Delhi.

SIGNED AND DELIVERED
for and on behalf of ATDC by

Gopal Krishan Bhasin
General Manager (SD-II),
ATDC NHO, Gurgaon
Ph. 0124-4659510

Witness:

SIGNED AND DELIVERED
for and on behalf of District Welfare Dept
B R Ambedkar Bhawan,
Fatehgarh Sanib, Punjab

District Welfare Officer
Phone:
Mobile:

Witness:

1. Principal, ATDC Ludhiana

2. Jt. Registrar (ISDS), ATDC NHO

Chapter XIV
R-SETIs

Sr. No.	Content	Page No.
1.	Letter Regarding Information about R-SETIs	1

Government of Punjab
Commissioner-Cum-Director Employment
Generation & Training and
Mission Director, Ghar Ghar Rozgar Mission
Office: S.C.O.47, 1st Floor.
Sector-17E, Chandigarh (UT)-160017
D.O.No.VTEM /18/29460
Dated-----31.12.18

Sub: Information about R-SETIs.

The Government of India has set up R-SETIs in almost all the districts. R-SETI is a training programme which is being monitored and implemented by banks. In state of Punjab, 19 R-SETIs are working at the district level. The candidates are provided skill upgradation/enhancement in different fields in these institutes. After training, these candidates apply for loans for self-employment in the banks and get private placement. It is therefore requested to send the information about the nature of skill trainings provided in these states of Punjab (Proforma attached) to directorate e-mail: hq.degt@gmail.com.

Your Sincerely

Sd/-
(Rahul Tewari)

Chapter XV
Publication of Career Study Centre

Sr. No.	Content	Page No.
1.	Letter Regarding Printing of Booklet Comprising Information of all Self-Employment Schemes being offered by the various Department of Govt. of Punjab	1
2.	Letter Regarding Printing of Booklet Comprising Information of all Self-Employment Schemes being offered by the various Department of Govt. of Punjab	2
3.	Letter Regarding Supply of Self-Employment Schemes Booklet	3
4.	Letter Regarding Updation of Self-Employment Booklet for Unemployed Youth of Punjab under the Aim of Punjab Govt. Ghar-Ghar Rozgar	4
5.	Letter Regarding Printing of Ghar-Ghar Rozgar Magazine	5

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਸੇਵਾ ਵਿਖੇ,

ਕੰਟਰੋਲਰ
ਛਪਾਈ ਅਤੇ ਲਿਖਣ ਸਮੱਗਰੀ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਨੰ: ਸੀ.ਐਸ.ਸੀ./ਕਿਤਾਬਚਾ/2018/6311
ਮਿਤੀ: 5/7/2018

ਵਿਸ਼ਾ: ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਵੱਖ-2 ਵਿਭਾਗਾਂ ਦੁਆਰਾ ਚਲਾਈਆਂ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮਾਂ ਅਤੇ ਪ੍ਰੋਜੈਕਟਾਂ ਤੇ ਤਿਆਰ ਕੀਤੇ ਕਿਤਾਬਚੇ ਦੀ ਛਪਾਈ ਬਾਰੇ।

ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਆਪ ਨੂੰ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਵੱਖ-2 ਵਿਭਾਗਾਂ ਦੁਆਰਾ ਚਲਾਈਆਂ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮਾਂ ਅਤੇ ਪ੍ਰੋਜੈਕਟਾਂ ਤੇ ਤਿਆਰ ਕੀਤੇ ਕਿਤਾਬਚੇ ਦਾ ਅਸਲ ਮਸੌਦਾ ਛਪਾਈ ਲਈ ਭੇਜਿਆ ਜਾ ਰਿਹਾ ਹੈ। ਇਸ ਦੀਆਂ 20,000 ਕਾਪੀਆਂ ਲੋੜੀਂਦੀਆਂ ਹਨ, ਜਿਨ੍ਹਾਂ ਦੀ ਛਪਾਈ ਰੰਗਦਾਰ ਹੋਵੇ ਅਤੇ ਪੰਨਿਆਂ ਦਾ ਸਾਈਜ਼ ਏ-4 ਅਤੇ ਟਾਈਟਲ ਕਵਰ ਲਈ 210 ਜੀ.ਐਸ.ਐਮ. ਦਾ ਹਾਰਡ ਪੇਪਰ ਅਤੇ ਟੈਕਸਟ ਲਈ 90 ਜੀ.ਐਸ.ਐਮ. ਦਾ ਹਾਰਡ ਪੇਪਰ ਹੋਣ ਚਾਹੀਦਾ ਹੈ।

ਇਸ ਕਿਤਾਬਚੇ ਦੀ ਛਪਾਈ ਜਲਦੀ ਤੋਂ ਜਲਦੀ ਕਰਵਾਉਣ ਦੀ ਖੇਚਲ ਕੀਤੀ ਜਾਵੇ।

ਨੱਥੀ:

1. ਅਸਲ ਮਸੌਦਾ
2. ਇਨਵਾਈਸ ਦੀਆਂ 2 ਕਾਪੀਆਂ

ਡਾਇਰੈਕਟਰ
ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਸੇਵਾ ਵਿਖੇ,

ਡਾਇਰੈਕਟਰ,
ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ, ਪੰਜਾਬ,
ਚੰਡੀਗੜ੍ਹ।

ਪੱਤਰ ਨੰ: 867 ਪ੍ਰੈਸ-ਭਾਗ /9751/ਮੋ: ਪ੍ਰੈਸ/
ਮਿਤੀ: 14/09/2018

ਵਿਸ਼ਾ: ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਵੱਖ-ਵੱਖ ਵਿਭਾਗਾਂ ਦੁਆਰਾ ਚਲਾਈਆਂ ਜਾਂਦੀਆਂ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮਾਂ
ਅਤੇ ਪ੍ਰੋਜੈਕਟਾਂ ਤੇ ਤਿਆਰ ਕੀਤੇ ਕਿਤਾਬਚੇ ਦੀ ਛਪਾਈ ਬਾਰੇ।

ਹਵਾਲਾ: ਆਪ ਦਾ ਪੱਤਰ ਨੰ: ਸੀ.ਐਸ.ਸੀ./ਕਿਤਾਬਚਾ/2018/22306 ਮਿਤੀ: 13/09/2018 ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਅਧੀਨ ਦਰਸਾਏ ਅਨੁਸਾਰ ਜਾਬ ਦੇ ਤੀਜੇ ਪਰੂਫ ਦੁਬਾਰਾ ਪੱਤਰ ਨਾਲ ਨੱਥੀ ਕਰਕੇ ਆਪ
ਜੀ ਨੂੰ ਆਥਰ ਪ੍ਰਵਾਨਗੀ ਹਿੱਤ ਘੱਲੇ ਜਾਂਦੇ ਹਨ। ਇਨ੍ਹਾਂ ਨੂੰ ਅਪਰੂਵ ਕਰਕੇ, ਵਾਪਿਸ ਇਸ ਪ੍ਰੈਸ ਨੂੰ ਛਪਾਈ ਸਬੰਧੀ ਅਗਲੀ
ਕਾਰਵਾਈ ਲਈ ਪੱਤਰ ਰਾਹੀਂ ਘੱਲਣ ਦੀ ਕ੍ਰਿਪਾਲਤਾ ਕੀਤੀ ਜਾਵੇ ਜੀ।

ਨੱਥੀ: ਇੰਨਰ ਟਾਈਟਲ 1, ਸੰਦੇਸ਼ 2-6, ਸੰਪਾਦਕ
ਦੀ ਕਲਮ ਤੋਂ 7,8-90 ਪੰਨੇ।

ਵਾ: ਸਹਾਇਕ ਕੰਟਰੋਲਰ,
ਸਰਕਾਰੀ ਪ੍ਰੈਸ, ਐਸ.ਏ.ਐਸ.ਨਗਰ।

ਵੱਲੋਂ,

ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ,
ਫ਼ਤਿਹਗੜ੍ਹ ਸਾਹਿਬ, ਫਾਜ਼ਿਲਕਾ, ਫਿਰੋਜ਼ਪੁਰ, ਕਪੂਰਥਲਾ, ਮਾਨਸਾ, ਮੋਗਾ, ਰੂਪਨਗਰ,
ਸ਼੍ਰੀ ਮੁਕਤਸਰ ਸਾਹਿਬ।

ਨੰ: ਸੀ.ਐਸ.ਸੀ./ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮਾਂ ਦੇ ਕਿਤਾਬਚੇ/28115-122

ਮਿਤੀ: 7/12/2018

ਵਿਸ਼ਾ: ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮਾਂ ਦੇ ਕਿਤਾਬਚੇ ਦੀ ਸਪਲਾਈ ਲੈਣ ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਆਪ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ ਵੱਲੋਂ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਬੰਧੀ ਵੱਖ-ਵੱਖ ਸਕੀਮਾਂ ਨੂੰ ਦਰਸਾਉਂਦਾ ਹੋਇਆ ਕਿਤਾਬਚਾ ਛਪਵਾਇਆ ਜਾ ਚੁੱਕਾ ਹੈ। ਸੋ ਇਸ ਕਿਤਾਬਚੇ ਦੀਆਂ 1,000 ਕਾਪੀਆਂ ਦੀ ਸਪਲਾਈ ਮਿਤੀ 11-12-2018 ਨੂੰ ਪਲਾਟ ਨੰ: 104 ਇੰਡਸਟਰੀਅਲ ਏਰੀਆ, ਫੇਸ I, ਚੰਡੀਗੜ੍ਹ (ਸ਼੍ਰੀ ਬਲਵੀਰ ਸਿੰਘ ਮੋਬਾਇਲ ਨੰ: 9955609163) ਤੋਂ ਪ੍ਰਾਪਤ ਕਰਕੇ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਵੰਡ ਕੀਤੀ ਜਾਵੇ:-

1. ਮਿਊਂਸਪਲ ਕਮੇਟੀ
2. ਪੰਚਾਇਤ ਸੰਮਤੀ/ਬਲਾਕ ਡਿਵੈਲਪਮੈਂਟ ਆਫ਼ਿਸਰਜ਼
3. ਜ਼ਿਲ੍ਹਾ ਪੱਧਰੀ ਪੰਜਾਬ ਸਕਿੱਲ ਡਿਵੈਲਪਮੈਂਟ ਮਿਸ਼ਨ ਯੂਨਿਟਸ
4. ਸੀਨੀਅਰ ਸੈਕੰਡਰੀ ਸਕੂਲਜ਼ (ਸਰਕਾਰੀ/ਪ੍ਰਾਈਵੇਟ)
5. ਕਾਲਜ/ਯੂਨੀਵਰਸਿਟੀ/ਇੰਸਟੀਚਿਊਟਸ (ਮੈਡੀਕਲ ਐਜੂਕੇਸ਼ਨ/ਟੈਕਨੀਕਲ ਐਜੂਕੇਸ਼ਨ/ ਹਾਇਰ ਐਜੂਕੇਸ਼ਨ)

ਉਪਰੋਕਤਾ ਨੂੰ ਕਿਤਾਬਚੇ ਦੀ ਵੰਡ ਕਰਨ ਉਪਰੰਤ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ ਨੂੰ ਵੰਡ ਦਾ ਸਰਟੀਫਿਕੇਟ ਭੇਜਿਆ ਜਾਵੇ।

ਵਧੀਕ ਡਾਇਰੈਕਟਰ
ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਪਿੱਠ ਅੰਕਣ ਨੰ: ਸੀ.ਐਸ.ਸੀ./ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮਾਂ ਦੇ ਕਿਤਾਬਚੇ/28115-122

ਮਿਤੀ: 7/12/2018

ਉਪਰੋਕਤਾ ਦਾ ਉਤਾਰਾ ਸ਼੍ਰੀ ਬਲਵੀਰ ਸਿੰਘ ਮੋਬਾਇਲ ਨੰ: 9955609163 ਨੂੰ ਕਿਤਾਬਚੇ ਦੀ ਵੰਡ ਸਬੰਧੀ ਸੂਚਨਾ ਅਤੇ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਵਧੀਕ ਡਾਇਰੈਕਟਰ
ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

Director Employment Generation &
Training Punjab-cum-Mission Director,
Punjab Ghar Ghar Rozgar and
Mission, (PGRKAM)
Office: S.C.0 47/1, Sector-17E,
Chandigarh (UT)-160017
D.O No. CSC/DO/134025-46
Date: 30-12-2019

ਵਿਸ਼ਾ: ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਦੇ ਉਦੇਸ਼ ਹਿੱਤ ਪੰਜਾਬ ਦੇ ਬੇਰੋਜ਼ਗਾਰ ਨੌਜਵਾਨ ਲੜਕੇ/ਲੜਕੀਆਂ ਲਈ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮਾਂ ਸਬੰਧੀ ਕਿਤਾਬਚਾ ਅਪਡੇਟ ਕਰਨ ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਆਪ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆਇਆ ਜਾਂਦਾ ਹੈ ਕਿ ਰੋਜ਼ਗਾਰ ਉਤਪੱਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਸਾਲ 2018 ਵਿੱਚ ਕੇਂਦਰ ਸਰਕਾਰ ਅਤੇ ਰਾਜ ਸਰਕਾਰ ਦੁਆਰਾ ਬੇਰੋਜ਼ਗਾਰ ਨੌਜਵਾਨਾਂ ਲਈ ਚਲਾਈਆ ਜਾ ਰਹੀਆਂ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮਾਂ ਸਬੰਧੀ ਜਾਣਕਾਰੀ ਦਿੰਦਾ ਇੱਕ ਕਿਤਾਬਚਾ ਛਪਵਾਇਆ ਗਿਆ ਸੀ। ਇਸ ਕਿਤਾਬਚੇ ਰਾਹੀਂ ਇਨ੍ਹਾਂ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮਾਂ ਦਾ ਪ੍ਰਚਾਰ ਕਰਨ ਅਤੇ ਬੇਰੋਜ਼ਗਾਰ ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਇਨ੍ਹਾਂ ਸਕੀਮਾਂ ਦੀ ਵੱਧ ਤੋਂ ਵੱਧ ਜਾਣਕਾਰੀ ਦੇਣ ਲਈ ਇਸ ਕਿਤਾਬਚੇ ਨੂੰ ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਸਕੂਲਾਂ, ਯੂਨੀਵਰਸਿਟੀਆਂ, ਆਈ.ਟੀ ਆਈ. ਤਕਨੀਕੀ ਸਿਖਿਆ ਕਾਲਜਾਂ ਦੇ ਨਾਲ ਨਾਲ ਪਿੰਡਾਂ ਦੀਆਂ ਪੰਚਾਇਤਾਂ ਵਿੱਚ ਵੀ ਵੰਡਿਆ ਗਿਆ ਸੀ ਤਾਂ ਜੋ ਵੱਧ ਤੋਂ ਵੱਧ ਬੇਰੋਜ਼ਗਾਰ ਵਿਅਕਤੀ ਇਨ੍ਹਾਂ ਸਕੀਮਾਂ ਦਾ ਲਾਹਾ ਲੈ ਕੇ ਆਪਣਾ ਧੰਦਾ/ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸ਼ੁਰੂ ਕਰ ਸਕਣ ਤੇ ਇਸ ਨਾਲ ਪੰਜਾਬ ਦੇ ਨੌਜਵਾਨਾਂ ਦੀ ਬੇਰੋਜ਼ਗਾਰੀ ਦੀ ਸਮੱਸਿਆ ਨੂੰ ਠੱਲ ਪਾਈ ਜਾ ਸਕੇ।

ਕਿਉਂਕਿ ਕੁਝ ਸਕੀਮਾਂ ਵਿੱਚ ਬਦਲਾਅ ਤੇ ਕੁਝ ਨਵੀਆਂ ਸਕੀਮਾਂ ਇਸ ਕਿਤਾਬਚੇ ਦੇ ਛੱਪਣ ਤੋਂ ਬਾਅਦ ਲਾਗੂ ਹੋਈਆਂ ਹੋਣ ਗਈਆਂ, ਇਸ ਲਈ ਵਿਭਾਗ ਵੱਲੋਂ ਮੁੜ ਅਪਡੇਟ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮਾਂ ਸਬੰਧੀ (ਪੁਰਾਣੀ ਅਤੇ ਨਵੀਂ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮ ਜੇਕਰ ਕੋਈ ਸ਼ੁਰੂ ਕੀਤੀ ਗਈ ਹੋਵੇ) ਕਿਤਾਬਚਾ ਛਪਵਾਉਣ ਦੀ ਤਜਵੀਜ਼ ਹੈ। ਇਸ ਲਈ ਆਪ ਨੂੰ ਇਸ ਵਿਭਾਗ ਵੱਲੋਂ ਛਪਵਾਏ ਕਿਤਾਬਚੇ ਦੀ ਸਾਫਟ ਕਾਪੀ ਈ-ਮੇਲ ਰਾਹੀਂ ਭੇਜੀ ਜਾ ਰਹੀ ਹੈ। ਆਪ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਆਪ ਦੇ ਅਧੀਨ ਆਉਂਦੇ ਵਿਭਾਗ ਨਾਲ ਸਬੰਧਤ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮ ਨੂੰ ਅਪਡੇਟ ਕਰਕੇ (ਪੁਰਾਣੀ ਅਤੇ ਨਵੀਂ ਸਵੈ-ਰੋਜ਼ਗਾਰ ਸਕੀਮ ਜੇਕਰ ਸ਼ੁਰੂ ਕੀਤੀ ਗਈ ਹੋਵੇ) ਮੁੜ ਸਾਫਟ ਕਾਪੀ ਦੇ ਰੂਪ ਵਿੱਚ ਇਸ ਵਿਭਾਗ ਦੀ ਈ-ਮੇਲ ਆਈ.ਡੀ. fetb.pb@gmail.com ਤੇ ਅਤੇ ਇਸ ਦੀ ਹਾਰਡ ਕਾਪੀ ਵੀ 15/01/2020 ਤੱਕ ਭੇਜਣ ਦੀ ਖੋਜਲ ਕੀਤੀ ਜਾਵੇ।

ਮੈਂ ਆਪ ਜੀ ਦੇ ਇਸ ਕਾਰਜ ਲਈ ਧੰਨਵਾਦੀ ਹੋਵਾਂਗਾ।

ਹਿੱਤੁ

(ਕੇਸ਼ਵ ਹਿੰਗੋਨੀਆ)

ਡਿਪਟੀ ਭਾਇਰੈਕਟਰ/

ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪੱਤੀ ਅਤੇ ਸਿਖਲਾਈ ਅਫਸਰ,
ਸਮੂਹ ਜ਼ਿਲ੍ਹਾ ਬਿਊਰੋ ਰੋਜ਼ਗਾਰ ਉਤਪੱਤੀ ਅਤੇ ਸਿਖਲਾਈ।

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਸੇਵਾ ਵਿਖੇ,

ਕੰਟਰੋਲਰ
ਛਪਾਈ ਅਤੇ ਸਟੇਸ਼ਨਰੀ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

ਨੰ: ਸੀ.ਐਸ.ਸੀ./ ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਪਤ੍ਰਿਕਾ/2020
ਮਿਤੀ: 12/5/2018

ਵਿਸ਼ਾ: ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਪਤ੍ਰਿਕਾ ਦੀ ਛਪਾਈ ਕਰਵਾਉਣ ਬਾਰੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਇਸ ਵਿਭਾਗ ਵੱਲੋਂ ਆਪ ਨੂੰ “ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ” ਪਤ੍ਰਿਕਾ ਛਪਾਈ ਲਈ ਭੇਜਿਆ ਜਾ ਰਿਹਾ ਹੈ। ਜਿਸ ਦੇ 84 ਪੇਜ ਹਨ। ਇਸ ਦੀ ਸਾਫਟ ਕਾਪੀ ਆਪ ਨੂੰ ਈ.ਮੇਲ ਰਾਹੀਂ ਭੇਜੀ ਜਾ ਰਹੀ ਹੈ। ਇਸ ਦੀਆਂ 20,000 ਕਾਪੀਆਂ ਛਪਾਈਆਂ ਜਾਣੀਆਂ ਹਨ। ਇਸ ਦੇ ਟਾਈਟਲ ਕਵਰ ਦਾ ਪਹਿਲਾ ਪੇਜ ਰੰਗਦਾਰ ਹੋਵੇਗਾ ਅਤੇ ਪਿਛਲਾ ਪੇਜ ਬਲੈਕ ਅਤੇ ਵਾਈਟ ਛਪੇਗਾ। ਇਸ ਦਾ ਟੇਕਸਟ ਬਲੈਕ ਅਤੇ ਵਾਈਟ ਹੋਵੇਗਾ, ਪ੍ਰੰਤੂ ਟੇਕਸਟ ਦੇ ਚਾਰ ਪੇਜ ਫੋਟੋ ਗੈਲਰੀ ਦੇ ਹੋਣਗੇ ਜੋ ਕਿ ਰੰਗਦਾਰ ਛਪਣਗੇ। ਇਸ ਪਤ੍ਰਿਕਾ ਲਈ ਜੇ ਪੇਪਰ ਆਮ ਮੈਗਜ਼ੀਨ ਲਈ ਵਰਤਿਆ ਜਾਂਦਾ ਹੈ ਲਗਾਇਆ ਜਾਵੇ। ਇਸ ਦੀ ਵਿਭਾਗ ਵੱਲੋਂ ਕੋਈ ਅਦਾਇਗੀ ਨਹੀਂ ਕੀਤੀ ਜਾਵੇਗੀ। ਇਸ ਦੀ ਸਪਲਾਈ ਵਿਭਾਗ ਨੂੰ ਮਿਤੀ 15/06/2020 ਤੱਕ ਦਿੱਤੀ ਜਾਵੇ।

ਨੱਥੀ: ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਅਤੇ ਟਾਈਟਲ ਕਵਰ।

ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ
ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ

Chapter XVI
Administrative Report 2017-18

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**GOVERNMENT OF PUNJAB
DEPARTMENT OF EMPLOYMENT GENERATION AND TRAINING
(EMPLOYMENT GENERATION BRANCH)**

MEMORANDUM FOR THE COUNCIL OF MINISTERS

Minister-in-Charge	Minister, Employment Generation & Training, Punjab.
Secretary-in-Charge	Secretary, Employment Generation & Training, Punjab.

Subject: Annual Administrative Report of the Department of Employment Generation & Training, Punjab for the year 2017-18

Administrative Report for the year 2017 - 18 of Department of Employment Generation & Training, Punjab comprised as under is placed for approval:-

BACKGROUND: The objectives of the Employment Generation & Training Department are to develop a new vision, new strategy and new policy frame work for employment generation, to suggest measures to establish synergy of the plans and programmes of various departments working for employment generation, to provide vocational training, to study the actual requirements of the market, to assess available skills according to the needs of market and to take effective steps to fill the gaps by way of imparting training so as to make our youth more skilled, competent, employable and competitive not only in the domestic but also in the global market. The Government in 2017 decided to give more focus to the employment generation. It was decided to set up Punjab Ghar Ghar Rozgar and Karobar Mission. The Department of Employment Generation and Training is being restructured with setting up of DBEE's (District Bureau of Employment and Enterprises) in each of the 22 Districts of the State.

2. List of the vocational guidance units functioning in Punjab is attached at Appendix "A" of the Employment Generation & Training Department for the year 2017 - 18.
3. Schedule for implementation of proposal is attached at Appendix 'B'.
4. The approval of the Council of Ministers is solicited for the proposal contained in Para No. 2 of this Memorandum.
5. The proposal contained in Memorandum has been seen and approved by the Minister-in-charge of Employment Generation & Training, Punjab.
6. Permission of the Hon'ble Chief Minister has been obtained for placing this memorandum before the Council of Ministers.

Dated:

Rahul Tewari,
Secretary, Employment Generation & Training, Punjab.

Sr. No	Question	Answer (Yes/No/N.A.)	Remarks
A	FINANCE AND PLANNING DEPARTMENT (RULE 7)		
1	Does the proposal contained in the Memorandum involve any financial Implications?	No	
2	If so, has it been referred to the Department of Finance?	N.A.	
3	Has the advice of the Department of Finance been reproduced verbatim in the memorandum?	N.A.	
4	Does the proposal contained in the Memorandum involve any financial implications on the Plan side?	No	
5	If so, has the advice of the Department of Planning been obtained?	N.A.	
6	Has the advice of the Deptt. Of planning been reproduced in the Memorandum?	N.A.	
B	LEGISLATION (LR) (RULE 36)		
1	Does the proposal contained in the Memorandum involve initiation of any legislation?	No	
2	If so, as the 4-point advice of the Department of Legal and Legislative Affairs been obtained?	N.A.	
3	Has the advice of the department of Legal and Legislative Affairs been reproduced in the Memorandum?	N.A.	
C	SERVICE RULES		
1	Does the proposal contained in the Memorandum involve framing/amendment of Departmental Service Rules? (Para 3(1)-Department of Personnel instructions No. 6780-SSII (2)-73, dated 5/11/1973)	No	
2	DOP- If so, has the matter been referred to the Department of Personnel and Administrative Reforms?	N.A	
3	Has the advice of the Department of Personnel and Administrative Reforms been reproduced in the Memorandum?	N.A.	
4	FD- Has the matter been referred to the Department of Finance?	N.A.	
5	Has the advice of the Department of Finance been reproduced in the Memorandum?	N.A.	
6	PPSC- Has the matter been referred to the Punjab Public Service Commission?	N.A.	
7	Has the advice of the Punjab Public Service Commission been reproduced in the Memorandum?	N.A.	
8	LR- Has the draft of service rules been vetted by the Department of Legal and	N.A.	

	Legislative Affairs? (Para-3(3) of 1973 instructions)		
D	OTHER DEPARTMENTS		
1	Does the proposal contained in the Memorandum concern any other Department? (Rule 15 & 22)	No	
2	If so, name of the Department concerned.	N.A.	
3	Have the views of the Departments mentioned in para-2 above been reproduced in the Memorandum?	N.A.	
E	MEMORANDUM- FORMAT		
1	Have the paragraphs of the Memorandum been numbered?	Yes	
2	Have copies of the Memorandum been numbered and marked as "SECRET"?	Yes	
3	Has the proposal contained in the Memorandum been summed up in Para-2 of the Memorandum?	Yes	
4	Has the approval of the Chief Minister been obtained for placing the Memorandum before the Council of Ministers?	Yes	
F	SUBMISSION OF MEMORANDUM		
1	Whether required 35 copies (in English) have been supplied?	Yes	
2	Is the quality of the Memorandum satisfactory?	Yes	
3	Is the Memorandum being submitted to the Cabinet Affairs Branch atleast one week before the proposed CMM meeting?	Yes	
4	If not, what is the urgency for placing the matter before the CMM?	N.A.	
5	Has the permission of the Chief Minister been obtained for circulating the Memorandum during the Cabinet meeting? (Rule 16 (3))	Yes	
Secretary to Government of Punjab, Department of Employment Generation and Training, Chandigarh.			
For use by Cabinet Affairs Branch.			
Checked by-			
Under Secretary		Special Secretary/ Secretary	

STATEMENT OF IMPLEMENTATION SCHEDULE

Subject: Annual Administrative Report of the Department of Employment Generation & Training, Punjab for the year 2017-17.

Gist of decision required	Project benefits/results	Time-Frame and manner of implementation/reporting to Cabinet Secretariat
To obtain the approval regarding administrative Report for the year 2017-18 (1-4-2017 to 31-3-2018)	The activities of the department	The report prepared by Employment Generation & Training Department will be analysed & reviewed by under signed & approved by Honourable Minister in charge of the Department.

Signature : _____

Name : **Sh. Rahul Tiwari (I.A.S)**

Designation : **Secretary, Employment Generation & Training**

Telephone No.: _____

Press Note

The Department of Employment Generation & training was carved out of Department of Labour & Employment because the work area has been increased greatly. The main objective of the newly created Department is to act as a mediator between the employer and the prospective employee, provide effective vocational and career counselling & guidance to the youth to enhance their employability through training and to improve employment opportunities in the State. To increase the capacity of the employment in the youth, the department provides information through the lectures given to the Students of schools and colleges through mass counselling programs and career talks so that the students could be informed about the demand for employment market. The Department organises self-employment camps, jobs fairs and business exhibitions to apprise the student/job seekers with the latest trends of jobs in the market/industry through it's office. The Department of Employment Generation & Training also disburses unemployment allowance to the unemployed youth. Pre-selection training is being provided to the unemployed youth of the rural areas by the C-PYTE organization for recruitment to the army and paramilitary forces. This has motivated and encouraged youth to qualify in different occupations.

Secretary
Employment Generation & Training

1. BACKGROUND:

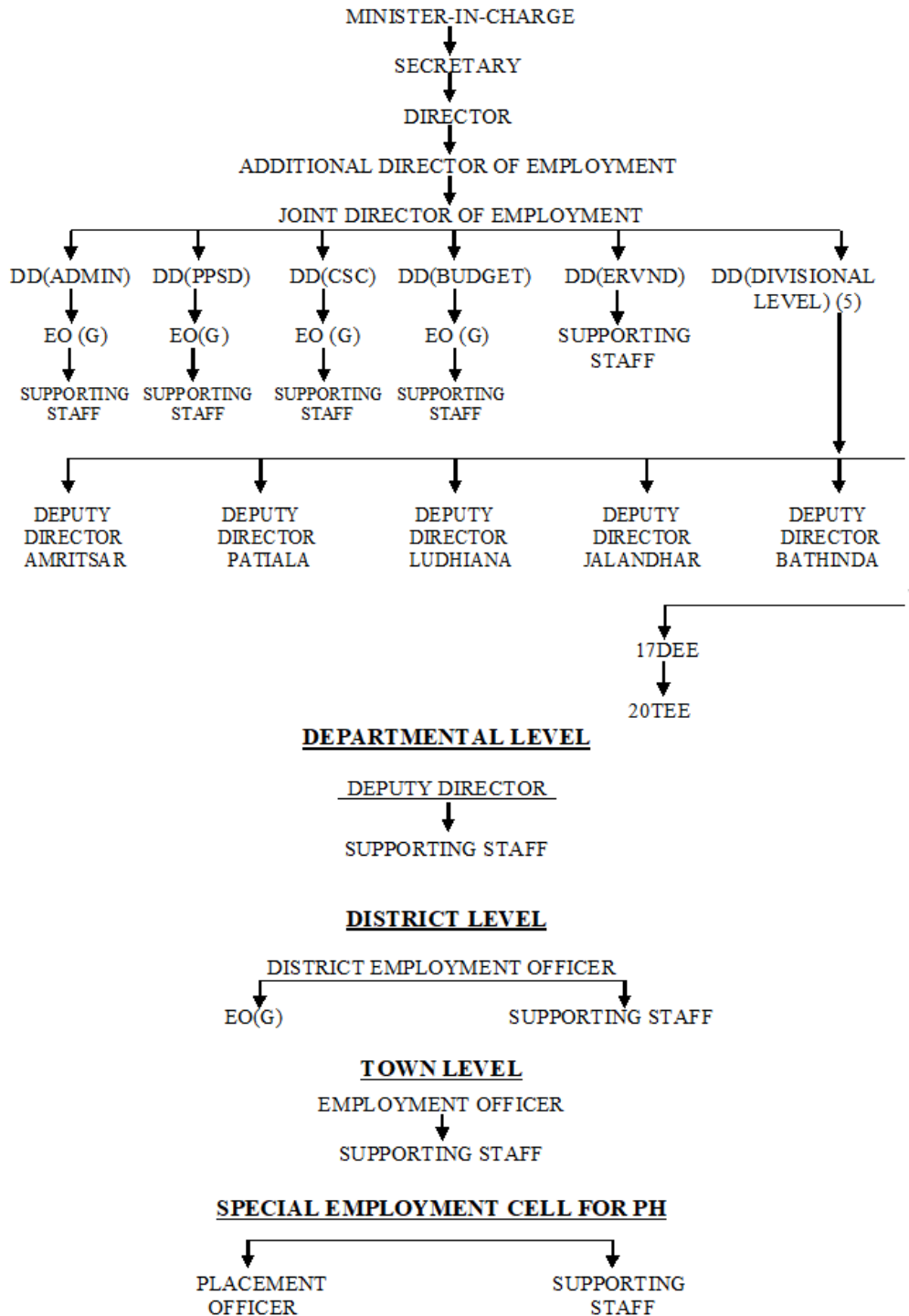
The Department of Employment Generation & Training has been created by carving out Department of Employment from Department of Labour and Employment in the year 2007. The main objectives of the new Department are to develop a new vision, new strategy and new policy frame work for employment generation, to suggest measures to establish synergy of the plans and programmes of various departments working for employment generation, to provide vocational training, to study the actual requirements of the market, to assess available skills according to the needs of market and to take effective steps to fill the gaps by way of imparting training so as to make our youth more skilled, competent, employable and competitive not only in the domestic but also in the global market.

The Government in 2017 decided to give more focus to the employment generation. It was decided to set up Punjab Ghar Ghar Rozgar and Karobar Mission (PGRKAM) to take up the main objects which are as under:-

1. To strengthen supply side by empowering our youth with skills
2. To strengthen demand side by generating quality jobs
3. To bridge industry institutional structure
4. To devise strong implementation and monitoring framework.

The Department of Employment Generation and Training is being restructured with setting up of DBEE's (District Bureau of Employment and Enterprises) in each of the 22 Districts of the State.

2. ORGANIZATIONAL SETUP OF THE DEPARTMENT:



1) Directorate Employment Generation& Training Punjab	:	1
2) Deputy Director Employment Generation & Training offices	:	4
3) District Bureau of Employment Generation & Training Department	:	22
4) Town Employment Exchanges	:	20
5) Special Employment Cell for PWD	:	1

3. Comparative Charts (Physical & Financial Progress of Department) for previous two years compared with year being reported in tabulated form- (1-4-2015 to 31-3-2018)

The position regarding sanctioned vacancies, filled vacancies and unfilled vacancies in the Department of Employment Generation and Training from 1-4-15 to 31-3-2018 is as under:-

		01-04-2015 to 31-03-2016			01-04-2016 to 31-03-2017			01-04-2017 to 31-03-2018			
Sr. No	Category	Sanctioned vacancies	Filled vacancies	Unfilled vacancies	Sanctioned vacancies	Filled vacancies	Unfilled vacancies	Sanctioned vacancies	Filled vacancies	Unfilled vacancies	Reasons
1	Group-A	32	22	10	32	22	10	32	20	12	Some of the Group-A vacancies remained unfilled due to retirement of officers.
2	Group-B	150	82	68	150	78	72	150	78	72	Group-B vacancies remained unfilled because no candidate was recommended by Punjab Public Service Commission.
3	Group-C	253	80	173	253	181	72	253	193	60	some of the promotion posts are vacant.
4	Group-D	202	103	99	202	96	106	202	95	107	Group-D vacancies remained under process. recruitment on compassionate ground vacancies was done

BUDGET

The budget position of the Department for the year 2015-16, 2016-17 and 2017-18 is as follows:

(in thousand)

Year	Allotment		Expenses	
	Plan	Non-Plan	Plan	Non-Plan
1-4-15 to 31-3-16	15,33,13/-	16,07,80/-	13,42,84/-	15,45,97/-
1-4-16 to 31-3-17	11,70,00/-	16,22,65/-	11,70,00/-	15,62,29/-
1-4-17 to 31-3-18	26,32,00/-	18,36,19/-	21,60,00/-	17,05,64/-

4. VISION, MISSION & GOALS:

a) Vision (Long term Transformational Objectives) :-

To provide counselling to each and every student/candidate and employment assistance. To enhance the employability of unskilled, semi-skilled youth through various Skill Development Schemes. To create data bank of Skilled Punjab youth so that various employers can use it.

b) Mission (Achievable Tasks Stations) :-

- Registration of job-seekers for employment assistance.
- Placement of registered candidates.
- Vocational Guidance Programme.

c) Goals (Measurable parameters or Key Indicators of performance) :-

- To develop a vision, strategy & policy framework for employment generation & training
- To suggest measures to derive synergy of the plans and programmes of various departments working directly or indirectly for employment generation and vocational training.
- To advise on institutional and organizational mechanism for effective implementation of the action plan for employment generation and the vocational training to make the youth really employable by enhancing their skills and competencies.
- To regularly plan, implement, monitor and oversee employment generation action plans in the state and advise on the future steps to be taken.
- To facilitate manpower planning and vocational training in all the key sectors of the economy.
- Bringing out critical gaps in various services sectors and facilitate addressing these gaps as per the requirement of the national and international market.
- To identify and advise on the regulatory aspects of job oriented training policies.

- Facilitate establishing more job oriented vocational institutions in the public private partnership mode in line with the requirement of skilled manpower and enhancing the capacity of the existing institutions.
- Harnessing the potential of various self-help youth groups and educational organizations of repute.
- To create more job opportunities, the District Bureau of Employment and Enterprises has to be established as per Punjab Government notification no. 6\$2\$20174EGT\$489 dated 04-09-2017.
- Ghar Ghar Rozgar Portal is also going to be launched.

d) Policy :-

GGR WEB PORTAL

- **Purpose-** GGR Web Portal has a purpose to provide an interactive one stop digital platform to job seekers and employers which allows match making between the demand of the employer and qualification of a job seeker automatically and notifies the job availability to the job seeker.
- **Content-** Portal will be launched to provide an interactive one stop digital platform to job seekers and employers which allows match making between the demand of the employer and qualification of a job seeker automatically and notifies the job availability to the job seeker.
- **Output- GGR WEB PORTAL**
www.ghargharrozgar.punjab.gov.in portal got launched in February 2018.

All services for employment generation become available through Portal.

Both the Employers and Job seekers can register themselves to make E-interaction which is the objective of Employment Generation and Training would be met through proposed hiring of technical team to create in-house capacity.

e) Programmes & Projects description including Annual Targets:

THE PERSONS WITH DISABILITIES (EQUAL OPPORTUNITIES PROTECTION OF RIGHTS AND FULL PARTICIPATION)

The different provisions of the RPWD Act are also being implemented in the State of Punjab. The Department of Employment of Punjab has been entrusted with the implementation of Chapter VI section 36.

VOCATIONAL GUIDANCE PROGRAMME

The main objective of the programme is to provide guidance and employment (counselling) to students of schools/colleges and un-employed youth registered with the Employment Exchanges, keeping in view their physical, educational and mental capacities, interests, and aptitude and present employment trends. 22 Vocational Guidance Units have been set up in the State. The work done by these units is controlled by the field Deputy Directors (see Annexure-A). The vocational guidance is a free and voluntary service which is provided to all the registered candidates and the students of the schools, colleges and universities by the department.

Motivation for Self-Employment

Due to shortage of employment in Government sector, the unemployed youth are motivated to start self-employment programmes and given awareness about various loan schemes from various department through school talks and self-employment camps. To enhance the employability, candidates are advised to seek training in short term courses by ITIs and given awareness about SDI schemes.

Career Month (Mass Counselling Programme)

The vocational guidance units of various Employment Exchanges in the state organize one month's mass guidance and counselling programme every year. In this programme, students of high/senior secondary schools and colleges are given information regarding various occupations and new emerging occupations according to the current market scenario and regarding vocational trainings conducted by the Department. This mass counselling is conducted by the Department in addition to regular vocational counselling for which cooperation is sought from resource persons of various department like Animal husbandry, Fisheries, Dairy, Horticulture etc.

Placement Camps

The employment offices organize placement camps in their respective offices in collaboration with employers from the private sector to provide employment to unemployed youth.

CAREER STUDY CENTRE (QUARTERLY MAGAZINE- KITTA SUCHNA)

The Career Study Centre was established in the Directorate of Employment, Punjab, Chandigarh in the year 1971 on the pattern prescribed by the D.G.E&T. New Delhi. The main functions of this cell are the publication and distribution of the career literature. A Quarterly magazine 'Kitta Suchna' which contains information about employment in various occupations/careers, self-employment and training facilities in the shape of articles, success stories and poems are being published by the Career Study Centre and distributed to the High/Senior Secondary Schools/Colleges and Libraries. In the month of March 2018 Ghar Ghar Rozgar Magazine was released by worthy CM in Mega Job Fair at Ludhiana. One of the functions of this cell is to print S.E.E. forms from the Government press and supply these to the field exchanges.

ENFORCEMENT OF COMPULSORY NOTIFICATION OF VACANCIES ACT, 1959

With a view to ensure proper compliance of the provisions of Employment Exchanges (Compulsory Notification of Vacancies) Act 1959, an Enforcement Cell was set up in the Directorate of Employment Punjab in July, 1974.

EMPLOYMENT MARKET INFORMATION PROGRAMME

This programme envisages quarterly study of employment situation in the State. The information thus collected is compiled and submitted to the Director General of Employment and Training, Govt. of India, Ministry of Labour, New Delhi and State Planning Board for formulating manpower related schemes. This programme helps in identifying the changes in the pattern of employment and occupations and the extent of shortage and surplus of various types of workers in the State. The programme covers all the establishments in Public Sector including Quasi Government establishments and those in (Non-Agricultural) Private Sector, which normally employs 10 or more persons.

SCHEME FOR PAYMENT OF UNEMPLOYMENT ALLOWANCE TO EDUCATED UNEMPLOYED PERSONS

Objective of the scheme in brief:	To provide unemployment allowance to the unemployed candidates registered with employment offices.
Eligibility Criteria/ who can apply	a) A candidate must be between the age of 17 to 40 years and minimum qualification is matric b) The annual family income of candidates must be less than Rs12000/- c) Candidate should not be a regular student and he must be unemployed. d) Candidates avail unemployment allowance according to as follow: <u>For Blind, Deaf & Dumb impaired candidates:</u> After first quarter from the date of registration. <u>For Orthopedically Handicapped candidates:</u> After one year from the date of registration. <u>For Other category candidate:</u> After 3 years from the date of registration.
Benefits/ Assistance given	<u>For Blind, Deaf and Dumb Persons:- Allowance</u> a) For Matriculate/Under Graduate applicants: Rs 450/- b) For Graduate/Post Graduate applicants : Rs 600/- <u>For Ortho-pedically Handicapped Persons:-</u> a) For Matriculate/Under Graduate applicants: Rs 225/- b) For Graduate/Post Graduate applicants : Rs 300/- <u>For all other category of Persons:-</u> a) For Matriculate/Under Graduate applicants: Rs 150/- b) For Graduate/Post Graduate applicants : Rs 200/-

FOREIGN EMPLOYMENT AND TRAINING BUREAU

The Government of Punjab created Foreign Employment and Training Cell in the Department of Employment Generation & Training in 1971

- Department would provide counselling assessment and foreign placements, foreign study, emigration consultancy through DBEEs.

- Expression of Interest from interested parties has been invited and further process is on the way.

MAI BHAGO ARMED FORCES PREPARATORY INSTITUTE: Mai Bhago Armed Forces Preparatory Institute for Girls has been established by the Government of Punjab in Sector 66, S.A.S Nagar. The Institute commenced training with effect from first week of July 2015. Its aim is to train selected young girls from Punjab for commission into the Armed Forces through the OTA (Officer Training Academy) Chennai and equivalent Naval/Air Force Academies. The Institute has the capacity to train 75 girls at any one time (25 girls inducted each year). Duration of the training is three years.

MAHARAJA RANJIT SINGH ARMED FORCES PREPARATORY INSTITUTE (MRSAPFI): has been established by the Government of Punjab in Sector 77, SAS Nagar (Mohali). The Chief Minister of Punjab is the Chairman of the Governing Body of the Institute. The institute aims at training selected young men from Punjab for permanent commission in the Armed Forces through the National Defence Academy/equivalent service academy. The institute is designed to train 96 boys at any one time. The first batch of 45 cadets commenced training at the institute on 25 April 2011. Currently the fifth and sixth courses are undergoing training with us.

CENTRE FOR TRAINING & EMPLOYMENT OF PUNJAB YOUTH (C-PYTE): C-PYTE is the brain child of such leaders of Punjab who have dedicated themselves to maintain the integrity of the State. It inspires and encourages the youth to develop their skills by providing training for induction into Defence forces and Para military forces through its 15 training centres. The major beneficiaries of this scheme are the rural unemployed youth who are given pre-selection training for joining the Defence Force, Central Para Military Forces besides imparting technical training to upgrade their skills and to inspire and encourage the youth to upgrade their skills in different trades for making them more employable and to motivate the youth to join the national main stream.

APNI GADDI APNA ROZGAR

- AGAR aims to create jobs by way of self-employment in transport sector by engaging private players.
- MOUs have been signed with OLA and UBER.
- 8000 micro entrepreneurs have benefitted under AGAR Scheme by way of self-employment till date.
- About 70,000 youth will benefit under this scheme in the next five years.
- Companies are operating in metro cities of the State where youth from any part or background may come, be a part of AGAR Scheme and benefit.

GGR WEB PORTAL

- www.ghargharrozgar.punjab.gov.in portal will be launched to provide an interactive one stop digital platform to job seekers and employers which allows match making between the demand of the employer and qualification of a job seeker automatically and notifies the job availability to the job seeker.

- Portal would become operational by February 2018.
- All services for employment generation would become available through Portal.
- E-interaction objectives of EGT would be met through proposed hiring of technical team to create in-house capacity.

SURVEY OF GHAR GHAR BE-ROZGARS

- Survey under Ghar Ghar Rozgar would be conducted along with the survey under Mahatma Gandhi Sarbat Vikas Yojna (MGSVY) since the objectives of MGSVY and Ghar Ghar Rozgar are same.
- This exercise would give the State Government the exact figures which would help in targeted approach.

f) Annual targets of each program/ project (down to district, block, town & village):

VOCATIONAL GUIDANCE PROGRAMME

The main target of the programme is to provide guidance and employment (counselling) to students of schools/colleges and un-employed youth registered with the Employment Exchanges, keeping in view their physical, educational and mental capacities, interests, and aptitude and present employment trends.

Target to Motivate for self-employment

To enhance the employability, candidates are advised to seek training in short term courses by ITIs and given awareness about SDI schemes.

Career Month (Mass Counselling Programme)

The target of vocational guidance units of various Employment Exchanges in the state organize one month's mass guidance and counselling programme every year. In this programme, students of high/senior secondary schools and colleges are given information regarding various occupations and new emerging occupations according to the current market scenario and regarding vocational trainings conducted by the Department.

Placement Camps

The employment offices organize placement camps in their respective districts in collaboration with employers from the private sector to provide employment to unemployed youth.

EMPLOYMENT MARKET INFORMATION PROGRAMME

The target of programme is to cover all the establishments in Public Sector including Quasi Government establishments and those in (Non-Agricultural) Private Sector, which normally employs 10 or more persons.

MAI BHAGO ARMED FORCES PREPARATORY INSTITUTE: Its target is to train selected young girls from Punjab for commission into the Armed Forces through the OTA (Officer Training Academy) Chennai and equivalent Naval/Air Force Academies. The Institute has the capacity to train 75 girls at any one time (25 girls inducted each year). Duration of the training is three years.

MAHARAJA RANJIT SINGH ARMED FORCES PREPARATORY INSTITUTE (MRSAPFI): The institute is designed to train 96 boys at any one time. The first batch of 45 cadets commenced training at the institute on 25 April 2011. Currently the fifth and sixth courses are undergoing training with us.

CENTRE FOR TRAINING & EMPLOYMENT OF PUNJAB YOUTH (C-PYTE): The major target of this scheme is the rural unemployed youth who are given pre-selection training for joining the Defence Force, Central Para Military Forces besides imparting technical training to upgrade their skills and to inspire and encourage the youth to upgrade their skills in different trades for making them more employable and to motivate the youth to join the national main stream.

APNI GADDI APNA ROZGAR

- AGAR targets to create jobs by way of self-employment in transport sector by engaging private players.
- About 70,000 youth will benefit under this scheme in the next five years.

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5. KEY PERFORMANCE INDICATORS/IMPLEMENTATION OF 4:

a) Review of key activities in the department during the past financial year:

Career Study Centre (Quarterly Magazine-Kitta Suchna)

Sr. No.	01.04.16 to 31.03.17	01.04.17 to 31.03.18
1	During the year 2016-17 amount of Rs. 2,04,000/- was distributed among all the Employment Exchanges of Punjab for purchasing stationery	Amount of Rs 1,91,000/- was distributed among all the Employment Exchanges of Punjab State.
2	In this period magazine "Kitta Suchna" March 2015, June 2015, September 2015 and December 2015 was printed & distributed among all the District Employment Generation & Training Offices of Punjab.	Quarterly Magazine "Kitta Suchna" was published & distributed among all the Employment Exchanges of Punjab. Ghar Ghar Rozgar newsletter (6monthly) has been published and further unveiled by Hon'ble CM Punjab on 11.03.2018
3	Various forms received from stationery department sent the indent to stationery department and received supply and distributed to the Directorate and all the Employment Exchanges in Punjab	Various forms received from Stationery department sent the indent to stationery department and received supply and distributed to the Directorate and all the Employment Exchanges in Punjab.
4	Calendars were also Distributed	Calendars were also distributed
5	The proof of Department procedure set were read and printing continued	With some additional changes Procedure set of the department it was sent to Printing Press.
6	The communications regarding qualification from different Employment Exchanges were also dealt with.	The communications regarding qualification from different Employment Exchanges were also dealt with.
7	Officer diaries were distributed	Supply of Executive Diaries was received and further distributed.
8	Proof read Service card and sent to Printing Press for printing	After printing, Service card supply was received from printing press.

Enforcement of Compulsory Notification of Vacancies Act, 1959

Period	Public/Private Sectors Employers Record Checked
2015	731
2016	856
2017	976

Un-Employment Allowance

The details of un-employment allowance disbursed during the year 1-4-15 to 31-3-16, 1-4-16 to 31-3-17 and 1-4-17 to 31-3-18 are as under :-

Year	Expenditure	Applicants			Total		Grand Total
		SC	BC	Others	Men	Women	
1-4-15 to 31-3-16	2,72,100-00	63	09	138	114	96	210
1-4-16 to 31-3-17	1,54,950-00	47	7	80	83	51	134
1-4-17 to 31-3-18	2,88,075-00	73	19	100	103	89	192

Foreign Employment and Training Bureau:

The work done by this Bureau in year 2016-17 and 2017-18 is as under:-

01/04/2016 to 31/03/2017	01/04/2017 to 31/03/2018
Migrant Resource Centre: In the year 2016-17, MRC was run by the officers and employees of Foreign Employment & Training Bureau itself. MRC works towards guidance & counselling of prospective emigrants, so that they can be saved from unscrupulous agents. They are provided information about Emigration Act 1983, general emigration rules of foreign countries, skill shortage list/ positive list of occupations in demand is also being provided by MRC. 325 candidates approached this office for information on emigration Registration: 20 Candidates got themselves registered in the Foreign Employment & Training Bureau in the Financial Year 2016-17.	Migrant Resource Centre: In the year 2017-18, MRC was run by the officers and employees of Foreign Employment and Training Bureau itself. MRC works towards guidance & counselling of emigrants, so that they can be saved from unscrupulous agents. They provided information about Emigration Act 1983, general emigration rules of foreign countries, skill shortage list/ positive list of occupations in demand is also being provided by MRC. 212 candidates approached this office for information on emigration Registration: 14 Candidates got themselves registered in the Foreign Employment & Training Bureau in the Financial Year 2017-18. Punjab Government has set up District Bureaus of Employment & Enterprises (DBEE) in every District with main focus on providing all facilities to the un-employed under one roof. Service for Overseas Placement has been started to provide necessary support to the youth desiring overseas placement such as information about overseas

	opportunities, clearness required, counselling and other support. Till now 4 Recruiting Agents are empaneled in 4 (four) Districts i.e. Bathinda, Roopnagar, Jalandhar & S.A.S Nagar (Mohali). In future the service will be provided to the other Districts of Punjab as well.

TRAINING PROGRAMMES BY DIRECTORATE OF EMPLOYMENT GENERATION AND TRAINING:

Training Programmes: There is a staff training unit in the Directorate of Employment Generation and Training, Punjab. This unit arranges training courses for the officers/employees of the Department. During the period 1-4-15 to 31-3-16 and 01-04-2016 to 31-03-2017 and 01-04-2017 to 31-03-2018 the officers/employees who were trained is mentioned below:-

Year	No. of Officers	No. of Employee	Place of Training	
01-04-2015 to 31-03-2016	30	--	NIELIT	NCS Portal
	22	--	MGSIPAP, Sec-26, Chd.	NCS Portal
	10	--	MGSIPAP, Sec-26, Chd.	General Subject
	--	05	MGSIPAP, Sec-26, Chd.	Office Procedure
01-04-2016 to 31-03-2017	30	--	NIELIT, Mohali	
	9	2	MGSIPAP, Chd.	
01-04-2017 to 31-03-2018	6	--	NICS New Delhi	Capacity Building
	02	--	MGSIPAP, Sec-26, Chd.	Stress Management
	04	--	MGSIPAP, Sec-26, Chd.	Government E-procurement

REGARDING COMPLAINTS

01-04-15 to 31-03-16	During the period 01-04-15 to 31-03-16 total 07 manual complaints were received and these 07 complaints were disposed on the spot. Except that 59 Complaints were received on PB GRAMS Portal and out of them 58 Complaints were disposed on the spot. One complaint is pending now.
01-04-16 to 31-03-17	During the period 01-04-16 to 31-03-17 total 3 manual complaints were received and these 3 complaints were disposed on the spot.

01-04-17 to 31-03-18	During the period 01-04-17 to 31-03-18, 1 manual complaint was received and that was disposed on the spot.

EMPLOYMENT ASSISTANCE BRANCH

1-4-15 to 31-3-16	The employment assistance branch during the period 1-4-15 to 31-3-16, 417 letters was received from various applicants. All these applications have been forwarded to concerned officers for necessary action at the end.
1-4-16 to 31-3-17	The employment assistance branch during the period 1-4-16 to 31-3-17, 461 letters was received from various applicants. All these applications have been forwarded to concerned officers for necessary action at the end.
1-4-17 to 31-3-18	The employment assistance branch during the period 1-4-17 to 31-3-18, 1025 request application have been sorted out.

RTI (01-04-2017 to 31-03-2018)

Sr. No.	Number of requests received at Directorate	Total registration fee collected at Directorate	Total additional fee collected
1.	46	390	132

Sr. No.	Total No. of 1st appeals instituted	No. of appeals decided				Number of appeals pending	Number of appeals rejected	Number of appeals accepted
		Within 30 days	Within 45 days	More than 45 days	Total			
1.	5	1	-	4	5	-	-	3

b) Review of goals achieved during the past financial year (completed, in progress, ongoing, no action, deleted):

Work done by the Department in respect of registration and placement during the year 1-1-15 to 31-12-15, 1-1-2016 to 31-12-2016 and 1-1-2017 to 31-12-2017 are given below:

Sr. No.		1-1-15 to 31-12-15	1-1-16 to 31-12-16	1-1-17 to 31-12-17
1	Registration	95694	68609	94643
2	Vacancies Notified	7094	6632	11,680

3	Placement	3053	2782	3370
4	Live Register	341340	318256	298673

i) **EMPLOYMENT ASSISTANCE TO EDUCATED UNEMPLOYED:**

The comparative details of employment assistance rendered to educated unemployed applicants during the year 1-1-2015 to 31-12-2015, 1-1-2016 to 31-12-2016 and 1-1-2017 to 31-12-2017 are as under:-

Sr N.	Level of Qualification	Registration			Placement			Live Register		
		1-1-15 to 31-12-15	1-1-16 to 31-12-16	1-1-17 to 31-12-17	1-1-15 to 31-12-15	1-1-16 to 31-12-16	1-1-17 to 31-12-17	1-1-15 to 31-12-15	1-1-16 to 31-12-16	1-1-17 to 31-12-17
1	Matric, Higher Secondary and Under Graduate	53343	43540	50182	1022	1053	1313	194598	184472	168990
2	Graduates	12017	11022	15772	75	21	57	41008	43561	42976
3	Post Graduates	4958	3002	5555	4	70	25	14385	13523	14461

ii) **EMPLOYMENT ASSISTANCE TO EX-SERVICEMEN**

Period	Registered	Live Register
1-1-15 to 31-12-15	1025	6972
1-1-16 to 31-12-16	1077	6010
1-1-17 to 31-12-17	735	5304

iii) **EMPLOYMENT ASSISTANCE TO PERSONS WITH DISABILITIES (PWD)**

Year	Registered Candidates	Notified Vacancies	Placement	Placement through Placement Camp/Job Fair	Live Register	Allowance	
						No. of Candidates	Amount
2015	1560	111	3	3	11280	42	86400
2016	1340	65	11	9	11856	11	7200
2017	1564	77	17	39	12869	6	17100

VOCATIONAL GUIDANCE PROGRAMME

- a) The comparative study of work done by Vocational Guidance units during the year is given below:-

Sr. No.	Item	1-1-15 to 31-12-15	1-1-16 to 31-12-16	1-1-17 to 31-12-17
1	Number of Group Discussions held	5205	4279	4314
2	Number of applicants who attended Group Discussions	21456	18245	20586
3	Number of old cases reviewed from Live Register	5571	4720	1927
4	Number of applicants given individual guidance	3254	2446	3149
5	Number of Career Conferences/ Exhibitions held	139	85	56
6	Number of persons (students, teachers and parents) who attended the Career Conferences	68207	41795	23605
7	Number of Career talks given in schools/colleges	1235	2091	901
8	Number of applicants who were informed by post about the advertised vacancies	34957	244735	22926
9	Number of applicants motivated for competitive Examinations	18241	35879	14107
10	Mass guidance counselling programme Institute covered	2235	2628	1248
	Guided candidates in Mass guidance counselling programme	225050	227817	190000
	Given career lectures in institutes	3044	4312	2748

GOAL ACHIEVED FOR SELF EMPLOYMENT

- a) The comparative study of work done by the Employment Exchanges during the year is given below:-

Sr. No.	Item No.	1-1-15 to 31-12-15	1-1-16 to 31-12-16	1-1-17 to 31-12-17
1	Number of candidates motivated for Self-Employment	8950	5858	8157
2	Number of persons participated in this field.	12568	6328	5406
3	Number of application/ applicants forwarded to different organizations for loans.	6654	1637	561

4	Number of candidates received loans/started new ventures under the self-employment schemes.	379	18	72
5	Number of Self Employment camps organized by the department.	130	120	68
6	Number of participants in self-employment camps.	20829	4118	7177

b) Placement Camps

Period	Organized Rozgar Melas	No. of Participated Candidates	Placement
2016	33	14040	2686
2017	207	108094	14646
2018	206	13689	14046

MAI BHAGO ARMED FORCES PREPARATORY INSTITUTE:- Enrolment

Year	Target	Achievement	Remarks
2015	25 Lady Cadets	25 Lady Cadets	As per designed capacity
2016	25 Lady Cadets	25 Lady Cadets	Additional because of vacancy of 1 st Course created by two LCs withdrawn from the institute on medical grounds.
2017	25 Lady Cadets	25 Lady Cadets	Adequate number of suitable candidates not available

Written Examination

a) AFCAT For 1st Course

Year	Target	Achievement	Remarks
2015 & 2016	NA	--	Qualification criteria (BA/BSc) not fulfilled
2017	100% (23 Lady Cadets)	35% (8 Lady Cadets qualified)	

MAHARAJA RANJIT SINGH ARMED FORCES PREPARATORY INSTITUTE:-

During the period 01 April 2016 to 31 March 2018 the progress has been as under:-

- a) 01 April 2016 to 31 March 2017- 8 cadets joined NDA, 01 Cdt joined NAVAC and 01 Cdt joined IMA.
- b) 01 April 2017 to 31 March 2018- 19 cadets joined NDA, 02 Cdt joined IMA and 01 Cdt 01 OTA.

CENTRE FOR TRAINING & EMPLOYMENT OF PUNJAB YOUTH (C-PYTE):-**Achievements & Targets during the year 2015-16 & 2016-2017 & 2017-18**

Period	No. of Youth were trained in these camps	Placement
2015-16	7696	1079
2016-17	6107	925
2017-18	5603	1189

APNI GADDI APNA ROZGAR:

No. of Unemployed youth got job through OLA and UBER as follow:

Period	OLA	UBER	Total
01-04-2017 to 31-03-2018	7013	4480	11493

6. ACHIEVEMENTS/ OUTCOMES

- a) Notable achievements concerning the department (accreditation, external reviews, new programs and related information):

Trend Values of the Success Indicators

Sr. No	Objective	Action	Success Indicator	Unit	Actual value of FY 16/17	Actual Value for FY 17/18
1	Registration of job-seekers for employment assistance	To register candidates	No. of candidates registered	Nos	68,609	94,683
2	Placements	To place registered candidates	Number of placements	Nos	2,782	3,608

3	Vocational Guidance	Department provides guidance, counselling and awareness through its various vocational guidance programmes organized in Schools/colleges/ Institutes	a.Career talks in Schools/colleges and through Mass Counselling Programme	Nos	2091	901
			b.Career Conferences/ exhibitions.		85	56
			c.Placement Camps.		33	149
			d.Self-Employment Camps.		120	68
			e.Individual guidance.		2,446	3,149
			f. To counsel youth regarding posts advertised in Magazines / Newspapers / T.V./ Internet etc.		2,44,735	1,05,480
			g.Total Number of candidates motivated.		4,03,408	4,43,562
4	E.M.I	Department implements E.M.I programme through Establishment Reporting System. Employment Exchanges are responsible for collecting regular information about employment in the Private Sector as well as in the Public Sector	a.Collection of EMI Returns under Compulsory Notification of Vacancies Act, 1959.	Nos	7,993	7,782
			b.Record checking of Act Establishments.		856	976
5	Unemployment Allowance	Department disburses Unemployment Allowance to its registered eligible candidates.	a.No. of candidates.	Nos	134	192
			b.Amount disbursed.	Rs.	1,54,950	2,88,075
6	Training Institute	To enhance employability of Punjab youth in Armed forces,	a.Pre recruitment training of candidates for Military/ Para-	Nos	7032	6,792

		Paramilitary forces and provide guidance and counselling to youth of Punjab, who are desirous of going abroad	Military services through C-PYTE. b. Pre-Recruitment training of students for joining Army as commissioned officers through NDA by MRSAFPI. c. Pre-Recruitment training of students for joining Army as commissioned officers through NDA by MBAFPI. d. Migrant resource Centre working under FETB to provide guidance and counselling to youth desirous of going abroad		11 -- 325	18 -- 212
7	Capacity Building	To provide training to its employees/ officers through State and Central Govt. training agencies.	a. Training of officers. b. Training of employees.	Nos	17 4	23 47

b) Qualitative:

- i) Department registers candidates who come on their own to its offices. Officers of the department also motivate students and candidates to get themselves registered for employment assistance through their talks delivered during various V.G. programmes the department renders all its services free of cost.
- ii) Placement of registered candidates is carried out through notified vacancies, advertised vacancies and Rozgar Melas.
- iii) Department provides guidance, counselling awareness through its various vocational guidance programmes like Career talks, Career Conferences/ Exhibitions, Self-Employment Camps, Individual guidance and one month Mass counselling programme.
- iv) Department implements EMI programme through Establishment Reporting System. Employment Exchanges are responsible for collecting regularly information about employment in the Private Sector as well as in the Public Sector through Collection of E.M.I Returns under Compulsory Notification of Vacancies Act, 1959.

v) Department disburses Unemployment Allowance to its registered eligible candidates.

vi) To provide training to its employees/ officers through State and Central Government training agencies.

c) Policy:

GGR WEB PORTAL

- www.ghargharrozgar.punjab.gov.in portal got launched in February 2018, which aims to provide an interactive one stop digital platform to job seekers and employers which allows match making between the demand of the employer and qualification of a job seeker automatically and notifies the job availability to the job seeker.
- All services for employment generation become available through Portal.
- Both the Employers and Job seekers can register themselves to make E-interaction which is the objective of Employment Generation and Training would be met through proposed hiring of technical team to create in-house capacity.

d) Notable achievements concerning HR communication, media, information, education (activities, accomplishments, publications, conference presentation, and related information):

Mai Bhago Armed Forces Preparatory Institute:- Enrolment

Year	Target	Achievement	Remarks
2015	25 Lady Cadets	25 Lady Cadets	As per designed capacity
2016	25 Lady Cadets	25 Lady Cadets	Additional because of vacancy of 1 st Course created by two LCs withdrawn from the institute on medical grounds.
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a) AFCAT For 1st Course

Year	Target	Achievement	Remarks
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MAHARAJA RANJIT SINGH ARMED FORCES PREPARATORY INSTITUTE:-

During the period 01 April 2016 to 31 March 2018 the progress has been as under:-

- c) 01 April 2016 to 31 March 2017- 8 cadets joined NDA, 01 Cdt joined NAVAC and 01 Cdt joined IMA.
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CENTRE FOR TRAINING & EMPLOYMENT OF PUNJAB YOUTH (C-PYTE):-

Achievements & Targets during the year 2015-16 & 2016-2017 & 2017-18

Period	No. of Youth were trained in these camps	Placement
2015-16	7696	1079
2016-17	6107	925
2017-18	5603	1189

7. ORGANISATIONAL ISSUES

a) CHALLENGES:

Job Placements- a Challenge

Although every unemployed person is being employed in the state as per his will, according to various skill development schemes, giving employment opportunities to the employers, paying lesser employment, getting away from the job, not the new environment for youths and issues related to your home have become a big challenge. In addition, young people are deprived of food and health facilities at a lower price. Apart from this, migratory time also prevents the growth of their skills and education. This lack of proficiency in the occupation creates tension in them and they return to their homes and young people's training generally prepares for higher education overseas employment, not to get a job.

b) CHANGES:

In order to negate all these issues related to placements and ensure that maximum placements happen under the Skill trainings of PSDM the following initiatives have been undertaken:

- On Boarding of Industry led Training Partner with captive placements and assignment of smaller targets to the new training partners so that subsequent allotment of targets can be done on the basis of their Placement records.
- Organising Job fairs in Joint collaboration with the Employment Generation Department.
- On boarding of Local training partners who are well versed with the local industry demands and youth aspirations.
- Introduction of District specific courses which have the potential to generate wage employment within the district thereby nullifying the need of the placed candidate to relocate/ migrate.

c) REFORMS:

The Employment Generation and Training Department proposed to create Employment Bureaus that would be appropriate to explore the possibility of engaging with the organizations and help to create opportunities for the candidates to get jobs.

d) OUTCOMES:

- Registration and Placement of Job-seekers.
- Providing Vocational Guidance to job-seekers who visit the Employment Exchanges as well as to students of schools, colleges and universities.
- Publication of Career Guidance Literature and its distribution.
- Enforcement of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.
- Collection and compilation of statistics regarding Employment Market Information.
- Disbursement of Un-employment Allowance to the educated un-employed candidates registered with the Employment Exchanges.
- Providing employment assistance and guidance to persons desirous of going abroad for employment, higher education or professional training.
- Organises Rozgar Melas in which private employers participate and select candidates for placement.

8. EVALUATION: SWOT ANALYSIS (STRENGTHS, WEAKNESSES, OPPORTUNITIES & THREATS)

a) Significant challenges to the department:

While every effort is to be made to ensure that trainees get jobs that match their aspirations and aptitude, placements of candidates trained under the various skill development schemes in the state of Punjab is a challenge keeping in mind the low range of salary offered by the interested employers, relocation of the candidates, adjustment in the new environment and issues related to home. Moreover, the candidates in view of the relocation may lose access to basic welfare entitlements such

as subsidized food (PDS), health benefits etc. Migrants also are unable to identify or obtain further skilling or educational opportunities which restrict their personal and professional growth over time. This lack of career progression builds further frustration and often results in untimely return to native place. The candidate's orientation is often more towards higher education/ foreign placement rather than taking up a Job.

b) Significant internal and external strengths and opportunities of the department:

- Providing skill development training to the youth of Punjab.
- Under CNV act 1959, Employment Generation and Training Department come to know about vacant positions of public as well as private sector, so that more and more jobs can be provided to unemployed youth.
- Unemployed youth got a great opportunity for their appointments through placement camps which are being organised by Employment Generation and Training Department, Punjab

c) Provide a summary of the outcomes from surveys, benchmarks for action, and other assessment metrics from your programs and services. Include data pertinent to the operations of the department, e.g., fundraising trend data, benchmark or other comparative data etc.

Sr. No	Objective	Action	Success Indicator	Unit	Actual value of FY 16/17	Actual Value for FY 17/18
1	Registration of job-seekers for employment assistance	To register candidates	No. of candidates registered	Nos	68,609	94,683
2	Placements	To place registered candidates	Number of placements	Nos	2,782	3,608
3	Vocational Guidance	Department provides guidance, counselling and awareness through its various vocational guidance programmes organized in Schools/colleges/ Institutes	a. Career talks in Schools/colleges and through Mass Counselling Programme b. Career Conferences/ exhibitions. c. Placement Camps. d. Self-Employment Camps. e. Individual guidance. f. To counsel youth regarding posts advertised in	Nos	2091 85 33 120 2,446 2,44,735	901 56 149 68 3,149 1,05,480

			Magazines / Newspapers / T.V./ Internet etc.			
			g.Total Number of candidates motivated.		4,03,408	4,43,562
4	E.M.I	Department implements E.M.I programme through Establishment Reporting System. Employment Exchanges are responsible for collecting regular information about employment in the Private Sector as well as in the Public Sector	a.Collection of EMI Returns under Compulsory Notification of Vacancies Act, 1959. b.Record checking of Act Establishments.	Nos	7,993 856	7,782 976
5	Unemployment Allowance	Department disburses Unemployment Allowance to its registered eligible candidates.	a.No. of candidates. b.Amount disbursed.	Nos Rs.	134 1,54,950	192 2,88,075
6	Training Institute	To enhance employability of Punjab youth in Armed forces, Paramilitary forces and provide guidance and counselling to youth of Punjab, who are desirous of going abroad	c.Pre recruitment training of candidates for Military/ Para-Military services through C-PYTE. d. Pre-Recruitment training of students for joining Army as commissioned officers through NDA by MRSAPFI. e.Pre-Recruitment training of students for joining Army as commissioned officers through NDA by MBAFPI. f. Migrant resource Centre working under FETB to provide guidance	Nos	7032 11 -- 325	6,792 18 -- 212

			and counselling to youth desirous of going abroad			
7	Capacity Building	To provide training to its employees/ officers through State and Central Govt. training agencies.	a.Training of officers. b.Training of employees.	Nos	17 4	23 47

d) Delineate how specific results have been used to improve processes and programs in your department.

Key performance indicators focuses on how the task is being performed by measuring performance which are already discussed in 5th point.

9. RECOMMENDATIONS FOR NEW DEVELOPMENTS AND RESOURCES:

The strategic planning goals for the next three years, including linkages to the Department's strategic goals, identified funding sources etc.:

Sr. No.	Strategic Goals Identified	Action	Success Indicator	Unit	Target Value for FY 18/19	Projected Value for FY 19/20	Projected Value for FY 20/21
1	Registration of jobseekers for employment assistance	To register candidates	No. of candidates registered	Nos	1,50,000	1,60,000	1,70,000
2	Placements	To place registered candidates	Number of placements	Nos	30,000	40,000	50,000
3	Vocational Guidance	Department provides guidance, counselling and awareness through its various vocational guidance programmes organized in schools/ colleges/ Institutes	a. Career talks in Schools/colleges and through Mass Counselling Programme b. Career Conferences/ exhibitions. c. Rozgar Mela d. Self-Employment Camps. e. Individual guidance f. To counsel youth regarding posts advertised in Magazines/	Nos	3721 22 768 500 4032 2,50,000	3721 22 768 500 4032 2,50,000	3721 22 768 500 4032 2,50,000

			Newspapers/ T.V./ Internet etc.		4,00,000	4,10,000	4,20,000
			g. Total Number of candidates motivated.				
4	E.M.I	Department implements E.M.I programme through Establishmen t Reporting System. Employment Exchanges are responsible for collecting regular information about employment in the Private Sector as well as in the Public Sector	a. Collection of EMI Returns under Compulsory Notification of Vacancies Act, 1959. b. Record checking of Act Establishments.	Nos	8,000 1,000	8,500 1,100	8,600 1,200
5	Unemploy- ment Allowance	Department disburses Unemploye nt Allowance to its registered eligible candidates.	a. No. of candidates. b. Amount disbursed.	Nos Rs.	200 3,00,000	250 3,30,000	270 3,50,000
6	Training Institute	To enhance employability of Punjab youth in Armed forces, Paramilitary forces and provide guidance and counselling to youth of Punjab, who are desirous of going abroad	a. Pre recruitment training of candidates for Military/ Para- Military services through C-PYTE b. Pre-Recruitment training of students for joining Army as commissioned officers through NDA by MRSAFPI. c. Pre-Recruitment training of students for joining Army as commissioned officers through NDA by MBAFPI.	Nos	10,000 48 25 --	10,000 48 25 --	10,000 48 25 --

			d. Migrant resource Centre working under FETB to provide guidance and counselling to youth desirous of going abroad.				
7	Capacity Building	To provide training to its employees/ officers through State and Central Govt. training agencies.	a. Training of officers. b. Training of employees.	Nos	40 40	40 40	40 40

DESCRIPTION OF FUTURE GOALS/OBJECTIVES

a) Short Term (One Year)

PLACEMENT CAMPS: The Department through its offices organise placement camps and exhibitions to apprise the student/job seekers with the latest trends of jobs in the market/industry.

REGISTRATION: Registration of job-seekers for employment assistance.

b) Long Term (Two to Five Years)

SKILL DEVELOPMENT/ TRAINING: It will be necessary to impart skills to all those who are not considered or found immediately employable by all the employers, to prepare them for some suitable jobs. Skilling the youth after proper skill gap analysis and assessment of demand from the employers, would be a major task which the Employment Bureaus and the Punjab State Skill Development Mission should pursue vigorously.

c) A summary of policy reforms & plans for the coming financial year to achieve goals.

GHAR GHAR ROZGAR AND KAROBAR- THE WAY FORWARD

- Establishment of Employment Bureaus: The Bureaus will be inaugurated in all the Districts of Punjab which would be appropriate to explore the possibility of engaging with the organizations.
- Survey of Ghar Ghar Rozgar and Karobar Mission: The Ghar Ghar Rozgar and Karobar Mission aims to ensure that atleast one member of the needy families of the state gets a job or some assistance from the government to start an enterprise. It may be necessary to conduct a comprehensive survey to identify unemployed or under employed youth in the state in all categories, be that skilled, unskilled, educated, uneducated, young or not so young in employable age so that work programme of the government to achieve the task could be designed and reoriented accordingly.

10. PERFORMANCE & INITIATIVES BY AGENCIES OF THE DEPARTMENT (its corporation/ Directorate/ autonomous body etc.)

The State Government has taken initiative towards facilitating Employment. The State level Mega Job Fairs have opened various job opportunities for our youth and the CM Scholarship Scheme has created new avenues for bright and talented students to acquire Technical Education and Skills. This year our effort shall be to promote Apprenticeship Scheme and work towards setting up of Centres of Excellence and Punjab Skills University. This year our effort would be to promote the youth through Apprenticeship Scheme and work towards setting up of Centres of Excellence and Punjab Skills University and to make the youth employable.

11. Appendices: Annexure A is attached herewith.

LIST OF VOCATIONAL GUIDANCE UNITS FUNCTIONING IN PUNJAB

Sr.No.	Name of the Employment Exchanges where Vocational Guidance units are functioning
1	Mohali at Chandigarh.
2	Amritsar
3	Gurdaspur
4	Jalandhar
5	Kapurthala
6	Hoshiarpur
7	Ludhiana
8	Ferozpur
9	Patiala
10	Fatehgarh Sahib
11	Sangrur
12	Ropar
13	Bathinda
14	Faridkot
15	Mansa
16	Moga
17	Muktsar
18	Nawan Shahr
19	Barnala
20	Tarn Taran
21	Pathankot
22	Fazilka

LIST OF DEPUTY DIRECTORS (VOCATIONAL GUIDANCE DIVISION)

1. Deputy Director (Vocational Guidance Division), Patiala.
2. Deputy Director (Vocational Guidance Division), Amritsar.
3. Deputy Director (Vocational Guidance Division), Jalandhar.
4. Deputy Director (Vocational Guidance Division), Ferozpur.

Chapter XVII

Trainings

Sr. No.	Content	Page No.
1.	Letter regarding Training of Contractual Staff viz. Dy. CEO, Placement Officer, Counsellors to be recruited for DBEEs	1-2
2.	Letter regarding Training Program for Newly Appointed Dy. CEOs/ Placement Officers/ Career Counsellors of DBEEs	3
3.	Letter regarding Training Program for Newly Appointed Dy. CEOs/ Placement Officers/ Career Counsellors of DBEEs at Mahatma Gandhi State Institute of Public Administration	4
4.	Letter regarding 02 Days Training Program for Newly Appointed Dy. CEOs/ Placement Officers/ Career Counsellors of DBEEs on 7-2-2019 & 8-2-2019	5
5.	Letter regarding Training Program for Dy. CEOs/ Placement Officers/ Career Counsellors of DBEEs	6
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ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਵੱਲ,

Dr. R.K. Sharma
AF (FD) in charge (Trg)
Mahatma Gandhi State Institute of Public Administration Punjab,
Institutional Area Sector -26, Chandigarh.

ਨੰ: PPSD/1/2018/ ਟ੍ਰੇਨਿੰਗ / 25446

ਮਿਤੀ: 17-10-2018

ਵਿਸ਼ਾ: ਵਿਭਾਗ ਦੇ ਅਧਿਕਾਰੀ ਅਤੇ ਜ਼ਿਲ੍ਹਾ ਬਿਊਰੋ ਆਫ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਵਿੱਚ ਨਵੇਂ ਭਰਤੀ ਕੀਤੇ ਜਾਣ ਵਾਲੇ officials ਡਿਪਟੀ ਸੀ.ਈ.ਓ., ਪਲੇਸਮੈਂਟ ਅਫਸਰ, ਕਾਊਂਸਲਰਾਂ ਦੀ ਟ੍ਰੇਨਿੰਗ ਸਬੰਧੀ।

ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ ਪੰਜਾਬ ਬਹੁਤ ਸਮੇਂ ਤੋਂ ਵਿਦਿਆਰਥੀਆਂ ਅਤੇ ਬੇਰੋਜ਼ਗਾਰ ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਰੋਜ਼ਗਾਰ ਮੁਹੱਈਆ ਕਰਵਾਉਣ ਅਤੇ ਆਪਣੇ ਜੀਵਨ ਦਾ ਸਹੀ ਰਾਹ ਚੁਣਨ ਲਈ ਕੰਮ ਕਰਦਾ ਆ ਰਿਹਾ ਹੈ। ਇਸੇ ਦਿਸ਼ਾ ਵਿੱਚ ਹੋਰ ਕਦਮ ਪੁੱਟਦੇ ਹੋਏ ਵਿਭਾਗ ਵੱਲੋਂ ਜ਼ਿਲ੍ਹਾ ਸਦਰ ਮੁਕਾਮਾਂ ਤੇ ਰੋਜ਼ਗਾਰ ਸੇਵਾਵਾਂ ਪ੍ਰਦਾਨ ਕਰਨ ਲਈ ਵੰਨ-ਸਟਾਪ ਪਲੈਟਫਾਰਮ "ਜ਼ਿਲ੍ਹਾ ਬਿਊਰੋ ਆਫ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ" ਸਥਾਪਿਤ ਕੀਤੇ ਗਏ ਹਨ। ਜ਼ਿਲ੍ਹੇ ਦਾ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਇਨ੍ਹਾਂ ਦੀ ਗਵਰਨਿੰਗ ਕੌਂਸਲ ਦਾ ਮੁੱਖੀਆ ਹੈ। ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਨਾਲ ਸਬੰਧਿਤ ਸਾਰੇ ਵਿਭਾਗਾਂ ਦੇ ਅਧਿਕਾਰੀ ਅਤੇ ਲਾਭ-ਪਾਤਰੀ ਸਕੀਮਾਂ ਆਦਿ ਨਾਲ ਸਬੰਧਿਤ ਅਧਿਕਾਰੀ ਬਿਊਰੋ ਦੇ ਦਫਤਰ ਵਿੱਚ ਉਪਲੱਬਧ ਹਨ। ਇਸ ਨਾਲ "ਘਰ-ਘਰ ਰੋਜ਼ਗਾਰ ਮਿਸ਼ਨ" ਦੇ ਉਦੇਸ਼ਾਂ ਦੀ ਪ੍ਰਾਪਤੀ ਲਈ ਸਾਰੇ ਵਿਭਾਗਾਂ ਦੀਆਂ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਦੀਆਂ ਸਕੀਮਾਂ ਵਿੱਚ ਚੰਗੇ ਤਾਲਮੇਲ ਨਾਲ ਰੋਜ਼ਗਾਰ ਸਿਰਜਣ, ਹੁਨਰ-ਸਿਖਲਾਈ, ਸਵੈ-ਰੋਜ਼ਗਾਰ ਅਤੇ ਉਦਮਤਾ ਵਿਕਾਸ ਹਾਸਲ ਹੋਇਆ ਹੈ। ਬਿਊਰੋ ਵਿੱਚ ਰਿਕਰੂਟ ਕੀਤੇ ਜਾਣ ਵਾਲੇ qualified professionals ਅਤੇ specialists ਰੋਜ਼ਗਾਰ ਪਲਾਨ ਤਿਆਰ ਕਰਕੇ ਹਰ ਘਰ ਵਿੱਚ ਘੱਟੋ-ਘੱਟ ਇੱਕ ਵਿਅਕਤੀ ਨੂੰ ਰੋਜ਼ਗਾਰ ਦੇਣ ਲਈ ਸਮਾਂ-ਬੱਧ ਕਾਰਵਾਈ ਕਰਨਗੇ।

ਇਨ੍ਹਾਂ ਬਿਊਰੋ ਦੁਆਰਾ ਹੇਠ ਲਿਖੀਆਂ ਸੇਵਾਵਾਂ ਦਿੱਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ:-

1. "ਵੰਨ-ਸਟਾਪ ਪਲੈਟਫਾਰਮ" ਰਾਹੀਂ ਬੇਰੋਜ਼ਗਾਰਾਂ ਨੂੰ ਨੌਕਰੀ ਅਤੇ ਨਿਯੋਜਕ, ਜਿਸ ਨੂੰ ਮੈਨਪਾਵਰ ਲੋੜੀਂਦੀ ਹੈ, ਜਿਸ ਨੂੰ ਮੈਨਪਾਵਰ ਮੁਹੱਈਆ ਕਰਵਾਉਣਾ।
2. ਬੇਰੋਜ਼ਗਾਰਾਂ ਅਤੇ ਨਿਯੋਜਕਾਂ ਨੂੰ ਰੋਜ਼ਗਾਰ ਮੇਲਿਆਂ ਰਾਹੀਂ ਇੱਕ ਮੰਚ ਤੇ ਲਿਆਉਣ ਦਾ ਪ੍ਰਬੰਧ ਕਰਨਾ।
3. ਗਾਈਡੈਂਸ ਅਤੇ ਕਿੱਤਾ-ਅਗਵਾਈ।
4. ਨੌਜਵਾਨਾਂ ਨੂੰ ਨੌਕਰੀ ਦੇ ਯੋਗ ਬਣਾਉਣ ਲਈ ਹੁਨਰ-ਸਿਖਲਾਈ ਦੀ ਸੁਵਿਧਾ ਪ੍ਰਦਾਨ ਕਰਨਾ।
5. ਸਵੈ-ਰੋਜ਼ਗਾਰ, ਕਾਰੋਬਾਰ ਅਤੇ ਉਦਮੀ ਵਿਕਾਸ ਲਈ ਸਹੂਲਤਾਂ ਪ੍ਰਦਾਨ ਕਰਨਾ।
6. ਸਟਾਰਟ-ਅਪ, ਮਾਈਕਰੋ ਅਤੇ ਛੋਟੇ ਕਾਰੋਬਾਰ ਲਈ ਬੈਂਕ ਲੋਨ ਪ੍ਰਾਪਤ ਕਰਨ ਵਿੱਚ ਮਦਦ ਕਰਨਾ।
7. ਵਿਦੇਸ਼ਾਂ ਵਿੱਚ ਰੋਜ਼ਗਾਰ ਦੇ ਇਛੁੱਕ ਨੌਜਵਾਨਾਂ ਦੀ ਮਦਦ ਕਰਨਾ।
8. ਸੁਰੱਖਿਆ ਸੇਵਾਵਾਂ ਵਿੱਚ ਭਰਤੀ ਲਈ ਤਿਆਰੀ ਕਰਵਾਉਣਾ।
9. ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਦੁਆਰਾ ਉਹ ਸਾਰੀਆਂ ਸੇਵਾਵਾਂ ਪ੍ਰਦਾਨ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ, ਜਿਹੜੀਆਂ ਕਿ ਕਿਸੇ ਵੀ ਹੋਰ ਸਰਕਾਰੀ ਜਾਂ ਗੈਰ-ਸਰਕਾਰੀ ਸੰਸਥਾ ਵੱਲੋਂ ਕਿਤੇ ਵੀ ਨਹੀਂ ਦਿੱਤੀਆਂ ਜਾਂਦੀਆਂ।

ਇਸ ਦਫਤਰ ਵੱਲੋਂ ਫੈਸਲਾ ਲਿਆ ਗਿਆ ਹੈ ਕਿ ਉਪਰੋਕਤ ਸੇਵਾਵਾਂ ਨੂੰ ਹੋਰ ਵੀ ਜ਼ਿਆਦਾ ਸੁਚਾਰੂ ਢੰਗ ਨਾਲ ਚਲਾਉਣ ਲਈ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ ਵਿੱਚ ਨਿਯੁਕਤ ਕਿਤੇ ਜਾਣ ਵਾਲੇ ਡਿਪਟੀ ਸੀ.ਈ.ਓ., ਪਲੇਸਮੈਂਟ ਅਫਸਰ ਅਤੇ ਕਾਊਂਸਲਰਾਂ ਦੀ ਟ੍ਰੇਨਿੰਗ ਮਹਾਤਮਾ ਗਾਂਧੀ ਸਟੇਟ ਇੰਸਟੀਚਿਊਟ ਆਫ ਪਬਲਿਕ ਐਡਮਨਿਸਟ੍ਰੇਸ਼ਨ ਪੰਜਾਬ ਵਿਖੇ ਕਰਵਾਈ ਜਾਵੇ। ਬਿਊਰੋ ਵਿੱਚ ਰਿਕਰੂਟ ਕੀਤੇ ਜਾਣ ਵਾਲੇ qualified professionals ਅਤੇ specialists ਰੋਜ਼ਗਾਰ

ਪਲਾਨ ਤਿਆਰ ਕਰਕੇ ਹਰ ਘਰ ਵਿੱਚ ਘੱਟੋ-ਘੱਟ ਇੱਕ ਵਿਅਕਤੀ ਨੂੰ ਰੋਜ਼ਗਾਰ ਦੇਣ ਲਈ ਸਮਾਂ-ਬੱਧ ਕਾਰਵਾਈ ਕਰਨਗੇ। ਇਨ੍ਹਾਂ officials ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ job duties ਹੇਠ ਅਨੁਸਾਰ ਹਨ:-

- (i). Core duty of Dy. CEO is to bridge and coordinate the working of DBEE's with all the stake holders resulting in effective & professional delivery of services.
- (ii). Core duty of Placement Officer is to identify employment avenues in his area of responsibility and facilitate employment to jobseekers.
- (iii). Core duty of counsellor is to provide counselling, assessment and related service to enhance employability of the jobseeker.

ਉਪਰੋਕਤ ਦੇ ਨਾਲ ਹੀ ਇਹ ਜ਼ਰੂਰੀ ਸਮਝਿਆ ਗਿਆ ਹੈ ਕਿ ਵਿਭਾਗ ਵਿੱਚ ਪਹਿਲਾਂ ਤੋਂ ਕੰਮ ਕਰ ਰਹੇ ਸਾਰੇ ਅਧਿਕਾਰੀ ਵਧੀਕ ਡਾਇਰੈਕਟਰ, ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ, ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ, ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ ਅਤੇ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ, ਜੋ ਕਿ ਭਾਵੇਂ ਸ਼ੁਰੂ ਤੋਂ ਵਿਭਾਗ ਦੇ ਮੌਲਿਕ ਅਤੇ ਮੂਲ ਕੰਮ ਕਰਦੇ ਆ ਰਹੇ ਹਨ ਪ੍ਰੰਤੂ ਸਮੇਂ ਦੇ ਨਾਲ ਬਦਲੀਆਂ ਪ੍ਰਸਥਿਤੀਆਂ ਅਤੇ ਤਬਦੀਲੀਆਂ ਅਨੁਸਾਰ ਕੰਮ ਕਰਨ ਲਈ ਉਨ੍ਹਾਂ ਨੂੰ brush-up ਅਤੇ rejuvenate ਕਰਨ ਦੀ ਜ਼ਰੂਰਤ ਹੈ, ਦੀ ਵੀ ਟ੍ਰੇਨਿੰਗ ਮੈਗਸੀਪਾ ਵਿੱਚ ਕਰਵਾਈ ਜਾਵੇ। ਉਨ੍ਹਾਂ ਦੀਆਂ Job duties ਵੀ almost same ਹਨ।

ਵਿਭਾਗ ਦੇ ਅਧਿਕਾਰੀ ਅਤੇ ਡਿਪਟੀ ਸੀ.ਈ.ਓ, ਪਲੇਸਮੈਂਟ ਅਫ਼ਸਰ ਅਤੇ ਕਾਊਂਸਲਰ ਨੂੰ ਹੇਠ ਲਿਖੇ ਸ਼ਡਿਊਲ ਅਨੁਸਾਰ ਮਿਡ-ਅਕਤੂਬਰ ਵਿੱਚ ਦੋ ਦਿਨਾਂ ਦੀ ਟ੍ਰੇਨਿੰਗ ਕਰਵਾਏ ਜਾਣ ਦੀ ਜ਼ਰੂਰਤ ਹੈ:-

1. ਸੀਨੀਅਰ ਅਫ਼ਸਰ

ਵਧੀਕ ਡਾਇਰੈਕਟਰ (1) ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ (1) ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ (6) ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ (10)	ਡਿਪਟੀ ਸੀ.ਈ.ਓ. (6)

2. ਮਿਡਲ ਅਫ਼ਸਰ

ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਅਫ਼ਸਰ (27)	ਪਲੇਸਮੈਂਟ ਅਫ਼ਸਰ (22) ਕੈਰੀਅਰ ਕਾਊਂਸਲਰ (22)

ਉਕਤ ਅਨੁਸਾਰ ਟ੍ਰੇਨਿੰਗ ਸ਼ਡਿਊਲ ਤਿਆਰ ਕਰਕੇ ਇਸ ਵਿਭਾਗ ਨੂੰ ਸੂਚਿਤ ਕਰਨ ਦੀ ਖੋਚਲ ਕੀਤੀ ਜਾਵੇ ਜੇਕਰ ਕਿਸੇ ਸੂਚਨਾ/ਜਾਣਕਾਰੀ ਦੀ ਜ਼ਰੂਰਤ ਹੋਵੇ ਤਾਂ ਵਿਭਾਗ ਦੇ ਵਧੀਕ ਡਾਇਰੈਕਟਰ (ਫੋਨ ਨੰ 99150-87348) ਤੋਂ ਲੈ ਸਕਦੇ ਹੋ।

ਵਧੀਕ ਡਾਇਰੈਕਟਰ,
ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਵੱਲੋਂ,

ਡਾ. ਆਰ. ਕੇ. ਸ਼ਰਮਾ,
ਏ. ਐਫ. (ਐਫ ਡੀ) ਇੰਚਾਰਜ (ਟ੍ਰੇਨਿੰਗ),
ਸੈਕਟਰ-26, ਚੰਡੀਗੜ੍ਹ।

ਨੰ: PPSD/ ਟ੍ਰੇਨਿੰਗ /MGSIPA/937
ਮਿਤੀ: 9-10-2019

ਵਿਸ਼ਾ: ਵਿਭਾਗ ਵੱਲੋਂ ਭਰਤੀ ਕੀਤੇ ਨਵੇਂ officials (Dy CEO's/Placement Officers/Counsellors) ਦੀ ਟ੍ਰੇਨਿੰਗ ਸਬੰਧੀ।

ਹਵਾਲਾ: ਇਸ ਦਫ਼ਤਰ ਦਾ ਪੱਤਰ ਨੰਬਰ PPSD/1/2018/ਟ੍ਰੇਨਿੰਗ/25446 ਮਿਤੀ 17/10/2018 ਅਤੇ ਆਪ ਦਾ ਪੱਤਰ ਨੰਬਰ 2018/7905 ਮਿਤੀ 26/11/2018

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਅਤੇ ਹਵਾਲੇ ਅਧੀਨ ਪੱਤਰਾਂ ਦੀ ਲਗਾਤਾਰਤਾ ਵਿੱਚ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਇਸ ਦਫ਼ਤਰ ਵੱਲੋਂ ਨਵੇਂ ਰਿਕਰੂਟ ਕੀਤੇ officials (Dy CEOs/Placement officers/Counsellors) ਦੀ ਟ੍ਰੇਨਿੰਗ ਕਰਵਾਉਣ ਬਾਰੇ ਇਸ ਦਫ਼ਤਰ ਵੱਲੋਂ ਇਹ ਫੈਸਲਾ ਲਿਆ ਗਿਆ ਹੈ ਕਿ ਆਪ ਵੱਲੋਂ ਇਸ ਵਿਭਾਗ ਵੱਲੋਂ ਨਿਯੁਕਤ ਕੀਤੇ ਗਏ 39 ਨਵੇਂ officials (3 DCEOs, 16 POs ਅਤੇ 20 Counsellors) ਦੀ ਹੀ ਦੋ ਦਿਨਾਂ ਦੀ ਟ੍ਰੇਨਿੰਗ ਮਿਤੀ 16/01/19 ਅਤੇ 17/01/19 ਨੂੰ ਕਰਵਾਈ ਜਾਵੇ। ਇਨ੍ਹਾਂ officials ਦੇ job roles ਨਾਲ ਨੱਥੀ ਕੀਤੇ ਜਾਂਦੇ ਹਨ। ਇਨ੍ਹਾਂ officials ਦੇ 15/01/19 ਅਤੇ 16/01/19, ਦੋ ਰਾਤਾਂ ਦੇ ਠਹਿਰਣ ਦੀ ਵਿਵਸਥਾ ਵੀ ਕੀਤੀ ਜਾਵੇ। ਟ੍ਰੇਨਿੰਗ ਦਾ ਖਾਣ ਪੀਣ ਦਾ ਅਤੇ ਠਹਿਰਣ ਦਾ ਜੇ ਵੀ ਖਰਚ ਆਵੇਗਾ, ਉਹ ਇਸ ਦਫ਼ਤਰ ਵੱਲੋਂ ਅਦਾ ਕੀਤਾ ਜਾਵੇਗਾ।

ਇਸ ਦੋ ਦਿਨਾਂ ਦੇ ਟ੍ਰੇਨਿੰਗ ਪ੍ਰੋਗਰਾਮ ਦੌਰਾਨ ਕਿਸੇ ਇੱਕ ਦਿਨ ਮਾਨਯੋਗ ਰੋਜ਼ਗਾਰ ਅਤੇ ਸਿਖਲਾਈ ਮੰਤਰੀ ਜੀ ਵੱਲੋਂ ਵੀ trainees ਨਾਲ interaction ਕੀਤੀ ਜਾਵੇਗੀ।

ਉਕਤ ਟ੍ਰੇਨਿੰਗ ਪ੍ਰੋਗਰਾਮ ਸਬੰਧੀ ਜਲਦੀ ਤੋਂ ਜਲਦੀ ਮੋਡਿਊਲ ਤਿਆਰ ਕਰਕੇ ਇਸ ਦਫ਼ਤਰ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਵੇ। ਕਿਸੇ ਵੀ ਹੋਰ ਜਾਣਕਾਰੀ ਲਈ ਵਿਭਾਗ ਦੇ ਵਧੀਕ ਡਾਇਰੈਕਟਰ (ਫੋਨ ਨੰ 9915087348) ਨਾਲ ਸੰਪਰਕ ਕਰ ਸਕਦੇ ਹੋ।

ਨੱਥੀ: Job Profile of Dy.
CEO, Placement officers
Counsellors

ਵਾਸਤੇ ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਮਹਾਤਮਾ ਗਾਂਧੀ ਸਟੇਟ ਇੰਸਟੀਚਿਊਟ ਆਫ ਪਬਲਿਕ ਐਡਮਿਨਿਸਟ੍ਰੇਸ਼ਨ
Mahatma Gandhi State Institute of Public Administration
(An ISO 9001:2015 Certified Punjab Government Organisation devoted to Training
and Research)

No.: ATD/Trg./2019/341

Dated: 18-01-2019

To,

The Director,
Employment Generation and Training Department Dept., Punjab
SCO No. 47/1, Sector 17 E. Chandigarh

Subject: Training Programme for Newly recruited (Dy. CEO/Placement Officers/
Counsellors of Employment Generation and Training Department, Punjab
w.e.f. 7th - 8th February 2019

Kindly refer to your office Letter No. PPSD/2019/1383 dated 14-01-2019 on the
subject mentioned above.

2. The Institute will be conducting two days training programme for the newly
recruited Dy. CEO/Placement Officers/Counsellors of Employment Generation and Training
Department, Punjab w.e.f 7th - 8th February 2019. The training schedule has already been
approved by your department.

3. The course fee for this training programme will be Rs.1,500/- per participant
per day (Rs.1,500/- x 39 x 2 days = 1,17,000/-) as per MGSIPA norms.

4. You are requested to deposit training fee of Rs.1,17,000/- (One lakh Seventeen
Thousand only) through cheque/demand draft in favor of "Mahatma Gandhi State Institute of
Public Administration, Punjab" payable at Chandigarh at the earliest so that necessary
arrangements can be made. Kindly note that MGSIPA is exempted from any TAX/TDS on the
amount charged in respect of course fee, rent etc. under Section 10(236)(iii ab) of the Income
Tax Act, 1961.

5. The training programme will commence at 10.00 am. You are requested to
intimate the trainees to reach at 09.30 am-sharp for registration on the first day of training
programme. The venue will be Conference Hall No:1, First Floor, Convention Centre,
MGSIPA.

(Gagan Deep Sharma)
Incharge (Trg.)

ਦਫਤਰ ਕਮਿਸ਼ਨਰ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ
ਐਸ.ਸੀ.ਓ ਨੰਬਰ : 47/1, ਸੈਕਟਰ-17 ਈ, ਚੰਡੀਗੜ੍ਹ
(ਟੈਲੀਫੋਨ ਨੰਬਰ 0172-2703842, ਫੈਕਸ ਨੰਬਰ 2702460 ਈ- ਮੇਲ hq.degt@gmail.com)

ਸੇਵਾ ਵਿਖੇ,

ਵਧੀਕ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ (ਵਿਕਾਸ),
ਜਲੰਧਰ।

ਨੰਬਰ: ਪੀ.ਪੀ.ਐਸ.ਡੀ/2019/2717
ਮਿਤੀ: 28/1/2019

ਵਿਸ਼ਾ: ਮਹਾਤਮਾ ਗਾਂਧੀ ਸਟੇਟ ਇੰਸਟੀਚਿਊਟ ਆਫ ਪਬਲਿਕ ਐਡਮਨਿਸਟ੍ਰੇਸ਼ਨ, ਸੈਕਟਰ-26 ਵਿਖੇ ਨਵ ਨਿਯੁਕਤ ਡਿਪਟੀ ਕਾਰਜਕਾਰੀ ਅਫਸਰ, ਪਲੇਸਮੈਂਟ ਅਫਸਰ ਅਤੇ ਕੈਰੀਅਰ ਕਾਊਂਸਲਰਾਂ ਦਾ ਟ੍ਰੇਨਿੰਗ ਪ੍ਰੋਗਰਾਮ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਜਿਵੇਂ ਕਿ ਆਪ ਨੂੰ ਪਤਾ ਹੀ ਹੈ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਬੇਰੋਜ਼ਗਾਰੀ ਨੂੰ ਠਲ ਪਾਉਣ ਅਤੇ ਜੰਗੀ ਪੱਧਰ ਤੇ ਨਜਿੱਠਣ ਲਈ ਹਰ ਜ਼ਿਲ੍ਹੇ ਵਿੱਚ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਓਰੇ ਸਥਾਪਿਤ ਕੀਤੇ ਗਏ ਹਨ। ਇਨ੍ਹਾਂ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਓਰੇ ਵੱਲੋਂ ਬੇਰੋਜ਼ਗਾਰਾਂ ਨੂੰ ਰੋਜ਼ਗਾਰ/ਸਵੈ-ਰੋਜ਼ਗਾਰ ਮੁਹੱਈਆ ਕਰਵਾਉਣ ਲਈ ਬੇਰੋਜ਼ਗਾਰ ਪ੍ਰਾਰਥੀਆਂ ਦੀਆਂ ਕੈਰੀਅਰ ਕਾਊਂਸਲਿੰਗ, ਵਿਦੇਸ਼ੀ ਰੋਜ਼ਗਾਰ ਲਈ ਅਗਵਾਈ, ਵਿਦੇਸ਼ੀ ਸਿਖਿਆ ਅਤੇ ਅਗਵਾਈ, ਵਿਅਕਤੀਗਤ ਕਾਊਂਸਲਿੰਗ ਆਦਿ ਦੇ ਨਾਲ ਨਾਲ ਬਿਓਰੇ ਵਿੱਚ ਮੁਫਤ ਇੰਟਰਨੈਟ ਦੀ ਸੁਵਿਧਾ ਮੁਹੱਈਆ ਕਰਵਾਈ ਜਾਂਦੀ ਹੈ। ਉਪਰੋਕਤ ਸਾਰੇ ਕੰਮਾਂ ਨੂੰ ਸਹੀ ਢੰਗ ਨਾਲ ਚਲਾਉਣ ਲਈ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ-ਕਮ-ਚੇਅਰਮੈਨ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਓਰੇ ਦੇ ਅਧੀਨ ਹਰ ਜ਼ਿਲ੍ਹੇ ਵਿੱਚ Deputy Chief Executive Officer, Placement Officer and Career Counsellor ਨਿਯੁਕਤ ਕੀਤੇ ਗਏ ਹਨ।

ਇਨ੍ਹਾਂ ਨਵ ਨਿਯੁਕਤ Officials ਦੀ ਉਪਰੋਕਤ ਪ੍ਰੋਗਰਾਮਾਂ ਨੂੰ ਸੁਚਾਰੂ ਅਤੇ ਸੁਚੱਜੇ ਢੰਗ ਨਾਲ ਚਲਾਉਣ ਲਈ MGSIPA, Sector-26, Chandigarh ਵਿਖੇ ਮਿਤੀ 07-02-2019 ਅਤੇ 08-02-2019 ਨੂੰ ਟ੍ਰੇਨਿੰਗ ਕਰਵਾਈ ਜਾ ਰਹੀ ਹੈ (ਸ਼ਡਿਊਲ ਨਾਲ ਨੱਥੀ) ਇਸ ਲਈ ਆਪ ਨੂੰ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਉਪਰੋਕਤ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਆਪ ਵੱਲੋਂ Self-Employment Schemes of Punjab Govt. and Centre Govt. ਸਬੰਧੀ ਵਿਸਥਾਰ ਪੁਰਵਕ (ਮਿਤੀ 8/02/2019 ਸਮਾਂ ਸਵੇਰੇ 9-30 ਤੋਂ 10.30 ਵਜੇ, MGSIPA ਵਿਖੇ) ਲੈਕਚਰ ਦਿੱਤਾ ਜਾਵੇ।

ਕਮਿਸ਼ਨਰ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਵੱਲੋਂ,

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਵੱਲ,

ਸਮੂਹ ਡਿਪਟੀ ਸੀ.ਈ.ਓ., ਪਲੇਸਮੈਂਟ ਅਫ਼ਸਰ ਅਤੇ
ਕੈਰੀਅਰ ਕਾਊਂਸਲਰ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ।

ਨੰ: ਪੀ.ਪੀ.ਐਸ.ਡੀ/ ਟ੍ਰੇਨਿੰਗ /2019/ 2738
ਮਿਤੀ: 29/1/2019

ਵਿਸ਼ਾ: ਨਵ-ਨਿਯੁਕਤ ਡਿਪਟੀ ਸੀ.ਈ.ਓ., ਪਲੇਸਮੈਂਟ ਅਫ਼ਸਰ ਅਤੇ ਕੈਰੀਅਰ ਕਾਊਂਸਲਰ ਲਈ ਦੋ ਦਿਨਾਂ ਮਿਤੀ
07.02.2019 ਅਤੇ 08.02.2019 ਦੇ ਟ੍ਰੇਨਿੰਗ ਪ੍ਰੋਗਰਾਮ ਬਾਰੇ।

ਵਿਭਾਗ ਵੱਲੋਂ ਸਮੂਹ ਜ਼ਿਲ੍ਹਿਆਂ ਵਿੱਚ ਸਥਾਪਿਤ ਕੀਤੇ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋਜ਼ ਵਿੱਚ
ਕੰਟਰੈਕਟ ਅਧਾਰ ਤੇ ਨਿਯੁਕਤ ਕੀਤੇ ਗਏ ਡਿਪਟੀ ਸੀ.ਈ.ਓ., ਪਲੇਸਮੈਂਟ ਅਫ਼ਸਰ ਅਤੇ ਕੈਰੀਅਰ ਕਾਊਂਸਲਰਾਂ ਲਈ ਮਹਾਤਮਾ
ਗਾਂਧੀ ਸਟੇਟ ਇੰਸਟੀਚਿਊਟ ਆਫ ਪਬਲਿਕ ਐਡਮਨਿਸਟ੍ਰੇਸ਼ਨ, ਚੰਡੀਗੜ੍ਹ (MGSIPA) ਵਿਖੇ ਦੋ ਦਿਨ ਮਿਤੀ 07.02.2019
ਅਤੇ 08.02.2019 ਨੂੰ ਟ੍ਰੇਨਿੰਗ ਪ੍ਰੋਗਰਾਮ ਕਰਵਾਇਆ ਜਾ ਰਿਹਾ ਹੈ। ਕਮਿਸ਼ਨਰ-ਕਮ-ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ ਜੀ ਵੱਲੋਂ ਇਸ
ਟ੍ਰੇਨਿੰਗ ਸਬੰਧੀ ਹੇਠ ਅਨੁਸਾਰ ਆਦੇਸ਼ ਦਿੱਤੇ ਗਏ ਹਨ:-

1. ਹਰ ਅਧਿਕਾਰੀ ਦੀ 100% ਹਾਜ਼ਰੀ ਲਾਜ਼ਮੀ ਹੈ ਅਤੇ ਕੇਵਲ ਮਿਤੀ 07.02.2019 ਨੂੰ ਮੈਗਸੀਪਾ ਦੇ ਹੋਸਟਲ ਵਿੱਚ ਠਹਿਰਣਾ
ਵੀ ਲਾਜ਼ਮੀ ਹੈ।
2. ਇਹ ਟ੍ਰੇਨਿੰਗ ਪ੍ਰੋਗਰਾਮ ਸਵੇਰੇ 09.00 ਵਜੇ ਤੋਂ ਸ਼ਾਮ 06.00 ਵਜੇ ਤੱਕ ਚੱਲਣਾ ਹੈ। ਕਿਸੇ ਤਰ੍ਹਾਂ ਦੀ ਵੀ ਛੇਟ ਨਹੀਂ ਦਿੱਤੀ
ਜਾਵੇਗੀ।

ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਟ੍ਰੇਨਿੰਗ ਅਟੈਂਡ ਕਰਨੀ ਲਾਜ਼ਮੀ ਹੈ। ਟ੍ਰੇਨਿੰਗ ਸ਼ਡਿਊਲ ਨਾਲ ਨੱਥੀ ਹੈ।

ਵਧੀਕ ਡਾਇਰੈਕਟਰ,
ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਪਿੱਠ ਅੰਕਣ ਨੰ: PPSD/ਟ੍ਰੇਨਿੰਗ/2019/2739

ਕਾਪੀ: ਉਪਰੋਕਤ ਦੀ ਕਾਪੀ ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼/ਅਡੀਸ਼ਨਲ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼
ਅਤੇ ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਸਿਖਲਾਈ ਅਫ਼ਸਰਾਂ ਨੂੰ ਕਰਦੇ ਹੋਏ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਉਕਤ ਟ੍ਰੇਨਿੰਗ ਪ੍ਰੋਗਰਾਮ ਵਿੱਚ
ਡਿਪਟੀ ਸੀ.ਈ.ਓ., ਪਲੇਸਮੈਂਟ ਅਫ਼ਸਰ ਅਤੇ ਕੈਰੀਅਰ ਕਾਊਂਸਲਰਜ਼ ਦੀ ਸਮੂਲੀਅਤ ਯਕੀਨੀ ਕਰਵਾਈ ਜਾਵੇ।

ਵਧੀਕ ਡਾਇਰੈਕਟਰ,
ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

From,

Director,
Employment Generation and Training Department,
Punjab, Chandigarh

To,

Deputy Director Employment
Directorate General of Employment
Ministry of Labour and Employment,
Government of India
Shram Shakti Bhawan, Rafi Marg,
New Delhi-110011

No: Training /2018/4204

Dated: 12/2/2019

Subject: Training for newly recruited officials viz. Dy CEO, Placement officer and counsellors.

With reference to your E-mail dt. 08-02-2019 and in continuation of our letter No Training/2018/649 dt. 07-01-2019. I would like to further apprise you that at present Department of EGT Punjab has one Directorate (Head office) and 47 functional offices wherein officers of various profiles like Additional Director (1), Joint Director (1), Deputy Directors (10), DEGTO's (14) and EGTO's (18) are looking after various services rendered by the department. So apart from our new recruitments viz; Deputy CEO, Placement officers and Career Counsellors all our officers manning Districts and Town level offices need to be provided orientation training covering all aspects of employment related activities (List of all officers attached).

So I would be grateful for this endeavour on your part if you could make arrangement for training of the entire bunch of officers (new as well as old) in 2 training programs. The Training program should be of 3 days and batch size should be 50.

I would request you to kindly arrange this training program of 3 days twice (first & second training 15 days apart). Even the Director & Additional Director would be attending such a 360 degree training program.

Encl.: List of all officers

For Director,
Employment Generation and Training Department,
Punjab, Chandigarh

List of Deputy CEOs

S No	Name of Officer	Mobile No	Email Id
1	Deepak Bhalla	(M) 77107-77767	deepakbhallaz121576@gmail.com
2	Rajni Marria	(M) 99889-20166	mariarajni4@gmail.com
3	Manjesh Kumar	(M) 98151-62064	manjeshksharma@gmail.com
4	Navdeep Singh	(M) 98147-98879, 9885-51570	raipal.navdeep@gmail.com

List of Placement Officers

S No	Name of Officer	Mobile No	Email Id
1	Jainender Nath Sharma	(M) 99880-09915, 62802-48989	jal.12sharma@yahoo.com
2	Mangesh Sood	(M) 94176-74448	mangesh.sood@gmail.com
3	Pooja Rani	(M) 80541-73385	cutelife1988@gmail.com
4	Harmandeep Singh	(M) 99155-26560	harman21@gmail.com
5	Gourav Goyal	(M) 97790-220057	gourav2219@gmail.com
6	Jyoti Bala	(M) 99884-61611, 98725-97764	jyotijot9@gmail.com
7	Inderjit Kaur Saini	(M) 94630-90509, 0172-4029658	sainiinderjit786@gmail.com
8	Sunakshi Nangla	(M) 79737-27480	nsunakshi@gmail.com
9	Gurjant Singh	(M) 98140-98127	gurjant6@gmail.com
10	Meenakshi Bedi	(M) 81464-80026, 90411-86017	meenakshi.9s@gmail.com
11	Raj Singh	(M) 95922-46074, 79861-15001	mbaraj.chdcgc@gmail.com
12	Amit Kumar	(M) 98883-25787	amit.gebi@gmail.com
13	Sonia Bajwa	98779-49339	watts236@gmail.com
14	Neetu Rani	(M) 78885-32061	neeturani00024@gmail.com
15	Perry Saini	(M) 90566-09925, 62396-39445	smairasaini@ymail.com
16	Gursharanpreet	(M) 98881-10986	gursharan2000@gmail.com
17	Daljeet Singh Brar	(M) 94647-02077	daljeetbrar077@gmail.com
18	Jaswinder Singh	(M) 62801-93527, 99887-66350	jassibal.bassi@yahoo.co.in

List of Career Counsellors

S No	Name of Officer	Mobile No	Email Id
1	Roopsi Pahuja	(M) 98156-51986. 90238-84478	me.roopsi@gmail.com
2	Supreet Kaur	(M) 83602-29659, 98552-50643	supreet 1901@gmail.com
3	Ankita	(M) 97811- S4142,98151-25776	ankitachaudary25@gmail.com
4	Shehbana	(M) 76529-25858	shebana30a@gmail.com
5	Aditya Rana	(M) 98150-74447	adityarana3040@gmail.com
6	Shilpa Modi	(M) 9872161130	shilpamodi8@gmail.com
7	Balraj Singh Khaira	98140-52835, 98140-00868	balrajkhaira@gmail.com
8	Anuj Kishore Dutta	(M)95609-572 10	anujduttad02@gmail.com
9	Vishal Chawla	(M) 89688-47350	vishalchawla234@gmail.com
10	Bikramjit Singh	(M) 7009442844	vickyguman1988@gmail.com
11	Nabiha	(M)8556988481,9876 8-10972	nabihamalik1990@gmail.com
12	Inderpreet Kaur	(M) 0172-2265786, 9646360289	inderpreetkaur_1@yahoo.cam
13	Arshpreet Singh	(M) 94780-11284	arsh8591@cloud.com
14	Jasvir Singh	(M) 872115120	jasvir7@gmail.com
15	Suminder Kaur	(M) 6280058548, 8872739270	ksuminder360@gmail.com
16	Gaurav Kumar	(M) 9646906412	gauravkumar.kumar667@gmail.com
17	Sukhwinder Singh	(M) 7307004745	sukhwinder3645@rediffmail.com
18	Sukhjeet Singh	(M) 9878351002	sukhjeetiudge2@gmail.com
19	Navreet Kaur	(M) 8968829761, 9780891327	navreet.kaur88@gmail.com
20	Sikander Singh	(M) 9814530001, 7009285340	rubysikanderde@gmail.com

Government of Punjab
Commissioner-Cum-Director Employment
Generation & Training and
Mission Director, Ghar Ghar Rozgar Mission
Office: S.C.O.47, 1st Floor.
Sector-17E, Chandigarh (UT)-160017
D.O.No.: PPSD/Training/2019/14183
Dated ---14/05/2019

Subject: NICS, Noida Training Programs 2019-20- Request for Nomination.

Ref: F.No.:NICS-102(3)/2018-Trg, Dated 03-05-2019

Dear Ashok ji,

In reference to your above said letter it is submitted that at Sr No 18 you have kept a three days training for officers of Employment Department of Punjab in the month of June/July 2019. We have 90 officers starting from Director, Additional Director, Joint Director, Deputy Director, District Employment General and Training officer, Employment Generation and Training officers, Deputy Chief Executive officers, Placement officers, Career Counsellors, Assistant Managing Director (Punjab Ghar Ghar Rozgar and Karobar Mission, PGRKAM) General Manager and Deputy General Manager (Finance). It is requested to conduct this training in month of July 2019 in two batches, in the first batch 45 officers should be called for training in the first week of July, 2019 and remaining other 45 officers should be given this training in the second week of July, 2019.

It is requested that the training should include 360 degree Information about complete employment scenario in the country with special focus about coaching for govt. employment, opportunities in private sector, counselling, self-employment, international placements, best practices of state govts, data & statistics related to Employment in India etc. so that every officer of employment department Punjab may able to use this information in his/her working effectively.

Please do convey us the program immediately.

Yours sincerely

(Rahul Tewari)

Mr Ashok Kumar, DDE
Ministry of Labour and Employment
Directorate General for Career Services
NICS, A-49, Sector 62,
Noida (UP).

GMAIL

Fri, Jun14, 2019 at 5:06 PM

NICS, Noida Training Program 2019-20

MS Ashok <training-nics@gov.in>

To: hq degt <hq.degt@gmail.com>

Dear Sir/Madam,

With reference to you letter No. Training/2019/19521, Dated 14th June 2019 regarding point number 4 i.e. regarding mode of Payment for the above mentioned training programme, details are as below:

Payment of Food/Snacks/Water etc.: After completion of each programme, bill may be collected from Caterer (Mr Vijay) as per the number of participants & speakers attended the training programme, accordingly amount may be transferred to caterer's account directly.

Payment for Accommodation: After completion of programme, Each participant have to pay Hostel room fee to NICS @ Rs. 50 per Person per day, total amount in cash i.e. (Rs. 50 * Number of days of training programme * Number of Participant) may be collected & submitted by Nodal officer of each batch to NICS. T.R will be issued accordingly.

Payment towards honorarium for Speakers: After completion of Training programme, Nodal Officers of each batch may collect signed pre-receipts & bank Details from Speakers, thereafter amount may be transferred to their respective accounts.

With Regards,
M.S Ashok Kumar, DDE
NICS, Noida

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ
ਐਸ.ਸੀ.ਓ ਨੰਬਰ: 47/1, ਸੈਕਟਰ-17 ਈ, ਚੰਡੀਗੜ੍ਹ
(ਟੈਲੀਫੋਨ ਨੰਬਰ 0172-2703842, ਫੈਕਸ ਨੰਬਰ 2702460 ਈ- ਮੇਲ hq.degt@gmail.com)

ਸੇਵਾ ਵਿਖੇ,

ਵਧੀਕ ਡਾਇਰੈਕਟਰ,
ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ,
ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ,
ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਅਧਿਕਾਰੀ,
ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਅਧਿਕਾਰੀ,
ਡਿਪਟੀ ਸੀ.ਈ.ਓ, ਕੈਰੀਅਰ ਕਾਊਂਸਲਰ, ਪਲੇਸਮੈਂਟ ਅਧਿਕਾਰੀ,
PGRKAM ਦੇ ਅਧਿਕਾਰੀ,

ਨੰ: PPSD/Trg/III/2019/20114-164
ਮਿਤੀ: 21/6/2019

ਵਿਸ਼ਾ: NICS, Noida ਵਿਖੇ ਜੁਲਾਈ 2019 ਵਿੱਚ ਹੋਣ ਵਾਲੀ ਟ੍ਰੇਨਿੰਗ ਵਿੱਚ ਸ਼ਾਮਲ ਹੋਣ ਬਾਰੇ।

National Institute for Career Service, A-49, Sector-62, Noida ਵਿਖੇ ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਰੋਜ਼ਗਾਰ ਵਿਭਾਗ ਦੇ ਅਧਿਕਾਰੀਆਂ ਲਈ ਇੱਕ ਚਾਰ ਰੋਜ਼ਾ ਟ੍ਰੇਨਿੰਗ ਪ੍ਰੋਗਰਾਮ ਆਯੋਜਿਤ ਕੀਤਾ ਜਾ ਰਿਹਾ ਹੈ ਜੋ ਕਿ ਇੱਕ ਰੈਜ਼ੀਡੈਂਸੀਅਲ (Residential) ਪ੍ਰੋਗਰਾਮ ਹੈ ਇਸ ਵਿੱਚ ਵਿਭਾਗ ਦੇ ਸਾਰੇ ਅਧਿਕਾਰੀ ਭਾਵੇਂ ਉਚੇਰੀ ਪੱਧਰ ਤੋਂ ਲੈ ਕੇ ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ, ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਧਿਕਾਰੀ, ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਤੇ ਟ੍ਰੇਨਿੰਗ ਅਧਿਕਾਰੀ, ਡਿਪਟੀ ਸੀ.ਈ.ਓ. ਪਲੇਸਮੈਂਟ ਅਧਿਕਾਰੀ, ਕੈਰੀਅਰ ਕਾਊਂਸਲਰ ਤੇ ਪੰਜਾਬ ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਤੇ ਕਾਰੋਬਾਰ ਮਿਸ਼ਨ ਦੇ ਵਧੀਕ ਮੈਨੇਜਿੰਗ ਡਾਇਰੈਕਟਰ, ਜਨਰਲ ਮੈਨੇਜਰ, ਵਧੀਕ ਜਨਰਲ ਮੈਨੇਜਰ ਵਿੱਤ ਆਦਿ ਸਾਰੇ ਹੀ ਸ਼ਾਮਲ ਕੀਤੇ ਗਏ ਹਨ ਤੇ ਇਨ੍ਹਾਂ ਅਧਿਕਾਰੀਆਂ ਦਾ ਇਸ ਟ੍ਰੇਨਿੰਗ ਪ੍ਰੋਗਰਾਮ ਵਿੱਚ ਸ਼ਾਮਲ ਹੋਣਾ ਲਾਜ਼ਮੀ ਹੈ। ਇਸ ਟ੍ਰੇਨਿੰਗ ਪਰੋਗਰਾਮ ਵਿੱਚ ਰਿਹਾਇਸ਼ ਤੇ ਖਾਣੇ ਆਦਿ ਦੇ ਪ੍ਰਬੰਧ ਉਕਤ ਸੰਸਥਾ ਵੱਲੋਂ ਕੀਤਾ ਜਾਣਾ ਹੈ।

ਇਸ ਪ੍ਰੋਗਰਾਮ ਲਈ ਨਾਲ ਨੱਥੀ ਲਿਸਟ ਅਨੁਸਾਰ ਸਾਰੇ ਅਧਿਕਾਰੀਆਂ ਲਈ ਪ੍ਰੋਗਰਾਮ ਉਲੀਕਿਆ ਗਿਆ ਹੈ ਇਸ ਲਈ ਸਾਰੇ ਅਧਿਕਾਰੀ ਇਸ ਪ੍ਰੋਗਰਾਮ ਵਿੱਚ ਜਿਸ ਮਿਤੀ ਤੋਂ ਪ੍ਰੋਗਰਾਮ ਸ਼ੁਰੂ ਹੋ ਰਿਹਾ ਹੈ ਉਸ ਮਿਤੀ ਨੂੰ ਸਵੇਰੇ 10 ਵਜੇ ਪਹੁੰਚਣਾ ਯਕੀਨੀ ਬਣਾਉਣਾ।

ਇਸ ਲਈ ਪ੍ਰੋਗਰਾਮ ਦੇ ਅਨੁਸਾਰ ਡਾਇਰੈਕਟਰੇਟ ਪੱਧਰ ਦੇ ਅਧਿਕਾਰੀ ਨੋਡਲ ਅਧਿਕਾਰੀ ਲਗਾਏ ਗਏ ਹਨ ਸਬੰਧਤ ਪ੍ਰੋਗਰਾਮ ਵਿੱਚ ਸ਼ਾਮਲ ਹੋਣ ਵਾਲੇ ਅਧਿਕਾਰੀ ਕਿਸੇ ਤਰ੍ਹਾਂ ਦੀ ਜਾਣਕਾਰੀ/ਸਹਾਇਤਾ ਲਈ ਇਨ੍ਹਾਂ ਅਧਿਕਾਰੀਆਂ ਨਾਲ ਕੇਵਲ ਉਸ ਸਮੇਂ ਦੇ ਪ੍ਰੋਗਰਾਮ ਲਈ ਤਾਲਮੇਲ ਕਰ ਸਕਦੇ ਹਨ।

Contd...

ਨੋਡਲ ਅਧਿਕਾਰੀਆਂ ਦੀ ਸੂਚਨਾ:-

ਲੜੀ ਨੰ	ਪ੍ਰੋਗਰਾਮ ਦਾ ਸਮਾਂ	ਨੋਡਲ ਅਧਿਕਾਰੀ ਦੇ ਨਾਮ ਤੇ ਅਹੁਦਾ	ਸੰਪਰਕ ਨੰ
1	ਮਿਤੀ 1.7.2019 ਤੋਂ 4.7.2019 ਤੱਕ	ਸ਼੍ਰੀ ਰਾਜਿੰਦਰ ਸਿੰਘ ਸਿੱਧੂ, ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ	9872208700
2	ਮਿਤੀ 15.7.2019 ਤੋਂ 18.7.2019 ਤੱਕ	ਸ਼੍ਰੀ ਮਤੀ ਗੁਰਮੀਤ ਕੌਰ ਸ਼ੇਰਗਿੱਲ, ਸੰਯੁਕਤ ਡਾਇਰੈਕਟਰ	9463086694
3	ਮਿਤੀ 29.7.2019 ਤੋਂ 1.8.2019 ਤੱਕ	ਸ਼੍ਰੀ ਸੁਰਿੰਦਰ ਮੋਹਨ, ਜ਼ਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਅਧਿਕਾਰੀ	9815678600

ਟ੍ਰੇਨਿੰਗ ਸਥਾਨ ਦਾ ਪਤਾ:-

National Institute for Career Service,
A-49, Sector-62, Noida (UP)

ਨੋਟ:- ਹਰ ਅਧਿਕਾਰੀ ਦਾ ਟ੍ਰੇਨਿੰਗ ਵਿੱਚ ਸ਼ਾਮਲ ਹੋਣਾ ਲਾਜ਼ਮੀ ਹੈ।

ਨੋਟ:

1. ਟ੍ਰੇਨਿੰਗ ਸ਼ਡਿਊਲ।
2. ਅਫ਼ਸਰਾਂ ਦੇ ਨਾਮ ਦੀ ਲਿਸਟ।

ਵਧੀਕ ਡਾਇਰੈਕਟਰ,
ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

Chapter XVIII

Performas/Letters for Data Collection

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Performa for Monthly Review of DBEE															
Name of District: Month/Year:															
VISIT (1)				REGISTRATION (2) Target-200			REGISTRATION OF EMPLOYER (3)			PLACEMENT (4)					
Number of Institute Visited (A)	Number of Candidates (B)	Candidate Visited otherwise (C)	Total (B+C)	Manual (A)	PGRKAM (B)	NCS (C)	Total (A+B+C)	PGRKAM Portal	Employer Registration (CNV)	Placement Camps organised (A)	Number of placement (B)	Number of Mega Job Mela organised (C)	Placement in Mega Job Mela (D)	Placement done otherwise (E)	Total (B+D+E)

[illegible][illegible]

Performa for Monthly Review of DBEE										
Name of District: Month/Year:										
SKILL COURSE (7)		COACHING/TRAINING PROGRAM (8)			OUTREACH ACTIVITIES (9)		MEDIA COVERAGE (10)			
Number of Candidates Identified	Number of Candidates Trained	Number of Candidates placed	Number of Candidates Self- employed after training	Number of programs organised	Number of candidates participated	Number of trained candidates placed	Motivational Talks delivered	Number of youth/candidat e/persons participated	Number of press Notes given	Number of published in news paper /electronic media

Performa for Monthly Review of DBEE											
Name of District: Month/Year:		FREE INTERNET (11)							RECORD CHECKING (12) Target-4 (For every officer of Concerned		UNEMPLOYMENT ALLOWANCE (13)
Number of Candidates applied for Govt. Jobs (A)	Number of Candidates applied for Private Jobs (B)	Number of Candidates applied to Self-Employment (C)	Number of Candidates applied for Competitive (D)	Number of Candidates applied for Admission (E)	Number of Candidates applied for Foreign Study (F)	Number of Candidates applied for Foreign employer (G)	Total Number of youth used free internet (A+B+C+D+E+F+G)	Public	Private	Number of Candidate	Amount Disbursed

Performa for Monthly Review of DBEE													
Name of District: Month/Year:													
Number of candidates identified	10 PERSONS PER VILLAGE (14)					MGSVY		{All Identified} (15)		LABOUR CHOWK REGISTRATION (16)			
	Number of persons identified for self-employment	Number of persons placed, Number of persons identified for self-employment	Disbursed loan	Number of persons identified for skill courses	Number of persons placed	Number of persons identified	Number of persons placed	Number of persons identified of Self-Employment	Number of loan disbursed	Number of Chowk identified	Number of persons register	Number of persons placed	Number of persons adopt self-employment

Performa for Monthly Review of DBEE					
Name of District: Month/Year:					
NUMBER OF VISIT OF DC IN DBEE MONTHLY (17)	NUMBER OF VISIT OF ADC IN DBEE MONTHLY (18)	GOVERNING COUNCIL OF DBEE MEETING (19)			
		Number of Meeting held	Number of decision taken in	Number of decision implement	Number of pending decision

Deputy Director Employment Exchange.....

Return showing the number of applicants registered, placed and the number on Live Register

For the month ended.....

ITEM		Men	Women	Total
1		2	3	4
1	Applicant on the live Register at the End of the Previous Month.			
1(a)	No. of Registration cards received on transfer			
2	No. of fresh registrations made during the month			
2(a)	No. of re-registrations made during the month			
3	Total: Item1 - 1(a), 2 & 2(a)			
4	No. of Job seekers placed during the month			
5	Registration removed from live register for reasons other than transfer to other exchange			
6	No. of registration cards transferred during the month to other exchange.			
7	Total: Items (5+6)			
8	Applicant remaining on the Live Register at the end of the month			
9	Applicants out of 8 above belonging to Rural Areas			
10	Submission made during the month			
11	Total vacancies notified during the month			

Placements through Job Fairs: **Nil**

No. E.S.1.1/2019/

Dated:

1. D.G.E.&T., Govt. of India, New Delhi
2. C.I.R.T.E.S., New Delhi
3. Director of Employment Generation & Training, Pb. Chd

**Signature of Employment Officer with name
and complete postal address of
Employment Exchange**

Return showing the number of Vacancies notified in the respect of certain selected professional and Technical categories during the Quarter 30-09-2020 classified Grade pay range and Sectors of Employment and the number of Vacancies included among them With or without experience required and those reserved for scheduled caste/Scheduled Tribe/Backward classes/Woman

State PUNJAB

Grade Pay		Number of Vacancies Notified With Grade Pay Up Rs-2800/-								Number of Vacancies Notified With Grade Pay From Rs 4200 to 4800/-								
Subject(also indicate Sr. no)	Central Govt	State Govt	Quasi Govt	Local bodies	Private Sector	Total	out of Total (col.7)			Central Govt	State Govt	Quasi Govt	Local Bodies	Private Sector	Total	Out of Total (col.16)		
							With experience	Without Experience	Requiring Deg/Dip in 1st Div/Class							With Experience	without Experience	Requiring Deg/dip in 1st Div/class
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.	18.	19.
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
Grade pay Ranges	Total number of Vacancies																	
Number of Vacancies notified with Grade pay above Rs-5400/-																		
Subject (also indicate Sr.no)	Central Govt	State Govt	Quasi Govt	Local Govt	Private Sector	Total	Out of Total (col.7)			(7+16+25		Sc	ST	obc	Women			
							With Experience	Without Experience	Requiring Deg/Dip in 1st Div/class									
	20.	21.	22.	23	24.	25.	26.	27.		28.	29.	30.	31.	32.	33			
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Detail of bulk demand notified in Respect of Professional and Technical categories during the Quarter ended.....

Sr. No.	Notified bulk Name and address of the employer who demand during the Quarter (Also indicate the sector and location of the establishment	Designation of Post(S)	NO. Of Post	Grade Pay(Rs.)	Qualification	Number of post included in Col 4 Notified as Reserved for SC/ST/OBC/Women (Please Specify of Vacancies for each Separately)			
						SC	ST	OBC	Women
1	2	3	4	5	6	7	8	9	10
	--	--	---	---	---	---		---	

Dated:--

Yours Faithfully,

District Employment Generation & Training Officer

E.S.2.1(Half Yearly)																
Return showing the number of educated applicant (10th Class and above) registered and placed during the half year and their number on Live Register, classified by Educational levels at the end of																
S.No.	Education Level	Total Educated (All Categories)			Women (included in total)			S.C.(included in total)			S.T. (included in total)			O.B.C.(included in total)		
		Registered	Placement	L.R.	Registered	Placement	L.R.	Registered	Placement	L.R.	Registered	Placement	L.R.	Registered	Placement	L.R.
1	10th Class	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	Passed															
2	10+2 Passed															
3	Graduates															
	Total															
	a. Arts															
	b. Science															
	c. Commerce															
	d. Engineering															
	e. Medicine															
	f. Veterinary															
	g. Agriculture															
	h. Law															
	i. Education															
	j. Others															
4	Post-Graduates															
	Total															
	a. Arts															
	b. Science															
	c. Commerce															
	d. Engineering															
	e. Medicine															
	f. Veterinary															
	g. Agriculture															
	h. Law															
	i. Education															
	j. Others															
5	Diploma															
	Holders Total															
	A. Engineering															
	B. Others															
6	Grand Total															

PUNJAB STATE
EMPLOYMENT GENERATION, SKILL DEVELOPMENT & TRAINING OFFICE.....
E.S.-2.3 (HALF YEARLY)

E.S.-2.3

Return showing the works performed by the employment generation, skill development & training in respect of minority communities during the half year ended.....

Item	Muslims	Christians	Sikhs	Buddhists	Zoarastains	Total
1.	2.	3.	4.	5.	6.	7.
1. No. of the live register at the end of the previous half year						
2. No. of Registration/re-registrations effected						
3. Number placed						
4. No. of removed from the live register						
5. No. of the live register at the end of the half year						
6. No. of submission made						

Note : 1. Item (1+2)-items (3+4) item 5

(Signature of Employment Generation, Skill Development
& Training Officer with name & portal address of the office)

State :
Employment Generation, Skill Development
& Training Office
E.S.-2.5 (Half Year)

Return showing the work done by the Employment Exchange in respect of Scheduled Caste/Tribe and other Backward Classes (OBC) applicants during the half year ended.....

Sr. No.	Item	SC	ST	OBC
1.	No. of Applicants on Live Register at the end of previous half year			
2.	No. of Applicants registered/re-registered during the half year			
3.	No. of Applicants placed during the half year in:			
	(a) Central Govt.			
	(b) Union Territory			
	(c) State Govt.			
	(d) Quasi-Govt. Estts./Public Sector Undertakings under			
	(i) Central Govt.			
	(ii) State Govt.			
	(e) Local Bodies			
	(f) Private Establishments			
	Total of Items 3 (a) to 3 (f)			
4.	No. of Applicants removed from Live Register during the half year			
5.	No. of Applicants remaining on Live Register at the end of the half year			
6.	No. of submissions made during the Half year			

(Signature of Employment Generation & Training Officer
with name & complete postal address of the Employment Generation & Training Office)

E.S.2.4 Part-11
Part-11 Reserved Vacancies

NUMBER OF RESERVED VACANCIES																
Type of Establishments	Outstanding at the end of the previous half year			Notified during the half year			filled during the half year			Cancelled during the half year due to						Outstanding at the end of the half year
	SC	ST	OBC	SC	ST	OBC	SC	ST	OBC	SC	ST	OBC	SC	ST	OBC	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1. Central Govt.																18
2. Union Territory																
3. State Govt.																
4. Local Govt.																
5. Private Sector																
6. Under taking under:																
i) Central Govt.																
ii) State Govt.																
7. Local Bodies																
8. Private Estts.																
Total	24	-	23	4	-	8	-	-	1	-	-	-	15	-	14	13

No. E.S.2.4/ half yearly/2017/..

Dated:.....

Copy to:

1. DGE&T, New Delhi
2. CIRTES, New Delhi
3. Director of Employment Generation & Training, Punjab Chandigarh

(Signature of Employment Office with complete postal address of the Employment Exchange)

State:
Employment Generation, Skill Development
& Training Office
E.S.-2.5 (Half Year)

Return showing the work done by the Employment Exchange in respect of Physically Handicapped applicants during the Half Year ended.....

Part-I Applicants

Sr. No.	Item	Blind	Deaf & Dumb	Ortho Peadics	Respi ratory Disorder	Neg. Leprosy Person	Total (col. 3-7)	Women (included in total)
1.	2.	3.	4.	5.	6.	7.	8.	9.

1. No. of Physically Handicapped on the live register at the end of the previous Half Year

2. No. of physically Handicapped registered during the Half Year in:

3. No. of physically Handicapped Placed during the Half Year in:

- (a) Central Govt.
- (b) Union Territory
- (c) State Govt.
- (d) Quasi-Govt. Estts./Public Sector Undertakings under

- (i) Central Govt.
- (ii) State Govt.

(e) Local Bodies

(f) Private Establishments

Total of Items 3 (a) to 3 (f)

4. No. of physically Handicapped applicants removed From the Live Register during the Half Year

5. No. of physically Handicapped applicants on the Live Register at the end of the Half Year

6. No. of submissions made during the Half Year

E.S.-2.5

Part-II Revised Vacancies

Sr. No.	Item	Central Govt.	Union Territory	State Govt.	Quasi Govt. Estt./ Public Sector Undertaking		Local Bodies	Private	Total
					Central Govt.	State Govt.			
7.	No. of vacancies for Physically Handicapped outstanding at the end of the previous half Year.								
8.	No. of vacancies for Physically Handicapped applicants:								
	(a) Notified during the half Year :								
	(b) filled during the half year:								
	(c) Cancelled during the half Year due to:								
	(i) Non availability of suitable candidates.								
	(i) Other reasons								
9.	No. of vacancies for Physically Handicapped applicants outstanding at the end of the year								

(Signature of Employment Generation, skill development & training officer with name & portal address of the office)

Department of employment generation & Training,punjab Chandigarh																													E.S 1.2 (Annual) Return									
Return showing by NCo work done by the Employment Genration& training during the year ended																																						
SR.No NCO (Five Digita I Level Total AT 30 digit level	NO. of applicants on Lve Register end of the year in respect of						No. of vacancies																															
							Notified during the year in respect of					Filled during the year in respect of					Cancelled during the year in respect of					Outstanding at the end of the year in respect of																
							Total	Women	sc	st	obc	ph	Total	Women	sc	St	Obc	Ph	Total	Women	Sc	St	Obc	ph	Total	Women	Sc	St	Obc	ph								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
2132.1																																						
2142.1																																						
2143.1																																						
2144.1																																						
2144.9																																						
2145.1																																						
2146.1																																						
2148.2																																						
2149.15																																						
2149.18																																						
2221.2																																						
2222.1																																						
2231.1																																						
2320.1																																						

Department of Employment Generation & Training, Punjab Chandigarh									
E.S - 1.3 (Annually) Return Showing sector-wise vacancies notified, filled and Outstanding for the year ended –									
Item	Central Govt	op-0 Union Territory	State Govt	Quasi-GovtEsst/ Publick Sector Undertaking		Local Bodies	Private Sector		
				Central Govt	State Govt		Falling within the perview of Act	Not falling within the preview of Act	Total
1	2	3	4	5	6	7	8	9	10
1. Vacancies Outstanding At the end of Previous Year									
1.–(a) Vacancies received on transfer from other exchange during the year									
2. Vacancies Notified during the year									
3. ToTal : Item 1, 1(a) and (2)									
4. Vacancies filled during the year									
5. Vacancied cancelled during the year									
5-(a) Vacancies transferred to other Employment Exchange during the year									
6. Vacancies Outstanding at the end of year									
7. Total : Item 4,5,5(a) and 6									
7-(a) Vacancies notified during the year by private employes									
Falling within perview of the Act against which submission is not required									
8. Vacancies included in item 4 filled by the applicants of other exchange area during the year									
9. Local applicants Placed in other exchange area during the year									
10. NO. of employes using the exchange during the year									

Department of Employment Generation & Training Punjab, Chandigarh
District of Employment Generation & Training

ES 1.4 (Annual)

Return showing the number of applicants on the Live Register by age-group sex and education Level at the end of the year.....

Sr No.	Education Level	Sex	No.on Live Register as on in the age Group						
			Upto 19	20-29	30-39	40-49	50-59	60 above	Total
1	2	3	4	5	6	7	8	9	10
1	Below 10 th class (including illitrates)	Male							
		Female							
		Total							
2	10th class passed	Male							
		Female							
		Total							
3	10+2 passed	Male							
		Female							
		Total							
4	Graduates	Male							
		Female							
		Total							
5	Post Graduates	Male							
		Female							
		Total							
6	Professional (Like MBA, Doctor, Engineer, Etc not covered in item 4 and 5)	Male							
		Female							
		Total							
7	Grand Total	Male							
		Female							
		Total							

Employment Generation & Training Dept, Punjab
District Bureau of Employment Generation & Training

Return showing Trade wise distribution of craftsmen trained at the ITI's and full term Apprentices trained under the Apprenticeship Act, on the live register by

[illegible]

Chapter XVIII | 19

Employment Generation & Training Dept, Punjab
District Bureau of Employment Generation & Training

E.S. 2.6 (Annual)

Return showing the work performed by the Employment Exchange in respect of Displaced Persons (migrants from East Pakistan, repatriates from Burma and Sri Lanka)

During the year ending.....

Items	East Pakistan displaced persons who migrated on or after 1-1-64 but before 25-3-71	Repatriates from	
		Burma	Sri Lanka
		who migrated on on or after 1-6-63	who migrated on or after 1-11-64
1	2	3	4
1. No. on Live Register at the end of the Previous year.			
2. No. of Registration and re-Registration Effected.			
3. Number Placed.			
4. No. removed from the Live Register			
5. No. on the Live Register at the end of the year.			
6. No. of submissions made.			

To
D.G.E.T., New Delhi
Director, Employment Generation and Training, Punjab, Chandigarh
Dist Statistical Officer

Deputy Director,
District Bureau of Employment Generation & Training

To
D.G.E.T., New Delhi
Director, Employment Generation and Training, Punjab, Chandigarh
Dist Statistical Officer

ਅਸਾਮੀ ਸ਼ਾਖਾ-1(ਮਹਿਨਵਰ)

ਅਸਾਮੀ ਸ਼ਾਖਾ

ਮਿਤੀ:

ਦਫਤਰ ਦਾ ਨਾਮ:-
ਮਹਿਨਾ:-

Director, Employment Generation & Training, Punjab, Chandigarh.
Dist Statistical officer

ਲੜੀ ਨੰ.	ਰਜਿਸਟ੍ਰੇਸ਼ਨ			ਰਜਿਸਟ੍ਰੇਸ਼ਨ GGR Portal			N.C.S ਰਜਿਸਟ੍ਰੇਸ਼ਨ			IOA ਸਬਮਿਸ਼ਨ		FOA ਸਬਮਿਸ਼ਨ		ਪ੍ਰਮਾਣਿਕ ਅਸਾਮੀਆਂ		ਸਾਬਕਾ ਫੈਜ਼ੀ		S.T		S.C		OBC		ਅਣਪੜ੍ਹੇ	
	M	F	T	M	F	T	M	F	T																
1																									
2																									
3																									
4																									

ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਜ਼ਿਲ੍ਹਾ ਰੋ.ਜ.ਟ.ਅਫਸਰ,
ਜ਼ਿਲ੍ਹਾ ਬਿਊਰੋ ਆਫ ਰੋਜਗਾਰ ਉਤਪੱਤੀ ਅਤੇ ਟ੍ਰੇਨਿੰਗ।

ਸੂਚ ਦੇ ਕਿੱਤਾ ਅਗਵਾਈ ਦੇ ਯੂਨਿਟਾਂ ਵੱਲੋਂ ਪੰਜਵੇਂ ਤੋਂ ਦੋਰਾਨ ਕੀਤੇ ਗਏ ਕਿੱਤਾ ਮਾਮਲੇ 1981 ਫੀਡਬੈਕ

ਵੀ.ਜੀ. ਗਰੁੱਪ	ਵੀ.ਜੀ. ਯੂਨਿਟ ਦਾ ਨਾਂ	3		4		5		6		7		8		9		10		11		12		13																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
		ਵਿਦਿਅਕ ਸੰਸਥਾਵਾਂ ਵਿੱਚ ਕੀਤੀਆਂ ਜਾਣ ਵਾਲੀਆਂ ਕਿੱਤਿਆਂ ਵਾਰਤਾਲਾ ਦੀ ਗਿਣਤੀ	ਟੀਚਾ	ਕੀਤੇ ਗਏ ਕੰਮ	ਵਿਅਕਤੀਗਤ ਅਗਵਾਈ ਦਿੱਤੇ ਜਾਣ ਵਾਲੇ ਪ੍ਰਾਗਤੀਆਂ ਦੀ ਗਿਣਤੀ	ਟੀਚਾ	ਕੀਤੇ ਗਏ ਕੰਮ	ਲਾਈਵ ਰਜਿਸਟਰ ਤੋਂ ਪੁਰਾਣੇ ਕੇਸਾਂ ਦਾ ਕੀਤਾ ਗਿਆ ਰੀਵਿਊ	ਟੀਚਾ	ਕੀਤੇ ਗਏ ਕੰਮ	ਲਗਾਈ ਗਈ ਕਿੱਤਾ ਕਾਨਫਰੰਸ/ਮੁਦਰਸ਼ਨੀ ਦੀ ਗਿਣਤੀ	ਟੀਚਾ	ਕੀਤੇ ਗਏ ਕੰਮ	ਕਿੱਤਾ ਸੂਚਨਾ ਪ੍ਰਾਪਤ ਕਰਨ ਹਿੱਤ ਵਿਸ਼ੇਸ਼ ਕੀਤੇ ਅਦਾਰਿਆਂ ਦੀ ਗਿਣਤੀ	ਟੀਚਾ	ਕੀਤੇ ਗਏ ਕੰਮ	ਉਦਯੋਗਿਕ ਅਦਾਰਿਆਂ ਦੀ ਗਿਣਤੀ ਜਿਥੇ ਕੋਲਿਅਰ ਵਿਜ਼ਿਟ ਕੀਤੇ ਗਏ	ਟੀਚਾ	ਕੀਤੇ ਗਏ ਕੰਮ	ਵਿਗਿਆਪਤ ਆਸਮਾਨੀ ਸਬੰਧੀ ਸੂਚਨਾ ਕਿੱਤਾ ਪ੍ਰਾਗਤੀਆਂ ਨੂੰ ਦਿੱਤੀ ਗਈ	ਟੀਚਾ	ਕੀਤੇ ਗਏ ਕੰਮ	ਮੁਕਾਬਲੇ ਦੀਆਂ ਪ੍ਰੀਖਿਆ ਲਈ ਕਿੱਤਾ ਪ੍ਰਾਗਤੀਆਂ ਨੂੰ ਪ੍ਰੀਤਿਤ ਕੀਤਾ ਗਿਆ	ਟੀਚਾ	ਕੀਤੇ ਗਏ ਕੰਮ	ਸਵੈ-ਰੋਜਗਾਰ ਸਬੰਧੀ ਕਿੱਤਾ ਪ੍ਰਾਗਤੀਆਂ ਨੂੰ ਪ੍ਰੀਤਿਤ ਕੀਤਾ ਗਿਆ	ਟੀਚਾ	ਕੀਤੇ ਗਏ ਕੰਮ	ਵਾਨਸੇਸ ਕਿੱਤਾ ਮੁਕਾਬਲੇ ਕੋਲ ਮੁਕਾਬਲੇ ਕਿੱਤਾ ਸੂਚਨਾ ਸਬੰਧੀ ਅਨ.ਜੇ.ਓ. ਵਾਈਸ ਕਿੱਤਾ ਭੇਜੇ ਗਏ	ਟੀਚਾ	ਕੀਤੇ ਗਏ ਕੰਮ	ਟੀਚਾ	ਕੀਤੇ ਗਏ ਕੰਮ																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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ਨੰ: ਫੀਡਬੈਕ ਯੋਜਨਾ-20/

ਮਿਤੀ :

ਪੰਜਾਬ ਰਾਜ ਦੇ ਕਿੱਤਾ ਅਗਵਾਈ ਦੇ ਯੂਨਿਟਾਂ ਵੱਲੋਂ ਮਿੱਤੀ ਤੋਂ ਦੌਰਾਨ ਕੀਤੇ ਗਏ ਕਿੱਤਾ ਅਗਵਾਈ ਕੰਮ ਦੀ ਅਗੱਤ ਰਿਪੋਰਟ

1	2	3	4	5	6	7	8	9	10	11	12
	ਤਿਮਾਹੀ ਦੇ ਮਹੀਨਿਆਂ ਦਾ ਨਾਂ	ਵਿਵਿਅਕ ਸੰਸਥਾਵਾਂ ਵਿੱਚ ਕੀਤੀਆਂ ਜਾਣ ਵਾਲੀਆਂ ਕਿੱਤੀਆਂ ਵਾਰਤਾਵਾਂ ਦੀ ਹਿਣਤੀ	ਵਿਅਕਤੀਗਤ ਅਗਵਾਈ ਦਿੱਤੇ ਜਾਣ ਵਾਲੇ ਪ੍ਰਾਬੀਆਂ ਦੀ ਹਿਣਤੀ	ਲਾਈਵ ਰਜਿਸਟਰ ਤੋਂ ਪ੍ਰਾਪਤ ਕੇਸਾਂ ਦਾ ਕੀਤਾ ਗਿਆ ਰੀਜਿਸਟ੍ਰੇ	ਲਗਾਈ ਗਈ ਕਿੱਤਾ ਕਾਨਫਰੰਸ/ਪ੍ਰਦਰਸ਼ਨੀ ਦੀ ਹਿਣਤੀ	ਕਿੱਤਾ ਸੁਚਨਾ ਪ੍ਰਾਪਤ ਕਰਨ ਹਿੱਤ ਵਿਜਿਟ ਕੀਤੇ ਅਦਾਰਿਆਂ ਦੀ ਹਿਣਤੀ	ਸਿਕਲਾਈ/ਆਪੀਟਿਸ ਲਈ ਭੇਜੇ ਜਾਣ ਵਾਲੇ ਪ੍ਰਾਬੀਆਂ ਦੀ ਹਿਣਤੀ	ਉਦਯੋਗਿਕ ਅਦਾਰਿਆਂ ਦੀ ਹਿਣਤੀ ਜਿਥੇ ਕੋਰਿਅਰ ਵਿਜਿਟ ਕੀਤੇ ਗਏ	ਵਿਗਿਆਪਤ ਆਸਾਮੀਆਂ ਸਬੰਧੀ ਸੁਚਨਾ ਕਿੱਤੀ ਪ੍ਰਾਬੀਆਂ ਨੂੰ ਦਿੱਤੀ ਗਈ	ਮੁਕਾਬਲੇ ਦੀਆਂ ਪ੍ਰੋਸੀਯਰਾਂ ਨੂੰ ਕਿੱਤੀ ਪ੍ਰਾਬੀਆਂ ਨੂੰ ਪ੍ਰੋਰਿਤ ਕੀਤਾ ਗਿਆ	ਮੁਕਾਬਲੇ ਦੀਆਂ ਪ੍ਰੋਸੀਯਰਾਂ ਨੂੰ ਕਿੱਤੀ ਪ੍ਰਾਬੀਆਂ ਨੂੰ ਪ੍ਰੋਰਿਤ ਕੀਤਾ ਗਿਆ
		ਟੀਚਾ	ਕੀਤੇ ਗਏ ਕੰਮ	ਟੀਚਾ	ਕੀਤੇ ਗਏ ਕੰਮ	ਟੀਚਾ	ਕੀਤੇ ਗਏ ਕੰਮ	ਟੀਚਾ	ਕੀਤੇ ਗਏ ਕੰਮ	ਟੀਚਾ	ਕੀਤੇ ਗਏ ਕੰਮ
ਜਿਲ੍ਹਾ ਇੰਚਾਰਜ ਆਫ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ, ਜਲੰਧਰ											

ਨੋ: ਅਗੱਤ ਯੋਜਨਾ-20/

ਮਿਤੀ :

State : Punjab
Employment Exchange:
ES-3.2 (Quarterly)

No. VG/19/

Date:

Activity	Category of Application					
	Total	SC	ST	X-Man	PH	Women
1	2	3	4	5	6	7
No. who received individual Guidance						
No who received registration Guidance						
No. who received individual Information						
No. of old cases reviewed from the live Register (only those who responded)						
No. of persons participating in Group discussion						
No. of persons who attended Carrer Talks						
No. of Visitors to the Carrer Information room						
No. of applicants/particulars of applicants						
Forwarded for:						
(a) Training						
(b) Apprenticeship						
(C) Scholarships/Higher Studies						
(d) Jobs						
No. of guided application applicants placed in:						
(a) Jobs						
(b) Training						
(c) Apprenticeship						
No. of Group discussions held						
No. of Carrer Talks held						
No. of educational institutions visited for promoting guidance Activities (Activities other than those listed above)						
No. of establishments/institutions visited for developments of jobs training or apprenticeship opportunities/for collection of information pertaining to such opportunities						

Note: 1. Guided here does not necessarily means individual guidance. Even case of

2. There may be overlapping of applicants featuring in the columns 3 to 7

To

DGE&T, New Delhi

(Signature of employment officer with name and complete
Postal address of Employment Exchange)

ਸਵੈ ਰੋਜ਼ਗਾਰ ਸਬੰਧੀ (Self-Employment)

ਜਿਲ੍ਹੇ ਦਾ ਨਾਮ

ਮਹੀਨਾ ਸਾਲ

ਵਿਭਾਗ ਦਾ ਨਾਮ	ਸਕੀਮਾਂ ਦਾ ਨਾਮ	ਸਾਲ ਦੇ ਟੀਚੇ	ਟੀਚੇ ਦੀ ਰਾਸ਼ੀ	ਸਪਾਂਸਰ ਕੇਸ	ਮਨਜ਼ੂਰ ਕੇਸ	ਨਾ ਮਨਜ਼ੂਰ ਕੇਸ	ਲਾਭ-ਪ੍ਰਾਪਤੀਆਂ ਦੀ ਗਿਣਤੀ		ਵੰਡੀ ਗਈ ਰਾਸ਼ੀ		ਰਿਮਾਰਕਸ	ਜੋੜ
							ਮਰਦ	ਔਰਤ	ਮਰਦ	ਔਰਤ		

ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ /ਜਿਲ੍ਹਾ ਰੋ.ਜ.ਟ.ਅਫਸਰ,
ਜ਼ਿਲ੍ਹਾ ਬਿਊਰੋ ਆਫ ਰੋਜ਼ਗਾਰ ਉਤਪੱਤੀ ਅਤੇ ਟ੍ਰੇਨਿੰਗ।

(Employment Marketing Information)

ਈ.ਐਮ.ਆਈ.-1 (ਮਹੀਨਾਵਾਰ)

ਰੋਜ਼ਗਾਰ ਮੰਡੀ ਸੂਚਨਾ

ਨੰ: ਈ.ਐਮ.ਆਈ./

ਮਿਤੀ :

ਦਫਤਰ ਦਾ ਨਾਮ :- ਜਿਲ੍ਹਾ ਬਿਊਰੋ ਆਫ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ, ਜਲੰਧਰ।

ਮਹੀਨਾ :-

ਲੜੀ ਨੰ:	ਜਿਸ ਮਿਤੀ ਨੂੰ ਰਿਕਾਰਡ ਚੈਕ ਕੀਤਾ।	ਅਦਾਰੇ ਕਿਸ ਸੈਕਟਰ ਅਧੀਨ ਹੈ।		ਅਦਾਰਾ ਜਿਸ ਦਾ ਰਿਕਾਰਡ ਚੈਕ ਕੀਤਾ।		ਵਿਸ਼ੇਸ਼ ਕਥਨ
		ਪਬਲਿਕ	ਪ੍ਰਾਈਵੇਟ	ਅਦਾਰੇ ਦਾ ਨਾਂ	ਅਦਾਰੇ ਦੇ ਇੰਚਾਰਜ ਹੈਡ ਦਾ ਨਾਂ	ਟੈਲੀਫੋਨ ਨੰ:
1						
2						
3						
4						
5						

S.E.M. 4

Department of Employment, Punjab

Employment
Exchange

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Quarter Ended

[illegible]

ਬੇਕਾਰੀ ਭੱਤਾ -1
(ਮਹੀਨਾਵਾਰ)

ਬੇਕਾਰੀ ਭੱਤਾ

ਨੰ.

ਮਿਤੀ:

ਦਫ਼ਤਰ ਦਾ ਨਾਮ-

ਮਹੀਨਾ-

ਪ੍ਰਾਰਥੀਆਂ ਦੀ ਗਿਣਤੀ	ਵੰਡੀ ਗਈ ਰਾਸ਼ੀ

ਸੇਵਾ ਵਿਖੇ,

ਡਾਇਰੈਕਟਰ
ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ ਪੰਜਾਬ,
ਚੰਡੀਗੜ੍ਹ।

ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ ਪੰਜਾਬ
ਜ਼ਿਲਾ ਬਿਊਰੋ ਆਫ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ,

ਬੇਕਾਰੀ ਭੱਤੇ ਦੀ ਵੰਡ ਬਾਰੇ ਤਿਆਰੀ ਰਿਪੋਰਟ, ਬਾਬਤ ਮਹੀਨਾ :

ਲੜੀ ਨੰ.	ਆਈਟਮ	ਮਹਦ	ਮੌਜੂਦਾ	ਜੰਤ
1.	ਮਿਤੀ 01/04/ ਤੋਂ ਸ਼ੁਰੂ ਹੋਣ ਵਾਲੀ ਮਿਆਰੀ ਲਈ ਐਲ.ਆਰ. ਤੋਂ ਕੁੱਲ ਕਿੰਨੇ ਉਮੀਦਵਾਰ ਯੋਗ ਪਾਏ ਗਏ:			
2.	ਉਪਰੋਕਤ ਵਿੱਚੋਂ ਕੁੱਲ ਕਿੰਨੇ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਮੁਢਲੀ ਸਹਨਾ ਭੇਜੀ ਗਈ :			
3.	ਉਹ ਹੁਣ ਤੱਕ ਕੁੱਲ ਕਿੰਨੇ ਕਲੇਮ ਪ੍ਰਾਪਤ ਹੋ ਚੁੱਕੇ ਹਨ :			
	ਅ) ਕਲੇਮ ਨੰ: ਉਹ ਵਿੱਚੋਂ ਨਿਪਟਾਏ ਕਲੇਮਾਂ ਦੀ ਗਿਣਤੀ :			
4.	01/04/ ਤੋਂ ਸ਼ੁਰੂ ਹੋਣ ਵਾਲੇ ਵਿੱਤੀ ਸਾਲ ਵਿੱਚ ਕੁੱਲ ਕਿੰਨੇ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਬੇਕਾਰੀ ਭੱਤੇ ਦੀ ਅਦਾਇਗੀ ਕੀਤੀ ਜਾ ਚੁੱਕੀ ਹੈ(ਬ.ਭ. ਪ੍ਰਾਪਤ ਕਰਨ ਵਾਲਾ ਉਮੀਦਵਾਰ ਵਿੱਤੀ ਸਾਲ ਵਿੱਚ ਕੇਵਲ ਇੱਕ ਵਾਰ ਹੀ ਗਿਣਿਆ ਜਾਣਾ ਹੈ, ਭਾਵੇਂ ਉਹ ਵਿੱਤੀ ਸਾਲ ਵਿੱਚ ਚਾਰੋਂ ਤਿਆਰੀਆਂ ਦਾ ਭੱਤਾ ਪ੍ਰਾਪਤ ਕਰਦਾ ਹੈ)			
	ਉ). ਮੈਟ੍ਰਿਕ/ਅੰਡਰ ਗਰੈਜੂਏਟ ਉਮੀਦਵਾਰ			
	ਅ). ਗਰੈਜੂਏਟ/ਪੋਸਟ ਗਰੈਜੂਏਟ ਉਮੀਦਵਾਰ			
5.	ਉਪਰੋਕਤ ਮੱਦ 4 ਵਿੱਚ ਸ਼ਾਮਲ			
	1). ਅ/ਜਾਤੀ ਦੇ ਉਮੀਦਵਾਰਾਂ ਦੀ ਸੰਖਿਆ			
	ਉ). ਮੈਟ੍ਰਿਕ/ਅੰਡਰ ਗਰੈਜੂਏਟ ਉਮੀਦਵਾਰ			
	ਅ). ਗਰੈਜੂਏਟ/ਪੋਸਟ ਗਰੈਜੂਏਟ ਉਮੀਦਵਾਰ			
	2. ਪੱਛਤੀ ਸ਼ਰੇਣੀ ਦੇ ਉਮੀਦਵਾਰਾਂ ਦੀ ਸੰਖਿਆ			
	ਉ). ਮੈਟ੍ਰਿਕ/ਅੰਡਰ ਗਰੈਜੂਏਟ ਉਮੀਦਵਾਰ			
	ਅ). ਗਰੈਜੂਏਟ/ਪੋਸਟ ਗਰੈਜੂਏਟ ਉਮੀਦਵਾਰ			
6.	01/04/ ਤੋਂ ਸ਼ੁਰੂ ਹੋਣ ਵਾਲੇ ਵਿੱਤੀ ਸਾਲ ਵਿੱਚ ਬੇਕਾਰੀ ਭੱਤੇ ਦੀ ਅਦਾ ਕੀਤੀ ਕੁੱਲ ਰਾਸ਼ੀ(ਇਸ ਵਿੱਚ ਮਨੀਆਰਡਰ ਦਾ ਖਰਚਾ ਸ਼ਾਮਲ ਨਹੀਂ ਕਰਨਾ :			
7.	ਮਨੀਆਰਡਰ ਫੀਸ ਦਾ ਖਰਚਾ			
8.	ਬੇਕਾਰੀ ਭੱਤੇ ਲਈ ਖਰਚ ਹੋ ਚੁੱਕੀ ਕੁੱਲ ਰਾਸ਼ੀ			
9.	ਉ). ਉਪਰੋਕਤ ਮੱਦ 8 ਅਧੀਨ ਮੈਟ੍ਰਿਕ/ਅੰਡਰ ਗਰੈਜੂਏਟ ਨੂੰ ਅਦਾ ਕੀਤੀ ਰਾਸ਼ੀ :			
	ਅ). ਗਰੈਜੂਏਟ/ਪੋਸਟ ਗਰੈਜੂਏਟ ਨੂੰ ਅਦਾ ਕੀਤੀ ਰਾਸ਼ੀ			

ਚਲਦਾ ਪੰਨਾ ਨੰ: 2

ਲੜੀ ਨੰ:	ਆਈਟਮ	ਮਰਦ	ਔਰਤ	ਜੋੜ
10.	ਉਪਰੋਕਤ ਮੱਦ 8 ਵਿੱਚ ਦਰਸਾਈ ਰਾਸ਼ੀ ਵਿੱਚ ਅ.ਜਾਤੀ ਦੇ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਵੰਡੀ ਗਈ ਰਾਸ਼ੀ	--	--	--
	ਓ। ਮੈਟ੍ਰਿਕ/ਅੰਡਰ ਗਰੇਜੂਏਟ ਨੂੰ ਅਦਾ ਕੀਤੀ ਰਾਸ਼ੀ	--	--	--
	ਅ। ਗਰੇਜੂਏਟ/ਪਸਟ ਗਰੇਜੂਏਟ ਨੂੰ ਅਦਾ ਕੀਤੀ ਰਾਸ਼ੀ	--	--	--
11.	ਉਪਰੋਕਤ ਮੱਦ 8 ਵਿੱਚ ਦਰਸਾਈ ਰਾਸ਼ੀ ਵਿੱਚ ਪਛੜੀ ਸ਼੍ਰੇਣੀ ਦੇ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਵੰਡੀ ਗਈ ਰਾਸ਼ੀ	--	--	--
	ਓ। ਮੈਟ੍ਰਿਕ/ਅੰਡਰ ਗਰੇਜੂਏਟ ਨੂੰ ਅਦਾ ਕੀਤੀ ਰਾਸ਼ੀ	--	--	--
	ਅ। ਗਰੇਜੂਏਟ/ਪਸਟ ਗਰੇਜੂਏਟ ਨੂੰ ਅਦਾ ਕੀਤੀ ਰਾਸ਼ੀ	--	--	--
12.	ਚਾਲੂ ਮਾਲੀ ਸਾਲ ਵਿੱਚ ਉਨ੍ਹਾਂ ਉਮੀਦਵਾਰਾਂ ਦੀ ਸੰਖਿਆ ਜਿਨ੍ਹਾਂ ਨੂੰ ਕਿਸੇ ਕਾਰਨ ਬੇਕਾਰੀ ਭੱਤਾ ਦੇਣਾ ਬੰਦ ਕਰ ਦਿੱਤਾ ਗਿਆ ਹੈ।	--	--	--
13.	ਉਪਰੋਕਤ ਆਈਟਮ 4 ਵਿੱਚ ਸ਼ਾਮਲ ਉਨ੍ਹਾਂ ਉਮੀਦਵਾਰਾਂ ਦੀ ਸੰਖਿਆ ਜਿਹੜੇ ਮਿਤੀ 01/04/ ਤੋਂ ਪਹਿਲਾਂ ਕਿਸੇ ਸਮੇਂ ਦਾ ਬੇਕਾਰੀ ਭੱਤਾ ਪ੍ਰਾਪਤ ਕਰ ਚੁੱਕੇ ਹਨ।	--	--	--

ਨੰ: ਬ.ਭ (ਤਿਮਾਹੀ)

ਮਿਤੀ:-

ਸੇਵਾ ਵਿਖੇ,

ਡਾਇਰੈਕਟਰ,
ਰੋਜਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ, ਪੰਜਾਬ,
ਚੰਡੀਗੜ੍ਹ।

**ਰੋਜਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ, ਪੰਜਾਬ,
ਜਿਲ੍ਹਾ ਬਿਊਰੋ ਆਫ ਰੋਜਗਾਰ ਜਨਰੇਸ਼ਨ ਐਂਡ ਟ੍ਰੇਨਿੰਗ ਦਫਤਰ, ਜਲੰਧਰ।**

ਨ: ਤਿਮਾਹੀ ਰੀਵੀਓ/18/

ਮਿਤੀ:

ਰਾਜ ਵਿੱਚ ਬੇਰੁਜਗਾਰੀ ਸਥਿਤੀ ਸਬੰਧੀ ਤਿਮਾਹੀ ਰੀਵੀਓ ਬਾਬਤ ਮਹੀਨਾ

ਸ਼੍ਰੇਣੀ ਦੀ ਕਿਸਮ

ਅਨੁਸੂਚਿਤ ਜਾਰੀ

ਦੂਸਰੇ

ਜੋੜ

1. ਡਿਫਿਨੀਟ ਹੋਲਡਰ ਇੰਜੀਨੀਅਰ

	ਆ	ਇ	ਜੋੜ	ਆ	ਇ	ਜੋੜ	ਆ	ਇ	ਜੋੜ
ੳ. ਸਿਵਲ:									
ਅ. ਮਕੈਨੀਕਲ :									
ੲ. ਇਲੈਕਟ੍ਰੀਕਲ									
ਸ. ਇਲੈਕਟ੍ਰੋਨਿਕਸ:									
ਹ. ਇਲੈਕਟ੍ਰੋਨਿਕਸ ਐਂਡ ਕਮਿਊਨੀਕੇਸ਼ਨ									
ਬ. ਕੰਪਿਊਟਰ ਸਾਇੰਸ									
ਖ. ਆਟੋ ਮੋਬਾਇਲ									
ਗ. ਇਸਟਰੂਮੈਂਟ									
ਘ. ਟੈਲੀ ਕਮਿਊਨੀਕੇਸ਼ਨ									
ਙ. ਆਰਕੀਟੈਕਚਰ									
ਚ. ਪਰੋਡਕਸ਼ਨ									
ਛ. ਆਈ. ਟੀ.									
ਜੋੜ									

2. ਡਿਫਿਨੀਟ ਹੋਲਡਰ ਇੰਜੀਨੀਅਰ

	ਆ	ਇ	ਜੋੜ	ਆ	ਇ	ਜੋੜ	ਆ	ਇ	ਜੋੜ
ੳ. ਸਿਵਲ:									
ਅ. ਮਕੈਨੀਕਲ:									
ੲ. ਇਲੈਕਟ੍ਰੀਕਲ:									
ਸ. ਇਲੈਕਟ੍ਰੋਨਿਕਸ:									
ਹ. ਇਲੈਕਟ੍ਰੋਨਿਕਸ ਅਤੇ ਕਮਿਊਨੀਕੇਸ਼ਨ									
ਕ. ਇਲੈਕਟ੍ਰੋਨਿਕਸ ਐਂਡ ਟੀ.ਵੀ.:									
ਖ. ਕੰਪਿਊਟਰ:									
ਗ. ਇਸਟਰੂਮੈਂਟ :									
ਘ. ਕੈਮੀਕਲ:									
ਜੋੜ									

ਅਗਲੇ ਪੰਨੇ ਤੇ

3. ਦਸਤਕਾਰੀ ਆਈ.ਟੀ.ਆਈ. ਟਰੇਡ (ਮੈਟ੍ਰਿਕ ਪਾਸ ਅਤੇ ਇਸ ਤੋਂ ਵੱਧ ਯੋਗਤਾ ਰੱਖਣ ਵਾਲੇ)

	ਅਨੁਸੂਚਿਤ ਜਾਤੀ			ਦੁਸਰੇ			ਜੋੜ		
	ਆ	ਇ	ਜੋੜ	ਆ	ਇ	ਜੋੜ	ਆ	ਇ	ਜੋੜ
ੳ. ਰਕਨੀਕੀ ਸਾਰੀਆਂ ਟਰੇਡਾਂ ਦੇ:									
ਅ. ਨਾਨ ਰਕਨੀਕੀ ਆਈ.ਟੀ.ਆਈ. ਸਟੈਨੋ, ਅੰਗਰੇਜੀ, ਪੰਜਾਬੀ, ਹਿੰਦੀ, ਕਟਿੰਗ ਟੈਲਰਿੰਗ, ਇਕਰਾਫ਼ਤਰੀ ਹੋਡ ਕਪੋਜੀਟਰ, ਲਾਇਬ੍ਰੇਰੀਅਨ, ਫੁਟਬਾਲ ਅਤੇ ਸਟੋਰ. ਕੀਪਰ ਆਦਿ									
ਜੋੜ: ੳ-ਅ									

4. ਦੂਸਰੇ ਨਿਪੁਨ ਦਸਤਕਾਰ (ਰਜਿਸਟਰੇਡ) ਦੇ ਅਧਾਰ ਤੇ ਦਰਜ ਮੈਟ੍ਰਿਕ ਪਾਸ ਅਤੇ ਵੱਧ ਯੋਗਤਾ ਰੱਖਣ ਵਾਲੇ

	ਅਨੁਸੂਚਿਤ ਜਾਤੀ			ਦੁਸਰੇ			ਜੋੜ		
	ਆ	ਇ	ਜੋੜ	ਆ	ਇ	ਜੋੜ	ਆ	ਇ	ਜੋੜ
ੳ. ਰਕਨੀਕੀ ਲੜੀ ਨੰ: 3 ਅਨੁਸਾਰ ਟਰੇਡਾਂ:									
ਅ. ਨਾਨ ਰਕਨੀਕੀ ਲੜੀ ਨੰ: 3(ਅ) ਅਨੁਸਾਰ ਟਰੇਡਾਂ:									
ਜੋੜ: ੳ-ਅ									

5. ਪੈਰਾ ਮੈਡੀਕਲ ਪਰਸੋਨਲ (ਮੈਟ੍ਰਿਕ ਪਾਸ ਅਤੇ ਵੱਧ ਯੋਗਤਾ ਰੱਖਣ ਵਾਲੇ)

	ਅਨੁਸੂਚਿਤ ਜਾਤੀ			ਦੁਸਰੇ			ਜੋੜ		
	ਆ	ਇ	ਜੋੜ	ਆ	ਇ	ਜੋੜ	ਆ	ਇ	ਜੋੜ
ੳ. ਨਰਸਾ, ਦਾਈਆ, ਚਾਰਡ ਐਟੈਂਡਟ ਆਦਿ ਐਨ.ਜੀ.ੳ. (3321. 20 ਤੋਂ 3232. 20 ਬੇਢਲ 3727. 10 ਤੋਂ 3227. 30 ਵੈਟਨਰੀ ਅਸਿਸਟੈਂਟ ਡਾਕਟਰ ਕੇ									

6. ਅਧਿਆਪਕ

	ਅਨੁਸੂਚਿਤ ਜਾਤੀ			ਦੁਸਰੇ			ਜੋੜ		
	ਆ	ਇ	ਜੋੜ	ਆ	ਇ	ਜੋੜ	ਆ	ਇ	ਜੋੜ
ੳ. ਬੀ.ਐਡ.ਸਾਇੰਸ:									
ਅ. ਬੀ.ਐਡ. ਮੈਥ:									
ੲ. ਬੀ.ਐਡ. ਸੋਸਲ ਸਾਇੰਸ:									
ਸ. ਬੀ.ਐਡ. ਦੂਜੇ ਹੋਮ ਸਾਇੰਸ:									
ਹ. ਜੇ.ਬੀ.ਟੀ./ ਈ.ਟੀ.ਟੀ.									
ਕ. ਪੰਜਾਬੀ ਭਾਸ਼ਾ/ੳ.ਟੀ:									
ਖ. ਹਿੰਦੀ ਭਾਸ਼ਾ/ ੳ. ਟੀ:									
ਗ. ਮੈਸਕਿਊਰ ਟੀਚਰ									
ਘ. ਪੀ.ਟੀ.ਆਈ./ਸੀ.ਪੀ.ਐਫ:									
ਙ. ਬੀ.ਪੀ.ਐਫ/ ਡੀ.ਪੀ.ਐਫ:									
ਚ. ਆਰਟ ਅਤੇ ਕਰਾਫਟ ਟੀਚਰ:									
ਛ. ਕਰਾਫਟ ਟੀਚਰ:									
ਜ. ਸਿਲਾਈ ਟੀਚਰ									
ਝ. ਨਰਸਰੀ ਟੀਚਰ:									
ਞ. ਅੰਗਰੇਜੀ ਟੀਚਰ									

ਅਨੁਸ਼ਚਿਤ ਜਾਤੀ ਦੂਸਰੇ ਜੋੜ
ਆ ਇ ਜੋੜ ਆ ਇ ਜੋੜ ਆ ਇ ਜੋੜ

7. ਪੋਸਟ ਗਰੈਜੂਏਟ ਫਰੈਸ

ਉ. ਆਰਟ ਐਂਡ ਕਾਮਰਸ									
ਅ. ਸਾਇੰਸ									
ੲ ਦੂਸਰੇ									
ੳ ਅਤੇ ਅ ਦਾ ਜੋੜ									

8. ਗਰੈਜੂਏਟ ਫਰੈਸ

ਉ. ਆਰਟ ਐਂਡ ਕਾਮਰਸ X001.30, X001.50									
ਅ. ਸਾਇੰਸ									
ੳ ਅਤੇ ਅ ਦਾ ਜੋੜ									

9. ਗਰੈਜੂਏਟ ਤੋ ਘੱਟ

*001.15*001.20 10+2,ਬੀ. ਏ. 1,11 ਪ੍ਰੋਪ ਫਰੈਸ									

10. ਮੈਟ੍ਰਿਕ ਫਰੈਸਰ:

11. ਮੈਟ੍ਰਿਕ ਪਾਸ ਤੇ ਇਸ ਤੋ ਵੱਧ

ਯੋਗਤਾ ਵਾਲੇ ਸਾਰੇ ਟ੍ਰੇਡ
ਵਿੱਚ ਪੂਰੇ ਠਿਕੇ ਕਾਲਮ 1 ਤੋ10 ਛੱਡਕੇ

12. ਠੀਕੀ ਨੰ: 1 ਤੋ11 ਦਾ ਜੋੜ

ਪੜ੍ਹੇ ਠਿਕੇ:

13. ਐਨ-ਐਜੂਕੇਟਿਡ ਅਤੇ ਮੈਟ੍ਰਿਕ ਤੋ ਘੱਟ ਯੋਗਤਾ ਵਾਲੇ:

ੳ. ਆਈ.ਟੀ.ਆਈ:									
ਅ. ਨਾਨ ਤਕਨੀਕੀ									
ੲ. ਮੈਡੀਕਲ ਪ੍ਰੋਫੈਸ਼ਨਲ									
ਸ. ਦੂਸਰੇ ਸਾਰੇ(ਅਨਸਕਿਲਡ ਛੱਡ ਕੇ)									
ਹ. ਅਨਸਕਿਲਡ ਲੇਬਰ, ਬੇਲਦਾਰ									
ਕਾਲਮ ਨੰ: 12 ਦਾ ਜੋੜ									

ਕਾਲਮ ਨੰ: 1 ਤੋ13 ਦਾ ਭੁੱਠ ਜੋੜ

ਵਿਸਵਾਸ-ਪਾਤਰ,

ਸੇਵਾ ਵਿਖੇ.

ਡਾਇਰੈਕਟਰ,
ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ, ਪੰਜਾਬ,
ਚੰਡੀਗੜ੍ਹ।

ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ ਪੰਜਾਬ
ਜ਼ਿਲਾ ਬਿਊਰੋ ਆਫ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ

ਤਿਮਾਹੀ _____ ਤੋਂ _____ ਤੱਕ

Post Graduate Blind D/D Ortho	Graduate Blind D/D Ortho	Under Graduate Blind D/D Ortho	Matric Blind D/D Ortho	Total	
				Blind D/D Ortho	Blind D/D Ortho

ਤਿਮਾਹੀ ਦੌਰਾਨ ਕਿੰਨੇ ਪ੍ਰਰਥੀਆਂ ਨੂੰ ਬੇਕਾਰੀ ਭੱਤਾ ਵੰਡਿਆ।

ਤਿਮਾਹੀ ਦੌਰਾਨ ਭੱਤੇ ਦੀ ਵੰਡੀ ਕੁਲ ਰਾਸ਼ੀ

ਨੰ: ਬ.ਭ.(ਤਿਮਾਹੀ)

ਮਿਤੀ

ਸੇਵਾ ਵਿਖੇ,

ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ ਪੰਜਾਬ,
ਜ਼ਿਲ੍ਹਾ ਇੰਚਾਰਜ ਆਫ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ,

ਨੰ: ਬ.ਭ.ਤਿਮਾਗੀ।
ਸੇਵਾ ਵਿਖੇ,

ਮਿਤੀ :-

ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ,
ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ, ਸਪੈਸ਼ਲ ਰੋਜ਼ਗਾਰ ਦਫਤਰ,
(ਅੰਗਰੇਜ਼ੀ ਲਈ), ਲੁਧਿਆਣਾ।

ਵਿਸ਼ਾ:-
ਸ਼੍ਰੀ ਮਾਨ ਜੀ,

ਅੰਗਰੇਜ਼ ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਬੇਕਾਰੀ ਭੱਤਾ ਦੇਣ ਬਾਰੇ ਤਿਮਾਗੀ () ਤੋਂ

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਸਮਾਂ ਤੋਂ ਤੱਕ ਦੀ ਸੂਚਨਾ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਭੇਜੀ ਜਾਂਦੀ ਹੈ:-

ਅੰਗਰੇਜ਼ੀ	ਤਿਮਾਗੀ ਦੌਰਾਨ ਲਾਈਵ ਰਜਿਸਟਰ ਤੋਂ ਨਜ਼ਰਬਾਨੀ ਕੀਤੇ ਪ੍ਰਾਰਥੀ			ਤਿਮਾਗੀ ਦੌਰਾਨ ਬ.ਭ. ਪ੍ਰਾਪਤ ਕਰਨ ਵਾਲੇ ਪ੍ਰਾਰਥੀਆਂ ਦੀ ਗਿਣਤੀ			ਤਿਮਾਗੀ ਦੌਰਾਨ ਬ.ਭ. ਦੀ ਵੰਡੀ ਗਈ ਰਾਸ਼ੀ		
	ਮਰਦ	ਔਰਤਾਂ	ਜੋੜ	ਮਰਦ	ਔਰਤਾਂ	ਜੋੜ	ਮਰਦ	ਔਰਤਾਂ	ਜੋੜ
ਨੌਜਵਾਨ									
ਗ੍ਰੇਡ 3 ਬੇਲੋ									
ਆਰਥਪੈਡਿਕ									

1। ਡਾਇਰੈਕਟਰ, ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ ਸਿਖਲਾਈ ਵਿਭਾਗ
ਜਿਲ੍ਹਾ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ, ਹੁਨਰ ਵਿਕਾਸ ਅਤੇ ਸਿਖਲਾਈ ਦਫਤਰ

ਵਿਸ਼ਾ:- ਖਰਚਾ ਸੂਚੀ

ਲੜੀ ਨੰ	ਆਈਟਮ	ਤਨਖਾਹ	ਵੇਜਿਜ	ਟੀ.ਏ	ਕਿਰਾਇਆ	ਭੋਤਾ	ਦਫਤਰੀ ਖਰਚਾ	ਮੈਡੀਕਲ(ਰਿਟਾ)	ਕੁਲ ਜੋੜ
1	1 ਬਜਟ ਅਲਾਟਮੈਂਟ	2	3	4	6	9	10	11	12
2	ਵਾਧੂ ਅਲਾਟ ਹੋਈ ਰਾਸ਼ੀ								
3	ਕੁਲ ਜੋੜ								
4	ਮਹੀਨੇ ਦੌਰਾਨ ਖਰਚ ਰਾਸ਼ੀ								
5	ਪਹਿਲਾਂ ਖਰਚ ਹੋ ਚੁਕੀ ਰਾਸ਼ੀ								
6	ਕੁਲ ਜੋੜ								
7	ਬਕਾਇਆ								

ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ ਪੰਜਾਬ,
ਬਿਲਾ ਬਿਊਰੋ ਆਫ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ,

ਵਿਸ਼ਾ:- ਖਰਚਾ ਸੂਚੀ ਬਾਬਤ

(ਬਿਲਾ ਰੋਜ਼ਗਾਰ ਅਤੇ ਕਾਰੋਬਾਰ ਬਿਊਰੋ)

ਲੜੀ ਨੰ	ਬਿਊਰੋ ਦਾ ਨਾਮ	ਦਫਤਰੀ ਖਰਚਾ-13	ਪ੍ਰੋਗਰਾਮ ਅਤੇ ਮਨੋਰੰਜਨ-17	ਕਾਨਫਰੰਸ, ਸੈਮੀ-ਨਾਰ, ਵਰਕਸ਼ਾਪ ਐਂਡ ਟੂਰਜ਼-18	ਵਿਗਿਆਪਨ ਤੇ ਪ੍ਰਚਾਰ-26	ਹੋਰ ਕਨਵੈਂਸ਼ਨਲ ਸੇਵਾਵਾਂ-30	ਸਕਾਲਰਸ਼ਿਪ/ਸਟਾਇੰਡੰਡ-34	ਟੈਲੀਫੋਨ-92	ਬਿਜਲੀ ਖਰਚੇ-93	ਪਾਣੀ ਖਰਚੇ-94	ਕੁਲ ਜੋੜ
1	2	3	4	5	6	7	8	9	10	11	12
1	ਬਜਟ ਅਲਾਟਮੈਂਟ ਸਾਲ-										
2	ਵਾਧੂ ਅਲਾਟ ਹੋਈ ਰਾਸ਼ੀ										
3	ਕੁਲ ਜੋੜ										
4	ਮਹੀਨੇ ਦੌਰਾਨ ਖਰਚ ਰਾਸ਼ੀ										
5	ਪਹਿਲਾਂ ਖਰਚ ਹੋ ਚੁਕੀ ਰਾਸ਼ੀ										
6	ਕੁਲ ਜੋੜ										
7	ਬਕਾਇਆ										

PUNJAB PLACEMENT FAIR MARCH-2020 (HIGH END JOBS)**Individual Registration Form**

(To be filled in two copies-one copy to be kept by staff of CEO of DBEE & one copy to be given to candidate)

Name of Venue.....

Name of Applicant.....Surname.....

Sex: Male.....Female.....Date of Birth (DD/MM/YY).....

Father's Name.....

Address.....

.....

Mobile No. E-Mail.....

Whether registered on the portal www.ghargharrozgar.punjab.gov.in (Yes/No).....

Academic Qualification	School/College Details	Board/Year	% of Marks
Class X			
Class XII			
Certificate			
Diploma			
Graduation			
Post-Graduation			
Work Experience	Organization	Position	Duration

Area of Interest (Department).....

I declare that the Information given above is correct and best to my knowledge. I hereby certify that no money has been charged to me or paid by me for the job placement/Fair.

Date.....

Signature.....

CANDIDATE INTERVIEW SHEET (In two Copies)
(To be filled in two copies and one copy to be kept by staff of DBEE& one copy to be given to candidate)

Job Fair (Venue Name):					
Candidate name:					
Sex (Male/Female):					
Address of candidate:					
Phone No. of candidate					
Email ID of candidate					
Whether registered on the portal www.ghargharrozgar.punjab.gov.in (Yes/No).....					
To be filled by Employer					
Sr. No.	Name Organization	Room Number	Post for which selected/ shortlisted	interview cleared then LOI given (Yes/No)	Employer Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Once a candidate is selected for a job then P2 may be collected from him & he may be requested to consider leaving the venue so that others may get a chance to get interviewed & get selected for the remaining jobs.

Date: _____

Venue: _____

Sr. No.	Item	Numbers		
		M	F	Total
1.	Total number of interviews that took place in the day			
2.	Total number of interviews that went unsuccessful			
3.	Those who were unsuccessful because of lack of communication skill			
4.	Those who were unsuccessful because of lack of attitude and manner			
5.	Those who were unsuccessful because of lack of skill set required for the job			
6.	Those who were unsuccessful because of lack interest in the job			
7.	Those who wanted more salary			
8.	Those who were not proficient in English			
9.	Any other reasons			

ਵੱਲੋਂ,

ਕਮਿਸ਼ਨਰ-ਕਮ-ਡਾਇਰੈਕਟਰ,
ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਵੱਲੋਂ,

1. Vice Chancellor, Chandigarh University
NH95, Gharuan, Mohali, (Punjab) Phones 0160-3051003
0160-2710300, +1800-200 0025
Email: info@chandigarhuniversity.ac.in
2. Vice Chancellor, Rayat-Bahar University
Address: V.P.O Sahauran, Tehsil Kharar, Distt, Mohali. Pincode-140104
Phone: 0181-2711633, 81466-20135, 81466-20136
Email: info@rayatbahauniversity.edu.in
3. Vice Chancellor, Khalsa University Amritsar (KUA)
Address: GT. Road, Amritsar-143002
Email: khalsacollegeamritsar@yahoo.com
4. Vice Chancellor, CT University, Ludhiana
Address: CT University, Ferozpur Road, Sidhwan Khurd, 142024
Ph. 0162-4503800, 7888399937 & 9914511016
Email: info@ctuniversity.in
5. Vice Chancellor, Thapar Institute of Engineering and Technology
Address: Adarsh Nagar, Prem Nagar, Patiala (Punjab) Pin:147004
Phone. 0175-2393021, 2364498, 2393020
Email: registar@thapar.edu
- a. Vice Chancellor, Sant Longowal Institute of Engineering and Technology (SLIET)
Address: Longowal, Distt, Sangrur, Punjab. Pincode-148106
Email: director@sliet.ac.in

No. ERVND/uni/2019/3486-91

Dated: 05/02/19

ਵਿਸ਼ਾ: ਕਮਿਸ਼ਨਰ-ਕਮ-ਡਾਇਰੈਕਟਰ ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਤੇ ਟ੍ਰੇਨਿੰਗ ਦੀ ਪ੍ਰਧਾਨਗੀ ਹੇਠ ਮਿਤੀ: 14.02.2019 ਨੂੰ ਦੁਪਹਿਰ 3.30 ਵਜੇ ਪੰਜਾਬ ਭਵਨ, ਸੈਕਟਰ-3, ਚੰਡੀਗੜ੍ਹ ਵਿਖੇ ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਸਬੰਧੀ ਮੀਟਿੰਗ।

1. ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਜੀ ਨੂੰ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਘਰ ਘਰ ਰੋਜ਼ਗਾਰ ਦੇ ਮੰਤਵ ਨੂੰ ਅੱਗੇ ਲੈ-ਕੇ ਜਾਣ ਦੇ ਉਦੇਸ਼ ਨਾਲ ਸਮੂਹ ਪ੍ਰਾਈਵੇਟ ਯੂਨੀਵਰਸਿਟੀਆਂ ਦੇ ਨੋਡਲ ਅਫ਼ਸਰ ਨਾਲ ਮਿਤੀ: 14-02-2019 ਨੂੰ ਦੁਪਹਿਰ 3.30 ਵਜੇ ਪੰਜਾਬ ਭਵਨ, ਚੰਡੀਗੜ੍ਹ ਵਿਖੇ ਨਿਮਨ ਹਸਤਾਖਰ ਵੱਲੋਂ ਮੀਟਿੰਗ ਲਈ ਜਾਣੀ ਹੈ।

2. ਆਪ ਜੀ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਸ ਮੀਟਿੰਗ ਲਈ ਹੇਠ ਅਨੁਸਾਰ ਸੂਚਨਾ ਲੈ-ਕੇ ਆਉਣੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ:-

(ੳ) Annexure-A ਨੱਥੀ (ਪਲੇਸਮੈਂਟ ਦਾ ਡਾਟਾ-1.4.08 ਤੋਂ 31.01.19)

(ਅ) Annexure-B ਨੱਥੀ (1.1.10 ਤੋਂ ਮਿਤੀ: 31.3.19 ਤੱਕ ਆਪਦੀ ਯੂਨੀਵਰਸਿਟੀ/ਸੰਸਥਾ ਵੱਲੋਂ ਜੋ ਪਲੇਸਮੈਂਟ ਕੈਂਪ ਲਗਾਏ ਜਾਣੇ ਹਨ, ਉਨ੍ਹਾਂ ਬਾਰੇ ਸੂਚਨਾ)।

3. ਆਪ ਜੀ ਨੂੰ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਰੋਜ਼ਗਾਰ ਵਿਭਾਗ ਜਿਸ ਯੂਨੀਵਰਸਿਟੀ ਵੱਲੋਂ ਨੋਡਲ ਅਫ਼ਸਰ ਨਾਮਜ਼ਦ (Contact person) ਨਹੀਂ ਕੀਤਾ ਗਿਆ, ਉਸ ਦਾ Contact number ਅਤੇ ਈ-ਮੇਲ ਆਈ.ਡੀ. ਵਿਭਾਗ ਨਾਲ ਸਾਂਝਾ ਕੀਤਾ ਜਾਵੇ।

ਸਹੀ/-
ਕਮਿਸ਼ਨਰ-ਕਮ-ਡਾਇਰੈਕਟਰ,
ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ, ਪੰਜਾਬ

ਪਿੱਠ ਅੰਕਣਨੰ: ERVND/uni/2019/3492-94

ਮਿਤੀ:05/02/2019

ਉਪਰੋਕਤ ਦੀ ਕਾਪੀ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਭੇਜਦੇ ਹੋਏ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਯੂਨੀਵਰਸਿਟੀਆਂ/ਸੰਸਥਾਂ ਦੀ ਮਿਤੀ:14.2.19 ਦੀ ਉਕਤ ਮੀਟਿੰਗ ਦੌਰਾਨ ਹਾਜ਼ਰੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ:-

1. ਡਾਇਰੈਕਟਰ, ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ।
2. ਡਾਇਰੈਕਟਰ, ਮੈਡੀਕਲ ਐਜੂਕੇਸ਼ਨ ਅਤੇ ਰਿਸਰਚ ਵਿਭਾਗ, ਪੰਜਾਬ।
3. DPI (ਉਚ ਸਿੱਖਿਆ), ਵਿਭਾਗ, ਪੰਜਾਬ।

ਸਹੀ/-
ਕਮਿਸ਼ਨਰ-ਕਮ-ਡਾਇਰੈਕਟਰ,
ਰੋਜ਼ਗਾਰ ਜਨਰੇਸ਼ਨ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ, ਪੰਜਾਬ

Dated 12.3.2019

ਵਿਸ਼ਾ: ਨੌਕਰੀਆਂ ਸਬੰਧੀ ਡਾਟਾ ਇਕੱਤਰ ਕਰਨ ਬਾਰੇ ਮੀਟਿੰਗ ਕਰਨ ਸਬੰਧੀ।

ਕਿਰਪਾ ਕਰਕੇ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਰੋਜ਼ਗਾਰ ਉਤਪਤੀ ਅਤੇ ਟ੍ਰੇਨਿੰਗ ਵਿਭਾਗ ਦੇ ਅਰਧ ਸਰਕਾਰੀ ਪੱਤਰ ਨੰ: ਈ.ਆਰ.ਵੀ.ਐਨ.ਡੀ./19/ਮੀਟਿੰਗ/ਡਾਟਾ ਇਕੱਤਰ/73-105 ਮਿਤੀ 10.1.19 ਅਤੇ ਪੱਤਰ ਨੰ: ਈ.ਆਰ.ਵੀ.ਐਨ.ਡੀ./19/ਮੀਟਿੰਗ/ਡਾਟਾ ਇਕੱਤਰ/237-51 ਮਿਤੀ 5.2.19 ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਖੇਚਲ ਕਰਨੀ ਜੀ, ਮਿਤੀ 1.4.18 ਤੋਂ 28.2.19 ਤੱਕ ਦੀਆਂ ਅਸਾਮੀਆਂ ਦੀ ਸੂਚਨਾ ਨੂੰ ਪਹਿਲਾਂ ਭੇਜੇ ਗਏ ਪ੍ਰੋਫਾਰਮੇ A1, A2, A3, A4, B, C, D, E ਅਤੇ F ਵਿੱਚ ਭਰ ਕੇ ਮਿਤੀ 18-3-19 ਤੱਕ ਈ-ਮੇਲ ਆਈ.ਡੀ ervnd.degt@gmail.com ਤੇ ਭੇਜੀ ਜਾਵੇ। ਸੂਚਨਾ ਮਿਤੀ 18-3-19 ਤੱਕ ਈ-ਮੇਲ ਨਾ ਭੇਜਣ ਦੀ ਸੂਰਤ ਵਿੱਚ ਨਿਯੁਕਤ ਕੀਤੇ ਗਏ ਨੋਡਲ, ਅਧਿਕਾਰੀ ਨੂੰ ਮਿਤੀ 26-3.19 ਨੂੰ ਦੁਪਹਿਰ ਬਾਅਦ 3.00 ਵਜੇ ਪੰਜਾਬ ਭਵਨ, ਚੰਡੀਗੜ੍ਹ ਵਿਖੇ ਨਿਮਨ-ਹਸਤਾਖਰ ਵੱਲੋਂ ਲਈ ਜਾ ਰਹੀ ਮੀਟਿੰਗ ਵਿੱਚ ਸੰਕਲਿਤ ਸੂਚਨਾ ਨਾਲ ਲੈ ਕੇ ਮੀਟਿੰਗ ਅਟੈਂਡ ਕਰਨ ਲਈ ਪਾਬੰਦ ਕੀਤਾ ਜਾਵੇ।

ਹਿੱਤੂ

ਸਹੀ/-

(ਰਾਹੁਲ ਤਿਵਾੜੀ)

ਵਿਸ਼ੇਸ਼ ਮੁੱਖ ਸਕੱਤਰ/ਸਮੂਹ ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ/
ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ/ਸਮੂਹ ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ/ਸਮੂਹ
ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ

Secretary
Government of Punjab
Department of Employment Generation and Training

D.O. No. ERVND/2019/1165-1215
Date: 23-10-2019

Subject: Information on recruitment done by Government Departments for the period of 1-4-17 to 31-3-18, 1-4-18 to 31-3-19 and 1-4-19 to 31-10-19

Dear Madam,

1.0 Please refer to this department's letter no. DEGT/ERVND/2019/1018 Dated 26-08-19 and various other letters and DO's sent to office of your good self from time to time regarding collection of data related to employment.

2.0 In this regard it is respectfully submitted despite making numerous calls various HOD's working under you are not sending upto date figures to this office.

3.0 Thus the matter was brought to the notice of Chief Minister Office which has directed that undersigned may demi officially request all administrative Secretaries that they may get the required data collected from all HOD's working under them & then compile it and send the same to office of Director Employment Generation and Training for final collation.

4.0 The information sought from time to time is related to the following:-

- Employment given in Govt. sector-by present Govt. and direct quota unfilled Vacancies in Govt. sector. (Annexures-A1 to A4)
- Self-Employment loans given by GOP Departments. (Annexure-B)
- Placements got done in Private Sector outside job melas conducted regularly by EGT & Technical Education and Industrial Training Department. (Annexure-C)
- Vacancies that need to be filled urgently. (Annexure-D)
- Regularization details. (Annexure-E)
- Head count of persons to whom Employment has been given. (Annexure-F)

5.0 It is requested that all administrative Secretaries may please call a meeting of all HODs/Incharges of Board & Corporations etc. working under them & make them fill up proformas (given from Annexure A to F above) and then total up the figures for all the HOD/Boards/Corporations etc. working under their control & draw up final & total figures & send the same by 11-11-2019 at Directorate of Employment Generation and Training Punjab, SCO-47/1, Sec. 17E, Chandigarh and E-Mail Id - ervnd.degt@gmail.com

6.0 If the information is not sent by 11-11-2019 then a Nodal Officer be directed to bring consolidated proformas of your Department personally in meeting that will be taken by undersigned at 3.00 PM on 14-11-2019 (Thursday) at Punjab Bhawan, Chandigarh.

7.0 Please treat this as TIME BOUND as composite information has to be presented before Chief Minister Office on 27-11-2019.

Attached: As above.

Your Sincerely

(Rahul Tewari)

Smt. Vini Mahajan, IAS
Additional Chief Secretary,
Governance Reforms and Public Grievances

Annexure-A1

Proforma for Govt. Placements

Detail for Group A Vacancies (to be taken from each Administrative Secretary) (Information regarding vacancies only of Direct Quota)																									
Name of Department/Board/Corporation etc. under Admn. Secretary																									
Sr. No.	HOD Designation or Designation of Head of Board /Corporation	Total Sanctioned strength (as31.10.2019)				Filled posts (as 31.10.2019)				Vacant Post (as31.10.2019)				Vacancies filled during period 1.4.2018 to30.3.2019				Vacancies filled during period 1.4.2019 to31.10.2019				Vacancies already advertised & process undergoing			
		Regular	Contract	Outsourced	Any other	Total	Regular	Contract	Outsourced	Any other	Total	Regular	Contract	Outsourced	Any other	Total	Regular	Contract	Outsourced	Any other	Total	Regular	Contract	Outsourced	Any other
	Total																								

Signature of Administrative Secretary

Annexure-A2

Proforma for Govt. Placements

Detail for Group B Vacancies (to be taken from each Administrative Secretary) (Information regarding vacancies only of Direct Quota)																										
Name of Department/Board/Corporation etc. under Admn. Secretary																										
Sr. No.	HOD Designation or Designation of Head of Board /Corporation	Total Sanctioned strength (as31.10.2019)				Filled posts (as 31.10.2019)				Vacant Post (as31.10.2019)				Vacancies filled during period 1.4.2018 to30.3.2019				Vacancies filled during period 1.4.2019 to31.10.2019				Vacancies already advertised & process undergoing				
		Regular	Contract	Outsourced	Any other	Regular	Contract	Outsourced	Any other	Regular	Contract	Outsourced	Any other	Regular	Contract	Outsourced	Any other	Regular	Contract	Outsourced	Any other	Regular	Contract	Outsourced	Any other	Total
	Total																									

Signature of Administrative Secretary

Annexure-A3

Proforma for Govt. Placements

Detail for Group C Vacancies (to be taken from each Administrative Secretary) (Information regarding vacancies only of																									
Name of Department/Board/Corporation etc. under Admn. Secretary																									
Sr. No.	HOD Designation or Designation of Head of Board /Corporation	Total Sanctioned strength (as31.10.2019)				Filled posts (as 31.10.2019)				Vacant Post (as31.10.2019)				Vacancies filled during period 1.4.2018 to30.3.2019				Vacancies filled during period 1.4.2019 to31.10.2019				Vacancies already advertised & process undergoing			
		Regular	Contract	Outsourced	Any other	Total	Regular	Contract	Outsourced	Any other	Total	Regular	Contract	Outsourced	Any other	Total	Regular	Contract	Outsourced	Any other	Total	Regular	Contract	Outsourced	Any other

Signature of Administrative Secretary

Annexure-A4

Proforma for Govt. Placements

Detail for Group D Vacancies (to be taken from each Administrative Secretary) (Information regarding vacancies only of Direct Quota)																										
Name of Department/Board/Corporation etc. under Admn. Secretary																										
Sr. No.	HOD Designation or Designation of Head of Board /Corporation	Total Sanctioned strength (as31.10.2019)				Filled posts (as 31.10.2019)				Vacant Post (as31.10.2019)				Vacancies filled during period 1.4.2018 to30.3.2019				Vacancies filled during period 1.4.2019 to31.10.2019				Vacancies already advertised & process undergoing				
		Regular	Contract	Outsourced	Any other	Total	Regular	Contract	Outsourced	Any other	Total	Regular	Contract	Outsourced	Any other	Total	Regular	Contract	Outsourced	Any other	Total	Regular	Contract	Outsourced	Any other	Total
	Total																									

Signature of Administrative Secretary

Annexure B

Proforma for GOP Self Employment Loans								
Information Regarding Employment Generated through Self Employment Schemes								
Sr. No.	Name of Department	Name of the Scheme	No. of Loans Sanctioned	Amount of Loan sanctioned	No. of Persons who got Self Employment	No. of Loans Sanctioned	Amount of Loan sanctioned	No. of Persons who got Self Employment
			01-04-2019 to 31.03.2020			01-04-2020 to 30.09.2020		
1	Agriculture Department							
2	Animal Husbandry							
3	Agro Juice Ltd.							
4	BACKFINCO							
5	Diary Development							
6	Defence Service Welfare							
7	EGT (AGAR)							
8	Excise and Taxation							
9	Food and Civil Supply							
10	Fisheries Department							
11	Horticulture							
12	Industry and Commerce							
13	Khadi Village Industrial Corporation							
14	Khadi Village Industrial Board							
15	Local Government							
16	Markfed							
17	PEPSU Department							
18	Punjab State Urban Livelihood Mission							
19	Rural Development and Panchayat							
20	State Transport Commission							
21	SC Corporation							
22	Any other department which has given Self-Employment loans							

Signature of Administrative Secretary

Proforma C
Proforma for Pvt. Placement of Youth

Sr. No	Name of Deptt	Items	Period 01-04-2019 to 31.03.2020	Period 01-04-2020 to 30.09.2020	Total
1	Punjab Skill Development Mission (PSDM)	Total New Placemnts got done under all Schemes/Components of PSDM			
2	Department of Technical Education & Industrial Training	Total Placements got done of all self run institutes/units of Technical Education Department			
		Total Placement got done of all private institutes/Units that impart Technical Education.			
3	Department of Higher Education, Punjab	Total Placements got done of all self run institutes/units of Higher Education Department			
		Total Placement got done of all private institutes/Units that impart Higher Education.			
4	Department of Health & Family Welfare, Punjab	Total placement got done of all run institutes/units of Health & Family Welfare Department			
		Total placement got done of all private institutes/units that impart Health Training Services.			
5	Department of Employment Genration and Training Punjab	Total No. of requisition through CNV Act.			
		Total No of placements of 3 institutes of EGT Department. (MRSAPFI, MBPI and C-PYTE)			
		Village Level Entrepreneur			
6	Department of School Education, Punjab	Total Number of new employment given by private Schools			
7	Public work Department, Punjab	Total Number of new employment given by Toll Plazas			
8	Deartment of Excise and Taxation, Punjab (Commissioner office Excise and Taxation)	Total Number of new employment given by Traders (excluding industrialists)			
		Total Number of new employment given by malls			
9	Department of Industries and Commerce, Punjab	Total Number of new employment given by industries through recruitment held by them. (Without assistance of Employment Generation Department, Technical Education Department and Higher Education Department			
10	Department of Rural Development and Panchayats Department Punjab	Total Numbers of household given employment.			
		Total number of mandays of employment given			
11	Department of Co-operation, Punjab	Persons provided self employment through booths, markfed, milkfed etc.			
		Any other Self employment provided though any co-operative institution covering under GOP			
12	Department of Defence Services Welfare, Punjab	No. of GOGS appointed			
		Total Number of appointments (Iiks guards etc.) through PESCO			
		Total Self employment given through various schemes of department			
		Total number of youth recruited through Army/Air force in Rallies/Camps.			
13	Any other Department which has assisted youth in getting employment	Youth who were directly assisted by Department for Placement			
		Youth who were given Pvt. Placement by Stakeholders that fall under control of Department			

Signature of Administrative Secretary

Annexure-D

Govt. Vacancies that need to be filled urgently

Name of Department/Board/Corporation etc. under Admn. Secretary:-				
Data as on 30.09.2020				
HOD Designation or Designation of Head of Board/Corporation	Total unfilled Direct Quota Vacancies in Department (All combined Categories A+B+C+D)	How many Vacancies out of (2) and already advertised (All combined Categories A+B+C+D)	How many more Vacancies need to be urgently filled by advertised for them can be given immediately (All combined Categories A+B+C+D)	
(1)	(2)	(3)	(4)	
Total				

Signature of Admn. Secretary

Details of Regularization

Annexure'E'

Name of Department/Board/Corporation etc. under Admn. Secretary			
Sr. No.	HOD Designation or Designation of Head of Board/Corporation etc.	No. of Employees regularized form 01-04-2019 to 31.03.2020	No. of Employees regularized form 01-04-2020 to 30.09.2020
	Total		

Signature of Admn. Secretary

Annexure -'F'

Head Count Proforma

For Period 1-4-2019 to 30-09-2020

Employment Head Count for all Categories (Govt., Pvt. & Self employment loan beneficiary)									
S.No.	Name of Department/ Institution which gave/ facilitated employment to youth.	Name of youth	Father's Name	Address	Constituency	Contact Number of Youth	Employment is permanent Govt. or contractual (Govt) or private or is it a self employment	Name of Organization where youth has been placed.	

This information is a detail individual headcount
of figures to be given by Administrative
Secretaries in Annexure (A to E)

** Since this information will run in thousands hence it may be provided in softcopy in a pen drive.

Signature of Administrative Secretary

DISTRICT BUREAU OF EMPLOYMENT & ENTERPRISES		DISTRICT BUREAU OF EMPLOYMENT & ENTERPRISES
AMRITSAR D.C Complex, Amritsar Email: employmentasr2015@gmail.com	PUNJAB GHAR GHAR ROZGAR & KAROBAR MISSION Punjab Mandi Board Building Phase 11, Sector 65, S.A.S. Nagar Email: pgrkam.degt@gmail.com	LUDHIANA Partap Chowk, Opp. Sangeet cinema, Ludhiana Email: dbeeludhiana@gmail.com
BARNALA D.C Complex, Barnala Email: disttempbnl@gmail.com		MANSA D.C Complex, Suvidha Kendra Building 1st Floor, Mansa Email: dgtmansa@gmail.com
BATHINDA Opposite Children Park, Near City Centre Mall, Civil Line, Bathinda Email: deobathinda709@gmail.com	PUNJAB SKILL DEVELOPMENT MISSION SCO. 152-56 Sector 17, Chandigarh Email: gm.psdm.chd@gmail.com	MOGA Room No. 314, 3rd floor, Chenab Jhelum Building, D.C Complex, Moga Email: employment.moga@gmail.com
FARIDKOT Red Cross Building, 1st floor, above Senior Citizen Home, near Sandhu Palace, Faridkot Email: empofficefaridkot@yahoo.com		SHRI MUKATSAR SAHIB D.C Complex, Shri Muktsar Sahib Email: employment.mukatsar@gmail.com
FATEHGARH SAHIB D.C Complex, Fatehgarh Sahib Email: disttempfsg@gmail.com	C-PYTE Punjab Yuva Bhawan, Sector 42A, Chandigarh Email: dg.cpyte@gmail.com	PATHANKOT D.C Complex, Pathankot Email: degto.ptk@gmail.com
FEROZPUR D.C Complex, Ferozpur Email: degtofzr@gmail.com		PATIALA D.C Complex, Patiala Email: debgt.pat@gmail.com
FAZILKA D.C Complex, Fazilka Email: degtofzk@gmail.com	MAHARAJA RANJIT SINGH AFPI Sector 77, SAS Nagar Email: afpi_mohali@yahoo.com	RUPNAGAR D.C Complex, Rupnagar Email: degtorpr@gmail.com
GURDASPUR D.C Complex, Gurdaspur Email: degto.gsp@gmail.com		SAHIBZADA AJIT SINGH NAGAR D.C Complex, S.A.S Nagar Email: degtomohali@gmail.com
HOSHIARPUR 1st floor, MSDC Complex, Govt. ITI, Jalandhar road, Hoshiarpur Email: dbegt.hsr@gmail.com	MAI BHAGO AFPI Sector 66, SAS Nagar Email: maibhagoafpi@yahoo.in	SANGRUR D.C Complex, Sangrur Email: degtbsgr@gmail.com
JALANDHAR D.C Complex, Jalandhar Email: jalandharemployment@gmail.com		SHAHEED BHAGAT SINGH NAGAR D.C Complex, S.B.S Nagar Email: gsb804@gmail.com
KAPURTHALA D.C Complex, Kapurthala Email: degtokpt@gmail.com		TARN TARAN D.C Complex, Tarn Taran Email: deotarntaran@gmail.com
DIRECTORATE Employment Generation, Skill Development and Training, Punjab SCO 47/1, Sector 17E, Chandigarh		