

**Manual-6  
(Chapter-7)**

**A Statement of boards, council , committees and other bodies constituted as its part**

Name and address of the affiliated body	Type of affiliated Body(Board, Council, Committees, other bodies	Brief Introduction of the affiliated Body(establishment Year, Objective/Main activities)	Role of the Affiliated Body (Advisory Managing/ Executive/ Others	Structure and Member Composition	Head of the Body	Address of main office and its Branches	Frequency of Meetings	Can public participate in the meetings?	Are minutes of the meetings prepared?	Are minutes of the meetings available to the Public? If yes please provide information about the procedure to obtain them
Punjab State Industrial Development Corporation, Udyog Bhawan, Sector 17, Chandigarh	Other Body	PSIDC was established in the year 1966 for promoting joint sector/assisted sectors/ companies by participating equity of funds with the promoter that after a specified	Managing	PSIDC is a company under the companies Act and is governed by Board of Directors , who are official members as well as non-official members	Chairman	Udyog Bhawan, Sector-17, Chandigarh		Yes Representative of the public participate in the meetings	Yes Minutes of the meeting are prepared	No. Minutes of the meeting are available to the members only.

		no.								
Punjab Small Industries & Export Corporation Ltd., Udyog Bhawan, Sector 17	Other Body	PSIEC was established in the year 1962 with a view to promoting small Industries in the State by Development of	Managing	PSIEC is a company under the companies Act and is governed by Board of Directors , who are official members as well as	Chairman	Udyog Bhawan, Sector 17, Chandigarh		Yes Representative of the public participate in the meetings	Yes Minutes of the meeting are [prepared.	No Minutes of the meeting are available to the members only
Punjab State Electronics Development & Production Corporation Ltd., Udyog Bhawan, Sector 17, Chandigarh	Other body	This corporation was set up in the year 1976 to promote electronic industry and to accelerate the development of electronics in Punjab.	Managing	The Punjab State Electronics Development & Production Corporation Ltd. is a Company under the Companies Act and is governed by Board of Directors, who are official members as well as non-official members.	Chairman	Udyog Bhawan, Sector 17, Chandigarh		Yes Representative of the public participate in the meetings	Yes Minutes of the meetings are prepared	No. Minutes of the meeting are available to the members only.
Punjab Khadi & Village Industries Board, Sector	Board	The Punjab Khadi & Village Industries Board is	Managing	This Board was established under the Punjab Khadi & Village	Chairman	SCO No.2429-30, sector 22-		Yes Representative of the public	Yes Minutes of the meeting are prepared	No. Minutes of the meeting

22, Chandigarh		engaged in the task of developing and promoting Khadi & Village Industries In the State of Punjab in accordance with the approved schedule of Village Industries with a view to create employment opportunities in the rural areas and thereby strengthen the rural economy. It was established in the year 1957		Industries Board Act, 1955 (Punjab Act 40 of 1956) and its functions are governed under the said Act.		C, Chandigarh		participate in the meetings		are available to the members only.
Punjab Financial Corporation, SCO No.95-98,Sector 17-B, Chandigarh	Other Body	The Punjab Financial corporation was set up in the year 1953 under the SFCs Act, 1951 to	Managing	This corporation was set up under the S.F.Cs Act and its functions are governed under the said Act.	Chairman	S.c.O.No.95-98, Sector 17-B, Chandigarh		Yes Representative of the public participate in the meetings	Yes Minutes of the meetings are prepared	No. Minutes of the meeting are available to the

		provides medium and long term loans for setting up of small and medium scale units, expansion, diversification and rehabilitation of existing units in the State								members only
Committee for Sanction of incentive Claims	Committee	This Committee has been constituted to scrutinize and sanction the subsidy to the eligible Industrial Units as per the Industrial Policies of the State announced from time to time.	Executive	The Director of Industries & Commerce, Punjab is the Chairman of this Committee and representatives of various banks are the members of this Committee besides Joint Director (Incentive)	Chairman	Directorate of Industries & Commerce, Punjab, Sector-17, Chandigarh	The meetings of the Committee are called as and when the incentive cases are ready for consideration	No	The minutes of the meetings are prepared.	The minutes of the meetings are only available to the members.

Land Acquisition Committee	Committee	To advise the State Government in relation to acquisition of land for Companies. This Committee is constituted in the year 2005	Advisory	The Committee is headed by the Financial Commissioner (Revenue) as its Chairman. The other members of the Committee are Financial Commissioner Development, Principal Secretary Local Government, Principal Secretary Industries & Commerce, Principal Secretary Housing and Urban Development, Director of Industries & Commerce and the Deputy Commissioner Concerned.	Chairman	Directorate of Industries & Commerce, Punjab, Sector 17, Chandigarh	As and when any proposal is received for acquisition of land from Companies, its meeting is called.	No	Yes Minutes of the meetings are prepared	No. Minutes of the meeting are available to the members only
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Empowered Committee for sanctioning Mega Project	Committee	The Committee is headed by the Chief Minister Punjab with other Members like Industries & Commerce Minister, Finance Minister, Excise and Taxation Minister, Minister of State for Industries & Commerce, Chief Secretary , Principal Secretary Finance and the convener of the Committee is Principal Secretary, Industries & Commerce. This has been set up to consider and determine a	Executive	The Committee is headed by the C.M.Punjab as its Chairman. The Industries & Commerce Minister is the Vice Chairman of the Committee. The other members of the Committee are Finance Minister, Excise and Taxation Minister, Minister of State for Industries & Commerce Chief Secretary, Principal Secretary Finance, Principal Secretary Industries & Commerce is its Convener. Housing Ministers and Secretary Housing are	Chairman	Udyog Bhawan Sector 17, Chandigarh	As and when required.	Representatives of the applicant companies are invited to present their case before the committee.	Yes Minutes of the meetings are prepared	No. Minutes of the meeting are available to the members only
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		<p>Special Package of Incentives as well as facilitation by way of relaxation of Rules &amp; Regulations and provision of Legal, Institutional and Financial dispensation for new as well as existing industrial units undertaking expansion.</p> <p>The committee has also been empowered to consider Infrastructure Projects and Hotel Projects for which respective Ministers and Administrative Secretaries of</p>		<p>members of this committee for Infrastructure projects. Tourism Minister and Principal Secretary, Tourism are Members of this committee for Hotel Projects.</p>							
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		these Departments have also been made members.								
Committee to oversee the Implementation of Self Certification Schemes	Committee	The Committee oversees the implementation of Certification/Self Certification Schemes with regard to Boilers, Weights & Measures, Electrical Installations, Environmental laws and labour laws.	Executive	The Committee is headed by Principal Secretary Industries & Commerce, Punjab as its Chairman. The other members of the Committee are Director, Industries & Commerce, Director Labour & Employment, Chairman Punjab State Electricity	Chairman	Udyog Bhawan, Sector 17, Chandigarh	The Committee meets once in three months or earlier, if required.	Yes.	Yes	The proceedings are made available to the representatives of the Industrial Associations who are members of the committee.

				Board, Chairman, Punjab Pollution Control Board, Chief Electrical Inspector, Chairman Punjab Council CII, Chairman Punjab Committee, PHDCCI, President Chamber of Industrial & Commercial Undertakings and Chief Coordinator Udyog Sahayak is the convener of the Committee.						
State Level Monitoring Committee	Committee	The Committee has been set up to monitor sanction/clearances from the environmental, locational and other aspects to entrepreneurs setting up large and medium	Executive	The Committee is headed by the Chief Secretary Punjab as its Chairman. the other members of the Committee are Principal Secretary to Chief Minister, Principal	Chairman	Directorate of Industries & Commerce, , Sector 17, Chandigarh	The Committee meets once in a month or	No	Yes	No

		industries.		Secretary Industries & Commerce, Principal Secretary, Irrigation and Power, Secretary Environment, Secretary Housing and Urban Development, Secretary Labour and the Director of Industries & Commerce, Punjab is its Convener			earlier if necessary.			
District Level Monitoring Committee	Committee	The Committee has been set up to monitor the grant of sanctions/clearances in a time bound manner as per notified time schedule for setting up of small scale industrial units in the State.	Executive	The District Level Monitoring Committee is headed by the Deputy Commissioner as its Chairman. The other members of the Committee are Environmental Engineer, Punjab Pollution Control	Chairman	Directorate of Industries & Commerce, Punjab, Sector 17, Chandigarh	The Committee meets once in a month or earlier, if necessary.	No	Yes	No

				Board , Superintending Engineer/Executi ve Engineer of PSEB, District Officer of Housing and Urban Development authority, Assistant Director of Factories, General Manager, District Industries Centre is its Convener.						
State Level Policy Implementation Committee	Committee	This Committee has been set up to oversee implementation of Industrial Policy by the Departments/A gencies concerned in the State	Executive	This Committee is headed by the Industries & Commerce Minister Punjab. The other members of the Committee are Minister of State for Industries & Commerce, Chief Secretary Punjab, Principal Secretary, Industries &	Chairman	Directorate of Industries & Commerce, Punjab, Sector 17, Chandigarh	The Committ ee meets once in three months or earlier, if required.	No	Yes	No

				<p>Commerce, Principal Secretary Power, Principal Secretary Labour, Principal Secretary Finance, Financial Commissioner, Taxation, Financial Commissioner, Development, Secretary, Science Technology and Environment, and Director of Industries &amp; Commerce is the convener of this Committee.</p>						
Plot allotment committee	Committee	<p><u>To allot plots upto 2 acres except under "Off the Shelf" Scheme (OTS) after</u></p>	<p>This committee has been constituted in the year .....to allot plots up to 2 acres except under of the Shelf Scheme after consideration the recommendation of the sub committee</p>	<p>The committee comprises of</p> <ol style="list-style-type: none"> <li>1) Director of Industries &amp; Commerce, Pb.</li> <li>2) Managing Director, PSIEC,</li> </ol>	<p>Director of Industries &amp; Commerce, Pb.</p>	<p>Director of Industries &amp; Commerce, Udyog Bhawan Sector: 17, Chandigarh.</p>	<p>As and when plots are to be allotted.</p>	<p>No</p>	<p>Yes</p>	<p>No</p>

		<u>consideration</u> <u>the</u> <u>recommendati</u> <u>on of the plot</u> <u>allotment</u> <u>committees</u> Has been constituted		3) Managing Director, PFC, 4) Managing Director PFC, 5) Chairman /Member Secretary, Punjab Pollution Board, 6) Industrial Advisory cum Additional Director. 7) Nominee of the Developing Agency as member Secretary.						
Single Window Committee	Executive Committee	This is a part of the Industrial Facilitation system through Udhog Sahayak launched by the State Govt. in 1981.	To facilitate the Industrial Projects in the clearances regarding Environmental, Site approval, release of power connections and from other agencies in	i) Director of Industries & Commerce. ii) MD/PSIDC iii)MD/PSIEC iv) MD/PFC v) MD/Infotech vi) CE com/PSEB	Director Industries & Comm.	Udyog Bhawan Sector-17, Chandigarh.	Once in a month.	No.	Yes	No. However status of the clearances is displayed on the website of the State Govt. along with pendency

			implementing their projects.	vii) CTP, Punjab. viii) Member Secy. PPCP ix) IA-Ad. DI x) Chief Conservator of Forests. xi) CGM Telephones xii) Chief Coordinator(Udyog Sahayak)						position.
Committee for scrutinizing recommending for grant of loan under PMRY Scheme	District Taskforce	This Taskforce constituted in the year 1993 when the Govt. of India launched this scheme.	To interview the beneficiary under this scheme and recommend their cases to banks for grant of loan.	It comprises of the following:- i) GM, DIC ii) Lead Bank Manager iii) District Employment Officer. iv) Representative of Industrial Association.	General Manager, District Industries Centre	In each District Industries Centre	Twice a month	No.	The details of the meeting is maintained in the register specially constituted for this purpose.	Beneficiary can see the register in case of grievances.
Committee for development of multiplex complexes	Committee	This committee was constituted in the year 2003 under Industrial Policy, 2003 to consider cases	To recommendatory consider the request of developers to setup Multiplexes.	District Level Committee comprises of the following:- i) Deputy Commissioner ii) ACA, PUDA	District level Deputy Commissioner. State level Chief Secretary.	District Level DC office. State Level Punjab	As and when need arises	No.	Yes Minutes of the meetings are prepared	Yes. the Minutes of the meeting are sent to the

		of Multiplexes.		iii) SE(PWD) Buildings. iv) Representative of Chief Electrical Inspector. v) Commissioner Municipal Corporation/ Executive Officer Municipal Committee /Executive Officer Improvement Trust vi) District Town Planner. vii) Chief Fire Officer. viii) GM, DIC		Civil Secretariat.				concerned party.
State Level Forum for Industrial Revival Udyog Bhawan, Sector 17, Chandigarh.	Forum	This forum was constituted in the year..... to assist the revival of Small Scale Sick Industrial Units.	Role of the forum is to assist the revival of sick Industrial Units.	It comprises of the following 1) Principal Secretary Industries & Commerce, as Chairman. 2) Financial Commissioner, Taxation.	Principal Secretary Industries & Commerce,	Jdyog Bhawan, Sector : 17, Chandigarh	As and when need arises	No	Yes	No

				3) Principal Secretary, Power 4) Chairman PSEB 5) Secretary Local Government 6) Managing Director PSIEDC 7) Managing Director PFC, 8) Representative of concerned Bank 9) Regional Head RBI 10) Director of Industrial & Commerce as member Secretary						
Empowered Committee for Industrial Approvals	Committee	This Committee was constituted to consider cases of industrial	Executive	1. Chief Secretary, Punjab, Chairman, 2. Principal Secretary Finance	Chief Secretary, Punjab.	Department of Industries &	As per the require-	No	Yes	No,. only the decision of the Empowered

		<p>parks/Estates, I.T.Parks/ Agro Parks for exemption from the provisions of Punjab Apartment Regulation Act, 1995, to consider proposals of Multiplexes for grant of concessions under Industrial Policy, 2003 and to consider amendments/ modifications in the definition of ITES/Electronics/Biotech units to be covered under Industrial Policy, 2003. and any other approval to a specific</p>		<p>Member, 3.Principal Secretary Industries, Member. 4. Financial Commissioner Taxation, Member. 5. Principal Secretary Housing &amp; Urban Development,, Member, 6. Principal Secretary Local Government Member and 7.Director of Industries &amp; Commerce Member Secretary . The Administrative Secretaries of other concerned departments will be associated as and when required, depending upon</p>		<p>Commerce, Punjab, Udyog Bhawan, Sector 17, Chandigarh.</p>	ment			<p>Committee relating to the promoter is conveyed to him/ them.</p>
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		industrial project under the Industrial Policy, 2003		the nature of project/approval.						
Land Allotment Committee under OFF –the shelf scheme.	Committee	This Committee has been established in the Directorate of Industries & Commerce to facilitate Industrial Development in the State. The body assists and facilitate the Industrial approvals, including allotment of plots under Off-The-Shelf Scheme.	Executive	The Sub Committee comprising of the following members for the allotment of plots of size from 1000 Sq.yd to 2 acres: 1. Director of Industries & Commerce, Chairman. 2.Chief Town Planner, Member, 3. Chief Architect Member, 4.MD,PSIEC, Member, 5. MD,PSIDC, member 6. Member Secretary PPCB member. Chief Coordinator Udyog Sahayak convener. 2. Committee comprising the	i) Director Industries & Commerce for Sub Committee for allotment of plots of sizes ranging from 100 Sq.yd.to 2 acres- ii) Chief /Secretary , Punjab for Committee for the allotment of plots of size more than 2 acres	Udyog Sahayak, Department of Industries & Commerce, Udhog Bhawan, Sector 17, Chandigarh	As required	No. Only in Sub Committee the applicants are invited for interview for explaining their project. 2. In case of Committee for allotment of plots of sizes more than two acres . The cases are examined without inviting the applicant.	Yes	No. Only the decision of the Committee relating to the applicant is conveyed to Them.

				<p>following members for the allotment of plots of size more than 2 acres:- Principal Secretary to Chief Minister, Punjab, Principal Secretary Industries &amp; Commerce, Punjab, Principal Secretary Environment. Principal Secretary Power, Principal Secretary Housing &amp; Urban Development, Principal Secretary Labour, Managing Director, PSIEC/concerned Developing Agency, Director of Industries &amp; Commerce.</p>						
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Board of Examiner , office of Director of Boilers, Cool Road, Opp. All India Radio Jalandhar, Punjab.	Board	Provision for constitution the board for the purpose of conducting examination of candidates for grant of certificate of Proficiency of Boiler Operation Engineers, taking penal action against misconduct of Boilers.	Examiner	Board is headed by Director Boiler with Inspector Boiler, three persons having experience and knowledge of prime movers and modern Boiler practices.	Director of Boilers	Director of Boilers, Cool Road, Opp. All India Radio Jalandhar, Punjab. No Branch.	As and when required by Director Boilers.	No.	Yes.	Member of the Board as well as concerned person.