

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

Sr No.	Branch Name	Name & location of the facility	Details of information made available	Working hours of the facility	Contact person & contact details (Phone, fax, email)
1	<b>Rice</b>	Through RTI Act from APIO-cum-Asstt. Director, Rice Branch Directorate of Food, Civil Supplies & Consumer Affairs, Punjab, Anaaj Bhawan, Sector-39 C, Chandigarh-160037.	Information regarding policy of custom milling policy.	9.00 AM to 5.00 PM. except Saturday, Sunday and Govt. Holidays	adfsriceho@gmail.com
2	<b>Storage</b>	Through Department's website, RTI Ph. 0172-2690103,2690125 Ext 2350-2355 e-mail: storage.branch@gmail.com	Nil	9am to 5pm	All members of Storage Branch
3	<b>Distribution</b>	Food Distribution Branch, Anaaj Bhawan, 1st floor, Sec-39C, Chandigarh	Information relating to functioning of PDS in the state.	9.00 AM to 5.00 PM. On all working days and online transparency portal is available	0172-2690125 Distribution Branch Ext: 1324, 1323 Email id-

		<a href="http://foodsuppb.nic.in/">http://foodsuppb.nic.in/</a>		24*7 hours.	<a href="mailto:fooddistribution.pb@gmail.com">fooddistribution.pb@gmail.com</a>
4	<b>Supply</b>	Through RTI Act from PIO cum Joint Director (Supply), Directorate of Food, Civil Supplies & Consumer Affairs, Punjab, Jeevandeep Building, Sector-17, Chandigarh-160017.	<ol style="list-style-type: none"> <li>1. Petroleum Products (Maintenance of Production, Storage, and Supply) Order, 1999.</li> <li>2. The Motor Spirit and High Speed Diesel (Regulation of Supply and Distribution and Prevention of Malpractices Order, 1998</li> <li>3. Punjab Light Diesel Oil and Kerosene Licensing Order, 1978</li> <li>4. The Punjab Control of Bricks Supplies, Price and Distribution Control Order, 1998.</li> </ol>	9 A.M. to 5 P.M.	Through RTI Act from PIO cum Joint Director (Supply), Directorate of Food, Civil Supplies & Consumer Affairs, Punjab, Anaaj Bhawan, Sec-39-C, Chandigarh-160036. <b><a href="mailto:foodsupplybranch@gmail.com">foodsupplybranch@gmail.com</a></b>

			<p>5. Liquefied Petroleum Gas (Regulation of Use in Motor Vehicle) 2001</p> <p>6. Liquefied Petroleum Gas (Regulation of Supply and Distribution) Order, 2000</p> <p>7. The Naphtha (Acquisition, Sale Storage and Prevention of Use in Automobiles) Order, 2000</p> <p>8. The Solvent, Raffinate and Slop (Acquisition, Sale Storage and Prevention Of Use in Automobiles) Order 2000</p>		
5	<b>Food Purchase</b>	N.A.	N.A.	N.A.	N.A.
6	<b>Establishment-1</b>	Nil	Nil	Nil	Nil

7	<b>Establishment-2</b>	Nil	Nil	Nil	Nil
8	<b>Establishment-3</b>	e mail or by post.	As prescribed in RTI Act, 2005.	9 a.m. to 5 p.m.(working days)	As prescribed in Directory of employees (in 9th manual)
9	<b>Establishment-4</b>	e mail or by post.	As prescribed in RTI Act, 2005.	9 a.m. to 5 p.m.(working days)	As prescribed in Directory of employees (in 9th manual)
10	<b>Establishment Accounts-1</b>	e mail or by post.	As prescribed in RTI Act, 2005.	9 a.m. to 5 p.m.(working days).	Superintendent, 0172-2690103 , 2690125 (Ext 2450) email: sea1.headoffice@gmail.com
11	<b>Establishment Accounts-2</b>	e mail or by post.	As prescribed in RTI Act, 2005.	9 a.m. to 5 p.m.(working days).	Superintendent, 0172-2690103 , 2690125 (Ext 2451) email: Sea2.hq@gmail.com
12	<b>Inspection</b>	N.A.	N.A.	N.A.	N.A.
13	<b>Recovery</b>	Through RTI Act from APIO cum Sr. Auditor, Recovery, Directorate of Food, Civil Supplies & Consumer Affairs, Punjab, Jeevandeep Building, Sector-17, Chandigarh-160017.	Instructions issued by the department regarding recoveries from official and FCI.	9 A.M. to 5 P.M	ho.recoverybranch@gmail.com

14	<b>Banking</b>	Through internet and rest all other information through RTI branch.	At the Branch level.	Through RTI in the working hours.	Senior Auditor Banking Branch, Extension NO 3480 Email: banking@gmail.com
15	<b>Less-Excess</b>	N.A.	N.A.	9 A.M to 5 P.M(working days)	As prescribed in the directory maual
16	<b>Quality Control</b>	N.A.	N.A.	9 A.M to 5 P.M(working days)	Superintendent, 0172-2690103, 2690125 (Ext 2390) email: qchqpungrain@gmail.com
17	<b>Wheat Accounts (1 to 4)</b>	Right to Information Act 2005			
18	<b>Rice Accounts (1 to 3)</b>	PIO Food & Supplies			
19	<b>Budget Fund</b>	Through Internet & rest of all other information through RTI branch.	As above	From Internet 24*7 & Through RTI in the Working Hours	0172-5021477, budgetfundbranch@gmail.com
20	<b>Incidental</b>	As per RTI Act 2005	Nil	Nil	As per manual 9.
21	<b>Compilation</b>	As per RTI Act 2005	As above	As above	As per manual 9.
22	<b>General Provident Fund Branch</b>	e.mail or by post (In his written request)		9.00 A.M. to 5.00 P.M.	ho.gpfbranch@gmail.com 0172-2636088, Ext 2400,2401