

**Government of Punjab  
Department of Planning  
(Local Plan Division)**

To

All the Deputy Commissioners in the State.

Memo No. 2/1/PSPB-LPD-II/2006/9583  
Dated Chandigarh the 5<sup>th</sup> July, 2006.

**Subject:- Guidelines regarding Constitution of District Planning Committees in each district of the State as per 74<sup>th</sup> Constitutional Amendment, 1992.**

Kindly refer to the subject cited above.

2. As per the Punjab District Planning Committees Act, 2005 (copy enclosed) issued vide Notification No. 35-LEG/2005, dated 28.11.05, the District Planning Committees are to be constituted in each district of the State. The total number of members of the said committee have been calculated on the basis of population criteria given in sub-section (2) of Section 3 of the said Act, the detail of which is given below:-

<b>District wise detail of members to be elected/nominated in the District Planning Committees.</b>						
S.N	Name of the District	Total number of members (Elected + Nominated)	4/5 <sup>th</sup> of total members to be elected			1/5 <sup>th</sup> of total members to be nominated by the State Govt.
			Members to be elected from the Zila Parishad members	Members to be elected from the Urban Local Bodies	Total Elected	
1	Fatehgarh Sahib	15	9	3	12	3
2	Faridkot	15	8	4	12	3
3	Nawnshehar	15	10	2	12	3
4	Mansa	15	10	2	12	3
5	Kapurthala	15	8	4	12	3
6	Mukatsar	15	9	3	12	3
7	Moga	15	10	2	12	3
8	Ropar	15	9	3	12	3
9	Bathinda	24	13	6	19	5
10	Hoshiarpur	24	15	4	19	5
11	Ferozepur	24	14	5	19	5
12	Patiala	24	12	7	19	5
13	Jalandhar	24	10	9	19	5
14	Sangrur	40	23	9	32	8
15	Gurdaspur	40	24	8	32	8
16	Ludhiana	40	14	18	32	8
17	Amritsar	40	16	16	32	8
18	Mohali	15	7	5	12	3
19	Tarn Taran	15	10	2	12	3

3. The 1/5<sup>th</sup> number of members are to be nominated by the State Government. For the 4/5<sup>th</sup> of the member which are to be elected from amongst the Zila Parishad members and from members of the urban local bodies, you are requested to hold the elections in your district as per procedure given below and send the list of elected members to the Planning Department within 15 days so that the District Planning Committees may be constituted by the State Government at the earliest possible:-

- 3.1 For election of the members from rural areas, the Electoral College would consist of directly elected members of Zila Parishad. For election of members from urban areas, Electoral College would consist of directly elected members/ Councilors of Municipal Corporations/ Municipal Councils/Nagar Panchayats.
- 3.2 The Deputy Commissioner or any other officer appointed by him not below the rank of an Extra Assistant Commissioner would call a meeting of all the directly elected Zila Parishad members and a separate meeting of all directly elected members of the Urban Local Bodies (Municipal Corporations/Municipal Councils/Nagar Panchayats) for election of members to be taken on the District Planning Committees, from amongst them, after giving 7 days notice indicating therein the total number of members to be elected and time schedule for holding elections, as per specimen given in Form 3.2.
- 3.3 2/3rd of the total directly elected members would constitute a quorum for conducting the meeting for election.
- 3.4 When the members assemble at the time and place intimated to them as per time schedule given in Form 3.2, the Presiding Officer will supply them nomination form, (as per specimen given in Form 3.4) who may be willing to contest election for being members of the DPCs. The members would fill this form and hand it over to the Presiding Officer by the specified time.
- 3.5 The Presiding Officer will then conduct scrutiny of the nomination forms to ensure that the same are in order and as per electoral college
- 3.6 Any member may withdraw his candidature by filling Form 3.6 which will be handed over by him to the Presiding Officer by the time specified in Form 3.2.
- 3.7 Immediately after the said process, the Presiding Officer will prepare the final list of contesting candidates and get it printed on the Column 2 of the ballot paper (specimen in Form 3.7).
- 3.8 If the total number of contesting candidates is less than or equal to the number of vacancies to be filled, there will be no election and all such members will be declared to be duly elected.
- 3.9 If the number of contesting candidates is the more than the vacancies to be filled, the Presiding Officer would supply them a ballot paper (as per specimen in Form 3.7) which will be serial numbered and ask them to mark ( ) against the name of the person to whom he wants to elect and mark (X) to whom he does not want to elect. The ballot paper should be filled up by Presiding Officer except column No.3 against names of contesting candidates. At the time of issuing a ballot paper to a voter, the Presiding Officer will sign in full on the ballot paper, record the serial number thereof in the counterfoil of the ballot paper, put the official seal and also mark the name of the voter in the voter list.
- 3.10 After receiving the ballot paper, the voter would mark the necessary signs ( ) or (X) on the ballot paper, fold it and insert in it into the ballot box.

- 3.11 On the same day and at the time as per time schedule given in Form 3.2, the Presiding Officer will open the ballot box and count the number of ballot papers taken out there from.
- 3.12 The Presiding Officer will reject a ballot paper if it bears any mark or writing by which the voter can be identified; or if no vote is recorded thereon; or if voter is in favour of candidates more than the vacancies to be filled or if the mark indicated thereon is placed in such a manner as to make it doubtful to which candidates the vote has been given; or if it is spurious ballot paper; or if it does not bear both the official seal and the signature of the Presiding Officer.
- 3.13 After completion of counting, the Presiding Officer will record in a statement, the total number of votes polled by each candidate and announce the result.
- 3.14 If quorum of the meeting is not fulfilled and the meeting is adjourned, another meeting will be convened by the Presiding Officer by giving not less than 24 hours notice to the members. No quorum will be necessary for the adjourned meeting.
- 3.15 If, at the bottom, two or more members get the same number of votes, the matter will be decided by draw of lots.
- 3.16 The Deputy Commissioner would keep in safe custody all papers relating to the elections. However, on the expiry of six months from the date of publication of the names of the elected members of the District Planning Committee, all the papers relating to the election may be destroyed.
- 3.17 If any vacancy arises due to any reason, it will be filled up with the same procedure from the same source from which it has occurred.
- 3.18 If the total number of directly elected Zila Parishad/Urban Local Bodies members, as the case may be, is less than or equal to the number of vacancies to be filled, there will be no election and such members will be declared to be duly elected.
- 3.19 The Deputy Commissioner will send the list of elected candidates to the State Planning Department on the same day both by speed post as well as by Fax.

(R.L.Mehta)  
Special Secretary Planning

Endst.No.2/1/PSPB-LPD-II/2006/

Dated 5th July, 2006.

A copy is forwarded to the following:-

- i) Private Secretaries of Ministers/ Ministers of State for the kind information of Hon'ble Ministers/ Ministers of State. PSCM
- ii) Special Secretary/ FM for the kind information of Hon'ble Finance and Planning Minister, Punjab.
- iii) Secretary/CS for the kind information of Chief Secretary, Punjab.

Special Secretary Planning.

**PUNJAB GOVERNMENT GAZETTE****EXTRAORDINARY****Published by Authority****CHANDIGARH, MONDAY, NOVEMBER 28, 2005****(AGRAHAYANA 7, 1927 SAKA)****LEGISLATIVE SUPPLEMENT**

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Price: Rs. 2.70 Paise

PART I

DEPARTMENT OF LEGAL AND LEGISLATIVE AFFAIRS, PUNJAB

Notification

The 28<sup>th</sup> November, 2005

**No.35-Leg./2005.-** The following Act of the Legislature of the State of Punjab received the assent of the Governor of Punjab on the 22<sup>nd</sup> November, 2005 and is hereby published for general information:-

THE PUNJAB DISTRICT PLANNING COMMITTEES ACT, 2005

**(Punjab Act No.22 of 2005)**

An Act to provide for the constitution of the District Planning Committees with a view to consolidate the plans prepared by the Panchayats and the Municipalities in the districts and to prepare the draft development plans for the districts as a whole in the State and for the matters connected therewith and incidental thereto.

Be it enacted by the Legislature of the State of Punjab in the Fifty-sixth Year of the Republic of India.

1.(I) This Act may be called the Punjab District Planning Committees Act, 2005. Short title and Commencement

(2) It shall come into force at once.

2. In this Act, unless the context otherwise requires- Definitions

(a) "Chairperson" means the Chairperson of the Committee chosen under sub-section (3) of section 3;

(b) "Committee" means the District Planning Committee Constituted under sub-section (1) of section 3;

(c) "district" means a revenue district in the State;

(d) "member" means a member of the Committee and includes its Chairperson;

(e) "Municipality" shall have the same meaning as assigned to it under clause (e) of Article 243-P of the Constitution of India;

(f) "Panchayat" shall have the same meaning as assigned to it under clause (f) of Article 243-P of the Constitution of India;

(g) "population" means the population as ascertained at the last preceding census of which the relevant figures have been published;

(h) "prescribed" means prescribed by rules made under this Act;

(i) "section" means section of this Act;

(j) "State" means the State of Punjab; and

(k) "State Government" means the Government of the State of Punjab

Constitution  
of District  
Planning  
Committee.

3. (1) There shall be constituted a Committee to be called the District Planning Committee by the State Government for every district in the State to consolidate the plans prepared by the Panchayats and the Municipalities in the district and to prepare a draft development plan for the district as a whole.
- (2) The number of members of a District Planning Committee constituted under sub-section (1), shall be calculated as per population of the district concerned according to the following criteria, namely:-
- |   |                     |
|---|---------------------|
| (a) District having population,<br>Not exceeding ten lacs;                                | Fifteen members     |
| (b) Districts having population<br>exceeding ten lacs, but not exceeding twenty lacs; and | Twenty four members |
| (c) Districts having population<br>exceeding twenty lacs.                                 | Forty Members       |
- (3) The Chairperson of the Committee shall be chosen from amongst the members of the Committee by the State Government by nomination.
- (4) The seats of the members of the Committee shall be filled by election, from amongst the elected members of the Panchayat at the district level and of the Municipalities in the district, and by nomination.
- (5) Not less than four-fifths of the total number of members of the Committee shall be elected by, and from amongst the elected members of the Panchayat at the district level and of the Municipalities in the district in proportion to the ratio between the population of the rural areas and of the urban areas in the district.
- (6) One-fifth of the total number of members of the Committee, which may include the Members of the Legislative Assembly and other persons also, shall be nominated by the State Government.
- (7) The Deputy Commissioner of the district shall be the ex-officio Secretary of the Committee.
- (8) The Additional Deputy Commissioner (Development) of the district shall be the ex-officio Additional Secretary of the Committee.
- (9) The Deputy Economic & Statistical Adviser of the District shall be the ex-officio Joint Secretary of the Committee.

Term of  
members of  
the  
Committee

- 4 (1) The term of an elected member of Committee shall be co-terminus with the term of the Panchayat at the district level or a Municipality, as the case may be, of which he is a member.
- (2) The term of a nominated member including the Chairperson, shall be one year. However, a nominated member shall be eligible for re-nomination after the expiry of his first term.

(3) Any member of the Committee including the Chairperson, may resign at any time from his office before his tenure.

Functions  
of the  
Committee

**5.** (1) Subject to the provisions of this Act, the Committee shall exercise powers and perform the functions as mentioned below:-

- a) to prepare the draft district development plan keeping in view the matters of common interest between urban and rural population including spatial planning sharing of water and other physical and natural resources, the integrated development of infrastructure and environment conservation, the plans prepared at the grass-root level by the concerned Panchayat and the extent and type of available resources whether financial or otherwise;
- b) to prepare priority-wise list of schemes and programmes taking into account the resources available with the Committee and the resources provided by the State Government.
- c) to take appropriate measures for proper implementation of the development schemes, programmes and projects;
- d) to monitor the progress of projects;
- e) to encourage the Panchayats and the Municipalities to take up and expedite the implementation of development projects;
- f) to make efforts to generate additional resources for development works with the cooperation of people; Non-Government Organizations and Non-Resident Indians and other agencies; and
- g) to perform such other additional functions relating to District Planning and Coordination and monitoring of the activities of different departments of the State Government, as may be assigned to the Committee by the State Government.

(2) While preparing the draft development plan, the Committee may consult such institutions and organisations, as may be specified by the State Government from time to time.

(3) The Chairperson shall forward the district development plans prepared by the Committee under clause (a) of sub-section (1) to the State Government.

Abolition of  
DP & DB.

**6.** With effect from the date, the Committees are constituted under this Act, the existing District Planning and Development Boards in the State shall cease to function.

Meetings

**7.** (1) In the transaction of its business, the Committee shall follow such procedure, as may be prescribed.

(2) If on account of any reason, the Chairperson is unable to attend the meeting of the Committee, any other member, chosen by the present members, shall preside over the meeting.

(3) The meeting of the Committee shall be held at the District Head Quarters or at such place, as may be decided by the Committee.

Removal and  
suspension of  
members  
including  
Chairperson

**8.** The State Government may remove the Chairperson or any member from his office, if:-

- a) he has been adjudged insolvent; or
- b) he has been convicted of an offence which, in the opinion of the State Government, involves moral turpitude; or
- c) he has become physically or mentally incapable; or
- d) he has acquired such financial or other interest, as is likely to affect prejudicially his functions in any of the said capacities; or
- e) he has so abused his position as to render his continuance in office prejudicial to the public interest.

(2) Before removing any member including the Chairperson from his office, a reasonable opportunity of being heard shall be given to him by the State Government.

Filling of  
vacancies

**9.** If any vacancy occurs, it shall be filled up from the same source from which it has occurred.

Power to  
issue  
directions

**10.** The State Government may, from time to time, issue such directions to the Committees, as it may consider appropriate in public interest.

Power to  
make rules

**11.** (1) The State Government may, by notification in the Official Gazette, make rules for carrying out the purposes of this Act.

(2) Every rule made under this Act, shall be laid, as soon as may be, after it is made, before the House of the State Legislature, while it is in session, for a total period of ten days, which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session in which it is so laid or the successive sessions as aforesaid, the House agrees in making any modification in the rule or the house agrees, that the 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 or omitted to be done under that rule.



Power to  
remove  
difficulties

**12.** (1) If any difficulty arises in giving effect to any of the provisions of this Act, the State Government may, by an order published in the Official Gazette, make such provisions not inconsistent with the provisions of this act, as may appear to it to be necessary for removing the difficulty.

Provided that no such order shall be made under this section after the expiry of a period of two years from the date of the commencement of this act.

(2) Every order made under this section, shall be laid, as soon as may be, after it is made, before the Punjab Legislative Assembly.

H.S.BHALLA

Secretary to Government of Punjab,

Department of Legal and Legislative Affairs.

7176 LR(P)-Govt Press,UT,Chd

ਫਾਰਮ 3.2

(ਮੀਟਿੰਗ ਦੇ ਨੋਟਿਸ ਦਾ ਨਮੂਨਾ)

ਸ਼੍ਰੀ..... ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਜ਼ਿਲ੍ਹਾ ਯੋਜਨਾਬੰਦੀ ਕਮੇਟੀ ਦੇ .....(ਨੰਬਰ) ਮੈਂਬਰ ਚੁਣਨ ਲਈ ਜ਼ਿਲ੍ਹਾ ਪ੍ਰੀਸ਼ਦ/ ਮਿਊਂਸਪੈਲਟੀਜ਼ (ਜੋ ਵੀ ਲਾਗੂ ਹੋਵੇ) ਦੇ ਸਿੱਧੇ ਤੌਰ ਤੇ ਚੁਣੇ ਹੋਏ ਮੈਂਬਰਾਂ ਦੀ ਸਪੈਸ਼ਲ ਮੀਟਿੰਗ ਮਿਤੀ..... ਨੂੰ .....ਵਜੇ.....ਜਗ੍ਹਾ ਤੇ ਹੋਣੀ ਨਿਸ਼ਚਿਤ ਹੋਈ ਹੈ। ਮੀਟਿੰਗ ਵਿਚ ਭਾਗ ਲੈਣ ਦੀ ਖੇਚਲ ਕੀਤੀ ਜਾਵੇ।

2. ਚੋਣ ਦਾ ਪ੍ਰੋਗਰਾਮ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹੋਵੇਗਾ:-

- ਵਿਸ਼ੇ ਦਾ ਸੰਖੇਪ ਵੇਰਵਾ .....ਵਜੇ ਤੋਂ .....ਵਜੇ ਤੱਕ
- ਨਾਮੀਨੇਸ਼ਨ ਫਾਰਮ ਭਰਨਾ .....ਵਜੇ ਤੋਂ .....ਵਜੇ ਤੱਕ
- ਨਾਮੀਨੇਸ਼ਨ ਫਾਰਮਾਂ ਦੀ ਪੜਤਾਲ .....ਵਜੇ ਤੋਂ .....ਵਜੇ ਤੱਕ
- ਨਾਮੀਨੇਸ਼ਨ ਫਾਰਮ ਨੂੰ ਵਾਪਸ ਲੈਣਾ .....ਵਜੇ ਤੋਂ .....ਵਜੇ ਤੱਕ
- ਵੋਟਿੰਗ ਜੇ ਜ਼ਰੂਰੀ ਹੋਵੇ .....ਵਜੇ ਤੋਂ .....ਵਜੇ ਤੱਕ
- ਵੋਟਾਂ ਦੀ ਗਿਣਤੀ .....ਵਜੇ ਤੋਂ .....ਵਜੇ ਤੱਕ
- ਨਤੀਜੇ ਦਾ ਐਲਾਨ .....ਵਜੇ

ਮਿਤੀ:

ਪ੍ਰੀਜ਼ਾਈਡਿੰਗ ਅਫਸਰ.....  
ਨਾਮ ਅਤੇ ਅਹੁਦਾ.....  
ਦਫਤਰ ਦੀ ਸੀਲ.....

ਫਾਰਮ 3.4

(ਨਾਮੀਨੇਸ਼ਨ ਫਾਰਮ ਦਾ ਨਮੂਨਾ)

ਜਿਲ੍ਹੇ ਦਾ ਨਾਂ.....

ਨਾਮੀਨੇਸ਼ਨ ਦਾ ਚੋਣ ਖੇਤਰ .....(ਜਿਲ੍ਹਾ ਪ੍ਰੀਸ਼ਦ ਜਾਂ ਮਿਊਂਸਪੈਲਟੀਜ਼)

1. ਉਮੀਦਵਾਰ ਦਾ ਪੂਰਾ ਨਾਮ .....
2. ਪਿਤਾ/ਪਤੀ ਦਾ ਨਾਂ .....
3. ਉਮਰ .....
4. ਲਿੰਗ .....

ਮੈਂ ਜਿਲ੍ਹਾ ਯੋਜਨਾਬੰਦੀ ਕਮੇਟੀ ਵਿਚ ਚੁਣੇ ਜਾਣ ਵਾਲੇ ਮੈਂਬਰਾਂ ਲਈ ਉਮੀਦਵਾਰ ਦੇ ਤੌਰ ਤੇ ਚੋਣ ਲੜਨਾ ਚਾਹੁੰਦਾ ਹਾਂ।

ਉਮੀਦਵਾਰ ਦੇ ਹਸਤਾਖਰ

ਮੈਂ ਇਹ ਤਸਦੀਕ ਕਰਦਾ ਹਾਂ ਕਿ ਉਪਰੋਕਤ ਨਾਮੀਨੇਸ਼ਨ ਫਾਰਮ, ਫਾਰਮ ਨੰ:-। ਵਿਚ ਸੂਚਿਤ ਕੀਤੇ ਗਏ ਸਮੇਂ ਅਨੁਸਾਰ ਮੈਨੂੰ ਪ੍ਰਾਪਤ ਹੋ ਗਿਆ ਹੈ।

ਮਿਤੀ:

ਪ੍ਰੀਜ਼ਾਈਡਿੰਗ ਅਫਸਰ.....

ਨਾਮ ਅਤੇ ਅਹੁਦਾ.....

ਦਫਤਰ ਦੀ ਸੀਲ.....

ਫਾਰਮ 3.6

(ਨਾਮੀਨੇਸ਼ਨ ਵਾਪਸ ਲੈਣ ਦੇ ਫਾਰਮ ਦਾ ਨਮੂਨਾ)

ਜਿਲ੍ਹੇ ਦਾ ਨਾਂ.....

ਨਾਮੀਨੇਸ਼ਨ ਦਾ ਚੋਣ ਖੇਤਰ.....(ਜ਼ਿਲ੍ਹਾ ਪ੍ਰੀਸ਼ਦ ਜਾਂ ਮਿਊਂਸਪੈਲਟੀਜ਼)

1. ਉਮੀਦਵਾਰ ਦਾ ਪੂਰਾ ਨਾਮ .....
2. ਪਿਤਾ/ਪਤੀ ਦਾ ਨਾਂ .....
3. ਉਮਰ .....
4. ਲਿੰਗ .....

ਮੈਂ ਜ਼ਿਲ੍ਹਾ ਯੋਜਨਾਬੰਦੀ ਕਮੇਟੀ ਵਿਚ ਚੁਣੇ ਜਾਣ ਵਾਲੇ ਮੈਂਬਰਾਂ ਲਈ ਉਮੀਦਵਾਰ ਦੇ ਤੌਰ ਤੇ ਖੜਾ ਹੋਣ ਸਬੰਧੀ ਭਰੇ ਗਏ ਫਾਰਮ ਨੰ: 3.4 ਨੂੰ ਵਾਪਸ ਲੈਦਾ ਹਾਂ।

ਉਮੀਦਵਾਰ ਦੇ ਹਸਤਾਖਰ

ਮੈਂ ਇਹ ਤਸਦੀਕ ਕਰਦਾ ਹਾਂ ਕਿ ਉਪਰੋਕਤ ਨਾਮੀਨੇਸ਼ਨ ਵਾਪਸ ਲੈਣ ਦਾ ਫਾਰਮ, ਫਾਰਮ ਨੰ: 3.2 ਵਿਚ ਸੂਚਿਤ ਕੀਤੇ ਗਏ ਸਮੇਂ ਅਨੁਸਾਰ ਮੈਨੂੰ ਪ੍ਰਾਪਤ ਹੋ ਗਿਆ ਹੈ।

ਮਿਤੀ:

ਪ੍ਰੀਜ਼ਾਈਡਿੰਗ ਅਫਸਰ.....

ਨਾਮ ਅਤੇ ਅਹੁਦਾ.....

ਦਫਤਰ ਦੀ ਸੀਲ.....

ਫਾਰਮ ਨੰ: 3.7

(ਬੈਲਟ ਪੇਪਰ ਦਾ ਨਮੂਨਾ)

1. ਜਿਲ੍ਹੇ ਦਾ ਨਾਂ.....
2. ਚੋਣ ਖੇਤਰ (ਇਲੈਕਟੋਰਲ ਕਾਲਜ).....(ਜਿਲ੍ਹਾ ਪ੍ਰੀਸ਼ਦ ਜਾਂ ਮਿਊਂਸਪੈਲਟੀਜ਼)
3. ਚੋਣ ਵਿਚ ਖੜ੍ਹੇ ਹੋਏ ਮੈਬਰਾਂ ਦੀ ਕੁਲ ਗਿਣਤੀ.....
4. ਉਪਰੋਕਤ ਵਿੱਚੋਂ ਜਿਲ੍ਹਾ ਯੋਜਨਾਬੰਦੀ ਕਮੇਟੀਆਂ ਵਿਚ .....  
ਮੈਬਰ ਦੇ ਤੌਰ ਤੇ ਰੱਖੇ ਜਾਣ ਲਈ ਚੁਣੇ ਜਾਣ  
ਵਾਲੇ ਮੈਬਰਾਂ ਦੀ ਗਿਣਤੀ

ਲੜੀ ਨੰ:	ਚੋਣ ਵਿਚ ਖੜ੍ਹੇ ਹੋਏ ਮੈਬਰ ਦਾ ਨਾਂ	ਵੋਟਰ ਵਲੋਂ ਚੁਣੇ ਜਾਣ ਵਾਲੇ ਮੈਬਰ ਲਈ ਕੀਤੀ ਗਈ ਸਿਫਾਰਸ਼
1	2	3
1		( )
2		( )
3		( )
4		( )
5		( )
6		( )
7		( )
-		( )
-		( )
-		( )
ਚਲਦਾ		( )

ਨੋਟ: ਜਿਸ ਮੈਬਰ ਨੂੰ ਵੋਟਰ ਵੋਟ ਦੇਣਾ ਚਾਹੁੰਦਾ ਹੈ, ਉਸ ਨਾਂ ਸਾਹਮਣੇ ( ) ਅਤੇ ਜਿਸ ਨੂੰ ਨਹੀਂ ਦੇਣਾ ਚਾਹੁੰਦਾ, ਉਸ ਦੇ ਨਾਂ ਸਾਹਮਣੇ (X) ਮਾਰਕ ਕਰੇਗਾ।

ਮਿਤੀ: ਪ੍ਰੀਜਾਈਡਿੰਗ ਅਫਸਰ.....  
ਨਾਮ ਅਤੇ ਅਹੁਦਾ.....  
ਦਫਤਰ ਦੀ ਸੀਲ.....