

A FRAMEWORK FOR TRANSPARENCY AUDIT

1. Organization and Function

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	Chandigarh Housing Board, Chandigarh chb.gov.in & chbonline.in
		(ii) Head of the organization	Chairman
		(iii) Vision, Mission and Key objectives	Chandigarh Housing Board's vision is to provide affordable, good quality housing for the residents of the Union Territory of Chandigarh and to improve the quality of life by establishing self-contained urban communities with state-of-the art amenities, in harmony with the environment.
		(iv) Function and duties	<u>Duty of Board to undertake Housing Scheme:</u> Subject to the provisions of Haryana Housing Board Act 1971 and subject to the control of the Administrator the Board may incur expenditure and undertake works in any area for the framing and execution of such housing schemes as it may consider necessary from time to time or as may be entrusted to it by the Administrator. <u>Matter to be provided for by Housing Scheme:-</u> Notwithstanding any thing contained in any other law for the time being, in force, a housing scheme may provide for all or any of the following matters, namely:-

		<p>(a) acquisition by purchase, exchange or otherwise of any property necessary for or affected by the execution of the scheme;</p> <p>(b) acquisition by purchase, exchange or otherwise of any land, division of the same into plots and the sale thereof after developing it or otherwise to co-operative societies or other persons, in accordance with the scheme;</p> <p>(c) laying or re-laying out of any land comprised in the scheme;</p> <p>(d) distribution or re distribution of sites belonging to owners of property comprised in the scheme,</p> <p>(e) the closure or demolition of dwellings or portions of dwellings unfit for human habitation.</p> <p>(f) demolition of obstructive buildings or portions of buildings,</p> <p>(g) the construction and re-construction of buildings, their maintenance and preservation,</p> <p>(h) sale, letting or exchange of any property comprised in the scheme,</p> <p>(i) construction and alteration of streets and back lanes,</p> <p>(j) drainage, water supply and lighting of the area included in the scheme,</p> <p>(k) parks, laying-fields and open spaces for the benefit of any area comprised in the scheme and the enlargement of existing parks, playing fields, open spaces and approaches.</p> <p>(l) sanitary arrangements required for the area comprised in the scheme, including the conservation and prevention of any injury or contamination to rivers or other sources and means of water-supply.</p> <p>(m) accommodation for any class of inhabitants, industries, institutions, offices, local authorities, co-operatives or corporate bodies.</p> <p>(n) advance of money for the purpose of the scheme,</p> <p>(o) facilities for communication and transport ;</p> <p>(p) collection of such information and statistics as may be necessary for the purpose of this Act, and</p> <p>(q) any other matter for which, in the opinion of the Administrator, it is expedient to make provision with a view to provide housing accommodation and, or to the improvement or development of any area comprised in the scheme or any adjoining area or the general efficiency of the scheme.</p>
		<p>Explanation- for the purposes of this section the Administrator may, on the recommendation of the Board, notification, specify area surrounding or adjoining the area included in a housing scheme to be the adjoining area.</p>

		<p>No housing scheme To be made for area included in improvement Scheme or be inconsistent with town planning scheme.</p> <p>(1) No housing scheme shall be made under this Act for any area for which any improvement scheme has been sanctioned by the Administrator under the Punjab Town Improvement Act, 1922, or any other enactment for the time being in force, nor any housing scheme made under this Act shall contain anything which is inconsistent with any of the matter included in a town planning scheme sanctioned by the Administrator under the Haryana Municipal Act, 1973, or other enactment for the time being in force.</p> <p>(2) If any dispute arises whether a housing scheme made under this Act includes any area included in an improvement scheme sanctioned under any enactment referred to in sub-section (1) or contains anything inconsistent with any matter included in a town planning scheme sanctioned under the Haryana Municipal Act, 1973, or any other enactment for time being in force, the same shall be referred to the Administrator whose decision shall be final.</p>
		<p><u>Preparation And submission of annual housing programme, Budget and Establishments Schedule</u></p> <p>(1) Before the first day of December in each year, the board shall - prepare and forward to the Administrator in such as may be prescribed;-</p> <ul style="list-style-type: none"> (i) a programme; (ii) a budget for the next year; and (iii) a schedule of the staff of officers and servant already employed and to be employed during the next year. <p>(2) The programme shall contain:-</p> <ul style="list-style-type: none"> (i) such particulars of housing schemes which the Board proposes to execute whether in part or whole during the next year as may be prescribed. (ii) the particulars of any undertaking which the Board proposes to organize or execute during the next year for the purpose of the production of building materials, and (iii) Such other particulars as may be prescribed. <p>(3) The budge shall contain a statement showing the estimated receipt and expenditure on capital and revenue accounts for the next year.</p>
		<p><u>Sanction to programme, Budget and establishment Schedule</u></p> <p>The Administrator may sanction the programme, budget and the schedule of the staff of officers and servants forwarded to it with such modification as it deems fit.</p>

			<p><u>Publication of Sanctioned Programme</u></p> <p>The Administrator shall publish the programme sanctioned by it under section 24 in the Chandigarh Gazette.</p>
			<p>Supplementary Programme and Budget</p> <p>The Board may, at any time during the year, in respect of which a programme has been sanctioned under section 24, submit a supplementary programme and budget and the additional schedule of the staff, if any, to the Administrator and the provisions of section 24 and 25 shall apply to such supplementary programme.</p>
			<p>Variation of Programme by Board after it has been Sanctioned:</p> <p>The Board may, at any time, vary any programme or any part thereof sanctioned by the Administrator.</p> <p>Provided that no such variation shall be made if it involves expenditure in excess of ten per centum of the amount as originally sanctioned for the execution of any housing scheme included in such programme or affects its scope or purpose.</p>
			<p>Sanctioned Housing scheme To be executed</p> <p>After the programme has been sanctioned and published by the Administrator under sections 24 and 25, the Board shall, subject to the provisions of section 27, proceed to execute the housing schemes included in the programme.</p>

		<p>Publication of housing scheme In the Chandigarh Gazette</p> <p>(1) Before proceeding to execute any housing scheme under section 28, the Board shall by notification publish the schemes. The notification shall specify that the plan showing the area which is proposed to be included in the housing scheme and the surrounding land shall be open to inspection of the public at all reasonable hours at the office of the Board.</p> <p>(2) If within two weeks from the date of the publication of the housing scheme any person communicates in writing to the Board any suggestion or objection relating to the scheme, the Board shall consider such suggestion or objection and may modify the scheme as it thinks fit.</p> <p>(3) The Board shall then by notification publish the final scheme. The notification shall specify that the plan showing the area included in the final scheme and the surrounding lands and other particulars as may be prescribed shall be open to inspection of the public at all reasonable hours at the office of the Board.</p> <p>(4) The publication of a notification under sub-section (3) shall be conclusive evidence that the said scheme has been duly framed.</p>
		<p>Transfer to Board for Purpose of Housing scheme of land vested In a local authority:</p> <p>(1) Whenever any street, square or other land, or any part thereof, situated in any area of local authority and vested in the local authority is required for the purpose of any housing scheme sanctioned by the Administrator, the Board shall give notice accordingly to the local authority.</p> <p>(2) Where the local authority concurs such street, square or other land, or part thereof, shall vest in the Board.</p> <p>(3) Where there is any dispute the matter shall be referred to the Administrator. The Administrator shall, after hearing the parties, decide the matter. The decision of the Administrator shall be final. If the Administrator decides that such street, square or land shall vest in the Board, it shall vest accordingly.</p> <p>(4) Nothing in this section shall affect the rights or power of the local authority in or over any drain or water works in such street, square or land.</p>

		<p>Compensation in respect of Land vested in Board</p> <p>(1) Where any land vests in the Board under the provisions of section 30 and the Board makes a declaration that such land shall be retained by the Board only until it reverts on the local authority as part of a street or an open space under section 34, no compensation shall be payable by the Board to the local authority in respect of that land.</p> <p>(2) Where any land vests in the Board under section 30, and no declaration is made under sub-section (1) in respect of the land, the Board shall pay to the local authority as compensation a sum equal to the value of such land.</p> <p>(3) If, in any case where the Board has made a declaration in respect of any land under sub-section (1), the Board retains or disposes off the land contrary to the terms of the declaration so that the land does not revert in the local authority, the Board shall pay to the local authority compensation in respect of such land in accordance with the provisioning of sub-section (2)</p>
		<p>Power of Board to Turn or close Public street Vested in it</p> <p>(1) The Board may turn, divert, discontinue the public use of, or permanently close, any public street vested in it or any part thereof.</p> <p>(2) Whenever the Board discontinues the public use of, or permanently closes, any public street vested in it or any part thereof, it shall as far as practicable, provide some other reasonable means of access to be substituted in lieu of the use, by those entitled, of the street or part thereof and pay reasonable compensation to every person who is entitled, otherwise than as a mere member of the public to use such street or part as a means of access and has suffered damage from such discontinuance or closing.</p> <p>(3) In determining the compensation payable to any person under sub-section (2), the Board shall make allowance for any benefit accruing to him from the construction, provision or improvement of any other public street at or about the same time that the public street or part thereof, on account of which the compensation is paid, is discontinued or closed.</p> <p>(4) When any public street vested in the Board is permanently closed under sub-section (1), the Board may sell or lease so much of the same as is no longer required.</p>
		<p>Reference to Tribunal in Case of dispute under sections 31 and 32</p> <p>If there is any dispute as to whether any compensation is payable under section 31 or section 32 or as to the amount of compensation payable under section 31 or section 32, as the case may be, the matter shall be referred to the Tribunal.</p>

		<p>Vesting in the local authority of streets lay out or altered and open spaces provided by Board under housing scheme.</p> <p>(1) Whenever the Administrator is satisfied.</p> <p>(a) that any street laid out or altered by the board has been duly leveled, paved, metalled, flagged, channeled, sewered and drained in the manner provided in the programme sanctioned by the Administrator under section 24 or varied under section 27 or modified under Section 29;</p> <p>(b) that such lamps, lamp posts and other apparatus as the local authority considers necessary for the lighting of such street and as ought to be provided by the Board have been so provided; and</p> <p>(c) that water and other sanitary conveniences have been duly provided in such street;</p> <p>the Administrator may declare the street to be a public street, and the street shall thereupon vest in the local authority and shall thenceforth be maintained, kept in repair, lighted and cleaned by the local authority.</p> <p>(2) When any open space for the purposes of ventilation or recreation has been provided by the Board in executing any housing scheme, it shall on completion be transferred to the local authority concerned, by resolution of the Board, and shall thereupon vest in, and be maintained the expense of the local authority.</p> <p>(3) If any difference of opinion arises between the Board and the local authority in respect of any matter referred to in the foregoing provisions of this section the matter shall be referred to the Administrator whose decision shall be final.</p>
		<p>Other duties of Board</p> <p>It shall be the duty of the Board to take measures with a view to expediting and cheapening construction of buildings and the Board may for that purpose do all things for -</p> <p>(a) unification, simplification and standardization of building materials;</p> <p>(b) encouraging pre-fabrication and mass production of house components;</p> <p>(c) organization or undertaking the production of building materials required for the housing schemes.</p> <p>(d) encouraging research for discovering cheap building materials and evolving new methods of economic constructions.</p> <p>(e) Securing a steady and sufficient supply of workmen trained in the work of construction of buildings.</p>

			<p>Board to assume Management of Requisitioned Lands</p> <p>The Board shall, if the Administrator so directs, and subject to the general control of the Administrator, assume management of all or any of the lands requisitioned by or under authority of the Administrator.</p>
			<p>Reconstitution of plots</p> <p>A housing scheme may provide, -</p> <p>(a) for the formation of a reconstituted plot by the alteration of the boundaries of an original plot;</p> <p>(b) with the consent of the owners that two or more original plots each of which is held in ownership in severally or in joint ownership shall, with or without alteration of boundaries, be held in ownership in common as a reconstituted plot;</p> <p>(c) for the allotment of plot of any owner dispossessed of land in furtherance of the housing scheme; and</p> <p>(d) for the transfer of ownership of plot from one person to another.</p>
			<p>Scheme entrusted to Board by Administrator</p> <p>The provisions of section 21 and section 23 to 29 (both inclusive) shall not be applicable to any housing scheme entrusted to the Board by the Administrator except to such extent and subject to such modifications as may be specified in any general or special order made by the Administrator and every such order shall be published in the Chandigarh Gazette.</p>

		(v) Organization Chart	As per annexure I attached.
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	Powers and duties of officers (administrative, financial and judicial)	(a) For incurring Recurring/Non Recurring Contingent Expenditure
			Designation of the authority
			Chairman Upto Rs.30 lakh on each occasion.
			Chief Executive Officer Upto Rs.25 lakh on each occasion.

				ii) to decide investment of Chandigarh Housing Board funds as per the decisions taken by the Board.
				iii) for adoption of the circular/order issued by the Chandigarh Administration from time to time on the financial and administrative matters in the Chandigarh Housing Board.
			Secretary	Rs.20,000/- on each occasion
			Chief Engineer	Rs.20,000/- on each occasion.
			Chief Accounts Officer	Rs.1000/- on each occasion.
			Senior Law Officer	Payment of legal fee at approved rates, expenditure with regard to court fee for certified copies, Misc. applications etc. to the extent of Rs.500/- at a time.
				POL as per limits decided by the Chandigarh Administration and adopted by the Chandigarh Housing Board from time to time in respect of vehicles attached to the officers of the Board, shall be sanctioned by the Secretary, Chandigarh Housing Board.
				Power to sanction Advertisement and Publicity expenses shall vest in the Secretary where the rates are at par with the rates fixed by the Directorate of Advertising and Visual Publicity (DAVP), Ministry of Information and Broadcasting, Govt. of India and the advertisement/publicity has been given through the empanelled Agency.
				b) Sanction reimbursement of Medical Claims and Advances:
			Authority to whom power delegated	Limit
			Secretary /Chief Engineer	Upto Rs.10,000/- in respect of officers working under them.
			Chief Executive Officer	Rs.10,001/- to Rs.50,000/-
			Chairman	More than Rs.50,000/-
				The above officers will ensure that relevant provisions of Medical Attendance Rules and other instructions of Chandigarh Administration are followed while sanctioning the reimbursement of medical claims.
				The power to sanction Medical Advance upto Rs.25,000/- is delegated to CEO, CHB and beyond Rs.25,000/- to Chairman, CHB, subject to observance of relevant rules/instructions.

			c) Normal Pay Fixation/Grant of Annual Increment:	
			For officers/officials	Competent Authority
			Chief Executive Officer	Chairman
			Secretary/Chief Engineer	Chief Executive Officer
			Superintending Engineer/ Executive Engineer/Sr. Architect	Chief Engineer
			Chief Accounts Officer	Secretary
			All officers and employees working in the Administrative Section	Chief Accounts Officer
			All officers and employees working in Engineering Division/ Branch	Respective Executive Engineers/Sr. Architect, who is maintaining the Service Record of the concerned Officer/Official
			However all pay fixation should be got verified from Chief Accounts Officer.	
			d) Issuance of NOC for obtaining Indian Passport/Prescribed Proforma approved by the Govt. of India.	
			Chief Executive Officer shall be the competent authority in respect of all officers/officials working in the Chandigarh Housing Board except Deputationists for whom the proposal be referred to concerned Cadre Controlling Authority of Chandigarh Administration. Secretary/Chief Engineer will convey/sign prescribed Proforma approved by the Govt. of India in respect of officers/officials working under their control.	
			e) Grant of Loans and Advances to the staff:	
			House Building Advance and all advances as provided for in the General Financial Rules 2005 incorporating Compendium of Rules on Advances (such as Conveyance Advance, Motor Cycle Advance, Festival Advance etc.) and also other advances as have been approved by the Board for its officers and employees, shall be sanctioned by the Chief Executive Officer, CHB.	
			Secretary, CHB shall accept and sign all the documents executed between the employees of CHB and CHB, required for granting various advances for and on behalf of Chandigarh Housing Board as already decided by the Board in its meeting held on 27.11.1987 vide Agenda Item No.125.3.	
			Advances for TA on Tour and for LTC/HTC shall be sanctioned by the Controlling Officer under Rule 2.107 of Punjab Civil Services Rules, Volume-III(TA Rules) read with relevant provisions of GFR-2005.	

			f) Journey Beyond Jurisdiction and deputing officials on training:
			For Officials/Officers
			Competent Authority
			CEO, Secretary, Chief Engineer/ XENS/AOs
			Chairman
			For other officers/employees
			CEO
			g) Functioning of Recovery Branch:
			i) Chief Executive Officer
			<ul style="list-style-type: none"> • Approval of Transfer of allotment of dwelling unit (under the GPA Transfer Policy, Mutual Transfer Policy and Blood Relation Transfer Policy). • Cancellation of allotment of dwelling unit and commercial property. • Acceptance of Special Power of Attorney executed by the allottees in favour of spouse or blood relation for taking possession of the dwelling unit.
			ii) Secretary
			<ul style="list-style-type: none"> • Following routine matters where no technical or legal issues are involved. <ul style="list-style-type: none"> ○ Issuance of duplicate documents. ○ Approval for allowing Mutations in death cases. ○ Refund of EMD under the Housing Schemes. ○ Entrustment of court cases to the empanelled Advocates. <p>However, the final policy/financial orders shall be sanctioned as per earlier practice.</p>
			iii) Chief Accounts Officer
			<ul style="list-style-type: none"> • Acceptance of Indemnity Bond and Agreements in transfer/mutation cases. • Payment of fee to the members of the Board, Property Allotment Committee, PQ Sub Committee, Tender Committee, Technical Committee, as approved by the Board. • Forwarding of Applications for withdrawal of EPF in respect of Chandigarh Housing Board employees to RPF. • Permission for publication for calling objections from public in case of GPA Transfer, in death cases and for the issuance of duplicate documents.
			iv) Accounts Officers
			<ul style="list-style-type: none"> • Issuance of Acceptance-cum-Demand Letter (ACDL) to the allottees as

			<p>per draw of lots.</p> <ul style="list-style-type: none"> • Issuance of notices/reminders to the allottees for payment of the dues as per ACDL. • Issuance of Allotment Letter in the form as approved by the Board to the allottees as per draw of lots. • Execution/signing of Hire Purchase Tenancy Agreement (HPTA)/Agreement to Sell. • Issuance of notices/reminders to the allottees in respect of arrears of installments and other dues including Ground Rent. • Approval and issuance of 'No Dues Certificate' (NDC) in respect of dwelling units. • Approval and intimation of balance dues in respect of dwelling units. • Issuance of possession slips to allottees after allotment. • Approval and issuance of Statement showing installments paid/unpaid till date/during the financial year and the component of interest included therein. • Approval and issuance of 'No Objection Certificate' in the prescribed form to the allottee for mortgaging the right/title/interest in the dwelling unit for rising loan from the prescribed sources.
			<ul style="list-style-type: none"> • Chairman is authorized to modify the delegations made by the Board from time to time including the present one.

(ii) Power and duties of other employees	Chief Engineer	<ul style="list-style-type: none"> Chief Engineer is the overall Incharge of the Engineering Section and exercises powers as delegated by the Board.
	Superintending Engineers	<ul style="list-style-type: none"> 2 SE Incharge of Divisions of Engg. Wing, Arch. Wing and exercise powers as delegated by the Board. SE is responsible to the CE CHB for the administrative, technical & general professional control and close supervision over the works of the officers subordinate to him and shall impart instruction & guidance to them in the discharge of their duties.
	Executive Engineer	<ul style="list-style-type: none"> EE is the overall head of the Division and is responsible for direct supervision of work under their control and exercises as such Administrative/Financial powers delegated by the Board. In CHB, there are five Civil Divisions, two Public Health Division & One Electrical Division. Executive Engineer is the overall in charge of each division and is assisted by Sub Divisional Engineers working under his control. He is also assisted by Supdt., HDM and Divisional Accountant from AGs office for overall control of their Division.
	Sub Divisional Engineer	<ul style="list-style-type: none"> Each Sub Divisional Engineer is responsible to Executive Engineer for the management and execution of works within his Sub-Division and is assisted by Junior Engineer A.E.(s). He is to maintain initial accounts for expenditure in respect of works. Submission of New proposals and Agendas. He is to check measure the works as measured by S.O including payments as per Agreement. He is to ensure that subordinates thoroughly understand and strictly adhere to the details of the estimates for works. To exercise power as delegated by the Board.
	Sectional Officer (J.E./A.E.)	<ul style="list-style-type: none"> He is the Incharge of the section and is to carryout the survey, levelling, give layouts, estimating and supervise the actual execution of works. To make/record measurements in MBs and prepare/check running/final bills as per Agreement/allotment letter. He is to assist SDE /EE in measurements/check measurements of works and quality of work. Any work assigned to him by Higher Authority.

	<p>Superintendent, Chief office/ Circle office/ Division office</p>	<ul style="list-style-type: none"> • He/She is the Incharge of correspondence Branch. • He/She is responsible to maintain discipline & to mark the attendance & responsible for efficient performance by correspondence Branch. • Deal with establishment matters. • All letters received and issued to be initialed by Supdt. for further disposal. • Preparation of Notice Inviting Tenders & Contract Agreement. • Maintenance of casual leave account. • Maintenance of Tender register. • Purchase/issuance and Maintenance of record of Measurement Books • Maintenance of record of earnest money. • Maintenance of record of blacklisted Contractors. • Arranging office stationery /registers & forms etc. • General correspondence relating to works & sanctions. • Issuance of posting & transfer orders of staff working under the control of respective officer. • Seeking approval of telephone/mobile/refreshment/LTC/HTC/ bills etc & their issuance of office order. • Issuance of office order relating to earned leave etc of the staff. • Seeking approval of extension in time limit/grant of time limit applied by the agencies. • Disposing off independently certain routine cases & taking routine intermediate action on all cases received from Sub Divisions & Accounts and Drawing Branch. • Preparation of allotment letters of works. • Any other work entrusted by Higher Authorities
	<p>Circle Head Draftsman / Head Draftsman</p>	<ul style="list-style-type: none"> • He is Incharge of the Drawing Branch. • Checking/Submission of rough cost estimate for AA. • Checking/Submission of detail estimate for technical sanction. • Checking/Submission of DNIT. • Preparation of justified rates. • Checking of tenders. • Preparation of agenda items for Tender Committee/Board. • Preparation/Comparisons of allotment letters. • Checking of bills for consumption statement, escalation statements etc., • Seeking approval/checking of the analysis of rates of non-agreement items, deviation statements in respect of ongoing/completed works. • Miscellaneous works i.e. Quarterly progress reports, Vacant property & quotations etc. • Any other work entrusted by higher authorities.

	Accounts Officer	<ul style="list-style-type: none"> • Preparation of Budget. • Checking/ Passing hand receipt and bills of various expenditures incurred by Divisional office. • Checking /passing hand receipts of Mobiles/ telephones and entertainment. • Checking of Ledger of works of contractors. • Checking and passing works bills. • Checking of monthly accounts of division expenditure. • Preparation of Arbitration cases and assisting Divisional Officer in defending the case. • Any other work entrusted by higher authorities. 	
	D. Engineering Section.		
	For effective execution & management of works, the Board in its meeting vide Agenda item No. 334.2.1 on 6.12.2007 has resolved to adopt CPWD Manual/Specifications, Common Schedule of Rates, Contract Documents and other system/formats in vogue in CPWD except the delegation of financial powers to the officers of the Board which are being governed by CHB as per the decision taken by the Board in its 345 th meeting held on 3.2.09 vide Agenda item No.345.2.3.		
	A brief about the procedures/systems, delegation of powers and set up for the Engineering Section of CHB is as under:-		
	Subject	Designation Authority	
	Accord of AA/ES for major projects	Board : Above Rs.5 Crore Chairman, CHB upto Rs.5 crore	
	Enlistment of Contractors	Board has discontinued the practice of Enlistment of Contractors in CHB. While calling tenders, offers are invited from agencies enlisted with UT Engg. Deptt./ CPWD/ MES/ Punjab PWD/ Haryana PWD & Himachal PWD.	
	Issue of tenders	Tender forms are available on CHB web site and can be downloaded for submission	
	Receipt of tenders (Physical documents)	Supdt. Admn.	
	Opening of tender	EE, SDE, Supdt. & AO concerned.	
	Scrutiny of tender document	Committee at the level of Division comprising of EE, SDE, Supdt., AO & HDM concerned.	
	Tender Committee	Committee of following approves/ recommends for approval tenders with tendered amount more than 1 Core.:-	
		Chief Executive Officer, CHB	Chairman
		Non Official Board Member	Member
		Chief Engineer, CHB	Member
		Secretary CHB	Member
		EE (W & E) as Nominee of Chief Engineer UT Chandigarh	Member

			Chief Finance & Accounts Officer, CHB	Member
			EE Concerned	Member
		E. Delegation of Financial powers		
		Acceptance of Lowest Tender with or without negotiations	SDE	Nil
			EE	5 lac.
			SE	25 lac.
			CE	100 lakh
			Tender Committee	2.5 Crore.
			Chairman	5 Crore on the recommendations of Tender Committee
			Board(CHB)	Unlimited on the recommendations of Tender Committee
		Acceptance of Single Tender (when received on second call) with or without negotiations	AE	Nil
			EE	1.5 lac
			SE	5 lac
			CE (under his own powers)	25 lac
			Tender Committee under Chairmanship of CEO	1 Crore
			Chairman	2 Crore on recommendation of Tender Committee
			Board (CHB)	Unlimited on the recommendations of Tender Committee
		To undertake the deposit work		
		a) at full rate of departmental charges	Chairman, CHB	Full powers
		b) at rates lower than full rate of departmental charges	Board(CHB)	Full powers
		Utilization of contingencies (as per provision in the estimate)		
		i) Existing work charged salary expenditure. (No new work charged person(s) to be re-employed, only re-adjustment of existing staff to be made)	Executive Engineer	Full powers

			ii)Material testing as per contract provisions	-do-	Full powers
			iii)Expenditure of miscellaneous nature	-do-	Rs.2500/- at a time, subject to ceiling of Rs.50,000/- per work or 1% of estimated cost whichever is less.
			Delegation of Powers for approval of Consultancy jobs is as under:-		
			Description	Approving/Competent Authority	
			Power to appoint private Architect/Consultant where the consultancy is required throughout the period from the start to the completion of work.	Chairman/CEO, CHB	
			Engagement of agencies for preparation of architectural drawings.	Full powers delegated to Sr. architects as per CPWD Manual.	
			Consultancy work/jobs pertaining to Structural design, Design of estate services, Soil investigation reports, Surveying or for any other contingent requirements for services pertaining to the execution of works etc., etc, except for the cases covered under (1.) above.		

		(iii) Rules/ orders under which powers and duty are derived and	As per administrative/financial and judicial powers delegated by Board of Directors and Chandigarh Administration to the officers/officials.
		(iv) Exercised	i) Chief Executive Officer <ul style="list-style-type: none"> • Approval of Transfer of allotment of dwelling unit (under the GPA Transfer Policy, Mutual Transfer Policy and Blood Relation Transfer Policy). • Cancellation of allotment of dwelling unit and commercial property. • Acceptance of Special Power of Attorney executed by the allottees in favour of spouse or blood relation for taking possession of the dwelling unit. ii) Secretary <ul style="list-style-type: none"> • Following routine matters where no technical or legal issues are involved. <ul style="list-style-type: none"> ○ Issuance of duplicate documents. ○ Approval for allowing Mutations in death cases. ○ Refund of EMD under the Housing Schemes. ○ Entrustment of court cases to the empanelled Advocates. <p>However, the final policy/financial orders shall be sanctioned as per earlier practice.</p>
		(v) Work allocation	
			iii) Chief Accounts Officer <ul style="list-style-type: none"> • Acceptance of Indemnity Bond and Agreements in transfer/mutation cases. • Payment of fee to the members of the Board, Property Allotment Committee, PQ Sub Committee, Tender Committee, Technical Committee, as approved by the Board. • Forwarding of Applications for withdrawal of EPF in respect of Chandigarh Housing Board employees to RPF. • Permission for publication for calling objections from public in case of GPA Transfer, in death cases and for the issuance of duplicate documents.
			iv) Chief Engineer <ul style="list-style-type: none"> • Chief Engineer is the overall Incharge of the Engineering Section and exercises powers as delegated by the Board.
			v) Superintendent Engineer <ul style="list-style-type: none"> • SE Incharge of Divisions of Engg. Wing, Arch. Wing and exercise powers as delegated by the Board. • SE is responsible to the CE CHB for the administrative, technical & general professional control and close supervision over the works of the officers subordinate to him and shall impart instruction & guidance to them in the discharge of their duties.
			vi) Executive Engineer <ul style="list-style-type: none"> • EE is the overall head of the Division and is responsible for direct supervision of work under their control and exercises as such Administrative/Financial powers delegated by the Board. • In CHB, there are five Civil Divisions, two Public Health Division & One Electrical Division. Executive Engineer is the overall in charge of each division and is assisted by Sub Divisional Engineers working under his control. He is also assisted by Supdt., HDM and Divisional Accountant from AGs office for overall control of their Division.

			<p>vii) Sub Divisional Engineer</p> <ul style="list-style-type: none"> • Each Sub Divisional Engineer is responsible to Executive Engineer for the management and execution of works within his Sub-Division and is assisted by Junior Engineer A.E.(s). • He is to maintain initial accounts for expenditure in respect of works. • Submission of New proposals and Agendas. • He is to check measure the works as measured by S.O including payments as per Agreement. • He is to ensure that subordinates thoroughly understand and strictly adhere to the details of the estimates for works. • To exercise power as delegated by the Board.
			<p>viii) Sectional Officer (JE/AE)</p> <ul style="list-style-type: none"> • He is the Incharge of the section and is to carryout the survey, levelling, give layouts, estimating and supervise the actual execution of works. • To make/record measurements in MBs and prepare/ check running/final bills as per Agreement/allotment letter. • He is to assist SDE /EE in measurements/check measurements of works and quality of work. • Any work assigned to him by Higher Authority.
			<p>ix) Superintendent, Chief Officer/Circle Office/Division Office</p> <ul style="list-style-type: none"> • He/She is the Incharge of correspondence Branch. • He/She is responsible to maintain discipline & to mark the attendance & responsible for efficient performance by correspondence Branch. • Deal with establishment matters. • All letters received and issued to be initialed by Supdt. for further disposal. • Preparation of Notice Inviting Tenders & Contract Agreement. • Maintenance of casual leave account. • Maintenance of Tender register. • Purchase/issuance and Maintenance of record of Measurement Books • Maintenance of record of earnest money. • Maintenance of record of blacklisted Contractors. • Arranging office stationery /registers & forms etc. • General correspondence relating to works & sanctions. • Issuance of posting & transfer orders of staff working under the control of respective officer. • Seeking approval of telephone/mobile/refreshment/ LTC/HTC/ bills etc & their issuance of office order. • Issuance of office order relating to earned leave etc of the staff. • Seeking approval of extension in time limit/grant of time limit applied by the agencies. • Disposing off independently certain routine cases & taking routine intermediate action on all cases received from Sub Divisions & Accounts and Drawing Branch. • Preparation of allotment letters of works. • Any other work entrusted by Higher Authorities
			<p>x) Circle Head Draftsman/Head Draftsman</p> <ul style="list-style-type: none"> • He is Incharge of the Drawing Branch. • Checking/Submission of rough cost estimate for AA. • Checking/Submission of detail estimate for technical sanction. • Checking/Submission of DNIT. • Preparation of justified rates. • Checking of tenders. • Preparation of agenda items for Tender Committee/Board.

			<ul style="list-style-type: none"> • Preparation/Comparisons of allotment letters. • Checking of bills for consumption statement, escalation statements etc., • Seeking approval/checking of the analysis of rates of non-agreement items, deviation statements in respect of ongoing/completed works. • Miscellaneous works i.e. Quarterly progress reports, Vacant property & quotations etc. • Any other work entrusted by higher authorities.
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1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	Chairman, Chandigarh Housing Board. <ul style="list-style-type: none"> • To undertake Housing Scheme • Scheme entrusted to Board by Administrator • Preparation and submission of annual housing programme, Budget and Establishments Schedule • Transfer to Board for Purpose of Housing scheme of land vested In a local authority • unification, simplification and standardization of building materials; • encouraging pre-fabrication and mass production of house components; • organization or undertaking the production of building materials required for the housing schemes. • encouraging research for discovering cheap building materials and evolving new methods of economic constructions. • Securing a steady and sufficient supply of workmen trained in the work of construction of buildings.
		(ii) Final decision making authority	Board of Directors, Chandigarh Housing Board.
		(iii) Related provisions, acts, rules etc.	<ol style="list-style-type: none"> 1. The Capital of Punjab (Development and Regulation) Act, 1952. 2. The Haryana Housing Board Act, 1971 (As extended to Chandigarh). 3. The Chandigarh Housing Board (Allotment, Management and Sale of tenements) Regulations, 1979. 4. The Chandigarh Housing Board (Sites and Services Complex Allotment) Regulation, 1979. 5. The Housing Board, Chandigarh (Eviction from Board Premises), Rules, 1979. 6. The Chandigarh Housing Board (Officers and Servants) Service Regulations, 2003. 7. Punjab Civil Services Rules.
		(iv) Time limit for taking a decisions, if any	As per time limit given in housing scheme and the provisions in above said legislations.

		(v) Channel of supervision and accountability	Writing of Cash Book of each Scheme.	Level at which the case is initiated. (Name of the post)	Name of the post which deal with the case before the decision making authority.	Level at which decision is made. (Name of the post)
			Ledger Posting	Asstt.	SO/Supdt.	AO
			Preparation of Account Statement of Dwelling Units	Asstt.	SO /Supdt.	AO
			No Due Certificate	Asstt.	SO/Supdt.	AO
			Sale/Gift Transfer Deed (Lease hold)	Asstt.	SO/Supdt.	AO
			Instate Demise Transfer Policy.	Asstt.	SO/Supdt.	AO
			Testamentary Succession on the basis of WILL of deceased. (a) Registered WILL. (b) Probated WILL.	Asstt.	SO/Supdt./ AO/LO/CAO	Secretary
			Mutation of property on the basis of Sale Deed/Transfer Deed/Gift Deed etc. (for free hold properties only).	Asstt.	SO/Supdt./ AO/LO/CAO	Secretary
			Conversion from lease hold to free hold.	Asstt.	SO/Supdt.	AO
			Duplicate copy of allotment letter, possession slip and physical possession form.	Asstt.	SO/Supdt./ AO/ LO/CAO	Secretary
			Allotment and Physical Possession.	Asstt.	SO/Supdt./ AO/ LO/CAO	Secretary
			No Dues Certificates.	Asstt.	SO/Supdt.	AO
			Lump sum payment certificate.	Asstt.	SO/Supdt.	AO
			Interest component certificate.	Asstt.	SO/Supdt.	AO

			Issuance of permission for mortgage of residential and commercial properties of CHB.	Asstt.	SO/Supdt.	AO
			Refund of Earnest money and other deposit made.	Asstt.	SO/Supdt.	AO
			Issue Demand Notices	Asstt.	SO/Supdt./ AO/ LO/CAO/ SECY	CEO, CHB
			Issue of Show Cause Notice for cancellation	-do	SO/Supdt.	AO
			Payment of land	-do-	SO/Supdt./AO/ CAO/Secy	CEO
			Fixation of consideration money	-do-	SO/Supdt./AO/ Secy./CEO	Chairman
			Revision of consideration money	-do	-do-	Chairman/ Board
			Societies Court Cases	-do-	SO/Supdt./AO	CAO
			Other court cases	-do	SO/Supdt./AO/ CAO/Secy.	CEO
			Technical Wing	-do-	SO/Supdt./AO/ CAO	Secretary
			Estimates for AA			
			Estimates for TS	D.Man/ HDM	EE/CE/CEO	Chairman/ Board
			DNIT/Tender Document	SO/SDE/D.Man/ HDM	SDE/EE/SE	CE,CHB
			Publication of Tender Notice	D.Man/HDM	EE/SE	CE,CHB
			Receipt of Tender	Supdt./HDM	EE	Secy,CHB
			Confirmation of BG	Supdt. (Admn.), CHB Block A	Supdt/AO/Concer ned SDE	EE
			Opening of Financial Bid	Supdt./AO	Supdt./AO	EE
			Processing of Tender/ Justification of Rates	Supdt/AO/ Concerned SDE	EE	EE
			Approval/ Acceptance of tender/ issue of Allotment Letter	D.Man/HDM/ SDE	EE	Various officers of the Board as per powers delegated by Board as detailed above in Annexure-2
			Approval of time extension	Supdt./ HDM	EE/ CE	Various officers of the Board as per powers delegated by Board as detailed above in Annexure-2

1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Consensual Transfer Policy			
			Transfer under Blood Relation Policy			
			Intestate Demise Transfer Policy			
			Testamentary Succession on the basis of WILL of deceased. (a) Registered WILL. (b) Probated WILL.			
			Mutation of property on the basis of Sale Deed/ Transfer Deed/ Gift Deed etc. (for free hold properties only).			
			Conversion from lease hold to free hold.			
			Other Misc. Services. (a) Allotment and Physical Possession (b) No Dues Certificates. (c) Lump sum payment certificate. (d) Interest component certificate. (e) Issuance of permission for mortgage of residential and commercial properties of CHB. (f) Duplicate copy of allotment letter, possession slip and physical possession form. Refund of Earnest money and other deposit made.			
		(ii) Norms/ standards for functions/ service delivery	As per notification 'Right to Service Act' issued by the Chandigarh Administration.			
		(iii) Process by which these services can be accessed	The procedure followed in the decision making process, including channels of supervision and accountability. <u>Nature/type of Work</u>			
			Writing of Cash Book of each Scheme.	<u>Level at which the case is initiated. (Name of the post)</u>	<u>Name of the post which deal with the case before the decision making authority.</u>	<u>Level at which decision is made. (Name of the post)</u>
			Ledger Posting	Asstt.	SO/Supdt.	AO
			Preparation of Account Statement of Dwelling Units	Asstt.	SO /Supdt.	AO
			No Due Certificate	Asstt.	SO/Supdt.	AO
			Sale/Gift Transfer Deed (Lease hold)	Asstt.	SO/Supdt.	AO
			Instate Demise Transfer Policy.	Asstt.	SO/Supdt.	AO
			Testamentary Succession on the basis of WILL of deceased. (c) Registered WILL. (d) Probated WILL.	Asstt.	SO/Supdt./ AO/LO/CAO	Secretary

		Mutation of property on the basis of Sale Deed/Transfer Deed/Gift Deed etc. (for free hold properties only).	Asstt.	SO/Supdt./AO/LO/CAO	Secretary
		Conversion from lease hold to free hold.	Asstt.	SO/Supdt.	AO
		Duplicate copy of allotment letter, possession slip and physical possession form.	Asstt.	SO/Supdt./AO/ LO/CAO	Secretary
		Allotment and Physical Possession.	Asstt.	SO/Supdt./AO/ LO/CAO	Secretary
		No Dues Certificates.	Asstt.	SO/Supdt.	AO
		Lump sum payment certificate.	Asstt.	SO/Supdt.	AO
		Interest component certificate.	Asstt.	SO/Supdt.	AO
		Issuance of permission for mortgage of residential and commercial properties of CHB.	Asstt.	SO/Supdt.	AO
		Refund of Earnest money and other deposit made.	Asstt.	SO/Supdt.	AO
		Issue Demand Notices	Asstt.	SO/Supdt./AO/ LO/CAO/ SECY	CEO, CHB
		Issue of Show Cause Notice for cancellation	-do-	SO/Supdt.	AO
		Payment of land	-do-	SO/Supdt./AO/ CAO/Secy	CEO
		Fixation of consideration money	-do-	SO/Supdt./AO/ Secy./CEO	Chairman
		Revision of consideration money	-do-	-do-	Chairman/ Board
		Societies Court Cases	-do-	SO/Supdt./AO	CAO
		Other court cases	-do-	SO/Supdt./AO/ CAO/Secy.	CEO
		<u>Technical Wing</u>	-do-	SO/Supdt./AO/ CAO	Secretary
		Estimates for AA			
		Estimates for TS	D.Man/ HDM	EE/CE/CEO	Chairman/ Board
		DNIT/Tender Document	SO/SDE/D. Man/ HDM	SDE/EE/SE	CE,CHB

			Publication of Tender Notice	D.Man/HD M	EE/SE	CE,CHB
			Receipt of Tender	Supdt./HD M	EE	Secy,CHB
			Confirmation of BG	Supdt. (Admn.), CHB Block A	Supdt/AO/Concerned SDE	EE
			Opening of Financial Bid	Supdt./AO	Supdt./AO	EE
			Processing of Tender/Justification of Rates	Supdt/AO/Concerned SDE	EE	EE
			Approval/ Acceptance of tender/ issue of Allotment Letter	D.Man/HD M/ SDE	EE	Various officers of the Board as per powers delegated by Board as detailed above in Annexure-2
			Approval of time extension	Supdt./HDM	EE/ CE	Various officers of the Board as per powers delegated by Board as detailed above in Annexure-2
		(iv) Time-limit for achieving the targets	As per notification 'Right to Service Act' issued by the Chandigarh Administration.			
		(v) Process of redress of grievances	As per guidelines of the Chandigarh Administration.			
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/manual /instruction.	<ol style="list-style-type: none"> 1. The Capital of Punjab (Development and Regulation) Act, 1952. 2. The Haryana Housing Board Act, 1971 (As extended to Chandigarh). 3. The Chandigarh Housing Board (Allotment, Management and Sale of tenements) Regulations, 1979. 4. The Chandigarh Housing Board (Sites and Services Complex Allotment) Regulation, 1979. 5. The Housing Board, Chandigarh (Eviction from Board Premises), Rules, 1979. 6. The Chandigarh Housing Board (Officers and Servants) Service Regulations, 2003. 7. Punjab Civil Services Rules. 			
		(ii) List of Rules, regulations, instructions manuals and records.				
		(iii) Acts/ Rules manuals etc.				
		(iv) Transfer policy and transfer orders	As per CVC guidelines issued by the Chandigarh Administration.			

1.6	<p>Categories of documents held by the authority under its control</p> <p>[Section 4(1)(b) (vi)]</p>	(i) Categories of documents	<ul style="list-style-type: none"> i) Agenda & Minutes of Board meetings, Pre/Post Qualification Sub-Committee meetings ii) Committee meetings iii) Estimates for AA, TS iv) Establishment cases v) Agreements. vi) Measurement Books vii) Contractors' Ledgers viii) Correspondence with other Deptt. ix) Office order file x) Arbitration cases xi) Court cases xii) Acquaintance Roll xiii) Muster Roll xiv) Contractor's bills xv) Duplicate Vouchers xvi) CPWD Manual & Specifications xvii) Detailed Estimate xviii) Analysis of Rates xix) Noting Files xx) ACRs xxi) DNITs xxii) Tender Documents xxiii) PQ Documents xxiv) Work Charge Establishment record. xxv) Correspondence related to works/Arbitration xxvi) Furniture & fixture Register xxvii) Bills Register xxviii) Fixed charged Register xxix) Muster Roll Register xxx) P.W. Deposit Register (Securities of Contractor's) xxxi) Pay Ledger xxxii) T&P Register xxxiii) Bin Cards of store xxxiiii) Testing Charges Register xxxv) Complaint Register xxxvi) Water/Electricity consumption bill Register xxxvii) Diesel Consumption Register xxxviii) Allotment Files xxxix) Cash Books xl) Ledgers xli) Vouchers xlii) Correspondence/meeting files xliii) Property register (Fixed/Non fixed Asset Register)
		(ii) Custodian of documents/ categories	Office of the Chandigarh Housing Board.
1.7	Boards, Councils, Committees	(i) Name of Boards, Council, Committee etc.	Chandigarh Housing Board, Chandigarh

and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(ii) Composition	<p>The Chandigarh Housing Board has a Board of Directors comprising of the Chairman and 8 other members, appointed by the Administrator, Union Territory, Chandigarh.</p> <ul style="list-style-type: none"> • Chairman, CHB. <p><u>The official members</u></p> <ul style="list-style-type: none"> • Finance Secretary Chandigarh Administration or his nominee • Estate Officer, U.T. Chandigarh • Chief Executive Officer, CHB. • Chief Architect, Deptt. of Urban Planning U.T., Chandigarh. • Chief Engineer, U.T., Chandigarh <p><u>The non-official members</u></p> <ul style="list-style-type: none"> • Sh. Prem Kaushik # 1825, Sector 38-A, Chandigarh. • Sh. Tarsem Chand Garg, # 1641, Sector 4 Panchkula. • Ms. Subeena Bansal, # 5797(B), Sector 38(W), Chandigarh
	(iii) Dates from which constituted	20.09.2018
	(iv) Term/ Tenure	Three years

(v) Powers and functions	<ol style="list-style-type: none"> 1. To undertake Housing Scheme 2. Matter to be provided for by Housing Scheme 3. No housing scheme to be made for area included in improvement Scheme or be inconsistent with town planning scheme. 4. Preparation and submission of annual programme, Budget and establishments Scheme 5. Sanction to programme, Budget and establishment Schedule 6. Publication of Sanctioned Programme 7. Supplementary Programme and Budget 8. Variation of Programme by Board after it has been sanctioned. 9. Sanctioned Housing scheme to be executed. 10. Publication of housing scheme In the Chandigarh Gazette 11. Transfer to Board for Purpose of Housing scheme of land vested In a local authority 12. Compensation in respect of Land vested in Board 13. Power of Board to Turn or close Public street Vested in it 14. Reference to Government in Case of dispute under sections 31 and 32 15. Vesting in the local authority of streets laid out or altered and open spaces provided by Board under housing scheme 16. Other duties of Board 17. Board to assume Management of Requisitioned Lands 18. Reconstitution of plots:- A housing scheme may provide 19. Scheme entrusted to Board by Administrator
(vi) Whether their meetings are open to the public?	Yes.
(vii) Whether the minutes of the meetings are open to the public?	Yes.
(viii) Place where the minutes if open to the public are available?	Yes.

1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Sr. No.	Name of the officer/employee	Designation	Tel. No.(O)
			1.	Manoj Parida, IAS	Chairman	4601601
			2.	Yashpal Garg, IAS	C.E.O.	4601602
			3.	Rajiv Singla	C.E.	4601701
			4.	Ruchi Singh Bedi, HCS	Secretary	4601605
			5.	J.S.Guleria	PA To Chairman	4601611
			6.	Sunil Kumar	PA To CEO	4601612
			7.	Sawarnjit Kaur	PA To CE	4601613
			8.	Narvinder Kaur	PA To Secretary	4601615
			9.	Sh. Ajay Grover	Superintending Engineer-I/EE-II	4601703
			10.	Sh. T. P. Singh	Superintending Engineer-II	4601603
			11.	Sh. Baldev Singh	Chief Accounts Officer	4601801
			12.	Sh. Rajiv Tewari	Administrative Officer	4601812
			13.	Sh. Surinder Singh	Enforcement Officer	4601706
			14.	Sh. Jaswinder Singh	Executive Engineer-I	4601702
			15.	Sh. Anoop Kumar Bhatia	Executive Engineer-IV	4601710
			16.	Sh. C. J. Bansal	Executive Engineer-VI/VII	4601713
			17.	Sh. Amarjeet Singh	Executive Engineer-III/ VIII	4601722
			18.	Sh. S. P. Singh	Executive Engineer-V (Elect.)	4601707
			19.	Sh. Gurpreet Singh Maan	Senior Law Officer	4601802
			20.	Gagandeep Kaur	Accounts Officer - III	4601805
			21.	Manjit Kaur	SO Pre Allotment	4601806
			22.	Joginder Singh	Accounts Officer - II	4601807
			23.	Ramesh Kumar	Supdt Admn.	4601882
			24.	Usha Devi	Section Officer - I	4601811
			25.	Usha Devi	Section Officer - II	4601812
			26.	Jasbir Singh	Accounts Officer (Colony)	4601813
			27.	Ravinder Kumar	Accounts Officer - I	4601814
		28.	Varinder Kumar	Cashier	4601879	
	(ii) Telephone , fax and email ID					

1.9	Monthly Remuneration received by officers & employees including system of compensation [Section (b) (x)]	(i) List of employees with Gross monthly remuneration	S. No.	Name	Designation	Gross Salary (Rs)
			1.	Yashpal Garg, IAS	C.E.O.	204984
			2.	Ruchi Singh, HCS	Secretary	98055
			3.	Rajeev Singla	C.E.	214647
			4.	Rajiv Tiwari	Admn. Officer	117626
			5.	Ajay Grover	E.E	208318
			6.	Tejinder Pal Singh	S.E.	170586
			7.	Kuljit Paul Singh Mahi	PCS	138076
			8.	Gagandeep,	A.O.	120835
			9.	Bhupinder Puri,	SDE	107532
			10.	Gurpreet Singh Maan	S.L.O.	74408
			11.	Manoj Kumar,	DM	78077
			12.	Mamta Nagpal,	Draftsman	79662
			13.	Sukhpreet Singh,	SDE	81237
			14.	Ajit Singh, Sr. Asstt.	Sr.Asstt.	73304
			15.	Neeru Grover, Sr.Asstt.	Sr.Asstt.	77330
			16.	Urwashi Koul,	C.P.	77975
			17.	Pawan Kumar Chauhan	D.E.O.	64473
			18.	Sumeera	D.E.O.	69242
			19.	Harish Chander	Peon	46819
			20.	Harbhajan Singh	SDE	114033
			21.	Amarjeet Singh	EE	146173
			22.	Paramjit Singh	CHDM	118210
			23.	Sarvjeet Kaur	Steno	67124
			24.	S P Singh	E.E	190813
			25.	Rajesh Nautiyal	SDE	114224
			26.	Inderjit Singh	SDE	122622
			27.	Sanjeev Kumar Khanna	SDE	154469
			28.	Arminder Singh	A.E	110637
			29.	Naresh kumar	HDM	109415
			30.	Anand Gupta	HDM	83874
			31.	Renu Rana	Supdt.	85506
			32.	Hans Raj	Sr.Asstt.	72011
			33.	Krishan Kumar	J.E.	71320
			34.	Ashok Kumar Gupta	Supdt.G-1	88777
			35.	Harsharan Kaur	Steno	58070
			36.	Balwinder Singh	CHDM	109951
			37.	Narinder Singh	DM	80790
			38.	Anoop Bhatia	E.E.	167106
			39.	Surinder Singh	E.E	113801
			40.	Navneet Sharma	SDE	114033
			41.	Ravi Kant	SDE	111533
			42.	Rajesh Kumar	A.E	110637
			43.	Vishav Tej	A.E	110637
			44.	Jaswinder Singh	E.E	208318
			45.	Raj Kumar	HDM	100979
			46.	Pawan kumar	HDM	90073
			47.	Akshey Kumar	SDE	106460
			48.	Mrityunjay Kumar	SDE	106240
			49.	Bhupinder Singh	A.E	110637
50.	Hemanta	Supdt.	81048			

			51.	Vikas Goel	A.E.	103073
			52.	Rakesh Kumar Garg	SDE	114033
			53.	Davinder Singh	A.E	110637
			54.	Inderjit Anand	A.E	110637
			55.	Navneet Kumar	Draftsman	87260
			56.	Rupinder Kaur	D.M.	78463
			57.	Gurtar Singh	P.S.	50544
			58.	Paras Nath	Mali	51559
			59.	Sadhu Ram	Mali	51559
			60.	Dalip Singh	Mazdoor	51859
			61.	Hari Pal	HDM	81464
			62.	Jagjeet Singh	Draftsman	87122
			63.	Sanjeev Kumar	A.E	112308
			64.	Anjana Jindal	Draftsman	100769
			65.	Dalip Singh	J.D.M	68964
			66.	Nirmala Batra	Steno	67660
			67.	Ram Avadh-1	Mali	52842
			68.	Mohit Handa	A.E	110637
			69.	Rajesh Kumar Popli	A.E	110637
			70.	Swaranjit kaur	Steno	68087
			71.	Swarn Singh	HDM	108474
			72.	Sanjeev Goel	Supdt	79671
			73.	Vijay Kumar	A.E	110637
			74.	Mohit Khana	A.E	110637
			75.	Ashok Singla	A.E	110637
			76.	Abhinesh Dadwal	A.E	103073
			77.	Charanjiv Bansal	S.D.E	114026
			78.	Y.P.Batra	A.E	115560
			79.	Satnam Saroa	Supdt.	84866
			80.	Harvinder Kaur	Supdt.	86455
			81.	Kamal Kishore	Supdt.	86424
			82.	Ramesh Kumar	Supdt.	86006
			83.	Sanjeev Kumar	Sr.Asstt.	72857
			84.	Rajesh Sethi	Sr.Asstt.	78882
			85.	Kiran Thakur	Supdt.	86006
			86.	Gautam Saini	Supdt.	80050
			87.	Sunita Rani	Supdt.	83482
			88.	Surinder Kumar	Sr.Asstt.	0
			89.	Rajinder Kumar	Peon.	52842
			90.	Ranjit Singh	Sr. Asstt.	65789
			91.	Tara Chand,	P.S.	54722
			92.	Vivek Kumar Rampal	Steno	57071
			93.	Jyoti Rani	Steno	62802
			94.	Narvinder Kaur	Steno	57071
			95.	Jai Inder Singh Guleria	Steno	61279
			96.	Rajni	Steno.	62802
			97.	Jarnail Singh - II	Driver	62009
			98.	Alok Verma	C.P.	119701
			99.	Arun Gargya	Sr.Asstt.	63085
			100.	Rajiv Nanda	Sr.Asstt.	68938

			101.	Tej Pal Singh	P.S.	45129
			102.	D.P Sharma	Clerk	49365
			103.	Sarup Singh	Peon	43854
			104.	Lalit Parshad	Peon	43854
			105.	Varinder B Singh	Peon	44064
			106.	Dharam Pal	Sr. Asstt.	54408
			107.	Bharat Pal	Clerk	49365
			108.	Swaran Singh	Sr. Asstt.	61837
			109.	Harish Kumar	Steno	54895
			110.	Surinder Pal Singh	Driver	63110
			111.	Ranjit Singh	Draftsman	109684
			112.	Rajesh Sambhi	Draftsman	109059
			113.	Sitar	J.E.	75715
			114.	Balwinder Singh	Mali	46043
			115.	Kiranjit Kaur	Sr. Asstt.	56201
			116.	Sunil Kumar Modi	Sr. Asstt.	60145
			117.	Rakesh Kumar	Sr. Asstt.	61282
			118.	Lakhwinder Singh	Sr.Asstt.	66789
			119.	Sukhwinder Kaur	Sr. Asstt.	56459
			120.	Nirmaljit Singh	Sr. Asstt.	60600
			121.	Rajesh Kumar	Sr.Asstt.	56934
			122.	Kusum Verma	Sr.Asstt.	67728
			123.	Baljit Kaur	Sr.Asstt.	67728
			124.	Surjit Kaur	P.S.	47057
			125.	Harbhajan Singh	Driver	57049
			126.	Jagdish Raj	Jr. Asstt.	0
			127.	Nishi Sharma	Sr.Asstt.	67728
			128.	Jose k. John	Sr.Asstt.	63085
			129.	Indu Gupta	Sr.Asstt.	67938
			130.	Deepak Kumar	Sr.Asstt.	67728
			131.	Rajeshwari Rawat	Sr.Asstt.	67728
			132.	Gurpreet Kaur	Sr.Asstt.	67728
			133.	Prem Chand	P.S.	45614
			134.	Shamsher Singh	Driver	58849
			135.	Shiv Shankar	P.S.	47057
			136.	Amarjit Singh	J.E.	75378
			137.	Meema Devi	Peon	37645
			138.	Surinder Kumar Bajaj	Sr.Asstt..	60600
			139.	Som Bahadur	Peon	37017
			140.	Budhi Ballabh	Jr.Asstt	54936
			141.	Yudhbir Singh	Peon	38088
			142.	Jagdish Singh	Peon	37838
			143.	Sarup Singh-II	Peon	37838
			144.	Kashmir Singh	Peon	40585
			145.	Kuldeep Chand	Sr.Asstt.	58201
			146.	Rajinder Kumar Sharma	Jr.Asstt.	54851
			147.	Harbans Singh	Peon	40585
			148.	Joginder Pal Singh	Driver	41911
			149.	Sajjan Singh	Peon	40585
			150.	Hari Parshad	Peon	40585

			151.	Raj Kumar - II	Peon	38048
			152.	Ashok Kumar	Peon	40585
			153.	Shamsher Singh	Sr.Asstt.	59856
			154.	Ramesh Chander	Peon	40585
			155.	Raj Kumar-I	Peon	37838
			156.	Ram Sabad	Peon	37838
			157.	Tika Ram	Peon	40585
			158.	Anil Kumar	Sr. Asstt.	54936
			159.	Ram Pal	Peon	37838
			160.	Purna Bahadur	Peon	37838
			161.	Liakat Ali	Clerk	46289
			162.	Lalan Manjhi,	Peon	37838
			163.	Kanda Swami	Chowkidar	50944
			164.	Kedar	Chowkidar	50944
			165.	Surinder Singh	Clerk	49681
			166.	Ram Awadh -II	Mali	49292
			167.	Paramjit Kaur	Peon	41585
			168.	Satya Pal Singh	Peon	40525
			169.	Gulzar Singh	Sr.Asstt.	59962
			170.	Gurdarshan Kaur	Peon	39094
			171.	Maya Ram	Chownkidar	40585
			172.	Jaswinder Singh	Chowkidar	40985
			173.	Krishan Gopal	A.E.	79477
			174.	Rajiv Kumar	A.E.	79477
			175.	Narinder Pal Singh	J.E.	73884
			176.	Kashima	Helper	43855
			177.	Rakesh Kumar	Helper.	52127
			178.	Malkiat Singh	J.T.	44098
			179.	Deep Narayan	Helper	48400
			180.	Raji Ram	Chowkidar	38211
			181.	Jarnail Singh	Jr. Tech	51618
			182.	Diwani Ram	Jr. Tech.	51214
			183.	Avtar Singh	Jr. Tech	56461
			184.	Ram Vinod Rai	Helper	47014
			185.	Kesar Singh	Helper	34521
			186.	Rameshwar Kumar	Jr. Tech	56516
			187.	Gurdev Chand	Jr. Tech	60743
			188.	Balbir Singh	J.T.	43447
			189.	Pinder Singh	J.T.	47324
			190.	Malhara Singh	Chowkidar	36720
			191.	Sarabjit Singh	Driver	41441
			192.	Brij Pal	J.T.	41510
			193.	Naveen Kumar	J.T.	47324
			194.	Niranjan Singh	J.T.	43299
			195.	Surinder Singh	J.T.	38694
			196.	Ram Baran	Chownkidar	33538
			197.	Chetan	J.T.	47324
			198.	Krishan Gopal	J.E.	73140
			199.	Vinod Kumar	Jr. Tech	51618
			200.	Balwant Singh	Helper	51887

			201.	Balwinder Singh,	Jr. Tech.	60682
			202.	Anju Bala	J.T.	41510
			203.	Nand Kishore	Helper	52782
			204.	Bhuwan Chand	Jr. Tech	52751
			205.	Kewal Krishan	J.T.	48324
			206.	Dalwinder Singh	J.T.	41510
			207.	Mohinder Singh	J.T.	47324
			208.	Shesh Ram	Jr. Tech.	48300
			209.	Rajinder Singh	Helper	38189
			210.	Achhar Singh	J.T.	47534
			211.	Balbir Singh	Helper	38249
			212.	Tek Chand	Jr. Tech	60953
			213.	Sham Lal	J.E.	71231
			214.	Ram Raj	Mazdoor	42842
			215.	Shankar Singh	Helper	36154
			216.	Naresh Kumar	J.E.	52186
			217.	Parveen Kumar	J.T.	40107
			218.	Sanjay	J.T.	40107
			219.	Jagbir Singh	Sweeper	39392
			220.	U.K.Singh	J.T.	42187
			221.	Lal Sahab Rai	Helper	27455
			222.	Vayom Kumar	Helper	29423
			223.	Subh Bahadur	Helper	26679
			224.	Nirmal Jit Singh	J.T.	37872
			225.	Budhi Singh	J.T.	38974
			226.	Ashok Kumar	J.T.	38974
			227.	Satpal	J.T.	38974
			228.	Sukhwinder Singh	J.T.	38974
			229.	Kamal Kishore	J.T.	38974
			230.	Avtar Singh	Helper	27780
			231.	Rajeev Kumar	J.T.	38974
			232.	Lekh Raj	Helper	25924
			233.	Sonu	Sewerman	25924
			234.	Rajiv Kashyap	J.T.	38474
			235.	Prem Chand	J.T.	36336
			236.	Ramesh Kumar	J.T.	38974
			237.	Jasvir Singh	A.O	87686
			238.	Kuldeep Singh	A.O	92339
			239.	Joginder Singh	A.O	101344
			240.	Inderbir Singh	Sr.DAO	124192
			241.	Ravinder Kumar	A.O	69377
			242.	Manjit Kaur	S.O.	66579
			243.	Usha Devi	S.O.	66933
			244.	Asha Devi	Mazdoor	39941
			245.	Sukhwinder Singh	Peon	47976
			246.	Anupama Sharma	Sr. Asstt.	0
			247.	Guru Parsad	J.E	81203
			248.	Sukhwinder Singh	J.E.	81203
			249.	Manjit Singh	Sr. Asstt.	61916
			250.	Satpreet Singh	Clerk	57598

			251.	Prem Kumar	Sr. Asstt.	61916
			252.	Sandeep Singh	Sr. Asstt.	61916
			253.	Bhupendra Singh	Sr. Asstt.	58170
			254.	Manjeet	Sr. Asstt.	58170
			255.	Jang Perminder	Sr. Asstt.	58170
			256.	Rajat Kashyap	Sr. Asstt.	58170
			257.	Ankit Garg	Sr. Asstt.	61916
			258.	Ranjna	Clerk	56698
			259.	Manisha Mehndiratta	Sr. Asstt.	61916
			260.	Renu Kumari	Sr. Asstt.	61916
			261.	Satwinder Bains	Sr. Asstt.	61916
			262.	Kamal	Sr. Asstt.	61916
			263.	Somesh	Sr. Asstt.	58170
			264.	Mandeep Kaur-I	Sr. Asstt.	61916
			265.	Sonu	Sr. Asstt.	58170
			266.	Virender Kumar	Clerk	57598
			267.	Sandeep Kaur	Sr. Asstt.	58170
			268.	Mandeep Kaur -II	Sr. Asstt.	58420
			269.	Jaspreet Singh	Sr. Asstt.	58170
			270.	Shivjot Singh	Sr. Asstt.	61916
			271.	Sumit Kumar	Clerk	54331
			272.	Gagandeep Singh	Sr. Asstt.	61916
			273.	Ankit Arora	Sr. Asstt.	61741
			274.	Sunil Kumar	Sr. Asstt.	58170
			275.	Shruti Walia	Sr. Asstt.	58170
			276.	Mukesh Rawat	Sr. Asstt.	58170
			277.	Gagandeep	Sr. Asstt.	58170
			278.	Jagmohan Kaur	Clerk	52557
			279.	Amarjit Singh Deol	Clerk	52557
			280.	Keshav Verma	Clerk	55949
			281.	Rajinder Sinhmar	Sr. Asstt.	61916
			282.	Amanpreet Kaur	Sr. Asstt.	58170
			283.	Navjot Singh	Clerk	55949
			284.	Parkash Rana	Peon	44141
			285.	Rupi Rani	Clerk	52040
			286.	Sukhbir Singh	Clerk	52040
		(ii) System of compensation as provided in its regulations	The compensation is provided as per Chandigarh Administration norms. Presently 5 th Punjab Pay Commission is applicable in Chandigarh Administration and applicable of CHB. The disbursement is made through e-payment.			

1.10	Name, designation and other particulars of public information officers [Section (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	<p>Appellate Authority : :Ms. Ruchi Singh, HCS, Secretary, Chandigarh Housing Board (Administrative Section)</p> <p>Appellate Authority : : Rajeev Singla, Chief Engineer, Chandigarh Housing Board (Engineering Section)</p> <table border="1" data-bbox="659 394 1349 1969"> <thead> <tr> <th>S. No.</th> <th>Name of the State / Central Public Information Officer & Designation</th> <th>Branches/ Wings assigned</th> <th>Name of the ACPIO</th> <th>TeleNo. (office)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Jaswinder Singh, EE-I</td> <td>Division No. I</td> <td>Rajesh Sethi, SUptd. Gr-II</td> <td>4601736</td> </tr> <tr> <td>2.</td> <td>Ajay Grover, EE-II</td> <td>Division No. II</td> <td>Kamal Kishore, Supdt. Gr-II</td> <td>4601737</td> </tr> <tr> <td>3.</td> <td>Amarjeet Singh, EE-III</td> <td>Division NO. III</td> <td>Harvinder Kaur Supdt. Gr-II</td> <td>4601738</td> </tr> <tr> <td>4.</td> <td>Anoop Kumar Bhatia, EE-IV</td> <td>Division No. IV</td> <td>Sanjeev Goel, Supdt. Gr-I</td> <td>4601739</td> </tr> <tr> <td>5.</td> <td>SP Singh, EE-V</td> <td>Division NO. V</td> <td>Sunita Rani, Supdt. Gr-II</td> <td>4601740</td> </tr> <tr> <td>6.</td> <td>C.J. Bansal, EE-VI</td> <td>Division No. VI</td> <td>Renu Rana, Supdt. Gr-II</td> <td>4601741</td> </tr> <tr> <td>7.</td> <td>C.J. Bansal, EE-VII</td> <td>Division No. VII</td> <td>Renu Rana, Supdt. Gr-II</td> <td>4601741</td> </tr> <tr> <td>8.</td> <td>Anoop Kumar Bhatia, EE-VIII& EE-HQ</td> <td>Division No. VIII/HQ</td> <td>Harvinder Kaur, Supdt Gr-II</td> <td>-</td> </tr> <tr> <td>9.</td> <td>Surinder Singh, EE-Enf</td> <td>Enforcement Wing</td> <td>-</td> <td>4601707</td> </tr> <tr> <td>10</td> <td>Jaswinder Singh, EE</td> <td>Architect Wing</td> <td>Rajesh Sembhi, HDM</td> <td>4601763</td> </tr> <tr> <td>11</td> <td>Baldev Singh, CAO</td> <td>Cash Branch (DDO) Account, Budget/EPF, Pension Cell.</td> <td>Usha Devi, SO</td> <td>4601816</td> </tr> <tr> <td>12</td> <td>Rajiv Tewari, Administrative Officer</td> <td>Admn. Branch</td> <td>Ramesh Kumar, Supdt. Gr-II</td> <td>4601809</td> </tr> </tbody> </table>	S. No.	Name of the State / Central Public Information Officer & Designation	Branches/ Wings assigned	Name of the ACPIO	TeleNo. (office)	1.	Jaswinder Singh, EE-I	Division No. I	Rajesh Sethi, SUptd. Gr-II	4601736	2.	Ajay Grover, EE-II	Division No. II	Kamal Kishore, Supdt. Gr-II	4601737	3.	Amarjeet Singh, EE-III	Division NO. III	Harvinder Kaur Supdt. Gr-II	4601738	4.	Anoop Kumar Bhatia, EE-IV	Division No. IV	Sanjeev Goel, Supdt. Gr-I	4601739	5.	SP Singh, EE-V	Division NO. V	Sunita Rani, Supdt. Gr-II	4601740	6.	C.J. Bansal, EE-VI	Division No. VI	Renu Rana, Supdt. Gr-II	4601741	7.	C.J. Bansal, EE-VII	Division No. VII	Renu Rana, Supdt. Gr-II	4601741	8.	Anoop Kumar Bhatia, EE-VIII& EE-HQ	Division No. VIII/HQ	Harvinder Kaur, Supdt Gr-II	-	9.	Surinder Singh, EE-Enf	Enforcement Wing	-	4601707	10	Jaswinder Singh, EE	Architect Wing	Rajesh Sembhi, HDM	4601763	11	Baldev Singh, CAO	Cash Branch (DDO) Account, Budget/EPF, Pension Cell.	Usha Devi, SO	4601816	12	Rajiv Tewari, Administrative Officer	Admn. Branch	Ramesh Kumar, Supdt. Gr-II	4601809
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		(ii) Address, telephone numbers and email ID of each designated official.	13	Rajiv Tewari, Reception	Respective Residential Housing Scheme under his charge DQ/Society	Hem Lata, Supdt. Gr-II	4601838	
			14	Ravinder Kumar, AO-I	Respective Residential Housing Scheme under his charge DQ/Society	-		
			15	Ravinder Kumar, AO(Commercial)	Respective Residential Housing Scheme under his charge DQ/Society	Gautam Saini, Supdt. Gr-II		
			16	Joginder Singh, AO-II	Respective Residential Housing Scheme under his charge DQ/Society	-		
			17	Gagandeep Kaur, Accounts Officer-III	Respective Residential Housing Scheme under his charge DQ/Society	-		
			18	Kuldeep Singh, Accounts Officer-IV	Respective Residential Housing Scheme under his charge DQ/Society	-		
			19	Jasvir Singh, AO-Colony	Respective Residential Housing Scheme under his charge DQ/Society	Satnam Saroa, Supdt. Gr-II	4601855	
			20.	Gurpeet Singh Maan, SLO	Legal Branch	-		
			21	Urwashi Kaul, Computer Incharge	Information Technology	Alok Verma, Computer Programmer	4601821	
			22	Anoop Kumar Bhatia, PMAY	PMAY Section	-		
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	1. Sh Surinder Kumar, Sr. Asstt. (U/S) 2. Sh Jagdish Manchanda, Jr. Asstt. (U/S)					
			NIL					

1.1 2	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Nil.
		(ii) Efforts to encourage public authority to participate in these programmes	Nil.
		(iii) Training of CPIO/APIO	As organized by Chandigarh Administration from time to time.
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Nil

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	NIL
		(ii) Budget for each agency and plan & programmes	NIL
		(iii) Proposed expenditures	NIL
		(iv) Revised budget for each agency, if any	NIL
		(v) Report on disbursements made and place where the related reports are available	NIL
2.2	Foreign and domestic tours during 2019-20	(i) Budget	NIL
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	NIL
		(ii) Information related to procurements	NIL

		<p>a) Notice/tender enquires, and corrigenda if any thereon,</p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</p> <p>c) The works contracts concluded – in any such combination of the above- and</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p>	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	NIL
		(ii) Objective of the programme	NIL
		(iii) Procedure to avail benefits	NIL
		(iv) Duration of the programme/ scheme	NIL
		(v) Physical and financial targets of the programme	NIL
		(vi) Nature/ scale of subsidy /amount allotted	NIL
		(vii) Eligibility criteria for grant of subsidy	NIL
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	NIL
2.4	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/ other institutions	NIL

		(ii) Annual accounts of all legal entities who are provided grants by public authorities	NIL
2.5	Particulars of recipients concessions, permits of authorizations granted by the public authority (Section 4(1) (b) (xiii))	(i) Concessions, permits or authorizations granted by public authority	NIL
		(ii) For a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorizations d) Date of award of concessions e) /permits of authorizations	NIL
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh.	NIL

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)]	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p>(ii) Arrangements for consultation with or representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day & time allotted for visitors</p> <p>c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p> <p>Public- private partnerships (PPP)</p> <p>(i) Details of Special Purpose Vehicle (SPV), if any</p> <p>(ii) Detailed project reports (DPRs)</p> <p>(iii) Concession agreements.</p> <p>(iv) Operation and maintenance manuals</p> <p>(v) Other documents generated as part of the implementation of the PPP</p> <p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government</p> <p>(vii) Information relating to outputs and outcomes</p> <p>(viii) The process of the selection of the private sector party (concessionaire etc.)</p> <p>(ix) All payment made under the PPP project</p>	<p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p>
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year</p>	NA

	(ii) Outline the Public consultation process	NA
	(iii) Outline the arrangement for consultation before formulation of policy.	NA

3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	chb.gov.in & chbonline.in
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Citizen Charter
		(ii) Printed format	Yes
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Yes
		(ii) At a reasonable cost of the medium	English

4. E. Governance

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/ partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available	(i) English	Nil
		(ii) Vernacular/ Local Language	Nil
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	NIL
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	At website – chb.gov.in & chbonline.in
		(ii) Name/ title of the document/record/ other information	Home page
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	The information of CHB is available free of cost on official website of CHB at Allottee Corner in home page of website.
		(ii) Details of information made available	
		(iii) Working hours of the facility	10:00 AM to 05:00 PM on all working days
		(iv) Contact person & contact details (Phone, fax email)	Reception Counter, CHB. Ph. 0172-4601730, 4601824, 4601825, 4601826 & 4601827.
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	The grievances received in the office are dealt at the level of Nodal Officer with consultation of Head of Branch. The functioning is reviewed at the level of Secretary.
		(ii) Details of applications received under RTI and information provided	Available in the office record.
		(iii) List of completed schemes/ projects/ Programmes	Available at website of the office.
		(iv) List of schemes/ projects/ programme underway	Available at website of the office.
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Available with Engineering Wing.
		(vi) Annual Report	NIL

		(vii) Frequently Asked Question (FAQs)	NIL
		(viii) Any other information such as a) Citizen's Charter	Citizen's Charter is available at website.
		c) Six monthly reports loaded on the website or not	
		d) Performance against the benchmarks set in the Citizen's Charter	Good.
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	As per office records.
		(ii) Details of appeals received and orders issued	As per office records.
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	Questions so received are replied in time accordingly

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/ partially met/ Not applicable will be treated as fully met/partially met)	not met-																																																																						
5.1	Such other information as may be prescribed	(i) Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	<p>Appellate Authority : :Ms. Ruchi Singh, HCS, Secretary, Chandigarh Housing Board (Administrative Section)</p> <p>Appellate Authority : :Rajeev Singla, Chief Engineer, Chandigarh Housing Board (Engineering Section)</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Name of the State / Central Public Information Officer & Designation</th> <th>Branches/ Wings assigned</th> <th>Name of the ACPIO</th> <th>TeleNo. (office)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Jaswinder Singh, EE-I</td> <td>Division No. I</td> <td>Rajesh Sethi, SUptd. Gr-II</td> <td>4601736</td> </tr> <tr> <td>2.</td> <td>Ajay Grover, EE-II</td> <td>Division No. II</td> <td>Kamal Kishore, Supdt. Gr-II</td> <td>4601737</td> </tr> <tr> <td>3.</td> <td>Amarjeet Singh, EE-III</td> <td>Division NO. III</td> <td>Harvinder Kaur Supdt. Gr-II</td> <td>4601738</td> </tr> <tr> <td>4.</td> <td>Anoop Kumar Bhatia, EE-IV</td> <td>Division No. IV</td> <td>Sanjeev Goel, Supdt. Gr-I</td> <td>4601739</td> </tr> <tr> <td>5.</td> <td>SP Singh, EE-V</td> <td>Division NO. V</td> <td>Sunita Rani, Supdt. Gr-II</td> <td>4601740</td> </tr> <tr> <td>6.</td> <td>C.J. Bansal, EE-VI</td> <td>Division No. VI</td> <td>Renu Rana, Supdt. Gr-II</td> <td>4601741</td> </tr> <tr> <td>7.</td> <td>C.J. Bansal, EE-VII</td> <td>Division No. VII</td> <td>Renu Rana, Supdt. Gr-II</td> <td>4601741</td> </tr> <tr> <td>8.</td> <td>Anoop Kumar Bhatia, EE-VIII & EE-HQ</td> <td>Division No. VIII/HQ</td> <td>Harvinder Kaur, Supdt Gr-II</td> <td>-</td> </tr> <tr> <td>9.</td> <td>Surinder Singh, EE-Enf</td> <td>Enf. Wing</td> <td>-</td> <td>4601707</td> </tr> <tr> <td>10</td> <td>Jaswinder Singh, EE</td> <td>Architect Wing</td> <td>Rajesh Sembhi, HDM</td> <td>4601763</td> </tr> <tr> <td>11</td> <td>Gulshan Mehta, CAO</td> <td>Cash Branch (DDO) Account, Budget/EPF, Pension Cell.</td> <td>Usha Devi, SO</td> <td>4601816</td> </tr> <tr> <td>12</td> <td>Rajiv Tewari, Administrative Officer</td> <td>Admn. Branch</td> <td>Ramesh Kumar, Supdt. Gr-II</td> <td>4601809</td> </tr> <tr> <td>13</td> <td>Rajiv Tewari, Reception</td> <td>Respective Residential Housing Scheme under his charge DQ/ Society</td> <td>Hem Lata, Supdt. Gr-II</td> <td>4601838</td> </tr> </tbody> </table>	S. No.	Name of the State / Central Public Information Officer & Designation	Branches/ Wings assigned	Name of the ACPIO	TeleNo. (office)	1.	Jaswinder Singh, EE-I	Division No. I	Rajesh Sethi, SUptd. Gr-II	4601736	2.	Ajay Grover, EE-II	Division No. II	Kamal Kishore, Supdt. Gr-II	4601737	3.	Amarjeet Singh, EE-III	Division NO. III	Harvinder Kaur Supdt. Gr-II	4601738	4.	Anoop Kumar Bhatia, EE-IV	Division No. IV	Sanjeev Goel, Supdt. Gr-I	4601739	5.	SP Singh, EE-V	Division NO. V	Sunita Rani, Supdt. Gr-II	4601740	6.	C.J. Bansal, EE-VI	Division No. VI	Renu Rana, Supdt. Gr-II	4601741	7.	C.J. Bansal, EE-VII	Division No. VII	Renu Rana, Supdt. Gr-II	4601741	8.	Anoop Kumar Bhatia, EE-VIII & EE-HQ	Division No. VIII/HQ	Harvinder Kaur, Supdt Gr-II	-	9.	Surinder Singh, EE-Enf	Enf. Wing	-	4601707	10	Jaswinder Singh, EE	Architect Wing	Rajesh Sembhi, HDM	4601763	11	Gulshan Mehta, CAO	Cash Branch (DDO) Account, Budget/EPF, Pension Cell.	Usha Devi, SO	4601816	12	Rajiv Tewari, Administrative Officer	Admn. Branch	Ramesh Kumar, Supdt. Gr-II	4601809	13	Rajiv Tewari, Reception	Respective Residential Housing Scheme under his charge DQ/ Society	Hem Lata, Supdt. Gr-II	4601838	
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		(b)	14	Ravinder Kumar, AO-I	Respective Residential Housing Scheme under his charge DQ/Society	-	
			15	Ravinder Kumar, AO(Commercial	Respective Residential Housing Scheme under his charge DQ/Society	Gautam Saini, Supdt. Gr-II	
			16	Joginder Singh, AO-II	Respective Residential Housing Scheme under his charge DQ/Society	-	
			17	Gagandeep Kaur, Accounts Officer-III	Respective Residential Housing Scheme under his charge DQ/Society	-	
			18	Kuldeep Singh, Accounts Officer-IV	Respective Residential Housing Scheme under his charge DQ/Society	-	
			19	Jasvir Singh, AO-Colony	Respective Residential Housing Scheme under his charge DQ/Society	Satnam Saroa, Supdt. Gr-II	4601855
			20.	Gurpeet Singh Maan, SLO	Legal Branch	-	
			21	Urwashi Kaul, Computer Incharge	Information Technology	Alok Verma, Computer Programmer	4601821
			22	Anoop Kumar Bhatia, PMAY	PMAY Section	-	
	(ii)	Details of third party audit of voluntary disclosure	Yes, audit has been carried out by Mahatma Gandhi State Institute of Public Administration, Punjab, Sector 26, Chandigarh.				

			(a) Dates of audit carried out (b) Report of the audit carried out	08.12.2020
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	Not appointed
			(a) Date of appointment (b) Name & Designation of the officers	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	Nil
			(a) Dates from which constituted (b) Name & Designation of the officers	
		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	Nil
			(a) Dates from which constituted (b) Name &	

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	The information on specified items under provision of Section 4 (1) (b) of RTI Act, 2005 is available on the official website of Chandigarh Housing Board i.e. chb.gov.in & chbonline.in	

ORGANISATIONAL CHART

