



**CHANDIGARH
HOUSING BOARD**
A CHANDIGARH ADMINISTRATION UNDERTAKING

8, Jan Marg, Sector 9-D, Chandigarh
0172-4601809

No. HB(S)/EA-V/2021/ 971

Dated: 04-06-2021

To

Dr. R.K. Sharma,
Project Co-ordinator,
Mahatma Gandhi State Institute of Public Administration,
Institutional Area, Sector 26, Chandigarh.


Subject: Proactive disclosure package audited by Third Party by Central Public Information Officers (CPIOs) under Section-4 of Right to Information Act, 2005.

Reference: Your office letter No MGSIPA/Third Party Audit/U.T./2021/1444-1499 dated 16.03.2021

It is intimated that Mrs. Madhvi Gupta, Research Associate, MGSIPA has visited the Chandigarh Housing Board, Chandigarh on 02.06.2021 and has inspected/evaluated proactive disclosure package under Section 4, of the Right to Information Act, 2005.

It is further intimated that the subject cited information is sent herewith after incorporating the points so raised by the inspecting officer for taking necessary action please.

DA/(As above)


Administrative Officer,
Chandigarh Housing Board,
Chandigarh.

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
		(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	<p><u>Duty of Board to undertake Housing Scheme:</u></p> <p>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.</p> <p><u>Matter to be provided for by Housing Scheme:-</u></p> <p>Notwithstanding anything 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> <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>Preparation And submission of annual housing programme, Budget and Establishments Schedule</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>Sanction to programme, Budget and establishment Schedule</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>Publication of Sanctioned Programme</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
			i) 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

			<ul style="list-style-type: none"> 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 RPFC. Permission for publication for calling objections from public in case of GPA Transfer, in death cases and for the issuance of duplicate documents. 				
			<p>iv) Accounts Officers</p> <ul style="list-style-type: none"> Issuance of Acceptance-cum-Demand Letter (ACDL) to the allottees as per draw of lots. 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	<table border="1"> <tr> <td>Chief Engineer</td> <td> <ul style="list-style-type: none"> Chief Engineer is the overall incharge of the Engineering Section and exercises powers as delegated by the Board. </td> </tr> <tr> <td>Superintending Engineers</td> <td> <ul style="list-style-type: none"> 2 Superintending Engineers incharge of Divisions of Engg. Wing, Arch. Wing and exercise powers as delegated by the Board. Superintending Engineer is responsible to the Chief Engineer, 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. </td> </tr> </table>	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 Superintending Engineers incharge of Divisions of Engg. Wing, Arch. Wing and exercise powers as delegated by the Board. Superintending Engineer is responsible to the Chief Engineer, 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.
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	Executive Engineer	<ul style="list-style-type: none"> • Executive Engineer 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 Assistant Engineer(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.
	Enforcement Officer	<ul style="list-style-type: none"> • The Enforcement Division is headed by Enforcement Officer and is responsible to stop ongoing unauthorized/illegal constructions by issuing Notice-cum-Demolition Order & Challan etc.
	Deputy Enforcement Officer	<ul style="list-style-type: none"> • 02 Deputy Enforcement officers are responsible to Enforcement Officer for the management and execution of works within his Sub-Division and is assisted by Junior Engineer Assistant Engineer(s).
	Sectional Officer (J.E./A.E.)	<ul style="list-style-type: none"> • He is the Incharge of the section and is to carry out the survey, leveling, 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. 	
	<p>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 345th meeting held on 3.2.09 vide Agenda item No.345.2.3.</p>		
	<p>A brief about the procedures/systems, delegation of powers and set up for the Engineering Section of CHB is as under:-</p>		
	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. 		
	(v) Work allocation	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>		

			<p>iii) Chief Accounts Officer</p> <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 RPFC. • Permission for publication for calling objections from public in case of GPA Transfer, in death cases and for the issuance of duplicate documents.
			<p>iv) Chief Engineer</p> <ul style="list-style-type: none"> • Chief Engineer is the overall Incharge of the Engineering Section and exercises powers as delegated by the Board.
			<p>v) Superintendent Engineer</p> <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.
			<p>vi) Executive Engineer</p> <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) Enforcement Officer</p> <ul style="list-style-type: none"> • Enforcement Officer is the overall head of the Enforcement Division and is responsible to stop ongoing un-authorized/illegal constructions by issuing Notice-cum-Demolition Order & Challan etc. • Enforcement Officer is responsible to the Secretary, 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.
			<p>viii) Deputy Enforcement Officer</p> <ul style="list-style-type: none"> • Each Deputy Enforcement Officer is responsible to Enforcement Officer for the management and execution of enforcement works within his Sub-Division and is assisted by Junior Engineer A.E.(s).

		<ul style="list-style-type: none"> • He is to check the fresh illegal/ unauthorized constructions and the existing procedure for its control.
		<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. • 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"> The Capital of Punjab (Development and Regulation) Act, 1952. The Haryana Housing Board Act, 1971 (As extended to Chandigarh). The Chandigarh Housing Board (Allotment, Management and Sale of tenements) Regulations, 1979. The Chandigarh Housing Board (Sites and Services Complex Allotment) Regulation, 1979. The Housing Board, Chandigarh (Eviction from Board Premises), Rules, 1979. The Chandigarh Housing Board (Officers and Servants) Service Regulations, 2003. 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.	<u>Level at which the case is initiated.</u> (Name of the post)	<u>Name of the post which deal with the case before the decision making authority.</u>	<u>Level at which decision is made.</u> (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./ LO/CAO	AO/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/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/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>																																																				
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		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	D.Man/ HDM	EE/CE/CEO	Chairman/ Board
		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/Con cerned 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 for the services provided by Chandigarh Housing Board.			
		(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.	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.			
		(ii) List of Rules, regulations, instructions manuals and records.	4. The Chandigarh Housing Board (Sites and Services Complex Allotment) Regulation, 1979. 5. The Housing Board, Chandigarh (Eviction from Board Premises), Rules, 1979.			
		(iii) Acts/ Rules manuals etc.	6. The Chandigarh Housing Board (Officers and Servants) Service Regulations, 2003. 7. Punjab Civil Services Rules.			
		(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>	<p>(i) Categories of documents</p>	<ul style="list-style-type: none"> i) Agenda & Minutes of Board meetings, Pre/Post Qualification Sub-Committee meetings and Tender Committee meetings ii) Estimates for AA, TS iii) Establishment cases iv) Agreements. v) Measurement Books vi) Contractors' Ledgers vii) Correspondence with other Deptt. viii) Office order file ix) Arbitration cases x) Court cases xi) Acquaintance Roll xii) Muster Roll xiii) Contractor's bills xiv) Duplicate Vouchers xv) CPWD Manual & Specifications xvi) Detailed Estimate xvii) Analysis of Rates xviii) Noting Files xix) ACRs xx) DNITs xxi) Tender Documents xxii) PQ Documents xxiii) Work Charge Establishment record. xxiv) Correspondence related to works/Arbitration xxv) Furniture & fixture Register xxvi) Bills Register xxvii) Fixed charged Register xxviii) Muster Roll Register xxix) P.W. Deposit Register (Securities of Contractor's) xxx) Pay Ledger xxxi) T&P Register xxxii) Bin Cards of store xxxiii) Testing Charges Register xxxiv) Complaint Register xxxv) Water/Electricity consumption bill Register xxxvi) Diesel Consumption Register xxxvii) Allotment Files xxxviii) Cash Books xxxix) Ledgers xl) Vouchers xli) Correspondence/meeting files xlii) Property register (Fixed/Non fixed Asset Register)
		<p>(ii) Custodian of documents/ categories</p>	<p>Office of the Chandigarh Housing Board.</p>

1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	Chandigarh Housing Board, Chandigarh
		(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. <u>The official members</u> • 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 <u>The non-official members</u> • 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?	Chandigarh Housing Board, Sector 9, Chandigarh.			
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)
		(ii) Telephone, fax and email ID	1.	Manoj Parida, IAS	Chairman	4601601
			2.	Yashpal Garg, IAS	C.E.O.	4601602
			3.	Rajiv Singla	C.E.	4601701
			4.	Radhika Singh, 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.	Jaswinder Singh	Superintending Engineer-I	4601703
			10.	Ajay Grover	Superintending Engineer-II	4601603
			11.	Baldev Singh	Chief Accounts Officer	4601801
			12.	Rajiv Tewari	Administrative Officer	4601812
			13.	Surinder Singh	Enforcement Officer	4601706
			14.	Anoop Kumar Bhatia	Executive Engineer-IV	4601710
			15.	C. J. Bansal	Executive Engineer-VI/VII	4601713
			16.	Amarjeet Singh	Executive Engineer-III/VIII	4601722
			17.	S. P. Singh	Executive Engineer-V (Elect.)	4601707
			18.	Gurpreet Singh Maan	Senior Law Officer	4601802
			19.	Gagandeep Kaur	Accounts Officer - I	4601805
			20.	Manjit Kaur	SO Pre Allotment	4601806
			21.	Joginder Singh	Accounts Officer - II	4601807
			22.	Ramesh Kumar	Supdt Admn.	4601872
			23.	Usha Devi	Section Officer - I	4601811
			24.	Usha Devi	Section Officer - II	4601812
			25.	Jasbir Singh	Accounts Officer (C)	4601813
			26.	Ravinder Kumar	Accounts Officer - III	4601814
			27.	Varinder Kumar	Cashier	4601879

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, CEO	224406
			2	Radhika Singh, HCS, Secy	84506
			3	Rajeev Singla, C.E	214064
			4	Jaswinder Singh, S.E	221288
			5	Ajay Grover, S.E	221288
			6	S P Singh, E.E.	194191
			7	Anoop Bhatia, E.E.	172125
			8	Sanjeev Kumar Khanna, SDE	155969
			9	Amarjeet Singh, EE	150555
			10	Baldev Singh, CAO	137647
			11	Inderjit Singh, SDE	126450
			12	Gagandeep, A.O.	124663
			13	Charanjiv Bansal, EE	124612
			14	Inderbir Singh, Sr. DAO	124442
			15	Alok Verma, C.P.	123499
			16	Sanjeev Kumar, SDE	119492
			17	Y.P.Batra, SDE	119464
			18	Paramjit Singh, CHDM	118460
			19	Rajesh Nautiyal, SDE	117800
			20	Ravi Kant, SDE	117623
			21	Rakesh Kumar Garg, SDE	117623
			22	Harbhajan Singh, SDE	117623
			23	Navneet Sharma, SDE	117623
			24	Bhupinder Puri, SDE	117503
			25	Surinder Singh, E.E	117462
			26	Rajiv Tiwari, A.O.	116626
			27	Rajesh Kumar, A.E	114394
			28	Bhupinder Singh, A.E	114394
			29	Vishav Tej, A.E	114394
			30	Davinder Singh, A.E	114394
			31	Inderjit Anand, A.E	114394
			32	Ashok Singla, A.E	114394
			33	Mohit Handa, A.E	114394
			34	Mohit Khana, A.E	114394
			35	Rajesh Kumar Popli, A.E.	114394
			36	Vijay Kumar, A.E	114394
			37	Ranjit Singh, D.Man	113061
			38	Rajesh Sambhi, D.Man	112405
			39	Arminder Singh, A.E.	111142
			40	Balwinder Singh, CHDM	109993
			41	Urwashi Koul, C.P.	109932
			42	Akshey Kumar, SDE	109815
			43	Naresh kumar, HDM	109540
			44	Swarn Singh, HDM	108599
			45	Vikas Goel, A.E.	106601
			46	Abhinesh Dadwal, SDE	106601
			47	Mrityunjay Kumar, SDE	106490
			48	Joginder Singh, A.O.	104576
			49	Raj Kumar, HDM	101104
			50	Anjana Jindal, D/Man	100894

51	Kuldeep Singh, A.O.	92589
52	Harvinder Kaur, CLO	92365
53	Ashok Kumar Gupta, Supdt. Gr-I	91651
54	Pawan kumar, HDM	90198
55	Navneet Kumar, HDM	89948
56	Jagjeet Singh, HDM	89812
57	Kamal Kishore, Supdt.	89113
58	Renu Rana, Supdt.	88168
59	Ramesh Kumar, Supdt.	88148
60	Jasvir Singh, A.O.	87936
61	Satnam Saroa, Supdt.	85116
62	Anand Gupta, HDM	83999
63	Hari Pal, HDM	83973
64	Seema Thankur, A.O.	83924
65	Sukhpreet Singh, SDE	83842
66	Sunita Rani, Supdt.	83607
67	Narinder Singh, DM	83300
68	Rupinder Kaur	80915
69	Manoj Kumar, DM	80497
70	Gautam Saini, Supdt.	80175
71	Krishan Gopal, A.E.	79982
72	Rajiv Kumar, A.E.	79982
73	Sanjeev Goel, Supdt.	79796
74	Mamta Nagpal, Draftsman	79787
75	Neeru Grover, Supdt.	79722
76	Rajesh Sethi, Supdt.	79007
77	Amarjit singh, J.E.	77933
78	Hans Raj, Supdt.	77540
79	Sanjeev Kumar, Sr. Asstt.	76979
80	Narinder Pal Singh, J.E.	76411
81	Krishan Gopal, J.E.	75636
82	Ajit Singh, Sr. Asstt.	75575
83	Nirmala Batra, Steno	74918
84	Sham Lal J.E.	73667
85	Sukhwinder Singh, J.E.	72595
86	Guru Parsad, J.E	72595
87	Sumeera, D.E.O.	71399
88	Swaranjit kaur	70215
89	Indu Gupta, Sr.Asstt.	70060
90	Nishi Sharma, Sr.Asstt.	69850
91	Deepak Kumar, Sr.Asstt.	69850
92	Gurpreet Kaur, Supdt.	69850
93	Surinder Kumar, Sr.Asstt.	0 (U/S)
94	Balwinder Singh, J.E.	69850
95	Rajeshwari Rawat, Sr.Asstt.	69850
96	Kusum Verma, Sr.Asstt.	69683
97	Ravinder Kumar, A.O.	69627
98	Sarvjeet Kaur, Steno	69193
99	Lakhwinder Singh, Sr.Asstt.	68853

100	Ranjit Singh, Sr. Asstt.	67853
101	Gurpreet Singh Maan, S.L.O.	67591
102	Manjit Kaur, S.O.	66704
103	Pawan Kumar Chauhan, D.E.O.	66485
104	Rajiv Nanda, Sr.Asstt.	66276
105	Rameshwar Kumar (Jr Eng.)	65180
106	Arun Gargya, Sr.Asstt.	65066
107	Jose k. John, Sr.Asstt.	65066
108	Rajni, Steno.	64751
109	Jyoti Rani, Jr. Scale Steno	64711
110	Surinder Pal singh, Driver	63210
111	Rakesh Kumar, Sr.Asstt.	63210
112	Jai Inder Singh Guleria, Jr. Scale Steno	63200
113	Sunil Kumar Modi, Sr.Asstt.	62764
114	Usha Devi, S.O.	62597
115	Nirmaljit Singh, Sr. Asstt.	62514
116	Surinder Kumar Bajaj, Sr.Asstt..	62514
117	Jarnail Singh - II, Driver	62109
118	Swaran Singh, Sr. Asstt.	61962
119	Gulzar Singh, Sr.Asstt.	61816
120	Shamsher Singh, Sr. Asstt.	61739
121	Tek chand (Jr. Tech)	61053
122	Gurdev Chand (Jr. Tech)	60843
123	Avtar Singh, J.E.	60135
124	Harsharan Kaur, Steno	59872
125	Narvinder Kaur, Steno	58863
126	Vivek Kumar Rampal, Steno	58863
127	Anupama Sharma, Sr. Asstt.	58399
128	Kuldeep Chand, Sr.Asstt.	58326
129	Kiranjit Kaur, Sr. Asstt.	58247
130	Sukhwinder Kaur, Sr.Asstt	58247
131	Harbhajan Singh, Driver	57149
132	Rajesh Kumar, Sr Asstt	57059
133	Harish Kumar, Steno	57053
134	Hukum Chand (Painter)	56966
135	Budhi Ballabh, Sr.Asstt	56668
136	Jagdish Raj, Jr. Asstt.	0
137	Anil Kumar, Sr. Asstt.	56668
138	Tara Chand, Peon	56432
139	Manjit Singh, Sr. Asstt.	55118
140	Prem Kumar, Sr. Asstt.	55118
141	Ankit Garg, Sr. Asstt.	55118
142	Ranjna, Sr. Asstt.	55118
143	Manisha Mehndiratta, Sr. Asstt.	55118
144	Renu Kumari, Sr. Asstt.	55118
145	Satwinder Bains, Sr. Asstt.	55118
146	Gagandeep Singh, Sr. Asstt.	55118
147	Mukesh Rawat, Sr. Asstt.	55118
148	Rajinder Sinhmar, Sr. Asstt.	55118
149	Kamal, Sr. Asstt.	55079

150	Shivjot Singh, Sr. Asstt.	55070
151	Rajinder Kumar Sharma, Jr. Asstt.	54976
152	Sandeep Singh, Sr. Asstt.	54951
153	Ankit Arora, Sr. Asstt.	54818
154	Dharam Pal, Sr. Asstt.	54533
155	Rajinder Kumar, Peon.	54492
156	Nand Kishore (Helper)	54432
157	Rakesh Kumar, Helper	53746
158	Ram Avadh-1 (Mali)	53659
159	Balwant Singh (Helper)	53507
160	Sadhu RAM (Mali)	53181
161	Bhuwan Chand (Jr. Tech)	52851
162	Diwani Ram, Jr. Tech	52781
163	Naresh Kumar (T.Mate)	52286
164	Paras Nath, MALI	52248
165	Gurtar Singh, P.S.	52135
166	Dalip Singh (Mazdoor)	51959
167	Jarnail Singh (Jr. Tech)	51718
168	Vinod Kumar, Jr. Tech	51718
169	Mandeep Kaur - 2, Sr. Asstt.	51622
170	Bhupendra Singh, Sr. Asstt.	51372
171	Manjeet, Sr. Asstt.	51372
172	Jang Perminder, Sr. Asstt.	51372
173	Rajat Kashyap, Sr. Asstt.	51372
174	Somesh, Sr. Asstt.	51372
175	Mandeep Kaur-I, Sr. Asstt.	51372
176	Sonu, Sr. Asstt.	51372
177	Sandeep Kaur, Sr. Asstt.	51372
178	Sunil Kumar, Sr. Asstt.	51372
179	Gagandeep, Sr. Asstt.	51372
180	Amanpreet Kaur, Sr. Asstt.	51372
181	Jaspreet Singh, Sr. Asstt.	51324
182	Surinder Singh, Clerk	51240
183	Satpreet Singh, Sr. Asstt.	51240
184	Keshav Verma, Clerk	51240
185	Virender Kumar, Clerk	51216
186	Kanda Swami, Cdar.	51044
187	Kedar, Chowkidar	51044
188	Bharat Pal, Clerk	50906
189	D.P Sharma, Clerk	50906
190	Ram Awadh -2 (Mali)	50824
191	Shruti Walia, Sr. Asstt.	50592
192	Deep Narayan (Helper)	49913
193	Navjot Singh, Clerk	49757
194	Surjit Kaur, P.S.	48528
195	Shiv Shankar, P.S.	48528
196	Ram Vinod Rai (Helper)	48500
197	Kewal Krishan (J.T.)	48424
198	Shesh Ram, Jr. Tech	48400
199	Sumit Kumar, Clerk	48350

200	Harish Chander, Peon	48279
201	Liakat Ali, Clerk	47746
202	Jagmohan Kaur, Sr. Asstt.	47706
203	Pinder Singh (J.T.)	47424
204	Mohinder Singh (J.T.)	47424
205	Naveen Kumar (J.T.)	47424
206	Chetan (J.T.)	47424
207	Rupi Rani, Clerk	47389
208	Sukhbir Singh, Clerk	47389
209	Prem Chand, P.S.	47157
210	Sarup Singh-I, Peon	47157
211	Balwinder Singh, Mali	46143
212	Budh Lal (Carpenter)	45487
213	Shalinder Kumar (J.T.)	45368
214	Tej Pal Singh, Peon	45229
215	Kashima (Helper)	44282
216	Malkiat Singh (J.T.)	44198
217	Varinder B Singh, Peon	44164
218	Lalit Parshad, Peon	43954
219	U.K.Singh (J.T.)	43533
220	Niranjan Singh (J.T.)	43399
221	Joginder Pal Singh, Driver	43175
222	Siri Pal (Mali)	43130
223	Roshan Ram (Mali)	43030
224	Ram Raj (Mazdoor)	43030
225	Sukhwinder Singh	42877
226	Brij Pal (J.T.)	42831
227	Sarabjit Singh, Driver	42705
228	Jaswinder Singh, C Dar	42278
229	Paramjit Kaur, Peon	42011
230	Sajjan Singh, Peon	41878
231	Hari Parshad, Peon	41878
232	Ashok Kumar, Peon	41878
233	Ramesh Chander, Peon	41878
234	Maya Ram	41878
235	Tika Ram, Peon	41878
236	Kashmir Singh, Peon	41878
237	Satya Pal Singh, Peon	41818
238	Dalwinder Singh (J.T.)	41610
239	Balbir Singh (J.T.)	40594
240	Parveen Kumar (J.T.)	40207
241	Sanjay (J.T.)	40207
242	Ashok Kumar (J.T.)	40207
243	Satpal (J.T.)	40207
244	Budhi Singh (J.T.)	40207
245	Sukhwinder Singh (J.T.)	40207
246	Rajiv Kashyap (J.T.)	39707
247	Raji Ram, Chowkidar	39420

		248	Yudhbir Singh, Peon	39297
		249	Raj Kumar - II, Peon	39257
		250	Gurdarshan Kaur, Peon	39194
		251	Ramesh Kumar (J.T.)	39074
		252	Jagdish Singh, Peon	39047
		253	Sarup Singh-II, Peon	39047
		254	Raj Kumar-1, Peon	39047
		255	Purna Bahadur, Peon	39047
		256	Lalan Manjhi, Peon	39047
		257	Ram Sabad, Peon	39047
		258	Ram Pal, Peon	39047
		259	Parkash Rana, Clerk	39042
		260	Meema Devi, Peon	38854
		261	Balbir Singh (Helper)	38349
		262	Rajinder Singh (Helper)	38289
		263	Malhara Singh (Chonkidar)	37893
		264	Som Bahadur, Peon	37867
		265	Prem Chand (J.T.)	37490
		266	Kamal Kishore (J.T.)	37490
		267	Rajeev Kumar (J.T.)	37490
		268	Shankar Singh (Helper)	36724
		269	Hari Kesho (Mali)	36469
		270	Kesar Singh (Helper)	35634
		271	Asha Devi, Mazdoor	35605
		272	Ram Baran (Chonkidar)	34621
		273	Sher Khan (Chonkidarr)	34038
		274	Vayom Kumar (Helper)	29523
		275	Avtar Singh (Helper)	28687
		276	Lal Sahab Rai (Helper)	28358
		277	Subh Bahadur (Helper)	27555
		278	Lekh Raj (Helper)	26774
		279	Sonu (Sewerman)	26774
	(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	Appellate Authority : Ms. Radhika, HCS, Secretary, Chandigarh Housing Board (Administrative Section)				
			Appellate Authority : Sh. Rajeev Singla, Chief Engineer, Chandigarh Housing Board (Engineering Section)				
			S. No.	Name of the State / Central Public Information Officer & Designation	Branches/ Wings assigned	Name of the ACPIO	TeleNo. (office)
			1.	Anoop Bhatia, EE-I	Division No. I	Rajesh Sethi, Supdt. Gr-II	4601736
			2.	Amarjit Singh, EE-II	Division No. II	Kamal Kishore, Supdt. Gr-II	4601737
			3.	Amarjeet Singh, EE-III	Division NO. III	Sunita Rani, Supdt. Gr-II	4601738
			4.	Anoop Kumar Bhatia, EE-IV	Division No. IV	Sanjeev Goel, Supdt. Gr-II	4601739
			5.	SP Singh, EE-V	Division NO. V	Hans Raj, 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	Gurpreet Kaur, Supdt Gr-II	-
			9.	Surinder Singh, EE-Enf	Enforcement Wing	-	4601707
			10.	Jaswinder Singh, SE	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			

	(ii) Address, telephone numbers and email ID of each designated official.	13	Rajiv Tewari, Reception	Reception Counter, Records Room	Harvinder Kaur, CLO	4601838
		14	Ravinder Kumar, AO-III	Respective Residential Housing Scheme under his charge of AO-III Branch.	-	
		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 of AO-II Branch.	-	
		17	Gagandeep Kaur, Accounts Officer-I	Respective Residential Housing Scheme under her charge of AO-I Branch.	-	
		18	Kuldeep Singh, Accounts Officer-IV	Respective Residential Housing Scheme under his charge of AO-IV Branch.	-	
		19	Seema Thakur, AO-V	Respective Residential Housing Scheme under his charge of AO-V Branch.	-	
		20	Jasvir Singh, AO-Colony	Respective Residential Housing Scheme under his charge of AO Colony.	Satnam Saroa, Supdt. Gr-II	4601855
		21	Gurpeet Singh Maan, SLO	Legal Branch	-	
		22	Urwashi Kaul, Computer Incharge	Information Technology	Alok Verma, Computer Programmer	4601821
		23	Anoop Kumar Bhatia, PMAY	PMAY Section	-	
1.11	No. Of employees against whom Disciplinary action has	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	1. Sh Surinder Kumar, Sr. Asstt. (U/S) 2. Sh Jagdish Manchanda, Jr. Asstt. (U/S)			

	been proposed/taken (Section 4(2))	(ii) Finalised for Minor penalty or major penalty proceedings	NIL
1.1	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Nil.
2		(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	For the year 2020-21 - 77183.80 (Rs in lacs)
		(ii) Budget for each agency and plan & programmes	Nil
		(iii) Proposed expenditures	For the year 2020-21 - 31453.13 (Rs in lacs)
		(iv) Revised budget for each agency, if any	Nil
		(v) Report on disbursements made and place where the related reports are available	Annual Housing Programme Budget and Establishment Schedule and for the year 2019-20 and estimates for the year 2020-21 of the Chandigarh Housing Board.
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

		<p>(iii) Information related to procurements</p> <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>	NIL
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 or 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/ 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 thereof [Section 4(1)(b)(vii)]	Arrangement for consultations with or representation by the members of the public	NA
		(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	
		(ii) Arrangements for consultation with or representation by	NA
		a) Members of the public in policy formulation/ policy implementation	
		b) Day & time allotted for visitors	
		c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	
		Public- private partnerships (PPP)	NA
		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	NA
		(iii) Concession agreements.	NA
(iv) Operation and maintenance manuals	NA		
(v) Other documents generated as part of the implementation of the PPP	NA		
(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	NA		
(vii) Information relating to outputs and outcomes	NA		
(viii) The process of the selection of the private sector party (concessionaire etc.)	NA		
(ix) All payment made under the PPP project	NA		
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	NA
		(i) Policy decisions/ legislations taken in the previous one year	
		(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
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	NA

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
		(ii) Name/ title of the document/record/ other information	Home page
		(iii) Location where available	Under Allottee Corner
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 - chb.gov.in
		c) Six monthly reports loaded on the website or not	NA
		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

Information as may be prescribed

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)																																																																															
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. Radhika Singh, HCS, Secretary, Chandigarh Housing Board (Administrative Section)</p> <p>Appellate Authority : Sh. 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> <tr> <td>1.</td> <td>Anoop Bhatia, EE-I</td> <td>Division No. I</td> <td>Rajesh Sethi, SUPdt. Gr-II</td> <td>4601736</td> </tr> <tr> <td>2.</td> <td>Amarjeet Singh, 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>Sunita Rani, 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>Hans Raj, 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>Gurpreet 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>Reception Counter, Records Room</td> <td>Harvinder Kaur, CLO</td> <td>4601838</td> </tr> <tr> <td>14</td> <td>Ravinder Kumar, AO-III</td> <td>Respective Residential Housing</td> <td>-</td> <td></td> </tr> </table>					S. No.	Name of the State / Central Public Information Officer & Designation	Branches/ Wings assigned	Name of the ACPIO	TeleNo. (office)	1.	Anoop Bhatia, EE-I	Division No. I	Rajesh Sethi, SUPdt. Gr-II	4601736	2.	Amarjeet Singh, EE-II	Division No. II	Kamal Kishore, Supdt. Gr-II	4601737	3.	Amarjeet Singh, EE-III	Division NO. III	Sunita Rani, 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	Hans Raj, 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	Gurpreet 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	Reception Counter, Records Room	Harvinder Kaur, CLO	4601838	14	Ravinder Kumar, AO-III	Respective Residential Housing	-	
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			Scheme under his charge of AO-III Branch			
	(b)	15	Ravinder Kumar, AO(Commercial)	Respective Residential Housing Scheme under his charge of AO-I Branch	Gautam Saini, Supdt. Gr-II	
		16	Joginder Singh, AO-II	Respective Residential Housing Scheme under his charge of AO-II Branch		
		17	Gagandeep Kaur, Accounts Officer-I	Respective Residential Housing Scheme under his charge of AO-I Branch		
		18	Kuldeep Singh, Accounts Officer-IV	Respective Residential Housing Scheme under his charge of AO-IV Branch		
		19	Seema Thakur, Accounts Officer-V	Respective Residential Housing Scheme under his charge of AO-V Branch		
		20	Jasvir Singh, AO-Colony	Respective Residential Housing Scheme under his charge DQ/Society	Satnam Saroa, Supdt. Gr-II	4601855
		21	Gurpeet Singh Maan, SLO	Legal Branch		
		22	Urwashi Kaul, Computer Incharge	Information Technology	Alok Verma, Computer Programmer	4601821
		23	Anoop Kumar Bhatia, PMAY	PMAY Section		

		(ii)	Details of third party audit of voluntary disclosure	Yes, third party audit has been carried out by Mahatma Gandhi State Institute of Public Administration, Punjab, Sector 26, Chandigarh on 02.06.2021
			(a) Dates of audit carried out (b) Report of the audit carried out	
		(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 & Designation of the Officers	

5. 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	

ORGANISATIONAL CHART

