

## ANNEXURE-1

### PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b) (i) OF THE RIGHT TO INFORMATION ACT, 2005 (The particulars of the organization, functions and duties)

Sr. No.	Name of the Board	Function and duties(in brief)
1.	Chandigarh Housing Board, Chandigarh	<p><b><u>Duty of Board to undertake Housing Scheme:</u></b> 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><b><u>Matter to be provided for by Housing Scheme:-</u></b> 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> <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><b>No housing scheme To be made for area included in improvement Scheme or be inconsistent with town planning scheme.</b></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><b><u>Preparation And submission of annual housing programme, Budget and Establishments Schedule</u></b></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"> <li>(i) a programme;</li> <li>(ii) a budget for the next year; and</li> <li>(iii) a schedule of the staff of officers and servant already employed and to be employed during the next year.</li> </ul> <p>(2) The programme shall contain:-</p> <ul style="list-style-type: none"> <li>(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.</li> <li>(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</li> <li>(iii) Such other particulars as may be prescribed.</li> </ul> <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><b><u>Sanction to programme, Budget and establishment Schedule</u></b></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><b><u>Publication of Sanctioned Programme</u></b></p> <p>The Administrator shall publish the programme sanctioned by it under section 24 in the Chandigarh Gazette.</p>
		<p><b><u>Supplementary Programme and Budget</u></b></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><b><u>Variation of Programme by Board after it has been Sanctioned:</u></b></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><b>Sanctioned Housing scheme To be executed</b>  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><b>Publication of housing scheme In the Chandigarh Gazette</b>  (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.  (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.  (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.  (4) The publication of a notification under sub-section (3) shall be conclusive evidence that the said scheme has been duly framed.</p>
		<p><b>Transfer to Board for Purpose of Housing scheme of land vested In a local authority:</b>  (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.  (2) Where the local authority concurs such street, square or other land, or part thereof, shall vest in the Board.  (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.  (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><b>Compensation in respect of Land vested in Board</b>  (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.  (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.  (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 reverts 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><b>Power of Board to Turn or close Public street Vested in it</b></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><b>Reference to Tribunal in Case of dispute under sections 31 and 32</b></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><b>Vesting in the local authority of streets lay out or altered and open spaces provided by Board under housing scheme.</b></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><b>Other duties of Board</b></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</p>

		<p>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><b>Board to assume Management of Requisitioned Lands</b></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><b>Reconstitution of plots</b></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><b>Scheme entrusted to Board by Administrator</b></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>

**ANNEXURE - 2**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4 (1) (b) (ii) OF THE RIGHT TO INFORMATION ACT, 2005.**

**(The powers and duties of the officers and employees)**

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>Powers and duties (in brief)</b>
<b>A.</b>	<b>i)</b>	<b>(a) For incurring Recurring/Non Recurring Contingent Expenditure</b>
<b>S. No.</b>	<b>Designation of the authority</b>	
1.	Chairman	Upto Rs.30 lakh on each occasion.
2.	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.
3.	Secretary	Rs.20,000/- on each occasion
4.	Chief Engineer	Rs.20,000/- on each occasion.
5.	Chief Accounts Officer	Rs.1000/- on each occasion.
6.	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.
	(ii)	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.
	(iii)	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>b) Sanction reimbursement of Medical Claims and Advances:</b>
<b>S.No</b>	<b>Authority to whom power delegated</b>	<b>Limit</b>
1.	Secretary /Chief Engineer	Upto Rs.10,000/- in respect of officers working under them.
2.	Chief Executive Officer	Rs.10,001/- to Rs.50,000/-
3.	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.	
	<b>c) Normal Pay Fixation/Grant of Annual Increment:</b>	
	<b>For officers/officials</b>	<b>Competent Authority</b>
	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.	
	<b>d) Issuance of NOC for obtaining Indian Passport/Prescribed Proforma approved by the Govt. of India.</b>	
	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.	
	<b>e) Grant of Loans and Advances to the staff:</b>	
	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.	

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



		<ul style="list-style-type: none"> <li>Approval and issuance of 'No Dues Certificate' (NDC) in respect of dwelling units.</li> <li>Approval and intimation of balance dues in respect of dwelling units.</li> <li>Issuance of possession slips to allottees after allotment.</li> <li>Approval and issuance of Statement showing installments paid/unpaid till date/during the financial year and the component of interest included therein.</li> <li>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.</li> </ul>
2.	<b>All earlier orders with regard to above are superseded.</b>	
3.	<p>The following powers which were delegated by the Board upon the Chairman as per Schedule-II vide Item No. 4.6 of the 4<sup>th</sup> meeting of the Board held on 11.10.1976 are repealed since these have already been delegated by the Board in favour of other officers:-</p> <ul style="list-style-type: none"> <li>Grant of leave where a substitute is appointed.</li> <li>All cases regarding disciplinary action against the employees of the Board.</li> <li>Grant of permission to perform journeys beyond sphere of duties by the officers and staff.</li> </ul> <p>Sanction of conveyance allowance.</p>	
4.	It is further decided that Chairman is authorized to modify the delegations made by the Board from time to time including the present one.	
<b>C. A brief set up of Engineering Section in CHB is as under:-</b>		
<b>Sr.No.</b>	<b>Name of the Post</b>	<b>Powers and duties (in brief)</b>
1	Chief Engineer	<ul style="list-style-type: none"> <li>Chief Engineer is the overall Incharge of the Engineering Section and exercises powers as delegated by the Board.</li> </ul>
2.	Superintending Engineers	<ul style="list-style-type: none"> <li>2 SE Incharge of respective Divisions of Engg. Wing, Arch. Wing and exercise powers as delegated by the Board.</li> <li>SE is responsible to the CE CHB for the administrative, technical &amp; general professional control and close supervision over the works of the officers subordinate to him and shall impart instruction &amp; guidance to them in the discharge of their duties.</li> </ul>
3.	Executive Engineer	<ul style="list-style-type: none"> <li>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.</li> <li>In CHB, there are five Civil Divisions, two Public Health Division &amp; 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</li> </ul>

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

7	Circle Head Draftsman / Head Draftsman	<ul style="list-style-type: none"> <li>• He is Incharge of the Drawing Branch.</li> <li>• Checking/Submission of rough cost estimate for AA.</li> <li>• Checking/Submission of detail estimate for technical sanction.</li> <li>• Checking/Submission of DNIT.</li> <li>• Preparation of justified rates.</li> <li>• Checking of tenders.</li> <li>• Preparation of agenda items for Tender Committee/Board.</li> <li>• Preparation/Comparisons of allotment letters.</li> <li>• Checking of bills for consumption statement, escalation statements etc.,</li> <li>• Seeking approval/checking of the analysis of rates of non-agreement items, deviation statements in respect of ongoing/completed works.</li> <li>• Miscellaneous works i.e. Quarterly progress reports, Vacant property &amp; quotations etc.</li> <li>• Any other work entrusted by higher authorities.</li> </ul>
8	Accounts Officer	<ul style="list-style-type: none"> <li>• Preparation of Budget.</li> <li>• Checking/ Passing hand receipt and bills of various expenditures incurred by Divisional office.</li> <li>• Checking /passing hand receipts of Mobiles/ telephones and entertainment.</li> <li>• Checking of Ledger of works of contractors.</li> <li>• Checking and passing works bills.</li> <li>• Checking of monthly accounts of division expenditure.</li> <li>• Preparation of Arbitration cases and assisting Divisional Officer in defending the case.</li> <li>• Any other work entrusted by higher authorities.</li> </ul>

#### **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<sup>th</sup> meeting held on 3.2.2009 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:-**

<b>Sr. No.</b>	<b>Subject</b>	<b>Designation Authority</b>
1.	Accord of AA/ES for major projects	Board : Above Rs.5 Crore Chairman, CHB upto Rs.5 crore
2.	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.
3.	Issue of tenders	Tender forms are available on CHB web site and can be downloaded for submission

4.	Receipt of tenders (Physical documents)	Supdt. Admn.	
5.	Opening of tender	EE, SDE, Supdt. & AO concerned.	
6.	Scrutiny of tender document	Committee at the level of Division comprising of EE, SDE, Supdt., AO & HDM concerned.	
7.	Tender Committee	Committee of following approves/ recommends for approval tenders with tendered amount more than 1 Crore.:-	
		Chief Executive Officer, CHB	Chairman
		Non Official Board Member	Member
		Chief Engineer, CHB	Member
		Secretary CHB	Member
		EE (W & E) o/o Chief Engineer UT Chandigarh	Member
		Chief Finance & Accounts Officer, CHB	Member
		EE (Concerned)	Member

**E. Delegation of Financial powers**

8.	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	
9.	Acceptance of Single Tender (when received on second)with or without negotiations	AE	Nil	
		EE	1.5 lac	
		SE	5 lac	
		CE	100 lakh	
		Tender Committee	2.5 Crore	
		Chairman	5 Crore on recommendation of Tender Committee	
		Board (CHB)	Unlimited on the recommendations of Tender Committee	
10.	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

11. 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. |

12. Delegation of Powers for approval of Consultancy jobs is as under:-

<b>S.No</b>	<b>Description</b>	<b>Approving/Competent Authority</b>
i.	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
ii.	Engagement of agencies for preparation of architectural drawings.	Full powers delegated to Sr. architects as per CPWD Manual.
iii.	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.	CE, CHB
13.	Dispute Redressal Committee (DRC)	
1.	CEO, CHB	Chairman
2.	Board member	Member
3.	CE(UT) or his reformative but not below the of SE	Member
4.	CAO/SLO as per requirement of the case	Member
5.	SE(Planning) Chd. CPWD Circle would be invited as a special invitee as and when required.	Member
6.	Concerned SE & EE to present the case before DRC but shall not having any part in decision making.	Member

## DELEGATION OF POWERS TO SANCTION LEAVE TO THE VARIOUS AUTHORITIES

The following powers have been delegated to sanction leave to the officers for smooth functioning of the Chandigarh Housing Board and also to ensure proper discipline, with immediate effect by superseding the earlier orders issued vide Endst. Nos. 722 dated 22.1.1998, 11 dated 26.7.2002 and 4939 dated 9.3.2006:-

Sr. No.	For Officers/Officials	Earned Leave		Casual leave/Restricted Holiday/Station Leave	
		Competent Authority	Powers delegated	Competent Authority	Powers delegated
1.	Chief Executive Officer and Secretary	Chandigarh Administration	Full powers	Chairman	Full powers
2.	Chief Engineer, Superintending Engineer, SLO	Chairman	Full powers	Chairman	Full powers
3.	Executive Engineer. /Architect	Chief Executive Officer	Upto 30 days	Chief Engineer	Upto 3 days
		Chairman	Beyond 30 days	Chief Executive Officer	Beyond 3 days
4.	Senior Law Officer, Chief Accounts Officer, Chief Liaison Officer	Chief Executive Officer	Upto 30 days	Secretary	Upto 3 days
		Chairman	Beyond 30 days	Chief Executive Officer	Beyond 3 days
5.	Sub Divisional Engineer	Chief Engineer	Upto 30 days	Executive Engineer	Upto 3 days
		Chief Executive Officer	31 days to 90 days	Chief Engineer	Beyond 3 days
5.	Officers/Employees working in Recovery, Legal Accounts, Admn. Branch & Enforcement Branch Other than Secretary, Chief Accounts Officer, Senior Law Officer, Chief Liaison Officer, Chandigarh Housing Board	Secretary	Upto 30 days	Accounts Officer/Senior Law Officer/Chief Accounts Officer/Chief Liaison Officer	Upto 3 days
		Chief Executive Officer	31 days to 90 days	Secretary	Beyond 3 days
		Chairman	Beyond 90 days		

6.	Officers /employees in Division office other than at Sr.No. 3 above and Architectural Branch	Chief Engineer	Upto 30 days	Sr. Arch/ Executive Engineer	Up to 3 days
		Chief Executive Officer Chairman	31 days to 90 days Beyond 90 days	Chief Engineer	beyond 3 days
7.	Staff in Personal Branch	Officer with whom attached (Full powers)			

Regarding other types of leave i.e. Special Casual leave, Half Pay leave, Leave Not Due, Extra Ordinary Leave, Maternity Leave, Paternity Leave, Abortion Leave, Special Disability Leave, Quarantine Leave etc., Chief Executive Officer, Chandigarh Housing Board shall be the competent authority for sanction of leave.

Commutated leave upto 30 days shall be sanctioned at the level of Secretary/Chief Engineer in respect of staff working under them.

Ex-India leave will be sanctioned only with the approval of Chairman, Chandigarh Housing Board.

### ANNEXURE-3

#### PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b) (iii) OF THE RIGHT TO INFORMATION ACT, 2005

(The procedure followed in the decision making process, including channels of  
supervision and accountability)

Name of the Department : CHANDIGARH HOUSING BOARD, CHANDIGARH.

#### Administrative Section

Sr. No.	Nature/type of Work	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)
1.	Writing of Cash Book of each Scheme.	Asstt.	SO/Supdt.	AO
2.	Ledger Posting	Asstt.	SO /Supdt.	AO
3.	Preparation of Account Statement of Dwelling Units	Asstt.	SO/Supdt.	AO
4.	No Due Certificate	Asstt.	SO/Supdt.	AO
5.	Sale/Gift Transfer Deed (Lease hold)	Asstt.	SO/Supdt.	AO
6.	Instate Demise Transfer Policy.	Asstt.	SO/Supdt./AO/LO/CAO	Secretary
7.	Testamentary Succession on the basis of WILL of deceased. (a) Registered WILL. (b) Probated WILL.	Asstt.	SO/Supdt./AO/LO/CAO	Secretary
8.	Mutation of property on the basis of Sale Deed/Transfer Deed/Gift Deed etc. (for free hold properties only).	Asstt.	SO/Supdt.	AO
9.	Conversion from lease hold to free hold.	Asstt.	SO/Supdt./AO/LO/CAO	Secretary
10.	Duplicate copy of allotment letter, possession slip and physical possession form.	Asstt.	SO/Supdt./AO/LO/CAO	Secretary
11.	Allotment and Physical Possession.	Asstt.	SO/Supdt.	AO
12.	No Dues Certificates.	Asstt.	SO/Supdt.	AO
13.	Lump sum payment certificate.	Asstt.	SO/Supdt.	AO
14.	Interest component certificate.	Asstt.	SO/Supdt.	AO
15.	Issuance of permission for mortgage of residential and commercial properties of CHB.	Asstt.	SO/Supdt.	AO



16.	Refund of Earnest money and other deposit made.	Asstt.	SO/Supdt./AO/LO/CAO/SECY	CEO, CHB
17.	Issue Demand Notices	-do-	SO/Supdt.	AO
18.	Issue of Show Cause Notice for cancellation	-do-	SO/Supdt./AO/CAO/Secy	CEO
19.	Payment of land	-do-	SO/Supdt./AO/Secy./CEO	Chairman
20.	Fixation of consideration money	-do-	-do-	Chairman/Board
21.	Revision of consideration money	-do-	SO/Supdt./AO	CAO
22.	Societies Court Cases	-do-	SO/Supdt./AO/CAO/Secy	CEO
23.	Other court cases	-do-	SO/Supdt./AO/CAO	Secretary

### Engineering Section

Sr. No	Nature/type of Work	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 as per Delegation of Power	Level at which decision is made. (Name of the post) as per Delegation of Power
1	Estimates for AA	D.Man/ HDM	EE/SE/ CE/CEO	Chairman/Board
2	Estimates for TS	SO/SDE/D.Man/ HDM/CHD	SDE/EE/SE	EE/SE/CE
3	DNIT/Tender Document	Supdt./D.Man/ HDM/ CHD	EE/SE	CE,CHB
4	Publication of Tender Notice	Supdt./HDM	EE	Secy,CHB
5	Receipt of Tender	Supdt. (Admn.), CHB	Supdt/AO/Concerned SDE	EE
6	Confirmation of BG	Supdt./AO	Supdt./AO	EE
7	Opening of Financial Bid	Supdt/AO/ Concerned SDE	EE	EE
8	Processing of Tender/ Justification of Rates	D.Man/HDM/ SDE	EE	Various officers of the Board as per powers delegated by Board as detailed in Annexure-2
9	Approval/ Acceptance of tender/ issue of Allotment Letter	Supdt./HDM	EE/ SE/ CE	Various officers of the Board as per powers delegated by Board as detailed in Annexure-2
10	Approval of time extension	SDE	SDE/EE	EE/SE/CE

## ANNEXURE-4

### PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b) (iv) OF THE RIGHT TO INFORMATION ACT, 2005

(The norms set for the discharge of its function) Name of the Department : CHANDIGARH  
HOUSING BOARD, CHANDIGARH

#### Administrative Section

Sr.No	Item of Work	Norms set by the department Time to be taken for disposal of cases (working days) excluding publication period, if any.
1.	Issuance of No Objection Certificate for Transfer of lease Rights:- (a) With Consideration (b) Between husband and wife (c) Within Blood Relation	20 days (Excluding the period of Public Notice)
2.	Mutation of property on the basis of:- (a) Sale Deed/Transfer Deed/Gift Deed etc. (for free hold properties only) (b) Deed of transfer of lease hold rights (in case of lease hold properties)	20 days (Excluding the period of Public Notice)
3.	Transfer on the basis of (a) Intestate Denise (b) Registered Will (c) Probated Will	25 days (Excluding the period of Public Notice)
4.	Issuance of duplicate copy of allotment letter, possession slip and physical possession form.	30 days (Excluding the period of Public Notice)
5.	Conversion from lease hold to free hold in respect of dwelling units.	30 days
6.	Issuance of Allotment letter along with physical possession.	15 days
7.	Issuance of No Dues Certificates (NDC)	15 days
8.	Issuance of Lump sum payment certificate	15 days
9.	Issuance of Interest component certificate	15 days
10.	Issuance of permission for mortgage of residential and commercial properties of CHB	25 days
11.	Refund of Earnest Money and other deposit made.	30 day or as per terms & conditions of the scheme.

## ANNEXURE-5

### PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b) (v) OF THE RIGHT TO INFORMATION ACT, 2005

(The rules, regulations, instructions, manuals and records, held by it or under control or used by employees for discharging functions)

Name of the Department : CHANDIGARH HOUSING BOARD, CHANDIGARH

#### Legal Provisions

Chandigarh Housing Board has been established by the Administrator, U.T., Chandigarh under Sec. 3 of the Haryana Housing Board Act, 1971, as extended to the Union Territory of Chandigarh by the Central Govt. in exercise of powers vested in it under Sec. 87 of the Punjab Re-organisation Act, 1966. As per Sec.3 the Board consists of a Chairman, a Chief Executive Officer (CEO) and 7 other members appointed by the Administrator and is a body corporate having perpetual succession and a common seal and having the power, inter-alia, to enter into contracts etc. Under Sec. 18 of the Act, the contract in the name of the Board is to be made by the C.E.O. or any other authorized officer.

Section 20 enjoins upon the Board to incur expenditure and undertake works for the framing and execution of housing schemes. The matters to be provided for housing schemes are enshrined under Section 21.

Section 74 empowers the Board to make Regulations by notification, with the previous sanction of the Administrator, inter-alia for the principles to be followed in allotment of tenements and for regulating the procedure and disposal of the business of the Board. Accordingly, the Board has framed Regulations namely Chandigarh Housing Board (Allotment, Management and Sale of Tenements) Regulations, 1979.

Regulation 6 prescribes the eligibility for allotment of dwelling units and empowers the Board for the cancellation of allotment and forfeiture of the entire paid amount for furnishing false information.

Regulation 17 empowers the Board to cancel the lease of any allottee or hirer on the ground of breach of any condition of allotment and to forfeit whole of the amount already paid.

As per Sec. 72-A, the appeal against the order of cancellation passed by CEO lies to the Chairman and second appeal lies to the Board which can be preferred within 30 days of the date of communication of the order.

Revision against any order passed by the CEO, the Chairman or the Board lies to the Administrator under Section 72-B.

Chapter VI of the Act empowers the "Competent Authority" appointed by the Administrator to evict persons from Board premises on the grounds stated therein and to recover rent or damages as arrears of land revenue as also to the imposition of penalty for non-payment of the amount due. Under Section 73, the Administrator, vide notification dated 22.1.1979 has made the Rules namely the 'Housing Board Chandigarh (Eviction from Board Premises) Rules 1979' which provide for inter-alia the manner of taking possession of the premises and for the assessment of damages for unauthorized occupation. Appeal against the order of the Competent Authority can be preferred within 30 days to the District Judge Chandigarh.

## **Haryana Housing Board Act, 1971**

[Extract from Chandigarh Administration Gazette, dated the 1st March, 1975]

GOVERNMENT OF INDIA (BHARAT SARKAR)

MINISTRY OF HOME AFFAIRS

(Grih Mantralaya)

### **Notification**

New Delhi, the 14th January, 1975

No. G.S.R. 7(E).-In exercise of the powers conferred by section 87 of the Punjab Reorganizations Act, 1966 (31 of 1966), the Central Government hereby extends to the Union Territory of Chandigarh, the Haryana Housing Board Act, 1971 (Haryana Act 20 of 1971), as in force in the State of Haryana at the date of this notification, subject to the following modifications, namely:

### **MODIFICATIONS**

1. Throughout the Act, except as otherwise provided, for the words "Housing Board, Haryana", the words "Housing Board, Chandigarh", for the words "Official Gazette", the words, "Chandigarh Gazette", and, for the words "State Government", the word "Administrator" shall be substituted and there shall also be made in any sentence in which the words "State Government" occur, such consequential changes as the rules of grammar may require.

2. In section 1, in sub-section (2), for the words "State of Haryana" the words "Union Territory of Chandigarh" shall be substituted.

3. In section 2-

(a) After clause (a), the following clause shall be inserted, namely:-

"(aa)" "Administrator" means the Administrator of the Union of Chandigarh appointed by the President under article 239 of the Constitution ;

(b) in clause (j), for the words, figures and brackets "a municipality constituted under the Punjab Municipalities Act, 1911 (Punjab Act 3 of 1911)", the words figures and brackets "the Chief Administrator exercising powers of a Municipality or any functionary thereof under sub-section (2) of section 7A of the Capital of Punjab (Development and Regulation) Act, 1952 (Punjab Act 27 of 1952)" shall be substituted.

4. In section 3

(a) in sub-section (4), for the word "twelve", the word "seven" shall be substituted; and

(b) in sub-section (6), -

(i) for the words, "officer of the State Government", the words, "officer employed in connection with the affairs of the Union Territory of Chandigarh" shall be substituted; and

(ii) the words "and for a period not exceeding one year from such commencement" shall be omitted.

5. In section 15 in clause (d), for the word "two-thirds", the word "one-half" shall be substituted.

6. In section 56, in sub-section (2), the word “or State Government” shall be omitted.

7. In section 60:

- a) in sub-section (4), the words “and one other member”, shall be omitted; and
- (b) in sub-section (5), for the, words “State Government”, wherever they occur, the words “Central Government” shall be substituted.

8. In section 73, sub-section (1) shall be omitted.

9. In section 80:

- (a) the proviso to sub-section (1) shall be omitted; and
- (b) in sub-section (2) and (3) for the words “State Government”, shall be substituted.

## **THE HARYANA HOUSING BOARD ACT, 1971 (HARYANA ACT 20 OF 1971) AS EXTENDED TO THE UNION TERRITORY OF CHANDIGARH.**

(As extended vide notification No. G.S.R. 7(E). dated 14.1.1975, the Central Government, is exercise of the powers conferred by Section 87 of the Punjab Reorganisation Act, 1966 (Act No. 31 of 1966), subject to the modifications notified thereunder)

An Act to provide for measures to be taken to deal with and satisfy the need of housing accommodation.

Be it enacted by the Legislature of the State of Haryana in the Twenty second Year of the Republic of India as follows:

### **CHAPTER 1**

#### **PRELIMINARY**

##### **1. Short title, extent and commencement:-**

- (a) This Act may be called the **Haryana Housing Board Act, 1971** (as extended to Chandigarh) Extent and Commencement. (b) It extends to the whole of the Union Territory of Chandigarh.
- (c) It shall come into force on such date as the Administrator may be notification appoint in this behalf.

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

- (a) “**Adjoining area**” means such area as may be specified to be an adjoining area under section 21:
- (aa) “**Administrator**” means the Administrator of the Union Territory of Chandigarh appointed by the President Under Article 239 of the Constitution.
- (b) “**Board**” means the Housing Board, Chandigarh, established and constituted under section 3;
- (c) “**Board premises**” means any premises belonging to or vesting in the Board or taken on lease by the Board or entrusted to the Board under this Act for management and use for the purpose of this Act;
- (d) “**Building materials**” means such commodities or articles as are specified by the Administrator by notification to be building materials for the purposes of this Act;
- (e) “**bye-laws**” means bye-laws made under section 75;
- (f) “**Chairman**” means the Chairman of the Board.
- (g) “**Chief Executive Officer**” means the Chief Executive Officer of the Board;
- (h) “**Competent Authority**” means any person authorized by the Administrator, by notification, to perform the functions of the competent authority under Chapter VI for such area as may be specified in the notification;
- (i) “**Housing Scheme**” means a housing scheme made under this Act;
- (j) “**land**” includes benefits to arise out of land and things attached to the earth or permanently fastened to anything attached to the earth;

(k) “**Local authority**” means the Chief Administrator exercising powers of a Municipality or any functionary thereof under sub-section (2) of section 7A of the Capital of Punjab (Development and Regulation) Act, 1952 (Punjab Act 27 of 1952) or a Gram Panchayat constituted under the Punjab Gram Panchayat Act, 1952 (Punjab Act 4 of 1953), or a Panchayat Samiti or a Zila Prishad Act, 1961 (Punjab Act 3 of 1961), or an Improvement Trust constituted under the Punjab Town Improvement Act, 1922 (Punjab Act 4 of 1922);

(l) “**member**” means a member of the Board and includes the Chairman and Chief Executive Officer;

(m) “**premises**” means –land any building or part of a building and includes,

(i) gardens, grounds and out houses, if any, appertaining to such building or part of a building; and

(ii) any fittings affixed to such building or part of a building for the more beneficial enjoyment thereof;

(m) “**Prescribed**” means prescribed by rules;

(n) “**Programme**” means the annual housing programme prepared by the Board under section 23;

(o) “**Regulations**” means regulations made under section 74;

(p) “**Rent**” means the amount payable to the Board in respect of the occupation of the Board’s premises and includes the charges for water and electricity payable in respect of water and electricity used or consumed in the premises ;

(q) “**Secretary**” means the Secretary of the Board;

(r) “**Tribunal**” means the Tribunal specified under section 46; and

(s) “**Year**” means the year commencing on the 1st day of April and ending on the 31st day of March.

## CHAPTER II

### ESTABLISHMENT OF THE BOARD

**3. Establishment and constitution of Board.** - (a) With effect from such date as the Administrator may, by notification appoint in the behalf, there shall be establish for carrying out the purpose of this Act a Board to be known as “the Housing Board, Chandigarh”, with headquarters at such place as the Administrator may specify.

(b) The Board shall, by the name aforesaid, be a body corporate having perpetual succession and a common seal and subject to any restriction by or under this Act or the rules made thereunder, shall have the power to acquire, hold administer and transfer property, movable or immovable and to enter into contracts, and shall by the said name sue or be sued and do all such things as are necessary for which it is constituted.

(c) For the purposes of this Act and the Land Acquisition Act, 1894, the Board shall be deemed to be a local authority.

**Explanation** -The purpose of this Act referred to in sub-section (3) include the management and use of lands and buildings belonging to or vesting in the Board under or for the purposes of the Act, and the exercise of its rights over and with respect to such lands and buildings for the purposes of this Act.

(d) The Board shall consist of a Chairman, a Chief Executive Officer and seven other members appointed by the Administrator.

(e) The Chairman, the Chief Executive Officer or a member may at any time resign his office by submitting his resignation to the Administrator.

(f) Until the Board is established and constituted in accordance with the provisions of the preceding sup sections, the Administrator may constitute a Board consisting of one person, who shall be an officer employed in connection with the affairs of the Union Territory of Chandigarh to be appointed by the Administrator, and a Board so constituted shall, as from the commencement of this Act, be deemed to be the Board established and constituted for the purpose of carrying out all the provisions of this Act.

**4. Non applicability of East Punjab Act 3 of 1949.** -The East Punjab Urban Rent Restriction Act, 1949, shall not nor shall be deemed have ever applied, to any land or building belonging to or vesting in the Board under or for the purposes of this Act, and as against the Board to any tenancies or other like relationship created by the Board in respect of such land or building but shall apply to any land or building let to the Board.

**5. Leave of Absence of Chairman and Chief Executive Officer.**-The Administrator may, from time to time, grant to the Chairman and Chief Executive Officer such leave as may be admissible under the rules made under this Act and any person whom the Administrator appoints to act for the Chairman or the

Chief Executive Officer during such absence on leave shall, while so acting, be deemed for all purposes of this Act to be the Chairman or the Chief Executive Officer or as the case may be.

**6. Disqualifications.-** (1) A person shall be disqualified for being appointed or for continuing as the Chairman or member of the Board, if he,

(a) holds any office or place of profit under the Board;

(b) is of unsound mind;

(c) is an undischarged insolvent,

(d) has directly or indirectly by himself or by any partner, any share or interest in any contract or employment with by or on behalf of the Board;

(e) is a Director or a Secretary, Manager or other salaried officer of any incorporated company which has any share or interest in any contract or employment with, by or on behalf of the Board or

(f) has been convicted of any offence involving moral turpitude

(g) 'in the opinion of the Administrator;

(i) has become incapable of acting or ;

(ii) is otherwise unfit to continue as a member.”

(2) A person shall not be disqualified under clause (d) or clause (3) of sub-section (1) or be deemed to have any share or interest in any contract or employment within the meaning of the said clause by reason only of his or the incorporated company of which he is a Director, Secretary, Manager or other salaried officer, having a share or interest in any newspaper in which any advertisement relating to the affairs of the Board is inserted.

(3) A person shall not also be disqualified under clause (d) or clause (e) of sub-section

(1) or be deemed to have any share or interest in any incorporated company which have any share or interest in any contract or employment with by on behalf of the Board, by reason only of his being a share-holder of such company:

Provided that such person discloses to the Administrator the nature and extent of the salaries held by him.

**7. Terms of Office and conditions of service-** (1) Every member shall hold office for a period of three years from the date of his appointment.

Provided that after the expiry of the period of his appointment, a person shall be eligible for appointment as a member.

(2) Every member shall receive such salary and allowances as may be prescribed.

(3) The salary and allowances to the members shall be paid from the fund of the Board and such salaries and allowances and other conditions of service be such as may be prescribed.

**7-A. Chairman, Chief Executive Officer and other members to hold office during pleasure of Administrator.-** Notwithstanding anything contained in section 3 or section 7 or any other provision of this Act the Chairman, Chief Executive Officer and other members of the Board, shall hold office during the pleasure of the Administrator.

**8. Filling of vacancies** (1) If a vacancy occurs in the offices of Chairman or member by death, resignation removal, disqualification or otherwise the vacancy shall be filled by the Administrator by appointing a new Chairman or member to that office.

(2) A Chairman, a Chief Executive Officer or any other member appointed to fill the vacancy shall, notwithstanding anything contained in section 7 hold office for the unexpired portion of the term of his predecessor.

**9. Proceedings Presumed to be good and valid.-** No disqualification of or defect in the appointment of, any person acting as a Chairman, a Chief Executive Officer or a member shall be deemed to vitiate any act or proceedings of the Board if such act or proceeding is otherwise in accordance with the provisions of this act.

**10. Temporary absence of members.-** If any member of the Board other than the Chairman and the Chief Executive Officer is by infirmity or otherwise rendered temporarily incapable of performing his duties or is absent on leave or on any other ground not resulting in the cessation of his membership the Administrator may appoint another person to officiate for him and perform his duties under this act, or any rule or regulation made thereunder.

**11. Officers and servants of Board.**- (1) The Administrator may appoint a Secretary of the Board on such terms and conditions of service as he may deem fit

(2) The Board may create such other posts and appoint such other officers and servants thereto as it may consider necessary for the efficient discharge of its duties.

Provided that the previous sanction of the Administrator shall be obtained for this purpose in respect of such categories of posts as may be specified by him from time to time, by notification.

(3) Subject to the provisions of sub-section (1), the conditions of service, functions and duties of the officers and servants of the Board shall be such as may be determined by regulations.

**12. Provident Fund.** - (1) The Administrator shall establish a Contributory Provident Fund for the officers and servants of the Board and such Provident Fund (hereinafter called —the Fund“) shall, notwithstanding anything contained in section 8 of the Provident Fund Act, 1925, be deemed to be a Government Provident Fund for the purposes of the said Act.

(2) The Board shall in respect of each of its employees who is a subscriber to the Fund, pay into the Fund such portion of the contribution in such manner as the Administrator may, from time to time, determine.

**13. General Disqualifications of officers and servants.**- No person who has, directly, or indirectly by himself or his partner or agent, any share or interest in any contract, by or on behalf of the Board, or in any employment under, by or on behalf of the Board, otherwise than as an officer or servant thereof, shall become or remain an officer or servant of the Board

**14. Appointment of Committees.**- Subject to any rules made under this Act, the Board may, from time to time, and for any particular local area appoint one or more committees for the purpose of discharging such duties or performing such functions as it may delegate to them and any such committee may discharge such duties or perform such functions with due regard to the circumstances and requirements of that local area.

**15. Meetings of the Board.**- The Board shall meet and shall from time to time make such bye-laws with respect to the day, time, place, notice, management and adjournment of its meetings as it thinks fit, subject to the following provisions, namely :

(a) an ordinary meeting shall be held at least once in three months ;

(b) the Chairman may, whenever he thinks fit, call special meetings;

(c) every meeting shall be presided over by the Chairman and in his absence by any member chosen by the members present at the meeting for the occasion;

(d) the quorum for every meeting shall be one half of the number of members actually serving for the time being;

(e) all questions at any meeting shall be decided by a majority of the members present and voting and in the case of equality of votes, the person presiding shall in addition to his vote as a member, have second or casting vote; and

(f) the minutes of the proceedings of each meeting shall be recorded in a book to be provided for the purpose and a copy of such minutes shall be forwarded to the Administrator.

**16. Association of persons with Board.** -(1) The Board may associate with itself, any person whose assistance or advice it may deem fit for carrying into effect any of the provisions of this Act.

(2) A person associated with the Board under sub-section (1) for any purpose, shall have the right to take part in the meetings of the Board relevant to that purpose but shall not have the right to vote.

(3) The Administrator may, by order, depute his representatives to attend any meeting of the Board, on such, items or subjects as the Administrator may specify, but such representatives shall not have the right to vote.

**17. Power to make contracts.** -The Board may enter into and perform or require the performance of all such contracts as it may consider necessary or expedient for carrying out any of the purposes of this Act.

**18. Execution of contracts:**-(1) Every contract shall be made in the name of the Board by the Chief Executive Officer or such other officer of the Board as may be authorized by it:

Provided that no contract involving an expenditure of twenty lacs rupees or more shall be made without the previous sanction of the Administrator.”

(2) Sub-section (1) shall apply to every variation or abandonment of a contract or estimate as well as to an original contract or estimate.



(3) Every contract for and on behalf of the Board shall, subject to the provisions of this section, be entered into in such manner and form, as may be prescribed.

(4) A contract not made or executed as provided in this section and the rules made thereunder shall not be binding on the Board.

## 19. Omitted

## CHAPTER III

### HOUSING SCHEMES

**20. Duty of Board to undertake Housing Scheme:-** Subject to the provisions of this Act 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.

**21. Matter to be provided for by Housing Scheme:-** 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 :-

(a) acquisition by purchase, exchange or otherwise of any property necessary for or affected by the execution of the scheme;

(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;

(c) laying or re-laying out of any land comprised in the scheme;

(d) distribution or re distribution of sites belonging to owners of property comprised in the scheme,

(e) the closure or demolition of dwellings or portions of dwellings unfit for human habitation.

(f) demolition of obstructive buildings or portions of buildings,

(g) the construction and re-construction of buildings, their maintenance and preservation,

(h) sale, letting or exchange of any property comprised in the scheme,

(i) construction and alteration of streets and back lanes,

(j) drainage, water supply and lighting of the area included in the schemes,

(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.

(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.

(m) accommodation for any class of inhabitants, industries, institutions, offices, local authorities, co-operatives or corporate bodies.

(n) advance of money for the purpose of the scheme,

(o) facilities for communication and transport ;

(p) collection of such information and statistics as may be necessary for the purpose of this Act, and

(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

**Explanation-** for the purposes of this section the Administrator may, on the recommendation of the Board, by notification, specify area surrounding or adjoining the area included in a housing scheme to be the adjoining area.

**22. No housing scheme to be made for area included in improvement Scheme or be inconsistent with town planning scheme.** (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 Punjab Municipal Act, 1973, or other

enactment for the time being in force.

(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 Punjab 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.

**23. Preparation And submission of annual programme, Budget and establishments Scheme :- (1)**

Before the first day of December in each year, the board shall prepare and forward to the Administrator in such form as may be prescribed;

- (i) a programme;
- (ii) a budget for the next year; and
- (iii) a schedule of the staff of officers and servants already employed and to be employed during the next year.

(2) The programme shall contain.-

- (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.

(3) The budget shall contain a statement showing the estimated receipt and expenditure on capital and revenue accounts for the next year.

**24. Sanction to programme, Budget and establishment Schedule :-**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.

**25. Publication of Sanctioned Programme:-** The Administrator shall publish the programme sanctioned by it under section 24 in the Chandigarh Gazette.

**26. Supplementary Programme and Budget:-** 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.

**27. Variation of Programme by Board after it Has been Sanctioned:-** The Board may, at any time, vary any programme or any part thereof sanctioned by the Administrator.

Provided that no such variation shall be made if it involves an 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.

**28. Sanctioned Housing scheme To be executed :-**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.

**29. Publication of housing scheme In the Chandigarh Gazette :-**(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.

(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.

(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.

(4) the publication of a notification under sub-section (3) shall be conclusive evidence that the said scheme has been duly framed.

**30. Transfer to Board for Purpose of Housing scheme of land vested In a local authority:**

(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.

(2) Where the local authority concurs, such street, square or other land, or part thereof, shall vest in the Board.

(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.

(4) Nothing in this section shall affect the rights or powers of the local authority in or over any drain or water works in such street, square or land.

**31. Compensation in respect of Land vested in Board :-** (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 re-vests 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

(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.

(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 of the land contrary to the terms of the declaration so that the land does not re-vest 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)

**32. Power of Board to Turn or close Public street Vested in it :-** (1) The Board may turn, divert, discontinue the public use of, or permanently close, any public street vested in it or any part thereof.

(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.

(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.

(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.

**33. Reference to Government in Case of dispute under sections 31 and 32.:-** 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.

**34. Vesting in the local authority of streets laid out or altered and open spaces provided by Board under housing scheme.-** (1) Whenever the Administrator is satisfied.

- (a) that any street laid out or altered by the Board has been duly levelled, paved, metalled, flagged, channeled, sewerred 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;
  - (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
  - (c) that water and other sanitary conveniences have been duly provided in such street ;
- 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.
- (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 at the expense of the local authority.
- (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.

**35. Other duties of Board.-** 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

- (a) unification, simplification and standardization of building materials;
- (b) encouraging pre-fabrication and mass production of house components;
- (c) organization or undertaking the production of building materials required for the housing schemes.
- (d) encouraging research for discovering cheap building materials and evolving new methods of economic constructions.
- (e) Securing a steady and sufficient supply of workmen trained in the work of construction of buildings.

**36. Board to assume Management of Requisitioned Lands:-** 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.

**37. Reconstitution of plots:- A housing scheme may provide:-**

- (a) for the formation of a reconstituted plot by the alteration of the boundaries of an original plot;
- (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;
- (c) for the allotment of plot of any owner dispossessed of land in furtherance of the housing scheme; and
- (d) for the transfer of ownership of plot from one person to another.

**38. Scheme entrusted To Board by Administrator: -** 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 modification 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.

## CHAPTER - IV

### ACQUISITION AND DISPOSAL OF LAND

**39. Power to purchase Lease or acquire land:-** (1) The Board may enter into an agreement with any person or the Administrator for the acquisition from him by purchase, lease or exchange, of any land which is needed for the purposes of a housing scheme or any interest in such land or for compensating the owners of any such right in respect of any deprivation thereof or interference therewith :  
Provided that the previous approval of the Administrator shall be obtained in case of purchase or exchange involving land worth more them fifty lakhs rupees or lease for more than five years.

(2) The Board may, from such date as the Administrator may appoint by notification in this behalf, also take steps for the compulsory acquisition of any land or any interest therein required for the execution of a housing scheme in the manner provided in the Land Acquisition Act, 1894 as modified by this Act; and the acquisition of any land or any interest therein for the purpose of this Act shall be deemed to be acquisition for a public purpose within the meaning of the Land Acquisition Act, 1894.

**40. Betterment Charges:-** (1) When by the making of housing scheme the value of any land in the area comprised in the scheme will, in the opinion of the Board, be increased, the Board in framing the scheme may declare that betterment charges, shall be payable by the owner of the land or any person having an interest therein in respect of the increase in value of the land from the execution of the scheme.

(2) Such increase in value shall be the amount by which the value of the land on the completion of the execution of the scheme estimated as if the land were clear of the buildings exceeds the value of the land prior to the execution of the scheme estimated in like manner and the betterment charges shall be one-half of such increase in value.

(3) Such betterment charges shall also be leviable in respect of any land not comprised in the scheme but adjacent to the area comprised in the scheme.

(4) Notwithstanding anything contained in sub-sections (1) and (3), in respect of any land used for agricultural purposes at the time of the execution of the schemes the betterment charges shall be leviable by the Board in accordance with such procedure as may be prescribed, only after such land is used, or converted for use for non-agricultural purposes.

**41. Notice to person Liable for betterment charges :-**(1) The Board shall give notice in the prescribed form to any person, who is the owner of or has interest in the land in respect of which the betterment charges are to be levied and shall give such person an opportunity to be heard.

(2) After hearing such person or if such person fails to appear after the expiry of the period within which such person is required to appear before the Board, the Board shall proceed to assess the amount of betterment charges.

(3) Where the assessment of the betterment charges proposed by the Board is accepted by the person concerned within the period prescribed, the assessment shall be final.

(4) If the person concerned does not accept the assessment, proposed by the Board, the matter shall be referred to the Tribunal.

(5) The Tribunal shall, after holding an enquiry and after hearing the person concerned, assess the amount of the betterment charges payable by the person.

**42. Agreement for Payment of Betterment Charges:-** (1) Any person liable to pay betterment charges in respect of any land may at his option, instead of paying the same to the Board, execute an agreement with the Board to leave the payment outstanding as a charge on his interest in the land, subject to the payment in perpetuity of interest at such rate as may be prescribed.

(2) Every payment due from any person in respect of betterment charges and every charge referred to in sub-section (1) shall, notwithstanding anything contained in any other enactment and notwithstanding the execution of any mortgage or charge, created either before or after the commencement of this Act, be the first charge upon the interest of such person in such land.

**43. Recovery of Betterment Charges:-** All sums payable in respect of any land by any person in respect of betterment charge under section 40 or by any person under an agreement under section 42 shall be recoverable on behalf of the Board as arrears of land revenue.

**44. Power to Dispose of Land:-** Subject to any rules made by the Administrator under this Act, the Board may retain, lease, sell, exchange or otherwise dispose of any land, building or other property vested in it and situated in the area comprised in any housing scheme sanctioned under this Act.

**45. Disputes regarding Reconstitution of Plots:-** (1) Where by the making of a housing scheme, any plots comprised in the area included in the scheme are reconstituted or any person is disposed, the Board shall after making such inquiry as it thinks fit award to the person affected by such reconstitution or

dispossession such compensation as it deems reasonable. If the person is dissatisfied with the decision of the Board in the matter, he may inform the Board accordingly. The Board shall thereupon direct the Board to pay the same to the person concerned.

(2) The Tribunal shall then after making an inquiry determine the amount of compensation and direct the Board to pay the same to the person concerned,

## **CHAPTER - V**

### **TRIBUNAL**

**46. Tribunal:-** The Tribunal shall be the District Judge having jurisdiction in the area concerned.

**47. Duties of Tribunal:-** The Tribunal shall-

- (a) decide whether any compensation is payable under section 31;
- (b) decide the amount of compensation in matters referred to it under section 33;
- (c) decide disputes relating to betterment charges referred to it under section 41
- (d) decide dispute and the amount of compensation to be awarded under section 45; and .
- (e) decide such other matters as may be prescribed by the rules made in this behalf.

**48. Powers of And procedure Before Tribunal :-** (1) In making enquiries the Tribunal shall have and exercise, as far as may be the same powers and follow the same procedure as under the code of Civil Procedure, 1908.

(2) Every order made by the Tribunal for the payment of money and for the delivery of the possession or removal of any structure shall be enforced by the District Court as if it were the decree of the said Court.

(3) The proceedings before the Tribunal shall be deemed to be Judicial proceedings within the meaning of section 193 and 228 or the Indian Penal Code. "

**49. Decision of Tribunal to be Final:-** The decision of the Tribunal on any matter referred to it under this Act, shall, subject to the provision of section 50, be final

**50. Appeal to The High Court:-**The Board or any persons aggrieved by a decision of the Tribunal may within three months from the date of the decision, or such further time as the High Court may for sufficient cause allow, appeal to the High Court and the High Court shall pass such orders on the appeal as it thinks fit.

## **CHAPTER-VI**

### **Power to Evict Persons from Board Premises**

**51. Power to Evict Persons from Board Premises :-** (1) If the competent authority is satisfied,

- (a) that the person authorised to occupy any Board premises has
  - (i) not paid rent lawfully due from him in respect of such premises for a period of more than two months or
  - (ii) sublet, without the permission of the Board the whole or any part of such premises; or
  - (iii) otherwise, acted in contravention of any of the terms, expressed or implied under which he is authorised to occupy such premises; or

(b) that any person is in unauthorised occupation of any Board premises ;

the competent authority may, notwithstanding anything contained in any law for the time being in force, by notice served by post or by affixing a copy of it on the outer door or some other conspicuous part of such premises, or in such other manner as may be prescribed, order that the person as well as any other person who may be in occupation of the whole or any part of the premises shall vacate them within one month from the date of the service of the notice;

Provided that no such order shall be passed unless the person has been afforded an opportunity to show cause why such order should not be made.

(2) If any person refuses or fails to comply with an order made under sub-section (1), the competent authority may evict that person from and take possession of the premises and may for that purpose use such force as may be necessary.

(3) If a person, who has been ordered to vacate any premises under sub-clause (i) or sub-clause (iii) of clause (a) of sub-section (1), within thirty days of the date of service of the notice or such longer time as the competent authority may allow, pays to the Board the rent in arrears or carries out or otherwise complies with the terms contravened by him to the satisfaction of the competent authority, as the case may be, the competent authority shall in lieu of evicting such person under sub-section (2), cancel its order made under sub-section (1) and there upon such person shall hold the premises on the same terms on which he held them immediately before such notice was served on him.

**52. Power to recover rent, loan or damages as arrears of land revenue:-** (I) Subject to any rules made by the Administrator in this behalf and without prejudice to the provisions of section 51, where any person is in arrears of rent payable in respect of any Board premises or arrears of instalments payable in respect of any loan advanced by the Board for construction, reconstruction or repair of a house, the competent authority may by notice served by post or by affixing a copy of it on the outer door or some other conspicuous part of such premises, or in such other manner as may be prescribed, order that person to pay the same damages within such time not being less than thirty days as may be prescribed in the notice if any person refuses or fails to pay the arrears of rent or the arrears of instalment of loan within the time specified in the notice, such arrears may be recovered as arrears of land revenue.

(2) Where any person is in authorised occupation of any Board premises, the competent authority may, in the prescribed manner, assess such charges on account of the use and occupation of the premises as it may deem fit, and may by notice served by post, or by affixing a copy of it on the outer door or, some other conspicuous part of such premises or in such other manner as may be prescribed, order that person to pay the damages within such time not being less than thirty days as may be specified in the notice. If any person refuses or fails to pay the damages within the time specified in the notice, the damages may be recovered from him as arrears of land revenue.

**53. Rent to be Recovered by Deduction from salary or wages in certain cases:-** (1) Without prejudice to the provisions of section 51 any person who is an employee of the Administrator or local authority and who has been allotted any Board premises, may execute an agreement in favour of the Administrator providing that the Administrator or the local authority, as the case may be under or by whom he is employed, shall be competent to deduct from the salary or wages payable to him such amount as may be specified in the agreement and to pay the amount so deducted to the Board in satisfaction of the rent due from him in respect of the Board premises allotted to him.

(2) On the execution of such agreement, the Administrator or local authority, as the case may be, shall, if so required by the Board, by requisition in writing make the deduction of the amount specified in the requisition from the salary or wages of the employees specified in the requisition in accordance with the agreement and pay the amount so deducted to the Board.

**53 A -Penalty-** (1) If any amount due under the Act or the rules made thereunder is not paid by any person in compliance with the orders of the competent authority, such authority may, after giving such person an opportunity of being heard impose upon him a penalty not exceeding twenty-five per cent of the amount due, if it has reason to believe that the person liable to pay the amount has willfully failed to pay the same.

(2) If the penalty imposed under sub-section (1) is not paid within a period of thirty days the same shall be recoverable as arrears of land revenue.

**54 Appeal :-** (1) Any person aggrieved by an order of the competent authority may within thirty days from the date of :-

(i) the service of notice under section 51 or section 52; or

(ii) the imposition of penalty under section 53A, prefer an appeal to the District Judge of the District in which the premises of the Board are situated or such other Judicial Officer in the District as the Administrator may, in consultation with the High Court, appoint in this behalf :

Provided that the appellate officer may entertain the appeal after the expiry of the said period of thirty days, if he is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

(2) Where an appeal is preferred under sub-section (1), the appellate officer may stay the enforcement of the order of the competent authority for such period and on such conditions as he deems fit.

(3) Every appeal under this section shall be disposed of by the appellate officer as expeditiously as possible.

**55. Finality of orders and bar of jurisdiction of Civil Courts:-**(1) Save as otherwise expressly provided in this Act, every order made by a competent authority or an appellate officer under this chapter shall be final and shall not be called in question in any original suit, application or execution proceedings.

(2) No Civil Court shall have jurisdiction to entertain any suit or proceeding in respect of any matter of which cognizance can be taken of and disposed of by any authority empowered by this Act or the rules made thereunder.

## **CHAPTER-VII**

### **Finance Accounts And Audit**

**56. Board's Fund:-** (1) The Board shall have a fund called the Housing Board Fund.

(2) The Board may accept grants/subventions, donations and gifts from the Central Government or a local authority or any individual or body' whether incorporated or not for all or any of the purposes of this Act.

(3) All moneys received by or on behalf of the Board by virtue of this Act, all proceeds of land or any other kind of property sold by the Board, all rents and all interest, profits and other moneys accruing to the Board shall constitute the Housing Board Fund.

(4) Except as otherwise directed by the Administrator, all moneys and receipts specified in the foregoing provisions and forming part of the fund of the Board shall be deposited in the State Bank of India or in any Scheduled Bank or a Co-operative Bank or invested in such securities as may be approved by the Administrator.

(5) Such accounts shall be operated upon by such officers as may be authorized by the Board.

**Explanation :-** For the purpose of this section, a Scheduled Bank shall mean a bank included in the Second Schedule to the Reserve bank of India Act, 1984.

**57. Application of The Housing Board Fund:-** All property, the Housing Board, Fund, and all other assets vesting in the Board shall be held and applied by it, subject to the provisions and for the purposes of this Act.

**58. Expenditure in case of urgency, etc:-** (1) Where in the opinion of the Board circumstances of extreme urgency have arisen, it shall be lawful for the Board to make for the purpose of this Act in any year, an expenditure of such amount as may be prescribed, notwithstanding the fact that such expenditure has not been included in its annual programme of supplementary programme sanctioned by the Administrator or the variation of the programme made under section 28.

(2) Where any sum is expended under circumstances of extreme urgency as provided in sub-section (1), report thereof indicating the source from which it is proposed to meet the expenditure shall be made by the Board as soon as practicable to the Administrator.

(3) The Board may, within the budget sanctioned by the Administrator, approve appropriation not exceeding such amount as may be prescribed from one head to another and from one minor head to another under the same major head and submit a statement of such reappropriation to the Administrator.



**59. Subvention And loans to Board:-** (1) The Administrator may from time to time make subventions to the Board for the purposes of this Act on such terms and conditions as the Administrator may determine.

2) The Administrator may from time to time advance loans to the Board on such terms and conditions not inconsistent with the provisions of this Act as the Administrator may determine.

**60. Power of Board to borrow :-** (1) The Board may from time to time with the previous sanction of the Administrator and subject to the provisions of this Act and to such conditions as may be prescribed in this behalf, borrow any sum required for the purposes of this Act.

(2) The rules made by the Administrator for the purposes of this section may empower the Board to borrow by the issue of debentures and to make arrangements with bankers.

(3) All debentures issued by the Board shall be in such form as the Board, with the sanction of the Administrator, may from time to time determine.

(4) Every debenture shall be signed by the Chief Executive Officer.

(5) Loans borrowed and debentures issued under this section may be guaranteed by the Central Government as to the repayment of principal and the payment of interest at such rate as may be fixed by the Central Government.

**61. Accounts And Audit :-** (1) The Board shall cause to be maintained proper books of accounts and such other books as the rules made under this Act may require and shall prepare in accordance with such rules an annual statement of accounts.

(2) The Board shall cause its accounts to be audited annually by such persons as the Administrator may direct.

(3) As soon as the accounts of the Board have been audited, the Board shall send a copy thereof together with a copy of the report of the auditor thereon to the Administrator and shall cause the accounts to be published in the prescribed manner and place copies thereof on sale at a reasonable price.

(4) The Board shall comply with such directions as the Administrator may after perusal of the report of the auditor think fit to issue.

**62. Concurrent and Special audit of Account:-**(1) Notwithstanding anything contained in section 61 the Administrator may order that there shall be concurrent audit of the accounts of the Board by such person as it thinks fit. The Administrator may also direct a special audit to be made by such person as he thinks fit of the accounts of the Board relating to any particular transaction or a class or series of transactions or to a particular period.

(2) Where an order is made under sub-section (1), the Board shall present or cause to be presented for audit such accounts and shall furnish to the person appointed under subsection (1) such information as he may require for the purpose of audit.

**63. Transfer of assets And liabilities:-** (1) The Administrator may transfer to the Board building, land or any other property, movable or immovable, for use and management by the Board on such conditions and limitations as the Administrator may deem fit, for the purpose of this Act.

(2) The Administrator may transfer to the Board such schemes or works in progress with all their assets and liabilities as are run or managed by the Administrator, subject to such conditions and limitations as the Administrator may deem fit to impose for the purposes of this Act.

## **CHAPTER -VIII**

### **MISCELLANEOUS**

**64. Report :-**The Board shall, before such date and in such form and at such intervals as may be prescribed, submit to the Administrator a report on such matter as may be prescribed, and the Administrator shall cause such report to be published in the Chandigarh Gazette.

**65. Statements And returns:-** The Board shall submit to the Administrator such statistics, returns, particulars or statements in regard to any proposed or existing housing schemes at such times and in such form and manner as may be prescribed or as the Administrator may from time to time direct.

**66. Power to Entry:-** The Chief Executive Officer or any person either generally or specially authorized by the Chief Executive Officer in this behalf may with or without assistants or workmen, enter into or upon any land, in order :

- a) to make any inspection survey, measurement, valuation or inquiry.
- b) to take levels,
- c) to dig or bore into the sub-soil,
- d) to set boundaries and intended lines of work.
- e) to make such levels, boundaries and lines of works and cutting trenches, or
- f) to do any other thing, whenever it is necessary to do so, for any of the purpose of this Act or any rules made or scheme sanctioned thereunder :

Provided that -

- (i) no such entry shall be made between sunset and sunrise,
- (ii) no dwelling house and no public building which is used as a dwelling place, shall be so entered except with the consent of the occupier thereof, and without giving the said occupier at least twenty four hours previous written notice of the intention to make such entry;
- (iii) sufficient notice shall in every instance be given, even when any premises may otherwise be entered without notice, to enable the inmates of any apartment occupied by women to remove themselves to some part of the premises where their privacy will not be disturbed;
- (iv) due regard shall always be hand, so far as may be compatible with the exigencies of the purposes for which the entry is made, to the social and religious usages of the occupants of the premises entered.

**67. Notice of Suit against Board:-** No person shall institute any suit against the Board or against any officer or servant of the Board or any person acting under the orders of the Board, for anything done or purporting to have been done in pursuance of this Act, without giving to the Board, officer or servant or person concerned two months previous notice in writing of the intended suit and of the cause thereof, nor after six months from the date of the act complained of.

**68. Triennial valuation of assets and liabilities of Board:-**The Board shall triennially have a valuation of its assets and liabilities made by a valuer appointed with the approval of the Administrator:

Provided that it shall be open to the Administrator to direct a valuation to be made at any time it may consider necessary.

**68-A. Delegation:-** The Board may, by resolution, authorise that any power exercisable by it under this Act or the rules or regulations made thereunder, except the power to make regulations, may also be exercised by the Chief Executive Officer.

**69. Members, officers and servants of Board To be Public servants. Indemnity:-** All members, officers and servants of the Board shall be deemed, when acting or purporting to act in pursuance of any of the provisions of this Act, to be public servant within the meaning of section 21 of the Indian Penal Code.

**70. Indemnity:-** No suit, prosecution or legal proceeding shall lie against any person for anything which is in good faith done or purported to be done under this Act.

**71. Powers of Government to give direction to Board:-** The Administrator may give the Board such directions as in its, opinion are necessary or expedient for carrying out the purposes of this Act, after giving an opportunity to the Board to state its objections, if any to such directions and after considering the said objections and it shall be the duty of the Board to comply with such direction.

**72. Control of Administrator over Board:-** (1) The Administrator shall exercise superintendence and control over the Board and its officers and may call for such information as he may deem necessary and, in the event of his being satisfied that the Board is not functioning properly or is abusing its powers or is guilty of corruption or mismanagement, he may, by notification, suspend the Board:

Provided that the Board shall be reconstituted, within a period of one year from the date of its suspension, in the prescribed manner.

(2) When the Board is suspended under sub-section (1), the following consequences shall ensue, namely :

(a) all members of the Board and its committees, including the Chairman of the Board, shall, from the date of the notification vacate, their offices;

(b) All powers, duties and functions, which under the provisions of this Act or any regulation made thereunder, are to be exercised by the Board or any committee thereof or by the Chairman of the Board, or by any other officer of the Board, shall, during the period of suspension, be exercised and performed by such person (to be called the Special Officer) as may be appointed by the Administrator in this behalf:

Provided that the Special Officer may, subject to the approval of the Administrator, delegate any of his powers, duties or functions to such other person as he may think fit;

(c) all properties, including the Board Fund, vested in the Board shall, until it is, reconstituted, vest in the Central Government.

**72-A. Appeal :-** (1) Save as otherwise expressly provided in any other provision of this Act, an appeal shall lie from an original or appellate order of any officer of the Board or the Chairman under this Act or any rule or regulation made thereunder:

(a) to the Chairman when the order is made by any officer of the Board;

(b) to the Board when the order is made by the Chairman.

(2) Every such appeal shall be preferred within a period of thirty days of the date of communication of the order ;

Provided that the Chairman or the Board, as the case may be, may entertain the appeal after the expiry of the period of thirty days if it is considered that the appellant was prevented by sufficient cause from filing the appeal in time.

**72-B. Revision :-** The Administrator may either suo moto or on an application of a party, call for and examine the record of any proceedings or decision or order passed by the Board, Chairman, Chief Executive Officer or Officer of the Board for the propose of satisfying itself as to the legality or propriety of any decision or order passed and if in any case it shall appear to the Administrator that any such decision or order should be modified, annulled or revised, the Administrator may, after giving the persons affected thereby an opportunity of being heard, pass such order thereon as he may deem fit.

**73 Power to Make rules:-** (1) The Administrator may, by notification and subject to the conditions of previous publication make rules for carrying out the purposes of this Act.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may be made for all or any of the following purpose namely æ

a) the salary, allowances and conditions of service of members under section 7;

b) the manner and form in which contracts shall be entered into under section 18;

c) the form of annual housing programme, budget and schedule of staff of officers and servants, particulars of housing scheme and other particulars to be contained in the programme under section 23;

d) the form of notice under section 41;

e) the rate of interest under section 42;

f) the forms of notice under sections 51 and 52 and any other manner in which they may be served;

g) the procedure to be followed in taking possession of any Board premises under Section 51;

h) the manner in which damages under section 52 may be assessed ;

i) the manner in which appeals may be preferred under section 54 and the procedure to be followed in such appeals ;

- j) the conditions subject to which the Board may borrow any sum under section 60;
- k) the manner of preparation, maintenance and publication of accounts under section 61;
- l) the date before which, the form in which, the interval at which and the matter on which reports shall be submitted under section 64;
- m) the time at which and the form and manner in which statistics, returns, particulars and statement shall be submitted under section 65;
- n) the manner in which the Board shall be superseded and reconstituted under section 72;
- o) specifying the bye-laws contravention of any of which shall be an offence, and
- p) any other matter which is to be or may be prescribed under this Act.

### (3) Omitted

74. **Regulations:-** The Board may, from time to time with the previous sanction of the Administrator by notification, make regulations consistent with this Act and with any rules made thereunder-

- (a) for the management and use of buildings constructed under any housing scheme;
- (b) the principles to be followed in allotment of tenement and premises; and
- (c) for regulating its procedure and the disposal of its business.

75. **Powers to Make bye laws:-** (1) The Board may make bye-laws, not inconsistent with this Act and the rules and regulations made thereunder, which may be necessary or expedient for the purpose carrying out its duties and functions under this Act.

(2) No bye-laws made by the Board shall come into force until it has been confirmed by the Administrator with or without modification.

(3) All bye-laws made under this section shall be published in the Chandigarh Gazette.

76. **Penalty for Contravention of bye-laws:-** Whatsoever contravenes a bye-law made under section

75 the contravention of which is prescribed as an offence shall, on conviction, be punished with imprisonment for a term which may extend to one month or with fine which may extend to five hundred rupees or with both.

77. **Penalty for Obstructing etc:-** If any person-

(a) obstructs any person with whom the Board has entered into a contract, in the performance or execution by such person of his duty or of anything which he is empowered or required to do under this Act ; or

(b) removes any mark set up for the purpose of indicating any level or direction necessary to the execution of works authorized under this Act ;

he shall, on conviction, be punished with imprisonment for a term which may extend to one month or with fine which may extend to five hundred rupees or with both.

78. **Authority for Prosecution:-** Unless otherwise provided no court shall take cognizance of any offence, punishable under this Act except on the complaint of, or upon information received from the Board or some person authorized by the Board by general or special order in this behalf.

79 **Registration of Documents Executed on Behalf of Board:-** (1) Notwithstanding anything contained in the Indian Registration Act 1908 (Central Act XVI of 1908), it shall not be necessary for the Chairman to appear in person or by agent at any registration office in any proceeding connected with registration of any instrument executed by him in his official capacity on behalf of the Board or to sign as provided in section 58 of that Act.

(2) Where any instrument is so executed, the registration officer to whom such instrument is presented for registration may, if he thinks fit, refer to the Chairman for information respecting the same and on being satisfied of the execution thereof, shall register the instrument.

**80 Dissolution of Board :-** (1) The Administrator may by notification declare that with effect from such date as may be specified in the notification, the Board shall be dissolved.

(2) With effect from the date specified in the notification under sub- section (1):

(a) all properties, funds and dues which are vested in and realizable by the Board shall vest in and be realizable by the Central Government ;

(b) all liabilities enforceable against the Board shall be enforceable against the Central Government to the extent of the properties, funds and dues vested in and realized by the Central Government.

(3) Nothing in this section shall affect the liability of the Central Government in respect of loans or debentures guaranteed under sub-section (5) of section 60.

**81 Removal of Difficulties:-** (1) If any difficulty arises in giving effect to the provisions of this Act, in consequence of the transition to the said provisions from the provisions of the Act in force immediately before the commencement of this Act, the Administrator may by notification make such provisions as appear to him to be necessary or expedient for removing the difficulty.

(2) If any difficulty arises in giving effect to the provisions of this Act otherwise than in relation to the transition from the provisions of the Acts in force before the commencement of this Act, the Administrator may by notification make such provisions, not inconsistent with the provisions of this Act as appear to him to be necessary or expedient for removing the difficulty.

**The Chandigarh Housing Board  
(Allotment, Management and Sale of  
Tenements) Regulations, 1979**

Notification dated 29th December, 1979

See Gazette Extra Dated 5-1-1980 Page 7-14

No. HB (S) 79/9046--In exercise of the powers conferred by section 74 of the Haryana Housing Board Act, 1971, as extended to the Union Territory of Chandigarh, and all other powers enabling it in this behalf, the Chandigarh Housing Board with the previous sanction of the Administrator, hereby makes the following regulations, namely:-

**CHAPTER I  
General**

1. Short title, application and commencement. -(1) These regulations may be called the -Chandigarh Housing Board (Allotment, Management, and Sale of Tenements) Regulations, 1979.“

(2) These regulations shall apply to those schemes in which built-up properties are to be disposed of by way of sale or hire-purchase lease or in such manner as prescribed by the Board.

(3) These Regulations shall come into force immediately.

2. Definitions. -In these regulations, unless there is anything inconsistent with the context or meaning-

1. "Act" means the Haryana Housing Board Act, 1971, as extended to the Union Territory of Chandigarh;
2. "Allotment Letter" means a letter in such form as may be prescribed by the Board from time to time making allotment of a particular property to an applicant;
3. "Allottee" means a person to whom a property has been allotted by way of sale or hire-purchase or lease or in such manner as prescribed by the Board; This expression for the purposes of regulation 15,27,30 and Chapter IV shall include authorised occupants of the dwelling unit.
4. "Applicant" means a person who has sent an application putting his/her signature or affixing his/her thumb-impression thereon;
5. "Application" means an application made in such form as may be prescribed by the Board from time to time;
6. "Application Register" means a register in which applications received in response to a public notice are entered;
7. "Board" means the Chandigarh Housing Board constituted under section 3 of the Act;
8. "Common portions" means, those portions of the plot or premises which are in common use and includes the land, gateway, enclosure, compound walls, passages, corridors, stair-cases, fitting, fixture, lift, if any, installation whether for water supply or drainage or lighting or any other purpose and all such facilities which are used or intended to be used in common;
9. "Common services" in relation to common portions means the services which are rendered for maintenance, running, keeping in good condition and controlling those common portions, use whereof shall be regulated by the Registered Agency concerned;
10. "Consideration" in relation to a dwelling units/flat or other built-up property or any other property shall include the price fixed by the Board for allotment of such property by way of sale, hire-purchase or lease or in any other manner premium, hire-purchase, lease money and ground rent;
11. "Conveyance/Lease Deed" means an agreement in the prescribed form between the Board and the allottee or hirer or the Registered Agency, as the case may be, by which the title in the property is transferred to the allottee or hirer or the Registered Agency on the terms and conditions specified in the agreement entered into between the parties;
12. "Deposit" means the initial amount payable by an applicant along with his application for securing a property which shall be non-interest bearing unless otherwise declared by the Board to be interest bearing;
13. "Documental Charges" in relation to a document or documents made in pursuance of these regulations means all charges such as stamp charges, writing charges, registration charges, printing charges and plan charges;
14. "Dwelling Unit" means a building or a part thereof which is used or is intended to be used by a family for habitation;
15. "Eligible Person" means a person who is entitled to the purchase of a property in accordance with the provisions of scheme and these regulations;
16. "Flat" means a portion of building with its undivided interest in the common portions and common service which can be delineated with definite outline on plan and which can be definitely marked on site, and which is a heritable and transferable dwelling unit;
17. "Ground Rent" in relation to a plot of land means the annual payment at the prescribed rate to be made by the lessee of the plot to the Board as lessor or the Government;
18. "Hire-Purchase Period" means such period as may be specified for continuance of a tenancy and on the expiry of which hirer become owner and attains lease-hold rights for 99 years after payment of conveyance/lease deed;
19. "Hirer" means a person who has signed the Hire-Purchase Tenancy Agreement; This expression for the purpose of regulations 15, 27, 30 and Chapter-IV shall include authorised occupants of the dwelling unit.
20. "Hire-Purchase" or "Hire-Purchase System" means a system in which a hirer after having paid 25% of the price or such percentage of the price of the property as may be prescribed by the Board in the scheme, executes a hire-purchase tenancy agreement;
21. "Hire-Purchase Tenancy Agreement" means an agreement between the Board and the hirer in the form prescribed in these regulations for disposal of property under the hirer in the Hire-purchase

- System;
22. "Penalty" means an additional amount as laid down in the relevant agreement payable by the allottee or hirer as a consequence of his default in the payment of prescribed dues or for non-compliance of terms and conditions of allotment;
  23. "Property" means the land, the building, all appurtenances and structures thereon, all owned in free-hold on lease or as occupied under competent orders by the Board and all articles of personal property of the Board intended for use in connection therewith;
  24. "Property Circumstances" includes the nature and condition of the building" and premises, the type and the nature of construction, specification adopted there for, material used and the workmanship, stability or durability of the structures, the type of accommodation, pattern of installation, fittings; fixtures and other amenities and all such other things that constitute the property as they exist in the building or premises concerned;
  25. "Registered Agency" means a body registered under these regulations for carrying out the provisions of these regulations and agreement made thereunder relating to common portion and common services;
  26. "Scheme" means a scheme prepared by the Board for the construction of a group of houses for dwelling purposes;
  27. "Service Charges" means the amount which the allottee or hirer has to pay as a monthly charge for the maintenance of common portion and common services;
  28. "Tenancy Stipulations in relation to a hirer" means the stipulations for the tenancy prescribed under these regulations."

3. Execution of agreements. -All agreements made under these regulations shall be executed on behalf of the Board by the Chairman or such other officer as may be authorised by him in this behalf.

## CHAPTER II

### Terms and Conditions for Disposal or Property

4. **Disposal of Property.** -(1) The disposal of a property shall be effected by either hire-purchase or sale on lease-hold basis for 99 years or in such manner as prescribed by the Board.

(2) The disposal of property shall be subject to such terms and conditions as may be decided by the Board from time to time or as may be imposed on the Board by the Chandigarh Administration, from time to time.

5. **Fixation of Price.** -Notwithstanding anything to the contrary, the Board shall determine and if considered essential, may revise consideration from time to time and wherever the consideration is revised, it shall also determine the manner in which the revised consideration is payable and such determinator, both original or revised, shall be final; and the allottee or hirer shall be precluded from making complaint or raising objection setting up any claim in this behalf at any stage.

6. **Eligibility of Allotment.** -(1) A dwelling unit or flat in the Housing Estate of the Board shall be allotted only to such person who or his wife/her husband or any of his/her minor children does not own on free-hold or lease-hold or on hire-purchase basis, a residential plot or house in the Union Territory of Chandigarh or in any of Urban Estates of Mohali or Panchkula. Further, persons who have been allotted a residential plot/ dwelling unit in the Union Territory of Chandigarh or in any of the Urban Estates of Mohali or Panchkula, through Government/Semi-Government/ Statutory Corporation/ Board/ Municipal Committee/Corporation/Registered Society like A.W.H.O. or a Co-operative House Building Society, in their name or in the name of their spouse or any minor children, shall also not be eligible for allotment of a dwelling unit or flat. The applicant shall further continue to fulfill eligibility conditions from the date of opening of the scheme up to the date of delivery of possession of the dwelling unit by the Chandigarh Housing Board.

In addition to the above provisions, the applicant should be a bonafide resident of U.T., Chandigarh on the date of opening of scheme.

(2) The applicant shall furnish an affidavit in the prescribed form with regard to his eligibility along with the application. In the event of the affidavit being found false at any stage, the Board shall be entitled to cancel the registration or the allotment of dwelling unit or flat as the case may be, and to forfeit the deposit received with the application and all the payments made to the Board thereafter.

(3) The Board shall have the right to impose any additional condition of eligibility as may be determined and notified from time to time.

**7. Manner of payment of price and Allottee's Obligations.** - (1) When a property is disposed of by sale, every applicant shall deposit a sum equal to 25 per centum of the consideration money of the property or such amount as may be specified in the scheme. Such deposit shall be non-interest bearing unless otherwise declared by the Board to be interest bearing.

(2) An applicant to whom the property has been allotted shall have to pay the balance amount of the consideration money (i.e. after adjusting the deposit) as may be specified in the allotment letter either in lump-sum or in such number of instalments as may be prescribed therein.

(3) If payment of the balance of consideration money is made in instalments, the allottee shall have to pay interest on the balance amount of premium at the rate as may be fixed by the Board by prior intimation.

(4) In case any instalment is not paid by the allottee by the due date, a notice shall be served on him calling upon him to pay the instalment within a month together with penalty which may extend upto 25 percent of the amount due. If the payment is not made within the said period or such extended period as may be allowed by the Board but not exceeding three months in all, from the date on which the instalment was originally due, the Board may cancel the allotment and forfeit the whole or part of the consideration money and ground rent already paid in respect of the property and thenceforth the property shall vest in the Board.

(5) In case of an applicant who has not been allotted any property, the deposit made with the application shall be considered as deposit under any scheme which the Board may frame for further allotment of the dwelling unit unless the applicant applies for the refund of the said amount.

(6) The Board shall have the sole and exclusive right over the deposit till it is adjusted or refunded with or without deduction as provided in these regulations and the applicant shall execute all necessary documents as may be directed by the Board from time to time in this behalf to enable the Board to deal with such money.

(7) The allottee shall not sell, alienate, transfer or otherwise part with the possession of the whole or any part of the said property till he becomes the owner or for a period of 10 years from the date of actual possession whichever is later except that -

(i) a lease for a period not exceeding 5 years at a time may be created.

(ii) the right, title and interest of the allottee may be mortgaged in favour of the Government, Life Insurance Corporation or any Scheduled bank or any corporate body such as corporations and boards in order to raise loan for the payment of price of built up house to the Board, subject to first charge on the property for the unpaid portion of purchase price and other dues outstanding towards the allottee remaining in favour of the Board:

Provided further that such mortgage lease, etc, can only be created with the prior permission of the Board and the Board will be competent to impose any condition while granting such permission.

Notwithstanding anything contained in sub-regulation (7) above, the Administrator, may at his discretion and for reasons to be recorded in writing permit the allottee in genuine cases of hardship or on humanitarian grounds as he deems fit to sell, alienate, transfer or otherwise part with possession of the whole or any part of the said property after he has made the full payment of the property to the Board.

**8. Manner of payment of Hire purchase price.** -(1) The hire-purchase deposit shall be a sum as may be decided by the Board from time to time. Such deposit shall be payable along with the application and it shall be non-interest bearing unless the Board otherwise provides in the scheme. Such deposit shall be adjusted at the time of allotment of dwelling unit.



(2) In the case of any applicant who has not been allotted any property, the deposit specified in sub-regulation-(i) above shall be considered as deposit under any scheme which the Board may frame thereafter unless the applicant applies for the refund of his amount.

(3) In the case of an applicant to whom an allotment letter has been issued and who has failed to fulfill the requirements as specified in the allotment letter, a sum up to 20 per centum of the deposit shall be forfeited and the balance refunded.

**9. Period of Hire-purchase.** - The hire-purchase period shall be such as may be provided in each scheme framed by the Board under these Regulations.

**10. Monthly instalments and Hirer's Obligations.** -(1) Subject to the provisions of Regulation 7, the balance of hire-purchase price of the property including interest thereon at such rates as may be fixed by the Board shall be recovered in such number of monthly instalments as may be specified in each scheme. The amount of each instalment shall also be such as may be fixed by the Board in every case:

Provided that the hirer may make the payment of the balance of the consideration money in lump sum.

(2) The hirer shall not sell, alienate or transfer any of his rights or interest in the said property or otherwise part with the possession of the whole or any part of the said property till he becomes the owner or for a period of 10 years from the date of actual possession, whichever is later, subject to the under mentioned exception :-

(i) lease for a period not exceeding 5 years at a time may be created.

(ii) the right, title and interest of the hirer can be mortgaged in favour of the Government, L.I.C. or any Scheduled Bank or coporate body in order to raise loan for the payment of price of built-up house to the Board. Provided the Board shall have first and paramount charge on the said property for the unpaid portion of purchase price and other dues outstanding against hirer including penalty, if any:

Provided further that such mortgage, lease, etc, can only be created with the prior permission of the Board and Board will be-competent to impose any condition while granting such permission.

Notwithstanding anything contained in sub-regulation (2) above, the Administrator may at his discretion for reasons to be recorded in writing permit the hirer in genuine cases of hardship or on humanitarian grounds as he deems fit to sell, alienate or transfer any of his rights or interests in the said property or otherwise part with the possession of the whole or any part of the said property after he has made the full payment of the property to the Board.

**11. Use of Property.** -(1) The allottee or the hirer shall be bound to comply with the conditions as to use, if any, imposed either under the letter of allotment or hire-purchase tenancy agreement, or lease deed as the case may be, as well as any conditions imposed on the Board by the Government while transferring land to the Board.

(2) The allottee, hirer and any other person occupying the property shall abide by the provisions of the Capital of Punjab (Development and Regulation) Act, 1952 and the rules made thereunder: Provided where the person occupying the property is other than allottee or hirer, as the case may be, the responsibility to abide by the above stated Act and Rules shall be joint and several on the part of occupant, allottee or hirer as the case may be.

**12. Payment of Documental Charges.** - All documental charges shall be borne by the allottee or hirer.

**13 Payment of Rents, Fees, etc.** -All rents, fees, taxes, charges assessments, Municipal or otherwise and other levies of whatsoever nature shall be borne by the allottee or hirer as the case may be and shall be payable by the allottee or hirer within the period specified in this behalf;

Provided that in every case of default of payment of rent or damages by the allottee or hirer, the Board shall have the power to recover the same as arrears of land revenue in accordance with the provision, of section 52 of the Act.

**14. Allottee/Hirer precluded from objecting to property circumstances.** - The Board shall offer the property on hire purchase or sale on the basis of property circumstances that exist at the time of allotment or delivery of possession whichever is later. The allottee or hirer shall fully make himself conversant

with the property circumstances and he shall be precluded from making Complaint or raising objections or setting up claims regarding the property circumstances at any subsequent state.

**15. Administration of common Portions/Services.** -(1) The Registered Agency shall be responsible for the maintenance, up-keep, running, control and regulation for use of common portions and common services of each block in a Housing Estate and it shall be the duty of such agency to administer these common portions and common services in accordance with the relevant agreement. The allottee/hirer shall be liable to pay to the Registered Agency, the charges for the purpose as decided by the Board. Such charges shall be deemed to be included in rent. In case of failure on the part of allottee/hirer to make such payment, the Board shall have the power to recover such amount as arrears of land revenue.

(2) In case of multi-storeyed buildings the allottees or the hirers, as the case may be, of the particular portion/flat/dwelling unit of a building on any particular site shall be jointly and severally liable in respect of the conditions of transfer of the site.

**16. Transfer of Registration/Property.** -Notwithstanding anything contained in these regulation, the Board may transfer the registration number or any property after a period of 5 years from the date of physical possession by imposing such terms and conditions as it may deem fit:

Provided that allottee/hirer, who has been allotted a dwelling unit out of discretion any quota shall not be allowed to transfer his/her rights or interests in the dwelling unit for a period of 10 years from the date of physical possession or till he/she becomes owner, whichever is later.

**17. Cancellation of lease.** -The Board may cancel the lease of any allottee or hirer of a particular portion/flat on the grounds of breach of any conditions of allotment and forfeit whole or part of the money already paid to the Board and thenceforth the property shall vest in the Board:

Provided a reasonable opportunity of being heard is provided to the allottee/hirer before cancelling the lease.

### **CHAPTER III**

#### **PROCEDURE FOR DISPOSAL OF PROPERTY**

**18. Issue of Public Notice.** -The Chairman or the officer authorised by him in this behalf, shall cause a public notice to be issued, in at least two newspapers having wide circulation in the Union Territory, Chandigarh and in the manner prescribed by him inviting applications for the allotment of property.

**19. Form of Application.** -(1) The application shall be made in the prescribed form to the Chairman, Chandigarh Housing Board.

(2) All applications received shall be entered serially in the application register.

**20. Application to be acknowledged.** - The person receiving the application shall give an acknowledgement of the application.

**21. Rejection of invalid application.** -An application which is incomplete in any respect shall be returned to the applicant and he shall be asked to rectify the defects pointed out to him and if he fails to rectify the defects within the stipulated period, his application thereafter shall not be entertained.

**22. Constitution of Property Allotment Committee** - The Board shall for the purpose of allotment of property under these regulations constitute a committee to be called the Property Allotment Committee consisting of not more than five members of whom one shall be appointed as a Chairman.

**23. Scrutiny of Applications.** -The committee shall determine which of the applicants are eligible for allotment and the decision of the committee in this regard shall subject to an appeal to the Board within thirty days of the decision of the committee, be final.

**24. Allotments.** -The allotment of property to the eligible persons shall be made by draw of lots under the supervision of the committee or in such other manner as may be determined by the Board.

**25. Reservation of Dwelling units or Flats.** -Unless otherwise provided or specified by the Board, out of the total number of dwelling units/flats, the reservation in favour of the applicants shall be to the extent of -

(i) 12 Per cent of the total dwelling units/flats in each category in favour of applicants belonging to scheduled castes and scheduled tribes as notified for the Union Territory of Chandigarh;

(ii) 5 per cent of the total number of dwelling units/flats in favour of defence/ex-defence personnel including pensioners belonging to the defence forces;

(iii) 5 per cent in favour the other Backward Classes as are notified or specified by the Chandigarh Administration;

(iv) 5 per cent of the employees of the Punjab and Haryana Governments' and the U.T. Administration who have retired or who may retire within three years from the date of opening of the Scheme;

(v) 1 per cent in favour of the blind and physically handicapped persons having minimum of 40% disability supported by a certificate to this effect issued by the Medical Board constituted by the Principal Medical Officer and countersigned by the District Magistrate Chandigarh :

Provided that if sufficient applications are not forthcoming from any of the reserved categories mentioned above another attempt shall be made to invite applications from the aforesaid categories of persons and if on second attempt sufficient applications are not forth coming the half of the reserved dwelling unit/flats shall be allotted to the applicants in the general category.

**26 Discretionary Allotments.** -The Administrator, may in his discretion allot 5% of the total number of dwelling units/flats under any scheme to any person. Provided that the allotments of flats/dwelling units under the discretionary quota, shall be made only to the persons falling under any one of the following categories and who fulfill the eligibility criteria laid down in regulation 6, namely:-

(i) War widows of defence services personnel/para-military/police personnel killed in counter insurgency operation and border incidents.

(ii) Persons who have suffered 50% or more disability in war, counter insurgency or counter terrorism operations anywhere in India.

(iii) Widows of victims of terrorism.

(iv) Persons who have performed acts of heroism to save human lives.

(v) Gallantry award winners and persons who have distinguished themselves in any field such as sports, social welfare, education and academics or Fine Arts at the National level.

**27. Formation of Groups of Allottees.** -The committee shall prepare a final list of allottees/hirers and shall place them in such group or groups as may be deemed expedient for the purpose of constituting a Registered Agency.

**28. Entry of final list of allottees in a Register.** -On the basis of final list of allottees/hirers, an allotment register shall be prepared in which names and other particulars of allottees/hirers shall be entered.

**29. Issue of Allotment Letter.** -Intimation about allotment shall be sent by registered post or through a messenger of the Board to all persons who have become entitled to allotment of a dwelling unit/flat.

**30. Intimation about grouping of allottees/hirers.** -(1) Intimation about allotment mentioned in regulation 29 shall include the grouping of allottees/hirers for the purpose of formation of Registered Agency, if any, as determined by the committee.

**31. Hire-purchase Tenancy Agreement.** -(1) Each hirer shall execute a hire-purchase tenancy agreement in such form as may be prescribed by the Board before being given actual possession.

(2) Each hirer shall before executing the said agreement, pay to the Board the installment of the price as provided in regulation 10.

**32. Handing over of possession.** -(1) The Possession of the property shall be handed over to the hirer on the fulfilment of the following conditions:--

(a) The hirer has paid the' first installment and such other dues as have been demanded by the Board;

(b) The hirer has executed the agreement mentioned in regulation 31

(2) In case of disposal of property by way of sale, the possession of the property shall be handed over to the allottee, after such allottee has paid 25 per cent of the consideration amount or such amount as is prescribed by the Board.

#### **CHAPTER IV --REGISTERED AGENCY**

**33. Formation and Function of Registered Agency.** -(1) All persons who have been grouped under regulation 17 shall constitute themselves to a Registered Agency (hereinafter called Agency) under these regulations which shall include as its objects the following :-

(i) To discharge such duties and responsibilities as are specified in these regulations and the agreements made thereunder for the proper maintenance, running, upkeep and keeping in good repair Common portions and common services of such property as have been allotted to its constituent members ;

(ii) To pay on behalf of the Agency and on behalf of each constituent member of such Agency all rates, taxes, fees, charges, assessments municipal or otherwise and other levies of whatsoever nature as provided in the regulations and agreements executed with the Board;

(iii) To look after the interest of constituent members;

(iv) To execute with the Board agreements, lease-deed or documents, as specified in these regulations,--

(2) The Registered Agency shall be responsible at its own cost for carrying out current as well as special repairs to and maintenance of the common portions and common services to the satisfaction of the Board and in accordance with the provision of the relevant agreement ;

Provided that in case of failure in the discharge of such responsibility on the part of the Registered Agency, the Board may discharge it and the expenses thus incurred by the Board (whose decision as to the amount of such expenses shall be binding on the Agency) shall be recoverable from the Agency as arrears of land revenue.

**34. Constitution of Registered Agency.** -The constitution of the Agency and the bye-laws governing its/functioning shall be such as may be approved by the Board.

**35. Application for Registration.** -(1) Every such Agency shall make an application to the Chairman for registration under these regulations.

(2) The Chairman after he is satisfied that the constitution of the Agency is in accordance with these regulation, shall register such Agency and issue a certificate of registration, to the Agency and a certificate of membership to each constituent member of the Agency. Further, if so directed by the Chairman, the Agency shall get itself registered under the Societies Registration Act, 1960 within such period as may be prescribed by the Chairman.

**36. Execution of documents by Agency.** -No hire-purchase agreement, lease-deed or other documents shall be executed with the Agency until the requirements of regulation 35 have been completed.

**37. Election of Managing Committee.** -The Chairman or any other officer authorised by him shall, as early as possible, call a meeting of the Agency for electing a President, Vice-President, Secretary, Treasurer and one member who shall together constitute the Managing Committee of the Agency.

**38. Time Limit for Execution of Agreement.** -The Agency shall within such period as may be prescribed by the Chairman execute the agreement in regard to common portions and common services with the Board.

**39. Responsibility of registered agency about Services.** -The Agency and each of its constituent member shall be responsible for ensuring that:-

- (a) No damage or deterioration to the property handed over in terms of the agreement under these regulations, is caused;
- (b) no installation or equipment connected with or provided as part of water supply, sewerage, storm water, drainage, electricity or other service shall be tampered with;
- (c) no construction within the property shall be made otherwise than with the prior sanction of the Board ;
- (d) no obstruction to a person duly authorised shall be caused so as to create difficulties in the discharge of his duties in connection with the matters arising out of the management of property ; and
- (e) no obstruction to common portions shall be caused or misuse of the property shall be made such as ;
  - (i) occupying common passages, staircases, approaches and the like;
  - (ii) throwing garbage or refuse within the precincts of the property or outside it ;
  - (iii) Keeping a vehicle so as to obstruct the free movement; and
  - (iv) creating insanitation or nuisance.

**40. Liability of Constituent Member.** -The liability of each constituent member shall be limited to the liability prescribed in the constitution of the Agency as laid down in these regulations;

**41. Control by the Board over the affairs of the Agency.** -The chairman as the registering authority shall have the power to:-

- (i) call for the information from the Managing Committee or any constituent member of the agency in connection with the affairs of the agency ;
  - (ii) regulate the relations between a constituent member and the agency;
  - (iii) call an extraordinary meeting of the Managing Committee or of the general body of the agency if in his opinion such a meeting is necessary or desirable;
  - iv) inspect on a complaint such record and account of the Agency as he may deem fit;
  - (v) issue any directive for securing the efficient functioning of the affair of the agency which shall be binding on the agency; and
  - (vi) revoke registration of the Agency for good and sufficient reasons to be recorded in writing.
- (2) Where the registration of an agency has been revoked in pursuance of regulation (vi) of this regulation, the Chairman may either direct the formation of a new Registered Agency or take over functions of the Registered agency himself.
- (3) Any dues payable to the Board by the Agency or its constituent members shall be deemed as rent and shall be recoverable by the Board as arrears of land revenue.
- (4) If any dispute or difference of opinion arises between the President of the Managing Committee or the Managing Committee and constituent member of amongst members inter se or between any party connected with the property by which the Agency and the constituent members are concerned in terms of agreements with the Board, such dispute or difference of opinion shall be decided by the Chairman or by his authorised representative after hearing the parties concerned and his decision shall be final.

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## CHAPTER V

### HIRE-PURCHASE TENANCY AND TRANSFER OF OWNERSHIP

**42. Status of hirer.** -During the subsistence of Hire-purchase period, a hirer shall remain the tenant of the Board and shall have no right except those under tenancy. He may, however, sub-let the premises under intimation to the Board and, in doing so; it shall be the liability of the hirer to ensure that none of the terms and conditions of allotment /hire-purchase is violated.

**43. Enforcement of Provisions of agreement.** -If the hirer of the Registered Agency as the case may be, fails to do anything or refrains from doing a thing as required by the agreement executed under the

regulations, the Board shall have the power to get such things done or prevent such things being done at the risk and cost of the defaulting party.

**44. Transfer of ownership to hirer.** -The hire shall cease to be a tenant and shall become the owner of the property only after the last instalment of hire-purchase and all other dues have been paid by him to the Board and the transfer of the property to him has been effected through a conveyance deed lease deed executed in such form as may be prescribed by the Board and the common portions and common/services, if any, have also been taken care of.

**45. Transfer of ownership to Allottee/Lessee.** -When the property is disposed of by way of sale, the allottee/lessee shall become the owner only after the full price and all others dues have been paid by him to the Board and the transfer of the property has been effected through a conveyance/lease deed executed in such form as may be prescribed by the Board and the common portions and common services, if any, have also been taken care of.

**46. Lease Deed for Land Under Flats.** -(1) The land under and appurtenant to a property shall be allotted on lease-hold basis to the owners of the property on such terms and conditions as may be determined by the Board or as may be imposed on the Board by the transferor (Government) from time to time.

(2) A lease deed for the land specified in sub-regulation (1) shall be drawn up and executed in such form as may be prescribed by the Board.

**47. Status of flat.** -Each flat, together with its undivided interest in the common portions and common services, appurtenant to such flat, shall for all purposes constitute heritable and transferable immoveable property within the meaning of any law for the time being in force and accordingly, a flat owner may transfer, subject to the provision of these regulations and any law in force, his flat and the percentage of undivided interest in the common portions and common services appurtenant to such flat by way of sale, mortgage, lease, gift, exchange or in any other manner whatsoever in the same manner, to the same extent and subject to the same rights, privileges and obligation, liabilities, investigations, legal proceedings, remedies and to penalty, forfeiture and punishment as any other immoveable property or make a bequest of the same under the laws applicable to the transfer and succession of immoveable property :

Provided that the common portion and common services shall remain undivided and no flat owner or any other person shall bring any action for partitions or division of any part thereof: Provided further that each flat owner may use common portions and common services in accordance with the purpose for which they are intended without hindering or encroaching upon the lawful rights of the other flat owners.

**48. Decision of the Board to be final.** -If in or in connection with the exercise of its powers and discharge of its functions by the Board, any dispute arises between the Board and the Registered Agency, an allottee or a hirer, the decision of the Board on such dispute shall be final.

**49. Delegation of powers.** -The Board may delegate all or any of its powers under these regulations to the Chairman or to any of the members or officers of the Board.

**50. Relaxation.** -Power to relax any of the provisions of these Regulations in any case or cases or exceptional circumstances to be recorded in writing shall rest with the Board.

**51. Removal of Doubts.** -If any doubt arises as to the interpretation of any provisions of these regulations, the matter shall be referred by the Board to the Administrator or such other authority, as may be specified by the Administrator and the administrator of such authority shall decide the same.

## **The Housing Board, Chandigarh (Eviction from Board Premises) Rules, 1979**

Notification dated 22nd January, 1979.

(See Chandigarh Administration Gaz. (Extra) Dated 22.1.1979 Page 35-38)

No. 6919 UTFI(2) 78/1321. --With reference to Chandigarh Administration, Finance Department notification No. 6919-UTP(2)-78/19007, dated the 9th November, 1978, and in exercise of the powers conferred by sub-section [1] of section 73 of Haryana Housing Board Act, 1971; as extended to the Union Territory, of Chandigarh, is pleased to make the following rules namely :-

1. **Short title.** -These rules may be called the Housing Board, Chandigarh (Eviction from Board Premises) Rules, 1979.

2. **Definitions.** -In these rules unless the context otherwise requires:

- (1) 'Act' means the Haryana Housing Board Act, 1971, as extended to the Union Territory of Chandigarh;
- (2) 'Form' means a form appended-to-these rules;
- (3) 'Section' means a section of the Act;
- (4) All other words and expressions used but not defined in these rules and defined in the Act shall have the meaning respectively assigned to them in the Act.

3. **Forms of Notice, Sections 51 and 52.** -The notices shall be served under sections 51 and 52 in the following forms, namely :-

- (a) under the proviso to sub-section (1) of section 51, as in form A;
- (b) under sub-section (1) of section 52, as in form B ;
- (c) under sub-section (1) of section 52, as in form C ;
- (d) under sub-section (2) of section 52, as in form D ;

4. **Mode of Service of Notice, Sections 51 and 52.** -(1) A notice under sections 51 and 52 shall be served in any or all of the following manners, namely :-

(i) By delivering or tendering the notice to be served to the person to whom it is addressed and if such person is not found, to some other adult member or agent of his family and signatures of such person or family member or agent to whom the notice is delivered or tendered shall be obtained in token of acknowledgement of the service and such signatures shall be deemed to be the prima facie proof of service.

(ii) By registered post, acknowledgement due, addressed to the person or his agent empowered to accept service, at the place where the person or his agent ordinarily resides or comes on business or personally works for gain; and the acknowledgement purporting to be signed by the person or his agent or the postal article containing the notice is received back with an endorsement purporting to have been made by a postal employee to the effect that the person or his agent, as the case may be has refused to take delivery shall be deemed to be the prima facie proof of service.

(iii) By affixing a copy of notice on the outer door or some other conspicuous part of the premises from which the person is sought to be evicted, in the presence of two persons of the locality and the report of the person affixing the notice that he has so affixed the notice in presence of two persons shall be deemed to be the prima facie proof of service.

(2) The notice under sub-rule (1) of rule 4, may be served by any person in the service of the Board, or by any other person so authorised by the competent, authority in this behalf, either by general or special order.

**5. Manner of taking possession, Section 51 (2).** -(1) For the purpose of taking possession of the premises under sub-section (2) of section 51, the competent authority or any officer or official empowered by him in this behalf may enter the premises at any time except before sunrise and after sunset.  
(2) If any obstruction is offered or in the opinion, of the competent authority is likely to be offered, to the taking of possession of any premises, the competent authority may obtain necessary police assistance.  
(3) Where any premises, the possession of which is to be taken under this rule is found locked, the competent authority or any officer or official empowered by him in this behalf may either seal the premises, or in the presence of two witnesses break open the locks or open or cause to be opened any door, gate or other barrier, and enter the premises, provided where any premises are forced open an inventory of the articles found in the premises shall be taken in the presence of the two witnesses.

**6. Assessment of damages for un-authorized occupation, section 52.**

(1) In assessing damages for unauthorised use and occupation of any of the Board premises the competent authority shall take into consideration the following matters, namely :-  
(a) the purpose and the period for which the Board premises were in unauthorised occupation;  
(b) the nature, size of the premises and standard of the accommodation, available on such premises;  
(c) the market rent of the premises for the period of unauthorised occupation, such rent being calculated in accordance with the rules of the Chandigarh Administration or the formula, if any, decided by the Administrator from time to time ;  
(d) any damage done to the premises during the period of unauthorised occupation;  
(e) any other matter which, in the opinion of the competent authority, is relevant for the purpose of assessing the damages.  
(2) Before assessing the damages, the competent authority shall give the person in unauthorised occupation a reasonable opportunity of being heard.

**7. Procedure of appeal, section 54.** -(1) An appeal preferred under section 54 shall be in the form of a memorandum signed by the appellant and shall set forth concisely the grounds of appeal and shall be accompanied, unless the Appellate Authority dispenses with, by a copy of the order appealed against.

(2) On receipt of the appeal and after calling for and perusing the records of the proceedings before the competent authority, the appellate Authority shall fix a time and place for the hearing of the appeal and shall give notice thereof to the appellant and the Board

(3) The notice to be served on the respondent shall be accompanied by a copy of the memorandum of appeal.

(4) On the day fixed or on any other day to which the hearing may be adjourned, the Appellate authority shall hear the Appellant and then the Respondent and the Appellate Authority shall have power to call for such further information from the parties as he may consider necessary.

(5) (i) Where on the day fixed or on any other day to which the hearing may be adjourned the appellant does not appear when the appeal is called on for hearing, the Appellate Authority may make an order that the appeal be dismissed provided the Authority is satisfied that the Appellant does not appear wilfully.

(ii) Where the appellant appears and the respondent does not appear the appeal may be heard ex parte.

(6) Where an appeal is dismissed under sub-rule (1) of rule 5 or is heard ex parte under sub-rule (2) of rule 5, the appellant or the respondent, as the case may be, may apply to the Appellate Authority for the re-admission of the appeal; and where it is proved that the appellant or respondent, as the case may be, was prevented by any sufficient cause from appearing when the appeal was called on for the hearing, the Appellate Authority shall readmit the appeal on such terms and conciliations as he considers fit.

(7) The Appellate authority shall dispose of the appeal as expeditiously as possible and his findings shall be in writing and be communicated to the appellant, and a copy of it shall be sent to the Board.

**Chandigarh Housing Board (Sites and Services Complex Allotment) Regulations, 1979**

(See Chandigarh Administration Gaz. Notification dated 24th October, 1979 at page 425)



No H/B (S)--79/7390-- Whereas the Chandigarh Housing Board have developed the Sites and Services Complex in Dadu Majra (West of sector 38) and Karsan (near Industrial Area, phase II) in the Union Territory of Chandigarh by raising loan assistance from the Housings and Urban Development Corporation Ltd. New Delhi:

And whereas Chandigarh Administration have framed a suitable policy for the allotment of such sites under the provisions of the "Licensing of Tenements and Sites and Services Scheme, 1979": and sub-rule (2) of the rule 10 thereof provides that the sites developed or to be developed by the Chandigarh Housing Board in the Sites and Services Complex may be allotted to the persons eligible under this scheme on hire purchase basis on a price to be determined by the Chandigarh Housing Board:

Now, therefore, in exercise of the powers conferred by section 74 of the Haryana Housing Board Act, 1971, as extended to the U.T. of Chandigarh, and all other powers enabling it in this behalf, the Chandigarh Housing Board, with the previous sanction of the Administrator, hereby makes the following regulations, namely :-

1. (1) These regulations may be called "The Chandigarh Housing Board (Sites and Services Complex Allotment) Regulations, 1979."

(2) These regulation shall apply to the "Sites and Services Complexes" in the Union Territory of Chandigarh as developed or to be developed by the Chandigarh Housing Board.

(3) These regulations shall come into force at once.

2. All terms and phrases used in these regulations shall have the same meaning as defined in the "Licensing of Tenements and Sites and Services Scheme, 1979."

3. (1) All persons eligible for allotment of sites and under the Licensing of Tenements and Sites and services Scheme, 1979 shall also be eligible for allotment of sites under these regulations ;

(2) Processing of the applications of the person eligible till final allotment shall also be on the basis of the provisions of the "Licensing of Tenements and Sites and Sites and Services Scheme, 1979."

4. Unless otherwise provided or specified by the Chandigarh Housing Board:-

(1) the allotment of the sites to the persons eligible shall be on hire-purchase basis under the terms and conditions prescribed by the Chandigarh Housing Board;

(2) the allotment of commercial sites in the Sites and Services Complexes shall be on rental basis on the terms and conditions prescribed by the Chandigarh Housing Board.

5. Notwithstanding anything to the contrary, the allotment in the Sites and Services Complex developed by Chandigarh Housing Board shall be subject to the provisions of rules, regulations and bye-laws framed by Chandigarh Housing Board.

## **Notifications**

(i) Date of Commencement of the Act--No. 25 (GOI) UTFI (1)- 75/2695--In exercise of the powers conferred by sub-section (3) of the Haryana Housing Board Act, 1971 as is applicable to the Union Territory of Chandigarh, the Administrator Union Territory Chandigarh, hereby appoints the 1st day of March, 1975 as the date on which the said Act shall come into force. [See Chandigarh Administration Gaz. (Extra) dated 19-2-75 P. 37]

(ii) Constitution of Chandigarh Housing Board -No. 781-UTFI (1)--75/2698 --(1) In exercise of the powers by sub-section (6) of section (3) of Haryana Housing Board Act, 1971 as in force in the Union Territory of Chandigarh the Administrator, Union Territory Chandigarh is pleased to constitute the Housing Board, Chandigarh consisting of one person and appoint the Finance Secretary, Chandigarh Administration to perform the duties and discharge the functions of the Board under the aforesaid Act

(2) This shall come into force with effect from the 1st March, 1975. [See Chandigarh Admn. Gaz. (Extra) dated 19-2-1975 page 37]

(iii) Appointment of Chairman of Chandigarh Housing Board. --On the expiry of the existing term of the Chandigarh Housing Board and its Chairman, on the 3rd May, 1993, the Administrator, Union Territory, Chandigarh, in exercise of the powers vested in him under sub-section (6) of section 3 of the Haryana Housing Board Act, 1971, as extended to the Union Territory, Chandigarh, is pleased to constitute, the Chandigarh Housing Board; constituting of Shri Ramesh Chandra, Adviser to the Administrator, Union Territory, Chandigarh, as its Chairman, in addition to his own duties as Adviser with - immediate effect till further orders. [See Chandigarh Admn. Gaz. (Extra) dated 3rd May, 1993]

Sr. No	Name of the Act.	Name of the Rules	Name of The Manuals	Instructions (Write circular No. / date)	Any other Record/Documents
1	Haryana Housing Board Act-1971 extended to U.T., Chandigarh	-	CPWD works manual	-	<ul style="list-style-type: none"> <li>-Sexual harassment committee.</li> <li>-Committee for condemnation of vehicles.</li> <li>- Committee for Auction of Vehicles</li> <li>-Committee for condemnation and purchase of furniture.</li> <li>-Need-based-changes examination committee.</li> <li>- Allotment/change of rental accommodation committee.</li> <li>-ACs/Water-cooler condemnation committee.</li> </ul>

## **In addition the following Laws are also applicable to CHB**

### **Acts**

1. Capital of Punjab (Development & Regulations) Act, 1952.

### **Rules & Regulations**

1. The Chandigarh Conversion of Residential Lease Hold Land Tenure into free hold land Tenure Rules, 1996
2. The Punjab Capital (Development and Regulation) Building Rules, 1952.
3. Chandigarh (Sale of Sites and Building) Rules, 1960.
4. The Chandigarh Lease Hold of Sites and Building Rules 1973.
5. Chandigarh Housing Board (Officers & Servants) Service Regulation-2003.
6. Chandigarh Housing board (Allotment of House on Rental Basis) Office Order
7. Chandigarh Estate Rules, 2007.

### **Important Schemes Floated by CHB.**

1. Low Income Group (Allotment of Sites) Schemes, 1979.
2. Chandigarh Allotment of Land to Co-op House Building Societies Scheme, 1991
3. Chandigarh Allotment of Dwelling Units to the Oustees of Chandigarh Scheme, 1996
4. Chandigarh Allotment of land to the persons with disabilities Scheme, 2000
5. Chandigarh Small Flats, Scheme, 2006

## ANNEXURE-6

### PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b) (vi) OF THE RIGHT TO INFORMATION ACT, 2005

(Statement of the categories of documents that are held or under control)

Name of the Department : CHANDIGARH HOUSING BOARD, CHANDIGARH

#### Engineering Section

i)	Agenda & Minutes of Board meetings, Pre/Post Qualification Sub-Committee meetings and Tender Committee meetings
ii)	Estimates for AA, TS
iii)	Agreements.
iv)	Measurement Books
v)	Contractors' Ledgers
vi)	Correspondence with other Deptt.
vii)	Office order file
viii)	Arbitration cases
ix)	Court cases
x)	Acquaintance Roll
xi)	Muster Roll
xii)	Contractor's bills
xiii)	Duplicate Vouchers
xiv)	CPWD Manual & Specifications
xv)	Detailed Estimate
xvi)	Analysis of Rates
xvii)	Noting Files
xviii)	ACRs
xix)	DNITs
xx)	Tender Documents
xxi)	PQ Documents
xxii)	Work Charge Establishment record.
xxiii)	Correspondence related to works/Arbitration
xxiv)	Furniture & fixture Register
xxv)	Bills Register
xxvi)	Fixed charged Register
xxvii)	Muster Roll Register
xxviii)	P.W. Deposit Register (Securities of Contractor's)
xxix)	T&P Register
xxx)	Bin Cards of store
xxxi)	Testing Charges Register
xxxii)	Complaint Register
xxxiii)	Water/Electricity consumption bill Register
xxxiv)	Diesel Consumption Register

### Administrative Section

<b>Sr. No.</b>	<b>Category of documents</b>	<b>Maintained by</b>
1.	Allotment Files	Record Room Manager/AO-I
2.	Cash Books	Respective branches/SO-II
3.	Ledgers	Respective branches/SO-II
4.	Vouchers	Respective branches/SO-II
5.	Correspondence /meeting files	Respective Section/Admn. Branch
6.	Property Register	
	a) Fixed Asset Register	Engineering Section
	b) Non fixed Asset Register	Chief Accounts Officer

**ANNEXURE-7**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4(1) (b) (vii) OF THE RIGHT TO INFORMATION ACT, 2005**

**(The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof.)**

**Name of the Department : CHANDIGARH HOUSING BOARD, CHANDIGARH**

<b>Sr. No.</b>	<b>Details /Type of arrangements made</b>
1.	There are 3 non-official members inducted in the Board constituted by the Chandigarh Administration for representing the public in relation to the formulation of policy or implementation thereof.  Besides above, due consideration is given to the representations / issues raised by the public.

**ANNEXURE-8**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4(1) (b) (viii) OF THE RIGHT TO INFORMATION ACT, 2005**

**(Statement of the Boards, Councils, Committees and other bodies.)**

**Name of the Department : CHANDIGARH HOUSING BOARD, CHANDIGARH**

<b>Sr. No.</b>	<b>Name of the Board(s)</b>	<b>Name of the Board Members</b>	<b>Name of Committee(s)</b>	<b>Name of other bodies(s) constituted by the Deptt.</b>	<b>Whether meetings of these bodies are open to the public yes/No</b>	<b>Whether the minutes of such meetings are accessible for public (Yes/No)</b>
1	Chandigarh Housing Board, Chandigarh	<b>Official Members</b> Chairman, CHB.	Property Allotment Committee			
		Chief Executive Officer, CHB	<ul style="list-style-type: none"> <li>Scrutinizing Committee for transfer of right under GPA/Sub GPA</li> </ul>			
		Finance Secretary or his nominee Chandigarh Administration	<ul style="list-style-type: none"> <li>Public Grievances Committee</li> </ul>		No	No
		Estate Officer, Union Territory, Chandigarh.	<ul style="list-style-type: none"> <li>Out of Court Settlement Committee</li> </ul>			
		The Chief Architect Department of Urban Planning, Union Territory, Chandigarh.	<ul style="list-style-type: none"> <li>Tender Opening Committee</li> <li>Pre/Post-Qualification Document Scrutiny Committee</li> </ul>			
		The Chief Engineer, Union Territory, Chandigarh	<ul style="list-style-type: none"> <li>Pre/Post qualification Sub Committee</li> </ul>			
		<b>Non Official Members</b> Sh. Prem Kaushik H. No. 825, Sector-38A, Chandigarh	<ul style="list-style-type: none"> <li>Tender Committee</li> <li>Departmental Promotion Committee</li> <li>Committee for Condemnations of Vehicles</li> </ul>			
		Sh. Tarsem Chand Garg, H. No. 1641, Sector 4, Panchkula	<ul style="list-style-type: none"> <li>Committee for Condemnation And Purchase of Furniture</li> </ul>			
		Ms.Subeena Bansal, H.No.5797-B, Sector 38West, Chd.	<ul style="list-style-type: none"> <li>Need Based Changes Committee</li> <li>A.C./Water Cooler Condemnation Committee</li> </ul>			

**ANNEXURE-9****PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4(1) (b) (ix) OF THE RIGHT TO INFORMATION ACT, 2005****(Directory of the officers and employees)****Name of the Department : CHANDIGARH HOUSING BOARD, CHANDIGARH**

<b>Sr. No.</b>	<b>Name of the officer/employee</b>	<b>Designation</b>	<b>Tel. No.(O)</b>
1.	Dharam Pal, IAS	Chairman	2741142
2.	Yashpal Garg, IAS	Chief Executive Officer	2742176
3.	Rakesh Kumar Popli, PCS	Secretary	2741945
4.	Rajeev Singla	Chief Engineer	4601700
5.	J.S.Guleria	PA To Chairman	4601611
6.	Sunil Kumar	Personal Staff, CEO,	4601612
7.	Rajinder Sinhmar	Personal Staff, Secretary	4601615
8.	Rajeev Tiwari	Administrative Officer	4601812
9.		Superintendent	4601872
10.	Sawarnjit Kaur	Steno To CE	4601756
11.	Rajesh Sethi	Superintendent	4601842
12.	Inderveer Singh	Accounts Officer	4601728
13.	Navneet Batra	HDM (Drawing Branch)	4601704
14.	Jaswinder Singh	Superintending Engineer- I	4601702
15.	Sanjeev Goyal	Superintendent	4601739
16.	Balwinder Singh	Circle Head Draftsmen	4601742
17.	Ajay Grover	Superintending Engineer-II	4601703
18.	Kamal Kishore	Superintendent	4601737
19.	Parmjit Singh	Circle Head Draftsmen	4601758
20.	Anoop Bhatia	Executive Engineer- I (Addl. Charge)	4601710
21.	Rajesh Sethi	Superintendent	4601736
22.	Hari Pal	HDM (Drawing Branch)	4601743
23.	Surinder Singh	Executive Engineer-II (Addl. Charge)	4601722
24.	Kamal Kishore	Superintendent	4601737
25.	Jagjeet Singh	HDM (Drawing Branch)	4601743
26.	Rakesh Garg	SDE- C-I	4601718
27.	Surinder Singh	Executive Engineer- III	4601722
28.	Rajesh Sethi	Superintendent	4601738
29.	Jagjeet Singh	HDM (Drawing Branch)	4601745
30.	Anoop Bhatia	Executive Engineer-IV	4601710
31.	Sanjeev Goyal	Superintendent	4601739
32.	Raj Kumar	HDM (Drawing Branch)	4601746
33.	Navneet Sharma	SDE,Sub Division -IV, VIII, X	4601853
34.	Satwinder Singh	Accounts Officer	4601732
35.	S.P.Singh	Executive Engineer-V(Elect.)	4601707
36.	Sanjeev Kumar Khanna	SDE-E-I/E-IV	4601720
37.	Inderjeet Singh	SDE-E-III/II	4601721
38.			4601719
39.	Hans Raj	Superintendent	4601740
40.	Anand Gupta	HDM (Drawing Branch)	4601747



41.	Arminder Singh	A.E. (Electrical, Mtc.)	4601752
42.	Hans Raj	Accountant (Elect.)	4601885
43.	Electrician (Mtc.)	Elect. Sub Station	4601760
44.	C.J.Bansal	Executive Engineer-PH	4601713
45.	Renu Rana	Superintendent	4601741
46.	Y.P. Batra	SDE-IV (Public Health)	4601729
47.	Abnesh Dhadwal	SDE-II (Public Health)	4601725
48.	Vijay Kumar	SDE-I(Public Health)	4601731
49.	Swaran Singh	HDM (Drawing Branch)/VII	4601748
50.	Surinder Singh	Executive Engineer -VIII	4601722
51.	Rakesh Garg	SDE-I	4601718
52.	Bhupinder Singh	AE(Civil Mtc.)	4601750
53.	Neena Aggarwal	Architect, CHB	4601727
54.	Sarbjeet Kaur	Steno. To Architect	4601819
55.	Dalip Kumar	Architect, Hall	4601763
56.	Baldev Singh	Chief Accounts Officer	4601801
57.	Usha Devi	Section Officer -I/ II	4601816
58.	Gagandeep Kaur	Accounts Officer-I	4601805
59.	Gautam Saini	Superintendent	4601813
60.	Kulbushan Chaudhary	Accounts Officer-II	4601807
61.	Ravinder Kumar	Accounts Officer-III	4601814
62.	Rajnish Malhi	Accounts Officer (Colony)	-
63.	Sushil Kumar Vaid	Accounts Officer-IV	4601817
64.	Seema Thakur	Accounts Officer-V	4601880
65.	Manjit Kaur	Section Officer (Pre-Allotment)	4601806
66.	Harvinder Kaur	Chief Liaison Officer	4601730
67.	Gurpreet Singh Mann	Senior Law Officer	4601802
68.	Amarjeet Singh	Enforcement Officer	4601706
69.	Akshey Kumar	Deputy Enforcement Officer-I	4601734
70.	Mohit Khanna	Deputy Enforcement Officer-II	4601735
71.	Rajive Kashyap	J.T. (Enforcement Wing)	4601868

**ANNEXURE-10**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4(1) (b) (x) OF THE RIGHT TO INFORMATION ACT, 2005**

**(Monthly remuneration received by the officers and employees as on 31.12.2021)**

**Name of the Department : CHANDIGARH HOUSING BOARD, CHANDIGARH**

<b>SALARY DRAWN BY CHB STAFF FOR THE MONTH OF DECEMBER, 2021</b>			
<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Gross Salary</b>
1.	Yashpal Garg, IAS	CEO	258856
2.	Rajeev Singla	C.E.	239936
3.	Kuljit Paul Singh Mahi	PCS	157734
4.	Baldev Singh	CAO	157582
5.	Rajiv Tiwari	A.O	133461
6.	Ajay Grover	E.E	246152
7.	Jaswinder Singh	E.E	246152
8.	Surinder Singh	E.E	131564
9.	Amarjeet Singh	EE	167449
10.	Gagandeep	A.O.	142557
11.	Ravinder Kumar	A.O	77177
12.	Urwashi Koul	C.P.	125667
13.	Pawan Kumar Chauhan	D.E.O.	74347
14.	Sumera	D.E.O.	79261
15.	Sarvjeet Kaur	Steno	79014
16.	Renu Rana	Supdt.	97942
17.	Sanjeev Goel	Supdt	91046
18.	Satnam Saroa	Supdt.	96475
19.	Ramesh Kumar	Supdt.	103803
20.	Sanjeev Kumar	Sr.Asstt.	85436
21.	Rajesh Sethi	Sr.Asstt.	87692
22.	Gautam Saini	Supdt.	92301
23.	Surinder Kumar	Sr.Asstt.	60011
24.	Rajinder Kumar	Peon.	59443
25.	Tara Chand	P.S.	62578
26.	Narvinder Kaur	Steno	67729
27.	Jai Inder Singh Guleria	Jr. Scale Steno	75646
28.	Rajni	Steno.	73987
29.	Alok Verma	C.P.	137147
30.	Arun Gargya	Sr.Asstt.	74866
31.	Rajiv Nanda	Sr.Asstt.	79525
32.	Rajesh Kumar	Sr.Asstt.	67054
33.	Surjit Kaur	P.S.	55400
34.	Harbhajan Singh	Driver	65767
35.	Jagdish Raj	Jr. Asstt.	
36.	Nishi Sharma	Sr.Asstt.	79795

37.	Jose k. John	Sr.Asstt.	74866
38.	Indu Gupta	Sr.Asstt.	80005
39.	Deepak Kumar	Sr.Asstt.	79795
40.	Gurpreet Kaur	Supdt.	81122
41.	Prem Chand	P.S.	53807
42.	Shiv Shankar	P.S.	55400
43.	Sarup Singh-I	Peon	53807
44.	Lalit Parshad	Peon	50411
45.	Dharam Pal	Sr. Asstt.	62683
46.	Bharat Pal	Sr. Asstt.	60910
47.	Swaran Singh	Sr. Asstt.	71261
48.	Kiranjit Kaur	Sr. Asstt.	65075
49.	Sunil Kumar Modi	Sr. Asstt.	69342
50.	Sukhwinder Kaur	Sr. Asstt.	65075
51.	Nirmaljit Singh	Sr. Asstt.	69342
52.	Yudhbir Singh	Peon	43826
53.	Jagdish Singh	Peon	43576
54.	Sarup Singh-II	Peon	43576
55.	Kuldeep Chand	Sr.Asstt.	70342
56.	Rajinder Kumar Sharma	Jr.Asstt.	61407
57.	Joginder Pal Singh	Driver	47987
58.	Hari Parshad	Peon	46407
59.	Ashok Kumar	Peon	46407
60.	Raj Kumar-1	Peon	42576
61.	Purna Bahadur	Peon	43576
62.	Liakat Ali	Clerk	53337
63.	Lalan Manjhi	Peon	43576
64.	Surinder Singh	Clerk	53337
65.	Satya Pal Singh	Peon	46347
66.	Gulzar Singh	Sr.Asstt.	68452
67.	Maya Ram	Chownkidar	46407
68.	Sarabjit Singh	Driver	47460
69.	Sukhwinder Singh	Clerk	48775
70.	Gurpreet Singh Maan	S.L.O.	75491
71.	Manjit Singh	Sr. Asstt.	62776
72.	Satpreet Singh	Sr. Asstt.	64498
73.	Prem Kumar	Sr. Asstt.	62905
74.	Sandeep Singh	Sr. Asstt.	62905
75.	Bhupendra Singh	Sr. Asstt.	59045
76.	Manjeet	Sr. Asstt.	59045
77.	Jang Perminder	Sr. Asstt.	59045
78.	Rajat Kashyap	Sr. Asstt.	59045
79.	Ankit Garg	Sr. Asstt.	62905
80.	Ranjna	Clerk	64498
81.	Manisha Mehndiratta	Sr. Asstt.	62905
82.	Renu Kumari	Sr. Asstt.	62905
83.	Satwinder Bains	Sr. Asstt.	62905

84.	Kamal	Sr. Asstt.	62905
85.	Somesh	Sr. Asstt.	59045
86.	Mandeep Kaur-I,	Sr. Asstt.	59045
87.	Sonu	Sr. Asstt.	59045
88.	Virender Kumar	Sr.Asstt.	64498
89.	Sandeep Kaur	Sr. Asstt.	59045
90.	Mandeep Kaur - 2	Sr. Asstt.	59295
91.	Jaspreet Singh	Sr. Asstt.	59045
92.	Shivjot Singh	Sr. Asstt.	62905
93.	Sumit Kumar	Clerk	61113
94.	Gagandeep Singh	Sr. Asstt.	62905
95.	Ankit Arora,	Sr. Asstt.	62605
96.	Sunil Kumar,	Sr. Asstt.	59045
97.	Shruti Walia,	Sr. Asstt.	59045
98.	Mukesh Rawat	Sr. Asstt.	62776
99.	Gagandeep	Sr. Asstt.	59045
100.	Jagmohan Kaur	Sr. Asstt.	58921
101.	Keshav Verma	Clerk	62772
102.	Rajinder Sinhmar	Sr. Asstt.	62905
103.	Amanpreet Kaur	Sr. Asstt.	57745
104.	Navjot Singh	Clerk	56831
105.	Parkash Rana	Peon	44854
106.	Rupi Rani	Clerk	52816
107.	Sukhbir Singh	Clerk	56845
108.	Inderbir Singh	Sr.DAO	142804
109.	Manjit Kaur	S.O.	76672
110.	Usha Devi	S.O.	71403
111.	Seema Thankur	A.O.	93779
112.	Rajnish Malhi	A.O	93779
113.	Anand Gupta	HDM	96686
114.	Rajesh Kumar	A.E	127078
115.	Akshey Kumar	SDE	122660
116.	Bhupinder Singh	A.E	127078
117.	Kamal Kishore	Supdt.	98938
118.	Sunita Rani	Supdt.	95596
119.	Balwinder Singh	Mali	52645
120.	Budhi Ballabh	Jr.Asstt	63304
121.	Kanda Swami	Chowkidar	58220
122.	Kedar,	Chowkidar	58220
123.	Bhupinder Puri	SDE	130348
124.	Mamta Nagpal	Draftsman	91240
125.	Narinder Singh	DM	98010
126.	Jageet Singh	Draftsman	102639
127.	Swarn Singh	HDM	124175
128.	Tika Ram	Peon	46407
129.	Sukhwinder Singh	J.E.	82914
130.	Amarjit singh	J.E.	86514

131.	Ram Awadh	Mali	56361
132.	Asha Devi	Mazdoor	39446
133.	Malkiat Singh	J.T.	50821
134.	Deep Narayan	Helper	55759
135.	Ram Vinod Rai	Helper	55243
136.	Rameshwar Kumar	J.E.	76660
137.	Gurdev Chand	Jr. Tech	69507
138.	Hukum Chand	Painter	63195
139.	Budh Lal	Carpenter	51914
140.	Balbir Singh	J.T.	46656
141.	Pinder Singh	J.T.	54145
142.	Malhara Singh	Chowkidar	41962
143.	Sher Khan	Chownkidar	37650
144.	Bhuwan Chand	Jr. Tech	60349
145.	Roshan Ram	Mali	47700
146.	Siri Pal	Mali	47700
147.	Hari Kesho	Mali	40401
148.	Prem Chand	J.T.	45850
149.	Ramesh Kumar	J.T.	44555
150.	Harish Chander	Peon	53927
151.	Hans Raj	Supdt.	86706
152.	Ravi Kant,	SDE	130468
153.	Vishav Tej,	A.E	127078
154.	Raj Kumar,	HDM	116453
155.	Rakesh Kumar Garg,	SDE	130468
156.	Swaranjit kaur	Steno	80322
157.	Tej Pal Singh,	P.S.	52000
158.	Narinder Pal Singh,	J.E.	87293
159.	Kashima	Helper	49094
160.	Rakesh Kumar,	Helper.	59613
161.	Diwani Ram,	Jr. Tech.	60547
162.	Balwinder Singh,	J.E.	81587
163.	Dalwinder Singh	J.T.	47475
164.	Mohinder Singh	J.T.	54145
165.	Shesh Ram,	Jr. Tech.	55631
166.	Rajinder Singh	Helper	43659
167.	Balbir Singh	Helper	43719
168.	Parveen Kumar	J.T.	45850
169.	Sanjay	J.T.	43051
170.	Vayom Kumar	Helper	33632
171.	Naresh kumar,	HDM	125108
172.	Mrityunjay Kumar	SDE	122440
173.	Vikas Goel,	A.E.	127078
174.	Davinder Singh,	A.E	127078
175.	Rupinder Kaur	D.M.	91170
176.	Harvinder Kaur,	CLO	102556
177.	Vivek Kumar Rampal,	Steno	67729

178.	Kusum Verma,	Sr.Asstt.	79795
179.	Som Bahadur	Peon	42265
180.	Shamsher Singh	Sr.Asstt.	67452
181.	Paramjit Kaur,	Peon	47407
182.	Guru Parsad	J.E	82914
183.	Sadhu RAM	Mali	58984
184.	Dalip Singh	Mazdoor	59291
185.	Jaswinder Singh	Chowkidar	46807
186.	Raji Ram,	Chowkidar	43946
187.	Avtar Singh	J.E.	76598
188.	Ram Raj	Mazdoor	47700
189.	Lal Sahab Rai	Helper	31603
190.	Ashok Kumar	J.T.	45850
191.	Satpal	J.T.	45850
192.	Budhi Singh	J.T.	45850
193.	Kamal Kishore	J.T.	43051
194.	Avtar Singh	Helper	32678
195.	Sukhwinder Singh	J.T.	45850
196.	Sukhpreet Singh	SDE	96271
197.	Harbhajan Singh	SDE	130468
198.	Paramjit Singh	CHDM	135422
199.	Anoop Bhatia	E.E.	198694
200.	Navneet Sharma	SDE	130468
201.	Inderjit Anand	A.E	127078
202.	Navneet Kumar	Draftsman	102822
203.	Jyoti Rani	Jr.Steno	73191
204.	D.P Sharma	Clerk	56880
205.	Varinder B Singh	Peon	50621
206.	Harish Kumar	Steno	65530
207.	Surinder Pal Singh	Driver	71963
208.	Anupama Sharma,	Sr. Asstt.	64763
209.	Jarnail Singh	Jr. Tech	59056
210.	Krishan Gopal,	J.E.	83975
211.	Balwant Singh	Helper	59353
212.	Nand Kishore	Helper	62175
213.	Kewal Krishan	J.T.	55145
214.	Tek chand	Jr. Tech	69717
215.	Manoj Kumar,	DM	91950
216.	S P Singh,	E.E	224088
217.	Rajesh Nautiyal,	SDE	131640
218.	Inderjit Singh,	SDE	140290
219.	Sanjeev Kumar Khanna,	SDE	179565
220.	Arminder Singh,	A.E	127078
221.	Balwinder Singh,	CHDM	126909
222.	Nirmala Batra,	Steno	84857
223.	Ashok Singla,	A.E	127078
224.	Jarnail Singh - II,	Driver	71205

225.	Rajeshwari Rawat,	Sr.Asstt.	79795
226.	Lakhwinder Singh,	Sr.Asstt.	78504
227.	Raj Kumar - II	Peon	43786
228.	Ram Sabad,	Peon	43576
229.	Shankar Singh	Helper	42205
230.	Naresh Kumar	J.T.	59685
231.	U.K.Singh	J.T.	50043
232.	Shalinder Kumar	J.T.	51788
233.	Neeru Grover,	Supdt.	92435
234.	Harsharan Kaur	Steno	68362
235.	Gurtar Singh	P.S.	59514
236.	Hari Pal,	HDM	97436
237.	Sanjeev Kumar,	SDE	136308
238.	Anjana Jindal,	Draftsman	115364
239.	Mohit Handa,	A.E	127078
240.	Mohit Khana,	A.E	127078
241.	Y.P.Batra,	SDE	136274
242.	Ranjit Singh	Draftsman	124578
243.	Rajesh Sambhi,	Draftsman	124854
244.	Kashmir Singh,	Peon	46407
245.	Anil Kumar,.	Sr. Asstt.	63304
246.	Ram Pal,	Peon	43576
247.	Gurdarshan Kaur,	Peon	44682
248.	Krishan Gopal,	A.E.	91342
249.	Brij Pal	J.T.	47475
250.	Naveen Kumar	J.T.	54145
251.	Niranjan Singh	J.T.	49532
252.	Ram Baran	Chownkidar	38344
253.	Subh Bahadur	Helper	31603
254.	Rajeev Kumar	J.T.	43051
255.	Lekh Raj	Helper	30706
256.	Sonu	Sewerman	30706
257.	Rajiv Kashyap	J.T.	45350
258.	Pawan kumar	HDM	103072
259.	Rajesh Kumar Popli	A.E	127078
260.	Vijay Kumar	A.E	127078
261.	Abhinesh Dadwal	SDE	122440
262.	Charanjiv Bansal	S.D.E	138583
263.	Meema Devi	Peon	44633
264.	Surinder Kumar Bajaj	Sr.Asstt..	69342
265.	Rajiv Kumar	A.E.	91342
266.	Kesar Singh	Helper	39471
267.	Vinod Kumar	Jr. Tech	59056
268.	Santosh Kumari	Beldar	32738
269.	Jyoti Parksh	Helper	32678
270.	Machhla Devi	Helper	32678
271.	Jasbir Singh	J.T.	40873

## ANNEXURE-11

### PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b) (xi) OF THE RIGHT TO INFORMATION ACT, 2005

(Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made)

Name of the Department : SO-I, CHANDIGARH HOUSING BOARD, CHANDIGARH

Sr. No.	Head/Item of the Budget	(Rs. in lacs) Proposed expenditure during the year ( 2020-21)
<b>1.</b>	<b>Revenue Budget</b>	
i)	Office expenses Salary /wages etc.	3713.00
ii)	Advance to staff	21.00
<b>2.</b>	<b>Office Expenses</b>	
i)	Estt. Expenses	7158.00
<b>3.</b>	<b>Capital Budget</b>	
A.	Land	
a)	Board's Scheme	295.00
b)	Interest for installment of land payment	10.00
<b>B.</b>	<b>Ground Rent</b>	
	i)Board's Scheme	122.58
	ii) Cooperative Societies	
C.	Pension Scheme for Board Employees	10.00
<b>4.</b>	<b>Construction Works</b>	
i)	Works	15466.90
ii)	Deposit works	37.00
<b>5)</b>	Grant-in-Aid	10.00
	<b>Grand Total</b>	<b>26843.48</b>



**ANNEXURE-12**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4(1) (b) (xii) OF THE RIGHT TO INFORMATION ACT, 2005**

**(The manner of execution of subsidy programmes, including the amounts allocated and the details  
of beneficiaries of such programmes)**

**Name of the Department : CHANDIGARH HOUSING BOARD, CHANDIGARH**

<b>Sr. No.</b>	<b>Scheme under subsidy given</b>	<b>Manner of execution of subsidy programme</b>	<b>Amount allocated (Rs.)</b>	<b>Details of beneficiaries.</b>
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-NA-

**ANNEXURE-13**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4(1) (b) (xiii) OF THE RIGHT TO INFORMATION ACT, 2005**

**(Particulars of recipients of concessions, permits or authorizations granted)**

**Name of the Department : CHANDIGARH HOUSING BOARD, CHANDIGARH**

<b>Sr. No.</b>	<b>Concessions/Permit/Authorization grant</b>	<b>Name of the recipient</b>	<b>Address of the recipient</b>
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-NA-

## ANNEXURE-14

### PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b) (xvi) OF THE RIGHT TO INFORMATION ACT, 2005 (Details in respect of the information, available, reduced in an electronic form)

Name of the Department : CHANDIGARH HOUSING BOARD, CHANDIGARH

#### 1. Website

Sr.No.	Type of information
	<b>Home</b>
1.	<b>About Us</b> <ul style="list-style-type: none"><li>• About CHB</li><li>• Vision &amp; Mission</li><li>• Organisation Structure</li></ul>
2.	<b>Latest Updates</b> <ul style="list-style-type: none"><li>• News</li><li>• Event Calendar</li><li>• Circulars</li><li>• Need Based Changes</li></ul>
3.	<b>Information</b> <ul style="list-style-type: none"><li>• Schemes</li><li>• Notification</li><li>• Tenders</li><li>• Notices</li><li>• Draw Results</li><li>• Office Orders</li><li>• Transfer Letter</li><li>• Downloads</li><li>• Citizen Charter</li></ul>
4.	<b>Legal</b> <ul style="list-style-type: none"><li>• Provisions</li><li>• Pending Court Cases</li></ul>
5.	<b>CHB Projects</b> <ul style="list-style-type: none"><li>• Projects</li><li>• Ongoing Projects</li><li>• Forth-Coming Projects</li><li>• CHB Works</li></ul>
	<b>Contact</b>
	<b>Public Notices</b>
	<b>New</b>
	<b>Allottee Login (Commercial Properties)</b>
	<b>Need Based Changes (Online System) coming soon</b>
	<b>Allottee Corner</b>
	<b>Latest Notices</b>
	<b>Tenders below 10 Lacs</b>
	<b>Latest Circulars</b>
	(Available on web site <a href="http://chbonline.in">http://chbonline.in</a> )

## ANNEXURE-15

### **PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b) (xv) OF THE RIGHT TO INFORMATION ACT, 2005 (Particular of facilities available to citizens for obtaining information)**

**Name of the Department : CHANDIGARH HOUSING BOARD, CHANDIGARH**

<b>Sr. No.</b>	<b>Facilities available</b>	<b>Remarks (No. of days in a week/timing etc.)</b>
1.	<b>Reception Counter</b>  To obtain various documents submitted by the allottees at the Reception Counter, Chandigarh Housing Board, Chandigarh.	From 10 A.M. to 1.00 P.M. and from 2.00 P.M. to 4.00 P.M. on all working days.
	<b><u>To meet Chairman/Chief Executive Officer/ Secretary &amp; Chief Engineer</u></b>  For any query/application	11.00 Noon to 12.00 P.M. on all working days except Wednesday.
	<b><u>To meet other officers.</u></b>  For any query/applications	11.00 A.M. to 12.00 P.M. on all working days.

Besides above, there are 3 non-official members in the Chandigarh Housing Board representing the public in relation to the formulation of policy or implementation thereof.

## Annexure -16

### Publication of information regarding items specified in Rule 4 (1) (b) (xvi) of the Right to Information Act, 2005

(Name, Designation and other particulars of the Public Information Officers)

**Name of the Department** : CHANDIGARH HOUSING BOARD, CHANDIGARH  
**Appellate Authority** : Rakesh Kumar Popli, PCS, Secretary, Chandigarh Housing Board (Administrative Wing)  
**Appellate Authority** : Rajeev Singla, Chief Engineer, Chandigarh Housing Board (Engineering Wing)

S. No.	Name of the State / Central Public Information Officer & Designation	Branches/ Wings assigned	Telephone No. (office)	Residential Address	Name of the ACPIO	Telephone No. (office)	Residential
1.	Anoop Kumar Batia, EE-I,	Division No. I	4601710	#1104/1, Sec. 39, Chd.	Sh. Rajesh Sethi, Supdt. Gr-II	4601736	#1368, Sec.15, Pkl.
2.	Surinder Singh, EE-II,	Division No. II	4601722	#528,S/11,Chd.	Kamal Kishore, Supdt. Gr-II	4601737	#2161,S/44C, Chd.
3.	Surinder Singh, EE-III	Division No. III	4601722	#528,S/11,Chd.	Sunita Rani, Supdt.Gr.-II	4601738	#138,S/55,Chd.
4.	Anoop Kumar Bhatia, EE-IV	Division No. IV	4601710	#1104/1, Sec. 39, Chd.	Sanjeev Goel, Supdt. Gr-II	4601739	#508, Sec.45A, Chd.
5.	Surinder Pal Singh, EE-V	Division No. V	4601707	#243,S/22,Chd.	Hans Raj, Supdt. Gr-II	4601740	#3069-B,S/44-D, Chd.
6.	C.J. Bansal, EE-VI	Division No. VI	4601713	#291 Sec. 20A Chd.	Renu Rana, Supdt. Gr-II	4601741	#2863, S/49D, Chd.
7.	C.J. Bansal, EE-VII	Division No. VII	4601713	#291 Sec. 20A Chandigarh	Renu Rana, Supdt. Gr-II	4601741	#2863, S/49D, Chd.
8.	Surinder Singh, EE-VIII	Division No. VIII	4601722	#528,S/11,Chd.	Sunita Rani, Supdt.Gr.-II	4601738	#138,S/55,Chd.
9.	Anoop Kumar Bhatia, EE-HQ	Division No. HQ	4601710	#1104/1, Sector 39, Chandigarh	Gurpreet Kaur, Supdt.Gr.-II	4601842	#3300, PGI Society, S/49,Chd.
10	Amarjeet Sigh, EE-Enf	Enforcement Wing	4601706	#399, AOT Complex S/49A, Chd.	-	-	-
11	Neena Aggarwal, Architect	Architect Wing	4601727	#3260, Custom & Excise Society,S/49D, Chd.	-	-	-
12	Baldev Singh, CAO	Cash Branch (DDO) Account, Budget/ EPF, Pension Cell.	4601801	#511, S/45-D, Chd.	Usha Devi, SO	4601816	Flat 2B, Aastha Society, Peer Muchalla, PB.
13	Rajiv Tewari, Administrative Officer	Admn. Branch	4601812	#1075,S/40-B, Chd.	Ramesh Kumar, Supdt. Gr-II	4601847	#508-1, Sec. 45A, Chd, 7986411716
14	Rajiv Tewari, Administrative Officer	Reception Section	4601812	#1075,S/40-B, Chd.	Harvinder Kaur, CLO	4601860	#747, Milk Colony, Dhanas, Chd.
15	Gagandeep Kaur, Accounts Officer-I	Respective Residential Housing Scheme under his charge DQ/Society	4601805	#5804 B, Sec.38-W, Chandigarh.	Gautam Saini, Supdt. Gr-II	-	#3436-1, Sec.45D, Chd.
16	Gagandeep Kaur, Accounts Officer-I Commercial)	Respective Residential Housing Scheme under his charge (Oustees) Kashmiri Migrants	4601805	#5804 B, Sec.38-W, Chandigarh.	Gautam Saini, Supdt. Gr-II	-	#3436-1, Sec.45, Chd.

17	Kulbhushan Chaudhary, AO-II	Respective Residential Housing Scheme under his charge	4601807	#3783, S/22-D, Chd.	-	-	-
18	Ravinder Kumar, AO-III	Respective Residential Housing Scheme under his charge/UT employee scheme	4601814	#39, Block 2009, Sec 32-C, Chd	-	-	-
19	Sushil Vaid, Accounts Officer-IV	Respective Residential Housing Scheme under his charge	4601817	#3807,S/22C, Chd.	-	-	-
20.	Rajnish Malhi, AO-Colony	Respective Residential Housing Scheme under his charge	4601864	#1175, S/23-B, Chd.	Satnam Saroa, Supdt. Gr-I	4601855	#1280,S/23,Chd.
21	Seema Thakur, AO-V	Respective Residential Housing Scheme under his charge	4601880	#2164, T-10, S/27C, Chd.	-	-	-
22	Manjit Kaur, SO	Respective Residential Housing Scheme under his charge	4601806	#1114, Sec.20-B, Chd.	-	-	-
23.	Gurpeet Singh Maan, SLO	Legal Branch	4601802	#1246, sec 43-B, Chd.	-	-	-
24.	Urwashi Koul, Computer Incharge	Information Technology	4601821	#2002/B, Block No.17, Sec. 63, CHB Chd.	Alok Verma, Computer Programmer	4601821	#627 Greater Mohali Sunny Enclave Sec.125 Pb. 98724455522
25.	Amarjeet Singh, EE-PMAY	PMAY Section	4601706	#399, AOT Complex Sec.49-A, Chd.	-	-	-