

**A FRAMEWORK FOR TRANSPARENCY AUDIT**

**1. Organization and Function**

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	Chandigarh Housing Board, Chandigarh chbonline.in
		(ii) Head of the organization	Chairman
		(iii) Vision, Mission and Key objectives	Chandigarh Housing Board's vision is to provide affordable, good quality housing for the residents of the Union Territory of Chandigarh and to improve the quality of life by establishing self-contained urban communities with state-of-the art amenities, in harmony with the environment.
		(iv) Function and duties	<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 anything contained in any other law for the time being, in force, a housing scheme may provide for all or any of the following matters, namely:-</p> <p>(a) acquisition by purchase, exchange or otherwise of any property necessary for or affected by the execution of the scheme;</p> <p>(b) acquisition by purchase, exchange or otherwise of any land, division of the same into plots and the sale thereof after developing it or otherwise to co-operative societies or other persons, in accordance with the scheme;</p> <p>(c) laying or re-laying out of any land comprised in the scheme;</p> <p>(d) distribution or re distribution of sites belonging to owners of property comprised in the scheme,</p> <p>(e) the closure or demolition of dwellings or portions of dwellings unfit for human habitation.</p> <p>(f) demolition of obstructive buildings or portions of buildings,</p> <p>(g) the construction and re-construction of buildings, their maintenance and preservation,</p> <p>(h) sale, letting or exchange of any property comprised in the scheme,</p> <p>(i) construction and alteration of streets and back lanes,</p> <p>(j) drainage, water supply and lighting of the area included in the scheme,</p> <p>(k) parks, laying-fields and open spaces for the benefit of any area comprised in the scheme and the enlargement of existing parks, playing fields, open spaces and approaches.</p> <p>(l) sanitary arrangements required for the area comprised in the scheme, including the conservation and prevention of any injury or contamination to rivers or other sources and means of water-supply.</p> <p>(m) accommodation for any class of inhabitants, industries, institutions, offices, local authorities, co-operatives or corporate bodies.</p> <p>(n) advance of money for the purpose of the scheme,</p> <p>(o) facilities for communication and transport ;</p> <p>(p) collection of such information and statistics as may be necessary for the purpose of this Act, and</p> <p>(q) any other matter for which, in the opinion of the Administrator, it is expedient to make provision with a view to provide housing accommodation and, or to the improvement or development of any area comprised in the scheme or any adjoining area or the general efficiency of the scheme.</p>

			<p>Explanation- for the purposes of this section the Administrator may, on the recommendation of the Board, notification, specify area surrounding or adjoining the area included in a housing scheme to be the adjoining area.</p>
			<p><b>No housing scheme to be made for area included in improvement Scheme or be inconsistent with town planning scheme.</b>  (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.  (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>  (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;-  (i) a programme;  (ii) a budget for the next year; and  (iii) a schedule of the staff of officers and servant already employed and to be employed during the next year.  (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 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>  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>  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>  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>  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 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 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>													
		(v) Organization Chart	As per annexure I attached.													
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	Powers and duties of officers (administrative, financial and judicial)	<p><b>(a) For incurring Recurring/Non Recurring Contingent Expenditure</b></p> <table border="1"> <thead> <tr> <th>Designation of the authority</th> <th></th> </tr> </thead> <tbody> <tr> <td>Chairman</td> <td>Up to Rs. 30 lakh on each occasion.</td> </tr> <tr> <td rowspan="3">Chief Executive Officer</td> <td>i) Up to Rs. 25 lakh on each occasion.</td> </tr> <tr> <td>ii) to decide investment of Chandigarh Housing Board funds as per the decisions taken by the Board.</td> </tr> <tr> <td>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.</td> </tr> <tr> <td>Secretary</td> <td>Rs.20,000/- on each occasion</td> </tr> <tr> <td>Chief Engineer</td> <td>Rs.20,000/- on each occasion.</td> </tr> </tbody> </table>		Designation of the authority		Chairman	Up to Rs. 30 lakh on each occasion.	Chief Executive Officer	i) Up to Rs. 25 lakh on each occasion.	ii) to decide investment of Chandigarh Housing Board funds as per the decisions taken by the Board.	iii) for adoption of the circular/order issued by the Chandigarh Administration from time to time on the financial and administrative matters in the Chandigarh Housing Board.	Secretary	Rs.20,000/- on each occasion	Chief Engineer	Rs.20,000/- on each occasion.
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		Chief Accounts Officer	Rs.1000/- on each occasion.
		Senior Law Officer	Payment of legal fee at approved rates, expenditure with regard to court fee for certified copies, Misc. applications etc. to the extent of Rs.500/- at a time.
			POL as per limits decided by the Chandigarh Administration and adopted by the Chandigarh Housing Board from time to time in respect of vehicles attached to the officers of the Board, shall be sanctioned by the Secretary, Chandigarh Housing Board.
			Power to sanction Advertisement and Publicity expenses shall vest in the Secretary where the rates are at par with the rates fixed by the Directorate of Advertising and Visual Publicity (DAVP), Ministry of Information and Broadcasting, Govt. of India and the advertisement/publicity has been given through the empanelled Agency.
			<b>b) Sanction reimbursement of Medical Claims and Advances:</b>
		<b>Authority to whom power delegated</b>	<b>Limit</b>
		Secretary /Chief Engineer	Up to Rs. 10,000/- in respect of officers working under them.
		Chief Executive Officer	Rs. 10,001/- to Rs. 50,000/-
		Chairman	More than Rs. 50,000/-
			The above officers will ensure that relevant provisions of Medical Attendance Rules and other instructions of Chandigarh Administration are followed while sanctioning the reimbursement of medical claims.
			The power to sanction Medical Advance up to 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.

			<p><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.</p>						
			<p>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.</p>						
			<p>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.</p>						
			<p><b>f) Journey Beyond Jurisdiction and deputing officials on training:</b></p>						
			<table border="1"> <thead> <tr> <th>For Officials/Officers</th> <th>Competent Authority</th> </tr> </thead> <tbody> <tr> <td>CEO, Secretary, Chief Engineer/ XENs/AOs</td> <td>Chairman</td> </tr> <tr> <td>For other officers/employees</td> <td>CEO</td> </tr> </tbody> </table>	For Officials/Officers	Competent Authority	CEO, Secretary, Chief Engineer/ XENs/AOs	Chairman	For other officers/employees	CEO
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			<p><b>g) Functioning of Recovery Branch:</b></p>						
			<p><b>i) Chief Executive Officer</b></p> <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>						
			<p><b>ii) Secretary</b></p> <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>						
			<p><b>iii) Chief Accounts Officer</b></p> <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 RPFC.</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> <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> </ul>	
			<ul style="list-style-type: none"> <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>	
			<ul style="list-style-type: none"> <li>• Chairman is authorized to modify the delegations made by the Board from time to time including the present one.</li> </ul>	
		(ii) Power and duties of other employees	Chief Engineer	Chief Engineer is the overall Incharge of the Engineering Section and exercises powers as delegated by the Board.
			Superintending Engineers	<ul style="list-style-type: none"> <li>• 2 Superintending Engineers Incharge of Divisions of Engg. Wing, Arch. Wing and exercise powers as delegated by the Board.</li> <li>• Superintending Engineer is responsible to the Chief Engineer, 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>
			Executive Engineer	<ul style="list-style-type: none"> <li>• Executive Engineer is the overall head of the Division and is responsible for direct supervision of work under their control and exercises as such Administrative/ Financial powers delegated by the Board.</li> <li>• In CHB, there are five Civil Divisions, two Public Health Divisions &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 AGs office for overall control of their Division.</li> </ul>



	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 Assistant Engineer(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>
	Enforcement Officer	<ul style="list-style-type: none"> <li>• The Enforcement Division is headed by Enforcement Officer and is responsible to stop ongoing un-authorized/illegal constructions by issuing Notice-cum-Demolition Order &amp; Challan etc.</li> </ul>
	Deputy Enforcement Officer	<ul style="list-style-type: none"> <li>• 02 Deputy Enforcement officers are responsible to Enforcement Officer for the management and execution of works within his Sub-Division and is assisted by Junior Engineer Assistant Engineer(s).</li> </ul>
	Sectional Officer (J.E./A.E.)	<ul style="list-style-type: none"> <li>• He is the Incharge of the section and is to carry out the survey, leveling, give layouts, estimating and supervise the actual execution of works.</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>

	<p>Superintendent, Chief office/ Circle office/ Division office</p>	<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>
	<p>Circle Head Draftsman / Head Draftsman</p>	<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>

	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>
	<b>D. Engineering Section.</b>	
	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 3.2.09 vide Agenda item No.345.2.3.	
	<b>A brief about the procedures/systems, delegation of powers and set up for the Engineering Section of CHB is as under:-</b>	
	<b>Subject</b>	<b>Designation Authority</b>
	Accord of AA/ES for major projects	Board : Above Rs. 5 crore. Chairman, CHB up to Rs.5 crore.
	Enlistment of Contractors	Board has discontinued the practice of Enlistment of Contractors in CHB. While calling tenders, offers are invited from agencies enlisted with UT Engg. Deptt./ CPWD/ MES/ Punjab PWD/ Haryana PWD & Himachal PWD.
	Issue of tenders	Tender forms are available on CHB web site and can be downloaded for submission
	Receipt of tenders (Physical documents)	Supdt. Admn.
	Opening of tender	EE, SDE, Supdt. & AO concerned.
	Scrutiny of tender document	Committee at the level of Division comprising of EE, SDE, Supdt., AO & HDM concerned.
	Tender Committee	Committee of following approves/ recommends for approval tenders with tendered amount more than 1 crore :-
		Chief Executive Officer, CHB
		Chairman
		Non Official Board Member
		Member
		Chief Engineer, CHB
		Member
		Secretary CHB
		Member
		EE (W & E) as Nominee of Chief Engineer UT Chandigarh
		Member
		Chief Finance & Accounts Officer, CHB
		Member
		EE Concerned
		Member

			<b>E. Delegation of Financial powers</b>		
		Acceptance of Lowest Tender with or without negotiations	SDE	Nil	
			EE	5 lacs.	
			SE	25 lacs.	
			CE	100 lacs	
			Tender Committee	2.5 crores.	
			Chairman	5 crores on the recommendations of Tender Committee	
			Board(CHB)	Unlimited on the recommendations of Tender Committee	
		Acceptance of Single Tender (when received on second call) with or without negotiations	AE	Nil	
			EE	1.5 lacs	
			SE	5 lacs	
			CE (under his own powers)	25 lacs	
			Tender Committee under Chairmanship of CEO	1 crore	
			Chairman	2 Crores on recommendation of Tender Committee	
			Board (CHB)	Unlimited on the recommendations of Tender Committee	
		To undertake the deposit work			
		a) at full rate of departmental charges	Chairman, CHB	Full powers	
		b) at rates lower than full rate of departmental charges	Board(CHB)	Full powers	
		Utilization of contingencies (as per provision in the estimate)			
		(i) Existing work charged salary expenditure. (No new work charged person(s) to be re-employed, only re-adjustment of existing staff to be made)	Executive Engineer	Full powers	
		(ii) Material testing as per contract provisions	-do-	Full powers	
		(iii) Expenditure of miscellaneous nature	-do-	Rs. 2500/- at a time, subject to ceiling of Rs. 50,000/- per work or 1% of estimated cost whichever is less.	
		Delegation of Powers for approval of Consultancy jobs is as under:-			

			Description	Approving/Competent Authority	
			Power to appoint private Architect/Consultant where the consultancy is required throughout the period from the start to the completion of work.	Chairman/CEO, CHB	
			Engagement of agencies for preparation of architectural drawings.	Full powers delegated to Sr. architects as per CPWD Manual.	
			Consultancy work/jobs pertaining to Structural design, Design of estate services, Soil investigation reports, Surveying or for any other contingent requirements for services pertaining to the execution of works etc., etc, except for the cases covered under (1.) above.		
		(iii) Rules/ orders under which powers and duty are derived and	As per administrative/financial and judicial powers delegated by Board of Directors and Chandigarh Administration to the officers/officials. <b>i) Chief Executive Officer</b> <ul style="list-style-type: none"> <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> <li>• However, the final policy/financial orders shall be sanctioned as per earlier practice.</li> </ul>		
		(iv) Exercised			
		(v) Work allocation			
			<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 RPFC.</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) Chief Engineer</b> <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>		
			<b>v) Superintendent Engineer</b> <ul style="list-style-type: none"> <li>• SE Incharge of 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</li> </ul>		

			the officers subordinate to him and shall impart instruction & guidance to them in the discharge of their duties.
			<p><b>vi) Executive Engineer</b></p> <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 Divisions &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 AGs office for overall control of their Division.</li> </ul>
			<p><b>vii) Sub Divisional Engineer</b></p> <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>
			<p><b>viii) Enforcement Officer</b></p> <ul style="list-style-type: none"> <li>• Enforcement Officer is the overall head of the Enforcement Division and is responsible to stop ongoing un-authorized/illegal constructions by issuing Notice-cum-Demolition Order &amp; Challan etc.</li> <li>• Enforcement Officer is responsible to the Secretary, 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>
			<p><b>viii) Deputy Enforcement Officer</b></p> <ul style="list-style-type: none"> <li>• Each Deputy Enforcement Officer is responsible to Enforcement Officer for the management and execution of enforcement works within his Sub-Division and is assisted by Junior Engineer A.E.(s).</li> <li>• He is to check the fresh illegal/ unauthorized constructions and the existing procedure for its control.</li> </ul>
			<p><b>viii) Sectional Officer (JE/AE)</b></p> <ul style="list-style-type: none"> <li>• He is the Incharge of the section and is to carry out the survey, leveling, give layouts, estimating and supervise the actual execution of works.</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>
			<p><b>ix) Superintendent, Chief Officer/Circle Office/Division Office</b></p> <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> </ul>

			<ul style="list-style-type: none"> <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>
			<p><b>x) Circle Head Draftsman/Head Draftsman</b></p> <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>
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	<ul style="list-style-type: none"> <li>• Chairman, Chandigarh Housing Board.</li> <li>• To undertake Housing Scheme</li> <li>• Scheme entrusted to Board by Administrator</li> <li>• Preparation and submission of annual housing programme, Budget and Establishments Schedule</li> <li>• Transfer to Board for Purpose of Housing scheme of land vested In a local authority</li> <li>• unification, simplification and standardization of building materials;</li> <li>• encouraging pre-fabrication and mass production of house components;</li> <li>• organization or undertaking the production of building materials required for the housing schemes.</li> <li>• encouraging research for discovering cheap building materials and evolving new methods of economic constructions.</li> <li>• Securing a steady and sufficient supply of workmen trained in the work of construction of buildings.</li> </ul>
		(ii) Final decision making authority	Board of Directors, Chandigarh Housing Board.

		(iii) Related provisions, acts, rules etc.	<ol style="list-style-type: none"> <li>1. The Capital of Punjab (Development and Regulation) Act, 1952.</li> <li>2. The Haryana Housing Board Act, 1971 (As extended to Chandigarh).</li> <li>3. The Chandigarh Housing Board (Allotment, Management and Sale of tenements) Regulations, 1979.</li> <li>4. The Chandigarh Housing Board (Sites and Services Complex Allotment) Regulation, 1979.</li> <li>5. The Housing Board, Chandigarh (Eviction from Board Premises), Rules, 1979.</li> <li>6. The Chandigarh Housing Board (Officers and Servants) Service Regulations, 2021.</li> <li>7. Punjab Civil Services Rules.</li> </ol>			
		(iv) Time limit for taking a decisions, if any	As per time limit given in housing scheme and the provisions in above said legislations.			
		(v) Channel of supervision and accountability	Writing of Cash Book of each Scheme.	<u>Level at which the case is initiated.</u> (Name of the post)	<u>Name of the post which deal with the case before the decision making authority.</u>	<u>Level at which decision is made.</u> (Name of the post)
			Ledger Posting	Asstt.	SO/Supdt.	AO
			Preparation of Account Statement of Dwelling Units	Asstt.	SO /Supdt.	AO
			No Due Certificate	Asstt.	SO/Supdt.	AO
			Sale/Gift Transfer Deed (Lease hold)	Asstt.	SO/Supdt.	AO
			Instate Demise Transfer Policy.	Asstt.	SO/Supdt.	AO
			Testamentary Succession on the basis of WILL of deceased. (a) Registered WILL. (b) Probated WILL.	Asstt.	SO/Supdt./ AO/LO/CAO	Secretary
			Mutation of property on the basis of Sale Deed/Transfer Deed/Gift Deed etc. (for free hold properties only).	Asstt.	SO/Supdt./ AO/LO/CAO	Secretary
			Conversion from lease hold to free hold.	Asstt.	SO/Supdt.	AO
			Duplicate copy of allotment letter, possession slip and physical possession form.	Asstt.	SO/Supdt./ AO/ LO/CAO	Secretary
			Allotment and Physical Possession.	Asstt.	SO/Supdt./ AO/ LO/CAO	Secretary
			No Dues Certificates.	Asstt.	SO/Supdt.	AO



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

			Approval of time extension	Supdt./ HDM	EE/ CE	Various officers of the Board as per powers delegated by Board as detailed above.		
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	<b>S. No</b>				<b>Name of the service provided</b>	
			1.	Issuance of No Objection Certificate for transfer of lease rights: - a) With Consideration. b) Between husband and wife. c) Within blood relation.				
			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)				
			3.	Transfer on the basis of a) Intestate Denise b) Registered Will c) Probated Will.				
			4.	Issuance of duplicate copy of allotment letter, possession slip and physical possession form.				
			5.	Conversion from lease hold to free hold in respect of dwelling units.				
			6.	Issuance of Allotment letter along with physical possession.				
			7.	Issuance of No Dues Certificates (NDC).				
			8.	Issuance of Lump sum payment certificate.				
			9.	Issuance of Interest component certificate.				
			10.	Issuance of permission for mortgage of residential and commercial properties of CHB.				
			11.	Refund of Earnest money or other deposit made.				
		(ii) Norms/ standards for functions/ service delivery	As per notification 'Right to Service Act' issued by the Chandigarh Administration.					
		(iii) Process by which these services can be accessed	The procedure followed in the decision making process, including channels of supervision and accountability. <u>Nature/type of Work</u>					
			Writing of Cash Book of each Scheme.	<u>Level at which the case is initiated. (Name of the post)</u>	<u>Name of the post which deal with the case before the decision making authority.</u>	<u>Level at which decision is made. (Name of the post)</u>		
			Ledger Posting	Asstt.	SO/Supdt.	AO		
			Preparation of Account Statement of Dwelling Units	Asstt.	SO /Supdt.	AO		
			No Due Certificate	Asstt.	SO/Supdt.	AO		
			Sale/Gift Transfer Deed (Lease hold)	Asstt.	SO/Supdt.	AO		
			Instate Demise Transfer Policy.	Asstt.	SO/Supdt.	AO		

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

			Confirmation of BG	Supdt. (Admn.), CHB Block A	Supdt./AO/Concerned SDE	EE
			Opening of Financial Bid	Supdt./ AO	Supdt./AO	EE
			Processing of Tender/ Justification of Rates	Supdt./AO/ Concerned SDE	EE	EE
			Approval/ Acceptance of tender/ issue of Allotment Letter	D.Man/ HDM/ SDE	EE	Various officers of the Board as per powers delegated by Board as detailed above in Annexure-2
			Approval of time extension	Supdt./ HDM	EE/ CE	Various officers of the Board as per powers delegated by Board as detailed above in Annexure-2
		(iv) Time-limit for achieving the targets	As per notification 'Right to Service Act' issued by the Chandigarh Administration for the services provided by Chandigarh Housing Board.			
		(v) Process of redress of grievances	As per guidelines of the Chandigarh Administration.			
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	<ol style="list-style-type: none"> <li>1. The Capital of Punjab (Development and Regulation) Act, 1952.</li> <li>2. The Haryana Housing Board Act, 1971 (As extended to Chandigarh).</li> <li>3. The Chandigarh Housing Board (Allotment, Management and Sale of tenements) Regulations, 1979.</li> <li>4. The Chandigarh Housing Board (Sites and Services Complex Allotment) Regulation, 1979.</li> <li>5. The Housing Board, Chandigarh (Eviction from Board Premises), Rules, 1979.</li> <li>6. The Chandigarh Housing Board (Officers and Servants) Service Regulations, 2021.</li> <li>7. Punjab Civil Services Rules.</li> </ol>			
	(ii) List of Rules, regulations, instructions manuals and records.					
	(iii) Acts/ Rules manuals etc.					
	(iv) Transfer policy and transfer orders	As per CVC guidelines issued by the Chandigarh Administration.				

1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	i) Agenda & Minutes of Board meetings, Pre/Post Qualification Committee meetings and Tender Committee meetings	
			ii) Estimates for AA, TS	
			iii) Establishment cases	
			iv) Agreements.	
			v) Measurement Books	
			vi) Contractors' Ledgers	
			vii) Correspondence with other Deptt.	
			viii) Office order file	
			ix) Arbitration cases	
			x) Court cases	
			xi) Acquaintance Roll	
			xii) Muster Roll	
			xiii) Contractor's bills	
			xiv) Duplicate Vouchers	
			xv) CPWD Manual & Specifications	
			xvi) Detailed Estimate	
			xvii) Analysis of Rates	
			xviii) Noting Files	
			xix) ACRs	
			xx) DNITs	
			xxi) Tender Documents	
			xxii) PQ Documents	
			xxiii) Work Charge Establishment record.	
			xxiv) Correspondence related to works/Arbitration	
			xxv) Furniture & fixture Register	
			xxvi) Bills Register	
			xxvii) Fixed charged Register	
			xxviii) Muster Roll Register	
			xxix) P.W. Deposit Register (Securities of Contractor's)	
			xxx) Pay Ledger	
			xxxii) T&P Register	
			xxxiii) Bin Cards of store	
			xxxiiii) Testing Charges Register	
	xxxv) Complaint Register			
	xxxvi) Water/Electricity consumption bill Register			
	xxxvii) Diesel Consumption Register			
	xxxviii) Allotment Files			
	xxxix) Cash Books			
	xl) Ledgers			
	xli) Vouchers			
	xlii) Correspondence/meeting files			
	xliii) Property register (Fixed/Non fixed Asset Register)			
	(ii) Custodian of documents/ categories	Office of the Chandigarh Housing Board.		
1.7	Boards, Councils, Committees	(i) Name of Boards, Council, Committee etc.	Chandigarh Housing Board, Chandigarh	

and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(ii) Composition	<p>The Chandigarh Housing Board has a Board of Directors comprising of the Chairman and 8 other members, appointed by the Administrator, Union Territory, Chandigarh.</p> <ul style="list-style-type: none"> <li>• Chairman, CHB.</li> </ul> <p><u>The official members</u></p> <ul style="list-style-type: none"> <li>• Finance Secretary Chandigarh Administration or his nominee</li> <li>• Estate Officer, U.T. Chandigarh</li> <li>• Chief Executive Officer, CHB.</li> <li>• Chief Architect, Deptt. of Urban Planning U.T., Chandigarh.</li> <li>• Chief Engineer, U.T., Chandigarh</li> </ul> <p><u>The non-official members</u></p> <ul style="list-style-type: none"> <li>• Sh. Hitesh Kumar Puri, House No.1214, Sector 43B, Chandigarh.</li> <li>• Ms. Poonam Sharma, House No. 2305, Sector 35C, Chandigarh.</li> <li>• Sh. Surinder Bahga, House No.353, CPC-RCS Enclave, Sector-48 Chandigarh</li> </ul>
	(iii) Dates from which constituted	08.09.2021
	(iv) Term/ Tenure	Three years
	(v) Powers and functions	<ol style="list-style-type: none"> <li>1. To undertake Housing Scheme</li> <li>2. Matter to be provided for by Housing Scheme</li> <li>3. No housing scheme to be made for area included in improvement Scheme or be inconsistent with town planning scheme.</li> <li>4. Preparation and submission of annual programme, Budget and establishments Scheme</li> <li>5. Sanction to programme, Budget and establishment Schedule</li> <li>6. Publication of Sanctioned Programme</li> <li>7. Supplementary Programme and Budget</li> <li>8. Variation of Programme by Board after it has been sanctioned.</li> <li>9. Sanctioned Housing scheme to be executed.</li> <li>10. Publication of housing scheme In the Chandigarh Gazette</li> <li>11. Transfer to Board for Purpose of Housing scheme of land vested In a local authority</li> <li>12. Compensation in respect of Land vested in Board</li> <li>13. Power of Board to Turn or close Public street Vested in it</li> <li>14. Reference to Government in Case of dispute under sections 31 and 32</li> <li>15. Vesting in the local authority of streets laid out or altered and open spaces provided by Board under housing scheme</li> <li>16. Other duties of Board</li> <li>17. Board to assume Management of Requisitioned Lands</li> <li>18. Reconstitution of plots:- A housing scheme may provide</li> <li>19. Scheme entrusted to Board by Administrator</li> </ol>
	(vi) Whether their meetings are open to the public?	Yes.
	(vii) Whether the minutes of the meetings are open to the public?	Yes.
	(viii) Place where the minutes if open to the public are available?	Chandigarh Housing Board, Sector 9, Chandigarh.

1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	<b>Sr. No.</b>	<b>Name of the officer/employee</b>	<b>Designation</b>	<b>Tel. No./ Mob No.</b>
		(ii) Telephone , fax and email ID	1.	Dharam Pal, IAS	Chairman	0172-4601601
			2.	Yashpal Garg, IAS	Chief Executive Officer	0172-4601602
			3.	Rajeev Singla	Chief Engineer	9876017611
			4.	Rakesh Kumar Popli, HCS	Secretary	9815664124
			5.	J.S.Guleria	PA To Chairman	9872068458
			6.	Sunil Kumar	PA To Chief Executive Officer	7986399825
			7.	Sawarnjit Kaur	PA To Chief Engineer	9872984085
			8.	Harish Valecha	PA To Secretary	9815992650
			9.	Jaswinder Singh	Superintending Engineer-I	9815259600
			10.	Ajay Grover	Superintending Engineer-II	9815911265
			11.	Baldev Singh	Chief Accounts Officer	9780485512
			12.	Rajiv Tewari	Administrative Officer	9878197007
			13.	Amarjeet Singh	Enforcement Officer	9417004365
			14.	Anoop Kumar Bhatia	Executive Engineer-IV	9888025524
			15.	C. J. Bansal	Executive Engineer-VI/ VII	9815229291
			16.	Surinder Singh	Executive Engineer-III/ VIII	9815652636
			17.	S. P. Singh	Executive Engineer-V(Elect)	9915193182
			18.	Gurpreet Singh Maan	Senior Law Officer	9501000297
			19.	Gagandeep Kaur	Accounts Officer - I	8283812424
			20.	Manjeet Kaur	SO Pre Allotment	9646035030
			21.	Kulbhashan Chaudhary	Accounts Officer - II	9815608323
			22.	Usha Devi	Section Officer - I	8837791880
			23.	Usha Devi	Section Officer - II	8837791880
			24.	Rajnesh Malhi	Accounts Officer (Colony)	8054010399
			25.	Ravinder Kumar	Accounts Officer - III	9872984622
			26.	Sushil Kumar Vaid	Accounts Officer-IV	9646025462
			27.	Varinder Kumar	Cashier	8168698805
	28.	Seema Thakur	Accounts Officer-V	6239855572		

1.9	Monthly Remuneration received by officers & employees including system of compensation [Section (b) (x)]	(i) List of employees with Gross monthly remuneration	<b>S. No</b>	<b>Name &amp; Designation</b>	<b>Gross Salary (Rs)</b>
			1	Yashpal Garg, IAS	258856
			2	Jaswinder Singh, SE-I	251793
			3	Ajay Grover, SE-II	251793
			4	Rajeev Singla, Chief Engineer	239936
			5	S P Singh, E.E.	224088
			6	Anoop Bhatia, E.E.	198694
			7	Sanjeev Kumar Khanna, SDE	179565
			8	Amarjeet Singh, EE	167449
			9	Kuljit Paul Singh Mahi, PCS	157734
			10	Baldev Singh, CAO	157582
			11	Inderjit Singh, SDE	144404
			12	Inderbir Singh, Sr. DAO	142804
			13	Charanjiv Bansal. E.E.	142731
			14	Gagandeep, A.O.	142557
			15	Alok Verma, Computer Programmer	141195
			16	Sanjeev Kumar, SDE	136308
			17	Y.P.Batra, SDE	136274
			18	Paramjit Singh, CHDM	135422
			19	Ravi Kant, SDE	134283
			20	Vishav Tej, SDE	134283
			21	Rakesh Kumar Garg, SDE	134283
			22	Vikas Goel, SDE	134283
			23	Davinder Singh, A.E	134283
			24	Harbhajan Singh, SDE	134283
			25	Navneet Sharma, SDE	134283
			26	Ashok Singla, SDE	134283
			27	Vijay Kumar, SDE	134283
			28	Rajiv Tiwari, A.O.	133461
			29	Urwashi Koul, System Analyst	132369
			30	Surinder Singh, E.E	131564
			31	Rajesh Kumar, A.E	130794
			32	Bhupinder Singh, A.E	130794
			33	Inderjit Anand, A.E	130794
			34	Mohit Handa, A.E	130794
			35	Mohit Khana, A.E	130794
			36	Rajesh Kumar Popli, A.E.	130794
			37	Bhupinder Puri, SDE	130348
			38	Rajesh Sambhi, Head Draftsman	128570
			39	Arminder Singh, SDE	127078
			40	Balwinder Singh, CHDM	126909
			41	Susheel Kumar Vaid, A.O.	126839
			42	Akshey Kumar, SDE	126013
			43	Mrityunjay Kumar, SDE	126013
			44	Naresh kumar, HDM	125108
			45	Swarn Singh, HDM	124175
			46	Kulbhushan Chaudhary, A.O.	123397
			47	Abhinesh Dadwal, SDE	122440
			48	Raj Kumar, HDM	116453
			49	Anjana Jindal, D/Man	115364
50	Kamal Kishore, Supdt.	107320			



			51	Satnam Saroa, Supdt.	103723
			52	Pawan kumar, HDM	103072
			53	Navneet Kumar, Draftsman	102822
			54	Jagjeet Singh, Draftsman	102639
			55	Harvinder Kaur, CLO	102556
			56	Narinder Singh, DM	98010
			57	Renu Rana, Supdt.	97942
			58	Hari Pal, HDM	97436
			59	Anand Gupta, HDM	96686
			60	Sukhpreet Singh, SDE	96271
			61	Sunita Rani, Supdt.	95386
			62	Hans Raj, Supdt.	95156
			63	Seema Thankur, A.O.	93779
			64	Rajnish Malhi, A.O.	93779
			65	Sanjeev Kumar, Sr. Asstt.	92669
			66	Rupinder Kaur, Draftsman	92470
			67	Neeru Grover, Supdt.	92435
			68	Gautam Saini, Supdt.	92301
			69	Manoj Kumar, Draftsman	91740
			70	Krishan Gopal, A.E.	91342
			71	Rajiv Kumar, A.E.	91342
			72	Nirmala Batra, Sr. Scale Steno	91108
			73	Sanjeev Goel, Gupdt.	91046
			74	Mamta Nagpal, Draftsman	90357
			75	Rajesh Sethi, Supdt	87692
			76	Narinder Pal Singh, J.E.	87293
			77	Amarjit singh, J.E.	86364
			78	Krishan Gopal, J.E.	83975
			79	Kusum Verma, Supdt.	83347
			80	Sukhwinder Singh, J.E.	82914
			81	Guru Parsad, J.E	82914
			82	Sumeera, D.E.O.	81618
			83	Balwinder Singh, J.E.	81587
			84	Gurpreet Kaur, Supdt.	81122
			85	Swaranjit kaur, Setno	80322
			86	Nishi Sharma, Sr.Asstt.	79795
			87	Deepak Kumar, Sr.Asstt.	79795
			88	Rajeshwari Rawat, Sr.Asstt.	79795
			89	Indu Gupta, Sr.Asstt.	79616
			90	Rajiv Nanda, Supdt.	79315
			91	Sarvjeet Kaur, Steno	79062
			92	Gurdev Chand (Jr. Tech)	78617
			93	Lakhwinder Singh, Sr.Asstt.	78504
			94	Gurpreet Singh Maan, S.L.O.	77696
			95	Jyoti Rani, Jr. Scale Steno	77504
			96	Ravinder Kumar, A.O.	77177
			97	Manjit Kaur, S.O.	76672
			98	Avtar Singh, J.E.	76598
			99	Pawan Kumar Chauhan, D.E.O.	76555

			100	Jai Inder Singh Guleria, Jr. Scale Steno	75646
			101	Arun Gargya, Supdt.	74866
			102	Jose k. John, Sr.Asstt.	74866
			103	Rajni, Steno.	73987
			104	Kuldeep Chand, Sr.Asstt.	72367
			105	Surinder Pal Singh, Driver	71963
			106	Usha Devi, S.O.	71403
			107	Sunil Kumar Modi, Sr.Asstt.	71367
			108	Nirmaljit Singh, Sr. Asstt.	71367
			109	Surinder Kumar Bajaj, Sr.Asstt..	71367
			110	Jarnail Singh - II, Driver	71205
			111	Gulzar Singh, Sr.Asstt.	70443
			112	Tek chand (Jr. Tech)	69507
			113	Shamsher Singh, Sr. Asstt.	69443
			114	Harsharan Kaur, Steno	68362
			115	Bhuwan Chand (Jr. Tech)	67917
			116	Narvinder Kaur, Steno	67729
			117	Vivek Kumar Rampal, Steno	67729
			118	Rajesh Kumar, Sr. Asstt.	67054
			119	Kiranjit Kaur, Sr. Asstt.	66972
			120	Sukhwinder Kaur, Sr.Asstt	66972
			121	Harbhajan Singh, Driver	65767
			122	Budhi Ballabh, Sr.Asstt	65169
			123	Anil Kumar, Sr. Asstt.	65169
			124	Rajinder Kumar Sharma, Jr.Asstt.	65075
			125	Anupama Sharma, Sr. Asstt.	64763
			126	Harish Kumar, Steno	64650
			127	Satpreet Singh, Sr. Asstt.	64498
			128	Ranjna, Sr. Asstt.	64498
			129	Virender Kumar, Sr. Asstt	64498
			130	Bharat Pal, Sr. Asstt.	64299
			131	Tara Chand, Peon	64191
			132	Manjit Singh, Sr. Asstt.	62905
			133	Prem Kumar, Sr. Asstt.	62905
			134	Sandeep Singh, Sr. Asstt.	62905
			135	Ankit Garg, Sr. Asstt.	62905
			136	Manisha Mehndiratta, Sr. Asstt.	62905
			137	Renu Kumari, Sr. Asstt.	62905
			138	Satwinder Bains, Sr. Asstt.	62905
			139	Kamal Garg, Sr. Asstt.	62905
			140	Shivjot Singh, Sr. Asstt.	62905
			141	Gagandeep Singh, Sr. Asstt.	62905
			142	Mukesh Rawat, Sr. Asstt.	62905
			143	Rajinder Sinhmar, Sr. Asstt.	62905
			144	Keshav Verma, Sr. Asstt.	62772
			145	D.P Sharma, Sr. Asstt.	62766
			146	Dharam Pal, Sr. Asstt.	62683
			147	Ankit Arora, Sr. Asstt.	62605
			148	Nand Kishore, Helper	62175
			149	Amanpreet Kaur, Sr. Asstt.	61605

			150	Sumit Kumar, Sr. Asstt.	61113
			151	Diwani Ram, Jr. Tech	60337
			152	Surinder Kumar, Sr.Asstt.	60011
			153	Naresh Kumar, JT	59685
			154	Rakesh Kumar, Helper	59613
			155	Rajinder Kumar, Peon.	59443
			156	Balwant Singh, Helper	59353
			157	Mandeep Kaur - 2, Sr. Asstt.	59295
			158	Gurtar Singh, P.S.	59086
			159	Jarnail Singh, Jr. Tech.	59056
			160	Vinod Kumar, Jr. Tech.	59056
			161	Bhupendra Singh, Sr. Asstt.	59045
			162	Manjeet, Sr. Asstt.	59045
			163	Jang Perminder Singh, Sr. Asstt.	59045
			164	Rajat Kashyap, Sr. Asstt.	59045
			165	Somesh, Sr. Asstt.	59045
			166	Mandeep Kaur-I, Sr. Asstt.	59045
			167	Sonu, Sr. Asstt.	59045
			168	Sandeep Kaur, Sr. Asstt.	59045
			169	Jaspreet Singh, Sr. Asstt.	59045
			170	Sunil Kumar, Sr. Asstt.	59045
			171	Shruti Walia, Sr. Asstt.	59045
			172	Gagandeep, Sr. Asstt.	59045
			173	Sadhu Ram, Mali	58984
			174	Jagmohan Kaur, Sr. Asstt	58921
			175	Dalip Singh, Mazdoor	58402
			176	Kanda Swami, Chowkidar	58220
			177	Kedar, Chowkidar	58220
			178	Sukhbir Singh, Sr. Asstt.	56845
			179	Navjot Singh, Clerk	56831
			180	Ram Awadh -2, Mali	56361
			181	Jagdish Raj Manchanda, Jr. Asstt.	55947
			182	Deep Narayan, Helper	55759
			183	Ram Vinod Rai, Helper	55759
			184	Shesh Ram, Jr. Tech	55421
			185	Surjit Kaur, P.S.	55400
			186	Shiv Shankar, P.S.	55400
			187	Kewal Krishan, J.T.	55145
			188	Liakat Ali, Clerk	54891
			189	Surinder Singh, Clerk	54891
			190	Pinder Singh, J.T.	54145
			191	Mohinder Singh, J.T.	54145
			192	Naveen Kumar, J.T.	54145
			193	Harish Chander, Peon	53927
			194	Prem Chand, P.S.	53807
			195	Sarup Singh-I, Peon	53807
			196	Rupi Rani, Clerk	52816
			197	Balwinder Singh, Mali	52645
			198	Tej Pal Singh, Peon	52000
			199	Budh Lal, Carpenter	51914

			200	Shalinder Kumar, J.T.	51788
			201	Malkiat Singh, J.T.	50821
			202	Lalit Parshad, Peon	50508
			203	Varinder B Singh, Peon	50508
			204	U.K.Singh, J.T.	50043
			205	Niranjan Singh, J.T.	49532
			206	Kashima, Helper	49094
			207	Brij Pal, J.T.	48868
			208	Sukhwinder Singh, Clerk	48775
			209	Jaswinder Singh, C Dar	48169
			210	Joginder Pal Singh, Driver	47987
			211	Hari Parshad, Peon	47769
			212	Ashok Kumar, Peon	47769
			213	Maya Ram, Chowkidar	47769
			214	Tika Ram, Peon	47769
			215	Kashmir Singh, Peon	47769
			216	Roshan Ram, Mali	47700
			217	Siri Pal, Mali	47700
			218	Ram Raj, Mazdoor	47700
			219	Dalwinder Singh, J.T.	47475
			220	Paramjit Kaur, Peon	47407
			221	Sarabjit Singh, Driver	46711
			222	Balbir Singh, J.T.	46656
			223	Satya Pal Singh, Peon	46347
			224	Prem Chand, J.T.	45850
			225	Parveen Kumar, J.T.	45850
			226	Ashok Kumar, J.T.	45850
			227	Satpal, J.T.	45850
			228	Budhi Singh, J.T.	45850
			229	Sukhwinder Singh, J.T.	45850
			230	Rajiv Kashyap, J.T.	45350
			231	Raji Ram, Chowkidar	45219
			232	Yudhbir Singh, Peon	45102
			233	Parkash Rana, Peon	44854
			234	Jagdish Singh, Peon	44852
			235	Sarup Singh-II, Peon	44852
			236	Raj Kumar-1, Peon	44852
			237	Purna Bahadur, Peon	44852
			238	Raj Kumar - II , Peon	44852
			239	Ram Sabad, Peon	44852
			240	Lalan Manjhi, Peon	44718
			241	Gurdarshan Kaur, Peon	44682
			242	Ramesh Kumar, J.T.	44555
			243	Meema Devi, Peon	44553
			244	Balbir Singh, Helper	43719
			245	Rajinder Singh, Helper	43659
			246	Ram Pal, Peon	43576
			247	Som Bahadur, Peon	43508
			248	Sanjay, J.T.	43051
			249	Kamal Kishore, J.T.	43051

			250	Rajeev Kumar, J.T.	43051
			251	Shankar Singh, Helper	42205
			252	Hari Kesho, Mali	41595
			253	Jasbir Singh, J.T. (PWC)	40873
			254	Kesar Singh, Helper	40635
			255	Ram Baran, Chowkidar	39471
			256	Asha Devi, Mazdoor	39446
			257	Sher Khan, Chowkidar	37650
			258	Vayom Kumar, Helper	33632
			259	Santosh Kumari, Beldar (PWC)	32738
			260	Avtar Singh, Helper	32678
			261	Jyoti Parksh, Helper (PWC)	32678
			262	Machhla Devi, Helper (PWC)	32678
			263	Lal Sahab Rai, Helper	31603
			264	Subh Bahadur, Helper	31603
			265	Lekh Raj, Helper	30706
			266	Sonu, Sewerman	30706
		(ii) System of compensation as provided in its regulations	The compensation is provided as per Chandigarh Administration norms. Presently 6 <sup>th</sup> Punjab Pay Commission is applicable in Chandigarh Administration and applicable of CHB. The disbursement is made through e-payment.		

1.10	Name, designation and other particulars of public information officers [Section (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	<b>Appellate : 1. Sh Rakesh Kumar Popli, PCS, Secretary, Mob 9815664124 Chandigarh Housing Board (Administrative Section)</b>					
			<b>2. Sh. Rajeev Singla, Chief Engineer, Mob 987601761 Chandigarh Housing Board (Engineering Section)</b>					
			<b>Sr. No.</b>	<b>Name of the State/Central Public Information Officer &amp; Designation</b>	<b>Branches/ Wings assigned</b>	<b>Tele No.</b>	<b>Name of the ACPIO</b>	<b>Tele No.</b>
			1.	Sh. Anoop Kumar Bhatia, EE-I	Division No. I	4601710	Sh. Rajesh Sethi, Supdt. Gr-II	4601736
			2.	Surinder Singh, EE-II	Division No. II	4601722	Kamal Kishore Supdt. Gr-II	4601737
			3.	Surinder Singh, EE-III	Division NO. III	4601722	Sunita Rani, Supdt. Gr-II	4601738
			4.	Anoop Kumar Bhatia, EE-IV	Division No. IV	4601710	Sanjeev Goel, Supdt. Gr-II	4601739
			5.	Surinder Pal Singh, EE-V	Division NO. V	4601707	Hans Raj, Supdt. Gr-II	4601740
			6.	C.J. Bansal, EE-VI	Division No. VI	4601713	Renu Rana, Supdt. Gr-II	4601741
			7.	C.J. Bansal, EE-VII	Division No. VII	4601713	Renu Rana, Supdt. Gr-II	4601741
			8	Surinder Singh, EE-VIII	Division No. VIII	4601722	Sunita Rani Supdt. Gr-II	4601738
			9	Anoop Kumar Bhatia, EE-HQ	Division No. VIII	4601710	Gurpreet Kaur Supdt. Gr-II	4601842
			10	Amarjeet Singh, EE-Enf	Enforcement Wing	4601706	-	4601707
			11	Neena Aggarwal, Architect	Architect Wing	4601727	-	-
			12	Baldev Singh, CAO	Cash Branch(DDO) Account, Budget/EPF, Pension Cell.	4601801	Usha Devi, SO	4601816
			13	Rajiv Tewari, Administrative Officer	Admn. Branch	4601812	-	-
			14	Rajiv Tewari, Reception	Reception Section	4601812	Harvinder Kaur, CLO	4601730
15	Gagandeep Kaur, Accounts Officer-I	Respective Residential Housing Scheme under her charge.	4601805	Gautam Saini, Supdt. Gr-II	4601860			
16	Gagandeep Kaur, AO(Commercial	Respective Residential Housing Scheme under her charge.	4601805	Gautam Saini, Supdt. Gr-II	-			

		(ii) Address, telephone numbers and email ID of each designated official.	17	Kulbhushan Chaudhary, AO-II	Respective Residential Housing Scheme under his charge.	4601807	-	-	
			18	Ravinder, Accounts Officer-III	Respective Residential Housing Scheme under his charge.	4601814	-	-	
			19	Sushil Vaid, Accounts Officer-IV	Respective Residential Housing Scheme under his charge.	4601817	-	-	
			20	Rajnish Malhi, AO-Colony	Respective Residential Housing Scheme under his charge.	4601864	Satnam Saroa, Supdt. Gr-I	4601855	
			21	Seema Thakur, Accounts Officer-V	Respective Residential Housing Scheme under her charge.	4601880	-	-	
			22	Manjit kaur, SO	Respective Residential Housing Scheme under her charge.	4601806	-	-	
			23	Gurpeet Singh Maan, SLO	Legal Branch	4601802	-	-	
			24	Urwashi Kaul, Computer Incharge	Information Technology	4601821	Alok Verma, Computer Programmer	4601821	
			25	Seema Thakur, PMAY	PMAY Section	4601706	-	-	
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	03 employees.						
			Nil.						
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	Nil. Nil. As organized by Chandigarh Administration from time to time. Nil						

## 2. Budget and Programme

S. No.	Item	Details of disclosure	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	For the year 2021-22 - 47658.10 (Rs in lacs)
		(ii) Budget for each agency and plan & programmes	Nil
		(iii) Proposed expenditures	For the year 2021-22 - 20254.68 (Rs in lacs)
		(iv) Revised budget for each agency, if any	Nil
		(v) Report on disbursements made and place where the related reports are available	Annual Housing Programme Budget and Establishment Schedule and for the year 2020-21 and estimates for the year 2022-23 of the Chandigarh Housing Board.
2.2	Foreign and domestic tours during 2019-20	(i) Budget	NIL
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	NIL
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above- and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	NIL



<b>2.3</b>	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	NIL
		(ii) Objective of the programme	NIL
		(iii) Procedure to avail benefits	NIL
		(iv) Duration of the programme/ scheme	NIL
		(v) Physical and financial targets of the programme	NIL
		(vi) Nature/ scale of subsidy /amount allotted	NIL
		(vii) Eligibility criteria for grant of subsidy	NIL
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	NIL
<b>2.4</b>	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/ other institutions	NIL
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	NIL
<b>2.5</b>	Particulars of recipients concessions, permits of authorizations granted by the public authority (Section 4(1)(b) (xiii))	(i) Concessions, permits or authorizations granted by public authority	NIL
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorizations d) Date of award of concessions/ permits of authorizations	NIL
<b>2.6</b>	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T.,Chd.	NIL

### 3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Particulars
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof  [Section 4(1)(b)(vii)]	Arrangement for consultations with or representation by the members of the public	NA
		(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	
		(ii) Arrangements for consultation with or representation by	NA
		a) Members of the public in policy formulation/ policy implementation	
		b) Day & time allotted for visitors	
		c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	
		Public- private partnerships (PPP)	NA
		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	NA
		(iii) Concession agreements.	NA
(iv) Operation and maintenance manuals	NA		
(v) Other documents generated as part of the implementation of the PPP	NA		
(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	NA		
(vii) Information relating to outputs and outcomes	NA		
(viii) The process of the selection of the private sector party (concessionaire etc.)	NA		
(ix) All payment made under the PPP project	NA		
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	NA
		(i) Policy decisions/ legislations taken in the previous one year	
		(ii) Outline the Public consultation process	NA
		(iii) Outline the arrangement for consultation before formulation of policy.	NA
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	chbonline.in
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in	Citizen Charter
		(i) Electronic format	
		(ii) Printed format	Yes
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available	
		(i) Free of cost	Yes
		(ii) At a reasonable cost of the medium	NA

**4. E. Governance**

S. No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available	(i) English	Yes
		(ii) Vernacular/ Local Language	N.A.
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	NIL
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	At website – chbonline.in
		(ii) Name/ title of the document/ record/ other information	At website
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	The information of CHB is available free of cost on official website of CHB at Allottee Corner in home page of website.
		(ii) Details of information made available	
		(iii) Working hours of the facility	10:00 AM to 05:00 PM on all working days
		(iv) Contact person & contact details (Phone, fax email)	Reception Counter, CHB. Ph. 0172-4601730, 4601824, 4601825, 4601826 & 4601827.
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	The grievances received in the office are dealt at the level of Nodal Officer with consultation of Head of Branch. The functioning is reviewed at the level of Secretary.
		(ii) Details of applications received under RTI and information provided	Approx 150 Nos.
		(iii) List of completed schemes/ projects/ Programmes	No fresh scheme is introduced for last 3-4 years.
		(iv) List of schemes/ projects/ programme underway	
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	It is available with Engineering Wing and is provided as and when needed.
		(vi) Annual Report	NIL
		(vii) Frequently Asked Question (FAQs)	NIL
		(viii) Any other information such as a) Citizen's Charter	Citizen's Charter is available at website - chbonline.in
		c) Six monthly reports loaded on the website or not	NA
		d) Performance against the benchmarks set in the Citizen's Charter	It is as per the norms specified in the Citizen's Charter.
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	56 Nos (period from 01.04.2021 to 31.03.2022) and all are disposed off.
		(ii) Details of appeals received and orders issued	
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	Questions so received are replied in time accordingly

**5. Information as may be prescribed**

S. No.	Item	Details of disclosure	Particulars					
		(i) Name and details of (a) Current CPIOs & First Appellate Authority (FAAs) from 01.01.2015	<b>Appellate : 1. Sh Rakesh Kumar Popli, PCS, Secretary, Mob 9815664124 Chandigarh Housing Board (Administrative Section)</b> <b>2. Sh. Rajeev Singla, Chief Engineer, Mob 987601761 Chandigarh Housing Board (Engineering Section)</b>					
			<b>Sr. No.</b>	<b>Name of the State/Central Public Information Officer &amp; Designation</b>	<b>Branches/ Wings assigned</b>	<b>Tele No.</b>	<b>Name of the ACPIO</b>	<b>Tele No.</b>
			1.	Sh. Anoop Kumar Bhatia, EE-I	Division No. I	4601710	Sh. Rajesh Sethi, Supdt. Gr-II	4601736
			2.	Surinder Singh, EE-II	Division No. II	4601722	Kamal Kishore Supdt. Gr-II	4601737
			3.	Surinder Singh, EE-III	Division NO. III	4601722	Sunita Rani, Supdt. Gr-II	4601738
			4.	Anoop Kumar Bhatia, EE-IV	Division No. IV	4601710	Sanjeev Goel, Supdt. Gr-II	4601739
			5.	Surinder Pal Singh, EE-V	Division NO. V	4601707	Hans Raj, Supdt. Gr-II	4601740
			6.	C.J. Bansal, EE-VI	Division No. VI	4601713	Renu Rana, Supdt. Gr-II	4601741
			7.	C.J. Bansal, EE-VII	Division No. VII	4601713	Renu Rana, Supdt. Gr-II	4601741
			8.	Surinder Singh, EE-VIII	Division No. VIII	4601722	Sunita Rani Supdt. Gr-II	4601738
			9.	Anoop Kumar Bhatia, EE-HQ	Division No. VIII	4601710	Gurpreet Kaur Supdt. Gr-II	4601842
			10.	Amarjeet Singh, EE-Enf	Enforcement Wing	4601706	-	4601707
			11.	Neena Aggarwal, Architect	Architect Wing	4601727	-	-
			12.	Baldev Singh, CAO	Cash Branch(DDO) Account, Budget/EPF, Pension Cell.	4601801	Usha Devi, SO	4601816
			13.	Rajiv Tewari, Administrative Officer	Admn. Branch	4601812	-	-
			14.	Rajiv Tewari, Reception	Reception Section	4601812	Harvinder Kaur , CLO	4601730
			15.	Gagandeep Kaur, Accounts Officer-I	Respective Residential Housing Scheme under his charge.	4601805	Gautam Saini, Supdt. Gr-II	4601860

		(a)	16	Gagandeep Kaur, AO(Commercial	Respective Residential Housing Scheme under her charge.	4601805	Gautam Saini, Supdt. Gr-II	-
			17	Kulbhushan Chaudhary, AO-II	Respective Residential Housing Scheme under his charge.	4601807	-	-
			18	Ravinder, Accounts Officer-III	Respective Residential Housing Scheme under his charge.	4601814	-	-
			19	Sushil Vaid, Accounts Officer-IV	Respective Residential Housing Scheme under his charge.	4601817	-	-
			20	Rajnish Malhi, AO-Colony	Respective Residential Housing Scheme under his charge.	4601864	Satnam Saroa, Supdt. Gr-I	4601855
			21	Seema Thakur, Accounts Officer-V	Respective Residential Housing Scheme under her charge.	4601880	-	-
			22	Manjit kaur, SO	Respective Residential Housing Scheme under her charge.	4601806	-	-
			23	Gurpeet Singh Maan, SLO	Legal Branch	4601802	-	-
			24	Urwashi Kaul, Computer Incharge	Information Technology	4601821	Alok Verma, Computer Programmer	4601821
			25	Seema Thakur, PMAY	PMAY Section	4601706	-	-

		(ii)	Details of third party audit of voluntary disclosure	Yes, third party audit has been carried out by Mahatma Gandhi State Institute of Public Administration, Punjab, Sector 26, Chandigarh on 05.04.2022 .
		(a)	Dates of audit carried out	
		(b)	Report of the audit carried out	
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	NA
		(a)	Date of appointment	
		(b)	Name & Designation of the officers	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	Nil
		(a)	Dates from which constituted	
		(b)	Name & Designation of the officers	
		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	Nil
		(a)	Dates from which constituted	
		(b)	Name & Designation of the Officers	

**6. Information Disclosed on own Initiative**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Particulars</b>
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		The information on specified items under provision of Section 4 (1) (b) of RTI Act, 2005 is available on the official website of Chandigarh Housing Board i.e. chbonline.in

**ORGANISATIONAL CHART**

