

## **A FRAMEWORK FOR TRANSPARENCY AUDIT**

### **1. Organization and Function**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Particulars</b>
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 www.chbonline.in
		(ii) Head of the organization	Chairman, CHB
		(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	As per annexure I attached.
		(v) Organization Chart	As per annexure II attached.
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	As per annexure III attached.
		(ii) Power and duties of other employees	As per annexure IV attached.
		(iii) Rules/ orders under which powers and duty are derived and (iv) Exercised (v) Work allocation	As per annexure V attached.
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.	1. The Capital of Punjab (Development and Regulation) Act, 1952. 2. The Haryana Housing Board Act, 1971 (As extended to Chandigarh). 3. The Chandigarh Housing Board (Allotment, Management and Sale of tenements) Regulations, 1979. 4. The Chandigarh Housing Board (Sites and Services Complex Allotment) Regulation, 1979.

			5. The Housing Board, Chandigarh (Eviction from Board Premises), Rules, 1979. 6. The Chandigarh Housing Board (Officers and Servants) Service Regulations, 2021. 7. The Centre Civil Services Rules.	
		(iv) Time limit for taking a decisions, if any	As per time limit given in housing scheme and the provisions adopted by CHB.	
		(v) Channel of supervision and accountability	As per annexure VI	
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	S. No	Name of the service provided
			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	As per annexure VII		
		(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 as per annexure VIII.	
		(v) Process of redress of grievances		
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/manual /instruction.	1. The Capital of Punjab (Development and Regulation) Act, 1952.	
		(ii) List of Rules, regulations, instructions manuals and records.	2. The Haryana Housing Board Act, 1971 (As extended to Chandigarh). 3. The Chandigarh Housing Board (Allotment, Management and Sale of tenements) Regulations, 1979.	
		(iii) Acts/ Rules manuals etc.	4. The Chandigarh Housing Board (Sites and Services Complex Allotment) Regulation, 1979. 5. The Housing Board, Chandigarh (Eviction from Board Premises), Rules, 1979. 6. The Chandigarh Housing Board (Officers and Servants) Service Regulations, 2021. 7. Center Civil Services Rules.	

		(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	As per annexure IX.
		(ii) Custodian of documents/ categories	Office of the Chandigarh Housing Board.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	Chandigarh Housing Board, Chandigarh
		(ii) Composition	<p>The Chandigarh Housing Board has a Board of Directors comprising of the Chairman and 8 other members, appointed by the Administrator, Union Territory, Chandigarh.</p> <p>•Chairman, CHB.</p> <p><u>The official members</u></p> <p>•Finance Secretary Chandigarh Administration or his nominee</p> <p>•Estate Officer, U.T. Chandigarh</p> <p>•Chief Executive Officer, CHB.</p> <p>•Chief Architect, Deptt. of Urban Planning U.T., Chandigarh.</p> <p>•Chief Engineer, U.T., Chandigarh</p> <p><u>The non-official members</u></p> <p>•Sh. Hitesh Kumar Puri, House No.1214, Sector 43B, Chandigarh.</p> <p>•Ms. Poonam Sharma, House No. 2305, Sector 35C, Chandigarh.</p> <p>•Sh. Surinder Bahga, House No.353, CPC-RCS Enclave, Sector-48 Chandigarh</p>
		(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> </ol>

			16. Other duties of Board 17. Board to assume Management of Requisitioned Lands 18. Reconstitution of plots:- A housing scheme may provide 19. Scheme entrusted to Board by Administrator
		(vi) Whether their meetings are open to the public?	Yes.
		(vii) Whether the minutes of the meetings are open to the public?	Yes.
		(viii) Place where the minutes if open to the public are available?	Chandigarh Housing Board, Sector 9, Chandigarh.
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation (ii) Telephone , fax and email ID	As per annexure X
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	As per annexure XI
		(ii) System of compensation as provided in its regulations	As per existing rules of CHB.
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority (ii) Address, telephone numbers and email ID of each designated official.	There are two appellate authority in CHB for Administrative Section and Engineering Section and their designations are as under” <b>Appellate Authority</b> 1. Sh Akhil Kumar, DANICS, Secretary, Mob 9868551901 Chandigarh Housing Board (Administrative Section) 2. Sh. Rajeev Singla, Chief Engineer, Mob 987601761 Chandigarh Housing Board (Engineering Section) The list of ACPOIs alongwith addressees and tele nos in respect of different sections/branches is as per annexure XII.
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	CHB has no case under disciplinary proceeding the financial year 2023-24.
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Nil.
		(ii) Efforts to encourage public authority to participate in these programmes	Nil.
		(iii) Training of CPIO/APIO	As organized by Chandigarh Administration from time to time.
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Nil

## 2. Budget and Programme

S. No.	Item	Details of disclosure	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	As per annexure XIII.
		(ii) Budget for each agency and plan & programmes	Nil
		(iii) Proposed expenditures	As per annexure XIII.
		(iv) Revised budget for each agency, if any	Nil
		(v) Report on disbursements made and place where the related reports are available	The report on the same is titled as "Annual Housing Programme Budget and Establishment Schedule and for the year 2023-24 and estimates for the year 2024-25 of the Chandigarh Housing Board".
2.2	Foreign and domestic tours during 2023-24	(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
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	NIL
		(ii) Objective of the programme	NIL
		(iii) Procedure to avail benefits	NIL
		(iv) Duration of the programme/ scheme	NIL
		(v) Physical and financial targets of the programme	NIL
		(vi) Nature/ scale of subsidy/ amount allotted	NIL
		(vii) Eligibility criteria for grant of subsidy	NIL
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	NIL
2.4	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/ other institutions	NIL
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	NIL

<b>2.5</b>	Particulars of recipients concessions, permits of authorizations granted by the public authority (Section 4(1) (b) (xiii)) of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority (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 (iii) Date of award of concessions/ permits of authorizations	NIL 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
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Use of the most effective means of communication	
		(i) Internet (website)	www.chbonline.in
		(ii) Outline the Public consultation process	NA
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	(iii) Outline the arrangement for consultation before formulation of policy.	NA
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in	
		(i) Electronic format	Citizen Charter available at website
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	(ii) Printed format	Yes
		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	N.A.
		(ii) Vernacular/ Local Language	
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 – www.chbonline.in
		(ii) Name/ title of the document/ record/ other information	Housing Schemes of CHB.
		(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	10:00 AM to 05:00 PM on all working days
		(iii) Working hours of the facility	Reception Counter, CHB – Ph. 0172-2511131, 2511132, 2511133, 2511134, 2511135, 2511135, 2511137, 2511138 & 2511139.
		(iv) Contact person & contact details (Phone, fax email)	
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	392 Nos (period from 01.04.2023 to 31.03.2024) are received and all are disposed off.  56 Nos of appeals received and disposed off.
		(iii) List of completed schemes/ projects/ Programmes	Various Housing Schemes are launches by CHB for citizens which are completed with prescribed time limits.
		(iv) List of schemes/ projects/ programme underway	It is available with Engineering Wing and is provided as and when needed.
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
		(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 - www.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	392 Nos (period from 01.04.2023 to 31.03.2024) are received and all are disposed off.
		(ii) Details of appeals received and orders issued	56 Nos of appeals received and disposed off.



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
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**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	The information related to CPIOs and AA is available as per annexure XII.
		(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 12.06.2024.
		(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. <a href="http://www.chbonline.in">www.chbonline.in</a>

### **1.1 (iv) Function and duties**

#### **Duty of Board to undertake Housing Scheme:**

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.

#### **Matter to be provided for by Housing Scheme:-**

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:-

- (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 scheme,
- (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, notification, specify area surrounding or adjoining the area included in a housing scheme to be the adjoining area.

#### **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 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.

**Preparation And submission of annual housing programme, Budget and Establishments Schedule**

(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.

**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.

**Publication of Sanctioned Programme**

The Administrator shall publish the programme sanctioned by it under section 24 in the Chandigarh Gazette.

**Supplementary Programme and Budget**

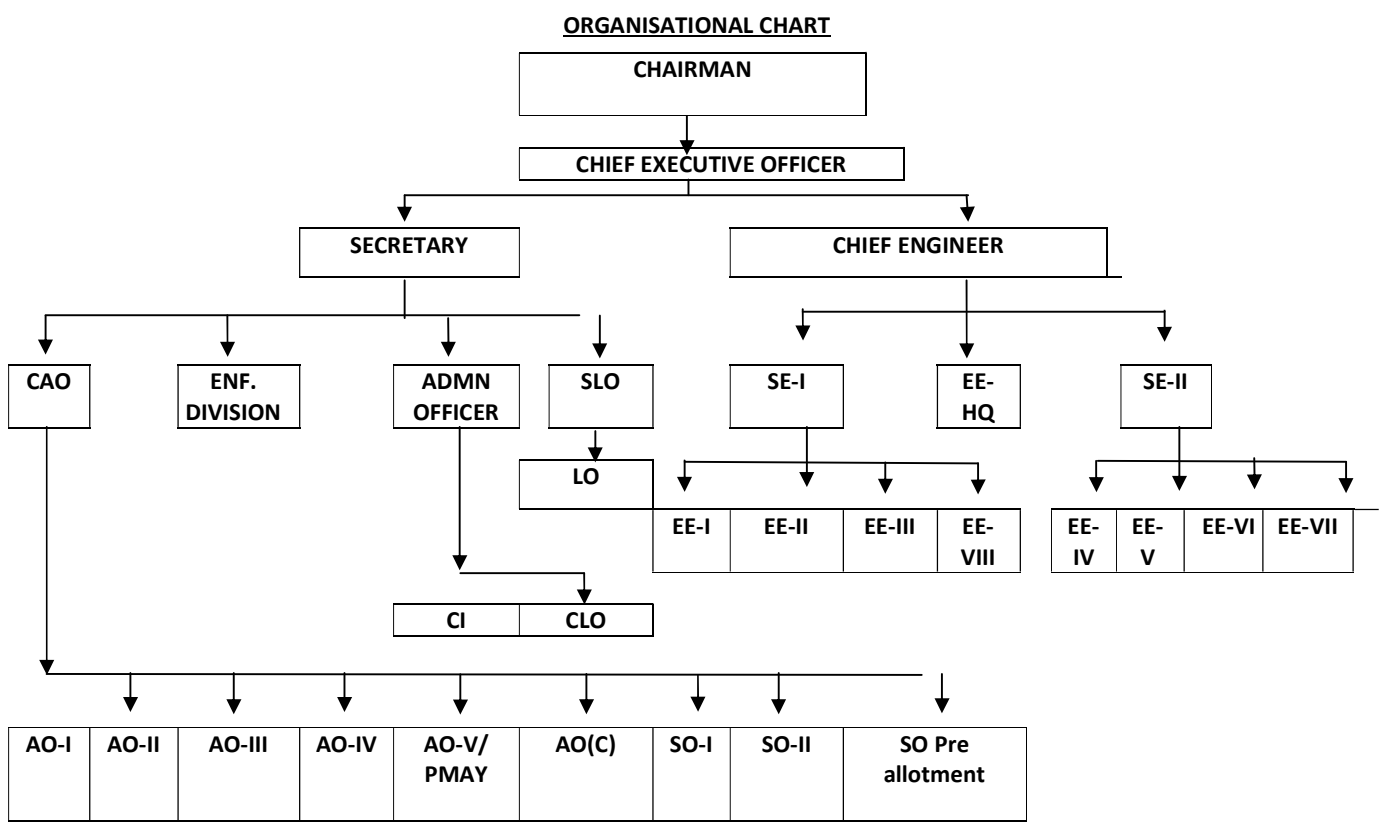
The Board may, at any time during the year, in respect of which a programme has been sanctioned under section 24, submit a supplementary programme and budget and the additional schedule of the staff, if any, to the Administrator and the provisions of section 24 and 25 shall apply to such supplementary programme.

**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 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.

1.1 (iv) Organizational Chart



**1.2 (i) Powers and duties of officers (administrative, financial and judicial)****(a) For incurring Recurring/Non Recurring Contingent Expenditure****Designation of the authority**

Chairman	Up to Rs. 1.00 crore on each occasion.
Chief Executive Officer	i) Up to Rs. 50.00 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.50,000/- on each occasion
Chief Engineer	Rs.50,000/- on each occasion.
Superintending Engineer	Rs.5000/- on each occasion.
Chief Accounts Officer	Rs.5000/- 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.1,000/- at a time.

**POL Expenses** - 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.

**Advertising and Publicity Expenses** - 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) Reimbursement of Medical Claims and Advances:**

Authority to whom power delegated	Limit
Chairman	More than Rs. 1, 00,000/-
Chief Executive Officer	Rs. 50,001/- to Rs.1,00,000/-
Secretary /Chief Engineer	Up to Rs. 50,000/- in respect of officers working under them.

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.

**Medical Advance** - The power to sanction Medical Advance up to Rs. 1,00,000/- is delegated to Chief Executive Officer, CHB and beyond Rs. 1,00,000/- to **Chairman, CHB** subject to observance of relevant rules/ instructions.

**c) Normal Pay Fixation/ Grant of Annual Increment:**

For officers/officials	Competent Authority
Chief Executive Officer	Chairman
Secretary/Chief Engineer	Chief Executive Officer
For all remaining officers and officials	Chief Accounts Officer

However all pay fixation should be got verified from Chief Accounts Officer.

**d) Issuance of NOC for obtaining Indian Passport/Prescribed Proforma approved by the Govt. of India.**

**Chief Executive Officer** shall be the competent authority in respect of all officers/officials working in the Chandigarh Housing Board except Deputationists for whom the proposal be referred to concerned Cadre Controlling Authority of Chandigarh Administration. Secretary/Chief Engineer will convey/sign prescribed Proforma approved by the Govt. of India in respect of officers/officials working under their control.

**e) Grant of Loans and Advances to the staff:**

House Building Advance and all advances as provided for in the General Financial Rules 2005 incorporating Compendium of Rules on Advances (such as Conveyance Advance, Motor Cycle Advance, Festival Advance etc.) and also other advances as have been approved by the Board for its officers and employees, shall be sanctioned by the **Chief Executive Officer, CHB**.

**Secretary, CHB** shall accept and sign all the documents executed between the employees of CHB and CHB, required for granting various advances for and on behalf of Chandigarh Housing Board as already decided by the Board in its meeting held on 27.11.1987 vide Agenda Item No.125.3.

<b>Advance for TA on Tour and LTC/HTC -</b>		Advances for TA on Tour and for LTC/HTC shall be sanctioned as under
Chairman	-	For CEO
Chief Executive Officer	-	For Chief Engineer & Secretary
Chief Engineer/Secretary	-	For other officer under their control
<b>f) Journey Beyond Jurisdiction and deputing officials on training:</b>		
<b>For Officials/Officers</b>		<b>Competent Authority</b>
Chief Executive Officer		Chairman
For other officers/employees		Chief Executive Officer
<b>g) Functioning of Recovery Branch:</b>		
<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>		
<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) 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>• 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> <li>• Transfer of property on the basis of sale deed/ transfer deed/ gift deed</li> <li>• Chairman is authorized to modify the delegations made by the Board from time to time including the present one.</li> </ul>		

Sanctioning advances and countersigning the TA bills submitted after completion of return journey in respect of journey(s) performed by the Officers/ Officials (except Chairman and Chief Executive Officer) working under their control.	Chief Executive Officer	Power to Sanction Advance for TA on Tour, Adjustment of advance and sanction of expenditure involved in connection with Tour in accordance with tour programme approved by the Competent Authority in respect of Secretary & Chief Engineer.
	Secretary	Power to Sanction Advance for TA on Tour, Adjustment of advance and sanction of expenditure involved in connection with Tour in respect of all Officials/Officers working in the, administrative wing, Recovery Section, Legal Branch, Accounts Branch, Admn. Branch & Enforcement Wing including Chief Accounts Officer, Accounts Officers, SLO and CLO.
	Chief Engineer	Power to Sanction Advance for TA on Tour, Adjustment of advance and sanction of expenditure involved in connection with Tour in respect of Superintending Engineers, Architect & Executive Engineers.
	Superintending Engineer	Power to Sanction Advance for TA on Tour, Adjustment of advance and sanction of expenditure involved in connection with Tour in respect of Sub-Divisional Engineers
	Executive Engineers	Power to Sanction Advance for TA on Tour, Adjustment of advance and sanction of expenditure involved in connection with Tour in respect of officers/ employees working in their respective Division below the level of Sub-Divisional Engineers
Appointment/Disciplinary Proceedings	Chairman	For Class I & II (Group A & B)
	Chief Executive Officer	For Class I & II (Group C & D)
Whole Establishment Matters	Secretary, CHB	Administrative Officer will report to Secretary, CHB. While the Superintendent of both Admin and Engineering Wing will report to Administrative Officer.
Ex-India leave	Chairman	For Groups A & B Ex-India leave will be sanctioned only with the approval of Chairman, Chandigarh Housing Board. For Groups C & D Ex-India leave will be sanctioned only with the approval of CEO, Chandigarh Housing Board.
Special Casual Leave, Half Pay Leave, Leave Not Due, Extra Ordinary Leave, Maternity Leave, Paternity Leave, Abortion Leave, Special Disability Leave, Quarantine Leave	Chief Executive Officer	CEO, CHB shall be the competent authority for sanction of leave 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.



**1.2 (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>
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> </ul>

	<ul style="list-style-type: none"> <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> </ul>
	<ul style="list-style-type: none"> <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>
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>
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
	SE	5 lacs
	EE	1.5 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.
<b>Delegation of Powers for approval of Consultancy jobs is as under:-</b>		
<b>Description</b>	<b>Approving/Competent Authority</b>	
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.		

**1.2 (iii) Rules/ orders under which powers and duty are derived and  
(iv) Exercised  
(v) Work allocation**

As per administrative/financial and judicial powers delegated by Board of Directors and Chandigarh Administration to the officers/officials.

**i) Chief Executive Officer**

- Cancellation of allotment of dwelling unit and commercial property.
- Acceptance of Special Power of Attorney executed by the allottees in favour of spouse or blood relation for taking possession of the dwelling unit.

**ii) Secretary**

- Following routine matters where no technical or legal issues are involved.
    - Issuance of duplicate documents.
    - Approval for allowing Mutations in death cases.
    - Refund of EMD under the Housing Schemes.
    - Entrustment of court cases to the empanelled Advocates.
- However, the final policy/financial orders shall be sanctioned as per earlier practice.

**iii) Chief Accounts Officer**

- Acceptance of Indemnity Bond and Agreements in transfer/mutation cases.
- Payment of fee to the members of the Board, Property Allotment Committee, PQ Sub Committee, Tender Committee, Technical Committee, as approved by the Board.
- Forwarding of Applications for withdrawal of EPF in respect of Chandigarh Housing Board employees to RPFC.
- Permission for publication for calling objections from public in case of GPA Transfer, in death cases and for the issuance of duplicate documents.

**iv) Chief Engineer**

- Chief Engineer is the overall Incharge of the Engineering Section and exercises powers as delegated by the Board.

**v) Superintendent Engineer**

- SE Incharge of Divisions of Engg. Wing, Arch. Wing and exercise powers as delegated by the Board.
- SE is responsible to the CE CHB for the administrative, technical & general professional control and close supervision over the works of the officers subordinate to him and shall impart instruction & guidance to them in the discharge of their duties.

**vi) Executive Engineer**

- EE is the overall head of the Division and is responsible for direct supervision of work under their control and exercises as such Administrative/Financial powers delegated by the Board.
- In CHB, there are five Civil Divisions, two Public Health Divisions & 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.

**vii) Sub Divisional Engineer**

- Each Sub Divisional Engineer is responsible to Executive Engineer for the management and execution of works within his Sub-Division and is assisted by Junior Engineer A.E.(s).
- He is to maintain initial accounts for expenditure in respect of works.
- Submission of New proposals and Agendas.
- He is to check measure the works as measured by S.O including payments as per Agreement.
- He is to ensure that subordinates thoroughly understand and strictly adhere to the details of the estimates for works.
- To exercise power as delegated by the Board.

**viii) Enforcement Officer**

- Enforcement Officer is the overall head of the Enforcement Division and is responsible to stop ongoing unauthorized/illegal constructions by issuing Notice-cum-Demolition Order & Challan etc.
- Enforcement Officer is responsible to the Secretary, CHB for the administrative, technical & general professional control and close supervision over the works of the officers subordinate to him and shall impart instruction & guidance to them in the discharge of their duties.

**viii) Deputy Enforcement Officer**

- Each Deputy Enforcement Officer is responsible to Enforcement Officer for the management and execution of enforcement works within his Sub-Division and is assisted by Junior Engineer A.E.(s).

<ul style="list-style-type: none"> <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> <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 (v) Channel of supervision and accountability**

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
<b>Technical Wing</b>			
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.
Approval of time extension	Supdt./ HDM	EE/ CE	Various officers of the Board as per powers delegated by Board as detailed above.

**1.4 (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.</u> <u>(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.</u> <u>(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-	SO/Supdt./AO/ Secy./CEO	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-III
Approval of time extension	Supdt./ HDM	EE/ CE	Various officers of the Board as per powers delegated by Board as detailed above in Annexure-III

**1.4 (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**

**LIST OF PUBLIC SERVICES BEING PROVIDED BY THE CHANDIGARH HOUSING BOARD, U.T., CHANDIGARH.**

Sr. No (As mentioned in the notification of Public Services list)	Name of the Services	Given time limit	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks, if any.
179	Issuance of No Objection Certificate for transfer of lease rights: - (a) With Consideration. (b) Between husband and wife. (c) Within blood relation.	20 days	Branch Head (AO)	Secretary	Chief Executive Officer	Excluding the period of public notice.
180	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	-do-	-do-	-do-	-do-
181	Transfer on the basis of (a) Intestate Demise (b) Registered Will (c) Probated Will.	25 days	-do-	-do-	-do-	-do-
182	Issuance of duplicate copy of allotment letter, possession slip and physical possession form.	30 days	-do-	-do-	-do-	-do-
183	Conversion from lease hold to free hold in respect of dwelling units.	30 days	-do-	-do-	-do-	
184	Issuance of Allotment letter along with physical possession.	15 days	-do-	-do-	-do-	
185	Issuance of No Dues Certificates.	15 days	-do-	-do-	-do-	
186	Issuance of Lump sum payment certificate.	15 days	-do-	-do-	-do-	
187	Issuance of Interest component certificate.	15 days	-do-	-do-	-do-	
188	Issuance of permission for mortgage of residential and commercial properties of CHB.	25 days	-do-	-do-	-do-	
189	Refund of Earnest money or other deposit made.	30 days	-do-	-do-	-do-	As per terms & condition of the scheme.

**(v) Process of redress of grievances**

If any of the public services as notified by the Chandigarh Administration vide notification No 28/67/1-IH(11)-2022-3946 dated 08.03.2022 in respect of this office, is not provided by the concerned designated officer within the stipulated time-limits, the applicant can approach Sh. Rajiv Tewari, Nodal Officer on telephone No 0172-25000141 and email address [chb\\_chd@yahoo.com](mailto:chb_chd@yahoo.com). Even thereafter if the service is not provided by the designated officers, then he/she may file first/second appeal before the First/Second Appellate Authorities under the Right to Service Act. If still not satisfied, then he/she may approach the Chandigarh Right to Service Commission ([www.rtsc.chd.gov.in](http://www.rtsc.chd.gov.in)) on telephone No 0172-5171500, 2700018 and/or [email-chd.rtsc@chd.nic.in](mailto:email-chd.rtsc@chd.nic.in)

**1.6 (i) Categories of documents**

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

**1.8 (i) Name and designation  
(ii) Telephone , fax and email ID**

<b>Sr. No.</b>	<b>Name of the officer/employee</b>	<b>Designation</b>	<b>Tel. No./ Mob No.</b>
1.	Rajeev Verma, IAS	Chairman	0172-4601601
2.	Ajay Chagti, IAS	Chief Executive Officer	0172-4601602
3.	Rajeev Singla	Chief Engineer	9876017611
4.	Akhil Kumar, DANICS	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.	Surinder Pal	Chief Accounts Officer	9780485512
12.	Rajiv Tewari	Administrative Officer	9878197007
13.	Akehay Kumar Verma	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.	Rakesh Garg	Executive Engineer	9888785111
19.	Smt Bhupinder Puri	Executive Engineer	9814505572
20.	Gurpreet Singh Maan	Senior Law Officer	9501000297
21.	Gagandeep Kaur	Accounts Officer	8283812424
22.	Jasvir Singh	SO Pre Allotment	8146556342
23.	Kulbhashan Chaudhary	Accounts Officer - II	9815608323
24.	Rajnesh Malhi	Accounts Officer - III	9872984622
25.	Sushil Kumar Vaid	Accounts Officer-IV	9646025462
26.	Seema Thakur	Accounts Officer-I & V	6239855572
27.	Rajesh Kumar Sharma	Accounts Officer (Colony)	8054010399
28.	Amit Kumar	SO-II	9466491366
29.	Ram Singh	SO-I	8968419998
30.	Kamal Garg, Sr. Asstt.	Cashier	9463020829

## 1.9 (i) List of employees with Gross monthly remuneration (for the month of Mar 2023)

Ser. No	Name	Designation	Gross Salary (Rs)
1.	Ajay Chagti, IAS	CEO	288496
2.	Rajeev Singla	C.E.	319572
3.	Abhay Gupta	J.E.	61684
4.	Abhinesh Dadwal	SDE	154300
5.	Abuhoraira	J.E.	61684
6.	Ajay Grover	S.E	355076
7.	Ajay Singh	Clerk	34968
8.	Akashdeep Singh	SDE (B)	98260
9.	Akshey Kumar	SDE	154300
10.	Alok Verma	Computer Programmer	198792
11.	Aman Kumar - 1	J.D.M	45448
12.	Aman Singh Bist	Clerk	34968
13.	Amanpreet Kaur	Sr. Asstt.	86448
14.	Amarjeet Singh	EE	242080
15.	Amarjit Singh	J.E.	111868
16.	Amit Chauhan	Driver	39216
17.	Amit Sharma	S.O.	91532
18.	Anand Gupta	HDM	129334
19.	Anil Kumar	Sr. Asstt.	81884
20.	Anish Kumar	J.E.(B)	61684
21.	Anjna Jindal	Draftsman	162544
22.	Ankit Garg	Sr. Asstt.	86448
23.	Anoop Kumar Bhatia	E.E.	257230
24.	Anupama Sharma	Sr. Asstt.	91532
25.	Arminder Singh	SDE	172552
26.	Arun Gargya	Supdt. Gr-ii	99988
27.	Arun Kumar	S.O.	144832
28.	Arun Pathania	JE (B)	61684
29.	Arun-2	Clerk	34968
30.	Arunpal Singh	Clerk	34968
31.	Asha Devi	Mazdoor	53812
32.	Ashok Kumar	J.T.	62832
33.	Ashok Kumar	Peon	63488
34.	Ashok Singla	SDE	172552
35.	Avtar Singh	Helper	44464
36.	Avtar Singh	J.E.	97214
37.	Balbir Singh	Helper	61684
38.	Balbir Singh	J.T.	62904
39.	Balwant Singh	Helper	85628
40.	Balwinder Singh	CHDM	187964
41.	Balwinder Singh	J.E.	105636
42.	Balwinder Singh	Mali	74312
43.	Bharat Pal	Sr. Asstt.	79548
44.	Bhupendra Singh	Sr. Asstt.	77358
45.	Bhupinder Puri	E.E.	179432
46.	Bhupinder Singh	SDE	177472
47.	Bhuwan Chand	J.E.	88908
48.	Brij Pal	J.T.	66440
49.	Budh Lal	Carpenter	76444
50.	Budhi Ballabh	Jr.Asstt	81884

51.	Budhi Singh	J.T.	62832
52.	Chandan Mattu	Clerk	34968
53.	Charanjiv Bansal	E.E	202064
54.	D.P Sharma	Sr. Asstt.	88908
55.	Dalip Singh	Mazdoor	83168
56.	Dalwinder Singh	J.T.	66440
57.	Davinder Singh	SDE	172552
58.	Deep Narayan	Helper	76628
59.	Deepak Kumar	Sr.Asstt.	105636
60.	Dharam Pal	Sr. Asstt.	81884
61.	Dhiraj Panchal	JE	61684
62.	Dilraj Singh	Clerk	31368
63.	Dinesh Kumar Bharat	J.E.	61684
64.	Diwani Ram	Jr. Tech.	81446
65.	Gagandeep Singh	Sr. Asstt.	86448
66.	Gagandeep	A.O.	205188
67.	Gagandeep	Sr. Asstt.	77358
68.	Gautam Saini.	Supdt. Gr-II	125684
69.	Gourav Bhalla	Clerk	34968
70.	Gulzar Singh	Sr.Asstt.	94160
71.	Gurdev Chand	J.E.	99732
72.	Gurmeet Singh	Clerk	34968
73.	Gurpreet Kaur	Supdt. Gr-II	105636
74.	Gurpreet Singh Maan	S.L.O.	104368
75.	Guru Parsad	J.E	111868
76.	Harbhajan Singh	SDE	172552
77.	Harbhajan Singh	Driver	85096
78.	Hari Pal	HDM	131962
79.	Hari Parshad	Peon	63488
80.	Harish Chander	Peon	74438
81.	Harish Kumar	J.E. (B)	61684
82.	Harish Kumar	Steno	85096
83.	Harsharan Kaur	Steno	100716
84.	Harvinder Kaur	CLO	150084
85.	Himanshu Rana	Clerk	34968
86.	Inderjit Anand	A.E	167300
87.	Inderjit Singh	SDE	190100
88.	Indu Gupta	Sr.Asstt.	105636
89.	Jagdeep Singh	Clerk	34968
90.	Jagdish Raj	Jr. Asstt.	82676
91.	Jagdish Singh	Peon	56918
92.	Jagjeet Singh	HDM	140732
93.	Jagmohan Kaur	Sr. Asstt.	72540
94.	Jagmohit Pal Singh	Clerk	34968
95.	Jai Inder Singh Guleria	Jr. Scale Steno	103668
96.	Jai Prakash Yadav	J.E.(E)	61684
97.	Jang Perminder	Sr. Asstt.	77358
98.	Jarnail Singh	Driver	90060
99.	Jarnail Sing	Jr. Tech	83168
100.	Jaspreet Singh	Sr. Asstt.	77358
101.	Jaswinder Singh	Chowkidar	63488
102.	Jaswinder Singh	S.E	355076
103.	Jatin Garg	SDE (B)	98260
104.	Joginder Pal Sing	Driver	61152

105.	Jose k. John	Sr.Asstt.	94440
106.	Jyoti Parkash	Peon	32194
107.	Jyoti Rani	Jr.Steno	106620
108.	Kamal Kishore	J.T.	56334
109.	Kamal Kishore	Supdt. Gr-I	150084
110.	Kamal	Sr. Asstt.	86448
111.	Kapil Singla	Clerk	34968
112.	Kartikey Rana	SDE (PH)	98260
113.	Kashima	Helper	71032
114.	Kesar Singh	Helper	55288
115.	Keshav Verma	Sr. Asstt.	86448
116.	Kewal Krishan	J.T.	79072
117.	Kiranjit Kaur	Sr. Asstt.	84220
118.	Krishan Gopal	A.E.	121872
119.	Kulbhushan Chaudhary	A.O	168462
120.	Kuldeep Chand	Sr.Asstt.	96784
121.	Kusum Verma	Supdt Gr-II	111868
122.	Lakhveer Singh	L.O.	61684
123.	Lakhwinder Singh	Sr.Asstt.	105312
124.	Lal Sahab Rai	Helper	42172
125.	Lalan Manjhi,	Peon	56918
126.	Lekh Raj	Helper	39982
127.	Liakat Ali	Sr. Asstt.	73124
128.	Mahika	Clerk	34968
129.	Malkiat Singh	J.T.	68452
130.	Mamta Nagpal	Draftsman	124480
131.	Mandeep Kaur	Sr. Asstt.	83820
132.	Manish	Clerk	34968
133.	Manisha Mehndiratta	Sr. Asstt.	86448
134.	Manjeet	Sr. Asstt.	77358
135.	Manjit Singh	Sr. Asstt.	86448
136.	Manoj Kumal	DM	121872
137.	Md. Zia Ul Haq	J.D.M.	45448
138.	Meema Devi	Peon	58524
139.	Mohinder Singh	J.T.	76444
140.	Mohit Gahalwat	Clerk	34968
141.	Mohit Handa	A.E	167300
142.	Mohit Khana	SDE	167300
143.	Mrityunjay Kumar	SDE	154300
144.	Ms. Anandi Yadav	Clerk	34968
145.	Ms. Mehak Godra	Clerk	34968
146.	Ms. Rupinder Kaur	Clerk	34968
147.	Mukesh Rawat	Sr. Asstt.	86448
148.	Nand Kishore	Helper	85628
149.	Naresh Kumar	J.T.	85628
150.	Naresh kumar	HDM	174848
151.	Narinder Singh	DM	136796
152.	Narvinder Kaur	Steno	90060
153.	Naveen Kumar	J.T.	76444
154.	Navjot Singh	Clerk	81692
155.	Navneet Kumar	Draftsman	140732
156.	Navneet Sharma	SDE	172552
157.	Neeru Grover	Supdt.	129088
158.	Niranjan Singh	J.T.	70212

159.	Nirmala Batra	Sr Scale Steno	121872
160.	Nirmaljit Singh	Sr. Asstt.	91532
161.	Nishant	JE	45448
162.	Nishi Sharma	Sr.Asstt.	99732
163.	Paramjit Singh	CHDM	182552
164.	Parkash Rana	Clerk	57940
165.	Parth Goel	J.E.(B)	61684
166.	Parveen Kumar	J.T.	62832
167.	Pawan Kumar Chauhan	D.E.O.	102908
168.	Pawan kumar	HDM	144832
169.	Pinder Singh	J.E.	79396
170.	Pradeep Kumar	J.E.	61684
171.	Pranjal Dixit	J.E. (PH)	61684
172.	Prem Chand	J.T.	62832
173.	Prem Kumar	Sr. Asstt.	86448
174.	Purna Bahadur	Peon	56918
175.	Rahul Kumar	JE (Elect.)	61684
176.	Raj Kumar - II	Peon	56918
177.	Raj Kumar	HDM	149336
178.	Raj Kumar-1	Peon	56918
179.	Rajan Malik	Clerk	34968
180.	Rajat Kashyap	Sr. Asstt.	86448
181.	Rajbir Singh Gill	J.E.	45448
182.	Rajeev Kumar	J.T.	56334
183.	Rajesh Kumar Popli	A.E	167300
184.	Rajesh Kumar Sharma	A.O	134298
185.	Rajesh Kumar	A.E	167300
186.	Rajesh Sambhi	Sr.Draftsman	177304
187.	Rajesh Sethi	Supdt. Gr-II	136796
188.	Rajeshwari Rawat	Sr.Asstt.	99732
189.	Raji Ram	Chowkidar	56918
190.	Rajinder Kumar Sharma	Sr. Asstt.	79548
191.	Rajinder Singh	Helper	61684
192.	Rajinder Sinhmar	Sr. Asstt.	86448
193.	Rajiv Kashyap	J.T.	61832
194.	Rajiv Kumar	A.E.	121872
195.	Rajiv Tiwari	Admin. Officer	194192
196.	Rajni, Steno.	Steno.	103668
197.	Rajnish Malhi	A.O	145820
198.	Rakesh Kumar	Asst. Arch.	81692
199.	Rakesh Kumar Garg	E.E.	179432
200.	Rakesh Kumar	Helper	85628
201.	Ram Awadh -2	Mali	80872
202.	Ram Raj	Mazdoor	69064
203.	Ram Sabad	Peon	56918
204.	Ram Singh	S.O.	84512
205.	Ram Vinod Rai	Helper	76628
206.	Ramesh Kumar	J.T.	62832
207.	Randeep	JE	45448
208.	Ranjna	Sr. Asstt.	86448
209.	Raveena Rani	Clerk	34968
210.	Ravi Kant	SDE	172552
211.	Ravi Kumar	Clerk	34968
212.	Renu Kumari	Sr. Asstt.	86448



213.	Renu Rana	Supdt.	139732
214.	Roshan Ram	Mali	69064
215.	Rupi Rani	Clerk	73708
216.	Rupinder Kaur	D.M.	129088
217.	S P Singh	E.E	298110
218.	Sachin Dhiman	Clerk	34968
219.	Sahil -1	Clerk	34968
220.	Sahil Khan	Clerk	34968
221.	Sandeep Kaur	Sr. Asstt.	77358
222.	Sandeep Singh	Sr. Asstt.	86448
223.	Sanjay	J.T.	56334
224.	Sanjeev Goel	Supdt	128108
225.	Sanjeev Kumar Khanna	SDE	240732
226.	Sanjeev Kumar	SDE	182556
227.	Sanjeev Kumar	Sr.Asstt.	121872
228.	Sartaj Singh	J.E. (B)	61684
229.	Sarup Singh-II	Peon	56918
230.	Sarvjeet Kaur	Steno	111868
231.	Satnam Saroa	Supdt. Gr-I	138094
232.	Satpal	J.T.	62832
233.	Satpreet Singh	Sr. Asstt.	86448
234.	Satwinder Bains	Sr. Asstt.	86448
235.	Satya Pal Singh	Peon	63488
236.	Savjot Singh	J.E. (PH)	61684
237.	Seema Thankur	A.O.	145820
238.	Shalinder Kumar	J.T.	74968
239.	Shankar Singh (Helper)	Helper	58524
240.	Shanu Raman	Clerk	34968
241.	Sher Khan	Chownkidar	53812
242.	Shesh Ram	Jr. Tech.	74438
243.	Shiv Shankar	P.S.	76444
244.	Shivam	Clerk	34968
245.	Shivam Jindal	J.E.(B)	61684
246.	Shruti Walia	Sr. Asstt.	77358
247.	Shweta Antwal	Clerk	34968
248.	Simran Saini	Clerk	34968
249.	Siri Pal	Mali	69064
250.	Som Bahadur	Peon	56918
251.	Somesh	Sr. Asstt.	77358
252.	Sonu	Sewerman	39982
253.	Sonu	Sr. Asstt.	77358
254.	Sooraj Kumar Goyal	J.E.(E)	61684
255.	Subh Bahadur	Helper	41004
256.	Sukhbir Singh	Sr. Asstt.	75752
257.	Sukhpreet Singh	SDE	123056
258.	Sukhwinder Kaur	Sr. Asstt.	84220
259.	Sukhwinder Singh	SDE	119416
260.	Sukhwinder Singh	Clerk	67264
261.	Sukhwinder Singh	J.T.	62832
262.	Sumeera	D.E.O.	115148
263.	Sumesh Singh Mittal	Clerk	34968
264.	Sumit Kumar	JE	61684
265.	Sumit Kumar	Sr. Asstt.	83988
266.	Sunil Kumar Modi	Sr. Asstt.	94156

267.	Sunil Kumar	Sr. Asstt.	77358
268.	Sunita Rani	Supdt.	135796
269.	Surinder Kumar Bajaj	Sr.Asstt..	94156
270.	Surinder Kumar	Sr.Asstt.	71080
271.	Surinder Pal Singh	CAO	137656
272.	Surinder Pal Singh	Driver	97928
273.	Surinder Singh	Sr. Asstt.	73124
274.	Surjit Kaur	P.S.	76444
275.	Susheel Kumar Vaid	A.O	178244
276.	Swaranjit kaur	Steno	114148
277.	Swarn Singh	HDM	167300
278.	Tarun Jatana	Clerk	34968
279.	Tarun Kumar	J.E. (B)	61684
280.	Tarun Panth	SDE	98260
281.	Tek Chand	Jr. Tech	98584
282.	Tika Ram	Peon	63488
283.	U.K.Singh	J.T.	67138
284.	Urwashi Koul	System Analyst	174356
285.	Vayom Kumar	Helper	42172
286.	Vickey	JE	61684
287.	Vijay Kumar	SDE	172552
288.	Vijay Sirohi	J.E.(E)	61684
289.	Vikas Goel	SDE	172552
290.	Vinod Kumar	Jr. Tech	83168
291.	Virender Kumar	Sr.Asstt.	86448
292.	Vishal Goyal	Clerk	34968
293.	Vishal Saini	JE (Building)	61684
294.	Vishav Tej	SDE	172552
295.	Vivek Kumar Rampal	Steno	90060
296.	Y.P.Batra	SDE	182556
297.	Yogesh S/o Prem Singh	Clerk	34968
298.	Yogesh S/o Sushil Kumar	Clerk	34968
299.	Yudhbir Singh	Peon	56918

**Annexure XII**

**Appellate : 1. Sh Akhil Kumar, DANICS, Secretary, Mob 9868551901, Chandigarh Housing Board (Admn. Section) Authority**

**2. Sh. Rajeev Singla, Chief Engineer, Mob 987601761, Chandigarh Housing Board (Engr. Section)**

Sr. No	Name of the State/Central Public Information Officer & Designation S./Sh./Smt	Branches/ Wings assigned	Tele /Mob No.	Name of the ACPIO S./Sh./Smt	Tele No.
1.	Anoop Kumar Bhatia, EE-I	Division No. I	2511121/ 9888025524	Kusam Verma, Supt. Gr-II	2511201/ 8283815330
2.	Rakesh Garg, EE-II	Division No. II	2511124/ 9888785111	Sanjeev Goel, Supdt. Gr-II	2511202/ 9815969983
3.	Amarjeet Singh, EE-III	Division No. III	2511122/ 9888014323	Renu Rana, Supdt. Gr-II	2511254/ 8437756261
4.	Bhupinder Puri, EE-IV	Division No. IV	2511121/ 9814505572	Kamal Kishore Supdt. Gr-I	2511204/ 9915678597
5.	Surinder Pal Singh, EE-V	Division NO. V	2511125/ 9815652636	Neeru Grover, Supdt. Gr-II	2511205/ 8556875794
6.	C.J. Bansal, EE-VI	Division No. VI	2511126/ 9815229291	Rajesh Sethi, Supdt. Gr-II	2511206/ 9872001368
7.	C.J. Bansal, EE-VII	Division No. VII	2511126/ 9815229291	Indu Gupta, Supdt. Gr-II	2511206/ 9815593130
8.	Amarjeet Singh, EE-VIII	Division No. VIII	2511128/ 9888014323	Sunita Rani, Supdt. Gr-II	2511255/ 9815613855
9.	Anoop Kumar Bhatia, EE-HQ	HQ	2511121/ 9888025524	Gurpreet Kaur Supdt. Gr-II	2511209/ 9872001368
10.	Akshay Kumar, Enf. Officer	Enforcement Wing	2511130/ 9889220999	Rajesh Sethi, Supdt. Gr-II	2511201/ 9872001368
11.	Amarjeet Singh, Executive Engineer, (CPIO of Architect Wing)	Architect Wing	4601727/ 9888014323	-	-
12.	Surinder Pal Singh, CAO	Cash Branch(DDO) Account, Budget/EPF, Pension Cell.	2511107/ 7888711126	Ram Singh, SO	2511266/ 8968419998
13.	Rajiv Tewari, Admn. Officer	Admn. Branch	2511141/ 9878197007	Arun Gargya, Supdt. Gr-II	2511142/ 9876017621
14.	Rajiv Tewari, Reception	Respective Residential Housing Scheme under his charge DQ/Society	2511141/ 9878197007	Harvinder Kaur , CLO	2511131/ 8284900248
15.	Seema Thakur, Accounts Officer-I	Respective Residential Housing Scheme under his charge DQ/Society	2511155/ 6239855572	Gautam Saini, Supdt. Gr-II	2511159/ 9888553436
16.	Seema Thakur, AO(Commercial)	Respective Residential Housing Scheme under his charge DQ/Society	2511155/ 6239855572	Gautam Saini, Supdt. Gr-II	2511159/ 9888553436
17.	Kulbhushan Chaudhary, AO-II	Respective Residential Housing Scheme under his charge DQ/Society	2511152/ 8288994848	-	-
18.	Rajnish Malhi, Accounts Officer-III	Respective Residential Housing Scheme under his charge DQ/Society	2511153/ 8054010399	-	-

Sr. No	Name of the State/Central Public Information Officer & Designation S./Sh./Smt	Branches/ Wings assigned	Tele /Mob No.	Name of the ACPIO S./Sh./Smt	Tele No.
19.	Sushil Vaid, Accounts Officer-IV	Respective Residential Housing Scheme under his charge DQ/Society	2511154/ 9646025462	-	-
20.	Rajesh Kumar, AO-Colony	Respective Residential Housing Scheme under his charge DQ/Society	2511157/ 9646023454	Satnam Saroa, Supdt. Gr-I	2511158/ 9815377874
21.	Seema Thakur, Accounts Officer-V	Respective Residential Housing Scheme under his charge DQ/Society	2511155/ 6239855572	-	-
22	Jasvir Singh, SO	Respective Residential Housing Scheme under his charge DQ/Society	2511267/ 8146556342	-	-
23	Gurpeet Singh Maan, SLO	Legal Branch	2511108/ 9501000297	-	-
24	Urwashi Kaul, Computer Incharge	Information Technology	2511123/ 8699002125	Alok Verma, Computer Programmer	2511241/ 9872445522
25	Amarjeet Singh, PMAY	PMAY Section	2511130/ 9888014323	-	-

**CHB Budget Estimates 2024-2025.**

As per provision contained in Section 23 of the Haryana Housing Board Act 1971, as extended to the U.T. of Chandigarh, the Annual Housing Programme, Budget and Establishment Schedule for the current financial year 2023-24 and the Estimates for the next financial year 2024-25 is yet to be approved by the H.E. Administrator, U.T., Chandigarh and the same is in process. Once it approved, the same will be uploaded on CHB website.