 CHANDIGARH HOUSING BOARD <small>A CHANDIGARH ADMINISTRATION UNDERTAKING</small>	8, JAN MARG SECTOR 9-D CHANDIGARH 160009
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No. CHB. CEO/CAO/2025/ 2004438

Dated:- 05-03-2025

ORDER

In continuation/partial modification to the order No. 153 dated 20.11.2024 the following officials are hereby assigned the work of digitization of allotment files of Recovery Section during the Second half day in addition to their own duties:-

Sr. No.	Dealing Hand Name	Designation	Branch	Name of DEO and Branch in which working
1.	Ms. Sandeep Kaur	Sr. Asstt	AO-II	Ms. Aanchal Nassa --Divn-VIII
2.	Sh. Sunil Kumar Modi	Sr. Asstt	AO-II	Sh. Vishal Kumar --SO-I
3.	Sh. Surender Kumar Bajaj	Sr. Asstt	AO-II	Sh. Vinay Kumar – SE-II
4.	Sh. Gurmeet Singh	Clerk	AO-II	Sh. Madhav Sharma--AO-I
5.	Ms. Rupinder Kaur	Clerk	AO-II	Ms. Preeti W/o Kulwinder AO-II
6.	Ms. Anandi Yadav	Clerk	AO-II	Sh. Anil Kumar --EE-I
7.	Ms. Neha	Clerk	AO-II	Ms. Seema Rani --SO-II
8.	Sh. Gulzar Singh	Sr.Asstt	AO-IV	Sh. Raju --EE-III
9.	Ms. Renu Kumari	Sr.Asstt	AO-IV	Ms. Reena Sharma --SO-II
10.	Ms. Jagmohan Kaur	Sr.Asstt	AO-IV	Ms. Neha--AO-V
11.	Ms. Ranjna	Sr.Asstt	AO-IV	Ms. Shilpa Sharma, D/o Sh. Mahesh Kumar --AO-IV
12.	Sh. Rajinder Sharma	Sr. Asstt.	AO-IV	Sh. Akshat Sharma --EE-I
13.	Ms. Reveena Rani	Clerk	AO-IV	Ms. Neha Verma -- CE Staff
14.	Ms. Heena	Clerk	AO-IV	Ms. Priya Ghansala --SO-II
15.	Sh. Manjeet	Sr.Asstt	AO-III	Ms. Amrit Kaur--Enforcement
16.	Smt. Gagandeep	Sr.Asstt	AO-III	Ms. Pooja Sharma--EE-V
17.	Sh. Kuldeep Chand	Sr.Asstt	AO-III	Ms. Kiran Kumari--EE-V
18.	Sh. Sachin	Clerk	AO-III	Ms. Deepika Kaushik --AO-III
19.	Sh. Shivam	Clerk	AO-III	Ms. Neeru --Architect Branch
20.	Sh. Mukesh Rawat	Sr. Asstt.	AO-C	Sh. Gurpreet AO (Colony)
21.	Sh. Sonu	Sr.Asstt.	AO-C	Sh. Amarjeet Singh AO (Colony)
22.	Sh. Vivek Kumar	Clerk	AO-C	Ms. Preeti Bhatt --EE VII
23.	Sh. Parveen	Clerk	AO-C	Sh. Jatin Sant -- EE-II

In addition to the above staff, the following officials working in different Sections of CHB are also assigned the work of digitization of allotment files of Colony Branch(at the disposal of Accounts Officer-Colony) during the first half day in addition to their own duties:-

Sr. No.	Name	Name & Designation	Place of present posting	Name of DEO and Branch in which working
1.	Ms. Sukhwinder Kaur	Sr. Asstt.	ENGG. WING	Ms. Pooja Sharma--EE-V
2.	Ms. Nishi Sharma	Sr.Asstt.	ENGG. WING	Ms. Preeti Bhatt --EE-VI
3.	Sh. Manjit Singh	Sr. Asstt.	ENGG. WING	Sh. Jatin Sant--EE-II
4.	Sh. Budhi Ballabh	Sr. Asstt.	ENGG. WING	Ms. Aanchal Nassa--EE-VIII



5.	Sh. Rajat Kashyap	Sr. Asstt.	ENGG. WING	Sh. Anil Kumar--EE-II
6.	Ms. Kiranjit Kaur	Sr. Asstt.	CAO/SO-I BR	Ms. Priya Ghanshala--SO-II
7.	Sh. Satwinder Bains	Sr. Asstt.	CAO/SO-I BR	Sh. Vishal Kumar--SO-I
8.	Sh. Kamal	Sr.Asstt.	CAO/SO-II BR	Ms. Reena Sharma -- CAO/SO-II
9.	Ms. Amanpreet Kaur	Sr. Asstt.	ENGG. WING	Ms. Neha Verma --CE-Staff
10.	Sh. Gagandeep Singh	Sr. Asstt.	ENGG. WING	Sh. Akshat Sharma-- EE-I
11.	Sh. Keshav Verma	Sr. Asstt.	Administration Branch	Ms. Neha --AO-L & C
12.	Sh. Ankit Garg	Sr. Asstt.	Administration Branch	Ms. Kiran Kumari --EE-V
13.	Ms. Manisha Mehndiratta	Sr. Asstt.	Administration Branch	Ms. Neeru --Architect Br.

The officials working in other branches will perform the work of digitization on their respective seats in their respective branches during the first half with the assistance of DEOs mentioned against their names.

Record Room Manager, CHB will make necessary arrangement for issuing the files to the dealing hands working in other sections, specifying the name of the dealing hand and files assigned to them. Services of Group-D working in their respective branches may be taken for moving the files from Record Room to their seats and back to Record Room.

All Dealing Assistants working in Recovery Section/Colony Branch shall perform the work of digitization of allotment files pertaining to their respective seats with assistance of DEOs attached with them as per detail given above.

The work of digitization shall be performed as per schedule given above daily including Saturdays as per order dated 17.02.2025, issued vide No.1979398 dated 17.02.2025 and progress report shall be submitted by each dealing assistant to the Account Officer concerned who will further submit the same to the Chief Accounts officer on daily basis.


The Accounts Officers of Recovery Section/Colony Branch shall supervise and monitor the progress of data entry work and also check the correctness of the data entered on random basis. They shall coordinate with the computer in-charge and NIC regarding issues, if any, faced during the digitization. CAO, CHB shall apprise the higher authorities regarding the progress of digitization on weekly basis.

The computer in-charge shall coordinate with the staff of CHB and NIC regarding any technical issues faced by the staff during digitization.

The Computer in-charge shall also ensure that all the computer systems provided to the dealing assistants put on digitization work are in proper working condition and are compatible with the software developed by NIC for data entry.

The concerned branch in-charges shall relieve the DEOs working in their respective sections/branches and the DEOs shall report in the concerned branch during first half day and in the Recovery Section during the second half day as per detail given in above lists.

The DEOs mentioned in the list of Reserved DEOs as per order No. 153 dated 20.11.2024 can be put on duty in case any of the DEOs mentioned in the above lists is on leave and shall also report in the office on Saturdays.



 Chief Executive Officer,
 Chandigarh Housing Board,
 Chandigarh

Endst No. 2004438

Dated:- 05-03-2025

A copy is forwarded to the following for information and necessary action:-

1. PA to CEO,
2. PA to Secretary, CHB
3. PA to CE, CHB
4. Superintending Engineer-I/II, CHB,
5. The Enforcement Officer, CHB,
6. Executive Engineer-Divn. I/II/III/IV/V/VI/VII/VIII
7. The Chief Accounts Officer, CHB,
8. The Administrative Officer
9. The Accounts Officer-I/II/III/IV/AO (Colony),
10. The SLO, CHB
11. The SO(Pre-Allotment)/ Land and Costing, CHB
12. The Computer In-Charge, CHB
13. The CLO, CHB
14. The Superintendent Admin
15. The Manager Record Room, CHB


Chief Executive Officer,
Chandigarh Housing Board,
Chandigarh 