

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 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	• Chairman, Chandigarh Housing Board. • To undertake Housing Scheme • Scheme entrusted to Board by Administrator • Preparation and submission of annual housing programme, Budget and Establishments Schedule • Transfer to Board for Purpose of Housing scheme of land vested In a local authority • unification, simplification and standardization of building materials; • encouraging pre-fabrication and mass production of house components; • organization or undertaking the production of building materials required for the housing schemes. • encouraging research for discovering cheap building materials and evolving new methods of economic constructions. • Securing a steady and sufficient supply of workmen trained in the work of construction of buildings.
		(ii) Final decision making authority	Board of Directors, Chandigarh Housing Board.
		(iii) Related provisions, acts, rules etc.	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	(i) Titleandnature oftherecord/manual /instruction.	1. The Capital of Punjab (Development and Regulation) Act, 1952. 2. The Haryana Housing Board Act, 1971 (As extended to Chandigarh).	
		(ii) List of Rules, regulations, instructions manuals and records.	3. The Chandigarh Housing Board (Allotment, Management and Sale of tenements) Regulations, 1979.	

	functions [Section 4(1)(b)(v)]	(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	The Chandigarh Housing Board has a Board of Directors comprising of the Chairman and 8 other members, appointed by the Administrator, Union Territory, Chandigarh. • Chairman, CHB. <u>The official members</u> • Finance Secretary Chandigarh Administration or his nominee • Estate Officer, U.T. Chandigarh • Chief Executive Officer, CHB. • Chief Architect, Deptt. of Urban Planning U.T., Chandigarh. • Chief Engineer, U.T., Chandigarh <u>The non-official members</u> • Dr. Balbir Singh Dhol, PCS (Retd.). House No 449, Sector 20-A, Chandigarh. • Ar. Vinod Joshi, Architect (Class-I) (Retd.), House No 1277, Sector 19, Chandigarh. • Sh. Shakti Prakash Devshali, S.C.F.-36, 1 st Floor, Sector 29D, Chandigarh.
		(iii) Dates from which constituted	30.10.2024
		(iv) Term/ Tenure	Three years

		(v) Powers and functions	1. To undertake Housing Scheme 2. Matter to be provided for by Housing Scheme 3. No housing scheme to be made for area included in improvement Scheme or be inconsistent with town planning scheme. 4. Preparation and submission of annual programme, Budget and establishments Scheme 5. Sanction to programme, Budget and establishment Schedule 6. Publication of Sanctioned Programme 7. Supplementary Programme and Budget 8. Variation of Programme by Board after it has been sanctioned. 9. Sanctioned Housing scheme to be executed. 10. Publication of housing scheme In the Chandigarh Gazette 11. Transfer to Board for Purpose of Housing scheme of land vested In a local authority 12. Compensation in respect of Land vested in Board 13. Power of Board to Turn or close Public street Vested in it 14. Reference to Government in Case of dispute under sections 31 and 32 15. Vesting in the local authority of streets laid out or altered and open spaces provided by Board under housing scheme
			16. Other duties of Board 17. Board to assume Management of Requisitioned Lands 18. Reconstitution of plots:- A housing scheme may provide 19. Scheme entrusted to Board by Administrator
		(vi) Whether their meetings are open to the public?	Yes.
		(vii) Whether the minutes of the meetings are open to the public?	Yes.
		(viii) Place where the minutes if open to the public are available?	Chandigarh Housing Board, Sector 9, Chandigarh.
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation (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:- Appellate Authority: 1. Sh. Sorabh Kumar Arora, Secretary, Mob 9501602021 Chandigarh Housing Board (Administrative Section) 2. Sh. Jaswinder Singh, Chief Engineer, Mob 9815259600 Chandigarh Housing Board (Engineering Section) The list of CPIOs and ACPPIOs along with 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	01 Nos
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.N o.	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 (ii) Budget for each agency and plan & programmes (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available	For the year – 160.91 2025-26 (Rs in Cr) Nil For the year – 137.64 2025-26 (Rs in Cr) Nil The report on the same is titled as “Annual Housing Programme Budget and Establishment Schedule and for the year 2025-26 and estimates for the year 2026-27 of the Chandigarh Housing Board”.
2.2	Foreign and	(i) Budget	NIL

	domestictours during 2025-26	(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
2.5	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	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 (iii) Date of award of concessions/ permits of authorizations	NIL
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T. 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	Citizen Charter available at website
		(i) Electronic format	Yes
3.5	Whether information manual/ handbook available free of cost or not [Section4(1)(b)]	(ii) Printed format	Yes
		List of materials available	NA
		(i) Free of cost	
		(ii) At a reasonable cost of the medium	

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, faxemail)	
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	678 Nos (period from 01.04.2025 to 31.03.2026) are received and all are disposed off. 95 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	678 Nos (period from 01.04.2025 to 31.03.2026) are received and all are disposed off.
		(ii) Details of appeals received and orders issued	95 Nos of appeals received and disposed off

4.7	Replies to questions asked in the parliament, if any. [Section4(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	The information related to CPIOs and AA is available as per annexure XII.
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Yes, third party audit has been carried out by Mahatma Gandhi State Institute of Public Administration, Punjab, Sector 26, Chandigarh on __.__.2026.
		(iii) Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director (a) Date of appointment (b) Name & Designation of the officers	NA
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Nil
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name&Designation of the Officers	Nil

6. Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	Particulars
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. www.chbonline.in

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.

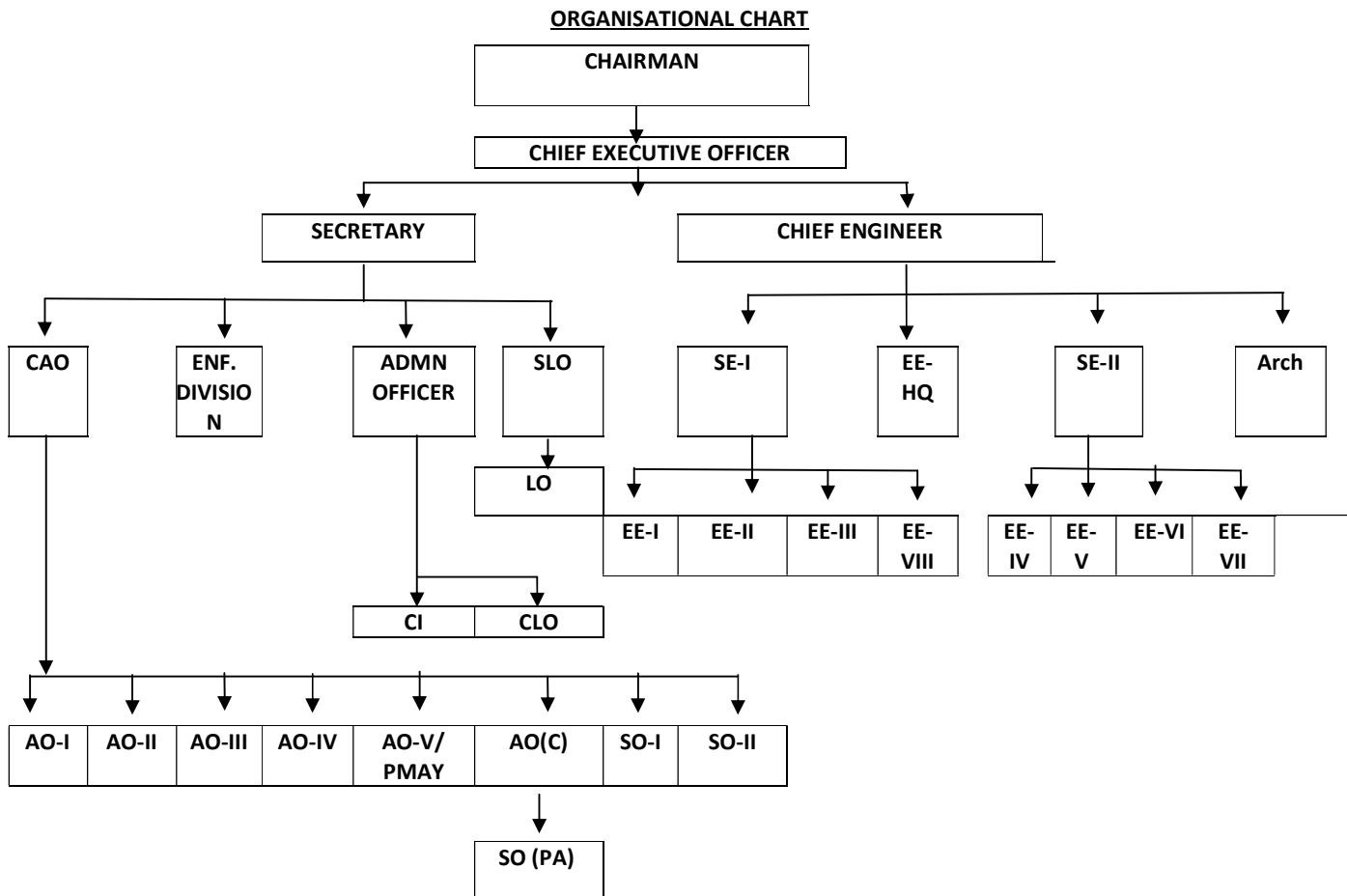
Supplementary Programme and Budget

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.

Advance for TA on Tour and LTC/HTC -		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

f) Journey Beyond Jurisdiction and deputing officials on training:	
For Officials/Officers	Competent Authority
Chief Executive Officer	Chairman
For other officers/employees	Chief Executive Officer
g) Functioning of Recovery Branch:	
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) Accounts Officers	
• Issuance of Acceptance-cum-Demand Letter (ACDL) to the allottees as per draw of lots. • Issuance of notices/reminders to the allottees for payment of the dues as per ACDL.	
• Issuance of Allotment Letter in the form as approved by the Board to the allottees as per draw of lots. • Execution/signing of Hire Purchase Tenancy Agreement (HPTA)/Agreement to Sell. • Issuance of notices/reminders to the allottees in respect of arrears of installments and other dues including Ground Rent. • Approval and issuance of 'No Dues Certificate' (NDC) in respect of dwelling units. • Issuance of possession slips to allottees after allotment. • Approval and issuance of Statement showing installments paid/unpaid till date/during the financial year and the component of interest included therein. • Approval and issuance of 'No Objection Certificate' in the prescribed form to the allottee for mortgaging the right/title/interest in the dwelling unit for rising loan from the prescribed sources. • Transfer of property on the basis of sale deed/ transfer deed/ gift deed • Chairman is authorized to modify the delegations made by the Board from time to time including the present one.	

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)
	Chief Executive Officer	For Class I & II (Group B&C)
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 Group C 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	• 2 Superintending Engineers Incharge of Divisions of Engg. Wing, Arch. Wing and exercise powers as delegated by the Board. • Superintending Engineer is responsible to the Chief Engineer, CHB for the administrative, technical & general professional control and close supervision over the works of the officers subordinate to him and shall impart instruction & guidance to them in the discharge of their duties.
Executive Engineer	• Executive Engineer is the overall head of the Division and is responsible for direct supervision of work under their control and exercises as such Administrative/ Financial powers delegated by the Board. • In CHB, there are five Civil Divisions, two Public Health 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.
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 Assistant Engineer(s). • He is to maintain initial accounts for expenditure in respect of works. • Submission of New proposals and Agendas. • He is to check measure the works as measured by S.O including payments as per Agreement. • He is to ensure that subordinates thoroughly understand and strictly adhere to the details of the estimates for works. • To exercise power as delegated by the Board.
Enforcement Officer	• The Enforcement Division is headed by Enforcement Officer and is responsible to stop ongoing un-authorized/illegal constructions by issuing Notice-cum-Demolition Order & Challan etc.
Deputy Enforcement Officer	• 02 Deputy Enforcement officers are responsible to Enforcement Officer for the management and execution of works within his Sub-Division and is assisted by Junior Engineer Assistant Engineer(s).
Sectional Officer (J.E./A.E.)	• He is the Incharge of the section and is to carry out the survey, leveling, give layouts, estimating and supervise the actual execution of works. • To make/record measurements in MBs and prepare/ check running/final bills as per Agreement/allotment letter. • He is to assist SDE /EE in measurements/check measurements of works and quality of work. • Any work assigned to him by Higher Authority.
Superintendent, Chief office/ Circle office/ Division office	• He/ She is the Incharge of correspondence Branch. • He/ She is responsible to maintain discipline & to mark the attendance & responsible for efficient performance by correspondence Branch. • Deal with establishment matters. • All letters received and issued to be initialed by Supdt. for further disposal. • Preparation of Notice Inviting Tenders & Contract Agreement. • Maintenance of casual leave account. • Maintenance of Tender register. • Purchase/issuance and Maintenance of record of Measurement Books • Maintenance of record of earnest money. • Maintenance of record of blacklisted Contractors. • Arranging office stationery /registers & forms etc. • General correspondence relating to works & sanctions. • Issuance of posting & transfer orders of staff working under the control of respective officer.

	• Seeking approval of telephone/mobile/refreshment/ LTC/HTC/ bills etc & their issuance of office order. • Issuance of office order relating to earned leave etc of the staff.	
	• Seeking approval of extension in time limit/grant of time limit applied by the agencies. • Disposing off independently certain routine cases & taking routine intermediate action on all cases received from Sub Divisions & Accounts and Drawing Branch. • Preparation of allotment letters of works. • Any other work entrusted by Higher Authorities	
Circle Head Draftsman/ Head Draftsman	• He is Incharge of the Drawing Branch. • Checking/Submission of rough cost estimate for AA. • Checking/Submission of detail estimate for technical sanction. • Checking/Submission of DNIT. • Preparation of justified rates. • Checking of tenders. • Preparation of agenda items for Tender Committee/Board. • Preparation/Comparisons of allotment letters. • Checking of bills for consumption statement, escalation statements etc., • Seeking approval/checking of the analysis of rates of non-agreement items, deviation statements in respect of ongoing/completed works. • Miscellaneous works i.e. Quarterly progress reports, vacant property & quotations etc. • Any other work entrusted by higher authorities.	
Accounts Officer	• Preparation of Budget. • Checking/ Passing hand receipt and bills of various expenditures incurred by Divisional office. • Checking /passing hand receipts of Mobiles/ telephones and entertainment. • Checking of Ledger of works of contractors. • Checking and passing works bills. • Checking of monthly accounts of division expenditure. • Preparation of Arbitration cases and assisting Divisional Officer in defending the case. • Any other work entrusted by higher authorities.	
D. Engineering Section. For effective execution & management of works, the Board in its meeting vide Agenda item No. 334.2.1 on 6.12.2007 has resolved to adopt CPWD Manual/Specifications, Common Schedule of Rates, Contract Documents and other system/formats in vogue in CPWD except the delegation of financial powers to the officers of the Board which are being governed by CHB as per the decision taken by the Board in its 345 th meeting held on 3.2.09 vide Agenda item No.345.2.3.		
A brief about the procedures/systems, delegation of powers and set up for the Engineering Section of CHB is as under:-		
Subject	Designation Authority	
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
E. Delegation of Financial powers		
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.
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.		

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

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).

• He is to check the fresh illegal/ unauthorized constructions and the existing procedure for its control.
viii) Sectional Officer (JE/AE) • He is the Incharge of the section and is to carry out the survey, leveling, give layouts, estimating and supervise the actual execution of works. • To make/record measurements in MBs and prepare/ check running/final bills as per Agreement/allotment letter. • He is to assist SDE /EE in measurements/check measurements of works and quality of work. • Any work assigned to him by Higher Authority.
ix) Superintendent, Chief Officer/Circle Office/Division Office • He/ She is the Incharge of correspondence Branch. • He/ She is responsible to maintain discipline & to mark the attendance & responsible for efficient performance by correspondence Branch. • Deal with establishment matters. • All letters received and issued to be initialed by Supdt. for further disposal. • Preparation of Notice Inviting Tenders & Contract Agreement. • Maintenance of casual leave account. • Maintenance of Tender register. • Purchase/issuance and Maintenance of record of Measurement Books • Maintenance of record of earnest money. • Maintenance of record of blacklisted Contractors. • Arranging office stationery /registers & forms etc. • General correspondence relating to works & sanctions. • Issuance of posting & transfer orders of staff working under the control of respective officer. • Seeking approval of telephone/mobile/refreshment/ LTC/HTC/ bills etc & their issuance of office order. • Issuance of office order relating to earned leave etc of the staff. • Seeking approval of extension in time limit/grant of time limit applied by the agencies. • Disposing off independently certain routine cases & taking routine intermediate action on all cases received from Sub Divisions & Accounts and Drawing Branch. • Preparation of allotment letters of works. • Any other work entrusted by Higher Authorities
x) Circle Head Draftsman/Head Draftsman • He is Incharge of the Drawing Branch. • Checking/Submission of rough cost estimate for AA. • Checking/Submission of detail estimate for technical sanction. • Checking/Submission of DNIT. • Preparation of justified rates. • Checking of tenders. • Preparation of agenda items for Tender Committee/Board. • Preparation/Comparisons of allotment letters. • Checking of bills for consumption statement, escalation statements etc., • Seeking approval/checking of the analysis of rates of non-agreement items, deviation statements in respect of ongoing/completed works. • Miscellaneous works i.e. Quarterly progress reports, Vacant property & quotations etc. • Any other work entrusted by higher authorities.

1.3 (v) Channel of supervision and accountability

Writing of Cash Book of each Scheme.	Level at which the case is initiated. (Name of the post)	Name of the post which deal with the case before the decision making authority.	Level at which decision is made. (Name of the post)
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			
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.
1	Issuance of No Objection Certificate for transfer of lease rights: - (a) With Consideration. (b) Between husband and wife. (c) Within blood relation.	20 days	Branch Head (AO)	Secretary	Chief Executive Officer	Excluding the period of public notice.
2	Mutation of property on the basis of:- (a) Sale Deed/Transfer Deed/Gift Deed etc. (for free hold properties only). (b) Deed of transfer of lease hold rights (in case of lease hold properties)	20 days	-do-	-do-	-do-	-do-
3	Transfer on the basis of (a) Intestate Demise (b) Registered Will (c) Probated Will.	25 days	-do-	-do-	-do-	-do-
4	Issuance of duplicate copy of allotment letter, possession slip and physical possession form.	30 days	-do-	-do-	-do-	-do-
5	Conversion from lease hold to free hold in respect of dwelling units.	30 days	-do-	-do-	-do-	
6.	Execution of Lease Deed	15 days	-do-	-do-	-do-	
7.	Un-earned increase shall be calculated	15 days	-do-	-do-	-do-	
8	Issuance of Allotment letter along with physical possession.	15 days	-do-	-do-	-do-	
9.	Issuance of No Dues Certificates.	15 days	-do-	-do-	-do-	
10.	Issuance of Lump sum payment certificate.	15 days	-do-	-do-	-do-	
11.	Issuance of Interest component certificate.	15 days	-do-	-do-	-do-	
12.	Issuance of permission for mortgage of residential and commercial properties of CHB.	25 days	-do-	-do-	-do-	
13.	Refund of Earnest money or other deposit made.	30 days	-do-	-do-	-do-	As per terms & condition of the scheme.
14.	Application for finalization of payments	15 days	Accounts Officer/ Concerned Branch in-charge	-do-	-do-	

(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. 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) on telephone No 0172-5171500, 2700018 and/or 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

Sr. No.	Name of the officer/employee	Designation	Tel. No./ Mob No.
1.	H Rajesh Parsh, IAS	Chairman	0172-4601601
2.	D Karthikeyan, IAS	Chief Executive Officer	0172-4601602
3.	Jasvinder Singh	Chief Engineer	9876017611
4.	Sorabh Kumar Arora, PCS	Secretary	9815664124
5.	J.S.Guleria	PA To Chairman	9872068458
6.	Sunil Kumar	PA To Chief Executive Officer	7986399825
7.	Sanjeev Goel	PA To Chief Engineer	9872984085
8.	Rajni Madan	PA To Secretary	9815992650
9.	Amarjeet Singh	Superintending Engineer-I	9417004365
10.	Anoop Kumar Bhatia	Superintending Engineer-II	9888025524
11.	Rajiv Tewari	Chief Accounts Officer	9878197007
12.	Deepak Kumar	Administrative Officer	7696163277
13.	Akshay Kumar	Enforcement Officer	9888920999
14.	Smt Bhupinder Puri	Executive Engineer HQ/II/IV/VIII	9814505572
15.	Rakesh Garg	Executive Engineer-I/III/VI/VII/PMAY	9888785111
16.	S. P. Singh	Executive Engineer-V(Elect)	9915193182
17.	Gurpreet Singh Maan	Senior Law Officer	9501000297
18.	Gagandeep Kaur	Accounts Officer (Circle)	9915915553
19.	Madhu	Accounts Officer-I & V	9888893557
20.	Meena Saini	Accounts Officer - II	9417035252
21.	Gayaneshwar Parsad Sukla	Accounts Officer - III	9988301431
22.	Hardeep Singh	Accounts Officer-IV	9988090708
23.	Jagdeep Singh	Accounts Officer (Colony)	9888362407
24.	Renu Rana	SO Pre Allotment	8437756261
25.	Usha Devi	SO-II	9937791880
26.	Kamal Garg, Sr. Asstt.	Cashier	9463020829

1.9 (i) List of employees with Gross monthly remuneration (for the month of Mar 2024)

SR.NO	NAME	Designation	GROSS EARNG (in Rs.)
1	D Karthikeyan	CEO	166166
2	Jaswinder Singh	Chief Engineer	395560
3	Anoop Bhatia	S.E.	318960
4	Amarjeet Singh	S.E.	300520
5	Abhay Gupta	J.E. (B)	82209
6	Abhinesh Dadwal	A.E	180560
7	Abuhoraira	J.E.	82209
8	Ajay Singh	Clerk	42021
9	Akashdeep Singh	SDE (B)	130831
10	Akshey Kumar	SDE	185680
11	Akshey Kumar	J.E	79982
12	Alok Verma	C.P.	239320
13	Aman Kumar - 1	J.D.M	54770
14	Aman Singh Bist	Clerk	46361
15	Amanpreet Kaur, Clerk	Sr. Asstt.	115605
16	Amit Chauhan, Driver	Driver	53468
17	Anand Gupta	HDM	151920
18	Anil Kumar	Sr. Asstt.	96720
19	Anish Kumar	J.E. (B)	82209
20	Anjana Jindal	Draftsman	190720
21	Ankit Garg, Clerk	Sr. Asstt.	115605
22	Anupama Sharma, Sr. Asstt.	Sr. Asstt.	119046
23	Arminder Singh	A.E	202060
24	Arun Gargya	Sr.Asstt.	117680
25	Arun Kumar	Clerk	45146
26	Arun Pathania	J.E. (B)	82209
27	Arun-2	Clerk	42021
28	Arunpal Singh	Clerk	42021
29	Asha Devi, Mazdoor	Mazdoor	71286
30	Ashok Kumar	J.T.	76600
31	Ashok Singla	A.E	202060
32	Avinash Kumar Mishra	SDE	127188
33	Avtar Singh	Helper	54640
34	Balbir Singh	Helper	73360
35	Balwant Singh	Helper	101080
36	Balwinder Singh	Mali	87940
37	Bharat Pal	Clerk	96720
38	Bhupendra Singh, Clerk	Sr. Asstt.	104565
39	Bhupinder Puri	SDE	217000
40	Bhupinder Singh	A.E	213760
41	Budhi Singh	J.T.	76600
42	D.P Sharma	Clerk	105040
43	Deepak Kumar	S.O.	169300
44	Dharam Pal	Sr. Asstt.	96720
45	Dhiraj Panchal	J.E	74469
46	Dilraj Singh, Clerk	Clerk	43298
47	Dinesh Kumar Bharat	J.E.	82209
48	Gagandeep	A.O.	247060

SR.NO	NAME	Designation	GROSS EARNNG
49	Gagandeep Singh, Clerk	Sr. Asstt.	115605
50	Gagandeep, Clerk	Sr. Asstt.	104565
51	Gautam Saini	Supdt.	147600
52	Gobind	Clerk	40926
53	Gourav Bhalla	Clerk	42021
54	Gulzar Singh	Sr.Asstt.	110980
55	Gurmeet Singh	Clerk	42021
56	Gurpreet Kaur	Sr.Asstt.	124480
57	Gurpreet Singh Maan, S.L.O.	S.L.O.	136811
58	Gyaneshwar Parshad Shukla	S.O.	125524
59	Harbhajan Singh	SDE	207820
60	Hardeep Singh Rana	A.O	225100
61	Hari Parshad	Peon	77500
62	Harsharan Kaur	Steno	122140
63	Harvinder Kaur	Supdt.	175960
64	Heena	Clerk	45146
65	Inderjit Anand	A.E	202060
66	Inderjit Singh	SDE	222760
67	Jagdeep Singh	A.O	141966
68	Jagdeep Singh	Clerk	42021
69	Jagjeet Singh	Draftsman	170200
70	Jagmohan Kaur, Clerk	Sr. Asstt.	101646
71	Jagmohit Pal Singh	Clerk	46361
72	Jai Inder Singh Guleria	Steno	131680
73	Jai Prakash Yadav	J.E.(E)	74469
74	Jang Perminder, Clerk	Sr. Asstt.	104565
75	Jarnail Singh - II	Driver	122140
76	JASBIR SINGH	JT	68680
77	Jaspreet Singh, Clerk	Sr. Asstt.	104565
78	Jatin Garg	SDE (B)	130831
79	Joginder Pal Singh	Driver	72560
80	Jose k. John	Sr.Asstt.	117680
81	Jyoti Parkash, Peon	Peon	43527
82	Jyoti Rani	Steno	131680
83	Kamal Kishore	J.T.	68720
84	Kamal, Clerk	Sr. Asstt.	115605
85	Kapil Singla	Clerk	42021
86	Kartikey Rana	SDE (PH)	130831
87	Keshav Verma, Clerk	Clerk	112366
88	Kewal Krishan	J.T.	93340
89	Kiranjit Kaur	Sr. Asstt.	99440
90	Krishan Gopal	A.E.	143380
91	Kusum Verma	Sr.Asstt.	131680
92	Lakhveer Singh	L.O	74469
93	Lakhwinder Singh	Sr.Asstt.	127360
94	Lal Sahab Rai	Helper	50480
95	Lalan Manjhi	Peon	77500
96	Liakat Ali	Clerk	86480
97	MACHHLA DEVI	HELPER	54640
98	Madhu	A.O.	125524
99	Malkiat Singh	J.T.	81840

SR.NO	NAME	Designation	GROSS EARNG
100	Mamta	Clerk	45146
101	Mamta Nagpal	Draftsman	155160
102	Mandeep Kaur - 2, Clerk	Sr. Asstt.	115605
103	Manish	Clerk	46361
104	Manisha Mehndiratta, Clerk	Sr. Asstt.	115605
105	Manjeet, Clerk	Sr. Asstt.	104565
106	Manjit Singh, Clerk	Sr. Asstt.	115605
107	Md. Zia Ul Haq	J.D.M.	54770
108	Meema Devi	Peon	71440
109	Meena Saini	S.O.	200659
110	Mohinder Singh	J.T.	93880
111	Mohit Handa	A.E	202060
112	Mohit Khana	A.E	202060
113	Mrityunjay Kumar	SDE	185680
114	Ms. Anandi Yadav	Clerk	46361
115	Ms. Mehak Godra	Clerk	46361
116	Ms. Rupinder Kaur	Clerk	42021
117	Mukesh Rawat, Clerk	Sr. Asstt.	115605
118	Naresh kumar	HDM	204940
119	Narinder Singh	DM	160660
120	Narvinder Kaur	Steno	122140
121	Naveen Kumar	J.T.	88840
122	Navjot Singh, Clerk	Clerk	109128
123	Navneet Kumar	Draftsman	170200
124	Navneet Sharma	SDE	207820
125	Neeru Grover	Sr.Asstt.	151840
126	Neha	Clerk	42492
127	Nirmaljit Singh	Sr. Asstt.	111160
128	Paramjit Singh	CHDM	220420
129	Parkash Rana, Peon	Peon	77934
130	Parth Goel	J.E. (B)	82209
131	Parveen	Clerk	45146
132	Parveen Kumar	J.T.	76600
133	Pawan Kumar Chauhan	D.E.O.	121040
134	Pradeep Kumar	J.E.	76167
135	Pranjal Dixit	J.E. (PH)	82209
136	Prem Chand	J.T.	76600
137	Prem Kumar, Clerk	Sr. Asstt.	115605
138	Purna Bahadur	Peon	69520
139	Rahul Kumar	JE (Elect.)	79982
140	Raj Kumar - II	Peon	69520
141	Rajan Malik	Clerk	42021
142	Rajat Kashyap, Clerk	Sr. Asstt.	107677
143	Rajbir Singh Gill	J.E. (B)	82209
144	Rajeev Kumar	J.T.	68720
145	Rajesh Kumar	A.E	202060
146	Rajesh Kumar Popli	A.E	202060
147	Raji Ram	Chowkidar	75340
148	Rajinder Singh	Helper	73360
149	Rajinder Sinhmar, Clerk	Sr. Asstt.	115605
150	Rajiv Kashyap	J.T.	75600

SR.NO	NAME	Designation	GROSS EARNNG
151	Rajiv Kumar	A.E.	143380
152	Rajiv Tiwari	A.O	238600
153	Rajni, Steno.	Steno.	122570
154	Raju Verma	Clerk	45146
155	Rakesh Kumar	Helper.	101080
156	Rakesh Kumar Garg	SDE	217000
157	Ram Awadh -2	Mali	95680
158	Ram Raj	Mazdoor	81820
159	Ram Sabad	Peon	69520
160	Ramesh Kumar	J.T.	74620
161	Randeep	JE	82862
162	Ranjna, Clerk	Clerk	115605
163	Raveena Rani	Clerk	42021
164	Ravi Kant	SDE	207820
165	Ravi Kumar	Clerk	42021
166	Renu Kumari, Clerk	Sr. Asstt.	112366
167	Renu Rana	Supdt.	164340
168	Roshan Ram	Mali	81820
169	Rupi Rani, Clerk	Clerk	98872
170	Rupinder Kaur	D.M.	160660
171	S P Singh	E.E	348240
172	Sachin Dhiman	Clerk	46361
173	Sahil -1	Clerk	42021
174	Sandeep Kaur, Clerk	Sr. Asstt.	104565
175	Sandeep Singh, Clerk	Sr. Asstt.	115605
176	Sanjay	J.T.	68720
177	Sanjeev Goel	Supdt	150400
178	Sanjeev Kumar	Sr.Asstt.	147520
179	Sanjeev Kumar Khanna	SDE	281200
180	SANTOSH KUMARI	BELDAR	54640
181	Sarvjeet Kaur	Steno	135460
182	Satnam Saroa	Supdt.	161840
183	Satpal	J.T.	76600
184	Satpreet Singh, Clerk	Clerk	112366
185	Satwinder Bains, Clerk	Sr. Asstt.	115605
186	Shalinder Kumar	J.T.	88840
187	Shankar Singh	Helper	69520
188	Shivam	Clerk	46361
189	Shruti Walia, Clerk	Sr. Asstt.	104565
190	Shweta Antwal	Clerk	42021
191	Simran Saini	Clerk	46361
192	Som Bahadur	Peon	69520
193	Somesh, Clerk	Sr. Asstt.	104565
194	Sonu	Sewerman	49200
195	Sonu, Clerk	Sr. Asstt.	104565
196	Sudesh Kumari	S.O.	115840
197	Sukhbir Singh, Clerk	Clerk	101608
198	Sukhwinder Kaur	Sr. Asstt.	99440
199	Sukhwinder Singh	Clerk	88934
200	Sukhwinder Singh	J.T.	76600
201	Sukhwinder Singh, J.E.	J.E.	159370

SR.NO	NAME	Designation	GROSS EARNNG
202	Sumeera	D.E.O.	135460
203	Sumit Kumar	J.E.	79982
204	Sumit Kumar, Clerk	Clerk	109128
205	Sunil Kumar Modi	Sr. Asstt.	111160
206	Sunil Kumar, Clerk	Sr. Asstt.	104565
207	Sunita Rani	Supdt.	159660
208	Surinder Kumar	Sr Asst	79600
209	Surinder Kumar Bajaj	Sr.Asstt..	111160
210	Surinder Pal singh	Driver	115480
211	Surinder Singh	Clerk	86480
212	Suryakant Bhardwaj	J.E.	79982
213	Swaranjit kaur	Steno	138420
214	Swarn Singh	HDM	202060
215	Tarun Jatana	Clerk	42021
216	Tarun Kumar	J.E. (B)	82209
217	Tarun Panth	SDE	118571
218	Tek chand	Jr. Tech	117640
219	Tika Ram	Peon	77500
220	Usha Devi	S.O.	101644
221	Vayom Kumar	Helper	50480
222	Vijay Kumar	A.E	202060
223	Vijay Sirohi	J.E.(E)	82209
224	Vikas Goel	A.E.	202060
225	Virender Kumar, Clerk	Clerk	112366
226	Vishal Goyal	Clerk	46361
227	Vivek Bisht	Clerk	45146
228	Vivek Kumar Rampal	Steno	109200
229	Yogesh	Clerk	46361

Appellate : 1. Sh Sorabh Kumar Arora, Secretary, Mob 9501602021, Chandigarh Housing Board (Admn.Section)

Authority

2. Sh. Jaswinder Singh, Chief Engineer, Mob 9815259600, 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.	Rakesh Kumar Garg, EE-I	Division No. I	2511124/ 9888785111	Kusam Verma, Supt. Gr-II	2511201/ 8283815330
2.	Bhupinder Puri, EE-II	Division No. II	2511118/ 9814505572	Sanjeev Goel, Supdt. Gr-II	2511202/ 9815969983
3.	Rakesh Kumar Garg, EE-III	Division No. III	2511124/ 9888785111	Renu Rana, Supdt. Gr-II	2511254/ 8437756261
4.	Bhupinder Puri, EE-IV	Division No. IV	2511118/ 9814505572	Kusam Verma, Supt. Gr-II	2511201/ 8283815330
5.	Surinder Pal Singh, EE-V	Division NO. V	2511125/ 9815652636	Neeru Grover, Supdt. Gr-II	2511205/ 8556875794
6.	Rakesh Kumar Garg, EE-VI	Division No. VI	2511124/ 9888785111	Nishi Sharma Supdt. Gr-II	2511206/ 9915776682
7.	Rakesh Kumar Garg, EE-VII	Division No. VII	2511124/ 9888785111	Gurpreet Kaur , Supdt. Gr-II	2511206
8.	Bhupinder Puri, EE-VIII	Division No. VIII	2511118/ 9814505572	Sunita Rani, Supdt. Gr-II	2511255/ 9815613855
9.	Bhupinder Puri, EE-HQ	HQ	2511118/ 9814505572	-	-
10.	Akshay Kumar, SDE(Link officer)	Enforcement Wing	2511130/ 9888033396	-	-
11.	Akshay Kumar, SDE(CPIO of Architect Swing) (Link officer)	Architect Wing	2511130/ 9888033396	-	-
12.	Rajiv Tewari, CAO	Cash Branch(DDO) Account, Budget/EPF, Pension Cell.	2511107/ 9878197007	Usha Devi, SO	2511266/ 8837791880
13.	Deepak Kumar, Admn. Officer	Admn. Branch	2511141/ 7696163277	Arun Gargya, Supdt. Gr-II	2511127/ 9876017621
14.	Deepak Kumar, Reception	Respective Residential Housing Scheme under his charge DQ/Society	2511141/ 7696163277	Harvinder Kaur , CLO	2511131/ 8284900248
15.	Madhu, Accounts Officer-I	Respective Residential Housing Scheme under his charge DQ/Society	2511155/ 9888893557		
16.	Madhu, AO(Commercial)	Respective Residential Housing Scheme under his charge DQ/Society	2511155/ 9888893557		

17.	Meena Saini, AO-II	Respective Residential Housing Scheme under his charge DQ/Society	2511152/ 9417035252	-	-
18.	Gyaneshwar , Accounts Officer-III	Respective Residential Housing Scheme under his charge DQ/Society	2511153/ 9988301431	-	-
19.	Jagdeep Singh , AO-Colony	Respective Residential Housing Scheme under his charge DQ/Society	2511157/ 9888362407		
20.	Madhu, Accounts Officer-V	Respective Residential Housing Scheme under his charge DQ/Society	2511155/ 9888893557	-	-
21	Satnam Saroa, Supdt	Respective Residential Housing Scheme under his charge DQ/Society	2511158/ 9815377874	-	-
22	Gurpeet Singh Maan, SLO	Legal Branch	2511108/ 9501000297	Lakhveer Singh, LO	2511103 7087842674
23	Alok Verma, Computer Programmer	Information Technology	2511241/ 9872445522		2511241/ 9872445522
24	Madhu, Accounts Officer- PMAY	PMAY Section	2511155/ 9888893557	-	-