

## **FRAMEWORK FOR TRANSPARENCY AUDIT**

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities. While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programs, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

### **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	Local Audit Department, Chandigarh Administration Website: <a href="http://chandigarh.gov.in">http://chandigarh.gov.in</a>
		(ii) Head of the organization	Special Secretary Finance-cum-Director, Local Audit Department, U.T., Chandigarh
		(iii) Vision, Mission and Key objectives	The Local Audit department conducts the Audit of the Municipal Corporation, Chandigarh; Panjab University, Chandigarh; Education and Technical Institutions and Special audit of the Institutions as entrusted by the Finance Department, Chandigarh Administration from time to time.
		(iv) Function and duties	As per "Annexure-I" attached
		(v) Organization Chart	
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-II" attached
		(ii) Power and duties of other employees	
		(iii) Rules/ orders under which powers and duty are derived and	
		(iv) Exercised	
		(v) Work allocation	
1.3	Procedure followed in	(i) Process of decision making. Identify key decision making points	As per "Annexure-III" attached

	decision making process [Section 4(1)(b)(iii)]	(ii) Final decision making authority	
		(iii) Related provisions, acts, rules etc.	
		(iv) Time limit for taking a decisions, if any	
		(v) Channel of supervision and accountability	
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	As per "Annexure-IV" attached
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	. (No direct public dealing)
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.	As per "Annexure-V" attached
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	As per "Annexure-VI" attached
		(ii) Custodian of documents/categories	
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.	As per "Annexure-VII" attached
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the Public?	
		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	As per "Annexure-IX" attached
		(ii) Telephone , fax and email ID	Telephone No. 0172-2541501 Email ID – raolad-chd@nic.in

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-X" attached
		(ii) System of compensation as provided in its regulations	
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	As per "Annexure -XVI" attached Name – Mr. Ravinder Kumar Phone No:-0172 2541501 Mobile No. 987298462
		(ii) Address, telephone numbers and email ID of each designated official.	
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	Nil
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalized for Minor penalty or major penalty proceedings	Nil
1.12	Programs to advance understanding of RTI  (Section 26)	(i) Educational programs	N.A.
		(ii) Efforts to encourage public authority to participate in these programs	N.A.
		(iii) Training of CPIO/APIO	All RTI training programs organized by the Govt. are duly attended by the Officials concerned
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	N.A.

**2. Budget and Programs**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Particulars</b>
<b>2.1</b>	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& Programs (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available	As per “Annexure-XI” attached
<b>2.2</b>	Foreignand domestic tours during 2024-25	(i) Budget (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	N.A. N.A.
		(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.	N.A.
<b>2.3</b>	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity (ii) Objective of the programs (iii) Procedure to avail benefits (iv) Duration of the programme/scheme (v) Physical and financial targets of the programme (vi) Nature/ scale of subsidy /amount allotted	As per “Annexure-XII” (N.A.)

		(vii) Eligibility criteria for grant of subsidy	As per "Annexure-XII"
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	(N.A.)
<b>2.4</b>	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	N.A.
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	N.A.
<b>2.5</b>	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	As per "Annexure-XIII" (N.A.)
		(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 reauthorizations d) Date of award of concessions /permits of authorizations	As per "Annexure-XIII" (N.A.)
<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., Chandigarh.	Audit paras are addressed adequately by the competent authority as and when necessary

### 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	As per "Annexure-VII" attached (Nil)
		(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	
		(ii) Arrangements for consultation with or representation by	Nil
		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)	
		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports(DPRs)	
		(iii) Concession agreements.	
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	(iv) Operation and maintenance manuals	N.A.
		(v) Other documents generated as part of the implementation of the PPP	
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	
		(vii) Information relating to outputs and outcomes	
		(viii) The process of the selection of the private sector party (concessionaire etc.)	N.A.
		(ix) All payment made under the PPP project	
		Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	N.A.
		(i) Policy decisions/ legislations taken in the previous one year	
		(ii) Outline the Public consultation process	
		(iii) Outline the arrangement for consultation before formulation of policy.	N.A.

3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet	<a href="http://chandigarh.gov.in">http://chandigarh.gov.in</a>
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	N.A.
		(ii) Printed format	
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	N.A.
		(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 (ii) Vernacular/ Local Language	N.A
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form (ii) Name/ title of the document/record/ other information (iii) Location where available	Available on: <a href="http://chandigarh.gov.in">http://chandigarh.gov.in</a>
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email)	As per Annexure XV attached  Sh. Ravinder kumar Assistant Controller (Local Audit )  Phone No 0172-2541501
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism (ii) Details of applications received under RTI and information provided (iii) List of completed schemes/projects/ Programmes (iv) List of schemes/ projects/programme underway (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract (vi) Annual Report (vii)Frequently Asked Question(FAQs)	N.A 55 applications received and disposed off     N.A.



		(viii) Any other information such as a) Citizen's Charter	N.A.
		c) Six monthly reports loaded on the website or not	
		d) Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	55 applications received & disposed off
		(ii) Details of appeals received and orders issued	06 appeal received & 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	N.A.

**5. Information as may be prescribed**

S. No.	Item	Details of disclosure		Particulars
5.1	Such other information as may be prescribed	(i)	Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	As per Annexure XV1 Attached
		(ii)	Details of third party audit of voluntary disclosure	Third Party Audit carried out on 18.08.2025
			(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	N.A
			(a) Date of appointment (b) Name & Designation of the officers	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	N.A
			(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	N.A
			(a) Dates from which constituted (b) Name & Designation of the Officers	

**6. Information Disclosed on ownInitiative**

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		For the convenience of the public necessary information has been posted on the website at link:  <a href="http://chandigarh.gov.in">http://chandigarh.gov.in</a>

## ANNEXURE – I

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

(The particulars of the organization, functions and duties)

Sr.No.	Name of Organization/ Department/Board/Corporation/ Institution	Function and duties
1.	Local Audit Department, Chandigarh Administration.	<ul style="list-style-type: none"> <li>- To conduct <b>Pre-audit</b> and <b>Post- audit</b> of Municipal Corporation, Panjab University, Market Committee, Chandigarh State Agricultural Marketing Board.</li> <li>- <b>Post-audit</b> of Pupils Funds of all Govt. Schools &amp; colleges of U.T. including Technical Institutions.</li> <li>- Educational/Technical Institution situated in U.T., Chandigarh</li> <li>- Chandigarh Lalit Kala Academy</li> <li>- Chandigarh SangeetNatak Academy</li> <li>- Chandigarh Sahitya Academy</li> <li>- Red Cross Society.</li> <li>- GMCH – 32Chd.</li> <li>- Chandigarh Wakf Board</li> <li>- District Education Officer</li> <li>- Model Jail Burail, Chd.</li> <li>- SCERT-32</li> <li>- RIE-32</li> <li>- Bharat Scout &amp; Guide</li> <li>- Regional Institute of English, Sec.32</li> <li>- Institute of Mentally Retarded Children,Sec.32</li> <li>- District Relief Fund</li> <li>- Chd. Wakf Board u/s 45(5) Act1995</li> <li>- Institution whose audit is entrusted by the Finance Department, U.T., Chandigarh</li> </ul>

ANNEXURE – II

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

(The powers and duties of the officers and employees)

LOCAL AUDIT DEPARTMENT, CHANDIGARH ADMINISTRATION

Sr. No.	Name of Post	Power and duties (in brief)
1.	Finance Secretary-cum Secretary Local Audit	Secretary of the Department
2.	Joint Secretary Finance-cum- Director Local Audit Department	Head of the Department
3.	Examiner, Local Fund Accounts, Chandigarh Administration.	Head of office of Local Audit Department, U.T., Chandigarh and Incharge of Resident Audit Scheme, Municipal Corporation.
4.	Assistant Controller (Local Audit)	Supervision of audit work of , Panjab University, Chandigarh
5.	Section Officers	To conduct the pre-audit/post-audit of the Institutions where posted as per rules/regulations applicable to that Institution.
6.	Junior Auditors	To conduct audit as per rules as applicable to Institutions where they are posted

ANNEXURE – III

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

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

LOCAL AUDIT DEPARTMENT, CHANDIGARH ADMINISTRATION

Sr. No.	Nature/Type of work	Level at which the case is initiated. (Name of the post)	Name of the post which deal with the case before the decision making authority	Level at which decision is made. (Name of the post.
1.	<ul style="list-style-type: none"> <li>- To conduct Pre-audit and post-audit of Municipal Corporation, Panjab University, Market Committee, Agriculture Marketing Board.</li> <li>- <b>Post-audit</b> of Pupils Funds of all Govt. Schools &amp; colleges of U.T. including Technical Institutions.</li> <li>- Educational/Technical Institution situated in U.T., Chandigarh</li> <li>- Chandigarh Lalit Kala Academy</li> <li>- Chandigarh SangeetNatak Academy</li> <li>- Chandigarh Sahitya Academy</li> <li>- Red Cross Society.</li> <li>- GMCH – 32Chd.</li> <li>- Chandigarh Wakf Board</li> <li>- District Education Officer</li> <li>- Model Jail Burail, Chd.</li> <li>- SCERT-32</li> <li>- RIE-32</li> <li>- Bharat Scout &amp; Guide</li> <li>- Regional Institute of English, Sec.32</li> <li>- Institute of Mentally Retarded Children, Sec.32</li> <li>- District ReliefFund</li> </ul>	Junior Auditor	Section Officer/Assistant Controller (LAD/DCLA) Examiner	Director/Secretary

	<ul style="list-style-type: none"> <li>- Chd. Wakf Board u/s 45(5) Act1995</li> <li>- Institution whose audit is entrusted by the Finance Department, U.T. Chd</li> </ul>			
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## ANNEXURE – IV

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(iii) OF  
THE RIGHT TO INFORMATION ACT, 2005  
(The norms set for the discharge of its function)

LOCAL AUDIT DEPARTMENT, CHANDIGARH ADMINISTRATION

Sr. No.	Name of work	Norms set by the department (Number of days taken for decision making)
i)	Pre-audit of Bills	3 working days
ii)	Post-audit of the following Institutes	
	<p>A) <u>Government Model Senior Secondary Schools</u>Upto 600 students</p> <p>For every additional student upto 400</p> <p>Note: Full time allotment as mentioned above for the 1st year of audit and 60% of the time allotment for the remaining years</p>	<p>2 days per year</p> <p>1 day per year</p>
	B) Govt. Senior Secondary Schools	80% of time allotment as calculated at A above
	<p>C) <u>Government Model High School</u>Upto 600 students</p> <p>For every additional student upto 400</p> <p>Note: Full time allotment as mentioned above for the 1st year of audit and 40% of the time allotment for the remaining years.</p>	<p>2 days per year</p> <p>1 day per year</p>
	D) Government High Schools	80% of time allotment as calculated at C above
	E) Government Middle Schools	2 days for the audit of first three years and 1 day extra upto additional three years



	F) Government Primary Schools	1 day for the audit of first three years and 1 day extra upto additional three years
	G) Government Colleges	5 days for each financial year
	H) CCI, ITI, DEO, Model Jail, RIE, SangeetNatak Academy, Lalit Kala Academy and Sahitya Kala Academy	2 days for each financial year
	Chandigarh Wakf Board	2 days for 1st financial year and 1 day for each subsequent financial year
	J) SCERT/RIMH	As per time allotment calculated at C

## ANNEXURE – V

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

Rules, regulations, instructions, manuals and records, held by it or under control are  
used by the employees for discharging functions

## LOCAL AUDIT DEPARTMENT, CHANDIGARH ADMINISTRATION

Sr. No	Name of the Act	Name of the Rules	Name of the Manual	Instructions (Write Circular No./date)	Any other Record/Document
1.	Pb.Municipal Corporation Act 1976 as extended to U.T.Chandigarh	Rule framed under MC Act from time to time	Department manuals including PWD codes DSR etc.	As issued by the Municipal Corporation Chd. from time to time	-
2.	Panjab University Act, 1947	Rule framed under P.U. Act 1947 from time to time	Accounts Manual Panjab University Chandigarh	Instructions/ Circulars issued by Panjab University	-
3.	Pupil fund of Govt. Schools & Colleges of UT	Punjab Education Code as applicable to U.T. Chandigarh (Relates to the Audit of Pupils Fund by the Circle Audit Parties) - Rules as framed by the concerned deptt.	Nil	Instructions/ Circulars as issued by the authorities of the concerned departments of Chandigarh Administration	-
4.	Wakf Act 1995	-	-	Instructions/ Circulars issued by the Home Department from	-

				time to time.	
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ANNEXURE – VI

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

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

LOCAL AUDIT DEPARTMENT, CHANDIGARH ADMINISTRATION

Sr.No.	Category of documents	Custodian
<b>1.</b>	Pay Bills and other bills of the Estt. of Local Audit Department.	Assistant Controller (Local Audit) Local Audit Department, Administrative Block, Second Floor Room No. 96, Panjab University Chandigarh 160014
<b>2.</b>	Cash Book of Local Audit Department	
<b>3.</b>	Personal files of Local Audit Department Staff.	
<b>4.</b>	Service Books of the Local Audit Department Staff	
<b>5.</b>	Office Copies of Audit Reports of the Institutions under the purview of Local Audit Department.	

ANNEXURE –VII  
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN

RULE 4(1) (b)(vi) OF THE RIGHT TO INFORMATION ACT, 2005

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

LOCAL AUDIT DEPARTMENT, CHANDIGARH ADMINISTRATION

Sr. No.	Details/Type of arrangements made
	Nil

ANNEXURE –VIII

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

(Statement of the boards, councils, committees and other bodies)

LOCAL AUDIT DEPARTMENT, CHANDIGARH ADMINISTRATION

Sr.	Name of the Board(s)	Name of Councils(s)	Name of Committee(s)	Name of other bodies(s) constituted by the deptt.	Whether meetings of these bodies are open to the public (Yes/No)	Whether the minutes of such meetings are accessible for public (Yes/No)
1.	Not required	Not required	Committees are constituted at the level of the department to deal with the administrative work to ensure transparency in the office functioning like ; Sexual harassment at working place of woman, Selection committee	Committees are constituted on the direction of administration and at the level of the department.	No	Yes

ANNEXURE- IX  
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4(1)(b)(ix) OF THE RIGHT TO INFORMATION ACT, 2005  
(Directory of the officers and employees)  
LOCAL AUDIT DEPARTMENT, CHANDIGARH ADMINISTRATION

Sr.No.	Name of the officer/ Employee	Designation	Telephone Number(O)/ Mobile No.
1.	Mr.Diprava Lakra, IAS	Finance Secretary	0172-2740017
2.	Ms. Anuradha Chagti, IAS	Special Secretary Finance	0172- 2740045
3.	Sh. Suresh kumar	Examiner –cum-DCLA	9646052339
4.	Sh. Surinder Pal	Deputy Controller (Local Audit)	7888711126
5.	Sh. Ravinder Kumar	Assistant Controller (Local Audit)	9872984622
6.	Ms. Baljeet Kaur	Assistant Controller (Local Audit)	9878313748
7.	Sh. Amrik Singh	Section Officer	9417725314
8.	Sh. Yogesh Mehndiratta	-do-	9501021976
9.	Ms. Renu Jain	-do-	9467413858
10.	Sh. Ankit Chopra	-do-	9356350008
11.	Sh. Vikaskamboj	-do-	8699000994
12.	Sh. Mukeshkumar	Section Officer(On deputation)	7015307408
13.	Sh. Harshil Aujla	Section Officer(On deputation)	9646003017
14.	Sh. Balkarsingh	Section Officer(On deputation)	9899977872
15.	Sh. Varunkataria	Section Officer(On deputation)	8505808006
16.	Sh. Sanjay Kumar	Junior Auditor	9988897785
17.	Sh. MadanGopal	-do-	9646776800
18.	Sh. Abhishek Joshi	-do-	9878143474
19.	Ms. Babita Kawatra	-do-	9896475467
20.	Ms. Anie Hasan	-do-	9871932124
21.	Sh. Sumit Garg	-do-	9416080538
22.	Sh. Anil Kumar	-do-	7508629052
23.	Sh. Munish Kumar	-do-	8529494590

24.	Sh. Chetan Kumar	-do-	7503618591
25.	Sh. SanjeevSingla	-do-	9855538888
26.	Sh. Mohammad Rafi	-do-	9041059259
27.	Sh. HimanshuBatra	-do-	7889027903
28.	Sh. Lavish Garg	-do-	7888790226
29.	Ms. ShivaniGoel	-do-	9877487856
30.	Sh. Mohit Kumar	-do-	7290844815
31.	Sh. Rajat Kumar	-do-	9518465726
32.	Sh. Harwinder Singh	-do-	8699925550
33.	Sh. Abhishek Gupta	-do-	7986363535
34.	Sh. Jimmy Modi	-do-	9915906199
35.	Sh. SahilBhutani	-do-	9988162582
36.	Sh. Nitin Gupta	-do-	9814536693
37.	Sh. Surinder Kumar	-do-	9914252596
38.	Sh. Vijay Rangra	-do-	9988278592
39.	Sh. Arshdeep Singh	-do-	9729221506
40.	Sh. PranshuSingla	-do-	7986334769
41.	Ms. Anjali Devi	-do-	7027808084
42.	Sh. Hitesh Kumar	-do-	7696000680
43.	Sh. Ashish Rai	-do-	7977460692
44.	Ms. Riya	-do-	9988349220
45.	Ms. Aishwarya	-do-	7986017504
46.	Ms. Gurinderjit Kaur	-do-	8146310623
47.	Sh. Mohammed Rafat Iqbal	-do-	9855042536
48.	Sh. Baljinder Singh	-do-	8427940440
49.	Sh. Ravi Shankar Yadav	-do-	9793852017
50.	Sh. Tarandeep Singh Janagal	-do-	9041003976
51.	Sh. Ranjit Kumar	-do-	8930832558
52.	Sh. Chirag Jindal	-do-	8054092016
53.	Ms. AnuradhaTyagi	-do-	7986131861
54.	Ms.Priyanka Devi	Clerk (Common cadre)	7009863747



55.	Sh. Kshitij Gupta	Clerk (Common cadre)	9509844404
56.	Sh. Nikhil	Clerk (through outsourcing)	8427726251
57.	Sh. Shilochana	Clerk (through outsourcing)	7986063920
58.	Sh. Sourav	Steno typist	7508051749
59.	Ms. Shilpa	-do- (through outsourcing)	7657933412
60.	Sh. Sanjay	Peon (through outsourcing)	9855784940
61.	Sh. Kuljit	Peon	9915381815
62.	Sh. Vinod	Peon (through outsourcing)	8628029005
63.	Ms. Alka	Peon (through outsourcing)	7837519119

ANNEXURE-X  
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4(1)(b)(ix) OF THE RIGHT TO INFORMATION ACT, 2005  
(Monthly remuneration received by the officers and employees)

LOCAL AUDIT DEPARTMENT, CHANDIGARH ADMINISTRATION

S.No.	Name of the officer/ Employee	Designation	Monthly emoluments*
1.	Sh. Suresh kumar	Examiner –cum-DCLA	Level 10
2.	Sh. Surinder Pal Singh	Deputy Controller (Local Audit)	Level 10
3.	Sh. Ravinder Kumar	Assistant Controller (Local Audit)	Level 9
4.	Ms. Baljeet Kaur	Assistant Controller (Local Audit)	Level 9
5.	Sh. Amrik Singh	Section Officer	Level 8
6.	Sh. Yogesh Mehndiratta	-do-	Level 8
7.	Ms. Renu Jain	-do-	Level 8
8.	Sh. Ankit Chopra	-do-	Level 8
9.	Sh. Vikaskamboj	-do-	Level 8
10.	Sh. Mukeshkumar	Section Officer(On deputation)	Level 8
11.	Sh. Harshil Aujla	Section Officer(On deputation)	Level 8
12.	Sh. Balkarsingh	Section Officer(On deputation)	Level 8
13.	Sh. Varunkataria	Section Officer(On deputation)	Level 8
14.	Sh. Sanjay Kumar	Junior Auditor	Level 6
15.	Sh. MadanGopal	-do-	Level 6
16.	Sh. Abhishek Joshi	-do-	Level 6
17.	Ms. Babita Kawatra	-do-	Level 6

18.	Ms. AnieHasan	-do-	Level 6
19.	Sh. SumitGarg	-do-	Level 6
20.	Sh. Anil Kumar	-do-	Level 6
21.	Sh. Munish Kumar	-do-	Level 6
22.	Sh. Chetan Kumar	-do-	Level 6
23.	Sh. SanjeevSingla	-do-	Level 6
24.	Sh. Mohammad Rafi	-do-	Level 6
25.	Sh. HimanshuBatra	-do-	Level 6
26.	Sh. Lavish Garg	-do-	Level 6
27.	Ms. ShivaniGoel	-do-	Level 6
28.	Sh. Mohit Kumar	-do-	Level 6
29.	Sh. Rajat Kumar	-do-	Level 6
30.	Sh. Harwinder Singh	-do-	Level 6
31.	Sh. Abhishek Gupta	-do-	Level 6
32.	Sh. Jimmy Modi	-do-	Level 6
33.	Sh. SahilBhutani	-do-	Level 6
34.	Sh. Nitin Gupta	-do-	Level 6
35.	Sh. Surinder Kumar	-do-	Level 6
36.	Sh. Vijay Rangra	-do-	Level 6
37.	Sh. Arshdeep Singh	-do-	Level 6
38.	Sh. PranshuSingla	-do-	Level 6
39.	Ms. Anjali Devi	-do-	Level 6
40.	Sh. Hitesh Kumar	-do-	Level 6
41.	Sh. Ashish Rai	-do-	Level 6
42.	Ms. Riya	-do-	Level 6
43.	Ms. Aishwarya	-do-	Level 6

44.	Ms. Gurinderjit Kaur	-do-	Level 6
45.	Sh. Mohammed Rafat Iqbal	-do-	Level 6
46.	Sh. Baljinder Singh	-do-	Level 6
47.	Sh. Ravi Shankar Yadav	-do-	Level 6
48.	Sh. Tarandeep Singh Janagal	-do-	Level 6
49.	Sh. Ranjit Kumar	-do-	Level 6
50.	Sh. Chirag Jindal	-do-	Level 6
51.	Ms. AnuradhaTyagi	-do-	Level 6
52.	Sh. Sourav	Steno typist	Level 3
53.	Sh. Kshitij Gupta	Clerk (Common cadre)	Level 2
54.	Ms.Priyanka Devi	Clerk (Common cadre)	Level 2
55.	Sh. Nikhil	Clerk (through outsourcing)	DC rate
56.	Sh. Shilochana	Clerk (through outsourcing)	DC rate
57.	Ms. Shilpa	Steno Typist (through outsourcing)	DC rate
58.	Sh. Sanjay	Peon (through outsourcing)	DC rate
59.	Sh. Kuljit	Peon	Level 1
60.	Sh. Vinod	Peon (through outsourcing)	DC rate
61.	Ms. Alka	Peon (through outsourcing)	DC rate

## ANNEXURE-XI

	Period		01.04.2024 to 31.03.2025				
Grant Name & Number	Description	Function Head	Re cei pts (Ca teg ory -1)	Publi c A/c Recei pts (Cate gory- 6)	Charge d	Voted/Exp enditure	Public A/c payment (Category -7)
<b>Chandigarh - 053</b>						61,744,00 0	
	Treasury and Accounts Administration	2054	-	-	-	61,744,00 0	-
	Treasury and Accounts Administration	205400	-	-	-	61,744,00 0	-
	Local Fund Audit	205400098	-	-	-	61,744,00 0	-
	Establishment	2054000981	-	-	-	61,744,00 0	-
	Establishment	205400098100	-	-	-	61,744,00 0	-
	Salaries	2054000980100010	-	-	-	31,638,00 0	-
	Wages	2054000980100020	-	-	-	2,900,000	-
	Rewards	2054000980100050	-	-	-	132,000	-
	Medical Treatment	2054000980100060	-	-	-	1,909,000	-
	Allowances	2054000980100070	-	-	-	24,137,00 0	-
	Leave Travel	2054000980100080	-	-	-	158,000	-

Updatd on 08-09-2025

	Concession						
	Domestic Travel Expenses	2054000980100110	-	-	-	10,000	-
	Office Expenses	2054000980100130	-	-	-	374,000	-
	Digital Equipment	2054000980100190	-	-	-	422,000	-
	Advertising and Publicity	2054000980100260	-	-	-	44,000	-
	Professional Services	2054000980100280	-	-	-	20,000	-

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

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

LOCAL AUDIT DEPARTMENT, CHANDIGARH ADMINISTRATION

Sr. No.	Scheme under subsidy given.	Manner of execution of subsidy programme	Amount allocated (Rs.)	Details of beneficiaries
		Not applicable		

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

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

LOCAL AUDIT DEPARTMENT, CHANDIGARH ADMINISTRATION

Sr. No.	Concessions/Permits/Authorization	Name of the recipient	Address of the recipient
		Not Applicable	



ANNEXURE – XIV  
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4(1)(b)(xiv) OF THE RIGHT TO INFORMATION ACT, 2005

(Details in respect of the information, available, reduced in an electronic form)

LOCAL AUDIT DEPARTMENT, CHANDIGARHADMINISTRATION

Sr.No.	Type of Information
<b>1.</b>	Nil

ANNEXURE –XV

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

(Particulars of facilities available to citizens for obtaining information)

LOCAL AUDIT DEPARTMENT, CHANDIGARH ADMINISTRATION

Sr.No.	Facilities available	Remarks (No. of days in a week/timing etc.)
1.	Personal enquiry from the office and through telephone.	5 days in a week and timing 9 a.m. to 5 p.m.

ANNEXURE-XVI

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

(Names, designations and other particulars of the Public Information  
Officers)

LOCAL AUDIT DEPARTMENT, CHANDIGARH ADMINISTRATION

Sr. No.	Name of the Central Public Information Officer	Desig- nation	Telephone No.(Office)	Appellate Authority	Telephone Number (Office)
1.	Sh. Ravinderkumar	ACLA	0172- 2541501  Mobile No. 987298462	Ms.Anuradha Chagti	0172-2740045