

## **A FRAMEWORK FOR TRANSPARENCY AUDIT**

The RTI under section 4 provides a comprehensive frame work 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-section 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 programmes, 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	Planning & Evaluation Organization, Finance Department, Chandigarh Administration. <a href="https://chandigarh.gov.in">https://chandigarh.gov.in</a>
		(ii)	Head of the organization	Special Secretary Finance, Chandigarh Administration.
		(iii)	Vision, Mission and Key Objectives	As per Annexure-I
		(iv)	Function and duties	<ul style="list-style-type: none"> <li>● Record of Letter of Authority (LOA) of Centrally Sponsored Schemes.</li> <li>● Implementation of GeM Portal.</li> <li>● Monitoring of Financial Inclusion Schemes.</li> <li>● Initiative related to Social Reforms/ Chandigarh Administration</li> <li>● Best Practices.</li> <li>● Monitoring of Prime Minister's Flagship Schemes.</li> <li>● Sustainable Development Goals (SDG) Goal</li> <li>● Monitoring of Annual and Five Year Action Plan as per Chandigarh @ 2047 document.</li> <li>● Governing Council Meeting of NITI Aayog.</li> <li>● National Chief Secretaries Conference.</li> <li>● Implementation of NITI Aayog State Support Mission.</li> <li>● Monitoring of Development Schemes.</li> <li>● Monthly uploading of data relates to the Centrally/ State Sponsored Schemes on Direct Benefit Transfer (DBT) Bharat Portal.</li> <li>● Creation of State Schemes Manager and approval of State Nodal Accounts as well as State Nodal Agency of departments which are implementing Centrally Sponsored Schemes.</li> <li>● Monitoring of Post office Bank Programme</li> <li>● Monitoring of Aadhaar related schemes.</li> </ul>

S. No.	Item	Details of disclosure	Particulars
		(v) Organization Chart	<ul style="list-style-type: none"> <li>• Special Secretary Finance(HOD).</li> <li>• Finance &amp; Planning Officer (Head of Office)</li> <li>• Planning Officer</li> <li>• Assistant Research Officer</li> <li>• Statistical Assistant</li> <li>• Clerk</li> <li>• Steno-Typist</li> <li>• Restorer-cum-Gestetnor Operator.</li> <li>• Consultant (Contract basis)</li> <li>• Data Entry Operator(Outsource)</li> <li>• Peon/MTS (Outsource)</li> </ul>
1.2	Power duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Power and duties of officers (administrative, financial and judicial)	As at Annexure-II
		(ii) Power and duties of other employees	As above
		(iii) Rules/ order which powers and duty are derived and	General Financial Rules (GFR) 2017, Central Civil Service Rules(CCS) and instructions issued by Chandigarh Administration time to time.
		(iv) Exercised	As above
		(v) Work allocation	As at Annexure-II
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making, identify key decision making points.	Annexure-III
		(ii) Final decision making authority	As mentioned at Annexure-III
		(iii) Related provisions, act, rules etc.	GFR 2017, Central CSR and instructions issued by Chandigarh Administration time to time.
		(iv) Time limit for taking a decision, if any	As per concerned subject matter
		(v) Channel of supervision and accountability	As mentioned at Annexure-II
1.4	Norms discharge functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	As already mentioned at 1.1(iv)
		(ii) Norms/standards for functions/ service delivery	Annexure-IV
		(iii) Process by which these services can be accessed	Administrators Dashboard Chandigarh, DBT Portal, NITI Aayog Portal, GeM Portal. Website of <a href="https://chandigarh.gov.in">https://chandigarh.gov.in</a>
		(iv) Time-limit for achieving the targets	As per concerned subject matter
		(v) Process of redress of grievances	As per the conduct Rules
1.5	Rules, regulations, instructions manual and records discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual/ instruction.	Record regarding monitoring of various schemes implemented in Chandigarh Administration.
		(ii) List of Rules, regulations, Instructions manuals and records.	GFR 2017, Central CSR and instructions issued by Chandigarh Administration time to time.
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders.	Inter-Departmental Transfer Policy

S. No.	Item	Details of disclosure		Particulars
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i)	Categories of documents	Record pertaining to monitoring of various schemes run through DBT. Files records pertaining to queries, circular, notification etc. pertaining to GeM.
		(ii)	Custodian of documents/categories	Record Keeper
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.	Not applicable
		(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?	Not applicable
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i)	Name and designation	Annexure-IX
		(ii)	Telephone, fax and email ID	<a href="mailto:po.planning@chd.nic.in">po.planning@chd.nic.in</a>
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	Annexure-X
		(ii)	System of compensation as provided in its regulations	As per Central Service Rules
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	Sh. Jasbir Singh, Finance & Planning Officer (1 <sup>st</sup> Appellate Authority). Sh. Ranjit Verma, Assistant Research Officer (CPIO).
		(ii)	Address, telephone numbers and email ID of each designated official.	Sh. Jasbir Singh, Finance & Planning Officer, Chandigarh Administration (Appellate Authority). Mobile No.9646121508 <a href="mailto:fpo-chd@nic.in">fpo-chd@nic.in</a>  Sh. Ranjit Verma, Assistant Research Officer(CPIO). M: 79864-24704 Planning & Evaluation Organization, Finance Department, Chandigarh Administration. <a href="mailto:po.planning@chd.nic.in">po.planning@chd.nic.in</a>
1.11	No. of employees against whom Disciplinary action has been proposed/ taken [Section4(2)]	(i)	No. of employees against whom disciplinary action has been Pending for Minor penalty or major penalty proceedings.	Nil
		(ii)	Finalised for Minor penalty or major penalty proceedings	

S. No.	Item	Details of disclosure		Particulars
1.12	Programmes to advance understanding of RTI (Section 26)	(i)	Educational programmes	Provided by the Department of Personnel, Chandigarh Administration.
		(ii)	Efforts to encourage public authority to participate in these programmes	
		(iii)	Training of CPIO/APIO	-Do-
		(iv)	Update & publish guidelines on RTI by the Public Authorities concerned.	NA

## 2. Budget and Programme

S. No.	Item	Details of disclosure	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority (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.	As per Annexure XI
2.2	Foreign and 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. (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 procurements or works contract is to be executed.	Not applicable
2.3	Manner of execution of subsidy programme [Section 4(1)(b)(xii)]	(i) Name of the programme of activity (ii) Objective of the programme (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 (vii) Eligibility criteria for grant of subsidy (viii) Details of beneficiaries of subsidy programme (number, profile etc.)	Not applicable
2.4	Discretionary and non-discretionary grants.	(i) Discretionary and non discretionary grants/ allocations to State Govt./ NGOs/ Other institutions. (ii) Annual accounts of all legal entities who are provided grants by public authorities	Not applicable
2.5	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. (ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/or permits of authorizations. c) Name and address of the recipients given concessions/ permits or authorizations. d) Date of award of concessions/ permits of authorizations.	Not applicable

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, UT, Chandigarh.	Not applicable
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### 3. Publicity Band Public Interface

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

#### 4. E. Governance

S. No.	Item	Details of disclosure		Particulars
4.1	Language in which information Manual/ Handbook Available	(i)	English	Not applicable
		(ii)	Vernacular/ Local Language	
4.2	When was the information manual/ Handbook last updated?	Last date of Annual Updation		Not applicable
4.3	Information in available electronic form [Section 4(1)(b)(xiv)]	(i)	Details of information available in electronic form	Data regarding Development Schemes, Direct Benefit Transfer (DBT) Schemes, Sustainable Development Goals (SDG) and Best Practices available on the website of Planning & Evaluation Organization (PEO) <a href="https://chandigarh.gov.in">https://chandigarh.gov.in</a>
		(ii)	Name/ title of the document/ record/ other information.	
		(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	Planning & Evaluation Organization, Chandigarh Secretariat, 3 <sup>rd</sup> Floor, Sector-9 D, Chandigarh.
		(ii)	Details of information made available	Record of Letter of Authority (LOA) of Centrally Sponsored Schemes. Record pertaining to monitoring of various schemes run through Direct Benefit Transfer (DBT). Files records pertaining to queries, circular, notification etc. pertaining to GeM.
		(iii)	Working hours of the facility	9:30 AM to 5:30 PM on all working days.
		(iv)	Contact person & contact details (Phone, fax, email)	Sh. Ranjit Verma, CPIO M: 7986424704
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i)	Grievance redressal mechanism	No grievances received in the department except few related to GeM portal and disposed off well in time.
		(ii)	Details of applications received under RTI and information provided	Total 10 Applications received from 01.04.2024 to 31.03.2025 (All 10 applications are disposed off within time period as per RTI-2005 Rules)
		(iii)	List of completed schemes/projects/Programmes	Not applicable
		(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)	
		(viii)	Any other information such as a) Citizen's Charter	
		(ix)	Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & disposal of RTI application & appeals	(i)	Details of applications received and disposed off.	Received -10 Applications. Disposed -10 (All 10 applications disposed off)
		(ii)	Details of appeals received and orders issued.	Nil
4.7	Replies to questions asked in the parliament, if any [Section 4(1)(d)(2)]	Details of questions asked and replies given.		Parliament and Lok Sabha Questions received time to time and disposed off by the concerned authorities adequately.

**5. Information as may be prescribed**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>		<b>Particulars</b>
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	<b>Current CPIO and Appellant Authority</b> CPIO- Sh. Ranjit Verma, ARO w.e.f. 12.04.2022, First Appellate Authority- Sh. Jasbir Singh, F&PO w.e.f. Dec 2024.
		(ii)	Details of third party audit of voluntary disclosure	This Audit has been carried out on 20.06.2025 by MGSIPA Sector-26, Chandigarh
			(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	12.04.2022
			(a) Date of appointment (b) Name & Designation of the officers	Sh. RanjitVerma Assistant Research Officer
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	Not applicable
			(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	Not applicable		
	(a) Dates from which constituted (b) Name & Designation of the Officers.			

**6. Information Disclosed on own Initiative**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Particulars</b>
6.1	Item/ information disclosed so that public have minimum resort to use of RTI Act to obtain information	The information, whatever is available with the deptt. is available on the website to the general public.	<a href="https://chandigarh.gov.in">https://chandigarh.gov.in</a>

**PUBLICATION OF INFORMATION REGARDING ITEM SPECIFIED IN RULE 4(I)(b)(i)  
OF THE RIGHT TO INFORMATION ACT, 2005.**

(THE PARTICULARS OF THE ORGANISATION, FUNCTION AND DUTIES)

Sr. No	Name of the Organization/Department/Board/Corporation/Institution	Function and duties (in brief)
1	Planning & Evaluation Organization, Finance Department, U.T., Chandigarh.	<p>The Planning &amp; Evaluation Organization of Finance Department, Chandigarh Administration is looking after the State Level functioning. The main functions of this department is as under:-</p> <ul style="list-style-type: none"> <li>• Record of Letter of Authority (LOA) of Centrally Sponsored Schemes.</li> <li>• Implementation of GeM Portal.</li> <li>• Monitoring of Financial Inclusion Schemes.</li> <li>• Initiative related to Social Reforms/ Chandigarh Administration</li> <li>• Best Practices.</li> <li>• Monitoring of Prime Minister's Flagship Schemes.</li> <li>• Sustainable Development Goals (SDG) Goal</li> <li>• Monitoring of Annual and Five Year Action Plan as per Chandigarh @ 2047 document.</li> <li>• Governing Council Meeting of NITI Aayog.</li> <li>• National Chief Secretaries Conference.</li> <li>• Implementation of NITI Aayog State Support Mission.</li> <li>• Monitoring of Development Schemes.</li> <li>• Monthly uploading of data relates to the Centrally/ State Sponsored Schemes on Direct Benefit Transfer (DBT) Bharat Portal.</li> <li>• Creation of State Schemes Manager and approval of State Nodal Accounts as well as State Nodal Agency of departments which are implementing Centrally Sponsored Schemes.</li> <li>• Monitoring of Post office Bank Programme</li> <li>• Monitoring of Aadhaar related schemes.</li> </ul> <p>The Finance and Planning Officer is Controlling/Head of office in respect of P.E.O. The Joint Secretary Finance is the Head of the Department.</p>

**ANNEXURE-II****PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b) OF THE RIGHT TO INFORMATION ACT, 2005**

(THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES)

Name of the Department: Planning &amp; Evaluation Orgn., Finance Department, Chandigarh Administration

Sr.No	Name of Post	Powers and duties (in brief)
1.	Section Officer	<ul style="list-style-type: none"> <li>• DDO in respect of Planning &amp; Evaluation Organization.</li> </ul>
2.	Assistant Research Officer	<ul style="list-style-type: none"> <li>• All cases related to Planning &amp; Evaluation Organization as well as CPIO.</li> <li>• Establishment cases.</li> <li>• RTI matters</li> <li>• Budget of Planning &amp; Evaluation Organization.</li> <li>• Audit Para.</li> <li>• Record of Letter of Authority (LOA) of Centrally Sponsored Schemes.</li> <li>• Work related to PPP.</li> </ul>
3.	Consultant (I) Contract basis	<ul style="list-style-type: none"> <li>• Sustainable Development Goals (SDG) Goal</li> <li>• Monitoring of Annual and Five Year Action Plan as per Chandigarh @ 2047 document.</li> <li>• Governing Council Meeting of NITI Aayog.</li> <li>• National Chief Secretaries Conference.</li> <li>• Implementation of NITI Aayog State Support Mission.</li> </ul>
4.	Consultant (II) Contract basis	<ul style="list-style-type: none"> <li>• Implementation of GeM Portal</li> <li>• Monitoring of Development Schemes/ Prime Minister's Flagship Schemes.</li> <li>• Best Practices.</li> <li>• Monitoring of Financial Inclusion Schemes.</li> <li>• Monitoring of Post office Bank Programme</li> </ul>
5.	Clerk-II	<ul style="list-style-type: none"> <li>• Monthly uploading of data relates to the Centrally/ State Sponsored Schemes on Direct Benefit Transfer (DBT) Bharat Portal.</li> <li>• Service Plus.</li> <li>• PFMS related work.</li> <li>• Monitoring of Aadhaar related schemes.</li> <li>• Creation of State Schemes Manager and work regarding approval of State Nodal Accounts as well as State Nodal Agency of departments which are implementing Centrally Sponsored Schemes.</li> <li>• Looking after the work of Store Keeper.</li> <li>• Assist to Bill Clerk.</li> </ul>
6.	Clerk (3)	<ul style="list-style-type: none"> <li>• Record keeper of Consultants (C-I &amp; C-II)</li> </ul>
7.	Steno (1)	<ul style="list-style-type: none"> <li>• Preparation of Salary Bill of employees/ contingency bills on PFMS/ CFAS Maintenance of Cash Book</li> <li>• Preparing information on Pay &amp; Allowances.</li> <li>• Reconciliation of expdr. with AG.</li> <li>• Timely submission of I.T. Returns</li> </ul>

8.	RGO (1)	<ul style="list-style-type: none"> <li>• Diary &amp; Dispatch of PEO</li> </ul>
9.	DEO (1) Outsource Employee	<ul style="list-style-type: none"> <li>• Attached with Assistant Research Officer.</li> <li>• Record keeper related to Establishment.</li> </ul>
10.	MTS (2) Outsource Employee	<ul style="list-style-type: none"> <li>• One MTS is on Disposal of Dak and other office works</li> <li>• Other MTS is attached with Head of Office.</li> </ul>

**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)

Name of the Department : Planning and Evaluation Organization.

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>● Record of Letter of Authority (LOA) of Centrally Sponsored Schemes.</li> <li>● Implementation of GeM Portal.</li> <li>● Monitoring of Financial Inclusion Schemes.</li> <li>● Initiative related to Social Reforms/ Chandigarh Administration</li> <li>● Best Practices.</li> <li>● Monitoring of Prime Minister's Flagship Schemes.</li> <li>● Sustainable Development Goals (SDG) Goal</li> <li>● Monitoring of Annual and Five Year Action Plan as per Chandigarh @ 2047 document.</li> <li>● Governing Council Meeting of NITI Aayog.</li> <li>● National Chief Secretaries Conference.</li> <li>● Implementation of NITI Aayog State Support Mission.</li> <li>● Monitoring of Development Schemes.</li> <li>● Monthly uploading of data relates to the Centrally/ State Sponsored Schemes on Direct Benefit Transfer (DBT) Bharat Portal.</li> <li>● Creation of State Schemes Manager and approval of State Nodal Accounts as well as State Nodal Agency of departments which are implementing Centrally Sponsored Schemes.</li> <li>● Monitoring of Post office Bank Programme</li> <li>● Monitoring of Aadhaar related schemes.</li> </ul>	Assistant Research Officer/ Consultants/Clerk	Finance and Planning Officer	Special Secretary Finance/Finance Secretary/Chief Secretary.

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

(The norms set for the discharge of its functions)

Name of the Department: Planning and Evaluation Organization.

Sr. No.	Item of Work	Norms set by the department (number of days taken for decision making)
	<ul style="list-style-type: none"> <li>• Record of Letter of Authority (LOA) of Centrally Sponsored Schemes.</li> <li>• Implementation of GeM Portal.</li> <li>• Monitoring of Financial Inclusion Schemes.</li> <li>• Initiative related to Social Reforms/ Chandigarh Administration</li> <li>• Best Practices.</li> <li>• Monitoring of Prime Minister's Flagship Schemes.</li> <li>• Sustainable Development Goals (SDG) Goal</li> <li>• Monitoring of Annual and Five Year Action Plan as per Chandigarh @ 2047 document.</li> <li>• Governing Council Meeting of NITI Aayog.</li> <li>• National Chief Secretaries Conference.</li> <li>• Implementation of NITI Aayog State Support Mission.</li> <li>• Monitoring of Development Schemes.</li> <li>• Monthly uploading of data relates to the Centrally/ State Sponsored Schemes on Direct Benefit Transfer (DBT) Bharat Portal.</li> <li>• Creation of State Schemes Manager and approval of State Nodal Accounts as well as State Nodal Agency of departments which are implementing Centrally Sponsored Schemes.</li> <li>• Monitoring of Post office Bank Programme</li> <li>• Monitoring of Aadhaar related schemes.</li> </ul>	<p>As per guidelines of the Govt. of India</p>

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

(The rules, regulations, instructions, manuals and records, held by it or under control or used by the employees for discharging functions)

Name of the Department : Planning and Evaluation Organization.

Sr. No	Name of the Act	Name of the Rules	Name of the Manuals	Instructions Write circular No. & Date	Any other Record/ Document
	NA	NA	NA	NA	NA

**ANNEXURE-VI**

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

(STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD OR UNDER CONTROL)

Name of the Department : Planning and Evaluation Organization.

Sr. No.	Category of documents
1.	Record of Letter of Authority (LOA) of Centrally Sponsored Schemes. Record pertaining to monitoring of various schemes run through Direct Benefit Transfer (DBT). Files records pertaining to queries, circular notification etc. pertaining to GeM.

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4(i)(b)(vii) 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.)

Name of the Department/ : Planning and Evaluation Organization.

Sr. No.	Details/Type of arrangement made
	NA

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

(Statement of the Department: Planning and Evaluation Organization)

Sr. No.	Name of the Board (s)	Name of Council(s)	Name of Committee(s)	Name of other bodies(s) constituted by the department	Whether meetings of these bodies are open to the public (Yes/No)	Whether the minutes of such meetings are accessible for public (Yes/No)
	---	---	Sexual Harassment Committee	-	No	No
	---	---	Transgender Community	-	No	No

**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)

Name of the Department : Planning and Evaluation Organization.

<b>List of Regular Employees</b>			
Sr. No.	Name of the officer /employee	Designation	Telephone Number(O)
1.	Sh. Jasbir Singh,	Finance & Planning Officer	9646121508
2.	Sh. Ranjit Verma	Assistant Research Officer	7986424704
3.	Sh. Nar Singh,	Steno-Typist	9466907774
4.	Sh. Govind	Clerk	8360108136
5.	Sh. Amit Kumar Narwal	Clerk	7696205767
6.	Sh. Avtar Singh	Restorer-cum-Gestetnor Operator	9357276796
<b>List of Contractual and Outsource Employees</b>			
7.	Dr. Shukrant Jagotra	Consultant	9888880444
8.	Dr. Sheenu Gupta	Consultant	9988258925
9.	Ms. Nisha Sharma	Clerk	7428024403
10.	Sh. Vijay Kumar	Data Entry Operator	9501997978
11.	Sh. Shiv Babu	MTS	8559024317
12.	Sh. Gurjant Singh	MTS	9914151703

**ANNEXURE-X****PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4(1)(b)(x) OF THE RIGHT TO INFORMATION ACT, 2005.**

(Monthly remuneration received by the officers and employees) as on  
31.03.2025.

Name of the Department : Planning and Evaluation Organization.

Sr. No.	Name of the officer/employee.	Monthly emoluments(Rupees)
1.	Sh. Ranjit Verma, Assistant Research Officer	1,02,191/-
2.	Sh. Nar Singh, Steno	1,00,966/-
3.	Sh. Govind, Clerk	76,068/-
4.	Sh. Amit Kumar Narwal	39,918/-
5.	Sh. Avtar Singh, RGO	92,849/-
6.	Dr. Shukrant Jagotra, Consultant	78,426/-
7.	Dr. Sheenu Gupta, Consultant	92,210/-
8.	Ms. Nisha Sharma, Clerk	29,663/-
9.	Sh. Vijay Kumar, DEO	29,663/-
10.	Sh. Shiv Babu, Peon	21,600/-
11.	Sh. Gurjant Singh, Peon	21,600/-

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

(Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure reports on disbursement made)

Name of the Department : Planning and Evaluation Organization. (Rs.in lacs)

Sr. No.	Head/Item of the budget	Final Grant 2024-25	Expenditure upto 31.03.2025
	3451-Sectt.Economic Services;		
1.	26 00 01-Salaries	26.75	26.71
2.	26 00 02- Wages	13.27	13.16
3.	26 00 05- Rewards	0.35	0.35
4.	26 00 06-Medical treatment	6.00	5.59
5.	26 00 07- Allowances	21.78	21.74
6.	26 00 08- Leave Travel Concession	0.00	0.00
7.	26 00 11-DTE (Domestic Travel Expenses)	0.10	0.07
8.	26 00 13-O.E (Office Expenses)	1.10	01.08
9.	26 00 19- Digital Equipment	0.75	0.68
10.	26 00 28- Professional Services	22.54	22.44

**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.)

Name of the Department : Planning and Evaluation Organization.

Sr. No.	Scheme under subsidy given	Manner of execution of subsidy programme	Amount allocated (Rs)	Details of beneficiaries.
	NA	NA	NA	NA

**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 authorization granted)

Name of the Department:- Planning and Evaluation Organization.

Sr. No.	Concessions/Permit/Authorizations grant	Name of the recipient	Address of the recipient
	NA	NA	NA

**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.)

Name of the Department: Planning and Evaluation Organization.

Sr. No.	Type of information.
1.	Data regarding Development Schemes, Direct Benefit Transfer (DBT) Schemes, Sustainable Development Goals (SDG) and Best Practices available on the website of Chandigarh Administration <a href="https://chandigarh.gov.in">https://chandigarh.gov.in</a>

**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)**

Name of the Department : Planning and Evaluation Organization.

Sr. No.	Facilities available	Remarks No of days in a week/Timings etc.
	Creation of State Schemes Manager and approval of State Nodal Accounts as well as State Nodal Agency of departments which are implementing Centrally Sponsored Schemes. Record pertaining to monitoring of various schemes run through Direct Benefit Transfer (DBT). Files records pertaining to queries, circular, notification etc. pertaining to GeM.	5 days

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

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

Name of the Department: Planning and Evaluation Organization.

<b>Sr. No</b>	<b>Name of Appellate Authority</b>	<b>Designation</b>	<b>Telephone No(Office)</b>	<b>Name of the Central Publication Information Officer</b>	<b>Designation</b>	<b>Telephone No (officer/ Residence)</b>
1.	Sh.Jasbir Singh,SAS	Finance & Planning Officer, Chandigarh Administration	M-9646121508	Sh. Ranjit Verma	Assistant Research Officer	M- 7986424704