

A 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-organsiation 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

S. No.	Item	Details of disclosure	
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	Department of Urban Planning, Sec-9, Chandigarh www.chandigarh.gov.in , https://urbanplanning.chd.gov.in
		(ii) Head of the organization	Chief Architect, Department of Urban Planning, UT Chandigarh.
		(iii) Vision, Mission and Key objectives	Annexure-1
		(iv) Function and duties	
		(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)	Annexure-2
		(ii) Power and duties of other employees	
		(iii) Rules/ orders under which powers and duty are derived and	Center Civil Services Rules (w.e.f 01/04/2022)
		(iv) Exercised	
		(v) Work allocation	Annexure 2
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	All decisions are finalized at the level of HOD/Secretary/Chief Secretary/ Administrator
		(ii) Final decision making authority	HOD/Secretary/Chief Secretary/ Administrator
		(iii) Related provisions, acts, rules etc.	Center Civil Services Rules (w.e.f 01/04/2022):- General Financial Rule, Departmental Financial Rule, Leave Travel Concession& Travelling Allowance Rules Capital of Punjab (Development & Regulation) Act,1952, Master Plan 2031 of Chd, Chandigarh Building Rules(Urban)2017, Chandigarh Master Plan-2031 Building Rules made under National Building Code, Delhi Fire Safety Act extended to Chandigarh, Periphery Control Act and other relevant development controls and directions. Punjab Civil Services Rules:- Medical Rules Annexure- 5
		(iv) Time limit for taking a decisions, if any	As per concerned subject matter
		(v) Channel of supervision and accountability	Annexure-1 and 3
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Annexure-1
		(ii) Norms/ standards for functions/ service delivery	Annexure-4
		(iii) Process by which these services can be accessed	There is no direct customer dealing, however this Department coordinates with other Govt. offices of Chandigarh Administration. Services are available on the following website of Chandigarh Administration & Deptt. of Urban Planning Websites i.e. www.chandigarh.gov.in , https://urbanplanning.chd.gov.in
		(iv) Time-limit for achieving the targets	As per specified rules and concerned subject matter.
		(v) Process of redress of grievances	Nodal Officer appointed to deal with grievances therein. Name - ManvendraPratap Singh, Assistant Town Planner Contact no.- 0172 2740163

1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i)Title and nature of instruction.	The record pertaining to Establishment Section & Works Section
		(ii) List of Rules, regulations, instructions manuals and records.	Center Civil Services Rules (w.e.f 01/04/2022):- General Financial Rule, Departmental Financial Rule, Leave Travel Concession & Travelling Allowance Rules Capital of Punjab (Development & Regulation) Act,1952, Master Plan 2031 of Chd, Chandigarh Building Rules(Urban)2017, Chandigarh Master Plan-2031 Building Rules made under National Building Code, Delhi Fire Safety Act extended to Chandigarh, Periphery Control Act and other relevant development controls and directions. Punjab Civil Services Rules:- Medical Rules (Annexure-5)
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	Transfer policy of Chandigarh Administration
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Annexure-6
		(ii) Custodian of documents/categories	1. Senior Town Planner 2. Assistant Architect (Incharge Commercial Record)
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?	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i)Name and designation	Annexure-9
		(ii)Telephone , fax and email-ID	

1.9	Monthly Remuneration received by officers & employees including system of compensation [Section4(1) (b) (x)]	(i)List of employees with Gross monthly remuneration	Annexure-10
		(ii)System of compensation as provided in its regulations	As per rules.
1.10	Name, designation and other particulars of public information officers [Section4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Annexure-16
		(ii)Address, telephone numbers and email ID of each designated official.	
1.11	No. Of employees against whom Disciplinary	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	No disciplinary action has been proposed/taken.

	action has been proposed/ taken (Section 4(2))	(ii)Finalised for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI (Section 26)	(i)Educational programmes	There is no educational programme except RTI training as conducted by the Chandigarh Administration which is attended by the officials from time to time.
		(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	Not Applicable

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	Annexure-11			
		(ii)Budget for each agency and plan & programmes				
		(iii)Proposed expenditures				
		(iv)Revised budget for each agency, if any	Annexure-17			
		(v)Report on disbursements made and place where the related reports are available	All the payments are made through the Central Treasury, UT Chandigarh.			
2.2	Foreignand domestic tours during 2024-25	(i)Budget	Rs.55000/- (Architecture Wing) Rs.100000/- (Town Planning Wing)			
		(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	Tours by Head of the Department of Urban Planning, Chandigarh Administration (Architecture Wing):			
			a)	b)	c)	d)
			Chandigarh to New Delhi and back	29.05.2024 to 30.05.2024	01	Rs. 4864/-
			Chandigarh to New Delhi and back	19.11.2024	01	Rs. 1250/-
			Chandigarh to NITI Aayog, New Delhi and Back	26.12.2024	03	Rs. 1500/-
			Tours by the officer/official in the Town Planning Wing , Deptt. of Urban Planning, Chandigarh Administration:			
			a)	b)	c)	d)
		New Delhi	15.12.2023 to 21.12.2023	1	Rs.3860/-	
		New Delhi	20.06.2024	1	Rs.8827/-	
		New Delhi	16.05.2023	2	Rs.4291/-	
New Delhi	27.10.2023 to 29.10.2023	2	Rs.31117/-			
New Delhi	23.10.2024	2	Rs.6520/-			

		<div>(iii) Information related to procurements</div> <div>a) Notice/tender enquires, and corrigenda if any thereon,</div> <div>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</div> <div>c) The works contracts concluded – in any such combination of the above- and</div> <div>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</div>	<div>Information related to procurement (Architecture Wing):-</div> <table><tr><th>Sr. No</th><th>Good/ Service Procured</th><th>Quantity</th><th>Name of Supplier</th><th>Rate/Total Amount</th></tr><tr><td>1.</td><td>Azzo Ammonia</td><td>50 rolls</td><td>LUXMI ENTERPRISES</td><td>Rs. 85550/-</td></tr><tr><td>2.</td><td>Azzo Ammonia</td><td>50 rolls</td><td>LUXMI ENTERPRISES</td><td>Rs. 85550/-</td></tr><tr><td>3.</td><td>Azzo Ammonia</td><td>50 rolls</td><td>Jai Stationery</td><td>Rs. 93810/-</td></tr><tr><td>4.</td><td>Financial Consultancy</td><td>01</td><td>M/s D.Garodia & Co (01.12.2024 to 30.11.2026)</td><td>Rs. 54870/-</td></tr><tr><td>5.</td><td>Manpower service</td><td>17</td><td>M/s Ashish and Co. (17.07.2023 to 16.02.2025) M/s Golden Eagle Outsourcing Service (18.02.2025 to 17.02.2026)</td><td>Rs. 9275203/- (approx.) Rs. 6200000/- (approx.)</td></tr></table> <div>iii) Information related to procurement (Town Planning Wing):-</div> <table><tr><th>Sr. No.</th><th>Good/ Service Procured</th><th>Quantity</th><th>Name of Supplier</th><th>Rate/Total Amount</th></tr><tr><td>1</td><td>Azzo Ammonia paper roll</td><td>10 rolls</td><td>M/s Jai Stationery</td><td>Rs.17110/-</td></tr><tr><td>2</td><td>Master Plan set copy</td><td>10 nos.</td><td>M/s Mohindra Documents</td><td>Rs.83350/-</td></tr><tr><td>3</td><td>Azzo Ammonia Bottle</td><td>50 bottles</td><td>M/s Munish Enterprises</td><td>Rs.9000/</td></tr><tr><td>4.</td><td>White paper roll</td><td>10 rolls</td><td>M/s Jai Stationary Store</td><td>Rs.11000/-</td></tr><tr><td>5.</td><td>Ammonia Paper roll</td><td>10 rolls</td><td>M/s Jai Stationary Store</td><td>Rs.17110/-</td></tr><tr><td>6.</td><td>Ammonia Paper roll</td><td>10 rolls</td><td>M/s Jai Stationary Store</td><td>Rs.17110/-</td></tr><tr><td>7.</td><td>White paper roll</td><td>15 rolls</td><td>M/s MunishEnterprises</td><td>Rs16500/-</td></tr><tr><td>8.</td><td>Professional Service</td><td>Tax consultant</td><td>M/s V S Garg and Associates w.e.f11.01.2025 to 10.01.2027</td><td>Rs. 49489/-</td></tr><tr><td>8.</td><td rowspan="6">Manpower service</td><td>02</td><td>M/s Secure Solutions (07.01.2025 to 06.01.2027)</td><td>Rs.586542/-</td></tr><tr><td>01</td><td>M/s Gill Enterprises (17.10.2022 to 16.10.2023 further extended for 6 months upto 16.04.2024)</td><td>Rs.52824/-</td></tr><tr><td>01</td><td>M/s IUT, New Delhi (17.07.2023 to 16.07.2025)</td><td>Rs.700920/-</td></tr><tr><td>02</td><td>M/s Mannat Enterprises (18.12.2023 to 18.12.2024)</td><td>Rs.640546/-</td></tr><tr><td>01</td><td>M/s ICS Pest Control (01.11.2023 to 31.10.2025)</td><td>Rs.401595/-</td></tr><tr><td>06</td><td>M/s Om Security and Cleaning Services (01.02.2024 to 01.02.2026)</td><td>Rs.1780617/-</td></tr></table>	Sr. No	Good/ Service Procured	Quantity	Name of Supplier	Rate/Total Amount	1.	Azzo Ammonia	50 rolls	LUXMI ENTERPRISES	Rs. 85550/-	2.	Azzo Ammonia	50 rolls	LUXMI ENTERPRISES	Rs. 85550/-	3.	Azzo Ammonia	50 rolls	Jai Stationery	Rs. 93810/-	4.	Financial Consultancy	01	M/s D.Garodia & Co (01.12.2024 to 30.11.2026)	Rs. 54870/-	5.	Manpower service	17	M/s Ashish and Co. (17.07.2023 to 16.02.2025) M/s Golden Eagle Outsourcing Service (18.02.2025 to 17.02.2026)	Rs. 9275203/- (approx.) Rs. 6200000/- (approx.)	Sr. No.	Good/ Service Procured	Quantity	Name of Supplier	Rate/Total Amount	1	Azzo Ammonia paper roll	10 rolls	M/s Jai Stationery	Rs.17110/-	2	Master Plan set copy	10 nos.	M/s Mohindra Documents	Rs.83350/-	3	Azzo Ammonia Bottle	50 bottles	M/s Munish Enterprises	Rs.9000/	4.	White paper roll	10 rolls	M/s Jai Stationary Store	Rs.11000/-	5.	Ammonia Paper roll	10 rolls	M/s Jai Stationary Store	Rs.17110/-	6.	Ammonia Paper roll	10 rolls	M/s Jai Stationary Store	Rs.17110/-	7.	White paper roll	15 rolls	M/s MunishEnterprises	Rs16500/-	8.	Professional Service	Tax consultant	M/s V S Garg and Associates w.e.f11.01.2025 to 10.01.2027	Rs. 49489/-	8.	Manpower service	02	M/s Secure Solutions (07.01.2025 to 06.01.2027)	Rs.586542/-	01	M/s Gill Enterprises (17.10.2022 to 16.10.2023 further extended for 6 months upto 16.04.2024)	Rs.52824/-	01	M/s IUT, New Delhi (17.07.2023 to 16.07.2025)	Rs.700920/-	02	M/s Mannat Enterprises (18.12.2023 to 18.12.2024)	Rs.640546/-	01	M/s ICS Pest Control (01.11.2023 to 31.10.2025)	Rs.401595/-	06	M/s Om Security and Cleaning Services (01.02.2024 to 01.02.2026)	Rs.1780617/-
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2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	<div>(i)Name of the programme of activity</div> <div>(ii)Objective of the programme</div> <div>(iii)Procedure to avail benefits</div> <div>(iv)Duration of the programme/scheme</div> <div>(v)Physical and financial targets of the programme</div> <div>(vi)Nature/ scale of subsidy/amount allotted</div>	<div>Not Applicable</div> <div>Not Applicable</div>																																																																																															
		(vii)Eligibility criteria for grant of subsidy	Not Applicable																																																																																															

		(viii)Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and non-discretionary grants.	(i)Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars recipients	(i)Concessions, permits or authorizations granted by public authority	Not Applicable
		(ii)For each concessions, permit 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	
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., Chandigarh.	The audit held in the month of June 2024. (Arch Wing) The audit was held in the month of March 2024. (TP Wing)

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 (i)Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens (ii)Arrangements for consultation with or representation by 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	Annexure-7
		Public- private partnerships(PPP) (i)Details of Special Purpose Vehicle (SPV), if any (ii)Detailed project reports(DPRs) (iv)Operation and maintenance manuals (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.) (ix)All payment made under the PPP project	Not Applicable
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	Policies/Decisions are being uploaded on the official website of Chandigarh Administration (www.chandigarh.gov.in) and https://urbanplanning.chd.gov.in from time to time.
		(ii)Outline the Public consultation process	Not Applicable
		(iii)Outline the arrangement for Consultation before formulation	Not Applicable

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(website)	www.chandigarh.gov.in , https://urbanplanning.chd.gov.in
3.4	Form of accessibility of information	Information manual/handbook available in (i)Electronic format	Information related to Department of Urban Planning is available on official website of Chandigarh Administration i.e. www.chandigarh.gov.in and

	manual/ handbook [Section 4(1)(b)]	(ii)Printed format	https://urbanplanning.chd.gov.in.
3.5	Whether information manual/ handbook available free of cost or not [Section4(1)(b)]	List of materials available (i)Free of cost	Information related to Department of Urban Planning is available on official website of Chandigarh Administration i.e. www.chandigarh.gov.in and https://urbanplanning.chd.gov.in.
		(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/Handbo ok Available	(i) English	Yes
		(ii) Vernacular/ Local Language	English
4.2	When was the information Manual/Handbo ok last updated?	Last date of Annuals Updation	Information related to this department is frequently updated on website www.chandigarh.gov.in , https://urbanplanning.chd.gov.in).
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Information related to Department of Urban Planning is available on official website of Chandigarh Administration i.e. www.chandigarh.gov.in and https://urbanplanning.chd.gov.in . Annexure-14
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for	(i) Name & location of the facilities	3 rd floor, Deluxe Building, Old UT Sectt, Sec-9 Chd 09:30 A.M. to 05:30 P.M Smt. Gagandeep Kaur Dhillon, Architect (Architecture Wing) 9888413760 (Annexure-15)
		(ii) Details of information made available	
		(iii) Working hours of the facility	

	obtaining information [Section 4(1)(b)(xv)]	(iv) Contact person & contact details (Phone, fax email)	5 th floor, Deluxe Building, Old UT Sectt, Sec-9 Chd 09:30 A.M. to 05:30 P.M Sh. ManvendraPratap Singh Assistant Town Planner-cum-CPIO (Town Planning Wing) 0172-2740163, 7828655714																																										
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i)Grievance redressal mechanism	Nodal Officer appointed to deal with grievances																																										
		(ii)Details of applications received under RTI and information provided	66 applications received and disposed off(Architecture Wing) 74 applications received and disposed off. (Town Planning Wing)																																										
		(iii)List of completed schemes/projects/Programmes	Not Applicable																																										
		(iv)List of schemes/projects/programme underway	Not Applicable																																										
		(v)Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	<div>Detail of Human Resource Outsourcing Service Contract(Architecture Wing):-<table><tr><th>Name of Contractor</th><th>Amount of Contract</th><th>Period of Contract</th></tr><tr><td>M/s Ashish and Co.</td><td>Rs. 9275203/- (approx.)</td><td>(17.07.2023 to 16.02.2025)</td></tr><tr><td>M/s Golden Eagle Outsourcing Service</td><td>Rs. 6200000/- (approx.)</td><td>(18.02.2025 to 17.02.2026)</td></tr></table></div> <div>Detail of Human Resource Outsourcing Service Contract (Town Planning Wing):-<table><tr><td>1.</td><td>Manpower service</td><td>02</td><td>M/s Secure Solutions (07.01.2025 to 06.01.2027)</td><td>Rs.586542/-</td></tr><tr><td></td><td></td><td>01</td><td>M/s Gill Enterprises (17.10.2022 to 16.10.2023 further extended for 6 months upto 16.04.2024)</td><td>Rs.52824/-</td></tr><tr><td></td><td></td><td>01</td><td>M/s IUT, New Delhi (17.07.2023 to 16.07.2025)</td><td>Rs.700920/-</td></tr><tr><td></td><td></td><td>02</td><td>M/s Mannat Enterprises (18.12.2023 to 18.12.2024)</td><td>Rs.640546/-</td></tr><tr><td></td><td></td><td>01</td><td>M/s ICS Pest Control (01.11.2023 to 31.10.2025)</td><td>Rs.401595/-</td></tr><tr><td></td><td></td><td>06</td><td>M/s Om Security and Cleaning Services (01.02.2024 to 01.02.2026)</td><td>Rs.1780617/-</td></tr></table></div>				Name of Contractor	Amount of Contract	Period of Contract	M/s Ashish and Co.	Rs. 9275203/- (approx.)	(17.07.2023 to 16.02.2025)	M/s Golden Eagle Outsourcing Service	Rs. 6200000/- (approx.)	(18.02.2025 to 17.02.2026)	1.	Manpower service	02	M/s Secure Solutions (07.01.2025 to 06.01.2027)	Rs.586542/-			01	M/s Gill Enterprises (17.10.2022 to 16.10.2023 further extended for 6 months upto 16.04.2024)	Rs.52824/-			01	M/s IUT, New Delhi (17.07.2023 to 16.07.2025)	Rs.700920/-			02	M/s Mannat Enterprises (18.12.2023 to 18.12.2024)	Rs.640546/-			01	M/s ICS Pest Control (01.11.2023 to 31.10.2025)	Rs.401595/-			06	M/s Om Security and Cleaning Services (01.02.2024 to 01.02.2026)	Rs.1780617/-
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		01	M/s Gill Enterprises (17.10.2022 to 16.10.2023 further extended for 6 months upto 16.04.2024)	Rs.52824/-																																									
		01	M/s IUT, New Delhi (17.07.2023 to 16.07.2025)	Rs.700920/-																																									
		02	M/s Mannat Enterprises (18.12.2023 to 18.12.2024)	Rs.640546/-																																									
		01	M/s ICS Pest Control (01.11.2023 to 31.10.2025)	Rs.401595/-																																									
		06	M/s Om Security and Cleaning Services (01.02.2024 to 01.02.2026)	Rs.1780617/-																																									
(vi)Annual Report	Annexed at Flag-A																																												
(vii)Frequently Asked Question(FAQs)	Not Applicable																																												
		(viii) Any other information such as a) Citizen’s Charter	Available on Chandigarh Administration website www.chandigarh.gov.in , https://urbanplanning.chd.gov.in																																										
		c) Six monthly reports loaded on the website or not																																											

		d)Performance against the benchmarks set in the Citizen’s Charter	Available in office record
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	66 applications received and disposed off (Architecture Wing) 74 applications received and disposed off. (Town Planning Wing)
		(ii) Details of appeals received and orders issued	11 Appeals received and disposed off (Architecture Wing). 06 Appeals received and disposed off (Town Planning Wing)
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	01 Nos. of questions received and replied. (Architecture Wing) 01 No. of questions received and replied (Town Planning Wing)

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) (b) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	Architecture Wing:- (a) <u>CPIOs (Admn) (Current)</u> w.e.f 30.01.2024- Smt. Gagandeep Kaur Dhillon Archtiect (Ph 9888413760) <u>FAAs (Current)</u> w.e.f 01.10.2024- Sh. Rajiv Mehta, Chief Architect (Ph no. – 9815102417) <u>CPIOs (Technical) (Current)</u> w.e.f 17.03.2022 – Smt. Monika Verma, Architect <u>FAAs (Current)</u> w.e.f 01.10.2024- Sh. Rajiv Mehta, Chief Architect (Ph no. – 9815102417) (b) <u>CPIOs (Admn)</u> w.e.f 29.04.2015- Sh. Prem Chand, Administrative Officer w.e.f 15.09.2016- Sh. Deepak Jain, Assistant Architect (W&E) w.e.f 23.07.2019- Sh. Umed Singh Malik, Administrative Officer (Ph – 9876155702) w.e.f 09.02.2023- Sh. Narinder Gupta Superintendent Gr-I (Ph 9646041602) <u>CPIOs (Technical)</u> w.e.f 01.01.2015- Sh. Rajiv Mehta, Architect w.e.f 07.06.2017- Sh.Rajesh Katoch, Architect <u>FAAs</u> w.e.f 01.01.2015- Sh. Kapil Setia, Chief Architect (Ph no. – 9814097755) Town Planning Wing:- (a) <u>CPIOs (Admn) (Current):-</u> w.e.f. 04.04.2025:-Sh. Rupender Singh Superintendent Gr-II (Mb. No. 7973392494) <u>CPIOs (Technical) (Current):-</u> w.e.f 17.03.2020- Sh. ManvendraPratap Singh, Assistant Town Planner (Mb. No.7828655714) b) <u>CPIOs (Admn) :-</u> Sh. Daljit Singh, Divisional Town Planner w.e.f. 01/2015 Sh. Naresh Kumar, Planning Officer w.e.f. 02/2015 Smt. Ram Kali, Superintendent Gr-IIw.e.f. 26.03.2018 Sh. Santosh Kumar, Superintendent Gr-II - w.ef. 07.01.2020 Smt. Jasbir Kaur, Superintendent Gr-II w.e.f 15.07.20222 to 03.04.2025 <u>CPIOs (Technical):-</u> w.e.f. 26.03.2018 Sh. Daljit Singh, Divisional Town Planner Sh. Naresh Kumar, Planning, 02/2015 <u>FAAs</u> w.e.f 01.01.2015- Sh. Kapil Setia, Chief Architect (Ph no. – 9814097755)
		(ii)	Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Third party audit is carried out by M.G.S.I.P.A. Sec-26, Chandigarh on 04.07.2025.
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director (a) Date of appointment (b) Name & Designation of the officers	Not Applicable

		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Not Applicable
		(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	Nil

6. Information Disclosed on own Initiative

S. No.	Item	Particulars.
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	The information pertaining to third party proactive disclosure under RTI Act is available on www.chandigarh.gov.in , https://urbanplanning.chd.gov.in .

ANNEXURE-1

Note on regulatory and service functions of the Department of Urban Planning, Chandigarh Administration:

The Secretary of the Department of Urban Planning is the Home Secretary, Chandigarh Administration. The Chief Architect is the head of the Department of Urban Planning, which consists of two wings i.e. Town Planning & Architecture Wing. The Town Planning Wing comprises of two units headed by Division Town Planner who are supervised by a Senior Town Planner. The Architecture Wing comprises of six units headed by an Architect, supervised by two Senior Architects, which has technical staff to deal with the various projects of Chandigarh Administration.

Service functions of the Department:

The service rendered by the office of the Chief Architect can be divided in two parts i.e. Town planning & Architecture Wing. The functions carried out by both these wings are mentioned below:

Town Planning Wing:

1. Planning & Preparation of detailed sector plans which includes preparing zoning plan for various govt. & private buildings.
2. Providing planning for new development schemes initiated by the administration such as I.T. Park, Education City, Theme park, Film & Multimedia City etc.
3. Earmarking of land for various Govt. Deptt. Projects such as Schools, Hospitals, Colleges & M.C. Projects.
4. Work out the projected requirements for growing needs of the city in accordance with the Master Plan & Stipulated land use for various pockets of land lying vacant.

Architecture wing:

1. Preparations of Building designs for buildings of various Govt. Departments and coordinate the work between the executing agency and the Client Department.
2. Provide technical advice on all architectural planning issues for various Boards and Corporations under Chandigarh Administration by the Chief Architect in her capacity as the Member of Board/Governing Body.
3. Provide architectural consultancy to Municipal Corporation.
4. Undertake Deposit Works for various State Government, Center Government and Public Sector Undertaking.

Regulatory functions of the Department :

1. The development and construction of various categories of buildings in the city is governed by provisions of standard frame control/Architectural Control and standard design prepared by this office. These statutory documents are part of the notified building rules.
2. The Chief Architect is the technical advisor to the Chief Administrator, UT on all architectural and planning issues pertaining to the city's Master Plan and assists in framing policies and guidelines for the same.
3. Officers/officials of the department designated by the Chief Architect are technical members of the Plan Approval Committee and advise the Chairman, PAC on technical issues pertaining to building plans.
4. Appraisal of concept designs for various categories of buildings in order to provide constructive directions in the design process. This is important in

context of new liberalized building byelaws regime wherein all types of buildings-Residential, Commercial, Educational etc are coming up in the city.

VISION:

Chandigarh being the first planned city of Post Independence India is looked upon as a prime example of modern urbanism. The growth of the city has been regulated through well-laid out guidelines & the vision of this Department is to streamline the future growth of the city by harmonizing the Master Plan with the changing socio-economic needs of the city.

This Department aims at defining and regulating the growth of development for a better living environment. For the said purpose, plans for land use control at various levels, along with regulations are used. The role of this department is advisory in nature for all the developmental activities. It is engaged in planning of the city and its villages in surrounding areas falling in its jurisdiction.

The vision of this department is to impart technology enabled services for it's "anytime anywhere" usage. For this purpose, under the e-governance initiative, the following proposals have being initiated:

- (a) Computerization/digitization of all architectural controls/Standard designs/Frame Control drawings and posting them on the website to enable easy access for the public and professionals. Approx. 1600 drawings have been digitized so far and uploaded on the website of the department. Conventional blue prints are also being issued to the public against payment. However, this process is being reviewed under the Right To Service Act for minimizing the need for providing conventional blue prints since all information will be available on the website in a digitized format which can be easily download. This process, when fully implemented and adopted, shall further ease the process of building plan approval/sanction.
- (b) Computerization/digitization of all zoning plans/layout plans of the Town Planning Wing. Zoning Plans of about 47 sectors are posted on the website along with zoning plans of individual plots & institutional sites, societies etc.
- (c) Digitization of architectural record of the office, which includes Heritage Drawings, record undertaken till date.
- (d) Initiation of e-office for the Department.
- (e) Development of dedicated website for the Department.

Organization Chart

CHIEF ARCHITECT

ARCHITECTURE WING

Senior Architect	Senior Architect
Architect Architect Architect	Architect Architect Architect
Asstt. Arch., Asstt. Arch., Asstt. Arch.	Asstt. Arch., Asstt. Arch., Asstt. Arch
With Technical staff	With Technical staff
Ministerial staff	

TOWN PLANNING WING

SENIOR TOWN PLANNER

Divisional Town Planner	Divisional Town Planner
Asstt. Town Planner	Asstt. Town Planner
Planning Officer, Planning Officer	Planning Officer, Planning Officer
With Technical staff	With Technical staff
Ministerial staff	

ANNEXURE-2

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)

Name of the Department/Board/Corporation/Institution/Office

Office of the Chief Architect, Deptt.of Urban Planning, Chandigarh Administration
(Architecture Wing & Town Planning Wing)

(ARCHITECTURE WING)

Sr. No.	Name of the post	Powers and duties (In brief)
1.	Chief Architect	<p>The Chief Architect in the Union Territory of Chandigarh is the Professional Head and Administrative Secretary (at present the powers of ex-officio secy. rests with the Finance Secy.) of the Department of Architecture and responsible to the Adviser to the Administrator, Chandigarh. In the discharge of his duties, the Chief Architect is assisted by the Senior Architect, Architect, Assistant Architects besides other gazetted and non-gazetted technical, Ministerial and Class-IV Staff. He supervises sketch designs, issue instructions/ advice on designs and outlines all specifications to accompany the sketch designs. He ensures coordination of Engineering Services i.e. structural, public health and electrical etc. both at the drawing board level as well as in the field.</p> <p>In addition to the above, the Chief Architect is responsible for smooth functioning of the all the works and duties of the department listed at Annexure-1.</p>
2.	Senior Architect	<p>The Senior Architect is responsible to the Chief Architect and is in charge of the Architects working under his control. He prepares sketch plans of the buildings, hold meetings with the client departments to get their building programme according to the norms set up from time to time and distributes works to the Architects. He periodically supervises work in the company of concerned Architects and Executive Engineers. He also assists the Chief Architect in exercising control over private construction in regard to his respective projects</p>
3.	Architect	<p>The Architect collects information regarding building programme and other data from client department for whom the buildings are designed. He/she meets the client department and Engineers from time to time and finalizes sketch design. He/she asks for structural, public health, sanitary and electrical proposals from respectiveengineers for designs being done by him/her and after administrative approval prepares working drawings of the buildings along with broad specifications.</p>
4	Assistant Architect	<p>The Assistant Architect is the next officer who assists the Architect in the preparation of working drawings and detailed drawings. He/she is responsible for proper upkeep and handling of the drawings in the record of his/her group. He/she submits monthly progress report of the work done by his/her group to the Architect</p>

		for further action.
5.	Architectural Asstt.	<p>To prepare working drawings and detailed drawings of the building project.</p> <p>To develop and prepare fair preliminary drawings of schemes from sketches.</p> <p>To calculate areas from schedule of accommodation and plinth area and to check all other drawings of the studio.</p> <p>To prepare presentation drawings for exhibition.</p>
6	Head Draftsman	<p>To prepare working drawings and layout plans from the preliminary sketches and brief specifications giving references of all applicable drawings on the working drawings.</p> <p>To prepare full size details from drawings and working drawings.</p>
7	Senior Draftsman	<p>To prepare drawings (details) of required portions from working drawings.</p> <p>To prepare full size details from drawings and working drawings</p>
8	Draftsman	<p>To prepare drawings (details) of required portions from working drawings.</p> <p>To prepare full size details from drawings and working drawings</p>
9.	Jr. Draftsman	Tracing out building plans
10	Ferro Printer/Ferro Khalasi	Taking out of prints of the drawings by operating Azzo Ammonia Printing Machine and maintenance of record thereof
11	Administrative officer	Incharge of the Estt. Section.
12	Superintendent	Supervises the Estt.Section/ Drawing& Disbursing officer.
13	Sr. Assistant/Jr. Asstt.	Deals with Estt.Matters and maintaining the records.
14	Sr. Scale Stenographers/ Jr. Scale Stenographers/ Steno Typists	Taking dictations & attending phones etc. etc.
15	Clerks	To diary/dispatch/record/preparation of pay bills

TOWN PLANNING WING

1	Senior Town Planner (Head of office)	Over all supervision for the office and proper discharge of multifarious technical and administrative functions of the Town Planning Wing. Providing guidance in finalization of the various cases related to physical planning of the town and its periphery. The Senior Town Planner also renders proper technical guidance in setting up and planning of various projects related to Urban Planning. The preparation of environment scheme and macro/micro planning of villages falling in the U.T. Chandigarh. Preparation of integrated planning of rural area and balance development of the entire U.T. periphery. He also assists the Chief Architect in administrative as well as technical matters.
2	Divisional Town Planner	Preparation of detail relating to the development and implementation of Master Plan proposals, preparation of zoning plan of various sites. Revision of the first phase and second phase plans viz-a-viz new infrastructures. Scrutinizes of building applications and preparation of layout plan of various sectors in the 3 rd phase of Chandigarh. Assist the Senior Town Planner in technical matters.
3	Assistant Town Planner	Preparation of layout plan of various sectors, development plan of villages and other miscellaneous drawing work and supervise the work of the drawing staff and assist the Divisional Town Planner in his technical work.
4	Planning Officer	Supervise the work of the drawing staff and prepare sketch drawings, give guidance to the drawing staff in preparation of drawings of different land uses for physical planning of the Town/Periphery areas. Assist the Assistant Town Planner in technical work.
5	Selection Grade Planning Draftsman	Prepare the land use plan/zoning plan/layout plan for various land uses and assist the Planning Officer in his technical work.
6	Senior Planning Draftsman	To prepare the outline drawings for preparation of layout plan/zoning plans/rural planning and other physical planning related work and assist the S.G.P.D. in his technical work.
7	Planning Draftsman	Prepare the drawings from the survey received from Engg. Deptt. Andsubmit the sketch of the drawing to the Senior Planning Draftsman for its final drawing.
8	Junior Draftsman	Trace the survey received from the Engg. Deptt.and also trace the drawings of various land uses plan.
9	Area Investigator	To collect compilation and tabulation of the data collected from the various Deptts. For preparation of the physical plan of the town/periphery.
10	Ferro Printer/Ferro Khalasi	Taking out prints of the drawings by operating Azzo Ammonia Printing Machine and maintenance of record thereof.
11	Superintendent	Supervises the work of the Estt. Section and give guidance to his Senior Assistants and Estt. Branch regarding establishment and

		accounts cases.
12	Sr.Assistant/Jr. Asstt.	Guide the clerical staff in his work, maintain cash books, reply audit paras and deal with the work of pay fixation, increments, promotions, deputations, cases of the officers/officials.
13	Sr.Scale Stenographers	Maintain the files to put up to his officer, take dictations and prepare the draft for fair communication and attend the phones, maintain confidential records of the officials.
14	Jr. Scale Stenographers/ Steno Typists	Dispose the work regarding dictations and typing of technical reports and day to day official work. Type the cases regarding establishment and audit/accounts cases.
15	Clerks	Maintain clerical & technical records, prepare the various types of bill, diary letters, put up the letter to the officer for its disposal.

ANNEXURE-3

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/Board/Corporation/Institution/Office: Office of the Chief Architect, Deptt.of Urban Planning, Chandigarh Administration(Architecture Wing & Town Planning Wing)

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.	<div> <div> Architecture Wing Designing & rendering Architectural services </div> <div> Town Planning Wing Planning and Identification of land etc. </div> </div>	<div> <div> Architecture Wing Architect, Asstt. Architect </div> <div> Town Planning Wing Asstt. Town Planner, Planning Officer </div> </div>	<div> <div> Architecture Wing Senior Architect </div> <div> Town Planning Wing Senior Town Planner, Divisional Town Planner </div> </div>	<div> <div> Architecture Wing Chief Architect & Secretary, Urban Planning </div> <div> Town Planning Wing Chief Architect & Secretary, Urban Planning </div> </div>

ANNEXURE-4

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/Board/Corporation/Institution/Office :

Office of the Chief Architect, Deptt.of Urban Planning, Chandigarh
Administration(Architecture Wing & Town Planning Wing)

Sr. No.	Item of work	Norms set by the Department (number of days taken for decision making)
<p>The architectural planning for a project is done within a specific time frame depending upon the project size, the scope of work and the priority fixed by the client department. Generally, the time norms taken for various stages of works are comparable to the norms of CPWD approved by the Govt. of India, Ministry of Urban Development.</p>		

ANNEXURE-5

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

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

Name of the Department/Board/Corporation/Institution/Office

Office of the Chief Architect, Deptt.of Urban Planning, Chandigarh Administration(Architecture Wing & Town Planning Wing)

Sr. No.	Nam e of Act	Name of Rules	Name of the Manuals	Instructions (write circular No./date)	Any other Record/Do cument
1.		G.F.R.			
2.		Center Civil Services Rules (w.e.f 01/04/2022)			
3.		D.F.R.			
4.			Chandigarh Administration Manual	Instructions/circulars of the Department of Personnel& Department of Finance ,Chd. Admn.	
5		Medical Attendance Rules Punjab			
6		Centre LTC rules			
7.		Centre TA rules w.e.f 01/04/2022			

The architectural planning is undertaken primarily as per guidelines of the Capital of Punjab (Development & Regulation) Act, 1952 and Building Rules made there under, amended from time to time, National Building Code, Delhi Fire safety Act extended to Chandigarh, Periphery Control Act and other relevant development controls and directions.

ANNEXURE-6

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

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

Name of the Department/Board/Corporation/Institution/Office

Office of the Chief Architect, Deptt.of Urban Planning, Chandigarh Administration(Architecture Wing & Town Planning Wing)

Sr.No.	Category of documents
	<p>This office basically holds the following technical drawings & documents prepared for the development of the city.</p> <ol style="list-style-type: none">1. Layout plan of sectors & sub sectors2. Zoning plans3. Frame control and standard designs4. Architectural controls.

ANNEXURE-7

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(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/Board/Corporation/Institution/Office

Office of the Chief Architect, Deptt.of Urban Planning, Chandigarh Administration(Architecture Wing & Town Planning Wing)

Sr.No.	Details/Type of arrangements made
	<p>There is no formal committee holding regular interaction with public at fixed intervals/periods or times. However, based upon the specific issues, various committees are constituted by the Administration from time to time where necessary feedback is taken from members of public, organizations & professionals for drafting future policies.</p>

ANNEXURE-8

**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)

Name of the Department/Board/Corporation/Institution/Office

Office of the Chief Architect, Deptt.of Urban Planning, Chandigarh
Administration(Architecture Wing & Town Planning Wing)

Sr. No.	Name of the Board	Name of Council	Name of Committee	Name of other bodies 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)
-----No-----						

ANNEXURE - 9

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

(Directory of the officers and employees)

Name of the Department/Board/Corporation/Institution/Office:

Office of the Chief Architect, Deptt. of Urban Planning, Chandigarh Administration
(Architecture Wing)

(ARCHITECTURE WING) as on 31/03/2025

NAME OF THE DEPARTMENT: DEPARTMENT OF URBAN PLANNING, CHANDIGARH ADMINISTRATION			
Sr. No.	Name of Officers/Officials	Designation	Mobile No.
	Group A		
1.	Sh. Rajiv Mehta	Chief Architect	9815102417
2.	Sh. Shams S.Z. Shaikh	Senior Architect	9417893919
3.	Vacant	Senior Architect	
4.	Sh. Rajesh Katoch	Architect	9815548226
5.	Sh. Deepak Jain	Architect	(O) 2740981
6.	Mrs. GagandeepKaurDhillon	Architect	9888413760
7.	Mrs. Monika Verma	Architect	9872359889
8.	Mrs. DeepikaKohli	Architect	9778588880
9.	Vacant	Architect	
	Group B		
10.	Sh. Ashwani Sharma	Assistant Architect	9646759800
11.	Ms. Rainem	Assistant Architect	8968174106
12.	Ms. VrindhaTikku	Assistant Architect	9022484211
13.	Smt. Sakshi Saini	Assistant Architect	8568032821
14.	Vacant	Assistant Architect	
15.	Vacant	Assistant Architect	
16.	Ms. Monika Kamboj	Architectural Asstt.	9988001518
17.	Mrs. KaramjitKaur	Architectural Asstt.	9417525216
18.	Sh. SahilAneja	Architectural Asstt.	9996002187
19.	Sh. Sashank Singh	Architectural Asstt.	8901115870
20.	Sh. Vijay Kumar	Architectural Asstt.	9646135245
21.	vacant	Architectural Asstt.	
22.	Sh. Gurjivan Singh	Head Modeller	9872678629
23.	Mrs. KiranjeetKaur	Head Draftsman	9988800387
24.	Mrs. Ramesh Kaur	Head Draftsman	9463401085
25.	Sh. Bharat Bhushan	Head Draftsman	9417427265
26.	Mrs. RachhpalKaur	Head Draftsman	9988802710
27.	Sh. Rajiv Kumar	Head Draftsman	9915299529
28.	vacant	Head Draftsman	

29.	Vacant	Head Draftsman	
30.	Mrs. Shanti Singh	Senior Draftsman	9815249278
31.	Sh. Harmohinder Singh	Senior Draftsman	9872043197
32.	Sh. Deepak	Senior Draftsman	9888236267
33.	Mrs. Reeta	Senior Draftsman	7508655056
34.	Sh. Amit Sharma	Senior Draftsman	9780609826
35.	Sh. Vishal Chauhan	Draftsman	9988062440
36.	Smt. Sangeeta	Draftsman	7837108116
37.	Ms. Ritu	Draftsman	9876646668
38.	vacant	Draftsman	
39.	vacant	Draftsman	
40.	vacant	Administration Officer	
41.	vacant	Supdt. Grade-I	
42.	Sh. Sukhdeep Singh	Sr. Asstt.	9988264065
43.	Ms. RajniKumari	Sr. Asstt.	9463889190
44.	Sh. Om Parkash	Sr. Asstt.	9417883753
45.	Sh. SumitDuttUniyal	Sr. Asstt.	7355564410
46.	Sh. Umed Singh	Sr. Asstt.	8699787275
47.	Sh. Krishan Kumar	Sr. Scale Stenographer	9988298859
	Group C		
48.	Ginisha	Junior Draftsman	9910403614
49.	Vacant	Junior Draftsman	
50.	Vacant	Junior Draftsman	
51.	Sh. Gurbar Singh	Ferro Printer	8196033424
52.	Sh. Vinod Kumar	Ferro Printer	9417139896
53.	Sh. Rupinder Singh	Jr. Scale Stenographer	9815912120
54.	Mrs. Dimpi Sharma	Jr. Scale Stenographer	9464894128
55.	Mrs. Baby Dangi	Steno-typist	9464395649
56.	Ms. PrabhjotKaur	Steno Typist	9780999066
57.	Ms. Gita Devi	Steno Typist	8427477367
58.	Ms. Bharti	Steno-typist (Filled up through GeMonoutsource basis)	7986087725
59.	Smt. Sunita Bali	Jr. Asstt.	9915276496
60.	Sh. GurpreetSingh	Clerk	8558086816
61.	Sh. Raj Kumar	Clerk	9023030273
62.	Ms. RajandeepKaur	Clerk	9592114111
63.	Vacant	Clerk	
64.	Vacant	Clerk	
65.	Sh. Gurpal Singh	Driver	9646598066
66.	Sh. Ashwani	Driver	9888886915
67.	Sh. Kuldeep Singh	Driver	8950508054
68.	Sh. Sri Ram	Ferro Khalasi	9463814329
69.	Vacant	Ferro Khalasi	
70.	Sh. Pappu	Daftri	7837145776

		(Filled up through GeM on outsource basis)	
71.	Sh. Virender Pal Singh	Jamadar	7814956720
72.	Sh. Jarnail Ram	Peon	9465164930
73.	Smt. Bimla	Peon	828387338
74.	Sh. Surjeet Kumar	Peon	7508233693
75.	Sh. Punit Kumar	Peon	8146162987
76.	Sh. Dharminder Ram	Peon	7696329038
77.	Sh. Sukhwinder	Peon (Filled up through GeM on outsource basis)	9780133737
78.	Sh. Dharminder	Peon (Filled up through GeM on outsource basis)	9876673186
79.	Sh. Azad Kumar	Sweeper	9592895876
80.	Sh. KishanLal	Chowkidar	8699368660

**LIST OF THE EMPLOYEE OF TOWN PLANNING WING, DEPTT. OF URBAN
PLANNING, CHANDIGARH ADMINISTRATION**

Sr. No.	Name of Officers/Officials	Designation	Mobile No.
1.	Smt. Mandip Mendiratta	Senior Town Planner	9878885500
2	Smt. Roma	Divisional Town Planner	9781833033
3	Sh. Padam Saini	Divisional Town Planner	9971795918
4	Sh. Manvendra P. Singh	Assistant Town Planner	7828655714
5	Vacant	Assistant Town Planner	-
6	Sh. Harkaran	Planning Officer	8826483714
7	Smt. Priyanka	Planning Officer	9718877434
8	Vacant	Planning Officer	
9	Vacant	Planning Officer	
10	Sh. Harish Chander	Selection Grade Planning D/man	9888032970
11	Sh. Paramjit Singh	Selection Grade Planning D/man	9888080439
12	Vacant	Senior Planning D/man	-
13	Vacant	Senior Planning D/man	-
14	Smt. Divya Gupta	Planning D/Man	7888747960
15	Sh. Ashish Gehlawat	Junior Draftsman	8146053325
16	Smt. Gagandee pKaur	Area Investigator	9815572000
17	Sh. Atinderpal Singh	Area Investigator	9779967424
18	Vacant	Ferro-Printer	-
19	Smt. Jasbir Kaur(vice of Sh. Santosh Kumar transferred under ITDP)	Supdt.Gr.II	9855898202
20	Sh. Rupender Singh	Supdt.Gr.II	9417317646
21	Sh. Devinder K. Kataria	Sr. Asstt.	9915599899
22	Vacant	Sr. Asstt.	-
23	Vacant	Sr. Asstt.	
24	Vacant	Sr. Asstt.	
25	Sh. Dinesh Kumar Gautam	Sr. Scale Stenographer	9888066621
26	Smt. Jasmer Kaur	Jr. Scale Stenographer	9646138395
27	Smt. Pooja Rani	Jr. Scale Stenographer	7814589405
28	Sh. Piyush Sharma	Steno-typist	9780357935
29	Ms. Kanika	Steno-typist	7696828711
30	Ms. Varinder Kaur	Clerk	7889049950
31	Ms. Heena Sharma	Clerk	9876660578
32	Sh. Sumit Kumar	Clerk	8950057780
33	Sh. Subhash Chand	Clerk (through GeM)	9417864858
34	Sh. Kanti Parsad	Ferro-Khalasi	9417838866
35	Sh. Ajay Kumar	Peon (through GeM)	7087821129
36	Sh. Pawan Kumar	Peon	9041115553
37	Sh. Vikas Kumar	Peon	8591426597
38	Sh. Harpreet Singh	Peon	9646045486
39	Sh. Harnek Singh	Peon (through GeM)	9872383632
40	Smt. Dhanna	Peon (through GeM)	9988844799
41	Sh. Satish Kumar	Peon (through GeM)	9855720721
42	Sh. Rasandeep Khan	Peon (through GeM)	9478611377
43	Sh. Pardeep Kumar	Chowkidar	9780741713
44	Sh. Mani Ram	Sweeper	9646388560

ANNEXURE - 10

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

(Monthly remuneration received by the officers and employees)

Name of the Department/ Board/ Corporation/ Institution/ Office: The Chief Architect,
Deptt.of

Urban Planning, Chandigarh Administration (Architecture Wing)

(ARCHITECTURE WING)

Sr. No.	Name of the officer/employee	Designation	Monthly Emoluments (As on 31.03.2025)
1.	Sh. Rajiv Mehta	Chief Architect	Rs. 264466/-
2.	Sh. Shams S.Z. Shaikh	Senior Architect	Rs. 261712/-
3.	Sh. Rajesh Katoch	Architect	Rs. 200441/-
4.	Sh. Deepak Jain	Architect	Rs. 268430/-
5.	Ms. Gagandeep Kaur	Architect	Rs. 168782/-
6.	Mrs. Monika Verma	Architect	Rs. 119728/-
7.	Ms. Deepika Kohli	Architect	Rs. 140760/-
8.	Sh. Ashwani Sharma	Asstt. Architect	Rs. 152707/-
9.	Ms. Rainem	Asstt. Architect	Rs. 108246/-
10.	Ms. Vrindha Tikku	Asstt. Architect	Rs. 91119/-
11.	Ms. Sakshi Saini	Asstt. Architect	Rs. 86102/-
12.	Ms. Monika Kamboj	Architectural Asstt.	Rs. 133490/-
13.	Mrs. Karamjit Kaur	Architectural Asstt.	Rs. 216357/-
14.	Sh. Sahil Aneja	Architectural Asstt	Rs. 98371/-
15.	Sh. Sashank Singh	Architectural Asstt	Rs. 98371/-
16.	Sh. Vijay Kumar	Architectural Asstt	Rs. 162109/-
17.	Sh. Gurjivan Singh	Head Modellor	Rs. 148382/-
18.	Mrs. KiranjeetKaur	Head Draftsman	Rs. 176408/-
19.	Mrs. Ramesh Kaur	Head Draftsman	Rs. 131662/-
20.	Sh. Bharat Bhushan	Head Draftsman	Rs. 148382/-
21.	Sh. Rajiv Kumar	Head Draftsman	Rs. 108246/-
22.	Mrs. Rachhpal Kaur	Head Draftsman	Rs. 143230/-
23.	Mrs. Shanti Singh	Senior Draftsman	Rs.124318/-
24.	Sh. Harmohinder Singh	Senior Draftsman	Rs. 101827/-
25.	Sh. Deepak	Senior Draftsman	Rs. 108246/-
26.	Mrs. Reeta	Senior Draftsman	Rs. 105132/-
27.	Sh. Amit Sharma	Senior Draftsman	Rs. 105132/-
28.	Sh. Vishal Chauhan	Draftsman	Rs. 90811/-
29.	Smt. Sangeeta	Draftsman	Rs. 64996/-
30.	Ms. Ritu	Draftsman	Rs. 64996/-
31.	Ms. Ginisha	Junior Draftsman	Rs. 47869/-
32.	Sh. Gurbar Singh	Ferro Printer	Rs. 98212/-
33.	Sh. Vinod Kumar	Ferro Printer	Rs. 80254/-
34.	Sh. Sukhdeep Singh	Sr. Asstt.	Rs. 98920/-
35.	Ms. Rajni Kumari	Sr. Asstt.	Rs. 96482/-
36.	Sh. Om Parkash	Sr. Asstt.	Rs. 96482/-
37.	Sh. Sumit Dutt Uniyal	Sr. Asstt.	Rs. 93714/-
38.	Sh. Umed Singh	Sr. Asstt.	Rs. 83314/-
39.	Sh. Krishan Kumar	Sr. Scale Stenographer	Rs. 117433/-
40.	Sh. Rupinder Singh	Jr. Scale Stenographer	Rs. 89128/-

41.	Mrs. Dimpi Sharma	Jr. Scale Stenographer	Rs. 100288/-
42.	Mrs. Baby Dangi	Steno-typist	Rs. 88057/-
43.	Ms. Prabhjot Kaur	Steno Typist	Rs. 44928/-
44.	Ms. Gita Devi	Steno Typist	Rs. 40963/-
45.	Ms. Bharati	Steno Typist(Filled up through GeM on outsource basis)	Rs. 29,663/-
46.	Smt. Sunita Bali	Jr. Asstt.	Rs. 115152/-
47.	Sh. Gurpreet Singh	Clerk	Rs. 39918/-
48.	Ms. Rajandeep Kaur	Clerk	Rs. 39918/-
49.	Sh. Raj Kumar	Clerk	Rs. 63424/-
50.	Sh. Gurpal Singh	Driver	Rs. 72298/-
51.	Sh. Ashwani	Driver	Rs. 41295/-
52.	Sh. Kuldeep Singh	Driver	Rs. 41295/-
53.	Sh. Sri Ram	Ferro Khalasi	Rs. 80566/-
54.	Sh. Virender Pal Singh	MukhSewadar	Rs. 70705/-
55.	Smt. Bimla	Peon	Rs. 54856/-
56.	Sh. Surjeet Kumar	Peon	Rs. 51949/-
57.	Sh. Punit Kumar	Peon	Rs. 41851/-
58.	Sh. Dharminder Ram	Peon	Rs. 46831/-
59.	Sh. Papu	Daftri (Filled up through GeM on outsource basis)	Rs. 21,600/-
60.	Sh. Jarnail Ram	Peon	Rs. 33517/-
61.	Sh. Sukhwinder Singh	Peon (Filled up through GeM on outsource basis)	Rs. 21,600/-
62.	Sh. Dharminder	Peon (Filled up through GeM on outsource basis)	Rs. 21,600/-
63.	Sh. Azad Kumar	Sweeper	Rs. 66637/-
64.	Sh. Kishan Lal	Chowkidar	Rs. 62965/-

TOWN PLANNING WING		
Sr. No.	Name of the officer/employee & Designation	Monthly Emoluments (Salary for the month of March 2025)
1.	Smt. Mandip Mendiratta, Senior Town Planner	221998/-
2.	Smt. Roma, Divisional Town Planner	200960/-
3.	Sh. Padam Saini, Divisional Town Planner	118235/-
4.	Sh. ManvendraPratap Singh, Asstt. Town Planner	112078/-
5.	Smt. Priyanka, Planning Officer	78677/-
5.	Sh. Harkaran, Planning Officer	81431/-
9.	Sh. Harish Chander, S.G.P.D.	132293/-
10.	Sh. Paramjit Singh, S.G.P.D	124854/-
12.	Sh. Ashish Gahlawat, JDM	47869/-
13.	Smt. Gagandeep Kaur, AI	128487/-
14.	Sh. Atinderpal Singh, AI	64996/-
15.	Ms. Divya Gupta,PD	86102/-
16.	Sh. Santosh Kumar, Supdt. Gr.II	124318 /-
18.	Sh. Rupender Singh, Senior Assistant	110854/-
20.	Sh. Devinder Kumar Kataria, Sr. Assistant	96482/-
21.	Sh. Lakhwinder Singh, Sr. Assistant	51085/-
22.	Ms. Heena Sharma, Clerk	39918/-
23.	Sh. Sumit Kumar, Clerk	39918/-
24.	Ms. Varinder Kaur, Clerk	71916/-
25.	Sh. Dinesh Kumar Gautam, Sr. Scale Stenographer	101827/-
26.	Ms. Jasmer Kaur, Jr. Scale Stenographer	100274/-
27.	Smt. Pooja Rani, Jr. Scale Stenographer	92157/-
28.	Sh. Piyush Sharma, Steno-Typist	69697/-
29.	Ms. Kanika, Steno-Typist	44928/-
30.	Sh. Kanti Parsad, Ferro-Khalasi	56080/-
31.	Sh. Pawan Kumar, Peon	46831/-
32.	Sh. Vikas Kumar, Peon	40780/-
33.	Sh. Harpreet Singh	33517/-
34.	Sh. Pardeep Kumar, Chowkidar	58249/-
35.	Sh. Mani Ram, Sweeper	54856/-
36.	Sh. Subhash Chand Ranout	29,663/- On DC rate
37.	Sh. Harnek Singh (Filled up through GeM on outsource basis)	21,600/- on DC rate
38.	Smt. Dhanna (Filled up through GeM on outsource basis)	21,600/- on DC rate
39.	Sh. Satish Kumar (Filled up through GeM on outsource basis)	21,600/- on DC rate
40.	Sh. Rasandeep Khan (Filled up through GeM on outsource basis)	21,600/- on DC rate
41.	Sh. Ajay Kumar (Filled up through GeM on outsource basis)	21,600/- on DC rate

ANNEXURE - 11

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

(Budget allocated to each of its agency, indicating the particulars of all plans,
proposed expenditures and reports on disbursements made)

Name of the Department/Board/Corporation/Institution/Office :

Office of the Chief Architect, Deptt.of Urban Planning,
ChandigarhAdministration.(Architecture Wing & Town Planning Wing)

ARCHITECTURE WING

(In Rupees)

Head/Item of the budget	B.E expenditure during the year 2024-25	Disbursement made during the year 2024-25
2059-Public works, 80-General, 001-Direction & Administration. 10-Chief Architect's Estt.		
10 00 01-Salaries	46500000	46499732
10 00 02 Wages	5700000	5624054
10 00 05 Rewards	286000	285531
10 00 06-Medical Treatment	310000	309095
10 00 07-Allowances	36500000	36047642
10 00 08-LTC	150000	141761
10 00 11-Domestic Travel Expenses	55000	50151
10 00 13 - Office Expenses	1470000	1450798
10 00 19- Digital Equipment	140000	135458
10 00 24- P.O.L	300000	299481
10 00 26- Advertising and Publicity	29000	28981
10 00 28- Professional Services	772000	768080
10 00 29- Repair and Maintenance	250000	240512
TOTAL (A)	92462000	91881276
4059-Capital Outlay On public works ,80- General, 001-Direction & Administration 05 Chandigarh		
05 01 51 –Motor Vehicles	900000	865039
TOTAL (B)	900000	865039
Grand Total (A+B)	93362000	92746315

TOWN PLANNING WING

(In Rupees)

Sr. No.	Head/Item of the budget	Final Grant for the year 2024-25	Disbursement made up to 31.03.2025 (in Rs.)
	2217- Urban Development 80 - General 001 - Direction & Administration 09 - Senior Town Planner Estt. 01 - Chandigarh	-	-
1.	09 01 01 – Salaries	19800000	19778493
2.	09 01 02- Wages	6000000	5142087
3.	09 01 06 – Rewards	200000	165792
4.	09 01 06 – Medical Treatment	150000	57606
5.	09 01 07 - Allowance	16500000	16478513
6.	09 01 08 – Leave Travel Concession	35000	31848
7.	09 01 11 - Domestic Travel Expenses	100000	54615
8.	09 01 13 – Office Expenses	400000	366776
9.	09 01 19 – Digital Equipment	100000	76153
10.	09 01 24 – P.O.L.	160000	159403
11.	09 01 11 – Advertising and Publicity	50000	15899
12.	09 01 28 - Professional Services	80000	41799
13.	09 01 29 - Repair and Maintenance	200000	162942
	Total	43775000	42531926

ANNEXURE-12

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/Board/Corporation/Institution/Office

Office of the Chief Architect, Deptt. Of Urban Planning, Chandigarh Administration
(Architecture Wing & Town Planning Wing)

Sr. No.	Scheme under subsidy given	Manner of execution of subsidy programme	Amount allocated (Rs.)	Details of beneficiaries.
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ANNEXURE-13

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

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

Name of the Department/Board/Corporation/Institution/Office

Office of the Chief Architect, Deptt.of Urban Planning, Chandigarh Administration(Architecture Wing & Town Planning Wing)

Sr. No.	Concessions/Permit/ Authorization grant	Name of the recipient	Address of the recipient
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ANNEXURE-14

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/Board/Corporation/Institution/Office

Office of the Chief Architect, Deptt.of Urban Planning, Chandigarh Administration(Architecture Wing & Town Planning Wing)

Sr.No.	Type of Information
	<p>Details regarding Layout Plan, Zoning Plans, Master Plan, Building Byelaws, Architectural Controls, Standard Designs available on urbanplanning.chd.gov.in</p> <p>It is continuous process which is being done as and when any new information is to be uploaded on the website.</p>

ANNEXURE-15

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/Board/Corporation/Institution/Office

Office of the Chief Architect, Deptt. of Urban Planning, Chandigarh Administration(Architecture Wing & Town Planning Wing)

Sr.No.	Facilities available	Remarks (No. of days in a week/Timings)
<p>Any citizen who is desirous of obtaining any information regarding this office can interact with the Chief Architect during public hours on every working day from 12.00 noon to 1.00 p.m. except Wednesday. Further clarifications can also be sought by giving applications.</p>		

ANNEXURE-16

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

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

Name of the Department/Board/Corporation/Institution/Office

Office of the Chief Architect, Deptt.of Urban Planning, Old U.T Secretariat Building, Sector 9, Chandigarh Administration(Architecture Wing & Town Planning Wing).

Sr. No.	Name of the State Publication Information Officers	Designation	Tel.No. (Office/ Residence)	Assistant State Publication Information Officer
1.	Sh. Rajiv Mehta	Chief Architect	2740236 (O) Mob.9815102417	Appellate authority of Deptt.Of Urban Planning, Chandigarh Administration.
2.	Smt. Monika Verma	Architect	9872359889	Central Public Information Officer of Architecture Wing (Technical)
3.	Smt. Gagandeep Kaur Dhillon	Architect	9888413760	Central Public Information Officer of Architecture Wing (Administrative)
4.	Sh. ManvendraPartap Singh	Assistant Town Planner	2740657 (O) 7828655714	Central Public Information Officer of Town Planning Wing (Technical)
5.	Sh. Rupender Singh	Supdt. Gr-II	7973392494	Central Public Information Officer of Town Planning Wing (Administrative)
6.	Sh. Harkaran	Planning Officer	8826483714	Assistant Public Information Officer of Town Planning Wing (Technical)

CITIZENS CHARTER – DEPARTMENT OF URBAN PLANNING
ARCHITECTURE & TOWN PLANNING WING

INTRODUCTION:

The Department of Urban Planning accords technical guidance to the Chandigarh Administration for the design and planning of various projects / public buildings and framing of rules and guidelines for governing construction activity and urban development in the city. The Department of Urban Planning is equipped with multi-disciplinary professional competence for preparation and implementation of plans at various levels such as the spatial planners with background of Town and Country Planning and Architects with architectural background. The Department has a mission to ensure betterment of the present and future generations by preservation of city’s environment and heritage and optimum and rational use of precious and scarce land resources by their sustainable development.

Department of Urban Planning hereby makes known its commitment in delivering services to the citizens of Chandigarh through this charter.

- Encouraging public consultation in the process of formulating the Master Plan and Detailed Development Plans for Urban Planning and Development of Chandigarh.
- Introduction of transparency and openness in all its dealings through Right to Information Act.
- Making available relevant information on rules and norms followed by it.
- Prescribing and achieving Fixed Time Limit for its services to the citizens of Chandigarh, on the basis of request received in prescribed format as per the Right To Service Act.
- Providing easy access to eligible information to the Citizens of Chandigarh.

ADMINISTRATIVE SET UP:

The Department of Urban Planning consists of two wings – Architecture Wing and Town Planning Wing. The Architecture Wing deals with the designing of Government buildings, standard designs, architectural and frame control etc. whereas the Town Planning Wing deals with the preparation of the Master Plan, Planning of new areas/Sectors, Zoning Plans, earmarking of land for the allotment of various institutions/societies etc. In addition to the normal workload of the Capitol Projects, the Department also undertakes projects of the others States/Central Government and Public Sector Undertakings as Deposit works on request.

The Chief Architect is the Head of the Department of Urban Planning (Architecture & Town Planning Wing) and the powers of the Secretary of the Department is being exercised by the Home Secretary, Chandigarh Administration. The architectural wing comprises of six units along with Ministerial staff. Each unit is headed by an Architect who has technical staff to deal with the projects. The work of the Architectural units is supervised by Two Senior Architects.

The Town Planning Wing is headed by a Senior Town Planner supported by two DTP’s, two ATP’s and other technical and ministerial staff for overall functioning of the wing. The Senior Town Planner and two Senior Architects report to the Chief Architect as per details given below:

CHIEF ARCHITECT
ARCHITECTURE WING

Senior Architect			Senior Architect		
Architect	Architect	Architect	Architect	Architect	Architect
Asstt. Arch.,	Asstt. Arch.,	Asstt. Arch.	Asstt. Arch.,	Asstt. Arch.,	Asstt. Arch.

With Technical staff	With Technical staff
Ministerial staff	
<u>TOWN PLANNING WING</u>	
<u>SENIOR TOWN PLANNER</u>	
Divisional Town Planner	Divisional Town Planner
Asstt. Town Planner	Asstt. Town Planner
Planning Officer, Planning Officer	Planning Officer, Planning Officer
With Technical staff	With Technical staff
Ministerial staff	

VISION:

Chandigarh being the first planned city of Post Independence India is looked upon as a prime example of modern urbanism. The growth of the city has been regulated through well-laid out guidelines & the vision of this Department is to streamline the future growth of the city by harmonizing the Master Plan with the changing socio-economic needs of the city.

This Department aims at defining and regulating the growth of development for a better living environment. For the said purpose, plans for land use control at various levels, along with regulations are used. The role of this department is advisory in nature for all the developmental activities. It is engaged in planning of the city and its villages in surrounding areas falling in its jurisdiction.

The vision of this department is to impart technology enabled services for it's "anytime anywhere" usage. For this purpose, under the e-governance initiative, the following proposals have being initiated:

- (f) Computerization/digitization of all architectural controls/Standard designs/Frame Control drawings and posting them on the website to enable easy access for the public and professionals. Approx. 1600 drawings have been digitized so far and uploaded on the website of the department. Conventional blue prints are also being issued to the public against payment. However, this process is being reviewed under the Right To Service Act for minimizing the need for providing conventional blue prints since all information will be available on the website in a digitized format which can be easily download. This process, when fully implemented and adopted, shall further ease the process of building plan approval/sanction.
- (g) Computerization/digitization of all zoning plans/layout plans of the Town Planning Wing. Zoning Plans of about 47 sectors are posted on the website along with zoning plans of individual plots & institutional sites, societies etc.
- (h) Digitization of architectural record of the office, which includes Heritage Drawings, record undertaken till date.
- (i) Initiation of e-office for the Department.
- (j) Development of dedicated website for the Department.

FUNCTIONS:

The functions of the Department can be divided into two parts, i.e. Service functions & Regulatory functions.

The Service functions of the **Architecture Wing** are as below: -

1. Preparations of Building designs for buildings of various Govt. Departments and coordinate the work between the executing agency and the Client Department.
2. Provide technical advice on all architectural planning issues for various Boards and Corporations under Chandigarh Administration by the Chief Architect in her capacity as the Member of Board/Governing Body.
3. Provide architectural consultancy to Municipal Corporation.
4. Undertake Deposit Works for various State Government, Centre Government and Public Sector Undertaking.

The regulatory functions of **the Architecture Wing** are as below:

1. The development and construction of various categories of buildings in the city is governed by provisions of standard frame control/Architectural Control and standard design prepared by this office. These statutory documents are part of the notified building rules.
2. The Chief Architect is the technical advisor to the Chief Administrator, UT on all architectural and planning issues pertaining to the city's Master Plan and assists in framing policies and guidelines for the same.
3. Officers/officials of the department designated by the Chief Architect are technical members of the Plan Approval Committee and advise the Chairman, PAC on technical issues pertaining to building plans.
4. Appraisal of concept designs for various categories of buildings in order to provide constructive directions in the design process. This is important in context of new liberalized building byelaws regime wherein all types of buildings-Residential, Commercial, Educational etc are coming up in the city.
5. The Chief Architect is the Member of high-level single window committee, which was constituted to facilitate conversion of industrial plots into commercial use and also for upcoming projects in IT Park.

The service functions of the **Town Planning Wing** are as below:

1. To prepare future land use plan of the city for its orderly developments and outside the sectoral grid of Chandigarh such as Chandigarh Technology Park, Sarangpur Institutional area, Slums Rehabilitation Schemes.
2. Planning of reserve area kept for future use.
3. Identification of school sites, religious sites, sites for health services, socio cultural building, community buildings as per the future requirement of population of city.
4. To suggest proposal for smooth movement of traffic viz a viz traffic and transportation problems of the city.
5. To prepare development plans of the villages viz a viz its future growth.
6. Supply of Plinth Level of individual building.
7. Supply of information required by any citizen of India under Right to Information Act, 2005.
8. Advisory Services
9. Preparation of plans for planning and development of Mani Majra.

10. Preparation of plans for planning and development of Industrial Area Phase-III Raipur Kalan.

The regulatory functions of the **Town planning Wing** are as below:

- 1. Regulating the existing and future planning and development of the city, as per the notified master plan of Chandigarh, CMP 2031.
- 2. To prepare Inter-state Regional Plan for Chandigarh in coordination with the neighbouring States of Punjab & Haryana for coordinated and planned regional growth.
- 3. Preparation of zoning plans of Sectors and individual sites for various services.
- 4. Proposal and recommendation with regard to framing of various policies such as: Amendments in Building Bye Laws & need based changes in various land uses.
- 5. Recommendation from planning point of view for development within the jurisdiction.
- 6. Recommendation from planning point of view for change of land use.
- 7. Recommendation from planning point of view for Land Acquisition.
- 8. Assistance to other departments regarding location of various activities and other planning guidance.

LEGAL FRAMEWORK

The Legal Framework of acts and other guidelines are as follows:

- 1. Capital of Punjab (Development and Regulation) Act, 1952
- 2. The Punjab New Capital (Periphery) Control Act, 1952.

GENERAL ASSISTANCE TO THE PUBLIC:

The public is requested to observe the following to avoid any inconvenience.

- 1. For any submission of applications/ correspondence to be made to the Department, carry an extra copy, receive due acknowledgement and refer to the same for subsequent correspondence.
- 2. Timings for any inquiries: 12.00 Noon to 1.00 P.M. only.
- 3. For any guidance or information, there is one FAA and four CPIOs of both Wing of the Department:

Sh. Rajiv Mehta, Chief Architect, Appellate Authority of Deptt. of Urban Planning, Chandigarh Administration Room No.212, 2 nd Floor, old U.T. Sectt., Sec. 9- D, Chd.	Sh. Manvendra Partap Singh, Planning Officer Central Public Information of Town Planning Wing (Technical) Room No.508, 5 th Floor, old U.T. Sectt., Sector-9-D, Chandigarh	Sh. Rupender Singh, Supdt. C.P.I.O (Ministerial) o/o T.P Wing, 4½ Floor, old U.T. Secretariat, Sector-9-D, Chandigarh	Smt. Gagandeep Kaur Dhillon, Architect (Ministerial), Central Public Information Officer of Architecture Wing (Ministerial) Room No.336, 2½ Floor, old U.T. Sectt., Sector 9-D, Chandigarh	Smt. Monika Verma, Architect Central Public Information Officer of Architecture Wing (Technical), RoomNo.338, 2½ Floor, U.T. Sectt., Sector 9- Of Architecture Wing (Technical), Room No. 338, 2½ Floor, old U.T Sectt., Sec-9-D, Chandigarh
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DELIVERABLES:

- i. Architectural Controls, Frame Controls, Standard Design @ cost of Rs.50/- per copy. Application form at Appendix-1. (However, this process is being reviewed under the Right To Service Act for minimizing the need for providing conventional blue prints since all information will be available on the website in a digitized format which can be easily download).
- ii. Zoning plan, Sub-sectors, School site & public building @ cost of Rs.50/- per copy. Application form at Appendix-2. (However, this process is being reviewed under the Right To Service Act for minimizing the need for providing conventional blue prints since all information will be available on the website in a digitized format which can be easily download).
- iii. Plinth level. Application form at Appendix-3. (However, this process is being reviewed under the Right To Service Act for minimizing the need for providing conventional blue prints since all information will be available on the website in a digitized format which can be easily download).
- iv. In case of non-compliance of the service standards, the service recipients/stakeholders can contact the following public grievance officer for redressal of their grievance.

Sh. Manvendra Partap Singh is a Nodal Officer Grievance of P.G Portal, Room No.508, 5th Floor, old U.T. Sectt., Sector-9-D, Chandigarh. Tel Phone 2740657.

In case the grievance is not redressed finally, the same can be taken up at higher level of the following Nodal Authority.

Chief Architect, Deptt. of Urban Planning, Chandigarh Administration, Room No.212, 2nd Floor, old U.T. Secretariat, Deluxe Building, Sector-9, Chandigarh. Tel No.2740236

DO'S FOR CITIZENS:

- i. Involve yourself in Planning and Development of your habitat.
- ii. Purchase duly approved and developed plots only.
- iii. Well-dimensioned plots should be acquired.
- iv. Check and insure that the purpose for which plot is to be acquired is in consonance with the prescribed use of Development Plan.
- v. In case Development Plan is not in force, acquire plots only after seeking advice of the concerned office(s).
- vi. Get the building Plan prepared from Licensed Architects/Planners/Engineers only.
- vii. Propose to build in accordance with environmental and heritage imperatives.
- viii. Make sure that the Structural certificate is furnished by the Structural engineer for ensuring safety of the inhabitants in the planned construction.

DON'TS FOR CITIZENS:

- i. Do not purchase plots or built in area susceptible to hazards.
- ii. Do not carry any Unauthorized construction.
- iii. Do not start construction before obtaining all requisite permissions.
- iv. Do not deviate from approved plans.
- v. Do not sell or purchase land illegally without approval.
- vi. Do not encroach upon public street, natural nalahs, forest and government land.

- vii. Do not endanger existing trees.

APPENDIX-I

To

The Chief Architect,
Deptt. of Urban Planning,
Chandigarh Administration.

Sub: - Application for the supply of standard designs.

Sir,

Kindly supply me _____set(s) of drawings of the site given below: -

- 1. Name of the Applicant: _____
- 2. Name of the Owner: _____
- 3. Address: _____
- 4. Mobile No. _____
- 5. Location of site: _____
- 6. Drawings required: _____

Drawing No. _____

Job No. _____

Purpose for which required Fresh/Revised.

I have identified and undertaken the responsibility for the above quoted drawings Nos. and Job Nos.

I also agree to collect the drawings within 30 days from the date of depositing the amount, failing which the drawings shall become the property of the Department with no claim or the refund of the amount already deposited.

Thanking You,

Yours faithfully,

(Signature)

Rupees _____ only

Received Rupees _____ only vide Receipt
No. _____ dated _____ @ cost of Rs.50/- per copy. May
supply please.

Superintendent

Asstt. Architect

APPENDIX-II

To

The Senior Town Planner,
Deptt. of Urban Planning,
Chandigarh Administration.

Sub: - Application for the supply of Zoning Plan

Sir,

I, the owner of plot given below the information and request you to supply
_____ drawing mentioned therein.

1. Name of the Applicant _____
2. Address _____

3. Drawing required _____
4. Drawing Number _____
Fresh/revised _____
5. Drawing No. _____
- Job No. _____

I also undertake the responsibility of quoting correct drawing numbers & job numbers. If I happen to quote wrong number and drawing are issued accordingly by the Government. I shall not claim or ask for replacement of prints issued to me.

I agree to collect the drawings within 30 days from the date of depositing the fee, failing which the drawings will become the property of the Department of Urban Planning and I shall not claim any refund of the amount deposited by me.

The drawings may be sent to me at the address given in No.2 above by Registered Post for which I am depositing Rs.50/- (Rupees Fifty Only) towards handling charges besides the cost of the prints.

Thanking you,

Yours faithfully,

(Signature of the applicant)

Remarks for the supply of Zoning Plan)

Yes/No

Assistant Town Planner

Cashier received Rupees _____ vide Receipt
No. _____ dated _____.

APPENDIX-III

From

The Chief Architect,
Deptt. of Urban Planning,
Chandigarh Administration.

To

C/o-----

Memo No. Plinth/STP/

Dated:

Sub:- Plinth level for booth/SCO/SCF No. _____ Sector _____ Chandigarh.

Reference your application dated _____

You are hereby advised to get the plinth level of your building Fixed by your super vision architect as below.

CP/	No.	Plot No.	Sector No.	Proposed plinth level_____
-----	-----	----------	------------	----------------------------

For Assistant Town Planner,
Chief Architect,
Deptt. of Urban Planning,
Chandigarh Administration.

Endst. No. Plinth level/STP/

Dated:

A copy is forwarded to the following for information: -

1. Estate Officer, U.T., Chandigarh.
2. Executive Engineer, M.C. Public Health, Divn. No.6, Chandigarh.

For Assistant Town Planner,
Chief Architect,
Deptt. of Urban Planning,
Chandigarh Administration.

A-17

From

The Chief Architect,
Deptt. of Urban Planning,
Chandigarh Administration

To

The Finance and Planning Officer,
Finance Department,
Chandigarh Administration,
Chandigarh,

Memo No.1501/Arch-2025/ 3120
Dated Chandigarh, the 07/04/25

Sub:-

Surrender of funds in Financial year 2024-2025.

Reference on the subject cited above.

The Surrender of funds in respect of the Department of Urban Planning, (Architecture Wing), Chandigarh Administration during the Financial Year 2024-2025 is as under:-

Head of Account	BE 2024-2025	F. G. 2024-2025	Total Expenditure Utilized	Surrender	Reasons
2059-Public Works, 80- General, 001-direction & Administration 10-Chief Architect's					
10 00 01-Salaries	50000	46500	46500	-	-
10 00 02-Wages	6200	5700	5625	(-) 75	Due to Receipt of wages bill as per actual working Days of outsource employees.
10 00 05-Rewards	400	286	286	-	-
10 00 06-Medical Treatment	700	310	310	-	-
10 00 07-Allowances	27000	36500	36048	(-) 452	Due to non revision of DA w.e.f 01.01.2025
10 00 08 - LTC	150	150	142	(-)8	-
10 00 11-Domestic Travel Expns.	600	55	51	(-)4	-
10 00 13-Office Expenses	2250	1470	1451	(-) 19	-
10 00 19 - Digital Equipment	700	140	136	(-) 4	-
10 00 24 - P.O.L	300	300	300	-	-
10 00 26 - Advertising And Publicity	350	29	29	-	-
10 00 28 -Professional Services	1600	772	769	(-) 3	-
10 00 29 - Repair And Maintenance	150	250	241	(-) 9	-
	90400	92462	91888	(-) 574	-
4059-Capital Outlay On Public Works, 80 - General, 001-Direction & Administration					
05 01 51 -Motor Vehicles	10	900	866	(-)34	As per actual prices vehicle on Gem.
	90410	93362	92754	(-)608	

For
Architect/DDO,
Chief Architect,
Deptt. of Urban Planning,
Chandigarh Administration.

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From

The Senior Town Planner,
Deptt. of Urban Planning,
Chandigarh Administration.

To

The Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

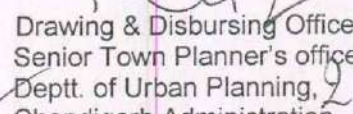
Memo No. (TP)B-3/STP-2025/ 1213
Dated Chandigarh, the 7-2-25

Subject:- Review of expenditure for the current financial year 2024-25 on the basis of Ten Monthly Estimates- Surrender of Funds and Demand.

Kindly refer to your office letter No. F&PO(5)-2025/1262 dated 22.01.25 on the subject noted above.

In this connection, it is intimated that the excess and surrender statement of **Town Planning Wing** of the Deptt. of Urban Planning, Chandigarh Administration relating to the Head of Account "2217-Urban Development, 09-Senior Town Planner's Estt.(Non-Plan)" for the financial year 2024-25 is sent herewith on the prescribed proforma.

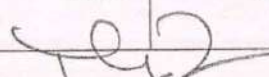
DA/- As Above


Drawing & Disbursing Officer,
Senior Town Planner's office,
Deptt. of Urban Planning,
Chandigarh Administration.

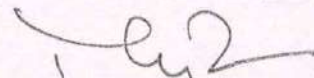
**STATEMENT OF FINAL EXCESS AND SAVINGS FOR 2024-25 IN RESPECT OF GRANT NO. 53 CHANDIGARH
(PLAN/NON-PLAN)**

(Rs. in thousands)


Head of Account & Primary Unit	Sanctioned Budget Grant 2024-25	Revised Estimates 2024-25	Actual Expenditure up to the end of Jan.25 i.e. for 1 st ten Months	Estimated Expenditure for Feb. to March, 2025	Total Expenditure of (2024-25) (Col.4 & 5)	Variation between (Col. 2 & 6).	Variation between (Col. 3 & 6).	Detailed Reason for Demand/ surrender of Final Grant Over Budget Estimates	Detailed Reason for Demand/ surrender of Final Grant Over revised Budget Estimates
1	2	3	4	5	6	7	8	9	10
2217-Urban Dev., 80-Genral, 001-Direction & Admn. Town Planner's Estt.									
09-01-01 Salaries	25000	23800	17466	2334	19800	(+)5200	(+)4000	No panel for filling of posts on deputation was received and officials under common cadre were not deputed by DOP as per requisition sent.	As per No. Col.9 and officials under common cadre were not deputed by DOP as per requisition sent.
09-01-02- Wages	4000	6000	4388	0812	05200	(+)1200	(+)0800	Salary of contractual estt. Engaged on vacant posts was drawn from this head.	Transport Planner drawing ₹.122130/- PM engaged through IUT, New Delhi resigned on 31.08.2024 and no new incumbent joined till now.
09-01-05-Reward	0175	0200	0166	0034	0200	(+)0025	0		


Assistant Town Planner
Drawing & Disbursing Officer
Chandigarh

00-01-06-Medical Treatment	0300	0150	0027	0123	0150	(*)0150	0		
00-01-07-Allowances	15300	16500	12369	4131	16500	(*)1200	0	For making payment of arrear of 7 th CPC and drawal of full pay of new appointee as per 7 th CPC	-
00-01-08-Leave Travel Concession	0200	0200	0032	0003	0035	(*)0165	(*)0165	Requests for LTC were not received as projected.	Requests for LTC were not received as projected.
00-01-11-Domestic Travel Expenses	0100	0100	0048	0052	0100	0	0		
00-01-13-Office Expenses	0500	0400	0241	0159	0400	(*)0100	0	₹.1.00 lac was diverted to newly created Printing & Publication head	
00-01-19-Digital Equipment	0300	0100	0027	0238	0265	(*)0035	(*)0165	During RE for 2024-25 ₹.2.00 lac were diverted to ICT head but the same were not received in RE	For making payment of two computers and purchase of printers.
09-01-24-P.O.L.	0145	0160	0140	0020	0160	(*)0015	0	Provision made as per tentative consumption of Petrol.	


 Assistant Town Planner
 Drawing & Disbursing Officer
 Assistant Town Planner's Office
 Deptt. of Urban Planning

09-01-26- Advertisement and Publicity	0050	0050	0008	0042	0050	0	0		
09-01-28-Professional Services	0080	0080	0008	0072	0080	0	0		
09-01-29-Repair & Maintenance	0050	0200	0046	0154	0200	(+)150	0	For major repair and replacement of tyre of staff car	-
Total	46200	47940	34966	8174	43140	(+)3060	(+)4800		


 Assistant Town Planner
 Drawing & Disbursing Officer
 Senior Town Planner's Office
 Dept. of Urban Planning
 Chandigarh Administration

CONSTRUCTION DRAWINGS ISSUED FOR:

HEALTH

1. MBBS (Boys and Girls) hostels for GMCH in residential campus (for 574 students).
2. Emergency and Trauma Block in GMCH-32, Chandigarh.
3. Mother and Child Care Centre, Govt Medical College and Hospital GMCH-32, Chandigarh.
4. Improvement for road and parking infrastructure of Emergency and Trauma block in Govt Medical College and Hospital (GMCH)-32, Chandigarh.

EDUCATION

1. Advanced Academic and Research Centre at PGGC-11, Chandigarh
2. Electrical sub-station in CCET, Sec-26 Chandigarh.
3. Renovation/ upgradation of labs in Block-A, CCET-26, Chandigarh.
4. Regarding complete Renovation of Mess, Kitchen, Store Area, Toilets of Govt. Polytechnic for Women, Sector 10, Chandigarh.
5. Regarding installation of Undulatory Glazing between M. Arch Block and B. Arch Block in Chandigarh College of Architecture.

INSTITUTIONAL

1. Amartya and Tagore Hall at NITTTR Campus, Sector 26, Chandigarh.

HIGH COURT/ DISTRICT COURT WORKS

1. Renovation / upgradation of the rooms/ suites at High Court Guest House, Sector 43, Chandigarh.
2. Providing/Establishing separate Public Toilet / Washroom facilities to Transgender Persons in the High Court premises
3. Extension of existing partitions in the Registrar Offices in main Heritage Block of Punjab and Haryana High Court.
4. Remodelling / Upgradation of Reception Counter at Gate no.1 in the High Court premises.
5. Remodelling of parking area at gate no.6 in the High Court premises.
6. Providing of work stations in Confidential, Gazette-I and Cash Branches of High Court.
7. Proposal for Iron Grill fencing all around the perimeter of the Hon'ble High Court Building and Segregation of the Court premises into Low and High Security.
8. Straightening of jutting out corner of Rock Garden thereof.
9. Providing suggestions/ inputs with regard to better utilization of space in Judicial Branches to arrange record in proper and optimum manner.
10. Regarding covering of Verandah (Rain/ Sunlight protection cover) outside Court room no.1 in order to save the Advocates, Litigants, General Public and Employees of the Court.
11. Increasing the seating capacity of round table in New Conference Hall near Gate no.6 of the Hon'ble Court.

POLICE WORKS

1. Regarding provision of Citizen Service Centre in Police Station, Sector 34, 39 and Manimajra.
2. Additions/Alterations in existing ITBP Porta cabins at IRB Complex,

- Sarangpur, Chandigarh.
3. Requirement of room for Malkhana in Police Station, Sector 31, Chandigarh.
 4. Samavesh Kendra (Citizen Service Centre) in existing Police Station, Sector 34, 39 and Manimajra.
 5. Construction of Model Beat Box of Traffic Police Chandigarh.
 6. Smart Police Training Centre of Chandigarh Police, Sarangpur, Chd.
 7. Regarding construction of cemented concrete Sentry Police Posts at the entry gate of boundary wall of Police Stations and Police Posts.
 8. Regarding upgradation of Parade Ground at Police Lines, Sector 26, Chandigarh.

COMMERCIAL

1. The Architectural Controls for provision of additional signboards on upper floors of SCOs/SCSs in various sectors of Chandigarh, duly approved by the Chief Administrator, UT Chandigarh have been uploaded on the official website of the Department of Urban Planning, UT Chandigarh.

TRANSPORT

1. 11KV sub-station at 4th CTU Bus Depot cum-bus-stop at Raipur Kalan at Industrial Area, Phase II Chandigarh.
2. Addition/alteration of 4th CTU Bus Depot at Raipur Kalan, Chandigarh.

INFRASTRUCTURE

1. Multi Level Parking, Sector 43, Chandigarh.

PRELIMINARY DRAWINGS ISSUED FOR: HEALTH

1. Provision of space for establishing UAAM (temporary arrangement for dispensary) in EDC building at IT park.
2. Expansion of emergency- Triage area, Sector - 16, Chandigarh.
3. Ayush integrated hospital Sector - 34, were issued with proposal for conversion of waiting room and reception into office .
4. Ayush Health and wellness Centre Sector - 28 (Wellness Centre and Administrator Block).
5. Multilevel parking for GMCH-32, Chandigarh.
6. New OPD block (fourth floor) showing proposal for aluminum partition room (room no 501).

EDUCATION

1. New multi storeyed block and multipurpose hall along with re-organizing spaces in the existing multi storeyed block at SCERT, Sector-32C, Chandigarh.
2. Extension block (Primary Block), Assembly stage and ramp at Govt. Girls Model Senior Secondary School Sector-18, Chandigarh.
3. Extension block in Govt. Model Senior Secondary School, Sector-22 A, Chandigarh.
4. Extension Block at Govt. Model High School Sector-31, Chandigarh.
5. Proposal for provision of Electric vehicle workshop at Govt. Industrial Training Institute, Sec-28, Chandigarh
6. Extension blocks in Govt. Model Senior Secondary School-32D and Govt. Model Senior Secondary School -35D, Chandigarh.
7. Extension blocks in Govt. Model Senior Secondary School Sector 19C and Govt. Model Senior Secondary School Sector 27, Chandigarh

INSTITUTIONAL

1. Proposal for conversion of Anganwadi Kitchen into barrack for warders a Model Jail, Sector-51, Chandigarh.

HIGH COURT/ DISTRICT COURT WORKS

1. Providing an additional lift at Gate no.6 having access to all the floors of Extension Block Building in the premises of this Hon'ble Court.
2. Proposal for provision of Iron grill fencing around the Capitol Complex in place of existing barbed wire/ concertina fencing.
3. Proposed additional Courts Block at District Court Complex, Sector 43, Chandigarh.

POLICE WORKS

1. Police Post, Sector-22.
2. Zila Sainik (rest house building), Sector 21-D, Chandigarh.
3. Setting up of General canteen/ cafeteria at First Floor of Police Headquarters, Sector-9, Chandigarh.

SOCIAL WELFARE

1. Proposed 100-bedded Senior Citizen Home, Sector 49-C, Chandigarh.
2. Proposed 2 nos. Aanganwaris-cum-Creche at Rehabilitation Colony, Dhanas, Chandigarh (Site 1 and Site 2).
3. Red Cross Bhawan, Sector 15.

RESIDENTIAL

1. Modification and changes in Type-IV (Special), Type-V and Type-VI category houses for NITTTR in Sector 42-B, Chandigarh.
2. Renovation and extension of hostel Superintendent office at Architecture Girls Hostel, Sector 11, Chandigarh.
3. Proposal for provision of Community Centre and Shopping Complex, CAP Complex-Dhanas, Chandigarh.
4. Revised drawings of perimeter wall/security arrangements for Judge's houses.

INFRASTRUCTURE

1. Proposal for up-gradation and reconstruction of existing underground parking lots at Sector -8, Chandigarh.

ADMINISTRATIVE

1. Proposal for construction of Gaushala at Model Jail, Sector -51, Chandigarh.

MISCELLANEOUS

CONSTRUCTION DRAWINGS ISSUED FOR Accessible India Campaign (AIC)

1. Provision of barrier free facilities in H.No.10, Sector 22-A, Chandigarh to marked as a barrier free house.
2. Entrepreneurship Development Centre (EDC) Building, IT Park, Chandigarh.
3. Half Way Home, Sector 47, Chandigarh.
4. Vocational Centre for Street Children at Snehalaya, Maloya, Chandigarh.
5. Mental Health Institute, Sector 32, Chandigarh.
6. Sarai Building, O Block, GMCH, Sector 32, Chandigarh
7. Govt. Rehabilitation Institute for Intellectual Disabilities (GRIID) Buildings, Sector 31, Chandigarh.
8. Veterinary sub Centre Behlana.

9. Veterinary Hospital Hallomajra.
10. Veterinary Hospital, Manimajra.
11. Veterinary Hospital, Khuda Ali Sher
12. Veterinary Sub Centre Palsora.
13. Regional Institute of English, Sector – 32, Chandigarh.
14. PWD Inspection Banglow, Sector-19, Chandigarh.
15. Chandigarh College of Architecture, Sector 12, Chandigarh.
16. ITBP Accommodation

CONSTRUCTION DRAWINGS ISSUED FOR LANDSCAPING

1. Punjab and Haryana High Court, UT Chandigarh.
2. Proposal of green belt in Bapu Dham Colony, Sector 26, Chandigarh.
3. 4th CTU Bus Depot cum-bus-stop at Raipur Kalan at Industrial Area, Phase II Chandigarh.
4. Regional Institute of English, Sector – 32
5. Govt. College of Commerce and Business Administration, sector 50, Chandigarh.
6. Govt. College of Education, Sector 20-D Chandigarh.
7. Rajendra Park, Sector-1, Chandigarh
8. Govt High school Sarangpur, Chandigarh
9. Govt. Sr. Sec. School at Village Kajheri, Chandigarh.
10. Govt. Sr Sec School at CAP Complex, Dhanas, Chandigarh.

BUSINESS REFORMS ACTION PLAN (BRAP)

1. 6 no. reform cases have been identified and the requisite information for the same has been supplied and uploaded on the portal.

PLAN APPROVAL COMMITTEE (PAC) AND BUILDING BYE-LAWS

1. Approx. 36 cases have been dealt.
2. 16 Occupation Certificates have been sanctioned.
3. 16 building bye-laws cases have been dealt.

HERITAGE

1. 3 No. Chandigarh Heritage Conservation Committee (CHCC) meetings were held in the FY-2024-25 in which 07 agendas were taken up.
2. 11 No. meetings of Sub Group of Chandigarh Heritage Conservation Committee (Sub Group of CHCC) were held in the FY-2024-25 in which 62 projects were taken up.

RIGHT TO INFORMATION (RTI)

Approx. 50 (technical) and 14 (Establishments) cases have been addressed.

MISCELLANEOUS

1. Layout plan for 14th National Chandigarh Crafts Mela.
2. Layout plan for Pragati Maidan, Delhi
3. Addition/ alterations in Parade Ground, Sec-17, Chandigarh.

ACHIEVEMENTS/ACTIVITIES IN RESPECT OF TOWN PLANNING WING (2024-25)

- **The Layout Plan of 2nd Grain, Fruit & Vegetable Market in west of Sector 39:-** The requisite technical inputs were provided for the finalization of the Layout Plan of 2nd Grain, Fruit and Vegetable Market in west of Sector 39 as being prepared by State Agriculture Marketing Board through NABCON. The said layout plan has been approved and released to the concerned department.
- **Layout Plan of Bulk Building Market in west of Sector 56:-** The Layout Plan of Bulk Building Market in West of Sector 56 has been revised in view of the Survey Plan/acquisition status supplied by Engineering Wing and forwarded for approval.
- **Naka Barriers:-** The various sites for naka barriers along the UT boundary has been released to the concerned department.
- **Pocket No.6 Manimajra:-** The Layout Plan of Pocket No. 6 Manimajra and the zoning plan of 05 plots has been got approved from the competent authority and released to Municipal Corporation.
- **Master Plan of Panjab University:-** The Conceptual Master Plan of South Campus of Panjab University in Sector-25, Chandigarh has been examined and forwarded for approval.
- **Allotment/earmarking for land for various Organizations:-**

The requests as received from various organizations/departments w.r.t. allotment/earmarking of land in Chandigarh has been examined taking into consideration the detailed area requirements submitted by client Department viz-a-viz the prevalent norms/Chandigarh Building Rules (Urban)-2017. The following are the land allotment cases, which have been examined:-

 - (i) The matter regarding the allotment/earmarking of additional land to Hon'ble Punjab and Haryana High Court has been examined and 15 acres site has released in Sarangpur Institutional Area.
 - (ii) Directorate of Enforcement for construction of office and barracks for the office of the Northern Regional office/Zonal office in Sector 38 West.

- (iii) Allotment of land to SSB for state Headquarter in Sector 48.
- (iv) The proposal for earmarking of land for Multipurpose Hospital in Sector 53, Chandigarh was examined and has been approved by the competent authority.
- (v) Narcotics Academy of Customs, Indirect Taxes and Narcotics for construction of Type VI Govt. Quarters for IRS Officers of CBIC posted at Chandigarh. Sector 39.
- (vi) Construction of Shelter Home for Transgender Persons, Rehabilitation Colony Maloya
- (vii) Earmarking of 12 Acres of land in exchange to Chandigarh Administration in lieu of 10 Acres land being provided by Chandigarh Administration (UT) to the Haryana Government for construction of Haryana Vidhan Sabha Building.
- (viii) Allotment of land for establishing International Centre for Skill Development.
- (ix) Allotment of Additional land for Petrol Pump at Sector-43, Chandigarh (M/s Tiwana Service Station).
- (x) Allotment of land for Critical Care in Manimajra
- (xi) Allotment of land for BPCL Office.
- (xii) Proposal for allotment of land to SIB in Sector 19-B.
- (xiii) Proposal for Head Office Building of Punjab State Warehousing Corporation (PSWC) in Sector 52.
- (xiv) Allotment of land to Govt. of Ladakh for Guest House in Sector 33.
- (xv) Allotment of land to Armed Forces Tribunal Regional Bench.
- (xvi) Allotment of land to CGHS at Sector 41, Chandigarh.
- (xvii) Allotment of land to Post Office at Sector 40.
- (xviii) Allotment of land for AYUSH Hospital and Educational Institution in Pocket No. 8, Manimajra.
- (xix) Case of Allotment of land for construction of Dispensary & Parking between Haryana Niwas and Sector-3, Police Thana Chandigarh.

• **Preparation of Zoning Plans:-**

In view of the requests received from the various applicants/departments, the Zoning Plans of various sites has been prepared/revised as per the

provisions of Chandigarh Building Rules (Urban) 2017:-

- Zoning Plan of Plot No.1-5, Pocket No.6, Manimajra has been released to Municipal Corporation.
- Zoning Plan for Senior Citizen Home, Sector 49-C, Chandigarh.
- The Zoning Plan of two sites of Anganwadi in One Room Tenement Rehabilitation Scheme at Dhanas, Chandigarh.
- Zoning Plan of Red Cross Bhawan Society, Sector 15, Chandigarh.
- Zoning Plan of Plot No. 832-840, Industrial Area Phase-II, Chandigarh
- Zoning Plan for amalgamated plot 554 (RP-627) & 556 (RP-563), Sector-18, Chandigarh.
- Zoning plan for Health facility in village Kishangarh.
- Zoning plan for Health facility in RGCTP, Chandigarh.
- Zoning Plan of Sector 3 and 4, Chandigarh.
- Draft Zoning Plan of Industrial Area, Phase-III, Raipur Kalan, Chandigarh.
- Reserve Bank of India, high flats, Sector-30 A & B, Chandigarh.
- Ayush Dispensary, Sector-28, Chandigarh
- Rectification of the Zoning for Plot No. 289, Sector-10, Chandigarh.
- Draft Zoning Plan of 50 Bedded Hospital, Dhanas Chandigarh.
- Zoning Plan of Dayanand Bal Vidyalaya, Sector 22, Chandigarh.
- Zoning Plan of Kendriya Vidyalaya Sector 29, Chandigarh.
- The Zoning plan of Block-K, Sector 31.
- The Zoning plan of Ladakh Bhawan, Sector 33.

• **Zoning Plan of Petrol Pump and Coal Depot (in process):-**

- Petrol pump site in Sector 19-A
- Petrol pump site in Sector 44-C
- Coal Depot site in Sector 23
- Coal Depot site in Sector 7

• **Health and Wellness Centres/Dispensaries:**

- A site for 50 Bedded Hospital at resettlement EWS Colony ORT-Dhanas, Daria has been released.

- The up gradation of existing site to 80 Bedded Hospital in Village-Maloya and its entry/exit has been examined.
- Health & Wellness Centre, Sector-28, Chandigarh has been examined.

• **Police Stations:-**

The following cases w.r.t. the sites for police posts/police stations has been examined:-

- Proposal of New Police Station at Maloya.
- Allotment of suitable land for establishment of Women Police Station in Sector 52, U.T., Chandigarh.
- Police Station, Mauli Jagran, Chandigarh.
- Police Station, Bapu Dham, Sector-26, Chandigarh.
- District Police Headquarter in Sector 17, Chandigarh.

- **Administrative Advisory Council:-** The various meetings of Standing Committees of Administrative Advisory Council were convened under the Chairmanship of Sh. Rajendra K. Saboo. The requisite Minutes of Meeting/PPTs were prepared for the meeting.

- **Chandigarh Heritage Conservation Committee meetings:-** The various meetings of Sub Committee of CHCC has been attended as per the agendas. The requisite presentations related to Town Planning were prepared and given for the said meetings.

- **Need Based Changes in CHB Societies:-** The requisite references w.r.t. the various issues w.r.t. of need based changes in Chandigarh Housing Board houses viz-a-viz Chandigarh Building Rules (CBR)-2017 has been examined.

- **GIS/AMRUT/LIDAR Cases:-** The requisite references w.r.t. AMRUT/LIDAR survey has been examined and comments were forwarded to the concerned departments.

TRAFFIC & TRANSPORTATION:-

- **Cycle Tracks:-** Taking into consideration of the recommendations of CMP-2031 to make city beautiful as cycle friendly, the provision of cycle tracks along various roads has been visited and accordingly, following proposals has been examined:-
 - **Cycle track along Jan Marg Sector 17 side :-** The revised drawings for shifting of cycle tracks along Jan Marg Sector 17 site as per the feasibility has been released.
 - **Cycle track on Uttar Marg from Jn. No. 2 to 6:-** The draft proposal for pedestrian path and cycle track along Uttar Marg has been prepared and forwarded to Engineering Department for feasibility.
 - Physical segregation of cycle tracks marked on main carriageway roads has been examined. Spot visit of the road stretches i.e. from Transport Light Point upto Dhillon Barrier on Madhya Marg, from Lake Sports Complex upto CM Punjab residence on Uttar Marg and from Transport Light Point upto Tribune chowk on Purv Marg has been done along with the preparation of the drawings.
 - Drawing from St. Kabir light point to IT park road has been prepared.
- **Junction Details:-** The planning and design of various junctions along Vikas Marg and other locations has been prepared and forwarded to Engg. Deptt. for feasibility/implementation.
- **Roads:-**
 - The drawings for PR-4 road Dhanas, UT Chandigarh has been released.
 - The proposal of Alternate Road from Dhanas Bridge to Aman Chaman and Ambedkar Colony, Dhanas has been examined and forwarded.
 - The drawing from Jn. No. 30 to UT boundary has been prepared and forwarded for feasibility.
 - The drawing from Jn. No. 38 to UT boundary has been prepared and forwarded for feasibility.
- **Small Rotaries along V4/V5 roads:-** The drawings of small rotaries/Neighbourhood circles for various Sectors i.e. Sector-9, Sector-24,

Sector-40 (A&D), Sector-40 (B&C), Industrial Area Phase-II has been released to Engineering Department, for implementation subject to feasibility.

- **Connectivity of Chandigarh Railway Station with Madhya Marg at Kalagram Chowk as per approved Master Plan of Railway Land at Chandigarh:-** The drawing for four arm junction/ intersection near Kalagram has been released as per Master Plan of Railway Station dated 06.09.2024
- **Pick & Drop for Auto-Rickshaw Points on Madhya Marg and Vikas Marg:-** Locations for Auto Rickshaw Pick and Drop points have been released along Madhya Marg and Vikas Marg along with typical section showing capacity for pick and drop locations
- **Proposed Slip road at Junction No.3 (old barricade Chowk):-** The Drawings for the same have been released.
- **New parking behind Punjab MLA Hostel Sector 4 along Jan Marg:-** Drawings of same have been released.
- **Provision of medians at V4/V3 Junctions and V4/V5 Junctions at various sectors in Chandigarh:-** Standardized Drawings for length of median have been released.
- **Closure of Median in front of Gate No.3 Panjab University:-**The drawings have been released to Engineering Department on 21.03.2025.
- **Installation of Traffic Lights between two Bus Stops close to Nehru Hostel Gate at PGIMER as well as Traffic congestion on the roundabout in front of PGIMER Gate No.3:-**Drawings of Improvement of area between junction No.17 and Gate No.2 at PGIMER has been released.
- **Proposal regarding installation of ATC Signal (Light Point) at intersection of Khuda Lahora/Khuda Jassu Bridge (V-2 Road) six lane road, Madhya Marg and Closing of the Central Median cut on the road leading towards village Khuda Lahora/Khuda Jassu:-** Approval has been accorded and letter has been issued.
- **Providing One way with cycle track on Udyog Path road dividing Sector 14/25 West:-** Drawing of Improvement of road have been released.

- **Improvement of Junction between Dhanas Village and Dhanas Lake along Patiala Ki Rao:-** Improvement drawing along with provision of four arm rotary has been released to CE, UT.
- **Shifting of table top at Junction No.30 (Sector 25&38):-** Revised Drawings of shifting of Table Top have been released.
- **Alternate location of Public Bike Sharing sites 31 locations in lieu of sites in Panjab University Campus (Sector 14 and 25):-** 31 sites for alternate locations in lieu of sites earlier proposed within Panjab University Campus (Sector 14 and 25) have been released.
- **Longitudinal Green Corridors:-** Revised alignment of NMT corridor No.5 has been released by this office.
- **Implementation of Parking Policy Sector-19:-** Comments have been forwarded to CE, MC from time to time.
- **Court Cases:-**
The requisite comments/draft replies of the cases as related to this office has been prepared for further approvals.
 - CWP No.12480 of 2021 Resident Welfare Association, Sector-10, Chandigarh & Ors. Vs. CITCO through Managing Director, Chandigarh & Ors.
 - CS CJ/2118/2020 Central Poultry Development organization Chandigarh Vs. Chandigarh Admn.
 - CSCJ/570/2020 titled as Harinder Singh Vs. Municipal Corporation, Chandigarh (Regarding sealing walls behind Shastri Market, Sector-22, Chandigarh).
 - CWP No. 23511 of 2023 titled as Krishna Garg Vs. Chandigarh Housing Board and Others.
 - CWP-4768 of 2024 titled as Col. Jatinder Kumar & Ors. Vs. UT Chandigarh & Ors.

- Appeal titled as Gaya Prasad Vs. Chandigarh Housing Board, Chandigarh (#407, KP-II, Ram Darbar, UT Chandigarh).
- Application No. 20 of 2024 Maninder Singh Patti Vs Chandigarh Housing Board & Ors. (Need Base Changes).
- Vasudev Passi

Miscellaneous Cases:-

- The comments w.r.t. the ROW Policy/Telecom Towers has been given from time to time for forwarding to the concerned departments.
- Regarding re-construction of Labour Sarai at Sector-26, Transport Area, Chandigarh.
- Allotment of Industrial Plot as per the directions of Hon'ble Supreme Court of India dated 27.09.2019 draw of lots.
- Request for permission to install 30 Meter long Flag Pole at Plot No.83, Industrial Area, Phase-I, Chandigarh.
- Request for carrying out necessary corrections with respect to house number pertaining to file No.RP-882, presently being shown as H. No.1129, Sector-8(C), Chandigarh instead of H. No.1128, Sector-8(C).
- Upgradation of the existing Transport Area – Sector 26.
- Requirement of separate entry and exit gates in Sri Aurobindo School, Sector-27(A), Chandigarh.
- Regarding status of SCO No.148, 150 in Sector-24, Chandigarh.
- Activities allowed in the Zoning at CITCO's Shed Complex in Village, Mauli Jagran, UT Chandigarh.
- Multipurpose Auditorium-cum-Convention Centre, A Joint Venture between Chandigarh Administration and Panjab University, Chandigarh.
- Regarding request for permission to install fencing on the back side of H. No.1206, Sector-15(B), Chandigarh
- Regarding parking space for Auto-Rickshaw Stands in Sector-22, Chandigarh.