

## **A FRAMEWORK FOR TRANSPARENCY AUDIT**

### 1. Organization and Function

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	i. Name of the Organization and its website	Department of Agriculture, U.T., Chandigarh <b>Chd. Govt. website-</b> www.chd.gov.in
		ii. Head of the organization	Director Agriculture
		iii. Vision, Mission and Key objectives	To advise the farmers by arranging farmers' training camps/study tours regarding the latest techniques for growing/maintenance of different crops.
		iv. Function and duties	There is a plant nursery near Lake Club for supply of ornamental plants, seedlings of flowers / vegetables to the Urban and Rural people. Though there is a negligible demand of pesticides and fertilizers, the department supposed to issue the licenses of Insecticides and pesticides for sale / stock etc.
		v. Organization Chart	<p style="text-align: center;"><b><u>Departmental Hierarchy</u></b></p> <p style="text-align: center;">Secretary Agriculture ↓ Director Agriculture ↓ Agriculture Development Officer (Post is vacant since 01.12.2017)</p> <p>Salary of AC (F&amp;A) of Finance Department who is also Drawing &amp; Disbursing Officer of Agriculture Department is being drawn against the post of Agriculture Development Officer from 08.03.2019 to onward till date.</p> <p style="text-align: center;">↓ Drawing &amp; Disbursing Officer ↓ Accountant Market Committee (Additional Charge) ↓ Senior Assistant (Additional Charge) ↓ DEO/Clerk (outsourced) ↓ Beldars ↓ Peon</p>
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)	<p><b><u>Secretary Agriculture-</u></b></p> <ol style="list-style-type: none"> <li>Exercising all administrative powers.</li> <li>The officer is the competent authority for the formal sanction of Head Quarter Staff.</li> </ol> <p><b><u>Director Agriculture-</u></b></p> <ol style="list-style-type: none"> <li>All administrative/ financial and Judicial powers delegated</li> </ol>

		<p>by Chandigarh Administration to the Head of Department as competent authority.</p> <ol style="list-style-type: none"> <li>2. All works concerning the Head of Department.</li> <li>3. Attending all India conferences/meetings meant as Director Agriculture.</li> <li>4. Reviewing/Accepting Authority for APAR of Group-C.</li> <li>5. Accepting Authority of ACR of Group- C &amp; D.</li> </ol> <p><b><u>Licencing Officer-</u></b></p> <ol style="list-style-type: none"> <li>1. Licencing Officer has signing authority regarding issuance of insecticide/pesticide license under the "Insecticide Act 1968 in the jurisdiction of Union Territory, Chandigarh.</li> </ol>
	(ii) Power and duties of other employees	<p><b><u>Drawing &amp; Disbursing Officer –</u></b></p> <ol style="list-style-type: none"> <li>1. The official is operating all Heads of Accounts.</li> <li>2. All accounts work routed through the official.</li> <li>3. Reviewing Authority for ACR of Group-C.</li> </ol> <p><b><u>Senior Assistant</u></b></p> <p>All the file which is dealt by the DEO/Clerk be routed through Senior Assistant to look after the duties assigned to him time to time by the Senior Officers.</p> <p><b><u>DEO/Clerk (outsourced)</u></b></p> <ol style="list-style-type: none"> <li>1. To maintain books of account of the department in respect of plan and non-plan head of accounts under the supervision of the Senior Assisatant</li> <li>2. To prepare monthly and quarterly report</li> <li>3. To maintain record of all the information along with diary dispatch of the office</li> <li>4. Typing Work.</li> <li>5. File Maintaining.</li> <li>6. Put up cases through Senior Assistant before the officers for taking appropriate action</li> <li>7. Put up all cases of establishment, accounts, licenses, RTI, correspondence with the Govt. and other institutions etc.</li> <li>8. To put up the cases for taking appropriate action.</li> <li>9. Maintenance of personal files and service books of the employees.</li> <li>10. To maintain books of accounts including Cash Book, P.F. Ledger, Budget Ledger, Establishment Check Register and Bills etc.</li> <li>11. Preparation of bills, Cheques etc.</li> <li>12. Work on the online portals like eHRMS, GeM, etc.</li> <li>13. Ensure timely payment of bills to the quarters concerned.</li> </ol> <p>All sort of other duties assigned to the post.</p> <p><b><u>Peon</u></b></p> <p>There is one peon in the department. He is educated up to 12<sup>th</sup> and look after the following job.</p> <ol style="list-style-type: none"> <li>1. He joint with DEOs/ Clerks to maintain proper record of all the information along with diary dispatch of the office.</li> <li>2. To put-up monthly report through DEOS/Clerks to the Senior Assistant for onward transmission to the officers/ Govt. of India etc.</li> <li>3. Maintenance of personal files and service books of the employees.</li> <li>4. Typing Work.</li> </ol>

			5. File maintaining.  <b><u>Beldars</u></b> There are four Beldars working in the department. Out of which one beldar working in the office. Left are remained in the nursery to look after various duties i.e. propagation of new plants, grafting etc., sowing of seeds for seedling and other manual works assigned to them i.e. extracting the flowers' seeds from the flowers and keep in proper storage for use in nursery.		
		(iii) Rules/ orders under which powers and duty are derived and	As per all administrative/ financial and Judicial powers delegated by Chandigarh Administration to the officers/officials.		
		(iv) Exercised			
		(v) Work allocation			
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	1. Purchase of Seeds 2. Distribution of inputs 3. Grant of Insecticides or Exhibit for Sale and pest control operations. 4. Administrative Matters. 5. Formal Sanction of Funds 6. Grant of Sanction of Expenditure		
		(ii) Final decision making authority	Sr. No	Decision making authority	Decision which are taken
			01	Purchase of Seeds	Director Agriculture, UT, Chandigarh
			02	Distribution of inputs	Director Agriculture, UT, Chandigarh
			03	Grant of Insecticides or Exhibit for Sale and pest control operations.	Director Agriculture, UT, Chandigarh
			04	Administrative Matters	Director Agriculture, UT, Chandigarh
			05	Formal Sanction of Funds	Finance Secretary, Chandigarh Administration.
			06	Grant of Sanction of Expenditure	Finance Secretary, Chandigarh Administration
		(iii) Related provisions, acts, rules etc.	1. Act – The Insecticides Act, 1968. 2. Rules – Insecticides Rules, 1971. 3. The Punjab Civil Services Rules as followed by Chandigarh Administration. 4. The General Financial Rules as followed by Chandigarh Administration. 5. The manuals on Schedules and Instructions for conducting Agriculture are issued by the Government of India, Ministry of Agriculture and Farmer's Welfare, New Delhi. Activities of Agriculture Deptt., U.T., are done according to the time-table given by the Government of India, Ministry of Agriculture, Cooperation and Farmer's Welfare, New Delhi. Activities of Agriculture are done under the supervision of the Government of India, Ministry of Agriculture, Cooperation &		
		(iv) Time limit for taking decisions, if any			
		(v) Channel of supervision and accountability			

			Farmers' Welfare, New Delhi to all UTs/States. Others matters are done under the supervision of Administrative Officers.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	1. Purchase of Seeds 2. Distribution of inputs 3. Grant of Insecticides or Exhibit for Sale and pest control operations.
		(ii) Norms/ standards for functions/ service delivery	1.The instructions & guidelines and time-table issued by the Government of India, Ministry of Agriculture and Farmer's Welfare, New Delhi to all UTs/ States.
		(iii) Process by which these services can be accessed.	As per the guideline issued by the Government of India, Ministry of Agriculture and Farmer's Welfare, New Delhi to all UTs/States.
		(iv) Time-limit for achieving the targets	The function of Agriculture is to provide guideline to the farmers/ general public as and when they visit the office.
		(v) Process of redress of grievances	As per the guideline of the Chandigarh Administration.
1.5	Rules, regulations, instructions, manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/manual /instructions.	The manuals on Schedules and Instructions for Agriculture are issued by the Government of India, Ministry of Agriculture and Farmer's Welfare, New Delhi.
		(ii) List of Rules, regulations, instructions, manuals and records.	The policy of Chandigarh Administration is being followed.
		(iii) Acts/ Rules manuals etc.	Only one Act & Rule i.e. Insecticide Act, 1968, Insecticide Rule 1971 is applicable in Agriculture Department for issuance of Insecticides/Pesticide License.
		(iv) Transfer policy and transfer orders	The policy of Chandigarh Administration is being followed.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	<ol style="list-style-type: none"> <li>1. Correspondence with different Departments of Chandigarh Administration.</li> <li>2. Correspondence with the Government of India, Ministry of Agriculture, Cooperation and Farmer's Welfare, New Delhi</li> <li>3. Video Conference/meetings which was organized by the Government of India, Ministry of Agriculture, Cooperation and Farmer's Welfare, New Delhi.</li> <li>4. Meetings/ Trainings organized by Chandigarh Administration.</li> <li>5. Sanction of Head Quarter Staff &amp; Funds.</li> <li>6. Quarterly Court Case Reports/ Quarterly Employment Exchange Report.</li> <li>7. Reconciliation from Accountant General, UT Chandigarh.</li> <li>8. Reconciliation from Accountant General, UT Chandigarh.</li> <li>9. Bills/Record of Salary/O.E./T.E./Medical/ etc.</li> <li>10. Filing of quarterly/annual TDS&gt;Returns/GST- Returns.</li> <li>11. Filing of quarterly/annual TDS&gt;Returns/GST- Returns.</li> <li>12. RTI Matters.</li> <li>13. Leave Account, Personal Files and Service books of employees.</li> <li>14. Roaster of SC/OBC.</li> </ol>

			15. Annual Report regarding Representation of persons with Benchmark Disabilities. 16. Miscellaneous Matters
		(ii) Custodian of documents/categories	Office of Agriculture Department, U.T., Chandigarh.
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. (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?	NA
1.8	Directory of officers and employees [Section 4(1)(b) (ix)]	(i) Name and designation	1. Mr Naveen Danics, Director Agriculture, UT., Chandigarh 2. Sh. Rajan Dev Sharma, Drawing & Disbursing Officer 3. Sh. Gurminder Singh, Accountant Market Committee (Additional Charge of CPIO) 4. Sh. Munish Chadha, Senior Assistant (Additional Charge) 5. Mrs. Meenu Bala (DEO Outsourced) 6. Mrs. Pooja Joshi (DEO Outsourced) 7. Sh. Ram Raj, Beldar 8. Sh. Virender, Beldar 9. Sh. Avtar Singh, Beldar 10. Sh. Shiv Kumar, Beldar 11. Sh. Mukesh Kumar, Peon
		(ii) Telephone , fax and e mail ID	1. Mr. Naveen Danics 9780024321 (naveenrattu@gmail.com) 2. Sh. Rajan Dev Sharma, 9646002304 3. Sh. Gurminder Singh, Accountant Market Committee (Additional Charge) 9988821752 4. Sh. Munish Chadha, Senior Assistant (Additional Charge) 9316103326 5. Sh. Gurmail Chand, 9417959989 (Retired on 30.06.2024) 6. Mrs. Meenu Bala , 9465349760 7. Ms. Pooja Joshi, 8699133430 8. Sh. Ram Raj, 9815917204 9. Sh. Virender, 9417736675 10. Sh. Avtar Singh, 9592599099 11. Sh. Shiv Kumar, 9888133730 12. Sh. Mukesh Kumar, 9569984838

1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with gross monthly remuneration	Salary for the month of February, 2025. 1. Sh. Rajan Dev Sharma, Drawing & Disbursing Officer :- 162109/- 2. Mrs. Meenu Bala (DEO Outsourced):- As per DC Rate 3. Mrs. Pooja Joshi (DEO Outsourced):- As per DC Rate 4. Sh. Ram Raj, Beldar :- 80566/- 5. Sh. Virender, Beldar:- 74857/- 6. Sh. Avtar Singh, Beldar:- 72781/- 7. Sh. Shiv Kumar, Beldar:- 43032/- 8. Sh. Mukesh Kumar, Peon:- 49348/-
		(ii) System of compensation as provided in its regulations	The compensation is provided as per Chandigarh Administration norms. Presently 7th Central Pay Commission is applicable in Chandigarh Administration. The disbursement is made through e-payment
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	1. <b>1<sup>st</sup> Appellate Authority:-</b> Mr. Naveen Danics, Director Agriculture, 0172-2676016  1. <b>CPIO: -</b> Sh. Gurminder Singh, Accountant Market Committee. Mob. No. 9988821752
		(ii) Address, telephone numbers and email ID of each designated official.	30 bays building, Sector-17, Chandigarh. The official correspondence which is done in the name of CPIO and Appellate Authority is received in the office of Director Agriculture, U.T., Chandigarh.
1.11	No. of employees against whom disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Nil
		(ii) Finalized for Minor penalty or major penalty proceedings	N.A.
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Nil.
		(ii) Efforts to encourage public authority to participate in these programmes	
		(iii) Training of CPIO/ APIO	As organized by Chandigarh Administration from time to time.

		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Nil.
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## 2. Budget and Programme

S. No.	Item	Details of disclosure	Particular
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	Attached Annexure "A"
		(ii) Budget for each agency and plan& programmes	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any	Nil
		(v) Report on disbursements made and place where the related reports are available	Amounting of 82.00 Lacs has been received from Finance Department, Chandigarh Administration vide letter No. F&PO (5)-2024/4602 Dated 19.03.2024.
2.2	Foreign and domestic tours during 2024-25	(i) Budget	Nil.
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. (a) Places visited (b) The period of visit (c) The number of members in the official delegation (d) Expenditure on the visit	
		(iii) Information related to procurements (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above- and (d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	Nil.
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Nil.
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/scale of subsidy/amount allotted	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Nil.
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	

<b>2.5</b>	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	Nil.
		(ii) For each concessions, permit or authorization granted (a) Eligibility criteria (b) Procedure for getting the concession/ grant and/or permits of authorizations (c) Name and address of the recipients given concessions/ permits or authorizations (d) Date of award of concessions/permits of authorizations	Nil.  Nil.
<b>2.6</b>	CAG &PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T.,Chandigarh.	N.A

**3. Publicity Band Public interface**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Particular</b>
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)]	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p>(ii) Arrangements for consultation with or representation by</p> <p>(a) Members of the public in policy formulation/ policy implementation</p> <p>(b) Day &amp; time allotted for visitors</p> <p>(c) Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p> <p>Public- private partnerships (PPP)</p> <p>(i) Details of Special Purpose Vehicle (SPV), if any</p> <p>(ii) Detailed project reports(DPRs)</p> <p>(iii) Concession agreements.</p> <p>(iv) Operation and maintenance manuals</p> <p>(v) Other documents generated as part of the implementation of the PPP</p> <p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government</p> <p>(vii) Information relating to outputs and outcomes</p> <p>(viii) The process of the selection of the private sector party (concessionaire etc.)</p> <p>(ix) All payment made under the PPP project</p>	N.A.
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year</p> <p>(ii) Outline the Public consultation process</p> <p>(iii) Outline the arrangement for consultation before formulation of policy.</p>	N.A.
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	<p>Use of the most effective means of communication</p> <p>(i) Internet(website)</p>	Departmental information is uploaded on Chandigarh Administration website <a href="http://www.chd.gov.in">www.chd.gov.in</a>
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	<p>Information manual/handbook available in</p> <p>(i) Electronic format</p> <p>(ii) Printed format</p>	Nil
3.5	Whether information manual/ handbook available free of cost or not [Section4(1)(b)]	<p>List of materials available</p> <p>(i) Free of cost</p> <p>(ii) At a reasonable cost of the medium</p>	N.A.

**4. E. Governance**

S. No.	Item	Details of disclosure	Particular					
4.1	Language in which Information Manual/Handbook Available	(i) English (ii) Vernacular/ Local Language	Nil					
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	N.A.					
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form (ii) Name/ title of the document/record/ other information (iii) Location where available	The Department of Agriculture relates to guide the farmers/ general public as and when they visit the office. There is a plant nursery near Lake Club for supply of ornamental plants, seedlings of flowers / vegetables to the Urban and Rural people. The details are available on the website of Government of India i.e. <a href="http://agricoop.nic.in/">http://agricoop.nic.in/</a> .  The information on particular items under provision of section 4 (1) (b) of RTI Act, 2005 is available on the official website of Chandigarh Administration i.e. <a href="http://www.chd.gov.in">www.chd.gov.in</a>					
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email)	The information on Agriculture is available free of cost on official website of GOI <a href="http://agricoop.nic.in/">http://agricoop.nic.in/</a> .  The working hours 9.30 A.M. to 5.30 P.M.  0172-2703664					
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressed mechanism (ii) Details of applications received under RTI and information provided (iii) List of completed schemes/projects/ Programmes (iv) List of schemes/projects/programme underway (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract (vi)Annual Report (vii)Frequently Asked Question(FAQs) (viii) Any other information such as a) Citizen’s Charter	The grievances received in the office are dealt at the level of the Nodal Officer with consultation of the Head of Office/Head of Department. The functioning is reviewed at the level of Secretary. <table><tr><td>Total No. of RTI Received (2024-25)</td><td>Total No of RTI dispatched (2024-25)</td></tr><tr><td>12</td><td>12</td></tr></table> Nil/NA		Total No. of RTI Received (2024-25)	Total No of RTI dispatched (2024-25)	12	12
Total No. of RTI Received (2024-25)	Total No of RTI dispatched (2024-25)							
12	12							

		b) Six monthly reports loaded on the website or not		
		c) Performance against the benchmarks set in the Citizen's Charter		
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	Total No. of RTI Received (2024-25)	Total No of RTI disposed (2024-25)
			12	12
		(ii) Details of appeals received and orders issued	Nil.	
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	The Parliamentary queries received and addressed adequately by the concerned authorities.	

**5. Information as may be prescribed**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Particular</b>
5.1	Such other information as may be prescribed	(i) Name & details of a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	<b>First Appellate Authority:-</b> 23.11.2017- 23.12.2018 Sh. Manoj Khatri, HCS, Joint Secretary, SAMB, U.T., Chandigarh.  26.08.2020-31.03.2022 Sh. Vinay Chaudhary, Tehsildar (Agri.), U.T., Chandigarh  26.05.2022 to 19.05.2023 Mrs. Hargunjit Kaur, IAS Director Agriculture  <b>20.05.2023 to onward/Current</b> <b>Mr. Naveen Danics</b> <b>Director Agriculture</b>  <b>CPIO:-</b> 01.01.2015-11.12.2017 Sh. Jai Ram Singh, ADO  12.12.2017-08.08.2018 Sh. Susheel Kumar Vaid, Assistant Controller, Finance & Account, Estate Office, U.T., Chandigarh  09.08.2018-12.12.2019 Sh. Dinesh Tehsildar, Estate Office, U.T., Chandigarh  13.12.2019- 23.12.2021 Sh. Jarnail Singh, Superintendent, (SAMB), U.T., Chandigarh 24.12.2021 to 31.03.2022 Sh. Vinay Chaudhary (Tehsildar Agriculture)  <b>05.05.2022 to onward/Current</b> <b>Sh. Gurminder Singh, Accountant, Market Committee, U.T., Chandigarh</b>
		(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 carried out 16.05.2025 by Mahatma Gandhi State Institute of Public Administration Sec-26 Chd.
		(iii) Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	Sh. Gurminder Singh, Accountant, Market Committee, U.T., Chandigarh
		a) Date of appointment b) Name & Designation of the officers	

		(iv)	Consultancy committee of key stake holders for advice on suo- motu disclosure	Nil.
			a) Dates from which constituted b) Name & Designation of the officers	Nil
		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	Nil.
			a) Dates from which constituted b) Name & Designation of the Officers	

**Information Disclosed on own Initiative**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Particular</b>
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	The Department of Agriculture relates to guide the farmers/general public as and when they visit the office. There is a plant nursery near Lake Club for supply of ornamental plants, seedlings of flowers / vegetables to the Urban and Rural people.	The departmental information are uploaded in Chandigarh Administration website <a href="http://www.chd.gov.in">www.chd.gov.in</a> .

**Annexure “A” Budget 2024-25**

<b>Head of Department</b>	<b>Total Budget</b>	<b>Revised Estimate</b>	<b>Final Budget</b>	<b>Expenditure</b>	<b>Balance</b>
<b>2401-Crop Husbandry Direction and Administration</b>					
020001 Salary	4061000	3660000	3546000	3544599	1401
020002 Wages	1000000	1200000	957000	956361	639
020005 Rewards	50000	50000	42000	41448	552
020006 Medical Treatment	280000	280000	235000	230549	4451
020007 Allowances	2400000	2655000	2673000	2672091	909
020008 Leave Travelling Expenses	15000	15000	3000	2780	220
020013 Office Expenses	150000	200000	200000	199685	315
020016 Publications	10000	10000	0	0	0
020019 Digital Equipment	50000	50000	0	0	0
020021 Supplies and Material	150000	150000	150000	148800	1200
020028 Professional Service	15000	200000	0	0	0
020029 Repair and Maintenance	10000	10000	4000	3929	71
020211 Domestic Travel Expenses	9000	20000	3000	2485	515
020249-Other Revenue Expenditure	0	10000000	10000000	10000000	0
<b>Total</b>	<b>8200000</b>	<b>18500000</b>	<b>17813000</b>	<b>17802727</b>	<b>10273</b>