

**Proactive Disclosure Package under Section 4
of RTI Act 2005 with respect to Department
of Information Technology, Chandigarh
Administration for the year 2024-25**

1. Organisation and Function

Sr. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Department of Information Technology, 5 th Floor, Additional Deluxe Building, Sector 9-D, Chandigarh http://chdit.gov.in/
		(ii) Head of the Organization	Director Information Technology, Chandigarh Administration
		(iii) Vision, Mission and Key objectives	Formulation & implementation of policies, procedures and guidelines for promotion & development of Information Technology. Providing facilitation, support services and professional & technical assistance to departments in the Union Territory for creation, operation, maintenance & management of e-Governance projects.
		(iv) Function and duties	Pls Refer Annexure A
		(v) Organization Chart	Secretary Information Technology, Chandigarh Admn. ↓ Director Information Technology, Chandigarh Admn. ↓ Drawing & Disbursing Officer/System Manager ↓ Senior Assistants/Accountant ↓ Assistant Programmer/ Technician/ Data Entry Operators ↓ Peons/Sweeper
1.2	Power and duties of its officers and employees [Section 4(i)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Pls. Refer Annexure A
		(ii) Power and duties of other employees	
		(iii) Rules/orders under which powers and duty are derived and	Central Civil Services rules
		(iv) Exercised	
		(v) Work allocation	Pls Refer Annexure B
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	All decision whether academic or administrative are finalized as per the competency level
		(ii) Final decision making authority	As per the competency level
		(iii) Related provisions, acts, rules etc.	Central Civil Services rules
		(iv) time limit for taking a decisions, if any	As per concerned subject matter
		(v) Channel of Supervision and accountability	Data Entry Operator, Sr. Assistant/Accountant. AC (F&A), Director Information Technology, Chandigarh Administration, Secretary Information Technology, Chandigarh Administration, Adviser to the Administrator and Administrator (as per the competency)
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/services offered	Program Management, Project Implementation, Consultancy Support, Technical Assistance
		(ii) Norms/standards for functions/service delivery	As per Central Civil Services rules
		(iii) Process by which these services can be accessed	Projects are implemented based on the guidelines provided by Central/ Line Ministry/ Chandigarh Administration. Consultancy & Technical support to other departments is need based as per the Requirement of the project.
		(iv) Time-limit for achieving the targets	As per the guidelines stated in the project document.
		(v) Process of redress of grievances	Grievances are addressed through - Centralized Public Grievance Redress and Monitoring System (CPGRAMS)
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the Record/manual/instruction.	As per the work allocation by HoD
		(ii) List of Rules, regulations, instructions manuals and Records.	<u>Administrative Matters</u> Central Civil Services rules and the instructions issued from time to time by the Govt. of India and adopted by the Chandigarh Administration are followed.
		(iii) Acts/Rules manuals etc.	<u>Financial matters</u> General Financial Rules, Delegation of Financial Power Rules and the Instructions issued from time to time by the Govt. of India are followed.
		(iv) Transfer policy and transfer orders	Not Applicable (As there are no sanctioned posts, all employees are On contract basis.

1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	The majority documents available with this department relates to various e-Governance projects.
		(ii) Custodian of documents/categories	Record Keeper
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	No Boards/Council exist. 1. State Broadband Committee: under National Broadband Mission - (copy enclosed as "Annexure-D") 2. State and District Level Committee: to steer, monitor and coordinate the jobs undertaken by CSC e-Governance Services India Ltd (CSC-SPV) under BharatNet project(copy enclosed as "Annexure-E") 3. Local Purchase Committee: to recommend purchases in accordance with Rule 155 of GFR 2017 (Annexure 'F') 4. Committee for disposal of e-Waste to inspect and verify disposal of obsolete and unusable IT and Electronics goods (Annexure 'G') 5. Inter-Departmental Coordination Committee: for effective implementation of Digital Communication Readiness Index (DCRI) framework in the UT, Chandigarh. (Annexure 'H') 6. Internal Complaints Committee: for effective implementation of Transgender persons (Protection of Right): (Annexure 'I').
		(ii) Composition	(copy enclosed as "Annexure-D,E,F,G,H,I)
		(iii) Dates from which constituted	(copy enclosed as "Annexure- D,E,F,G,H,I)
		(iv) Term/Tenure	(copy enclosed as "Annexure- D,E,F,G,H,I)
		(v) Powers and functions	Not applicable
		(vi) Whether their meetings are Open to the public?	Not applicable
		(vii) Whether the minutes of the meetings are open to the Public?	Not applicable
		(viii) Place where the minutes if Open to the public are available?	Not applicable
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation	Pls refer Annexure C
		(ii) Telephone, fax and email ID	Pls refer Annexure C
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	Pls Refer Annexure C
		(ii) System of compensation as provided in its regulations.	As per DoPT rates/DC rates of the Chandigarh Administration
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	Appellate Authority: Nitish Singla, PCS (Director Information Technology)Email ID: dit-chdut@nic.in Phone: 0172 2740641, 0172 2740005 CPIO: Mohd Aqeeb (Senior Assistant) EmailID: saprojects-dit@govcontractor.in Mobile no. 7009097873
		(ii) Address, telephone numbers and email ID of each designated official.	Address: Department of Information Technology 5th Floor, Additional Deluxe Building Sector 9-D, Chandigarh 160009
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	None
		(ii) Finalised for Minor penalty or major penalty proceedings	None
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	RTI training as conducted by the Chandigarh Administration are 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	

2. Budget and Programme

Sr. 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 (F/Y 2024-25)	15,52,17,000/-		
		ii) Budget for each agency and plan & programmes (F/Y 2024-25)	Budget Head	Budget 2024-25	Estimate Budget 2024-25 Expenditure
			Reward -05	1,000	0
			Allowances-07	10,000	0
			Leave Travel Concession-08	1,000	0
			Digital Equipment -19	5,00,000	2,58,707
			P.O.L-24	1,50,000	2,18,228
			Repair & Maintenance-29	1,00,000	38,414
			Salary-01	55,000	0
			Wages-02	1,70,00,000	1,49,50,209
			Office Expenses-13	70,00,000	69,99,967
			Professional Services-28	10,00,00,000	11,99,35,575
			GIA -31	4,00,000	0
			ICT-71	3,00,00,000	2,56,91,259
		(iii) Proposed expenditures (F/Y 2025-26)	18,48,67,000/-		
		(iv) Revised budget for each agency, if any	Budget Head	Revised Budget Estimate 2024-25	
			Reward -05	0	
			Allowances-07	0	
			Leave Travel Concession-08	0	
			Digital Equipment -19	3,20,000	
			P.O.L-24	2,20,000	
			Repair & Maintenance-29	40,000	
			Salary-01	0	
			Wages-02	1,50,00,000	
			Office Expenses-13	70,00,000	
			Professional Services-28	12,00,00,000	
			GIA -31	0	
			ICT-71	2,85,00,000	
			Total		
		(v) Report on disbursements made and place where the related reports are available	N/A		
2.2	Foreign and domestic tours (F.No. 1/8/2012-IR dt.11.9.2012)	(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	Nil		
		(iii) Information related to procurements a) Notice/tender enquires and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/services being procured, c) The works contracts concluded-in any such combination of the above-and d) The rate/rates and the total amount at which such procurement or works contract is to be executed.	As per GFR 2017 and GeM Portal 1. Bid awarded to M/S Galaxy Marketing Co. to supply stationary items/housekeeping consumables vide: BID NO: GEM/2023/B/3147534 2. Bid awarded to M/s Bellway Technologies Private Limited to supply computer hardware items vide BID number: GEM/2023/B/3156397		

2.3	Manner of execution of subsidy programme [Section 4(1)(b)(xii)]	(i) Name of the programme of activity	Not Applicable as no subsidy scheme is in existence.
		(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 [F. No. 1/6/2011-IR dt.15.4.2013]	(i) Discretionary and non-discretionary grants/allocations to State Govt./NGOs/other institutions	Not applicable as no Discretionary and non-discretionary grants are given.
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits or authorizations granted by the public authority [Section 4(1)(b)(xiii)]	(i) Concessions, permits or authorizations granted by public authority	Not applicable as no concessions, permit or authorization is granted
		(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 authorisations	
2.6	CAG & PAC paras [F NO. 1/6/2011-IR dt. 15.4.2013]	d) Date of award of concessions/permits of authorizations	N/A
		CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	

3. Publicity Band Public interface

Sr. 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)] [F.No. 1/6/2011-IR dt.15.4.2013]	Arrangement for consultations with or representation by the members of the public	Not Applicable
		(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	
		(ii) Arrangements for consultation with or representation by	No policy or rule is formulated at the department level
		a) Members of the public in policy formulation/policy implementation	
		b) Day & time allotted for visitors	
		c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	
		Public-private partnerships (PPP)	
		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	
		(iii) Concession agreements	
		(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	
	Are the details of policies/decisions, which	(viii) The process of the selection of the private sector party (Concessionaire etc.)	Policies/General orders if any concerning
		(ix) All payment made under the PPP project	
		Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	
		(i) Policy decisions/legislations taken in the previous one year	

3.2	affect public, informed to them [Section 4(1)(c)]	(ii) Outline the public consultation process	general public are published on the website http://chdit.gov.in/
		(iii) Outline the arrangement for consultation before formulation of policy	
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)	http://chdit.gov.in/
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Not Applicable
		(ii) Printed format	Not Applicable
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Not Applicable
		(ii) At a reasonable cost of the medium	Not Applicable

4. E. Governance

Sr. No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available [F.No. 1/6/2011-IR dt.15.4.2013]	(i) English (ii) Vernacular/Local language	Not Applicable
4.2	When was the information Manual/Handbook last updated? [F. No. 1/6/2011-IR dt.15.4.2013]	Last date of Annual up-dation	Not Applicable
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	All the information related to the Deptt. of Information Technology, Chandigarh Administration is available on the website (http://chdit.gov.in/)
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)	All the information related to the Deptt. of Information Technology, Chandigarh Administration is available on the website (http://chdit.gov.in/). In addition, departmental services are also available in the office premises (Department of Information Technology, 5 th Floor, Additional Deluxe Building, Sector 9-D, Chandigarh) during working hours from 09:30 AM to 05:30 PM Phone: 0172 2740641, 0172 2740005
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance Redressal Mechanism (ii) Details of applications received under RTI and information provided (iii) List of completed schemes/projects/programmes (iv) List of schemes/projects/programme underway (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract (vi) Annual Report (vii) Frequently Asked Question (FAQs) (viii) Any other information such as a) Citizen's Charter b) Six Monthly Reports On The website or not c) Performance against the benchmarks set in the Citizen's Charter	Grievances are received from citizens through CPGRAM Portal and handled by the designated Grievance Officer. 25 RTI applications received in the year 2024-2025 1. e-Procurement project 2. Sampark 1. e-Office 2. E-Waste 3. eHRMS 4. National Broadband Mission/ROW 5. GIGW (Social Audit) 6. Dig locker 7. Aadhar 8. Cyber Security 9. Digitization of services under RTS Act 10. iGOT Karamyogi NIL Not Applicable Not Applicable Not Applicable
4.6	Receipt & Disposal of RTI application & appeals [F.NO.1/6/2011-IR dt.15.4.2013]	(i) Details of applications received and disposed (ii) Details of appeals received and orders issued	25 RTI applications received in the year 2024-2025 and all were disposed of No appeal received for the period 2024-25
4.7	Replies to questions asked in the parliament [Section 4(i)(d)(2)]	Details of questions asked and replies given	Parliamentary queries are replied upon by the department adequately.

5. Information as may be prescribed

Sr. No.	Item	Details of disclosure		Particulars
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F.No. 1.6.2011-IR dt. 15.4.2013]	(i)	Name & details of Current CPIOs & FAAs (a) Earlier CPIO & FAAs	Current Officers Sh. Nitish Singla, PCS, FAA since Feb, 2025 (Phone: 0172 2740641, 0172 2740005) Mohd Aqeeb, CPIO since Nov, 2024 (7009097873) Earlier CPIOs Smt. Reema Kapoor CPIO Since March 2024 Sh. Rajan Khanna CPIO Since Dec 2023 Sh. Lakhbir Singh CPIO Since April 2023 Sh. Dalbir Singh CPIO since March 2021 Sh. Manjū Vaidya CPIO since Aug 2016 Sh. Inderpal Singh CPIO since Jan 2016 Sh. Vineet Verma CPIO since Dec 2008 Sh. Ravinder Nath CPIO since Sep 2008 Sh. Abhishek Vyas CPIO since Oct 2006
		(ii)	Details of third-party audit of voluntary disclosure	Third Party Audit carried out on 21.05.2025
			(a) Dates of audit carried out (b) Report of the audit carried out	
		(iii)	Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD	Not Applicable
			(a) Date of appointment (b) Name & Designation of the officers	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	Not Applicable
			(a) Dates from which constituted (b) Name & Designation of the officers	
		(v)	Committee of PIO/FAAs with rich experience in RTI to identify frequently sought information under RTI	Not Applicable
			(a) Dates from which constituted (b) Name & Designation of the Officers	

6. Information Disclosed on own Initiative

Sr. No.	Item	Details of disclosure	Particulars
6.1	Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information	-	http://chdit.gov.in/

Department of Information Technology
Chandigarh Administration

DIRECTOR
INFORMATION TECHNOLOGY
CHANDIGARH ADMINISTRATION

ANNEXURE -A

Sr. No.	Name of the Post	Powers and duties(in brief)
1	Director	Head of Department exercising all administrative powers. Responsible for execution of all the IT and other projects undertaken by the department of IT. Appointing Authority for recruiting the resources for the department. Responsible for effectively coordinating between various departments of UT, Administration for various functions of IT department.
2	Section Officer	Responsible for various financial matters and acts as Drawing & Disbursing officer.
3	Sr. Assistant	Noting/drafting pertaining to e-Governance/IT projects, Establishment matters, Court Cases, RTI Cases, Grievance Redressal etc.
4	Assistant Programmer & Technician	Responsible for handling technical tasks in the department, imparting Project based Technical Training (i.e. e-Procurement Project) to the employees of various department of Chandigarh Administration. Updation/maintenance of the Portal of Chandigarh Administration, DIT website and e-Jan Sampark Portal.
5	Accountant	Audit Paras, Cash book updation and reconciliation with Treasury/Accountant General. Handling all work related toAccounts i.e. Issuing payments, issuing sanctions, verification of bills etc.
6	Data Entry Operator-cum-Clerk	<ul style="list-style-type: none"> • Data Entry, Typing work • Diary & Dispatch • Stationery & Store/Stock • Maintenance of office files and records • E-mail

ANNEXURE-B

Sr. No.	Designation	Work Assigned
1.	Section Officer	Managing various financial matters and acts as Drawing & Disbursing officer
2.	Senior Assistant	Prepare noting/drafting of establishment matters various e-Governance/IT projects and other matters
3.	Accountant	Assist AC(F&A) in accounts related work; Audit paras
4.	Assistant Programmer	e-Procurement, training to employees & outside users, updations of websites, CPGRAMS, GIGW, updation of e-Samiksha & Pragati, Digital Signature, Assist SM, status tracking of e-Samiksha and Pragati Portal, APAR, e-HRMS
5.	Technician	Assist SM, e-Waste, Setting up of Video Conferencing Units, Provide IT Support to all departments of Chandigarh Administration
6.	Data Entry Operator - 1	Deputed as the personal staff of w/DIT
7.	Data Entry Operator – 2	Assist Accountant in accounts related work
8.	Data Entry Operator- 3	Assist Accountant, Generate Bills, Reconciliation of accounts with AG, TDS Deductions, Follow up returns with CA, Stock Register, Record Keeper of Account files
9.	Data Entry Operator - 4	Assist Senior assistant and Senior Consultant (PM) to maintenance of office files/records/emails/ and other project related work.
10.	Data Entry Operator – 5	Assist Senior assistant and Senior Consultant (PM) to maintenance of office files/records/emails/ and other project related work.
11.	Data Entry Operator – 6	Deputed with _____ of U.T, Secretariat, Reception Chandigarh Administration
12.	Data Entry Operator 7	Deputed in Sampark center

ANNEXURE -C

Sr. No.	Name of the officer/employee	Designation& Email ID	Telephone Number(O)	Mobile Number	Monthly emoluments (in Rs.) Available in official records
1.	Nitish Singhla, PCS	Director (dit-chdut@nic.in)	2740641	---	---
2.	Deepak Sharma	Section Officer (ddodit-chd@chd.nic.in)	2740641	---	---
3.	Reema Kapoor	Senior Assistant (saprojects-dit@govcontractor.in)	2740641	7986896414	As per DC rates
4.	Avinash	Accountant (accountant.dit@chd.nic.in)	2740641	9041595902	As per DC rates
5.	Subhash Chander	Data Entry Operator (subhashgothwal70@gmail.com)	2740641	9317789002	As per DC rates
6.	Ajeet Singh	Assistant Programmer (progdit-chd@nic.in)	2740641	9888736316	As per the Contract
7.	Amar Jeet	Technician (ittekdit.chd@nic.in)	2740641	9855858572	As per DoPT rates (initial pay + DA)
8.	Suman Sharma	Data Entry Operator (deo3dit.chd@nic.in)	2740641	9915716415	As per DoPT rates (initial pay + DA)
9.	Parveen Kumar	Data Entry Operator (deo1-dit@chd.nic.in)	2740641	9468368741	As per DoPT rates (initial pay + DA)
10.	Naneeta Rani	Data Entry Operator	2740641	9876015517	As per DoPT rates (initial pay + DA)
11.	Sumesh Chander	Data Entry Operator (deo2dit.chd@nic.in)	2740641	8146079957	As per DoPT rates (initial pay + DA)
12.	Rajan Khanna	Data Entry Operator (deo1dit-chd@govcontractor.in)	2740641	8054461031	As per DC rates
13.	Shiv Kumar	Data Entry Operator (deo2dit.chd@nic.in)	2740641	9671003038	As per DC rates
14.	Satish Kumar	Security Guard	2740641	---	As per DoPT rates (initial pay + DA)
15.	Gulshan Ali	Peon	2740641	---	As per DoPT rates (initial pay + DA)
16.	Gurvinder Singh	Peon	2740641	---	As per DoPT rates (initial pay + DA)
17.	Bhupinder Singh	Peon	2740641	---	As per DoPT rates (initial pay + DA)
18.	Picha Pillai	Security Guard	2740641	---	As per DoPT rates (initial pay + DA)
19.	Hardeep Singh	Security Guard	2740641	---	As per DoPT rates (initial pay + DA)
20.	Neeta Rani	Sweeper	2740641	---	As per DoPT rates (initial pay + DA)



DEPARTMENT OF INFORMATION TECHNOLOGY

CHANDIGARH ADMINISTRATION

5th Floor, Additional DeLuxe Building, Sector 9-D, Chandigarh -160009
Phone: 0172-2740641, Fax: 0172-2740005

Annexure D

ISO 9001 : 2015 Certified

ORDER

The Administrator, U.T. Chandigarh is pleased to constitute the State Broadband Committee comprising of the following members under the chairmanship of Adviser to the Administrator for effective implementation of National Broadband Mission and proliferation of broadband in the Chandigarh UT:-

1.	Adviser to the Administrator	Chairman
2.	Principal Secretary, Environment & Forests, Chandigarh Administration	Member
3.	Secretary, Information Technology, Chandigarh Administration	Member
4.	Secretary, Urban Planning, Chandigarh Administration	Member
5.	Secretary, Engineering, Chandigarh Administration	Member
6.	Chief Administrator, Chandigarh Administration	Member
7.	Commissioner, Municipal Corporation, Chandigarh	Member
8.	Director, Information Technology, Chandigarh Administration	Member
9.	Sr. DDG, Punjab LSA	Member Convener
10.	Head SeMT/CTO-SPIC, Chandigarh	Member
11.	CGM, Bharat Sanchar Nigam Ltd. (BSNL), Punjab	Special Invitee
12.	CGM, Bharat Broadband Nigam Ltd. (BBNL)	Special Invitee
13.	Representative of Cellular Operations Association of India	Special Invitee
14.	Representative of Tower and Infrastructure Providers Association	Special Invitee

The functions of State Broadband Committee will be as follows:

- To advice, either suo-moto or on a request from the Governing Council or Steering Committee on the matters relating to accomplishment of the objectives of the Mission concerning the State/UT.
- To facilitate implementation of the guidelines issued by the Governing Council or Steering Committee enabling expansion of broadband services for the socio-economic development of the State/UT.
- To address all matters regarding Broadband Readiness Index (BRI)
- Monitoring and evaluation of the work of Mission pertaining to the State/UT.

The Committee shall meet once every quarter and call other Departments of Chandigarh Administration and experts as per requirement.

Chandigarh
the 22 June, 2020

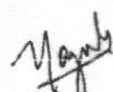
Administrator,
UT, Chandigarh

Endst. No.181/IT/2020/354

Dated: 30/6/20

A copy of above is forwarded to the following for information please:-

- Principal Secretary to Hon'ble Governor, Punjab cum Administrator, UT Chandigarh
- PS/AA for the kind information of the officer please.
- PS/SIT for the kind information of the officer please.
- Sh. Anshu Prakash, Secretary, Department of Telecommunications, Ministry of Communications, Govt. of India for the kind information please.
- All the members of the above said committee.


Director, Information Technology,
Chandigarh Administration



ISO 9001 : 2015 Certified

-511- DEPARTMENT OF INFORMATION TECHNOLOGY, CHANDIGARH ADMINISTRATION

5th Floor, Additional Deluxe Building, Sector 9-D, Chandigarh - 160009
Phone: 0172-2740641, Fax: 0172-2740005

Annexure E

ORDER

HE, the Administrator, U.T. Chandigarh is pleased to constitute the State and District Level Committee comprising of the following members under the chairmanship of Secretary, Information Technology, Chandigarh Administration to steer, monitor and coordinate the jobs undertaken by CSC e-Governance Services India Ltd (CSC-SPV) under BharatNet project:-

1.	Director, Information Technology	Member
2.	Additional Deputy Commissioner, UT Chandigarh- from Chandigarh e-Governance Society (CeGS)	Member
3.	Chief Engineer, MCC	Member
4.	SIO-NIC, UT Chandigarh	Member
5.	BBNL State Head	Member
6.	State Head CSC-SPV	Member Convener
7.	BDPO, MCC	Member
8.	Head SeMT, DoIT	Member
9.	Pr. System Manager, DoIT	Member
10.	Representatives of Departments (Social Welfare, School Education, Health Services, Police etc.) having offices at BBNL locations	Member

The committee would meet every month to review Operations & Maintenance (O&M) and utilization of BharatNet Phase-1 by CSC. The minutes of the meeting and subsequent Action Taken Note (ATN) will be submitted to Administrator, Universal Service Obligation Fund (USOF) every month.

Chandigarh
the 22 Jan, 2020

Administrator,
UT, Chandigarh

Endst. No.220/IT/2020/116-119

Dated: 22/01/2020

A copy of above is forwarded to the following for information please:-

- i. ADC to HE, the Administrator, UT Chandigarh
- ii. PS/AA for the kind information of the officer please.
- iii. PS/SIT for the kind information of the officer please.
- iv. All the members of the above said committee.

NP# 70

Yagub
Director, Information Technology,
Chandigarh Administration

Endst. No.220/IT/2020/120

Dated: 22/01/2020

A copy of above is forwarded to Ms. Anshuli Arya, IAS, Addl. & Secretary & Administrator, Department of Telecommunications, Ministry of Communications, Govt. of India for the information please.

Yagub
Director, Information Technology,



**DEPARTMENT OF INFORMATION TECHNOLOGY
CHANDIGARH ADMINISTRATION**

5th Floor, Additional Deluxe Building, Sector 9-D, Chandigarh -160009
Phone: 0172-2740641, Fax: 0172-2740005

Annexure F

ISO 9001 : 2015 Certified

Order No. 25.....

Dated: 8-5-2020

ORDER

A Local Purchase Committee comprising of DDO, Accountant and Technician is hereby constituted to recommend and certify all purchases procured under Rule 155 of the GFR 2017.

Place: Chandigarh
Dated:

Nazuk
Nazuk Kumar, IAS
Director Information Technology
Chandigarh Administration

Endsl. No./IT/2020/76-77.

Dated: 8-5-2020

A copy of the above is forwarded to the following for information please:

1. Secretary Information Technology, Chandigarh Administration
2. Concerned Official

Nazuk
Nazuk Kumar, IAS
Director Information Technology
Chandigarh Administration

Dr



ISO 9001 : 2015 Certified

DEPARTMENT OF INFORMATION TECHNOLOGY CHANDIGARH ADMINISTRATION

5th Floor, Additional Deluxe Building, Sector 9-D, Chandigarh - 160009
Phone: 0172-2740641, Fax: 0172-2740005

Annexure- G

No.31-B/IT/2022/2152

Dated: 09/02/2022

OFFICE ORDER

The committee of the following officials is hereby re-constituted for the disposal of e-waste lying in the Department of Information Technology, Chandigarh Administration, SPIC Chandigarh and all Sampark centers.

- | | |
|----------------------------------|-----------------------|
| 1. DDO (DoIT & SPIC) | - Chairperson |
| 2. CTO-SPIC | - Member |
| 3. Project Leader Sampark (SPIC) | - Member |
| 4. Technician (DoIT) | - Member |
| 5. Care taker (DoIT) | - Member and Convener |

Purva
9/2/22

Purva Garg, IAS
Director, Information Technology,
Chandigarh Administration

Chandigarh dated
the

Endst. No.31-B/IT/2022/2153-2154

Dated: 09/02/2022

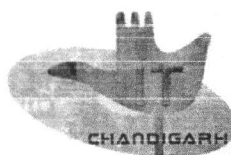
A copy is forwarded for the information and necessary compliance to:-

1. SM, DoIT
2. All members of the committee.

Purva

Director, Information Technology,
Chandigarh Administration

o/c

Annexure- H
**DEPARTMENT OF INFORMATION TECHNOLOGY,
CHANDIGARH ADMINISTRATION**

5th Floor, Additional Deluxe Building, Sector 9-D, Chandigarh -160009
Phone: 0172-2740641, Email Id: dit-chdut@nic.in

**ORDER**

The Administrator, U.T Chandigarh is pleased to constitute the Inter-Departmental Coordination Committee comprising of the following members under the Chairmanship of Adviser to the Administrator for effective implementation of Digital Communication Readiness Index(DCRI) framework in the UT, Chandigarh:-

1.	Adviser to the Administrator	Chairman
2.	Secretary, Information Technology, Chandigarh Administration	Member
3.	Secretary, Engineering Department, Chandigarh Administration	Member
4.	Secretary, Urban Planning Department, Chandigarh Administration	Member
5.	Secretary, Estate, Chandigarh Administration	Member
6.	Commissioner, Municipal Corporation, Chandigarh	Member
7.	Secretary, Health Department, Chandigarh Administration	Member
8.	Secretary, Industries Department, Chandigarh Administration	Member
9.	Secretary, Education Department, Chandigarh Administration	Member
10.	Director, Department of Information Technology, Chandigarh Administration	Member Convener
11.	Additional District Commissioner, Chandigarh Administration	Member
12.	Superintendent of Police, Cyber Crime Investigation cell	Member
13.	Chief Engineer, UT, Chandigarh	Member
14.	Chief Architect, UT, Chandigarh	Member
15.	Sr. DDG, Punjab LSA	Member

Any officer/official/expert can be invited as special invitee with the approval of the Chairman.

The Inter-Departmental Coordination committee shall start preparatory exercise and undertake initiatives to implement Digital Communication Readiness Index (DCRI) framework and recommend policy reforms in UT, Chandigarh. The committee shall meet quarterly to review the progress on the implementation of DCRI framework.

**Chandigarh,
Dated:**

**Administrator,
U.T., Chandigarh**

Endst. No.181-A/IT/2023/ 2583- 2587

Dated: 17/3/23

A copy of above is forwarded to the following for information please.-

- Principal Secretary to Hon'ble Governor, Punjab cum Administrator, UT Chandigarh.
- PS/AA for the kind information of the officer please.
- PS/Secretary, Department of Telecommunication, Ministry of Communication, Govt. of India for kind information please.
- PS/SIT for the kind information of the officer please.
- All the members of the above said committee.

[Signature]

**Director, Information Technology,
Chandigarh Administration**

Annexure-I

**DEPARTMENT OF INFORMATION TECHNOLOGY,
CHANDIGARH ADMINISTRATION**

5th Floor, Additional Deluxe Building, Sector 9-D, Chandigarh -160009
Phone: 0172-2740641, Fax: 0172-2740005

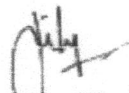
No. 45/IT/2024/94
D

Dated: 10.04.2024

OFFICE ORDER

For an effective implementation of Transgender Persons (Protection of Right) Act, 2019 and Transgender Persons (Protection of Right) Rule, 2020, the Internal Complaints Committee consists of following members, is hereby constituted in the O/o Director Information Technology, Chandigarh Administration and Society for Promotion of IT in Chandigarh (SPIC) :-

Sr. No.	Name & Designation of Complaint Officer	Name of Department
1.	Mr. Deepak Sharma, Section Officer	DoIT
2.	Mr. Sandeep, Human Resource	SPIC

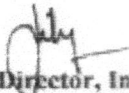

Sunjet Sihag, HCS
 Director, Information Technology,
 Chandigarh Administration

Endst. No. 45/IT/2024/95-98
D

Dated: 10.04.2024

A copy is forwarded to the following for information please :-

1. PS/SIT for the kind information of the officer please.
2. Deputy Commissioner-cum-District Officer, UT, Chandigarh.
3. Superintendent (Trans, Cell), Director Social Welfare, Women and Child Development, UT, Chandigarh.
4. All Members of the Committee.


 Director, Information Technology,
 Chandigarh Administration