

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	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	Hospitality Department, UT Administration Chandigarh & www.chandigarh.gov.in
		(ii) Head of the organization	Director Hospitality, Chandigarh
		(iii) Vision, Mission and Key objectives	To provide boarding and lodging and protocol services to VVIPs, Dignitaries and High Ranking officers of Judiciary & GOI.
		(iv) Function and duties	
		(v) Organization Chart	Enclosed as Annexure-I
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)	i) Secretary Hospitality, Chandigarh holds the power of Administrative Secretary ii) Director hold the powers of HOD iii) Assistant Director holds the powers of Head of the office
		(ii) Power and duties of other employees	It is assigned to all employee concerns as per office order issued from time to time.
		(iii) Rules/ orders under which powers and duty are derived and	Punjab Civil Service Rules and Instruction of issued by Chandigarh Administration from time to time
		(iv) Exercised	As per office order issued from time to time
		(v) Work allocation	Duties and Responsibilities are assigned to all the employees as per their rank from time to time by the HOD
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i)Process of decision making. Identify key decision making points	As per the instructions of Chandigarh Administration and Notified Recruitments Rules
		(ii) Final decision making authority	Secretary Hospitality
		(iii) Related provisions, acts, rules etc.	As per Recruitment Rules and Guideline issued by Chandigarh Administration
		(iv) Time limit for taking a decisions, if any	As prescribed in Rules.

		(v) Channel of supervision and accountability	Annexure – I
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Boarding and lodging and protocol Services
		(ii) Norms/ standards for functions/ service delivery	UT Guest House being the State Guest House, Department Caters best service to the Guest during their stay at UT Guest House.
		(iii) Process by which these services can be accessed	Every visit is supervised by Head of Office of said wing to ensure the proper functioning/ servicing being given to guest.
		(iv) Time-limit for achieving the targets	N.A.
		(v) Process of redress of grievances	All the Section Head personally take care of Guest staying in U.T. Guest House.
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.	Instruction rules issued by Head of Department and Administration regarding booking of rooms and services are followed.
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	Inter Departmental transfer Policy of Chandigarh administration is applicable in respect of regular employees of this department except technical posts.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Files/documents are related to concerned officials are kept by them individually (Sr. Assistants) as there is no post of Record Keeper.
		(ii) Custodian of documents/categories	
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	-NA-
		(ii) Composition	-NA-
		(iii) Dates from which constituted	-NA-
		(iv) Term/ Tenure	-NA-
		(v) Powers and functions	-NA-
		(vi) Whether their meetings are open to the public?	-NA-
		(vii) Whether the minutes of the meetings are open to the public?	-NA-
		(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	Annexure – II
		(ii) Telephone , fax and email ID	
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	Enclosed Salary of staff. Annexure – III
		(ii) System of compensation as provided in its regulations	-NA-

1.10	Name, designation and other particulars of public information officers [Section 4(1)(b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority.	Sh. Paviter Singh, PCS, First Appellate Authority Sh. Sanjay Daniel Banerjee, CPIO – 0172-2740978 Ext. 412 Smt. Neelam Gupta, DPIO- 0172-2740978 Ext. 414
		(ii) Address, telephone numbers and email ID of each designated official.	UT State Guest House, Sector 6, Chandigarh, 0172-2740964 utstateguesthouse1@gmail.com
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been	NIL
		(i) Pending for Minor penalty or major penalty proceedings.	
1.12	Programmes to advance understanding of RTI (Section 26)	(ii) Finalized for Minor penalty or major penalty proceedings	NIL
		(i) Educational programmes	It is done as per the departmental directions.
		(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

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-IV
		(ii) Budget for each agency and plan & programmes	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours during 2024-2025	(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.	Nil
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	NA
		(ii) Objective of the programme	NA
		(iii) Procedure to avail benefits	NA
		(iv) Duration of the programme/ scheme	NA
		(v) Physical and financial targets of the programme	NA
		(vi) Nature/ scale of subsidy /amount allotted	NA
		(vii) Eligibility criteria for grant of subsidy	NA
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	NA
2.4	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	NA
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	NA
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	NA
		(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	NA
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.	Under Process

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	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	NA

	public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)]	(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	NA
		Public- private partnerships (PPP)	NA
		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	NA
		(iii) Concession agreements.	NA
		(iv) Operation and maintenance manuals	NA
		(v) Other documents generated as part of the implementation of the PPP	NA
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	NA
		(vii) Information relating to outputs and outcomes	NA
		(viii) The process of the selection of the Private sector party (concessionaire etc.)	NA
		(ix) All payment made under the PPP project	NA
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	NA
		(ii) Outline the Public consultation process	NA
		(iii) Outline the arrangement for consultation before formulation of policy.	NA
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)	Chandigarh.gov.in
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	NA
		(ii) Printed format	NA
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	NA
		(ii) At a reasonable cost of the medium	NA

4. E. Governance

S .No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available	(i) English	NA
		(ii) Vernacular/ Local Language	NA

4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	NA
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 information related to Hospitality Department is available on Website www.Chandigarh.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)	Hospitality Department, U.T. State Guest House, Sector-6 Chandigarh All information related to services offered by Hospitality Department, U.T. Administration, Chandigarh. 9:30 A.M. to 5:30 P.M. except Gazette Holidays and Saturday & Sunday Sh. Sanjay Daniel Banerjee, CPIO Ph-0172-2740964 utstateguesthouse1@gmail.com
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)	Through CPGRAM Portal. 32 Number of RTI applications were received and disposed of during the Financial year 2024-2025. NIL NIL NIL NIL NA
		(viii) Any other information such as a) Citizen's Charter	NA
		c) Six monthly reports loaded on the website or not	NA
		d) Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed (ii) Details of appeals received and orders issued	32 number of RTI applications were received and disposed of. 4 number of RTI Appeals were received and disposed of.
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	All the information supplied to applicant within stipulated time.

--	--	--	--

5. Information as may be prescribed

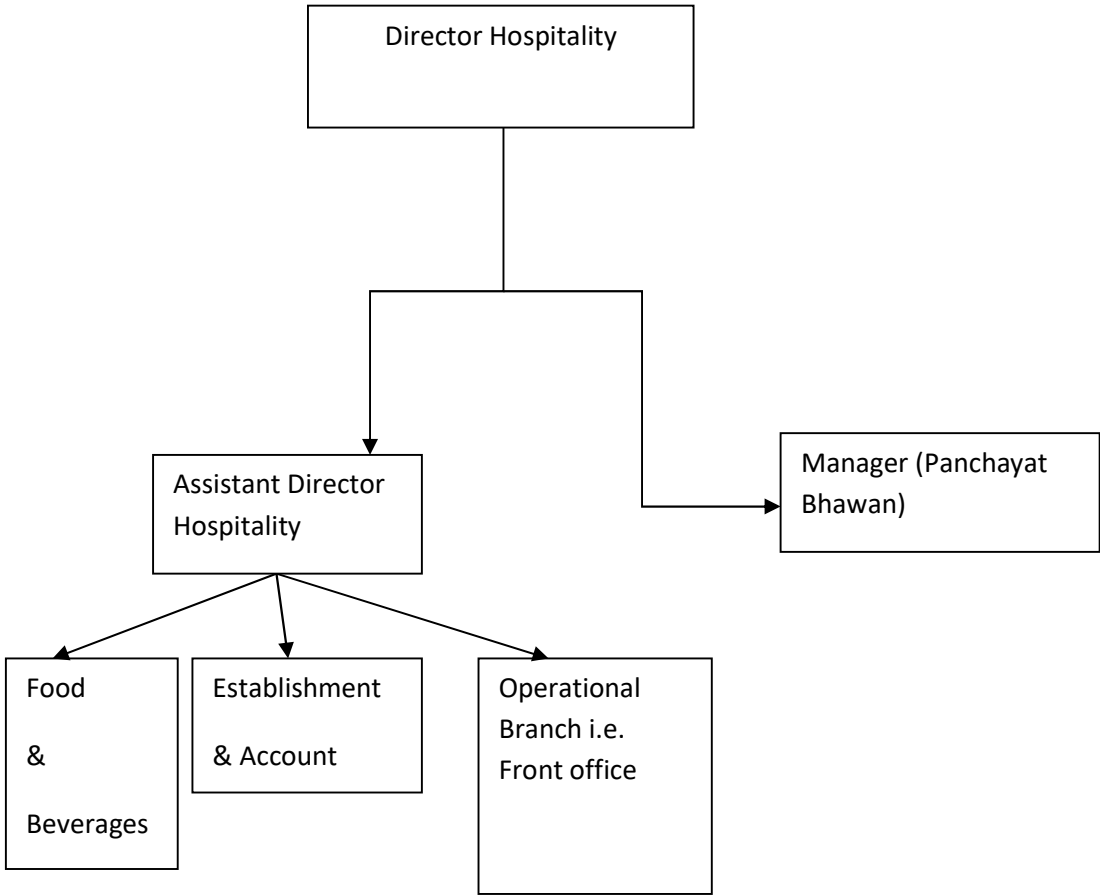
S. No.	Item	Details of disclosure		Particulars
5.1	Such other information as may be prescribed	(i)	Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	Sh. Paviter Singh, PCS, FAA Sh. Sanjay Daniel Banerjee, CPIO From 1.1.2015: Data available in the office record.
		(ii)	Details of third party audit of voluntary disclosure	Third party audit has been carried out on 07/05/2025.
			(a) Dates of audit carried out (b) Report of the audit carried out	
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	Assistant Director Hospitality
			(a) Date of appointment (b) Name & Designation of the officers	2006 As above
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	NA
			(a) Dates from which constituted (b) Name & Designation of the officers	
		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	NIL
			(a) Dates from which constituted (b) Name & Designation of the Officers	

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Particulars
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		www.Chandigarh.gov.in

Annexure: - I

1.1 (v) ORGANIZATION CHART



Annexure:-II

1.8 LIST OF CITCO EMPLOYEES WORKING IN HOSPITALITY DEPARTMENT:

SR. NO.	NAME OF THE EMPLOYEE	DESIGNATION	CONTACT NUMBER
1.	Sh. Daniel Banerjee	Assistant Director Hospitality (Senior Manager)	9815525656
2.	Sh. Anil Goyal	Senior Accountant	9501028347
3.	Sh. Amardeep	Senior Assistant	9876193108
4.	Sh. Mohit Gopal	Guest Relationship Executive (Captain)	9501005144
5.	Sh. Ajay Tandon	Senior Captain	9872866649
6.	Sh. Rajinder Kumar	Bill Clerk	9855389729
7.	Sh. Shambhu Prasad	Com. III	9815546314
8.	Sh. Parkash Singh	Com. III	7710511914
9.	Sh. Sikander Singh	Desk Controller	9872478567
10.	Sh. Satish Batra	AC Mechanic	9876670337

LIST OF REGULAR EMPLOYEES OF HOSPITALITY DEPARTMENT

SR. NO.	NAME OF THE EMPLOYEE	DESIGNATION	CONTACT NUMBER
01	Smt. Sunita Devi	Senior Assistant	9914232345
02	Sh. Rakesh Kumar	Senior Assistant-cum-Protocol Officer	9417473863
03.	Sh. Arun Kumar	Senior Assistant	9988010614
04.	Sh. Sanjiv Walia	Junior Assistant	9878206351
05	Sh. Shivam Kaushal	Clerk	9988888943
06.	Smt. Himani Basatiya	Clerk	9416523071
07.	Sh. Vinod Kataria	Clerk	8950104544
08.	Sh. Kuldeep Parsad	Steno-Typist	9791468855
09.	Sh. Amit Sharma	Telephone Operator	9855619752
10.	Smt. Neelam Gupta	Telephone Operator	9878340221
11.	Sh. Gurdev Chand	Head Cook	9814060721
12.	Sh. Rajpal Singh	Driver	9417449991
13.	Sh. Jetender Sharma	Driver	9988987788
14.	Sh. Lakshman Singh	Peon	8847021705
15.	Sh. Sunil Kumar	Masalchi	8968524718
16.	Sh. Roshan Lal	Waiter	9872609221
17.	Sh. Bal Krishan	Chowkidar	9814031027

LIST OF TEMPORARY STATUS CONFERRED EMPLOYEES OF HOSPITALITY DEPARTMENT

SR.NO	NAME OF THE EMPLOYEE	DESIGNATION	CONTACT NUMBER
01.	Sh. Roshal Lal Chandel	Masalchi	9914489287
02.	Sh. Daya Chand	Sweeper	9041061907
03.	Sh. Nankau	Washerman	9478961374

LIST OF DAILY WAGE/ CONTRACT EMPLOYEES OF HOSPITALITY DEPARTMENT

SR.NO	NAME OF THE EMPLOYEE	DESIGNATION	CONTACT NUMBER
01.	Sh. Anil Kumar	Utility Worker	9569568769
02.	Sh. Ranjit	Sweeper	9878478892

LIST OF CONTRACTUAL EMPLOYEES OF HOSPITALITY DEPARTMENT

SR.NO	NAME OF THE EMPLOYEE	DESIGNATION	CONTACT NUMBER
01.	Sh. Rajinder Kumar Sharma	Consultant	8527540718

Email Id: utstateguesthouse1@gmail.com

Annexure –III

1.9 (I) List of Regular Employees of Hospitality Department with gross monthly remuneration:

ePay1.0

Net Salaries After All Deductions Details

Page 1

Name of the Office : Director Hospitality Office(00057)

Bill No : 202501001

For the Month of : January/2025

Sr.#	Emp. Code	Name	Designation	Dept_id	BasicPay	Allowances	Gross	Deductions	Sub-Net	NG Rec	O.Gpf	O.Gis	NetSalary
1	1991010135V	Gurdev Chand	Head Cook		64700	50985	115685	53030	62655	.00	0	0	62655
2	1998010034I	Sunita Devi	senior Assistant		58600	46532	105132	38030	67102	.00	0	0	67102
3	1998010040T	RajPal Singh	Driver		54200	32480	86680	31291	55389	.00	0	0	55389
4	1999010029N	Rakesh Kumar :	Sr Asst cum Probation Officer		49000	29724	78724	32291	46433	.00	0	0	46433
5	2000010026A	Jelender Sharma	Driver		51100	30837	81937	28983	52954	.00	0	0	52954
6	2006010010D	Arun Kumar	senior Assistant		55900	33911	90811	14464	76347	.00	0	0	76347
7	2006010011A	Sanjiv Walla	Clerk		52600	34386	86986	20306	66680	.00	0	0	66680
8	2006010012X	Amit Sharma	Telephone Operator		40600	28026	68626	20970	47656	.00	0	0	47656
9	2006010013U	Sunil Kumar	messachi		32400	20926	53326	5125	48201	.00	0	0	48201
10	2008010030N	Neelam Gupta	Telephone Operator		39400	24636	64036	15786	48250	.00	0	0	48250
11	2010010066R	Lakshman Singh	peon		28000	18594	46594	4452	42142	.00	0	0	42142
12	2014010945J	Roshan Lal	Water		39900	24901	64801	13168	51633	.00	0	0	51633
13	2015010625Z	Shivam Kaushal	Clerk		45700	37115	82815	11522	71293	.00	0	0	71293
14	2021010236U	Himani Basaliya	Clerk		21700	13878	35578	3581	31997	.00	0	0	31997
15	2021010919Q	Vinod Kalaria	Clerk		21700	18218	39918	3350	36568	.00	0	0	36568
16	2022010062K	Kuldeep Paisad	Steno-Typist		23800	21128	44928	3671	41257	.00	0	0	41257
					1146577	846557	0		846557				846557

Drawing and Disbursing Officer,
Hospitality Department,
C.A. Indragan Administration

(II) List of Regular common cadre employees working in Hospitality Department with gross monthly remuneration:

SALARY OF TEMPORARY STATUS CONFERRED EMPLOYEES OF HOSPITALITY DEPARTMENT, U.T., CHANDIGARH.

Sr. No.	Section of establishment and name of incumbent	Pay	DA @ 53%	CCA	HRA	Total of Section (A to F)	License Fee deduction	Income Tax Deduction	Total Deduction	Net amount payable
	A	B	C	D	E	F	G	H	I	J
1	Sh. Daya Chand, Sweeper	36500	19345	240	5840	61925	0	0	0	61925
2	Sh. Bal Kishan, R.A.	36500	19345	240	5840	61925	0	0	0	61925
3	Sh. Nankau, Washerman	36500	19345	240	5840	61925	0	0	0	61925
4	Sh. Roshan Lal Chandel, Masalchi	36500	19345	240	0	56085	153	0	153	55932
	GRAND TOTAL	146000	77380	960	17520	241860	153	0	153	241707

SALARY OF THE EMPLOYEES ON CONTRACT BASIS/DAILY WAGES BASIS OF HOSPITALITY DEPARTMENT, U.T., CHANDIGARH.

Person engaged on Contract wages:					
Sr. No.	Name of Employee	Designation	Basis Pay	D.A. @53	Total Amount
1.	Sh. Ranjeet	Sweeper	18,000.00	9540.00	27540.00
Person engaged on Contract wages:					
Sr. No.	Name of Employee	Designation	Basis Pay	D.A. @53	Total Amount
2.	Sh. Anil	Utility Worker	18,000.00	9540.00	27540.00
Grand Total (in Rs.)					55080.00

ANNEXURE-IV

2.1

BUDGET VS EXPENDITURE FROM 01.04.2024 TO 31.03.2025

PAO DDO wise Budget vs. Expenditure			
01 APRIL 2024 TO 31 MARCH 2025			
BUDGET HEAD	BUDGET GRANTED	BUDGET USED	BUDGET AVAILABLE
2070001150200015	8,486,000.00	8,474,524.00	11,476.00
2070001150200025	67,201,000.00	67,200,368.00	632.00
2070001150200055	125,000.00	124,344.00	656.00
2070001150200065	579,000.00	578,929.00	71.00
2070001150200075	6,835,000.00	6,822,755.00	12,245.00
2070001150200085	0.00	0.00	0.00
2070001150200115	2,000.00	1,892.00	108.00
2070001150200135	9,800,000.00	9,794,798.00	5,202.00
2070001150200195	100,000.00	94,640.00	5,360.00
2070001150200215	20,075,000.00	20,072,756.00	2,244.00
2070001150200245	800,000.00	787,445.00	12,555.00
2070001150200285	200,000.00	200,000.00	0.00
2070001150200295	350,000.00	350,000.00	0.00
2070001150200495	20,000,000.00	19,999,934.00	66.00

Major heads of Expenditure includes Salary, Wages, Medical Treatment, Allowances, Leave Travel Concession etc.