

1. ORGANIZATION AND FUNCTION`

Sr. 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	(i) Regional Employment Exchange, UT, Chandigarh Website http://reeut.chd.gov.in
		(ii) Head of the organization	(ii) Regional Employment Officer
		(iii) Vision, Mission and Key objectives	(iii) The Regional Employment Exchange is situated near Bridge Market, Sector 17-C, Chandigarh. It caters to the needs of the employers and applicants residing in the jurisdiction of U.T. Chandigarh. The main functions of this Exchange are :- <ul style="list-style-type: none"> • To register applicants and sponsor them against notified vacancies; • To provide vocational guidance and employment counselling to the job seekers; • To collect information from the establishments in the organized sector under the Employment Market Information Program of National Employment Service.
		(iv) Function and duties	(a) Registration and submission of the candidates to the employers against notified vacancies. (b) Collection of Employment Market Information. (c)Dissemination of Vocational Guidance information to students and Candidates/ registrants at Regional Employment Exchange. (d) Registration and placement of Physically Handicapped candidates. (e) Implementation of Probation of Offenders Act. (f) Registration and dissemination of Vocational Guidance information to P&E applicants at University Employment Information & Guidance Bureau at Panjab University, Chandigarh. (g) Candidates are registered on National Career Service Portal launched by Govt. of India.
		(v) Organization chart	<ul style="list-style-type: none"> • Secretary Employment – • Joint Secretary Employment • Regional Employment Officer • Sub-Regional Employment Officer – 2 (1.University Employment Information & Guidance Bureau Panjab University, Chandigarh. 2. Special Employment Exchange for Physical Handicapped) • Employment Officers - 2 (1. Vacancy Section, 2. Vocational Guidance)(Annexure A)

1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Power and duties of officers (administrative, financial and judicial)	<p>01.04.2024 to 31.3.2025</p> <p>Sh. Nitish Singla, PCS, Regional Employment Officer -</p> <ul style="list-style-type: none"> Overall responsibilities as Head of the Department (HOD) of Regional Employment Exchange & University Employment Information & Guidance Bureau (UEIGB). Overall responsibilities of District Probation Officer. <p>Sh. Arun Kumar, Section Officer/Drawing & Disbursing Officer (12.09.2024 to till date:-</p> <ul style="list-style-type: none"> Drawing & Disbursing Officer Work relating to Establishment Section, EMI Section, Vocational Guidance Section, Vacancy Section, Registration Section, Physically Handicapped Section, Compassionate Section, NCS Portal at Regional Employment Exchange and UEIGB Nodal Officer (Grievances), CPGRAMS & Annual Property Return, Recruitment Rules, Complaint officer for welfare of Transgender person Any other work allotted by REO from time to time.
		(ii) Power and duties of other employees	At Annexure 'B'
		(iii) Rules/orders under which powers and duty are derives and	As per the feasibility of the employees
		(iv) Exercised	At Annexure 'B'
		(v) Work allocation	At 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	At Annexure 'C'
		(iii) Related provisions, acts, rules etc.	
		(iv) Time limit for taking a decision, if any	
		(v) Channel of supervision and accountability	
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/services offered	At Annexure 'D'
		(ii) Norms/standards for functions/service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time limit for achieving the targets	
		(v) Process of redress of grievances	

1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	<ul style="list-style-type: none"> (i) Title and nature of the record/manual/instruction. (ii) List of Rules, regulations, instructions, manuals and records (iii) Acts/Rules manuals etc. (iv) Transfer policy and transfer orders 	At Annexure 'E'
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	<ul style="list-style-type: none"> (i) Categories of documents (ii) Custodian of documents/categories 	At Annexure 'F'
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	<ul style="list-style-type: none"> (i) Name of Boards, council, committee etc. (ii) Composition (iii) Dates from which constituted (iv) Term/tenure (v) Powers and functions (vi) Whether their meeting are open to the public? (vii) Place where the minutes if open to the public are available? 	Nil
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	<ul style="list-style-type: none"> (i) Name and designation (ii) Telephone, fax and email ID 	At Annexure 'G'

1.9	Monthly remuneration received by officers & employees including system of compensation [Section 4(1)(b)(x)]	(i) List of employees with Gross monthly remuneration.	Annexure I -
		(ii) System of compensation as provided in its regulations	
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) and Appellate Authority	At Annexure 'H'
		(ii) Address, telephone numbers and email ID of each designated official	
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 proceeding (ii) Finalised for Minor Penalty or Major penalty proceedings	Nil
1.12	Programs to advance understanding of RTI (Section 26)	(i) Education programrs	Nil
		(ii) Efforts to encourage public authority to participate in these programs	
		(iii) Training of CPIO/APIO	Nil
		(iv) Update & public guidelines on RTI by the Public Authorities concerned	Yes

2 . Budget and Program			
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	At Annexure “ J” (upto 31.3.2025)
		(ii)Budget for each agency and plan & programs	
		(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 2019-20	(i)Budget	Nil
		(ii)Foreign and documents 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	Nil

		which such procurement or works contract is to be executed.	
2.3	Manner of execution of subsidy program [Section 4(i)(b)(xii)]	(i) Name of program of activity	No budget is allocated under any subsidy programme to this department
		(ii) Objective of the program	
		(iii) Procedure to avail benefits	
		(iv) Duration of the program/scheme	
		(v) Physical and financial targets of the program	
		(vi) Nature/scale of subsidy/amount allotted	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details beneficiaries of subsidy program (number, profile etc)	
2.4	Discretionary and non-discretionary grants	(i) Discretionary and non-discretionary grants/ allocations to State Govt./NGOs/other institutions	No discretionary and non-discretionary budget is allocated to this department.
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1)(b)(xiii)]	(i) Concessions, permits or authorization granted by public authority	No concessions, permits of authorizations are allocated to this department
		(ii) For each concessions, permit or authorization granted <ul style="list-style-type: none"> 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	
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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.	No CAG& PAC Paras are stand in this department
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 there of [Section 4(1)(b)(viii)]	Arrangement for consultation with or representation by the members of the public (i) Relevant Act, Rules Forms and other documents which are normally accessed by citizens	Nil
		(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	
		Public-private partnership (PPP)	Nil
		(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			

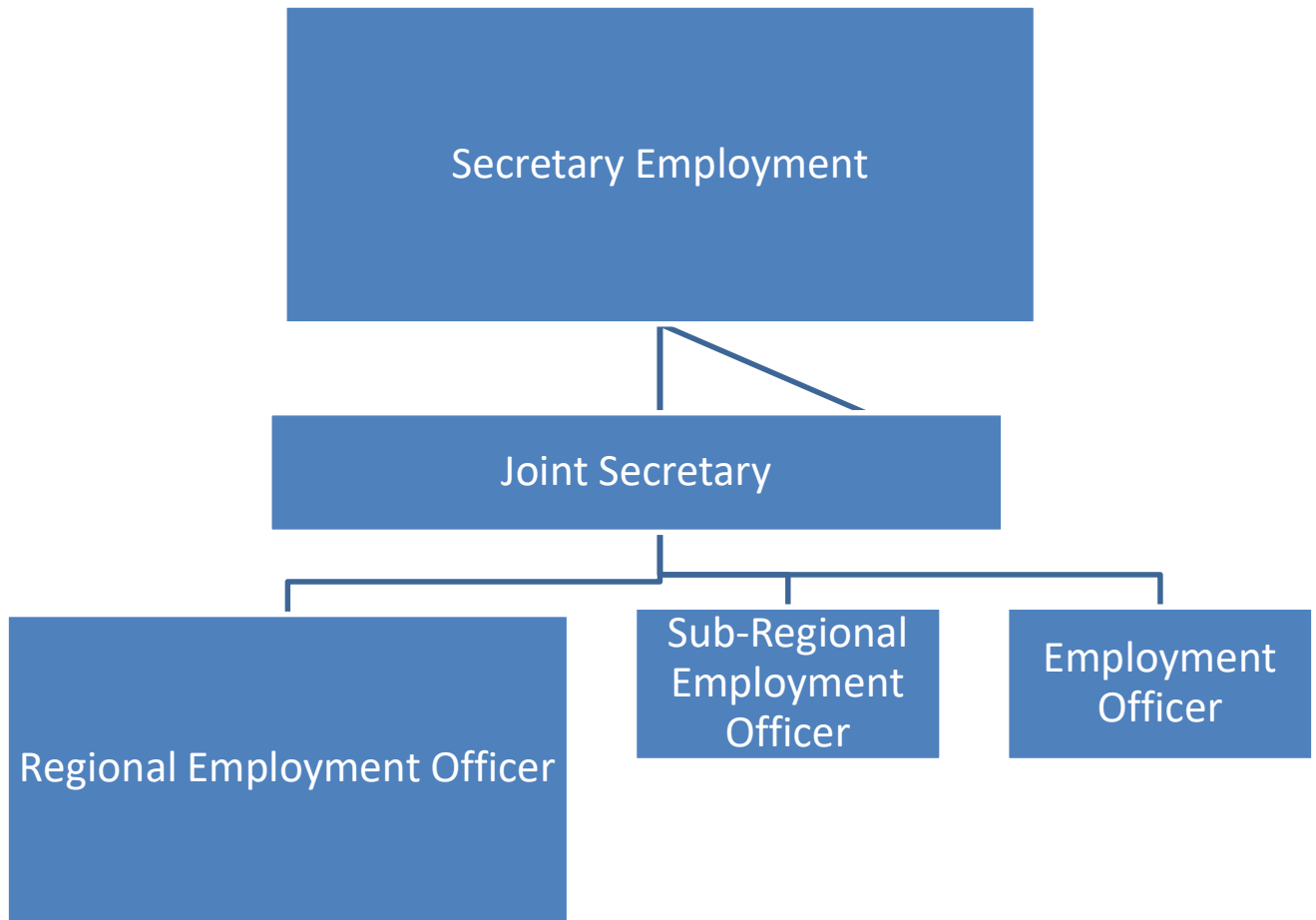
		(vii)Information relating to outputs and outcomes	
		(viii)The process of the selection of the private sector party (concessionaire etc.)	Nil
		(ix)All payments made under the PPP project	
3.2	Are the details of the policies/decisions, which affect public, informed to them [Section 4(1)(c)]	Publish all 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	Nil
		(ii)Outline the Public consultation process	Nil
		(iii)Outline the arrangement for consultation before formulation of policy.	Nil
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)	The departmental information is available on website of the Chandigarh Administration i.e. chandigarh.gov.in reeut.chd.gov.in
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format.	Nil
		(ii) Printed format	Nil
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i)Free of cost	Nil
		(ii)At a reasonable cost of the medium	Nil

4. E.Governance			
S.No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available	(i)English	Nil
		(ii)Vernacular/Local Language	Nil
4.2	When was the information Manual/Handbook last update	Last date of Annual Updation	Nil
4.3	Information available in election from [Section 4(1)(b)(xiv)]	(i)Details of information available in electronic form	The departmental information is available on website of the Chandigarh Administration Chandigarh.gov.in
		(ii)Name/title of the documents/record/other information	
		(iii)Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i)Name & location of the facilities	Regional Employment Exchange, Department of Employment, Sector 17-C, Chandigarh
		(ii)Details of information made available	Employment
		(iii)Working hours of the facility	9.30 AM to 5.30 AM
		(iv)Contact person & contact details (Phone,fax email)	0172-2702111
4.5	Such other information as may be prescribed under section 4(1)(b)(xvii)	(i)Grievance redressal mechanism	Both online/off line(CPGRAM)
		(ii)Details of application received under RTI and information provided	11 application received and disposed during FY 2024-25
		(iii)List of completed schemes/projects/Programs	Nil

		(iv)List of schemes/projects/program underway	Nil
		(v)Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Nil
		(vi)Annual Report	Nil
		(vii)Frequently Asked Question (FAQs)	Nil
		(viii)Any other information such as a) Citizen's Charter	Nil
		c)Six monthly reports loaded on the website or not	Nil
		d)Performance against the benchmarks set in the Citizen's Charter	Nil
4.6	Receipt & Disposal of RTI application & appeals	(i)Details of application received and disposed	11 application received and disposed during the financial year 2024-25.
		(ii)Details of appeals received and order issued	0 appeal disposed off during the financial year 2024-25.
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of question asked and replies given	08 (Question 08 Reply .

5. Information as may be prescribed			
S.No.	Item	Details of disclosure	Particulars
1	Such other information as may be prescribed	(i) Name & details of (a) Current CPIOs & First Appellant Authority (FAAs) Earlier CPIO & First Appellant Authority (FAAs) from 1.1.2015	<ul style="list-style-type: none"> i. Sh. Nitish Singla, PCS, Regional Employment Officer-First Appellate Authority (w.e.f. 06.06.2022 to till date) Current Appellate Authority(Current Appellate Authority) ii. Sh. Praveen Kumar, Sub-Regional Employment Officer(PH)-First Appellate Authority(w.e.f. 11.7.2018 to 02.03.2022) i) Sh. Kamal Kishor, Statistical Assistant, Central Public Information Officer(w.e.f. 19.10.2020 to till date)(Current CPIO) ii) Sh. R.P Saini, Sub-Regional Employment Officer-First Appellate Authority(w.e.f. 16.3.2017 to 23.5.2017) iii) Mrs. Meenakshi Goyal, Sub Regional Employment Officer(UEIGB)-First Appeal Authority(w.e.f.1.12.2017 to 10.7.2018) iv) Sh. Kamal Kishor, Statistical Assistant, Central Public Information Officer(w.e.f. 1.12.2017 to 10.7.2018) v) Sh. Sandeep Kumar, Employment Officer(General)-Central Public Information Officer (w.e.f.11.7.2018 to 18.10.2020)
		(ii) Details of third party audit of voluntary disclosure	Yes , carried out on 29.05.2025 by MGSIPA, Sector 26, Chandigarh
		(a) Dates of audit carried out (b) Report of the audit carried out	

		(iii) Appointment of Nodal Officers not below the rank of Joint Director/Additional Director	NA
		(a) Date of appointment (b) Name and Designation of the officers	
		(iv) Consultancy committee of key stake holders for active 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	NA
		(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		The departmental information is available on website of the Chandigarh Administration i.e. chandigarh.gov.in reeut.chd.gov.in



Point no. 1.2 (ii)

Annexure 'B'

Sr. No.	Designation	Powers and Duties (In Brief), Exercised, Work Allocation
1.	Statistical Assistant	All work relating to Employment Market Information and interpretation of data, Central Public Information Officer (CPIO) and Nodal Officer (RTI), Supervision of work related to Registration and Renewal, Nodal Officer (Court Cases), Nodal Officer (Vigilance), Nodal Officer (APAR), Nodal Officer (PM Gati Shakti)
2.	Senor. Assistant	Establishment Section and Court Cases
3.	Junior Assistant	Physically Handicapped Section and assist Sh. Kamal Kishor, Statistical Assistant in EMI Section
4.	Junior Assistant	Accounts Section
5.	Junior Assistant	Vacancy Section and Vocational Guidance (VG) Section
6.	Junior Assistant	On deputation as Sr. Asstt. in the Department of Animal Husbandry, Sector 22, Chandigarh
7.	Steno-typist	Attached with Regional Employment Officer/FAA, DA/Compassionate Section
8.	Junior Assistant	University Employment Information & Guidance Bureau (UEIGB)
9.	Junior Assistant	Care taker, GeM portal and registration on NCS portal
10.	Junior Assistant	Presently working in GMSH-16 (under Interdepartmental policy)
11.	Clerk	Presently working in UT Secretariat (under Interdepartmental policy)
12.	Steno-typist	Presently working in CTU department (under Interdepartmental policy)
13.	Steno-typist	Presently deputed in the O/o Secretary Health, Chandigarh Administration
14.	Clerk	Registration, Enquiry, Renewal and Lapsing alongwith entry in the concerned registers.
15.	,Clerk	Establishment Section
16.	Clerk	On deputation as Sr. Asstt. in Chandigarh Sports Council, Sector 42, Chandigarh
17.	Clerk	RTI Section and deputed for data feeding of Live Register (LR). She will also assist Sh. Sunil Kumar, Clerk for conducting Rozgar Mela and assign the work of General Section
18.	Clerk (under Common Cadre)	Departmental Website, Software development & other IT related work. He is also deputed for conducting Rozgar Mela.
19.	Driver	Driving official vehicle/RA duties
20.	Driver	Deputed with Joint Secretary Employment-cum-Regional Employment Officer
21.	Daftri	Diary & Dispatch Section
22.	Peon	Local Dak distribution
23.	Peon	He will maintain the record of Establishment Section in proper way till further orders
24.	Peon	University Employment Information & Guidance Bureau (UEIGB)
25.	Peon	Regional Employment Exchange
On outsourcing		
26.	Peon	Attached with REO
27.	Peon	Regional Employment Exchange
28.	Peon	Regional Employment Exchange
29.	,Chowkidar	Watch and guard of office premises of Regional Employment Exchange
30.	, Sweeper	To clean office premises of Regional Employment Exchange

Point no. 1.3

Annexure 'C'

(The procedure/process followed in the decision making process, including final decision making authority, related provisions, acts, rules, etc., time limit for taking a decision and channel of supervision and accountability)

REGIONAL EMPLOYMENT EXCHANGE, UT, CHANDIGARH.

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 decision making authority	Level at which decision is made (Name of the post)	Related provisions, acts, rules etc.	Time limit for taking a decision, if any	Final decision making authority
1.	Vacancy work including Physically Handicapped	Jr. Asstt./ Clerk	-	Employment Officer (Vacancy)	National Employment Service Manual (NESM)	Immediate	Secretary Employment/ Head of the Department
2.	Employment Market Information	Statistical Assistant	Employment Officer	Regional Employment Officer	Compulsory Notification of Vacancies Act, 1959	Information collected quarterly	
3.	Establishment	Sr. Asstt./ Jr. Asstt./ Clerk	Employment Officer	Regional Employment Officer	Punjab Civil Services Rules	Immediate	
4.	Vocational Guidance	Jr. Asstt /Clerk	Employment Officer	Regional Employment Officer	National Employment Service Manual (NESM)	Information provided to the candidates immediately as per their requirement	
5.	Accounts	Jr. Asstt/ Clerk	DDO/Employment Officer	Regional Employment Officer	Punjab Civil Services Rules	Maximum seven days	
6.	Physically Handicapped (Cell)	Jr. Asstt./Clerk	Sub-Regional Employment Officer(PH-Cell)	Regional Employment Officer	The Right of Persons with Disability Act	Immediate	
7.	Registration	Jr. Asstt./Clerk	-	Employment Officer (Registration)	National Employment Service Manual (NESM)	On the spot	
8.	Renewal	Clerk/Jr. Asstt	-	Employment Officer	National Employment Service Manual (NESM)	On the spot	
9.	RTI	Jr. Asstt /Clerk	Central Public Information Officer (CPIO)	Central Public Information Officer	RTI Act	Immediate	
10.	Compassionate Appointment	Steno	Sub-Regional Employment Officer	Regional Employment Officer	Compassionate Rules/Instructions	Immediate	
11.	Court Cases	Sr. Asstt.	Nodal Officer	Regional Employment Officer		On priority	
12.	Probation of Offenders Act	Steno-typist	-	Regional Employment Officer	The Probation of Offenders Rules, 1962	Immediate	
13.	Diary/ Dispatch	Daftri	Jr. Asstt.	Employment Officer		Immediate	

** Work of Employment Officer (General) & Sub-Regional Employment Officer (PH) is being looked after by the Head of Office w.e.f May 2022, post having been fallen vacant on 19.10.2020 & 02.03.2022 respectively.*

Point no. 1.4

Annexure 'D'

(The norms set by the department for the discharge of its functions)

REGIONAL EMPLOYMENT EXCHANGE, UT, CHANDIGARH.

Sr. No.	Nature of functions/services offered	Norms/standards for functions/service delivery	Time limit for achieving the targets	Process by which these services can be accessed	Process of redress of grievances
1.	Vacancy work	The department functions under the guidelines of National Employment Service Manual (NESM)	Action is initiated immediately. Action on local vacancies is completed within fifteen days and time for vacancies to be dealt by the Central Employment Exchange is at least four weeks.	Overall monitoring of work of the Department by Head of the Department	Centralized Public Grievance Redress and Monitoring System (CPGRAMS)
2.	Employment Market Information		Information is to be collected quarterly		
3.	Establishment		Immediate action is taken.		
4.	Vocational Guidance		Information is provided to the candidates immediately as per their requirement. However, no time limit can be fixed for such activities.		
5.	Accounts work		Maximum seven days are taken to clear files.		
6.	Registration & Renewal		Immediate/ on the spot.		
7.	Renewal		Immediate / on the spot.		
8.	RTI work		Action is initiated immediately as per provisions of RTI Act, 2005.		
9.	Court Cases		Action taken before the date of hearing.		
10.	Probation of Offenders Act.		No time frame can be fixed. However, compliance of court order is made in time.		
11.	Diary/ Dispatch		Immediate.		

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Point no. 1.5**Annexure 'E'**

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

REGIONAL EMPLOYMENT EXCHANGE, UT, CHANDIGARH.

Sr. No.	Title and nature of the record/manual/instruction	List of Rules, regulations, instructions, manuals and records	Acts/Rules manuals etc.	Transfer policy and transfer orders
1.	National Employment Service Manual (NESM)	Guidelines of National Employment Service Manual (NESM)	Guidelines of National Employment Service Manual (NESM)	-

Point no. 1.6**Annexure 'F'**

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

REGIONAL EMPLOYMENT EXCHANGE, UT, CHANDIGARH.

Categories of documents	Custodian of documents/categories
Documents/ Register/Files related to Vacancy and Submission Work	Dealing Assistant (Vacancy Section)
Documents/ Register/Files related to Registration	Dealing Assistant (Registration Section)
Documents/ Register/Files related to Renewal	Dealing Assistant (Renewal Section)
Documents/ Register/Files related to Accounts Matter	Dealing Assistant (Account Section)
Documents/ Register/Files related to Physically Handicapped Cell	Dealing Assistant (PH-Cell Section)
Documents/ Register/Files related to Vocational Guidance Work	Dealing Assistant (Vocational Guidance Section)
Documents/ Register/Files related to Employment Market Information Section	Dealing Assistant (Employment Market Information Section)
Documents/ Register/Files related to Diary and Dispatch	Daftri (Diary and Dispatch Section)
Documents/ Register/Files related to Establishment/Service matters	Dealing Assistant (Establishment Section)
Documents/ Register/Files related to RTI Section	Dealing Assistant (RTI Section)
Documents/ Register/Files related to University Employment Information & Guidance Bureau (UEIGB)	Dealing Assistant (Registration, Vocational Guidance, Vacancy Sections (UEIGB)

Point no. 1.8

Annexure 'G'

Sr. No.	Name of the Officers/Employees	Designation	Telephone Number (O)	Mobile Nos.	Email ID
1.	Sh. Nitish Singla, PCS	Regional Employment Officer	2702111	9872279287	ree-chd@nic.in
2.		Sub-Regional Employment Officer (UEI&GB)	2700160	-	ueigbpu14chd@gmail.com
3.		Sub-Regional Employment Officer (PH-Cell)	2702111	-	-
4.		Employment Officer (General)	2702111	-	-
5.	Sh. Arun Kumar	Section Officer/ Drawing & Disbursing Officer	2702111	7018700965	arun.kumar1722@chd.gov.in
6.	Sh. Kamal Kishor	Statistical Assistant	2702111	9872978947	kamal.kishor65@chd.nic.in
7.	Ms. Kuldeep Kaur	Sr. Assistant	-	9417216613	kuldeep.kaur66@chd.gov.in
8.	Ms. Sunita Rawat	Jr. Assistant	2702111	9646050991	sunita.rawat1@chd.nic.in
9.	Ms. Pabinder Kaur	Jr. Assistant	2702111	8288044604	pabinder.kaur74@chd.nic.in
10.	Ms. Jasbir Kaur	Jr. Assistant	2702111	7589090235	jasbir.kaur.ree@chd.nic.in
11.	Ms. Sarita Karnwal	Jr. Assistant (on deputation as Sr. Asstt. in the Department of Animal Husbandry)	-	9888453000	sarita.karnwal@chd.nic.in
12.	Ms. Anjaly Gautam	Steno- typist	2702111	9888083672	anjaly.gautam@chd.nic.in
13.	Sh. Vikas Uttam Singh	Jr. Assistant	2702111	9888038989	vikasuttam.singh@chd.nic.in
14.	Sh. Sewa Singh	Jr. Assistant	2700160	9463181121	sewa.singh@chd.nic.in
15.	Ms. Jyoti Gulati	Jr. Assistant (presently working in GMSH-16 transferred under interdepartmental policy)	2702111	9888453115	jyoti.gulati83@chd.nic.in
16.	Sh. Jatinder Kala	Clerk (Presently working in UT Secretariat transferred under interdepartmental policy)	-	9646302021	jatinder.kala86@chd.nic.in
17.	Ms. Kavita Sindhuria	Steno-typist (Presently working in CTU Deptt. transferred under interdepartmental policy)	-	9876663791	kavita.sindhuria@chd.nic.in
18.	Ms. Poonam Bangar	Steno-typist (Deputed in the O/o Secretary Health, Chandigarh Administration)	-	9988345415	poonam.bangar@chd.nic.in
19.	Sh. Yogendra Ram	Clerk	2702111	9872307845	yogendra.ram1@chd.nic.in
20.	Sh. Vishal Gupta	Clerk	2702111	9815218780	vishalg.chd@nic.in
21.	Sh. Gurdeep Kumar	Clerk	-	9914400084	gurdeep.kumar@chd.nic.in
22.	Ms. Monika Gupta	Clerk (Transferred from GMSH-16 under interdepartmental)	2702111	7508926991	monigupta.chd@chd.nic.in

		policy			
23.	Sh. Sunil Kumar	Clerk	2700160	9872207479	sunil.kumar22@chd.nic.in
24.	Sh. Des Raj	Daftri	2702111	7696841627	des.raj65@chd.nic.in

Point no. 1.10

Annexure 'H'

(LIST OF PUBLIC INFORMATION OFFICERS)**REGIONAL EMPLOYMENT EXCHANGE, UT, CHANDIGARH.**

Sr. No.	Name of the Appellate Officer	Designation	Telephone No. Office/ Residence	Address	Email ID
1.	Sh. Nitish Singla, PCS	Regional Employment Officer/ Appellate Authority	0172-2702111 Mb. 9872279287	Regional Employment Exchange, UT, Chandigarh	ree-chd@chd.gov.in

Sr. No.	Name of the Central Public Information Officer	Designation	Telephone No. Office/ Residence	Address	Email ID
1.	Sh. Kamal Kishor	Statistical Assistant/ CPIO	0172-2702111 Mb. 9872978947	Regional Employment Exchange, UT, Chandigarh	kamal.kishor65@chd.nic.in

Point no. 1.9(i)

Annexure 'I'

Point number 1.9 as on 31st March, 2024-2025			
Sr. No.	Name of Officer / Employee	Designation	Gross Monthly Remuneration(In Rs.)
1	Kamal Kishor	Statistical Assistant	140078
2	Kuldeep Kaur	Senior Assistant	99250
3	Sunita Rawat	Junior Assistant	94752
4	Pabinder Kaur	Junior Assistant	94752
5	Jasbir Kaur	Junior Assistant	89434
6	Vikas Uttam Singh	Junior Assistant	81937
7	Sewa Singh	Junior Assistant	94752
8	Jyoti Gulati	Junior Assistant	84232
9	Anjaly Gautam	Steno	102018
10	Kavita Sindhuria	Steno	87292
11	Poonam Bangar	Steno	87292
12	Jatinder Kala	Clerk	84844
13	Yogendra Ram	Clerk	95444
14	Vishal Gupta	Clerk	80254
15	Sunil Kumar	Clerk	60844
16	Rakesh Thapar	Driver	97520
17	Vijay Kumar	Driver	65872
18	Des Raj	Daftri	95444
19	Bala Ram	Peon	72781
20	Neelambar Dutt	Peon	72781
21	Lakhwinder Singh	Peon	49348
22	Sumit Kumar	Peon	52194

(Rs. in
Thousands)

Annexure 'J'

(FY 2024-25) Point no. 2.1 (i)		
Total Budget for Public Authority		26812
Point no. 2.1 (ii)		
Head	Head Name (Non-Plan)	Budget
2230020010100010	SALARY	15000
2230020010400025	WAGES	1000
2230020010400065	MEDICAL TREATMENT	250
2230020010400095	TRAINING EXPENSES	50
2230020010400115	DOMESTIC TRAVEL EXPENSES	10
2230020010400135	OFFICE EXPENSES	350
2230020010400165	PUBLICATIONS	10
2230020010400195	DIGITAL EQUIPMENT	50
2230020010400245	P.O.L.	360
2230020010400285	PROFESSIONAL SERVICES	40
2230020010400295	REPAIR AND MAINTENANCE	52
2230020010401055	REWARDS	100
2230020010401075	ALLOWANCES	9000
2230020010401085	LEAVE TRAVEL CONCESSION	40
4070008004306715	ICT EQUIPMENT	500
Point no. 2.1 (iii)		
Head	Head Name (Non-Plan)	Expenditure
2230020010100010	SALARY	14147
2230020010400025	WAGES	1377
2230020010400065	MEDICAL TREATMENT	792
2230020010400095	TRAINING EXPENSES	0
2230020010400115	DOMESTIC TRAVEL EXPENSES	39
2230020010400135	OFFICE EXPENSES	330
2230020010400165	PUBLICATIONS	7
2230020010400195	DIGITAL EQUIPMENT	7
2230020010400245	P.O.L.	103
2230020010400285	PROFESSIONAL SERVICES	35
2230020010400295	REPAIR AND MAINTENANCE	50
2230020010401055	REWARDS	159
2230020010401075	ALLOWANCES	11373
2230020010401085	LEAVE TRAVEL CONCESSION	0
4070008004306715	ICT EQUIPMENT	0

Point no. 2.1 (iv)			
Head	Head Name (Non-Plan)	Budget	
2230020010100010	SALARY	14147	
2230020010400025	WAGES	1381	
2230020010400065	MEDICAL TREATMENT	792	
2230020010400095	TRAINING EXPENSES	0	
2230020010400115	DOMESTIC TRAVEL EXPENSES	40	
2230020010400135	OFFICE EXPENSES	330	
2230020010400165	PUBLICATIONS	7	
2230020010400195	DIGITAL EQUIPMENT	7	
2230020010400245	P.O.L.	103	
2230020010400285	PROFESSIONAL SERVICES	50	
2230020010400295	REPAIR AND MAINTENANCE	50	
2230020010401055	REWARDS	160	
2230020010401075	ALLOWANCES	11373	
2230020010401085	LEAVE TRAVEL CONCESSION	0	
4070008004306715	ICT EQUIPMENT	0	
Point no. 2.1 (v)			
	PFMS Portal (www.pfms.nic.in)		
Point no. 2.2 (iii) a			
Notice / Tender Enquiries and Corregnda		Nil	
Point Number 2.2 (iii) b			
Sr. No.	Bid Details of Goods & Services Procured	Name of Supplier	Amount (Rs.)
	Nil	Nil	Nil
Point Number 2.2 (iii) c			
Sr. No.	Details of Work Contracts	Name of Supplier	Amount (Rs.)
	Nil	Nil	Nil
Point Number 2.2 (iii) d			
Total Amount of procurements/ work contracts		Nil	