

## OFFICE OF STATE AGRICULTURAL MARKETING BOARD, U.T. CHANDIGARH

### 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.	State Agricultural Marketing Board, U.T., Chandigarh. <b>Website:</b> This office doesn't has its own website but, the mandatory information as required under the RTI Act, 2005 is being displayed on the website of Chandigarh Administration and the link for the same is <a href="https://chandigarh.gov.in">https://chandigarh.gov.in</a>
		(ii)	Head of the organization.	Secretary, State Agricultural Marketing Board, U.T., Chandigarh.
		(iii)	Vision, Mission and Key objectives.	<p><b>Our vision</b> is to provide opportunities for increasing net incomes in the agriculture sector and creating a prosperous, progressive and proud farmer by setting up efficient and knowledge based marketing systems and services.</p> <p><b>Our Mission</b></p> <ul style="list-style-type: none"> <li>➤ Set up efficient marketing services.</li> <li>➤ Integrate and professionalize delivery of agricultural services and get better value for the farmer's produce.</li> </ul> <p>The <b>key objective</b> of the Board has been to set up a marketing infrastructure for better regulation of the purchase, sale, storage and processing of agricultural produce within the framework of Punjab Agricultural Produce Markets Act, 1961 and Punjab Agricultural Produce Markets (General) Rules, 1962. The Board, therefore, regulates the marketing of agricultural produce. It provides infrastructure for facilitating marketing of agricultural produce. It supports agricultural development. The Board has been promoting the interest of the farmer, facilitating the buyers by creating excellent facilities for marketing of agricultural produce.</p>
		(iv)	Function and duties.	<ol style="list-style-type: none"> <li>1. To exercise superintendence and control over the Market Committee, U.T. Chandigarh.</li> <li>2. To call for any information or return relating to agricultural produce from committee or a dealer or a godown keeper or other functionaries and shall have the power to inspect the records and accounts of the committee and accounts of any dealer, godown-keeper or other functionaries for that purpose.</li> <li>3. To employ such persons for the performance of the functions of the Board under the Punjab Agricultural Produce Market Act, 1961, as applicable to the U.T. Chandigarh and may give them such remuneration, as it may think fit, and suspend, remove, dismiss or otherwise punish any person so employed.</li> <li>4. To prepare an estimate of the annual income and expenditure of the Board for the ensuing year for its sanction by the State Government.</li> <li>5. To frame Bye-laws with the approval of the State Government relating to: <ol style="list-style-type: none"> <li>a) Regulating the transaction of business at its meetings;</li> <li>b) The assignment of duties and powers of the Board to its Chairman, Secretary or persons employed by it;</li> <li>c) Such other matters as may be prescribed.</li> </ol> </li> <li>6. Imparting education in marketing or agriculture directly by the Board or through Punjab Agricultural University, Ludhiana or any other body as may be specified by the state government by notification, in the Gazette.</li> <li>7. Grant of license U/S 10 and 13 of Punjab Agricultural Produce Market Act, 1961, as applicable to the U.T. Chandigarh.</li> <li>8. Development of Mandi. Carry on any scheme in the interest of the Public, Traders/Farmers sponsored by the Government of India.</li> </ol>

		(v)	Organization Chart	<div>Secretary ↓ Joint Secretary ↙   ↓   ↘ S.D.E.   Supdt   Secretary, M.C. ↓   ↓   ↓ Accountant/Senior Assistant   Asstt. Secretary, M.C. ↓ Clerk ↓ Driver ↓ Daftari ↓ Peon</div>								
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)									
		<table><tr><th>S.No.</th><th>Officers/ Employees</th><th>Powers and duties</th></tr><tr><td>1.</td><td>Secretary</td><td>1. Secretary is the Head of the office. 2. He is responsible for the efficient administration of the organization and to carry out the provisions of the Act and the provisions of the rules and to exercise general control over the employees of the Board and those of the committee. 3. He is the competent officer to approve the Budget of the Market Committee, U.T. Chandigarh. 4. Secretary has to monitor all the works done by officer/ officials of the department.</td></tr><tr><td>2.</td><td>Joint Secretary</td><td>1. All files of the Marketing Board are routed to the Secretary, Marketing Board through Joint Secretary. 2. Joint Secretary has been delegated the power to grant license U/s 10 of the Punjab Agricultural Produce Market Act, 1961. 3. Joint Secretary is the Appellate Authority under the RTI Act, 2005 for the office of the Board.</td></tr></table>	S.No.	Officers/ Employees	Powers and duties	1.	Secretary	1. Secretary is the Head of the office. 2. He is responsible for the efficient administration of the organization and to carry out the provisions of the Act and the provisions of the rules and to exercise general control over the employees of the Board and those of the committee. 3. He is the competent officer to approve the Budget of the Market Committee, U.T. Chandigarh. 4. Secretary has to monitor all the works done by officer/ officials of the department.	2.	Joint Secretary	1. All files of the Marketing Board are routed to the Secretary, Marketing Board through Joint Secretary. 2. Joint Secretary has been delegated the power to grant license U/s 10 of the Punjab Agricultural Produce Market Act, 1961. 3. Joint Secretary is the Appellate Authority under the RTI Act, 2005 for the office of the Board.	
S.No.		Officers/ Employees	Powers and duties									
1.		Secretary	1. Secretary is the Head of the office. 2. He is responsible for the efficient administration of the organization and to carry out the provisions of the Act and the provisions of the rules and to exercise general control over the employees of the Board and those of the committee. 3. He is the competent officer to approve the Budget of the Market Committee, U.T. Chandigarh. 4. Secretary has to monitor all the works done by officer/ officials of the department.									
2.	Joint Secretary	1. All files of the Marketing Board are routed to the Secretary, Marketing Board through Joint Secretary. 2. Joint Secretary has been delegated the power to grant license U/s 10 of the Punjab Agricultural Produce Market Act, 1961. 3. Joint Secretary is the Appellate Authority under the RTI Act, 2005 for the office of the Board.										
(ii)	Power and duties of other employees											
	<table><tr><th>S.No.</th><th>Officers/ Employees</th><th>Powers and duties</th></tr><tr><td>1.</td><td>Sub-divisional Engineer</td><td><p>Sub-divisional Engineer shall be incharge of a Sub-Divisional officer and will have jurisdiction over all works falling within the area of four or more sections as may be ordered by the Chief Engineer from time to time. He shall be an Assistant to the Executive Engineer and shall be responsible to him for the management and execution of all works falling within his Sub-Divisions. His main functions and responsibilities shall be:</p><div>1. to check at site and examine Nishans, survey plans and rough cost estimates prepared by the Sectional Officer, before submission to the Executive Engineer; 2. to arrange and supervise the actual execution of all works in the Sub-Division in accordance with the sanctioned estimates, specifications, drawings and financial provisions; 3. to check the foundations personally in case of important buildings, bridges and culverts etc. to ensure the soundness and to record the measurements thereof, and also to check and record the measurements of all other underground items of works, before the same are concealed; 4. to maintain all initial accounts of expenditure on works in his charge to see that there is no excess over the sanctioned estimates and submit the same to the Executive Engineer every month; 5. to take measurements of all important items of works such as foundations and steel reinforcement, and to check measure of all works measurements for which are recorded by the Sectional Officer. For the preparation of final bills of Originally Works, he shall either record the measurements personally or exercise hundred percent check if the measurements are recorded by the Sectional Officer; 6. to check the Muster Rolls of labour employed and make payment to them personally in case of works under execution through</div></td></tr></table>	S.No.	Officers/ Employees	Powers and duties	1.	Sub-divisional Engineer	<p>Sub-divisional Engineer shall be incharge of a Sub-Divisional officer and will have jurisdiction over all works falling within the area of four or more sections as may be ordered by the Chief Engineer from time to time. He shall be an Assistant to the Executive Engineer and shall be responsible to him for the management and execution of all works falling within his Sub-Divisions. His main functions and responsibilities shall be:</p> <div>1. to check at site and examine Nishans, survey plans and rough cost estimates prepared by the Sectional Officer, before submission to the Executive Engineer; 2. to arrange and supervise the actual execution of all works in the Sub-Division in accordance with the sanctioned estimates, specifications, drawings and financial provisions; 3. to check the foundations personally in case of important buildings, bridges and culverts etc. to ensure the soundness and to record the measurements thereof, and also to check and record the measurements of all other underground items of works, before the same are concealed; 4. to maintain all initial accounts of expenditure on works in his charge to see that there is no excess over the sanctioned estimates and submit the same to the Executive Engineer every month; 5. to take measurements of all important items of works such as foundations and steel reinforcement, and to check measure of all works measurements for which are recorded by the Sectional Officer. For the preparation of final bills of Originally Works, he shall either record the measurements personally or exercise hundred percent check if the measurements are recorded by the Sectional Officer; 6. to check the Muster Rolls of labour employed and make payment to them personally in case of works under execution through</div>					
S.No.	Officers/ Employees	Powers and duties										
1.	Sub-divisional Engineer	<p>Sub-divisional Engineer shall be incharge of a Sub-Divisional officer and will have jurisdiction over all works falling within the area of four or more sections as may be ordered by the Chief Engineer from time to time. He shall be an Assistant to the Executive Engineer and shall be responsible to him for the management and execution of all works falling within his Sub-Divisions. His main functions and responsibilities shall be:</p> <div>1. to check at site and examine Nishans, survey plans and rough cost estimates prepared by the Sectional Officer, before submission to the Executive Engineer; 2. to arrange and supervise the actual execution of all works in the Sub-Division in accordance with the sanctioned estimates, specifications, drawings and financial provisions; 3. to check the foundations personally in case of important buildings, bridges and culverts etc. to ensure the soundness and to record the measurements thereof, and also to check and record the measurements of all other underground items of works, before the same are concealed; 4. to maintain all initial accounts of expenditure on works in his charge to see that there is no excess over the sanctioned estimates and submit the same to the Executive Engineer every month; 5. to take measurements of all important items of works such as foundations and steel reinforcement, and to check measure of all works measurements for which are recorded by the Sectional Officer. For the preparation of final bills of Originally Works, he shall either record the measurements personally or exercise hundred percent check if the measurements are recorded by the Sectional Officer; 6. to check the Muster Rolls of labour employed and make payment to them personally in case of works under execution through</div>										

					<p>departmental labour, and further to ensure that the progress achieved is commensurate with the expenditure incurred on labour and the same is within the sanctioned provisions. He shall also exercise occasional check over the labour;</p> <p>7. to keep a vigilant control over expenditure and report progress of work to the Executive Engineer every month and also to report such progress to the higher authorities if so desired;</p> <p>8. to check all stores in his Sub-Division twice a year and the Tools and Plant articles once a year and to record a certificate of this check on the relevant document or register;</p> <p>9. to exercise proper care for the safe custody and appropriate use of funds of the Board or Committees as the case may be, which may be with him or his subordinates in the form of imprest, and render account of the same to his Executive Engineer every month.</p>
			2.	Secretary, Market Committee	<p>1. Secretary is the head of the office of the Committee. All employees of the Market Committee report to him. He may call for any return of work done by a member of staff during a specified period. His order shall be complied with promptly.</p> <p>2. The Secretary shall be the executive officer of the Committee. All office Establishment of the committee shall be under his control and all orders to any member of the staff of the committee shall pass through him.</p> <p>3. The Secretary shall work under the control of the Chairman of the Committee.</p> <p>4. The Secretary shall be entitled to attend all meetings of the committee or a sub-committee or a joint committee or an ad-hoc committee, except a meeting wherein anything pertaining to him or any of his relatives is to be considered.</p> <p>Explanation : Relative for the purpose of this sub-rule shall mean-</p> <p>I. father, mother, son, daughter, brother and sister of the person concerned; and</p> <p>II. brother and sister of the father of the person concerned; and</p> <p>III. father, mother , son, daughter, brother and sister of the wife or husband of the person concerned.</p> <p>5. The Secretary shall advise the committee and its Chairman in the light of the provisions of the Act, rules and bye-laws framed under the Act and directions of the Board or of the Chairman of the Board issued from time to time and previous decisions of the committee. His opinion shall be recorded in the proceedings of the committee.</p> <p>6. It shall be the duty of the Secretary to carry into effect the provisions of Act, rules and by-laws framed under the Act and instructions of the Board, and the decision of the committee and of the Chairman of the committee consistent with the Act the rules and the bye-laws and instructions of the Board and of the Chairman of the Board and to effect maximum improvement in the market.</p> <p>7. The Secretary shall see that communications addressed to the committee by the Chairman or Secretary of the Board are dealt with promptly and efficiently and all correspondence between the Chairman or Secretary of the Board and the committee is laid before the Chairman of the committee for information or action as the circumstances may require.</p> <p>8. The Secretary shall have immediate responsibility for carrying on the day to day, working of the office of the committee, maintenance of accounts, punctual rendering of returns, monthly review of the progress made in the enforcement of the Act and safe custody of the cash, the common seal , the minute book &amp; other records and assets of the committee.</p> <p>9. The Secretary shall make an annual assessment of the work of the employees of the Committee which he shall submit to the Chairman of the committee. The Chairman of the committee shall take his assessment into consideration while making final assessment of the work of the employees.</p>

				<table><tr><td>3.</td><td>Superintendent</td><td><div>1. Superintendent is the incharge of the office of the Board below the Joint Secretary. He is required to transmit the office files to the Joint Secretary for appropriate action.</div><div>2. All the office work of the Board is required to be routed through him.</div><div>3. He is responsible for writing the ACRs of all the employees in the Board and forward it to the Reviewing officer.</div><div>4. To look after various duties assigned to him from time to time.</div><div>5. He is the Central Public Information Officer under the RTI Act, 2005.</div><div>6. He has to advise the officers of the Board on the issues relating to the office.</div></td></tr><tr><td>4.</td><td>Asstt. Secretary, Market Committee, U.T., Chandigarh.</td><td><div>1. He is an employee of the Marketing Board but his place of work is the office of the Market Committee, U.T. Chandigarh.</div><div>2. He is required to supervise and check the affairs of the Market Committee as a representative of the Board.</div><div>3. He has to assist the Secretary and Chairman of the Committee in day to day working of the Committee.</div><div>4. He is the In-charge of the office of the Market Committee, in the absence of the Secretary, Market Committee.</div></td></tr><tr><td>5.</td><td>Accountant</td><td><div>1. Maintenance of Personal files and service books of the employees.</div><div>2. To maintain books of accounts including Cash Book, P.F. Ledger, Budget Ledger, Establishment Check Register and Bills etc.</div><div>3. Preparation of bills.</div><div>4. Preparation of Cheques etc.</div><div>5. Preparation of Budget of the Board.</div><div>6. General Correspondence.</div></td></tr><tr><td>6.</td><td>Senior Assistant</td><td><div>1. To maintain proper record of all the information.</div><div>2. To put up all the cases promptly to the office Superintendent for taking appropriate action.</div><div>3. To maintain receipts, dispatch, Type, Record Keeping, Stores, Stock and Stationary items for the office.</div><div>4. To assist the Superintendent in matters pertaining to general correspondence.</div><div>5. To look after various duties assigned to him/her from time to time.</div></td></tr><tr><td>7.</td><td>Driver</td><td><div>1. To perform the duties attached to his post.</div><div>2. To discharge various other duties assigned to him from time to time.</div></td></tr><tr><td>8.</td><td>Daftari</td><td><div>1. To perform the duties attached to his post.</div><div>2. To discharge various other duties assigned to him from time to time.</div></td></tr><tr><td>9.</td><td>Peon</td><td><div>1. Maintenance of equipments of the office like furniture, fixtures, computer etc.</div><div>2. Collecting/ bringing and taking off office Dak.</div><div>3. Various duties assigned to him from time to time.</div></td></tr></table>	3.	Superintendent	<div>1. Superintendent is the incharge of the office of the Board below the Joint Secretary. He is required to transmit the office files to the Joint Secretary for appropriate action.</div> <div>2. All the office work of the Board is required to be routed through him.</div> <div>3. He is responsible for writing the ACRs of all the employees in the Board and forward it to the Reviewing officer.</div> <div>4. To look after various duties assigned to him from time to time.</div> <div>5. He is the Central Public Information Officer under the RTI Act, 2005.</div> <div>6. He has to advise the officers of the Board on the issues relating to the office.</div>	4.	Asstt. Secretary, Market Committee, U.T., Chandigarh.	<div>1. He is an employee of the Marketing Board but his place of work is the office of the Market Committee, U.T. Chandigarh.</div> <div>2. He is required to supervise and check the affairs of the Market Committee as a representative of the Board.</div> <div>3. He has to assist the Secretary and Chairman of the Committee in day to day working of the Committee.</div> <div>4. He is the In-charge of the office of the Market Committee, in the absence of the Secretary, Market Committee.</div>	5.	Accountant	<div>1. Maintenance of Personal files and service books of the employees.</div> <div>2. To maintain books of accounts including Cash Book, P.F. Ledger, Budget Ledger, Establishment Check Register and Bills etc.</div> <div>3. Preparation of bills.</div> <div>4. Preparation of Cheques etc.</div> <div>5. Preparation of Budget of the Board.</div> <div>6. General Correspondence.</div>	6.	Senior Assistant	<div>1. To maintain proper record of all the information.</div> <div>2. To put up all the cases promptly to the office Superintendent for taking appropriate action.</div> <div>3. To maintain receipts, dispatch, Type, Record Keeping, Stores, Stock and Stationary items for the office.</div> <div>4. To assist the Superintendent in matters pertaining to general correspondence.</div> <div>5. To look after various duties assigned to him/her from time to time.</div>	7.	Driver	<div>1. To perform the duties attached to his post.</div> <div>2. To discharge various other duties assigned to him from time to time.</div>	8.	Daftari	<div>1. To perform the duties attached to his post.</div> <div>2. To discharge various other duties assigned to him from time to time.</div>	9.	Peon	<div>1. Maintenance of equipments of the office like furniture, fixtures, computer etc.</div> <div>2. Collecting/ bringing and taking off office Dak.</div> <div>3. Various duties assigned to him from time to time.</div>	
3.	Superintendent	<div>1. Superintendent is the incharge of the office of the Board below the Joint Secretary. He is required to transmit the office files to the Joint Secretary for appropriate action.</div> <div>2. All the office work of the Board is required to be routed through him.</div> <div>3. He is responsible for writing the ACRs of all the employees in the Board and forward it to the Reviewing officer.</div> <div>4. To look after various duties assigned to him from time to time.</div> <div>5. He is the Central Public Information Officer under the RTI Act, 2005.</div> <div>6. He has to advise the officers of the Board on the issues relating to the office.</div>																								
4.	Asstt. Secretary, Market Committee, U.T., Chandigarh.	<div>1. He is an employee of the Marketing Board but his place of work is the office of the Market Committee, U.T. Chandigarh.</div> <div>2. He is required to supervise and check the affairs of the Market Committee as a representative of the Board.</div> <div>3. He has to assist the Secretary and Chairman of the Committee in day to day working of the Committee.</div> <div>4. He is the In-charge of the office of the Market Committee, in the absence of the Secretary, Market Committee.</div>																								
5.	Accountant	<div>1. Maintenance of Personal files and service books of the employees.</div> <div>2. To maintain books of accounts including Cash Book, P.F. Ledger, Budget Ledger, Establishment Check Register and Bills etc.</div> <div>3. Preparation of bills.</div> <div>4. Preparation of Cheques etc.</div> <div>5. Preparation of Budget of the Board.</div> <div>6. General Correspondence.</div>																								
6.	Senior Assistant	<div>1. To maintain proper record of all the information.</div> <div>2. To put up all the cases promptly to the office Superintendent for taking appropriate action.</div> <div>3. To maintain receipts, dispatch, Type, Record Keeping, Stores, Stock and Stationary items for the office.</div> <div>4. To assist the Superintendent in matters pertaining to general correspondence.</div> <div>5. To look after various duties assigned to him/her from time to time.</div>																								
7.	Driver	<div>1. To perform the duties attached to his post.</div> <div>2. To discharge various other duties assigned to him from time to time.</div>																								
8.	Daftari	<div>1. To perform the duties attached to his post.</div> <div>2. To discharge various other duties assigned to him from time to time.</div>																								
9.	Peon	<div>1. Maintenance of equipments of the office like furniture, fixtures, computer etc.</div> <div>2. Collecting/ bringing and taking off office Dak.</div> <div>3. Various duties assigned to him from time to time.</div>																								
		(iii)	Rules/ orders under which powers and duty are derived and	Punjab Agricultural Produce Markets Act,1961 , Punjab Agricultural Produce Markets (General) Rules,1962, Punjab Market Committee Bye-laws and as per Administrative, financial and judicial powers delegated to the officers/officials by the Chandigarh Administration.																						
		(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																							
		<table><tr><th>Sr. No.</th><th>Nature / Type</th><th>Level at which the case is initiated (Name of the Post)</th><th colspan="2">Name of the post, which deal with the case before the decision-making authority.</th><th>Level at which decision is made. (Name of the post)</th></tr><tr><td>1.</td><td>All type of work (except where approval of State Government/ Chandigarh Administration is required)</td><td>Superintendent, Marketing Board</td><td colspan="2">Joint Secretary, Marketing Board</td><td>Secretary, Marketing Board</td></tr><tr><td>2.</td><td>Proposals which require approval of the State Government/ Chandigarh Administration</td><td>Superintendent, Marketing Board</td><td>Joint Secretary, Marketing Board</td><td>Secretary, Marketing Board</td><td>Chandigarh Administration (Through Secretary Agriculture)</td></tr></table>	Sr. No.	Nature / Type	Level at which the case is initiated (Name of the Post)	Name of the post, which deal with the case before the decision-making authority.		Level at which decision is made. (Name of the post)	1.	All type of work (except where approval of State Government/ Chandigarh Administration is required)	Superintendent, Marketing Board	Joint Secretary, Marketing Board		Secretary, Marketing Board	2.	Proposals which require approval of the State Government/ Chandigarh Administration	Superintendent, Marketing Board	Joint Secretary, Marketing Board	Secretary, Marketing Board	Chandigarh Administration (Through Secretary Agriculture)						
Sr. No.		Nature / Type	Level at which the case is initiated (Name of the Post)	Name of the post, which deal with the case before the decision-making authority.		Level at which decision is made. (Name of the post)																				
1.	All type of work (except where approval of State Government/ Chandigarh Administration is required)	Superintendent, Marketing Board	Joint Secretary, Marketing Board		Secretary, Marketing Board																					
2.	Proposals which require approval of the State Government/ Chandigarh Administration	Superintendent, Marketing Board	Joint Secretary, Marketing Board	Secretary, Marketing Board	Chandigarh Administration (Through Secretary Agriculture)																					

		(ii)	Final decision making authority									
			<table><tr><th>Sr. No.</th><th>Name of the post, which deal with the case before the decision-making authority.</th><th>Level at which decision is made. (Name of the post).</th></tr><tr><td>1.</td><td>Joint Secretary</td><td>Secretary</td></tr><tr><td>2.</td><td>Secretary</td><td>Chandigarh Administration</td></tr></table>	Sr. No.	Name of the post, which deal with the case before the decision-making authority.	Level at which decision is made. (Name of the post).	1.	Joint Secretary	Secretary	2.	Secretary	Chandigarh Administration
		Sr. No.	Name of the post, which deal with the case before the decision-making authority.	Level at which decision is made. (Name of the post).								
		1.	Joint Secretary	Secretary								
		2.	Secretary	Chandigarh Administration								
		(iii)	Related provisions, acts, rules etc.	• THE PUNJAB AGRICULTURAL PRODUCE MARKETS ACT, 1961. THE PUJAB AGRICULTURAL PRODUCE MARKETS (GENERAL) RULES, 1962.								
(iv)	Time limit for taking a decisions, if any	No limit is fixed and the decision taking time defers from case to case.										
(v)	Channel of supervision and accountability.	<div>Secretary</div> <div>↓</div> <div>Joint Secretary</div> <div>↙   ↓   ↘</div> <div>S.D.E.   Supdt   Secretary, M.C.</div> <div>↓</div> <div>Accountant/Senior Assistant</div> <div>↓</div> <div>Clerk</div> <div>↓</div> <div>Driver</div> <div>↓</div> <div>Daftari</div> <div>↓</div> <div>Peon</div>										
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i)	Nature of functions/ services offered.	1. To exercise superintendence and control over the Market Committee, U.T., Chandigarh. 2. Grant of license U/S 10 and 13 of Punjab Agricultural Produce Market Act, 1961, as applicable to the U.T., Chandigarh. 3. Development of Mandi. 4. Carry on any scheme in the interest of the Public, Traders/Farmers sponsored by the Government of India.								
		(ii)	Norms/ standards for functions/ service delivery.	No norms have been prescribed for the disposal of the cases by the different functionaries of the Board. However, expeditious action is taken for ensuring disposal of the work/cases within shortest possible time.								
		(iii)	Process by which these services can be accessed.	These services can be accessed by anyone coming to Mandi.								
		(iv)	Time-limit for achieving the targets.	As per concerned subject matter.								
		(v)	Process of redress of grievances.	Grievances are firstly addressed at the level of the Superintendent then Joint Secretary, then Secretary, and after that by the Secretary Agriculture.								
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.	• Punjab Agricultural Produce Markets Act, 1961 • Punjab Agricultural Produce Markets (General) Rules, 1962 • Punjab Market Committee Bye-Laws.								
		(ii)	List of Rules, regulations, instructions manuals and records.									
		(iii)	Acts/ Rules manuals etc.									
		(iv)	Transfer policy and transfer orders.	Marketing Board, U.T., Chandigarh is an autonomous local body of UT Chandigarh and being only one Mandi in U.T., Chandigarh, the services of the employees of the Marketing Board/Market Committee, U.T., Chandigarh are non-transferrable.								
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i)	Categories of documents.	All the documents/record related to the office of State Agricultural Marketing Board, U.T., Chandigarh are under the custody of its office bearers.								
		(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.											
			<table><tr><th>Name of the Board (S)</th><th>Name of Council (S)</th><th>Name of Committee (S)</th><th>Name of other bodies (S) constituted by the Department</th></tr><tr><td>State Agricultural Marketing Board, U.T., Chandigarh.</td><td>Nil</td><td>Market Committee, U.T., Chandigarh</td><td>Nil</td></tr></table>				Name of the Board (S)	Name of Council (S)	Name of Committee (S)	Name of other bodies (S) constituted by the Department	State Agricultural Marketing Board, U.T., Chandigarh.	Nil	Market Committee, U.T., Chandigarh	Nil
		Name of the Board (S)	Name of Council (S)	Name of Committee (S)	Name of other bodies (S) constituted by the Department									
		State Agricultural Marketing Board, U.T., Chandigarh.	Nil	Market Committee, U.T., Chandigarh	Nil									
		(ii)	Composition.											
			<p><b>Marketing Board:</b> Secretary, Marketing Board has been delegated all the powers of the Board and hence, there is no elected/ nominated body of members that constitutes Board.</p> <p><b>Market Committee:</b> Till 21-07-2018, the composition of Market Committee, U.T., Chandigarh was as per Section 12 of the Punjab Agricultural Produce Markets Act, 1961 and Market Committee was constituted by the way of elections, consisting of 10 members as follows:</p> <ul style="list-style-type: none"><li>a) Two members from amongst the persons licensed under Section 10.</li><li>b) One member from amongst the persons licensed under Section 13.</li><li>c) One member representing the Co-operative Society.</li><li>d) One Official Member.</li><li>e) Five members from the Producer’s category.</li></ul> <p>But, at present there is no elected body in the Market Committee, U.T., Chandigarh. The Administrator, Market Committee is looking after work of Market Committee, U.T., Chandigarh and the proposal for amendment in the Punjab Agricultural Produce Markets Act, 1961 is under consideration with the Government of India wherein it has been proposed to constitute committee by way of nomination instead of elections consisting of 10 members as follows:</p> <ul style="list-style-type: none"><li>a. Three members from the Producer’s category to be nominated by the H.E., the Administrator, U.T. Chandigarh as per the following details:<ul style="list-style-type: none"><li>i. Small Farmers- One Member.</li><li>ii. Marginal Farmer- One Member.</li><li>iii. Big Farmer-One Member.</li></ul></li><li>b. One member for Consumers interest to be nominated by the H.E., the Administrator of U.T., Chandigarh.</li><li>c. One member to be nominated by Municipal Corporation, Chandigarh</li><li>d. Two members from amongst the persons licensed under section 10;</li><li>e. One member form amongst the persons licensed under Section 13 :</li><li>f. One member representing the Co-operative Society, and</li><li>g. One Official member.</li></ul>											
		(iii)	Dates from which constituted.											
			The members of the Market Committee, U.T. Chandigarh were elected under the provisions of Section 12 of the Punjab Agricultural Produce Market Act, 1961 for the term of 3 years. Last committee constituted by way of elections was notified vide Chandigarh Administration Notification No.1109, dated 22-07-2015 and whose term has expired on 21-07-2018.											
		(iv)	Term/ Tenure	As stated at Point 1.7 (iii) - 3 years.										
		(v)	Powers and functions	<ul style="list-style-type: none"><li>1. To exercise superintendence and control over the Market Committee, U.T. Chandigarh.</li><li>2. To call for any information or return relating to agricultural produce from committee or a dealer or a godown keeper or other functionaries and shall have the power to inspect the records and accounts of the committee and accounts of any dealer, godown-keeper or other functionaries for that purpose.</li><li>3. To employ such persons for the performance of the functions of the Board under the Punjab Agricultural Produce Market Act, 1961, as applicable to the U.T. Chandigarh and may give them such remuneration, as it may think fit, and suspend, remove, dismiss or otherwise punish any person so employed.</li><li>4. To prepare an estimate of the annual income and expenditure of the Board for the ensuing year for its sanction by the State Government.</li><li>5. To frame Bye-laws with the approval of the State Government relating to:<ul style="list-style-type: none"><li>a) Regulating the transaction of business at its meetings;</li><li>b) The assignment of duties and powers of the Board to its Chairman, Secretary or persons employed by it;</li><li>c) Such other matters as may be prescribed.</li></ul></li><li>6. Imparting education in marketing or agriculture directly by the Board or through Punjab Agricultural University, Ludhiana or any other body as may be specified by the state government by notification, in the Gazette.</li><li>7. Grant of license U/S 10 and 13 of Punjab Agricultural Produce Market</li></ul>										

				Act, 1961, as applicable to the U.T. Chandigarh. 8. Development of Mandi. Carry on any scheme in the interest of the Public, Traders/Farmers sponsored by the Government of India.																																			
		(vi)	Whether their meetings are open to the public?	The meetings of the Committee are only open to its members.																																			
		(vii)	Whether the minutes of the meetings are open to the public?	The minutes of the meetings of the Committee are not accessible to the public but copies thereof can be obtained by any member of the public under RTI Act, 2005.																																			
		(viii)	Place where the minutes if open to the public are available?	N. A.																																			
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i)	Name and designation	(ii) Telephone and email ID																																			
			<table><tr><th>Sr. No.</th><th>Name of the Officers / Employee</th><th>Designation</th><th>Telephone Number</th><th>e-mail ID</th></tr><tr><td>1.</td><td>Sh. Hari Kallikkat, IAS.</td><td>Secretary</td><td>0172- 2740039</td><td>sshut.chd@chd.nic.in</td></tr><tr><td>2.</td><td>Sh. Rajiv Tewari, AC (F&amp;A)</td><td>Joint Secretary</td><td>9878197007 9815945009 0172-2703664</td><td>sambboard@gmail.com</td></tr><tr><td>3.</td><td>Sh. M.K. Sharma</td><td>S.D.E.</td><td>9915468787</td><td>sdesamb@chd.nic.in</td></tr><tr><td>4.</td><td>Ms. Nalini Banga</td><td>Superintendent(O) - cum-Accountant</td><td>8727034111</td><td>acctsamb@chd.nic.in</td></tr><tr><td>5.</td><td>Sh. Pardeep Kumar</td><td>Senior Assistant</td><td>8054489570</td><td></td></tr><tr><td>6.</td><td>Sh. Karambirjit Singh</td><td>Driver</td><td>9463291072</td><td></td></tr></table>		Sr. No.	Name of the Officers / Employee	Designation	Telephone Number	e-mail ID	1.	Sh. Hari Kallikkat, IAS.	Secretary	0172- 2740039	sshut.chd@chd.nic.in	2.	Sh. Rajiv Tewari, AC (F&A)	Joint Secretary	9878197007 9815945009 0172-2703664	sambboard@gmail.com	3.	Sh. M.K. Sharma	S.D.E.	9915468787	sdesamb@chd.nic.in	4.	Ms. Nalini Banga	Superintendent(O) - cum-Accountant	8727034111	acctsamb@chd.nic.in	5.	Sh. Pardeep Kumar	Senior Assistant	8054489570		6.	Sh. Karambirjit Singh	Driver	9463291072	
Sr. No.	Name of the Officers / Employee	Designation	Telephone Number	e-mail ID																																			
1.	Sh. Hari Kallikkat, IAS.	Secretary	0172- 2740039	sshut.chd@chd.nic.in																																			
2.	Sh. Rajiv Tewari, AC (F&A)	Joint Secretary	9878197007 9815945009 0172-2703664	sambboard@gmail.com																																			
3.	Sh. M.K. Sharma	S.D.E.	9915468787	sdesamb@chd.nic.in																																			
4.	Ms. Nalini Banga	Superintendent(O) - cum-Accountant	8727034111	acctsamb@chd.nic.in																																			
5.	Sh. Pardeep Kumar	Senior Assistant	8054489570																																				
6.	Sh. Karambirjit Singh	Driver	9463291072																																				
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.																																				
			<table><tr><th>Sr. No.</th><th>Name of the Officer/Employee.</th><th>Gross Monthly Emoluments as on 31-03-2025 (in Rs.)(March, 2025).</th></tr><tr><td>1.</td><td>Sh. Hari Kallikkat, IAS.</td><td>His Salary is being paid by other department.</td></tr><tr><td>2.</td><td>Sh. Rajiv Tewari, AC (F&amp;A)</td><td>His Salary is being paid by other department.</td></tr><tr><td>3.</td><td>Sh. M.K. Sharma, S.D.E.</td><td>1,81,612/-</td></tr><tr><td>4</td><td>Ms. Nalini Banga, Accountant.</td><td>1,21,394/-</td></tr><tr><td>5</td><td>Sh. Pardeep Kumar, Senior Assistant.</td><td>86,102/-</td></tr><tr><td>6</td><td>Sh. Karambirjit Singh, Driver.</td><td>94,752/-</td></tr></table>		Sr. No.	Name of the Officer/Employee.	Gross Monthly Emoluments as on 31-03-2025 (in Rs.)(March, 2025).	1.	Sh. Hari Kallikkat, IAS.	His Salary is being paid by other department.	2.	Sh. Rajiv Tewari, AC (F&A)	His Salary is being paid by other department.	3.	Sh. M.K. Sharma, S.D.E.	1,81,612/-	4	Ms. Nalini Banga, Accountant.	1,21,394/-	5	Sh. Pardeep Kumar, Senior Assistant.	86,102/-	6	Sh. Karambirjit Singh, Driver.	94,752/-														
Sr. No.	Name of the Officer/Employee.	Gross Monthly Emoluments as on 31-03-2025 (in Rs.)(March, 2025).																																					
1.	Sh. Hari Kallikkat, IAS.	His Salary is being paid by other department.																																					
2.	Sh. Rajiv Tewari, AC (F&A)	His Salary is being paid by other department.																																					
3.	Sh. M.K. Sharma, S.D.E.	1,81,612/-																																					
4	Ms. Nalini Banga, Accountant.	1,21,394/-																																					
5	Sh. Pardeep Kumar, Senior Assistant.	86,102/-																																					
6	Sh. Karambirjit Singh, Driver.	94,752/-																																					
		(ii)	System of compensation as provided in its regulations	The compensation is provided as per Union Territory of Chandigarh Employees (Revised Pay), Rules, 2024 w.e.f. 01.04.2024.																																			
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.																																				
		ii)	Address, telephone numbers and email ID of each designated official.																																				
			<table><tr><th>Sr. No.</th><th>Name of Appellate Authority</th><th>Designation</th><th>Telephone No.</th></tr><tr><td>1.</td><td>Sh. Rajiv Tewari, AC (F&amp;A).</td><td>Joint Secretary</td><td>9878197007, 2703664</td></tr><tr><th></th><th>Name of Central Public Information Officer</th><th>Designation</th><th>Telephone No.</th></tr><tr><td>2.</td><td>Mrs. Nalini Banga</td><td>Superintendent(O)- cum- Accountant</td><td>8727034111,2703664</td></tr><tr><th></th><th>Name of Central Assistant Public Information Officer.</th><th>Designation</th><th>Telephone No.</th></tr><tr><td>3.</td><td>Mr. Pardeep Kumar</td><td>Senior Assistant</td><td>8054489570</td></tr></table>		Sr. No.	Name of Appellate Authority	Designation	Telephone No.	1.	Sh. Rajiv Tewari, AC (F&A).	Joint Secretary	9878197007, 2703664		Name of Central Public Information Officer	Designation	Telephone No.	2.	Mrs. Nalini Banga	Superintendent(O)- cum- Accountant	8727034111,2703664		Name of Central Assistant Public Information Officer.	Designation	Telephone No.	3.	Mr. Pardeep Kumar	Senior Assistant	8054489570											
Sr. No.	Name of Appellate Authority	Designation	Telephone No.																																				
1.	Sh. Rajiv Tewari, AC (F&A).	Joint Secretary	9878197007, 2703664																																				
	Name of Central Public Information Officer	Designation	Telephone No.																																				
2.	Mrs. Nalini Banga	Superintendent(O)- cum- Accountant	8727034111,2703664																																				
	Name of Central Assistant Public Information Officer.	Designation	Telephone No.																																				
3.	Mr. Pardeep Kumar	Senior Assistant	8054489570																																				
1.11	No. of employees against whom Disciplinary action has	(i)	No. of employees against whom disciplinary action has been. Pending for Minor penalty or major penalty proceedings.	NIL																																			
		(ii)	Finalised for Minor penalty or major	NIL																																			

	been proposed/ taken (Section 4(2))		penalty proceedings.	
1.12	Programmes to advance understanding of RTI (Section 26)	(i)	Educational programmes.	The training programmes organized by Chandigarh Administration are attended by CPIO/APIO and no separate education program/training program & guidelines are organized/issued.
		(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 &	Please see Annexure “A”
		(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 2024-25.	(i)	Budget	Rs.1,00,000/-
		(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	No subsidy scheme/programme is implemented by this office.
		(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 programmes (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.	NIL
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.	NIL
		(ii)	For each concession, 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
2.6	CAG & PAC paras	(i)	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**

S. No.	Item	Details of disclosure		Particulars
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)]	Arrangement for consultations with or representation by the members of the public.		The Board is regulated by the provisions of the Punjab Agricultural Produce Market Act, 1961, as applicable to the U.T. Chandigarh. The constitution, functions, powers and duties of the Board stands regulated in terms of the provisions of the said Act of 1961 and rules made there under. Since, the aforesaid Act of 1961 is exhaustive, it is the duty of the Board to have the same implemented and for that purpose, no public participation in the formulation of its policies is needed. Formulation of the policies etc., if any, is made at the level of the Chandigarh Administration.
		(i)	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens.	
		(ii)	Arrangements for consultation with or representation by a) Members of the public in policy formulation/policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	
		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	
		(viii)	The process of the selection of the private sector party (concessionaire etc.)	
		(ix)	All payment made under the PPP project.	
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;		Formulation of the policies etc., if any, is made at the level of the Chandigarh Administration.
		(i)	Policy decisions/ legislations taken in the previous one year	
		(ii)	Outline the Public consultation process	
		(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.		The information in respect of State Agricultural Marketing Board, Chandigarh is available on the website of Chandigarh Administration i.e. <a href="https://www.chandigarh.gov.in">https://www.chandigarh.gov.in</a>
		(i)	Internet (website)	
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in		N.A.
		(i)	Electronic format.	
		(ii)	Printed format	
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available		N.A.
		(i)	Free of cost	
		(ii)	At a reasonable cost of the medium	

## 4. E. Governance

S. No.	Item	Details of disclosure		Particulars
4.1	Language in which Information Manual/Handbook Available	(i)	English	N.A.
		(ii)	Vernacular/ Local Language.	
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 electronic form.	The information in respect of State Agricultural Marketing Board, Chandigarh is available on the website of Chandigarh Administration i.e. <a href="https://www.chandigarh.gov.in">https://www.chandigarh.gov.in</a>
		(ii)	Name/ title of the document/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.	Office of State Agricultural Marketing Board, U.T., Chandigarh (Bay No.17, Ground Floor, 30 Bays Building, Sector-17, U.T., Chandigarh).
		(ii)	Details of information made available.	Every record of the office is available/accessible to the citizens during the working hours of the office.
		(iii)	Working hours of the facility.	5 days in a week from 09:30 A.M. to 05:30 P.M.
		(iv)	Contact person & contact details (Phone, fax email).	Mrs. Nalini Banga, Superintendent (O)-cum-Accountant, 8727034111, 4514609.
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i)	Grievance redressal mechanism	Grievances are firstly addressed at the level of the Superintendent, then Joint Secretary, after that Secretary and then Secretary Agriculture.
		(ii)	Details of applications received under RTI and information provided	25 Nos. of applications received during the Financial Year 2024-25 and disposed off.
		(iii)	List of completed schemes/ projects/ Programmes	NIL
		(iv)	List of schemes/ projects/ programme underway	Development of 2 <sup>nd</sup> Grains, Fruits & Vegetables Market at Sector 39, U.T. Chandigarh.
		(v)	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
			Agreement was entered by this office with NABCONS for preparation of DPR & PMC services on 31-08-2018, which has been extended upto 31.08.2027. The said progress is under process.	
		(vi)	Annual Report	NIL
		(vii)	Frequently Asked Question (FAQs)	NIL
		(viii)	Any other information such as a) Citizen's Charter. b) Six monthly reports loaded on the website or not. c) Performance against the benchmarks set in the Citizen's Charter.	NIL
4.6	Receipt & Disposal of RTI applications & appeals	(i)	Details of applications received and disposed.	25 Nos. of applications received and disposed off during the Financial Year 2024-25
		(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.		Parliament Questions are received during the Parliament Sessions and are duly replied with after approval of the competent authority

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 Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO& First Appellate Authority (FAAs) from 01.01.2015.					
				S. No.	Name CPIOs	Period w.e.f.	Name First Appellate Authority (FAAs)	Period w.e.f.
			1.	Sh. Jai Ram Singh, Agriculture Development Officer-cum-Superintendent (Officiating), Marketing Board, U.T. Chandigarh.	29.12.2014	Sh. Balbir Singh Dhol, PCS, Joint Secretary, Marketing Board, U.T. Chandigarh	18.09.2014	
			2.	Sh. Jarnail Singh Superintendent, Marketing Board, U.T. Chandigarh.	03.01.2017	Sh. Virender Chaudary, HCS, Joint Secretary, Marketing Board, U.T. Chandigarh.	03.01.2017	
			3.	Sh. Jarnail Singh Superintendent, Marketing Board, U.T. Chandigarh.	03.01.2017	Sh. Manoj Khatri, HCS, Joint Secretary, Marketing Board, U.T. Chandigarh.	05.09.2017	
			4.	Sh. Jarnail Singh Superintendent, Marketing Board, U.T. Chandigarh.	03.01.2017	Sh. Sudhanshu Gautam, HCS, Joint Secretary, Marketing Board, U.T. Chandigarh.	24.12.2018	
			5.	Sh. Jarnail Singh Superintendent, Marketing Board, U.T. Chandigarh.	03.01.2017	Sh. Virat HCS, Joint Secretary, Marketing Board, U.T. Chandigarh.	12.01.2021	
			5.	Sh. Jarnail Singh Superintendent, Marketing Board, U.T. Chandigarh.	03.01.2017	Sh. Pardhuman, HCS, Joint Secretary, Marketing Board, U.T. Chandigarh.	21.09.2021	
			6.	Mrs. Nalini Banga, Superintendent(O)-cum-Accountant, Marketing Board, U.T. Chandigarh.	17.03.2022	Sh. Harsuhinder Singh Brar, PCS, Joint Secretary, Marketing Board, U.T. Chandigarh.	31.03.2022	
			7.	Mrs. Nalini Banga, Superintendent (O)-cum-Accountant, Marketing Board, U.T. Chandigarh.	17.03.2022	Mrs. Palika Arora, PCS, Joint Secretary, Marketing Board, U.T. Chandigarh.	25.05.2022	
			8.	Mrs. Nalini Banga, Superintendent (O)-cum-Accountant, Marketing Board, U.T. Chandigarh. (PRESENT CPIO)	17.03.2022	Sh. Rajiv Tiwari, Joint Secretary, Marketing Board, U.T. Chandigarh. (PRESENT APPELLATE AUTHORITY)	11.11.2022	
			(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 on 28.04.2025	
			(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director. (a) Date of appointment. (b) Name & Designation of the officers.			(a) 24.12.2018. (b) Joint Secretary, Marketing Board, U.T. Chandigarh.	
			(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure. (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. (a) Dates from which constituted (b) Name & Designation of the officers.			NIL			

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 information in respect of State Agricultural Marketing Board, Chandigarh is available on the website of Chandigarh Administration i.e. <a href="https://www.chandigarh.gov.in">https://www.chandigarh.gov.in</a>	

ANNEXURE-A

FOR THE FINANCIAL YEAR 2024-25

2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]

S. No.	Source of Income	Anticipate d Income (Rs.)	Actual Income (Rs.)	S. No.	Head of Expenditure	Proposed Expenditure (Rs.)	Actual Expenditure (Rs.)
01	Contribution from Market Committee U/s 27 of the Act	5,00,00,000	5,44,25,029	01	Establishment	1,74,40,000	88,73,131
02	Interest from Bank Deposit	30,00,000	1,79,13,605	02	Contingency	35,80,000	4,23,726
03	Misc. Income	1,00,000	12,00,207	03	Development works	50,00,000	11,86,804
04	Proposed income from sale of SCO sites at New Grain, Fruit and Vegetable Market, Sector-39, Chandigarh	20,00,00,000	0	04	Contingency for Improvement of Agricultural Marketing	2,01,30,000	0
05	Balance of funds in main Savings A/c and Pension Fund A/c of Board and FDRs as on 29-02-2024	20,91,60,666	20,91,60,666	05	Audit Fee/T.A , D.A/LTC	32,00,000	6,87,355
				06	Pension/Tier-I Contribution/Pension & LTC payable/DCRG/G ratuity/leave encashment etc.	1,21,90,000	40,59,060
	Total	47,22,60,666	28,26,99,507			6,15,40,000	1,52,30,076

GIST OF INCOME AND EXPENDITURE

Anticipated Income	
(including balance of funds already with the Board)	Rs. 47,22,60,666/-
Proposed Expenditure	Rs. 6,15,40,000/-
Surplus	Rs 41,07,20,666/-

Actual Income	
(including balance of funds already with the Board)	Rs. 28,26,99,507/-
Actual Expenditure	Rs. 1,52,30,076/-
Surplus	Rs. 26,74,69,431/-