

1. Organisation and Function

Sr. No.	Item	Details of disclosure	Particulars
1.1	Particular of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Department of Science & Technology & Renewable Energy (S&T&RE), Chandigarh Administration Website: www.chandigarh.gov.in
		(ii) Head of the Organization	Director, Department of Science & Technology & Renewable Energy
		(iii) Vision, Mission and Key objectives	The main objective was to make use of the most of in-house Scientific and Technical Institutional Infrastructure in the Union Territory of Chandigarh and to prepare Science & Technology Plans relevant to the development of subjects. The work of Non-Conventional Energy Sources was also entrusted to the Department and accordingly the name of the department was changed to Department of Science & Technology & Renewable Energy (S&T&RE) in the year 2016. Department has constituted a registered society under it with the name Chandigarh Renewal Energy and Science & Technology Promotion Society (CREST) with a mandate to develop Chandigarh into a model solar city.
		(iv) Function and duties	Annexure I
		(v) Organization Chart	Annexure II
1.2	Power and duties of its officers and employees [Section 4(i)(b)(i i)]	(i) Powers and duties of officers (administrative, financial and judicial)	Annexure II
		(ii) Power and duties of other employees	Annexure II
		(iii) Rules/orders under which powers and duty are derived and	Punjab Civil Services Rules up to 31.03.2021 Union Territory of Chandigarh employees (Conditions of service) rules 2022 (w.e.f. 01.04.2022)
		(iv) Exercised	
		(v) Work allocation	Annexure II
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Annexure III
		(ii) Final decision making authority	HOD/Secretary S&T&RE (depending upon financial implication)
		(iii) Related provisions, acts, rules etc.	Punjab Civil Services Rules up to 31.03.2021 Union Territory of Chandigarh employees (Conditions of service) rules 2022 (w.e.f. 01.04.2022)
		(iv) Time limit for taking a decisions, if any	Annexure IV
		(v) Channel of Supervision and accountability	Sr. Assistant/Assistant Engineer/ Additional Director /Head of the Department/ Secretary S&T&RE
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	To promote Science & Technology in UT Chandigarh along-with the promotion and adoption of Renewable Energy.
		(ii) Norms/standards for functions/service delivery	Annexure IV
		(iii) Process by which these services can be accessed	By way of submitting an application to the department
		(iv) Time-limit for achieving the targets	Annexure IV
		(v) Process of redress of grievances	Grievances CPGRAM portal

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.	The record pertaining to Establishment Section, Purchase/Store Section, Account Section, Cash Section. Record pertaining to the schemes being implemented by the department.		
		(ii) List of Rules, regulations, instructions manuals and records	1	<u>Administrative matters</u> Central Civil Services Rules and the instructions issued from time to time by the Govt. of India and adopted by the Chandigarh Administration are followed	
			2	<u>Financial matters</u> General Financial Rules, Delegation of Financial Power Rules and the instructions issued from time to time are followed.	
		(iii) Acts/Rules manuals etc.	-do-		
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(iv) Transfer policy and transfer orders	Transfer Policy of Chandigarh Administration.		
		(i) Categories of documents	Sr. No.	Category of documents	Custodian
		(ii) Custodian of documents/categories	1.	Property Return of Group A & B	Establishment General
			2.	ACRs of Group A, B, C & D	Establishment Personal
			3.	Service Book Record of Group A, B, C & D	Account Section
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.	Annexure V		
		(ii) Composition			
		(iii) Dates from which constituted			
		(iv) Term/Tenure			
		(v) Powers and functions			
		(vi) Whether their meetings are open to the public?			
		(vii) Whether the minutes of the meetings are open to the public?			
		(viii) Place where the minutes if open to the public are available?			
1.8	Directory of Officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation	Annexure VI		
		(ii) Telephone, fax and email ID			
1.9	Monthly Remuneration received by Officers & employees	(i) List of employees with Gross monthly remuneration	Sr.No.	Name of the officer/employee	Monthly emoluments (Rupees)
			1	Sh. Rakesh Kumar	114067/-
			2	Ms. Neelam Devi	102191/-
			3.	Sh. Suraj Singh	44928/-
			4.	Sh. Suneel Sharma	35578/-
			5.	Sh. Ashwani Kumar	62965/-

	including system of compensation on [Section 4(1)(b)(x)]	(ii) System of compensation provided in its regulations. as	Besides monthly remuneration, there is no system of compensation.																			
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 Officer (s) & Appellate Authority (ii) Address, telephone numbers and email ID of each designated official	<table><tr><th>S N</th><th>Name of the Public Information Officer</th><th>Designation</th><th>Telephone No. & email ID</th><th>Mobile No</th></tr><tr><td>1</td><td>Sh. Navneet Kumar Srivastava (Charge 14.12.2023) (Appellate Authority)</td><td>Director</td><td>2700284(O) cf.chandigarh@gmail.com</td><td>2700284(O)</td></tr><tr><td>2.</td><td>Sh. Rakesh Kumar (CPIO)</td><td>Assistant Engineer</td><td>2703982(O) dstchandigarh17@gmail.com</td><td>8699003481</td></tr></table>					S N	Name of the Public Information Officer	Designation	Telephone No. & email ID	Mobile No	1	Sh. Navneet Kumar Srivastava (Charge 14.12.2023) (Appellate Authority)	Director	2700284(O) cf.chandigarh@gmail.com	2700284(O)	2.	Sh. Rakesh Kumar (CPIO)	Assistant Engineer	2703982(O) dstchandigarh17@gmail.com	8699003481
S N	Name of the Public Information Officer	Designation	Telephone No. & email ID	Mobile No																		
1	Sh. Navneet Kumar Srivastava (Charge 14.12.2023) (Appellate Authority)	Director	2700284(O) cf.chandigarh@gmail.com	2700284(O)																		
2.	Sh. Rakesh Kumar (CPIO)	Assistant Engineer	2703982(O) dstchandigarh17@gmail.com	8699003481																		
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																				
		(ii) Finalized for Minor penalty or major penalty Proceedings		One																		
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes		There is no educational program except RTI training as conducted by the Chandigarh Administration which is attended by the officials from time to time.																		
		(ii) Efforts to encourage public authority to participate in these programmes																				
		(iii) Training of CPIO/APIO																				
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned		Nil																		

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 VII
		(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	All the payments are made through the Central Treasury, U.T. Chandigarh.
2.2	Foreign and domestic tours during 2024-25	(i) Budget	No separate budget is allotted for tours
		(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.	N/A
2.3	Manner of execution of subsidy programme [Section 4(1)(b)(xii)]	(i) Name of the programme of activity	Not applicable as no subsidy scheme is in existence.
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/scale of subsidy/amount allotted	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and non-discretionary grants	(i) Discretionary and non-discretionary grants/allocations to State Govt./NGOs/other institutions	Not applicable as no Discretionary and non-discretionary grants are given.
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1)(b)(xiii)]	(i) Concessions, permits or authorizations granted by public authority	Not applicable as no concessions, permit or authorization is granted
		(ii) For each concessions, permit or authorization granted (a) Eligibility criteria (b) Procedure for getting the concession/grant and/or permits of authorizations (c) Name and address of the recipients given concessions/permits or authorisations (d) Date of award of concessions/permits of authorizations	
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Annexure VIII

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 (i) Relevant Acts, 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	Through email or through visit to office between 09:30 A.M. to 05:30 P.M. from Monday to Friday during working hours
		Public-private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	Not applicable
		(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;	Details of policies/decisions informed to public through website
		(i) Policy decisions/legislations taken in the previous one year	
		(ii) Outline the public consultation process	
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)	Through website at the URL www.chandigarh.gov.in
		(ii) Outline the arrangement for consultation before formulation of policy	
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	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	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/Hand-book Available	(i) English	NA
		(ii) Vernacular/Local language	NA
4.2	When was the information Manual/Hand-book last updated?	Last date of Annual up-dation	NA
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Relevant details order/sanction of the department are available on website link of Chandigarh Administration www.chandigarh.gov.in
		(ii) Name / title of the document/record/other information	
		(iii) Working of information made available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facility	Through email or through visit to office between 09:30 A.M. to 05:30 P.M. from Monday to Friday during working hours <u>Department of Science & Technology & Renewable Energy,</u> <u>Paryavarn Bhawan, 1st Floor,</u> <u>Sector-19/B, Madhya Marg,</u> <u>Chandigarh,</u> Phone – 0172-2703982
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	The required information and services are provided through email, through CPGRAMs portal and through Grievance portal of Chandigarh Administration.
		(ii) Details of applications received under RTI and information provided	07 in the year 2024-25 and all are disposed off.
		(iii) List of completed schemes/projects/programmes	NA
		(iv) List of schemes/projects/programme underway	
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
		(vi) Annual Report	
		(vii) Frequently Asked Question (FAQs)	
		(viii) Any other information such as	
		(a) Citizen's Charter	
		(b) Result Framework Document(RFD)	
		(c) Six monthly reports on the	
		(d) Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI application & appeals	(i) Details of applications received and disposed	07 in the year 2024-25 and all are disposed off.
		(ii) Details of appeals received and orders issued	Nil

4.7	Replies to questions asked in the parliament [Section 4(i)(d)(2)]	Details of questions asked and replies given	Nil.
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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 & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Current FAA Sh. Navneet Kumar, Director. Landline No. 0172-2703982 Current CPIO Sh. Rakesh Kumar, Assistant Engineer. Mobile No.8699003481 CPIO Sh. P.J.S. Dadhwal, Additional Director <i>(up to 31.12.2017)</i> . FAA Sh. Santosh Kumar, Director <i>(up to 03.09.2018)</i> .
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Third Party carried out on 15.05.2025
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Nil
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	NA
		(v) Committee of PIO/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	NA

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

Assistant Engineer
Department of Science & Technology & Renewable
Energy Chandigarh Administration

ANNEXURE-I

Sr.No.	Name of the Organization/ Department/Board/ Corporation/Institution.	Function and duties(in brief)
1.	Department of Science & Technology & Renewable Energy, Chandigarh Administration	<p>Science & Technology Cell</p> <p>1. Support to Research Institutions</p> <p>The Department provides financial assistance to various Research Institutions located in UT Chandigarh for the Research & Development purpose. Under this scheme, a Committee of Experts exists, which evaluates and recommends the research proposals to the Administration of funding. The objective of the scheme is to support Research & Development in the field of Science & Technology which has direct relevance to the area of UT Chandigarh. Under this scheme, technical, research and educational institutions located in Chandigarh are provided with financial assistance for conducting short term research studies in the field of Science, Medicine, pollution, Engineering, horticulture, Biotechnology, Alternative Sources of Energy Conservation and any other area related to Science & Technology.</p> <p>2. Popularisation of Science</p> <p>This scheme was formulated to popularize the science among students and general masses. Various activities related to Science popularization including Organizing Science Quizzes, Science, State Level Science Exhibition, Science Tours, Competition on Scientific Models, Essay Writing amongst the school / college students, Publicity in Electronic, print or other media sponsoring innovative projects of students in the institutes/colleges of U.T, Chandigarh are taken up under the scheme.</p> <p>Various activities are carried out throughout the year by different modes such as Print Media, Science Slides, Public Debates, Slogan Competition, Hand Bills, Audio & Visual Multimedia CDs, Poster Making, Quiz, Mobile Van, Drama / Skit, Healthcare Talk, Animation Posters etc., Lectures, Melas, Debates, Film Shows, Folk Performances & Science Exhibitions etc.</p> <p>Non-Conventional Sources of Energy (NCSE)</p> <p>i) Model Solar City Programme</p> <p>The Union Territory of Chandigarh does not have its own power generating unit of any kind. It derives the power from the neighboring states and distributes to the consumers. It has to rely solely on the power generation capacity of these States and in case of any eventuality in these Stations the residents of the Chandigarh have also to suffer. To overcome from this situation, U.T has to produce its own power. The appropriate route for power generation suited to U.T, Chandigarh is Solar Photovoltaic. This is also a green energy initiative. As land is scarce resource in Chandigarh, so rooftop, based SPV plant are being planned.</p>

		<p>Chandigarh has been selected to be developed as a Model Solar City by the Ministry of New & Renewable Energy. Under this scheme, CREST is the executing agency for Department of Science & Technology & Renewable Energy for rooftop based SPV Plant.</p> <p>Further, 'Solar City' is an umbrella scheme with solar as umbrella tag, but it includes promotion of all renewable energy options. For the development, implementation, coordinate and monitoring of the scheme of development of Chandigarh as Model Solar City, a Solar City cell has been setup in CREST.</p> <p>For the development, implementation, coordinate and monitoring of the scheme of development of Chandigarh as Model Solar City, a Solar City cell has been setup in CREST.</p> <p>ii) State Level Energy Park</p> <p>The state Level Energy Park has been set up in the Botanical Garden at Sarangpur, U.T. Chandigarh. The State Level Energy Park has different demonstration units based and run by Solar Energy, objects on theme Conservation of Energy, Solar run Video Games, Cars, Train, SPV Street Lights, Wind Energy generation, Storage of Energy etc.</p> <p>The land measuring 3.00 acres and other facilities has been provided by the Department of Forests, Chandigarh Administration. The Ministry of New & Renewable Energy, Govt. of India had sanctioned a financial assistance of Rs.88 lac to meet the procurement cost of different solar devices to be installed and commissioned in the Energy Park. The rest cost component has been met from U.T. funds.</p> <p>iii) Mass Awareness and Seminars / Conferences</p> <p>Mass Awareness is an important tool for educating the masses and accelerating the use of these resources. Even Govt. of India, Ministry of Non- Conventional Energy Sources has recognized its importance and is laying greater emphasis on this aspect. It has its own department and has produced literature on various technologies like Solar, Wind, Bio-mass etc. It supports the State /UTs for bringing Mass Awareness by providing funding for publicity. Keeping in view the importance of mass awareness, it is proposed that this aspect needs to be promoted in a big way.</p> <p>Non-Conventional Energy Sources, whether for urban or rural use, is a new field. The information on the various aspects of the technology whether it is a development of the gadgets/devices, their commercialization or utilization is very limited. There is always a need to share ideas, views and knowledge among the developers, entrepreneurs, financial institutions, implementing agencies etc.</p>
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ANNEXURE – II

Sr.No.	Name of the post	Power and duties(in brief)
1.	Director (Science & Technology)	Head of Department exercising all administrative & financial powers. The work of the Department is disposed off at the level of Director Science & Technology. He is Appointing Authority in respect of Group 'C' & 'D' staff of Deptt. of Science & Technology & Renewable Energy.
2.	Additional Director	He is the head of the office and looks after the day to day functioning of the department.
3.	Junior Engineer <u>(Now designated as Assistant Engineer)</u>	All work relating to the implementation of schemes of the department, Nodal officer of the department for almost all the fields/works related to this, CPIO of the department and all other work of the deptt. as per the direction of ADST/ DST.
4.	Senior Assistant	All the work relating to budget i.e. budget estimate, preparation of ten monthly, maintenance of cash book, cheque books and receipt books, reply to miscellaneous letter received in the department, preparation of salary bills on e-Sevaarth, purchasing through GeM, online service book updation, generating bills on PFMS for release of payments, reply to RTI applications, settlement of audit paras, GIS/GPF calculations, quarterly returns filing, all the bank work, reconciliation of figures with audit, Reply to Parliament Questions, establishment matters, monthly Account Statement, treasury work and any other work assigned by ADST/DST.
5.	Steno-Typist	Attached with Additional Director for dictation and type work.
6.	Clerk	Attached with Senior Assistant and Mics. work given by A.E/S.A
7.	Peon	Distribution of dak and attached with J.E and S.A for supportive work like files movement, Photostat etc.

ANNEXURE-III

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 case before the decision making authority.	Level at which decision is made. (Name of the post)
1.	Appointment/ Punishment	Sr. Assistant	Routed through Additional Director	Director (Head of Deptt.)
2.	Administrative matters/ Court Cases	-do-	-do-	-do-
3.	Financial matters.	-do-	-do-	-do-
4.	Grant of sanctions as per delegation of financial powers.	-do-	-do-	-do-
5.	Grant to various research institutions for research projects, financial assistance to various schools/colleges/ institutions for popularization of science activities.	Assistant Engineer	-do-	-do-
6.	Implementation of Non- conventional Energy Sources Schemes of the department.	-do-	-do-	-do-

ANNEXURE-IV

Sr.No.	Item of work	Norms set by the department (number of day taken for decision making)
1.	Financial assistance to Research institutions for conducting Research Projects	One month after the receipt of proposals.
2.	Financial Assistant to various schools/colleges/ institutions for popularization of science activities.	Within one month after the receipt of Proposal
3.	Financial Assistance to CREST under Non-Conventional Energy Sources programme for executing schemes of the department.	Within one month from the receipt of proposal.

ANNEXURE-V

Sr. No.	Name of the Boards	Name of Council (s)	Name of Committee(s)	Composition	Dates from which constituted	Term/ Tenure	Powers and functions	Whether meetings of these bodies are open to the public (Yes/No)	Whether the minutes of such meetings are accessible for public. (Yes/No)	Place where the minutes if open to the public are available?
1.	-	-	Sexual Harassment Committee	1) Mrs. Rhythm Aggarwal, Assistant Environmental Engineer, CPCC, Chd (Presiding Officer) 2) Sh. Mukesh Kumar, S.A, Environment Deptt, U.T, Chd (Member) 3) Mrs. Neelam Devi, Sr. Asstt. Dept. of S&T&RE, U.T. Chd. (Member) 4) Ms. Harpreet Kaur, Accountant, Deptt of Forest & Wildlife, U.T, Chd (Member) 5) Ms. Neha Bhaskar, Counsellor, Yuvsatta (NGO), R. No.12, Karuna Sadan, Sec-11, Chd (Member)	Constituted by the CCF-cum-Director S&T&RE vide Endst No.CCFD/563 dated. 28.10.24	3 years	To redress the grievances of working women on their complaints of sexual harassment in work places	No	Yes	
2.	-	-	Recruitment/ Departmental Promotion Committee	-	-	NA	For consideration of promotion cases in respect of Group-B posts (Ministerial)	No	Yes	

3.	-	-	Research Project (Proposal) Committee.	<ol style="list-style-type: none"> 1. Director S&T&RE, U.T, Chd (Chairman) 2. Additional Director S&T&RE, U.T, Chd 3. Director Health or his nominee, U.T, Chd 4. Director or his nominee, CSIO, Sec-30, Chd 5. Director or his nominee, Punjab Engineering College (Deemed University), Chd 6. Chairman's Nominee (Subject matter expert) 7. Chairman's Nominee (Subject matter expert) 	Constituted by Sect. S&T&RE vide Endst. No. S&T&RE/RP-F-147/06/2024 /304-308 dated 03.06.2024	yearly	Evaluate and recommend the fresh Research Projects for funding under the scheme "Support to Research Institutions"	No	Yes	
4.	-	-	Local Purchase Committee	<ol style="list-style-type: none"> 1. Additional Director, S&T&RE, U.T, Chd 2. Assistant Engineer, S&T&RE, U.T, Chd 3. Senior Assistant, S&T&RE, U.T, Chd 4. Jr. Assistant/ Clerk, S&T&RE, U.T, Chd 	Constituted by Director S&T&RE vide Endst 1805-1808 dated. 20.12.24	NA	For the purchase of goods costing above Rs.50,000 and up to 5,00,000/- on each occasion required for use in DS&T&RE	No	Yes	
5.	-	-	PoS Scheme including Science Club (Proposal) Committee		Constituted by Sect. S&T&RE vide Endst. No. S&T&RE/F-408/05/2024 /282-285 dated 27.05.2024	yearly	Evaluate and process financial grant requests received under Popularization of Science Scheme (including grants to Science Club)			

ANNEXURE-VI

Sr. No.	Name of the Officer/employer	Designation	Mobile No.	Telephone Number (O)
1.	Sh. Navneet Kumar Srivastava, IFS	Director	2703982	2703982
2.	Sh. Navneet Kumar Srivastava, IFS	Additional Director	2703982	-do-
3.	Sh. Rakesh Kumar	Assistant Engineer	8699003481	-do-
4.	Ms. Neelam Devi	Senior Assistant	9780206118	-do-
5.	Sh. Suraj Singh	Steno-Typist	9888996500	-do-
6.	Sh. Suneel Sharma	Clerk	9805955114	-do-
7.	Sh. Ashwani Kumar	MTS	6239457824	-do-
8.	Ms. Harpreet Kaur	Clerk (outsourcing)	9888172740	-do-
9.	Sh. Manoj Kumar	Record Restorer (outsourcing)	9855878613	-do-
10.	Sh. Amrik Singh	Driver (outsourcing)	9780513152	-do-
11.	Sh. Ashwani Kumar	Driver (outsourcing)	9888937102	-do-
12.	Sh. Surinder Kumar	Field Attendant (outsourcing)	7888748763	-do-
13.	Sh. Vikas Kumar	Peon (outsourcing)	9878258014	-do-
14.	Sh. Ravidass Singh	Chownkidhar (outsourcing)	9779116171	-do-

ANNEXURE-VII**(Rs. in lakh)**

Head	Budget allocation for the year 2024- 25	Expenditure in F.Y 2024-25
Head-2810		
Wages	200.00	199.99
Rent Rates & Taxes	57.54	57.54
Grants-in-aid General	600	600
Demonstration-ORE	0	0
Bio Gas - ORE	5.00	5.00
Office Expenses	20	20
Battery Operated Vehicle-OC	1500	1500
Head-3425		
Salary	25.34	25.30
Wages	64.49	64.49
Rewards	0.35	0.35
Medical Treatment	0	0
Allowances	23	23
Leave Travel Concession	0	0
Training Expenses	0	0
Domestic Travel Expenses	0.50	0.41
Foreign Travel Expenses	0	0
Office Expenses	4	4
Publications	3	3
Digital Equipment	1	0.99
POL	0.03	0.02
Advertising & Publicity	0	0
Repair & Maintenance	1	1
ORE (Popularization of Science)	170.50	170.50
Head-4810		
Motor Vehicles	0	0
Machinery & Equipment	0	0
Solar City-OCE	7200.50	7200.50
Head-5425		
(Research)-Investments	47.55	47.55

ANNEXURE-VIII

Statement showing the Quarterly statement of Audit & Inspection reports for the quarter ending 31.03.2025									
Sr. No	Name of Department	Inspection Report/Paras outstanding at the end of the quarter ending 31.12.2024		Inspection Report/Paras received during the quarter ending 31.03.2025		Inspection Report/Paras settled during the quarter ending 31.03.2025		Inspection Report/Paras outstanding at the end of the quarter ending 31.03.2025	
		No. of I.Rs	No. of Paras	No. of I.Rs	No. of Paras	No. of I.Rs	No. of Paras	No. of I.Rs	No. of Paras
1	2	3	4	5	6	7	8	9	10
1	Department of Science & Technology & Renewable Energy, UT., Chandigarh	4	12	1	4	2	10	3	6