

**ANNEXURE – 1****PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4 (1)(b)(i) OF THE RIGHT TO INFORMATION ACT, 2005****(The particulars of the organization, functions and duties)**

<b>Sr. No</b>	<b>Name of the Organization/ Department/Board/ Corporation/Institution/website</b>	<b>Function and duties (in brief)</b>
1	Zila Sainik Welfare Office Union Territory, Chandigarh <a href="http://www.chandigarhsainikwelfare.Org">www.chandigarhsainikwelfare.Org</a>	<ul style="list-style-type: none"> <li>• Head of Office</li> <li>• Drawing and disbursing officer.</li> <li>• To look after the welfare of ESM.</li> <li>• To take up cases related to ESM with DGR/KSB/Chd Admn/ PCDA.</li> <li>• To look after the employment of ESM.</li> <li>• To manage Plan Scheme.</li> <li>• To liaise with higher military authorities.</li> <li>• To manage the trust fund.</li> <li>• To manage the Sainik Rest House, UT Chandigarh</li> </ul>
2.	Organisation Chart	<ul style="list-style-type: none"> <li>• DC-cum-President(HOD)-ZSWO(HOO)-Sr Asst- Jr Asst- Clerk/ Dealing Asst</li> </ul>

**ANNEXURE – 2****PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4 (1)(b)(ii) OF THE RIGHT TO INFORMATION ACT, 2005****(The powers and duties of the officers and employees)**Name of the Department/Board/Corporation/Institution/Office : **Zila Sainik Welfare Office**  
**U.T, Chandigarh**

<b>Sr. No</b>	<b>Name of the post</b>	<b>Powers and duties (in brief)</b>
1	Zila Sainik Welfare Officer (Z.S.W.O.)	Head of Office. Drawing & disbursing officer. To look after the welfare of Serving/Retired defence personnel and their dependents (which involves re-employment, pension cases, Gallantry Awards, Administrative, attestation documentation & other related problems being faced by the ex defence personnel). Designated as Appellate Authority under RTI Act 2005.
2	Sr. Asst	To look after all office work as Superintendent and dealing with establishment, confidential/policy files, court cases and to attend the visitors. In the absence of Z.S.W.O., Sr Asst is authorized to sign routine nature of dak/certificates/ex-serviceman identity cards. He is also assigned the duty to sign the cheques all type of accounts maintained by ZSWO and SRH (Sainik Rest House) jointly with ZSWO . Also performing the duties of CPIO.
3	Jr. Asst	Deals with pension cases, process the papers of Gallantry Awards/Discarded vehicles. To arrange exam of RIMC, Dehradun twice a year.
4	Clerk	Deals with budgetary allotments of plan & Non plan, salaries of staff office, contingencies, and other official accounts.
5	Clerk	To maintain all trust funds such as AFFD Fund, Special Fund for reconstruction and rehabilitation of ex-servicemen, Chandigarh Defence & Security Relief Fund. To monitor the investment in FDRs and maintain the records. Designated as Nodal Officer under RTI Act 2005.

**ANNEXURE – 2**

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6.	Field Investigator	To issue ex-servicemen/widows Identity Cards. Field duties such as any kind of verification as asked by the units/Records Office and visit his allotted area to meet old age ESM/widows to know about their well beings and if they facing any problem to put his full effort to sort out the same.
7	Welfare Organiser	Managing the employment cell for re-employment assistance to ESM. On receipt of requisition the ex-servicemen's name sponsored for job in Govt/Public Sector/Pvt Sector/Bank. To maintain records of registration and placement of ESM. Field duties such as any verifications as asked by the units/Records Office. Receipt and dispatch duties. To assist the old ESMs and Widows to fill up various pension related documents and familiarise them with various welfare schemes.
8	Driver	<ul style="list-style-type: none"> <li>• To drive official vehicle and its maintenance.</li> <li>• Maintenance of Car Diary and Repair Register.</li> </ul>
9	Peon (outsourcing basis)	To distribute the local dak and to attend the duties given to him from time to time.
10	Safaiwala (outsourcing basis)	To keep office premises neat and clean.

**ANNEXURE – 3****PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4 (1)(b)(iii) OF THE RIGHT TO INFORMATION ACT, 2005**

(The procedure followed in the decision making process, including  
channels of supervision and accountability)

Name of the Department/Board/Corporation/Institution/Office : **Zila Sainik Welfare Office**  
**U.T, Chandigarh**

<b>Sr. No</b>	<b>Nature/Type of work</b>	<b>Level at which the case is initiated (Name of the post)</b>	<b>Name of the post which deal with the case before the decision making authority</b>	<b>Level at which decision is made. (Name of the post)</b>	<b>Time limit for taking decision, if any</b>
1	Gallantry Awards	Z.S.W.O, U.T Chd	DC Office	Home Secretary Chd	6 Months
2	Issue of certificate of various types of ESM/widows	Welfare Organiser	Sr Asst	Z.S.W.O	1 Week
3	Field verification	Welfare Organiser/ Field Investigator	Sr. Asst	Z.S.W.O	1 Week
4	Pension cases to be submitted to concerned Records Office	Clerk	Sr. Asst	Z.S.W.O	4 Months
5	Issue of Identity Cards	Field Investigator	Sr. Asst	Z.S.W.O	02 days
6.	Processing of applications of ESM to KSB of various types of schemes	Welfare Organiser/ Field Investigator	-	Z.S.W.O.	1 Week

- On acceptance of application on-line by Kendrya Sainik Board(KSB)

**ANNEXURE – 4**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4 (1)(b)(iv) OF THE RIGHT TO INFORMATION ACT, 2005**

(The norms set for the discharge of its function)

Name of the Department/Board/Corporation/Institution/Office : **Zila Sainik Welfare Office**  
**U.T, Chandigarh**

<b>Sr. No</b>	<b>Item of work</b>	<b>Norms set by the department (number of days taken for decision making)</b>
1	To look after welfare of serving/retired defence personnel and their dependents (with involves, employment, pension cases, Gallantry awards ,PM Scholarships, Education grant, marriage grant, penury grant, incentive to wards of ESM of NDA & other related problems being faced by the ex-defence personnel.	Applications are being processed on line as well as off line. Time limit is differ from case to case as per Annexure-3 above.

**ANNEXURE – 5****PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4 (1)(b)(v) OF THE RIGHT TO INFORMATION ACT, 2005**

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

Name of the Department/Board/Corporation/Institution/Office : **Zila Sainik Welfare Office**  
**U.T, Chandigarh**

<b>Sr. No</b>	<b>Name of the Act</b>	<b>Name of the Rules</b>	<b>Name of the Manuals</b>	<b>Instructions (Write circular No/date)</b>	<b>Any other Records/ Document</b>
1	-	Central Civil Services Rules	<ul style="list-style-type: none"> <li>Guide to service personnel ex-servicemen widows &amp; dependents.</li> </ul>	-	-
2	-	General Financial Rules	<ul style="list-style-type: none"> <li>Manual for ex-servicemen.</li> <li>ECHS information brochure.</li> <li>Guide to service personnel, ESM, widows &amp; dependents etc benefits and concessions provided by Central Govt. and State Govt.</li> </ul>	-	-

**ANNEXURE – 6**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4 (1)(b)(vi) OF THE RIGHT TO INFORMATION ACT, 2005**

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

Name of the Department/Board/Corporation/Institution/Office : **Zila Sainik Welfare Office**  
**U.T, Chandigarh**

<b>Sr. No</b>	<b>Category of documents and custodian of documents</b>
1	Records of ex-servicemen/widows of U.T, Chandigarh. The records is being maintained by the dealing assistant.

**ANNEXURE – 7****PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4 (1)(b)(vii) OF THE RIGHT TO INFORMATION ACT, 2005**

(The particulars of any arrangement that exists for consultation with,  
or representation by the members of the public in relation to the  
formulation of policy or implementation thereof)

Name of the Department/Board/Corporation/Institution/Office : **Zila Sainik Welfare Office**  
**U.T, Chandigarh**

<b>Sr. No</b>	<b>Details/Type of arrangements made</b>
(i)	DGR/KSB is the main agency who is issuing the guidelines and policy letters and instructions to all Zila Sainik Boards for the welfare of ex-servicemen and their dependents. The query, if any, is also being projected to above agency for clarification.
(ii)	Ex-servicemen are nominated as members of Zila Sainik Board, wherein they can present any suggestions that may require any change/formulation of policy.
(iii)	Public-Private partnerships (PPP) - Nil



**ANNEXURE – 8****PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4 (1)(b)(viii) OF THE RIGHT TO INFORMATION ACT, 2005****(Statement of the boards, councils, committees and other bodies)**Name of the Department/Board/Corporation/Institution/Office : **Zila Sainik Welfare Office**  
**U.T, Chandigarh**

<b>Sr. No</b>	<b>Name of the Board(s)</b>	<b>Name of Council(s)</b>	<b>Name of Committee(s)</b>	<b>Name of Other bodies(s) constituted by the deptt</b>	<b>Whether meetings of these bodies are open to the public (Yes/No)</b>	<b>Whether the minutes of such meetings are accessible for public (Yes/No)</b>
1	Z.S.W.O U.T Chd	-	Zila Sainik Board (Tenure for two years)	Managing committee of Special Fund for Reconstruction & Rehabilitation of ESM/widows & dependents.	No	No
2	-do-	-	Grievances Committee (Members are officials of Chandigarh Administration) No tenure is fixed	Grievances Committee for Redressal of Grievances of the Serving Soldiers/Ex-servicemen and their Dependents	No	No

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**ANNEXURE – 9**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4 (1)(b)(ix) OF THE RIGHT TO INFORMATION ACT, 2005**

(Directory of the officers and employees)

Name of the Department/Board/Corporation/Institution/Office : **Zila Sainik Welfare Office**  
**U.T, Chandigarh**

<b>Sr. No</b>	<b>Name of the officer/employee</b>	<b>Designation</b>	<b>Telephone Number (O)</b>
1	Col Anil Kumar Kundra (Retd)	Z.S.W.O	0172 – 2701947
2	Sh. Mohan Singh Rana	Sr. Asst.	-do-
3	Vacant w.e.f. 01.03.2022	Field Investigator	-do-
4	Sh. R.P. Singh	Jr. Asst.	-do-
5	Sh Harbans Singh	Clerk	-do-
6	Sh. Vishwajeet Sahrawat	Clerk	-do-
7	Vacant w.e.f. 06.12.2021	Welfare Organiser	-do-
8	Sh. Pawandeep Singh	Driver	-do-
9	Sh. Raju Thapa (Outsource)	Peon	-do-
10	Sh Mukesh Kumar(Outsource)	Safaiwala	-do-

**ANNEXURE – 10****PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4 (1)(b)(x) OF THE RIGHT TO INFORMATION ACT, 2005****(Monthly remuneration received by the officers and employees)**Name of the Department/Board/Corporation/Institution/Office : **Zila Sainik Welfare Office**  
**U.T, Chandigarh**

<b>Sr. No</b>	<b>Name of the officer/employee</b>	<b>Monthly Basic emoluments (Rupees)</b>
1.	Col Anil Kumar Kundra, ZSWO	Rs 122590/-
2	Sh. M.S. Rana , Sr Asst	Rs 63900/-
3	Field Investigator (Vacant)	-
4	Sh. RP Singh, Jr Asst	Rs 50700/-
5	Sh. Harbans Singh, Clerk	Rs. 48900/-
6.	Sh. Vishwajeet Sahrawat, Clerk	Rs 44800/-
7.	Welfare Organiser (Vacant)	-
8.	Sh. Pawandeep Singh	Rs 24180/-
8	Sh Mukesh Kumar, Safaiwala (Outsourcing)	At DC Rates
9.	Sh Raju Thapa, Peon (outsourcing)	At DC Rates

Note : Monthly emoluments as per the last month's salary bill.



**ANNEXURE – 11**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4 (1)(b)(xvi) OF THE RIGHT TO INFORMATION ACT, 2005**

(Names, designations and other particulars of the Central Public  
Information Officer & Appellate Authority)

Name of the Department/Board/Corporation/Institution/Office : **Zila Sainik Welfare Office**  
**U.T, Chandigarh**

Sr. No	Name of the State Publication Information Officer	Designation	Telephone No (Office/ Residence)	Residential Address	Assistant State Publication Information Officer	Telephone Number (Office/ Residence)	Residential Address
1	<b><u>CPIO</u></b> SH.MOHAN SINGH RANA	SENIOR ASSISTANT	2701947 988813437	# 185-A, Omaxe Cassia, New Chd	-	-	-
2.	<b><u>APPELLATE AUTHORITY</u></b> COL ANIL KUMAR KUNDAR(RETD)	Z.S.W.O.	2701947 7901912553	# 271 Sector :4 MDC, Panchkula	-	-	-

**ANNEXURE-12**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN**

**RULE 4 (2) OF THE RIGHT TO INFORMATION ACT, 2005**

(No of employees against whom disciplinary action has been  
proposed/taken(Section 4(2))

Name of the Department/Board/Corporation/Institution/Office : **Zila Sainik Welfare Office**  
**U.T, Chandigarh**

S.No.	Question	Answer
No. of employees against whom disciplinary action has been :-		
(i)	Pending for Minor penalty or major penalty proceedings	Nil
(ii)	Finalized for Minor penalty or major penalty proceedings	Nil

### ANNEXURE-13

#### PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN SECTION 26 OF THE RIGHT TO INFORMATION ACT, 2005

Programmmes to advance understanding of RTI

Name of the Department/Board/Corporation/Institution/Office : **Zila Sainik Welfare Office, UT, Chandigarh**

S.No.	Details of disclosure	Reply
(i)	Educational Programmmes	-
(ii)	Efforts to encourage public authority to participate in these programmmes	-
(iii)	Training of CPIO/APIO	Time to time training session are being organized by Chandigarh Administration for imparting training on RTI
(iv)	Update & publish guidelines on RTI by the Public Authorities concerned	-

**ANNEXURE-14****PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4 (1)(b)(xi) OF THE RIGHT TO INFORMATION ACT, 2005**

(Budget allocated to each of its agency, indicating the particulars of all  
Plans, proposed expenditures and reports on disbursements made)

Name of the Department/Board/Corporation/Institution/Office : **Zila Sainik Welfare Office**  
**U.T, Chandigarh**

<b>Sr. No</b>	<b>Head/Item of the budget</b>	<b>Proposed expenditure during the year (2023-24) Amount in thousands</b>	<b>Disbursement (2022-23)</b>
1	Salary	3632	The payments being made through ECS
2.	Wages	800	
3.	Rewards	100	
4.	Medical Treatment	50	
5.	Allowances	3758	
6.	Leave Travel Concession	10	
7.	Training Expenses	250	
8.	Domestic Travel Expenses	25	
9	Office Expenses	700	
10.	Rent, Rate & Taxes	500	
11	Digital Equipment	500	
12	POL	150	
13	Repair and Maintenance	150	
14.	Scholarships/Stipends	850	
15.	Other Revenue Expenditure	1360	
	Total	12835	



**ANNEXURE-15****PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RIGHT TO INFORMATION ACT, 2005****(Foreign and domestic tours during 2022-2023)**Name of the Department/Board/Corporation/Institution/Office : **Zila Sainik Welfare Office**  
**U.T, Chandigarh**

S.No.	Question	Answer
(i)	Budget	Rs 25,000/-
(ii)	Foreign and domestic tours by officers and officials of the rank of Joint Secretary to Govt. and above, as well as the heads of the Department (a) Place 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

**ANNEXURE – 16****PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4 (1)(b)(xii) OF THE RIGHT TO INFORMATION ACT, 2005**

(The manner of execution of subsidy programmes, including the  
amounts allocated and the details of beneficiaries of such  
programmes)

Name of the Department/Board/Corporation/Institution/Office : **Zila Sainik Welfare Office**  
**U.T, Chandigarh**

<b>Sr. No</b>	<b>Scheme under subsidy given</b>	<b>Manner of execution of subsidy programme</b>	<b>Amount allocated (Rs)</b>	<b>Details of beneficiaries</b>
<b>===== NA=====</b>				

**ANNEXURE – 17**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
THE RIGHT TO INFORMATION ACT, 2005**

(Discretionary and non-discretionary grants)

Name of the Department/Board/Corporation/Institution/Office : **Zila Sainik Welfare Office**  
**U.T, Chandigarh**

S.No.	Question	Answer
(i)	Discretionary and non-discretionary grants/allocations	NIL
(ii)	Annual accounts of all legal entities who are provided grants by public authorities	NIL

**ANNEXURE – 18**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4 (1)(b)(xiii) OF THE RIGHT TO INFORMATION ACT, 2005**

(Particulars of recipients of concessions, permits or authorizations  
granted)

Name of the Department/Board/Corporation/Institution/Office : **Zila Sainik Welfare Office**  
**U.T, Chandigarh**

<b>Sr. No</b>	<b>Concessions/Permit/ Authorization grant</b>	<b>Name of the recipient</b>	<b>Address of the recipient</b>
<b>===== NA =====</b>			

**ANNEXURE – 19**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4 (1)(b)(xiii) OF THE RIGHT TO INFORMATION ACT, 2005**

**(CAG & PAC Paras)**

Name of the Department/Board/Corporation/Institution/Office : **Zila Sainik Welfare Office**  
**U.T, Chandigarh**

S.No.	Question	Answer
(i)	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, UT, Chandigarh	03

## ANNEXURE – 20

### PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1)(c) OF THE RIGHT TO INFORMATION ACT, 2005

(Details of policies/decisions, which affect public, informed to them)

Name of the Department/Board/Corporation/Institution/Office : **Zila Sainik Welfare Office**  
**U.T, Chandigarh**

S.No.	Question	Answer
(i)	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/legislations taken in the previous one year</p> <p>(ii) Outline the public consultation process</p> <p>(iii) Outline the arrangement for consultation before formulation of policy.</p>	Nil

**ANNEXURE – 21**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4 (3) OF THE RIGHT TO INFORMATION ACT, 2005**

(Dissemination of information widely and in such form and manner which is easily accessible to the public)

Name of the Department/Board/Corporation/Institution/Office : **Zila Sainik Welfare Office**  
**U.T, Chandigarh**

Use of the most effective means of communication :-

- (i) Internet (Website) - All important information relating to this office are regularly uploaded on official website [www.chandigarhsainikwelfare.org](http://www.chandigarhsainikwelfare.org)

**ANNEXURE – 22**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4 (1)(b) OF THE RIGHT TO INFORMATION ACT, 2005**

(Form of accessibility of information manual/handbook )

Name of the Department/Board/Corporation/Institution/Office : **Zila Sainik Welfare Office**  
**U.T, Chandigarh**

Information manual/handbook available in :-

- (i) Electronic format - All important information relating to this office are uploaded on official website [www.chandigarhsainikwelfare.org](http://www.chandigarhsainikwelfare.org)
- (ii) Print format - Information Brochure available with this office



**ANNEXURE – 23****PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4 (1)(b) OF THE RIGHT TO INFORMATION ACT, 2005**

(Whether information manual/handbook available free of cost or not)

Name of the Department/Board/Corporation/Institution/Office : **Zila Sainik Welfare Office**  
**U.T, Chandigarh**

List of materials available :-

- (i) Free of cost - Yes
- (ii) At reasonable cost of the medium - NA

**E-Governance**

Item	Details of disclosure	Reply
Language in which information Manual/Handbook available	(i) English (ii) Vernacular/Local Language	Yes
When was the information Manual/handbook last updated ?	Last date of Annual Updation	10.01.2023
Information available in electronic form (Section 4(1)(b)(xiv))	(i) Details of information available in electronic form (ii) Name/title of the document/record/other information (iii) Location where available	Yes Whole information of the office is on website <a href="http://www.chandigarhsainikwelfare.org">www.chandigarhsainikwelfare.org</a>
Particulars of facilities available to citizen for obtaining information (Section 4(1)(b)(xv))	(i) Name & location of the facilities (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, Fax, email)	Information is available on official Website <a href="http://www.chandigarhsainikwelfare.org">www.chandigarhsainikwelfare.org</a>  0172-2701947

Item	Details of disclosure	Reply
Such other information as may be prescribed under section 4(i)(b)(xvii)	<p>(i) Grievance redressal mechanism</p> <p>(ii) Details of applications received under RTI and information provided</p> <p>(iii) List of completed schemes/projects/programme</p> <p>(iv) List of schemes/ projects/ programme underway</p> <p>(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract</p> <p>(vi) Annual Report</p> <p>(vii) Frequently asked question(FAQs)</p> <p>(viii) Any other information such as  (a) Citizen Charter  (b) Six monthly reports loaded on the website or not  (c) Performance against the benchmarks set in the citizen's charter</p>	<p>Grievances Committee for Redressal of Grievances of the Serving Soldiers/Ex-servicemen and their Dependents has been constituted.</p> <p>20 applications received and replied</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>As per Annexure-3</p> <p>-</p> <p>-</p>
Receipt & Disposal of RTI applications & appeals	<p>(i) Details of applications received and disposed</p> <p>(ii) Details of appeals received and orders issued</p>	<p>20 Nos</p> <p>-</p>
Replies to questions asked in the parliament, if any (Section 491)(d)(2)	Details of questions asked and replies given	-

