

Sr. No.	Item	Description	Amount (Approx.)	Remarks/Reference Points
1	Stationery		4,000	2851-Office Expenses
2	Cleaning items		5,000	
3	Repair of ACs		5,000	
4	Computer/printer repair/refilling		12,000	
5	Preparing the hoardings to install the same at Parade Ground, Sector 17 during the celebration of Independence Day, 2020		6,000	
6	Misc.		3,000	
		Total	35,000	
S NO				
1.1	Particulars of its organization, functions and duties  [Section 4(1) (b) (i)]	(i) Name of the Organization and its website	Department of Industries, U.T.Chandigarh Email :-dimsmeutchd@gmail.com Website: Chandigarh.gov.in	
		(ii) Head of the organization	Sh. Harjeet Singh Sandhu, PCS Director-cum-General Manager, DIC, UT Chandigarh	
		(iii) Vision, Mission and Key objectives	Department of Industries, U.T. Chandigarh, Ramdarbar Phase-II, Chandigarh. The Industrial Policy has to address itself to promote investment, development of knowledge based industries and to rejuvenate and re-strengthen the existing enterprises particularly the micro, small and medium scale sector. The goals set forth in the document would create environment friendly Micro Small & Medium Enterprises and would promote Chandigarh as a hub of environment friendly, hi-tech and knowledge based economic activities. Taking into account the current economic scenario and prospective developments, the Policy would also lay particular emphasis on further strengthening the base of the manufacturing sector.	
		(iv) Function and duties	i). Public Procurement Policy for Micro Small Enterprises (MSEs). ii). Micro Small and Medium Enterprises Development Act, 2006. iii). Online Single Window System. iv). Industrial Policy 2015/2018. v). convenor to implement the PMEGP Scheme of Govt. of India.	
		(v) Organization Chart	Secretary Industries cum Finance Secretary, U.T. Chandigarh. Director-cum-GM, DIC	
		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)
(ii) Power and duties of other employees	As Annexure "A"			
(iii) Rules/ orders under which powers and duty are derived and	i) Make the policy ii) Promote the Industry iii) Chairman of MSFC iv) Sole Arbitrator of the CITCO and look after the Financial work of this department.			
(iv) Exercised	v) Convenor to implement the scheme PMEGP (Govt. of India)			
	(v) Work allocation			
1.3	Procedure followed in decision making process	(i) Process of decision making. Identify key decision making points	Director-cum-GM, DIC	

	[Section 1(1) (b) (iii)]	(ii) Final decision making authority	Secretary Industries – Finance Secretary, U.T. Chandigarh.
		(iii) Related provisions, acts, rules etc.	i) Punjab Civil Services Rules Vol-I,II,III
		(iv) Time limit for taking a decisions, if any	At the earliest possible.
		(v) Channel of supervision and accountability	Director-cum-GM, DIC
1.4	Norms for discharge of functions [Section 4(1) (b) (iv)]	(i) Nature of functions/ services offered	i). Public Procurement Policy for Micro Small Enterprises (MSEs). ii). Micro Small and Medium Enterprises Development Act, 2006. iii). Online Single Window System. iv). Industrial Policy 2015/2018.
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	
1.5	Rules, regulations, instructions manual and records or discharging functions [Section 1(1) (b) (v)]	(i) Title and nature of the record/ instructions.	i) Punjab Civil Services Rules Vol-I,II,III
		(ii) List of Rules, regulations, instructions manuals and discharging records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	
1.6	Categories of documents held by the authority under its control [Section 4(1) (b) (vi)]	(i) Categories of documents.	1) Ease of doing business (Business reform action plan) 2) Export strategy Micro Small and Medium Enterprises Development Act, 2006
		(ii) Custodian of documents/categories	
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 1(1) (b) (viii)]	(i) Name of Boards, Council, Committee etc.	Nil
		(ii) Composition	Nil
		(iii) Dates from which constituted	Nil
		(iv) Term/ Tenure	Nil
		(v) Powers and functions	Nil
		(vi) Whether their meetings are open to the public?	Nil
		(vii) Whether the minutes of the meetings are open to the public?	Nil
		(viii) Place where the minutes if open to the	Nil

		public are available?						
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation.		Contact	E-mail			
			i. Sh. Bhupal Singh, Reader/OS	9988050805	-			
			ii. Ms. Sarita, Senior Assistant	6280950867	-			
			iii. Sh. Amit, Clerk	08053026531	amitdahiy a0272@gmail.com			
		(ii) Telephone, fax and email ID	iv. Sh. Nikhil Kumar, Clerk	7888357870	nikhilvir di08@gmail.com			
			v. Sh. Shiv Balak, Peon	8968296791	-			
			vi. Smt. Jaswinder Kaur, Peon	9988102203	-			
			vii. Smt. Usha Devi, Peon	9988192133	-			
			viii. Sh. Vinod Kumar, Chowkidar-cum-Sweepar	8968426185	-			
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 1(1) (b) (xi)]	(i) List of employees with Gross monthly remuneration.	Sh. Harjeet Singh Sandhu, PCS, DIS		<b>Gross Salary per month</b> <b>Rs. 80502/-</b>			
		(ii) System of compensation as provided in its regulations	Sh. Bhupal Singh, Reader/OS		DC Rate			
			Ms. Sarita, Senior Assistant		<b>Rs. 71416/-</b>			
			Sh. Amit, Clerk		<b>Rs. 42651/-</b>			
			Sh. Nikhil Kumar, Clerk		<b>Rs. 38592/-</b>			
			Sh. Ajay Thakur, Clerk (Outsourced)		<b>DC Rate</b>			
			Sh. Abhishek Sood, Clerk (Outsourced)		<b>DC Rate</b>			
			Ms. Divya Singh, Clerk (Outsourced)		<b>DC Rate</b>			
			Sh. Ranbir Singh, Driver (Outsourced)		<b>DC Rate</b>			
			Sh. Shiv Balak, Peon		<b>Rs. 51168/-</b>			
			<b>Smt. Jaswinder Kaur, Peon</b>		<b>Rs. 40135/-</b>			
			<b>Smt. Usha Devi, Peon</b>		<b>Rs. 36419/-</b>			
			Sh. Vinod Kumar, Chowkidar-cum-Sweepar		<b>Rs. 39480/-</b>			
			Sh. Suraj, Peon (Outsourced)		<b>DC Rate</b>			
			Sh. Amit, Peon (Outsourced)		<b>DC Rate</b>			
			Sh. Dalip Kumar, Mali (Outsourced)		<b>DC Rate</b>			
			1.10	Name, designation and other	(i) Name and designation of the public information	i. Sh. Harjeet Singh Sandhu, PCS, Director of Industry, UT Chandigarh (Appellate Authority)		

	particulars of public information officers [Section 1(1)(b)(xvi)]	officer (PIO), Assistant Public Information (s) & Appellate Authority (ii) Address, telephone numbers and email ID of each designation official.	ii) Ms. Sarita , Senior Assistant, (CPIO) Office Ph.No 0172267906-07 Email ID <a href="mailto:dimsmeutchd@gmail.com">dimsmeutchd@gmail.com</a>
1.11	No. Of employees against whom Disciplinary action has been proposed/taken (Section 4(2))	No of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceeding (ii) Finalised for Minor penalty or major penalty proceedings	Nil Nil
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Education programmes (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 Nil Nil Yes
2. Budget and Programme			
S.No.	Item	Details of disclosure	Remarks/Reference Points {Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met}
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 (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	<b>As Annexure "B"</b> Nil Nil
2.2	Foreign and domestic tours during 2019-20	(i) Budget (ii) Foreign and documents Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the	Nil Nil

		official delegation d) Expenditure on the visit	
		(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 programme of activity	Prime Minister Employment Generation Programme Entrepreneurship Development Programme (EDP)
		(ii) Objective of the programme	To generate employment opportunities
		(iii) Procedure to avail benefits	Nil
		(iv) Duration of the programme/scheme	Nil
		(v) Physical and financial targets of the programme	Nil
		(vi) Nature/scale of subsidy/amount allotted	Subsidy on projects not exceeding Rs. 2.5 Lakh.
		(vii) Eligibility criteria for grant of subsidy	Essential training programme
		(viii) Details beneficiaries of subsidy programme (number, profile etc)	Nil
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 authorization 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 authorizations d) Date of award of concessions/perm its 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 Administrator, U.T., Chandigarh.	Nil
3. Publicity Band Public interface			
S.No.	Item	Details of disclosure	Remarks/Reference Points (Fully met/partially met/not met- Not applicable will be treated as fully met/partially met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1) (b) (viii)]	Arrangement for consultation with or representation by the members of the public (i)Relevant Act, Rules Forms and other documents which are normally accessed by citizens	Not Applicable
		(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	Not Applicable
		Public-private partnership (PPP) (i)Details of Special Purpose Vehicle (SPV), if any	Not Applicable
		(ii)Detailed project reports (DPRs)	Not Applicable
		(iii)Concession agreements.	Not Applicable
		(iv)Operation and maintenance manuals	Not Applicable

		(v) Other documents generated as part of the implementation of the PPP	Not Applicable
		(vi)Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	Not Applicable
		(vii)Information relating to outputs and outcomes	Not Applicable
		(viii)The process of the selection of the private sector party (concessionaire etc.)	Not Applicable
		(ix)All payments made under the PPP project	Not Applicable
3.2	Are the details of the policies/decisions, which affect public, informed to them [Section 4(1)(c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i)Policy decisions/ legislations taken in the previous one year	Not Applicable
		(ii)Outline the Public consultation process	Not Applicable
		(iii)Outline the arrangement for consultation before formulation of policy.	Not Applicable
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)	<a href="mailto:dimsmeutchd@gmail.com">dimsmeutchd@gmail.com</a> Chandigarh.gov.in
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format.	Not Applicable
		(ii) Printed format	Not Applicable
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i)Free of cost	Not Applicable
		(ii)At a reasonable cost of the medium	Not Applicable
4. E.Governance			
S.No.	Item	Details of disclosure	Remarks/Reference Points (Fully met/partially met/not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available	(i)English	Yes
		(ii)Vernacular/Local Language	ENGLISH

4.2	When was the information Manual/Handbook last update	Last date of Annual Updation	Not Applicable
4.3	Information available in election from [Section 4(1) (b) (xiv)]	(i)Details of information available in electronic form	Not Applicable
		(ii)Name/title of the documents/record/other information	Not Applicable
		(iii)Location where available	Not Applicable
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1) (b) (xv)]	(i)Name & location of the facilities	Not Applicable
		(ii)Details of information made available	Not Applicable
		(iii)Working hours of the facility	Not Applicable
		(iv)Contact person & contact details (Phone, fax email)	Not Applicable
4.5	Such other information as may be prescribed under section 4(1) (b) (xvii)	(i)Grievance redressal mechanism	Both offline/online
		(ii)Details of application received under RTI and information provided	34 in the year 2019-20
		(iii)List of completed schemes/projects/Programmes	Not Applicable
		(iv)List of schemes/projects/programme underway	Not Applicable
		(v)Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Applicable
		(vi)Annual Report	Not Applicable
		(vii)Frequently Asked Question (FAQs)	Not Applicable
		(viii)Any other information such as a) Citizen's Charter	Not Applicable
		c)Six monthly reports loaded on the website or not	Yes (Quarterly)
		d)Performance against the benchmarks set in the Citizen's Charter	Not Applicable
4.6	Receipt & Disposal of RTI application & appeals	(i)Details of application received and disposed	34 in the year 2019-20
		(ii)Details of appeals received and order issued	No appeal has been received in this office during the year 2019-20
4.7	Replies to questions asked in the parliament, if any. [Section 4(1) (d) (2)]	Details of question asked and replies given	21 (copy enclosed)



5. Information as may be prescribed			
S.No.	Item	Details of disclosure	Remarks/Reference Points (Fully met/partially met/not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed	(i)Name & details of (a)Current CPIOs & First Appellant Authority (FAAs) Earlier CPIO & First Appellant Authority (FAAs) from 1.1.2005	Miss. Sarita, Senior Assistant Central Public Information Officer  Sh. Harjeet Singh Sandhu, PCS (D.I) 1 <sup>st</sup> Appellate Authority
		(ii) Details of third party audit of voluntary disclosure	Nil
		(a)Dates of audit carried out (b)Report of the audit carried out	
		(iii)Appointment of Nodal Officers not below the rank of Joint Director/Additional Director	Nil
		(a)Date of appointment (b)Name and Designation of the officers	
		(iv)Consultancy committee of key stake holders for active on suo-motu disclosure	Nil
		(a)Dates from which constituted (b)Name & Designation of the officers	
		(v)Committee of PIOs/FAAs with rich experience in RTI to Identify frequently sought information under RTI	Nil
		(a)Dates from which constituted (b)Name & Designation of the Officers	
6. Information Disclosed on own initiative			
S.No.	Item	Details of disclosure	Remarks/Reference Points (Fully met/partially met/not met- Not applicable will be treated as fully met/partially met)
6.1	Item/Information disclosed so that public have minimum resort to use of RTI Act to obtain information		Yes