

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities. While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1- organization and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Organization and Function

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)	
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	Estate Office, U.T., Chandigarh Town Hall Building, Sector 17, Chandigarh	
		(ii) Head of the organization	Estate Officer, U.T., Chandigarh.	
		(iii) Vision, Mission and Key objectives	To sell Plots by allotment/auction to private persons/ Institutions/Govt. Deptts. and to maintain their records and deal with their allotment, transferring ownership, stoppage of misuse and violation of buildings, demolition of unauthorized constructions and encroachment, enforcement of building bye-laws, acquisition of lands and grant of compensation, enforcement of Periphery Control Act etc.	
		(iv) Function and duties		
		(v) Organization Chart	1. Estate Officer 2. Assistant Estate Officer 3. Branch Incharges 4. Senior Assistants/Accountants 5. Record Keepers/Dealing Clerk	
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)	Available at Annexure -1.2 (Details enclosed)	
		(ii) Power and duties of other employees		
		(iii) Rules/ orders under which powers and duty are derived and		
		(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	Available at Annexure-1.3(Details enclosed)	
		(ii) Final decision making authority		
		(iii) Related provisions, acts, rules etc.		The relevant provisions, act, rules etc. are mentioned in Annexure 1.5
		(iv) Time limit for taking a decisions, if any		The time limit for each service in respect of this office is mentioned in Annexure 1.4.
		(v) Channel of supervision and accountability		All the officers and officials are responsible and accountable in respect of any action taken by them.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Available at Annexure-1.4(Details enclosed)	
		(ii) Norms/ standards for functions/ service delivery		
		(iii) Process by which these services can be accessed		
		(iv) Time-limit for achieving the targets		
		(v) Process of redress of grievances		
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual/instruction.	Available at Annexure-1.5(Detail enclosed)	
		(ii) List of Rules, regulations, instructions manuals and records.		
		(iii) Acts/ Rules manuals etc.		
		(iv) Transfer policy and transfer orders		Rotational transfers are being made on completion of 03 years service on sensitive seats.
1.6	Categories of documents held by the authority under its control[Section 4(1)(b)(vi)]	(i) Categories of documents	Ownership files and Plan files of various Properties.	
		(ii) Custodian of documents/categories	Restorer, Clerk-cum-Record Keepers and Central Record Room.	
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.		
		(ii) Composition		
		(iii) Dates from which constituted		
		(iv) Term/ Tenure		
		(v) Powers and functions		

		(vi) Whether their meetings are open to the public?	NIL
		(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 (ii) Telephone , fax and email ID	Available at Annexure- 1.8(Detail enclosed)
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section4(1)(b) (x)]	(i) List of employees with Gross monthly remuneration (ii) System of compensation as provided in its regulations	Available at Annexure-1.9(Detail enclosed)
1.10	Name, designation and other particulars of public information officers [Section4(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.	Available at Annexure -1.10(Detail enclosed)
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 proceedings (ii) Finalized for Minor penalty or major penalty proceedings	Available at Annexure -1.11(Detail enclosed)
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational 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	Trainings programmes are held by the Department of Personnel & Training, Chandigarh Administration from time to time and CPIOs and other authorities also participates in these training programmes as per training schedule issued by the concerned department.

2. Budget and Programme

S.N.	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 & 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	NIL
2.2	Foreign and domestic tours during 2019-20	(i) Budget (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 (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	NA
		(vii) Eligibility criteria for grant of subsidy (viii) Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and non-discretionary grants.	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions (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 (ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations b) Name and address of the recipients given concessions/permits or authorisations c) Date of award of concessions /permits of authorizations	NA
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.	NA

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Notapplicable 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 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 (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)	To the extent relevant or feasible, representation submitted by public are forwarded to the Administration, which are taken into consideration at the time of formulation of policy or implementation thereof. Rest of the information regarding Public-private partnership (PPP) (i) to (ix) is 'NIL' in respect of Estate Office, U.T., Chandigarh.

		(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; (i) Policy decisions/ legislations taken in the previous one year (ii) Outline the Public consultation process (iii) Outline the arrangement consultation before formulation of policy.	All the notifications & policies amended from time to time by the Chd Admn. are published or uploaded on the website www.chandigarh.gov.in .
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)	Information related to Estate Office, U.T., Chandigarh is available on website www.chandigarh.gov.in . Detail of property record i.e. Property number, location, file no., ownership etc. may be accessed on the website in 'Know your property' Section.
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Information related to Estate Office, U.T., Chandigarh is available on website www.chandigarh.gov.in . Detail of property record i.e. Property number, location, file no., ownership etc. may be accessed on the website in 'Know your property' Section. Book of Punjab Capital (Development & Regulation) Act, 1952
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	NIL Property Transfer Booklets available at Red Cross Counter at the Back side of Estate Office Building

4. E. Governance

S .No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/ partially met/notmet- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available	(i) English (ii) Vernacular/ Local Language	Book of Punjab Capital (Development & Regulation) Act, 1952 and rules there under is available in English language
4.2	When was the information Manual /Handbook last updated?	Last date of Annual Updation	NIL
4.3	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	Ownership records are updated through NIC Cell situated in Estate Office, U.T., Chandigarh

		(iii) Location where available	Information related to Estate Office, U.T., Chandigarh is available on website www.chandigarh.gov.in . Detail of property record i.e. Property number, location, file no., ownership etc. may be accessed on the website in 'Know your property' Section
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	Estate Office, Town Hall Building, Sector 17, U.T., Chandigarh.
		(ii) Details of information made available	As asked for by the applicants under RTI, Inspection of files in Central Record Room of Estate Office
		(iii) Working hours of the facility	All working days (Monday to Friday) from 10:00 AM to 5:30 PM. Public hours are from 11:00 AM to 12.00 Noon.
		(iv) Contact person & contact details (Phone, fax email)	List is available in Annexure 1.8
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	A separate grievance cell is operative in Estate Office, U.T., Chandigarh under the supervision of a Nodal Officer and online grievances are dealt with by the Grievance Cell.
		(ii) Details of applications received under RTI and information provided	The applicants can apply for information under RTI on RTI portal and can access the requisite information online
		(iii) List of completed schemes/ projects/ Programmes	NIL
		(iv) List of schemes/ projects/ programme underway	NIL
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	NIL
		(vi) Annual Report	NIL
		(vii) Frequently Asked Question (FAQs)	NIL
		(viii) Any other information such as a) Citizen's Charter	Already reference at Annexure 1.4.
		c) Six monthly reports loaded on the website or not	Monthly reports in respect of citizen charter is being regularly sent to O/o Chairman, Right to Service Commission
		d) Performance against the benchmarks set in the Citizen's Charter	against the benchmarks set in the Citizen's Charter is being regularly monitored at the level of higher authorities.
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	302
		(ii) Details of appeals received and orders issued	
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	Detail mentioned at Annexure-4.7

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 Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	Information provided in Annexure 1.10. (Detail enclosed)
		(ii) Details of third party audit of voluntary disclosure	The Audit has been conducted on 28.10.2020 by MGSIPA's Team
		(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	

			(a) Date of appointment (b) Name & Designation of the officers	17.02.2020 Smt. Anita Rani, Senior Assistant (Holding Supervisory charge)
		(iv)	Consultancy committee of key stakeholders for advice on suo-motu disclosure	NIL
			(a) Dates from which constituted (b) Name & Designation of the officers	11.08.2005
		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	Available at annexure 1.10. (Details enclosed)
			(a) Dates from which constituted (b) Name & Designation of	

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	All details are available at www.chandigarh.gov under RTI Act.	NIL

ANNEXURE 1.1
Particulars of its organisation, functions and duties
[Section 4(1)(b)(i)]

(i)	Name and address of the Organization	Estate Office, U.T., Chandigarh Town Hall Building, Sector 17, Chandigarh.
(ii)	Head of the Organization	Estate Officer, U.T., Chandigarh.
(iii)	Vision, Mission and Key objectives	To sell Plots by allotment/auction to private persons/ Institutions/Govt. Deptts. and to maintain their records and deal with their allotment, transferring ownership, stoppage of misuse and violation of buildings, demolition of unauthorized constructions and encroachment, enforcement of building bye-laws, acquisition of lands and grant of compensation, enforcement of Periphery Control Act etc.
(iv)	Functions and duties	
(v)	Organization Chart	1. Estate Officer 2. Assistant Estate Officer 3. Branch Incharges 4. Senior Assistants/Accountants 5. Record Keepers/Dealing Clerk
(vi)	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Nil

ANNEXURE 1.2
Powers and duties of officers and employees of Estate Office, U.T., Chandigarh.
[Section 4(1)(b)(ii)]

Sr. No.	Name of post	Powers and duties of the officers and other employees & work allocation	Rules/orders under which powers and duties are derived and exercised
1.	Estate Officer	.Head of the Department. ·Appointing and Punishing Authority in respect of Class-C and D employees of Estate Office. · Takes decisions in respect of various functions of the Estate Office. · Chairman of the Plan Advisory Committee (Lower) to pass plans of buildings of various sites.	The officers/officials discharge their official duties in accordance with the directions and instructions issued by the HOD and Chandigarh Administration from time to time.
2.	Asstt. Estate Officer	Head of the Office Exercising the powers of the Estate Officer and issue allotment letters of different residential/ commercial/ industrial/ religious /Institutional properties as per policy decision of the Chandigarh Administration, transfer of ownerships of such properties, grant of mortgage permission, NOC for sale , execute lease deeds, deed of conveyance, Issue notices to the violator to the terms and condition governing such allotment of such properties and cancel/ resume the sites and take other related action in the respect of the said properties. Member of the PAC (Lower). Holds Court to grant opportunities to the lessees / owners of such properties for not making payments of dues and violating the terms and conditions of allotment and pass lease cancellation/resume the sites if they do not make payment .	
3.	Land Acquisition Officer	· Exercising the power of the Deputy Commissioner, Estate Officer. · Acquisition of land within U.T., Chandigarh, get the notifications issued, grant opportunities of being heard to the rightful owners of the land to be acquired, pass the award acquiring the lands, make payment of compensation. · Grant of Permission of Cattle Sheds, Mali Huts, Tube-wells under the Punjab New Capital Periphery Act. · Holds Court as Asstt. Estate Officer (Exercising the powers of Estate Officer) to grant opportunities to the lessees/owners of such properties for misusing the premises for other purpose. · Issuance of Oustee Certificate to the Oustee of Chandigarh. · Issuance of NOC for Khadi & Village Industries with the Lal Lakir.	
4.	Asstt. Controller (F&A)	Supervise the functioning of various branches of Estate Office and handle accounts matters.	
5.	S.D.O. (Buildings)	Supervise the Building Branch dealing with plans of various properties, grant of sewerage connections, completion certificates etc.	
6.	Tehsildar	Supervise the work of Periphery Branch, Land Acquisition Branch and Labour Colony Branch. Having the powers of Executive Magistrate and Sub-Registrar in addition to their own duties.	
7.	Section Officer	Supervise the functions of various branches and assist the AC(F&A) in accounts matters.	
8.	Law Officer	Deal with legal Matters.	
9.	Naib Tehsildar	Supervise the work of Periphery Branch, Colony Branch and Hand Cart Licensing Branch.	
10.	Superintendent	Supervise the functioning of various branches and files are put by them to the Higher Authorities.	

11.	Senior Assistant	Deal with Ownership files of various properties and prepare accounts statements, issue receipt of payment, attend Court Cases, deal with Policy files. Some of them functions as Reader to the Court of Estate Officer and handling the cash.
12.	Junior Engineer	Perform field duties to check unauthorized construction and report it to the SDO (B) and recommend for issuance of notices to the owners/ lessees for breach of rules and building bye-laws.
13.	Head Draftsman	Supervise the working of draftsman in office work and examining technical issues of building plans, grant of DPC, Sewerage Connections, completion Certificates, provides technical assistance in attending the Court cases of various levels.
14.	Draftsman	Examining technical issues of building plans, grant of DPC, Sewerage Connections, Completion Certificates, provide technical assistance to the Head Draftsman and SDO(B) in attending the Court Cases of various levels.
15.	Junior Assistant	Dealing with Ownerships files of various properties and prepare accounts statements, issue receipts of payments, attend court cases, deal with policy files.
16.	Clerks	To receive dak and put up on files to the Assistants after linkage of references, pursue the internal reports and attend courts for evidence on receiving summons from various Courts, add drafts, assist the Assistant in attending the Court Cases where the Office is Party.
17.	Steno-Typist	Attached with officers attending the telephone/dictation work and maintain the records etc.
18.	Kanungo	Incharge of the office record acquisition of award files since the development of the Chandigarh, attending acquisition schemes and Court cases etc.
19.	Patwari	Preparation of cases under section 18 scheme for the acquisition of land. Dealing with acquisition/ Periphery work, issuance of notices U/s 12(2). Attending the demolition work and various courts. Making payment to the landowners for their acquired land.
18.	Restorer	Restore the files in record room.
19.	Daftri	Stitching the files and post the letters.
20.	Tehsil Jamadar/ Process Server	Incharge of Process Servers. Distribute the Summons to the process servers for ensuring their services.
21.	Process Server	Distribute the Summons to the Defaulters at sites.
22.	Peon/Mali	Distribute the files/dak and attending the various duties given from time to time.
23.	Sweeper	Attending the cleaning work of the Office premises.
24.	Casual Labourers	They are working on daily wages and they help the Enforcement staff for demolition of unauthorized constructions on Govt. land.
25.	DEOs	Data entry operators are working on outsourcing. They feed the data related to properties of different type and other work as assigned by the Officers.

ANNEXURE 1.3**Procedure followed in decision making process in r/o Estate Office, U.T., Chandigarh
[Section 4(1)(b)(iii)]**

Sr. No.	Nature/Type of work	(i) Process of decision making Identify key decision making points (the cases are processed at the following level)		(ii) Final decision making authority
1.	Sanction of Building Plans	Draftsman/JE/ SDO (Buildings)	Plan Advisory Committee Member	Chairman Plan Advisory Committee
2.	Grant of DPC Certificate	Area JE	Draftsman	SDO (B)
3.	Grant of Sewerage Connection and Occupation Certificate	Area JE	SDO (B)	Assistant Estate Officer
4.	Mentoring of Building Violations	Area JE	SDO (B)	-do-
5.	Issue of Allotment Letter	Clerk	Asstt./Supdt.	-do-
7.	Issue of NOC	Clerk	Asstt./Supdt.	-do-
8.	Grant of Mortgage permission	Clerk	Asstt./Supdt.	-do-
9.	Transfer of Ownership	Clerk	Asstt./Supdt.	-do-
10.	Acquisition of Land	Patwari	Kanungo/Tehsildar	Land Acquisition Officer
11.	Periphery Control	Patwari	Kanungo/Tehsildar	Land Acquisition Officer
12.	Compensation of Acquired Land	Patwari	Kanungo/Tehsildar	Land Acquisition Officer
13.	Rehabilitation of Slum Dwellers	Sub-Inspector (Colonies)	Tehsildar	Asstt. Estate Officer/Estate Officer
14.	Rehabilitation of Rehri walas	Sub-Inspector	Tehsildar	Asstt. Estate Officer/Estate Officer
15.	Issue of Hand Cart License	Clerk	Asstt./Supdt.	Tehsildar
16.	Allotment of Booths to the Motor Mechanics	Clerk /SIE	Asstt./Supdt.	Asstt. Estate Officer/ Estate Officer
17.	Maintenance of Allotment Files of Milk Colony Dhanas and Transfer of Ownership and Recovery of Ground Rent	Clerk	Asstt./Supdt.	Asstt. Estate Officer
18.	Check the Misuse of the Building premises	Sub-Inspector (Misuse)	SDE (Enforcement)	Land Acquisition Officer
19.	Maintenance of Allotment files of Kerosene/ Petrol Pump sites	Clerk	Asstt./Supdt.	Asstt. Estate Officer
20.	Maintenance of Allotment files of Cheap Houses/ Industrial Houses and Recovery of Ground Rents	Clerk	Asstt./Supdt.	Asstt. Estate Officer
21.	Recovery of Loan	Clerk	Accountant/Asstt.	Tehsildar (Revenue)

(iii) Related provisions, acts, rules etc.: - The relevant provisions, act, rules etc. are mentioned in Annexure 1.5.

(iv) Time limit for taking a decisions, if any : The time limit for each service in respect of this office is mentioned in Annexure 1.4.

(v) Channel of supervision and accountability: All the officers and officials are responsible and accountable in respect of any action taken by them.

ANNEXURE 1.4
Norms for discharge of functions r/o Estate Office, U.T., Chandigarh.
[Section 4(1)(b)(iv)]

S. No.	Nature of functions/ services offered	Norms/ Standards for functions/ Service delivery	Process by which these services can be accessed	Time limit for achieving the targets	Process of redress of grievances
1	2	3	4	5	6
1.	No Objection Certificate for sale/gift/transfer of lease rights	50 days	Booklets are available	Same as mentioned in Column 3	A separate grievance cell is operative in Estate Office, U.T., Chandigarh and online grievances are dealt with by the Grievance Cell.
2.	Change of Ownership/lease hold rights on the basis of Sale Deed/Gift deed/transfer of lease rights	30 days	-do-		
3.	Transfer on any basis e.g. Intestate death/registered/un-registered will/court decree/family settlement etc.	40 days	-do-		
4.	Change of Ownership on any basis e.g. intestate death registered/un-registered will/court decree/family settlement etc.	20 days	By way of application		
5.	Permission to Mortgage	35 days	Booklets are available		
6.	Grant of Extension in time limit for construction	35 days	By way of application		
7.	Calculation and intimation of pending dues	35 days			
8.	Issuance of No dues certificate (NDC) after depositing the dues	15 days	-do-		
9.	Execution of lease deed/Deed of Conveyance	30 days	-do-		
10.	Issuance of allotment letter after payment of full consideration money	20 days	-do-		
11.	Offer of possession after execution of conveyance deed/lease deed	07 days	Booklets are available		
12.	Conversion from lease hold to free hold	35 days	By way of application		
13.	Issuance of	20 days	-do-		

	duplicate copies (such as allotment letter, possession slip/physical possession form)				
14.	Check and Receipts and payments for fresh and revised building plan	30 days	-do-		
15.	Sanction of fresh and revised building plan for Institutional building. Commercial building petrol pumps and residential building above 2 Kanal as approved by PAC (U)	45 days	-do-		
16.	Grant of plinth level (DPC level)	20 days	-do-		
17	Grant of occupation certificate upto 2 kanal (Residential, Institutional and commercial Buildings)	45 days			
18	Grant of occupation Certificate above 2 Kanal (Residential, Industrial & Institutional Buildings) Petrol pumps approved by PAC (U) Committee.	60 days			

ANNEXURE 1.5
Rules, regulations, instructions manual and records for discharging functions in r/o Estate Office,
U.T., Chandigarh
[Section 4(1)(b)(v)]

Sr. No.	Name of the Act.	Name of the Rules	Name of the Manuals	Instructions (Write circular No./date)	Any other Record/ Document
1.	<p>Punjab Capital (Development & Regulation) Act, 1952 and rules thereunder.</p> <p>i) Chandigarh (Sale of Sites and Buildings) Rules, 1960</p> <p>ii) Chandigarh Lease Hold of Sites & Building Rules, 1973</p> <p>iii) Allotment/ Transfer of Built up Booths in any Sector on Lease/Hire Purchase basis in Chandigarh Rules, 1991</p> <p>iv) Capital of Punjab (Development and Regulation) (Services of Notice) Rules, 1974</p> <p>iv) Chandigarh Allotment of Plots in Sub-urban Sectors Rules, 1972</p> <p>v) Chandigarh Conversion of Residential Lease-Hold Land Tenure into free-hold Land Tenure Rules, 1996</p> <p>vi) Chandigarh Milk Colony Allotment of Sites Rules, 1975</p> <p>vii) Allotment of land to Educational Institutions (Schools), etc. on Lease-hold Basis in Chandigarh, Scheme, 1996</p> <p>viii) Allotment of land to the Publisher of the News Papers in Sector 25, Chandigarh, on Lease-hold basis, Scheme, 1998</p> <p>ix) Allotment Sites on Lease- hold basis to Auto Spare Part Dealers and Auto Repair Mechanics in Chandigarh Scheme, 1996</p> <p>x) Allotment of Subsidized Industrial Houses on Lease and Hire Purchase basis in Chandigarh Scheme, 1979</p> <p>xi) Allotment/Transfer of built up Booths on lease hold basis in Chandigarh Scheme, 1993</p> <p>xii) Chandigarh Advertisement Control Order, 1954</p> <p>xiii) Chandigarh Allotment of Built up houses/flats on Lease-hold-Hire Purchase basis to the freedom fighters Scheme, 1988.</p> <p>xiv) Chandigarh Allotment of Dwelling Units to the Oustees of Chandigarh, Scheme 1996.</p> <p>xv) Chandigarh Allotment of Land to Co-operative House Building Societies Scheme, 1991.</p> <p>xvi) Chandigarh Allotment of Low Cost Tenements on Lease and Hire Purchase Basis Scheme, 1979.</p> <p>xvii) Chandigarh Trees Preservation Order, 1952.</p>	<p>Punjab Capital (Development & Regulation) Building Rules, 1952</p> <p>ii. Chandigarh Apartment Rules, 2001</p> <p>iii. Chandigarh Estate Rules, 2007.</p> <p>iv. Chandigarh Estate (Amendment) Rules, 2017</p>	-	Instructions issued from time to time	----
2.	Land Acquisition Act, 1894	-	-	-	-
3.	Periphery Control Act, 1952	Punjab New Periphery Capital Act	Land Acquisition Manuals Act, 1854	Instructions issued from time to time are following the same.	-

ANNEXURE 1.6
Categories of documents held by the authority under its control in r/o Estate
Office, U.T., Chandigarh
[Section 4(1)(b)(vi)]

(i)	Category of documents	Ownership files and Plan files of various Properties.
(ii)	Custodian of documents/ Categories	Restorer, Clerk-cum-Record Keepers and Central Record Room.

ANNEXURE 1.7
Boards, Councils, Committees and other Bodies constituted as part of the Public Authority
in r/o Estate Office, U.T., Chandigarh
[Section 4(1)(b)(viii)]

(i)	Name of the Boards, Council, Committee etc.	NIL
(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?	

ANNEXURE 1.8
Directory of officers and employees in r/o Estate Office, U.T., Chandigarh
[Section 4(1)(b)(ix)]

Sr. No.	Name of the Officer/Official	Designation	Phone No./ Mob. No.	e-mail ID
1	Sh. Manish Kumar Lohan, HCS	AEO	5046603 9416717952	aeo-chd@nic.in
2	Smt. Nazuk Kumar, IAS	LAO	9560385837	nazuk17@gmail.com
3	Sh. Mandip Singh Dhillon	Tehsildar	9872768606	Mandip21d@gmail.com
4	Sh. Vinay Chaudhary	Tehsildar	9013556615	Chaudhary.vinay.23@gmail.com
5	Sh. Yogesh Kumar	Tehsildar	8447772463	yogeshkalher@gmail.com
6	Sh. Sunil Arora	AC (F&A)	9878406959	arorasunil1971@gmail.com
7	Ms. Neelam Khanna	AC (F&A)	9464274918	khannaneelam80@gmail.com
8	Sh. Bimal Joshi	SDO (B)	7508185592	sdo.chd@nic.in
9	Sh. Surinder Kumar	SDO (B)	9216465070	balooengg@hotmail.com
10	Sh. Anil Bansal	SDO (B)	9501009356	anilbansal993@gmail.com
11	Sh. Rakesh Kumar	Section Officer	9463433439	Kumar73.rk@gmail.com
12	Sh. Gopal Bhalla	Section Officer	9877981093	bhalla.gopal@yahoo.com
13	Ms. Madhu	Section Officer	9888893557	madhubhandarinayyar05@gamil.com
14	Sh. Deepak Sharma	Section Officer	9988091618	Deepakso2010i@gmail.com
15	Sh. Krishan Jaspal	Law Officer	9872485166	krishanjaspal1119@gmail.com
16	Sh. Surinder Pal Singh	Law Officer	9872465726	
17	Sh. Inder Pal Singh	Naib Tehsildar	9216601928	
18	Sh. Suresh Kumar	Naib Tehsildar	9876591120	
19	Sh. Jai Gopal Luthra	Head-draftsman	9988177709	Jaigopalbk33@gmail.com
20	Sh. Deepak Kumar	Draftsman	9417004554	deepak_balhotra2008@yahoo.com
21	Sh. Navdeep Soni	Junior Engineer	9888740408	
22	Sh. Vinod Kumar	Junior Engineer	9888833815	VK33815@gmail.com
23	Sh. Ravi Kumar Singh	Junior Engineer	7508150068	Raviedu23@gmail.com
24	Sh. Sagar Saini	Junior Engineer	8054127354	Sagarsaini238@gmail.com
25	Sh. Amit Gupta	Junior Engineer	7508185533	Amitk121@gmail.com
26	Sh. Deepak	Junior Engineer	7988089743	Luckyk593@gmail.com
27	Smt. Saroj Bala	Sr. Assistant (Officiating Superintendent)	9463197389	sarojbala389@gmail.com
28	Sh. Parveen Bhambri	Sr. Assistant (Presently working in Education Deptt. under IDTP)	9815339292	
29	Sh. Hare Ram	Sr. Assistant (Officiating Superintendent)	9779975555	hareram6111963@gmail.com
30	Sh. Hari Mohan	Sr. Assistant	9914653999	
31	Smt. Meena Kumari	Sr. Assistant	9041003093	
32	Smt. Saroj Khillan	Sr. Assistant	9041992527	
33	Smt. Harinder Kaur	Sr. Assistant (Officiating Superintendent)	0172-2698372 9815656214	jassigoden@gmail.com
34	Smt. Anita Rani	Sr. Assistant (Officiating Superintendent)	9988177709	anitaluthrachd@gmail.com
35	Sh. Parkash Chand	Sr. Assistant	9653253223	
36	Sh. Gurbachan Singh	Sr. Assistant	8054053636	gurbachaneo@gmail.com

37	Sh. Rajiv Gulati	Sr. Assistant	9646960100	rajgulati23@gmail.com
38	Smt. Champa Kumari	Sr. Assistant	9988805656	champanegi@gmail.com
39	Sh. Devinder Kr. Anand	Sr. Assistant	9872981155	dkdimpal@yahoo.com
40	Sh. Parvesh Goel	Sr. Assistant	9888572305	parveshgoel10@gmail.com
41	Sh. Madan Pal	Sr. Assistant	9592117405	madan.pal3245@gmail.com
42	Sh. Namrata Khanna	Sr. Assistant	9814568877	namrata66khanna@gmail.com
43	Sh. Ranbir Singh Gill	Sr. Assistant	9872331133	rsshergill@gmail.com
44	Sh. Dharam Singh	Sr. Assistant	9815441133	
45	Sh. Ishtmeet Singh	Sr. Assistant	9357502310	imsceog@gmail.com
46	Sh. Suresh Kumar	Sr. Assistant	9417153714	sureshrao233@gmail.com
47	Sh. Ashok Verma	Sr. Assistant	9872955666	ashokverma5666@gmail.com
48	Sh. Sanjay Vats	Sr. Assistant	8699332396	vats.sanjay1436@gmail.com
49	Sh. Rajinder Sehgal	Sr. Assistant	9814532325	rajindersehgal499@yahoo.com
50	Smt. Rama Khillan	Sr. Assistant	9780783165	ramamehta68@gmail.com
51	Sh. Rajinder Malhotra	Sr. Assistant	8054005464	rajindermalhotra2665@gmail.com
52	Sh. Vibhushan Singh	Sr. Assistant	9872369648	bhushanchd64@gmail.com
53	Sh. Kesar Khan Sohi	Sr. Assistant	9855780685	kesarkhansohi@gmail.com
54	Sh. Atul Soni	Sr. Assistant	9814089310	atulsoni20@yahoo.in
55	Sh. Parmod Kumar	Sr. Assistant	9872621353	vesuparmod@gmail.com
56	Smt. Kiran Bala	Sr. Assistant	7087273749	kiranbala53022@gmail.com
57	Smt. Kiran Punder	Sr. Assistant	9417556038	kiranpunder1967@gmail.com
58	Sh. Arvind Mangal	Sr. Assistant	9780878501	arvindmangal@outlook.com
59	Sh. Sandeep Sharma	Sr. Assistant	9417248908	sandeep2725908@yahoo.in
60	Smt. Sunita Rani	Sr. Assistant	9530665638	ranisunita847@yahoo.com
61	Sh. Amarjot Singh	Sr. Assistant	9780042405	jashanjoy1717@gmail.com
62	Mrs. Sakshi Rani	Sr. Assistant	9988196190	sakshirai1920@gmail.com
63	Smt. Rajbir Kaur	Sr. Assistant	9988077674	sona_raj28@yahoo.co.in
64	Ms. Sangeeta Sahni	Sr. Assistant	9888844347	s.sahni6@gmail.com
65	Smt. Rajesh Kumari	Sr. Assistant	9915560717	rajeshkumarilao@gmail.com
66	Sh. Rama Shankar	Sr. Assistant	9915255133	rama@shankargmail.com
67	Sh. Mangal Singh	Sr. Assistant	9417788092	
68	Sh. Shiv Kumar	Sr. Assistant	9780433763	shivsharma080780@gmail.com
69	Smt. Shelly Pahwa	Sr. Assistant	9646251007	pahwa1760@gmail.com
70	Sh. Dharmendra	Sr. Assistant	9646003172	dharmendra73rie@gmail.com
71	Sh. Kamlesh Rani	Sr. Assistant	7009552751	kamleshranimahan@gmail.com
72	Sh. Anil Kumar Sharma	Sr. Assistant (Under IDTP)	9646046751	
73	Smt. Rekha Sharma	Sr. Assistant (Under IDTP from GMCH)	9876634474	rekhagauraang2008@gmail.com
74	Smt. Shashi Nagar	Sr. Assistant	9888620382	

75	Sh. Gurwinder Singh	Sr. Assistant (Under IDTP from Printing & Stationary)	9779289756	Realstud40@gmail.com
76.	Sh. Surinder Kumar	Sr. Assistant	9888342200	surinder151963@gmail.com
77	Sh. Varinder Rehal	Sr. Assistant	9915104815	vrehal528@gmail.com
78	Sh. Vineet Syal	Sr. Assistant	9814600922	vineetsyal0970@yahoo.com
79	Sh. Ashwani Thapar	SIE	9465157778	ashwani9466@gmail.com
80	Sh. Parveen Mittal	SIE	9914807291	parveen.mittal64@gmail.com
81	Sh. Vijay Midha	SIE	9814210715	vijaymidha.chd@gmail.com
82	Sh. Sameer Khan	SIE	9872997033	khan7sameer@gmail.com
83	Sh. Gopal Singh	SIE	9478594606	gopalsingh@gmail.com
84	Sh. Anil Kumar Narad	SIE	9814908934	naradanil15@gmail.com
85	Smt. Seema Bhandari	SIE	8872112300	seemabhandari580@gmail.com
86	Ms. Inderjit Kaur	SIE	8054570957	inderjitkaur23@gmail.com
87	Smt. Shelly Vimal	SIE	9646142258	shellyvimal@gmail.com
88	Sh. Ramesh Kalyan	SIE	9417061270	rameshkalyan1921@gmail.com
89	Sh. Mohinder Pal	SIE	9888680785	
90	Sh. Rakesh Mohan	SIE	9815971065	rakeshsharma2338@gmail.com
91	Sh. Jaswant Singh	SIE	7009098881	
92	Sh. Makhan Ram	Kanungo	9878288134	
93	Sh. Anil Kaushik	Jr. Assistant		
94	Sh. Sanjay Joshi	Jr. Assistant	9417791189	sanjayjoshi.co@gmail.com
95	Sh. Chappy Rajish	Jr. Assistant		
96	Sh. Narinder	Jr. Assistant		
97	Sh. Baljit Singh	Jr. Assistant	9855811392	baljeet9570@gmail.com
98	Smt. Manorma	Jr. Assistant		
99	Sh. Vinod Kumar	Jr. Assistant	9855502064	vksamniyal@OUTLOOK.com
100	Mrs. Poonam Dhiman	Jr. Assistant	9041091812	dhimanpoonu1812@gmail.com
101	Sh. Gulshan Kumar	Jr. Assistant		
102	Ms. Nisha	Jr. Assistant	9417594770	nisichd@gmail.com
103	Smt. Rekha	Jr. Assistant	9988885866	tanwar.rekha@ymail.com
104	Smt. Dimple Sharma	Jr. Assistant	9646687967	dsharmachd@yahoo.com
105	Ms. Poonam Saini	Jr. Assistant	9041966860	punamsaini13@gmail.com
106	Ms. Jyoti Joshi	Jr. Assistant	9988183485	jseema530@gmail.com
107	Smt. Pooja Rani	Jr. Assistant	9915122997	pooja_ranii@yahoo.co.in
108	Sh. Angrej Singh	Jr. Assistant	8968994841	angrej13singh@yahoo.com
109	Sh. Manpreet Singh	Jr. Assistant	8968988113	manpreet.chd13@gmail.com
110	Sh. Sunil Kumar Payal	Jr. Assistant	9477132566	sunilvirus2015@gmail.com
111	Sh. Sukhdeep Singh	Jr. Assistant	8146560980	sukhdeepjassar@gmail.com
112	Sh. Satish Sharma	Jr. Assistant	8146044811	satishsharma1981@gmail.com

113	Sh. Raj Kumar	Jr. Assistant	9356251424	rajo2021979@gmail.com
114	Sh. Udham Singh	Jr. Assistant	9779289832	kambojudham@gmail.com
115	Sh. Vikas Kumar-I	Jr. Assistant (presently working in Education department under IDTP)	9814780628	vikas7482@yahoo.com
116	Sh. Dinesh	Jr. Assistant	9888331802	Dashychddinesh@gmail.com
117	Ms. Samriti	Jr. Assistant	7889068575	samriti88@yahoo.co.in
118	Sh. Anil Kumar	Jr. Assistant	9041941921	anilkrp01@gmail.com
119	Smt. Kiran Thakur	Jr. Assistant	9646350604	kinu8april@gmail.com
120	Sh. Jatinder Singh Rawat	Jr. Asstt (Presently posted as Reader to SDM under IDTP)	9888028125	rawat.jitender2@gmail.com
121	Sh. Varinder Singh	Jr. Asstt.	9888820380	
122	Smt Namrata Wadehra	Jr. Asstt (Under IDTP)	9814568877	namratawadehra@gmail.com
123	Sh. Gurdarshan Singh	Clerk	9780413258	gurdarshansingh1967@gmail.com
124	Smt. Gurmeet Kaur	Clerk	9888811100	gurmeetkaur.diary@gmail.com
125	Sh. Mohinder Singh	Clerk	9888677426	Mohinder.jaswal@gmail.com
126	Sh. Naveen Kumar	Clerk	9041395948	nvnkumar777@gmail.com
127	Sh. Rajesh Kumar	Clerk	7015048671	rb.000721@gmail.com
128	Sh. Jatinder Kumar	Clerk (Posted in UT Sectt)	9466262384	Jkarunja786@yahoo.com
129	Smt. Sarita Goswami	Clerk	7589493099	mp_gos@rediffmail.com
130	Sh. Rakesh Kumar	Clerk	8968110160	rakeshkumar198812@yahoo.com
131	Ms. Sonal Bhujai	Clerk	8699755597	kashyapvikie@gmail.com
132	Sh. Vikas Kumar	Clerk	9814557672	vikaskalsi2007@rediffmail.com
133	Sh. Sandeep Kumar	Clerk	9878338809	sandy8510kumar@gmail.com
134	Sh. Dalip Kumar	Clerk	7696059675	dchaudhary@gmail.com
135	Sh. Manoj	Clerk	8607331819	manojbudgujar@yahoo.com
136	Sh. Manoj Kumar Poonia	Clerk	9988366743	pooniamanojkumar@gmail.com
137	Sh. Parveen	Clerk	9992344943	pknunwal42@gmail.com
138	Sh. Rahul Sajwan	Clerk	9780867852	rahulsajwan2515@gmail.com
139	Sh. Himanshu	Clerk	7508090606	himanshuajmeria@gmail.com
140	Sh. Ashish Sharma	Clerk	9914334878	aashish223@gmail.com
141	Sh. Devender Kumar	Clerk	9582957109	devraj.1990.j@gmail.com
142	Sh. Vishal Watts	Clerk	9915389899	coolvishal.watts@gmail.com
143	Ms. Ashna Guglani	Clerk	9779980563	guglani_aashna@yahoo.com
144	Sh. Ankush Prasher	Clerk	9646033030	ankushrocks.sharma17@gmail.com
145	Sh. Sandeep	Clerk	8053367724	sandeepdeswal545@gmail.com
146	Sh. Amit Kumar	Clerk	8818055475	amitchhikara.nitkkr@gmail.com
147	Sh. Harminder	Clerk	7696162647	hssb1991@gmail.com
148	Smt. Madhu	Clerk	9416889512	madhupahal@gmail.com
149	Sh. Rajibir	Clerk	9508357647	rajbeer1514@gmail.com

150	Sh. Gaurav Kumar	Clerk	7015788893	gourav.company19@gmail.com
151	Sh. Pawan Singh Rana	Clerk	9855668014	Pwnrana641@gmail.com
152	Ms. Ritika Sachdeva	Steno-Typist		sachdevaritu20@gmail.com
153	Sh. Vijay Kumar	Steno-Typist	8437101428	vijayking11@gmail.com
154	Sh. Harinder Singh	Driver	941734829	1969harindersingh@gmail.com
155	Sh. Surinder Singh	Driver	9417528483	Sandy170188@gmail.com
156	Sh. Jagvir Singh	Driver	9417745200	Singhjagvir040@gmail.com
157	Sh. Inderjit Singh	Driver	9780846062	Sainiinderjit26@gmail.com
158	Sh. Dharamvir Singh Sidhu	Driver	9815772834	Dharamsidhu0027@gmail.com
159	Sh. Sapinder Singh	Driver	9888982233	sapinder1641@gmail.com
160	Sh. Partap Singh	Restorer	8166817169	
161	Ms. Pooja Mehta	Restorer	8570066910	poojamehta2615@gmail.com
162	Smt. Raj Rani	Daftri	9779684845	-
163	Sh. Om Raj	Daftri	9872863723	-
164	Sh. Roop Singh	Process Server	9478166039	-
165	Sh. Sher Singh	Process Server	9872570061	-
166	Sh. Sanjeev Sobti	Process Server	9417727709	-
167	Smt. Usha Rani	Process Server	9855752635	Retired
168	Sh. Bhupinder Singh	Process Server	9855130577	-
169	Sh. Harpal Singh	Process Server	9988412149	-
170	Sh. Ranjit Singh	Process Server	8054950917	-
171	Sh. Avtar Singh	Process Server	9417215160	-
172	Sh. Jagjiwan	Process Server	9463963260	-
173	Sh. Surinder Kumar	Process Server	9417061826	-
174	Sh. Gurmeet Singh-II	Process Server	9463689450	-
175	Sh. Bhupesh Dhall	Process Server	8054313836	-
176	Sh. Raghav Ram	Process Server	9888394365	-
177	Sh. Partap Chand	Process Server	9872172386	-
178	Smt. Krishna Kaur	Peon	9914184041	-
179	Sh. Kuldeep Singh	Peon	9914783508	-
180	Sh. Gurmeet Singh I	Peon	9465522725	Retired
181	Sh. Vijay Kumar I	Peon	9417552066	-
182	Sh. Kumar Chhetri	Peon	9779668839	-
183	Sh. Bahadur Singh	Peon	8872188284	-
184	Sh. Harmesh Singh	Peon	8437311290	-
185	Sh. Amarjit Singh	Peon	9646753173	-
186	Sh. Vijay Kumar II	Peon	0172-2664091	-
187	Sh. Priya Swami	Peon	8968078943	-
188	Sh. Babu Lal Shah	Peon	9872617721	-
189	Sh. Isham	Mali	9888292935	-
190	Sh. Billa	Sweeper	9815182662	-
191	Sh. Muni Lal	Sweeper	9779042951	-
192	Sh. Des Raj	Casual Labourer	-	-

193	Sh. Jaspal Singh	Casual Labourer	8146107066	-
194	Sh. Moti Lal	Casual Labourer	8054023488	-
195	Sh. Jai Ram	Casual Labourer	8556944707	-
196	Sh. Subramani	Casual Labourer	-	-
197	Sh. Tirmal	Casual Labourer	9988678912	-
198	Sh. Netar Pal	Casual Labourer	8427791288	-
199	Sh. Siri Ram	Casual Labourer	9914611221	-
200	Sh. Parmal Pelayi	Casual Labourer	8146414640	-
201	Sh. Rameshwar Dass	Patwari	9813857751	-
202	Sh. Rajender Singh	Patwari	9416396075	-
203	Sh. Ramesh Singh	Patwari	9467929588	-
204	Sh. Birbal Singh	Patwari	9780686907	-

ANNEXURE 1.9
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 {As per salary of})

Name of the Department : Estate Office, U.T., Chandigarh.

1.	Manish Kumar Lohan	Asstt Estate Officer PBGp A	68305
2.	Tejdeep Singh Saini	Land Acqu Officer HR Gp A	72939
3.	Sunil Arora	Assistant Controller UT Gp A	61284
4.	Neelam Khanna	Assistant Controller UT Gp A	65993
5.	Vinay Chaudhary	Tehsildar HR Gp B	63352
6.	Mandeep Singh Dhillon	Tehsildar PB Gp B	94814
7.	Madhu	Section Officer UT Gp BNz	57703
8.	Suresh kumar	Naib Tehsildar UT Gp B Nz	42297
9.	Jai Gopal Luthra	Head D man UT Gp B Nz	64751
10.	Kiran Bala	Sr Asstt UT Gp B Nz	39663
11.	Saroj Bala	Sr Asstt UT Gp B Nz	45288
12.	Parkash Chand	Sr Asstt UT Gp B Nz	47603
13.	Ishmeet S Chopra	Sr Asstt UT Gp B Nz	59390
14.	Dharmender	Sr Asstt UT Gp B Nz	48596
15.	Rajiv Gulati	Sr Asstt UT Gp B Nz	44262
16.	Harinder Kaur	Sr Asstt UT Gp B Nz	62866
17.	Kesar Khan	Sr Asstt UT Gp B Nz	54059
18.	Namrata Khanna	Sr Asstt UT Gp B Nz	43949
19.	Saroj Khillon	Sr Asstt UT Gp B Nz	39757
20.	Rama Khillon	Sr Asstt UT Gp B Nz	49059
21.	Suresh Kumar	Sr Asstt UT Gp B Nz	48503
22.	Parmod Kumar	Sr Asstt UT Gp B Nz	41630
23.	Rajesh Kumar	Sr Asstt UT Gp B Nz	47656
24.	Champa Kumari	Sr Asstt UT Gp B Nz	58207
25.	Meena Kumari	Sr Asstt UT Gp B Nz	39827
26.	Arvind K Mangal	Sr Asstt UT Gp B Nz	48390
27.	Madan Pal	Sr Asstt UT Gp B Nz	53743
28.	Sakshi Rani	Sr Asstt UT Gp B Nz	39586
29.	Sunita Rani	Sr Asstt UT Gp B Nz	39686
30.	Sangeeta Sahni	Sr Asstt UT Gp B Nz	39686
31.	Vineet Sayal	Sr Asstt UT Gp B Nz	43356
32.	Rajinder Sehgal	Sr Asstt UT Gp B Nz	44274
33.	Sandeep Sharma	Sr Asstt UT Gp B Nz	40684
34.	Vibhushan Sharma	Sr Asstt UT Gp B Nz	49059
35.	Amarjot Sngh	Sr Asstt UT Gp B Nz	39119
36.	Gurbachan Singh	Sr Asstt UT Gp B Nz	51602
37.	Atul Soni	Sr Asstt UT Gp B Nz	39889
38.	Sanjay Vats	Sr Asstt UT Gp B Nz	42210
39.	Amit K Gupta	Jr Engineer UT Gp B Nz	78811
40.	Vinod Kumar	Jr Engineer UT Gp B Nz	62780
41.	Seema Bhandari	Sub Inspector Enf UT Gp B Nz	48086
42.	Ramesh Kalyan	Sr Asstt UT Gp B Nz	47126
43.	Sameer Khan	Sr Asstt UT Gp B Nz	40743
44.	Vijay Midha	Sr Asstt UT Gp B Nz	48226
45.	Rakesh Mohan	Sr Asstt UT Gp B Nz	43291
46.	Anil K Nrad	Sr Asstt UT Gp B Nz	42743
47.	Jaswant Singh	Sr Asstt UT Gp B Nz	39854
48.	Gopal Singh	Sr Asstt UT Gp B Nz	48490
49.	Ashwani Thapar	Sub Inspector Enf UT Gp B Nz	45891

50.	Makhan Ram	Kanungo UT Gp C	38847
51.	Surender Singh	Driver UT Gp C	53581
52.	Harinder Singh	Driver UT Gp C	37981
53.	Sanjay Joshi	Jr Asstt UT Gp C	39982
54.	Chappy R Krishan	Jr Asstt UT Gp C	45713
55.	Baljit Singh	Jr Asstt UT Gp C	48052
56.	Narinder Verma	Jr Asstt UT Gp C	31024
57.	Partap Singh	Restorer UT Gp C	35031
58.	Inderpal Singh	Naib Tehsildar UT Gp B Nz	84773
59.	Parveen Bhambrti	Sr Asstt UT Gp B Nz	49066
60.	Hari Mohan	Sr Asstt UT Gp B Nz	55566
61.	Hare Ram	Sr Asstt UT Gp B Nz	50351
62.	Varinder Rehal	Sr Asstt UT Gp B Nz	72638
63.	Jagvir Singh	Driver UT Gp C	37415
64.	Om Raj	Daftri UT Gp D	32951
65.	Raj Rani	Daftri UT Gp D	35628
66.	Roop Singh	Process Server UT Gp D	30608
67.	Partap chand	Process Server UT Gp D	26481
68.	Jagjiwan	Process Server UT Gp D	26490
69.	Raghav Ram	Process Server UT Gp D	24618
70.	Usha Rani	Process Server UT Gp D	47072
71.	Ranjit Singh	Process Server UT Gp D	23587
72.	Harpal Singh	Process Server UT Gp D	31284
73.	Bhupinder Singh	Process Server UT Gp D	32765
74.	Sher Singh	Process Server UT Gp D	39533
75.	Gurmeet Singh	Process Server UT Gp D	28462
76.	Sanjeev Sobti	Process Server UT Gp D	35791
77.	Kumar Chetri	Peon UT Gp D	24738
78.	Krishan Kaur	Peon UT Gp D	32660
79.	Vijay Kumar	Peon UT Gp D	27132
80.	Amarjeet Singh	Peon UT Gp D	27709
81.	Bahadur Singh	Peon UT Gp D	28388
82.	Kuldeep Singh	Peon UT Gp D	29587
83.	Gurmit Singh	Peon UT Gp D	38452
84.	Priya Swami	Peon UT Gp D	36327
85.	Billa	Sweeper UT Gp D	37471
86.	Muni Lal	Sweeper UT Gp D	34232
87.	Deepak Sharma	Section Officer UT Gp BNz	63066
88.	Krishan Jaspal	Law Officer UT Gp B Nz	68142
89.	Rajbir Kaur	Sr Asstt UT Gp B Nz	52688
90.	Shiv Kumar	Sr Asstt UT Gp B Nz	48336
91.	Shashi Nagar	Sr Asstt UT Gp B Nz	59505
92.	Shelly Pawa	Sr Asstt UT Gp B Nz	53799
93.	Deepak	Jr Engineer UT Gp B Nz	57388
94.	Navdeep	Jr Engineer UT Gp B Nz	62043
95.	Sagar Saini	Jr Engineer UT Gp B Nz	57858
96.	Ravi K. Singh	Jr Engineer UT Gp B Nz	57143
97.	Deepak Kumar	D Man UT Gp B Nz0	50894
98.	Inderjit Kaur	Sub Inspector Enf UT Gp B Nz	52418
99.	Vijay Kumar	Steno-typist UT Gp C	49642
100.	Ritika Sachdeva	Steno-typist UT Gp C	38092
101.	Dharamvir Sidhu	Driver UT Gp C	29238
102.	Inderjit Singh	Driver UT Gp C	30719
103.	Poonam Dhiman	Jr Asstt UT Gp C	52921
104.	Joti Joshi	Jr Asstt UT Gp C	46119
105.	Raj Kumar	Jr Asstt UT Gp C	48864
106.	Vikas Kumar	Jr Asstt UT Gp C	44371
107.	Anil Kumar	Jr Asstt UT Gp C	48864
108.	Gulshan Kumar	Jr Asstt UT Gp C	49892

109.	Vinod Kumar	Jr Asstt UT Gp C	51381
110.	Nisha	Jr Asstt UT Gp C	50379
111.	Sunil K Payal	Jr Asstt UT Gp C	40072
112.	Pooja Rani	Jr Asstt UT Gp C	50325
113.	Jltender S Rawat	Jr Asstt UT Gp C	48364
114.	Rekha	Jr Asstt UT Gp C	50325
115.	Poonam Saini	Jr Asstt UT Gp C	50075
116.	Samriti	Jr Asstt UT Gp C	48864
117.	Satish Sharma	Jr Asstt UT Gp C	50297
118.	Dimple Sharma	Jr Asstt UT Gp C	50379
119.	Manorma Sharma	Jr Asstt UT Gp C	52931
120.	Udham Singh	Jr Asstt UT Gp C	45571
121.	Angrej Singh	Jr Asstt UT Gp C	46325
122.	Manpreet Singh	Jr Asstt UT Gp C	43369
123.	Sukhdeep Singh	Jr Asstt UT Gp C	39782
124.	Kiran Thakur	Jr Asstt UT Gp C	48864
125.	Gourav	Clerk UT Gp C	38865
126.	Sonal Bujahi	Clerk UT Gp C	47600
127.	Naveen K Dhiman	Clerk UT Gp C	42753
128.	Sarita Goswami	Clerk UT Gp C	46247
129.	Aashan Guglani	Clerk UT Gp C	38865
130.	Gurmeet Kaur	Clerk UT Gp C	34255
131.	Sandeep Kumar	Clerk UT Gp C	36826
132.	Dalip Kumar	Clerk UT Gp C	38865
133.	Amit Kumar	Clerk UT Gp C	35944
134.	Vikas Kumar	Clerk UT Gp C	37960
135.	Jitender Kumar	Clerk UT Gp C	46600
136.	Rajesh Kumar	Clerk UT Gp C	47600
137.	Madhu	Clerk UT Gp C	38865
138.	Manoj	Clerk UT Gp C	38865
139.	Manoj K Poonia	Clerk UT Gp C	38865
140.	Ankush Prasher	Clerk UT Gp C	33632
141.	Pawan S Rana	Clerk UT Gp C	36956
142.	Sandeep	Clerk UT Gp C	36956
143.	Rajbir Singh	Clerk UT Gp C	33882
144.	Harminder Singh	Clerk UT Gp C	38865
145.	Vishal Watts	Clerk UT Gp C	34920
146.	Vijay Kumar	Peon UT Gp D	31395
147.	Babu Lal Shah	Peon UT Gp D	25797
148.	Isham Singh	Mali UT Gp D	26655
149.	Preety Kapoor	Law Officer UT Gp B Nz	59327
150.	Surinder Pal Singh	Law Officer UT Gp B Nz	55146
151.	Kamlesh Rani	Sr Asstt UT Gp B Nz	63075
152.	Himanshu	Clerk UT Gp C	37755
153.	Devender Kumar	Clerk UT Gp C	37755
154.	Rakesh Kumar	Clerk UT Gp C	47600
155.	Parveen	Clerk UT Gp C	36826
156.	Rahul Sajwan	Clerk UT Gp C	35716
157.	Ashish Sharma	Clerk UT Gp C	35716
158.	Mohinder Singh	Clerk UT Gp C	46247
159.	Rakesh Kumar	Section Officer UT Gp BNz	39943
160.	Ranbir S Gill	Sr Asstt UT Gp B Nz	51808
161.	Parvesh K Goyal	Sr Asstt UT Gp B Nz	55170
162.	Surinder Kumar	Sr Asstt UT Gp B Nz	59441
163.	Devinder Kumar	Sr Asstt UT Gp B Nz	52864
164.	Kiran Punder	Sr Asstt UT Gp B Nz	32477
165.	Anita Rani	Sr Asstt UT Gp B Nz	54530
166.	Rama Shankar	Sr Asstt UT Gp B Nz	59253
167.	Mangal Singh	Sr Asstt UT Gp B Nz	34753

168.	Dharam Singh	Sr Asstt UT Gp B Nz	47138
169.	Ashok Verma	Sr Asstt UT Gp B Nz	39964
170.	Parveen K Mittal	Sub Inspector Enf UT Gp B Nz	56677
171.	Anil Kaushik	Jr Asstt UT Gp C	55055
172.	Gurdarshan Singh	Clerk UT Gp C	34138
173.	Bhupesh Dhall	Process Server UT Gp D	31692
174.	Surinder Kumar	Process Server UT Gp D	26462
175.	Avtar Singh	Process Server UT Gp D	28165
176.	Gopal Bhalla	Section Officer UT Gp BNz	61196
177.	Shelly Vimal	Sub Inspector Enf UT Gp B Nz	52388
178.	Dinesh	Sub Inspector Enf UT Gp B Nz	45021
179.	Varinder Singh	Jr Asstt UT Gp C	48764
180.	Pooja Mehta	Restorer UT Gp C	15426
181.	Rajinder Malhotra	Sr Asstt UT Gp B Nz	45059
182.	Mohinder Pal	Sub Inspector Enf UT Gp B Nz	61263
183.	Harmesh Singh	Peon UT Gp D	29388
184.	Sapinder Singh	Driver UT Gp C	17896
185.	Rameshwar Dass	Patwari UT Gp C	35640
186.	Rajinder Singh	Patwari UT Gp C	35640
187.	Ramesh Singh	Patwari UT Gp C	35640

ANNEXURE 1.10**Name, designation and other particulars of public information officers in r/o Estate Office, U.T., Chandigarh
[Section 4(1)(b)(xvi)]**

Authori-ties	Name & Designation	Address	Telephone No.	E-mail ID
Nodal Officer	Smt. Anita Rani , Sr. Asstt. (An officiating Suptd.)	# 2228, Sector-19-C, Chd.	9988177709	
CPIOs	Sh. Sunil Arora Asstt. Controller (F&A)	# 959, Sector -10, PKL.	9878406959	Arorasunil1971@gmail.com
	Ms. Neelam Khanna, Asstt. Controller (F&A)	# 3561, Sector- 23-D, Chd.	9464274918	khannaneelam80@gmail.com
	Ms. Madhu, Section Officer	# 1047-A, Sec. 35-B, Chd.	9888893557	madhubhandarinayyar05@gmail.com
	Sh. Gopal Bhalla, Section Officer	# 1739, 2 nd Floor, Main Bazar, M.Majra, Chd	9877981093	bhalla.gopal@yahoo.com
	Sh. Rakesh Kumar, Section Officer	#299, Sector 22-A, Chd.	9417528983	nareshgegi74@yahoo.co.in
	Sh. Deepak Sharma, SO	#327, Sector-39 west, Sector-122, Mohali	9988091618	Deepakso2010i@gmail.com
	Sh. Bimal Joshi, SDO(B)	# 765-A, Sec 7-D, Chd.	7508185592	sdo.chd@nic.in
	Sh. Anil Bansal, SDO	#993, Sector-21, PKL	9501009356	anilbansal993@gmail.com
	Sh. Surinder Kumar, SDO	# 2837, Sector-40-C, Chd.	9216465070	balooengg@hotmail.com
	Sh. Mandeep Singh Dhillon, Tehsildar	# 3045, Sector-21-D, Chandigarh	9872768606	mandeep21d@gmail.com
	Sh. Vinay Chaudhary, Tehsildar	# 887, Sector-7, Chandigarh	9013556615	chaudhary.vinay.23@gmail.com
	Sh. Yogesh Kumar, Tehsildar	Ward no. 14, Kaliyana Road, Near Ravidas Nagar, Charkhi Dadri, Distt. Haryana	8447772463	yogeshkalher@gmail.com
	Smt. Saroj Bala , Sr. Asstt. (An officiating Suptd.)	# 1256 Sector-20-B, Chd.	9463197389	
	Sh. Hare Ram, Sr. Asstt. (An officiating Suptd.)	#2112, Sec-23-C, Chd.	9779975555	
	Smt. Harinder Kaur , Sr. Asstt. (An officiating Suptd.)	# 2145, Sector-38-C, Chd.	0172-2698372 9815656214	jassigoden@gmail.com
	Sh. Suresh Kumar, Naib Tehsildar	#279, Pipliwala town, Manimajra	9876591120	
Sh. Inderpal Singh, Naib Tehsildar	# 291, Vill. Khuda Alisher, UT. Chandigarh	9216601928		
Sh. Krishan Jaspal, Law Officer	#1119, Sec. 10, Panchkula	9872485166	krishanjaspal1119@gmail.com	
Appellate Authority	Sh. Manish Lohan, HCS, Asstt. Estate Officer, U.T., Chandigarh.	# 735 , Sector-7-A, Chandigarh	172-5046603	aeo-chd@nic.in

	Smt. Nazuk Kumar Sharma, IAS, Land Acquisition Officer, U.T., Chandigarh.	#196, Sector-7-A, Chandigarh	9560385837	nazuk17@gmail.com
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Provided by EA-I & added in the supplied information

ANNEXURE 1.11

**No. of employees against whom Disciplinary action has been proposed/taken in r/o
Estate Office, U.T., Chandigarh as on 04.08.2020
{Section 4(2)}**

Sr. No.	Name of the Official	Matter
1.	Sh. Ramesh Kalyan, SIE	A Joint surprise checking was conducted by the CBI and Vigilance Deptt., U.T., Chd. on 18.04.2012 and a self contained note was forwarded to this office pointing out irregularities committed by the allottees/licences and occupiers of 49 tenements in Colony of Sector 30-B, Chd. Sh. H.R. Gangar, IAS (Retd.) was deputed as Inquiry Officer to conduct a preliminary fact finding enquiry to fix responsibility of the officials who failed to take action against the occupiers and allottees/licensees of tenements in Sector 30-B, Chd. The IO has pointed out name of the official responsible for not watching the interest of the Govt. and did not perform the duties of the Rent Collector as well as Inspector and did not check/misuse and subletting violations in tenements sites. Inquiry Reports were supplied to the concerned officials and they have submitted their replies. However, some documents mentioned in the Joint Surprise Check Report has been sought from the Vigilance Deptt. through FD.
2.	Sh. Inderpal Singh, SIE (Retired on 29.02.2020) (Name of Sh. Inderpal Singh, SIE is also involved in an inquiry received from Sanjeev Jindal, IO in the case of missing of Form No.14995) (File No. E-1014-Form No.14995)	
3.	Sh. Gurdarshan Singh, Clerk (Also See Sr. No. 27)	
4.	Sh. Rama Shankar, Sr Assistant	
5.	Sh. Ranbir Singh Gill, Sr Assistant	
6.	Sh. Parveen Mittal, SIE	
7.	Sh. Kasturi Lal, Supdt. (Retired on 30.09.2018)	
8.	Sh. Ashok Bish, Supdt, (Retired on 30.11.2013) (Also See Sr. No. 19)	
9.	Sh. Ram Lal, Sr. Asstt (Retired on 31.08.2017)	
10.	Sh. Pardeep Kumar, Sr Assistant (Retd. on 22.10.2018, sought VRS)	
11.	Sh. Atul Kumar Soni, Sr. Assistant (Also see Sr. No. 15)	
12.	Sh. Balbir Singh, AC(F&A) (the then Clerk) (Promoted as SO on 15.10.1999 & transferred)	
13.	Sh. Madan Pal, Sr Assistant	
14.	Sh. Krishan Kumar Chopra, Sr. Asstt. (Employee of GMCH-32, who was transferred to this office under Inter Department Transfer Policy)	FIR No.04 dated 05.09.2019 u/s 7, 13(1)(b) and 13(2) of the P.C Act, 1988 has been registered at Police Station Vigilance, Chandigarh against him (while he was working in this office) for taking bribe. He has been suspended by his parent Deptt. i.e. GMCH-32, Chd.
15.	Sh. Atul Soni, Sr Assistant (Also See Sr. No. 11)	FIR No.01, dated 23.05.2014, U/s 420, 467, 468, 471, 120-B, IPC and 13(1)(d), 13(2) of P.C. Act, 1988 regarding missing file of Booth No.1 Khuda Lahora, U.T., Chandigarh (Vigilance Enquiry No.3/Vig/C, dated 04.02.2009).
16.	Sh. Rajiv Gulati, Sr. Assistant	
17.	Sh. Baljeet Singh, Jr. Assistant	
18.	Sh. Jagdish Parshad Gupta, Supdt. (Retired on 31.03.2001)	

19.	Sh. Ashok Bish, Supdt (Retd. on 30.11.2013) (Also see Sr. No. 8)	
20.	Sh. Ram Krishan, SIE (Dismissed on 25.11.2013)	
21.	Sh. Passa Ram, Supdt. (Retired on 30.04.2014) (now deceased)	
22.	Sh. Rakesh Mohan, SIE	FIR No.215 dated 06.07.2018 U/s 409 IPC Police Station, Sector 17, Chandigarh regarding missing file of property No. 560, Sector 33-B, Chd. (RP-19726) (E-2809)
23.	Sh. Hari Mohan, Sr. Assistant	
24.	Smt. Neelam Gupta, Supdt. (Retired on 30.04.2017)	
25.	Sh. Gopal Bhalla, Section Officer	
26.	Sh. Ravinder Kumar, Section Officer (transferred on 20.02.2017)	A complaint was lodged against Sh. Pardeep Kumar S/o Lekh Raj Khosla through his GPA Sh. Sucha Singh S/o Sh. Mehar Singh R/o #723, Vill. Haripur, Panchkula, Haryana (RE-13/Vig/C dated 05.05.2017. Show Cause Notices were issued to Sh. Varinder Rehal, Sr. Asstt. and Sh. Naveen Kumar Dhiman, Clerk on 14.08.2019 for <i>not filing the formal complaint alongwith list of unauthorized occupants of transit site No. 265, Phase-I, BDC, Sector 26, Chd. with the concerned SDM (East) to evict those unauthorized occupants from the said site and to Sh. Gurdarshan Singh, Clerk for not filing the formal complaint alongwith list of unauthorized occupants of transit site No. 265, Phase-I, BDC, Sector 26, Chd. with the concerned SDM (East) to evict those unauthorized occupants from the said site . Draft SCN in r/o of Sh. Gopal Bhalla, SO and Sh. Ravinder Kumar, SO were sent to the FD, being Punishing Authorities. Replies submitted by the officials are under consideration. Replies of Sh. Gopal Bhalla, SO and Sh. Ravinder kumar, SO have also been received from the FD for comments, which have been sought from the Branch Incharge, Colony Accounts Wing. (E-2914)</i>
27.	Sh. Gurdarshan Singh, Clerk (Also see Sr. No. 3)	
28.	Sh. Naveen, Clerk	
29.	Sh. Varinder Rehal, Sr. Assistant (Also Sr. No. 38)	
30.	Sh. Jagmohan Singh, Sr. Asstt. (Retired on 31.12.2017)	
31.	Sh. Parvesh Kumar Goel, Sr. Assistant	Charge-sheeted under major penalty vide Memo. No. 30.05.2016 while working as dealing Assistant he dealt with the case in respect of order dated 27.01.2012 of the Hon'ble High Court of Punjab and Haryana passed in CWP No.4903 of 1993 titled as Lakhbir Singh and another Vs Chief Commissioner, U.T. and Others in ownership file CPL-5008 in respect of booth site No.2, Sector 44 C & D, Chandigarh, but failed to point out that lease of the said booth site was already cancelled vide order dated 07.04.1993 issued vide Endst.No.5625-29/CPL-5008/CIA-I, dated 10.05.1993. The said booth site was cancelled due to non-payment of outstanding dues of 1 st installment of Rs.1,80,659/- which fell due on 26.02.1992. It has also been noticed that the said lease cancellation order have not been challenged by the lessees. Now information has been sought from the concerned branch reg. any loss to the Govt. exchequer in this case.
32.	Sh. Keshav Chander, Supdt. (Retired on 31.05.2013) (now deceased)	

33.	Sh. Gyaneshwar Parsad Shukla, Section Officer (the then Branch Incharge) (now transferred)	Sh. Sandeep Sharma charge-sheeted under major penalty on 18.02.2019 by this office and Sh. G.P. Shukla, SO charge-sheeted on 28.02.2019 by the FD for not considering the facts/documents put up on file regarding court case while dealing with the transfer of property bearing House No. 324, Sector 21-A, Chandigarh (RP-5570). A regular inquiry has already been marked in this case to Sh. Anil Kumar Garg, PCS, Additional Commissioner-III, MC, Chandigarh vide this office order dated 19.03.2020 and Inquiry Report is still awaited {File No. E-1014 (RP-5570)}
34.	Sh. Sandeep Sharma, Sr. Assistant	
35.	Sh. Ashok Verma, Sr. Assistant (the then Clerk)	
36.	Sh. Mahal Chand, Supdt. (Retired on 31.08.2012)	
37.	Sh. Baldev Singh, Sr. Asstt. (Retired on 05.10.2017 - VRS)	
38.	Sh. Varinder Rehal, Sr. Asstt. (Also See Sr. No. 29)	Inquiry received from Sanjeev Jindal, IO in respect of committing irregularities in respect of Booth No.1122-A, Sector 22-B, Chandigarh. Inquiry report sent to SDO (B) to intimate reg. any financial loss. (CPL-4012/A). {E-2767 (CPL-4012/A)}.
39.	Sh. Narinder Verma, Jr. Assistant	<p>1. He was charge-sheeted vide order dated 21321/E-1014 (CP-2430)/E-2248 dated 01.08.2013 in the case of Godown site No. 180, Grain Market, Sector 26, Chd. He was demoted as Clerk w.e.f 01.11.2014 vide EO's order No. 31488-31490/E-1014 (CP-2430)/E-2248 dated 28.10.2014. Further penalty of demotion was reduced to stoppage of two increments of his pay without cumulative effect vide order bearing Endst. No. 03/15'-EO-(R&J)/2015/6234 dated 29.06.2015. His increments are to be restored in 2021 as his four increments are already stopped in another case vide Appellate Authority conveyed vide Endst. No. 0015/13-EO (R&J)/2014/1716 dated 25.02.2014 in a case for wrong proposal for issuance of NOC for sale in r/o SCF No. 8, Sector 20-C, Chd (CP-1298).</p> <p>2. An FIR No. 4 dated 22.07.2009 u/s 419, 420, 468, 471 & 120B IPC r/w Section 13(1)(d) & 13 (2) of PC Act, 1988, PS-Vig. Chandigarh is also pending against him in r/o SCF No. 8, Sector 20-C, Chandigarh (CP-1298). {E-1328 (ii)}</p>
40.	Sh. Sant Ram, Supdt. (Retired on 31.01.2011)	Same as Point No. 2 of Sr. No. 38 (FIR No. 4 dated 22.07.2009)
41.	Sh. Inder Pal Singh, Naib-Tehsildar	Three increments of pay withheld with cumulative effect with reduction to an immediate lower stage in the time scale of three years in r/o registration of Sale Deed pertaining to H.No. 1149, Sector 8-C, Chandigarh (RP-8898) vide No. 207785/E-2616 (62)/RP-8898 dated 20.07.2018. It will carry its effect of postponing his future increments of his pay envisaged under major penalty.
42.	Sh. Kirpal Singh, the then AE (transferred)	Vigilance Enquiry No.5/Vig/C dated 28.05.2014 - FIR against the officials of SDO(B) Final Report regarding File No.1162, Plot No.29/7, Industrial Area, Phase-II, U.T., Chandigarh, CP-2118-A, CP-1911-A, LRP-2782-A, House No. 141, Sector 46 A, Chandigarh, etc. Draft charge sheets against the officials have been forwarded to the Chief Engineer-cum-SS (Engg.) being competent authority in this case. {Penalty of 2% cut in pension for a period of one year imposed on Sh. Ram
43.	Sh. Bipin Bagga, Draftsman (transferred)	
44.	Sh. Ram Singh Sahota, HDM (transferred)	
45.	Sh. Ram Lal, JE (transferred)	

		<p><u>Singh Sahota, HDM (Retd.) &</u></p> <p>Penalty of stoppage of one increment without cumulative effect imposed on <u>Sh. Bipin Bagga, Draftsman, vide Chief Engineer's order dated 25.08.2020</u></p> <p>Besides above, warning already issued to <u>Sh. Suresh Kumar, the then SDO (B)</u> and <u>Sh. Sudhir Batra, the then JE</u> on 18.07.2018</p>
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ANNEXURE 1.12
Programmes to advance understanding of RTI in r/o Estate Office, U.T., Chandigarh
[Section 26]

(i)	Educational Programmes	Trainings programmes are held by the Department of Personnel & Training, Chandigarh Administration from time to time and CPIOs and other authorities also participates in these training programmes as per training schedule issued by the concerned department.
(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	

ANNEXURE 1.13
Transfer policy and transfer orders in r/o Estate Office, U.T., Chandigarh
[F No. 1/6/2011-IR dt: 15.4.2013]

Transfer of ownership of properties is done as per the Rules/Provisions of various Act/Rules/instruction, as mentioned in Annexure 1.5.

ANNEXURE 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 in r/o Estate Office, U.T., Chandigarh

[Section 4(1)(b)(vii)]

[F No. 1/6/2011-IR dt: 15.4.2013]

To the extent relevant or feasible, representation submitted by public are forwarded to the Administration, which are taken into consideration at the time of formulation of policy or implementation thereof. Rest of the information regarding Public-private partnership (PPP) (i) to (ix) is 'NIL' in respect of Estate Office, U.T., Chandigarh.

ANNEXURE 3.3

**Dissemination of information widely and in such form and manner which is easily accessible to the public in r/o Estate Office, U.T., Chandigarh
[Section 4(3)]**

Use of the most effective means of communication

- (i) **Internet (website):** Information related to Estate Office, U.T., Chandigarh is available on website www.chandigarh.gov.in. Detail of property record i.e. Property number, location, file no., ownership etc. may be accessed on the website in 'Know your property' Section.

ANNEXURE 3.4

**Form of accessibility of information manual/handbook in r/o Estate Office, U.T., Chandigarh
[Section 4(1)(b)]**

Information manual/handbook available in

- (i) **Electronic format:** Information related to Estate Office, U.T., Chandigarh is available on website www.chandigarh.gov.in. Detail of property record i.e. Property number, location, file no., ownership etc. may be accessed on the website in 'Know your property' Section.
- (ii) **Printed Format:** Book of Punjab Capital (Development & Regulation) Act, 1952

ANNEXURE 3.5

**Whether information manual/handbook available free of cost in r/o Estate Office, U.T., Chandigarh
[Section 4(1)(b)]**

List of material available

- (i) Free of Cost: NIL**

- (ii) At a reasonable cost of the medium: Property Transfer Booklets available at Red Cross Counter at the Back side of Estate Office Building.**

ANNEXURE 4.1

**Language in which information Manual/Handbook available r/o Estate Office, U.T., Chandigarh
[F No. 1/6/2011-IR dt: 15.4.2013]**

Book of Punjab Capital (Development & Regulation) Act, 1952 and rules thereunder is available in English language.

ANNEXURE 4.2

When was the information Manual/Handbook last updated in r/o Estate Office, U.T., Chandigarh

[F No. 1/6/2011-IR dt: 15.4.2013]

Last date of Annual updation: NIL

ANNEXURE 4.3

Information available in Electronic form in r/o Estate Office, U.T., Chandigarh [Section 4(1)(b)(xiv)]

- (i) Details of information available in electronic form &**
- (ii) Name/Title of the document/record/other information:** Ownership records are updated through NIC Cell situated in Estate Office, U.T., Chandigarh.

- (iii) Location where available:** Information related to Estate Office, U.T., Chandigarh is available on website www.chandigarh.gov.in. Detail of property record i.e. Property number, location, file no., ownership etc. may be accessed on the website in 'Know your property' Section.

ANNEXURE 4.4

**Particulars of facilities available to citizen for obtaining information in r/o Estate Office,
U.T., Chandigarh
[Section 4(1)(b)(xv)]**

- (i) **Name & location of facilities:** Estate Office, Town Hall Building, Sector 17, U.T., Chandigarh.
- (ii) **Details of information made available:** As asked for by the applicants under RTI, Inspection of files in Central Record Room of Estate Office.
- (iii) **Working hours of the facility:** All working days (Monday to Friday) from 10:00 AM to 5:30 PM. Public hours are from 11:00 AM to 12.00 Noon.
- (iv) **Contact persons & contact details (Phone, fax, email):** List is available in Annexure 1.8.

ANNEXURE 4.5
Such other information in r/o Estate Office, U.T., Chandigarh under
[Section 4(i)(b)(xvii)]

- (i) **Grievance redressal mechanism:** A separate grievance cell is operative in Estate Office, U.T., Chandigarh under the supervision of a Nodal Officer and online grievances are dealt with by the Grievance Cell.
- (ii) **Details of applications received under RTI and information provided:** The applicants can apply for information under RTI on RTI portal and can access the requisite information online.
- (iii) **List of completed schemes/projects/Programmes:** NIL
- (iv) **List of schemes/projects/programme underway:** NIL
- (v) **Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract:** NIL
- (vi) **Annual report:** NIL
- (vii) **Frequently Asked Question (FAQs):** NIL
- (viii) **Any other information such as**
 - (a) **Citizen's Charter:** Already reference at **Annexure 1.4.**
 - (c) Monthly reports in respect of citizen charter is being regularly sent to O/o Chairman, Right to Service Commission.
 - (d) Performance against the benchmarks set in the Citizen's Charter is being regularly monitored at the level of higher authorities.

ANNEXURE 4.6

Receipts & Disposal of RTI applications & appeals in r/o Estate Office, U.T., Chandigarh [F.No. 1/6/2011-IR dt: 15.04.2013]

- (i) **Details of applications received and disposed & (ii) Details of appeals received and orders issued:**
- RTI filed by Sh. Karanbir Singh received on 25/06/2019 dispose off on 08/07/2019
 - RTI filed by Sh. Satpal Goyal received on 25/06/2019 dispose off on 08/07/2019
 - RTI filed by Jaswant Singh on 12/06/19 dispose off on 24/06/2019
 - RTI filed by InderPal Singh on 14/08/2019 dispose off on 28/08/2019
 - RTI filed by Sh. Harisaran received on 08/08/2019 and dispose off on 22/08/2019
 - RTI filed by Sh. Brijesh Mittal on 07/07/19 and dispose off on 23/07/2019
 - RTI filed by Sh. Karanbir Singh received on 25/06/2019 dispose off on 08/07/2019
 - RTI filed by Sh. Ranbir Singh Gill on 13/08/2019 dispose off on 16/09/2019
 - RTI filed by Sh. Devinder Singh on 03/09/2019 dispose off on 24/09/2019
 - RTI filed by Sh. Harjeet Singh on 27/08/2019 dispose off on 26/09/2019
 - RTI filed by Sh. Joginder Singh on 07/11/2019 dispose off on 05/12/2019
 - RTI filed by Sh. Mohinder Singh on 13/11/2019 dispose off on 17/12/2019
 - RTI filed by Sh. Rajbir by post & dispose off on 19/12/2019
 - RTI filed by Sh. Sushil Kumar Gupta received on 30/12/2019 dispose off on 13/01/2020.
 - RTI filed by Sh. Munieshwar A. Sagar received on 23.12.2019 dispose off on 23.01.2020.
 - RTI filed by Sh. K.Kumar received on 24/12/2019 dispose off on 15.02.2020
 - RTI filed by Sh. Shyal Lal on 15/11/2019 dispose off on 20/02/2020
 - RTI filed by Sh. Vikram Dev received on 28/08/2019 dispose off on 11/09/2019
 - RTI filed by Sh. Ikvinder Singh Bhullar on 12/12/2019 dispose off on 17/12/2019
 - RTI filed by Ms. Samriti on 10/01/2020 dispose off on 20/01/2020
 - RTI filed by Sh. Surinder Singh received on 29/01/2020 dispose off on 06/02/2020
 - RTI filed by Sh. Rajpal Singh received on 28/02/2020 dispose off on 06/03/2020

ANNEXURE 4.7**Replies to questions asked in the parliament in r/o Establishment Branch, Estate Office, U.T., C Chandigarh****[Section 4(1)(d)(2)]**

Details of questions asked and replies given: The reply of Previous questions and question received during the current financial year 2019-2020 have already been replied vide this office letter dated 05.05.2020. Further, the reply of remaining questions during the current financial year 2019-2020 is as under (in respect of Establishment Branch of this office): -

S.N.	Question/ Reply (in respect of Establishment Branch of Estate Office, U.T., Chandigarh.
1.	Lok Sabha Unstarred Question No. 11568 for 18.03.2020 regarding " Central Govt. Employess" Information supplied as per Annexure-A
2.	Lok Sabha Unstarred Question No. 3783 for 26.03.2020 regarding " Vacancies for SCs/STs and OBCs." Information supplied as per Annexure-B
3.	Rajya Sabha Provisionally admitted Starred/Unstarred Question No. 1987 for 13.03.2018 regarding " Allocation expenditure under budget head". Information supplied as per Annexure-C

ANNEXURE 5.1

**Such other information as may be prescribed
[F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]
in r/o Estate Office, U.T., Chandigarh**

- (i) **Name & details of current CPIOs & FAAs:** Information provided in Annexure 1.10.
- (ii) **Details of third party audit of voluntary disclosure:** The audit has been conducted by MGSIPA's Tema on 28.10.2020.
- (iii) **Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD:** 17.02.2020 Smt. Anita Rani, Senior Assistant (Holding Supervisory Charge)
- (iv) **Consultancy committee of key stake holders for advice on suo-motu disclosure:** 11.08.2005
- (v) **Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI:** Available at annexure 1.10.

ANNEXURE 6.1

Item/Information disclosed so that public have minimum resort to use of RTI Act to obtain information in r/o Estate Office, U.T., Chandigarh

All details are available at www.chandigarh.gov under RTI Act.

ANNEXURE 6.2

Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. of India in r/o Estate Office, U.T., Chandigarh.

- (i) Whether STQC Certification obtained and its validity: NIL**
- (ii) Does the website show the certificate on the website? - NIL**