

. ANNEXURE –I

**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)**

**Name of the Department Board/Corporation :- Secretary,
Institution/office. House Allotment Committee
Chandigarh.**

Sr. No.	Name of Organization/Department/ Board/Corporation/Institutions	Function & duties (in brief)
1.	Secretary House Allotment Committee, U.T. Chadigarh.	Allotment of Govt. houses to eligible Govt. employees of, Punjab / Haryana, U.T.Chandigarh & Punjab & Haryana High Court working in eligible office at Chandigarh / Mohali & Panchkula.

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 :- Secretary,
Institution/office. House Allotment Committee
Chandigarh.**

Sr.No.	Name of the post	Power & duties (in brief)
1.	Secretary, House Allotment Committee	Head of office
2.	Superintendent	To supervise the respective branch
3.	Sr.Asstt.	Allotment of houses
4.	Jr.Asstt./Clerk	Maintain the record of the respect branch.

5.	Peon's	To attend daily affairs of branch as well as distribution of local office dak/letters.

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 :- Secretary,
Institution/office. House Allotment Committee
Chandigarh.**

Sr. No.	Nature /Type of work	Level at Which the case is initiated.	(Name of the Post) Name of the post which deal with the case before the decision making authority.	Level at which decision is made. (Name of the post)
1.	Allotment of Govt. houses to eligible employees of Punjab/ Haryana/ U.T.Chandigarh/ Punjab & Haryana High Court.	Asstt.	Supdt..	Secretary, HAC(U) & Secretary,HAC(L)

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 functions)**

**Name of the Department Board/Corporation :- Secretary,
Institution/office. House Allotment Committee
Chandigarh.**

Sr. No.	Item of Work Norms set by the Department	Number of days taken for decision making)
1	Allotment of Govt. houses	Normally Allotment/ Cancellation/ Retention /Regularization etc. Time frame for initiation & decision for various works depending upon the availability of vacant Govt. houses normally within 15 days.

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 functions)

**Name of the Department Board/Corporation :- Secretary,
Institution/office. House Allotment Committee
Chandigarh.**

Sr. No.	Nature/Type of Work	Name of the Rules	Rules Name of the Manuals	Instructions (Write circular No./Date)	Any other record/ Document
1.	Allotment of Govt. houses	Govt. Residences (Chandigarh Admn. General Pool)1996	-	As issued by Chandigarh Administration from time to time with regard to the allotment of houses. Mention all circular issued after notification of rules-1996.	-

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 :- Secretary,
Institution/office. House Allotment Committee
Chandigarh.**

Sr.No.	Category of documents
1.	Allotment files seniority list of all eligible employees/offices/applicant of Govt. houses type-I to IV (new) Type 13 to 10 (old) and all higher category of Govt. houses. i.e. 3 to 9 type, Transit Accommodation & Officer Aapartment.

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 :- Secretary,
Institution/office. House Allotment Committee
Chandigarh.**

Sr.No.	Detail type of arrangement made
1.	Not applicable.

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 :- Secretary,
Institution/office. House Allotment Committee
Chandigarh.**

Sr. No.	Name of the Board(s)	Name of the Council(s)	Name of the Committee(s)	Name of other bodies(s) constituted by the Department.	Whether meetings of these bodies are open to the public (Yes /No)	Whether the minutes of such meetings are accessible for public (Yes/No)

Not applicable

ANNEXURE-9

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
4(1)(b)(ix) OF THE RIGHT TO INFORMATION ACT, 2005.
(Monthly remuneration received by the officers and employees)**

Sr.No.	Name of the officer/employee	Designation	Telephone Number (O)
1.	Sh. Ashwani Kumar,HCS	Secretary HAC(L)	0172-2740961
2.	Sh. Baldev Singh,	Superintendent	0172-2700194
3.	Sh. Sunil Kumar,	Sr.Asstt.	-do-
4.	Sh. Narinder Dutt.	Sr. Asstt.	-do-
5.	Smt Maninder Kaur	Sr. Asstt.	-do-
6.	Sh. Sanjit Sharma	Sr. Asstt.	-do-
7.	Sh. Hukam Singh	Sr. Asstt.	-do-
8.	Sh. Madan Ram	Jr. Asstt.	-do-
9.	Smt. Vandna Thakur	Jr. Asstt.	-do-
10.	Sh. Bhopal Singh	Jr. Asstt.	-do-
11.	Sh. Gurinder Singh	Jr. Asstt.	-do-
12.	Sh. Narinder Singh	Clerk	-do-
13.	Sh. Panjab singh	Peon	-do-
14.	Sh. Manjit Singh	Peon	-do-
15.	Sh. Vidhya Rattan	Work Inspector	-do-
16.	Sh. Jaswinder Singh	Work Inspector	-do-
17.	Sh. Suman	Work Inspector	-do-
18.	Sh. Jagjeet Kumar	Work Inspector	-do-
19.	Sh. Harpinder Singh	Work Inspector	-do-
20.	Sh. Darshan Singh		-do-
21.	Sh. Ramesh Kumar	Plumber	-do-
22.	Sh. Raj Kumar	Helper	-do-
23.	Sh. Jaswant Singh	Electrician	-do-
24.	Sh. Roshan Lal	Helper	-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 :- Secretary,
Institution/office. House Allotment Committee
Chandigarh.**

Sr.No.	Name	Designation	Monthly emoluments(Rs.).
1.	Sh. Ashwani Kumar,HCS	Secretary HAC(L)	
2.	Sh. Baldev Singh,	Superintendent	26000/-
3.	Sh. Sunil Kumar,	Sr.Asstt.	7420/-
4.	Sh. Narinder Dutt.	Sr. Asstt.	7420/-
5.	Smt Maninder Kaur	Sr. Asstt.	7220/-
6.	Sh. Sanjit Sharma	Sr. Asstt.	7220/-
7.	Sh. Hukam Singh	Sr. Asstt.	7000/-
8.	Sh. Madan Ram	Jr. Asstt.	6000/-
9.	Smt. Vandna Thakur	Jr. Asstt.	5640/-
10.	Sh. Bhopal Singh	Jr. Asstt.	5320/-
11.	Sh. Gurinder Singh	Jr. Asstt.	5320/-
12.	Sh. Narinder Singh	Clerk	4450/-
13.	Sh. Panjab singh	Peon	4550/-
14.	Sh. Manjit Singh	Peon	4550/-
15.	Sh. Vidhya Rattan	Work Inspector	6600/-
16.	Sh. Jaswinder Singh	Work Inspector	6600/-
17.	Sh. Suman	Work Inspector	6800/-
18.	Sh. Jagjeet Kumar	Work Inspector	6120/-
19.	Sh. Harpinder Singh	Work Inspector	6120/-
20.	Sh. Darshan Singh	Work Inspector	7000/-
21.	Sh. Ramesh Kumar	Plumber	5160/-
22.	Sh. Raj Kumar	Helper	4850/-
23.	Sh. Jaswant Singh	Electrician	4020/-
24.	Sh. Roshan Lal	Helper	3720/-

ANNEXURE-11**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 :- Secretary,
Institution/office. House Allotment Committee
Chandigarh.**

Sr. No.	Head/Item of the Budget Proposed expenditure during the year()	Disbursement made(Proposed expenditure during the year
1.	Major Head 2216-Non Plan	(Rs. In Lacs) Proposed Disbursement Salary 21.50 12.56 Medical 0.20 NIL T.A. 0.50 0.02 Telephone 0.50 0.15 Others 6.00 4.21 Total 28.20 16.94

ANNEXURE-12

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 :- Secretary,
Institution/office. House Allotment Committee
Chandigarh.**

Sr.. No.	Scheme under subsidy given.	Manner of execution of subsidy programme	Amount allocated (Rs.).	Details of beneficiaries

NOT APPLICABLE

ANNEXURE-13

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 :- Secretary,
Institution/office. House Allotment Committee
Chandigarh.**

Sr.No	Concessions/Permit/ Authorization grant	Name of the recipient	Address of the recipient

-----NIL-----

ANNEXURE-14

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

(Details in respect of the information, available, reduced in an electronic form)

**Name of the Department Board/Corporation :- Secretary,
Institution/office. House Allotment Committee
Chandigarh.**

Sr.No.	Type of information
1.	Seniority list of all applicants waiting for allotment of Govt. house.
2.	List of cases pending before Estate Officer for vacation of Gov. houses.

ANNEXURE-15

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
4(1)(b)(xv) OF THE RIGHT TO INFORMATION ACT, 2005.
(Particulars of facilities available to citizens for obtaining information)**

**Name of the Department Board/Corporation :- Secretary,
Institution/office. House Allotment Committee
Chandigarh.**

Sr.No.	Facilities available	Remarks (No. of days in a week/Timing etc.)

ANNEXURE-16

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

(Name, designations and other particulars of the Public Information Officers)

Name of the Department Board/Corporation :- Secretary,
Institution/office. House Allotment Committee
Chandigarh.

Sr. No	Name of the State Publication Information Officer.	Designation	Telephone No. (Office/Residence)	Residential Address	Assistant State Publication Information Officer	Telephone No. (Office/Residence)	Residential Address
1.	Sh. Ashwani Kumar, CPIO	Secretary, H.A.C.	0172-2700194 0172-777144	144/ 19, Chd.	Sh. Baldev Singh, ACPIO	0172-2700194 0172-2686548	3342/1, Sec.40-D, Chd.