

ANNEXURE – 1

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

(The particulars of the organization, functions and duties)

Sr. No.	Name of the Organization/Department/Board/ Corporation	Function and duties (in brief)
1.	(i) Deputy Commissioner-cum-Nodal District Authority (MPLADS)	The Nodal District Authority shall identify the Implementing Agency capable of executing the eligible work qualitatively, timely and satisfactorily. The District Authority shall follow the established work scrutiny; technical, work estimation; tendering and administrative procedure of the State/UT Government concerned in the matter of work execution, and shall be responsible for timely and effective implementation of such works.
2.	S.D.M. (South)	Monitoring of MPLADS works.
3.	S.D.E. (MPLADS)	Monitoring of MPLADS works.

ANNEXURE – 2

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

(The powers and duties of the officers and employees)

Name of the Department/Board/Corporation/Institution/Office: DEPUTY
COMMISSIONER-CUM-COLLECTOR (MPLADS), UT, CHANDIGARH.

Sr. No.	Name of the Post	Powers and duties (in brief)
1.	(i) Deputy Commissioner-cum- Nodal District Authority (MPLADS)	The Nodal District Authority shall identify the Implementing Agency capable of executing the eligible work qualitatively, timely and satisfactorily. The District Authority shall follow the established work scrutiny; technical, work estimation; tendering and administrative procedure of the State/UT Government concerned in the matter of work execution, and shall be responsible for timely and effective implementation of such works.
2.	S.D.M. (South)	Monitoring of MPLADS works and assists the District Authority.
3.	S.D.E (MPLADS)	Monitoring of MPLADS works.
4.	A.E. (MPLADS)	To assist the Deputy Commissioner and S.D.E. (MPLADS)
5.	Clerk (on contract basis)	To assist the A.E. and S.D.E (MPLADS)
6.	Apprentice (English Stenography) For one year training.	Data entering and updating on MPLADS Software.

ANNEXURE – 3

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

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

Name of the Department/Board/Corporation/Institution/Office: DEPUTY COMMISSIONER-CUM-COLLECTOR (MPLADS), UT, CHANDIGARH.

Sr. No.	Nature/Type of work	Level at which the case is initiate (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.	OFFICE OF THE DEPUTY COMMISSIONER-CUM-DISTRICT AUTHORITY, MPLADS.	Clerk	Assistant Engineer	SDE/SDM/DC

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/Institution/Office: DEPUTY
COMMISSIONER-CUM-COLLECTOR (MPLADS), UT, CHANDIGARH.

Sr. No.	Item of work	Norms set by the department (number of days taken for decision making)
1.	Administrative Approval and sanction of MPLADS works.	As per the MPLADS guidelines.
2.	Releasing of MPLADS funds to the executing agencies.	--do--
3.	Keeping record of works.	--do--
4.	Data updating on MPLADS software.	--do--
5.	To maintain accounts of MPLADS funds.	--do--
6.	To submit periodically works completion report, utilization certificates and audit certificates to Govt. of India, Ministry of Statistics and Programme Implementation, New Delhi.	--do--

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/Institution/Office: DEPUTY
COMMISSIONER-CUM-COLLECTOR (MPLADS), UT, CHANDIGARH.

Sr. No.	Name of the Act.	Name of the Rules	Name of the Manuals	Instructions (Write circular No./date)	Any other Record/ Documents
1.	N/A	N/A	Guidelines on Member of Parliament Local Area Development Scheme (MPLADS).	N/A	Reference MPLADS guidelines books.

ANNEXURE – 6

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

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

Name of the Department/Board/Corporation/Institution/Office: DEPUTY
COMMISSIONER-CUM-COLLECTOR (MPLADS), UT, CHANDIGARH.

Sr. No.	Category of documents
1.	The files and records of the MPLADS Branch.

ANNEXURE – 7

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

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

Name of the Department/Board/Corporation/Institution/Office: DEPUTY
COMMISSIONER-CUM-COLLECTOR (MPLADS), UT, CHANDIGARH.

Sr. No.	Details/Type of arrangements 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/Institution/Office: DEPUTY
COMMISSIONER-CUM-COLLECTOR (MPLADS), UT, CHANDIGARH.

Sr. No.	Name of the Board(s)	Name of Council(s)	Name of Committee(s)	Name of other bodies constituted by the deptt.	Whether meetings of these bodies are open to the public (Yes/No)	Whether the minutes of such meetings are accessible for public (Yes/No)
1.	N/A	N/A	State Level Monitoring Committee for MPLADS works.	N/A	No	No

ANNEXURE – 9

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

(Directory of the officers and employees)

Name of the Department/Board/Corporation/Institution/Office: DEPUTY
COMMISSIONER-CUM-COLLECTOR (MPLADS), UT, CHANDIGARH.

Sr. No.	Name of the Officer/employee	Designation	Telephone Number(s)
1.	Sh. R.K. Rao, IAS	DC-cum-Collector & Nodal District Authority, MPLADS, U.T., Chandigarh.	2700109
2.	Sh. Shurbir Singh, IAS	S.D.M. (South)	2676016
3.	Sh. Suresh Kumar	S.D.E. (MPLADS)	2700109/9417012270
4.	Sh. Suresh Chander Kaushal	A.E. (MPLADS)	2700109
5.	Sh. Pawan Kr. Singh	Clerk on contract basis	--do--
6.	Ms. Deepsikha	Apprentice (English Stenography) on one year training.	--do--

ANNEXURE – 10

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

(Monthly remuneration received by the officers and employees)

Name of the Department/Board/Corporation/Institution/Office: DEPUTY
COMMISSIONER-CUM-COLLECTOR (MPLADS), UT, CHANDIGARH.

Sr. No.	Name of the Officer/employee	Monthly emoluments (Rs.)
1.	Sh. R.K. Rao, IAS	Rs. 39,871/-
2.	Sh. Shurbir Singh, IAS	Rs. 18,786/-
3.	Sh. Suresh Kumar, S.D.E.	From Engg. Deptt. of Chd. Admn.
4.	Sh. Suresh Chander Kaushal, A.E.	Rs. 26,372/-
5.	Sh. Pawan Kr. Singh, Clerk (on contract basis)	Rs. 5,233/-
6.	Ms. Deepsikha, Apprentice (English Stenography) on one year training.	Rs. 1,440/-

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/Institution/Office: DEPUTY
COMMISSIONER-CUM-COLLECTOR (MPLADS), UT, CHANDIGARH.

(Rs. in thousand)			
Sr. No.	Head/Item of the budget	Proposed expenditure during the year (2007- 08)	Disbursement made/expenditure incurred upto 31.12.2007 (2007- 08)
1.	N/A	N/A	N/A

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/Institution/Office: DEPUTY
COMMISSIONER-CUM-COLLECTOR (MPLADS), UT, CHANDIGARH.

Sr. No.	Scheme under subsidy given	Member of execution of subsidy Programme	Amount allocated (Rs.)	Details of beneficiaries.
1.	N/A	N/A	N/A	N/A

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 authorization granted)

Name of the Department/Board/Corporation/Institution/Office: DEPUTY
COMMISSIONER-CUM-COLLECTOR (MPLADS), UT, CHANDIGARH.

Sr. No.	Concessions/Permit/authorization grant	Name of the recipient	Address of the recipient
1.	N/A	N/A	N/A

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/Institution/Office: DEPUTY
COMMISSIONER-CUM-COLLECTOR (MPLADS), UT, CHANDIGARH.

Sr. No.	Type of information
1.	N/A

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/Institution/Office: DEPUTY
COMMISSIONER-CUM-COLLECTOR (MPLADS), UT, CHANDIGARH.

Sr. No.	Facilities available	Remarks (No. of days in a week/timings etc.)
1.	All information can be held from the Central Assistant Information Officers	Weeks days from 9:00 AM to 5:00 PM (Lunch break 1:00 PM to 1:45 PM)
2.	All enquiries & information will be available at Enquiry Counter for the general public.	9:00 AM to 1:00 PM 2:00 PM to 4:00 PM

ANNEXURE – 16

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

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

Name of the Department/Board/Corporation/Institution/Office: DEPUTY
COMMISSIONER-CUM-COLLECTOR (MPLADS), UT, CHANDIGARH.

Sr. No.	Name of the Appellate Office	Designation	Tel. No (Off/Resi)	Residence Address	Central Public Information Officer	Tel. No. (Off/Resi)	Residential Address
1.	Sh. R.K. Rao, IAS	DC-cum-Collector		#514, Sector 16, Chd.	Sh. R.K. Parashar, Supdt. Gr. I	2700060/ 2784324	#3202, Sec. 15-D, Chandigarh