

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)**

Name of the Department/Board/Corporation/Institution/Office:

Department of Information Technology, Chandigarh Administration.

S.No.	Name of the Organization/ Department/Board/ Corporation/Institution.	Function and duties(in brief)
1.	Department of Information Technology, Chandigarh Administration	The Department of Information Technology, UT, Chandigarh is engaged in promotion of application of information technology for the benefit of the society through implementation of programmes such as e-Governance, Promotion of investment in IT/ITES, extending training facilities in IT and promotion of IT infrastructure in Chandigarh. As a part of its various initiatives, it started the Sampark Centres, an IT education society under the banner of SPIC and has set up the Rajiv Gandhi Chandigarh Technology Park. The activities of the department have already received national and international recognition for their contents and quality. SPIC is the implementing agency of the DIT for execution of various e-Governance and IT projects. The detailed functionalities of the Department of IT may be seen at http://www.chdit.gov.in .

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/Officer:

Department of Information Technology, Chandigarh Administration.

Sr. No.	Name of the Post	Powers and duties(in brief)
1.	Director	Head of Department exercising all administrative powers. She is responsible for execution of all the IT and other projects undertaken by the department of IT. She is the Appointing Authority for recruiting the resources for the department. She is responsible for effectively coordinating between various departments of UT, Administration for various functions of IT department.
2.	Assistant Controller Finance & Administration (ACF&A)	He is responsible for various financial matters and acts as Drawing & Disbursing officer.
3.	Promotions and Information Officer (PIO)	He is responsible for Matters related to RGCTP like Promoting Chandigarh as an Investment destination among IT Companies. He is CPIO for the Department under the RTI Act. He also organizes Seminars, Conferences and Workshops and handles court cases of the department. He is management representative for getting ISO Certification for the Department and RGCTP. He is responsible for all the court cases of the Department.
4.	System Manager	He is responsible for managing all technical tasks in the department i.e. Software development, Web development. He is managing the technical aspects of the e-Governance projects like e-Sampark, e-Jan Sampark, e-Gram Sampark. He is also actively involved in to implement the e-Procurement and State Wide Area Network (SWAN) Project in Chandigarh.

5.	Asst. System Manager	He is responsible for handling technical tasks in the department i.e. Software development, Web development. He is imparting Project based Technical Training (i.e. e-Procurement Project) to the employees of various department of Chandigarh Administration. Updation/maintenance of the Portal of Chandigarh Administration, DIT Website and e-Jan Sampark Portal.
6.	Superintendent	Supervising the work of branch.
7.	Sr. Assistant	Sr. Assistant is attached with Superintendent/Other Officers for dealing various cases and creation of noting and other Misc. work.
8.	Accountant	Cash book updation and reconciliation with Treasury/Accountant General. Handling all work related to Accounts i.e. Issuing payments, issuing sanctions, verification of bills etc.
9.	Personal Assistant	Dictation and Typing Work, AGF agenda preparation, Handling EPBX System,
10.	Data Entry Operator-cum-Clerk	<ul style="list-style-type: none"> • Data Entry, Typing work. • Diary & Dispatch. • Stationery & Store/Stock. • Maintenance of office files and records
11.	Caretaker	Work related to the caretaker

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/Officer:

Department of Information Technology, Chandigarh Administration.

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.	Appointment	Sr. Assistant	Routed through Superintendent	Director IT (HoD)
2.	Approval of Projects/ coordinating between various stakeholders, review of the progress of the projects	-do-	Routed through ADIT by respective project in-charge	Directory IT / Secretary IT
3.	Administrative matters	-do-	-Superintendent	-do-
4.	Court Cases	-do-	PIO	Director IT (HoD)
5.	Financial Approvals	-do-	Superintendent	-do-
6.	Grant of sanctions as per delegation of financial powers.	-do-	Superintendent	Secretary

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/Officer:

Department of Information Technology, Chandigarh Administration.

S.No.	Item of work	Norms set by the department (number of days taken for decision making)
1.	Payment of various activities	8 days
2.	Approval of Projects Proposals	8 days
3.	Approval for conducting organizing workshop/ training/ seminar etc.	3 - 4 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/Institution/Officer:

Department of Information Technology, Chandigarh Administration.

Sr. No.	Name of the Act/Rules/Manuals	Instruction (Write circular No./date)	Any other Record/ Document
1	GFR Rules		
2	CTP Rules		
3	CISP Rules		
4	IT Policy 2013		
5	SEZ Policy		

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:

Department of Information Technology, Chandigarh Administration.

Sr. No.	File No.	Category of documents (File Subject)
1.	1	IT fair at Bangalore
2	2	NASSCOM Conf. Mumbai/Banglore
3	3	Recruitment of Manpower
4	6	e-Governance / Smart Coty / IT Policy
5	14	Origination of workshop/Conference/seminar
6	15	Visit to Hyderabad / Banglore
7	16	Cyber Security
8	16A	DIT Outsourced Staff Salary
9	17	Expression of Interest-IT Park/Empowered single Window Committee.
10	17A	Allotment of BTS Sites
11	19	Networking of Sampark Centres
12	27	IT Park at Kishangarh (Land)
13	31	Approval for Purchase of Computers by Various Deptts.
14	33	MoU-Infosys
15	34	Entrepreneur Development Centre at CTP (EDC)
16	34A	ASIDE
17	34B	S.D. Sharma & Associates
18	34C	SAM India Built Well Pvt. Ltd.
19	34D	SLEPC
20	36	Promotion of Chandigarh as an IT & Tourism Destination / Payment of Consultation Fee to – JLL
21	44	Notification received from FD/HS Chandigarh Administration
22	45	MISC Subjects
23	45A	Right to Information Act
24	49	Tie Con India 2003
25	52	Procurement of Vehicle

26	60	Sampark Centres
27	60A	SQL Star International Ltd. (Sampark)
28	60B	Jan Sampark Centre
29	60C	Sampark Project-e-Payment Gateway
30	60-D	e-Governance (e Sampark Project)
31	60E	Draft RFP's for System Integrator and Banking Partners
32	60F	RFP for selection of System Integrator for Sampark Project
33	60G	RFP for Selection of Banking Partner for Sampark Project
34	60H	Complaints/Maintenance of Sampark Centres
35	69	Director Information Technology Office (Building)
36	70	Computerization in High Court & Subordinate Courts
37	77	e-Revolution
38	79	C-TOSS
39	80	SWAN
40	84	National e-Governance Plan (NeGP)
41	84A	SSDG
42	84B	CCTNS Project
43	84C	National Institute for Smart Government (NISG)
44	85	Deployment of Supervisors of Sampark Centres
45	88	Gram Sampark Centres
46	88A	Datamation Consultants Pvt. Ltd
47	88C	Complaints/Maintenance of Gram Sampark Centres
48	88D	Electricity Bill of Gram Sampark Centres
49	95	Disaster Management Plan for Chandigarh
50	97	Tech. Mahindra Limited
51	99	Bharti Tele-Ventures Ltd.
5253	100	Wipro Ltd.
54	101	Multimedia Film City
55	102	CITROP
56	104	Amadeus India (P) Ltd.
57	108	File Management System
58	113	Advertisement
59	113-A	Advertisement Bill
60	114	KMG Infotech (P) Ltd.

61	115	Virsa Systems(P) Ltd.
62	116	RT Outsourcing Services Ltd.
63	117	Second Foundation Services (P) Ltd.
64	118	Karin Information Services (P) Ltd.
65	119	Alchemist Limited
66	120	IDS Infotech Ltd.
67	131	Updation of Websites
68	137	e-Procurement
69	148	Centre for Computational Engineering
70	148A	Digital Map of Chandigarh
71	155	Audit of Sampark/Gram Sampark Centres
72	156	Payment of Telephone Bills of DIT
73	157	Payment of Misc. Items
74	158	Payment of Electricity Bills
75	159	Specimen Signatures
76	162	Administrator Forum
77	166	Office Order
78	168	Audit
79	169	Budget
80	170	TA-DA
81	171	Miscellaneous
82	172	Stationery Items
83	175	DIT Tour Program
84	180	Meeting (Misc.)
85	181	Installation of Mobile Towers
86	184	Circular/Instruction Pertaining to the employees
87	188	Selection of Project Consultant for Selection of S.I. for Sampark Project
88	189	UID Project
89	190	Sampark Project Agreements
90	191	Achievement of I.T.
91	192	Digitization of Architectural Controls
92	193	Cases Related to Vigilance
93	194	No dues Certificate

94	196	Scanning Property Records
95	200	Const. of ready Built Space in Ph-II (RGCTP)
96	202	SLP © Nos. 12877-12882 of 2011
97	203	e-Waste
98	204	IPV 6
99	205	22 nd Century Software Solution (I) Pvt. Ltd.
100	206	e-District Mission Mode Project
101	207	Estate Office Documentation
102	208	SeMT Team
103	209	National Rural Health Mission
104	210	Explanation
105	211	Mission Mode Project (Treasury Computerization)
106	212	Public Grievance Monitoring System
107	213	Vigilance Inquiry (Misc.)
108	214	e-Governance, Municipal Corporation
109	215	Service/Property tax of Sampark Centres

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:

Department of Information Technology, Chandigarh Administration.

Sr. No.	Details/Type of arrangements made
1	Society for Promotion of IT in Chandigarh (SPIC)

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:

Department of Information Technology, Chandigarh Administration.

Sr. No.	Name of the Board(s)	Name of Council(S)	Name of Committee(s)	Name of Other bodies(s) 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)
--	--		Procurement Committee	--	No	Yes

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:

Department of Information Technology, Chandigarh Administration

Sr. No.	Name of the officer/employee	Designation	Telephone Number(O)
1.	Vinod P. Kavle, IAS	Secretary	2740641
2.	Saurabh Mishra, IAS	Director	2740641
3.	-	Pr. System Manager	2740641
4.	-	PIO	2740641
5.	Dalbir Singh	Senior Assistant	2740641
6.	Lakhbir Singh	Senior Assistant	2740641
7.	Subhash Chander	Caretaker	2740641
8.	Amar Jeet	Technician	2740641
9.	Manisha Sharma	Data Entry Operator	2740641
10.	Suman Sharma	Data Entry Operator	2740641
11.	Parveen Kumar	Data Entry Operator	2740641
12.	Ajeet Singh	Data Entry Operator	2740641
13.	Naneeta Rani	Data Entry Operator	2740641
14.	Sumesh Chander	Data Entry Operator	2740641
15.	Satish Kumar	Peon	2740641
16.	Gulshan Ali	Peon	2740641
17.	Gurvinder Singh	Peon	2740641

18	Hardeep Singh	Peon	2740641
19.	Bhupinder Singh	Peon	2740641
20.	Neeta Rani	Sweeper	2740641

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:

Department of Information Technology, Chandigarh Administration

Sr. No.	Name of the officer/employee	Designation	Monthly emoluments (in Rs.)
1.	Vinod P. Kavle, IAS	Secretary	--
2.	Saurabh Mishra, IAS	Director	--
3.	-	Pr. System Manager	--
4.	-	PIO	--
5.	Dalbir Singh	Senior Assistant	36,100/
6.	Lakhbir Singh	Senior Assistant	36,100/
7.	Subhash Chander	Caretaker	36100/-
8.	Amar Jeet	Technician	20500/-
9.	Manisha Sharma	Data Entry Operator	20500/-
10.	Suman Sharma	Data Entry Operator	20500/-
11.	Parveen Kumar	Data Entry Operator	20500/-
12.	Ajeet Singh	Data Entry Operator	20500/-
13.	Naneeta Rani	Data Entry Operator	20500/-
14.	Sumesh Chander	Data Entry Operator	20500/-
15.	Satish Kumar	Peon	20500/-
16.	Gulshan Ali	Peon	20500/-
17.	Gurvinder Singh	Peon	14,400/-
18.	Bhupinder Singh	Peon	14,400/

19.	Hardeep Singh	Peon	14,400/
20.	Neeta Rani	Sweeper	12800/-

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:

Department of Information Technology, Chandigarh Administration

Sr. No.	Head/Item of the budget	Budget Annual Plan (2019-20)	Expenditure (As per PFMS 2019-20) upto 31-08-2019
1	Salaries (Regular staff)	1,00,000	0
2	Wages	80,00,000	38,76,116
3	Office Expenses	15,00,000	5,70,887
4	Professional Services	13,32,00,000	3,01,26,054
5	Grants in Aid	40,00,000	40,00,000
Total		14,68,00,000	4,30,78,242

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:

Department of Information Technology, Chandigarh Administration.

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

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/Institution/Office:

Department of Information Technology, Chandigarh Administration.

Sr. No.	Concessions/Permit/ Authorization grant	Name of the recipient	Address of the recipient
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-----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 / Institution / Office Chandigarh Pollution Control Committee.

Sr. No.	Type of information
1.	The information about project/services implemented by the Department and other related information is available in electronic format on the website http://chdit.gov.in

ANNEXURE-15

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
4(1)b(xv) 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: Chandigarh Pollution
Control Committee.

Sr. No.	Facilities available	Remarks (No. of days in a week/ Timings etc.)
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-----NIL-----

ANNEXURE-16**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
4(1)b(xii) OF THE RIGHT TO INFORMATION ACT, 2005****(Names, designations and other particulars of the Public Information Officers)**

Name of the Department/Board/Corporation/Institution/Office:

Department of Information Technology, Chandigarh Administration.

Sr. No.	Name of the Central Publication Information Officer & Designation	Telephone No. (Office/Residence)	Residential Address	Name of the Appellate Authority & Designation	Telephone No. (Office/Residence)	Residential Address
1.	Promotion & Information Officer	2740641		Director Information Technology	2740641	--