

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)

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 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)

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. He is responsible for execution of all the IT and other projects undertaken by the department of IT. He is the Appointing Authority for recruiting the resources for the department. He is responsible for effectively coordinating between various departments of UT, Administration for various functions of IT department.
2.	Additional Director	He is responsible to supervise the work of the Department for proper implementation of provisions of various Acts/ Rules/ Plan Schemes of the Department. He is exercising administrative powers in capacity of Head of Office.
3.	Assistant Controller Finance & Administration (ACF&A)	He is responsible for various financial matters and acts as Drawing & Disbursing officer.
4.	Promotion 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.
5.	System Manager	He is responsible for handling all technical tasks in the department i.e. Software development, Web development, updation of the Portal of Chandigarh Administration, DIT Website and e-Jan Sampark Portal. He is looking after the technical aspects of the e-Governance projects like e-Sampark, e-Jan Sampark, Gram Sampark. He is also actively

		involved in to implement the SWAN Project in Chandigarh.
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.	Data Entry Operator	<ul style="list-style-type: none">- Data Entry, Typing work.- Diary & Dispatch.- Stationery & Store/Stock.
9.	Clerk	<ul style="list-style-type: none">- Cash handling & reconciliation with Treasury/ AG.- Maintenance of GIS, GPF, Service Books.- General administrative matters and misc. work.- Updation of Court cases.
10.	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)**

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-	-do-	Director IT / Secretary IT
3.	Administrative matters	-do-	-do-	-do-
4.	Court Cases			Director IT (HoD)
5.	Financial Approvals	-do-	-do-	-do-
6.	Grant of sanctions as per delegation of financial powers.	-do-	-do-	Secretary IT

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)

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 for various activities.	8 days
2.	Approval of the Project 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)**

Department of Information Technology, Chandigarh Administration.

Sr. No.	Name of the Act/Rules/Manuals	Instruction (Write circular No./date)	Any other Record/ Document
	GFR Rules CTP Rules CISP Rules IT Policy 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)

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/Bangalore
3.	3	Recruitment of Manpower
4.	4	Microsoft MoU-SPIC Centre of Excellence
5.	5	FORMS
6.	6	e-Governance/Smart Coty/IT Policy
7.	7	IT Park at Kishangarh (Main file) JLL/JV
8.	8	IIT college (File shifted to CCE, PEC)
9.	9	Court Cases
10.	10	Single Window File (OC)
11.	11	IT Act & Amendment of Labour Law
12.	12	STPI Nomination of Task Force
13.	13	First National Conference of IT ministry
14.	14	Originating of Workshop/Conference/Seminar
15.	15	Visit to Hyderabad/Bangalore
16.	16	Cyber Security
17.	16A	DIT Outsourced Staff Salary
18.	17	Expression of Interest-IT Park/Empowered Single Window Committee
19.	17A	Allotment of BTS Sites
20.	18	Delhi Finance Corporation
21.	19	Optical Fiber Cable-Network of Chandigarh Offices
22.	20	E-Governance Department (Data)
23.	21	Software Export
24.	22	NASSCOM Office in Chandigarh
25.	23	RCC Society
26.	24	Industrial Advisory Committee
27.	25	Chandigarh Mapping Project

28.	26	Committee on e-Governance (IT Committee)
29.	27	IT Park at Kishangarh (Land)
30.	28	Walkthrough Presentation for CITP
31.	29	IT Park consultants (Payments) CITCO Only Government of India Assistance for CTP
32.	30	Allocation of 2-3 % of Plan Budget for IT policy
33.	31	Approval for Purchase of Computers by Various Deptts.
34.	32	Incubation Centre IT Enterprise Centre/SPIC
35.	33	MoU - Infosys
36.	34	Entrepreneur Development Centre at CTP (EDC)
37.	34A	ASIDE
38.	34B	S.D. Sharma & Associates
39.	34C	SAM India Built Well Pvt. Ltd.,
40.	34D	SLEPC
41.	35	Domain Registration http://chandigarh.gov.in
42.	36	Promotion of Chandigarh as an IT & Tourism Destination/Payment of Consultation Fee to –JLL
43.	37	DELL Computers
44.	39	Monitoring of court cases by NIC
45.	40	National Conference on E-Governance
46.	41	Annual Maintenance contract/Purchase of Hardware/Software
47.	42	Training of Officers/Officials of Chandigarh Administration
48.	43	GITEX Hyderabad
49.	44	Notification Received from FD/HS Chandigarh Administration
50.	45	MISC Subjects
51.	45A	Right to Information Act
52.	46	Investment Promotion Board
53.	47	Annual Report of IT Department
54.	48	Higher Education Institute in Chandigarh
55.	49	Tie Con India 2003
56.	50	Lok Sabha Question
57.	51	Information Technology Enabled Services Policy
58.	52	Procurement of Vehicle
59.	53	Implementation of Value Added Tax (VAT) System in Chd.
60.	54	I.T. Corporation (SPIC)
61.	55	Award for Excellence in Schools for Implementation of Computer Literacy

62.	56	Computer Society in India (Chandigarh Chapter)
63.	57	Commonwealth Youth Programme
64.	58	JVC Tender Document
65.	59	Promoting Chandigarh as an Industry/Investment Destination of Choice
66.	60	Sampark Centres
67.	60A	SQL Star International Ltd. (Sampark)
68.	60B	Jan Sampark
69.	60C	Sampark Project- e-Payment Gateway
70.	61	SPIC Incubation Centre (industry Department File)
71.	62	50 th year Celebrations
72.	63	Networking (LAN/WAN) in Offices/Department
73.	64	Presentations/Events etc.
74.	65	Republic Day Parade
75.	66	Up Gradation of Human Recourse in Chandigarh
76.	67	Public Grievances Through E-mail
77.	68	DLF Infocity
78.	69	Director Information Technology Office (Building)
79.	70	Computerization in High Court & Subordinate Courts
80.	71	Language
81.	72	MOU - IBM
82.	73	Board meeting of DLF Infocity Dev. (Chd.) Ltd.
83.	74	Hewitt Associates
84.	75	Computerization of GMCH-32 & GH-16
85.	76	Weekly House Meeting HOD's Meeting
86.	77	e-Revolution
87.	78	Mobile Services (time Internet Ltd.)
88.	79	C-Toss
89.	80	SWAN
90.	81	IT Vision 2010
91.	82	5 minute film on Chandigarh
92.	83	Collection & Coalition of information from Private Org. for the Jan Sampark Project (S.A. Marketing)
93.	84	(NISG) Capacity Building Road Map & CB-DPR
94.	85	Deployment of Supervisors of Sampark Centres
95.	86	Eminent Citizens of Chandigarh.

96.	87	Submission of monthly statement on A/C of Actual transition made during the month in Sampark Centre
97.	88	Action Plan for Development of village kajheri (CSC)
98.	89	Integrated property Management & Services Ltd.
99.	90	Setting up of a wide Area Network in Chandigarh Connectivity to 70 Jan Sampark in Chandigarh.
100.	91	Consultants for the setting up of a Financial Services Hub
101.	92	Intel Learn Program
102.	93	Administrator Advisory Committee
103.	94	Grievances (e-Jan Sampark)
104.	95	Disaster Management Plan for Chandigarh
105.	96	Telemedicine Solution for Chandigarh
106.	97	Tech. Mahindra Limited
107.	98	PM Award for Excellence in Public Administration
108.	99	Bharti Tele-Ventures Limited
109.	100	Wipro Ltd.
110.	101	Multimedia file city
111.	102	CITROP
112.	103	Visit of Singapore & Malaysia
113.	104	Amadeus India (p) Ltd.
114.	105	Interstate Council File
115.	107	Wi0Max (Wireless License)
116.	108	Information Security Polity
117.	109	Chandigarh Financial Advisory Committee
118.	110	NAC Test
119.	111	Microsoft e-Governance Awards
120.	112	Addl. Road Links to Panchkula
121.	113	Advertisement
122.	113A	Advertisement Bill
123.	114	KMG Infotech (P) Ltd.
124.	115	Virsa Systems (P) Ltd.
125.	116	RT Outsourcing Services Ltd.
126.	117	Second Foundation Services (P) Ltd.
127.	118	Karin Information Services (P) Ltd.
128.	119	Alchemist Limited
129.	120	IDS Infotech Ltd.

130.	121	Net Solutions
131.	122	Net Smartz
132.	123	FCS Software Solutions Ltd.
133.	124	Microtech International (P) Ltd.
134.	125	Bebo Technologies (P) Ltd.
135.	126	PM's Camp Office file
136.	127	CTP - DLF Hotel
137.	128	e-Sys Technologies Ltd.
138.	129	Quality Management Certificate
139.	130	CSI-Nihilent Award
140.	131	Updation of Websites
141.	132	Dir. Identification No. (DIN)
142.	133	Citizen's Charter (UIN)
143.	134	Stamp Duty Exemption in RGCTP
144.	135	Improving Vigilance Administration by Leveraging Technology
145.	136	Geographical Information System Server
146.	137	e-Procurement / e-Tendering
147.	138	Photo Competition for Websites
148.	139	Weekly meeting
149.	140	National Portal of India (PMRC) FS/Chairman
150.	141	Smart Card
151.	142	Income Tax Return
152.	143	Workflow and document Management System
153.	144	Good Governance
154.	145	PPP Project
155.	146	Computerization of Treasury Office
156.	147	E-Stamping
157.	148	CCE Correspondence
158.	149	Officials visit to Chandigarh
159.	150	Room booking
160.	151	Grant for financial Assistant
161.	152	Suggestions from Citizens
162.	153	Fair/IITE
163.	154	Allotment of Land to BSNL in RGCTP
164.	155	Audit of Sampark and Gram Sampark

165.	156	Payment of telephone bills of DIT
166.	157	Payment of Misc. Items
167.	158	Payment of Electy. bills
168.	159	Specimen Signature
169.	160	Payments raised by SQL
170.	161	General financial Management
171.	162	Administrator Forum
172.	163	Senior Officer Conference
173.	164	Delegation of Power
174.	165	Consumable Items
175.	166	Office Order
176.	167	Election Commission
177.	168	Audit
178.	169	Budget
179.	170	TA-DA
180.	171	Miscellaneous (C.T.)
181.	172	Stationary Items
182.	173	Broachers (I.T.)
183.	174	Printing and Framing
184.	175	DIT Tour Programme
185.	176	Woman Working Hostel
186.	177	Performance of CAT
187.	178	Compact Disc India Ltd.,
188.	179	Vocational Training Centre
189.	180	Meeting (Misc.)
190.	181	Installation of Mobile Tower
191.	182	Office Car
192.	183	Absolute Computer
193.	184	Circular/Instruction pertaining to the employees
194.	185	Rolta India
195.	186	Software for Deptt. of Chandigarh Admn.
196.	187	Special Audit by GOI

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)**

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)

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	--	--	Yes
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-----NIL-----

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)****Department of Information Technology, Chandigarh Administration**

Sr. No.	Name of the Officer/ Employee	Designation	Telephone Number(O)
Employees of IT Department			
1.	Manjit Singh Brar	Director	2740641
Contractual Employees of IT Department			
1.	Jagjit Singh	System Manager	2740641
2.	B. M. Arora	Superintendent	2740641
3.	Subhash Chander	Data Entry Operator	2740641
4.	Ramesh Kumar	Cashier	2740641
5.	Manisha Sharma	Care Taker	2740641
6.	Satish Kumar	Peon	2740641
7.	Deepak Singh	Peon	2740641
8.	Gulshan Ali	Peon	2740641
9.	Ashwani Kumar	Peon	2740641
Employees From SPIC (for additional duties)			
1.	Vineet Verma	PIO	2740641
2.	Ajeet Singh	Data Entry Operator	2740641
3.	Radha Gaur	Data Entry Operator	2740641
4.	Parveen Kumar	Data Entry Operator	2740641

ANNEXURE-10

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

(Monthly remuneration received by the officers and employees)

Department of Information Technology, Chandigarh Administration

Sr. No.	Name of the Officer/ Employee	Monthly emoluments (Rupees) Ending Jun'09
Employees of IT Department		
1.	Manjit Singh Brar	--
Contractual Employees of IT Department		
1.	Jagjit Singh	40000
2.	B. M. Arora	11400
3.	Subhash Chander	8303
4.	Ramesh Kumar	6000
5.	Manisha Sharma	6000
6.	Satish Kumar	4800
7.	Deepak Singh	4800
8.	Gulshan Ali	4800
9.	Ashwani Kumar	4800
Employees From SPIC (for additional duties)		
1.	Vineet Verma	30000
2.	Ajeet Singh	8340
3.	Radha Gaur	8340
4.	Parveen Kumar	8340

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)**

Department of Information Technology, Chandigarh Administration

(Rs. in Thousands)

Sr. No.	Head/Item of the budget	Budget Annual Plan (2009-10)	Expenditure A.P. 2009-10 (upto 30-06-2009)
1.	Salaries	100	0
2.	Office Expenses	200	88
3.	Professional Services (Plan)	25700	5800
4.	Grants-in-aid	5000	0
5.	Professional Services (Non-Plan)	8000	1900
	Total	39000	7788

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)**

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)

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.)

Sr. No.	Type of information
1.	The information about Projects/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)**

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)

Department of Information Technology, Chandigarh Administration.

Sr. No.	Name of the Central Publication Information Officer	Designation	Tel. No. (Office/Residence)	Residential Address	Name of the Appellate Authority	Designation	Tel. No. (Office/Residence)	Residential Address
1.	Vineet Verma pio@chd.nic.in	PIO	2740641 (O) 9463400064	# 3134/3, Sector 44-D, Chandigarh	Manjit Brar dit@chd.nic.in	Director	2740641 (O)	# 112, Sector 23-A, Chandigarh