

ANNEXUTRE-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/Institution	Function and duties (in brief)
1.	Engineering Department O/O Superintending Engineer, Electrical Circle U.T., Chandigarh.	Supervision of execution of various works related to Electrical services as Rural mtc. of Govt. Building sites residential & Non residential buildings etc.

ANNEXUTRE-II

**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: **Engineering Department O/o Electrical Circle U.T., Chandigarh.**

Sr.No.	Name of the Post	Function and duties (in brief)
1.	Engineering Department O/O Superintending Engineer, Electrical Circle U.T., Chandigarh.	Overall Superintendence of all Electrical Works being executed by Divisions.

ANNEXURE-III

**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: **Engineering Department O/o Electrical Circle, U.T.,
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.	Electrical Works	Superintending Engineer	Chief Engineer, Union Territory, Chandigarh	Secretary Engineering Department U.T., Chandigarh.

ANNEXURE-IV

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

(The norms set for the discharging of its functions)

Name of the Department: **Engineering Department O/o Electrical Circle, U.T.,
Chandigarh.**

Sr.No.	Item of work	Norms set by the department (number of days taken for decision making)
1.	Electrical Works	As per Norms laid down for the execution of the works.

ANNEXUTRE-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: **Engineering Department O/o Electrical Circle, U.T.,
Chandigarh.**

Sr.No.	Name of the Act	Name of the Rules	Name of the Manuals	Instructions (Write circular No./Date)	Any other Record/ Document
1.	. -N.A-	Department Financial Rules	Punjab PWD Manual	As per Manuals of Order.	. -N.A-

ANNEXUTRE-VI

**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: Engineering Department O/o Electrical Circle, U.T.,
Chandigarh.**

Sr.No.	Category of documents
	-NA-

ANNEXURE-VII

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4(1)(b)(vi) 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: Engineering Department O/o Electrical Circle, U.T., Chandigarh.

Sr.No.	Details/Type of arrangements made
	-NA-

ANNEXUTRE-VIII

**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: **Engineering Department O/o Electrical Circle, U.T.,
Chandigarh**

Sr.No.	Name of the Board(s)	Name of Council(s)	Name of the 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)
			-NA-			

ANNEXURE-IX

**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: **Engineering Department O/o Electrical Circle, U.T.,
Chandigarh**

S.No.	Name(Sarv.Shri/Smt.)	Designation	Contact No.
1	Er. Ranjit Singh	Superintending Engineer	7508185485/0172-2740193
2	Gurpreet Singh Bains	Assistant Engineer	7508185505
3	Anita Sharma	Superintendent	9915587645
4	Renu Bala,	Superintendent	9988010339
5	Vishvjeet	Sr. Assistant	9888014498
6	Satpal Kaur	Sr. Assistant	9780504630
7	Anjana Kashyap	Sr. Assistant	9041571834
8	Baldev Raj	Sr. Assistant	9464283695
9	Simranjit Kaur	Clerk	8146197729
10	Tulsi Ram	Clerk	9815153423
11	Saroj Sharma	Clerk	9041571838
12	Abhishek	Clerk	9041716268
13	Lakhwinder Singh	Clerk	8699862243
14	Rakesh Chada	Circle Head Draftsman	9779737174
15	Renu Maini	Draftsman	9501002204
16	Lalit Mohan	Draftsman	8728019888
17	Harbans Singh	Jamadar	9501332168
18	Nikka Ram	Peon	9815887944
19	Balbir Singh	Peon	9876912239
20	Diwan Singh	Peon	8284603549
21	Gurmeet Singh	Peon	8054054994
22	Ranjit Singh	Chowkidar	9872664328
23	Raksha Devi	Sweeper	9779737174

ANNEXURE-X

**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: **Engineering Department O/o Electrical Circle, U.T.,
Chandigarh.**

Sr.No.	Name(Sarv.Shri/Smt.)	Designation	Emoluments
1	Er. Ranjit Singh	Superintending Engineer	133322/-
2	Gurpreet Singh Bains	Assistant Engineer	98818/-
3	Anita Sharma	Superintendent Gr.-II	74797/-
4	Renu Bala,	Superintendent	71677/-
5	Seema Bhandari	Sr. Assistant	67935/-
6	Vishvjeet	Sr. Assistant	58840/-
7	Satpal Kaur	Sr. Assistant	74431/-
8	Anjana Kashyap	Sr. Assistant	69841/-
9	Baldev Raj	Sr. Assistant	55089/-
10	Tulsi Ram	Clerk	42513/-
11	Saroj Sharma	Clerk	38465/-
12	Abhishek	Clerk	17199/-
13	Lakhwinder Singh	Clerk	17199/-
14	Simranjit Kaur	Clerk	36991/-
15	Rakesh Chada	Circle Head Draftsman	72659/-
16	Renu Maini	Draftsman	67098/-
17	Lalit Mohan	Draftsman	51381/-
18	Harbans Singh	Jamadar	38576/-
19	Nikka Ram	Peon	39711/-
20	Balbir Singh	Peon	34970/-/-
21	Diwan Singh	Peon	37526/-
22	Gurmeet Singh	Peon	38627/-
23	Ranjit Singh	Chowkidar	37334/-
24	Raksha Devi	Sweeper	41794/-

ANNEXURE-XI

**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:- Electrical Circle,
U.T., Chandigarh.**

Sr. No.	Head/Item of the budget	Budget Grant during the year (2016-17)	Disbursement made (upto 31.03.2017)
1.	2059 Salary (N.P)	883.00	857.46
2.	D.T.E.	0.20	1.16
3.	Medical	10.00	24.56
4.	Salary (Work Charged) (R)	1315.00	1228.81
5.	Medical	15.00	10.16
4.	2059 (Non-Plan)Mtc.	1037.00	1751.01
5.	All Plan Heads	4518.40	5599.61

ANNEXUTRE-XII

**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: Engineering Department O/o Electrical Circle, U.T.,
Chandigarh.**

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

ANNEXURE-XIII

**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: **Engineering Department O/o Electrical Circle, U.T.,
Chandigarh.**

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

ANNEXUTRE-XIV

**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: **Engineering Department O/o Electrical Circle, U.T.,
Chandigarh.**

Sr.No.	Type of information
1.	Tender Notice published on Internet as well as leading Newspaper by Division under this office of Superintendence.

ANNEXURE-XV

**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: Engineering Department O/o Electrical Circle, U.T.,
Chandigarh**

Sr.No.	Facilities available	Remarks (No. of days in a week/Timings etc.)
	Through Central Public Information Officer	5 days in week 9.00 A.M. to 5 P.M.

ANNEXURE-XVI

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

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

**Name of the Department: Engineering Department O/o Electrical Circle, U.T.,
Chandigarh.**

Sr. No	Name of the State Publication Information Officer.	Designation	Telephone No.(Officer /Residence)	Residential Address	Assistant State Publication Information Officer	Telephone Number (Office/ Residence)	Residential Address
-NA-							

PERFORMA – II

NAME OF DEPARTMENT <u>ELECTRICAL CIRCLE, U.T., CHANDIGARH.</u>					
Sr. No.	Name (Sarv.Shri/Smt.)	Designation	Date of Retirement	Address	Mobile No.
1	Er. Ranjit Singh	Superintending Engineer	31-01-2023	H.No.329, Sec.22 A Chd.	2740193
2	Gurpreet Singh Bains	Assistant Engineer	28-02-2025	H.No. 697, Ph-2, Mohali.	7508185505
3	Anita Sharma	Superintendent	31-12-2017	H.No.1051, Sec.20 B, Chd.	9915587445
4	Renu Bala	Sr. Assistant	31-12-2020	H.No.696 Sec.16 D Chd.	9988010339
5	Anjana Kashyap	Sr. Assistant	31-01-2020	H.No.133, Sec.22A Chd.	9041571834
6	Satpal Kaur	Sr. Assistant	31.10.2017	Flat No. 186 Block No.7, United Coop. H/B Society Sec- 68, Mohali.	9780504630
7	Vishvjeet	Sr. Assistant	04.08.2023	H.No.1463, Sec 23,Chd.	
8	Baldev Raj	Sr. Assistant	31-12-2017	H.No.1853, Sec 43 B, Chd.	9464283695
9	Simranjit Kaur	Clerk	31-01-2044	H.No.2308, Sec 44 C, Chd.	8146197729
10	Tulsi Ram	Clerk	31-03-2020	H.No.862, Sec.43 A Chd.	9815153423
11	Abhishek	Clerk	31-07-2050	H.No. 10/A, Adarsh Nager, Naya Gaon, Mohali.	9041576268
12	Lakhwinder Singh	Clerk	31-07-2052	Triwedi Camp. Mubarak Pur Teh. Zirakpur Distt. SAS Nager, Mohali.	8699862243
13	Saroj Sharma	Clerk	31-10-2015	H.No.1660, Sec.7 C Chd.	9041571838
14	Rakesh Chada	Circle Head Draftsman	30-06-2021	H.No.1441, Sec.23 B Chd.	8288851441
15	Renu Maini	Draftsman	30-11-2021	H.No.1153, Sec.21 Pkl.	8728019888
16	Lalit Mohan	Junior Draftsman	30-09-2029	Village Badali Tehsil Kharar Distt. Mohali Punjab	9988041442
17	Harbans Singh	Jamadar	31-10-2015	H.No.882/1, Village Burail Chd.	9592277165
18	Balbir Singh	Peon	31-01-2028	H.No.2576, Sec.27 C Chd.	9872688669
19	Diwan Singh	Peon	31-05-2025	H.No.4600/B, Sec.46 D Chd.	8284069359
20	Nikka Ram	Peon	30-04-2021	H.No.2644, Sec.20 C, Chd.	9815887944
21	Gurmeet Singh	Peon	28.02.2017	# 218, Doctor Amabedkar Colony, Sec 56, Chd.	8054054994
22	Ranjit Singh	Chowkidar	31-10-2023	H.No. 2668/A, Sector 27-C, Chd.	9872664328
23	Raksha Devi	Sweeper	30-06-2018	H.No.3421, Sec.15 D Chd.	9779737174

Suo Motu Disclosures

(Refer to Clause 1.8 of Ministry of Personnel, Govt of India notification dated 15.04.2013)

(DETAILS OF DOMESTIC OFFICIAL TOURS UNDERTAKEN BY THE OFFICERS OF THE RANK OF JOINT SECRETARY AND HODs)

Information may be treated as NIL

