

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/ Institution	Function and duties (in brief)
1.	Estate Office, U.T., Chandigarh	To sell Plots by allotment/auction to private persons/ Institutions/ Govt. Depts. and to maintain their records and deal with their allotment transferring ownership, stoppage of misuse of buildings , demolition of unauthorized constructions and encroachment, enforcement of building bye-laws, acquisition of lands and grant of compensation, enforcement of Periphery Control Act etc.

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: Estate Office

Sr. No.	Name of post	Powers and duties (in brief)
1.	Estate Officer	<p align="center">Head of the Department. Appointing and Punishing Authority in respect of Class-C and D employees of Estate Office. Takes decisions in respect of various functions of the Estate Office. Chairman of the Plan Advisory Committee to pass plans of buildings of various sites.</p>
2.	Asstt. Estate Officer	<p align="center">Head of the Office Exercising the powers of the Estate Officer and issue allotment letters of different residential/ commercial/ industrial/ religious /Institutional properties as per policy decision of the Chandigarh Administration, transfer of ownerships of such properties, grant of mortgage permission, NOC for sale , execute lease deeds, deed of conveyance, Issue notices to the violator to the terms and condition governing such allotment of such properties and cancel/ resume the sites and take other related action in the respect of the said properties. Member of the PAC. Holds Court to grant opportunities to the lessees / owners of such properties for not making payments of dues and violating the terms and conditions of allotment and pass lease cancellation/resume the sites if they do not make payment .</p>
3.	Land Acquisition Officer	<p align="center">Exercising the power of the Deputy Commissioner, Estate Officer. Acquisition of land within U.T., Chandigarh, get the notifications issued, grant opportunities of being heard to the rightful owners of the land to be acquired, pass the award acquiring the lands, make payment of compensation. Grant of Permission of Cattle Sheds, Mali Huts, Tube-wells under the Punjab New Capital Periphery Act. Holds Court as Asstt. Estate Officer (Exercising the powers of Estate Officer) to grant opportunities to the lessees/ owners of such properties for misusing the premises for other purpose. Issuance of Oustee Certificate to the Oustee of Chandigarh. Issuance of NOC for Khadi & Village Industries with the Lal Lakir.</p>
4.	Asstt. Controller (F&A)	<p align="center">Supervise the functioning of various branches of Estate Office and handle accounts matters.</p>

5.	S.D.O. (Buildings)	Supervise the Building Branch dealing with plans of various properties, grant of sewerage connections, completion certificates etc.
6.	Tehsildar	Supervise the work of Periphery Branch, Land Acquisition Branch and Labour Colony Branch. Having the powers of Executive Magistrate and Sub-Registrar in addition to their own duties.
7.	Section Officer	Supervise the functions of various branches and assist the AC(F&A) in accounts matters.
8.	Law Officer	Deal with legal Matters.
9.	Naib Tehsildar	Supervise the work of Periphery Branch, Colony Branch and Hand Cart Licensing Branch.
10.	Superintendent	Supervise the functioning of various branches and files are put by them to the Higher Authorities.
11.	Senior Assistant	Deal with Ownership files of various properties and prepare accounts statements, issue receipt of payment, attend Court Cases, deal with Policy files. Some of them functions as Reader to the Court of Estate Officer and handling the cash.
12.	Junior Engineer	Perform field duties to check unauthorized construction and report it to the SDO (B) and recommend for issuance of notices to the owners/ lessees for breach of rules and building bye-laws.
13.	Head Draftsman	Supervise the working of draftsman in office work and examining technical issues of building plans, grant of DPC, Sewerage Connections, completion Certificates, provides technical assistance in attending the Court cases of various levels.
14.	Draftsman	Examining technical issues of building plans, grant of DPC, Sewerage Connections, Completion Certificates, provide technical assistance to the Head Draftsman and SDO(B) in attending the Court Cases of various levels.
15.	Junior Assistant	Dealing with Ownerships files of various properties and prepare accounts statements, issue receipts of payments, attend court cases, deal with policy files.
16.	Clerks	To receive dak and put up on files to the Assistants after linkage of references, pursue the internal reports and attend courts for evidence on receiving summons from various Courts, add drafts, assist the Assistant in attending the Court Cases where the Office is Party.
17.	Steno-Typist	Attached with officers attending the telephone/dictation work and maintain the records etc.
18.	Kanungo	Incharge of the office record acquisition of award files since the development of the Chandigarh, attending acquisition schemes and Court cases etc.
19.	Patwari	Preparation of cases under section 18 scheme for the acquisition of land. Dealing with acquisition/ Periphery work, issuance of notices U/s 12(2). Attending the demolition work and various courts. Making payment to

		the land owners for their acquired land.
18.	Restorer	Restore the files in record room.
19.	Daftri	Stitching the files and post the letters.
20.	Tehsil Jamadar/ Process Server	Incharge of Process Servers. Distribute the Summons to the process servers for ensuring their services.
21.	Process Server	Distribute the Summons to the Defaulters at sites.
22.	Peon/Mali	Distribute the files/dak and attending the various duties given from time to time.
23.	Sweeper	Attending the cleaning work of the Office premises.

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: Estate Office

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.	Sanction of Building Plans	Draftsman	Plan Advisory Committee Member	Chairman Plan Advisory Committee
2.	Grant of DPC Certificate	Area JE	Draftsman	SDO (B)
3.	Grant of Sewerage Connection and Occupation Certificate	Area JE	SDO (B)	Assistant Estate Officer
4.	Mentoring of Building Violations	Area JE	SDO (B)	-do-
5.	Issue of Allotment Letter	Clerk	Asstt./Supdt.	-do-
7.	Issue of NOC	Clerk	Asstt./Supdt.	-do-
8.	Grant of Mortgage permission	Clerk	Asstt./Supdt.	-do-
9.	Transfer of Ownership	Clerk	Asstt./Supdt.	-do-
10.	Acquisition of Land	Patwari	Kanungo/Tehsildar	Land Acquisition Officer
11.	Periphery Control	Patwari	Kanungo/Tehsildar	Land Acquisition Officer
12.	Compensation of Acquired Land	Patwari	Kanungo/Tehsildar	Land Acquisition Officer
13.	Rehabilitation of Slum Dwellers	Sub-Inspector (Colonies)	Tehsildar	Asstt. Estate Officer/Estate Officer
14.	Rehabilitation of Rehri walas	Sub-Inspector	Tehsildar	Asstt. Estate Officer/Estate Officer
15.	Issue of Hand Cart License	Clerk	Asstt./Supdt.	Tehsildar
16.	Allotment of Booths to the Motor Mechanics	Clerk /SIE	Asstt./Supdt.	Asstt. Estate Officer/ Estate Officer
17.	Maintenance of Allotment Files	Clerk	Asstt./Supdt.	Asstt. Estate Officer

	of Milk Colony Dhanas and Transfer of Ownership and Recovery of Ground Rent			
18.	Check the Misuse of the Building premises	Sub-Inspector (Misuse)	SDE (Enforcement)	Land Acquisition Officer
19.	Maintenance of Allotment files of Kerosene/ Petrol Pump sites	Clerk	Asstt./Supdt.	Asstt. Estate Officer
20.	Maintenance of Allotment files of Cheap Houses/ Industrial Houses and Recovery of Ground Rents	Clerk	Asstt./Supdt.	Asstt. Estate Officer
21.	Recovery of Loan	Clerk	Accountant/Asstt.	Tehsildar (Revenue)

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 discharge of its functions)

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

Sr. No.	Item of work	Norms set by the department (number of days taken for decision making)
1.	Miscellaneous	25
2.	Acknowledgement of pay order and DD	11
3.	Grant of Extension of Time Limit	19
4.	Execution of Lease Deed/ DOC	22
5.	Issue of NDC	17
6.	NOC for Sale	31
7.	Grant of permission of Mortgage	26
8.	Transfer on basis of Registered Will out side family	29
9.	Transfer on the basis of Will (Part-B)	11
10.	Transfer on the basis of Regd. Will	31
11.	Transfer on the basis of Sale Deed	14
12.	Transfer on the basis of Un-Regd. Will	29
13.	Sanction of revised building plan	32
14.	Issue of DPC Certificate	11
15.	Issue of Occupation Certificate (Residential)	20
16.	Issue of Occupation Certificate (Commercial)	32
17.	Sanction of fresh Building Plan	24
18.	Occupation Certificate/ Sewerage Connection cases (Reply etc.)	20
19.	Miscellaneous (Building Branch)	99
20.	Execution of Redemption Deed	22
21.	Transfer in case of Interstate Death	29

ANNEXURE-5

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

**(The rules, regulations, instruction, manuals and records, held by it or under control or used by
employees for discharging functions)**

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

Sr. No.	Name of the Act.	Name of the Rules	Name of the Manuals	Instructions (Write circular No./date)	Any other Record/ Document
1.	<p align="center">Punjab Capital (Development & Regulation) Act, 1952 and rules thereunder.</p> <p>i) Chandigarh (Sale of Sites and Buildings) Rules, 1960</p> <p>ii) Chandigarh Lease Hold of Sites & Building Rules, 1973</p> <p>iii) Allotment/ Transfer of Built up Booths in any Sector on Lease/Hire Purchase basis in Chandigarh Rules, 1991</p> <p>iv) Capital of Punjab (Development and Regulation) (Services of Notice) Rules, 1974</p> <p>iv) Chandigarh Allotment of Plots in Sub-urban Sectors Rules, 1972</p> <p>v) Chandigarh Conversion of Residential Lease-Hold Land Tenure into free-hold Land Tenure Rules, 1996</p> <p>vi) Chandigarh Milk Colony Allotment of Sites Rules, 1975</p> <p>vii) Allotment of land to Educational Institutions (Schools), etc. on Leasehold Basis in Chandigarh, Scheme, 1996</p> <p>viii) Allotment of land to the Publisher of the News Papers in Sector 25, Chandigarh, on Leasehold basis, Scheme, 1998</p> <p>ix) Allotment Sites on Lease-hold basis to Auto Spare Part Dealers and Auto Repair Mechanics in Chandigarh Scheme, 1996</p> <p>x) Allotment of Subsidized</p>	<p align="center">Punjab Capital (Development & Regulation) Building Rules, 1952</p> <p align="center">ii. Chandigarh Apartment Rules, 2001</p>	-	Instructions issued from time to time	SUVIDHA Booklet

	<p>Industrial Houses on Lease and Hire Purchase basis in Chandigarh Scheme, 1979</p> <p>xi) Allotment/Transfer of built up Booths on lease hold basis in Chandigarh Scheme,1993</p> <p>xii) Chandigarh Advertisement Control Order, 1954</p> <p>xiii) Chandigarh Allotment of Built up houses/flats on Lease-hold-Hire Purchase basis to the freedom fighters Scheme, 1988.</p> <p>xiv) Chandigarh Allotment of Dwelling Units to the Oustees of Chandigarh, Scheme 1996.</p> <p>xv) Chandigarh Allotment of Land to Co-operative House Building Societies Scheme, 1991.</p> <p>xvi) Chandigarh Allotment of Low Cost Tenements on Lease and Hire Purchase Basis Scheme, 1979.</p> <p>xvii) Chandigarh Trees Preservation Order, 1952.</p> <p>xviii) Chandigarh Estate Rules, 2007</p>				
2.	Land Acquisition Act, 1894	-	-	-	-
3.	Periphery Control Act, 1952	Punjab New Periphery Capital Act	Land Acquisition Mannuals Act, 1854	Instructions issued from time to time are following the same.	-

ANNEXIRE-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: Estate Office

Sr. No.	Category of documents
1.	Ownership files and Plan files of various Properties.

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: Estate Office

Sr. No.	Details/ Type of arrangements made
	Need Based Committee has been constituted to consider and forward the objections/ recommendations in respect of alterations in the buildings and due representation to the Public has been given.

ANNEXURE-8

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULES 4(10(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: Estate Office

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.)
-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)

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

#	Name of the Officer/Official	Designation
	Sh. Jit Singh	AC (F&A)
	Sh. H.R. Nagra	Tehsildar
	Sh. D.S. Balouria	Tehsildar
	Sh. Amarjit Singh	Tehsildar
	Sh. K.D.Batra	SDO (B)
	Sh. Anil Kumar	Section Officer
	Sh.Naresh Kumar	Section Officer
	Ms. Amandeep Kaur	Section Officer
	Sh. Bhupesh Mittal	Section Officer
	Sh. Sunil Dutt	Law Officer
	Ms. Ashima Prasher	Law Officer
	Sh. Surjit Singh	Law Officer
	Sant Ram	Superintendent (U/S)
	Mahal Chand	Superintendent
	Rita Thakur	Superintendent
	Suman Kataria	Superintendent
	Harjit Kaur	Superintendent
	Satinder Kaur	Superintendent
	Parshotam Lal	Superintendent
	Kiran Bhalla	Sr.Assistant
	Paramjit Kaur	Sr.Assistant
	Rita Kapila	Sr.Assistant
	Keshav Chander	Sr.Assistant
	Raj Kumari	Sr.Assistant
	Shashi Kiran	Sr.Assistant
	R.C.Joshi	Sr.Assistant
	Usha Arora	Sr.Assistant
	K.K.Sethi	Sr.Assistant
	Ashok Verma	Sr.Assistant
	Harvinder Kaur	Sr.Assistant
	Jit Singh	Sr.Assistant
	Passa Ram	Sr.Assistant
	Sucha Ram	Sr.Assistant
	Ram Lal	Sr.Assistant
	Neelam Gupta	Sr.Assistant
	Jeewan Asha	Sr.Assistant
	Manju Vinayak	Sr.Assistant
	Indu Sachar	Sr.Assistant
	Avtar Chand	Sr.Assistant
	Sudesh Kumari	Sr.Assistant
	Manmohan Malik	Sr.Assistant

	Urmila Mathur	Sr.Assistant
	Vijay Bhasin	Sr.Assistant
	Sunita Thakur	Sr.Assistant
	Kuldip Singh	Sr.Assistant
	Saroj Sharma	Sr.Assistant
	Parveen Kumar	Sr.Assistant
	Saroj Bala	Sr.Assistant
	Varinder Rehel	Sr.Assistant
	Rita Rani	Sr.Assistant
	Parveen Bhambri	Sr.Assistant
	Anita Rani	Sr.Assistant
	Harinder Kaur	Sr.Assistant
	Kuljit Singh	Sr.Assistant
	Hari Mohan	Sr.Assistant
	Kashmir Kaur	Sr.Assistant
	Hare Ram	Sr.Assistant
	Gurbachan Singh	Sr.Assistant
	Surinderjit Kaur	Sr.Assistant
	Meena Kumari	Sr.Assistant
	Manjinder Kaur	Sr.Assistant
	Rama Shankar	Sr.Assistant
	Anil Kaushik	Sr.Assistant
	Rajiv Gulati	Sr.Assistant
	Champa Kumari	Sr.Assistant
	Parvesh Kumar	Sr.Assistant
	Devinder Kr. Anand	Sr.Assistant
	Madan Pal	Sr.Assistant
	Surinder Kumar	Sr.Assistant
	Namrata Khanna	Sr.Assistant
	Ranbir Singh Gill	Sr.Assistant
	Pardeep Kumar	Sr.Assistant
	Ashok Kumar Bish	Superintendent
	Ravinder Sharma	S. I.(Enf.)
	Thakur Dass	S. I.(Enf.)
	Kasturi Lal	S. I.(Enf.)
	Ashwani Thapar	S. I.(Enf.)
	Inder Pal Singh Kheper	S. I.(Enf.)
	Parveen Mittal	S. I.(Enf.)
	Bhopal Singh	S. I.(Enf.)
	Ram Krishan	S. I.(Enf.)
	Vijay Midha	S. I.(Enf.)
	Mohinder Pal	S. I.(Enf.)
	Ashok Sood	S. I.(Enf.)
	Rakesh Mohan	S. I.(Enf.)
	Ramesh Kalyan	S. I.(Enf.)
	Bir Singh	S. I.(Enf.)
	Anil Kumar	S. I.(Enf.)
	Dharam Singh	Sr.Asstt
	Ashok Verma	Jr.Asstt
	Jasbir Kaur	Jr.Asstt
	Sanjay Vats	Jr.Asstt
	Rajinder Sehgal	Jr.Asstt

	Rama Khillan	Jr.Asstt
	Rajinder Malhotra	Jr.Asstt
	Rakesh Kumar	Jr.Asstt
	Parvinder Patti	Jr.Asstt
	Vibhushan Singh	Jr.Asstt
	Sanjay Joshi	Jr.Asstt
	Kesar Khan Sohi	Jr.Asstt
	Sheela Rani	Jr.Asstt
	Sanjeevan Sharma	Jr.Asstt
	Parmod Kumar	Jr.Asstt
	Atul Soni	Jr.Asstt
	Gurdeep Anand	Jr.Asstt
	Saroj Khillan	Jr.Asstt
	Kiran Punder	Jr.Asstt
	Dharmendra	Jr.Asstt
	Sandeep Sharma	Jr.Asstt
	Chappy Rajneesh	Jr.Asstt
	Baldev Singh	Jr.Asstt
	Inder Singh	Jr.Asstt
	Sameer Khan	Jr.Asstt
	Sunita Rani	Jr.Asstt
	Vineet Sayal	Jr.Asstt
	Kiran Bala	Jr.Asstt
	Amarjot Singh	Jr.Asstt
	Jagmohan Singh	Jr.Asstt
	Anil Nard	Jr.Asstt
	Parkash Chand	Jr.Asstt
	Sangeeta Sahni	Jr.Asstt
	Jyoti Kumar Ranna	Jr.Asstt
	Seema Bhandari	Jr.Asstt
	Narinder Verma	Jr.Asstt (U/S)
	Sakshi Rani	Jr.Asstt
	Suresh Kumar	Jr.Asstt
	Arvind Mangal	Jr.Asstt
	Istmeet Singh	Jr.Asstt
	Rajesh Kumari	Jr.Asstt
	Jaswant Singh	Clerk
	Gurdarshan Singh	Clerk
	Rama Kant	Clerk
	Anil Gargea	Clerk
	Baljit Singh	Clerk
	Parbhat Kumar	Jr. Asstt.
	Mangal Singh	Clerk
	Shiv Kumar	Clerk
	Kamlesh Rani	Clerk
	Manorma Sharma	Clerk
	Shelly Sharma	Clerk
	Poonam Dhiman	Clerk
	Gulshan Kumar	Clerk
	Shashi Nagar	Clerk
	Bihari Lal	Clerk
	Suresh Kaushal	Assistant Engineer

	Anil K. Nanda	Junior Engineer
	Hernek Singh	Junior Engineer
	Ram Kumar	Junior Engineer
	Vinod Kumar	Junior Engineer
	Hartej Singh	Junior Engineer
	Amardeep Singh	Junior Engineer
	Ram Lal	Junior Engineer
	Pardeep Kumar	Draftsman
	Kulbir Singh	Draftsman
	Anil Lata	Draftsman
	Paramjit Singh	Draftsman
	Inder Pal Singh	Kanungo
	Suresh Kumar	Kanungo
	Raghbir Singh	Driver
	Paramjit Singh	Driver
	Surinder Singh	Driver
	Karnail Singh	Driver
	Baljinder Singh	Driver
	Jagveer Singh	Driver
	Harinder Singh	Driver
	Surjit Singh	Restorer
	Ranjit Sing	Restorer
	Makhan Ram	Patwari
	Hukam Singh	Daftri
	Mangat Ram	Daftri
	Partap Singh	Daftri
	Raj Rani	Daftri
	Dev Ram	Tehsil Jamadar
	Avtar Singh	Process Server
	Mewa Singh	Process Server
	Harbans Singh	Process Server
	Ram Partap	Process Server
	Balwant Singh	Process Server
	Chhota Singh	Process Server
	Tarsem Chand	Process Server
	Darshan Singh	Process Server
	Om Raj	Process Server
	Bishnu Pardhan	Process Server
	Sher Singh	Process Server
	Surmukh Singh	Process Server
	Sanjeeb Sobti	Process Server
	Usha Rani	Process Server
	Mohinder Kaur	Process Server
	Bhupesh Dhall	Peon
	Bhupinder Singh	Peon
	Krishna Kaur	Peon
	Harpal Singh	Peon
	Kuldeep Singh	Peon
	Mool Chander Ram	Peon
	Gurmeet Singh-I	Peon
	Ranjit Singh	Peon
	Dharam Pal Singh	Peon

	Avtar Singh	Peon
	Vijay Kumar-I	Peon
	Roop Singh	Peon
	Kumar Chhetri	Peon
	Bahadur Singh	Peon
	Jagjwan	Peon
	Harmesh Singh	Peon
	Sita Ram	Peon
	Surinder Kumar	Peon
	Gurmeet Singh-II	Peon
	Amarjit Singh	Peon
	Vijay Kumar	Peon
	Raj Kumar	Peon
	Satish Sharma	Peon
	Udham Singh	Peon
	Vikas Kumar	Peon
	Priya Swami	Peon
	Raghav Ram	Chowkidar
	Partap Chand	Chowkidar
	Billa	Sweeper
	Muni Lal	Sweeper
	Isham	Mali

ANNEXURE 10

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

**LIST OF SALARY OF THE EMPLOYEES OF THE ESTATE OFFICE
UT CANDIGARH FOR THE MONTH OF JULY 2009.**

Drawing & Disbursing Officer's Account No. 1610-7

Sr.No	Name of the Employee	Salary
1	Ashwani Kumar AEO	39712
2	Hargunjit Kaur LAO	24228
3	Jit Singh AC(F&A)	19124
4	K.D.Batra SDO(B)	25801
5	Hans Raj Nagra ehsildar	26503
6	Devinder Singh Balouria Tehsildar	25713
7	Naresh Kumar S.O.	15865
8	Surjit Singh L.O.	18098
9	Anil Kumar S.O.	14827
10	Sunil Dutt L.O.	20682
11	Ashima Prashar L.O.	18483
12	Sant Ram Supdt.	24085
13	Mehal Chand Supdt.	15921
14	Rita Thakur Supdt.	36114
15	Rita Kapila Sr.Asstt.	33844
16	Jit Singh Sr.Asstt.	23644
17	Ashok Verma Sr.Asstt.	20979
18	Passa Ram Sr.Asstt.	15742
19	Sucha Ram Sr.Asstt.	16878
20	Harjit Kaur supdt.	26005
21	Suman Kataria Supdt.	35505
22	V.P. Goel Sr.Asstt.	17567
23	Usha Rani Sr.Asstt.	22844
24	Raj Kumari Sr.Asstt.	22657
25	Paramjit Kaur	21777

	Sr.Asstt.	
26	Kiran Bhalla	22844
	Sr.Asstt.	
27	Shashi Kiran	21187
	Sr.Asstt.	
28	Satinder Kaur	21605
	Sr.Asstt.	
29	Ram Lal	22961
	Sr.Asstt.	
30	Neelam Kumari	16775
	Sr.Asstt.	
31	Jeewan Asha	22862
	Sr.Asstt.	
32	Manju Vinayak	18762
	Sr.Asstt.	
33	Indu Sachar	22914
	Sr.Asstt.	
34	Sudesh Kumari	22914
	Sr.Asstt.	
35	Manmohan Malik	23344
	Sr.Asstt.	
36	Kuljit Singh	20212
	Sr.Asstt.	
37	Vijay Bhasin	22233
	Sr.Asstt.	
38	Urmila Mathur	18525
	Sr.Asstt.	
39	Thakur Dass	17446
	S.I.E.	
40	Ravinder Sharma	18592
	S.I.E.	
41	Sunita Thakur	19185
	Sr.Asstt.	
42	Kuldeep Singh	18556
	Sr.Asstt.	
43	Saroj Gautam	20742
	Sr.Asstt.	
44	Parveen Kumar	17709
	Sr.Asstt.	
45	Ashwani Thapar	13601
	S.I.E.	
46	Varinder Rehal	12055
	Sr.Asstt.	
47	Parveen Bhambri	18399
	Jr.Asstt.	
48	Inderpal Singh	21273
	S.I.E.	
49	Surinderjeet Kaur	12937
	Jr.Asstt.	
50	Hari Mohan	19590
	Jr.Asstt.	
51	Hare Ram	17078
	Jr.Asstt.	
52	Ram Krishan	14067
	S.I.E.	
53	Manjinder Kaur	15796
	Jr.Asstt.	
54	Harinder Kaur	15496
	Jr.Asstt.	
55	Kashmir Kaur	17316
	Jr.Asstt.	
56	Meena Kumari	13946
	Jr.Asstt.	
57	Saroj Bala	15606

	Sr.Asstt.	
58	Kasturi Lal	15907
59	Rajiv Gulati	11637
	Jr.Asstt.	
60	Namrata Khanna	16090
	Jr.Asstt.	
61	Champa Kumari	16496
	Jr.Asstt.	
62	Sanjeevan Sharma	14957
	Clerk	
63	Vijay Midha	16773
	S.I.E.	
64	Saroj Bala Khillon	13392
	Clerk	
65	Madan Pal	20899
	Clerk	
66	Parmod Kumar	16392
	Steno-Typist	
67	Rakesh Mohan	13727
	Steno-Typist	
68	Kiran Bala	13008
	Clerk	
69	Inder Pal Singh	16706
	Kgo	
70	Rita Rani	19416
	Sr.Asstt.	
71	R.C. Joshi	22374
	Sr.Asstt.	
72	K.K. Sethi	20130
	Sr.Asstt.	
73	Pardeep Kumar	21116
	Draftsman	
74	Avtar Chand	18715
	Sr.Asstt.	
75	Jyoti Kumar	13793
	Clerk	
76	Raghubir Singh	15505
	Driver	
77	Harinder Singh	13081
	Driver	
78	Suresh Kumar	16796
	Kgo	
79	Makhan Ram	11131
	Patwari	
80	Sanjay Vatts	9818
	Jr. Asstt.	
81	Rajinder Sehgal	12802
	Jr.Asstt.	
82	Rama Khillon	16478
	Clerk	
83	Jasbir Kaur	12405
	Clerk	
84	Vibhushan Singh	14710
	Clerk	
85	Kesar Khan	16210
	Jr.Asstt.	
86	Gurbachan Singh	18104
	Sr.Asstt.	
87	Sanjay Joshi	13524
	Jr. Asstt.	
88	Ramesh Kalyan	12620
	SIE	
89	Sheela Rani	16745

	Clerk	
90	Gurdeep Anand	17010
	Jr. Asstt.	
91	Pardeep Kumar	14408
	Clerk	
92	Chappy Rajneesh	17341
	Jr. Asstt.	
93	Sandeep Sharma	16123
	Steno-Typist	
94	Anil Garge	11837
	Clerk	
95	Vaneet Sayal	12470
	Clerk	
96	Amarjot Singh	11276
	Clerk	
97	Sunita Rani	13170
	Clerk	
98	Sameer Khan	11970
	Clerk	
99	Jagmohan Singh	17735
	Clerk	
100	Anil Kumar Narad	10691
	Clerk	
101	Parkash Chand	13415
	Clerk	
102	Rajesh Kumari	10428
	Steno-Typist	
103	Sangeeta Sahni	13707
	Clerk	
104	Baljinder Singh	11204
	Driver	
105	Jagvir Singh	13884
	Driver	
106	Bir Singh	14928
	Clerk	
107	Inder Singh	9150
	Clerk	
108	Bipin Kumar	5977
	J.E.	
109	Sakshi Rani	13757
	Clerk	
110	Seema Bhandari	11557
	Clerk	
111	Narinder Verma	11557
	Clerk	
112	Parshotam Lal	18420
	Sr.Asstt.	
113	Baljit Singh	12675
	Clerk	
114	Arvind Kumar Mangal	11007
	Clerk	
115	Istmeet Singh Chopra	12557
	Clerk	
116	Suresh Kumar - II	12507
	Clerk	
117	Suresh Chander Kaushal	27638
	J.E.	
118	Ranjit Singh	11880
	Restorer	
119	Parbhat Kumar	9589
	Clerk	
120	Ashok Kumar Sood	17273
	Jr.Asstt.	
121	Mohinder Pal	12183

	S.I.E.	
122	Karnail Singh	10962
	Driver	
123	Amardeep Singh	25707
	J.E.	
124	Mohan Lal	12250
	J.E.	
125	Anil Lata	21679
	D.M.	
126	Kulbir Singh	18341
	D.M.	
127	Anil Kumar Nanda	28334
	D.M.	
128	Ram Kumar	27467
	J.E.	
129	Ram Lal	14838
	J.E.	
130	Rajinder Arora	23327
	D.M.	
131	Isham Singh	8408
	Mali	
132	Shiv Kumar	12574
	Clerk	
133	Kamlesh Rani	12274
	Clerk	
134	Shelly Sharma	12574
	Clerk	
135	Manorma Sharma	10740
	Clerk	
136	Poonam Dhiman	11668
	Clerk	
137	Vijay Kumar	9764
	Peon	
138	Raj Kumar	9216
	Peon	
139	Satish Sharma	9216
	Peon	
140	Udham Singh	9091
	Peon	
141	Vikas Kumar	9216
	Peon	
142	Shashi Nagar	10807
	Clerk	
143	Gulshan Kumar	9499
	Clerk	
144	Bhupesh Mittal,	21029
	S.O.	
145	Bihari Lal	10212
	Clerk	
146	Amandeep Kaur	15768
	S.O.	
147	Harvinder Kaur	20314
	Sr.Asstt.	
148	Vinod Kumar	26356
	J.E.	
149	Parveen Mittal	16175
	S.I.E.	
150	Devinder Anand	17437
	Jr.Asstt.	
151	Anita Rani	18893
	Jr.Asstt.	
152	Ashok Verma	12547
	Jr.Asstt.	
153	Dharam Singh	16227

	Clerk	
154	Anil Kaushik	13937
	Jr.Asstt.	
155	Ranbir Singh Gill	13804
	Jr.Asstt.	
156	Kiran Punder	15703
	Clerk	
157	Rama Shankar	17937
	Jr.Asstt.	
158	Bhopal Singh	17313
	Jr.Asstt.	
159	Atul Soni	16392
	Clerk	
160	Gurdarshan Singh	9243
	Clerk	
161	Rama Kant	12282
	Clerk	
162	Parvesh Kumar Goel	13796
	Jr.Asstt.	
163	Dharmendra	15724
	Clerk	
164	Surinder Kumar	12787
	Jr.Asstt.	
165	Baldev Singh	13849
	Clerk	
166	Avtar Singh - I	10490
	Peon	
167	Surjit Singh	10429
	Restorer	
168	Dev Ram	12424
	Peon	
169	Tarsem Chand	12077
	Peon	
170	Anil Kumar	13478
	Clerk	
171	Ram Partap	11152
	Peon	
172	Om Raj	10553
	Peon	
173	Bhupesh Kumar	10610
	Peon	
174	Avtar Singh - II	9949
	Peon	
175	Mangal Singh	8864
	Clerk	
176	Jaswant Singh	6140
	Clerk	
177	Bhupinder Singh	9881
	Peon	
178	Surinder Singh	13567
	Driver	
179	Harmesh Singh	9933
	Peon	
180	Sita Ram	7658
	Peon	
181	Rakesh Kumar	8252
	Clerk	
182	Ashok Bish	16163
	S.I.E.	
183	Rajinder Malhotra	15778
	Jr.Asstt.	
184	Keshav Chander	27244
	Sr.Asstt.	
185	Paramjit Singh	15100

	Driver	
186	Sher Singh	11328
	Peon	
187	Surmukh Singh	11871
	Peon	
188	Billa	13253
	Sweeper	
189	Mewa Singh	12631
	P.S	
190	Hukam Singh	11562
	Peon	
191	Harbans Singh	12699
	Peon	
192	Chhota Singh	11382
	Peon	
193	Darshan Singh	10193
	Peon	
194	Priya Swami	6939
195	Balwant Singh	10589
	Peon	
196	Partap Singh	9870
	Peon	
197	Vishnu Pardhan	11429
	Peon	
198	Mohinder Kaur	12511
	Peon	
199	Sanjeev Sobti	10759
	Peon	
200	Usha Rani	9685
	Peon	
201	Krishna Kaur	11910
	Peon	
202	Mangat Ram	9775
	Peon	
203	Raj Rani	11219
	Peon	
204	Harpal Singh	12068
	Peon	
205	Kuldeep Singh	10141
	Peon	
206	Dharampal Singh	6050
	Peon	
207	Ranjit Singh - II	9771
	Peon	
208	Gurmeet Singh	11571
	Peon	
209	Mool Chander Ram	9571
	Peon	
210	Raghav Ram	10963
	Chowkidar	
211	Vijay Kumar	9263
	Peon	
212	Muni Lal	10868
	Sweeper	
213	Roop Singh	10034
	Peon	
214	Partap Chand	7200
	Chowkidar	
215	Kumar Chhetri	7891
	Peon	
216	Bahadur Singh	7933
	Peon	
217	Jagjivan	8933

	Peon	
218	Surinder Kumar	8445
	Peon	
219	Amarjit Singh	9945
	Peon	
220	Gurmeet Singh -II	8745
	Peon	
221	Amarjeet Singh	23924
	Tehsildar	
222	Des Raj Chaudhary	23739
	AO	
	G.TOTAL	3421986

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 plans,
proposed expenditures
and reports on disbursement made)

Name of the Department : Estate Office, U.T., Chandigarh.

(Rs. in lacs)

Sr No.	Head/Item of Budget	Budget Allocation		Expenditure (upto 30-06- 2009)
		2009-10 Plan	Non-Plan	
1	2	Plan	Non-Plan	5

2217- Urban Development				
80 – General				
001- Direction & Admn.				
03 Estate Office				
03 00 01 Salaries		65931		14204
03 00 06 Medical Treatment		200		0
03 00 11 Domestic Travelling Expenses		35		7
03 00 13 Office Expenses	500	6500	140	1283
01 Electricity Charges		600		160
02 Water Charges		200		54
03 Telephone Charges		300		47
04 P.O.L.		800		167
05 Others	500	4600	140	855
03 00 50 Other Charges				
800-Other Expenditure				
01-Cattle Pond Stand & Enf. Cell				
01 00 01 Salaries		2604		448

01 00 06 Medical Treatment		50		0
01 00 13 Office Expenses		430		72
05 Others		430		72
02-Slum Clearance & Reh. Of Slum Dwellers				
02 00 01 Salaries		14140		2743
02 00 06 Medical Treatment		300		206
02 00 11 Domestic Travel Expenses		10		0
02 00 13 Office Expenses		2500		770
05 Others		2500		770
Grand Total	500	92700	140	19733

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 : Estate Office,
U.T., Chandigarh.**

Sr. No.	Scheme under subsidy given	Manner of execution of subsidy programme	Amount allocated	Details of beneficiaries.
1	2	4	5	6
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 authorization granted)

Name of the Department : Estate Office, U.T., 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/Institution/Office: Estate Office

Sr. No.	Type of information
1.	This Office has launched the Website www.sampda.in containing all the requisite information about the Urban properties. Further the process of computerization of property record is being followed vigorously and approx. 34,900 files have been computerized.

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: Estate Office

Sr. No.	Facilities available	Remarks (No. of days in a week/Timings etc.)
	Provision has been made at Single Window for Senior Citizens.	During the Office hours.

ANNEXURE-16

**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/Board/Corporation/Institution/Office: Estate Office

Sr. No	Name of the Central Public Information Officer	Designation	Tele No. (O/R)	CPIO's of following Branches	Appellate Authority
1.	Sh. Des Raj	AC (F&A)	5046616	i. Audit Cell, ii. Labour Colony (Accounts wing)	Ms. Hargunjit Kaur ,Asstt. Estate Officer, UT., Chandigarh Ph: 2701900 (O) 5046611(O) 2726628(R)
2.	Sh. Jit Singh	AC(F&A) (Admn.)	5046606	i. Establishment ii. Cash Branch iii. Single Window iv. Residential Group-II Branch	-do-
3.	Sh. D.S.Balouria	Tehsildar	5046629	i. Land Acquisition Branch/Compensation Branch	Sh. Ashwani Kumar , Land Acquisition Officer, Estate Office, UT., Chandigarh. 5046634(O) 2777144(M)
4.	Sh. Amarjit Singh	Tehsildar	5049123	i. Labour Colonies- Rehabilitation of Slum Dwellers.	Ms. Hargunjit Kaur ,Asstt. Estate Officer, UT., Chandigarh Ph: 2701900 (O) 5046611(O) 2726628(R)
5.	Sh. K.D. Batra	SDO(Buildings)	5046640 2700197	Building Branch Zone I & II	-do-
6.	Sh. Anil Kumar Kamboj	Section Officer	5046609	i. Accounts Branch ii. Cash Branch iii. Residential Group-I Branch iv. Receipt Section v. Dispatch Section vi. File Management Computerization	-do-
7.	Ms. Amandeep Kaur	Section Officer	5046633	I Audit Branch	-do-

8.	Sh.Mahal Chand	Superintendent	5046608	i. CIA-I ii. CIA-II iii. CIA-III iv. Auction and Misc.Branch	-do-
9.	Sh. Ashok Kumar Bish	Superintendent	5046653	i. Misuse ii. Enforcement . iii. Rehri Licensing Branch iv. BLA	-do-
10.	Sh. Parshotam Lal	Superintendent	5046621	i. Motor Market Branch ii. Milk Colony Dhanas iii. Colony Branch (Allotment Wing)	-do-
11.	Sh. Jit Singh	Superintendent	5046609	i. Residential Group-V Branch ii Group-VII iii. Office Store	-do-
12.	Smt.Kiran Bhalla	Superintendent	5046615	I Group-III ii.Group-VI iii.Petrol Pump/Kerosene iv. Housing Branch	-do-
13.	Smt. Paramjit Kaur	Superintendent	5049023	i.Central Record Section	-do-
14.	Smt. Satinder Kaur	Superintendent	5046618	i Residential G-IV ii Loan Recovery Branch	-do-

ACPIO

1.	Sh. Inder Pal Singh,	Kanungo	5046634	Periphery	Sh. Ashwani Kumar , Land Acquisition Officer, Estate Office, UT., Chandigarh. 5046634(O) 2777144(M)
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