

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 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)****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.	Systems Manager	He is responsible for managing all technical tasks in the department i.e. Software development, Web development, updation/maintenance of the Portal of Chandigarh Administration, DIT Website and e-Jan Sampark Portal. 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.	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.
6.	Programmer	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.
7.	Superintendent	Supervising the work of branch.
8.	Sr. Assistant	Sr. Assistant is attached with Superintendent/Other Officers for dealing various cases and creation of noting and other Misc. work.
9.	Data Entry Operator	<ul style="list-style-type: none"> - Data Entry, Typing work. - Diary & Dispatch. - Stationery & Store/Stock.
10.	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.
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)****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

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.	6	e-Governance/Smart Coty/IT Policy
5.	14	Originating of Workshop/Conference/Seminar
6.	15	Visit to Hyderabad/Bangalore
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
29.	60C	Sampark Project- e-Payment Gateway
30.	60H	Complaints/ Maintenance of Sampark Centres
31.	69	Director Information Technology Office (Building)
32.	70	Computerization in High Court & Subordinate Courts
33.	77	e-Revolution
34.	79	C-Toss
35.	80	SWAN
36.	84	National e-Governance Plan
37.	84A	SSOG
38.	84B	CCTNS
39.	84C	NISG
40.	85	Deployment of Supervisors of Sampark Centres
41.	88	Gram Sampark Centres
42.	88A	Datamation Consultants Pvt. Ltd.
43.	88C	Complaints/ Maintaining of Gram Sampark Centres
44.	88D	Electricity Bill of Gram Sampark Centres
45.	95	Disaster Management Plan for Chandigarh
46.	97	Tech. Mahindra Limited
47.	99	Bharti Tele-Ventures Limited
48.	100	Wipro Ltd.
49.	101	Multimedia file city
50.	102	CITROP
51.	104	Amadeus India (p) Ltd.
52.	113	Advertisement
53.	113A	Advertisement Bill
54.	114	KMG Infotech (P) Ltd.
55.	115	Virsa Systems (P) Ltd.
56.	116	RT Outsourcing Services Ltd.
57.	117	Second Foundation Services (P) Ltd.

58.	118	Karin Information Services (P) Ltd.
59.	119	Alchemist Limited
60.	120	IDS Infotech Ltd.
61.	137	e-Procurement
62.	148	Centre for Computational Engineering
63.	148A	Digital Map of Chandigarh
64.	155	Audit of Sampark/Gram Sampark Centres
65.	156	Payment of telephone bills of DIT
66.	158	Payment of Electy. bills
67.	159	Specimen Signature
68.	162	Administrator Forum
69.	166	Office Order
70.	168	Audit
71.	169	Budget
72.	170	TA-DA
73.	175	DIT Tour Programme
74.	180	Meeting (Misc.)
75.	181	Installation of Mobile Tower
76.	184	Circular/Instruction pertaining to the employees
77.	188	Selection of Project Consultant for selection of S.I for Sampark Project
78.	189	UID Project
79.	190	Sampark Project Agreements
80.	191	Achievement of I.T
81.	192	Digitization of Architectural Controls
82.	196	Scanning Property Records
83.	200	Const. of ready Built Space in Ph-II (RGCTP)
84.	202	SLP© Nos. 12877-12882 of 2011
85.	203	e-Waste
86.	204	IPv6

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 RILGHT 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

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.	Yogesh Kumar	Director	2740641 2740005
Contractual Employees of IT Department			
1.	Kapil Narang	Programmer	2740641
2.	Satish Bhardawaj	Senior Assistant	2740641
3.	Kewal Krishan	Senior Assistant	2740641
4.	Rajinder Benson	Senior Assistant	2740641
5.	Arvind Kumar	Accountant	2740641
6.	Anju Rana	Steno	2740641
7.	Lalita Verma	Steno	2740641
8.	Manisha Sharma	Care Taker	2740641
9.	Subhash Chander	Data Entry Operator	2740641
10.	Suman Sharma	Data Entry Operator	2740641
11.	Anil Kumar	Daftri	2740641
12.	Fateh Singh	Driver	2740641
13.	Satish Kumar	Peon	2740641
14.	Gulshan Ali	Peon	2740641
15.	Jaswinder Kumar	Peon	2740641
16.	Varinder Kumar	Peon	2740641
17.	Ramesh Kumar	Peon	2740641
Employees From SPIC (for additional duties)			
1.	Manjul Vaidya	DD (SeMT)	2740641
2.	Gitesh Raja	EDC Manager	2740641
3.	Vineet Verma	PIO	2740641
4.	Ajeet Singh	Data Entry Operator	2740641
5.	Parveen Kumar	Data Entry Operator	2740641

ANNEXURE-10

**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	Monthly emoluments (in ₹)
Employees of IT Department			
1.	Yogesh Kumar	Director	--
Contractual Employees of IT Department			
1.	Kapil Narang	Programmer	30000
2.	Satish Bhardawaj	Senior Assistant	21100
3.	Kewal Krishan	Senior Assistant	21100
4.	Rajinder Benson	Senior Assistant	21100
5.	Arvind Kumar	Accountant	21100
6.	Anju Rana	Steno	11900
7.	Lalita Verma	Steno	11900
8.	Manisha Sharma	Care Taker	11300
9.	Subhash Chander	Data Entry Operator	11300
10.	Suman Sharma	Data Entry Operator	11300
11.	Anil Kumar	Daftri	10000
12.	Fateh Singh	Driver	11900
13.	Satish Kumar	Peon	8950
14.	Gulshan Ali	Peon	8950
15.	Jaswinder Kumar	Peon	8950
16.	Varinder Kumar	Peon	8950
17.	Ramesh Kumar	Peon	8950
Employees From SPIC (for additional duties)			
1.	Manjul Vaidya	DD (SeMT)	50000
2.	Gitesh Raja	EDC Manager	40000
3.	Vineet Verma	PIO	35000
4.	Ajeet Singh	Data Entry Operator	11300
5.	Parveen Kumar	Data Entry Operator	11300

ANNEXURE-11**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
4(1)b(ix) 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****(₹ in Thousands)**

Sr. No.	Head/Item of the budget	Budget Annual Plan (2010-11)	Expenditure A.P. 2010-11 (upto 30-09-2010)
1.	Salaries	2000	0
2.	Office Expenses	2000	235
3.	Professional Services (Plan)	70000	11813
4.	Grants-in-aid	10000	3468
5.	Professional Services (Non-Plan)	6000	3000
Total		90000	18516

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

-----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 RILGHT 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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ANNEXURE-16**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)b(xii)
OF THE RILGHT 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	Yogesh Kumar dit-chdut@nic.in	Director	2740641 (O)	---