

1. ORGANIZATION AND FUNCTION

Sr. No.	Item	Details of disclosure	
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the organization and its website	(i) Regional Employment Exchange, UT, Chandigarh The departmental information is available on website of the Chandigarh Administration i.e. Chandigarh.gov.in
		(ii) Head of the organization	(ii) Regional Employment Officer
		(iii) Vision, Mission and Key objectives	(iii) The Regional Employment Exchange is situated near Bridge Market, Sector 17-C, Chandigarh. It caters to the needs of the employers and applicants residing in the jurisdiction of U.T. Chandigarh. The main functions of this Exchange are :- <ul style="list-style-type: none"> • To register applicants and sponsor them against notified vacancies; • To provide vocational guidance and employment counselling to the job seekers; • To collect information from the establishments in the organized sector under the Employment Market Information Program of National Employment Service.
		(iv) Function and duties	(a) Registration and submission of the candidates to the employers against notified vacancies. (b) Collection of Employment Market Information. (c) Dissemination of Vocational Guidance information to students and Candidates/ registrants at Regional Employment Exchange. (d) Registration and placement of Physically Handicapped candidates. (e) Implementation of Probation of Offenders Act. (f) Registration and dissemination of Vocational Guidance information to P&E applicants at University Employment Information & Guidance Bureau at Panjab University, Chandigarh. (g) Candidates are registered on National Career Service Portal launched by Govt. of India.
		(v) Organization chart	<ul style="list-style-type: none"> • Secretary Employment - • Joint Secretary Employment • Regional Employment Officer • Sub-Regional Employment Officer - 2 (1. University Employment Information & Guidance Bureau Panjab University, Chandigarh. 2. Special Employment Exchange for Physical Handicapped) • Employment Officers - 2 (1. Vacancy Section, 2. Vocational Guidance) (Annexure A)

1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Power and duties of officers (administrative, financial and judicial)	<p>Regional Employment Officer -</p> <ul style="list-style-type: none"> Overall responsibilities as Head of the Department (HOD) of Regional Employment Exchange & University Employment Information & Guidance Bureau (UEIGB). Overall responsibilities of District Probation Officer. <p>Section Officer/Drawing & Disbursing Officer</p> <ul style="list-style-type: none"> Drawing & Disbursing Officer Work relating to Establishment Section, EMI Section, Vocational Guidance Section, Vacancy Section, Registration Section, Physically Handicapped Section, Compassionate Section, NCS Portal at Regional Employment Exchange and UEIGB Nodal Officer (Grievances), CPGRAMS & Annual Property Return, Recruitment Rules, Complaint officer for welfare of Transgender person Any other work allotted by REO from time to time.
		(ii) Power and duties of other employees	At Annexure 'B'
		(iii) Rules/orders under which powers and duty are derives and	As per Central Civil Services Rules
		(iv) Exercised	At Annexure 'B'
		(v) Work allocation	At Annexure 'B'
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	At Annexure 'C'
		(iii) Related provisions, acts, rules etc.	
		(iv) Time limit for taking a decision, if any	
		(v) Channel of supervision and accountability	
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/services offered	At Annexure 'D'
		(ii) Norms/standards for functions/service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time limit for achieving the targets	
		(v) Process of redress of grievances	

1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/manual/instruction.	At Annexure 'E'
		(ii) List of Rules, regulations, instructions, manuals and records	
		(iii) Acts/Rules manuals etc.	
		(iv) Transfer policy and transfer orders	
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	At Annexure 'F'
		(ii) Custodian of documents/categories	
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, council, committee etc.	Nil
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/tenure	
		(v) Powers and functions	
		(vi) Whether their meeting are open to the public?	
		(vii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation	At Annexure 'G'
		(ii) Telephone, fax and email ID	

1.9	Monthly remuneration received by officers & employees including system of compensation [Section 4(1)(b)(x)]	(i) List of employees with Gross monthly remuneration.	Annexure "I " -
		(ii) System of compensation as provided in its regulations	
1.10	Name, designation and other particulars of public information officers [Section 4(1)(b)(xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) and Appellate Authority	At Annexure 'H'
		(ii) Address, telephone numbers and email ID of each designated official	
1.11	No. of employees against whom disciplinary action has been proposed/taken [Section 4(2)]	No. of employees against whom disciplinary action has been	Nil
		(i) Pending for Minor penalty or major penalty proceeding	
1.12	Programs to advance understanding of RTI (Section 26)	(ii) Finalised for Minor Penalty or Major penalty proceedings	Nil Nil Yes
		(i) Education programrs	
		(ii) Efforts to encourage public authority to participate in these programs	
		(iii) Training of CPIO/APIO	
		(iv) Update & public guidelines on RTI by the Public Authorities concerned	

2 . Budget and Program

S.No.	Item	Details of disclosure	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	At Annexure " J" (upto 31.3.2024) However, no budget is allocated under Plan scheme to this department
		(ii) Budget for each agency and plan & programs	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours during 2019-20	(i) Budget	Nil
		(ii) Foreign and documents Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	Nil
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/services being procured, c) The works contracts concluded-in any such combination of the above-and d) The rate/rates and the total amount at which such procurement or works contract is to be executed.	Nil

2.3	Manner of execution of subsidy program [Section 4(i)(b)(xii)]	(i) Name of program of activity	No budget is allocated under any subsidy programme to this department
		(ii) Objective of the program	
		(iii) Procedure to avail benefits	
		(iv) Duration of the program/scheme	
		(v) Physical and financial targets of the program	
		(vi) Nature/scale of subsidy/amount allotted	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details beneficiaries of subsidy program (number, profile etc)	
2.4	Discretionary and non-discretionary grants	(i) Discretionary and non-discretionary grants/allocations to State Govt./NGOs/other institutions	No discretionary and non-discretionary budget is allocated to this department.
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1)(b)(xiii)]	(i) Concessions, permits or authorization granted by public authority	No concessions, permits of authorizations are allocated to this department
		(ii) For each concessions, permit or authorization granted <ul style="list-style-type: none"> a) Eligibility criteria b) Procedure for getting the concession/grant and/or permits of authorizations c) Name and address of the recipients given concessions/Permits or authorizations d) Date of award of concessions/permits of authorizations 	

2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh.	No CAG& PAC Paras are stand in this department
3. Publicity Band Public interface			
S.No.	Item	Details of disclosure	Particulars
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(viii)]	Arrangement for consultation with or representation by the members of the public (i) Relevant Act, Rules Forms and other documents which are normally accessed by citizens	Nil
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	
		Public-private partnership (PPP)	Nil
		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	
		(iii) Concession agreements.	
		(iv) Operation and maintenance manuals	
		(v) Other documents generated as part of the implementation of the PPP	
(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government			
(vii) Information relating to outputs and outcomes			

		(viii)The process of the selection of the private sector party (concessionaire etc.)	Nil
		(ix)All payments made under the PPP project	
3.2	Are the details of the policies/decisions, which affect public, informed to them [Section 4(1)(c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i)Policy decisions/ legislations taken in the previous one year	Nil
		(ii)Outline the Public consultation process	Nil
		(iii)Outline the arrangement for consultation before formulation of policy.	Nil
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet(website)	The departmental information is available on website of the Chandigarh Administration i.e. Chandigarh.gov.in
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format.	Nil
		(ii) Printed format	Nil
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i)Free of cost	Nil
		(ii)At a reasonable cost of the medium	Nil

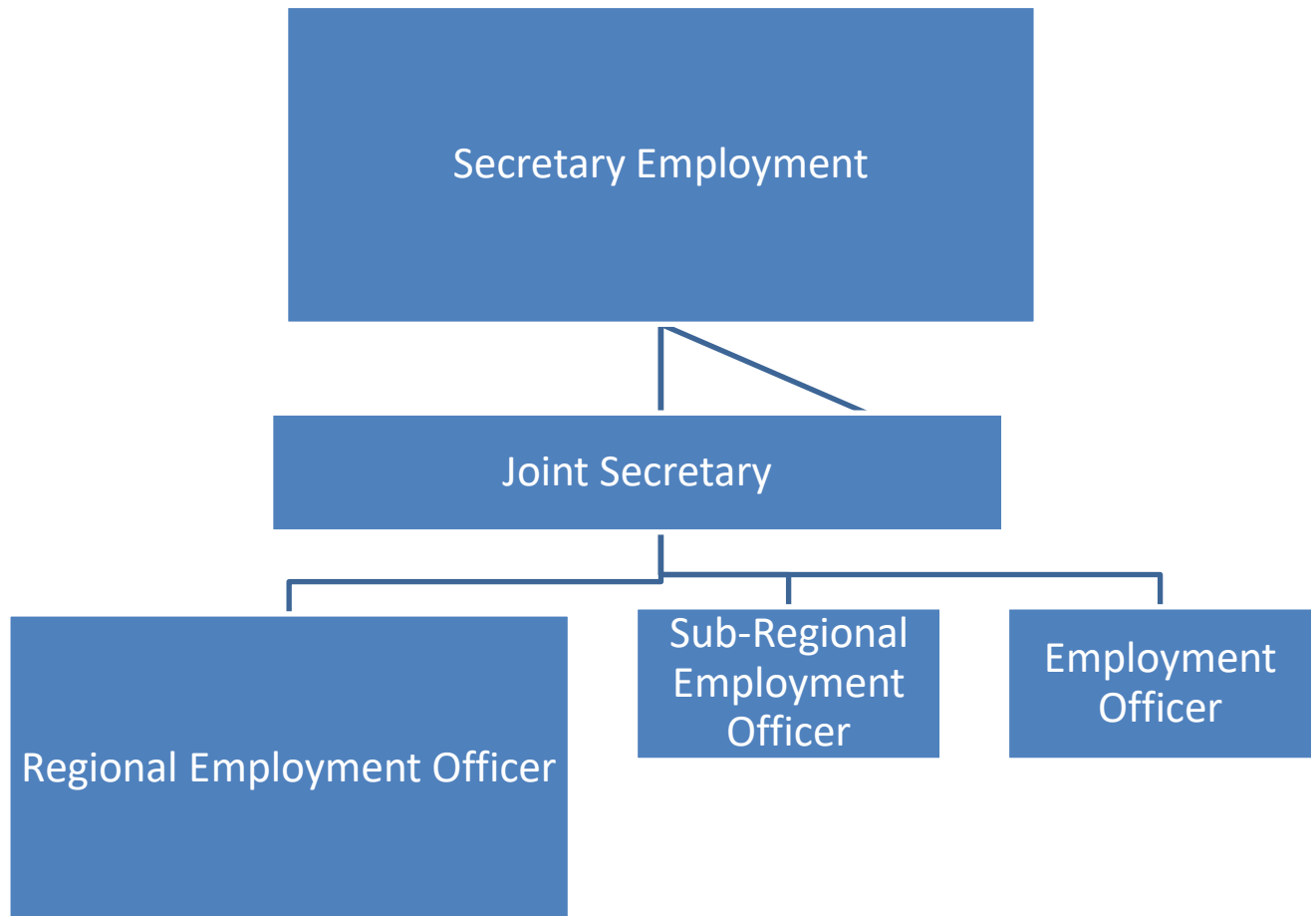
4. E.Governance			
S.No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available	(i)English	Nil
		(ii)Vernacular/Local Language	Nil
4.2	When was the information Manual/Handbook last update	Last date of Annual Updation	Nil
4.3	Information available in election from [Section 4(1)(b)(xiv)]	(i)Details of information available in electronic form	The departmental information is available on website of the Chandigarh Administration Chandigarh.gov.in
		(ii)Name/title of the documents/record/other information	
		(iii)Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i)Name & location of the facilities	Regional Employment Exchange, Department of Employment, Sector 17-C, Chandigarh
		(ii)Details of information made available	Employment
		(iii)Working hours of the facility	9.30 AM to 5.30 AM
		(iv)Contact person & contact details (Phone,fax email)	0172-2702111
4.5	Such other information as may be prescribed under section 4(1)(b)(xvii)	(i)Grievance redressal mechanism	Both online/off line(CPGRAM)
		(ii)Details of application received under RTI and information provided	27application received and disposed during FY 2023-24
		(iii)List of completed schemes/projects/Programs	Nil
		(iv)List of schemes/projects/program underway	Nil

		(v)Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Nil
		(vi)Annual Report	Nil
		(vii)Frequently Asked Question (FAQs)	Nil
		(viii)Any other information such as a) Citizen's Charter	Nil
		c)Six monthly reports loaded on the website or not	Nil
		d)Performance against the benchmarks set in the Citizen's Charter	Nil
4.6	Receipt & Disposal of RTI application & appeals	(i)Details of application received and disposed	27 application received and disposed during the financial year 2023-24.
		(ii)Details of appeals received and order issued	05 appeal disposed off during the financial year 2023-24.
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of question asked and replies given	04 parliament questions received in this Office and replied during the financial year.

5. Information as may be prescribed

S.No.	Item	Details of disclosure	Particulars
1	Such other information as may be prescribed	(i) Name & details of (a) Current CPIOs & First Appellant Authority (FAAs) Earlier CPIO & First Appellant Authority (FAAs) from 1.1.2015	<ul style="list-style-type: none"> i. Sh. Nitish Singla, PCS, Regional Employment Officer-First Appellate Authority (w.e.f. 06.06.2022 to fill date) Current Appellate Authority(Current Appellate Authority) ii. Sh. Praveen Kumar, Sub-Regional Employment Officer(PH)-First Appellate Authority(w.e.f. 11.7.2018 to 02.03.2022) i) Sh. Kamal Kishor, Statistical Assistant, Central Public Information Officer(w.e.f. 19.10.2020 to fill date)(Current CPIO) ii) Sh. R.P Saini, Sub-Regional Employment Officer-First Appellate Authority(w.e.f. 16.3.2017 to 23.5.2017) iii) Mrs. Meenakshi Goyal, Sub Regional Employment Officer(UEIGB)-First Appeal Authority(w.e.f.1.12.2017 to 10.7.2018) iv) Sh. Kamal Kishor, Statistical Assistant, Central Public Information Officer(w.e.f. 1.12.2017 to 10.7.2018) v) Sh. Sandeep Kumar, Employment Officer(General)-Central Public Information Officer (w.e.f.11.7.2018 to 18.10.2020)
		(ii) Details of third party audit of voluntary disclosure	Yes , carried out on 06.05.2024
		(a) Dates of audit carried out (b) Report of the audit carried out	

		(iii)Appointment of Nodal Officers not below the rank of Joint Director/Additional Director	NA
		(a)Date of appointment (b)Name and Designation of the officers	
		(iv)Consultancy committee of key stake holders for active on suo-motu disclosure	NA
		(a)Dates from which constituted (b)Name & Designation of the officers	
		(v)Committee of PIOs/FAAs with rich experience in RTI to Identify frequently sought information under RTI	NA
		(a)Dates from which constituted (b)Name & Designation of the Officers	
6. Information Disclosed on own initiative			
S.No.	Item	Details of disclosure	particulars
6.1	Item/Information disclosed so that public have minimum resort to use of RTI Act to obtain information		The departmental information is available on website of the Chandigarh Administration i.e. Chandigarh.gov.in



Sr. No.	Name & Designation	Powers and Duties of officials of Regional Employment Exchange FY 2023-24 as on Exercised, Work Allocation
1.	Sh. Kamal Kishor, Statistical Assistant	All work relating to Employment Market Information and interpretation of data, Central Public Information Officer (CPIO) and Nodal Officer (RTI), Supervision of work related to Registration and Renewal, Nodal Officer (Court Cases), Nodal Officer (Vigilance), Nodal Officer (APAR)
2.	Sh. Vijay Kataria, Sr. Asstt.	Presently working in ITI under Apprenticeship Scheme
3.	Ms. Kuldeep Kaur, Sr. Asstt.	Presently working at Regional Institute of English, Sector 32-C, Chandigarh of Director Higher Education–(under Interdepartmental policy)
4.	Ms. Shally, Sr. Asstt.	Establishment Section , Accounts Branch and Court Cases
5.	Ms. Sunita Rawat, Jr. Asstt.	Establishment Section
6.	Ms. Pabinder Kaur, Jr. Asstt.	Vacancy Section
7.	Ms. Jasbir Kaur, Jr. Asstt.	Registration (Manual as well as online process), Updation of registration data of fresh and old cases manually as well as on NCS portal
8.	Ms. Sarita Karnwal, Jr. Asstt.	On deputation as Sr. Asstt. in the Department of Animal Husbandry, Sector 22, Chandigarh
9.	Ms. Anjaly Gautam, Steno-typist	Attached with Regional Employment Officer and Appellate Authority /Compassionate section
10.	Sh. Vikas Uttam Singh, Jr. Asstt.	University Employment Information & Guidance Bureau (UEIGB)
11.	Sh. Ramehar Singh Lohmor, Steno-typist	EMI Section
12.	Sh. Sewa Singh, Jr. Asstt.	Care taker, GeM portal, Departmental Website & other IT related work
13.	Ms. Jyoti Gulati, Jr. Asstt.	RTI & VG Section & PH Section
14.	Sh. Jatinder Kala, Clerk	Presently working in UT Secretariat (under Interdepartmental policy)
15.	Ms. Kavita Sindhuria, Steno-typist	Presently working in CTU department (under Interdepartmental policy)
16.	Ms. Poonam Bangar, Steno-typist	Presently deputed in the O/o Secretary Health, Chandigarh Administration
17.	Sh. Yogendra Ram, Clerk	Enquiry, Renewal and Lapsing alongwith entry in the concerned registers
18.	Sh. Vishal Gupta, Clerk	Accounts Branch
19.	Sh. Gurdeep Kumar, Clerk	On deputation as Sr. Asstt. in Chandigarh Sports Council, Sector 42, Chandigarh
20.	Sh. Sunil Kumar, Clerk (under Common Cadre)	UEIGB
21.	Sh. Rakesh Thapar, Driver	Driving official vehicle/RA duties
22.	Sh. Vijay Kumar, Driver	Deputed with Joint Secretary Employment-cum-Regional Employment Officer
23.	Sh. Des Raj, Daftri	Diary & Dispatch Section
24.	Sh. Bala Ram, Peon	Local Dak distribution
25.	Sh. Neelamber Dutt, Peon	He will maintain the record of Establishment Section in proper way till further orders
26.	Sh. Lakhwinder Singh, Peon	UEIGB
27.	Sh. Sumit Kumar, Peon	REE office
28.	Sh. Krishan Parsad, Peon (On outsourcing)	Attached with REO
29.	Sh. Raj Narayana, Chowkidar (On outsourcing)	Watch and guard of office premises of REE
30.	Sh. Dalip Kumar, Sweeper (on outsourcing)	To clean office premises of REE

(The procedure/process followed in the decision making process, including final decision making authority, related provisions, acts, rules, etc., time limit for taking a decision and channel of supervision and accountability)

REGIONAL EMPLOYMENT EXCHANGE, UT, 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 decision making authority	Level at which decision is made (Name of the post)	Related provisions, acts, rules etc.	Time limit for taking a decision, if any	Final decision making authority
1.	Vacancy work including Physically Handicapped	Jr. Asstt./ Clerk	-	Employment Officer (Vacancy)	National Employment Service Manual (NESM)	Immediate	Secretary Employment/ Head of the Department
2.	Employment Market Information	Statistical Assistant	Employment Officer	Regional Employment Officer	Compulsory Notification of Vacancies Act, 1959	Information collected quarterly	
3.	Establishment	Sr. Asstt./ Jr. Asstt./ Clerk	Employment Officer	Regional Employment Officer	Punjab Civil Services Rules	Immediate	
4.	Vocational Guidance	Jr. Asstt /Clerk	Employment Officer	Regional Employment Officer	National Employment Service Manual (NESM)	Information provided to the candidates immediately as per their requirement	
5.	Accounts	Jr. Asstt/ Clerk	DDO/Employment Officer	Regional Employment Officer	Punjab Civil Services Rules	Maximum seven days	
6.	Physically Handicapped (Cell)	Jr. Asstt./Clerk	Sub-Regional Employment Officer(PH-Cell)	Regional Employment Officer	The Right of Persons with Disability Act	Immediate	
7.	Registration	Jr. Asstt./Clerk	-	Employment Officer (Registration)	National Employment Service Manual (NESM)	On the spot	
8.	Renewal	Clerk/Jr. Asstt	-	Employment Officer	National Employment Service Manual (NESM)	On the spot	
9.	RTI	Jr. Asstt /Clerk	Central Public Information Officer (CPIO)	Central Public Information Officer	RTI Act	Immediate	
10.	Compassionate Appointment	Steno	Sub-Regional Employment Officer	Regional Employment Officer	Compassionate Rules/Instructions	Immediate	
11.	Court Cases	Sr. Asstt.	Nodal Officer	Regional Employment Officer		On priority	
12.	Probation of Offenders Act	Steno-typist	-	Regional Employment Officer	The Probation of Offenders Rules, 1962	Immediate	
13.	Diary/ Dispatch	Daftri	Jr. Asstt.	Employment Officer		Immediate	

*** Work of Employment Officer (General) & Sub-Regional Employment Officer (PH) is being looked after by the Head of Office w.e.f May 2022, post having been fallen vacant on 19.10.2020 & 02.03.2022 respectively.**

(The norms set by the department for the discharge of its functions)

REGIONAL EMPLOYMENT EXCHANGE, UT, CHANDIGARH.

Sr. No.	Nature of functions/services offered	Norms/standards for functions/service delivery	Time limit for achieving the targets	Process by which these services can be accessed	Process of redress of grievances
1.	Vacancy work	The department functions under the guidelines of National Employment Service Manual (NESM)	Action is initiated immediately. Action on local vacancies is completed within fifteen days and time for vacancies to be dealt by the Central Employment Exchange is at least four weeks.	Overall monitoring of work of the Department by Head of the Department	Centralized Public Grievance Redress and Monitoring System (CPGRAMS)
2.	Employment Market Information		Information is to be collected quarterly		
3.	Establishment		Immediate action is taken.		
4.	Vocational Guidance		Information is provided to the candidates immediately as per their requirement. However, no time limit can be fixed for such activities.		
5.	Accounts work		Maximum seven days are taken to clear files.		
6.	Registration & Renewal		Immediate/ on the spot.		
7.	Renewal		Immediate / on the spot.		
8.	RTI work		Action is initiated immediately as per provisions of RTI Act, 2005.		
9.	Court Cases		Action taken before the date of hearing.		
10.	Probation of Offenders Act.		No time frame can be fixed. However, compliance of court order is made in time.		
11.	Diary/ Dispatch		Immediate.		

Point no. 1.5**Annexure 'E'**

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

REGIONAL EMPLOYMENT EXCHANGE, UT, CHANDIGARH.

Sr. No.	Title and nature of the record/manual/instruction	List of Rules, regulations, instructions, manuals and records	Acts/Rules manuals etc.	Transfer policy and transfer orders
1.	National Employment Service Manual (NESM)	Guidelines of National Employment Service Manual (NESM)	Guidelines of National Employment Service Manual (NESM)	-

(Statement of the categories of documents that are held or under control)

REGIONAL EMPLOYMENT EXCHANGE, UT, CHANDIGARH.

Categories of documents	Custodian of documents/categories
Documents/ Register/Files related to Vacancy and Submission Work	Dealing Assistant (Vacancy Section)
Documents/ Register/Files related to Registration	Dealing Assistant (Registration Section)
Documents/ Register/Files related to Renewal	Dealing Assistant (Renewal Section)
Documents/ Register/Files related to Accounts Matter	Dealing Assistant (Account Section)
Documents/ Register/Files related to Physically Handicapped Cell	Dealing Assistant (PH-Cell Section)
Documents/ Register/Files related to Vocational Guidance Work	Dealing Assistant (Vocational Guidance Section)
Documents/ Register/Files related to Employment Market Information Section	Dealing Assistant (Employment Market Information Section)
Documents/ Register/Files related to Diary and Dispatch	Daftri (Diary and Dispatch Section)
Documents/ Register/Files related to Establishment/Service matters	Dealing Assistant (Establishment Section)
Documents/ Register/Files related to RTI Section	Dealing Assistant (RTI Section)
Documents/ Register/Files related to University Employment Information & Guidance Bureau (UEIGB)	Dealing Assistant (Registration, Vocational Guidance, Vacancy Sections (UEIGB))

Point no. 1.8

Annexure 'G'

Sr. No.	Name of the Officers/Employees	Designation	Telephone Number (O)	Mobile Nos.	Email ID
1.	Sh. Nitish Singla, PCS	Regional Employment Officer	2702111	9872279287	ree-chd@nic.in
2.	-	Sub-Regional Employment Officer (UEI&GB)	2700160	-	ueigbpu14chd@gmail.com
3.	-	Sub-Regional Employment Officer (PH-Cell)	2702111	-	-
4.	-	Employment Officer (General)	2702111	-	-
5.	Sh. Deepak Pathania	Section Officer/ Drawing & Disbursing Officer	2702111	9417801572	deepak.pathania@chd.gov.in
6.	Sh. Kamal Kishor	Statistical Assistant	2702111	9872978947	kamal.kishor65@chd.nic.in
7.	Sh. Vijay Kataria	Sr. Asstt. (Presently working in ITI under Apprenticeship Scheme)	-	8725945969	-
8.	Ms. Kuldeep Kaur	Sr. Assistant (Presently working in DHE transferred under interdepartmental policy)	-	9417216613	kuldeep.kaur66@chd.nic.in
9.	Ms. Shally	Sr. Asstt.	2702111	8544881296	shally.1@chd.gov.in
10.	Ms. Sunita Rawat	Jr. Assistant	2702111	9646050991	sunita.rawat1@chd.nic.in
11.	Ms. Pabinder Kaur	Jr. Assistant	2702111	8288044604	pabinder.kaur74@chd.nic.in
12.	Ms. Jasbir Kaur	Jr. Assistant	2702111	7589090235	jasbir.kaur.ree@chd.nic.in
13.	Ms. Sarita Karnwal	Jr. Assistant (on deputation as Sr. Asstt. in the Department of Animal Husbandry)	-	9888453000	sarita.karnwal@chd.nic.in
14.	Ms. Anjaly Gautam	Steno- typist	2702111	9888083672	anjaly.gautam@chd.nic.in
15.	Sh. Vikas Uttam Singh	Jr. Assistant	2702111	9888038989	vikasuttam.singh@chd.nic.in
16.	Sh. Ramehar Singh Lohmor	Steno-typist (transferred from CTU Deptt. under interdepartmental policy)	2702111	9417322251	ramehar.singh64@chd.nic.in
17.	Sh. Sewa Singh	Jr. Assistant	2700160	9463181121	sewa.singh@chd.nic.in
18.	Ms. Jyoti Gulati	Jr. Assistant	2702111	9888453115	jyoti.gulati83@chd.nic.in
19.	Sh. Jatinder Kala	Clerk (Presently working in UT Secretariat transferred under interdepartmental policy)	-	9646302021	jatinder.kala86@chd.nic.in
20.	Ms. Kavita Sindhuria	Steno-typist (Presently working in CTU Deptt. transferred under interdepartmental policy)	-	9876663791	kavita.sindhuria@chd.nic.in
21.	Ms. Poonam Bangar	Steno-typist (Deputed in the O/o Secretary Health, Chandigarh)	-	9988345415	poonam.bangar@chd.nic.in

		Administration)			
22.	Sh. YogendraRam	Clerk	2702111	9872307845	yogendra.ram1@chd.nic.in
23.	Sh. Vishal Gupta	Clerk	2702111	9815218780	vishalg.chd@nic.in
24.	Sh. Gurdeep Kumar	Clerk (on deputation as Sr. Asstt. in the Chandigarh Sports Council, Sector 42, Chandigarh)	-	9914400084	gurdeep.kumar@chd.nic.in
25.	Sh. Sunil Kumar	Clerk	2700160	9872207479	sunil.kumar22@chd.nic.in
26.	Sh. Des Raj	Daftri	2702111	7696841627	des.raj65@chd.nic.in

(LIST OF PUBLIC INFORMATION OFFICERS)**REGIONAL EMPLOYMENT EXCHANGE, UT, CHANDIGARH.**

Sr. No.	Name of the Appellate Officer	Designation	Telephone No. Office/ Residence	Address	Email ID
1.	Sh. Nitish Singla, PCS	Regional Employment Officer/ Appellate Authority	0172-2702111 Mb. 9872279287	Regional Employment Exchange, UT, Chandigarh	ree-chd@nic.in

Sr. No.	Name of the Central Public Information Officer	Designation	Telephone No. Office/ Residence	Address	Email ID
1.	Sh. Kamal Kishor	Statistical Assistant/ CPIO	0172-2702111 Mb. 9872978947	Regional Employment Exchange, UT, Chandigarh	kamal.kishor65@chd.nic.in

Point number 1.9 as on 31st March, 2024			
Sr. No.	Name of Officer / Employee	Designation	Gross Monthly Remuneration(In Rs.)
1	Kamal Kishor	Statistical Assistant	132220
2	Vijay Kataria	Senior Assistant	121300
3	Kuldeep Kaur	Senior Assistant	93748
4	Sunita Rawat	Junior Assistant	89548
5	Pabinder Kaur	Junior Assistant	89548
6	Jasbir Kaur	Junior Assistant	85300
7	Vikas Uttam Singh	Junior Assistant	78100
8	Sewa Singh	Junior Assistant	89548
9	Jyoti Gulati	Junior Assistant	80350
10	Anjaly Gautam	Steno	96268
11	Kavita Sindhuria	Steno	83200
12	Poonam Bangar	Steno	83200
13	Jatinder Kala	Clerk	80950
14	Yogendra Ram	Clerk	90220
15	Vishal Gupta	Clerk	76450
16	Sunil Kumar	Clerk	59140
17	Rakesh Thapar	Driver	92068
18	Vijay Kumar	Driver	62800
19	Des Raj	Daftri	90220
20	Bala Ram	Peon	68716
21	Neelambar Dutt	Peon	68716
22	Lakhwinder Singh	Peon	47200
23	Sumit Kumar	Peon	49396

(Rs. in
Thousands)

Annexure 'J'

(FY 2023-24) Point no. 2.1 (i)		
Total Budget for Public Authority		23712
Point no. 2.1 (ii)		
Head	Head Name (Non-Plan)	Budget
2230020010100010	SALARY	13700
2230020010400025	WAGES	1000
2230020010400065	MEDICAL TREATMENT	250
2230020010400095	TRAINING EXPENSES	50
2230020010400115	DOMESTIC TRAVEL EXPENSES	10
2230020010400135	OFFICE EXPENSES	350
2230020010400165	PUBLICATIONS	10
2230020010400195	DIGITAL EQUIPMENT	50
2230020010400245	P.O.L.	360
2230020010400285	PROFESSIONAL SERVICES	40
2230020010400295	REPAIR AND MAINTENANCE	52
2230020010401055	REWARDS	100
2230020010401075	ALLOWANCES	7200
2230020010401085	LEAVE TRAVEL CONCESSION	40
4070008004306715	ICT EQUIPMENT	500
Point no. 2.1 (iii)		
Head	Head Name (Non-Plan)	Expenditure
2230020010100010	SALARY	14599
2230020010400025	WAGES	960
2230020010400065	MEDICAL TREATMENT	480
2230020010400095	TRAINING EXPENSES	0
2230020010400115	DOMESTIC TRAVEL EXPENSES	0
2230020010400135	OFFICE EXPENSES	477
2230020010400165	PUBLICATIONS	0
2230020010400195	DIGITAL EQUIPMENT	8
2230020010400245	P.O.L.	168
2230020010400285	PROFESSIONAL SERVICES	9
2230020010400295	REPAIR AND MAINTENANCE	90
2230020010401055	REWARDS	166
2230020010401075	ALLOWANCES	9013
2230020010401085	LEAVE TRAVEL CONCESSION	16
4070008004306715	ICT EQUIPMENT	197

Point no. 2.1 (iv)			
Head	Head Name (Non-Plan)	Budget	
2230020010100010	SALARY	14600	
2230020010400025	WAGES	964	
2230020010400065	MEDICAL TREATMENT	512	
2230020010400095	TRAINING EXPENSES	0	
2230020010400115	DOMESTIC TRAVEL EXPENSES	0	
2230020010400135	OFFICE EXPENSES	480	
2230020010400165	PUBLICATIONS	0	
2230020010400195	DIGITAL EQUIPMENT	8	
2230020010400245	P.O.L.	180	
2230020010400285	PROFESSIONAL SERVICES	10	
2230020010400295	REPAIR AND MAINTENANCE	90	
2230020010401055	REWARDS	166	
2230020010401075	ALLOWANCES	9020	
2230020010401085	LEAVE TRAVEL CONCESSION	16	
4070008004306715	ICT EQUIPMENT	197	
Point no. 2.1 (v)			
	PFMS Portal (www.pfms.nic.in)		
Point no. 2.2 (iii) a			
Notice / Tender Enquiries and Corregnda		Nil	
Point Number 2.2 (iii) b			
Sr. No.	Bid Details of Goods & Services Procured	Name of Supplier	Amount (Rs.)
	Nil	Nil	Nil
Point Number 2.2 (iii) c			
Sr. No.	Details of Work Contracts	Name of Supplier	Amount (Rs.)
	Nil	Nil	Nil
Point Number 2.2 (iii) d			
Total Amount of procurements/ work contracts		Nil	