

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.	Department of Rural Development & Panchayats, UT, Chandigarh.	To bring all-round development in the field of social and economic upliftment in villages. Execution of development works/projects for welfare of the rural masses, thereby raising their standard of living and providing them hygienic and sanitary living conditions. To supplement the efforts for development in the field of agriculture, land improvement, minor irrigation, dairying, poultry, farm forestry , small scale industries, khadi and cottage industries, constn. Of roads, culverts and bridges, rural electrification, development of con-conventional energy sources, maintenance of libraries, cultural and sports activities, family welfare, removal of encroachments on common Panchayat land 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: **Department of Rural Development and Panchayats, UT, Chandigarh.**

Sr. No.	Name of the Post	Powers and duties(in brief)
1.	Director Rural Development and Panchayats.	i) Head of Department and appointing authority in respect of Group- 'C' and 'D'. ii) All administrative control of the department. iii) Sanctioning authority of projects upto Rs.5.00 lacs
2.	Joint Director Rural Development & Panchayats.	To assist the Director Rural Dev. & Panchayats in performing his duties.
3.	Block Dev. & Panchayat Officer(1)	i) Head of the office. ii) Drawing & Disbursing Officer. iii) Supervision of the working of all officials. iv) Guidance and Supervision of the functioning of Gram Panchayats. v) Implementation of Plan and Non-Plan Schemes and other programmes in the Rural area.
4.	Sub Divisional Engineer (1)	i. Supervision of execution of all development projects like street paving, constn. Of surface drains, buildings of activity centre, shopping complex, renovation of ponds, sports stadiums, cremation ground etc. in the rural. ii. Supervision of the labour on construction sites as overall incharge. iii. Scrutiny and approval of estimates of the works and to ensure proper maintenance of record of works.
5.	Superintendent, Grade-II (1)	To perform supervisory duties of office, MPLADS, preparation of plan schemes, encroachment matters and misc. subject.

6.	Senior Assistant (1)	To deal with all matters and correspondence on the subjects of establishment, accounts, Plan and Non-Plan Schemes, elections of Panchayati Raj Institutions.
7.	Junior Assistant (1)	i) To send the all the reports and returns expect accounts. ii) To deal with MPLAD Scheme after sanction of the project. iii) Filing and Maintenance of record of MPLADS.
8.	Clerk (1)	i) To submit all the accounts reports and returns. ii) Typing work of office. iii) To put up the PUCs. iv) Filing and Maintenance of record.
9.	Steno-typist (1)	i) Attached with B.D.P.O. ii) Dealing with M.P.L.A.D. scheme upto sanction of the work.
10.	Driver (1)	Driving the Govt. Vehicle.
11.	Peon (1)	Delivery of local Dak and other duties in the office.
12.	Social Education and Panchayat Officer. (1)	i) Supervision of preparation of budget and plans of Gram Panchayats. ii) To help and guide the Gram Panchayat in removing encroachments. iii) To mobilize voluntary contribution in community projects. iv) To promote unity integrity and harmony. v) To ensure proper maintenance of community assets. vi) To promote family welfare and population control. viii) To promote agriculture and horticulture and destruction of weeds and pests harmful for crops. ix) To inspect and ensure the proper maintenance of accounts and record of the Gram Panchayats. x) To identify beneficiaries under various programmes. xi) To organize Mahila Mandals and Youth Clubs for promotion of games, sports, developmental and cultural activities.

13.	Gram Sewak (3)	<p>i) To maintain the record and accounts of the Gram Panchayats and conducting their monthly meetings.</p> <p>ii) To act as liason between the Gram Panchayat and the B.D.P.O. Office.</p> <p>iii) To assist the Gram Panchayat in implementing the development and welfare programmes and projects.</p>
14.	Gram Sevika (3)	<p>i) To organize and assist the Mahila Mandals in carrying out their functions.</p> <p>ii) To implement the programmes of women upliftment and empowerment.</p> <p>iii) To assist the Mahila Mandals in implementing the programmes for economic growth and self dependence of the women.</p>

ANNEXURE-3

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULES 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: **Department of Rural Development and Panchayats, 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 case before the decision making authority	Level at which decision is made.(Name of the post)
1.	1. Establishment 2. Accounts 3. PRI Elections 4. Plan and Non-Plan schemes. 5. Encroachments 6. M.P.L.A.D.S. 7. Misc.	Clerk/Steno- typist, Jr. Assistant/Sr. Assistant	Superin- tendent	B.D.P.O./ Joint D.R.D./ Director (RD & P).

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)

Name of the Department/Board/Corporation/Institution/Board : **Department of Rural Development and Panchayats, UT, Chandigarh.**

Sr. No.	Item of work	Norms set by the department (number of days taken for decision making)
1.	<u>All matters pertaining to :-</u> 1. Establishment 2. Accounts 3. PRI Elections 4. Plan and Non-Plan schemes. 5. Encroachments 6. M.P.L.A.D.S. 7. Misc.	The norms have not yet been fixed. These are now being considered.

ANNEXURE-5

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULES 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/Board/Corporation/Institution/Office: **Department of Rural Development and Panchayats, UT, Chandigarh.**

Sr. No.	Name of the Act	Name of the Rules	Name of the Manuals	Instructions (Write circular No./date)	Any other Record/ Documents
1.	1.The Punjab Panchayati Raj Act, 1994	1.The Chandigarh Panchayat Elections Rules, 1994 2. The Punjab Gram Panchayat Rules, 1965.	Manual on Community Development	Received/ issued from time to time.	
2.	The Punjab Village Common Land Act, 1961	The Punjab Village Common Land (Regulation) Rules 1961			

ANNEXURE-6

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULES 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: **Department of Rural Development and Panchayats, UT, Chandigarh.**

Sr. No.	Category of documents
1.	Not Applicable

ANNEXURE-7

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULES 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: Department of
Rural Development and Panchayats, UT, Chandigarh.

Sr. No.	Details/Type of arrangements made
1.	BY HOLDING MEETINGS WITH SARPANCHES OF GRAM PANCHAYATS, MEMBERS OF PANCHAYAT SAMIT AND ZILA PARISHAD.

ANNEXURE-8

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULES 4(1)(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: **Department of Rural Development and Panchayats, UT, Chandigarh.**

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)
1.	1. Gram Panchayats (17) 2. Panchayat Samiti. (1) 3. Zila Parishad (1)	-	Rural Development Committee.	-	No	-

ANNEXURE-9

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULES 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: **Department of Rural Development and Panchayats, UT, Chandigarh.**

Sr. No.	Name of the Officer/employee	Designation	Telephone Number(0)
1.	Shri Avtar Singh,	Social Education & Panchayat Officer (holding the additional charge of Block Dev. & Panchayat Officer)	2775094
2.	Shri Ram Lubhaya	Superintendent	-do-
3.	Shri Virender Singh Panwar	Senior Assistant	-do-
4.	Smt.Jaswinder Kaur,	Junior Assistant	-do-
5.	Shri Kamaljit Singh,	Steno-typist	-do-
6.	Smt.Saroj Kumari	Clerk	-do-
7.	Shri Gurcharan Singh	Driver	-do-
8	Shri Sunder Lal,	Gram Sewak	-do-
9.	Shri Jaspal Singh	Gram Sewak	-do-
10	Smt.Kamlesh Kumari	Gram Sevika	-do-
11.	Smt.Sushil Walia	Gram Sevika	-do-

ANNEXURE-10

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

(Monthly remuneration received by the officers and employees)

Name of the Department/Board/Corporation/Institution/Office: **Department of Rural Development and Panchayats, UT, Chandigarh.**

Sr. No.	Name of the Officer/employee	Monthly emoluments of Nov. 2006 (Rupees)
1.	Shri Avtar Singh,	Rs.20,569/-
2.	Shri Ram Lubhaya	Rs.22,582/-
3.	Shri Virender Singh Panwar	Rs.22,602/-
4.	Smt.Jaswinder Kaur,	Rs.14,532/-
5.	Shri Kamaljit Singh,	Rs.14,079/-
6.	Smt.Saroj Kumari	Rs.13,336/-
7.	Shri Gurcharan Singh	Rs.8,801/-
8.	Shri Sunder Lal,	Rs.15,172/-
9.	Shri Jaspal Singh	Rs.13,953/-
10.	Smt.Kamlesh Kumari	Rs.15,172/-
11.	Smt.Sushil Walia	Rs.16,373/-

ANNEXURE-11

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULES 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: **Department of
Rural Development and Panchayats, UT, Chandigarh.**

Sr. No.	Head/Item of the budget	Proposed expenditure during the year 2006-07	Disbursement made Upto November,2006.
1.	2515-OTHER RURAL DEVELOPMENT PROGRAMME (PLAN) 101-Panchayati Raj 02-Assistance to Panchayati Raj Institutions. 02 00 31-Grant-in-aid 09-Others	236.00	236.00
2.	2515-OTHER RURAL DEVELOPMENT PROGRAMME (PLAN) 03 Training 03-Training courses Seminars & Workshops	2.00	-
3.	03 00 42 Lump sum provision 03 00 50-Other Charges 2515-OTHER RURAL DEVELOPMENT PROGRAMME (PLAN) 09-Mahila Mandal 090050-Other Charges	1.00	-
	(NON-PLAN)	-----	-----
	2515-OTHER RURAL DEV.PROGRAME	239.00	236.00
1.	001-Direction&Admn.		
2.	03-Establishment		
3.	03 00 01-Salaries	16.48	12.30
	03 00 06 Medical Treatment	0.50	-
	03 00 13-Office Expenses :	0.53	-
	01-Electricity charges	0.72	0.25
	05-Others		
4.	2515-OTHER RURAL DEV.PROGRAME (NON-PLAN)		
5.	102-Community Development		
6.	03-Nutrition Applied Nutrition Programme		
	030101-Salaries	3.77	2.67
	01 06 Medical Treatment	0.20	-
	01 03 13-Office Expenses	0.63	0.30
	04-POL		.008
	05-Others	0.15	
7.	2515-OTHER RURAL DEV.PROGRAME (NON-PLAN) 800-Other Expenditure 08-Rural Works Programme 01-Environmental Planning of villages. 08 01 27-Minor Works 12-Maintenance	50.00	50.00
	Total	73.00	65.60

ANNEXURE-12

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULES 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/Board/Corporation/Institution/Office: **Department of
Rural Development and Panchayats, UT, Chandigarh.**

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

ANNEXURE-13

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
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(Particulars of recipients of concessions, permits or authorization granted)

Name of the Department/Board/Corporation/Institution/Office: **Department of Rural Development and Panchayats, UT, Chandigarh.**

Sr. No.	Concessions/Permit/ authorization grant	Name of the recipient	Address of the recipient
1.	NA	NA	NA

ANNEXURE-14

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULES 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: **Department of
Rural Development and Panchayats, UT, Chandigarh.**

Sr. No.	Type of information
1.	NA

ANNEXURE-15

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULES 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: **Department of Rural Development and Panchayats, UT, Chandigarh.**

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
RULES 4(1)(b)(xvi) OF THE RIGHT TO INFORMATION ACT, 2005

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

Name of the Department/Board/Corporation/Institution/Office **Department of Rural Development and Panchayats, UT, Chandigarh.**

Sr. No.	Name of the State Publication Information Officer.	Designation	Telephone No. (Office/Residence)	Residential Address	Assistant State Publication Information Officer	Telephone Number (Office/Residence)	Residential Address
1.	Sh. Avtar Singh.	Block Dev. & Panchayat Officer, Union Territory, Chandigarh.	2775094 (O) 2610318 (R)	# 3463, Sector-35-D, Chandigarh	Sh. Ram Lubhaya, Superintendent, O/o B.D.P.O., U.T., Chandigarh.	2775094(O) 2716654(R)	#1111-A, Sector-20B, Chandigarh.