

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)
i)	Director Higher Education/Director Public Instructions(schools) , UT, Chandigarh	The Government deals with the providing of educational facilities to all the students in Govt./ Private aided Schools / Colleges and to exercise Administrative and Financial Control over them. Besides this the Education Department formulates education plan to run Sarv Shiksha Abhiyan and provide adult education including vocational education in all schools/colleges.

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: DHE, UT, Chandigarh

Sr. NO.	Name of the post	Powers and duties (in brief)
i)	Director Higher Education	i) Appointing/Disciplinary in respect of Group-C & D employees of Govt. colleges and Directorate. ii) Exercising financial powers as vested to Head of Department.
ii)	DPI(Schools)	i) & ii) above

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: DHE, 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)	Appointment/disciplinary proceeding of Group-A post.	Senior Assistant	Superintendent/ Registrar Education	Administrator
2)	Appointment/disciplinary proceeding of Group B	-do-	-do-	Secretary Education/A.A.
3)	Appointment/disciplinary proceeding of Group C & D	-do-	-do-	DHE and DPI(S)

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/Office: DHE, UT, Chandigarh

Sr. NO.	Item of work	Norms set by the Department (number of days taken for decision making)
i)	Letters received from Government of India as well as from various Departments under the Chandigarh Administration including Boards and Corporations	<ol style="list-style-type: none"><li data-bbox="1036 621 1382 758">1) Urgent / date bound cases to be put and decided on the same date.<li data-bbox="1036 793 1382 867">2) Normal cases within three days.<li data-bbox="1036 936 1382 999">3) General cases within 7 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)

Name of the Department/Board/Corporation/Institution/Office: DHE, UT, Chandigarh.

Sr.No.	Name of the Act.	Name of the Rules	Name of the Manuals	Instructions (Write circular No./date)	Any other Record/ Document
		Punjab Civil Services Rules Vol. I and II GFR Pb. Education Code Pb. University Calendar	Manual of instructions Chandigarh Administration.	Instruction / circular issued by the Administration from time to time	

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)

Name of the Department/Board/Corporation/Institution/Office: DHE, UT, Chandigarh.

Sr. NO.	Category of documents
	N. A.

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: DHE, UT, Chandigarh.

Sr. No.	Details/Type of arrangements made
	Sub committee on Education i.e. Administrator's Advisory Committee

ANNEXURE-8

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

(Statement of the boards, councils, committees and other bodies)

Name of the Department/Board/Corporation/Institution/Office: DHE, UT, Chandigarh

Sr. NO.	Name of the Board(s)	Name of Council(s)	Name of Committee(s)	Name of other body(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)
	N. A.					

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: DHE, UT, Chandigarh.

Sr. NO.	Name of the officer/employee	Designation	Telephone Number (O)
i)	Sh. Ajoy Sharma	Director Higher Education	0172-2740045
ii)	Sh. P.K.Sharma	Director Public Instruction(schools)	0172-2740411
iii)	Sh Arjun Dev	Registrar Education (Schools & Colleges)	0172-2740704
iv)	Sh. Bhupinder Kumar Jatana	Assistant Controller (F & A)	0172-2740702
v)	Sh. Saroj Mittal	Assistant Director (V & E)	0172-2740324

ANNEXURE-10

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
4(1)(b) (x) OF THE RIGHT TO INFORMATION ACT, 2005(MONTHLY REMUNERATION RECEIVED BY THE OFFICERS AND EMPLOYEES
AS ON 1.7.2010.Name of the Department/Board/ Corporation
Institution/ Office

DHE,UT, Chandigarh

Sr.No.	Name of the Officer/Employee.	
1	Arjun Dev, Registrar Education (C)	41354
2	Bhupinder K.Jatan, AC(F&A)	41959
3	Bikram Rana, S.L.O	75032
4	Chander Hass, Section Officer	32737
5	Seema, Section Officer	30148
6	Anil Kamboj, Section Officer	11894
7	Renu Kapoor, Superintendent	37489
8	Satnam Kaur, Superintendent	43028
9	Manju Shree, Superintendent	37259
10	Vijay Laxmi, Superintendent	44005
11	Urmil Gupta, Superintendent	42951
12	Suraj Bhan, Superintendent	37556
13	Kamaljit Bhutta, Sr.Asstt.	36679
14	Umesh Kumar, Sr. Asstt.	35929
15	Susheel Kumar, Sr. Asstt.	34891
16	Geeta Kumari, Sr. Asstt.	35929
17	Neelam Kumari, Sr. Asstt.	30199
18	Kiran Bala, Sr. Asstt.	33250
19	Ishwari Dutt, Sr.Asstt.	33169
20	Naresh Kumari, Sr. Asstt.	27188
21	Sunita Rani, Sr. Asstt.	26229
22	Shish Pal Kaushik, Sr. Asstt.	26122
23	Dalip Chand, Sr. Asstt.	24664
24	Shiv Kumar, Sr. Asstt.	24664
25	Meena Rani, Sr. Asstt	26770
26	Jasvir Kumari, Sr. Asstt.	24043
27	Vinod Kumar, Sr. Asstt.	29016
29	Sunil Bhatt, Sr. Asstt.	23719
30	Neeta Mehta, Sr. Asstt.	27469
31	Mohan Lal, Sr.Asstt.	24704
32	Hem Raj, Sr.Asstt.	28214
33	Shiv Prasad, Sr.Asstt.	26536
34	Varinderjit Kaur, Sr. Asstt.	23514
35	Rajesh Kumar, Jr. Asstt.	23514

36	Manju Bala, Jr. Asstt.	20724
37	Rajni Bala, Jr. Asstt.	20135
38	Krimla, Jr.Asstt.	20724
39	Manav Kanojia, Jr. Asstt.	20398
40	Anuradha Grover, Clerk	19561
41	Amrit Pal Singh, Clerk,	15578
42	Jatinder Singh, Clerk	14834
43	Mohd. Tarik Siddiki, Clerk	13485
44	Mrs.Maninder Sharma, Clerk	13485
45	Amrinder Singh, Clerk	13485
46	Shyamli Mehra, Clerk	13485
47	Deepak, Clerk	12726
48	Jasvir Singh, Sr. Scale Stenographer	34141
49	Rita Rani, Steno	20135
50	Ashu, Steno	14601
51	Tarlochan Singh, Driver	23158
52	Istinderjit Singh, Driver	17087
53	Kushal Pal Singh, Driver	24032
54	Mohinder Singh-I, Peon	19914
55	Rajinder Singh, Peon	16682
56	Sharda, Peon	17055
57	Hari Singh, Peon	19434
58	Tej Pal, Peon	15454
59	Naresh Kumar, Sweeper	16115
60	Karma Devi, Peon	13969
61	Dev Raj, Peon	18147
62	Mohinder Singh-II, Peon	17089
63	Sohan Singh, Chowkidar	17206
64	Som Pal, Sweeper	19727
65	Gopal Singh, Peon	16654
66	Rama Kant Yadav, peon	11575
67	Hari B.Shukla	15080
68	Savitri, Sweeper	18938
	Total Salary	1686637

SUMMARY OF EMPLOYEES

Sr no.	Designation	No of employees
1.	Registrar	02
2.	Assistant Controller (F & A)	01
3.	Section Officer	02
4.	Superintendent Grade-II	08
5.	Sr. Assistant	26
6.	Clerks/Jr. Assistant	22
7.	Restorer	01
8.	Driver	04
9.	Sr.Scale Stenographer	01
10	Jr. Scale Stenographer	01
11.	Steno typist	02
12.	Class-Iv	19
	Total	89

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 all plans,
proposed expenditures and reports on disbursements made)

Name of the Department/Board/Corporation/Institution/Office: DHE, UT, Chandigarh
(Rupees) (Rs in Lacs)

Sr. no.	Head /Item of the Budget	Proposed expenditure during the year (2010-11)		Expenditure made upto June, 2010. (2010-11)	
		PLAN	NON-PLAN	PLAN	NON-PLAN
		Budget Estimate	Budget Estimate.	EXPENDITURE	EXPENDITURE
	2202-General Education Elementary Education				
	Salary	50.00	6759.00	6.50	2565.95
	Medical	1.00	26.00	0	10.68
	Wages	50.00	-	27.69	
	OE	49.00	105.00	7.37	17.72
	S & M	400.00	49.50	0	0
	Scholarship	72.00	290.00	0	0
	OC	20.00	135.00	22.4	13.90
	Grant-in-Aid Elementary	-	300.00	0	55.96
	SIE				
	Salary	1.00	115.50	0	49.32
	Medical		2.00		0
	OE	1.00	10.00		4.97
	S&M	14.00	-	0	0
	Sarv Shiksha Abhiyan	2104.00	10.00	1342.41	0
	Adult Education				
	Salary	10.00	60.00	0	18.35
	OC	48.00	65.00	0.21	0.42
	Medical	2.00	1.00	0	0
	HEAD OF ACCOUNT				
	Mid day meal	515.00	30.00	143.83	27.66
	Distt. Edu office				

	Salary		105.44		59.14
	Medical		1.50		0.90
	OE	1.00	10.00		4.75
	Scholarship		2.74		0
	Secondary Education				
	Salary	35.00	4776.72	0	1831.92
	Medical	1.00	18.15	0	2.55
	Wages	119.00	-	36.90	0
	OE	37.00	125.00	1.82	17.81
	S & M	111.00	33.00	1.08	27.64
	OC	100.00	100.00	10.68	7.80
	Grant in Aid Secondary				
	Salary	-	500.00	0	147.94
	Vocational Education				
	Salary	5.00	225.00	0	90.09
	Medical	0	2.00	0	0
	S&M	5.00	30.00	0	3.41
	OC	5.00		0	
	Higher Education Professional Colleges				
	Salary	50.00	583.37		251.08
	Medical	1.00	4.35		0.20
	S&M	50.00		0	0
	OE	2.00	31.15		5.34
	Arts and Science Colleges				
	Salary	2.00	4092.46	0	1232.96
	Medical		37.00		2.56
	S&M	110.00	-	0.33	0
	OE	-	150.00		42.73
	Stationary to SC/ST Students.			0	0
	Grant-in-Aid Higher Edu.	35.00	2800.00	11.80	1233.38
	NSS	-	22.00		3.16
	Regional Instt. of English				
	Salary	1.00	79.14		54.72
	Medical		0.10		0
	OE		7.00		1.15
	S&M	15.00		0	0

	Examination Cell				
	Salary	-	23.64		8.71
	OE		30.00		2.91
	Medical		0.30		0
	DPI Office				
	Salary	0.20	171.69	0	61.61
	Medical		3.50		0.92
	OE	5.00	14.00		5.04
	Other charges.	0.80		0	
	S&M		12.00	0	0.24
	Sport & Youth Service- Yoga				
	Salary	1.00	48.00	0	37.09
	Medical		1.00		0
	OE	2.00	13.00		3.69
	S&M	10.00			
	Art & Culture (Libraries)				
	Salary		220.36		89.23
	Medical		3.10		0.37
	OE		22.00		6.55
	S&M	10.00	-		
	Grant-in-Aid	15.00	-		
	OC	-	-		
	National Gallery of Portraits				
	Salary	-	4.44		1.50
	Medical		0.60		0.25
	OE		0.50		0.11

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/Board/
Corporation/Institution/Office : DHE, UT, Chandigarh

Sr. No.	Scheme under subsidy given.	Manner of execution of subsidy programme.	A m o u n t allocated (Rs.)	Details of beneficiaries.
1.	National Scholarship	Students who are placed in 1 st & 2 nd position in the merit in their graduate level exam are given this scholarship for further study in post graduate classes. They are given scholarship @ Rs. 120 PM for day scholars and Rs. 300 to the Hostellers	1,52,540	86 students granted this scholarship during the year 2004-05.
2.	UT Merit Scholarship	Students who are placed in 1 st & 2 nd Position in the graduate level exam are given this scholarship.	18,000	21 students granted this scholarship during the year 2004-05
3.	Post Matric Scholarship	All eligible SC students who have income of less than Rs. 1 Lac. Per annum and are studying in +1 to post graduate level classes who belongs to UT Chandigarh are granted this scholarship.	8,000	19 students granted this scholarship during the year 2004-05.
4.	Non Hindi speaking scholarship for post Matric studies	Granted to Non Hindi speaking states students who opted Hindi for post graduate studies.	10,000	5 students granted scholarship
5.	Sanskrit Scholarship	Students of 8 th class who opted Sanskrit and admitted on merit basis.	Sanctioned by DEO	-----

Annexure – 13

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

(Particulars of recipients of concessions, permits or authorizations granted)

Name of the Department/Board/ Corporation/Institution/Office : DHE, UT, Chandigarh

Sr. No.	Concessions/Permit/ Authorization grant	Name of receipts	Address of recipient
1.	No fee upto 8 th Class for all students in Govt. Schools, SC/ST & Girls students upto 12 th Class and SC/ST students upto post graduate level in Colleges.	90,000 Students in Schools and Colleges.	

Annexure – 14

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(xii) 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 : DHE, UT, Chandigarh

Sr. No.	Type of information
	N.A.

Annexure – 15

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

(Particulars of facilities available to citizens for obtaining information)

Name of the Department/Board/ Corporation/Institution/Office : DHE, UT, Chandigarh

Sr. No.	Facilities available	Remarks (No. of days in a week/Timings etc.)
	Prospectus of Govt. Colleges and Schools are available online.	

Annexure – 16

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

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

Name of the Department/Board/
Corporation/Institution/Office : DHE, UT, Chandigarh

Sr. No	Name of the Central Public Information Officer.	Designation	Telephone No. (Office/Residence)	Residential Address	Assistant Central Public Information Officer	Telephone number (Office/Residence)	Residential Address
1.	Arjun Dev	Registrar Education (Colleges)	0172-2740704(o) 2625960®	# 5669/B, Sector-38 (West), Chandigarh	Superintendent College-II Branch	0172-2740704(o) 2625686	#5631, Sector-38(W), Chd.
2.	Smt. Manju Shree (in respect of Govt. Schools)	Supdt. School Branch	0172-2740247(o)	# 49, Sector 23-A, Chd	Superintendent Exam Branch	0172-2740247(o)	#1047, Sector 20B, Chandigarh
3.	Bhupinder Kumar Jatana (in respect of Pvt. Schools)	Asstt. Controller (F&A)	0172-2740702(O)				