

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Organization and Function

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	Higher Education Department Chandigarh. Address: Additional Deluxe Building, Sector-9, Chandigarh,160009 Phone No.0172-2747407 E-Mail-dhe-chd@chd.gov.in https://www.chdeducation.gov.in/
		(ii) Head of the organization	Director Higher Education Higher Education Department Chandigarh Administration Address: Additional Deluxe Building, Sector-9, Chandigarh,160009 Phone No.0172-2747407 E-Mail-dhe-chd@chd.gov.in https://www.chdeducation.gov.in/
		(iii) Vision, Mission and Key objectives	Annexure-1
		(iv) Function and duties	Annexure-2
		(v) Organization Chart	Annexure-3
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Annexure-4
		(ii) Power and duties of other employees	Annexure-5

		(iii) Rules/ orders under which powers and duty are derived and	Central Civil Service Rules, w.e.f. 01.04.2022 in view of Gazette notification dated 29.03.2022 of Central Govt. Of India adopted by Chandigarh Administration from time to time as applicable to the employees of Chandigarh Administration. Instructions issued by the Government of India and the same are available on the respective Ministry/ Department's website. Further, copies of Acts, Gazette, Notifications are available on www.eGazettee.chd.gov.in
		(iv) Exercised	
		(v) Work allocation	Annexure-6

1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	Cases are initiated by dealing clerk/dealing Assistant of the branch through Superintendent to the Officers (Director Higher Education/ Secretary Education/ Secretary/Chief Secretary and Hon'ble Administrator as the case may be for according approval.
		(ii) Final decision making authority	The cases are decided as per delegation of Administrative, Financial and Judicial power.
		(iii) Related provisions, acts, rules etc.	Central Civil Service Rules and instructions/ guidelines issued by the Government of India are followed from time to time.
		(iv) Time limit for taking a decisions, if any	Not specified under any rules/ regulation. The services notified under Right to Service ACT are provided within time limit and complaints received through CPGRAM portal are disposed of within 21 days.
		(v) Channel of supervision and accountability	As per Organizational Chart
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Department of Higher Education deals in the Establishment of Teaching & Non-teaching staff of Directorate, Sub-Offices, Govt. Aided Private Colleges and also work as administrative department of NCC Organization as well as NSS Cell.
		(ii) Norms/ standards for functions/ service delivery	As per relevant rules.
		(iii) Process by which these services can be accessed	

		(iv) Time-limit for achieving the targets	As per concerned subject matter.
		(v) Process of redress of grievances	Grievances can be filed manually as well as online on CPGRAMS portal at website: www.pgportal.gov.in Grievances are dealt by dealing clerk/dealing Assistant of the branch through Superintendent with the approval of the Officers. (Director Higher Education/ Secretary Education/ Secretary/Chief Secretary and Hon'ble Administrator as the case may be)
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.	Circulars, Reports, Office memos, Notifications, Orders, Acts (RTS act, RTI Act) , Rules, Minutes/proceedings, Noting, Service books, Court Cases, NSS Manual, Personal Files of teaching and non-teaching staff, Various bills/Vouchers/ Cash books/Stock Register/ receipts books etc.
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	Central Civil Service Rules/Delegation of Financial Power Rules. RTS act, RTI act, UGC and Punjab University Regulations. All rules mentioned in Annexure- 7
		(iv) Transfer policy and transfer orders	In view of CVC guidelines and as per Inter-Departmental Transfer Policy in respect of Group-A,B,C&D officers/ officials (Ministerial/Technical) of Chandigarh Administration has been framed vide orders dated 01.11.2018.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	Circulars, Reports, Office memos, Notifications, Orders, Acts (RTS act, RTI Act) , Rules, Minutes/proceedings, Noting, Service books, Court Cases, NSS Manual, Personal Files of teaching and non-teaching staff, Various bills/Vouchers/ Cashbooks/Stock Register/ receipts books etc.
		(ii) Custodian of documents/categories	Record Keepers (Clerks/DEO) of concerned branches.
1.7	Boards, Councils, Committees and other Bodies	(i) Name of Boards, Council, Committee etc.	Annexure-8
		(ii) Composition	

	constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) 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	Annexure-9
		(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-10
		(ii) System of compensation as provided in its regulations	No system of compensation other than salary.
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) & Appellate Authority	Annexure-11
		(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 proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	Nil
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Nil
		(ii) Efforts to encourage public authority to participate in these programmes	Nil
		(iii) Training of CPIO/APIO	As per directions of Department of Personnel, UT, Chandigarh.
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Nil

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/ partially met/not met- Not applicable will be treated as fully met/partially met)
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	Annexure-12
		(ii) Budget for each agency and plan& programmes	
		(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 2025-26	I. Budget	Nil
		II. Foreign and domestic 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	N.A
		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.	a. i. Manpower outsourcing tenders on Gem finalized. ii. Monthly Basis Cab & Taxi Hiring Services b. i. Bid No. : GEM/2024/B/5529875 dated 13.12.2024 for Deployment of Man power. ii. Bid No.: GEM/2024/B/5316768 Dated:22.08.24 c. i. M/s Jaharveer Co. Manpower & Security Services, SCO 218-219, 4 th Floor, Sec-34 A, Chandigarh. ii. M/s Fateh motors Village main majri, Post office Rupal Heri, Teh bassi pathana, Fatehgarh Sahib, PUNJAB-140406. Date of Completion: 03.02.27 Amount: Rs. 2505528/- d. DC Rate as Fixed By the Deputy Commissioner UT, Chandigarh.

2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i)	Name of the programme of activity	N.A
		(ii)	Objective of the programme	N.A
		(iii)	Procedure to avail benefits	N.A
		(iv)	Duration of the programme/scheme	N.A
		(v)	Physical and financial targets of the programme	N.A
		(vi)	Nature/ scale of subsidy /amount allotted	N.A
		(vii)	Eligibility criteria for grant of subsidy	N.A
		(viii)	Details of beneficiaries of subsidy programme (number, profile etc.)	N.A
2.4	Discretionary and non-discretionary grants.	(i)	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	N.A
		(ii)	Annual accounts of all legal entities who are provided grants by public authorities	N.A
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	I.	Concessions, permits or authorizations granted by public authority	NIL
		II.	For each concessions, permit or Authorization granted a. Eligibility criteria b. Procedure for getting the concession/ grant and/or i. permits of authorizations c. Name and address of the recipients - Given concessions/ i. permits or authorisations d. Date of award of concessions i. /permits of authorizations	N.A
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.		Replies of Audit Paras raised by Audit Party are given as per departmental instructions.

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/not met- Not applicable will be treated as fully met/partially met)
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 thereof [Section 4(1)(b)(vii)]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	N.A
		(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	N.A
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	N.A
		(ii) Detailed project reports(DPRs)	N.A
		(iii) Concession agreements.	N.A
		(iv) Operation and maintenance manuals	N.A
		(v) Other documents generated as part of the implementation of the PPP	N.A
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	N.A
		(vii) Information relating to output sand outcomes	N.A
		(viii) The process of the selection of the private sector party (concessionaire etc.)	N.A
		(ix) All payment made under the PPP project	N.A
3.2	Are the details of 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)	https://www.chdeducation.gov.in/
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	All the relevant Information is available on website of the Department https://www.chdeducation.gov.in/
		(ii) Printed format	Nil
3.5	Whether information manual/handbook available free of cost or not [Section4(1)(b)]	List of materials available (i) Free of cost	All the relevant Information is available on website of the Department free of cost https://www.chdeducation.gov.in/
		(ii) At a reasonable cost of the medium	Any specific information asked by the public through RTI or any other mode is being provided at a nominal cost as specified in RTI or other relevant acts.

4. E. Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available	(i) English	N.A
		(ii) Vernacular/ Local Language	N.A
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	N.A
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Gazette, Notifications available on www.eGazettee.chd.gov.in Departmental information available on website https://www.chdeducation.gov.in/
		(ii) Name/ title of the document/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	The facilities for obtaining any particular information are available in the office premises during working hours. (Additional Deluxe Building, 1st Floor, Sector-9, Chandigarh.)
		(ii) Details of information made available	
		(iii) Working hours of the facility	Working office hours (9.30 A.M. to 5.30 P.M.)
		(iv) Contact person & contact details (Phone, fax email)	Annexure-9

4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Grievances can be filed manually as well as online on CPGRAMS portal at website: www.pgportal.gov.in Grievances are dealt by dealing clerk/dealing Assistant of the branch through Superintendent with the approval of the Officers. (Director Higher Education/ Secretary Education/ Secretary/Chief Secretary and Hon'ble Administrator as the case may be)
		(ii) Details of applications received under RTI and information provided	69 RTI applications received & disposed off during the year 2025-26
		(iii) List of completed schemes/projects/Programmes	Annexure-13
		(iv) List of schemes/ projects/programme underway	Annexure-14
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	i. M/s Jaharveer Co. Manpower & Security Services, SCO 218-219, 4th Floor, Sec-34 A, Chandigarh Date of Completion: 14.03.26 Amount: Rs. 21788426.45 ii. M/s Fateh motors Village main majri, Post office Rupal Heri, Teh bassi pathana, Fatehgarh Sahib, PUNJAB-140406. Date of Completion: 03.02.27 Amount: Rs. 2505528/-
		(vi) Annual Report	Annexure-15
		(vii) Frequently Asked Question (FAQs)	NIL
		(viii) Any other information such as a) Citizen's Charter	N.A

		c) Six monthly reports loaded on the website or not	N.A
		d)Performance against the benchmarks set in the Citizen's Charter	N.A
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	69 RTI applications received & disposed off during the year 2025-2026
		(ii) Details of appeals received and orders issued	44 appeals received and disposed off during the year 2025-26
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	06 Lok Sabha Questions and 01 Rajya Sabha Question have been received and replied during the year 2025-26.

5. Information as may be prescribed

S. No.	Item	Details of disclosure		Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed	(i)	Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	Annexure-11
		(ii)	Details of third party audit of voluntary disclosure	The third party audit has been carried out on 15.10.25 for F.Y 2024-25
			(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	NIL
			(a) Date of appointment (b) Name & Designation of the officers	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	NIL
			(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	NIL
			(a) Dates from which constituted (b) Name & Designation of the Officers	

6. Information Disclosed on own Initiative

Sr. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	-	For the convenience of the public necessary information has been posted on the website at link: https://www.chdeducation.gov.in

Vision of Higher Education Department, Chandigarh

- To develop Chandigarh as a nationally and internationally recognized hub of Higher Education, fostering academic excellence, inclusive access, research and innovation, and holistic development, in alignment with India's knowledge-based growth and societal needs.

Mission

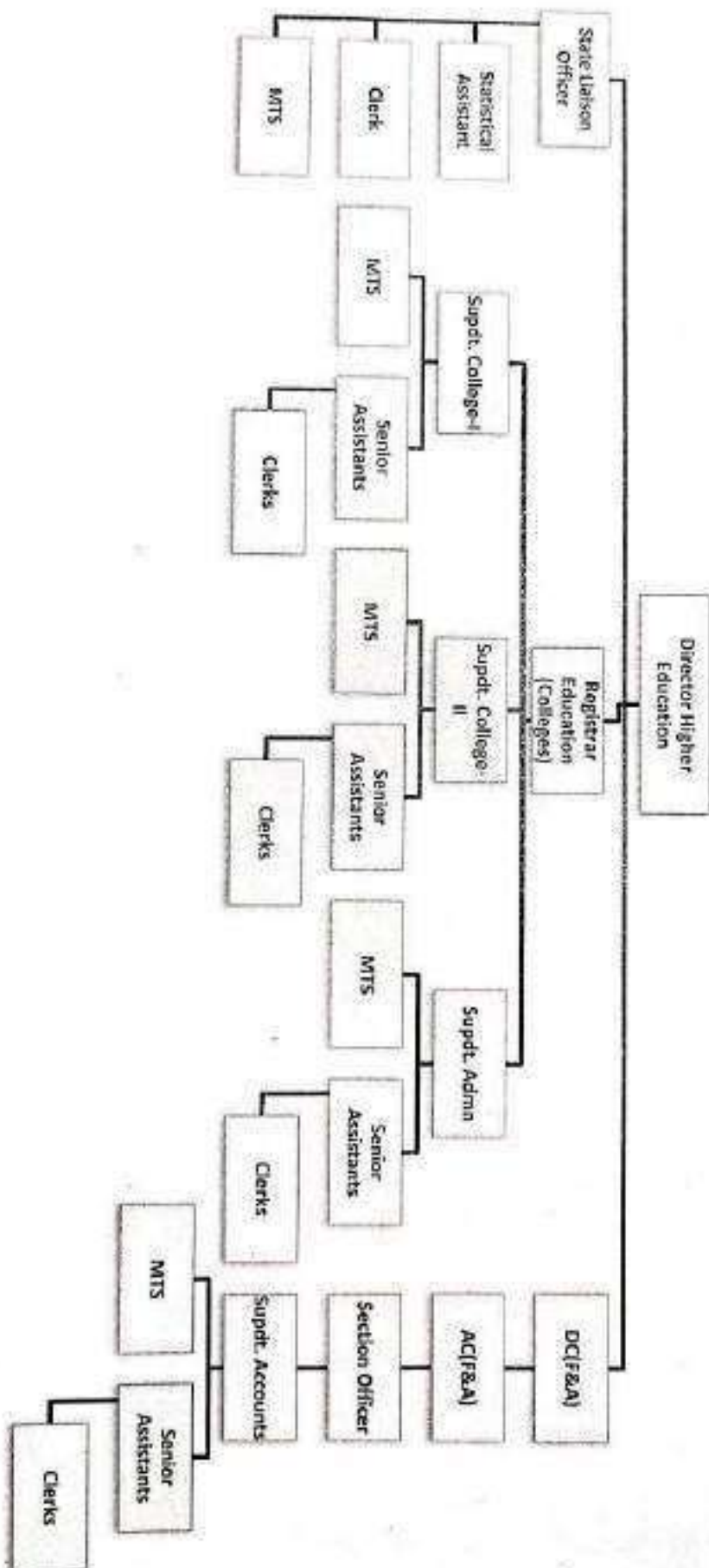
- To plan and promote quality higher education by strengthening institutions, infrastructure, technology integration and academic governance in accordance with national standards and the National Education Policy, 2020.
- To ensure equitable access and inclusivity in higher education by expanding opportunities to students from all sections of society, including women, marginalised groups, and persons with disabilities.
- To enhance academic excellence and accountability through quality assurance mechanisms, accreditation, continuous faculty development programs, and continuous curriculum upgradation in consultation with industry.
- To promote research, innovation, and entrepreneurship by encouraging interdisciplinary studies, industry collaboration, startups, and knowledge creation relevant to regional and national priorities.
- To improve employability and skill development by aligning higher education with industry needs, vocational integration, internships, apprenticeship and lifelong learning initiatives as per National Skill Mission.
- To foster digital transformation in education through technology-enabled learning, blended education models, and open digital resources.
- To strengthen national and international collaboration by facilitating partnerships, academic exchanges, and global engagement.
- To support sustainable development and community engagement by encouraging institutions to contribute to social, environmental, and urban challenges of the region.
- To ensure effective governance and coordination among higher education institutions through transparent, efficient, and responsive administrative systems.

Objective

- To implement the National Education Policy-2020 across all Higher Education Institutions in Chandigarh through academic, administrative, and governance reforms.
- To expand access, equity, and participation in higher education and progressively increase the Gross Enrolment Ratio to targeted milestones up to 70% by 2047.
- To develop and continuously update industry-aligned, multidisciplinary curricula integrated with skill enhancement, internships, experiential learning, current global and local environment.
- To create a holistic, student-centric and flexible learning ecosystem with multiple entry-exit options, dual degrees, credit mobility, and mentoring support.
- To enhance quality and global competitiveness of Higher Education Institutions through accreditation, ranking improvement, capacity building, and adoption of best practices.
- To strengthen and optimally utilize physical and digital infrastructure to provide world-class learning environments across academic, cultural, and co-curricular domains.
- To promote strong industry-academia collaboration for funded research, consultancy, innovation, and technology transfer.
- To internationalize higher education by fostering global HEI partnerships, joint programmes, faculty and student exchanges, and international research collaboration.
- To position Chandigarh as an international study hub by attracting global talent and developing globally competent graduates with international mobility.

Function and duties of Department of Higher Education

- To prepare consolidated plans and policies in the sphere of Higher Education in the Chandigarh by the guidelines that the University Grants Commission/Punjab University/Govt/Chandigarh Administration issued from time to time, and to assist in their implementation, keeping in view the overall priorities and perspectives of Higher Education in the Chandigarh ;
- To assist the Chandigarh Administration in respect of determination and maintenance of Educational standards and suggest remedial action wherever necessary as per policy in vogue.
- To evolve perspective plans for the development of Higher Education in the Chandigarh;
- To promote cooperation and coordination of the educational institutions among themselves and explore the scope for interaction with industry and other related establishments;
- To formulate the principles as per the guidelines of the Government and to decide upon, approve and sanction new educational institutions according to permission, keeping in view the various norms and requirements to be fulfilled;
- To suggest ways and means of augmenting additional resources for Higher Education in the Chandigarh
- To encourage and promote innovations in curricular development, course restructuring, and updating syllabi the Colleges.
- To promote and coordinate the Autonomous Colleges Programmes and monitor its implementation.
- To facilitate the training of teachers in Colleges;
- To conduct sports, games, physical education, and cultural activities in the colleges;



Power and Duties of Officers

Sr. No.	Designation	
1.	Director Higher Education	Powers: - To work as Head of Department under Rule 13(3) of the Delegation of Financial Power Rules 1978, as notified/ issued by the Finance Department, Chandigarh Administration from time to time. Duties: - To assist and guide the Secretary on various Departmental matters. - To control and supervise the Department of Higher Education - Get process all the Establishment/Accounts cases in respect of all Group A,B,C & D posts. - To keep check on timely Creation / revival of Posts. - To get Continuation/ Conversion of temporary posts into permanent posts in consultation with Chandigarh Administration/Govt. of India. - To keep check on Framing/ Amendments of Recruitment Rules in consultation with Chandigarh Administration/Gol/UPSC. - Recruitment/ Promotion/ Confirmation/ Transfer/ Posting/ against group 'C' & 'D' - Ordering of Preliminary & regular Disciplinary inquiries - To keep check on Fill up the teaching posts through Direct Recruitment/Deputation. - To keep check on regular up-dation of all the Reservation Rosters. - To keep check on filing of Replies of all court cases in which department is a Respondent in a time bound manner. - To keep check on admission process of all UG/PG Govt. Colleges.

2.	DC (F&A)	• To conclude all the financial proposal which are examined by Section Officer and AC (F&A) • Overall financial management, supervising daily finance operations, preparing financial reports, managing audits, and assisting in strategic financial planning.
3.	Registrar Education (Colleges)	To examine all the administrative/academic proposals submitted by the Admn., College-I and College-II branches and make proposals for the approval of Competent Authority.
4.	AC (F&A)	Work as DDO and Manages financial operations including drawing funds from treasuries, disbursing salaries/allowances, ensuring proper accounting for receipts and payments, maintaining financial records (like Cash Books), preparing budgets (BE/RE), and complying with GFR/FR/SR rules for all transactions, ensuring funds are spent for sanctioned purposes and reconciling accounts with the Treasury.
5.	Section Officer	To prepare and manage budget of the department in consultation with AC (F&A) & DC (F&A) To examine all the cases related to Accounts (Medical reimbursement, LTC/TA claim, Leave encashment, GPF/GIS, Pension/Provisional pension, Pay fixation/Annual increment cases etc.)

Power and Duties of Other Officers

Sr. No.	Designation	
1.	Superintendent	• Distribution of work among the staff as evenly as possible; • Training, helping and advising the staff; • Management and co-ordination of the work; • Maintenance of order and discipline in the section; • Responsible for disposal of work allocated to the Branch/ Section also to deal cases by recording notes on files; • Maintenance of the office record and its Disposal, Indexing, Recording and Destroying; • Responsibility of efficient and expeditious disposal of work and checks on delays.
2.	Sr. Scale Stenographer/ Steno-Typist	Taking shorthand dictation, transcribing documents accurately, managing files and correspondence, screening calls and visitors, maintaining schedules, and assisting officers with routine tasks, ensuring confidentiality and efficiency in government operations through precise documentation and communication support.
3.	Senior Assistant	Works Under the orders and supervision of the Section Officer/ Superintendent and is responsible for the work entrusted to him. Where the line of action on a case is clear or clear instructions have been given by the Branch Officer or higher officers, he should put up a draft without much noting. In order cases he will put up a note keeping in view the following points:- • To see whether all facts open to check have been correctly stated; • to point out any mistakes or incorrect statement of the facts; • To draw attention, where necessary, to precedents or Rules and Regulations on the subject; • To put up the Guard file, if necessary, and supply other relevant facts and figures; • To bring out clearly the question Under

		consideration and suggest a course of action wherever possible Responsibilities relating to issue of draft:- to see that all corrections have been made in the draft before it is marked for issue; to indicate whether a clean copy of the draft is necessary; to indicate the number of spare copies required; to indicate priority marking; and to indicate mode of dispatch.
4.	Clerk	Clerks are ordinarily entrusted with work of routine nature, for example- Registration of Dak, Maintenance of Dairy, File Register, File Movement Register, Indexing and Recording, Typing, Comparing, Dispatch, preparation or arrears and other statements, supervision of correction or reference books and submission routine and simple drafts etc. as per the direction of Branch Officers/Superintendent.
5	Driver	Drivers are placed for the disposal of services of Officers.
6	MTS	MTS works under the orders and is attached to the reporting officer. MTS are responsible for the dusting and cleaning of the office and are responsible for carrying out all work involving manual labor for the office/ officer concerned. MTS shall be responsible for moving/ carrying Dak/files etc. physically from one place to other for the office/ officer concerned. MTS shall be responsible for the execution of any other work appointed by the reporting officer. MTS works as Attendant, Chowkidar, Safaikarmachari and custodian of the office of the reporting officer.

Work Allocation amongst the Branches and Assistants

Annexure-6

Sr. No.	Designation	Assigned seat/Nature of work
1.	Registrar Education (Colleges)	Being Head of Office Supervising all the work related to Admn. Branch & College Branches.
Administrative Branch		
2	Superintendent	Supervising the work of Administration Branch
3.	Senior Assistant (AD.-I)	1. All Establishment matters relating to the staff working in the Directorate office, Adult Education and staff under Govt. of India's Schemes (Class II, III and Class-IV). 2. Matters relating to revision of pay scales, maintenance of ACRs of staff of Directorate office. 3. Maintenance of service books record of the above staff. 4. Court cases relating to the seat. 5. Grant of all kinds of leaves/LTC to the staff. 6. Review of staff in the Department. 7. Booking of Auditoriums/premises of Schools/Colleges for the purpose of Competitive Examinations/ Events organized by Various Departments/NGOs etc. 8. Appointment/ continuation of DC rates (Group 'C' & 'D') staff working in Directorate as well as Adult Education Unit and Vocational Unit. 9. Lok Sabha/ Rajya Sabha Questions relating to the seat. 10. Establishment of Yoga Instructor and Yoga Therapist in Govt. College of Yoga Education & Health, Sector 23, Chandigarh.
4.	Senior Assistant (AD.-II)	1. All matters relating to the Establishment of NCC Staff (excluding Budget & Plan). 2. Work relating to NSS activities in Schools/Colleges. 3. All matters relating to the training of ministerial staff in Head office/Sub office. 4. Consolidation of any other information which relates to more than one branch. 5. All types of miscellaneous work/circulars and information regarding service matters to be sent to H.S., F.S., DSW, Employment Exchange, UT Sect. and other offices. 6. Court cases relating to seat. 7. Lok Sabha/ Rajya Sabha Questions(consolidated information received

		from all concerned branches).
		8. Establishment of Assistant Professors of Govt. Home Science College, Sector 10, Chandigarh.
5.	Senior Assistant (AD.-III)	1. All Establishment matters relating to the Ministerial staff working in the sub-office of the Education Department. 2. Maintenance of ACRs of the ministerial staff. 3. Court cases relating to Seat. 4. Disciplinary matters. 5. Lok Sabha/ Rajya Sabha Questions relating to the seat. 6. Appointment/ continuation of DC rates staff (Clerk/Data Entry Operators) working in Sub-offices cadre. 7. Creation of Teaching/ Non Teaching posts for Govt. College, Manimajra (proposed to be constructed). 8. All Establishment matters of Ministerial Staff working in all Privately Managed Govt. Aided Colleges/ Schools of UT, Chandigarh.

College-I Branch

1.	Superintendent	Supervising the work of College-I Branch
2.	Senior Assistant (C-1)	1. Filling up of post of Assistant Professors through UPSC on regular basis / contractual basis. 2. Filling up of deputation quota posts of Assistant Professors with consultation of UPSC. 3. Assessment/ Rationalisation of Work load of Government Arts & Science Colleges. 4. Audit paras. 5. Cases of counting of past Service benefit etc. in respect of teaching faculty related to the seat. 6. Cases of Grant of benefit of Ph.D. increments etc. 7. Representation made by College Teachers Association/ Contractual Assistant Professors. 8. Maintenance of Seniority list of college cadre Assistant Professors of Government Arts & Science Colleges. 9. Pay Scale of College Faculty / Revision of Pay Scales. 10. CHES 11. New Education Policy matter 12. NAAC 13. Court cases related to seat 14. Parliament Question. 15. RTI related to seat
3.	Senior Assistant (C-2)	1. Filling up of regular post of Assistant Professors through UPSC in the Cadre of SCERT/GCE & RIE, Chandigarh.

		2. Filling up of deputation quota posts of Assistant Professors with consultation of UPSC in the Cadre of SCERT/GCE & RIE, Chandigarh. 3. Filling up of contractual posts lying vacant against sanction posts. 4. Representation made by College Teachers Association. 5. Court cases related to seat. 6. Assessment/ Rationalisation of Work load of in the Cadre of SCERT/GCE & RIE, Chandigarh. 7. Audit Paras relating to seat. 8. Representation made by the contractual Assistant Professors. 9. Leave cases related to seat. 10. Pension cases related to seat 11. LTC cases related to seat Maintenance of Seniority list of college cadre Assistant Professors of Government College of Education/SCERT/RIE. 12. Audit para related to seat Chandigarh. 13. Framing / Amendment of Recruitment Rules, Revival / Abolition of Posts of Assistant Professors in respect of in the Cadre of SCERT/GCE & RIE, Chandigarh. 14. Formation of CAS committee and CAS cases etc. in respect of Assistant Professor to Associate Professors, Associate Professor to Professors. 15. Framing / Amendment of Recruitment Rules, Revival/Abolition of Posts of Assistant Professors in respect of Govt. Arts & Science Colleges. 16. All establishment matters of Officiating Principals including pre & post-retirement cases such as pensionary benefits, court matters and related issues to all Govt. Colleges.
4.	Senior Assistant (C-3)	1. Leave cases: Earned leave, Half pay leave, CCL, Duty leave, Ex-India leave, quarantine leave etc. 2. Medical leave and Medical reimbursement bills. 3. LTC cases related to seat 4. Pension cases related to seat. 5. Permissions/NOC: for purchase of immovable property, for post applied, higher studies, book publication, for course starting and closing etc. 6. Cases of pay verifications. 7. Court cases related to seat. 8. RTI etc. related to seat. 9. Complaints etc. against teaching staff. 10. Pension case related to seat 11. Audit para related to seat.
5.	Senior Assistant (C-7)	1. Establishment matters relating to teaching faculty and Librarians in Grant-in-Aid colleges.

		2. Permissions/NOC for advertisement / filling up of teaching faculty / Librarian. 3. Cases of counting of past Service benefit etc. in respect of teaching faculty / Librarian of i Grant-in-Aid Colleges. 4. Cases of Grant of benefit of Ph.D. increments etc. 5. Cases of pay verifications. 6. Court cases related to seat. 7. RTI etc. related to seat. 8. Complaints etc. against teaching staff. 9. All other matters pertaining to Grant-in-Aid Colleges which are not included.
6.	Sr. Assistant (C-9)	1. Leave Cases: Earned Leave, Half Pay Leave, Child Care Leave, Duty Leave, Ex-India Leave, quarantine leave etc. 2. Medical: Medical Leave and Medical reimbursement bills etc. 3. LTC cases related to seat 4. Pension cases related to seat 5. Permissions/NOC: for purchase of immovable property, for post applied, higher studies, book publication, for course starting and closing etc. 6. Cases of pay verifications. 7. Court cases related to seat. 8. RTI etc. related to seat. 9. Complaints etc. against teaching staff. 10. Pension case related to seat. 11. Audit para related to seat.

College-II Branch

1.	Superintendent	Supervising the work of College-II Branch
2.	Senior Assistant (C-4)	1. Dealing with establishment matters in respect of Misc. Non teaching staff of Hostel Nurse, Technologist, Senior Lab Attendant, Junior Lecture Assistant, Senior Lecture Assistant, Driver, Tabla Instructor, Assistant Technician, Nagma Vadam, Lab Technician, Museum and Herbarium Assistant, Instrument Mechanic Film Operator, Conductor, Hostel Supdt., Senior Instructor, Pharmacist, Technical Assistant, Art & Craft Instructor & Swimming Coach (Group 'B' & 'C'), of Govt. Colleges, Chandigarh. 2. Revision of Fee/funds of Govt. Colleges/Professional Colleges including self financing courses. 3. Creation of 118 teaching and non-teachings posts in Govt. College of Commerce & Business Administration-50, Chandigarh. 4. Court cases, Lok Sabha/Rajya Sabha Questions, RTI matters, Inquiries, Grievances. 5. Right to Service Act. 6. Matters relating to hostel seats/accommodation in respect of Govt./Professional Colleges. 7. Permission to fill up non-teaching posts (Miscellaneous)/ deputing of nominee, Approval of appointment/pay fixation/ACP cases in respect of Misc. staff (non-teaching) employees of Privately Managed Aided Colleges, Chandigarh. 8. Permission to fill up Contractual appointments in respect of non-teaching employees of Govt. Colleges, Chandigarh. 9. Regarding preparation/amendment of Recruitment Rules of above said non-teaching staff. 10. Preparation/vetting of Roster Register from Social Welfare Department for fresh appointments and for promotion. 11. Regarding filling up of vacant posts of non-teaching staff (miscellaneous) 12. Promotion of Miscellaneous staff (non-teaching). 13. Permission to use of Swimming Pool, PGGC-11 for different Colleges and for NCC cadets.

3.	Senior Assistant (C-6)	1. All type of work related to Post Matric Scholarship Schemes i.e. PMS-SC, PMS-OBC, Dr. Ambedkar PMS-EBC, PMS-Transgender, PMS-Minority, Merit-cum-Means for Minority, Top Class Scholarship to Disability, PMS-Disability, Free Education to Meritorious Students and UT Merit Scholarship. 2. Work relating to issues of students regarding approval and permission for online admission in Colleges (Grievances of Students, refund of fee, complaints etc. for online admission only). 3. All type of Establishment matter of Library Restorer and Book Binders.
4.	Senior Assistant (C-5)	1. Dealing with establishment matters in respect of Group-D i.e. (Mali, Peon, Beldar, Chowkidar, Sweepers, Game Boy, Gallery Attendant, Lab Attendants, Library Attendants, Gasman, Waterman, Animal Collector, Cook, Aya, Mess Servant, Daftri. Pay fixation/ Pension cases of Class-IV employees working in Govt. as well as in Privately Managed Government Aided Colleges, UT, Chandigarh. 2. Miscellaneous work related to Govt. Colleges/Private Aided Colleges, UT, Chandigarh. 3. Continuation/Retention of Class-IV employees on outsource basis. 4. Permission to engage Class-IV employees in Private Aided Colleges. 5. Work related to Disability Act/ Regarding roster of disability. 6. Matters related to Safai Karamcharis/Information from DSW related to safai karamcharis. 7. Meetings / Various Training Programmes regarding various Misc. Subjects. 8. Misc. Grievances 9. Rajya Sabha/ Lok Sabha Questions. 10. RTIs related to Class-IV and misc. RTIs. 11. Matter related to appointment on compassionate grounds in respect of Class-IV employees. 12. Court cases of Class-IV employees. 13. Regarding permission for printing of college Magazines
5.	Sr. Assistant (C-8)	Establishment of Librarian, Court cases of College-II Branch, Misc. work (information and circulars) and scholarship cases.

Accounts Branch

1.	Superintendent	Supervising the work of Accounts Branch
2.	Senior Assistant (A2)	1. Preparation of Budget 2. Cases of Write off (including Colleges/institutions) 3. Cash Work (Cash of DPI office as well as NSS) 4. Sanction of Petrol 5. Cases of Scholarship/Extra Coaching 6. DDO Powers 7. Sanction of sports cases 8. Sanction of Spic & DOEACC 9. Cases regarding installation of telephone 10. Cases of Don Bosco/ Educity 11. Lpsed securities of the colleges/Institutions
3.	Senior Assistant (A3)	1. GPF Cases of Schools/Colleges/Institutions 2. Continuation of Posts 3. HBA Loan / Advance of Schools/Colleges/Institutions 4. Funds of school sides 5. Ex-post Facto sanctions of the school sides 6. Reconciliations
4.	Senior Assistant (A5)	1. Matters relating to new work/repairs and maintenance of Schools/Colleges building as well as the building of RIE/SIE/Libraries etc. 2. Construction work of Education Department (Head Office)/ DEO Chd. 3. Matters relating to allotment of land to Educational Institutions. 4. Expenditure statement of works under the Major Heads "4202" 5. Administrative Approval in respect of Schools/Colleges/ Institutions/Libraries etc. 6. All matters relating to the shifting of Educational Institutions 7. RTI/Court Cases 8. Lok Sabha/ Rajya Sabha Questions 9. Prioritization of civil works in respect of Schools/Colleges/ Institutions/Libraries etc. 10. Updation of status of civil works of Schools/Colleges/ Institutions/Libraries etc. 11. All matters relating to Heritage Furniture/items 12. Educity Project 13. Public Private Partnership Scheme 14. Audit & Inspection reports in respect of Schools/Colleges/RIE/SIE/Libraries/DEO and DPI Office 15. Settlement of Audit Objections in respect of Schools/Colleges/RIE/SIE/Libraries/DEO and DPI Office

		16. Quarterly report of Audit objections 17. Senior Officer Conference Meeting
5.	Bill Clerk	1. Reconciliation of DDO Code 400 and DDO Code 610 2. Salary Bills i) Salary bills of permanent employees ii) Salary bills of Contractual staff(outsourced and direct) 3. Medical Bill 4. Contingent Bills (OE – PLAN, OE-NON PLAN and MATERIAL & SUPPLIES) 5. Travelling Allowance Bills 6. GPF Advance Bills 7. GIS Bills 8. Leave Encashment Bills 9. Arrear Bills – Arrear of Pay, Arrear of Dearness Allowance 10. NPS Contribution Bills 11. Issuance of Last Pay Certificate of the officials in case of transfer/retirement etc 12. Calculation and Deduction of TDS from the salary bills 13. Dealing with the TAX related matters: i) Submission of quarterly Returns of TDS of Non-Professional (Salary) and Professional ii) Correction of any previous return and submission of revised returns iii) Issuance of form 16 and Form 16 A to the officials and professionals 14. Preparation of Salary Pay Roll 15. Dealing with the House Building advance cases of the officials 16. Dealing with the scooter cases of officials 17. Maintenance of HBA Register, Budget Register, Scooter Advance and GIS register 18. Vetting of GPF and House rent (license fee) Schedules 19. Preparation of quarterly Pay and Allowance Statement 20. Submission of Budget Estimates of the Office(DDO Code 400 & DDO Code 610) 21. Preparation of GPF Statement of Class IV Employees 22. Preparation of Bills of DDO Code 400 as well as DDO Code 610(NSS Cell). 23. Works related to <u>E-payment and E-salary</u> is also being worked out at this seat. The present e-system which is initially developed for e-salary only is gradually developing and in future it may take care of all the payment made/ received by the office. So, any requirement of this web based this e-system is worked out by the Bill Clerk

To

Chandigarh, dated the 31/5/2022

All the Administrative Secretaries/
Head of Departments/Offices/
Institutions/Boards/Corporations
Chandigarh Administration

Subject: Clarification regarding applicability of Central Service Rules

With the notifying of the Union Territory of Chandigarh Employees (Conditions of Service) Rules, 2022, vide Government of India, Ministry of Home Affairs' notification No. G.S.R. 230(E) dated 29.03.2022 as republished in Chandigarh e-gazette portal on 30.03.2022, which came into force w.e.f. 01.04.2022, the Conditions of Service of persons appointed to the services and posts, in Group A, B, and C under the Administrative control of the Administrator, Union Territory, Chandigarh shall be same as the conditions of service of the persons appointed to corresponding services and posts in Central Civil Services of the Government of India. Rules/ Guidelines/ Instructions issued by the Govt. of India are applicable to the employees of Chandigarh Administration w.e.f. 01.04.2022. An illustrative list of Rules/ Instructions of the Government of India is as under and the same is not exhaustive:-

CHART OF SERVICE RULES

Sr. No.	Subject	Central Rules/ Instructions	Link for Central Rules
1.	Conduct Rules	Central Civil Services (Conduct) Rules, 1964	https://dopt.gov.in/sites/default/files/CCS Conduct Rules 1964 Updated 27Feb15 0.pdf
2.	Classification of Posts, Punishment & Appeal	Central Civil Service (Classification, Control & Appeal) Rules, 1965	https://dopt.gov.in/ccs-cca-rules-1965-0
3.	Leave	Central Civil Service (Leave) Rules, 1972	https://dopt.gov.in/sites/default/files/ccs leave rules 0.pdf
		Brochure On Grant Of Casual Leave & Special Casual Leave	https://dopt.gov.in/ci-scl-rules
4.	Premature/ Voluntary Retirement	Premature Retirement Scheme dated 23.06.1969 & Voluntary Retirement Scheme dated 26.08.1977 and subsequent amendments made in this regard.	https://doptcirculares.nic.in/Default.aspx?URL=RkpWcuXec2XY%20
5.	Ex-Servicemen	The Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979.	https://doptcirculares.nic.in/Default.aspx?URL=hhhOmoQyE9Pn
6.	Leave Travel Concession	Central Civil Services (Leave Travel Concession) Rules, 1988	https://dopt.gov.in/ccs-ltc-rules
7.	ACP Scheme	MACP Scheme, 2009	https://doptcirculares.nic.in/Default.aspx?URL=umFZWAroZWbz%20
8.	Lien	Instructions issued by the Govt. of India	https://doptcirculares.nic.in/Default.aspx?URL=KYU5qOTkD102%20
9.	Probation/ Confirmation	Instructions issued by the Govt. of India	https://doptcirculares.nic.in/Default.aspx?URL=rVU2pvxR1Q75%20

10.	Resignation	Instructions Issued by the Govt. of India	https://doptcirculargov.in/Default.aspx?URL=fuhsUmGBNMpF%20
11.	ACR/ APAR	Instructions Issued by the Govt. of India	https://doptcirculargov.in/Default.aspx?URL=p0HrErJu2JwR%20
12.	Seniority	Instructions Issued by the Govt. of India	https://doptcirculargov.in/Default.aspx?URL=YVLRQNu0HnME%20
13.	Compassionate Appointment	Instructions Issued by the Govt. of India	https://doptcirculargov.in/Default.aspx?URL=pQNFwh5Dus6F%20
14.	Reservation in Service	Instructions Issued by the Govt. of India	https://dopt.gov.in/notifications/oms-and-orders
15.	Protection of pay	Instructions Issued by the Govt. of India	https://doptcirculargov.in/Default.aspx?URL=flaybqdnE4UGR%20
16.	Benchmark for promotion	Instructions Issued by the Govt. of India	https://doptcirculargov.in/Default.aspx?URL=xW5AVW5c4Yi5%20
17.	Superannuation	Instructions Issued by the Govt. of India	https://doptcirculargov.in/Default.aspx?URL=6xgQaHnS8rUu%20
18.	Age Recruitment for	Guidelines on framing/ amendment/ relaxation of Recruitment Rules Issued by Govt. of India, DoPT	https://documents.doptcirculargov.in/D2/D02est/AB.14017_48_2010-Estt.-RR.pdf

2. In addition to above, O.Ms, Orders and Amendments in Rules relating to Service matters are available on the Department of Personnel and Training, Government of India website i.e. <https://dopt.gov.in/notifications/oms-and-orders>.

3. Further, in the matter of Pension & Other retirement benefits, General Provident Fund, Group Insurance Scheme, Bonus, etc., the rules/ instructions of the Government of India shall be followed.

4. The contents of this communication may be brought to the notice of all the officers/ officials working under your control for information and necessary action.

5. This issues with the approval of the Adviser to the Administrator, Union Territory, Chandigarh.



Secretary Personnel
Chandigarh Administration

Dated: 31/5/2022

Endst. No. 28/17/94-IH(7)-2022/ 8318

A copy is forwarded to all the Administrative Branches, Chandigarh Administration Secretariat for similar action.



Secretary Personnel
Chandigarh Administration

Dated: 31/5/2022

Endst. No. 28/17/94-IH(7)-2022/ 8319

A copy is forwarded to the Director Information Technology, Union Territory, Chandigarh with the request to upload the above instructions on the official website of Chandigarh Administration.



Secretary Personnel
Chandigarh Administration

Detail of Boards, Council, Committee etc.

Sr. No.	Name of Boards, Council, Committee etc.	Composition	Dates from which constituted	Term/ Tenure	Powers and Functions	Whether their meetings are open to the public?	Whether the minutes of the meetings are open to public	Place where the minutes if open to the Public are available
1.	Internal Complaint Committee	1. Smt. Bindu, Deputy Director, O/o DSE 2. Smt. Himanti Registrar Education(C) 3. Sh. Jasvir Singh, Registrar Education (S) 4. Smt. Komal Saini, Law Officer (S) 5. Sh. Vinod, Sr. Assit	19.09.24	3 years	Internal Complaints Committee (ICC) investigates workplace sexual harassment, holding civil court powers to summon witnesses, gather evidence, and recommend actions like disciplinary measures or compensation, guided by natural justice, strict confidentiality.	No	No	NA
2.	Purchase Committee	1. AC (F&A) 2. Section Officer (C) 3. Supdt. College-I 4. Supdt. Admn. 5. Store Keeper 6. Sh. Vinod Kumar, Work Experience Instructor, GMHS-22 7. Representative of DIT 8. Sh. Ramesh Kumar, Work Experience Instructor, GMSSS-35 9. Sh. Puneet, MIS (RUSA), PGCG-42	19.10.22	NA	For purchase of good/items for office use	NO	NO	NA

REGULAR MINISTERIAL STAFF WORKING in the O/o DHE, UT, CHANDIGARH.

Sr. No.	Name of Officers/Officials	Designation	Parent Department	Place of Posting (Present Deptt.)	Mobile No.
1.	Smt. Neelam Khanna	DC(F&A)	Finance Department	Education Department	7973062780
2.	Sh. Hardeep Singh Rana	AC(F&A) (S)	Finance Department	Education Department	7888413170
3.	Sh. Parvinder Sharma	AC(F&A) (C)	Finance Department	Education Department	9417377407
4.	Sh. Jasvir Singh	Registrar Education (Schools)	DHE	Education Department	9417152068
5.	Smt. Himanti	Supdt. Gr-I (officialing RE (C))	GMCH-32	Transferred in Education Department under IDTP	9888937555
6.	Sh. Gyaneshwar Prasad Shukla	Section Officer (C)	Finance Department	Education Department	9988301431
7.	Smt. Madhu	Section Officer (S)	Finance Department	Education Department	7986096725
8.	Sh. Shish Pal	Supdt. Gr-II	Education	DHE office	9417183930
9.	Smt. Kiran Rana	Supdt. Gr-II	UT Sectt.	Transferred in Education Department under IDTP	9417777374
10.	Sh. Shiv Prasad	Supdt. Gr. II	DHE	Education Department	9463170020
11.	Smt. Manjit Kaur	Supdt. Gr-II	DHE	Education Department	7008179309
12.	Smt. Pushpa Saluja	Supdt. Gr-II	DHE	Education Department	946763140

13.	Smt. Santosh Joshi	Supdt. Gr-II	DHE	Education Department	9888214611
14.	Smt. Neeta Sharma	Sr. Assistant	DHE	Education Department	9779950800
15.	Sh. Ramesh Kumar	Sr. Assistant	DHE	Education Department	9779665414
16.	Smt. Manju Bala	Sr. Assistant	DHE	Education Department	988502292
17.	Smt. Rajni Bala	Sr. Assistant	DHE	Education Department	9914561263
18.	Smt. Rita Rani	Sr. Assistant	DHE	Education Department	9781025129
19.	Smt. Krimia Rani	Sr. Assistant	DHE	Education Department	9872221770
20.	Sh. Manav Kanojia	Sr. Assistant	DHE	Education Department	7837998095
21.	Sh. Jatinder Singh	Sr. Assistant	DHE	Home Department	9888816269
22.	Sh. Amrinder Singh	Sr. Assistant	DHE	Transferred in Finance Department under IDTP	8146984455
23.	Sh. Amrit Pal Singh	Sr. Assistant	DHE	Education Department	8968229966
24.	Smt. Anuradha Grover	Sr. Assistant	DHE	Education Department	9814197862
25.	Smt. Vandana	Sr. Assistant	DHE	Education Department	9878923884
26.	Sh. Mohd. Tarik Siddiki	Sr. Assistant	DHE	Education Department	9023145797

27.	Smt. Maninder Sharma	Sr. Assistant	DHE	Education Department	9815668833
28.	Smt. Shyamli Sharda	Sr. Assistant	DHE	Education Department	9876846989
29.	Sh. Chetan	Sr. Assistant	NCC	Education Department	9699499494
30.	Sh. Ramakant Yadav	Sr. Assistant	DHE	Education Department	9646006582
31.	Smt. Luxmi	Sr. Assistant	DHE	Education Department	8427103888
32.	Sh. Rupinder Singh	Sr. Assistant	DHE	Education Department	8146098100
33.	Sh. Rajinder Singh	Sr. Assistant	DHE	Education Department	9872266400
34.	Sh. Anirudh Thakur	Sr. Assistant (on ad-hoc)	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	8837612817
35.	Sh. Vinod	Sr. Assistant (on ad-hoc)	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	7015794801
36.	Sh. Sunil Kumar	Sr. Assistant (on ad-hoc)	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	7834910660
37.	Sh. Ankush Prasher	Sr. Assistant (on ad-hoc)	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	9915639789
38.	Sh. Sandeep	Sr. Assistant (on ad-hoc)	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	8053367724
39.	Sh. Amit Kumar, S/o Sh. Jai Bhagwan	Sr. Assistant (on ad-hoc)	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	8818055475

40.	Sh. Harish Kumar	Sr. Assistant (on ad-hoc)	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	7696130510
41.	Sh. Amit Kumar, S/o Sh. Bishan Dass	Sr. Assistant (on ad-hoc)	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	9646006121
42.	Sh. Sagar	Steno-Typist	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	988680062
43.	Sh. Ramesh	Sr. Assistant (Ad-hoc)	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	8168501223
44.	Sh. Vinod	Steno-Typist	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	8930306246
45.	Sh. Nitin Saini	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	9996515094
46.	Smt. Preeti	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	9988028511
47.	Smt. Nisha	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	8818055620
48.	Ms. Deepika Bharti	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	9896074398
49.	Ms. Sonia Bharti	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	7696623788
50.	Sh. Jeevan Kumar	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	9888425801
51.	Sh. Ankit	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	7011989722

52.	Sh. Sandeep Singh	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	9915036076
53.	Sh. Mohit Rajan	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	9592117038
54.	Sh. Uttam Chand	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	9459860189
55.	Sh. Peeyush Sharma	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	8949980952
56.	Sh. Jasbir Singh	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	8566862407
57.	Sh. Amit Kumar Tiwari	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	8217678633
58.	Smt. Nisha Verma	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	9354520850
59.	Sh. Manjeet	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	9996075416
60.	Miss Ankita	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	8725915577
61.	Miss Ashu Kamboj	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	6283228087
62.	Sh. Kamal Deep	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	9646741768
63.	Sh. Abhishek Srivastava	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	8858358289

64.	Sh. Manoj Sharma	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	9990831883
65.	Sh. Gopal Singh	Peon	DHE	Education Department	9569176146
66.	Sh. Tej Pal	Peon	DHE	Deputed in personal staff of Special Secretary Finance, UT Secretariat, Chandigarh Administration	9815991837
67.	Sh. Hari Bhushan Shukla	Peon	DHE	Education Department	7837663387
68.	Smt. Sharda Devi	Peon	DHE	Education Department	8558973026
69.	Sh. Karam Chand	Driver	DHE	Education Department	9878883062
70.	Sh. Istinderjit Singh	Driver	DHE	Education Department	9888388500
71.	Sh. Vinod Kumar	Sweeper-cum- Chowkidar	DHE	Education Department	9780802527
72.	Sh. Saran	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	7888716664
73.	Sh. Hardeep	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	9041313343
74.	Sh. Manish Kumar	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	7888766535
75.	Sh. Amandeep Singh	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	6280874940
76.	Smt. Sushma	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	9991931989

77.	Sh. Ajay Soni	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	7696251990
78.	Sh. Naresh	Clerk	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	9899528649
79.	Sh. Jawahar Lal	Peon	DHE	Education Department	9876244286
80.	Smt. Simran	Steno-typist	Deptt. of Personnel being Common Cadre Controlling authority	Education Department	9671112100

Net Salaries After All Deductions Details

Name of the Office : ASSTT DIRECTOR VOC DPH00146L

Bill No : 202501022

For the Month of : March 2025

Sr.#	Emp. Code	Name	Designation	Dept. Id	Basic Pay	Allowances	Gross	Deductions	Sub-Net	NG Rec	O.Gpt	O.Gis	Net Salary
1	1991010205R	Sunit Kumar Bedi	Deputy Director School Edu		170100	0	295273	295273	295273	00	0	0	295273
2	1997010133L	Rajni Bala	Senior Assistant		76500	0	136099	136099	136099	00	0	0	136099
3	1997010136C	Manjya Bala	Senior Assistant		76500	0	136099	136099	136099	00	0	0	136099
4	1999010314U	Harsuhinderpal Singh Brar	Director School Education		94100	0	132068	132068	132068	00	25000	120	106978
5	2000010372M	Anil Yadav	Section officer		56900	0	102191	102191	102191	00	0	0	102191
6	2007010105Y	Amrinder Singh	Senior Assistant		60400	0	109246	109246	109246	00	0	0	109246
7	2016010753L	Harish Kumar	Senior Assistant		43600	0	79182	79182	79182	00	0	0	79182
8	2018010228X	Saran	Clerk		39400	0	71916	71916	71916	00	0	0	71916
9	2018010369H	Jeewan Kumar	Clerk		39400	0	71916	71916	71916	00	0	0	71916
10	2021010604B	Kamal Kishore	Clerk		21700	0	39918	39918	39918	00	0	0	39918
11	1987010853K	Hardeep Singh Rana (Account)	Assistant Controller	Account	114400	0	204420	204420	204420	00	0	0	204420
12	2017010257E	Nitin Saini (clerk)	Clerk	clerk	41800	0	75068	75068	75068	00	0	0	75068
										1453429	0		1428306
										1453429			

6/6/25

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Net Salaries After All Deductions Details

Name of the Office : CONTRL Fnd A HIGHER EDU(00112)

Bill No : 202503002

For the Month of : March 2025

Sr.#	Emp. Code	Name	Designation	Deptt_Id	Basic Pay	Allowances	Gross	Deductions	Sub-Net	MG Rec	O.Gpf	O.Gis	Net Salary
1	19990109693	Mahender Singh	Superintendent		91200	0	144230		144230	.00	0	0	144230
2	2007010107V	Mohammad Tanik Siddiqi	Senior Assistant		60400	0	108246		108246	.00	0	0	108246
3	2009010084V	Shyamli Shandil	Senior Assistant		60400	0	108246		108246	.00	0	0	108246
4	2016010815T	Ankush Freshier	Senior Assistant		43600	0	70462		70462	.00	0	0	70462
5	2018010205I	Sushma	Clk		39400	0	69162		69162	.00	0	0	69162
									500346	0			500346

per
6/6/25

Name of the Office : CONTRL Fnd A HIGHER EDU[00112]

Bill No : 202503003

For the Month of : March 2025

Sr.#	Emp. Code	Name	Designation	Deptt_Id	Basic Pay	Allowances	Gross	Deductions	Sub-Net	HG Rec	O.Gpf	O.Gis	Net Salary
1	196910207H	Jasvir Singh	Regular Education		117800	0	117800	0	117800	0	0	0	117800
2	1947010233J	Mohan Lal	Supervisor		87700	0	87700	0	87700	0	0	0	87700
3	1969010220F	Jasvir Kumar	Superintendent		83800	0	83800	0	83800	0	0	0	83800
4	1969010223W	Sharda Devi	Peon		50000	0	50000	0	50000	0	0	0	50000
5	1969010227K	Sunila Rani	Supervisor		81200	0	81200	0	81200	0	0	0	81200
6	1969010228H	Sunil Bhatt	Superintendent		81200	0	81200	0	81200	0	0	0	81200
7	1969010212S	Tej Pal	Peon		45700	0	45700	0	45700	0	0	0	45700
8	1969010304G	Jawahar Lal	Peon		47100	0	47100	0	47100	0	0	0	47100
9	1969010163K	Neela Sharma	Senior Assistant		76500	0	76500	0	76500	0	0	0	76500
10	1969010143R	Ramesh Kumar	Senior Assistant		76500	0	76500	0	76500	0	0	0	76500
11	1969010201U	Pavinder Kumar Sharma	Assistant Controller		101700	0	101700	0	101700	0	0	0	101700
12	1969010134I	Kimila Rani	Senior Assistant		56000	0	56000	0	56000	0	0	0	56000
13	1969010154G	Manav Koneja	Senior Assistant		60000	0	60000	0	60000	0	0	0	60000
14	1969010148D	Maana Kumari	Senior Assistant		64100	0	64100	0	64100	0	0	0	64100
15	1969010067M	Hari Bhushan Shukla	Senior Scale Stenographer		36700	0	36700	0	36700	0	0	0	36700
16	1969010089K	Rita Rani	Peon		50400	0	50400	0	50400	0	0	0	50400
17	1969010069H	Anuradha Vohra	Senior Assistant		86000	0	86000	0	86000	0	0	0	86000
18	2000010548P	Madhvi	Senior Assistant		86000	0	86000	0	86000	0	0	0	86000
19	2003010104G	Indrajit Singh	Senior Assistant		46100	0	46100	0	46100	0	0	0	46100
20	2004010055T	Rajinder Singh	Senior Assistant		50800	0	50800	0	50800	0	0	0	50800
21	2004010083A	Shally	Senior Assistant		56900	0	56900	0	56900	0	0	0	56900
22	2005010080D	Ramkanti Yadav	Senior Assistant		52000	0	52000	0	52000	0	0	0	52000
23	2005010081A	Jalinder Singh	Senior Assistant		50400	0	50400	0	50400	0	0	0	50400
24	2007010096W	Amli Kumar	Senior Assistant		47600	0	47600	0	47600	0	0	0	47600
25	2007010108S	Maninder Sharma	Senior Assistant		50400	0	50400	0	50400	0	0	0	50400
26	2016010618K	Ramesh	Senior Assistant		43600	0	43600	0	43600	0	0	0	43600
27	2016010644T	Anirudh Thakur	Senior Assistant		43600	0	43600	0	43600	0	0	0	43600
28	2016010668L	Manish Kumar	Senior Assistant		41800	0	41800	0	41800	0	0	0	41800
			Client										

Net Salaries After All Deductions Details

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For the Month of : March/2025

Bill No : 202503002

Name of the Office : CONTRL F and A HIGHER EDU(00112)

Sr.#	Emp. Code	Name	Designation	Deptt. Id	Basic Pay	Allowances	Gross	Deductions	Sub-Net	NG Rec	O.Gpf	O.Gls	Net Salary
1	188901098G	Mahwinder Singh	Superintendent		64200	0	144230		144230	.00	0*	0	144230
2	2007010107V	Mohammad Tarik Siddiki	Senior Assistant		60400	0	108246		108246	.00	0	0	108246
3	2008010094V	Shyamli Sharda	Senior Assistant		60400	0	108246		108246	.00	0	0	108246
4	2016010615T	Ankush Prashar	Senior Assistant		43600	0	70462		70462	.00	0	0	70462
5	2018010205I	Suchina	Clerk		39400	0	69162		69162	.00	0	0	69162
										0			500346

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6/6/25

Net Salaries After All Deductions Details

Name of the Office : CONTROL FUND A HIGHER EDUCATIONBill No : 2025030003For the Month of : MARCH/2025

Sr.#	Emp. Code	Name	Designation	Deptt_id	Basic Pay	Allowances	Gross	Deductions	Sub-Net	NG Rec	O.Gpf	O.GIs	Net Salary
29	2016010729Z	Sandeep	Senior Assistant		43600	0	79182		79182	.00	0	0	79182
30	2016010767B	Vinod	Senior Assistant		43600	0	79182		79182	.00	0	0	79182
31	2017010276F	Vinod Kumar	Senior Assistant		43100	0	78317		78317	.00	0	0	78317
32	2017010779F	Nisha Verma	Clerk		40600	0	73992		73992	.00	0	0	73992
33	2018010281M	Naveen Kumar	Clerk		39400	0	64036		64036	.00	0	0	64036
34	2018010377F	Alay Soni	Clerk		38300	0	70013		70013	.00	0	0	70013
35	2021010684T	Ashu Kamboj	Clerk		21700	0	39918		39918	.00	0	0	39918
36	2021010687K	Manjeet	Clerk		21700	0	39918		39918	.00	0	0	39918
37	2021010690E	Ankita	Clerk		21700	0	39918		39918	.00	0	0	39918
38	2021010996R	Jasbir Singh	Clerk		21700	0	39918		39918	.00	0	0	39918
39	2018010162S	Amandeep Singh	Clerk		39400	0	71916		71916	.00	0	0	71916
40	2018010218E	Pradeep Kumar (001)	Clerk	001	39400	0	71916		71916	.00	0	0	71916
41	1993010162N	Shiv Prasad (12)	Superintendent	12	78800	0	124318		124318	.00	0	0	124318
42	2000010545S	Gyaneshwar Parshod Shukla (34)	Section officer	34	68000	0	107794		107794	.00	0	0	107794
43	2018010247Y	Hardeep (82 (seph))	Clerk	82 (seph)	39400	0	71916		71916	.00	0	0	71916
44	2017010932V	Manoj Sharma (CLERK)	Clerk	CLERK	39400	0	71916		71916	.00	0	0	71916
									4114859	0			4114859

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Net Salaries After All Deductions Details

Name of the Office : State Liaison Officer NSS(00200)

Bill No : 202503001

For the Month of : March/2025

Page 1

Sr.#	Emp. Code	Name	Designation	Deptt. Id	Basic Pay	Allowances	Gross	Deductions	Sub-Net	NG Rec	O.Grf	O.Gis	Net Salary
1	2009010040R	Nami Chand Gokhaya	State Liaison Officer	*	161600	0	248248		248248	0.00	0	0	248248
2	2017010000N	Uttam Chand	Clark		40600	0	62872		62872	0.00	0	0	62872
3	2004010000R	Chetan (2004010000R)	Sr Assistant	2004010000R	55200	0	88210		88210	0.00	0	0	88210
							402330		402330	0			402330

6/6/25

First Appellate Authority updated

Sr. No	Name of Officers/Officials	Designations	Parent Deptt.	Place of Posting (Present Deptt.)	Mobile No.	Email-ID	Official Address
1.	Sh. Nemi Chand	State Liaison Officer	DHE	Education Department	9417860140	statensscell-chd@gmail.com	O/o NSS Cell, 3 rd Floor, Additional Deluxe Building, Sector-9D Chandigarh
List of CPIO's							
1.	Sh. Sunil Bhatt	Supdt Admn.-cum-CPIO	Education Department	DHE office	9023931187	sunilbhatt1482@gmail.com	Admn. Branch, 1 st Floor, Additional Deluxe Building, Sector-9D Chandigarh
2.	Sh. Malwinder Singh	Supdt SEC-I-cum-CPIO	Education Department	DHE office	9915188100	malwinder.ms@gmail.com	College-I Branch, 1 st Floor, Additional Deluxe Building, Sector-9D Chandigarh
3.	Smt. Kiran Rana	Supdt SEC-II-cum-CPIO	UT Sectt.	Education Department	9417777374	kiranrana83@yahoo.com	College-II Branch, 2 nd Floor, Additional Deluxe Building, Sector-9D Chandigarh
4.	Sh. Shish Pal Kaushik	Supdt SES-I & SES-III-cum-CPIO	Education Department	DHE office	9417183930	spkaushik67@gmail.com	School-I Branch, 2 nd Floor, Additional Deluxe Building, Sector-9D Chandigarh
5.	Smt. Manjit Kaur	Supdt SES-II-cum-CPIO	Education Department	DHE office	7009179309	manjit.kaur291976@gmail.com	School-I Branch, 2 nd Floor, Additional Deluxe Building, Sector-9D Chandigarh

COMPOSITE FINANCIAL ACCOUNTING SYSTEM
BUDGET & EXPENDITURE REPORT FROM : 01-01-2024 To : 31-03-2025
DDO CODE : 290415 - 000415 - ASST CONTROLLER F&A DIRECTOR PUBLIC INSTRUCTION

ACCOUNT HEAD	AMOUNT IN ACTUALS		
	ALLOCATION	EXPENDITURE	BALANCE
2202 - GENERAL EDUCATION			
01 - ELEMENTARY EDUCATION			
001 - DIRECTION AND ADMINISTRATION			
01 - PRIMARY SCHOOLS			
01 - 00 - 01 - SALARIES	1350	0	1350
01 - 00 - 02 - WAGES	30182	0	30182
01 - 01 - 05 - LEAVE TRAVEL CONCESSION	157	0	157
01 - 01 - 16 - PUBLICATIONS	500	0	500
01 - 01 - 40 - OTHER REVENUE EXPENDITURE	500	0	500
03 - DIRECTORATE OF SCHOOL EDUCATION			
03 - 00 - 01 - SALARIES	11906000	11905000	0
03 - 00 - 02 - WAGES	24000	23112	888
03 - 00 - 05 - REWARDS	84000	52896	1104
03 - 00 - 06 - MEDICAL TREATMENT	154000	153356	604
03 - 00 - 07 - ALLOWANCES	8736000	5735448	354
03 - 00 - 11 - DOMESTIC TRAVEL EXPENSES	32000	31305	694
03 - 00 - 13 - OFFICE EXPENSES	2000000	199763	237
03 - 00 - 19 - DIGITAL EQUIPMENT	500000	49551	1449
03 - 00 - 21 - SUPPLIES AND MATERIAL	100000	99729	271
03 - 00 - 24 - P.O.L.	291000	288554	2446
102 - ASSISTANCE TO NON-GOVERNMENT PRIMARY SCHOOLS			
01 - PRIMARY SCHOOLS			
01 - 00 - 38 - GRANTS-IN-AID - SALARIES	45800000	45800000	0
02 - SECONDARY EDUCATION			
101 - INSPECTION			
01 - ESTABLISHMENT			
01 - 00 - 05 - REWARDS	2000	0	2000
105 - TEACHERS TRAINING			
05 - VOCATIONAL COURSES			
05 - 00 - 01 - SALARIES	4469400	4469300	0
05 - 00 - 02 - WAGES	200200	258000	400
05 - 00 - 05 - REWARDS	14000	13816	184
05 - 00 - 07 - ALLOWANCES	3424019	3423660	359
109 - GOVERNMENT SECONDARY SCHOOLS			
03 - SECONDARY SCHOOLS			
03 - 00 - 01 - SALARIES	25	0	25
03 - 00 - 02 - WAGES	11581	0	11581
03 - 00 - 05 - REWARDS	7992	0	7992
03 - 00 - 06 - MEDICAL TREATMENT	1126	0	1126
03 - 00 - 21 - SUPPLIES AND MATERIAL	1000	0	1000
03 - 00 - 28 - PROFESSIONAL SERVICES	479	0	479
03 - 00 - 07 - ALLOWANCES	436	0	436
03 - 00 - 08 - LEAVE TRAVEL CONCESSION	100000	0	100000
110 - ASSISTANCE TO NON-GOVERNMENT SECONDARY SCHOOLS			
06 - GRANT-IN-AID TO PRIVATE SCHOOLS			
06 - 00 - 36 - GRANTS-IN-AID - SALARIES	91800000	91800000	0
04 - ADULT EDUCATION			
001 - DIRECTION AND ADMINISTRATION			
05 - OTHER SCHEMES			
05 - 00 - 05 - REWARDS	1000	0	1000
TOTAL - 290415 - 000415 - ASST CONTROLLER F&A DIRECTOR PUBLIC INSTRUCTION	169753445	169585929	167519
Voted	169753445	169585929	167519
GRAND TOTAL	169753445	169585929	167519
Voted	169753445	169585929	167519

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6/6/25

Composite Financial Accounting System

Annexure - 12

Chandigarh Administration

(24-25 Reports)

Sevanti House

Receipts

Reports

Settings

Logout

Welcome- STATE LIAISON OFFICER NSS
Last Login: 20 Mar 2025 12:40:34

DDO Wise Budget & Expenditure

DDO Code	290610 - 000610 - STATE LIAISON OFFICER NSS					
EXPENDITURE FROM	01-04-2024	31-03-2025	UNIT	ACTUALS	GRANT No	053

COMPOSITE FINANCIAL ACCOUNTING SYSTEM BUDGET & EXPENDITURE REPORT FROM : 01-04-2024 To : 31-03-2025 DDO Code : 290610 - 000610 - STATE LIAISON OFFICER NSS			
AMOUNT IN ACTUALS			
ACCOUNT HEAD	ALLOCATION	EXPENDITURE	BALANCE
2202 - GENERAL EDUCATION			
03 - UNIVERSITY AND HIGHER EDUCATION			
001 - DIRECTION AND ADMINISTRATION			
02 - NATIONAL SERVICE SCHEME			
02 - 00 - 01 - SALARIES	3169000	3168100	900
02 - 00 - 02 - WAGES	1270000	1199434	70566
02 - 00 - 05 - REWARDS	14000	13816	184
02 - 00 - 07 - ALLOWANCES	1959000	1958326	674
02 - 00 - 09 - TRAINING EXPENSES	8000000	7851784	148216
02 - 00 - 13 - OFFICE EXPENSES	490000	300234	189766
02 - 00 - 16 - PUBLICATIONS	100000	100000	0
02 - 00 - 19 - DIGITAL EQUIPMENT	300000	192091	107909
02 - 00 - 40 - AWARDS AND PRIZES	700000	700000	0
80 - GENERAL			
107 - SCHOLARSHIPS			
01 - GENERAL SCHOLARSHIPS			
01 - 00 - 34 - SCHOLARSHIPS\ STIPENDS	18000000	17992190	7810
TOTAL - 290610 - 000610 - STATE LIAISON OFFICER NSS	34002000	33475975	526025
VOTED	34002000	33475975	526025
GRAND TOTAL	34002000	33475975	526025
VOTED	34002000	33475975	526025

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5/6/25

COMPOSITE FINANCIAL ACCOUNTING SYSTEM
Budget & EXPENDITURE REPORT FROM : 01-04-2024 To : 31-03-2025
DDO Code : 290400 - 000400 - DIRECTOR HIGHER EDUCATION UT CHD

ACCOUNT HEAD	AMOUNT IN ACTUALS		
	ALLOCATION	EXPENDITURE	BALANCE
2202 - GENERAL EDUCATION			
03 - UNIVERSITY AND HIGHER EDUCATION			
103 - GOVERNMENT COLLEGES AND INSTITUTES			
01 - GOVERNMENT PROFESSIONAL COLLEGES			
01 - 00 - 05 - REWARDS	16000	0	16000
01 - 00 - 16 - PUBLICATIONS	24000	0	24000
02 - ARTS AND SCIENCE COLLEGES			
02 - 00 - 24 - P.O.L.	49000	0	49000
104 - ASSISTANCE TO NON-GOVERNMENT COLLEGES AND INSTITUTES			
03 - GRANT-IN-AID TO PRIVATE COLLEGES			
03 - 00 - 36 - GRANTS-IN-AID - SALARIES	966400000	966400000	0
80 - GENERAL			
001 - DIRECTION AND ADMINISTRATION			
01 - DEPARTMENTAL EXAMINATION CELL			
01 - 00 - 01 - SALARIES	3381000	3380426	574
01 - 00 - 05 - REWARDS	28000	27632	368
01 - 00 - 07 - ALLOWANCES	2623000	2608187	16813
02 - D.P.L OFFICE			
02 - 00 - 01 - SALARIES	29090000	29024603	65397
02 - 00 - 02 - WAGES	20200000	20192918	7082
02 - 00 - 05 - REWARDS	280000	248668	31312
02 - 00 - 06 - MEDICAL TREATMENT	767000	768134	-1134
02 - 00 - 07 - ALLOWANCES	20776000	20738905	37095
02 - 00 - 08 - LEAVE TRAVEL CONCESSION	14000	13503	497
02 - 00 - 11 - DOMESTIC TRAVEL EXPENSES	30000	29728	272
02 - 00 - 13 - OFFICE EXPENSES	1389000	1388960	40
02 - 00 - 19 - DIGITAL EQUIPMENT	1400000	1395164	4816
02 - 00 - 21 - SUPPLIES AND MATERIAL	700000	650684	40316
02 - 00 - 24 - P.O.L.	320000	319797	203
02 - 00 - 26 - ADVERTISING AND PUBLICITY	100000	18741	81259
02 - 00 - 28 - PROFESSIONAL SERVICES	500000	493090	6910
02 - 00 - 29 - REPAIR AND MAINTENANCE	255000	255000	0
2205 - ART AND CULTURE			
105 - PUBLIC LIBRARIES			
13 - T.S. CENTRAL STATE LIBRARY, CHANDIGARH			
13 - 00 - 05 - REWARDS	4000	0	4000
14 - NATIONAL GALLERY OF PORTRAITS			
14 - 00 - 06 - MEDICAL TREATMENT	2000	0	2000
4202 - CAPITAL OUTLAY ON EDUCATION, SPORTS, ARTS AND CULTURE			
01 - GENERAL EDUCATION			
203 - UNIVERSITY AND HIGHER EDUCATION			
02 - BUILDINGS			
02 - 00 - 51 - MOTOR VEHICLES	3000000	2699000	301000
02 - 00 - 52 - MACHINERY AND EQUIPMENT	3505000	3503880	1140
TOTAL - 290400 - 000400 - DIRECTOR HIGHER EDUCATION UT CHD	1054863000	1054184040	678960
VOTED	1054863000	1054184040	678960
GRAND TOTAL	1054863000	1054184040	678960
VOTED	1054863000	1054184040	678960

6/5/25

List of Completed Major Work in respect of Director Higher Education during the financial year 2024-25

S. No	Name of College	Amt. of AA accorded (in crores)	AA No. & Date	Subject	Remarks/DOC as intimated by Engg. Deptt.
1.	PGGC-46	8.65	No.DHE-UT-A4-23()2020 dated 25.03.2021	Construction of New IT Block	Work completed
2.	PGGC-46	16.66	396-DHE-UT-A4-23(8)08/ 728-30 dated 12.09.2018	Construction of New Hostel for Boys & Girls	Work Completed
3.	PGGCG-42	23.64	396-DHE-UT-A4-23(18)2013/740-42 dated 12.09.2018	Construction of Hostel Block	Work Completed
4	GCCBA-50	23.63	No.53-DHE-UT-A4-23(8)08-I/ 144-145 dated 25.3.2021	Construction of Hostel Block for Boys and Girls	Work completed

List of Ongoing Major Work in respect of Director Higher Education

S. No.	Name of College	Cost (in crore)	Remarks/DOC
1.	Construction of Proposed Advance Study Centre & Research Centre (Earlier Physical Education Block) PGGC-11	9.93	Work in progress. DOC- 31.03.2026
2.	Renovation/Upgradation of Civil/Electrical/Public Health work for Multipurpose Hall in 04 Govt.Colleges i.e. PGGC-11, PGGCG-11 PGGC-46 & GHSC-10	46.39	Tender under process at the level of Engineering Deptt.
3.	Providing and laying cement based water proofing treatment COBA in roof terrace of various residential and non-residential building having solar panel at PGGC-11	1.28	Work in progress DOC-31-12.2025
4.	Providing Installing, Testing and commissioning and handing over of AC system in Basement, Ground Floor, First Floor and fourth floor at Divisional Library (South, Sector-34,Chd.	3.71	Work in progress
5.	RCE for the work of renovation of PHS and allied works Hostel No. 1 in PGGCG-11	1.19	Work in progress
6.	RCE for the work of upgrading and public Health Work, HVAC, Fire Fighting work of Multipurpose Hall in PGGCG-11	1.48	Work in progress
7	RCE for providing CCTV cameras in Admmn.Block and campus of GHSC-10	0.87	Work in progress
8.	Revised RCE for construction of Gymnasium Hall in PGGC-46,Chd.	11.06	AA under process
9.	RCE for replacement of defective Audio-video system in Auditorium Hall in PGGCG-42	1.40	AA under process

**DEPARTMENT OF HIGHER EDUCATION
CHANDIGARH ADMINISTRATION**

(ADMINISTRATION BRANCH)
Additional Deluxe Building, 1st Floor,
Sector-9, Chandigarh -160009

Memo No. 2385-DHE-UT-AD-II-26(16)08-PF-II/2321

Dated: 21/4/2025

To

✓ The Superintendent Coordination,
Home Department,
Chandigarh Administration

Subject: Annual report of the Ministry of Home Affairs for the year 2024-25 -
Furnishing of material-regarding.

Reference to your letter no. 9/5/34-IH(I)-2025/4610 dated 04.04.2025 on
the subject cited above.

Enclosed please find herewith the latest Annual Report of the Ministry of
Home Affairs for the year 2024-25 in respect of Department of Higher Education,
Chandigarh Administration for information and necessary action.

him 21/4/25
Registrar Education (C)
For Director Higher Education,
Chandigarh Administration.

Activities and Achievements

A) The activities and achievements related to Department of Higher Education(2024-2025) are as follows:

I. Online Admission Process

The whole admission process during session 2024-2025 was completed successfully through online mode with the help of SPIC. It includes various steps i.e. starting from applying for any course to deposit of fee for admission in all the Government and Privately Managed Aided Colleges working under the control of Department of Higher Education, Chandigarh Administration. It is pertinent to mention that as many as 45000 students were admitted to UG and PG programmes. It is pertinent to mention that this was the first academic year in which admissions were done as per the New Education Policy 2020.

II. Pradhan Mantri- Uchchatar Shiksha Abhiyan (PM-USHA)

Recently, an amount of ₹ 20 crore was approved (Grant to Strengthen Colleges & Gender Inclusion and Equity initiative etc.) during the 3rd meeting of the Project Approval Board (PAB) held on 19th November, 2024 under centrally sponsored scheme PM-USHA. Post Graduate Government College for Girls, Sector-42 and Sri Guru Gobind Singh College, Sector-20 have been approved ₹ 5 Crore each. Gender Inclusion and Equity Initiative component has also been approved for 10 Crore.

An amount of ₹ 16,22,50,000/- has been released by the Ministry under different components of RUSA/ PM-USHA during the year 2024-2025 which includes grant to Panjab university for Research, Equity and faculty Development.

III. National Institutional Ranking Framework (NIRF-2024) status of UT Colleges

GHSC-10 was ranked at 51st position and GGDS-32 was ranked 70th position. However, MCM-36 and DAY-10 College were ranked in band 101-150 whereas PGCG-11 was ranked in the 201-300 band.

IV. NAAC accreditation status of Govt. and Govt. Aided Private institutions (2024-25)

Name of College	Grade(NAAC)
GHSC 10	A++
PGCG-42	A
PGGC-46	B+
PGGC-11	B++
PGCG-11	A
GCE-20	A+
SGGSC-26	A

MCMDAV-36	A
GGDSD-32	A+
GGSCW-26	B++
DSCW-45	A
DSCE-36	A

V. 100% Budget (241.67 Cr) has been utilized by Department of Higher Education for FY 2024-25.

VI. 19 Assistant Professor have joined Chandigarh Administration on Deputation from Haryana whereas 32 retired faculty member rejoined after their superannuation as per the orders of the Hon'ble High Court.

VII. "Nasha Mukh Bharat Abhiyaan"

- Standard Operating procedures (SoPs) along with Checklist for declaring Higher Education Institutions as drug free campuses was Launched by W/Chief Secretary, Chandigarh Administration in Jan, 2025.
- State Level function for the launch of "Nasha Mukh Chandigarh Abhiyan" was organized in PGGCG-42 on 21.02.2025. The Hon'ble Governor was the Chief Guest. Logo & Jingle for the "Nasha Mukh Chandigarh Abhiyan" Chandigarh was also launched on the said date. Dr. Satinder Sartaj, famous Punjabi sufi singer was announced as the Brand Ambassador of NMCA. Eight inter-college activities were organized for "Nasha Mukh Chandigarh Abhiyan" and winners were also felicitated on 21.02.2025.

VIII. 21 Research Centres of Panjab University are functional in UT Colleges.

IX. Infrastructure

- Construction of 02 Hostels (01 each for boys and girls) in GCCBA-50 completed and is ready for inauguration (18 Cr).
- Construction of New Girl Hostel in PGGCG-42 completed and is operational (17 Cr).
- Construction of New IT Block in PGGC-46 completed and is ready for inauguration (8.6 Cr).

X. Recruitment Rules

- New Recruitment Rules of 417 sanctioned posts of Assistant Professor in r/o Govt. Art and Science College has been approved by the MoE and were uploaded on the UPSC.
- New RR of 32 posts of Librarian has been approved by MoE and were uploaded on the UPSC.

- Creation/revival of abolished/new posts in r/o Principals/Director (4), Assistant Professor (180) & Librarian (12) has already been submitted to Ministry of Education.

XI. Best Practices of Higher Education

- Project SARATHI by NSS Volunteers - Community service initiative at PGIMER Chandigarh with 180 NSS volunteers assisting patients, families, and arranging wheelchairs, blood donations, and support services was duly recognized by Ministry of Youth Affairs and Sports, GoI and PGIMER officials.
- UT Chandigarh disburses the Scholarship with 100% Aadhar based Biometric Authentication of HoI, INO, SNO and students.
- "Project Cyber Security": An initiative for Cyber Security Awareness among common people in City by NSS Volunteers accepted by Ministry of Youth Affairs and Sports as Chandigarh Model and implemented pan India in NSS and NYKS. Secretary Youth Affairs appreciated the efforts of Chandigarh NSS Cell, Chandigarh Administration. State Liaison officer received letter of appreciation from the Ministry.
- Dry Waste Management system in institutions to save the environment.
- Exploring leadership and teamwork skills through experiential initiatives under Institutions Innovation Council (IIC).
- Use of Weblogs by Faculty- Faculty members use weblogs to deliver course notes and other relevant materials.
- Nurturing Innovation, Developing and Honing Swavalamban Skills in sync with the National Campaign - "Atam Nirbhar Bharat"
- Yoga Classes at Health & Wellness Centers and Govt. Schools.
- Two NSS Volunteers represented Chandigarh in Republic Parade 2025 at Kartavya Path New Delhi & 150 NSS Volunteers represented Chandigarh in National Integration Camps and 500 NSS Volunteers and 20 NSS Programme officers participated in Adventure Camps.

B) The achievements of Higher Education Institutions (faculty & students) under the ambit of Department of Higher Education, Chandigarh Administration are as follows:-

1. Ms. Manu Bhakar and Mr. Sarabjot Singh, Student of DAV-10 won bronze medal in 10m air pistol mixed team shooting event in Paris Olympic Games 2024. Manu Bhakar is first Indian to win 02 medals in same Olympic games.

2. Karishma Rawat of PGGCG-42, Chandigarh won a gold medal in First world Para Taekwondo Poomase Championship held at Bahrain.
3. Chandani Yadav of PGGC-46 won gold medal in taekwondo international championship 4th Indo Nepal held at Chandigarh.
4. Two faculty members were ranked amongst top 2% scientists of the world in a list published by Stanford University and Elsevier.
5. Mansi Chouhan, PGGCG-42 won the coveted Gold medal in the prestigious Punjab State Interuniversity Youth Festival held at PAU Ludhiana. Earlier she had won First Prize in Zonal & Inter Zonal level too. She has also been adjudged the Best Photographer of Punjab, 2024.
6. Best College Campus trophy awarded to SGGSC, Sector-26, Chandigarh by Municipal Corporation, UT, Chandigarh.
7. GGDSD College Sector-32, Chandigarh lifted the Overall Trophy for Panjab University Youth and Heritage Festival Chandigarh Zone A as First Runners' up.
