

ANNEXURE-I

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

(The particulars of the organization, functions and duties)

Name of the Department/Board/Corporation/Institution/Office: Executive Engineer P.H.-3

Sr.No.	Name of the organization/ Department /Board /Corporation /Institution.	Function and duties (in brief)
1.	P.H.Wing of Engineering Department U.T.Chandigarh.	1) To provide P.H. Services in the Govt. Residential/ N.R.B. at Chandigarh. 2) Mtc. of P.H.S. in the Govt. Resd./NRB. 3) Mtc. of Boosters for the Govt. Buildings. 4) Mtc. of Rural water supply and sewerage storm water. 5) Mtc. of irrigation lines and t.wells.

ANNEXURE-2

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
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(The powers and duties of the officers and employees)

Name of the Department/Board/Corporation/Institution/Office: Executive Engineer P.H.-3

Sr.No.	Name of the Post.	Powers and Duties (in brief)
1.	Executive Engineer	He is the whole incharge of the Division and to execute the work under his Division. B&R Manual of orders attached
2.	Sub Divisional Engineer	He is site incharge of the works assigned by the Executive Engineer under his jurisdiction. B&R Manual of orders attached
3.	Sectional Officer/J.E.	B&R Manual of orders attached
4.	Superintendent	B&R Manual of orders attached.
5.	Divisional Head Clerk	B&R Manual of orders attached
6.	Assistant	B&R Manual of orders attached
7.	Clerks	B&R Manual of orders attached
8.	Steno Typists	B&R Manual of orders attached
9.	Divisional Accountants	B&R Manual of orders attached
10.	Senior Accounts Clerk	B&R Manual of orders attached
11.	Sub Division Clerk	B&R Manual of orders attached
12	Assistant Sub Divisional Clerk	B&R Manual of orders attached

ANNEXURE-3

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(The procedure followed in the decision making process, including channels of supervision
and accountability)

Name of the Department/Board/Corporation/Institution/Office: Executive Engineer P.H.-3

Sr.No.	Nature /type of work	Level of 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.	P.H.S.	From Sub Divisional Engineer level and estimate framed at Divisional office.	Superintendent/ Head Draftsman/ D.A.O.	Executive Engineer upto 2.5 lac S.E. upto 10 lac. C.E. upto 50 lac Secretary Engineer above 50 lac	For sanction of tender case
				C.E. upto 10lacs Secretary above 10lacs	For approval of estimate & Disciplinary action
				CE (For Class III employees)	Appointing authority and Disciplinary action.
				SE (For Class IV category	Appointing authority and Disciplinary action
				Secretary (For Class II)	Appointing authority and Disciplinary action

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Name of the Department/Board/Corporation/Institution/Office: Executive Engineer P.H.-3

Sr.No.	Item of work	Norms set by the department (number of days taken for decision making)
1.	Mtc. Works/Construction works	As per office procedure Code followed by the Department.

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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: Executive Engineer P.H.-3

Sr. No.	Name of the Act.	Name of the Rules	Name of the Manuals	Instructions (Write Circular No./date)	Any other Record/ Document.
		Old CSR & Rules	Pb. PWD Manual of order	As per time to time Circulars issued by the Govt.	

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

Name of the Department/Board/Corporation/Institution/Office: Executive Engineer P.H.-3

Sr.No.	Category of documents
1.	Estimates of works,
2.	Drawings
3.	Agreements of works
4.	Measurement Books
5.	Indent Books
6.	Monthly cash vouchers
7.	Transfer entries
8.	Deposit Register
9.	Miscellaneous Advance Register
10.	Form 27 (Register of works)
11	Monthly Account
12.	Cash Books (main & sub)
13.	Contractor's ledger
14.	Files regarding correspondence of works & establishment.
15.	Service Books of employees.

ANNEXURE-7

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(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: Executive Engineer P.H.-3

Sr.No.	Details/type of arrangements made
	N.A.

ANNEXURE-8

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

Name of the Department/Board/Corporation/Institution/Office: Executive Engineer P.H.-3

Sr.No.	Name of the Board(s)	Name of Council (s)	Name of Committee(s)	Name of other bodies(s) constituted by the deptt.	Whether meeting 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

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(Directory of the officers and employees)

Name of the Department/Board/Corporation/Institution/Office: Executive Engineer P.H.-3

Sr.No.	Name of the officer/employees	Designation	Telephone Number(O)
1.	Sh.Harbans Singh	Executive Engineer	2749668
2.	Sh.T.P.Singh	S.D.E.	2744063
3.	Sh. R.P.Gupta	S.D.E.	2749668
4.	Sh.Rajesh Bansal	S.D.E.	2749668

ANNEXURE-10

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
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(Monthly remuneration received by the officers and employees)

Name of the Department/Board/Corporation/Institution/Office: Executive Engineer P.H.-3

Sr.No.	Name of the Officer/ employee	Monthly emoluments (Rupes)
1.	Sh. Harbans Singh E.E.	Rs.37198/-
2.	Sh. T.P. Singh S.D.E.	Rs.20157/-
3.	Sh.R.P.Gupta S.D.E.	Rs.27573/-
4.	Sh. Rajesh Bansal S.D.E.	Rs.19043/-
5.	Other ministerial staff of Division	Rs.596160/-

Note: Monthly emoluments as per the last month's salary bill.

ANNEXURE-12

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(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: Executive Engineer P.H.-3

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

ANNEXURE-13

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

Name of the Department/Board/Corporation/Institution/Office: Executive Engineer P.H.-3

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

ANNEXURE-14

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(Details in respect of the information, available, reduced in an electronic form.)

Name of the Department/Board/Corporation/Institution/Office: Executive Engineer P.H.-3

Sr.No.	Type of information
	N.A.

ANNEXURE-15

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
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(Particulars of facilities available to citizens for obtaining information)

Name of the Department/Board/Corporation/Institution/Office: Executive Engineer P.H.-3

Sr.No.	Facilities available	Remarks (No. of days in a week/Timings etc.)
1.	Telephone at Mtc. Booths	During Officer hours 9.00 AM to 5.00 P.M.
2.	Notice Board	

ANNEXURE-16

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
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(Names, designations and other particulars of the Public Information Officers)

Name of the Department/Board/Corporation/Institution/Office: Executive Engineer P.H.-3

Sr No .	Name of the State Publica-tion Informa-tion Officer	Designation	Telephone No. (Office/ Residence	Residen-tial Address	Assistant State Publication information Officer	Telephone Number (office/ Residence)	Residential Address