#### **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. Subsections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organsiation 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	Particulars
1.1	Particulars of its organization, functions and	(i) Name of the Organization and its website	Department of Environment, Chandigarh Administration www.chandigarhenvis.gov.in
	duties [Section	(ii) Head of the organization	Director, Department of Environment, Chandigarh Administration
	4(1)(b)(i)]	(iii) Vision, Mission and Key objectives	The key motive of the plan schemes implemented by the Department of Environment is to create environment education and awareness by undertaking environment awareness/action based programmes/activities in association with Eco-Clubs/Environment Societies established in School/Colleges of U.T. Chandigarh and other local environmental NGOs/Institutes. The Department also conducts independent research & development studies in the field of environment improvement to have repository of data besides desolation/soil conservation works are also undertaken with the help of Departments/Bodies. The department also host the Expert Appraisal Committee and Environment Impact Assessment Authority, U.T., Chandigarh for granting environment clearance to the different projects in the Union Territory of Chandigarh.
		(iv) Function and duties	Annexure-I
		(v) Organization Chart	Annexure-II
1.2	Power and duties of its officers and employees	(i) Powers and duties of officers (administrative, financial and judicial)	Annexure-II
	[Section 4(1) (b)(ii)]	(ii) Power and duties of other employees	Annexure-II

		(iii) Rules/ orders under which powers and duty are derived and (iv) Exercised	Punjab Civil S	ervices Rules Vol.I &II	
		(v) Work allocation	Annexure-II		
1.3	Procedure followed in decision making	(i) Process of decision making. Identify key decision making points	Annexure-III		
	process [Section	(ii) Final decision making	1	ry, Department of Enviro	onment (depending
	4(1)(b)(iii)]	authority  (iii) Related provisions, acts, rules etc.	upon financia Punjab Civil S		
		(iv) Time limit for taking a decisions, if any	Annexure-IV		
		(v) Channel of supervision and	1	Asstt./Scientist 'SD'/Head	
		accountability		Secretary Environment (	
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Department of education and	The key motive of the plan schemes implemented by th Department of Environment is to create environment education and awareness by undertaking environment awareness/action based programmes/activities	
		(ii) Norms/ standards for functions/ service delivery	Annexure-IV		
		(iii) Process by which these services can be accessed	By way of sub	omitting an application to	o the department
		(iv) Time-limit for achieving the targets	As per subjec	t matter of the case	
		(v) Process of redress of grievances	Representation	on to the department an	d through RTI
1.5	Rules, regulations, instructions manual and records for	(i) Title and nature of the record/manual /instruction.	store section	ertaining to establishme n, account section, c o the schemes being	cash section record
	discharging functions [Section 4(1)(b)(v)]	(ii) List of Rules, regulations, instructions manuals and records.	2.	Administrative matters: Punjab Civil Service instructions issued fron Govt. of Punjab and Chandigarh Administrat Financial matters:-	s Rules and the n time to time by the d adopted by the cion are followed.
		(iii) Acts/ Rules manuals etc.		General Financial Ru Financial Power Rules issued from time to time	and the instructions
		(iv) Transfer policy and transfer orders	Transfer polic	cy of Chandigarh Adminis	stration
1.6	Categories of documents held by	(i) Categories of documents	Sr. No.	Category of Documents	
	the authority	<ul><li>(ii) Custodian of documents/categories</li></ul>	1.	Property return of Group C&D	Establishment General
	under its control [Section 4(1)(b) (vi)]	documents/categories	2.	ACRs of Group C&D	Establishment personal
			3.	Service Book Record of Group A,B,C&D	Account Section

1.7	Boards, Councils,	(i) Name of Boards, Council,	Annexure-V			
	Committees and	Committee etc.				
	other Bodies constituted as part_	(ii) Composition				
	of the Public	(iii) Dates from which				
	Authority [Section _	constituted				
	4(1)(b)(viii)]	(iv) Term/ Tenure				
		(v) Powers and functions				
		(vi) Whether their meetings	1			
		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	(i) Name and designation	Name of the Officer/Emplo	over	Designation	Telephone No.
	employees	(ii) Telephone, Fax and email ID	Sh. Debendra	-	Director	2700065
	[Section 4(1)	(ii) Telephone, Lax and email ib	IFS	Daiai,	Environment	2700003
	(b) (ix)]		Sh. Brij Bhush	an	Scientist 'SD'	9418081381
	(2) (17)]		Sh. Jatinder K		Sr. Scale	9814081411
			Verma	••	Stenographer	3014001411
			Sh. Mukesh K	umar	Sr. Asstt.	9815020995
			Sh. Prafullo	umum	Jr. Asstt.	9780138501
			Pradhano		11713566	3,00130301
			Sh. Naresh Ka	shvap	Peon	9646496147
			Sh. Surinder F		Attendant	9501100571
			Sh. Hardeep S	Singh	Attendant	9478501314
1.9	Monthly	(i) List of employees	Sr. No.	Name	of the	Monthly Emoluments
	Remuneration	with Gross monthly			/official	(Rupees)
	received by	remuneration			,	Ending Feb2022
	officers &		1	Sh lat	inder Kumar	1,22,774/-
	employees		1.	Verma		1,22,774/-
	including system		2.		ukesh Kumar,	74,890/-
	of compensation		3.		afullo Pradhano,	65,358/-
	[Section 4(1)		4.		mit Chahal	20,051/-
	(b) (x)]		5.	-	resh Kashyap,	57,682/-
			6.	+	rinder Pal,	62,670/-
			7.	+	rdeep Singh,	35,896/-
		(ii) System of compensation	Besides mont			e is no system of
		as provided in its	compensation		,	,
		regulations				
1.10	Name, designation	(i) Name and designation of	Sr. Name of	f the	Designati To	elephone No. (Office/
	and other	the public information	No. Central		on	Residence)
	particulars of	officer (PIO), Assistant	Publicat	ion	j	nesidence)
	public information	Public Information (s) &	Informa			
	officers	Appellate Authority	Officer.			
	[Section 4(1)		· · · · · · · · · · · · · · · · · · ·			

[Section 4(1) (b) (xvi)]

		(ii) Address, telephone numbers and email ID of each designated official.	1. Sh. Debendra Director Dalai, IFS Dalai, IFS Dalai, IFS Director Environm ent Director Dalai, IFS Director Director Dalai, IFS Director Direct
			1. Sh. Mukesh Senior 0172-2700065(O)  Kumar Assistant (Env.) direnvchandigarh@gmail. com
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whor disciplinary action has been  (i) Pending for Minor penalty or major penalty proceedings  (ii) Finalized for Minor penalty or major penalty proceedings	One
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programme:  (ii) Efforts to encourage public authority to participate in these programmes  (iii) Training of CPIO/APIO	RTI training as conducted by the Chandigarh Administration which is attended by the officials from time to time
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	N.A.

2. Budget and Programme

S.	2. Budget and Pro	Details of	dicalocuro	Particulars
No.	item	Details of 6	aisciosure	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made	authority (ii) Bu pr (iii) Pr		Annexure-VI
	etc. [Section 4(1)(b)(xi)]	ar	-	All the payments are made through the Central Treasury, UT, Chandigarh
2.2	Foreignand	(i) Bu	udget	No separate budget is allotted for tours

		(ii) Fore	eign and domestic Tours by	N.A.
		` '	istries and officials of the rank	IV.C.
			oint Secretary to the	
			ernment and above, as well as	
			heads of the Department.	
		a)	·	
		b		
		c	·	
		<i>'</i>	in the official delegation	
		<b>d</b> )	) Expenditure on the visit	
		(iii) Info	rmation related to	Not Applicable
		prod	curements	
		a)	Notice/tender enquires, and	
			corrigenda if any thereon,	
		b)	Details of the bids awarded	
			comprising the names of the	
			suppliers of goods/ services	
		-1	being procured,	
		c)	The works contracts	
			concluded – in any such combination of the above-	
			and	
		d)	The rate /rates and the total	
		u)	amount at	
			which such procurement or	
			works contract is to be	
			executed.	
2.3	Manner of execution	(i)	Name of the programme of	Not Applicable as no subsidy scheme is in
2.3	Manner of execution of subsidy	(i) activity	Name of the programme of	Not Applicable as no subsidy scheme is in existence
2.3	of subsidy programme [Section		Name of the programme of  Objective of the programme	
2.3	of subsidy	activity		
2.3	of subsidy programme [Section	activity (ii) (iii)	Objective of the programme  Procedure to avail benefits	
2.3	of subsidy programme [Section	activity (ii) (iii) (iv)	Objective of the programme	
2.3	of subsidy programme [Section	activity (ii) (iii) (iv) scheme	Objective of the programme  Procedure to avail benefits  Duration of the programme/	
2.3	of subsidy programme [Section	activity (ii) (iii) (iv) scheme (v)	Objective of the programme  Procedure to avail benefits	
2.3	of subsidy programme [Section	activity (ii) (iii) (iv) scheme	Objective of the programme  Procedure to avail benefits  Duration of the programme/  Physical and financial targets	
2.3	of subsidy programme [Section	activity (ii) (iii) (iv) scheme (v) of the	Objective of the programme  Procedure to avail benefits  Duration of the programme/  Physical and financial targets  programme	existence
2.3	of subsidy programme [Section	activity (ii) (iii) (iv) scheme (v)	Objective of the programme  Procedure to avail benefits  Duration of the programme/  Physical and financial targets  programme	existence
2.3	of subsidy programme [Section	activity (ii) (iii) (iv) scheme (v) of the	Objective of the programme  Procedure to avail benefits  Duration of the programme/  Physical and financial targets  programme  Nature/ scale of subsidy	existence
2.3	of subsidy programme [Section	activity (ii) (iii) (iv) scheme (v) of the (vi)	Objective of the programme  Procedure to avail benefits  Duration of the programme/  Physical and financial targets  programme  Nature/ scale of subsidy /amount allotted	existence
2.3	of subsidy programme [Section	activity (ii) (iii) (iv) scheme (v) of the (vi) (vii)	Objective of the programme  Procedure to avail benefits  Duration of the programme/  Physical and financial targets  programme  Nature/ scale of subsidy /amount allotted	existence
2.3	of subsidy programme [Section	activity (ii) (iii) (iv) scheme (v) of the (vi) (vii) subsidy	Objective of the programme  Procedure to avail benefits  Duration of the programme/  Physical and financial targets  programme  Nature/ scale of subsidy/amount allotted  Eligibility criteria for grant of  Details of beneficiaries of	existence
2.3	of subsidy programme [Section	activity (ii) (iii) (iv) scheme (v) of the (vi) (vii) subsidy (viii)	Objective of the programme  Procedure to avail benefits  Duration of the programme/  Physical and financial targets  programme  Nature/ scale of subsidy/amount allotted  Eligibility criteria for grant of  Details of beneficiaries of  programme (number, profile	existence
	of subsidy programme [Section 4(i)(b)(xii)]	activity (ii) (iii) (iv) scheme (v) of the (vi) (vii) subsidy (viii) subsidy	Objective of the programme  Procedure to avail benefits  Duration of the programme/  Physical and financial targets  programme  Nature/ scale of subsidy/amount allotted  Eligibility criteria for grant of  Details of beneficiaries of  programme (number, profile etc)	existence
2.3	of subsidy programme [Section 4(i)(b)(xii)]	activity (ii) (iii) (iv) scheme (v) of the (vi) (vii) subsidy (viii)	Objective of the programme  Procedure to avail benefits  Duration of the programme/  Physical and financial targets  programme  Nature/ scale of subsidy/amount allotted  Eligibility criteria for grant of  Details of beneficiaries of  programme (number, profile etc)  Discretionary and non-	Not Applicable as no discretionary and non
	of subsidy programme [Section 4(i)(b)(xii)]  Discretionary and non-discretionary	activity (ii) (iii) (iv) scheme (v) of the (vi) (vii) subsidy (viii) subsidy	Objective of the programme  Procedure to avail benefits  Duration of the programme/  Physical and financial targets  programme  Nature/ scale of subsidy/amount allotted  Eligibility criteria for grant of  Details of beneficiaries of  programme (number, profile etc)  Discretionary and non-discretionary	existence
	of subsidy programme [Section 4(i)(b)(xii)]	activity (ii) (iii) (iv) scheme (v) of the (vi) (vii) subsidy (viii) subsidy	Objective of the programme  Procedure to avail benefits  Duration of the programme/  Physical and financial targets  programme  Nature/ scale of subsidy/amount allotted  Eligibility criteria for grant of  Details of beneficiaries of  programme (number, profile etc)  Discretionary and non-discretionary grants/ allocations to	Not Applicable as no discretionary and non
	of subsidy programme [Section 4(i)(b)(xii)]  Discretionary and non-discretionary	activity (ii) (iii) (iv) scheme (v) of the (vi) (vii) subsidy (viii) subsidy	Objective of the programme  Procedure to avail benefits  Duration of the programme/  Physical and financial targets  programme  Nature/ scale of subsidy/amount allotted  Eligibility criteria for grant of  Details of beneficiaries of  programme (number, profile etc)  Discretionary and non-discretionary grants/ allocations to  State Govt./ NGOs/other	Not Applicable as no discretionary and non
	of subsidy programme [Section 4(i)(b)(xii)]  Discretionary and non-discretionary	activity (ii) (iii) (iv) scheme (v) of the (vi) (vii) subsidy (viii) subsidy (ii)	Objective of the programme  Procedure to avail benefits  Duration of the programme/  Physical and financial targets  programme  Nature/ scale of subsidy/amount allotted  Eligibility criteria for grant of  Details of beneficiaries of  programme (number, profile etc)  Discretionary and non-discretionary grants/ allocations to  State Govt./ NGOs/other institutions	Not Applicable as no discretionary and non
	of subsidy programme [Section 4(i)(b)(xii)]  Discretionary and non-discretionary	activity (ii) (iii) (iv) scheme (v) of the (vi) (vii) subsidy (viii) subsidy (ii)	Objective of the programme  Procedure to avail benefits  Duration of the programme/  Physical and financial targets  programme  Nature/ scale of subsidy/amount allotted  Eligibility criteria for grant of  Details of beneficiaries of  programme (number, profile etc)  Discretionary and non-discretionary grants/ allocations to  State Govt./ NGOs/other institutions  ual accounts of all legal	Not Applicable as no discretionary and non
	of subsidy programme [Section 4(i)(b)(xii)]  Discretionary and non-discretionary	activity (ii) (iii) (iv) scheme (v) of the (vi) (vii) subsidy (viii) subsidy (ii)	Objective of the programme  Procedure to avail benefits  Duration of the programme/  Physical and financial targets  programme  Nature/ scale of subsidy/amount allotted  Eligibility criteria for grant of  Details of beneficiaries of  programme (number, profile etc)  Discretionary and non-discretionary grants/ allocations to  State Govt./ NGOs/other institutions	Not Applicable as no discretionary and non

2.5	Particulars of	(i) Concessions, permits or Not Applicable as no concessions, permits or
	recipients of	authorizations authorizations is granted
	concessions, permits	granted by public authority
	of	(ii) For each concessions,
	authorizations	permit or authorization
	granted by the	granted
	public authority	a) Eligibility criteria
	[Section 4(1) (b)	b) Procedure for
	(xiii)]	getting the
		concession/ grant and/ or
		permits of authorizations
		c) Name and address of the
		recipients given concessions/
		permits or authorisations
		d) Date of award of
		concessions
		/permits of authorizations
2.6	CAG & PAC	CAG and PAC paras and the action taken Audit paras were not received during the
	paras	reports (ATRs) after these have been laid on financial year 2020-21.
		the table of Administrator, U.T., Chandigarh.

# 3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Particulars
No.	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of  [Section 4(1)(b)(vii)]	with or represent members of the public  (i) Relevant Acts, Ru other documents normally accessed by citize  (ii) Arrangements fo with or represental Members of	to Friday  lles, Forms and swhich are  ens r consultation tation by the public in lation/ policy tion  to Friday  Time allotted for the visitors 11.00hrs to 12.00hrs from Monday to Friday
		visitors c) Contact deta Information Counter (IFC publications sought by R	ails of & Facilitation ) to provide frequently Tapplicants
		Public- private partnerships (P	
		(i) Details of Special	·
		Vehicle (SPV), if a	·
	-	(iii) Detailed project  Concession agree	<u> </u>
		(iv) Operation and m	
		manuals	untenunce

		(v) Other documents generated as part of the implementation of the PPP	
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the	
		government (vii) Information relating to outputs and outcomes	
		(viii) The process of the selection of the private sector party (concessionaire etc.)	
		(ix) All payment made under the PPP project	
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  (ii) Outline the Public consultation	ienvis.gov.in
		process (iii) Outline the arrangement for consultation before formulation of policy.	
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)	ienvis.gov.in
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format Department (ii) Printed format N.A.	lable on website of the
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost  (ii) At a reasonable cost of the medium  N.A.	lable on website

# 4. E. Governance

S .No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook	(i) English  (ii) Vernacular/ Local Language	Yes, Information available on website  N.A.
4.2	Available  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  (ii) Name/ title of the document/record/ other information  (iii) Location where available	Information available on website  www.chandigarhenvis.gov.in  www.chandigarhenvis.gov.in
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(ii) Name & location of the facilities  (ii) Details of information made available  (iii) Working hours of the facility  (iv) Contact person & contact details  (Phone, fax email)	Through email or through visit to office
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(ii) Grievance redressal mechanism  (ii) Details of applications received under RTI and information provided  (iii) List of completed schemes/ projects/ Programmes  (iv) List of schemes/ projects/ programme underway  (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract  (vi) Annual Report  (vii)Frequently Asked Question (FAQs)	Through CPGRAMs portal and through Grievance portal of Chandigarh Administration 31 in the year 2021-22 received and disposed off. N.A.  N.A.  N.A.
		<ul> <li>(viii) Any other information such as         <ul> <li>a) Citizen's Charter</li> </ul> </li> <li>c) Six monthly reports loaded on the website or not</li> </ul>	N.A. yes

		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	31 in the year 2021-22 received and disposed off.
		(ii) Details of appeals received and orders issued	Nil
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	Questions received by the Department and replied.

# 5. Information as may be prescribed

S. No.	Item	Deta	ails of disclosure	Particulars
5.1	Such other information as may be prescribed	(i)	Name & details of (a) Current CPIOs & First Appellate Authority (FAAs).	FAA Sh. Debendra Dalai, Director Environment CPIO Sh. Mukesh Kumar. Sr. Asstt.
			(b) Earlier CPIO& First Appellate Authority (FAAs) from 1.1.2015	CPIO Sh. P.J.S. Dadhwal upto 31.12.2017 FAA Sh. Santosh Kumar, Director, upto 03.09.2018
		(ii)	Details of third party audit of voluntary disclosure  (a) Dates of audit carried out	22.09.2022
			(b) Report of the audit carried out	
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director  (a) Date of appointment  (b) Name & Designation of the officers	N.A.
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure  (a) Dates from which constituted  (b) Name & Designation of the officers	No such committee has been constituted.
		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI  (a) Dates from which constituted  (b) Name & Designation of the Officers	No such committee has been constituted.

#### 6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Particulars
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Relevant information is available on website i.e. www.chandigarhenvis.gov.in

(Debendra Dalai, IFS) Director Environment

# **ANNEXURE-I**

S.No.	Name of the Organization/ Department/Board/ Corporation/Institution.	Function and duties(in brief)
1.	Department of Environment, Chandigarh Administration	To effectively co-ordinate the activities for protection of environment and its improvement.
		2. Organizing Seminars, Trainings, Workshops on environmental related issues.
		3. Publishing of documents/ information /pamphlets on environment for public use.
		4. Identification/Data generation on problems of Air, Water, Noise & Vehicular Pollution etc.
		5. To undertake studies through reputed Institutes, Govt. Agencies on Environment status in U.T., Chandigarh.
		6. To carry out environment awareness activities through Eco-Clubs of Schools/ Institutes/ NGOs to spread environment education and awareness.
		7. Protection and conservation of resources.
		8. Performing functions of States Govt. relating to implementation of provisions of various Environmental/Pollution related Acts/Rules.

# **ANNEXURE-II**

Sr. No.	Name of the Post	Powers and duties(in brief)
1.	Director Environment, Ex- Officio	Head of Department exercising all administrative & financial powers. The work of the Deptt. is disposed off at the level of Director Environment. He is Appointing Authority and Punishing Authority in respect of Group 'C' & 'D' staff of Environment Department. He is responsible for effectively co-ordinating the activities for protection of environment and its improvement.
2.	Scientist 'SD'	Head of Office. He is responsible to supervise the work of the Department for proper implementation of provisions of various Acts/Rules/Plan Schemes of the Department. He is exercising administrative & financial powers in capacity of Head of Office.
3.	Sr. Assistant	<ul> <li>To deal with the Establishment of the Environment Department.</li> <li>Preparation and implementation of plan scheme.</li> <li>Parliament Questions. Settlement of Audit Paras and court cases.</li> <li>Cases related to meeting, training &amp; conferences.</li> <li>Cases related to Grant of Environmental Clearance.</li> </ul>
4.	Sr. Scale Stenographer	He is attached with the HoD / Head of Office for dictation and other Misc. work.
5.	Jr. Assistant	<ul> <li>Cash handling &amp; reconciliation with Treasury/ AG.</li> <li>Maintenance of Service Books.</li> <li>General administrative matters and misc. work.</li> <li>Updation of Court cases.</li> <li>Implementation of Scheme/projects sanctioned by MoEF – NGC, ENVIS Centre, Bio-diversity etc.</li> </ul>
6	Clerk	<ul><li>Preparation of bills/B.E./R.E.</li><li>Expenditure reports/returns/typing work.</li></ul>

		<ul> <li>Maintenance of GIS, GPF &amp; casual leave accounts.</li> <li>Stationery &amp; Store/Stock.</li> <li>Maintenance of library books/record.</li> <li>Reconciliation with Treasury/AG</li> </ul>
7.	Steno Typist	<ul> <li>Diary &amp; Dispatch.</li> <li>Dictation &amp; typing work</li> <li>Maintenance of record of Environment Clearance Cases</li> </ul>
8.	Driver	To drive the vehicle of the Department.
9.	Attendant	To discharge office/field duties as assigned from time to time.
10.	Peon	To perform dak duty of distribution of dak and attend the misc. work of the Branch.
11.	Sweeper-cum- Chowkidar	To perform duties of sweeper-cum-chowkidar.

# **ANNEXURE-III**

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.	Establishment Work	Jr. Assistant/ Sr. Assistant	Routed through Scientist 'SD'	Director Environment (HoD)
2.	Implementation of Plan Scheme	Jr. Assistant/ Sr. Assistant	Routed through Scientist 'SD'	Director Environment/ Secretary Environment
3.	Grant of Assistance to Eco-Club of Schools & NGOs/ Society.	-do-	-do-	Director Environment
4.	Implementation of Project sanctioned by Ministry of Environment, Forests & Climate Change, New Delhi	-do-	-do-	Director Environment/ Secretary Environment
5.	Administrative matters/ Court Cases	-do-	-do-	-do-

# ANNEXURE-IV

S.No.	Item of work	Norms set by the department (number of days taken for decision making)
1.	To process proposal for grant of financial assistance for carrying out environment awareness activities received from Eco-Clubs/Society/School/NGO.	15 days
2.	Inviting proposal for R&D projects Finalization of the Project	Upto 15 <sup>th</sup> June Upto 30 <sup>th</sup> Sept.
3.	Organizing workshop/training/seminar/Eco-Quiz	15 days

#### ANNEXURE – VI

(Rs. In Lacs)

-	TT 1	_ `	Dishumsoment made
Sr.	Head	Budget	Disbursement made
No.		Expenditure for	upto 28.02.2022
		the year	
		(2021-22)	
	Ecology & Environment		
1	Direction & Administration	102.34	102.34
2	Protection & Conservation of Resources	25.00	25.00
3	Institution Support & Public Participation	11.00	11.00
4	Environment Education	9.00	8.99
5	Research and Development	-	-
6	Assistance to Chandigarh Pollution Control	60.00	60.00
	Committee		
	Total Ecology & Environment	207.34	207.34
Env.4	Construction of Paryavaran Bhawan	40.00*	*The Expenditure is incurred by Engineering Department, U.T., Chandigarh for routine maintenance of Paryavaran Bhawan Building under head "5425-Capital Outlay on Other Scientific and Environmental Research, 208-Ecology & Environment, 09 00 53-Major Works"
	Total	40.00*	

#### **ANNEXURE-5**

Sr. No	Name of the Boards	Name of Council(s)	Name of Committee(s)	Composition	Dates from Which constituted	Term/T enure	Powers and Functions	Whether meetings of these bodies are open to the public (Yes/No)	Whether the minutes of such meetings are accessible for public (Yes/No)	Place where the minutes if open to the public are available?
1.	-		Sexual Harassment Committee	<ol> <li>Mr. Rhythm Aggarwal, Assitant Environmental Engineer, CPCC, Chd. (Presiding Officer)</li> <li>Sh. Mukesh Kumar, Sr. Asstt., Department of Environment, U.T., Chd. (Member)</li> <li>Ms. Harpreet Kaur, Clerk, Deptt. of Forest &amp; Wildlife, U.T., Chd. (Member)</li> <li>Ms. Sujata Jaswal, Jr. Scientific Assistant, CPCC, UT, Chd. (Member)</li> <li>Ms. Sushma Kumari Manager, Yuvsatta (NGO), Sec11, Chd. (Member)</li> </ol>	Constituted by the CCF-cum- Director Environment, Vide order dated 29.11.2019	-	To redress the grievances of working women on their complaints of sexual harassment in work places	No	Yes	
2.	-	-	Steering Committee for the Conservation of Sukhna Lake.	Annexure-VII	Annexure-VII	-	To Proper Conservation and management of Sukhna wetland	No	Yes	

3.	-	-	Monitoring Committee for implementation of National Green Corps Programme in U.T. Chandigarh.	Annexure-VIII	Annexure-VIII	-	To implement the scheme for protection and improvement of environment by raising National Green Army through the mechanism of Eco-Club	No	Yes	
4.	-	-	Steering Committee for bringing out Status of Environment Report for Union Territory, Chandigarh.	-	-	-	-	No	Yes	
5.	-	-	Advisory Committee under Bio-Medical Waste Rules, 1998.	Annexure-IX	Annexure-IX	-	To monitor the implementation of the Bio-Medical Waste (Management & Handling) Rules, 1998 in U.T., Chd.	No	Yes	
6.	-	-	State Level Water Quality Review Committee for U.T., Chandigarh	Annexure-X	Annexure-X	-	To review Water quality Data analysis and interpretation, to promote R&D activities etc.	Yes	Yes	
7.	-	-	Monitoring Committee for the Implementation of the provision of Fly Ash Utilization Notification	Annexure-XI	Annexure-XI	-	To implement of the provision of Fly Ash Notification in U.T., Chd.	Yes	Yes	
8.	-	-	Committee for the evaluation of Best Eco-Club in U.T., Chandigarh	Annexure-XII	Annexure-XII	-	To Select the Best Eco -Club amongst the Eco -Clubs set up under NGC programmes in U.T., Chd.	No	Yes	

9.	-	-	Committee for the evaluation of Best Green Teacher, NGO & Herbal Garden	Annexure-XIII	Annexure-XIII	-	To Select the Green School Teacher Award, Green Student Award, Green NGO and Herbal Garden Award amongst the Eco-Clubs & NGOs set up under NGC programmes in U.T., Chd.	No	Yes	
10.	-	-	Departmental Promotion Committee for Group 'B' Posts	Annexure-XIV	Annexure-XIV	-	For Consideration of promotion cases in respect of Group-B posts (Ministerial)	No	Yes	
11.	-	-	State Level Environment Impact Assessment Authority (SEIAA) and State Level Expert Appraisal Committee (SEAC)	Annexure-XV	Annexure-XV	3 years	To grant of Environment Clearance	Yes	Yes	
12.	-	-	State Level Advisory Committee of the Plastic Waste Management (Amendment) Rules, 2018	Annexure-XVI	Annexure-XVI	-	To monitor or implementation of the Plastic Waste Management (Amendment) Rules, 2018 Rules	Yes	Yes	
13.	-	-	State Level Monitoring Committee of Hazardous & Other Waste (Management & Transboundary Movement) Rules, 2016	Annexure-XVII	Annexure-XVII	-	To monitor of Hazardous & Other Waste (Management & Transboundary Movement) Rules, 2016	Yes	Yes	