

ANNEXURE-1

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

(The particulars of the organization, function and duties)

Sr No	Name of the Organization / Department/Board/ Corporation/Institute	Function and duties (in brief)		
1.	Govt. Polytechnic for Women, Sector- 10 D, Chandigarh	Teaching Students to acquire Diploma course in their chosen respective field/Trade.		
	Courses offered at Institute :	Diploma Level	Duration	No. of Seats
		Electronics & Communication Engineering	3 years	40
		Architecture Assistantship	3 years	30
		Pharmacy	2 years	40
		Library & Information Science	3 years	30
		Modern Office Practice	3 years	30
		Interior Design & Decoration	3 years	30

ANNEXURE-2

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

(The powers and duties of the officers and employees)

Name of the Department/Board/Corporation/Institute/Office: **Govt. Polytechnic for
Women, Sector-10, Chandigarh.**

Sr.No.	Name of the Post	Powers and duties (in brief)
1.	Principal	Act as Head of Institution. Administrative, financial and other duties as Head of the office.
2	Head of Department	Guide & Supervise the Teaching & other Allied Staff of the Departments & assisting Principal for administrative work.
3.	Lecturers	To teach & impart training to students and other associated works and extracurricular activities.
4.	Workshop Supdt.	To teach & impart training to students.
5.	Hostel Warden	To look after the Hostel affairs and to supervise Hostel staff & Chowkidars.
6.	Hostel Supdt.	To look after the Hostel affairs and to provide games facilities to the students.
7.	Nurse	To provide medical aid and assistance to the students in the Institution as well as Hostel.
8.	Librarian	Upkeep the Library and Supervise the Library Staff
9.	Jr. Librarian	Upkeep the Library books/stock and issue of books to the staff/students.
10.	Library Restorer	Upkeep the Library books/ shelving of books and issue of books to the staff/students.
11.	Draftsman	To assist the Architecture Department in conducting the practicals and to prepare the Time table.
ADMINISTRATION		
12.	Supdt. G-II	To guide & Supervise the ministerial staff.
13.	Sr. Assistants.	To deal with the cases pertaining to the Institution and its staff.
14.	Jr. Assistant/Clerks	To Assist the Office Supdt./Sr. Asstt.
15.	Jr.Scale Stenographer	To assist the Principal.
16.	Lab. Assistants	Supporting staff in conducting the practical training in pharmacy laboratories and all labs under supervision of lecturers.
17.	Laboratory Attendant	To help the teachers and students in the Labs and departments and to assist Lab Assistants.
18.	Workshop Attendant	To assist the Workshop Supdt. in conducting practicals.
19.	Peon.	To help the Principal/Ministerial Staff and teaching staff in their day to day official works
20.	Sweeper	Cleanliness of the Institution
21.	Mali	To maintain the Campus and Lawn of the Institute.
22.	Chowkidars	Ward and Watch duty for the Institution/ Hostel.

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ANNEXURE-3

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

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

Name of the Department/Board/Corporation/Institute/Office: **Govt. Polytechnic for
Women, Sector-10, Chandigarh.**

Sr. No.	Nature /type of work	Level at which the case is intimated (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.	Administrative Work	Sr. Assistant	Supdt.	Principal/DTE, U.T. / H.S. Chd Admn.
2.	Teaching/Training	Lecturer	Head of Department	Principal
3.	Examination	Examination Invigilator	Supdt. Exam.	Controller of Examination/Principal

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ANNEXURE-4

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

(The norms set for the discharge of its functions)

Name of the Department/Board/Corporation/Institute/Office: **Govt. Polytechnic for
Women, Sector-10, Chandigarh.**

Sr. No.	Item of work	Norms set by the department (No. of days taken for decision making)
1.	Admission of the Students	As per the guidelines issued by PSBTE & IT for online counseling and admission from time to time
2.	Results of the Students	Results are declared by PSBTE & IT as per their policy

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ANNEXURE-5

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

(The rules, regulation, instructions, manuals and records, held by it or under control or used by employees for discharging functions)

Name of the Department/Board/Corporation/Institute/Office: **Govt. Polytechnic for
Women, Sector-10, Chandigarh.**

Sr No	Name of the Act.	Name of the Rules	Name of the Manuals	Instructions (write circular No. /Date)	Any other record / document
1.	2	3	4	5	6
1.	----	Punjab Civil Services Rules	----	Instructions issued by Chandigarh Administration from time to time.	----
2.	----	General Financial Rules	----		----

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ANNEXURE-6

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

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

Name of the Department/Board/Corporation/Institute/Office: **Govt. Polytechnic for
Women, Sector-10, Chandigarh.**

S. No.	Category of Documents
1.	Service Books of the Staff Members
2.	Personal files of the Staff
3.	ACR's of the Staff
4.	Cash Books and Vouchers
5.	Store Items /Documents
6.	Budget and its expenditure Record
7.	Students Record viz Admission, Attendance, Certificate & Results etc.
8.	Recruitment rules for various posts & Promotion Criteria
9.	Student Fund Rules
10.	Prospectus

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ANNEXURE-7

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

(The particulars of any arrangement that exist 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/Institute/Office: **Govt. Polytechnic for
Women, Sector-10, Chandigarh.**

S. No.	Details / type of arrangements made
1	All policies relating to administrative functioning of the Institute are governed by Chandigarh Administration.
2	Decision regarding Admission/Examination/ Training are governed by Punjab State Board of Technical Education and Industrial Training, Chandigarh.

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ANNEXURE-8

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

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

Name of the Department/Board/Corporation/Institute/Office: **Govt. Polytechnic for
Women, Sector-10, Chandigarh.**

Sr No.	Name of the Board(s)	Name of council (s)	Name of Committee(s)	Name of other bodies constituted by the deptt.	Whether meetings of these bodies are open to the public (Yes/No)	Whether the minutes of such meetings are accessible for public.(Yes/No)
----- NIL -----						

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ANNEXURE-9

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

(Directory of the officers and employees as on March, 2013)

Name of the Department/Board/Corporation/Institute/Office: **Govt. Polytechnic for
Women, Sector-10, Chandigarh.**

Sr No	Name of the Officer/ Official	Designation.	Phone No.
1	2	3	4
1	Mrs. Vin Dosajh	Officiating Principal/ HOD	0172- 2740476
2	Mrs. Narinder Kaur Sethi	Lecturer	
3	Mrs. Kamla Dewan	Lecturer	
4	Dr. Rajesh Jhamb	-do-	
5	Dr. Surinder Chauhan	-do-	
6	Mr. A.T.Chilakwad	-do-	
7	Ms. Sonika Saini	-do-	
8	Mr. Pankaj Kapoor	Lecturer	
9	Mrs. Shashi Arora	Lecturer	
10	Ms. Poonam	-do-	
11	Mrs. Deepi	-do-	
12	Ms Gurleen Kaur	Lecturer	
13	Ms Neetika Paul	-do-	
14	Gagandeep Singh	Lecturer	
15	Jeetender Bagde	-do-	
16	Anju Verma	-do-	
17	Sonika Goyal	-do-	
18	Navneet Kaur	Lecturer	
19	Anil Verma	-do-	
20	Devinder Singh	Draftsman	
21	Baljit Kaur	Sr. Asstt.	

22	Mrs Manjit Kaur	Sr. Asstt.
23	Mrs. Shashi Bala	Jr. Asstt.
24	Mrs. Raman Dogra	J.S.S.
25	Lovesh Sethi	Jr. Assistant
26	Rajesh Tiwari	Clerk
27	Hari Krishan	Clerk
28	Neelam Nagpal	Jr. Lib.
29	Shilpa Srivastva	Library Restorer
30	Anita	Hostel Warden
31	Neelam Rani	Nurse
32	Mewa Singh	Lab-Asstt.
33	Prem Nath	-do-
34	Om Prakash	-do-
35	Shashi Kashyap	-do-
36	Gurmeet Singh	Lab- Attd.
37	Sunder Singh	-do-
38	Guna Nand	-do-
39	Sarabjit Singh	-do-
40	Bansi Lal	Peon
41	Prem Kaur	-do-
42	Sanjeev Kumar	Lab- Attd.
43	Rajesh Kumar	-do-
44	Jeet Ram	Peon
45	Rup Lal	Peon
46	Brij Lal	W/A
47	Sanjeev Kumar	-do-
48	Smt Satya Devi	Sweeper
49	Sh Punna Lal	-do-
50	Sh Hari Shankar	Mali
51	Charan Singh	Chowkidar
52	Chandan Singh	-do-
53	Puran Singh	-do-

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ANNEXURE-10

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

(Monthly remuneration received by the officers and employees as on
March, 2013)

Name of the Department/Board/Corporation/Institute/Office: **Govt. Polytechnic for
Women, Sector-10, Chandigarh.**

Sr No	Name of the Officer/ Official	Designation.	Monthly emoluments
1	2	4	
1	Mrs. Vin Dosajh	Officiating Principal/ HOD	77882/-
2	Mrs. Narinder Kaur Sethi	Lecturer	82432/-
3	Mrs. Kamla Dewan	Lecturer	68531/-
4	Mr. Rajesh Jhamb	Lecturer	61542/-
5	Mr. Surinder Chauhan	-do-	54130/-
6	Mr. A.T.Chilakwad	-do-	47491/-
7	Ms. Sonika Saini	-do-	43002/-
8	Mr. Pankaj Kapoor	Lecturer	44275/-
9	Mrs. Shashi Arora	Lecturer	60477/-
10	Ms. Poonam	Lecturer	65709/-
11	Mrs. Deepi	-do-	44275/-
12	Gurleen Kaur	Lecturer	61542/-
13	Ms Neetika Paul	-do-	44275/-
14	Gagandeep Singh	Lecturer	58970/-
15	Jeetender Bagde	Lecturer	51275/-
16	Anju Verma	-do-	56728/-
17	Sonika Goyal	-do-	59968/-
18	Navneet Kaur	Lecturer	58396/-
19	Anil Verma	-do-	56666/-
20	Devinder Singh	Draftsman	56824/-
21	Baljit Kaur	Sr. Asstt.	40938/-
22	Mrs Manjit Kaur	Sr. Asstt.	37462/-
23	Mrs. Shashi Bala	Jr. Asstt.	34644/-
24	Mrs. Raman Dogra	Jr.Scale Stenographer	29920/-
25	Mr.Lovesh Sethi	Jr. Asstt	29920/-
26	Rajesh Tiwari	Clerk	27977/-
27	Hari Krishan	Clerk	27977/-
28	Neelam Nagpal	Jr. Librarian	31224/-
29	Shilpa Srivastva	Library Restorer	17670/-
30	Anita	Hostel warden	36336/-

31	Neelam Rani	Nurse	42907/-
32	Mewa Singh	Lab-Assistant	34651/-
33	Prem Nath	-do-	34796/-
34	Om Prakash	-do-	18775/-
35	Shashi Kashyap	-do-	20857/-
36	Gurmeet Singh	Lab- Attendant	27342/-
37	Sunder Singh	-do-	26574/-
38	Guna Nand	-do-	27552/-
39	Sarabjit Singh	-do-	22484/-
40	Bansi Lal	Peon	25000/-
41	Prem Kaur	Peon	22619/-
42	Sanjeev Kumar	Lab- Attendant.	25134/-
43	Rajesh Kumar	-do-	23309/-
44	Jeet Ram	Peon	27208/-
45	Rup Lal	Peon	22579/-
46	Brij Lal	Workshop Attendant	20821/-
47	Sanjeev Kumar	-do-	15437/-
48	Smt Satya Devi	Sweeper	27342/-
49	Sh Punna Lal	-do-	24270/-
50	Charan Singh	Chowkidar	26593/-
51	Chandan Singh	-do-	20480/-
52	Puran Singh	-do-	22042/-
53	Hari Shankar	Mali	19393/-

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ANNEXURE-11

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

(Budget allocated to each of its agency, indicating the particulars of all
plans, proposed expenditures and report on disbursements made)

Name of the Department/Board/Corporation/Institute/Office: **Govt. Polytechnic for
Women, Sector-10, Chandigarh.**
(Rs in Lacs)

STATEMENT SHOWING ALLOCATED BUDGET AND EXPENDITURE OF DDO FROM 2013-2014							
DDO CODE - 354							
Account Head	Budget			Expenditure			
	PLAN	NON- PLAN	PLAN	During Month Expenditure	Cummulative Expenditure		
				NON-PLAN	PLAN	NON-PLAN	
2203-Technical Education							
00-Technical Education							
105-Polytechnic.							
03-Government Polytechnic for Women.							
03-00-01-Salaries	-	0	35429000	0	2560014	0	2560014
03-00-06-Medical Treatment	-	0	500000	0	0	0	0
03-00-11-Domestic Travel Expenses	-	0	10000	0	0	0	0
03-00-13-Office Expenses	-	0	2000000	0	176624	0	176624
03-00-16-Publications	-	0	80000	0	0	0	
03-00-26-Advertising and Publicity	-	0	200000	0	0	0	
SUBHEAD TOTAL		0	38219000	0	2736638	0	2736638

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ANNEXURE-12

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

(The manner of execution of subsidy programmes, including the amounts
allocated and the details of beneficiaries of such programmes)

Name of the Department/Board/Corporation/Institute/Office: **Govt. Polytechnic for
Women, Sector-10, Chandigarh.**

Sr. No.	Scheme under subsidy given.	Manner of execution of subsidy programme.	Amount Allocated (Rs)	Details of beneficiaries.
----- NIL -----				

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ANNEXURE-13

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

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

Name of the Department/Board/Corporation/Institute/Office: **Govt. Polytechnic for
Women, Sector-10, Chandigarh.**

Sr. No.	Concessions/Permit/ Authorization grant	Name of the Recipient	Address of the Recipient
----- NIL -----			

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ANNEXURE-14

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

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

Name of the Department/Board/Corporation/Institute/Office: **Govt. Polytechnic for
Women, Sector-10, Chandigarh.**

Sr. No.	Type of Information
----- NIL -----	

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ANNEXURE-15

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

(Particulars of facilities available to citizens for obtaining information)

Name of the Department/Board/Corporation/Institute/Office: **Govt. Polytechnic for
Women, Sector-10, Chandigarh.**

Sr. No.	Facilities available	Remarks (No. of days in a week/Timings etc.)
1.	Information regarding various courses running at Govt. Polytechnic for Women, Sec- 10 D, Chandigarh.	Monday to Friday (Except Gazetted Holidays) (9:00 a.m. to 05:00 p.m.) Also available at website (www.gpwchandigarh1.org) of the institute

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ANNEXURE-16

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

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

Name of the Department/Board/Corporation/Institute/Office: **Govt. Polytechnic for
Women, Sector-10, Chandigarh.**

Sr. No	Name of the State Publication Information Officer/ CPIO.	Designation	Telephone No. (Office/ Residence)	Residential Address	Assistant State Publication Information Officer/CAPIO	Telephone Number (Office/ Residence)	Residential Address
1.	Mrs. Vin Dosajh	Principal cum CPIO	2740476 (O) 9417781222(M)	#1121, Sec-15 B, Chd.	Mr. Gagandeep Singh, Lecturer cum CAPIOS	2740476(O) 9815811998(M)	#2141, Sec-69, Mohali.

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Officers designated under the Right to Information Act to disseminate
information in respect of institution mentioned against each

S.No	Name of Officer	Designated As	Telephone No
1	Mrs. Gurpreet Kaur Sapra, PCS Director Technical Education U.T. Chandigarh	Appellate Officer	0172-2740674
2	Mrs. Vin Dosajh, Principal, GPW, Chandigarh	C.P.I.O	0172-2740476
3	Mr. Gagandeep Singh, Lecturer/Officer Incharge GPW, Chandigarh	C.A.P.I.O	0172-2740476

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