

**CHANDIGARH SMART CITY LIMITED**  
**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-organization 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: -**

| <b>S. No.</b> | <b>Item</b>  | <b>Details of disclosure</b>   | <b>Particulars</b>   |
|---------------|--|--|--|
| 1.1           | Particulars of its organization, functions and duties [Section 4(1)(b)(i)] | (i) Name of the Organization and its website                               | Annexure-1   |
|               |  | (ii) Head of the organization  |  |
|               |  | (iii) Vision, Mission and Key objectives                                   |  |
|               |  | (iv) Function and duties   |  |
|               |  | (v) Organization Chart   |  |
| 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-2   |
|               |  | (ii) Power and duties of other employees                                   |  |
|               |  | (iii) Rules/ orders under which powers and duty are derived and            | Powers and duties are derived from the HR Policy & Articles of Association of the Company. |
|               |  | (iv) Exercised   | Annexure-2   |
|               |  | (v) Work allocation  |  |
| 1.3           | Procedure followed in decision making process [Section 4(1)(b)(iii)]       | (i) Process of decision making. Identify key decision making points        | Annexure-3   |
|               |  | (ii) Final decision making authority                                       |  |
|               |  | (iii) Related provisions, acts, rules etc.                                 |  |
|               |  | (iv) Time limit for taking a decisions, if any                             |  |
|               |  | (v) Channel of supervision and accountability                              | As per hierarchy in organizational chart   |
| 1.4           | Norms for discharge of functions [Section 4(1)(b)(iv)]                     | (i) Nature of functions/ services offered                                  | Annexure-4   |
|               |  | (ii) Norms/ standards for functions/ service delivery                      |  |
|               |  | (iii) Process by which these services can be accessed                      |  |
|               |  | (iv) Time-limit for achieving the targets                                  |  |
|               |  | (v) Process of redress of grievances                                       |  |

|      |   |  |             |
|------|---|--|-------------|
| 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.   | Annexure-5  |
|      |   | (ii) List of Rules, regulations, instructions manuals and records.   |             |
|      |   | (iii) Acts/ Rules manuals etc.   |             |
|      |   | (iv) Transfer policy and transfer orders   | NA          |
| 1.6  | Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]                            | (i) Categories of documents  | Annexure-6  |
|      |   | (ii) Custodian of documents/categories   |             |
| 1.7  | Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] | (i) Name of Boards, Council, Committee etc.  | Annexure-8  |
|      |   | (ii) Composition   |             |
|      |   | (iii) Dates from which constituted   |             |
|      |   | (iv) Term/ Tenure  |             |
|      |   | (v) Powers and functions   |             |
|      |   | (vi) Whether their meetings are open to the public?  | No          |
|      |   | (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 [Section4(1) (b) (x)]      | (i) List of employees with Gross monthly remuneration  | Annexure-10 |
|      |   | (ii) System of compensation as provided in its regulations   | NIL         |
| 1.10 | Name, designation and other particulars of public information officers [Section4(1) (b) (xvi)]                    | (i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority | Annexure 16 |
|      |   | (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<br>(i) Pending for Minor penalty or major penalty proceedings<br>(ii) Finalised for Minor penalty or major penalty proceedings                                 | NIL   |
| 1.12 | Programmes to advance understanding of RTI (Section 26)                                   | (i) Educational programmes<br>(ii) Efforts to encourage public authority to participate in these programmes<br>(iii) Training of CPIO/APIO<br>(iv) Update & publish guidelines on RTI by the Public Authorities concerned | RTI training was imparted to CSCL officials, CPIO & APIOs from 07.12.2020 to 10.12.2020 by an RTI expert. |

**2. BUDGET AND PROGRAMME: -**

| S. No. | Item   | Details of disclosure  | Particulars  |
|--------|--|--|--|
| 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 11  |
|        |  | (ii) Budget for each agency and plan & programmes  |  |
|        |  | (iii) Proposed expenditures  |  |
|        |  | (iv) Revised budget for each agency, if any  | NA   |
|        |  | (v) Report on disbursements made and place where the related reports are available   | PFMS Portal ( <a href="http://www.pfms.nic.in">www.pfms.nic.in</a> )     |
| 2.2    | Foreign and domestic tours during 2021-22  | (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. <ul style="list-style-type: none"> <li>a) Places visited</li> <li>b) The period of visit</li> <li>c) The number of members in the official delegation</li> <li>d) Expenditure on the visit</li> </ul>  |  |
|        |  | (iii) Information related to procurements <ul style="list-style-type: none"> <li>a) Notice/tender enquires, and corrigenda if any thereon,</li> <li>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</li> <li>c) The works contracts concluded – in any such combination of the above- and</li> <li>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</li> </ul> | All documents are uploaded on E-Tender Website when tenders are floated. |
| 2.3    | Manner of execution of subsidy programme [Section 4(i)(b)(xii)]  | (i) Name of the programme of activity  | No budget is allocated under any subsidy programme to the Company        |
|        |  | (ii) Objective of the programme  |  |
|        |  | (iii) Procedure to avail benefits  |  |
|        |  | (iv) Duration of the programme/ scheme   |  |
|        |  | (v) Physical and financial targets of the programme  |  |
|        |  | (vi) Nature/ scale of subsidy / amount allotted  |  |
|        |  | (vii) Eligibility criteria for grant of subsidy  |  |
|        |  | (viii) Details of beneficiaries of subsidy programme (number, profile etc)   |  |

|     |   |   |   |
|-----|---|---|---|
| 2.4 | Discretionary and non-discretionary grants.   | (i) Discretionary and non-discretionary grants/allocations to State Govt./ NGOs/ other institutions.<br>(ii) Annual accounts of all legal entities who are provided grants by public authorities.   | No Discretionary and Non-Discretionary budget is granted/ allocated to the Company. |
| 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.<br>(ii) For each concessions, permit<br>a) Eligibility criteria<br>b) Procedure for getting the concession/ grant and/ or permits of authorizations.<br>c) Name and address of the recipients given concessions/ permits or authorisations<br>d) Date of award of concessions / permits of authorizations | NIL   |
| 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.   | NIL   |

**3. PUBLICITY BAND PUBLIC INTERFACE: -**

| S. No.  | Item   | Details of disclosure  | Particulars  |
|---|--|--|--|
| 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<br>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens  | Annexure-7   |
|   |  | (ii) Arrangements for consultation with or representation by<br>a) Members of the public in policy formulation/policy implementation<br>b) Day & time allotted for visitors<br>c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants  | NA   |
|   |  | Public- private partnerships (PPP)   | All documents are uploaded on e-tender website when tenders are floated. |
|   |  | (i) Details of Special Purpose Vehicle (SPV), if any   |  |
|   |  | (ii) Detailed project reports (DPRs)   |  |
|   |  | (iii) Concession agreements.   |  |
|   |  | (iv) Operation and maintenance manuals   |  |
|   |  | (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;<br>(i) Policy decisions/ legislations taken in the previous one year<br>(ii) Outline the Public consultation process<br>(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<br>(i) Internet (website) | All Annexures stated herein are uploaded at website of <a href="http://www.chandigarhsmartcity.in">www.chandigarhsmartcity.in</a> |
| 3.4 | Form of accessibility of information manual/ handbook [Section 4(1)(b)]   | Information manual/handbook available in<br>(i) Electronic format          | Available at website  |
|     |   | (ii) Printed format  |   |
| 3.5 | Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]                                    | List of materials available<br>(i) Free of cost                            | Available at website  |
|     |   | (ii) At a reasonable cost of the medium                                    |   |

**4. E. GOVERNANCE: -**

| Sr. No. | Item   | Details of disclosure   | Particulars   |
|---------|--|---|---|
| 4.1     | Language in which Information Manual/Handbook Available  | (i) English   | English   |
|         |  | (ii) Vernacular/ Local Language   | Nil   |
| 4.2     | When was the information Manual/Handbook last updated?   | Last date of Annual Updation  | RTI Proactive Disclosure Information updated in May 2022 for the FY 2021-22.  |
| 4.3     | Information available in electronic form [Section 4(1)(b)(xiv)]                                | (i) Details of information available in electronic form   | All Annexures stated herein are available on web portal   |
|         |  | (ii) Name/ title of the document/record/ other information  |   |
|         |  | (iii) Location where available  | On CSCL Web Portal i.e. <a href="http://www.chandigarhsmartcity.in">www.chandigarhsmartcity.in</a>  |
| 4.4     | Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)] | (i) Name & location of the facilities   | Annexure-15   |
|         |  | (ii) Details of information made available  |   |
|         |  | (iii) Working hours of the facility   |   |
|         |  | (iv) Contact person & contact details (Phone, fax email)  |   |
| 4.5     | Such other information as may be prescribed under section 4(i) (b)(xvii)                       | (i) Grievance redressal mechanism   | All citizens have the Right to Information subject to the provision of RTI Act, 2005 and can contact APIO/ CPIO mentioned in Annexure-7. Any party aggrieved by the decision of CPIO has the Right to Appeal before First Appellate Authority for Redressal of its Grievance. |
|         |  | (ii) Details of applications received under RTI and information provided  | RTI Register is maintained and total 13 RTI applications are received in FY 2021-22.  |
|         |  | (iii) List of completed schemes/ projects/ Programmes   | Available on CSCL web portal i.e. <a href="http://www.chandigarhsmartcity.in">www.chandigarhsmartcity.in</a>  |
|         |  | (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  | NIL   |
|         |  | (vii) Frequently Asked Question (FAQs)  |   |
|         |  | (viii) Any other information such as<br>a) Citizen's Charter<br>c) Six monthly reports loaded on the website or not<br>d) Performance against the benchmarks set in the Citizen's Charter |   |
| 4.6     | Receipt & Disposal of RTI applications & appeals   | (i) Details of applications received and disposed   | RTI Register is maintained.<br>RTI applications (2021-22)=13<br>Applications disposed off = 13<br>RTI Appeal (2021-21) = 01<br>Disposal of Appeal = 01  |
|         |  | (ii) Details of appeals received and orders issued  |   |



|     |  |  |     |
|-----|--|--|-----|
| 4.7 | Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)] | Details of questions asked and replies given | NIL |
|-----|--|--|-----|

5. **INFORMATION AS MAY BE PRESCRIBED: -**

| S. No. | Item  | Details of disclosure  |   | Particulars  |
|--------|---|--|---|--|
| 5.1    | Such other information as may be prescribed | (i)  | Name & details of<br>(a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015 | <p><b>Current CPIO :-</b><br/>Mr. N.P. Sharma, CGM<br/>(Since 16.12.2019)<br/>M-97810-10000</p> <p><b>Current FAA :-</b><br/>Mr. Rohit Gupta, PCS, MCC.<br/>Phone-0172-5004112</p> <p><b>Earlier FAA</b><br/>Mr. Anil Kumar Garg, PCS, Addl. CEO<br/>(23.12.2016 to 31.05.2021)</p> <p><b>Earlier CPIO:-</b><br/>Mr. Vijay Premi, SDE, MCPH<br/>(23.12.2016 to 15.12.2019)</p> |
|        |   | (ii)   | Details of third party audit of voluntary disclosure  | Audit carried out by Mahatma Gandhi State Institute of Public Administration, Punjab on dated 18.05.2022.  |
|        |   | (a) Dates of audit carried out<br>(b) Report of the audit carried out      |   |  |
|        |   | (iii)  | Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director   | Mr. N.P. Sharma,<br>Chief General Manager, CSCL<br>M-97810-10000<br>(16.12.2019)   |
|        |   | (a) Date of appointment<br>(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<br>(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<br>(b) Name & Designation of the Officers |   |  |

**6. INFORMATION DISCLOSED ON OWN INITIATIVE: -**

| <b>S. No.</b> | <b>Item</b>   | <b>Details of disclosure</b> | <b>Particulars</b>   |
|---------------|---|------------------------------|--|
| 6.1           | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information |                              | <a href="http://www.chandigarhsmartcity.in">www.chandigarhsmartcity.in</a> |

## ANNEXURE-1

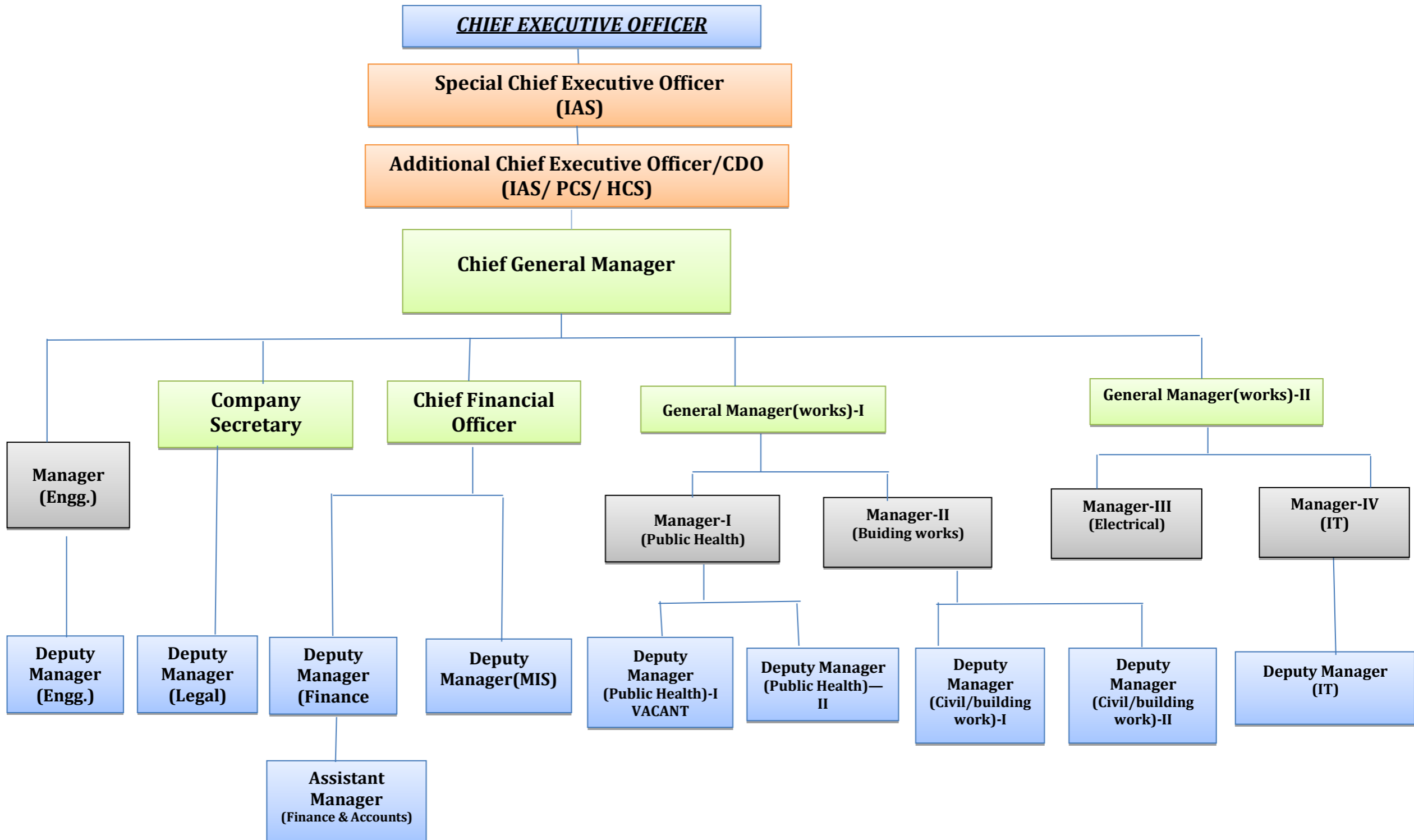
### PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN SECTION 4(1)(b)(i) OF THE RIGHT TO INFORMATION ACT, 2005

#### CHANDIGARH SMART CITY LIMITED

(The particulars of the organization, functions and duties)

| Sr. No. | Subject                             | Remarks   |
|---------|-------------------------------------|---|
| 1.      | Name of the Company and its website | Chandigarh Smart City Limited<br><a href="http://www.chandigarhsmartcity.in">www.chandigarhsmartcity.in</a>   |
| 2.      | Head of the Organisation            | Chief Executive Officer   |
| 3.      | Vision, Mission and Key objectives  | <p><b>The Vision of CSCL is:</b> The city beautiful is envisioned to become leader in liveability, sustainability, equality and innovation.</p> <p><b>The Mission of CSCL is:</b> To facilitate urban development and smart cities mission by acting as a governing and existing agencies in formulation of policies, institutional capacity building and project implementation, and will assist in the funding and implementation of projects as laid down in the objectives of the Company.</p> <p><b>Key operating Principles in its vision and mission:</b></p> <ul style="list-style-type: none"><li>a. Citizens &amp; stakeholders Focus: Provide service to citizens &amp; stakeholders and respond to their needs and interests in a respectful, reliable and professional manner.</li><li>b. Environmental Responsibility: Plan &amp; manners the operations as responsible stewards of our natural resources and the environment.</li><li>c. Safety Awareness: Perform work with high level of safety awareness for ourselves, our fellow employees and the public.</li><li>d. Employee Inclusiveness: Respect and values the contributions of employees because everyone is important to the success of the operations.</li></ul> |
| 4.      | Functions and Duties                | <ul style="list-style-type: none"><li>a. To promote the establishment and development of the city of Chandigarh as smart city, which is a vibrant and unique regional centre and leader in liveability, sustainability, equality and innovation.</li><li>b. Approve and sanction the projects including their technical appraisal.</li><li>c. Execute the Smart City Proposal with complete operational freedom.</li><li>d. Take measures to comply with the requirements of MoHUA with respect to the implementation of the Smart Cities programme.</li><li>e. Mobilize resources within timelines and take measures necessary for the mobilisation of resources.</li><li>f. Approve and act upon the reports of a third-party Review and Monitoring Agency.</li><li>g. Overview Capacity Building activities.</li><li>h. Develop and benefit from inter-linkages of academic institutions and organizations.</li><li>i. Ensure timely completion of projects according to set timelines.</li><li>j. Undertake review of activities of the Mission including budget, implementation of projects, and preparation of SCP and co-ordination with other missions/schemes and activities of various ministries.</li></ul>                        |

|    |                      |   |
|----|----------------------|---|
|    |                      | <ul style="list-style-type: none"> <li><b>k.</b> Monitor and review quality control related matters and act upon issues arising thereof.</li> <li><b>l.</b> Incorporate joint ventures and subsidiaries and enter into Public Private Partnerships as may be required for the implementation of Smart cities programme.</li> <li><b>m.</b> Enter into contracts, partnerships and service delivery arrangements as may be required for the implementation of the Smart Cities Mission.</li> <li><b>n.</b> Determine and collect user charges as authorised by the ULB Collect taxes, surcharges etc. as authorised by the ULB.</li> </ul> |
| 5. | Organisational Chart | Attached hereunder:   |



**ANNEXURE-2**

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

**CHANDIGARH SMART CITY LIMITED**

**(The powers and duties of the officers and employees)**

| <b>Sr.No.</b> | <b>Name of the post</b>                | <b>Powers and Duties (in brief)</b>   |
|---------------|--|---|
| 1.            | Chief Executive Officer                | In the capacity of Head of Department and appointing authority, has the supervisory and administrative control over the staff and financial matters of the company. |
| 2.            | Special Chief Executive Officer        | In the capacity of Head of Office has control over the working and staff of the company.  |
| 2.            | Additional Chief Executive Officer     | To deal with all day to day matters of the company.   |
| 3.            | Chief General Manager                  | To deal with all the projects of the company relating to operation, planning and design.  |
| 4.            | Chief Financial Officer                | To deal with all the matters relating to finance, accounts and human resource.  |
| 5.            | Company Secretary                      | To deal with legal and company/secretarial matters.   |
| 6.            | Manager (Engineering)                  | To deal with the matters related to urban infrastructure and projects.  |
| 7.            | Deputy Manager (Engineering)           | To deal and report to Manager (Engg.) on the matters related to urban infrastructure and projects.  |
| 8.            | Deputy Manager (Legal)                 | To deal with legal matters of the company and reports to Company Secretary.   |
| 9.            | Deputy Manager (Finance &Accounts)     | To deal and report to CFO on matters relating to finance and accounts.  |
| 10.           | Deputy Manager (MIS)                   | To deal and report to CFO on matters relating to Information Technology.  |
| 11.           | Assistant Manager (Accounts & Finance) | To deal and report to CFO on matters relating to finance and accounts.  |

### ANNEXURE-3

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

### CHANDIGARH SMART CITY LIMITED

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

| Sr.No.                                 | Level at which the case is initiated (Name of Post) | Name of post which deals with the case before the decision making authority. | Level at which decision is made  | Time Limit for taking a decision, if any |
|--|---|--|--|--|
| <b>ACCOUNTS</b>                        |   |  |  |  |
| 1.                                     | Deputy Manager (F&A)<br>Assistant Manager (F&A)     | Chief General Manager<br>Chief Finance Officer                               | Chief Executive Officer<br>Special Chief Executive Officer<br>Additional Chief Executive Officer | As per Routine Procedure                 |
| <b>HUMAN RESOURCE</b>                  |   |  |  |  |
| 2.                                     | Chief Finance Officer                               | Chief General Manager  | Chief Executive Officer<br>Special Chief Executive Officer<br>Additional Chief Executive Officer | As per Routine Procedure                 |
| <b>ENGINEERING &amp; TECHNICAL/MIS</b> |   |  |  |  |
| 3.                                     | Deputy Manager (Engg)                               | Chief General Manager<br>Manager (Engg.)                                     | Chief Executive Officer<br>Special Chief Executive Officer                                       | As per Routine Procedure                 |
| 4.                                     | Deputy Manager (MIS)                                | Chief Finance Officer  | Additional Chief Executive Officer   |  |
| <b>SECRETARIAL &amp; LEGAL</b>         |   |  |  |  |
| 5.                                     | Company Secretary<br>Deputy Manager (Legal)         | Chief General Manager  | Chief Executive Officer<br>Special Chief Executive Officer<br>Additional Chief Executive Officer | As per Routine Procedure                 |

\*The final decision authority is Board of Directors. However, some powers are delegated in favour of Chief Executive Officer.



**ANNEXURE-4**

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

**CHANDIGARH SMART CITY LIMITED**

**(The norms set for the discharge of its functions)**

| <b>Sr. No.</b> | <b>Nature of functions/ Services offered</b>  | <b>Norms/ Standards for functions/ services offered</b>  | <b>Time Limit for achieving targets</b> | <b>Process by which these services can be accessed</b>            | <b>Process of redress of Grievances</b> |
|----------------|---|--|---|---|---|
| 1.             | To promote the establishment and development of the city of Chandigarh as a smart city, which is a vibrant and unique regional centre and leader in liveability, sustainability, equality and innovation. | The Company functions under the guidelines of Ministry of Housing and Urban Affairs (MoHUA) and Smart City Mission Guidelines. | As per routine procedure.               | Overall Monitoring of the work of company by head of the Company. | As per routine procedure.               |

**ANNEXURE-5**

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

**CHANDIGARH SMART CITY LIMITED**

**(The rules, regulations, instructions, manuals and record, held by it or under control or  
used by employees for discharging functions)**

| <b>Sr. No.</b> | <b>Title and Nature of the record/ Manual/ Instructions</b>            | <b>List of Rules, Regulations, Instructions, Manuals &amp; Records</b> | <b>Act/ Rules Manuals etc.</b>   | <b>Transfer Policy and Transfer Orders</b> |
|----------------|--|--|--|--|
| 1.             | Memorandum of Association  |  | The Companies Act, 2013.   | NA   |
| 2.             | Articles of Association  |  | The Companies Act, 2013.   |  |
| 3.             | HR Policy  |  | -  |  |
| 4.             | Policy on Prevention of Sexual Harassment (POSH) of Women at workplace |  | The sexual harassment of women at workplace (prevention, prohibition and redressal) Act, 2013. |  |
| 5.             | Data Sharing and Accessibility Policy for CSCL                         |  | National Data Sharing and Accessibility Policy (NDSAP)   |  |
| 6.             | Corporate Social Responsibility Policy                                 |  | Companies (Corporate Social Responsibility Policy) Rules, 2014.                                |  |

**ANNEXURE-6**

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

**CHANDIGARH SMART CITY LIMITED**

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

| <b>Sr.No.</b>                        | <b>Category of Documents</b>  |
|--------------------------------------|---|
| <b>Accounts Branch: -</b>            |   |
| 1.                                   | Account Books (All types of ledgers, sub ledgers, trial balance, bank books, P&L Accounts, Balance Sheets, Quarterly TDS, Register>Returns, GST Return. |
| 2.                                   | Vouchers  |
| 3.                                   | Pass Books  |
| 4.                                   | Cheque Books  |
| 5.                                   | Budget documents  |
| <b>Engineering Branch</b>            |   |
| 1.                                   | Copy of Request for proposal (RFP)  |
| 2.                                   | Project Details   |
| 3.                                   | Contracts & Agreements  |
| 4.                                   | MOUs  |
| 5.                                   | Tenders   |
| 6.                                   | Miscellaneous   |
| <b>Human Resource</b>                |   |
| 1.                                   | Record of all employees from recruitment to exit process.   |
| 2.                                   | Service files and records of staff  |
| 3.                                   | Miscellaneous   |
| <b>Secretarial and Legal</b>         |   |
| 1.                                   | RTI Files, Record & Register  |
| 2.                                   | Memorandum & Articles of Association  |
| 3.                                   | Secretarial record (Board Meetings, General Meetings)   |
| 4.                                   | Attendance registers of Meetings  |
| 5.                                   | Miscellaneous   |
| <b>Management Information System</b> |   |
| 1.                                   | MIS Related Files   |
| 2.                                   | Miscellaneous   |

ANNEXURE-7

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

**CHANDIGARH SMART CITY LIMITED**

(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.)

| Sr. No.                       | Details/Type of arrangements made   |                          |                                      |                    |                                      |                          |                                      |                          |                                    |                               |                     |
|-------------------------------|---|--------------------------|--------------------------------------|--------------------|--------------------------------------|--------------------------|--------------------------------------|--------------------------|------------------------------------|-------------------------------|---------------------|
| 1.                            | Following officers have been appointed as for giving information to General Public.<br><table data-bbox="272 835 1498 1104"><tr><td>1. Deputy Manager(Legal)</td><td>Assistant Public Information Officer</td></tr><tr><td>2. Manager (Engg.)</td><td>Assistant Public Information Officer</td></tr><tr><td>3. Chief Finance Officer</td><td>Assistant Public Information Officer</td></tr><tr><td>4. Chief General Manager</td><td>Central Public Information Officer</td></tr><tr><td>5. Joint Commissioner-II, MCC</td><td>Appellate Authority</td></tr></table> | 1. Deputy Manager(Legal) | Assistant Public Information Officer | 2. Manager (Engg.) | Assistant Public Information Officer | 3. Chief Finance Officer | Assistant Public Information Officer | 4. Chief General Manager | Central Public Information Officer | 5. Joint Commissioner-II, MCC | Appellate Authority |
| 1. Deputy Manager(Legal)      | Assistant Public Information Officer  |                          |                                      |                    |                                      |                          |                                      |                          |                                    |                               |                     |
| 2. Manager (Engg.)            | Assistant Public Information Officer  |                          |                                      |                    |                                      |                          |                                      |                          |                                    |                               |                     |
| 3. Chief Finance Officer      | Assistant Public Information Officer  |                          |                                      |                    |                                      |                          |                                      |                          |                                    |                               |                     |
| 4. Chief General Manager      | Central Public Information Officer  |                          |                                      |                    |                                      |                          |                                      |                          |                                    |                               |                     |
| 5. Joint Commissioner-II, MCC | Appellate Authority   |                          |                                      |                    |                                      |                          |                                      |                          |                                    |                               |                     |
| 2.                            | The Competent Officer, address the press regarding the policy or other information regarding the public.  |                          |                                      |                    |                                      |                          |                                      |                          |                                    |                               |                     |
| 3.                            | Telephone No. 0172-5043196  |                          |                                      |                    |                                      |                          |                                      |                          |                                    |                               |                     |
| 4.                            | E-Mail:- <a href="mailto:smartcity.chd@nic.in">smartcity.chd@nic.in</a>   |                          |                                      |                    |                                      |                          |                                      |                          |                                    |                               |                     |

**ANNEXURE-8**

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

**CHANDIGARH SMART CITY LIMITED**

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

| <b>Sr.No.</b> | <b>Name of the Board(s)</b>   | <b>Name of the Council(s)</b> | <b>Name of the Committee(s)</b> | <b>Date of Constitution</b>         | <b>Whether meetings of these bodies are open to the public (Yes/No)</b> | <b>Whether the minutes of such meetings are accessible for public (Yes/No.)</b> |
|---------------|---|-------------------------------|---------------------------------|-------------------------------------|---|---|
|               | The company has eleven (11) Directors on the Board.<br>The Minutes of the Board are circulated to the Board of Directors. |                               |                                 | Date of incorporation<br>26.07.2016 | No  | No  |
|               | This Company has constituted the following committees having <b>composition</b> as under :-                               |                               |                                 |                                     |   |   |
|               | 1. Technical Committee (6 members)  |                               |                                 | 31.12.2018                          |   |   |
|               | 2. Internal Complaint Committee (4 members)   |                               |                                 | 22.03.2019                          |   |   |
|               | 3. Corporate Social Responsibility Committee (3 members)  |                               |                                 | 31.12.2018                          |   |   |
|               | 4. Audit Committee  |                               |                                 | 22.12.2020                          |   |   |
|               | 5. Nomination and Remuneration Committee  |                               |                                 | 22.12.2020                          |   |   |

**ANNEXURE-9**

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

**CHANDIGARH SMART CITY LIMITED**

**(Directory of the officers and employees)**

| <b>Sr.No.</b>   | <b>Name of the Officer/Employee</b> | <b>Designation</b>                 | <b>Telephone Number (O)</b> |
|---|-------------------------------------|------------------------------------|-----------------------------|
| 1.  | Smt. Anindita Mitra                 | Chief Executive Officer            | 0172-2708765                |
| 2.  | Smt. Purva Garg                     | Special Chief Executive Officer    | 0172-5043196                |
| 3.  | Sh. Anil Kumar Garg                 | Additional Chief Executive Officer | 0172-5043196                |
| 4.  | Sh. N.P. Sharma                     | Chief General Manager              | 9781010000                  |
| 5.  | Ms. Nalini Malik                    | Chief Finance Officer              | 9855501160                  |
| 6.  | Ms. Shaveta Sharma                  | Company Secretary                  | 9876056044                  |
| 7.  | Sh. Gagandeep Singh                 | Manager (Engg)                     | 9814959769                  |
| 8.  | Sh. Sahil Kumar                     | Deputy Manager (Engg)              | 8295904194                  |
| 9.  | Sh. Arvind Chauhan                  | Deputy Manager (Legal)             | 9988007442                  |
| 10.   | Sh. Deepak Kumar                    | Deputy Manager(F&A)                | 9872976817                  |
| 11.   | Ms. Inderjit Kaur                   | Deputy Manager (MIS)               | 6239849420                  |
| 12.   | Sh. Munish Kumar                    | Assistant Manager (F&A)            | 9056006200                  |
| E-Mail:- <a href="mailto:smartcity.chd@nic.in">smartcity.chd@nic.in</a> |                                     |                                    |                             |

**ANNEXURE-10**

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

**CHANDIGARH SMART CITY LIMITED**

**(The monthly remuneration received by officers and employees)**

| <b>Sr.No.</b>  | <b>Name of the Officer/Employee</b> | <b>Designation</b>                 | <b>Monthly emoluments as on joining (Rupees)</b> |
|--|-------------------------------------|------------------------------------|--|
| 1.   | Smt. Anindita Mitra                 | Chief Executive Officer            | -----  |
| 2.   | Smt. Purva Garg                     | Special Chief Executive Officer    | -----  |
| 3.   | Sh. Anil Kumar Garg                 | Additional Chief Executive Officer | -----  |
| 4.   | Sh. N.P. Sharma                     | Chief General Manager              | 37400-67000+8600(GP)                             |
| 5.   | Ms. Nalini Malik                    | Chief Finance Officer              | 1,50,000/-                                       |
| 6.   | Ms. Shaveta Sharma                  | Company Secretary                  | 75,000/-   |
| 7.   | Sh. Gagandeep Singh                 | Manager (Engg)                     | 75,000/-   |
| 8.   | Sh. Sahil Kumar                     | Deputy Manager(Engg)               | 45,000/-   |
| 9.   | Sh. Arvind Chauhan                  | Deputy Manager (Legal)             | 45,000/-   |
| 10.  | Sh. Deepak Kumar                    | Deputy Manager (F&A)               | 45,000/-   |
| 11.  | Ms. Inderjit Kaur                   | Deputy Manager (MIS)               | 45,000/-   |
| 12.  | Sh. Munish Kumar                    | Assistant Manager (F&A)            | 35,000/-   |
| Supporting Staff has been engaged through outsourcing agency/contractor i.e. M/s Secure Guard and manpower services. |                                     |                                    |  |

**ANNEXURE-11**

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

**CHANDIGARH SMART CITY LIMITED**

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

| <b>Total<br/>Release by<br/>GOI to<br/>State Govt.</b> | <b>Release of<br/>Central<br/>assistance<br/>by State<br/>to SPV</b> | <b>Total<br/>release<br/>of Funds</b> | <b>Utilisation<br/>of GOI<br/>Funds</b> | <b>Utilisation<br/>of State<br/>matching<br/>share</b> | <b>Balance<br/>Funds</b> | <b>Implementation progress</b>                |                               |
|--|--|---------------------------------------|---|--|--------------------------|---|-------------------------------|
|  |  |                                       |   |  |                          | <b>Physical<br/>Progress</b>                  | <b>Financial<br/>Progress</b> |
| 294.00   | 330.00   | 624.00                                | 294.00                                  | 273.08   | 56.92                    | 36%<br>(including<br>convergence<br>projects) | 90.88%                        |

This is in relation to status of release of GOI share and matching grant by state to SPVs (Chandigarh Smart City) as on 31.03.2022. Figures mentioned hereinabove are in crores.



**ANNEXURE-12**

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

**CHANDIGARH SMART CITY LIMITED**

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

Not Applicable

**ANNEXURE-13**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE  
4(1)(b)(xiii) OF THE RIGHT TO INFORMATION ACT, 2005  
CHANDIGARH SMART CITY LIMITED**

**(Particulars of recipients of concessions, permits or authorisations granted)**

|                |
|----------------|
| Not Applicable |
|----------------|

**ANNEXURE-14**

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

**CHANDIGARH SMART CITY LIMITED**

**(Details in respect of the information, available to of held by it, reduced in an electronic form.)**

| <b>Sr.No.</b> | <b>Type of Information</b>   |
|---------------|--|
| 1.            | Information relating to the list of the employees of company and their power and duties available on website of Municipal Corporation, Chandigarh.         |
| 2.            | Tenders etc. are available on the Web Portal of Chandigarh Smart City Ltd. i.e. <a href="http://www.chandigarhsmartcity.in">www.chandigarhsmartcity.in</a> |
| 3.            | Tender process available on website  |

**ANNEXURE-15**

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

**CHANDIGARH SMART CITY LIMITED**

**(Particulars of facilities available to citizens for obtaining information)**

| <b>Sr.No.</b>   | <b>Facilities available</b>        | <b>Remarks<br/>(No. of days in a week/Timings etc.)</b>  |
|---|------------------------------------|--|
| 1.  | Through RTI Applications           | Both offline and online mode<br>(Monday-Friday)<br>(09:30 AM - 05:30 PM)   |
| 2.  | Website Name                       | <a href="http://www.chandigarhsmartcity.in">www.chandigarhsmartcity.in</a>   |
| 3.  | Contact Person and Contact details | 1. Deputy Manager(Legal), APIO (M-9988007442)<br>2. Manager (Engg.), APIO (M-9814959769)<br>3. Chief Finance Officer, APIO (M-9855501160)<br>4. Chief General Manager, CPIO (M-9781010000) |
| Telephone No. 0172-5043196<br>E-Mail:- <a href="mailto:smartcity.chd@nic.in">smartcity.chd@nic.in</a> |                                    |  |

**ANNEXURE-16**

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

**CHANDIGARH SMART CITY LIMITED**

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

| <b>S.No</b> | <b>Name/ Designation/<br/>Address of the Central<br/>Publication Information<br/>Officer/Designation</b> | <b>Name/ Designation/<br/>Address of the Assistant<br/>Publication Information<br/>Officer</b> | <b>Appellate Authority</b>   | <b>Telephone<br/>Number</b> |
|-------------|--|--|--|-----------------------------|
| 1.          | Mr. N.P. Sharma<br>(Chief General Manager)<br><br>M-9781010000   | Mr.Arvind Chauhan<br>(DM- Legal)<br><br>M-9988007442   | Mr. Rohit Gupta , PCS<br>Joint Commissioner-II,<br>Municipal Corporation,<br>Chandigarh. | 0172-5043196                |
|             |  | Mr. Gagandeep Singh<br>(Manager Engg.)<br><br>M-9814959769                                     | Phone-0172-5004112   |                             |
|             |  | Ms. Nalini Malik<br>(CFO)<br><br>M-9855501160  |  |                             |