

**INFORMATION REGARDING THE PROVISIONS OF SECTION 4(1)b OF RTI ACT 2005 IS AS UNDER:**

**(i) The Particulars of Organization, Functions & Duties**

**a) Organization :**

Department of Architecture, Haryana,  
Plot No. 1, Sector 33-A, Chandigarh- Pin- 160020.  
Telephone & PBX No. 0172-2602062 to 2602065  
Fax No. 0172-2602067

**b) Functions and duties:-**

The Architecture department plays key role in infrastructural needs and building activities of entire State of Haryana. The department is a service department and renders Architectural services to Govt., Semi Govt. and Universities in the state. The Architecture department prepares the design of various building projects at the state level, District Level, Sub Division level, Tehsil level, Sub Tehsil level & even extending to village level & to provide for the infrastructural facilities & requirements at grass root level to uplift the living standard of the public at large in the State of Haryana.

This department designs the building projects for:-

- All Departments of the Government such as Health, Education, Distt. Administration, Judiciary, Transport, prosecution etc.
- Autonomous bodies, Universities such as Maharishi Dayanand University Rohtak, Bhagat Phool Singh Mahila Vishvavidyala at Khanpur Kalan District Sonapat, Deen Bandhu Chhotu Ram University of Science & Technology Murthal, District Sonapat etc.
- Boards & Corporations such as Shri Mata Mansa Devi Shrine Board, Panchkula, Kurukshetra Development Board, Rajya Sainik Board etc.

**(ii) The Powers and Duties of Officers and employees:**

**Chief Architect:** Chief Architect is the Administrative and Professional/Technical Head of the Department and is responsible efficient working.

**Senior Architect:** Senior Architect is the overall in charge of the circle and is responsible to the Chief Architect regarding the Building Design/assistance in all Administrative matters

**Architect:** Architect is the incharge, of the Architectural Unit working under his control comprising of Assistant Architect, Architectural Assistant, Senior Draftsman, Junior Draftsman, Assistant Draftsman etc. He is also responsible to get the design/drawings prepared from the staff working under him. Architect also assist the Senior Officers in the technical and other Administrative matters.

**Assistant Architect:** Assistant Architect's duty is to assist the Architect/Senior Officers in supervising the Technical and other Administrative works as per the directions of the Architect/Senior

officers.

**Architectural Assistant:** Architectural Assistant takes instructions from Architect and Assistant Architect and prepares drawings and also gets the drawings made from other staff members in the group. He puts up the drawings to Architect/ Assistant Architect after checking. He is also responsible to get drawings record register maintained as per direction of Architect/Asstt. Architect.

**Senior Draftsman:** Senior Draftsman prepares the working drawings/detail as per the instructions of Architectural Assistant.

**Modeller:** He prepares models of the building projects as per the drawings prepared by the department.

**Junior Draftsman:** Junior Draftsman prepares the working drawings/detail as per the instructions of Architectural Assistant.

**Assistant Draftsman:** Assistant Draftsman prepares/ traces the working drawing/ details etc. as per the instructions of Architectural Assistant.

**(iii) The Procedure followed in the decision making process, including Channels of Supervision & Accountability;**

**A. Technical works:** As per the request received from any department for construction of a project, the Department of Architecture asks the Client Department i.e. the Head of the Departments of Government/ Semi Government/ Boards/ Corporations & Universities to send the detailed requirements/ scope of work and site plan of the scheme/ project where the building is to be constructed.

The proforma for the Architectural charges in case the building is executed by agency other than PWD B&R or a deposit work, is sent to the client department for sending token amount towards departmental charges prior to the preparation of concept plans. The Architectural charges for providing the architectural services is as follows:-

- i) Government Departments @ 1.7% of the cost of building
- ii) Semi Government departments @ 3% of the cost of building.  
(Boards, Corporation & Universities)

- The Architectural drawings are prepared on the basis of scope of work supplied by the client department & is got approved from the client department.
- On receipt of the approval, the drawings are sent to respective departments for preparation of Rough Cost Estimate & administrative approval, thereof & for other Engg. advices.
- On receipt of advices the working drawings & details are prepared and supplied for execution of the building.
- During execution of the project periodically supervision is carried out by the concerned officers.

**B. Accounts Matters:** This office has full fledged Accounts branch

headed by Accounts Officer. All accounts matters are scrutinized by the Superintendent(Accounts) & then checked by Accounts Officer. The cases are further examined at the level of Senior Architect/Architect to forward the same for the final approval/ financial sanction which is accorded by the Chief Architect.

**C. Establishment Matters:** All establishment matters are processed in the Establishment Branch headed by Superintendent (Establishment). He/she is responsible for scrutinizing & checking the establishment matters. The cases are further examined at the level of Senior Architect/Architect to forward the same for the final approval/ sanction which is accorded by the Chief Architect.

**(iv) The norms set by it for the discharge of its function:**

**A. Technical works**

The norms for the design of the various building projects set by the Government are as under:

1. Evolving concept/preliminary drawings on receipt of scope of work from client department.
  - i) 1 to 5 lacs 15 days
  - ii) 5 to 15 lacs 30 days
  - iii) 15 to 50 lacs 45 days
  - iv) above 50 lacs 60 days
2. Architectural drawings prepared for structural advice & rough cost estimates on receipt of approval of concept plan from client department.
  - v) 1 to 5 lacs 30 days
  - vi) 5 to 15 lacs 30 days
  - vii) 15 to 50 lacs 45 days
  - viii) above 50 lacs 60 days
3. Working drawings evolved as per structural advice
  - a) 1 to 5 lacs 30 days
  - b) 5 to 15 lacs 30 days
  - c) 15 to 50 lacs 30 days
  - d) above 50 lacs 30 days
4. Architectural details/detailed drawings prepared
  - a) 1 to 5 lacs 45 days
  - b) 5 to 15 lacs 3 months
  - c) 15 to 50 lacs 6 months
  - d) above 50 lacs 9 months

**B. Establishment/Account's matters**

All Establishment/Account's matters are dealt as per the norms/ instructions issued by Haryana Govt. from time to time and are dealt as per rules laid down in CSR & PFR

(v) **The rules/regulations, instructions manuals and records held by it or under its control or used by its employees for discharging its functions.**

**A. Technical matters:** The information is contained in the Citizens Charter.

**B. Establishment & Account's matters:** All Establishment/ Account's matters are dealt as per the norms/ instructions issued by Haryana Government from time to time and as per the rules laid down in CSR & PFR

(vi) **The statements of categories of documents that are held by it or under its control**

**A. Technical matters:** The drawings of all on going projects are handled by the circles. However the correspondence/noting files are kept in the works branch of the office.

**B. Establishment & Account's matter:** The files of all Establishment & Account's related cases are handled by Establishment/Account's branch respectively.

(vii) **The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.**

The Architecture department is a service department and prepares the drawings & formulates norms in consultation with the Government/Client Department related with the technical works.

(viii) **A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

Head of the department/ any officer is nominated as member of Council of Architecture and Head of the Department is also ex officio Director of Housing Board, Haryana Tourism Corporation & Haryana Police Housing Corporation etc.

(ix) **The directory of officers & staff of the department:**

Sr.No.	Name & Designation	Address	Phone No.
1	Sh. Pratap Singh, C.A.	3354/23-D, Chd.	(O)2602066 Ext 620 ® 2712845 (M)98722-14243
2	Smt. Sunita Monga, S.A.	1161/43-B, Chd.	(O)2602069 Ext 646 ®2601314
3	Sh. Raj Kapur, S.A.	1245/22-B, Chd.	(O)2602071 Ext 669 ® 2702965
4	Sh. P.K. Nanda, Architect	On deputation with Haryana State Agriculture Marketing Board, Panchkula	
5	Smt. Matreyi C.Gupta, Senior Architect	On deputation with Chandigarh Administration,	

		Chandigarh	
6	Smt. Neelam Nauharia, S.A.	2541/19-C, Chd	(O)2602068 Ext 645 ® 2782044
7	Sh. B.M.Sharma, S.A.	140/23-A, Chd	(O)2602073 Ext 668 ® 2773862
8	Sh. Sunil Dewan, Architect	2/23-A, Chd.	Ext 642
9	Sh. B.B.Mehta, Architect	5461/1MHC.MM	Ext 622
10	Sh. Anil K Walia, Architect	259/12-A,PKL	Ext 612
11	Sh. Praveer Goel, Architect	890/7, Chd.	Ext 678
12	Sh. Ashok Juneja, Architect	327/22-A, Chd.	Ext 676
13	Sh. Hitender Singh, Architect	1006/4, PKL	
14	Sh. Ram Parkash, Architect	234/22-A, Chd.	Ext 664
15	Sh. Jai Kumar, Architect	136/23-A, Chd.	Ext 624
16	Sh. Sanjeev Kumar, Architect	On deputation with PGI Chandigarh	
17	Smt. Vijay Arora, Architect	279/22-A, Chd.	Ext 647
18	Sh. B.L.Chayal, Asstt. Architect	215/7, Chd	Ext 641
19	Sh. Aman jain, Asstt. Architect	3624/23-D, Chd.	Ext 637
20	Sh. Davender Singh Malik, Asstt. Architect	1209/15,PKL	Ext 648
21	Ms. Tara Sharma, Asstt. Architect	144/19-A, Chd.	Ext
22	Sh. Sanjay Ahalwat, Asstt. Architect	10-B/46-A, Chd.	Ext 665
23	Sh. Vinod Goury, Asstt. Architect	310/22-A, Chd.	Ext 613
24	Sh. Krishan Chand, Arch. Asstt.	2388/19-C, Chd.	
25	Sh. Sunehra malik	1280/11,PKL	
26	Smt. Sunita Ranga, Arch. Asstt.	3856/22-D, Chd	
27	Sh. Khushal Chand, Arch. Asstt.	1001-A,/20-B,Chd	
28	Smt. Roopa Rani, Arch. Asstt.	1741/23, Chd	
29	Sh. Surat Singh, Arch. Asstt.	916/17, PKL	
30	Smt. Babita, Arch. Asstt.	1759/23, Chd	
31	Smt. Shashi Kiran, Arch. Asstt.	159,Mayur Vihar/48-A, Chd	
32	Sh. Rajnish Khanna, Arch. Asstt.	406/G.H.24/20, PKL	
33	Sh. Subhash Chander, Arch. Asstt.	467-A, Vill. Darba,Chd	
34	Sh. S.P.Bhambri, Arch. Asstt.	1438/39-B, Chd	
35	Smt. Saroj Kapur, Arch. Asstt.	413/22-A, Chd.	
36	Smt. Suman Rani, Arch. Asstt.	427/22-A, Chd	
37	Smt. Vijay Duggal, S.D.	1097/20-B, Chd	
38	Sh. Ram Kumar, S.D.	1002-A/20-B, Chd	
39	Smt. Savita Aggarwal, S.D.	5013/3,category-III, Manimajra	
40	Sh. Bul Chand, S.D.	1277/11, PKL	

41	Smt. Vipal Sharma, S.D.	3931/22-D,Chd	
42	Smt. Saroj Kumari, S.D.	3777/22-D,Chd	
43	Smt. Tanuja Sharma, S.D.	1029/20-B,Chd	
44	Sh. Sumer Kumar	On deputation with Chandigarh Administration, Chandigarh	
45	Smt. Chander Kanta, S.D.	1718/43-B,Chd	
46	Smt. Ranjana Kumari, S.D.	3827/22-D,Chd	
47	Sh. Ravinder Singh, S.D.	1546/49-B,Chd	
48	Sh. Vinod Kumar, S.D.	3270-B,24-D,Chd	
49	Sh. Om Parkash Verma, S.D.	1342/39-B,Chd	
50	Sh. Ram Phal, Modeller	1216/11,PKL	
51	Sh. Rattan Lal, J.D.	1279/11,PKL	
52	Sh. Chiranji Lal, J.D.	814-A,33-B,Chd	
53	Smt. Phool pati, J.D.	3768/22-D,Chd	
54	Smt. Kiran Bala, J.D.	3080/23-D,Chd	
55	Sh. Sukhbir Singh Punia, J.D.	1260/11,PKL	
56	Smt. Sapna Rani, J.D.	327/22-A,Chd	
57	Smt. Sunita Sarewal, J.D.	1407/49-B, Pushpac Complex, Chd	
58	Smt. Anita Gupta, J.D.	3995/22-D,Chd	
59	Sh. Rounki Ram, J.D.	1128-A/20-B,Chd	
60	Sh. Anil Kumar, J.D.	1660/23-B,Chd	
61	Sh. Satya Pal Sangwan, J.D.	1301/11,PKL	
62	Smt. Karuna Arora, J.D.	1660/23-B,Chd	
63	Smt. Chanda Jain, J.D.	54/15, PKL	
64	Sh. Vijay Kumar, J.D.	On deputation with Urban Local Bodies	
65	Smt. Punita Gupta, J.D.	5030-A/38(W) Chd	
66	Smt. Loveleen kaur, J.D.	2649/19-C,Chd	
67	Smt. Mamta Sharma, J.D.	2167/41-C,Chd	
68	Sh. Kanshi Ram, J.D.	925-D, Dashmesh Nagar, Naya Gaon	
69	Smt. Kiran Mishra, J.D.	3301/40-D,Chd	
70	Smt. Poonam, J.D.	5688/38(W),Chd	
71	Sh. Subhash Chander-I, A.D.	26/15,PKL	
72	Sh. Sri Chand, A.D.	2327-A/19-C,Chd	
73	Sh. Ram Kumar Lohan, A.D.	1816-B/43-B,Chd	
74	Sh. Subhash Chander-II, A.D.	1098-A/20-B, Chd	
75	Sh. Baljit Singh, A.D.	2228/15,PKL	
76	Sh. Sat Naryan, A.D.	154/20-A,Chd	
77	Sh. Jaibir Singh, A.D.	124/Maheshpur 21/PKL	
78	Sh. Shamsheer Singh, A.D.	1664, Deep Complex Hallo Majra, Chd	
79	Sh. Ram Gopal, A.D.	999, Burail, Chd	
80	Sh. Ved Parkash, A.D.	555, Vill. Mauli Jagran, (U.T.) Chd.	
81	Sh. Satyapal Singh, A.D.	2234/15,PKL	
82	Smt. Manju Gandhi, A.D.	5083/2, M.M.C., Mani Majra Chd.	
83	Smt. Meenu, A.D.	1085/23-B,Chd	
84	Smt. Neeraj Khungar, J.D.	1448/23-B,Chd	
85	Sh. Chander Mohan, A.O.	3516/35-D,Chd.	Ext. 629
86	Smt. Santosh Sharma, Supdt.	1742/23-D,Chd	Ext. 607
87	Smt. Baljit kaur, Supdt.	2085 Jalvahu Vihar Pocket No.4, Sector 67, Mohali	Ext. 602
88	Smt. Prem Lata, P.A.	1220/15,PKL	
89	Smt. Manjit Kaur, Asstt.	3218/15-D,Chd	
90	Sh. Ram Chander, Asstt.	25/23-A,Chd	
91	Sh. Raj Kumar, Asstt.	1285/20-B,Chd	

92	Sh. Parmesh Kumar, Asstt.	2311/27-B,Chd	
93	Sh. Hem Chander, Asstt.	742,Hallo majra, Chd.	
94	Smt. Sunita Thaman, Asstt.	227/8,PKL	
95	Sh. Kesar Singh, Asstt.	1311-A/20-B,Chd	
96	Smt. Suresh Batra, Sr. Scale Stenographer	303, GH-23,MDC, Sector-5,PKL	
97	Sh. Mahender Singh, Jr. Scale Stenographer	225/11,PKL	
98	Smt. Parminder Kaur, Jr. Scale Stenographer	1436/7, 29-B, Chd.	
99	Smt. Joginder Kaur, Jr. Scale Stenographer	5696-B-Sector-38, Chd.	
100	Smt. Sunita Rani, Jr. Scale Stenographer	193/48-A, NFL Enclave, Chd.	
101	Smt. Neelam Rani, Jr. Scale Stenographer	603, Sohi Towers Govind Vihar Baltana, Distt. Mohali	
102	Smt Krishna Devi, Steno typist	746/-A7-B,Chd	
103	Smt. Suman Rani, Steno typist	1105/E, Sector-4, PKL	
104	Smt. Sunita Chhikara, Steno typist	311/20-A, Chd.	
105	Smt. Pushpa Devi, Steno typist	1580-A/20-B,Chd	
106	Sh. Deepak, Steno typist	407/19, Panchkula	
107	Sh. Satpal Saini, Clerk	1409/11,PKL	
108	Sh. Joginder singh, Clerk	1747-A/23-B,Chd	
109	Sh. Roshan Lal, Clerk	1169-A/20-B, Chd.	
110	Shiv Kumar Gulia-I	Vill. Kansal, Near Hr. Sectt., Chd.	
111	Sh. Ajay Mohan, Clerk	1446/3,29-B,Chd	
112	Sh. Suresh Chander Tuteja, Clerk	230/52, Chd	
113	Sh. Shiv Kumar Manwani-II, Clerk	3242/22-D,Chd	
114	Sh. Raja Ram, Clerk	4471/46-D,Chd	
115	Sh. Baljit Singh, Clerk	4587-B/46-D,Chd	
116	Sh. Tulsi Ram, Clerk	4508/46-D,Chd	
117	Smt. Amita Rani, Clerk	5715/MHC, M.Majra	
118	Sh. Mahender Singh, Driver	4315/46-D,chd	
119	Sh. Dalip Singh, Driver	209,Gali No.9, Shanti nagar, Manimajra	
120	Sh. Vijay Kumar, Ferro Khalasi	3606/22-D, Chd.	
121	Sh.Baljit Singh, Ferro Khalasi	402-C/33-A, Chd.	
122	Sh. Ram Abhilash, Peon	849/7,Chd	
123	Sh. Kehar Singh, Peon	842-A,/20-A,Chd	
124	Sh. Chaman Shah, Peon	8/Khuda Alisher, U.T. Chd	
125	Sh. Ram Kumar-II, Peon	444-A/33-A,Chd	
126	Sh. Ishwar Singh, Peon	17/Khuda Alisher, UT Chd	
127	Sh. Sat Naryan,Peon	4213/46-D,Chd	

128	Sh. Jai Parkash, peon	4448-A/46-D, Chd.	
129	Sh. Naresh Kumar, Peon	Vill. Kansal, near Civil Sectt. Hr., Chd.	
130	Smt. Khagwati Devi, Peon	2603-A/27-C, Chd	
131	Sh. Shyam Lal, Peon	40A/19, PKL	
132	Sh. Phool Kanwar, Peon	Vill. Kansal, Near Haryana Civil Sectt.	
133	Sh. Sunil Singh, Peon	2292/37-C, Chd	
134	Sh. Rakesh Kumar, Peon	2375/28-C, Chd	
135	Smt. Kamla Devi-1, Peon	1147, Janta Colony, naya Gaon	
136	Smt. Jeevanti Devi, Peon	4630 near Maloya U.T., Chd	
137	Sh. Rameshwar Kumar, Peon	3110/35-C, Chd	
138	Sh. Zile Singh, Chowkidar	Vill. Kansal near Shiv Mandir Hr. Civil Sectt.	
139	Sh. Chandan Singh, Chowkidar	170 gali No.4 Vill. Mohali	
140	Sh. Tara Chand, Sweeper	2361/28-C, Chd	
141	Sh. Krishan Kumar, Sweeper	3711/25-D, Chd	

**(x) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:**

The monthly remuneration received by each of the officers and employees for the month of July, 2010 paid in August, 2010 is as under:-

Sr.No	Name & Designation	Pay scale	Basic pay+ G.P.	P.P.+S.P.	Gross pay
1	Sh. Pratap Singh, C.A.	37400-67000	49200+10000		80420
2	Smt. Sunita Monga, S.A.	37400-67000	47430+8700		87502
3	Sh. Raj Kapur, S.A.	37400-67000	46070+8700		85394
4	Sh.P.K.Nanda, Architect	15600-39100	On deputation with Haryana State Agriculture Marketing Board, Panchkula		
5	Smt. Matreyi C.Gupta, Architect	15600-39100	On deputation with Chandigarh Administration, Chandigarh		
6	Smt. Neelam Nauharia, S.A.	15600-39100	32790+8000		55567
7	Sh. B.M.Sharma, S.A.	15600-39100	32040+8000		54554
8	Sh. Sunil Dewan, Architect	15600-39100	30870+7600		52435
9	Sh. B.B.Mehta, Architect	15600-39100	30160+7600		59028
10	Sh. Anil Kumar Kumar Walia, Architect	15600-39100	27980+7600		55649
11	Sh. Praveer Goel, Architect	15600-39100	25790+6000		43417
12	Sh. Ashok Juneja, Architect	15600-39100	27270+7600		47575
13	Sh. Hitender Singh, Architect	15600-39100			
14	Sh. Ram Parkash, Architect	15600-39100	27270+7600		47575
15	Sh. Jai Kumar, Architect	15600-39100	27270+7600		47575
16	Sh. Sanjeev Kumar, Architect	15600-39100	On deputation with PGI Chandigarh		
17	Smt. Vijay Arora, Architect	15600-39100	25310+7600		44429
18	Sh. B.L.Chayal, Asstt. Architect	9300-34800	24070+5400		40285
19	Sh. Aman jain, Asstt. Architect	9300-34800	13160+5400	2960	32228

20	Sh. Davender Singh Malik, Asstt. Architect	9300-34800	13160+5400	2960	32228
21	Ms. Tara Sharma, Asstt. Architect	9300-34800	12090+5400		24112
22	Sh. Sanjay Ahalwat, Asstt. Architect	9300-34800	13160+5400	2960	28516
23	Sh. Vinod Goury, Asstt. Architect	9300-34800	24070+5400		40285
24	Sh. Krishan Chand, Arch. Asstt.	9300-34800	20850+4200	100	35418
25	Sh. Sunehra malik	9300-34800	21960+4600	100	36456
26	Smt. Sunita Ranga, Arch. Asstt.	9300-34800	21510+4600	100	35849
27	Sh. Khushal Chand, Arch. Asstt.	9300-34800	22850+4600	100+73	37731
28	Smt. Roopa Rani, Arch. Asstt.	9300-34800	19460+4200	100	32541
29	Sh. Surat Singh, Arch. Asstt.	9300-34800	22440+4000	100	41582
30	Smt. Babita, Arch. Asstt.	9300-34800	16220+4000	100	27897
31	Smt. Shashi Kiran, Arch. Asstt.	9300-34800	17270+4000	100	33569
32	Sh. Rajnish Khanna, Arch. Asstt.	9300-34800	13850+4000	100	28268
33	Sh. Subhash Chander, Arch. Asstt.	9300-34800	12090+4000	100 s.p.	25540
34	Sh. S.P.Bhambri, Arch. Asstt.	9300-34800	22020+4000	100	35727
35	Smt. Saroj Kapur, Arch. Asstt.	9300-34800	21640+4000	100	35214
36	Smt. Suman Rani, Arch. Asstt.	9300-34800	21640+4000	100	35214
37	Smt. Vijay Duggal, S.D.	9300-34800	21170+4200		34750
38	Sh. Ram Kumar, S.D.	9300-34800	21130+4000		34426
39	Smt. Savita Aggarwal, S.D.	9300-34800	21170+4200		39824
40	Sh. Bul Chand, S.D.	9300-34800	21490+4200		35182
41	Smt. Vipal Sharma, S.D.	9300-34800	20750+4200		34183
42	Smt. Saroj Kumari, S.D.	9300-34800	20150+4200		33373
43	Smt. Tanuja Sharma, S.D.	9300-34800	20020+4200		33197
44	Sh. Sumer Kumar	On deputation with Chandigarh Administration, Chandigarh			
45	Smt. Chander Kanta, S.D.	9300-34800	20020+4200		38041
46	Smt. Ranjana Kumari, S.D.	9300-34800	19440+4000		32144
47	Sh. Ravinder Singh, S.D.	9300-34800	19860+4000		37483
48	Sh. Vinod Kumar, S.D.	9300-34800	19180+4000		31793
49	Sh. Om Parkash Verma, S.D.	9300-34800	19180+4000		31793
50	Sh. Ram Phal, Modeller	9300-34800	26890+4600		43012
51	Sh. Rattan Lal	9300-34800	17850+4000		29998
52	Sh. Chiranji Lal, J.D.	9300-34800	18130+3600		29836
53	Smt. Phool pati, J.D.	9300-34800	17370+3600		28810
54	Smt. Kiran Bala, J.D.	9300-34800	16760+3600		27986
55	Sh. Sukhbir Singh Punia, J.D.	9300-34800	18070+4000		30295
56	Smt. Sapna Rani, J.D.	9300-34800	17270+4000		29215
57	Smt. Sunita Sarewal, J.D.	9300-34800	16830+4000		28621
58	Smt. Anita Gupta, J.D.	9300-34800	16220+4000		27797
59	Sh. Rounki Ram, J.D.	9300-34800	16230+3600	18	27289
60	Sh. Anil Kumar, J.D.	9300-34800	16890+4000		28702
61	Sh. Satya Pal Sangwan, J.D.	9300-34800	15480+3600	25	26283
62	Smt. Karuna Arora, J.D.	9300-34800	15480+3600		26258
63	Smt. Chanda Jain, J.D.	9300-34800	14920+3600		29206
64	Sh. Vijay Kumar	On deputation with Urban Local Bodies			
65	Smt. Punita Gupta, J.D.	9300-34800	15480+3600		30074

66	Smt. Loveleen kaur, J.D.	9300-34800	13000+3600		22910
67	Smt. Mamta Sharma, J.D.	9300-34800	14920+3600		25502
68	Sh. Kanshi Ram, J.D.	9300-34800	15480+3600		30074
69	Smt. Kiran Mishra, J.D.	9300-34800			
70	Smt. Poonam, J.D.	9300-34800	14890+3600		29160
71	Sh. Subhash Chander-I	9300-34800	15210+3300		29191
72	Sh. Sri Chand, A.D.	9300-34800	12930+3200		22276
73	Sh. Ram Kumar Lohan, A.D.	9300-34800	12300+3200		21844
74	Sh. Subhash Chander-II	9300-34800	12300+3200		21425
75	Sh. Baljit Singh, A.D.	9300-34800	12300+3200		24525
76	Sh. Sat Naryan	9300-34800	11640+3200		23502
77	Sh. Jaibir Singh, A.D.	9300-34800	11640+3200		23502
78	Sh. Shamsher Singh, A.D.	9300-34800	11640+3200		23502
79	Sh. Ram Gopal, A.D.	9300-34800	11640+3200		23502
80	Sh. Ved Parkash, A.D.	9300-34800	11640+3200		23502
81	Sh. Satyapal Singh, A.D.	9300-34800	11640+3200		23502
82	Smt. Manju Gandhi, A.D.	9300-34800	14890+3300		28695
83	Smt. Meenu, A.D.	9300-34800	15210+3300		25489
84	Smt. Neeraj Khungar, J.D.	9300-34800	14890+3300		24557
85	Sh. Chander Mohan, A.O.	9300-34800	17710+5400		36321
86	Smt. Santosh Sharma, Supdt.	9300-34800	16720+4200	30	28772
87	Smt. Baljit kaur, Supdt.	9300-34800	16120+4200		31996
88	Smt. Prem Lata, P.A.	9300-34800	15830+3600	150/-	30767
89	Smt. Manjit Kaur, Asstt.	9300-34800	15770+3300		26245
90	Sh. Ram Chander, Asstt.	9300-34800	15770+3300		26245
91	Sh. Raj Kumar, Asstt.	9300-34800	11820+3200		21277
92	Sh. Parmesh Kumar, Asstt.	9300-34800	15770+3300		26245
93	Sh. Hem Chander, Asstt.	9300-34800	12300+3200		24525
94	Smt. Sunita Thaman, Asstt.	9300-34800	12300+3200		24525
95	Sh. Kesar Singh, Asstt.	9300-34800	13260+3200		22721
96	Smt. Suresh Batra, Sr. Scale Stenographer	9300-34800	12330+3200		24572
97	Sh. Mahender Singh, Jr. Scale Stenographer	5200-20200	12330+3200		24572
98	Smt. Parminder Kaur, Jr. Scale Stenographer	5200-20200	12360+3200		24618
99	Smt. Joginder Kaur, Jr. Scale Stenographer	5200-20200	11730+3200		23642
100	Smt. Sunita Rani, Jr. Scale Stenographer	5200-20200	11580+3200		22909
101	Smt. Neelam Rani, Jr. Scale Stenographer	5200-20200	11580+3200		21931
102	Smt Krishna Devi, Steno typist	5200-20200	9890+2400	100/-	17192
103	Smt. Suman Rani, Steno typist	5200-20200	9470+2400	100/-	18999
104	Smt. Sunita Chhikara, Steno typist	5200-20200	9250+2400	100/-	18658
105	Smt. Pushpa Devi, Steno typist	5200-20200	7010+1900	100/-	12629
106	Sh. Deepak, Steno typist	5200-20200	5200+1900	100/-	9685
107	Sh. Satpal Saini, Clerk	5200-20200	11200+2400	20/-	18880
108	Sh. Joginder singh, Clerk	5200-20200	11730+3200		20656
109	Sh. Roshan Lal, Clerk	5200-20200	10120+2400		17402
110	Shiv Kumar Gulia-I	5200-20200	7720+1900		15411
111	Sh. Ajay Mohan, Clerk	5200-20200	6650+1900		13753
112	Sh. Suresh Chander Tuteja, Clerk	5200-20200	6650+1900	30/-	13783
113	Sh. Shiv Kumar Manwani-II, Clerk	5200-20200	8690+1900		14797
114	Sh. Raja Ram, Clerk	5200-20200	8690+1900		14797
115	Sh. Baljit Singh, Clerk	5200-20200	8520+1900		14567

116	Sh. Tulsi Ram, Clerk	9300-34800	8520+1900		14567
117	Smt. Amita Rani, Clerk	5200-20200	6910+1900		14156
118	Sh. Mahender Singh, Driver	5200-20200	9700+2400	200/-	17035
119	Sh. Dalip Singh, Driver	5200-20200	10310+2400	200/-	20401
120	Sh. Vijay Kumar, Ferro Khalasi	4440-7440	7320+1800		13152
121	Sh. Baljit Singh, Ferro Khalasi	4440-7440	7270+1650		12882
122	Sh. Ram Abhilash, Peon	4440-7440	8660+1900		15096
123	Sh. Kehar Singh, Peon	4440-7440	8000+1800		14070
124	Sh. Chaman Shah, Peon	4440-7440	7710+1650		15348
125	Sh. Ram Kumar-II, Peon	4440-7440	7270+1650		12882
126	Sh. Ishwar Singh, Peon	4440-7440	7270+1650		14666
127	Sh. Sat Naryan, Peon	4440-7440	7010+1650		12531
128	Sh. Jai Parkash, peon	4440-7440	7280+1650		12896
129	Sh. Naresh Kumar, Peon	4440-7440	7280+1650		14682
130	Smt. Khagwati Devi, Peon	4440-7440	7130+1650		12693
131	Sh. Shyam Lal, Peon	4440-7440	7270+1650		14666
132	Sh. Phool Kanwar, Peon	4440-7440	7270+1650		14666
133	Sh. Sunil Singh, Peon	4440-7440	6890+1650		14077
134	Sh. Rakesh Kumar, Peon	4440-7440	6740+1650		12167
135	Smt. Kamla Devi-1, Peon	4440-7440	6240+1300		12527
136	Smt. Jeevanti Devi, Peon	4440-7440	6360+1300		12713
137	Sh. Rameshwar Kumar, Peon	4440-7440	4750+1300		10218
138	Sh. Zile Singh, Chowkidar	4440-7440	7270+1650		14666
139	Sh. Chandan Singh, Chowkidar	4440-7440	6230+1300		12512
140	Sh. Tara Chand, Sweeper	4440-7440	7860+1800		14231
141	Sh. Krishan Kumar, Sweeper	4440-7440	7270+1650		15016

- (xi) **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**

This information is not applicable being a service department.

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

This information is not applicable being a service department.

- (xiii) **The particulars of recipients of concessions, permits or authorizations granted by it;**

This information is not applicable being a service department.

- (xiv) **Detail in respect of the information available to or held by it, reduced in an electronic form;**

Currently most of the drawings are being prepared on computers and are copy right of the Department and can only be issued on the instruction of the Govt. Manual drawings have not yet been produced in electronic form. Some standard drawings/designs and general information of the department is being provided on the web site also.

- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

Any citizens of India can seek information by making a proper application alongwith the requisite fees under Right to Information Act, 2005 during office hours.

A library having referred books is being maintained by this Department for use by its officers/ staff & not for public use.

- (xvi) The names, designations and other particulars of the Public Information officers:**

1. Shri Pratap Singh, Chief Architect- First Appellate Authority.  
Room No. 230, First Floor Tel.No. 2602066
2. Sh. Anil K Walia, Architect/State Public Information Officer.  
Room No. 126, Ground Floor Tel.No. 2602062 to 2602065 Extn. 612
3. Smt. Vijay Arora, Architect/Assistant State Public Information officer.  
Room No. 328, Second Floor Tel.No. 2602062 to 2602065 Extn. 647

- (xvii) Such other information as may be prescribed, and thereafter update these publications every year;**

Annual Administrative Report is published by the department annually. The Department is also in process in preparing a web site with the help of Hartron and NIC. An officer is also deputed for uploading/updating the information on web site periodically.