

Information under Section 4(l)(b) of RTI, 2005

OSE-I

1. Organization and Function

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/not met- Not applicable will be treated as fully met/partially met)
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)	Administrative/Financial Powers - DP, PSMER, Adviser to the Administrator & HE-the Administrator, UT, Chandigarh. However, the powers & duties of the Director Principal is defined at point No.1.2.
		(ii) Power and duties of other employees	As defined at point 1.2 (II) sub point- 1to 12 & as above in case for Group 'A' faculty posts.
		(iii) Rules/ orders under which powers and duty are derived and	Central Civil Service Rules, 1972 w.e.f. 01.04.2022 in view of Gazette notification dated 29.03.2022 of Central Govt. Of India adopted by Chandigarh Administration from time to time as applicable to the employees of Chandigarh Administration.
		(iv) Exercised(SOP to ensure the execution of rules and orders)	As above.
		(v) Work allocation(Feedback Mechanism)	As defined at point 1.2 (II) sub point- 1to 12 & 1.3(v) in case for Group 'A' faculty posts.
1.3	Procedure followed in decision making	(i) Process of decision making Identify key decision making points.	Put up the cases by dealing clerk/dealing Assistant of the branch through Supdt. to JDA/DP/PSMER/AA and HE-the Administrator as the case may be, as defined at point 1.2 (II) sub point- 1to 12 & 1.3(v).

	process [Section 4(1)(b)(iii)]	(ii) Final decision making authority	Advisor to the Administrator/HE-the Administrator for Group 'A' faculty.
		(iii) Related provisions, acts, rules etc.	Under Central Civil Service Rules, 1972 w.e.f. 01.04.2022.
		(iv) Time limit for taking a decisions, if any	Depend upon the matter
		(v) Channel of supervision and accountability	JDA,DP, PSMER and 'AA' of Group 'A'
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	All kind of service matter such as Appoints, process of Recruitment, Framing of RRs, Maintenance of Service Book etc. The detail process/function of the work defined at point 1.2 (II) sub point- 1to 12 & 1.3(v).
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets (in capacity building pipeline to achieve the planned target and time limit be indicate precisely)	
		(v) Process of redress of grievances	Nodal Officer CPGRAMS.
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.	As defined above.
		(ii) List of Rules, regulations, instructions manuals and records. (Category wise and issuing authority)	
		(iii) Acts/ Rules manuals etc. (Category wise and issuing authority)	
1.6	Categories of documents held by the authority	(i) Categories of documents	Matter relating to Group 'A' Faculty posts dealt by Establishment Branch-I

1.3 Procedure followed in Decision Making –

Audit Branch	Audit Branch Through Deputy Controller (Finance & Accounts)	Joint Director (Administration)	Director Principal
<p>Audit pertaining purchase and payment cases. Foreign and indigenous purchase regarding vetting the price comparative statement, supply order and payment. Audit paras, proposal of GFR-154,155 payments, proposal pertaining to Academic branch, Library, Estate branch, Establishment –IV, Dietetics, Pharmacy, Wage bills of Contractors, Comments/advices on various cases, proposal of HA-I, II & III regarding increments, ACP, VRS, LTC in India, LTC (Hometown), Leave encashment, Grant in Aid Project for all the departments.</p> <p>Audit of Counters/Registers Register /cash counters / IPD files of departments of MRD, RHTC, UHTC. South Campus Sector-48, Hostel, Guest House, Shops, Tuition Fee, Radiology, Discharge Counter / Emergency Counters.</p>			

X