

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.

Principal
Govt. Polytechnic for Women
Chandigarh

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

Principal
Govt. Polytechnic for Women
Chandigarh

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

Principal
Govt. Polytechnic for Women
Chandigarh

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	----		----

Principal
Govt. Polytechnic for Women
Chandigarh

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

Principal
Govt. Polytechnic for Women
Chandigarh

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.

Principal
Govt. Polytechnic for Women
Chandigarh

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 -----						

Principal
Govt. Polytechnic for Women
Chandigarh

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 31st December, 2018)

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

Sr No	Name of the Officer/ Official	Designation.	Phone Number
1	2	4	5
1	Mrs. Vin Dosajh	Principal	0172-2740674
2	Mr. Rajesh Jhamb	Lecturer	
3	Mr. Surinder Chauhan	Lecturer	
4	Mr. A.T.Chilakwad	Lecturer	
5	Ms. Sonika Saini	Lecturer	
6	Ms. Poonam	Lecturer	
7	Mrs. Deepi	Lecturer	
8	Mrs Gurleen Kaur	Lecturer	
9	Ms Neetika Paul	Lecturer	
10	Mr Gagandeep Singh	Lecturer	
11	Mr Jeetender Bagde	Lecturer	
12	Mrs Anju Verma	Lecturer	
13	Mrs Sonia Ohlayan	Lecturer(On Deputation)	
14	Mrs Navneet Kaur	Lecturer	
15	Mr Anil Verma	Lecturer	
16	Ms Richa Tiwari	Lecturer	
17	Mr. Pankaj Kapoor	Lecturer	
18	Ms Madhu Mann	Lecturer(On Deputation)	
19	Mrs Sudesh Sharma	Lecturer(On Deputation)	
20	Mrs Baljit Kaur	Sr. Asstt.	
21	Mrs Manjit Kaur	Sr. Asstt.	
22	Mrs. Raman Dogra	Jr.Scale Stenographer	
23	Mr.Lovelish Sethi	Jr. Asstt	
24	Mr Rajesh Tiwari	Clerk	
25	Mr Hari Krishan	Clerk	

26	Mr Vijay Arya	Clerk	0172-2740674
27	Mrs Neelam Nagpal	Jr. Librarian	
28	Mrs Shilpa Srivastva	Library Restorer	
29	Mrs Anita Kaushal	Hostel warden	
30	Mrs Neelam Rani	Nurse	
31	Mr Om Prakash	Lab Assistant	
32	Mrs Shashi Kashyap	Lab Assistant	
33	Sh Ram Avadh	Peon	
34	Sh Rup Lal	Peon	
35	Sh Gurmeet Singh	Lab- Attendant	
36	Sh Sunder Singh	Lab- Attendant	
37	Sh Guna Nand	Lab- Attendant	
38	Sh Sarabjit Singh	Lab- Attendant	
39	Sh Sanjeev Kumar	Lab. Attendant.	
40	Sh Rajesh Kumar	Lab. Attendant.	
41	Sh Brij Lal	Work Shop Attendant	
42	Sh Sanjeev Kumar	Work Shop Attendant	
43	Smt Satya Devi	Sweeper	
44	Sh Punna Lal	Sweeper	
45	Sh Hari Shankar	Mali	
46	Sh Charan Singh	Chowkidar	
47	Sh Chandan Singh	Chowkidar	
48	Sh Puran Singh	Chowkidar	

Principal
Govt. Polytechnic for Women
Chandigarh

ANNEXURE-10

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE (4(1)(b)(xi) OF THE RIGHT TO INFORMATION ACT, 2005
(MONTHLY REMUNERATION RECEIVED BY THE OFFICER AND
EMPLOYEES AS ON 31st December 2018)**

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

Sr. No.	Name of the Employee	Designation	Monthly Emoluments
1.	Mrs. Vin Dosajh	Principal	135878
2.	Mrs. Gurleen Kaur	Lecturer	156115
3.	Dr. Rajesh Kumar Jhamb	Lecturer	157725
4.	Ms. Poonam	Lecturer	156115
5.	Dr. Surender Pal	Lecturer	136295
6.	Mr. Gagandeep Singh	Lecturer	147196
7.	Mrs. Navneet Kaur	Lecturer	140253
8.	Mr. Anil Verma	Lecturer	149953
9.	Mr. Jeetender Bagde	Lecturer	132334
10.	Mrs. Anju Verma	Lecturer	138781
11.	Mr. Anil Kumar T. Chilkawad	Lecturer	99214
12.	Mrs. Deepi	Lecturer	90854
13.	Mrs. Madhu Mann	Lecturer	96399
14.	Mrs. Sudesh Sharma	Lecturer	106421
15.	Mrs. Sonia Ohlayan	Lecturer	109797
16.	Mr. Pankaj Kapoor	Lecturer	90854
17.	Mrs. Neetika Kapoor	Lecturer	90854
18.	Mrs. Jasvir Kaur	Lecturer	90358
19.	Mrs. Sonika Saini	Lecturer	88225
20.	Mrs. Baljit Kaur	Senior Assistant	74826
21.	Mrs. Manjit Kaur	Senior Assistant	66441
22.	Mrs. Raman Dogra	JSS	49075
23.	Mr. Lovelish Sethi	Jr. Assistant	51403
24.	Mr. Rajesh Kumar Tiwari	Clerk	49502
25.	Mr. Hari Krishan	Clerk	49502
26.	Mr. Vijay Kumar Arya	Clerk	20550
27.	Mrs. Anita Kaushal	Hostel Warden	68339
28.	Mrs. Neelam Rani	Nurse	76959
29.	Mrs. Neelam Nagpal	Librarian	55815
30.	Mrs. Shilpa Srivastva	Library Restorer	30160
31.	Sh. Om Prakash	Lab Assistant	35739
32.	Mrs. Shashi Kashyap	Lab Assistant	38551
33.	Sh. Gurmeet Singh	Lab Attendent	45664
34.	Sh. Sunder Singh	Lab Attendent	45662
35.	Sh. Guna Nand	Lab Attendent	42558
36.	Sh. Sarabjit Singh	Lab Attendent	40516
37.	Sh. Rajesh Kumar	Lab Attendent	41823

38.	Sh. Sanjeev Kumar	Lab Attendent	45720
39.	Sh. Brij Lal	Work Shop Attendant	38623
40.	Mr. Sanjeev Kumar	Workshop Attendant	28572
41.	Sh. Ram Awadh	Peon	45664
42.	Sh. Rup Lal	Peon	39719
43.	Sh. Hari Shankar	Mali	35838
44.	Sh. Charan Singh	Chowkidar	45720
45.	Sh. Puran Singh	Chowkidar	41490
46.	Sh. Chandan Singh	Chowkidar	37844
47.	Smt. Satya Devi	Sweeper	42348
48.	Sh. Punna Lal	Sweeper	41639

Principal,
Govt. Polytechnic for Women,
Chandigarh.

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 10D, Chandigarh**

STATEMENT SHOWING ALLOCATED BUDGET AND EXPENDITURE OF DDO FROM 2018-19						
DDO COD 354						
Account Head	Budget		Expenditure During the Month of March 2018-19		Cumulative Expenditure	
	4202M& E	2203	4202 M& E	2203	4202 M& E	2203
2203-Technical Education 105-Polytechnic 03-Govt. Polytechnic for Women						
03 00 01 Salaries	0	54460000	-	-	0	54351
03 00 06 Medical Treatment	0	850000	-	-	0	764000
03 00 11 Domestic Travel Expenses	0	30000	-	-	0	0
03 00 13 Office Expenses	0	4300000	-	-	0	3367000
03 00 16 Publication	0	43000	-	-	0	43000
03 00 66 Advt. & Publicity	0	259000	-	-	0	259000
Grand Total	0	59942000	-	-	0	4487351
4202-Capital Outlay on Education, Sports, Arts and Culture 02-Technical Education 105-Engineering/Technical Colleges and Institutes 05-Directorate of Technical Education 05 00 52 Machinery and Equipment						
05 00 52 Machinery and Equipment	500000	00	-	-	500000	00

Principal
Govt. Polytechnic for
Women
Chandigarh

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 -----				

Principal
Govt. Polytechnic for Women
Chandigarh

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 -----			

Principal
Govt. Polytechnic for Women
Chandigarh

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 -----	

Principal
Govt. Polytechnic for Women
Chandigarh

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

Principal
Govt. Polytechnic for Women
Chandigarh

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/CPIO	Telephone Number (Office/ Residence)	Residential Address
1.	Mrs. Vin Dosajh, Principal,GPW, Chandigarh	Appellate Authority	2740476 (O) 9417781222(M)	Principal's Residence	Mr. Gagandeep Singh, Lecturer-cum-CPIO	2740476 (O) 9815811998(M)	#2141, Sec-69, Mohali.

Principal
Govt. Polytechnic for Women
Chandigarh

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

Sr. No	Name of Officer	Designated As	Telephone No
1	Mrs. Vin Dosajh, Principal, GPW, Chandigarh	Appellate Authority	0172-2740674
2	Mr. Gagandeep Singh, Lecturer/Officer Incharge GPW, Chandigarh	C.P.I.O	0172-2740476

Principal
Govt. Polytechnic for Women
Chandigarh