

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

(The particulars of the organization, functions and duties)

S.No.	Name of the Organization/ Department/Board/ Corporation/Institution	Function and duties (in brief)
1.	CHANDIGARH INDUSTRIAL & TOURISM DEVELOPMENT CORPORATION, CHANDIGARH	CITCO is a commercial organization involved in the field of promoting of interests of Small Industries and to develop Tourism by "Opening & Maintaining Hotels, Restaurants and arranging sight seeing tours."

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/ Corporation/Office: CITCO

The Delegation of Powers has been given to the officers / employees of CITCO by the competent authority and as per resolution of Board of Directors from time to time. The said office orders are issued from time to time whenever any change in the Delegation of Powers is undertaken. Similarly, the orders regarding performance of duties by officers/ employees have also been issued and the office orders are available with the concerned branch. Office orders are also issued from time to time whenever any changes in the duty lists of officers/ branches are undertaken.

However, the job description in respect of various cadres is as under:-

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1. JOB DESCRIPTIONS OF GM(HOTEL)/DGM

JOB TITLE	GENERAL MANAGERS (HOTEL) OR DEPUTY GENERAL MANAGERS (HOTELS), IF HE IS HEAD OF THE HOTEL
REPORTS TO	Chief General Manager
JOB SUMMARY/ KEY RESPONSIBILITIES	Under the direction of the CGM, the GM/DGM of the hotel assists in management of operations and implementation of policies and procedures. He provides leadership to and directs the Hotel Operations & Administration, Finance, Human Resources, and Information Technology programs. He set goals, monitors work, and evaluates results to ensure that departmental and organizational objectives and operating requirement are met and are in the line with the needs and mission of the organization. May also represent the hotel at important functions.
DUTIES AND RESPONSIBILITIES	1) Organizational Planning <ul style="list-style-type: none">a. Facilitates the development, maintenance and monitoring of organizational plans.b. Responsible for preparing the organization for ongoing change.c. Ensures clarity, understandings and commitment from all stakeholders.d. Responsible for the development and management of integrated strategy aligned to departmental work plans.e. Responsible for the development and

	<p>management of the annual operating and capital budgets.</p> <p>f. Overall responsible for annual planning and target etc.</p> <p>2. Management Accountabilities.</p> <p>a) Directs all aspects of effective Hotel Operations & Administrative management, Financial management and reporting, Information technology, facilities and Human resource management.</p> <p>b) Responsible for supporting the Chief General Manager and Managing Director in all aspects of program growth specifically through strategic and operational planning guidance and by ensuring that required infrastructure and support services are in place.</p> <p>c) Any other administrative tasks assigned by the competent authority.</p> <p>3. Innovation Strategies/ Schemes/ Programmes</p> <p>a) Develop innovative, should take initiative for enhancing internal efficiency and effectiveness of the hotel and should motivate the subordinate staff.</p> <p>b) Performs other related duties as assigned.</p>
DIRECTLY SUPERVISES	Overall Incharge of all departments of the hotel.
LIMITS OF AUTHORITY	As per delegation of powers.
COORDINATES WITH	Officers of the Chandigarh Administration and Head Office
TERMINOLOGY	<ul style="list-style-type: none"> • Should be conversant & qualified about the working & functioning of all units under control. • Should be updating with related FHRI Acts and rules of the hotel and Govt. norms and compliance.

2. JOB DESCRIPTION OF CORPORATE CHEF/EXECUTIVE CHEF/CHEF

JOB TITLE	CORPORATE CHEF/ EXECUTIVE CHEF OR CHEF IF HE IS OVERALL INCHARGE OF PRODUCTION DEPARTMENT
REPORTS TO	General Manager/Deputy General Manager
JOB SUMMARY/ KEY RESPONSIBILITIES	To recommend and meet budgets and goals by leading a Food Production team that ensures quality service and hygiene standards with personalized guest attention, capable of ensuring quick service and maintaining discipline.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. He must have an authority on culinary matters. 2. He must have a strict sense of economy and efficiency. 3. He should be fully acquainted with the prices, market trends, commodities in season and customer requirements. 4. Forecasts, organize and supervise the work of the kitchen sections. 5. Calculating pre-determined percentage of profit and works in accordance with the policy of the establishment. 6. Finalizing duty rosters for kitchen staff. 7. Checks quality standards of the food prepared and its presentation. 8. To ensure hygienic in all kitchens. 9. To ensure the receipt of quality & standard of raw material at the time of receipt / purchase. 10. Updating with related FHRI Acts and Rules of hotel industry and Govt. norms and compliance thereof. 11. Development of new cuisines, innovation with latest market surveys/ trends in consultation with the GM/DGM (Hotel). 12. Be familiar with property, safety, first aid and fire & emergency procedures & operate equipment safely and sensibly. 13. Competitions and analysis in connection with the GM of the Hotel. 14. Staff hygiene and duties. 15. Any other task as may be assigned from time to time by the competent authority.
DIRECTLY SUPERVISES	Chef/ Chef De Partie/ Commis.
LIMITS OF AUTHORITY	As per delegation of powers.
COORDINATES WITH	F&B Service & Housekeeping Deptt. Of the Hotel.
TERMINOLOGY	Should be conversant with the terminology used in Food Production Operations.

3. JOB DESCRIPTION OF CHEF

JOB TITLE	CHEF
REPORTS TO	DGM (HOTELS/F&B)/EXECUTIVE CHEF/ CORPORATE CHEF (as the

	case may be)
JOB SUMMARY/KEY RESPONSIBILITIES	To recommend and meet budgets and goals by leading a team of kitchen section that ensures quality service and hygiene standards with personalized guest attention.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. To assist the DGM(F&B)/Corp.Chef/Executive Chef (as the case may be) in his day to day work. 2. To directly supervise food preparation. 3. To check the food during peak hours regarding palte garnishes and accompaniments. 4. To coordinate with Executive chef with regard to maintenance and upkeep of the kitchen. 5. To inform the executive chef about each and every details of the kitchen. 6. To keep a strict control on pilferages and wastages. 7. To shift staff from one section to another to ease the pressure in any particular section. 8. To officiate in place of Executive chef when he is off duty. 9. To assist the Executive chef in menu planning and costing. 10. To regularly check the fresh supplies received at the time of receiving. 11. To ensure effective communication with staff in the kitchen. 12. To ensure strict hygiene standards in the kitchen. 13. To assist the Executive Chef in formulating preventive maintenance schedule. 14. To assist the Executive chef in preparing the training schedule and deployment and utilization of the staff. 15. To perform all duties of Executive Chef also if in the hotel post of executive Chef do not exist or is vacant. 16. Any other task assigned by the competent authority from time to time .
DIRECTLY SUPERVISES	Chef de parties/ Commis of various sections
LIMITS OF AUTHORITY	<ul style="list-style-type: none"> ✓ To recommended all types of leaves in consultation with Executive chef. ✓ To authorize deployed of staff on overtime. ✓ Discipline of staff. ✓ Evaluates staff performance.
FUNCTIONAL RELATIONSHIP	<ol style="list-style-type: none"> 1. Kitchen outlets-on food production matters. 2. Kitchen stewarding-for cleanliness of kitchen areas. 3. F & B.-for Group meal requirements. 4. Engineering – on matters of maintenance and safety. 5. Purchasing–on matters of raw materials/ingredients.
MACHINES, TOOLS AND MATERIALS	<ol style="list-style-type: none"> a. Various Kitchen Equipment b. Property Management System c. Various Forms and Formats. d. Checklist e. MIS Reports (Soft and Hard Copy)
TERMINOLOGY	Should be well conversant with the terminology used in International cuisines related to Food Production Operations.

4. JOB DESCRIPTION OF CHEF DE PARTIE

JOB TITLE	CHEF DE PARTE
REPORTS TO	CHEF
JOB SUMMARY/KEY RESPONSIBILITIES	To be responsible for the running of the whole section and assisting the senior chefs in managing the kitchen effectively and facilitating in the safe production and monitoring of meals and catering services to be Restaurant and other F & B outlets.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. The preparation, presentation and service of food items for guests, staff and functions, using standardized recipes, to qualify standards set by the Executive Chef. 2. To ensure that all food storage, preparation and service of all foods meet the temperature guidelines stipulated and to record all food temperatures. 3. To manage and deliver the production needs of the section to the required standards. 4. Assistance in ensuring all foods are prepared as close as possible to service times, using methods of batch cooking where suitable, and that any food cooked in advance is correctly Blast Chilled, storage at below 3 °C and adequately reheated. 5. Assistance in ensuring that all menu items, are available in service areas throughout service times, and that food service staff are aware of correct portion sizes in accordance with main production plan. 6. Responsible for kitchen staff and areas on occasions when Chefs, Executive Chefs are unavailable. 7. Ensuring the kitchen and dining room areas are secured at the end of the evening and all equipment is switched off and secure. 8. To Communicate effectively within the section. 9. To manage time through effective planning of work, maintaining a high level of productivity. 10. To support decisions made and adapt to changes, showing flexibility and enthusiasm. 11. Any other task assigned by the competent authority from time to time.
DIRECTLY SUPERVISES	Commis-I,II & III
LIMITS OF AUTHORITY	<ul style="list-style-type: none"> ✓ Advisory with the Sous Chef ✓ Raise indents according to kitchen requirement. ✓ To suggest for deployment of staff on overtime. ✓ Discipline of staff in the section ✓ Authorities Inter kitchen transfer of ingredients.
FUNCTIONAL RELATIONSHIP WITH	<ol style="list-style-type: none"> 1. Kitchen outlets-on food production matters. 2. Stores-to ensure that adequate food items are available to produce the appropriate menu items. 3. Kitchen stewarding-for cleanliness of kitchen areas.

	<ul style="list-style-type: none"> 4. F & B- for Group meal requirements. 5. Engineering-on matters of maintenance of kitchen equipment and safety. 6. Purchasing-on matters of raw materials/ingredients.
MACHINES, TOOLS AND MATERIALS	<ul style="list-style-type: none"> ✓ Various Kitchen Equipment ✓ Property Management System ✓ Various forms and formats ✓ Checklists
TERMINOLOGY	Should be well conversant with the terminology used in International cuisines related to Food Production Operations.

5. JOB DESCRIPTION OF COMMIS

JOB TITLE	COMMIS –I,II&III
REPORTS TO	CHEF DE PARTE (To Chef if no CDP is posted)
JOB SUMMARY/KEY RESPONSIBILITIES	To be responsible for the cooking and preparing dishes of the section as per the standard recipe and assisting the senior chefs in managing the kitchen effectively.
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> 1. Prepare and cooks the specialties of the hotel as per the standard recipe. 2. Makes appropriate accompaniments and garnishes and presents dishes for service. 3. Orders Material need in consultation with the chef de parte. 4. Should have adequate knowledge of Personal, Space and Equipment hygiene. 5. Takes action in emergencies and should have basic knowledge of applying first aid. 6. Check the composition, properties and appearance of various kinds of commodities. 7. Prevents loss and damage in the preparation and storage of perishable foodstuffs. 8. To maintain desired nutritive value and temperature of the food items. 9. Receiving and transmitting orders during service. 10. Maintains storage areas, utensils and equipment in working order. 11. Ensures the portion size according to the standards. 12. Any other task assigned by the Chef/Chef de parte from time to time.
DIRECTLY SUPERVISES	Helper (Kitchen)/Utility Workers
LIMITS OF AUTHORITY	✓ Operational
FUNCTIONAL RELATIONSHIP WITH	<ul style="list-style-type: none"> 1. F & B outlet-on food service and pick up matters. 2. Stores-to ensure that adequate food items are available to produce the appropriate menu items. 3. Kitchen stewarding-for cleanliness of kitchen areas.

	4. Engineering- on matters of maintenance of kitchen equipment and safety.
MACHINES, TOOLS AND MATERIALS	<ul style="list-style-type: none"> ✓ Micros/KOT ✓ Various Forms and Formats ✓ Checklists
TERMINOLOGY	Should be well conversant, with the terminology used in International cuisines related to Food Production Operations

6. JOB DESCRIPTION OF SENIOR HOUSEKEEPER/ HOUSEKEEPER

JOB TITLE	SENIOR HOUSEKEEPER OR HOUSEKEEPER IF HE IS INCHARGE OF THE HOUSEKEEPING DEPARTMENT
REPORTS TO	General Manager/Deputy General Manager
JOB SUMMARY/ KEY RESPONSIBILITIES	Responsible for cleanliness, maintenance and aesthetic upkeep of the hotel; works closely with a trained and motivated team that observes the policies, procedures and standards of the establishment and delivers to guest satisfaction.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. To monitor all Housekeeping Operations in Hotel Guest Rooms & Public Areas. 2. Making duty Roaster of Staff. 3. Organize, Supervise & coordinate work of the Housekeeping Department on daily basis. 4. Counselling & advising erring employees. 5. Developing standard motivation levels. 6. Ensure maintenance of relevant records & inventories. 7. Deal with the lost & found and its disposal as per policy. 8. Coordinate with Mtc. Deptt. for repair & maintenance and Front Office for rooms. 9. Inspecting & approving of Linen and cleaning etc.. 10. Monitoring inventory control & cost control without compromising on guest requirements & quality. 11. Monitoring work of contractors for cleaning, pest control, flowers, laundry & ensuring that quality standards are maintained 12. Monitor the activities of the Linen & Uniform Room. 13. Confirm that incoming supplies conform to specifications. 14. Conduct market surveys of new suppliers and products. 15. Plan the horticultural requirements of housekeeping with proper coordination with Horticulture Department. 16. Be familiar with property, safety, first aid and fire & emergency procedures & operate equipment safely and sensibly. 17. Any other duties assigned from time to time by the competent authority.
DIRECTLY SUPERVISES	Housekeeper/ Asstt. Housekeeper/ Floor Supervisor/ Desk Controller/ Linen Keeper and all other Housekeeping staff of the hotel.

LIMITS OF AUTHORITY	As per delegation of powers.
COORDINATES WITH	F&B Service, Front Office Deptt., Maintenance & Security Department of the Hotel.
TERMINOLOGY	Should be well conversant with the functioning of the Housekeeping Department.

7. JOB DESCRIPTION OF SENIOR MANAGER/ MANAGER (FRONT OFFICE)/Sr.GRE/GRE

JOB TITLE	SENIOR MANAGER/ MANAGER FRONT OFFICE OR SR.GRE/GRE IF HE IS INCHARGE OF THE FRONT OFFICE DEPARTMENT
REPORTS TO	GENERAL MANAGER/ DGM (HOTEL)
JOB SUMMARY/ KEY RESPONSIBILITIES	To recommend and meet budgets and goals by leading a front office team that ensures quality service standards with personalized guest attention
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Plan and coordinate the provision of friendly, efficient services to the guests 2. Trace relevant statistics about clientele 3. Greet Guests upon arrival 4. Coordinate and supervise all activities for the guests 5. Assists guests with Airlines/ Train Bookings and re-confirmation. 6. Coordinates with Guest daily and get feed back on their stay. 7. Check for VIP's arrival and block room for them. 8. Be aware of duty and adhere to OH&S, legislation, policies and procedures. 9. Be familiar with property, safety, first aid and fire & emergency procedures & operate equipment safely and sensibly. 10. Initiate action to correct a hazardous situation and notify supervisors of potential dangers. 11. Log security incidents and accidents in accordance with hotel requirements. 12. Report problems to Management with suggestions for resolution. 13. Actively participate in organized meetings in consultation with the GM/ DGM (Hotel). 14. Any other work assigned from time to time by the competent authority.
DIRECTLY SUPERVISES	Sr. Guest Relation Executive / Guest Relational Executive & other staff of Front Office Deptt.
LIMITS OF AUTHORITY	As per delegation of powers.
COORDINATES WITH	Housekeeping & Security Department

TERMINOLOGY	Should be well conversant with the terminology used in Front Office Operations
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8. JOB DESCRIPTION OF SR. MANAGER/ MANAGER (F&B)

JOB TITLE	SR. MANAGER / MANAGER (F&B) LOOKING AFTER RESTAURANTS AND BANQUETS.
REPORTS TO	GENERAL MANAGER/ DGM (HOTEL/F&B)
JOB SUMMARY/KEY RESPONSIBILITIES	To meet the Banquet Revenue targets by providing high quality service through a banquet team of trained and motivated staff, within the policies and procedures of the establishment, ensuring complete guest satisfaction.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Train staff according to the standards of the establishment.. 2. Do business development in the market to get the banquet business. 3. Random checking of bills. 4. Organize the functioning of F&B and Banquets etc. and support services to meet function objectives. 5. Ensure that the policies and procedures of the establishment are always maintained. 6. Manage the resources effectively to meet objectives. 7. Supervise all functions and ensure they meet guest requirements. 8. Ensure regular preventive maintenance of facilities and equipment. 9. Manage the discipline and motivation of the staff. 10. Monitor targets and submit sales reports periodically. 11. Follow all local laws regarding function including liquor laws, noise levels, pollution etc. 12. Develop good public relation with government agencies to provide support when needed. 13. Receive any special approvals from government agencies e.g. excise, municipality, etc. 14. Ensure proper budgets. 15. Any other duties as may be assigned from time to time by the competent authority.
DIRECTLY SUPERVISES	All Banquet and other related staff.
LIMITS OF AUTHORITY	<ul style="list-style-type: none"> ✓ Recommends plans and budgets ✓ Can allot staff duties within F&B and Banquets with the approval of the General Manager ✓ Maintains discipline of staff.
FUNCTIONAL RELATIONSHIP	<ol style="list-style-type: none"> 1. Food Production Department-on food preparation and supply. 2. Contractors-on contracts for special services. 3. Marketing for promotions and advertisement campaigns. 4. Clients-for business development. 5. Co-ordination with Government Department for approvals.

MACHINES, TOOLS AND MATERIALS	<ul style="list-style-type: none"> ✓ Property Management System ✓ Banquet Equipment and Machines. ✓ Various forms and formats ✓ Checklists ✓ MIS Reports (Soft and Hard Copy)
TERMINOLOGY	Should be well conversant with the terminology used in Food & Beverage Operations.

9. JOB DESCRIPTION OF SR. RESTAURANT EXECUTIVE/ RESTAURANT EXECUTIVE

JOB TITLE	SR. RESTAURANT EXECUTIVE/ RESTAURANT EXECUTIVE
REPORTS TO	SENIOR MANAGER / MANAGER (F&B)
JOB SUMMARY/ KEY RESPONSIBILITIES	To organize and supervise an assigned restaurant with a view to provide quality and efficient food & beverage service to guests.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Deputize in absence of the Sr. Manager / Manager (F&B) and ensure smooth functioning of the restaurant. 2. Train and supervise restaurant staff to give high standards of service in terms of time, quality and personalization. 3. To ensure the items in the menu are served, appropriate order is served as per order of the guest. 4. Inspect table layouts ensuring that they meet the standards set. 5. Check and ensure the serviceability of equipment and furniture. 6. To make efforts so as to meet restaurant budgets. 7. To ensure and supervise that food and beverage orders are taken correctly. 8. Control the inventory of cutlery and service equipment allotted. 9. Assign duties to the staff of restaurant in most efficient ways. 10. Ensure that the staff meet hygiene and discipline standards. 11. Ensure that the Restaurant/ Outlet is free from hazards. 12. Provide services to the guests in case of necessity. 13. To ensure that Bill Clerks/ Cashier deposit restaurant sale daily. 14. Any other tasks as may be assigned from time to time by the competent authority.
DIRECTLY SUPERVISES	Sr. Captain/ Captain/ Stewards/ Bill Clerks in Restaurants
LIMITS OF AUTHORITY	Can supervise and direct the staff working under him for conduct and functioning etc.
COORDINATES WITH	<ol style="list-style-type: none"> 1. Kitchen – for timely supply of food ordered 2. Bar – for the supply of alcoholic beverages 3. Housekeeping – for the cleanliness, decoration, plants, flowers and supply of linen.

	4. Engineering. – for the maintenance of restaurant fittings and equipment.
MACHINES, TOOLS AND MATERIALS	<ul style="list-style-type: none"> ✓ Property Management System / Micros ✓ Checklists ✓ Various Forms and Formats ✓ KOT / BOT
TERMINOLOGY	Should be well conversant with the English and French terminology used in Food & Beverage Operations

10. JOB DESCRIPTION OF SR. CAPTAIN /CAPTAIN

JOB TITLE	SR. CAPTAIN / CAPTAIN
REPORTS TO	SR. RESTAURANT EXECUTIVE / RESTAURANT EXECUTIVE
JOB SUMMARY/ KEY RESPONSIBILITIES	To organize , supervise and train all service personnel in the restaurant with a view to providing quick and personalized food & beverage service to guests.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Schedule weekly / fortnightly staff duty shifts with the approval of the Sr. Manager/ Manager (F&B) ensuring that work exigencies are met and the staff are rotated fairly. 2. Allot daily duties to subordinate staff to meet work exigencies ensuring equity of work. 3. Conduct daily briefing using it as a two –way communication, training and corrective action. 4. Attend to guest complaints and ensure guest satisfaction through immediate action. 5. Inspect the menu and to ensure the smooth flow of operations. 6. Ensure the maintenance and aesthetic upkeep of the restaurant in close coordination with engineering and housekeeping. 7. Organize the training of staff for meeting the standards of service. 8. Develop restaurant sales through guest contacts and ensuring good service. 9. Ensure that the restaurant is free from work hazards. 10. Supervise food service with a view to ensure speed, quality of service and personalization. 11. Appraise staff performance and recommend rewards to the Manager. 12. Control costs by applying food control principles. 13. Serve wines and beverages according to the laid down practices/ norms / specifications ordered by the competent authority. 14. Motivate staff through fair leadership. 15. Maintain and control the stocks of cutlery, crockery, linen, supplies and equipment. 16. Assist the accounts department in stocktaking. 17. Handover lost and found properties to the

	<p>Housekeeping as per rules.</p> <p>18. Any other tasks as may be assigned from time to time by the competent authority.</p>
DIRECTLY SUPERVISES	<ul style="list-style-type: none"> • Hostess/ Trainee Waiter/ Bill clerk/Asstt. Captain/ Steward • Waiter
COORDINATES WITH	<ol style="list-style-type: none"> 1. Kitchen – for timely supply of food ordered 2. Bar – for the supply of alcoholic beverages 3. Housekeeping – for supply of linen ,flowers, staff uniforms, restaurant cleanliness and lost and found. 4. Engineering. – for the maintenance of restaurant fittings, climate control, equipment and audio- systems. 5. Kitchen Stewarding – for the supply of clean cutlery, glassware, silverware and chinaware.
MACHINES, TOOLS AND MATERIALS	<ul style="list-style-type: none"> ✓ Property Management System / Micros ✓ Checklists ✓ Forms and Formats ✓ MIS Reports (Soft and Hard Copy)
TERMINOLOGY	Should be well conversant with the terminology used in Food & Beverage Operations

12. JOBS DESCRIPTION OF BARMAN/ BAR TENDER/ ASSTT. BARMAN

JOB TITLE	BARMAN/ BAR TENDER/ ASSTT. BARMAN
REPORTS TO	Sr. RESTAURANT EXECUTIVE / RESTAURANT EXECUTIVE
JOB SUMMARY/ KEY RESPONSIBILITIES	To present and serve wine and spirits to guests as per the standards of the establishment.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Requisition the wines and spirits for the bar. 2. Display wines and spirits on the bar & trolley. 3. Stock the bar/trolley with the accessories. 4. Present trolley to the seated guests and upsell the wines and spirits. 5. Prepare and serve the ordered beverages as per laid down practices/ norms / specifications ordered by the competent authority. 6. To greet and have dialogue with the guests. 7. Replenish orders and remember guest preferences. 8. Raise BOTs for the cashier. 9. Any other tasks as may be assigned from time to time by the competent authority.
COORDINATES WITH	<ol style="list-style-type: none"> 1. Bar Stores / Dispensing Bar – for the supply of wines and spirits. 2. Kitchen Stewarding – for the supply of glassware. 3. Cashier – for giving the billing instructions of guests.
MACHINES, TOOLS AND	<ul style="list-style-type: none"> • Property Management System / Micros

MATERIALS	<ul style="list-style-type: none"> • Checklists • Forms and Formats • MIS Reports (Soft and Hard Copy)
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12. JOB DESCRIPTION OF ASSISTANT CAPTAIN/ STEWARD

JOB TITLE	ASSISTANT CAPTAIN/ STEWARD
REPORTS TO	CAPTAIN / SR. CAPTAIN
JOB SUMMARY/ KEY RESPONSIBILITIES	To provide quick and personalized food and beverage service to guests at allotted tables as per standards of service laid down and according to guest satisfaction.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Attend briefings prior to restaurant opening, well groomed and equipped with the basic aids of operations. 2. Learn the French terms, menu preparations and their presentation. 3. Prepare and serve the ordered beverages as per laid down practices/ norms / specifications ordered by the competent authority. 4. Check all the equipment and furniture at the restaurant for their serviceability and maintenance requirements. 5. Clean and polish allotted silverware, cutlery, glassware and chinaware. 6. Stock the sideboard with proprietary sauces, jams, salt and pepper cruets, butter dishes, linen and other service items. 7. Lay table covers as per standards set. 8. Fold napkins as per prescribed attractive styles. 9. Requisition fresh linen and flowers from housekeeping. 10. Air the restaurant and ensure that the restaurant is clean. 11. Receive greet and seat guests. 12. Present wine-lists and menu cards and take orders. 13. Serve food and beverage by the standards of the restaurant. 14. To ensure smooth sale of food and beverages. 15. Present the bills and receive payment correctly. 16. Any other tasks assigned from time to time by the competent authority.
COORDINATES WITH	<ol style="list-style-type: none"> 1. Kitchen – for timely supply of guest food . 2. Bar – for the supply of alcoholic beverages 3. Housekeeping – for supply of linen, flowers and restaurant cleanliness 4. Engineering. – for the maintenance of service equipment and furniture. 5. Kitchen Stewarding – for the supply of clean service items.
MACHINES, TOOLS AND MATERIALS	<ul style="list-style-type: none"> ✓ Property Management System / Micros ✓ Checklists ✓ KOT / BOT and other forms

TERMINOLOGY	Should be well conversant with the French terminology used in French Classical Menu.
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13. JOB DESCRIPTION OF ASSISTANT STEWARDS /WAITERS/ TRAINEE WAITERS

JOB TITLE	ASSISTANT STEWARDS /WAITERS/ TRAINEE WAITERS
REPORTS TO	ASSTT. CAPTAIN / STEWARD
JOB SUMMARY/ KEY RESPONSIBILITIES	To provide supportive help to stewards .in restaurant, clearance of soiled dishes, table set-ups, replenishing guest water and drinks, and food and beverage service to the guest
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Report for briefing 2. Collect fresh linen from Housekeeping. 3. Collect, clean, polish and stack cutlery, crockery and glassware at the sideboard. 4. Assist stewards in table layouts. 5. Replenish water jugs and ice buckets. 6. Check non- available items from kitchen and bar. 7. Help in receiving and seating guests in the allotted restaurant. 8. Take food from the kitchen and deposit it at the sideboard. 9. Provide service under the supervision of Steward . 10.Replenish water goblets of guests. 11.Independently carry out service, if required. 12.Any other task assigned from time to time by the competent authority.
COORDINATES WITH	<ol style="list-style-type: none"> 1. Kitchen – for the pick-up of food orders of the guest . 2. Bar – for the pick-up of beverage orders of the guest. 3. Housekeeping – for the supply of linen and flowers.
MACHINES, TOOLS AND MATERIALS	<ul style="list-style-type: none"> ✓ Property Management System / Micros ✓ Checklists ✓ KOT / BOT and other forms
TERMINOLOGY	Should be well conversant with the French terminology used in French Classical Menu.

14. JOB DESCRIPTION OF SENIOR GUEST RELATION EXECUTIVE / GUEST RELATION EXECUTIVE

JOB TITLE	SENIOR GUEST RELATION EXECUTIVE / GUEST RELATION EXECUTIVE
REPORTS TO	SENIOR MANAGER/ MANAGER (FRONT OFFICE)
JOB SUMMARY/ KEY RESPONSIBILITIES	Organize and supervise a shift with a view to providing fast and efficient front desk service
DUTIES AND	<ol style="list-style-type: none"> 1. Ensure that all staff report on time in proper uniform and well groomed as per hotel standards.

RESPONSIBILITIES	<ol style="list-style-type: none"> 2. Take over from the previous shift and check the log book for follow- up actions. 3. Assign duties ensuring equal distribution of work-load during a shift. 4. Brief staff correctly and encourage questions so as to ensure two – way communication. 5. To check the register for VIPs already checked-in or expected and give them the courtesies as per policy of the hotel. 6. Check arrivals and departures and tally the room position. 7. Check the room key position and report any missing keys. 8. Meet and greet all arrivals and ensure accurate and speedy rooming. 9. Train and supervise front office agents to give high standards of service in terms of time, quality and personalization. 10. Check all equipment for serviceability. 11. Check guest mail and packages and arrange their distribution. Keep those handy for new arrivals. 12. Check statistical data such as: <ul style="list-style-type: none"> ✓ Daily Room Revenue ✓ Occupancy ✓ House count ✓ VIP List ✓ Room report ✓ Pre-registered Registration Cards. ✓ Guest Folios. 13. Prepare monthly statistics with regard to complimentary rooms, room nights and statutory data for Ministry of Tourism. 14. Assist in registering guests during busy periods. 15. Ensure that staff meet hygiene and discipline standards. 16. Guest Relation Executive is also responsible to catch business and have constant interaction with various firms/ establishments. He should carry out marketing exercise also. 17. Any other duty assigned by the competent authority from time to time.
DIRECTLY SUPERVISES	Sr. Reservation Executive/ Reservation Executive.
LIMITS OF AUTHORITY	<ul style="list-style-type: none"> ✓ Only advisory to the Assistant Front Office manager/ Front Office manager. Supervises a shift.
COORDINATES WITH	<ol style="list-style-type: none"> 1. Housekeeping – for the preparation of rooms for sale. <ol style="list-style-type: none"> i) Stores – for the requisition of supplies. ii) Engineering – for the maintenance of front desk fittings and equipment. iii) Bell desk – for the movement of guest baggage.

	iv) I.T. – for all matters of hardware and software. v) Telephones – for room updates and problems. vi) F & B – group arrivals, meal plans, etc.
MACHINES, TOOLS AND MATERIALS	<ul style="list-style-type: none"> ✓ Property Management System ✓ Checklists ✓ Operational Reports (Soft and Hard Copy) ✓ Telephone
TERMINOLOGY	Should be well conversant with the terminology used in Front Office Operations

15. JOB DESCRIPTION OF SENIOR F&B COST CONTROLLER/ F&B COST CONTROLLER/ ASSISTANT F&B COST CONTROLLER

DESIGNATION OF HOD	SENIOR F&B COST CONTROLLER/ F&B COST CONTROLLER/ ASSISTANT F&B COST CONTROLLER
REPORTS TO	General Manager (Tourism)/ General Managers/ Dy. General Managers (Hotels)
JOB SUMMERY/ KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Providing the information to the General Manager and F&B Departments Heads with cost of sales information needed to control all costs established and administer sound F&B Cost Control systems and procedures so as to ensure that F&B profits are maximized, consistent and with high standard of quality and service. Take initiative to see that F&B Control procedures are adhered to. • Monitor activities relating to F&B Cost Control Areas of concern include food and beverage purchasing, receiving, storage and issue menu planning, production and forecasting and analysis prepare reports to keep all levels of management informed of day to day F&B Costs and problems.
DUTIES RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Ensure complete adherence to all local excise laws and deal with excise department to sort out any queries. 2. Formulate and enforce sound control procedures for banquets. 3. Verify that standard purchase specifications are followed on continuing basis. 4. Verify that accuracy of entries of the daily receiving and that all food items received have been recorded. 5. Ensure that all merchandise is stored properly and monitor security control. 6. Monitor procedures for issuing F&B items from stores to ensure that such merchandise is issued only on written requisition signed by a properly authorized person. 7. Run periodic yield tests. 8. Take monthly inventories of F&B outlets & to manage the hotel monthly inventory process in the strict respect of the hotel policies. 9. Establish potential food cost for each outlet and update each six months. 10. Close liaison with store in order to obtain best quality and prices. 11. Ensure and audit from time to time that official orders

	<p>have been issued for all goods brought into the hotel.</p> <ol style="list-style-type: none"> 12. Ensures that menus are costed at regular intervals 13. To decide alongwith Chef the correct portion control in food. 14. Ensure that all beverages items required are available. 15. Ensure that the system of issues to bars is carried out correctly. 16. Ensure that the computer input is carried out in time. 17. Provide sales analysis of items by restaurants on a monthly basis 18. Establish issue times for all stores. 19. Providing assistance and guidance to all staff under him. 20. Ensure that all month end reports are on the General Manager's desk by 7th working day after month end close. 21. Produce a monthly food and beverage control report. 22. Updating prices of items when necessary 23. Ensuring that audits are carried out on the point of sale terminals 24. Produce job description for all his/ her staff. 25. To prepare and issues various cost reports for Management analysis. 26. Perform daily and monthly food and beverage sales reconciliation against PIS Sales report and ensure all deviations are explained by concerned department head. 27. Coordinate closely with Chef for obtaining all Inter departmental transfers. 28. Surprise checking of the daily receiving and storekeeping activities. 29. To ensure that all goods movements in/out the hotel and stores are accounted for and properly supported. 30. To ensure the implementation of and compliance with all prevailing cost control policies and procedures by all departments. 31. To prepare and issue various cost reports. 32. Ensure all recipes are updated in the system and maintain records of all recipes then approve for new menu creation. 33. Monitor liquor inventory on daily basis and conduct surprise audits. 34. Ensure all cost is allocated appropriately. 35. Maintain all Excise Records as per local law requirement. 36. Any other duty assigned by the competent authority from time to time
DIRECTLY SUPERVISES	Bill Clerk/Clerk etc. working under him
LIMITS OF AUTHORITY	Authorized to supervise the work of all staff working under him.
COORDINATES WITH	<ol style="list-style-type: none"> 1. All F&B outlets. 2. Kitchen 3. Stores 4. Accounts
TERMINOLOGY	To ensure all systems, procedures regarding cost control are

adhere to.

16. JOB DESCRIPTION OF HOUSEKEEPER/ ASSISTANT HOUSEKEEPER

JOB TITLE	HOUSEKEEPER/ ASSISTANT HOUSEKEEPER
REPORTS TO	SENIOR HOUSEKEEPER
JOB SUMMARY/ KEY RESPONSIBILITIES	To ensure that public areas are cleaned and maintained properly.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Inspect staff turnout of the team assigned. 2. Lead, train and motivate a public area team to clean and maintain public areas properly to the satisfaction of higher authorities and hotel guests. 3. Prepare checklists for various areas in consultation with Sr. Housekeeper/ GM/DGM of hotel and then inspect all public areas as per checklist. 4. Remove furniture, curtains and other fixtures which require repairs, mending, spotting, washing, etc. 5. Follow an advanced renovation programme of public areas after it is approved by the competent authority. 6. Prepare a chandelier cleaning schedule and have it followed by the cleaning crew. 7. Ensure that the staff follow housekeeping systems, procedures and standards. 8. Prepare a carpet shampoo schedule and ensure that it is followed in timely manner. 9. Ensure the safety and hygiene of the staff working under him. 10. Maintain discipline and conduct performance appraisals of the personnel under her control. 11. Check all safety systems in public areas and follow - up on faults. 12. Liaise with security personnel on security matters in the public area. 13. Account for the movement of all furniture and fixtures in public areas 14. Follow-up on all maintenance orders and sign for work that gets completed to his/her satisfaction. 15. Liaise with the housekeeping control desk for all matters concerning public areas. 16. Check and control all equipment ensuring that they are used correctly and stored appropriately after use. 17. Check the serviceability of all public area equipment. 18. Supervise the pest control schedules in public areas. 19. Ensure that internal plants and floral arrangements are watered and recycled by the horticulture department. 20. Report all lost and found items and ensure that the prescribed procedures are followed. 21. Ensure that all cloakroom attendants keep public cloakrooms clean and fresh.

	22. Any other task assigned by the competent authority from time to time.
DIRECTLY SUPERVISES	Floor Supervisors/ Linen Keepers/ Desk Controllers.
LIMITS OF AUTHORITY	<ul style="list-style-type: none"> ✓ Evaluates performance of public area housemen. ✓ Checks the discipline & hygiene of staff. ✓ Can declare a room out of order
COORDINATES WITH	<ol style="list-style-type: none"> 1. Security - on matters of security and safety on the public areas. 2. Engineering – on matters of maintenance and safety on public areas. 3. Control Desk – for coordination. 4. Horticulture- for maintenance of indoor plants in public areas 5. Florist – for supply and maintenance of floral arrangements in hotel. 6. General Stores- to requisition supplies.
MACHINES, TOOLS AND MATERIALS	<ul style="list-style-type: none"> ✓ Property Management System ✓ Checklists ✓ Forms and Formats ✓ Operational Reports (Soft and Hard Copy) ✓ Telephone
TERMINOLOGY	Should be well conversant with the terminology used in Housekeeping Operations

17. JOB DESCRIPTION OF FLOOR SUPERVISORS/ DESK CONTROLLERS

JOB TITLE	FLOOR SUPERVISORS/ DESK CONTROLLERS
REPORTS TO	HOUSEKEEPER/ ASSISTANT HOUSEKEEPER
JOB SUMMARY/ KEY RESPONSIBILITIES	To ensure that guest rooms on an allotted floor/s are cleaned and maintained properly.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Inspect staff turnout of the team assigned. 2. Lead, train and motivate a floor team to prepare rooms properly and to the entire satisfaction of the guest. 3. Inspect VIP rooms and ensure that the room attendant has followed the procedures set. 4. Inspect each room completed by a room attendant with a specified room checklist and ensure they meet the standards of the establishment in terms of cleanliness, functionality and aesthetic value. 5. Maintain the floor pantry. To check par stocks of linen and guest amenities and cleaning supplies and requisition them in a timely manner. 6. Supervise the linen exchange procedure with the laundry ensuring that the par stocks are maintained. 7. Ensure that the housekeeping policies, systems and procedures and standards are followed by all staff on the floor. 8. Train room attendants and housemen to achieve productivity and efficiency standards.

	<ol style="list-style-type: none"> 9. Ensure the safety and punctuality and hygiene of the housekeeping staff. 10. Maintain discipline and conduct performance appraisals of the personnel under her control. 11. Check all safety systems on a floor and ensure that defects if any are rectified. 12. Liaise with security personnel on security matters on the floor. 13. Prepare the housekeeping report for the front office. 14. Check all maid carts to ensure it is well stocked with linen and supplies as per the standards. 15. Follow –up on all maintenance orders and sign for orders and sign for work that gets completed to her satisfaction. 16. Liaise with the housekeeping control desk for departure rooms that need to be cleaned for sale and confirm that those rooms have been cleared. 17. Liaise with the room service for the clearance of room service trays and trolleys. 18. Check the serviceability of all floor equipment. 19. Execute the pest control schedules on the assigned floors. 20. To execute the spring cleaning schedules on the assigned floors. 21. Ensure that the Out of Order rooms are treated as per procedure. 22. Ensure that internal plants and floral arrangements are watered and recycled by the horticulture department. 23. Report all lost and found items and ensure that the prescribed procedures are followed. 24. Any other task assigned by the competent authority from time to time.
DIRECTLY SUPERVISES	Assistant Floor Supervisor/ Room Attendants and housemen.
LIMITS OF AUTHORITY	<ul style="list-style-type: none"> ✓ Evaluates performance of room attendants and housemen in her charge. ✓ Checks the discipline of staff ✓ Can report to Housekeeper to declare a room out of order. ✓ Can requisition linen and supplies for a floor. ✓ Authorized to enter guest rooms.
COORDINATES WITH	<ol style="list-style-type: none"> 1. Front Office – for housekeeping room reports and the cleanliness of rooms and making them available for sale. 2. Security - on matters of security and safety on the guest floor. 3. Engineering – on matters of maintenance and safety on guest floors. 4. Control Desk – for receiving departure room information and reporting cleared rooms 5. Laundry – for the deposit of soiled linen of a floor 6. Linen Room – for issue of fresh linen.

	<ul style="list-style-type: none"> 7. Horticulture- for maintenance of indoor plants in rooms and corridors. 8. Florist – for supply of floral arrangements in the hotel. 9. Room Service – for the clearance of trays and trolleys. 10. General Stores- to requisition supplies.
MACHINES, TOOLS AND MATERIALS	<ul style="list-style-type: none"> ✓ Property Management System ✓ Checklists ✓ Forms and Formats ✓ Operational Reports (Soft and Hard Copy) ✓ Telephone
TERMINOLOGY	Should be well conversant with the terminology used in Housekeeping Operations

18. JOB DESCRIPTION OF LINEN KEEPER

JOB TITLE	LINEN KEEPER
REPORTS TO	HOUSEKEEPER/ASSISTANT HOUSEKEEPER
JOB SUMMARY/ KEY RESPONSIBILITIES	Maintains an inventory of linen and uniforms and their storage conditions as per prescribed standards. Be accountable for the movement of all linen and uniform. Issue linen and uniforms as per procedure..
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> 1. Inspect staff turnout of the linen and uniform team. 2. Lead, train and motivate the team to provide service as per the standards. 3. Check periodically the condition of uniforms and linen and take appropriate action for damaged and soiled ones. 4. Assign daily work to tailors. 5. Maintain the storage conditions to minimize damage to linen and uniforms. 6. Supervise the linen exchange procedure with the laundry ensuring that the par stocks are maintained and account for the stocks. 7. ensure that the housekeeping policies, systems, procedures and standards are followed by all staff in the linen / uniform room 8. Coordinate closely with the laundry to ensure timely supply of fresh linen and uniforms. 9. Ensure safety and hygiene of the team. 10. Maintain discipline and conduct performance appraisals of the personnel under his / her control. 11. Ensure that the linen / uniform room is kept clean and orderly and that linen and uniforms are stored as per prescribed conditions. 12. Introduce all relevant records in respect of linen and uniforms for control purposes. 13. Execute the pest control schedules for the linen / uniform room. 14. Coordinate annual audit team of the linen / uniform room. 15. Any other tasks assigned by the competent authority from time to time.

DIRECTLY SUPERVISES	<ul style="list-style-type: none"> • Helper (General).
LIMITS OF AUTHORITY	<ul style="list-style-type: none"> ✓ Evaluates performance of Linen / Uniform room attendants and helpers.. ✓ Checks the discipline of staff
COORDINATES WITH	<ol style="list-style-type: none"> 1. Engineering – on matters of maintenance and safety in linen room. 2. Laundry – for the exchange of soiled linen and uniforms for fresh ones. 3. All departments – for issue of fresh staff uniforms. 4. Floor Supervisors – for issue of fresh linen 5. Food and Beverage – for exchange of soiled restaurant linen with fresh ones. 6. Accounts – for periodic stock taking.
MACHINES, TOOLS AND MATERIALS	<ul style="list-style-type: none"> ✓ Checklists ✓ Linen Room Forms and Formats ✓ Linen Stock Registers ✓ Telephone
TERMINOLOGY	Should be well conversant with the terminology used in Housekeeping Operations

19. JOB DESCRIPTION OF SECURITY OFFICERS

DESIGNATION OF HOD	SECURITY OFFICERS
REPORTS TO	General Manager/ Dy. General Manager (Hotel)
JOB SUMMARY/KEY RESPONSIBILITIES	Overall Security Responsibility of Hotel
DUTIES RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Responsible for the Security of the entire hotel day and night. 2. Prepare duty roaster of Security Supervisors/ Guards/ Drivers working under him covering the daily security aspects. 3. Responsible for maintenance of parking areas. 4. Looking after the Time Office in & out of staff and material. 5. To ensure implementations of the guidelines issued by the Chandigarh Police from time to time. 6. Any other duty assigned by the competent authority from time to time.
DIRECTLY SUPERVISES	Security Supervisor / Security Guards.
LIMITS OF AUTHORITY	<ul style="list-style-type: none"> • Checking/observing of all kind unusual activities and reporting to concern authority for information and necessary action on daily basis. • Can carry out surprise checking of Security Guards/ Supervisors in the hotel.
COORDINATES WITH	<ul style="list-style-type: none"> • Keep a liaison with all departments of the hotel and Local Police for VIP functions and big events. • To coordinate with the local police for VIP functions and events
TERMINOLOGY	Should be well conversant with the security arrangements of

	the hotel
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20. JOB DESCRIPTION OF TECHNICAL OFFICER, IDFC

DESIGNATION OF HOD	TECHNICAL OFFICER, IDFC
REPORTS TO	General Manager (CA) & CS, Head Office
JOB SUMMARY/ KEY RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Supervision of existing Mechanical / Chemical Testing lab and Tool Room. 2. Setting up and supervision of new calibration lab 3. To deal with customers who come for job work/ testing etc. 4. Preparing the technical specification for up-gradation / modification of existing machine or new machine.
DUTIES & RESPONSIBILITIES	<ol style="list-style-type: none"> 1. To identify and approach the potential customers so that facilities can be provided to them. 2. To monitor the working of IDFC/ MPICC staff in order to perform the jobs effectively and efficiently. 3. To understand the customers requirement and provide them the best possible services. 4. To understand the necessity of new facilities which will be suitable for the industries and to do best effort for having the same in IDFC. 5. Checking of Cash receipt, register etc. filing of monthly service tax and to have the proper inventory of critical items. 6. Proper maintenance of imprest account 7. Distribution of work amongst the staff posted at IDFC 8. Purchasing of daily requirement of Tool Room/ Testing Lab. 9. Any other duty assigned by the competent authority from time to time
DIRECTLY SUPERVISES	Staff posted at IDFC/MPICC
LIMITS OF AUTHORITY	As per delegation of power
COORDINATES WITH	Coordinates with Industry Department, U.T.Chandigarh
TERMINOLOGY	Should be well aware about the functioning of all the machines technically.

Circulated vide letter no. P&A/P-II/30305-08 dated 03.01.2012

1. JOB DESCRIPTION OF SENIOR RECEPTIONIST/ RECEPTIONIST

JOB TITLE	SENIOR RECEPTIONIST/RECEPTIONIST
REPORTS TO	SENIOR RESERVATION EXECUTIVE/ RESERVATION EXECUTIVE
JOB SUMMARY/ KEY RESPONSIBILITIES	To receive and attend the guest at the time of check-in. To check the guest charges posted into guest folios accurately and promptly from various revenue outlets; settle guest accounts,

	either by cash or credit, upon their departure, and maintain safety locker.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. To receive and attend to the guest at reception properly. 2. Take over a shift and note any special instructions for the shift. 3. Check the cash bank/float/imprest at the beginning of every shift and requisition petty cash from the Accounts Branch, if necessary. 4. Open guest folios accurately for new arrivals and post charges as soon as they arrive. 5. Issue safety deposit lockers to guests according to the procedures. 6. Pass allowances if wrong charges posted in folios. 7. Prepare record and pre-registration for VIPs, handicapped people and old people. 8. Prepare the room discrepancy report and double check by physical verification by a bell boy. 9. Handle foreign currency as per Reserve Bank of India regulations and prepare the necessary documentation. 10. Settle guest bills ensuring that accurate cash is received or credit formalities are cleared as and whenever applicable. 11. Handle credit card payments through proper procedures. 12. Prepare the Front Office Departmental report and other reports. 13. Submit Net Cash Receipts with necessary documents to the Accounts Deptt. at the end of the shift. 14. Print daily expected arrival / departure report. 15. Issue VIPs amenities vouchers to the guest for the fruits, flowers, beverages etc. as per policy of the corporation. 16. Any other task assigned by the competent authority from time to time.
LIMITS OF AUTHORITY	Can refuse to accept credit cards or foreign exchange not accepted by the hotel. Can refuse any disbursement of cash unless convinced about the authenticity of documents produced by the guest concerned. Give final clearance to bell boys to remove guest's baggage for departure guests. Can post charges to the guest folios against proper documentation. He is the custodian of safe deposit lockers.
COORDINATES WITH	Lobby – for the clearance/removal of guest baggage from the premises
MACHINES, TOOLS AND MATERIALS	<ul style="list-style-type: none"> ✓ Property Management System ✓ Checklists ✓ Cash related forms / formats

	✓ Telephone
TERMINOLOGY	Should be well conversant with the terminology used in Front Office Operations.

2. JOB DESCRIPTION OF SENIOR BELL CAPTAIN/ BELL CAPTAIN

JOB TITLE	SENIOR BELL CAPTAIN/ BELL CAPTAIN
REPORTS TO	SENIOR RECEPTIONIST/ RECEPTIONIST
JOB SUMMARY/ KEY RESPONSIBILITIES	To attend the briefings, check the arrival of the guests and to work closely with the Sr. Receptionist / Receptionist.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Attend briefings prior to the shift opening and take over from the previous shift. Attend to log book for any special instructions. 2. Check the arrivals for the day and room status including departures for the day. 3. Check the expected VIPs for the day. 4. Prepare records and pre-registrations for VIPs, handicapped people and old people in consultation with Receptionist. 5. Ensure that all stationery supplies and forms are available for a full shift and requisition them from stores, if necessary. 6. Assist the Receptionist on updating data on room rack/front office. 7. Prepare the room discrepancy report and double check by physical verification at the time of check-in and departure in consultation with the Receptionist. 8. Work closely with the receptionist and provide relevant information to him. 9. Give departure rooms to housekeeping without delays. 10. Assist in making room and occupancy reports. 11. Handle guests with scanty baggage diligently. 12. To maintain errand register for movement of Bell Boys and perform miscellaneous errands for the guests on request. 13. Any other task assigned by the competent authority from time to time.
COORDINATES WITH	<ol style="list-style-type: none"> 1. Housekeeping – for the cleanliness of rooms for sale. Also tallies room position 2. Lobby – for the movement of guest baggage at the time of arrival and departure. 3. Engineering – for the maintenance of front desk fittings and equipment. 4. F & B – for meal plans.
MACHINES, TOOLS AND MATERIALS	<ul style="list-style-type: none"> ✓ Property Management System ✓ Checklists ✓ Front desk form and formats ✓ Telephone
TERMINOLOGY	Should be well conversant with the terminology used in Front Office Operations.

3. JOB DESCRIPTION OF BELL BOY/ SENIOR BELL BOY

JOB TITLE	BELL BOY/ SENIOR BELL BOY
REPORTS TO	SENIOR BELL CAPTAIN/ BELL CAPTAIN (when Bell Captain is not there - to the Sr. Receptionist/ Receptionist)
JOB SUMMARY/ KEY RESPONSIBILITIES	To attend the briefings, check the arrival of the guests and to work closely with the Sr. Receptionist / Receptionist.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Attend briefings prior to the shift opening and take over from the previous shift. Attend to log book for any special instructions. 2. Check the arrivals for the day and room status including departures for the day. 3. Check the expected VIPs for the day. 4. Assist in preparation of records and pre-registrations for VIPs, handicapped people and old people in consultation with Bell Captain. 5. Ensure that all stationery supplies and forms are available for a full shift and requisition them from stores, if necessary. 6. Prepare the room discrepancy report and double check by physical verification at the time of check-in & departure in consultation with the Receptionist (For Bell Boy doing duties of Bell Captain). 7. Work closely with the receptionist and provide relevant information to him. 8. Give departure rooms to housekeeping without delays. 9. Assist in making room and occupancy reports. 10. Handle guests with scanty baggage diligently. 11. Ensure paging service and delivery guest message promptly. 12. General upkeep of Front Office Area. 13. Maintenance and proper upkeep of graphic and display board to read with reference to events happenings in the hotel. 14. Timely delivery of 'C' Forms to FRRO office, Chandigarh. 15. Any other task assigned by the competent authority from time to time.
COORDINATES WITH	<ol style="list-style-type: none"> 1. Housekeeping – for the cleanliness of rooms for sale. Also tallies room position 2. Lobby – for the movement of guest baggage at the time of arrival and departure. 3. Engineering – for the maintenance of front desk fittings and equipment. 4. F & B – for meal plans.
MACHINES, TOOLS AND MATERIALS	<ul style="list-style-type: none"> ✓ Property Management System ✓ Checklists ✓ Front desk form and formats

	✓ Telephone
TERMINOLOGY	Should be well conversant with the terminology used in Front Office Operations

4. JOB DESCRIPTION OF ASSISTANT FLOOR SUPERVISOR/ ROOM ATTENDANTS

JOB TITLE	ASSISTANT FLOOR SUPERVISOR/ ROOM ATTENDANT
REPORTS TO	FLOOR SUPERVISOR/ DESK CONTROLLER/ LINEN KEEPER
JOB SUMMARY/ KEY RESPONSIBILITIES	<ol style="list-style-type: none"> 1. To service guest rooms as per procedure and as per required standard of cleanliness and hygiene of the hotel. 2. To ensure that the rooms are clean, safe and functional in all respects.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Receive daily allocation of rooms. 2. Attend daily briefings at the beginning of a shift regarding occupancy VIP rooms group arrivals, extra supplies, guest requests etc. in his / her assigned room. 3. Issue and stock in the trolley, all linen guest supplies and cleaning supplies required to serve the guest rooms. 4. Service all vacant rooms for cleanliness and check for maintenance . 5. Service all " Make my room" card room, occupied room, VIP room and departure room by making bed with fresh linen, replenishing all guest supplies and cleaning and by tidying the rooms as per standard of cleanliness and hygienic. 6. Check all assigned rooms for maintenance requirement in room and notify the floor supervisor for further action. 7. Follow up with floor supervisor for corrective action. 8. Physically check all assigned rooms for preparing the room occupancy report. 9. Promptly attend all guest calls for extra bed, laundry delivery and pick up drinking water, extra supplies, iron, hair dryer etc. 10. Report irregularities on floor to supervisor. 11. Check all safety system and report to Floor Supervisor. 12. Report and deposit lost and found articles to the Floor Supervisor 13. Report missing and broken property to the Floor Supervisor. 14. Count and deposit soiled linen to the linen room. 15. Undertake evening check of rooms and provide turned down service during the shift. 16. Notify supervisor regarding follow up action required in subsequent shift in the guest room for DND room, service refused room, extra bed required, extra supplied and any other guest request etc. 17. Maintain a polite and dignified attitude towards the guest and staff. 18. Follow periodic/ spring cleaning schedule as planned by Floor Supervisor.

	19. Any other job assigned by the competent authority from time to time to follow up.
LIMITS OF AUTHORITY	<ul style="list-style-type: none"> ✓ May enter guest rooms ✓ May deny access of guest rooms to unauthorized hotel personnel and guests.
COORDINATES WITH	<p>Coordinate with the following through his/ her immediate superior:-</p> <ol style="list-style-type: none"> 1. Security - on matters of security and safety on the guest. 2. Engineering – on matters of maintenance and safety on guest rooms. 3. Horticulture- for supply of floral arrangement in the rooms/ suites. 4. Linen room- for issue of fresh linen and deposit of solid linen. 5. Housekeeping Control Desk- for information, departure and clearance of rooms, VIP rooms, Group rooms, extra bed etc. 6. Laundry- for pickup and delivery of guest laundry from rooms
MACHINES, TOOLS AND MATERIALS	<ul style="list-style-type: none"> ✓ Forms and Formats ✓ Telephone
TERMINOLOGY	Should be well conversant with the terminology used in Housekeeping Operations.

5. JOB DESCRIPTION OF HOUSEMAN /HEAD HOUSEMAN

JOB TITLE	HOUSEMAN/ HEAD HOUSEMAN
REPORTS TO	FLOOR SUPERVISOR/ DESK CONTROLLER/ LINEN KEEPER
JOB SUMMARY/ KEY RESPONSIBILITIES	<p>To service the guest rooms, bathrooms and other areas as per procedure and as per required standard of cleanliness and hygiene.</p> <p>To ensure that the rooms and other areas are clean, safe and functional in all respects.</p>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Receive daily allocation of rooms/ areal. 2. Attend daily briefings at the beginning of a shift regarding occupancy, VIP rooms, group arrivals/ extra bed/ extra supplies, guest requirements/ conferences in his/ her assigned rooms/ areas. 3. In case of bathroom, issue and stock in the trolley, all linen guest supplies, cleaning supplies required to service the guest. 4. Service all rooms/ bathrooms for cleanliness and check for maintenance alongwith Room Attendant. 5. Service alongwith Room Attendant all make my rooms,

	<p>card room, occupied rooms, VIP room/ departure room by replacing all soiled bath linen replenishing supplies, cleaning and tiding the bathrooms, room floor and balcony etc. as per the standard of hygiene and cleanliness.</p> <ol style="list-style-type: none"> 6. Check and notify to the Supervisor all maintenance requirements in the room/ bathroom. Follow up with Floor Supervisor for corrective action. 7. Promptly attend all guest calls for supplies, shoe-shine etc. 8. Check all safety system and report to Supervisor 9. Report missing and broken property to Supervisor. 10. Report and deposit 'lost and found' articles to the Floor Supervisor. 11. Count and deposit all soiled linen to the Linen Room. 12. Report irregularities on floor/ area to Floor Supervisor. 13. Clear all garbage from the garbage bags/ bins in the area. 14. Vacuum all carpets daily. 15. Follow periodic / spring clearing schedule as planned by Floor Supervisor. 16. Shift furniture/ carpets as and when required. 17. If areas are assigned provide for cleaning of all surfaces with all equipment and cleaning supplies 18. Any other task assigned by the competent authority from time to time.
LIMITS OF AUTHORITY	<ul style="list-style-type: none"> ✓ May enter guest rooms alongwith Room Attendant. ✓ May deny access of guest rooms to unauthorized hotel personnel and guests.
COORDINATES WITH	Room Attendants
TERMINOLOGY	Should be well conversant with the terminology used in cleaning operations.

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/Office: CITCO

S.No.	Nature/ Type of work	Level at which the case is initiated. (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.	To deal with the tourism and industrial promotion activities.	Clerks/ Jr.Asstts/ Sr.Asstts.	Concerned HOD of the unit.	G.M's/CGM/ MD/ Chairman/ Board of Directors as per delegation of powers from time to time.

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/Office: CITCO

S.No.	Item of Work	Norms set by the department (number of days taken for decision making)
1.	To deal with the Tourism Promotion and Industrial Activities.	CITCO is a commercial organization and all cases are dealt with depending upon the urgency of the case.

ANNEXURE-5
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(v) OF THE
RIGHT TO INFORMATION ACT, 2005.

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

Name of the Department/Board/Corporation/Office: CITCO

S.No.	Name of the Act	Name of the Rules	Name of the Manuals	Instructions (Write circular No. /Date)	Any other Record/ Document
1.	-	CITCO Employees Service Regulations, 2011. The conditions of Services as applicable to the employees of Chandigarh. Admn. from time to time. Allotment of Indl Sheds Rules 1977.	CITCO Employees Service Regulations, 2011. The conditions of services as applicable to the employees of Chandigarh. Admn. from time to time	Instructions as may be issued by the Chandigarh Administration from time to time.	Instructions as may be issued by the Chandigarh Administration from time to time.

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/Office: CITCO

S.No.	Category of documents
1.	All records pertaining to the activities of this Corporation in Tourism Promotion and Industrial Development.

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 exists 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/Office: CITCO

S.No.	Details/ Type of arrangements made.
	Not applicable

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/Office: CITCO

S.No.	Name of the Board(s)	Name of Council(s)	Name of Committee(s)	Name of other bodies (s) constituted by the department	Whether meetings of these bodies are open to the public (Yes/No)	Whether the minutes of such meetings are accessible for public (Yes/No)
1.	Board of Directors of CITCO constituted by Chandigarh Administration	NIL	NIL	NIL	No	No

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)

Name of the Department/Board/Corporation/Office: CITCO

Sr.No.	Name of the officers/ employee	Designation	Telephone No. (Office)
1.	Smt. Kavita Singh, IAS	Managing Director,	4644440
2.	Smt. Navjot Kaur, PCS	Chief General Manager	4644442
3.	Sh.Vijay Sharma	General Manager (Hotels), Chef Lakeview/Hotel Shivalikview/HMV	4644410
4.	Sh.A.K.Malhotra	General Manager (T)/SD/IDFC	4644474
5.	Sh. Maninder Kanwar	Company Secretary	4644430
6.	Sh.Anurag Walia	Dy. General Manager (Hotels), HPV	2700050
7.	Sh. Ganesh Dutt Sharma	PS to MD	4644440
8.	Sh.Vineet Chopra	Chef, Hotel Shivalikview	4672222
9.	Sh. Nitin Kumar	Chef (On Contract), HMV	4644410
10.	Sh.Nisheeth Khanna	Sr.Manager SD	4644474
11.	Smt. Jaspreet Kaur	Sr. Manager (Mktg.)	4644430
12.	Sh.Raj Pal Panwar	Manager , HSV	4672222
13.	Sh. Gulzar Singh	Manager (P&A, CTSK Cell), HO	4644430
14.	Sh. Rajneesh Dewan	Sr.Manager (Accounts), H.O.	4644430
15.	Sh. Akhil Kumar	Manager (Accounts), HO	4644430
16.	Sh. V.K. Verma	Manager (Accounts), HSV	4672222
17.	Sh. Rakesh Dhamija	Manager (Accounts), HMV.	4644410
18.	Sh.Sakinder Singh Rana	Manager (CA&IW, HO	4644430
19.	Sh.Vinod Sharma	Manager (Comm.), HO	4644430
20.	Sh.Kali Charan	Manager (S), Hotel Parkview/HSV	2700050
21.	Smt. Suveena Bains	Sr. Housekeeper, HMV	4644410
22.	Sh.J.N.Bains	Sr. Manager (F&B), on deputation Governor House, Haryana	-
23.	Sh. Sandeep Kapoor	Manager (F&B), HSV	4672222
24.	Sh.Sanjay Daniel Banerjee	Manager (F&B), U.T. Guest House	2740978
25.	Sh. Yeshveer Singh	Manager (F&B), Hotel Parkview	2700050
26.	Sh. P.S.Sandhu	Manager (F&B), HO	4644430
27.	Sh.Surinder Misra	Manager (F&B), HMV	4644410
28.	Sh.Shiv Kr.Kukreja	Executive Engineer	4644472
29.	Sh. Bhushan Kumar	Sub Divisional Engineer (Civil]	4644472
30.	Sh. Vishal Jindal	Sub Divisional Engineer (Civil)	4644472
31.	Sh.Ajay Pal Sharma	Sub Divisional Engineer (PH)	4644472
32.	Sh. Jatinder Singh	Sub.Divisional Engineer (Electrical)	4644472
33.	Sh.Gurpreet Singh	Manger (HRD)	4644430
34.	Smt.Neeru Sharma	Helper (General)	4644430
35.	Sh.Prakarm Singh	Helper (General)	2700050
36.	Sh.Amrik Singh	Helper (General)	2625568
37.	Sh.Vishwas Singh	Helper (General)	4672222

38.	Sh.Ganga Singh	Helper (General)	4644481
39.	Sh.Tilak Raj	Helper (General)	4644451
40.	Sh.Babu Ram	Helper (General)	2625568
41.	Sh.Rajinder Kumar	Helper (General)	2625568
42.	Sh.Lekh Raj	Helper (General)	4644410
43.	Smt.Sarla Sharma	Helper (General)	2740978
44.	Sh.Shyam Lal	Helper (General)	4644481
45.	Sh.Mohinder Singh	Helper (General)	2625568
46.	Jai Singh Kaushal	Helper (General)	2741266
47.	Sh. Varinder Singh	Helper (General)	4644410
48.	Kuldip Singh	Helper (General)	4644481
49.	Dhian Singh	Helper (General)	2696294
50.	Amar Bahadur	Helper (General)	4644410
51.	Sh.Pan Bahadur	Helper (General)	2696294
52.	Sh.Sudha Awasthi	Helper (General)	4642222
53.	Sh.Prem Parshad Podel	Helper (General)	4642222
54.	Raksha Devi Mehta	Helper (General)	4644410
55.	Sh.Kirpal Singh	Helper (General)	4644483
56.	Tarlok Kumar	Helper (General)	2625568
57.	Sukhwinder Kaur	Helper (General)	4644430
58.	Subhash Chand	Helper (General)	2741266
59.	Jaspal Singh Tadyal	Asstt. Floor Supervisor	4644410
60.	Smt.Shakuntla	Asstt. Floor Supervisor	2700050
61.	Sh.Krishan Lal	Asstt. Floor Supervisor	4672222
62.	Sunder Lal	Asstt. Floor Supervisor	4644410
63.	Ramesh Kumar Mangoli	Asstt. Floor Supervisor	4644410
64.	Hari Dass	Asstt. Floor Supervisor	4644410
65.	Daljit Singh	Asstt. Floor Supervisor	4644410
66.	Laxman Singh	Asstt. Floor Supervisor	4644410
67.	Prem Singh	Asstt. Floor Supervisor	4644410
68.	Balwant Singh	Asstt. Floor Supervisor	4644410
69.	Sh.Dilwar Singh	Asstt. Floor Supervisor	2700050
70.	Sh. Raghu Nath	Asstt. Floor Supervisor	4644410
71.	Smt. Asha Devi	Asstt. Floor Supervisor	4672222
72.	Saroj Sharma	Asstt. Floor Supervisor	4644410
73.	Sh.Badri Parshad	Asstt. Floor Supervisor	4672222
74.	Daya Ram	Asstt. Floor Supervisor	4644410
75.	Sh.Madan Lal	Asstt. Floor Supervisor	4672222
76.	Smt.Anjali	Room Attendant	4672222
77.	Smt.Shobhni Devi	Room Attendant	4672222
78.	Smt. Mamta Rana	Room Attendant	4672222
79.	Sh.Ashwani Rana	Room Attendant	4672222
80.	Sh.Mukesh Kumar	Room Attendant	4672222
81.	Sh.Ravinder Singh Gill	Room Attendant	4672222
82.	Naresh Kumar	Room Attendant	2700050
83.	Dilesh Chand	Room Attendant	4644410

84.	Daulat Ram	Room Attendant	4644410
85.	Vivek Chabra	Room Attendant	4672222
86.	Mohinder Kumar	Room Attendant	4644488
87.	Gurpreet Singh	Room Attendant	4644488
88.	Sh.Darshan Lal	Head Houseman	4644482
89.	Sh.Rishi Lal	Head Houseman	4644482
90.	Sulekh Chand	Head Houseman	2740978
91.	Sh.Tara Singh	Head Houseman	4672222
92.	Surinder Singh	Head Houseman	4644410
93.	Surinder Kumar	Head Houseman	4644410
94.	Karam Pal	Head Houseman	2700050
95.	Suresh Kumar	Head Houseman	4644410
96.	Soran Singh	Head Houseman	2700050
97.	Rajinder Kumar S/o Sh. Balwant	Head Houseman	4644410
98.	Pal	Head Houseman	2700050
99.	Sh.Rajinder Kumar	Head Houseman	4672222
100.	Sh.Mukesh Kumar	Head Houseman	4672222
101.	Mahi Pal S/o Sh. Mohar Singh	Head Houseman	4672222
102.	Chaman Lal	Head Houseman	4672222
103.	Raj Kumar	Head Houseman	4672222
104.	Shiksha Devi	Housewoman	4644410
105.	Leela Devi	Housewoman	4644410
106.	Smt.Kamla Devi	Housewoman	4644451
107.	Satbir	Houseman	4644472
108.	Rajinder Singh S/o Sh. Rekhi	Houseman	4644410
109.	Ram Chander Singh	Houseman	4644410
110.	Sh.Raju	Houseman	2700050
111.	Sh.Balraj Singh	Houseman	4672222
112.	Sh.Sanjay	Houseman	2700050
113.	Sh.Vijesh Kumar	Houseman	2700050
114.	Sh.Arvind Kumar	Houseman	4672222
115.	Sh.Shiv Kumar	Houseman	4644481
116.	Sh.Vijay Kumar	Houseman	4672222
117.	Sh.Rajesh Kumar S/o Sh. Samay Singh	Houseman	4672222
118.	Mahi Pal S/o Sh. Jinda Ram	Houseman	4644410
119.	Mukesh Kumar S/o Sh.Rati Ram	Houseman	4644410
120.	Kuldeep Kumar	Houseman	4672222
121.	Sh.Sahdev	Houseman (deploy as SG)	4644430
122.	Sh. Satish Kumar	Houseman	2700050
123.	Sh.Mohinder Singh	Houseman (PH)	4672222
124.	Sh.Abhishek	Houseman	4644430
125.	Goutam Kumar	Houseman	4672222
126.	Om Prakash	Houseman	4672222

127.	Sh. Ashok Kumar	Sweeper cum Chowkidar	4664449
128.	Sh.Gurdev Singh	Sweeper-cum-Chowkidar	2696294
129.	Sh.Karan Singh	Sr.Bell Boy	4672222
130.	Sh.Jagdish Parshad Deoli	Sr.Bell Boy	4672222
131.	Yash Pal	Sr.Bell Boy	4644410
132.	Chamel Singh	Sr.Bell Boy	4644410
133.	Suresh Singh	Sr.Bell Boy	4644410
134.	Sh. Ramesh Kumar	Sr. Bell Boy	4644488
135.	Brij Mohan	Sr. Bell Boy	4672222
136.	Smt. Leela Adhikari	Bell Boy	2700050
137.	Sh.Ganesh Chander	Bell Boy	4672222
138.	Sh.Vijay Kumar Dogra	Bell Boy	4672222
139.	Sh.Subhash Chand	Bell Boy	4644410
140.	Ravijeet Singh	Bell Boy	4644410
141.	Swaran Singh Brar	Bell Boy	4672222
142.	Rajvir	Bell Boy	2700050
143.	Sh.Pawan Kumar	Helper (Mtc.)	4644410
144.	Smt.Indra Devi	Helper (Mtc.)	4644410
145.	Ram Bali	Helper(Mtc)	4672222
146.	Smt.Gurpreet Kaur	Helper (Mtc)	2700050
147.	Sh.Surinder Kumar	Helper (Mtc)	2700050
148.	Sh. Talwinder Singh	Helper (Mtc.)	4672222
149.	Sh. Mahi Pal	Sewerman	4644471
150.	Sh. Jagdish Ram	Sewerman	4644471
151.	Sh. Ajay Kumar	Helper Mtc AC	4644471
152.	Smt. Shashi Kala	Sr.Asstt.	4644410
153.	Sh. Pyar Singh	Sr.Asstt.	4644451
154.	Sh. Anil Kumar Bhakri	Sr.Asstt.	4644475
155.	Sh. Sunil Minhas	Sr.Asstt.	4644430
156.	Mrs. Anju Anand	Sr. Asstt.	4644430
157.	Smt. Pushp Lata Kaushal	Sr.Asstt.	4644430
158.	Smt. Indira Rani	Sr.Asstt.	4672222
159.	Sh. Anil Kumar	Sr.Asstt.	4644430
160.	Sh.Prem Kumar Marya	Sr.Asstt.	4644430
161.	Sh.Sunil Arora	Sr.Asstt.	4644430
162.	B.S.Rawat	Sr.Asstt.	4644430
163.	Sh.Vijay Pal Singh	Sr.Asstt.	4672222
164.	Sh.Rajnish Bhandari	Sr.Asstt.	4644430
165.	Smt.Madhu Shahi	Jr.Asstt.	4644430
166.	Sh.Chander Mohan	Jr.Asstt.	4644430
167.	Smt.Bhavna Puri	Jr.Asstt.	4644430
168.	Smt.Manju Sharma	Jr.Asstt.	4644430
169.	Sh.Ravi Kumar	Jr.Asstt.	2700050
170.	Sh.Brij Bhushan	Jr.Asstt.	4644410
171.	Sh.Bhupinder Kaur	Jr.Asstt.	4644430
172.	Sh.Ajay Kumar	Jr.Asstt.	4644430
173.	Smt.Tripta Sharma	Jr.Asstt.	4644430

174.	Sh.Arun Sharma	Jr. Asstt.	4644447
175.	Sh.Pakhar Singh	Jr.Asstt.	2700050
176.	Sh.S.C.Bhardwaj	Jr.Asstt.	4644430
177.	Sh.Bhupinder Nagpal	Sr.Asstt.	4644410
178.	Parveen Puri	Jr.Asstt.	4644488
179.	Diwan Singh	Jr.Asstt.	4644410
180.	Sh.Ram Chand	Sr.Asstt.	4644430
181.	Sh.Narinder Kwatra	Jr.Asstt.	4644430
182.	Sh.Barijinder Mohan	Jr.Asstt.	4672222
183.	Sh. Amardeep	Jr.Asstt.	2740978
184.	Smt.Seema Gupta	Jr.Asstt.	4644430
185.	Smt.Seema Kumari	Jr.Asstt.	4644410
186.	Sh.Dharam Pal	Jr.Asstt.	4644430
187.	Sh.Rajeev Kohli	Jr.Asstt.	2658093
188.	Smt.Neeru Kakkar	Jr.Asstt.	4644430
189.	Smt.Harinderjit Kaur	Jr.Asstt.	4644430
190.	Smt.Alka	Jr.Asstt.	4644471
191.	Smt.Krishan Kanta	Jr.Asstt.	4644430
192.	Sh.Kuldeep Singh	Jr.Asstt.	4672222
193.	Sh.Balbir Singh	Jr.Asstt.	4672222
194.	Sh.Anil Kumar Pandey	Jr.Asstt.	4644475
195.	Smt.Sneh Lata	Jr.Asstt.	4672222
196.	Sh.Ravi Kumar	Jr.Asstt.	4644430
197.	Smt.Veena Panpher	Clerk	4672222
198.	Sarita Bhardwaj	Jr.Asstt.	4644410
199.	Swaranjit Kaur	Jr.Asstt.	4644430
200.	Sh.Hawa Singh	Clerk	2696294
201.	Sh.Anoop Bhatt	Jr.Asstt.	4644430
202.	Sh.Dheeraj Kumar	Clerk	4644410
203.	Jyotsana Sethi	Jr.Asstt.	4644430
204.	Ashwani Kumar	Clerk	4644480
205.	Ms. Manpreet Kaur	Clerk	4644430
206.	Sh.Devinder Pal Singh	Clerk	4644485
207.	Sh.Sunil Singh	Resident Clerk	011-23353359
208.	Sh.Rajesh Kumar	Sr.Acctt.	4644410
209.	Sh.Umesh Sharma	Sr.Acctt.	4644430
210.	Sh.J.M.Mehra	Sr.Acctt.	4644474
211.	Sh.Praveen Nanda	Sr.Acctt.	4642222
212.	Sh.Darbara Singh	Sr.Acctt.	4644430
213.	Sh.M.M.Chaudhary	Sr.Acctt.	4644488
214.	Sh.Aness Ahmed	Sr.Acctt.	4644488
215.	Sh.Pardeep Rawal	Sr.Acctt.	2741266
216.	Sh. Dharam Raj	Sr.Acctt.	4644430
217.	Sh. Adarsh Gulati	Sr.Acctt.	4644488
218.	Sh.Vinod Kashyap	Sr.Acctt.	4642222
219.	Sh.Anil Kumar Goyal	Sr.Acctt.	2740978
220.	Sh.Kuljitinder Singh	Sr.Acctt.	4644474

221.	Sh.Sanjay Sharma	Sr.Acctt.	4644488
222.	Smt.Sangeeta Jindal	Sr.Acctt.	4644430
223.	Sh.Manoj Sharma	Sr.Acctt.	4644410
224.	Rachna Khanna	Jr.Acctt.	4644410
225.	Jagjit Kaur	Jr.Acctt.	2700050
226.	Sh.Lovneet Singh	Jr.Acctt.	4644410
227.	Smt.Amrit Kaur	Jr.Acctt.	4642222
228.	Sh.Vinod Kapila	Jr.Acctt.	4644430
229.	Parvinder Singh Sethi	Jr.Acctt.	4672222
230.	Smt.Sunita Gupta	Jr.Acctt.	4644430
231.	Sh.Vijay Choudhary	Jr.Acctt.	4644430
232.	Smt.Renu Sehgal	Jr.Acctt.	4644430
233.	H.S.Negi	Jr.Acctt.	4672222
234.	Deepak Kumar	Jr.Acctt.	4672222
235.	Karamvir Singh	Accounts Clerk	4644410
236.	Yudhvir Singh Pawar	Jr.Acctt.	4644488
237.	Ms. Renu Bala	Accounts Clerk	4672222
238.	Sh. Yash Pal Chaudhry	Accounts Clerk	4644430
239.	Ms. Meghna Abrol	Accounts Clerk	4644430
240.	Smt.Pamila Sharma	Librarian	2700050
241.	Sh. Kapil Kohli	Sr.Scale Stenographer	4644475
242.	Sh.Shanti Dhiman	PA	4644430
243.	Smt.Rajinder Kaur	Jr.Scale Stenographer	4644430
244.	Sh.Deep Chand	Jr.Scale Stenographer	4644430
245.	Smt.Rita Khurana	Sr.Scale Stenographer	4644410
246.	Roshan Lal	Jr.Scale Stenographer	4644430
247.	Sh.Harminder Singh	Jr.Scale Stenographer	4644430
248.	Sh.Rajesh Gera	Steno Typist	2740608
249.	Smt.Manju Arora	Steno Typist	4644430
250.	Smt.Inderjit Kaur	Steno Typist	4642222
251.	Smt.Reeta Rani	Steno Typist	4644472
252.	Smt.Seema Syal	Steno Typist	4672222
253.	Smt. Sangeeta Sehgal	Steno-Typist	4644430
254.	Mrs.Deepika Verma	Steno Typist	4644430
255.	Sh. Pushpinder Arora	Asstt. F&B Cost Controller	4642222
256.	Sh. Som Dutt	Asstt. F&B Cost Controller	4644488
257.	Sh. Ranbir Singh	Asstt. F&B Cost Controller	2741266
258.	Ms. Deepty Trigotra	Asstt. Manager (Event & PR)	4644430
259.	Sh. Umang Bansal	Law Officer (on contract)	4644430
260.	Sh.Rajesh Sharma	Jr.Bill Asstt.	4644410
261.	Rakesh Puri	Jr.Bill Asstt.	2700050
262.	Sh.Yashpal Dhawan	Jr.Bill Asstt.	4644410
263.	Kishore Sharma	Asstt. F&B Cost Controller	4644410
264.	Harish Chander	Jr.Bill Asstt.	4672222
265.	Smt.Rajinder Kaur	Jr.Bill Asstt.	4644430
266.	Sh.Shiv Kumar Sharma	Jr.Bill Asstt.	2644485
267.	Ajay Kumar	Jr. Bill Asstt.	4644488

268.	Smt.Rajwinder Kaur	Jr. Bill Asstt.	4644430
269.	Sh.Rajesh Nayyar	Jr. Bill Asstt.	4644410
270.	Ravi Mehra	Jr. Bill Asstt.	4644410
271.	Sh.Yudh Chand Thakur	Jr. Bill Asstt.	4644474
272.	Sh.Dhan Raj	Jr. Bill Asstt.	4644410
273.	Sh.Rajinder Kumar	Jr. Bill Asstt.	4644410
274.	Smt.Sunita Arora	Jr. Bill Asstt.	2741266
275.	Sh.Ram Gopal	Jr. Bill Asstt.	4644410
276.	Amarjeet Sharma	Jr. Bill Asstt.	4672222
277.	Shashi Pal	Jr. Bill Asstt.	4672222
278.	Sukhdev Raj Verma	Jr. Bill Asstt.	4672222
279.	Sh.Moti Singh	Bill Clerk	4644410
280.	Joginder Chauhan	Bill Clerk	2741266
281.	Munshi Ram	Bill Clerk	2741266
282.	Suresh Sharma	Bill Clerk	4644410
283.	Balwinder Kaur	Bill Clerk	2741266
284.	Bharat Bhushan	Bill Clerk	2741266
285.	Rajinder Kumar	Bill Clerk	2740979
286.	Sh.Vijay Kumar	Bill Clerk (on contract)	4672222
287.	Sudhir Singh Thakur	Bill Clerk	2658093
288.	Sh. Neeraj Raheja	Programmer	4644430
289.	Sh.Ramnik Kaushal	Jr.Programmer	4644410
290.	Sh.Vishal Parmar	Data Entry Operator	4644488
291.	Ms. Monika Mehta	Data Entry Operator (on contract)	4644430
292.	Sh.Sansar Chand	Jamadar	2700050
293.	Sh.Pritam Singh	Jamadar	4644472
294.	Sh.Govind Vallabh	Peon	4644472
295.	Sh.Tikka Ram	Peon	4644430
296.	Sh.Sobat Singh	Peon	4644430
297.	Sh.Shiv Chander Singh	Peon	4644430
298.	Sh.Vasu Dev	Peon	4644430
299.	Sh.Goverdhan Pathak	Peon	4644410
300.	Sh.Kamaljit Singh	Peon	2625568
301.	Sh.Gopal Singh	Peon	4644474
302.	Sh.Ram Bilas Yadav	Peon	4644430
303.	Sh.Manohar Lal	Peon	2740164
304.	Smt.Jagdamba Devi Joshi	Peon	4644430
305.	Sh.Mohinder Singh	Peon	4644430
306.	Sh.Amrish Bahadur	Peon	4672222
307.	Sh.Akbal Ali	Peon	4644430
308.	Smt.Parveen Sharma	Peon	4644430
309.	Sh.Ravinder Kumar	Peon	4644430
310.	Smt.Kanta Devi	Peon	4644430
311.	Sh.Kesar Singh	Peon	4644410
312.	Sh.Mohammed Anish	Peon	4644475
313.	Smt.Parwati Devi	Peon	4644430
314.	Sh.Rajinder Kumar	Peon	4644410

315.	Sh.Kuldip Chand	Peon	4644410
316.	Sh.Kamal Singh	Peon	4644430
317.	Sh.Romel Singh	Peon	4644430
318.	Shri Kant	Peon	4644474
319.	Jagdish Chand	Peon	4644430
320.	Smt.Sheela Devi	Peon	4644430
321.	Sh. Sunil Kumar	Peon	4644482
322.	Sh. Vikram Singh	Peon	4644471
323.	Meen Parshad	Telephone Attendant	4644430
324.	Smt.Nisha Mani Kalia	Library Attendant	4644430
325.	Sh. Manoj Kumar	Book Binder	4672222
326.	Sh.Kuwar Singh	Jr. Salesman	4644480
327.	Sh.Rakesh Kumar	Jr.Salesman	2625568
328.	Sanjay Kumar	Jr.Salesman	4644483
329.	Ramesh Chander	Jr. Salesman	2741266
330.	Varinder Kumar Pandey	Jr. Salesman	2625568
331.	Smt.Pushp Lata	Jr. Salesman	4644447
332.	Sh. Rajeev Sharma	Jr. Salesman	4644430
333.	Sh. Bhupinder Singh	Jr. Salesman	4644474
334.	Sh. Rajesh Kumar	Jr. Salesman	2696294
335.	Sh. Vijay Pal	Jr. Salesman	2696294
336.	Sh. Gaurav Verma	Jr. Salesman (on contract)	2696294
337.	Sh. Rajesh	Jr. Salesman (on contract)	4642222
338.	Sh. Varinder Kumar	Jr. Salesman (on contract)	RGSB
339.	Sh. Jasveer Singh	Jr. Salesman (on contract)	4644449
340.	Sh.Ram Kumar	Head Mali	4672222
341.	Ram Shanker	Head Mali	4644410
342.	Sh.Sita Ram	Head Mali	2700050
343.	Sh.Shiv Chander	Head Mali	4644410
344.	Sh.Poti Lal	Mali	4644472
345.	Sh.Harcharan	Mali	4672222
346.	Sh.Vir Bahadur	Mali	4672222
347.	Sh.Maggar Singh	Mali	4644472
348.	Sh.Ram Asre S/o Ram Sukh	Mali	2741266
349.	Sh.Raja Ram	Mali	4672222
350.	Ramesh Kumar	Mali	2700050
351.	Arun Kumar	Mali	4644410
352.	Kesri Singh	Mali-cum-Watchman	4644451
353.	Bajrangi	Mali	4644410
354.	Ram Avadh	Mali	4644410
355.	Sh. Ram Asre S/o Jagru	Mali	4644472
356.	Sh.Sant Ram	Mali	2700050
357.	Sh.Vijay Parsad	Mali	4644410
358.	Sh.Om Parkash	Mali	4644449
359.	Sh.Ram Parshad	Mali	4644410
360.	Sh.Bansi Lal	Mali	4644410
361.	Sh.Tidi Parshad	Mali	4644410

362.	Sh.Amarjeet Kumar	Mali	4644410
363.	Sh.Dev Raj	Mali	2700050
364.	Sh.Paras Nath	Mali	4644410
365.	Sh.Amarjeet Singh	Darban	4672222
366.	Sh.Ganga Singh	Darban	4672222
367.	Jeeta Singh	Darban	4644410
368.	P.Mathew	Darban	4644410
369.	Prithi Pal	Sr. Security Guard	4644474
370.	Sh.Pishori Lal	Sr. Security Guard	4644410
371.	Sh.Gurjant Singh	Sr. Security Guard	4642222
372.	Sh. Sanjiv Kumar (Masnoor Ali)	Sr. Security Guard	4644410
373.	Sh.Gian Bahadur	Sr. Security Guard	4644410
374.	Raj Kumar	Security Guard	2700050
375.	Sh.Shiv Ram Adhikari	Security Guard	4644474
376.	Sh. Surinder Singh	Security Guard	4644474
377.	Sh.Hakikat Singh	Security Guard	4644451
378.	Sh. Ram Kumar	Security Guard	2700050
379.	Sh. Om Parkash	Security Guard	2700050
380.	Sh. Harjinder Singh	Security Guard	4644430
381.	Sh. Vijay Kumar	Security Guard (on contract)	4644451
382.	Sh.Angrej Singh	Security Guard (on contract)	4644451
383.	Sh.Pritam Kumar	Security Guard (on contract)	4644410
384.	Sh.Krishan Pal	Security Guard (on contract)	2700050
385.	Sh.Rishi Pal	Security Guard (on contract)	4644451
386.	Sh.Jatinder Kumar	Security Guard (on contract)	2700050
387.	Sh.Satbir Singh	Security Guard (on contract)	4644410
388.	Sh.Madan Singh	Security Guard (on contract)	4644410
389.	Sh.Manjit Singh	Security Guard (on contract)	4644410
390.	Sh.Shoban Singh	Waiter	2700050
391.	Sh.Shankar Singh	Waiter	4672222
392.	Sh.Mohan Lal Sharma	Waiter	2700050
393.	Sh.Devi Ram	Waiter	4672222
394.	Sh.Piyare Lal	Waiter	4672222
395.	Sh.Prabhu Datt	Waiter	4672222
396.	Sh.Mahima Parshad	Waiter	4672222
397.	Sh.Puran Chand Negi	Waiter	4642222
398.	Sh.Mohan Lal Bhatt	Waiter	4644410
399.	Sh.Roshan Lal Chandel	Waiter	2741266
400.	Sh.Mitra Nand Paliwal	Waiter	2700050
401.	Sh.Ram Din	Waiter	4644447
402.	Sh.Daya Ram Acharya	Waiter	4642222
403.	Sh.Gyanbir Singh	Waiter	2741266
404.	Sh.Raj Kumar	Waiter	4672222
405.	Sh.Vidya Sagar Bhatt	Waiter	4672222
406.	Sh.Jai Parkash Kaushik	Waiter	4644410
407.	Sh.Anil Kumar	Waiter	2700050

408.	Sh.Dharam Chand	Waiter	4672222
409.	Sh.Kamal Chauhan	Waiter	4672222
410.	Sh.Chaman Lal	Waiter	4672222
411.	Sh.Khadak Bahadur Chetri	Waiter	4642222
412.	Sh.Parmvir Singh	Waiter	4672222
413.	Sh.Shyam Sunder Singh	Waiter	2741266
414.	Sh.Bahadur Singh S/o Bachi Singh	Waiter	4672222
415.	Sh.Dilbag Singh	Waiter	4672222
416.	Sh.Mahajan Singh Rana	Waiter	4672222
417.	Sh.Krishan Chand	Waiter	4672222
418.	Sh.Kamlesh Kumar	Waiter	2741266
419.	Sh.Dheeraj Singh	Waiter	4672222
420.	Sh.Puran Chand Sharma	Waiter	4672222
421.	Sh.Devender Singh	Waiter	2741266
422.	Sh.Subhash Kumar	Waiter	4644410
423.	Sh.Om Narayan Yadav	Waiter	2741266
424.	Sh.Nagender Singh	Waiter	2700050
425.	Sh.Sanjeev Kumar	Waiter	4644410
426.	Sh.Anil Kumar S/o Sh. Ram Kumar	Waiter	4672222
427.	Sh.Sanjay Kumar	Waiter	2700050
428.	Sh.Mukesh Kumar	Waiter	4644410
429.	Sh.Rajbir Singh	Waiter	4672222
430.	Sh.Ravinder Kumar	Waiter	2700050
431.	Sh.Ashok Raj	Waiter	4644410
432.	Sh.Krishan Kumar	Waiter	4644410
433.	Sh.Rajinder Kumar	Waiter	4644410
434.	Sh. Narinder Kumar	Waiter	4644410
435.	Om Chand	Waiter	4644410
436.	Harnam Singh	Waiter	4164410
437.	Raja Ram	Waiter	4644410
438.	Bahadur Singh S/o Nathu Ram	Waiter	4644410
439.	Ajay Katoch	Waiter	4644410
440.	Akkal Bahadur	Waiter	4644451
441.	Santosh Kumar Chandel	Waiter	4644447
442.	Parshu Ram Nautiyal	Waiter	4644410
443.	Khushal Singh	Waiter	4644447
444.	S.Ranga Rao	Waiter	4644447
445.	Gaur Singh	Waiter	4644410
446.	Ashok Kumar	Waiter	4644410
447.	Jot Singh	Waiter	2700050
448.	Charan Singh	Waiter	4644410
449.	Sarwan Kumar	Waiter	2700050
450.	Mohinder Singh Mehra	Waiter	4644410
451.	Satyawan	Waiter	2741266

452.	Heera Singh	Waiter	4644410
453.	Lala Ram	Waiter	4672222
454.	Netra Singh Bhandari	Waiter	4644410
455.	Samuel Masih	Waiter	4644410
456.	Sh.Chain Singh	Waiter	4644410
457.	Sh.Rikhi Ram	Waiter	4644447
458.	Sh.Vipin Kumar	Waiter	4644410
459.	Kamlesh Sharma	Waiter	4644447
460.	Ashwani Kumar	Waiter	4644410
461.	Ramesh Kumar	Waiter	4644410
462.	Om Prakash	Waiter	4644410
463.	Puran Singh	Waiter	4644410
464.	Sokar Singh	Waiter	2741266
465.	Kushaljit Singh	Waiter	4644410
466.	Suresh Giri	Waiter	4644410
467.	Sh.Tan Singh	Waiter	2700050
468.	Sh.Saukar Singh	Waiter	4644410
469.	Sh.Ram Kishan Thakur	Waiter	2741266
470.	Sh.Jagdish Chand	Waiter	4644410
471.	Sh.Parveen Kumar Rana	Waiter	4644410
472.	Sh.Arvind Kumar	Waiter	4644410
473.	Sh. Jitender Kumar	Waiter	4644410
474.	Sh. Sunil Tomar	Waiter	4644410
475.	Sh. Vikas Chaudhary	Waiter (on contract basis)	4644410
476.	Sh. Naresh	Waiter (on contract basis)	4644410
477.	Rajneesh Kumar	Waiter (on contract basis)	4672222
478.	Pankaj Kumar	Waiter (on contract basis)	4644450
479.	Kuldeep Kumar	Waiter (on contract basis)	4644410
480.	Rakam Singh	Waiter (on contract basis)	4644450
481.	Sh. Kashmir	Waiter (on contract basis)	4644450
482.	Sh. Ashwani Kumar	Waiter (on contract basis)	4644450
483.	Sh. Parvinder Singh	Waiter (on contract basis)	4644450
484.	Sh. Neetu Kumar	Waiter (on contract basis)	4644450
485.	Sh. Ravinder Pal	Waiter (on contract basis)	4644450
486.	Sh. Dharam Chand	Waiter (on contract basis)	4644450
487.	Sh. Ravinder Kumar	Waiter (on contract basis)	4644450
488.	Sh. Arun Lathar	Waiter (on contract basis)	4644410
489.	Sh. Parveen Kumar	Waiter (on contract basis)	4644410
490.	Sh. Ravi Kumar	Waiter (on contract basis)	4644450
491.	Sh. Udey Singh	Waiter (on contract basis)	4644450
492.	Sh. Tejveer Singh	Waiter (on contract basis)	4644410
493.	Sh. Munish	Waiter (on contract basis)	4672222
494.	Sh. Arun Kumar	Waiter (on contract basis)	4672222
495.	Sh. Sushil Kumar	Waiter (on contract basis)	4672222
496.	Sh. Rajesh	Waiter (on contract basis)	4672222
497.	Sh. Yogesh Sharma	Trainee Waiter	RGSB
498.	Sh. Sunil Kumar	Trainee Waiter	RGSB

499.	Sh. Pardeep Kumar	Trainee Waiter	4644410
500.	Sh.Jatinder Thakur	Trainee Waiter	2700050
501.	Sh.Ram Kumar	Utility Worker	4672222
502.	Sh.Suresh Chand	Utility Worker	4672222
503.	Sh.Dayal Krishan	Utility Worker	4644410
504.	Sh.Dharam Singh	Utility Worker	4672222
505.	Sh.Tajwar Singh	Utility Worker	4644410
506.	Sh.Rakesh Kumar S/o Sh. Gian Chand	Utility Worker	4672222
507.	Sh.Indraduman	Utility Worker	4644410
508.	Sh.Hem Singh Thakur	Utility Worker	4672222
509.	Sh.Khayali Ram	Utility Worker	4672222
510.	Sh.Devi Dutt	Utility Worker	4644410
511.	Sh. Satya Singh	Utility Worker	4644447
512.	Sh.Ramesh Chand Joshi	Utility Worker	4644410
513.	Sh.Arjun Parshad	Utility Worker	4672222
514.	Sh.Chander Kanta	Utility Worker	2700050
515.	Sh.Sate Singh	Utility Worker	2741266
516.	Ishwar Dutt	Utility Worker	Stop N stare
517.	Anil Kumar	Utility Worker	4672222
518.	Mohan Lal	Utility Worker	4644451
519.	Jagat Singh	Utility Worker	4644447
520.	Kans Raj	Utility Worker	4644410
521.	Banwari Lal	Utility Worker	4644447
522.	Sant Lal	Utility Worker	4644410
523.	Dharma Raj	Utility Worker	4672222
524.	Rajan	Utility Worker	4672222
525.	Om Parkash	Utility Worker	4644488
526.	Harbans Singh	Utility Worker	4644410
527.	Hari Singh	Utility Worker	2741266
528.	Gopal Thapa	Utility Worker	4644410
529.	Vijay Kumar	Utility Worker	2700050
530.	Sh.Bali Ram	Utility Worker	4644447
531.	Sh.Bhagwat Mandal	Utility Worker	4644447
532.	Sh.Sopan Gorey	Utility Worker	2696294
533.	Sh.Vinod Kishore Bhatt	Utility Worker	4644481
534.	Sh.Jamuna Parsad	Utility Worker	4672222
535.	Sh.Ram Kumar	Utility Worker	2696294
536.	Sh.Krishan Lal	Utility Worker	2625568
537.	Sh.Kulbir Singh	Utility Worker	2696294
538.	Sh.Banti Singh	Utility Worker	2625568
539.	Sh.Satish Kumar	Utility Worker	4672222
540.	Sh.Rakesh Kumar	Utility Worker	4644410
541.	Sh.Raj Kumar	Utility Worker	4644481
542.	Sh.Shiv Bahadur	Utility Worker	4644410
543.	Sh.Shishu Pal	Utility Worker	2741266
544.	Sh.Paras Nath	Utility Worker	4644410

545.	Sh.Ishwar Chand	Utility Worker	4644481
546.	Sh.Om Parkash Thakur	Utility Worker	4644410
547.	Sh. Milap Chand	Utility Worker	4644410
548.	Sh.Ashoken G.K.	Helper(Kitchen)	2741266
549.	Smt.Mati Devi	Helper (Kitchen)	4644430
550.	Sh.Jagan Nath	Helper (Kitchen)	4644410
551.	Purshottam Sharma	Helper (Kitchen)	4644447
552.	Sher Singh	Helper (Kitchen)	2741266
553.	Dhan Bahadur	Helper (Kitchen)	2741266
554.	Vijay Kumar	Helper (Kitchen)	2647905
555.	Rameshwar	Helper (Kitchen)	4644483
556.	Ravinder Kumar	Helper (Kitchen)	4672222
557.	Pardeep Kumar	Helper (Kitchen)	4672222
558.	Uttam Singh	Helper (Kitchen)	4644448
559.	Smt.Bhavna	Helper (Kitchen)	4644430
560.	Sh.Pritam Khadka	Commis-I	2740961
561.	Sh.Madan Lal	Commis-I	2740961
562.	Sh. Manoj Kumar	Commis-I	2741266
563.	Sh.Brij Mohan	Commis-I	2700001
564.	Sh. Suresh Aggarwal	Commis-I	2700001
565.	Ambica Parshad	Commis-I	2700001
566.	Sh.Baldev Raj	Commis-I	4644410
567.	Bhupinder Singh Jus	Commis-I	2644410
568.	Sh.Diwan Singh	Commis-I	4644410
569.	Sh. Charanjit	Commis-I (Contract)	4672222
570.	Sh. Neeraj Singh Mehra	Commis-I (Contract)	4672222
571.	Sh. Bhavishya Chauhan	Commis-I (Contract)	4672222
572.	Sh. Amandeep	Commis-I (Contract)	4672222
573.	Sh. Sandeep	Commis-I (Contract)	4672222
574.	Sh.Rakesh Mehta	Commis-I (Contract)	4672222
575.	Hargobind Ballabh	Commis-II	2700001
576.	G.Meiyalagan	Commis-II	2700001
577.	Ram Babu	Commis-II	2700001
578.	Santanu K.Das	Commis-II	2700001
579.	Laxmi Kant Sahoo	Commis-II	4644410
580.	Sh. Sandeep Bansal	Commis-II	4644410
581.	Sh.Ram Singh Thakur	Commis-II	4644410
582.	Sh. M. Padmanabhan	Commis-II	4644410
583.	Sh.Khima Nand	Commis-II	4672222
584.	Sh.Nar Singh Rawat	Commis-II	4644410
585.	Sh.Suresh Kumar	Commis-II	2700050
586.	Sh.Parmod Bahal	Commis-II	4672222
587.	Sh.Sandeep Arora	Commis-II	4644410
588.	Sh.Sarabjit Singh	Commis-II	4644410
589.	Sh.Ramesh Chander	Commis-II	4644410
590.	Sh.Balam Singh	Commis-II	2700050
591.	Sh.Yadvinder Singh	Commis-II	4644410

592.	Sh.Shanti Parkash	Commis-II	4672222
593.	Sh.Niranjan Betal	Commis-II	4644410
594.	Bhawani Dutt	Commis-II	2740978
595.	Puran Singh	Commis-II	4644488
596.	Ram Kishan Thakur	Commis-II	4644410
597.	Sher Singh	Commis-II	4644488
598.	Devi Prashad	Commis-II	2741266
599.	Sh.Arjun Singh	Commis-II	2741266
600.	Sh.Chander Mohan	Commis-II	4644410
601.	Sh.Om Karan	Commis-II	4644410
602.	Sh.Sham kumar	Commis-II	4644410
603.	Sikander Singh	Commis-II	2700001
604.	Sh.Naginder Dutt	Commis-II	2700050
605.	Rakesh Singh Rana	Commis-II (Contract)	4644410
606.	Sh. Parveen Kumar	Commis-II (Contract)	4644410
607.	Bhim Singh	Commis-II (Contract)	4644410
608.	Bijender Raturi	Commis-II (Contract)	4672222
609.	Roop Singh	Commis-II (Contract)	4672222
610.	Sh. Deepak Singh	Commis-II (Contract)	4644410
611.	Sh. Anil Singh Panwar	Commis-II (Contract)	4644410
612.	Sh.Shurbir singh	Commis-II	2700050
613.	Sh.Moti lal	Commis-III	4644410
614.	Sh.Kundan Singh	Commis-III	4644410
615.	Sh.Hanuman Singh	Commis-III	4644410
616.	Sh.Moncy Paul	Commis-III	4644410
617.	Sh.Rohit Bhardwaj	Commis-III	4672222
618.	Sh.Hiyat Singh	Commis-III	4644410
619.	Sh.Jullius James	Commis-III	2700050
620.	Sh.Des Raj	Commis-III	4644410
621.	Sh.Dile Burathoki	Commis-III	4644410
622.	Sh.Joginder Kumar	Commis-III	4644410
623.	Sh.Kesar Singh	Commis-III	4644410
624.	Sh.Khop Bahadur	Commis- III	2741266
625.	Puran Nand	Commis-III	2700001
626.	Kehar Singh	Commis-III	2700001
627.	Nagender Parshad	Commis-III	2700001
628.	Jagat Singh Bisht	Commis-III	2700001
629.	Diwan Singh	Commis-III	4644451
630.	Kumer Chand	Commis-III	4644451
631.	Moti Singh	Commis-III	4644451
632.	Mahesh Chander	Commis-III	4644451
633.	Manoj Singh Rawat	Commis-III	4644451
634.	Manvinder Singh	Commis-III	4644451
635.	Sai Nand	Commis-III	4644410
636.	Parampreet Singh	Commis-III	4672222
637.	Sh.Shiv Dayal	Commis-III	4644447
638.	Sh.Krishan Kr. Bahadur	Commis-III	4644447

639.	Sh.Angad Kumar	Commis-III	4644447
640.	Sh.Vijay Kumar Singh	Commis-III	4644447
641.	Sh.Tirloak Singh	Commis-III	2741266
642.	Sh.Inder Pal Singh Thakur	Commis-III	2741266
643.	Sh.Darshan Singh	Commis-III	2741266
644.	Sh.Dina Nath	Commis-III	2741266
645.	Sh.Prem Lal	Commis-III	2741266
646.	Sh.Jot Singh	Commis-III	2741266
647.	Sh.Surinder Rana	Commis-III	2741266
648.	Sh.Shambhoo Parshad	Commis-III	2740978
649.	Sh.Krishan Pal	Commis-III	2741266
650.	Sh.Puran Chand	Commis-III	2740978
651.	Sh. Tara Pada Mandal	Commis-III	4644483
652.	Sh. Sher Singh	Commis-III	4644483
653.	Sh. Parkash Singh	Commis-III	2740963
654.	Sh. Mohan Singh	Commis-III	2748202
655.	Sh. Jorawar Singh	Commis-III	4644447
656.	Sh. Megh Singh	Commis-III	4644410
657.	Sh. Khem Singh Rawat	Commis-III	2700050
658.	Sh. Rajinder Parshad	Commis-III	4644410
659.	Sh. Mangal Singh	Commis-III	4644410
660.	Sh. Gobind Parshad	Commis-III	4644451
661.	Sh. Feteah Singh	Commis-III	4644410
662.	Sh. Uday Singh	Commis-III	4644447
663.	Sh. Guddu Ram	Commis-III	4672222
664.	Sh. Naresh Kumar	Commis-III	4644451
665.	Sh. Kamlesh Kumar	Commis-III	RGSB
666.	Sh. Chander Mani	Commis-III	4644451
667.	Sh. Roshan Lal	Commis-III	4644488
668.	Sh. Rakesh Kumar	Commis-III (Contract)	4644451
669.	Sh. Om Parkash	Commis-III (Contract)	4644451
670.	Sh. Ramesh Chand	Commis-III (Contract)	4644410
671.	Sh. Sandeep Kumar	Commis-III (Contract)	4644451
672.	Sh. Soban Singh	Commis-III (Contract)	4644410
673.	Sh. Amrit Singh	Commis-III (Contract)	4644451
674.	Sh. Arun Singh	Commis-III (Contract)	4644410
675.	Sh. Sikandar	Commis-III (Contract)	4644451
676.	Sh. Anik Kalia	Commis-III (Contract)	4644451
677.	Sh. Sarvesh	Commis-III (Contract)	2700050
678.	Sh. Vikas Aggarwal	Barman	4644410
679.	Sh. Varinder Pal	Barman	4644451
680.	Sh. Balbir Singh	Asstt. Barman	2700050
681.	Sh.Rakesh Kumar Sharma	Asstt. Barman	4672222
682.	Sh.Premvir Singh	Captain	4644410
683.	Sh.Mohit Gopal	Captain	2740978
684.	Sh.Kulwant Katoch	Captain	4644410
685.	Sh.Gobind Parshad	Captain	4644410

686.	Sh.Ajay Tandon	Captain	2740978
687.	Sh.L.Ganeshan	Captain	4672222
688.	Subhash Sharma	Captain	2741266
689.	Sh. Amar Singh	Captain	4644410
690.	RajinderKr.Bhardwaj	Captain	4644410
691.	Sh. Puskar Ram	Captain	4644488
692.	Sh.Shesh Raj	Captain	4644488
693.	Hira Singh	Captain	4644410
694.	Bali Ram	Captain	4644410
695.	Sh.Ram Chander	Captain	4672222
696.	Mangat Ram	Steward	4644410
697.	Atma Ram	Steward	2700050
698.	Sh.Shankar Dass	Steward	4644410
699.	Sh.Dinesh Kumar Tiwari	Steward	4672222
700.	Sh.Kuldip Singh	Steward	4672222
701.	Lal Singh Negi	Steward	4644410
702.	Mohinder Singh	Steward	4644451
703.	Ram Rattan	Steward	4644410
704.	Sh. Harsh Singh	Steward	2700050
705.	Sh. Om Parkash	Steward	2700050
706.	Rajwinder Singh	Sr.Supervisor Gr-II	2741266
707.	Sh.Deepak Kumar Sharma	Kitchen Supervisor	MPICC
708.	Rajeev Rastogi	Kitchen Stewarding Supervisor	4644483
709.	Smt.Mukta Sharma	Restaurant Hostess	4672222
710.	Ms. Neetu	Restaurant cum Lobby Hostess (on contract)	4672222
711.	Ms. Meenakshi	Restaurant cum Lobby Hostess (on contract)	4672222
712.	Ms. Taniya Thakur	Restaurant cum Lobby Hostess (on contract)	4644410
713.	Ms. Isha	Restaurant cum Lobby Hostess (on contract)	4644410
714.	Ms. Swati Thakur	Restaurant cum Lobby Hostess (on contract)	4672222
715.	Ms. Shivangi Sharma	Restaurant cum Lobby Hostess (on contract)	4672222
716.	Sh. Subhash	Life Guard	2741266
717.	Sh. Parmod Kumar	Boatman	2741266
718.	Sh. Ashok Kumar	Boatman	2741266
719.	Sh. Avtar Singh	Boatman	2741266
720.	Sh. Upendra Kumar	Boatman	2741266
721.	Sh. Krishan Kumar	Boatman	2741266
722.	Sh. Ajay Kumar	Boatman	2741266
723.	Sh. Gopal Khadka	Chef De Parte	2700050
724.	Sh. Anoop Kumar	Chef-de-Parte	4672222
725.	Beg Bahadur	Chef de Parte	4644410
726.	Ram Kumar Handelia	Chef De Parte	4672222

727.	Sh.Mahesh Giri	Chef De Parte	4644410
728.	Sh.Dinesh Kumar	Restaurant Executive	4644410
729.	Sh. Suraj Parkash Bhardwaj	Security Officer	4672222
730.	Sh. Sanjay Sood	Security Officer	2700050
731.	Sh. Jaswinder Singh	Security Supervisor	4672222
732.	Sh.Surinder Kumar	Security Supervisor	4644410
733.	Sh.Baldev Raj	Head Draftsman	4644472
734.	Sh.Ashwani Bhardwaj	Asstt. Engineer (Electrical)	4644410
735.	Sh.Amarjit Singh	A.E (Electrical)	4644472
736.	Sh. Manjit Singh	A.E. (Civil)	2700050
737.	Baljinder Singh	A.E (Civil)	4672222
738.	Sh.Ajay Kumar	A.E (PH)	4644472
739.	Sh.Vishal Sharma	J.E. (Civil)	4644472
740.	Sh.Amit Madan	J.E. (Civil)	4644410
741.	Sh.Parmod Kumar	J.E (Electrical)	4672222
742.	Sh.Vinod Singh Kanwar	Mortar Mate	4644472
743.	Sh.Dev Gir	Mortar Mate	4644472
744.	Sh.Rajesh Kumar	Mortar Mate	4644410
745.	Sh.Ajay Kohli	Mortar Mate	4644472
746.	Sh.Rakesh Kumar Puri	Mortar Mate	4644472
747.	Sh.Kul Parshad	Mortar Mate	4644472
748.	Sh.Moti Lal	Mortar Mate	4644472
749.	Ram Deo Singh	Mortar Mate	4644472
750.	Sh.Harmilan Singh	GRE	4644410
751.	Umesh Dixit	GRE	4644410
752.	Deepak Chibber	GRE	4672222
753.	Sh.Jatinder Malik	GRE	2700050
754.	Raman Sethi	Reservation Executive	4644410
755.	Balbir Kumar Banga	Reservation Executive	2700050
756.	Bhuvneshwar Sharma	Reservation Executive	4672222
757.	Meenu Kaul	Receptionist	2748202
758.	Ruby Menzes	Receptionist	2741266
759.	Sanjay Kumar	Receptionist	4644485
760.	Avnish Vij	Receptionist	4672222
761.	Manmohan Singh	Receptionist	4672222
762.	Meenakshi	Receptionist	4672222
763.	Smt.Urvashi	Receptionist	4672222
764.	Sh.Pardeep Narang	Receptionist	4644410
765.	Sh.Anil Kumar Gulati	Receptionist	2700050
766.	Sh.Kulwinder Singh	Receptionist	2700050
767.	Sh.Ishwar Singh	Receptionist	4644410
768.	Sh.Sawan Kumar	Receptionist	4644485
769.	Sh. Uday Singh	Receptionist (on contract)	4644410
770.	Sh. Pankaj Mehta	Receptionist (on contract)	4672222
771.	Sh. Himanshu Verma	Receptionist (on contract)	4644410
772.	Sh. Nitish Rathi	Receptionist (on contract)	4644410

773.	Sh. Ravinder Kumar	Receptionist (on contract)	4644410
774.	Sh. Karandeep	Receptionist (on contract)	4672222
775.	Sh. Lakhvinder Singh	Receptionist (on contract)	4672222
776.	Sh. Pardeep Sharma	Asstt. Sales Manager (on contract)	4644410
777.	Sh. Arun Khanna	Sales Executive (on contract)	4672222
778.	Ms. Ridhima Sharma	Sales Executive (on contract)	4644410
779.	Smt.Veena	Telephone Operator	4644410
780.	Sh.Rajesh Kumar	Telephone Operator	4672222
781.	Anil Kumar Grover	Telephone Operator	4672222
782.	Bhupinder Singh	Telephone Operator	2700050
783.	Sh.Virender Kumar	Telephone Operator	4644410
784.	Sh.Kulbhushan Chaudhary	Telephone Operator	2700050
785.	Devender Singh	House Keeper	4644485
786.	Seema Bhasin	House Keeper	4672222
787.	Sh.Simerjit Singh Mann	Asstt. House Keeper	4644410
788.	Sh.Nek Ram	Asstt. Housekeeper	2700050
789.	Sh.Sikander Singh	Desk Controller	4672222
790.	Sh.Rupesh Dutt Mehta	Desk Controller	4644410
791.	Sh.Bhim Sain	Linen Keeper	4644410
792.	Surinder Singh	Linen Keeper	4644410
793.	Smt.Neelam Kumari	Floor Supervisor	4672222
794.	Smt. Achla	Floor Supervisor	4644410
795.	Sh.Kamal Singh	Floor Supervisor	4644410
796.	Sh.Partap Singh Thakur	Floor Supervisor	4672222
797.	Smt.Suman Ahuja	Floor Supervisor	4672222
798.	Tejinder Kaur	Floor Supervisor	4644410
799.	Rakesh Kumar	Floor Supervisor	4644410
800.	Jarpal Singh	Floor Supervisor	2700050
801.	Harmesh Chander Kaushik	Floor Supervisor	2740978
802.	Umesh Kumar Singh	Floor Supervisor	4644410
803.	Sh. Shiv Kumar	Floor Supervisor	2700050
804.	Sh. Sat Pal	Floor Supervisor	4644410
805.	Sh.Sushil Kumar	Sr.Bell Captain	4644410
806.	Satish Kumar	Sr. Bell Captain	2700050
807.	Sh.Diwan Singh	Bell Captain	4672222
808.	Sh.Kashmir Singh	Sr. Darban- cum- Driver	4644410
809.	Sh.Rattan Chand	Driver	4644430
810.	Sh.Balbir Singh	Driver	4644410
811.	Sh.Satwinder Singh	Driver	4672222
812.	Sh.Ravinder Kumar	Driver	4644430
813.	Sh.Rajesh Syal	Driver	011-23353359
814.	Sh.Anil Kumar	Driver	4672222
815.	Jagjivan Singh	Driver	2700050
816.	Ramesh Chandra	Driver (on contract)	4644410
817.	Satwinder Singh	Driver (on contract)	4644410
818.	Ramesh Kumar	Driver (on contract)	4644471
819.	Amandeep Singh	Driver (on contract)	4644442

820.	Amarjeet Gir	Driver (on contract)	4644430
821.	Manpreet Singh	Driver (on contract)	4672222
822.	Sushil Nasier	Driver (on contract)	4644430
823.	Sh.Pawan Kapoor	Sports Officer	2700050
824.	Sh.Sudhir Gupta	Technical Officer	4644482
825.	Sh.Kundan Lal	Skilled Operator	4644482
826.	Sh.Sunil Kumar Sareen	Skilled Operator	4644482
827.	Sh.Ramesh Kr. Gautam	Skilled Operator	4644482
828.	Sh.Mohinder Singh	Skilled Operator	4644482
829.	Sh.Malkiat Singh	Jr.Skilled Operator	2625568
830.	Sh. Arun Kumar	Jr. Tech. Asstt. (on contract)	4644482
831.	Sh. Rajiv Sharma	Jr. Tech. Asstt. (on contract)	4644482
832.	Sh. Arvind Kumar	Jr. Tech. Asstt. (on contract)	4644482
833.	Sh.Ram Murti	Music T.V.Operator	4672222
834.	Sh.Harjinder Singh	Music T.V.Operator	2700050
835.	Gurinder Singh	Music T.V. Operator	4644410
836.	Sh.Pritam Singh	Boiler Attendant	4672222
837.	Sh.Lakhmir Singh	Boiler Attendant	4672222
838.	Ram Niwas	Boiler Attendant	4644410
839.	Balwant Singh	Boiler Attendant	4644410
840.	Gurcharan Dass	Boiler Attendant	4672222
841.	Sh.Seetal Singh	Mason	4644472
842.	Sh.Yogesh Kumar	Painter	4644410
843.	Sh. Ravinder Singh	Carpenter (on contract)	4644472
844.	Sh.Rakesh Mohan	Electrician cum Gen Opt	2700050
845.	Sh.Vipin Kumar	Electrician cum Gen Opt	4672222
846.	Sh.Satish Kumar	Electrician cum Gen Opt	4672222
847.	Uggar Singh	Electrician cum Gen Opt	2700050
848.	Harish Kumar	Electrician cum Gen Opt	4644410
849.	Sant Lal	Electrician cum Gen Opt	4644410
850.	Roshan Lal	Electrician cum Gen Opt	4644410
851.	Sh.Kulwinder Singh	Electrician cum Gen Opt	4644430
852.	Sh. Anand Singh	Electrician cum Gen Opt	4644410
853.	Manish	Electrician cum Gen Opt (on contract)	4672222
854.	Sh.Supriya Kant	Electrical Supervisor	4644410
855.	Sh.Sukhbir Singh	Plumber	4644472
856.	Sh.Vijay Singh	Plumber	4644472
857.	Mehar Singh	Plumber	4644472
858.	Sh.Tilak Raj	Plumber	4644472
859.	Sh.Parkash Chand	A.C. Mechanic-cum-Electrician	2700050
860.	Sh.Prem Chand	A.C. Mechanic-cum-Electrician	4672222
861.	Surinder Kumar	A.C.Mechanic-cum-Electrician.	4644410
862.	Ravi Kaul	A.C. Mechanic-cum-Electrician	4644410
863.	Sh.Satish Kumar Batra	A.C.Mechanic cum Electrician	2740978
864.	Sh.Arvind Choudhary	Sub Station Attendant (on contract)	4644410
865.	Chand Singh	Lift Operator	4644410

ANNEXURE-10**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(x) OF THE RIGHT TO INFORMATION ACT, 2005.****(Monthly remuneration received by the officers and employees)**

Name of the Department/Board/Corporation/Office: CITCO

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
1	2068	KAVITA SINGH, IAS	MANAGING DIRECTOR	87,650
2	501	A K MALHOTRA	GENERAL MANAGER	1,33,777
3	966	VIJAY SHARMA	GENERAL MANAGER	1,30,586
4	835	ANURAG WALIA	DY.GENERAL MANAGER	1,18,833
5	2055	MANINDER KANWAR	COMPANY SECRETARY	72,289
6	154	SHIV KR KUKREJA	EXECUTIVE ENGINEER	1,51,971
7	504	JASPREET KAUR	SR. MANAGER(MARKETING)	80,069
8	176	NISHEETH KHANNA	SENIOR MANAGER	1,10,078
9	1137	RAJNEESH DEWAN	SENIOR MANAGER	1,02,850
10	2095	GURPREET SINGH	MANAGER(HRD)	43,500
11	513	GANESH DATT SHARMA	P.S.TO M.D.	75,143
12	1356	JATINDER SINGH	SUB.DIVISION ENGINEER	1,07,340
13	153	AJAY PAUL SHARMA	SUB.DIVISION ENGINEER	1,07,340
14	152	BHUSHAN KUMAR	SUB.DIVISION ENGINEER	89,954
15	1963	VISHAL JINDAL	SUB.DIVISION ENGINEER	63,515
16	1108	BALJINDER SINGH	ASSTT. ENGINEER	79,118
17	1358	PARMODH KUMAR	ASSTT. ENGINEER	74,632
18	208	MANJIT SINGH BAMBA	ASSTT. ENGINEER	61,906
19	678	AJAY KUMAR	ASSTT. ENGINEER	60,520
20	1916	VINEET CHOPRA	CHEF	59,061
21	2067	NITIN KUMAR	CHEF	54,100
22	1139	VINOD KUMAR VERMA	MANAGER ACCOUNTS	95,391
23	2077	AKHIL KUMAR	MANAGER ACCOUNTS	65,975
24	740	RAKESH DHAMIJA	MANAGER	95,391
25	1433	MR.SANJAY DANIEL BANERJEE	MANAGER	92,524
26	157	RAJPAL PANWAR	MANAGER	85,886
27	22	SAKINDER SINGH RANA	MANAGER	78,641
28	1734	SANDEEP KAPOOR	MANAGER	75,766
29	1154	GULZAR SINGH	MANAGER	74,424
30	56	VINOD SHARMA	MANAGER	71,955
31	751	KALI CHARAN	MANAGER	62,606
32	2074	UMANG BANSAL	LAW OFFICER	28,245
33	798	SURINDER MISHRA	MANAGER F & B	84,259
34	1465	P.S.SANDHU	MANAGER F & B	75,440
35	1471	YESHVEER SINGH	MANAGER F & B	72,566
36	1962	SUDHIR GUPTA	TECHNICAL OFFICER	55,682

37	1383	SUVEENA BAINS	SR.HOUSE-KEEPER	80,034
38	1182	DEEPAK CHIBBER	G.R.E	71,205
39	912	UMESH DIXIT	G.R.E	69,618
40	1183	JATINDER MALIK	G.R.E	64,729
41	1821	HARMILAN SINGH	G.R.E	56,690
42	155	ASHWANI BHARDWAJ	ASSISTANT MANAGER	78,467
43	2019	DEEPTI TRIGOTRA	ASSISTANT MANAGER	50,088
44	2081	PRADEEP SHARMA	ASSISTANT MANAGER	38,850
45	16	J M MEHRA	SENIOR ACCOUNTANT	89,186
46	18	UMESH SHARMA	SENIOR ACCOUNTANT	87,379
47	19	RAJESH KUMAR	SENIOR ACCOUNTANT	80,356
48	739	DHARAM RAJ	SENIOR ACCOUNTANT	79,441
49	741	ADARSH GULATI	SENIOR ACCOUNTANT	71,748
50	746	ANEES AHMED	SENIOR ACCOUNTANT	68,227
51	748	PARDEEP RAWAL	SENIOR ACCOUNTANT	68,227
52	516	M M CHAUDHARY	SENIOR ACCOUNTANT	67,727
53	29	PRAVEEN NANDA	SENIOR ACCOUNTANT	66,910
54	544	VINOD KASHYAP	SENIOR ACCOUNTANT	66,690
55	33	DARBARA SINGH	SENIOR ACCOUNTANT	66,690
56	31	SANJAY SHARMA	SENIOR ACCOUNTANT	62,809
57	520	SANGEETA JINDAL	SENIOR ACCOUNTANT	62,809
58	1148	KULJITINDER SINGH	SENIOR ACCOUNTANT	61,322
59	1075	ANIL KUMAR GOYAL	SENIOR ACCOUNTANT	61,322
60	750	MANOJ SHARMA	SENIOR ACCOUNTANT	56,134
61	730	SHANTI DHIMAN	PERSONAL ASSTT.	70,418
62	26	KAPIL KOHLI	SR.SCALE STENOGRAPHER	63,338
63	1594	RITA KHURANA	SR.SCALE STENOGRAPHER	51,091
64	1276	PUSHPINDER ARORA	ASSTT.F&BCC	62,209
65	1280	KISHORE SHARMA	ASSTT.F&BCC	60,718
66	1277	RANBIR SINGH	ASSTT.F&BCC	60,470
67	541	SOM DUTT	ASSTT.F&BCC	57,089
68	87	NEERAJ RAHEJA	PROGRAMMER	57,692
69	204	ANIL KUMAR BHAKRI	SENIOR ASSISTANT	70,041
70	543	SUNIL MINHAS	SENIOR ASSISTANT	70,041
71	23	SHASHI KALA	SENIOR ASSISTANT	69,294
72	515	ANJU ANAND	SENIOR ASSISTANT	62,078
73	611	PYAR SINGH	SENIOR ASSISTANT	61,608
74	98	PAKHAR SINGH	SENIOR ASSISTANT	60,818
75	46	BHAVANA PURI CHOPRA	SENIOR ASSISTANT	60,818
76	41	BHUPINDER NAGPAL	SENIOR ASSISTANT	60,818
77	584	RAM CHAND	SENIOR ASSISTANT	60,818
78	43	SUNIL ARORA	SENIOR ASSISTANT	59,830
79	42	B S RAWAT	SENIOR ASSISTANT	59,230
80	749	PREM KUMAR MARYA	SENIOR ASSISTANT	59,230
81	518	PUSHP LATA KAUSHAL	SENIOR ASSISTANT	59,230
82	608	ANIL KUMAR	SENIOR ASSISTANT	59,230
83	38	INDIRA RANI	SENIOR ASSISTANT	59,230
84	523	RAJNISH BHANDARI	SENIOR ASSISTANT	59,130

85	1189	VIJAY PAL SINGH	SENIOR ASSISTANT	57,802
86	40	MADHU SHAHI	SENIOR ASSISTANT	56,088
87	44	CHANDER MOHAN	SENIOR ASSISTANT	56,088
88	1155	ROSHAN LAL	JR.SCALE STENOGRAPHERII	60,012
89	524	RAJINDER KAUR	JR.SCALE STENOGRAPHERII	54,519
90	202	DEEP CHAND	JR.SCALE STENOGRAPHERII	52,326
91	1690	HARMINDER SINGH	JR.SCALE STENOGRAPHERII	46,656
92	954	AMARJIT SINGH	JUNIOR ENGINEER	60,520
93	1881	VISHAL SHARMA	JUNIOR ENGINEER	53,994
94	1882	AMIT MADAN	JUNIOR ENGINEER	53,994
95	156	BALDEV RAJ	HEAD DRAFTMAN	73,398
96	178	DINESH KUMAR SINGLA	RESTAURANT EXECUTIVE	72,667
97	803	AJAY TANDON	SR. CAPTAIN	61,906
98	805	PREMVIR SINGH	SR. CAPTAIN	60,772
99	1294	SUBHASH SHARMA	SR. CAPTAIN	60,772
100	811	KULWANT KATOCH	SR. CAPTAIN	53,680
101	1297	GOBIND PARSHAD	SR. CAPTAIN	52,334
102	819	L. GANESHAN	SR. CAPTAIN	50,340
103	968	GOPAL KHADKA	CHEF DE PARTI	76,548
104	969	BEG BAHADUR	CHEF DE PARTI	70,147
105	972	RAM KUMAR HANDELIA	CHEF DE PARTI	69,567
106	1225	MAHESH GIRI	CHEF DE PARTI	66,416
107	1837	ANOOP KUMAR	CHEF DE PARTI	51,574
108	1023	SEEMA BHASIN	HOUSEKEEPER	54,372
109	1386	DEVENDER SINGH	HOUSEKEEPER	51,174
110	1291	DEEPAK KUMAR SHARMA	SUPERVISOR GR-I	68,232
111	1021	SIMERJIT SINGH MANN	ASSISTANT HOUSEKEEPER	51,801
112	1388	NEK RAM	ASSISTANT HOUSEKEEPER	46,635
113	1704	RAMNIK KAUSHAL	JR. PROGRAMMER	58,278
114	521	RACHNA KHANNA	JR.ACCOUNTANT	56,963
115	742	JAGJIT KAUR	JR.ACCOUNTANT	56,963
116	32	AMRIT KAUR	JR.ACCOUNTANT	56,963
117	743	LOVNEET SINGH	JR.ACCOUNTANT	53,738
118	1279	PARVINDER SINGH SETHI	JR.ACCOUNTANT	52,335
119	1147	VINOD KAPILA	JR.ACCOUNTANT	52,125
120	1146	VIJAY CHAUDHARY	JR.ACCOUNTANT	50,613
121	30	SUNITA GUPTA	JR.ACCOUNTANT	49,609
122	34	H S NEGI	JR.ACCOUNTANT	48,252
123	747	RENU SEHGAL	JR.ACCOUNTANT	44,365
124	1763	DEEPAK KUMAR	JR.ACCOUNTANT	42,902
125	585	RAVI KUMAR	JUNIOR ASSISTANT	57,173
126	48	MANJU SHARMA	JUNIOR ASSISTANT	57,165
127	713	AMARDEEP	JUNIOR ASSISTANT	56,963
128	1242	PARVEEN PURI	JUNIOR ASSISTANT	56,963
129	1273	BRIJ BHUSHAN	JUNIOR ASSISTANT	56,963
130	522	NARINDER KWATARA	JUNIOR ASSISTANT	51,600
131	760	ARUN SHARMA	JUNIOR ASSISTANT	50,991
132	762	AJAY KUMAR	JUNIOR ASSISTANT	50,991

133	529	BHUPINDER KAUR	JUNIOR ASSISTANT	50,411
134	753	BRIJENDER MOHAN VASHISHT	JUNIOR ASSISTANT	50,411
135	47	JYOTSANA SETHI	JUNIOR ASSISTANT	50,235
136	1158	S.C. BHARDWAJ	JUNIOR ASSISTANT	49,454
137	50	SEEMA KUMARI	JUNIOR ASSISTANT	49,311
138	113	BALBIR SINGH	JUNIOR ASSISTANT	49,210
139	758	TRIPTA SHARMA	JUNIOR ASSISTANT	49,176
140	589	DHARAM PAL	JUNIOR ASSISTANT	49,151
141	612	SARITA BHARDWAJ	JUNIOR ASSISTANT	49,101
142	203	KULDEEP SINGH	JUNIOR ASSISTANT	49,101
143	1161	ANIL KUMAR PANDEY	JUNIOR ASSISTANT	47,690
144	527	RAJEEV KOHLI	JUNIOR ASSISTANT	47,009
145	1105	NEERU KAKKAR	JUNIOR ASSISTANT	45,825
146	1481	HARINDERJIT KAUR	JUNIOR ASSISTANT	45,825
147	184	DIWAN SINGH	JUNIOR ASSISTANT	45,362
148	745	SEEMA GUPTA	JUNIOR ASSISTANT	45,293
149	1112	ALKA SACHDEVA	JUNIOR ASSISTANT	44,766
150	526	SAWRANJIT KAUR	JUNIOR ASSISTANT	43,758
151	1692	RAVI KUMAR	JUNIOR ASSISTANT	42,952
152	1685	SNEH LATA	JUNIOR ASSISTANT	42,952
153	1699	ANOOP BHATT	JUNIOR ASSISTANT	42,902
154	1530	KRISHAN KANTA	JUNIOR ASSISTANT	41,256
155	821	RAJINDER KAUR PELIA	JUNIOR BILL ASSISTANT	56,963
156	826	AJAY SACHDEVA	JUNIOR BILL ASSISTANT	56,963
157	545	SHIV KUMAR SHARMA	JUNIOR BILL ASSISTANT	56,963
158	824	YASH PAL DHAWAN	JUNIOR BILL ASSISTANT	56,963
159	1281	HARISH CHANDRA SINGH	JUNIOR BILL ASSISTANT	56,963
160	825	RAJESH SHARMA	JUNIOR BILL ASSISTANT	55,325
161	1080	SUKHDEV RAJ VERMA	JUNIOR BILL ASSISTANT	53,990
162	761	RAKESH PURI	JUNIOR BILL ASSISTANT	52,931
163	55	RAVI MEHRA	JUNIOR BILL ASSISTANT	50,663
164	757	RAJESH NAYYAR	JUNIOR BILL ASSISTANT	50,411
165	49	RAJWINDER KAUR	JUNIOR BILL ASSISTANT	50,411
166	1278	SUNITA	JUNIOR BILL ASSISTANT	49,412
167	1282	AMARJEET SHARMA	JUNIOR BILL ASSISTANT	49,386
168	1101	DHAN RAJ	JUNIOR BILL ASSISTANT	47,916
169	1283	SHASHI PAL	JUNIOR BILL ASSISTANT	46,908
170	657	RAM GOPAL	JUNIOR BILL ASSISTANT	46,085
171	105	RAJINDER KUMAR MANDIWAL	JUNIOR BILL ASSISTANT	45,934
172	1958	SANJAY KUMAR SOOD	SECURITY OFFICER	44,090
173	1884	SURAJ PARKASH BHARDWAJ	SECURITY OFFICER	44,090
174	28	RAMAN SETHI	RESERVATION EXECUTIVE	59,991
175	919	BALBIR KUMAR BANGA	RESERVATION EXECUTIVE	55,909
176	1606	MOHIT GOPAL	CAPTAIN	56,539
177	814	AMAR SINGH	CAPTAIN	53,145
178	674	PUSHKAR RAM	CAPTAIN	52,204
179	1298	RAM CHANDER	CAPTAIN	49,617
180	1301	SHESH RAJ	CAPTAIN	49,340

181	817	BALI RAM	CAPTAIN	49,340
182	816	HIRA SINGH	CAPTAIN	49,130
183	1732	RAJINDER KUMAR BHARDWAJ	CAPTAIN	48,475
184	1288	VIKAS AGGARWAL	BARMEN	62,797
185	831	VARINDER PAL	BARMEN	52,792
186	840	RAKESH KUMAR SHARMA	ASST. BARMAN	40,243
187	1305	MUKTA SHARMA	SR.REST.HOSTESS	46,030
188	2098	RIDHIMA SHARMA	Sales Executive	20,000
189	2087	ARUN KHANNA	Sales Executive	19,355
190	975	MANOJ KUMAR	COMMISS-I	67,980
191	985	BRIJ MOHAN	COMMISS-I	66,174
192	988	AMBIKA PARSHAD	COMMISS-I	64,435
193	979	BHUPINDER JUS	COMMISS-I	63,094
194	977	DIWAN SINGH	COMMISS-I	62,965
195	1485	PRITAM KHADKA	COMMISS-I	61,604
196	1209	MADAN LAL	COMMISS-I	57,831
197	1263	BALDEV RAJ	COMMISS-I	51,255
198	1729	SURESH AGGARWAL	COMMISS-I	45,048
199	1925	CHARANJIT SINGH SAINI	COMMISS-I	24,586
200	2099	Bhavishya Chauhan	COMMISS-I	22,300
201	2102	AMANDEEP	COMMISS-I	21,581
202	2104	SANDEEP	COMMISS-I	20,861
203	2042	NEERAJ SINGH MEHRA	COMMISS-I	16,774
204	2103	RAKESH MEHTA	COMMISS-I	15,826
205	702	PAMILA SHARMA	LIBRARIAN	46,366
206	920	BHUVNESHWAR SHARMA	RESERVATION ASSISTANT	53,364
207	1362	SUPRIYA KANT	ELECTRICAL SUPERVISOR	64,678
208	633	RAJWINDER SINGH	SUPERVISOR GR-II	60,772
209	981	HARGOBIND BALLABH	SR. COMMIS-II	60,772
210	1213	M.PADMANABHAN	SR. COMMIS-II	58,026
211	990	RAM BABU	COMMISS-II	63,830
212	982	G.MEIYALAGAN	COMMISS-II	60,982
213	1438	BHAWANI DUTT	COMMISS-II	59,412
214	1001	RAM SINGH	COMMISS-II	56,749
215	1545	SARAVJIT SINGH	COMMISS-II	56,564
216	1529	SANTANU K. DAS	COMMISS-II	56,539
217	1237	KHIMA NAND	COMMISS-II	56,539
218	1222	PARMOD BAHL	COMMISS-II	56,539
219	995	PURAN SINGH	COMMISS-II	56,539
220	1220	SURESH KUMAR	COMMISS-II	56,539
221	1226	RAMESH CHANDER	COMMISS-II	56,539
222	991	NAR SINGH RAWAT	COMMISS-II	55,102
223	1002	SHANTI PARKASH	COMMISS-II	53,364
224	1009	DEVI PRASHAD	COMMISS-II	52,809
225	998	ARJUN SINGH	COMMISS-II	52,641
226	1435	RAM KISHAN THAKUR	COMMISS-II	51,952
227	530	NIRANJAN BETAL	COMMISS-II	51,835
228	1004	CHANDER MOHAN	COMMISS-II	51,398

229	992	OM KARAN	COMMISS-II	51,196
230	1264	YADVINDER SINGH	COMMISS-II	50,667
231	1208	BALAM SINGH	COMMISS-II	50,289
232	1240	SHER SINGH	COMMISS-II	49,180
233	1233	SHYAM KUMAR	COMMISS-II	48,525
234	1012	SIKANDER SINGH	COMMISS-II	48,399
235	1764	LAXMI KANT SAHOO	COMMISS-II	46,005
236	1825	SANDEEP BANSAL	COMMISS-II	42,124
237	1231	SANDEEP ARORA	COMMISS-II	38,414
238	1978	PARVEEN KUMAR	COMMISS-II	16,082
239	1885	RAKESH SINGH RANA	COMMISS-II	16,082
240	2013	Deepak Singh	COMMISS-II	15,316
241	1996	BHIM SINGH	COMMISS-II	15,316
242	2014	Anil Singh Panwar	COMMISS-II	15,316
243	1986	BIJENDER RATURI	COMMISS-II	15,316
244	1988	ROOP SINGH	COMMISS-II	15,316
245	1006	PURNA NAND	SR.COMMIS-III	45,258
246	1013	KEHAR SINGH	SR.COMMIS-III	43,964
247	1099	INDER PAL SINGH THAKUR	SR.COMMIS-III	42,108
248	971	RAJEEV RASTOGI	SR,KITCHEN STEWARDING SUPERVISOR	60,992
249	133	KUNDAN LAL	SR. SKILLED OPERATOR	59,340
250	137	RAMESH KR.GAUTAM	SR. SKILLED OPERATOR	54,472
251	136	SUNIL KUMAR SAREEN	SR. SKILLED OPERATOR	54,472
252	2039	ARUN KUMAR	JR.TECHNICAL ASSISTANT	19,570
253	2089	RAJEEV SHARMA	JR.TECHNICAL ASSISTANT	18,500
254	145	MAHINDER SINGH	JR.SKILLED OPERATOR	49,911
255	144	MALKIAT SINGH	JR.SKILLED OPERATOR	48,097
256	2080	TANYA THAKUR	RESTAURANT HOSTESS	17,115
257	2079	NEETU	RESTAURANT HOSTESS	17,115
258	2078	MEENAKSHI	RESTAURANT HOSTESS	17,115
259	2092	ISHA	RESTAURANT HOSTESS	16,300
260	2108	SWATI THAKUR	RESTAURANT HOSTESS	11,042
261	2109	SHIVANGI SHARMA	RESTAURANT HOSTESS	8,939
262	766	SANGEETA SEHGAL	STENO-TYPIST	49,757
263	1593	MANJU ARORA	STENO-TYPIST	45,347
264	1698	INDERJIT KAUR	STENO-TYPIST	44,213
265	1730	SEEMA SYAL	STENO-TYPIST	42,953
266	1824	DEEPIKA VERMA	STENO-TYPIST	42,953
267	1770	REETA RANI	STENO-TYPIST	42,953
268	1595	RAJESH GERA	STENO-TYPIST	41,829
269	1440	SHANKER DASS	ASSTT. CAPTAIN	42,956
270	594	JAGJIWAN SINGH	DRIVER	52,092
271	61	RATTAN CHAND	DRIVER	50,452
272	63	BALBIR SINGH	DRIVER	49,501
273	1103	ANIL KUMAR	DRIVER	48,942
274	60	RAVINDER KUMAR	DRIVER	48,629
275	1522	RAJESH SYAL	DRIVER	47,384
276	1891	SATWINDER SINGH	DRIVER	32,739

277	2012	Satwinder Singh	DRIVER	12,763
278	2010	Ramesh Kumar	DRIVER	12,763
279	2011	RAMESH CHANDRA	DRIVER	12,763
280	2086	SUSHIL NASIER	DRIVER	12,000
281	2085	AMANDEEP SINGH	DRIVER	12,000
282	2082	AMARJEET GIR	DRIVER	12,000
283	2084	MANPREET SINGH	DRIVER	12,000
284	104	KARAMVIR SINGH	ACCOUNTS CLERK	45,851
285	2022	MEGHNA ABROL	ACCOUNTS CLERK	41,108
286	1858	YASH PAL CHOUDHARY	ACCOUNTS CLERK	40,508
287	1086	YUDHVIR SINGH PAWAR	ACCOUNTS CLERK	39,400
288	1866	RENU BALA	ACCOUNTS CLERK	39,349
289	64	VEENA PANPHER	CLERK	50,135
290	960	DHIRAJ KUMAR	CLERK	48,950
291	185	HAWA SINGH	CLERK	46,103
292	519	DEVINDER PAL SINGH	CLERK	41,718
293	772	ASHWANI KUMAR	CLERK	39,346
294	1939	MANPREET KAUR	CLERK	39,088
295	1766	SUNIL SINGH	CLERK	37,584
296	2094	PRAMOD SINGH	CLERK	17,199
297	2050	MONIKA MEHTA	DATA ENTRY OPERATOR	13,735
298	828	YUDH CHAND THAKUR	BILL CLERK	49,202
299	658	MUNSHI RAM	BILL CLERK	42,482
300	679	MOTI SINGH	BILL CLERK	42,323
301	1084	SURESH SHARMA	BILL CLERK	41,844
302	1083	JOGINDER CHAUHAN	BILL CLERK	41,718
303	1120	BHARAT BHUSHAN	BILL CLERK	40,458
304	670	BALVINDER KAUR	BILL CLERK	40,458
305	1447	RAJINDER KUMAR	BILL CLERK	40,382
306	822	SUDHIR SINGH THAKUR	BILL CLERK	37,232
307	1937	VIJAY KUMAR	BILL CLERK	8,779
308	1894	VISHAL PARMAR	COMPUTER OPERATOR	41,318
309	941	UGGAR SINGH	ELECTRICIAN	46,005
310	1111	SANT LAL	ELECTRICIAN	45,022
311	962	ROSHAN LAL	ELECTRICIAN	39,235
312	1985	MANISH KUMAR	JR. TECHNICIAN	11,487
313	1844	ARVIND CHAUDHRY	Jr TECHNICIAN (S S A)	12,061
314	947	MEHAR SINGH	PLUMBER	46,383
315	54	TILAK RAJ	PLUMBER	45,048
316	1360	SUKHBIR SINGH	PLUMBER	44,014
317	1797	VIJAY SINGH	PLUMBER	30,432
318	1380	VINOD SINGH KANWAR	MORTOR-MATE	46,156
319	164	RAJESH KUMAR	MORTOR-MATE	46,156
320	1381	MOTI LAL	MORTOR-MATE	46,156
321	735	RAKESH KUMAR PURI	MORTOR-MATE	46,156
322	162	DEV GIR	MORTOR-MATE	46,156
323	213	AJAY KOHLI	MORTOR-MATE	45,022
324	1135	RAM DEO SINGH	MORTOR-MATE	43,939

325	1443	KUL PARSHAD	MORTOR-MATE	43,914
326	1026	DEVINDER PARSHAD BHATT	TAILOR	39,573
327	1365	RAM MURTI	T.V.OPERATOR	46,190
328	959	GURINDER SINGH	T.V.OPERATOR	40,486
329	1378	HARJINDER SINGH	T.V.OPERATOR	38,768
330	2100	YOGESH KUMAR	PAINTER	15,000
331	951	RAM NIWAS	BOILER ATTENDANT	44,014
332	952	BALWANT SINGH	BOILER ATTENDANT	44,014
333	1372	PRITAM SINGH	BOILER ATTENDANT	43,964
334	1497	GURCHARAN DASS	BOILER ATTENDANT	43,158
335	1373	LAKHMIR SINGH	BOILER ATTENDANT	43,141
336	2024	RAVINDER SINGH	CARPENTER	13,735
337	1364	SEETAL SINGH	MASON	43,964
338	956	CHAND SINGH	LIFT OPERATOR	42,057
339	1363	SURINDER KUMAR	MACHINE-CUM-GEN.OPTR.	45,048
340	942	HARISH KUMAR	MACHINE-CUM-GEN.OPTR.	40,024
341	1369	VIPIN KUMAR	ELECT.-CUM-GEN.OPERATOR	44,174
342	1368	RAKESH MOHAN	ELECT.-CUM-GEN.OPERATOR	44,149
343	1370	SATISH KUMAR	ELECT.-CUM-GEN.OPERATOR	43,964
344	90	KULWINDER SINGH	ELECT.-CUM-GEN.OPERATOR	38,168
345	1889	ANAND SINGH	ELECT.-CUM-GEN.OPERATOR	30,238
346	945	SATISH KUMAR BATRA	A.C.MECHANIC	45,048
347	628	RAVI KAUL	A.C.MECHANIC	45,048
348	944	PARKASH CHAND	A.C.MECHANIC	45,048
349	1478	PREM CHAND	A.C.MECHANIC	36,429
350	2097	AJAY KUMAR	A C MECHANIC(HELPER)	10,000
351	963	JAGDISH RAM	SEWERMAN	35,522
352	1379	MAHI PAL	SEWERMAN	34,716
353	1768	SUBHASH	LIFE GUARD	32,422
354	1715	UPENDRA KUMAR	BOATMAN	32,692
355	1714	AVTAR SINGH	BOATMAN	32,692
356	1716	KRISHAN KUMAR	BOATMAN	32,482
357	1712	PARMOD KUMAR	BOATMAN	32,482
358	1713	ASHOK KUMAR	BOATMAN	32,482
359	1717	AJAY KUMAR	BOATMAN	32,482
360	820	DINESH KUMAR TIWARI	STEWARD	45,258
361	1475	LAL SINGH NEGI	STEWARD	42,158
362	1442	MANGAT RAM	STEWARD	41,948
363	552	OM PARKASH	STEWARD	41,780
364	1312	ATMA RAM	STEWARD	41,074
365	836	H. S. RANA	STEWARD	40,587
366	1131	RAM RATTAN	STEWARD	40,159
367	1317	MAHENDER SINGH BIST	STEWARD	39,806
368	1313	KULDIP SINGH	STEWARD	36,986
369	1325	KAMLESH SHARMA	ASSTT.STEWARD	37,471
370	724	ASHOK RAJ	ASSTT.STEWARD	36,790
371	854	PRABHU DUTT	ASSTT.STEWARD	36,790
372	847	SHANKAR SINGH	ASSTT.STEWARD	36,790

373	871	VIDYA SAGAR BHATT	ASSTT.STEWARD	36,580
374	852	PYARE LAL	ASSTT.STEWARD	36,580
375	851	DEVI RAM	ASSTT.STEWARD	36,580
376	1330	GAUR SINGH	ASSTT.STEWARD	36,580
377	849	MOHAN LAL SHARMA	ASSTT.STEWARD	36,580
378	878	SANTOSH KUMAR CHANDEL	ASSTT.STEWARD	35,892
379	865	OM PARKASH	ASSTT.STEWARD	35,732
380	652	CHAMAN LAL	ASSTT.STEWARD	35,724
381	1332	GYANBIR	ASSTT.STEWARD	35,582
382	1323	RAM DIN	ASSTT.STEWARD	35,522
383	874	RAM KRISHAN THAKUR	ASSTT.STEWARD	35,522
384	863	AKKAL BAHADUR	ASSTT.STEWARD	35,522
385	1324	PARSHU RAM NAUTIYAL	ASSTT.STEWARD	35,522
386	555	PURAN SINGH	ASSTT.STEWARD	35,522
387	857	HARNAM SINGH	ASSTT.STEWARD	35,522
388	870	ASHOK KUMAR	ASSTT.STEWARD	35,522
389	861	AJAY KATOCH	ASSTT.STEWARD	35,522
390	1329	S.RANGA RAO	ASSTT.STEWARD	35,522
391	856	MAHIMA PRASHAD	ASSTT.STEWARD	35,522
392	725	RIKHI RAM	ASSTT.STEWARD	34,960
393	1340	JAI PARKASH KAUSHIK	ASSTT.STEWARD	34,900
394	1342	ANIL KUMAR S/OSH.RAM KR	ASSTT.STEWARD	34,900
395	1518	SAMUEL MASIH	ASSTT.STEWARD	34,816
396	1337	SHYAM SUNDER	ASSTT.STEWARD	34,750
397	1499	DHEERAJ SINGH	ASSTT.STEWARD	34,716
398	1339	DILBAG SINGH	ASSTT.STEWARD	34,716
399	1336	LALA RAM	ASSTT.STEWARD	34,716
400	1348	MAHAJAN SINGH	ASSTT.STEWARD	34,690
401	607	RAJ KUMAR	ASSTT.STEWARD	34,690
402	1527	KAMAL CHAUHAN	ASSTT.STEWARD	34,690
403	1351	SAUKAR SINGH	ASSTT.STEWARD	34,690
404	1341	SATYAWAN	ASSTT.STEWARD	34,690
405	1450	JAGDISH CHAND	ASSTT.STEWARD	34,690
406	1528	HEERA SINGH	ASSTT.STEWARD	34,690
407	877	MOHINDER SINGH MEHRA	ASSTT.STEWARD	34,690
408	1346	KUSHALJIT	ASSTT.STEWARD	34,690
409	1347	NETRA SINGH BHANDARI	ASSTT.STEWARD	34,690
410	1134	PARAMVIR SINGH	ASSTT.STEWARD	33,884
411	1335	DEVENDER SINGH	ASSTT.STEWARD	33,682
412	860	BAHADUR SINGH	ASSTT.STEWARD	32,752
413	858	RAJA RAM	ASSTT.STEWARD	32,523
414	1345	DHARAM CHAND	ASSTT.STEWARD	31,986
415	869	VIPIAN KUMAR	ASSTT.STEWARD	30,356
416	1326	KHUSHAL SINGH	ASSTT.STEWARD	36,850
417	867	ROSHAN LAL	ASSTT.STEWARD	36,640
418	846	CHAIN SINGH	ASSTT.STEWARD	36,580
419	866	MOHAN LAL BHATT	ASSTT.STEWARD	35,522
420	1132	MITRA NAND PALIWAL	ASSTT.STEWARD	35,522

421	1354	KAMLESH KUMAR S/O S.R.	ASSTT.STEWARD	34,750
422	873	JOT SINGH	ASSTT.STEWARD	34,716
423	876	SARWAN KUMAR	ASSTT.STEWARD	34,690
424	875	CHARAN SINGH	ASSTT.STEWARD	34,690
425	1338	BAHADUR SINGH	ASSTT.STEWARD	34,690
426	1533	PURAN CHAND SHARMA	ASSTT.STEWARD	34,690
427	1353	KRISHAN CHAND	ASSTT.STEWARD	34,690
428	1327	DAYA RAM ACHARYA	ASSTT.STEWARD	31,591
429	1227	SHURBIR SINGH	COMMISS-III	48,298
430	1215	NAGENDER DUTT	COMMISS-III	48,072
431	999	TRILOK SINGH RANA	COMMISS-III	45,258
432	1437	KESAR SINGH	COMMISS-III	43,964
433	73	SHIV DAYAL	COMMISS-III	43,166
434	559	UTTAM RAM	COMMISS-III	42,981
435	1232	KUNDAN SINGH	COMMISS-III	42,931
436	1229	MOTI LAL	COMMISS-III	42,931
437	1212	NAGENDER PARSHAD	COMMISS-III	42,931
438	645	HANUMAN SINGH	COMMISS-III	42,158
439	644	SHER SINGH S/O DAYAL S.	COMMISS-III	41,906
440	1087	TARA PADA MANDAL	COMMISS-III	41,772
441	671	PARKASH SINGH	COMMISS-III	41,126
442	1244	MOHAN SINGH NEGI	COMMISS-III	41,091
443	1542	JAGAT SINGH BISHT	COMMISS-III	40,814
444	1249	KHEM SINGH RAWAT	COMMISS-III	40,369
445	647	HAYAT SINGH	COMMISS-III	39,882
446	637	GUDDU RAM	COMMISS-III	39,756
447	902	PREM LAL	COMMISS-III	39,235
448	880	DINA NATH	COMMISS-III	39,210
449	672	DARSHAN SINGH	COMMISS-III	38,958
450	1449	KRISHAN KUMAR BAHADUR	COMMISS-III	38,958
451	673	ANGAD KUMAR	COMMISS-III	38,949
452	661	PURAN CHAND	COMMISS-III	38,748
453	562	SAHA NAND	COMMISS-III	38,748
454	888	KUMER CHAND	COMMISS-III	38,353
455	1445	SURINDER RANA	COMMISS-III	38,353
456	1096	KHOP BAHADUR	COMMISS-III	38,252
457	1250	FATEH SINGH	COMMISS-III	38,244
458	899	MEGH SINGH	COMMISS-III	38,227
459	1252	RAJINDER PARSHAD	COMMISS-III	38,202
460	892	GOBIND PRASHAD	COMMISS-III	38,151
461	901	CHANDER MANI	COMMISS-III	38,126
462	891	MOTI SINGH	COMMISS-III	38,126
463	1446	SHAMBHOO PARSHAD	COMMISS-III	38,118
464	895	KAMLESH KUMAR	COMMISS-III	38,101
465	887	DIWAN SINGH	COMMISS-III	38,101
466	894	JORAWAR SINGH	COMMISS-III	38,052
467	884	NARESH KUMAR	COMMISS-III	37,975
468	893	UDAY SINGH	COMMISS-III	37,916

469	890	VIJAY KUMAR SINGH	COMMISS-III	37,916
470	1251	MANGAL SINGH	COMMISS-III	37,345
471	1504	KRISHAN PAL	COMMISS-III	37,336
472	580	ROSHAN LAL	COMMISS-III	37,084
473	1498	MAHESH CHANDER	COMMISS-III	36,429
474	1676	DILE BUDHATHOKI	COMMISS-III	35,850
475	1682	DESH RAJ	COMMISS-III	35,732
476	685	JOT SINGH	COMMISS-III	35,722
477	1681	JULLIUS JAMES	COMMISS-III	35,522
478	1538	ROHIT BHARDWAJ	COMMISS-III	35,295
479	1814	JOGINDER KUMAR	COMMISS-III	31,490
480	1828	MANVINDER SINGH	COMMISS-III	30,432
481	1829	MANOJ SINGH RAWAT	COMMISS-III	30,432
482	1773	PARAMPREET SINGH	COMMISS-III	30,356
483	1266	MONCY PAUL	COMMISS-III	20,125
484	2046	ARUN SINGH s/oGOPAL S	COMMISS-III	13,735
485	2045	SIKANDER	COMMISS-III	13,735
486	2041	ANIK KALIA	COMMISS-III	13,735
487	2040	AMRIT SINGH	COMMISS-III	13,735
488	1977	SANDEEP KUMAR	COMMISS-III	13,401
489	1973	RAKESH KUMAR	COMMISS-III	13,401
490	1976	OM PARKASH	COMMISS-III	13,401
491	1857	RAMESH CHAND	COMMISS-III	13,401
492	2007	Sobhan Singh	COMMISS-III	13,146
493	2093	SARVESH BAGHEL	COMMISS-III	12,000
494	1322	SHOBAN SINGH	WAITER	36,429
495	1331	TAN SINGH	WAITER	35,522
496	1102	KHADAK BAHADUR CHHETRI	WAITER	31,894
497	1649	SURESH GIRI	WAITER	27,088
498	1654	OM NARAYAN	WAITER	26,964
499	1668	SANJAY KUMAR	WAITER	26,904
500	1657	NAGENDER SINGH	WAITER	26,904
501	1671	PARVEEN KUMAR RANA	WAITER	26,904
502	1653	SUBHASH KUMAR	WAITER	26,904
503	1659	SANJEEV KUMAR	WAITER	26,904
504	1674	RAJINDER KUMAR	WAITER	26,173
505	1660	ANIL KUMAR S/O GARIB DASS	WAITER	26,173
506	1680	MUKESH KUMAR	WAITER	26,122
507	1691	KRISHAN K S/O RAM AVTAR	WAITER	24,837
508	1655	RAVINDER KUMAR	WAITER	24,837
509	1651	RAJBIR SINGH	WAITER	24,837
510	1746	NARINDER KUMAR	WAITER	23,737
511	1761	RAMESH KUMAR	WAITER	23,527
512	1745	ARVIND KUMAR	WAITER	23,527
513	1760	ASHWANI KUMAR	WAITER	23,527
514	850	SOKAR SINGH	WAITER	18,723
515	1816	JITENDER KUMAR	WAITER	18,663
516	1815	SUNIL TOMAR	WAITER	18,663

517	1909	SUNIL KUMAR	WAITER	11,803
518	1908	YOGESH SHARMA	WAITER	11,803
519	2034	ARUN LATHER	WAITER	10,878
520	2035	PARVEEN KUMAR S/O VED	WAITER	10,878
521	2025	ASHWANI KUMAR	WAITER	10,878
522	2027	NEETU KUMAR	WAITER	10,878
523	2029	RAVI KUMAR	WAITER	10,878
524	2033	RAVINDER KUMAR	WAITER	10,878
525	2031	RAVINDER PAL	WAITER	10,878
526	2030	UDAY SINGH	WAITER	10,878
527	1969	VIKAS CHAUDHARY	WAITER	10,051
528	1972	TEJVEER SINGH	WAITER	10,051
529	1970	NARESH SHARMA	WAITER	10,051
530	2107	ARUN	WAITER	9,755
531	2106	SUSHIL KUMAR	WAITER	9,755
532	1995	RAJNEESH KUMAR	WAITER	9,572
533	1992	MUNISH	WAITER	9,572
534	2000	RAKAM SINGH	WAITER	9,572
535	2005	KASHMIR SINGH	WAITER	9,572
536	1997	KULDEEP KUMAR	WAITER	9,572
537	2032	DHARAM CHAND	WAITER	9,474
538	2064	PARVEEN KUMAR	WAITER	8,608
539	2060	RAVINDER SINGH	WAITER	8,608
540	2059	BHAGVAN DASS	WAITER	8,608
541	2028	PARVINDER SINGH	WAITER	8,422
542	1993	PANKAJ KUMAR	WAITER	8,337
543	86	MEEN PARSHAD	SR.TELEPHONE ATTENDANT	37,606
544	1392	SAT PAL	FLOOR SUPERVISOR	42,805
545	1113	TEJINDER KAUR	FLOOR SUPERVISOR	39,730
546	1062	PARTAP SINGH THAKUR	FLOOR SUPERVISOR	39,277
547	1059	HARMESH CHANDER KAUSHIK	FLOOR SUPERVISOR	39,025
548	1054	JARPAL SINGH	FLOOR SUPERVISOR	39,025
549	1061	KAMAL SINGH	FLOOR SUPERVISOR	39,025
550	1511	ACHALA	FLOOR SUPERVISOR	38,958
551	1109	NEELAM KUMARI	FLOOR SUPERVISOR	38,958
552	1051	RAKESH KUMAR	FLOOR SUPERVISOR	38,143
553	1068	UMESH KUMAR SINGH	FLOOR SUPERVISOR	37,336
554	1071	SUMAN AHUJA	FLOOR SUPERVISOR	36,429
555	1693	RUPESH DUTT MEHTA	FLOOR SUPERVISOR	34,816
556	1749	SIKANDER SINGH	FLOOR SUPERVISOR	30,381
557	1853	SHIV KUMAR	FLOOR SUPERVISOR	9,498
558	1626	JASPAL SINGH TADYAL	ASSTT.FLOOR SUPERVISOR	38,193
559	1058	BALWANT SINGH	ASSTT.FLOOR SUPERVISOR	36,454
560	1055	BADRI PARSHAD	ASSTT.FLOOR SUPERVISOR	36,454
561	1411	SUNDER LAL	ASSTT.FLOOR SUPERVISOR	35,732
562	1057	PREM SINGH	ASSTT.FLOOR SUPERVISOR	35,606
563	1421	SAROJ SHARMA	ASSTT.FLOOR SUPERVISOR	35,522
564	1409	KRISHAN LAL	ASSTT.FLOOR SUPERVISOR	35,522

565	1406	DILWAR SINGH	ASSTT.FLOOR SUPERVISOR	35,497
566	1052	LAXMAN SINGH	ASSTT.FLOOR SUPERVISOR	35,396
567	1065	HARI DASS	ASSTT.FLOOR SUPERVISOR	34,900
568	1072	RAGHU NATH	ASSTT.FLOOR SUPERVISOR	34,900
569	1066	DALJIT SINGH	ASSTT.FLOOR SUPERVISOR	34,716
570	1512	SAKUNTLA PANT	ASSTT.FLOOR SUPERVISOR	34,716
571	1070	DAYA RAM	ASSTT.FLOOR SUPERVISOR	34,690
572	1069	RAMESH KUMAR MANGOLI	ASSTT.FLOOR SUPERVISOR	34,690
573	1064	ASHA DEVI	ASSTT.FLOOR SUPERVISOR	32,752
574	568	MADAN LAL	ASSTT.FLOOR SUPERVISOR	32,506
575	1027	SURINDER SINGH	LINEN KEEPER	39,907
576	1390	BHIM SAIN	LINEN KEEPER	38,143
577	1194	KASHMIR SINGH	SR.DARBAN	41,939
578	2083	ANU DHIMAN	APPRENTICE	2,758
579	1422	RAM SHANKER	HEAD MALI	43,586
580	622	SHIV CHANDER	HEAD MALI	41,469
581	620	SITA RAM	HEAD MALI	41,419
582	632	RAM KUMAR	HEAD MALI	40,915
583	68	PRITAM SINGH	JAMADAR	42,646
584	532	TIKKA RAM	JAMADAR	41,529
585	531	SANSAR CHAND	JAMADAR	41,469
586	1534	SHEELA DEVI	JAMADAR	34,750
587	174	NISHA MANI KALIA	LIBRARY ATTENDANT	37,598
588	1081	JAI SINGH KAUSHAL	JR.SALESMAN	36,699
589	1334	RAKESH KUMAR	JR.SALESMAN	35,582
590	683	KUWAR SINGH	JR.SALESMAN	35,522
591	1082	RAMESH CHANDER	JR.SALESMAN	34,816
592	1502	VIRENDER KUMAR PANDEY	JR.SALESMAN	34,690
593	641	SANJAY KUMAR	JR.SALESMAN	34,297
594	1724	PUSHAP LATA	JR.SALESMAN	27,615
595	1951	BHUPINDER SINGH	JR.SALESMAN	22,902
596	1948	RAJIV SHARMA	JR.SALESMAN	22,842
597	2017	VIJAY PAL	JR.SALESMAN	11,422
598	2016	RAJESH KUMAR	JR.SALESMAN	11,422
599	2047	RAJESH	JR.SALESMAN	10,878
600	2038	GAURAV VERMA	JR.SALESMAN	10,878
601	2037	VIRENDER KUMAR	JR.SALESMAN	10,878
602	2058	JASVEER SINGH	JR.SALESMAN	10,360
603	76	GOVIND VALLABH	PEON	40,530
604	727	GOVERDHAN PATHAK	PEON	39,487
605	74	RAJINDER KUMAR	PEON	38,655
606	75	KAMALJIT SINGH	PEON	38,505
607	71	ROMEL SINGH	PEON	38,463
608	535	VASU DEV	PEON	38,463
609	1162	KULDIP CHAND	PEON	38,445
610	533	SHIV CHANDER SINGH	PEON	38,413
611	84	SOBAT SINGH	PEON	38,203
612	72	KAMAL SINGH	PEON	38,102

613	78	RAM BILAS YADAV	PEON	37,396
614	776	AMRIK SINGH	PEON	37,396
615	151	KESAR SINGH	PEON	37,135
616	603	MOHINDER SINGH	PEON	36,724
617	726	AMRISH BAHADUR	PEON	36,580
618	80	JAGDISH CHAND	PEON	36,514
619	214	JAGDAMBA DEVI JOSHI	PEON	35,582
620	107	MOHAMMED ANISH	PEON	35,522
621	79	MANOHAR LAL	PEON	35,503
622	77	GOPAL SINGH	PEON	35,318
623	770	SHRIKANT PATHAK	PEON	35,165
624	1107	AKBAL ALI	PEON	34,776
625	1599	PARVEEN SHARMA	PEON	33,868
626	1631	KANTA DEVI	PEON	32,306
627	1630	RAVINDER KUMAR	PEON	32,246
628	1636	LEELA DEVI	PEON	32,246
629	1710	PARWATI DEVI	PEON	27,559
630	1953	VIKRAM SINGH S/O FATEH SINGH	PEON	22,902
631	1952	SUNIL KUMAR	PEON	22,902
632	1197	DIWAN SINGH	BELL CAPTAIN	43,006
633	1964	MANOJ KUMAR	BOOK BINDER	20,319
634	89	ASHOK KUMAR	SWEEPER-CUM-CHOWKIDAR	35,582
635	734	GURDEV SINGH	SWEEPER-CUM-CHOWKIDAR	33,868
636	716	KIRPAL SINGH	UTILITY WORKER	38,203
637	879	ISHWAR DUTT	UTILITY WORKER	36,664
638	684	BELI RAM	UTILITY WORKER	35,792
639	1119	BANWARI LAL	UTILITY WORKER	35,732
640	686	SOPAN GOREY	UTILITY WORKER	35,632
641	1245	RAM KUMAR	UTILITY WORKER	35,522
642	656	VIJAY KUMAR	UTILITY WORKER	34,976
643	1268	TAJWAR SINGH	UTILITY WORKER	34,926
644	1486	HEM SINGH THAKUR	UTILITY WORKER	34,900
645	1253	HARI SINGH	UTILITY WORKER	34,750
646	905	JAGAT SINGH	UTILITY WORKER	34,750
647	1503	SHISHU PAL	UTILITY WORKER	34,750
648	1255	DHARAM SINGH	UTILITY WORKER	34,716
649	1246	SURESH CHAND	UTILITY WORKER	34,716
650	1257	RAKESH s/oGIAN CHAND	UTILITY WORKER	34,690
651	904	MOHAN LAL	UTILITY WORKER	34,690
652	903	ANIL KUMAR YADAV	UTILITY WORKER	34,690
653	1254	DAYAL KRISHAN	UTILITY WORKER	34,690
654	907	KANS RAJ	UTILITY WORKER	34,690
655	1557	INDRADUMAN	UTILITY WORKER	34,690
656	1568	ISHWAR CHAND	UTILITY WORKER	34,078
657	1506	DHAN BAHADUR	UTILITY WORKER	33,952
658	1569	VINOD KISHORE BHATT	UTILITY WORKER	33,944
659	1586	RAM KUMAR S/O M.LAL	UTILITY WORKER	33,868
660	1573	RAJAN	UTILITY WORKER	33,808

661	1571	DHARAM RAJ	UTILITY WORKER	33,808
662	1574	JAMUNA PARSAD	UTILITY WORKER	33,808
663	1558	KHAYALI RAM	UTILITY WORKER	33,808
664	1570	SANT LAL	UTILITY WORKER	33,808
665	1577	HARBANS SINGH	UTILITY WORKER	33,808
666	1596	KRISHAN LAL	UTILITY WORKER	33,808
667	1576	OM PARKASH	UTILITY WORKER	33,808
668	1614	BHAGWAT MANDAL	UTILITY WORKER	33,112
669	1603	OM PARKASH THAKUR	UTILITY WORKER	33,052
670	1563	PARAS NATH	UTILITY WORKER	32,775
671	1789	SATE SINGHS/OSH.BIGGARI	UTILITY WORKER	25,873
672	1787	SATAY SINGHS/OSH GROVER	UTILITY WORKER	25,603
673	1780	BANTI SINGH	UTILITY WORKER	25,603
674	1779	KULBIR SINGH	UTILITY WORKER	25,603
675	1791	ARJUN PARSHAD	UTILITY WORKER	25,543
676	1792	CHANDER KANTA	UTILITY WORKER	25,543
677	1722	DEVI DUTT	UTILITY WORKER	25,543
678	1790	RAMESH CHAND JOSHI	UTILITY WORKER	25,543
679	1782	RAKESH KUMAR s/o RATI RAM	UTILITY WORKER	25,543
680	1788	GOPAL THAPA	UTILITY WORKER	25,543
681	889	MILAP CHAND	UTILITY WORKER	25,022
682	1793	RAJ KUMAR	UTILITY WORKER	24,872
683	1781	SATISH KUMAR	UTILITY WORKER	24,812
684	615	KULDIP SINGH	HELPER	39,547
685	688	GANGA SINGH	HELPER	39,160
686	1029	RAKSHA DEVI MEHTA	HELPER	38,445
687	651	DHIYAN SINGH	HELPER	38,413
688	965	TALWINDER SINGH	HELPER	37,488
689	1030	SARLA SHARMA	HELPER	37,362
690	602	TILAK RAJ	HELPER	36,699
691	715	PAN BAHADUR	HELPER	36,489
692	1389	SHYAM LAL	HELPER	36,489
693	695	TARLOK KUMAR	HELPER	36,489
694	616	MOHINDER SINGH	HELPER	36,429
695	699	BABU RAM	HELPER	35,582
696	698	PRAKARAM SINGH	HELPER	35,522
697	1286	PISHORI LAL	HELPER	35,522
698	696	LEKH RAJ	HELPER	35,522
699	796	VISHWAS SINGH	HELPER	35,522
700	1540	SHER SINGH S/OCHATTER S	HELPER	34,750
701	1516	SUKHWINDER KAUR	HELPER	34,716
702	1505	RAVINDER KUMAR	HELPER	34,690
703	1567	RAJINDER KUMAR	HELPER	33,868
704	1548	RAM BALI	HELPER	33,808
705	1608	BHAVANA	HELPER	33,322
706	1609	NEERU SHARMA	HELPER	33,052
707	1600	PREM PARSAD PODEL	HELPER	33,052
708	1564	AMAR BAHADUR	HELPER	32,826

709	1090	SUBHASH CHAND	HELPER	32,812
710	1684	GURPREET KAUR	HELPER	30,608
711	1637	SURINDER KUMAR	HELPER	30,532
712	1700	MATI DEVI	HELPER	29,877
713	1696	INDIRA DEVI	HELPER	29,877
714	1726	SUDHA AWASTHI	HELPER	26,882
715	1778	RAMESHWAR	HELPER	25,858
716	1785	ASHOKEN G.K.	HELPER	25,628
717	1777	UTTAM SINGH	HELPER	25,628
718	1772	VIJAY KUMAR	HELPER	25,603
719	1776	PRADEEP KUMAR	HELPER	25,568
720	1786	PURSHOTTAM SHARMA	HELPER	25,543
721	1784	JAGAN NATH	HELPER	25,543
722	1843	PAWAN KUMAR	HELPER	8,458
723	1424	RAMESH KUMAR	MALI	40,470
724	1423	RAM PARSHAD S/ORAM SUME	MALI	39,100
725	631	VIR BAHADUR	MALI	38,353
726	175	POTI LAL	MALI	38,203
727	112	DEV RAJ	MALI	38,143
728	1428	RAM AVADH	MALI	38,143
729	1429	ARUN KUMAR	MALI	38,143
730	630	HARCHARAN	MALI	38,143
731	1431	MAGGAR SINGH	MALI	36,699
732	625	VIJAY PRASAD	MALI	36,429
733	1581	OM PARKASH	MALI	33,868
734	1583	RAM ASRE S/O JHAGRU	MALI	33,868
735	1551	BANSI LAL	MALI	33,808
736	1578	BAJRANGI	MALI	33,808
737	1554	PARAS NATH	MALI	33,808
738	1565	TIDI PARSHAD	MALI	33,808
739	1580	RAJA RAM	MALI	33,808
740	1432	KESRI SINGH	MALI	33,448
741	1579	RAM ASRE S/O RAM SUKH	MALI	32,826
742	1819	AMARJEET KUMAR	MALI	24,157
743	1820	SANT RAM	MALI	22,771
744	570	SHIV RAM ADHIKARI	SECURITY GUARD	38,630
745	783	OM PARKASH	SECURITY GUARD	37,336
746	1584	HARJINDER SINGH	SECURITY GUARD	33,868
747	1559	RAM KUMAR S/O SUKHNANDN	SECURITY GUARD	33,808
748	1561	SURINDER SINGH	SECURITY GUARD	33,808
749	1588	HAKIKAT SINGH	SECURITY GUARD	33,808
750	1667	RAJ KUMAR	SECURITY GUARD	30,608
751	1899	KRISHAN PAL	SECURITY GUARD	8,458
752	1900	JITENDER KUMAR	SECURITY GUARD	8,458
753	1905	PRITAM KUMAR	SECURITY GUARD	8,458
754	1914	MADAN SINGH	SECURITY GUARD	8,458
755	1901	ANGREJ SINGH	SECURITY GUARD	8,458
756	1910	SATBIR	SECURITY GUARD	8,458

757	1896	VIJAY KUMAR	SECURITY GUARD	8,458
758	1898	RISHI PAL	SECURITY GUARD	8,458
759	572	NARESH KUMAR	ROOM ATTENDANT	36,538
760	1407	DILESH CHAND	ROOM ATTENDANT	35,522
761	1060	ANJALI	ROOM ATTENDANT	35,522
762	1634	SHOBNI DEVI	ROOM ATTENDANT	32,246
763	1662	MAMTA RANA	ROOM ATTENDANT	31,364
764	1741	MUKESH KUMAR s/oBALESHWAR	ROOM ATTENDANT	26,173
765	1756	RAVINDER SINGH GILL	ROOM ATTENDANT	26,173
766	1750	VIVEK CHABRA	ROOM ATTENDANT	26,173
767	1740	ASHWANI RANA	ROOM ATTENDANT	26,173
768	1806	MOHINDER KUMAR	ROOM ATTENDANT	24,316
769	1807	GURPREET SINGH	ROOM ATTENDANT	24,132
770	1920	PARDEEP KUMAR	TRAINEE	11,135
771	692	PAWAN KAPOOR	SPORTS OFFICER	71,774
772	1863	JATINDER THAKUR	WAITER (TRAINEE)	11,803
773	211	SURINDER KUMAR	SECURITY SUP.	41,570
774	782	JASWINDER SINGH	SECURITY SUP.	38,748
775	1166	GIAN BAHADUR	SR.SECURITY GUARD	38,655
776	795	SANJEEV KUMAR	SR.SECURITY GUARD	37,336
777	785	PRITHVI PAL SINGH	SR.SECURITY GUARD	36,640
778	777	GURJANT SINGH	SR.SECURITY GUARD	35,258
779	717	RISHI LAL	HEAD HOUSEMAN	41,328
780	706	TARA SINGH	HEAD HOUSEMAN	40,470
781	573	DARSHAN LAL	HEAD HOUSEMAN	38,413
782	1033	SURINDER SINGH	HEAD HOUSEMAN	36,454
783	700	MAHI PAL S/O MOHAR S.	HEAD HOUSEMAN	36,429
784	1031	SULEKH CHAND	HEAD HOUSEMAN	36,253
785	1040	KARAM PAL	HEAD HOUSEMAN	35,732
786	1410	RAJINDER KUMAR S/O	HEAD HOUSEMAN	35,522
787	1412	MUKESH KUMAR S/Omadan LAL	HEAD HOUSEMAN	35,522
788	1098	RAJINDER KUMAR S/O BIRU	HEAD HOUSEMAN	35,522
789	1039	SURINDER KUMAR	HEAD HOUSEMAN	35,522
790	1413	CHAMAN LAL	HEAD HOUSEMAN	35,522
791	1041	SURESH KUMAR	HEAD HOUSEMAN	34,816
792	1416	RAJ KUMAR	HEAD HOUSEMAN	34,716
793	1048	PAL	HEAD HOUSEMAN	32,170
794	1032	SHIKSHA DEVI	HOUSEMAN/HOUSE WOMAN	37,336
795	1036	SAHDEV	HOUSEMAN/HOUSE WOMAN	36,489
796	1038	SATBIR	HOUSEMAN/HOUSE WOMAN	35,582
797	1097	MAHI PAL S/O JINDA RAM	HOUSEMAN/HOUSE WOMAN	35,522
798	1047	RAJESH KUMAR VIDLA	HOUSEMAN/HOUSE WOMAN	35,522
799	1049	SORAN SINGH	HOUSEMAN/HOUSE WOMAN	34,716
800	648	RAJU	HOUSEMAN/HOUSE WOMAN	34,690
801	1114	BALRAJ SINGH	HOUSEMAN/HOUSE WOMAN	34,690
802	1555	SANJAY	HOUSEMAN/HOUSE WOMAN	33,758
803	1703	KAMLA DEVI	HOUSEMAN/HOUSE WOMAN	29,877
804	1611	VIJESH KUMAR	HOUSEMAN/HOUSE WOMAN	29,449

805	1751	SATISH KUMAR	HOUSEMAN/HOUSE WOMAN	26,173
806	1747	MUKESH KUMAR s/o RATI RAM	HOUSEMAN/HOUSE WOMAN	26,173
807	1755	RAM CHANDER SINGH	HOUSEMAN/HOUSE WOMAN	26,173
808	1754	RAJINDER KUMAR	HOUSEMAN/HOUSE WOMAN	26,173
809	1742	ARVIND KUMAR	HOUSEMAN/HOUSE WOMAN	26,173
810	1748	KULDEEP KUMAR	HOUSEMAN/HOUSE WOMAN	26,173
811	1744	VIJAY KUMAR	HOUSEMAN/HOUSE WOMAN	26,173
812	1743	SHIV KUMAR	HOUSEMAN/HOUSE WOMAN	26,022
813	1818	OM PARKASH	HOUSEMAN/HOUSE WOMAN	24,888
814	1817	GOUTAM KUMAR	HOUSEMAN/HOUSE WOMAN	24,888
815	1960	ABHISHEK	HOUSEMAN/HOUSE WOMAN	22,902
816	1954	MOHINDER SINGH	HOUSEMAN/HOUSE WOMAN	22,842
817	1186	ANIL KUMAR GULATI	SR. RECEPTIONIST	51,852
818	921	PRADEEP NARANG	SR. RECEPTIONIST	51,826
819	1275	URVASHI ARORA	SR. RECEPTIONIST	49,966
820	1623	KULWINDER SINGH	SR. RECEPTIONIST	48,601
821	924	MEENU KAUL	RECEPTIONIST	52,028
822	1190	SANJAY KUMAR	RECEPTIONIST	51,079
823	923	RUBY MENZES	RECEPTIONIST	50,163
824	1707	AVNISH VIJ	RECEPTIONIST	44,745
825	926	ISHWAR SINGH	RECEPTIONIST	44,619
826	1193	MEENAKSHI	RECEPTIONIST	43,334
827	1622	MANMOHAN SINGH	RECEPTIONIST	40,108
828	1737	SAWAN KUMAR	RECEPTIONIST	35,068
829	2052	PANKAJ MEHTA	RECEPTIONIST	17,382
830	2053	UDAY GREWAL	RECEPTIONIST	17,382
831	2071	KARAN DEEP	RECEPTIONIST	16,801
832	2088	LAKHVINDER SINGH	RECEPTIONIST	16,300
833	2091	RAVINDER KUMAR	RECEPTIONIST	16,300
834	2056	HIMANSHU VERMA	RECEPTIONIST	15,477
835	1661	RAJESH KUMAR	TELEPHONE OPERATOR	36,429
836	1470	ANIL KUMAR GROVER	TELEPHONE OPERATOR	34,388
837	1663	VEENA	TELEPHONE OPERATOR	30,432
838	1887	VIRENDER KUMAR	TELEPHONE OPERATOR	30,432
839	1813	BHUPINDER SINGH	TELEPHONE OPERATOR	30,381
840	1802	KULBHUSHAN CHAUDHARY	TELEPHONE OPERATOR	28,693
841	928	S. K. RASTOGI	SR.BELL CAPTAIN	46,383
842	927	SATISH KUMAR	SR.BELL CAPTAIN	45,048
843	577	YASH PAL	SR.BELL BOY	36,580
844	1203	RAMESH KUMAR	SR.BELL BOY	35,522
845	930	JAGDISH PRASHAD DEOLI	BELL BOY	37,345
846	934	SURESH SINGH	BELL BOY	36,790
847	931	CHAMEL SINGH	BELL BOY	36,790
848	1200	KARAN SINGH	BELL BOY	35,732
849	1415	JEETA SINGH	DARBAN	36,429
850	1202	AMARJEET SINGH	DARBAN	35,522
851	1535	GANGA SINGH	DARBAN	34,690
852	1256	P.MATHEW	DARBAN	34,690

853	932	SWARAN SINGH BRAR	BELL BOY	36,732
854	639	GANESH CHANDER	BELL BOY	36,454
855	933	RAJVIR SINGH	BELL BOY	35,522
856	1683	LEELA ADHIKARI	BELL BOY	30,608
857	1664	BRIJ MOHAN	BELL BOY	28,924
858	1801	VIJAY KUMAR DOGRA	BELL BOY	24,888
859	1803	RAVIJEET SINGH	BELL BOY	24,837
860	1796	SUBHASH CHAND THAKUR	BELL BOY	8,458
861	832	BALBIR SINGH BRAR	BAR TENDER	45,048

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 expenditure and reports on disbursement made)

Name of the Department/Board/Corporation/Office: CITCO

S.No.	Head/Item of the budget	Proposed expenditure during the year Figures in Lacs.	Disbursement made
	NA	i) Total income during the year 2013-2014. (Unaudited) 57,561.06 ii) Expenditure 58089.37 iii) Net Profit Before Dep. & Taxes. 528.31	-

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/Office: CITCO

S.No.	Scheme under subsidy given	Manner of execution of subsidy programme.	Amount Allocated (Rs.)	Details of beneficiaries.
	N.A	N.A	N.A	N.A

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/Office: CITCO

S.No.	Concessions/Permit / Authorization grant	Name of the recipient	Address of the recipient
1.	The CITCO is providing facility to allow 20% discount on room tariff in all hotels i.e. HMT, HSV& HPV to the disabled persons having more than 40% disability against production of documentary evidence of their disability issued by the Health/Social Welfare Department of respective State Governments vide resolution No: 127.10dated 9.9.2002.	Disabled persons	-

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/Office: CITCO

Sr.No.	Type of Information
1.	CITCO has its own web site i.e. http://citcochandigarh.com and all information relating to activities of CITCO is available in it.

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/Office: CITCO

S.No.	Facilities available	Remarks (No. of days in a week/ Timings etc.)
	Information relating Tourism Promotion & Industrial Activities from the concerned Manager of Branch :-	
1	Regarding company affairs : Company Secretary matters	i) 12:00 TO 01:00 PM
2	Regarding Indl. Sheds : Manager (Industrial Wing)	ii) 04:00 TO 05:00 PM
3.	Regarding establishment matters : Sr. Manager (P&A)	On all working days.
4.	Regarding Tourism activities : TP & PR Branch.	
5.	Regarding tenders for the purchase of various items & other related matters : Manager (Commercial)	
6	Regarding Accounts related matters : Manager (Accounts)	

ANNEXURE- 16
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(xvi)
OF THE RIGHT TO INFORMATION ACT, 2005.

**(Names, designation and other particulars of the Appellate
Authority/CPIO/ACPIO)**

Name of the Department/Board/Corporation/Office: CITCO

S. No	Name of the Appellate Authority	Designation	Residential Address & Telephone No. (Office/Residence)	Name of the State Publication Information Officer	Designation	Residential Address & Telephone No. (Office/Residence)	Assistant State Publication Information Officer	Residential Address & Telephone Number (Office/Residence)
1.	Smt. Kavita Singh, IAS	Managing Director	House No. 254, Sector-16-A, Chandigarh. (O)- 0172-2704455	Shri Maninder Kanwar	Company Secretary	H.NO. 331, Sec-19-A Panchkula O)- 4644445	Sh. S.C. Bhardwaj, Jr. Assistant	H.NO. 224, Phase 3 A, Mohali O)- 4644430 (M)- 9464087902

Foreign and Domestic Official Tour of the officers of CITCO beyond 01.04.2013

S.No	Name of the official S/Sh.	Category	Date of Journey	Purpose of Journey	Amount	Total
1	Anurag Walia, DGM	A	11.5.13	Travel Agent, New Delhi	2961/-	5725/-
2	Umesh Mani Dixit, GRE	B	9.5.13 to 11.5.13		2764/-	