

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  SCO 121-122, SECTOR-17-B, 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.”  <a href="http://citcochandigarh.com/corporate/index.html">http://citcochandigarh.com/corporate/index.html</a>

## 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:-

Circulated vide letter No. P&A/P-II/27232-35 dated 05.10.2011:-

#### 1. JOB DESCRIPTIONS OF GM(HOTEL)/DGM

<b>JOB TITLE</b>	<b>GENERAL MANAGERS (HOTEL) OR DEPUTY GENERAL MANAGERS (HOTELS), IF HE IS HEAD OF THE HOTEL</b>
<b>REPORTS TO</b>	Chief General Manager
<b>JOB SUMMARY/ KEY RESPONSIBILITIES</b>	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.
<b>DUTIES AND RESPONSIBILITIES</b>	<b>1) Organizational Planning</b> <ol style="list-style-type: none"> <li>a. Facilitates the development, maintenance and monitoring of organizational plans.</li> <li>b. Responsible for preparing the organization for ongoing change.</li> <li>c. Ensures clarity, understandings and commitment from all stakeholders.</li> <li>d. Responsible for the development and management of integrated strategy aligned to departmental work plans.</li> <li>e. Responsible for the development and</li> </ol>

	<p>management of the annual operating and capital budgets.</p> <p>f. Overall responsible for annual planning and target etc.</p> <p><b>2. Management Accountabilities.</b></p> <p>a) Directs all aspects of effective Hotel Operations &amp; 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><b>3. Innovation Strategies/ Schemes/ Programmes</b></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>
<b>DIRECTLY SUPERVISES</b>	Overall Incharge of all departments of the hotel.
<b>LIMITS OF AUTHORITY</b>	As per delegation of powers.
<b>COORDINATES WITH</b>	Officers of the Chandigarh Administration and Head Office
<b>TERMINOLOGY</b>	<ul style="list-style-type: none"> <li>• Should be conversant &amp; qualified about the working &amp; functioning of all units under control.</li> <li>• Should be updating with related FHRI Acts and rules of the hotel and Govt. norms and compliance.</li> </ul>

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

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

## 3. JOB DESCRIPTION OF CHEF

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

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

#### 4. JOB DESCRIPTION OF CHEF DE PARTIE

<b>JOB TITLE</b>	<b>CHEF DE PARTE</b>
<b>REPORTS TO</b>	CHEF
<b>JOB SUMMARY/KEY RESPONSIBILITIES</b>	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.
<b>DUTIES RESPONSIBILITIES AND S</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. To ensure that all food storage, preparation and service of all foods meet the temperature guidelines stipulated and to record all food temperatures.</li> <li>3. To manage and deliver the production needs of the section to the required standards.</li> <li>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.</li> <li>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.</li> <li>6. Responsible for kitchen staff and areas on occasions when Chefs, Executive Chefs are unavailable.</li> <li>7. Ensuring the kitchen and dining room areas are secured at the end of the evening and all equipment is switched off and secure.</li> <li>8. To Communicate effectively within the section.</li> <li>9. To manage time through effective planning of work, maintaining a high level of productivity.</li> <li>10. To support decisions made and adapt to changes, showing flexibility and enthusiasm.</li> <li>11. Any other task assigned by the competent authority from time to time.</li> </ol>
<b>DIRECTLY SUPERVISES</b>	Commis-I,II & III
<b>LIMITS OF AUTHORITY</b>	<ul style="list-style-type: none"> <li>✓ Advisory with the Sous Chef</li> <li>✓ Raise indents according to kitchen requirement.</li> <li>✓ To suggest for deployment of staff on overtime.</li> <li>✓ Discipline of staff in the section</li> <li>✓ Authorities Inter kitchen transfer of ingredients.</li> </ul>
<b>FUNCTIONAL RELATIONSHIP WITH</b>	<ol style="list-style-type: none"> <li>1. Kitchen outlets-on food production matters.</li> <li>2. Stores-to ensure that adequate food items are available to produce the appropriate menu items.</li> <li>3. Kitchen stewarding-for cleanliness of kitchen areas.</li> </ol>

	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.
<b>MACHINES, TOOLS AND MATERIALS</b>	✓ Various Kitchen Equipment ✓ Property Management System ✓ Various forms and formats ✓ Checklists
<b>TERMINOLOGY</b>	Should be well conversant with the terminology used in International cuisines related to Food Production Operations.

## 5. JOB DESCRIPTION OF COMMIS

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

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

#### 6. JOB DESCRIPTION OF SENIOR HOUSEKEEPER/ HOUSEKEEPER

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



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

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

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

## TERMINOLOGY

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

### 8. JOB DESCRIPTION OF SR. MANAGER/ MANAGER (F&B)

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

	<ol style="list-style-type: none"> <li>2. Contractors-on contracts for special services.</li> <li>3. Marketing for promotions and advertisement campaigns.</li> <li>4. Clients-for business development.</li> <li>5. Co-ordination with Government Department for approvals.</li> </ol>
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<b>MACHINES, TOOLS AND MATERIALS</b>	<ul style="list-style-type: none"> <li>✓ Property Management System</li> <li>✓ Banquet Equipment and Machines.</li> <li>✓ Various forms and formats</li> <li>✓ Checklists</li> <li>✓ MIS Reports (Soft and Hard Copy)</li> </ul>
<b>TERMINOLOGY</b>	Should be well conversant with the terminology used in Food & Beverage Operations.

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

<b>JOB TITLE</b>	<b>SR. RESTAURANT EXECUTIVE/ RESTAURANT EXECUTIVE</b>
<b>REPORTS TO</b>	SENIOR MANAGER / MANAGER (F&B)
<b>JOB SUMMARY / RESPONSIBILITIES</b>	To organize and supervise an assigned restaurant with a view to provide quality and efficient food & beverage service to guests.
<b>DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Deputize in absence of the Sr. Manager / Manager (F&amp;B) and ensure smooth functioning of the restaurant.</li> <li>2. Train and supervise restaurant staff to give high standards of service in terms of time, quality and personalization.</li> <li>3. To ensure the items in the menu are served, appropriate order is served as per order of the guest.</li> <li>4. Inspect table layouts ensuring that they meet the standards set.</li> <li>5. Check and ensure the serviceability of equipment and furniture.</li> <li>6. To make efforts so as to meet restaurant budgets.</li> <li>7. To ensure and supervise that food and beverage orders are taken correctly.</li> <li>8. Control the inventory of cutlery and service equipment allotted.</li> <li>9. Assign duties to the staff of restaurant in most efficient ways.</li> <li>10. Ensure that the staff meet hygiene and discipline standards.</li> <li>11. Ensure that the Restaurant/ Outlet is free from hazards.</li> <li>12. Provide services to the guests in case of necessity.</li> <li>13. To ensure that Bill Clerks/ Cashier deposit restaurant sale daily.</li> <li>14. Any other tasks as may be assigned from time to time by the competent authority.</li> </ol>

<b>DIRECTLY SUPERVISES</b>	Sr. Captain/ Captain/ Stewards/ Bill Clerks in Restaurants
<b>LIMITS OF AUTHORITY</b>	Can supervise and direct the staff working under him for conduct and functioning etc.
<b>COORDINATES WITH</b>	<ol style="list-style-type: none"> <li>1. Kitchen – for timely supply of food ordered</li> <li>2. Bar – for the supply of alcoholic beverages</li> <li>3. Housekeeping – for the cleanliness, decoration, plants, flowers and supply of linen.</li> </ol>

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

#### 10. JOB DESCRIPTION OF SR. CAPTAIN /CAPTAIN

<b>JOB TITLE</b>	<b>SR. CAPTAIN / CAPTAIN</b>
<b>REPORTS TO</b>	SR. RESTAURANT EXECUTIVE / RESTAURANT EXECUTIVE
<b>JOB SUMMARY/ KEY RESPONSIBILITIES</b>	To organize , supervise and train all service personnel in the restaurant with a view to providing quick and personalized food & beverage service to guests.

<b>DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Schedule weekly / fortnightly staff duty shifts with the approval of the Sr. Manager/ Manager (F&amp;B) ensuring that work exigencies are met and the staff are rotated fairly.</li> <li>2. Allot daily duties to subordinate staff to meet work exigencies ensuring equity of work.</li> <li>3. Conduct daily briefing using it as a two –way communication, training and corrective action.</li> <li>4. Attend to guest complaints and ensure guest satisfaction through immediate action.</li> <li>5. Inspect the menu and to ensure the smooth flow of operations.</li> <li>6. Ensure the maintenance and aesthetic upkeep of the restaurant in close coordination with engineering and housekeeping.</li> <li>7. Organize the training of staff for meeting the standards of service.</li> <li>8. Develop restaurant sales through guest contacts and ensuring good service.</li> <li>9. Ensure that the restaurant is free from work hazards.</li> <li>10. Supervise food service with a view to ensure speed, quality of service and personalization.</li> <li>11. Appraise staff performance and recommend rewards to the Manager.</li> <li>12. Control costs by applying food control principles.</li> <li>13. Serve wines and beverages according to the laid down practices/ norms / specifications ordered by the competent authority.</li> <li>14. Motivate staff through fair leadership.</li> <li>15. Maintain and control the stocks of cutlery, crockery, linen, supplies and equipment.</li> <li>16. Assist the accounts department in stocktaking.</li> <li>17. Handover lost and found properties to the</li> </ol>
	<p>Housekeeping as per rules.</p> <ol style="list-style-type: none"> <li>18. Any other tasks as may be assigned from time to time by the competent authority.</li> </ol>
<b>DIRECTLY SUPERVISES</b>	<ul style="list-style-type: none"> <li>• Hostess/ Trainee Waiter/ Bill clerk/Asstt. Captain/ Steward</li> <li>• Waiter</li> </ul>
<b>COORDINATES WITH</b>	<ol style="list-style-type: none"> <li>1. Kitchen – for timely supply of food ordered</li> <li>2. Bar – for the supply of alcoholic beverages</li> <li>3. Housekeeping – for supply of linen ,flowers, staff uniforms, restaurant cleanliness and lost and found.</li> <li>4. Engineering. – for the maintenance of restaurant fittings, climate control, equipment and audio-systems.</li> <li>5. Kitchen Stewarding – for the supply of clean cutlery, glassware, silverware and chinaware.</li> </ol>
<b>MACHINES TOOLS AND MATERIALS</b>	<ul style="list-style-type: none"> <li>✓ Property Management System / Micros</li> <li>✓ Checklists</li> <li>✓ Forms and Formats</li> <li>✓ MIS Reports ( Soft and Hard Copy)</li> </ul>
<b>TERMINOLOGY</b>	Should be well conversant with the terminology used in Food & Beverage Operations

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

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

## 12. JOB DESCRIPTION OF ASSISTANT CAPTAIN/ STEWARD

<b>JOB TITLE</b>	<b>ASSISTANT CAPTAIN/ STEWARD</b>
<b>REPORTS TO</b>	CAPTAIN / SR. CAPTAIN
<b>JOB SUMMARY/ KEY RESPONSIBILITIES</b>	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.

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

### 13. JOB DESCRIPTION OF ASSISTANT STEWARDS /WAITERS/ TRAINEE WAITERS

<b>JOB TITLE</b>	<b>ASSISTANT STEWARDS /WAITERS/ TRAINEE WAITERS</b>
<b>REPORTS TO</b>	ASSTT. CAPTAIN / STEWARD
<b>JOB KEY SUMMARY / RESPONSIBILITIES</b>	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

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

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

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



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

	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.
<b>MACHINES TOOLS AND MATERIALS</b>	✓ Property Management System  ✓ Checklists ✓ Operational Reports ( Soft and Hard Copy) ✓ Telephone
<b>TERMINOLOGY</b>	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**

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

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

**16. JOB DESCRIPTION OF HOUSEKEEPER/ ASSISTANT HOUSEKEEPER**

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

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

#### 17. JOB DESCRIPTION OF FLOOR SUPERVISORS/ DESK CONTROLLERS

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

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

	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.
<b>MACHINES, TOOLS AND MATERIALS</b>	✓ Property Management System ✓ Checklists ✓ Forms and Formats ✓ Operational Reports ( Soft and Hard Copy) ✓ Telephone
<b>TERMINOLOGY</b>	Should be well conversant with the terminology used in Housekeeping Operations

#### 18. JOB DESCRIPTION OF LINEN KEEPER

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

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

#### 19. JOB DESCRIPTION OF SECURITY OFFICERS

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



	the hotel
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## 20. JOB DESCRIPTION OF TECHNIAL 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"> <li>1. Supervision of existing Mechanical / Chemical Testing lab and Tool Room.</li> <li>2. Setting up and supervision of new calibration lab</li> <li>3. To deal with customers who come for job work/ testing etc.</li> <li>4. Preparing the technical specification for up-gradation / modification of existing machine or new machine.</li> </ol>
DUTIES & RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. To identify and approach the potential customers so that facilities can be provided to them.</li> <li>2. To monitor the working of IDFC/ MPICC staff in order to perform the jobs effectively and efficiently.</li> <li>3. To understand the customers requirement and provide them the best possible services.</li> <li>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.</li> <li>5. Checking of Cash receipt, register etc. filing of monthly service tax and to have the proper inventory of critical items.</li> <li>6. Proper maintenance of imprest account</li> <li>7. Distribution of work amongst the staff posted at IDFC</li> <li>8. Purchasing of daily requirement of Tool Room/ Testing Lab.</li> <li>9. Any other duty assigned by the competent authority from time to time</li> </ol>
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.
<b>DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. To receive and attend to the guest at reception properly.</li> <li>2. Take over a shift and note any special instructions for the shift.</li> <li>3. Check the cash bank/float/imprest at the beginning of every shift and requisition petty cash from the Accounts Branch, if necessary.</li> <li>4. Open guest folios accurately for new arrivals and post charges as soon as they arrive.</li> <li>5. Issue safety deposit lockers to guests according to the procedures.</li> <li>6. Pass allowances if wrong charges posted in folios.</li> <li>7. Prepare record and pre-registration for VIPs, handicapped people and old people.</li> <li>8. Prepare the room discrepancy report and double check by physical verification by a bell boy.</li> <li>9. Handle foreign currency as per Reserve Bank of India regulations and prepare the necessary documentation.</li> <li>10. Settle guest bills ensuring that accurate cash is received or credit formalities are cleared as and whenever applicable.</li> <li>11. Handle credit card payments through proper procedures.</li> <li>12. Prepare the Front Office Departmental report and other reports.</li> <li>13. Submit Net Cash Receipts with necessary documents to the Accounts Deptt. at the end of the shift.</li> <li>14. Print daily expected arrival / departure report.</li> <li>15. Issue VIPs amenities vouchers to the guest for the fruits, flowers, beverages etc. as per policy of the corporation.</li> <li>16. Any other task assigned by the competent authority from time to time.</li> </ol>
<b>LIMITS OF AUTHORITY</b>	<p>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</p> <p>to the guest folios against proper documentation. He is the custodian of safe deposit lockers.</p>
<b>COORDINATES WITH</b>	Lobby – for the clearance/removal of guest baggage from the premises
<b>MACHINES, TOOLS AND MATERIALS</b>	<ul style="list-style-type: none"> <li>✓ Property Management System</li> <li>✓ Checklists</li> <li>✓ Cash related forms / formats</li> </ul>

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

## 2. JOB DESCRIPTION OF SENIOR BELL CAPTAIN/ BELL CAPTAIN

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

<b>MACHINES, TOOLS AND MATERIALS</b>	<ul style="list-style-type: none"> <li>✓ Property Management System</li> <li>✓ Checklists</li> <li>✓ Front desk form and formats</li> <li>✓ Telephone</li> </ul>
<b>TERMINOLOGY</b>	Should be well conversant with the terminology used in Front Office Operations.

### 3. JOB DESCRIPTION OF BELL BOY/ SENIOR BELL BOY

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

	✓ Telephone
<b>TERMINOLOGY</b>	Should be well conversant with the terminology used in Front Office Operations

#### 4. JOB DESCRIPTION OF ASSISTANT FLOOR SUPERVISOR/ ROOM ATTENDANTS

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

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

## 5. JOB DESCRIPTION OF HOUSEMAN /HEAD HOUSEMAN

<b>JOB TITLE</b>	<b>HOUSEMAN/ HEAD HOUSEMAN</b>
<b>REPORTS TO</b>	<b>FLOOR SUPERVISOR/ DESK CONTROLLER/ LINEN KEEPER</b>
<b>JOB SUMMARY/ KEY RESPONSIBILITIES</b>	<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>
<b>DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Receive daily allocation of rooms/ areal.</li> <li>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.</li> <li>3. In case of bathroom, issue and stock in the trolley, all linen guest supplies, cleaning supplies required to service the guest.</li> <li>4. Service all rooms/ bathrooms for cleanliness and check for maintenance alongwith Room Attendant.</li> <li>5. Service alongwith Room Attendant all make my rooms,</li> </ol>

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

<b>S.No.</b>	<b>Item of Work</b>	<b>Norms set by the department (number of days taken for decision making)</b>
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.	CITCO Employees Service Regulations, 2011. <a href="http://citcochandigarh.com/corporate/index.html">http://citcochandigarh.com/corporate/index.html</a>	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.
		The conditions of Services as applicable to the employees of Chandigarh. Admn. from time to time.	The conditions of services as applicable to the employees of Chandigarh. Admn. from time to time		
		Allotment of Indl Sheds Rules 1977.			

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

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

Email – [info@citctoachandigarh.com](mailto:info@citctoachandigarh.com)

Fax No. 0172-4644441

Sr.No.	Name of the officers/ employee	Designation	Telephone No. (Office)
1.	Ms. Jasvinder Kaur Sidhu	Managing Director,	4644440
2.	Sh. Rakesh Kumar Popli	Chief General Manager	4644442
3.	Sh. Maninder Kanwar	Company Secretary	4644430
4.	Sh. Bikram Singh Virk	Dy. General Manager, Hotel Shivalikview/Hotel Mountview (on contract)	2700001
5.	Sh. Ganesh Dutt Sharma	PS to MD	With A.A.
6.	Sh.Vineet Chopra	Executive Chef, Hotel Parkview	270005 0
7.	Sh. Nitin Kumar	Chef (On Contract), HSV	4672222
8.	Sh.Raj Pal Panwar	Sr. Manager , IDFC	4644482
9.	Sh. S.K. Goel	Manager (Accounts), HO	4644430
10.	Sh.Praveen Nanda	Manager (Accounts)/HMV	4644410
11.	Sh. Adarsh Gulati	Manager (Accounts)/HPV	270005 0
12.	Sh.Vinod Kashyap	Manager (Accounts)/HSV	4642222
13.	Smt. Aarti Chatta	Sr. Housekeeper, Hotel Shivalikview (on contract)	4672222
14.	Sh. Sandeep Kapoor	Sr. Manager (F&B), HO/PS	4644430
15.	Sh.Sanjay Daniel Banerjee	Sr.Manager (F&B), U.T. Guest House (on deputation with U.T. Guest House, Chandigarh)	2740978
16.	Sh. P.S.Sandhu	Manager (F&B), HSV	4672222
17.	Sh.Surinder Misra	Manager (F&B), HMV	4644410
18.	Sh.Shiv Kr.Kukreja	Executive Engineer (on deputation)	-
19.	Sh. Bhushan Kumar	Sub Divisional Engineer (Civil]	4644472
20.	Sh. Vishal Jindal	Sub Divisional Engineer (Civil)	4644472
21.	Sh.Ajay Pal Sharma	Sub Divisional Engineer (PH)	4644472
22.	Sh. Jatinder Singh	Sub. Divisional Engineer (Electrical)/Executive Engineer	4644472
23.	Sh.Gurpreet Singh	Manger (P&A/HRD) on contract	4644430
24.	Sh.Sudhir Gupta	Technical Officer	4644482
25.	Sh.Harmilan Singh	GRE	4644410

26.	Sh.Jatinder Malik	GRE	4672222
27.	Balbir Kumar Banga	GRE	4644410
28.	Sh.Baldev Raj	Head Draftsman	4644472
29.	Sh.Amarjit Singh	A.E (Electrical)	4672222
30.	Sh. Manjit Singh	A.E. (Civil)	2700050
31.	Sh.Ajay Kumar	A.E (PH )	4644472
32.	Sh.Vishal Sharma	J.E. (Civil)	2741266
33.	Sh.Amit Madan	J.E. (Civil)	4644410
34.	Sh.Rajesh Kumar	J.E.(Civil) (On Contract)	4672222
35.	Sh.Parmod Kumar	J.E (Electrical)	4644410
36.	Sh.Pawan Kapoor	Sports Officer	2700050, 4644410
37.	Sh. Gopal Khadka	Chef De Parte	4672222
38.	Sh. Anoop Kumar	Chef-de-Parte	4672222
39.	Sh. Manoj Kumar	Chef De Parte	4644410
40.	Devender Singh	House Keeper	4644410
41.	Seema Bhasin	House Keeper	4672222
42.	Smt.Neeru Sharma	Helper (General)	4644430
43.	Sh.Vishwas Singh	Helper (General)	4672222
44.	Sh.Ganga Singh	Helper (General)	4644481
45.	Sh.Tilak Raj	Helper (General)	4644451
46.	Sh.Babu Ram	Helper (General)	2625568
47.	Sh.Rajinder Kumar	Helper (General)	4644481
48.	Sh.Shyam Lal	Helper (General)	2625568
49.	Sh.Mohinder Singh	Helper (General)	2625568
50.	Jai Singh Kaushal	Helper (General)	2625568
51.	Dhian Singh	Helper (General)	2696294
52.	Amar Bahadur	Helper (General)	4644410
53.	Sh.Pan Bahadur	Helper (General)	2696294
54.	Sh.Prem Prasad Paudel	Helper (General)	2741266
55.	Raksha Devi Mehta	Helper (General)	4644410
56.	Sh.Kirpal Singh	Helper (General)	4644410
57.	Tarlok Kumar	Helper (General)	2625568
58.	Sukhwinder Kaur	Helper (General)	4644430
59.	Subhash Chand	Helper (General)	2741266
60. S	Sh. Gurdeep Saran Narad	Helper (General) on DC rates	4644431
61.	Jaspal Singh Tadyal	Asstt. Floor Supervisor	4644410
62.	Smt.Shakuntla	Asstt. Floor Supervisor	2700050
63.	Sh.Krishan Lal	Asstt. Floor Supervisor	4672222
64.	Sunder Lal	Asstt. Floor Supervisor	4644410
65.	Ramesh Kumar Mangoli	Asstt. Floor Supervisor	4644410



66.	Daljit Singh	Asstt. Floor Supervisor	4644410
67.	Laxman Singh	Asstt. Floor Supervisor	4644430
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.	Daya Ram	Asstt. Floor Supervisor	4644410
74.	Sh.Madan Lal	Asstt. Floor Supervisor	4672222
75.	Smt.Anjali	Room Attendant	4672222
76.	Smt.Shobhni Devi	Room Attendant	4672222
77.	Sh.Ashwani Rana	Room Attendant	4672222
78.	Sh.Mukesh Kumar	Room Attendant	4672222
79.	Sh.Ravinder Singh Gill	Room Attendant	4672222
80.	Naresh Kumar	Room Attendant	2700050
81.	Dilesh Chand	Room Attendant	4644410
82.	Vivek Chabra	Room Attendant	4672222
83.	Mohinder Kumar	Room Attendant	4644488
84.	Gurpreet Singh	Room Attendant	4644488
85.	Surinder Singh	Head Houseman	4644410
86.	Surinder Kumar	Head Houseman	4644410
87.	Karam Pal	Head Houseman	2700050
88.	Suresh Kumar	Head Houseman	4644410
89.	Rajinder Kumar S/o Sh. Balwant	Head Houseman	4644410
90.	Pal	Head Houseman	2700050
91.	Sh.Rajinder Kumar	Head Houseman	4672222
92.	Sh.Mukesh Kumar	Head Houseman	4672222
93.	Mahi Pal S/o Sh. Mohar Singh	Head Houseman	4672222
94.	Chaman Lal	Head Houseman	4672222
95.	Raj Kumar	Head Houseman	4672222
96.	Smt.Kamla Devi	House women	4644451
97.	Satbir	Houseman	4644472
98.	Rajinder Singh S/o Sh. Rekhi	Houseman	4644410
99.	Ram Chander Singh	Houseman	4644410
100.	Sh.Raju	Houseman	2700050

101.	Sh.Balraj Singh	Houseman (deployed as peon)	4644430
102.	Sh.Sanjay	Houseman	2700050
103.	Sh.Vijesh Kumar	Houseman	2700050
104.	Sh.Arvind Kumar	Houseman	4672222
105.	Sh.Shiv Kumar	Houseman	4644481
106.	Sh.Vijay Kumar	Houseman	4672222
107.	Sh.Rajesh Kumar S/o Sh. Samay Singh	Houseman	4672222
108.	Mahi Pal S/o Sh. Jinda Ram	Houseman	4644410
109.	Mukesh Kumar S/o Sh.Rati Ram	Houseman	4644410
110.	Kuldeep Kumar	Houseman	4672222
111.	Sh.Sahdev	Houseman (deploy as SG)	4644430
112.	Sh. Satish Kumar	Houseman	2700050
113.	Sh.Mohinder Singh	Houseman (PH)	4672222
114.	Sh.Abhishek	Houseman	4644430
115.	Goutam Kumar	Houseman	4672222
116.	Om Prakash	Houseman	4672222
117.	Sh. Ashok Kumar	Sweeper cum Chowkidar	4664449
118.	Sh.Karan Singh	Sr.Bell Boy	4672222
119.	Sh. Ramesh Kumar	Sr. Bell Boy	4644488
120.	Brij Mohan	Sr. Bell Boy	4672222
121.	Smt. Leela Adhikari	Bell Boy	4644430
122.	Sh.Ganesh Chander	Bell Boy	4672222
123.	Sh.Vijay Kumar Dogra	Bell Boy	4672222
124.	Ravijeet Singh	Bell Boy	4644410
125.	Sh.Subhash Chand	Bell Boy (on contract)	4644410
126.	Smt.Indira Devi	Helper ( Mtc.)	4644410
127.	Ram Bali	Helper(Mtc)	4672222
128.	Smt.Gurpreet Kaur	Helper (Mtc)	2700050
129.	Sh. Talwinder Singh	Helper (Mtc.)	4672222
130.	Sh. Ajay Kumar	Helper Mtc AC (on contract)	4644471
131.	Sh. Mahi Pal	Sewerman	4644471
132.	Sh. Piar Singh	Sr.Asstt.	2625568
133.	Mrs. Anju Anand	Sr. Asstt.	4644430
134.	Sh. Anil Kumar	Sr.Asstt.	4644430
135.	Smt.Madhu Shahi	Sr.Asstt.	4644430
136.	Smt.Bhavna Puri	Sr.Asstt.	4644430
137.	Sh.Bhupinder Kaur	Sr.Asstt.	4644430
138.	Sh.Ajay Kumar	Sr.Asstt.	4644430
139.	Smt.Tripta Sharma	Sr.Asstt.	4644430

140.	Sh.Arun Sharma	Sr. Asstt.	4644447
141.	Sh.S.C.Bhardwaj	Sr.Asstt.	4644430
142.	Parveen Puri	Sr.Asstt.	4644430
143.	Sh. Amardeep	Sr.Asstt.	2740978
144.	Sh.Dharam Pal	Sr.Asstt.	4644430
145.	Sh.Narinder Kwatra	Jr.Asstt.	4644430
146.	Sh.Barijinder Mohan	Jr.Asstt.	4672222
147.	Smt.Seema Gupta	Jr.Asstt.	4644430
148.	Smt.Seema Kumari	Jr.Asstt.	4644430
149.	Sh.Rajeev Kohli	Jr.Asstt.	4644475
150.	Smt.Neeru Kakkar	Jr.Asstt.	4644430
151.	Smt.Harinderjit Kaur	Jr.Asstt.	4644430
152.	Smt.Alka	Jr.Asstt.	4644471
153.	Smt.Krishan Kanta	Jr.Asstt.	4644430
154.	Sh.Kuldeep Singh	Jr.Asstt.	4672222
155.	Sh.Balbir Singh	Jr.Asstt.	2658093
156.	Sh.Anil Kumar Pandey	Jr.Asstt.	4644475
157.	Smt.Sneh Lata	Jr.Asstt.	4644430
158.	Sh.Ravi Kumar	Jr.Asstt.	4644430
159.	Smt.Veena Panpher	Jr. Asstt.	4644430
160.	Sarita Bhardwaj	Jr.Asstt.	4644430
161.	Sh.Hawa Singh	Jr.Asstt.	2741266
162.	Sh.Anoop Bhatt	Jr.Asstt.	PS-56
163.	Sh.Dheeraj Kumar	Jr.Asstt.	4644410
164.	Jyotsana Sethi	Jr.Asstt.	4644430
165.	Ashwani Kumar	Jr.Asstt.	4644480
166.	Ms. Manpreet Kaur	Jr.Asstt.	4644430
167.	Sh.Devinder Pal Singh	Jr.Asstt.	4644485
168.	Sh.Sunil Singh	Jr. Asstt. (Resident Asstt.)	011-23353359
169.	Sh.Anil Kumar Goyal	Sr.Acctt.	2740978
170.	Sh.Kuljitinder Singh	Sr.Acctt.	4644474
171.	Sh.Sanjay Sharma	Sr.Acctt.	4644488
172.	Smt.Sangeeta Jindal	Sr.Acctt.	4642222
173.	Deepak Kumar	Sr.Acctt.	4644430
174.	Rachna Khanna	Sr.Acctt.	4644410
175.	Sh.Lovneet Singh	Sr.Acctt	4644410
176.	Smt.Amrit Kaur	Sr.Acctt.	4644430
177.	Sh.Vijay Choudhary	Jr.Acctt.	4642222
178.	Smt.Renu Sehgal	Jr.Acctt.	4644430
179.	H.S.Negi	Jr.Acctt.	4672222
180.	Ms. Renu Bala	Jr. Acctt.	4644410

181.	Sh. Yash Pal Chaudhry	Jr. Acctt.	4644488
182.	Ms. Meghna Abrol	Jr. Acctt.	4644430
183.	Sh.Shanti Dhiman	PA	4644430
184.	Smt.Rita Khurana	Sr.Scale Stenographer	4644430
185.	Smt.Rajinder Kaur	Jr.Scale Stenographer	4644430
186.	Sh.Deep Chand	Jr.Scale Stenographer	4644430
187.	Sh.Harminder Singh	Jr.Scale Stenographer	4644430
188.	Smt.Inderjit Kaur	Jr.Scale Stenographer	4644430
189.	Smt.Reeta Rani	Jr.Scale Stenographer	4644472
190.	Sh.Rajesh Gera	Steno Typist	2740608
191.	Smt.Manju Arora	Steno Typist	4644430
192.	Smt.Seema Syal	Steno Typist	4644430
193.	Smt. Sangeeta Sehgal	Steno-Typist	4644430
194.	Mrs.Deepika Verma	Steno Typist	4644430
195.	Sh. Pushpinder Arora	Asstt. F&B Cost Controller	4642222
196.	Sh. Som Dutt	Asstt. F&B Cost Controller	4644488
197.	Ms. Deepty Trigotra	Asstt. Manager (Event & PR)	4644430
198.	Sh. Umang Bansal	Law Officer (on contract)	4644430
199.	Sh.Shiv Ram Adhikari	Clerk	4642222
200.	Sh.Rikhi Ram	Clerk	4644430
201.	Om Parkash	Clerk	4642222
202.	Sh.Rajesh Sharma	Jr.Bill Asstt.	4644410
203.	Rakesh Puri	Jr.Bill Asstt.	4644475
204.	Sh.Yashpal Dhawan	Jr.Bill Asstt.	4644410
205.	Harish Chander	Jr.Bill Asstt.	4672222
206.	Smt.Rajinder Kaur Pelia	Jr.Bill Asstt.	4644430
207.	Sh.Shiv Kumar Sharma	Jr.Bill Asstt.	2644485
208.	Ajay Kumar	Jr. Bill Asstt.	4644488
209.	Smt.Rajwinder Kaur	Jr. Bill Asstt.	4644430
210.	Sh.Rajesh Nayyar	Jr. Bill Asstt.	4644410
211.	Ravi Shankar Mehra	Jr. Bill Asstt.	4644410
212.	Sh.Dhan Raj	Jr. Bill Asstt.	4644410
213.	Sh.Rajinder Kumar	Jr. Bill Asstt.	4644410
214.	Smt.Sunita Arora	Jr. Bill Asstt.	4672222
215.	Sh.Ram Gopal	Jr. Bill Asstt.	4644410

216.	Amarjeet Sharma	Jr. Bill Asstt.	4644475
217.	Shashi Pal	Jr. Bill Asstt.	4672222
218.	Joginder Chauhan	Bill Clerk	2741266
219.	Munshi Ram	Bill Clerk	2741266
220.	Balwinder Kaur	Bill Clerk	2741266
221.	Bharat Bhushan	Bill Clerk	2741266
222.	Rajinder Kumar	Bill Clerk	2740979
223.	Sudhir Singh Thakur	Bill Clerk	2658093
224.	Sh.Vijay Kumar	Bill Clerk (on contract)	4672222
225.	Sh. Neeraj Raheja	Programmer	4644430
226.	Sh.Ramnik Kaushal	Jr.Programmer	4672222
227.	Sh.Vishal Parmar	Jr.Programmer	4644488
228.	Ms. Monika Mehta	DEO (on contract)	4644430
229.	Sh.Sansar Chand	Jamadar	4672222
230.	Sh.Sobat Singh	Peon	4644432
231.	Sh.Shiv Chander Singh	Peon	4644928
232.	Sh.Vasu Dev	Peon	4644438
233.	Sh.Kamaljit Singh	Peon	2700050
234.	Sh.Gopal Singh	Peon	4644474
235.	Sh.Manohar Lal	Peon	2740164
236.	Smt.Jagdamba Joshi	Peon	4644435
237.	Sh.Mohinder Singh	Peon	4644436
238.	Sh.Akbal Ali	Peon	4644442
239.	Sh.Ravinder Kumar	Peon	4644430
240.	Smt.Kanta Devi	Peon	4644931
241.	Sh.Mohammed Anish	Peon	4644475
242.	Smt.Parwati Devi	Peon	4644436
243.	Sh.Rajinder Kumar	Peon	4644410
244.	Sh.Kuldip Chand	Peon	4644410
245.	Sh.Kamal Singh	Peon	4644442
246.	Sh.Romel Singh	Peon	4644445
247.	Shri Kant	Peon	4644474
248.	Jagdish Chand	Peon	4644440
249.	Sh. Sunil Kumar	Peon	4644482
250.	Sh. Vikram Singh	Peon	4644471
251.	Meen Parshad	Telephone Attendant	4644440
252.	Smt.Nisha Mani Kalia	Library Attendant	4644430
253.	Sh. Manoj Kumar	Book Binder	4672222
254.	Sh.Kuwar Singh	Jr. Salesman	4644480
255.	Sh.Rakesh Kumar	Jr.Salesman	2625568

256.	Sanjay Kumar	Jr.Salesman	4644483
257.	Ramesh Chander	Jr. Salesman	2741266
258.	Varinder Kumar Pandey	Jr. Salesman	2625568
259.	Smt.Pushap Lata	Jr. Salesman	4644447
260.	Sh. Rajeev Sharma	Jr. Salesman	4644481
261.	Sh. Bhupinder Singh	Jr. Salesman	4644474
262.	Sh. Rajesh Kumar	Jr. Salesman (on contract)	2696294
263.	Sh. Vijay Pal	Jr. Salesman (on contract)	2696294
264.	Sh. Gaurav Verma	Jr. Salesman (on contract)	4664449
265.	Sh. Rajesh	Jr. Salesman (on contract)	4642222
266.	Sh. Varinder Kumar	Jr. Salesman (on contract)	RGSB
267.	Sh. Jasveer Singh	Jr. Salesman (on contract)	2696294
268.	Sh.Ram Parshad	Head Mali	4644410
269.	Sh.Amarjeet Kumar	Head Mali	4644410
270.	Sh.Vir Bahadur	Mali	4672222
271.	Sh.Ram Asre S/o Ram Sukh	Mali	2741266
272.	Sh.Raja Ram	Mali	4672222
273.	Ramesh Kumar	Mali	2700050
274.	Arun Kumar	Mali	4644410
275.	Bajrangi	Mali	4644410
276.	Ram Avadh	Mali	4644410
277.	Sh. Ram Asre S/o Jagru	Mali	4644472
278.	Sh.Sant Ram	Mali	2700050
279.	Sh.Vijay Parsad	Mali	4644410
280.	Sh.Om Parkash	Mali	4664449
281.	Sh. Maggar Singh	Mali	4644410
282.	Sh.Bansi Lal	Mali	4644410
283.	Sh.Dev Raj	Mali	2700050
284.	Sh.Paras Nath	Mali	4644410
285.	Sh.Amarjeet Singh	Darban	4672222
286.	Sh.Ganga Singh	Darban	4672222
287.	Jeeta Singh	Darban	4644410
288.	P.Mathew	Darban	4644410
289.	Prithi Pal	Sr. Security Guard	4644474
290.	Sh.Pishori Lal	Sr. Security Guard	4644410
291.	Sh. Sanjiv Kumar (Masnoor Ali)	Sr. Security Guard	4644410
292.	Sh.Gian Bahadur	Sr. Security Guard	4644410
293.	Raj Kumar	Security Guard	2700050
294.	Sh. Surinder Singh	Security Guard	4644474

295.	Sh.Hakikat Singh	Security Guard	4642222
296.	Sh. Ram Kumar	Security Guard	2700050
297.	Sh. Om Parkash	Security Guard	1644485
298.	Sh. Harjinder Singh	Security Guard	4644430
299.	Sh. Vijay Kumar	Security Guard (on contract)	4642222
300.	Sh.Angrej Singh	Security Guard (on contract)	4642222
301.	Sh.Pritam Kumar	Security Guard (on contract)	4644410
302.	Sh.Krishan Pal	Security Guard (on contract)	2700050
303.	Sh.Rishi Pal	Security Guard (on contract)	4642222
304.	Sh.Jatinder Kumar	Security Guard (on contract)	2700050
305.	Sh.Satbir Singh	Security Guard (on contract)	4644410
306.	Sh.Madan Singh	Security Guard (on contract)	4644410
307.	Sh.Manjit Singh	Security Guard (on contract)	4644410
308.	Sh.Shoban Singh	Waiter	2700050
309.	Sh.Mahima Parshad	Waiter	4672222
310.	Sh.Mohan Lal Bhatt	Waiter	4644410
311.	Sh.Mitra Nand Paliwal	Waiter	2700050
312.	Sh.Ram Din	Waiter	4644447
313.	Sh.Daya Ram Acharya	Waiter	4642222
314.	Sh.Gyanbir Singh	Waiter	2741266
315.	Sh.Raj Kumar	Waiter	4672222
316.	Sh.Jai Parkash Kaushik	Waiter	4644410
317.	Sh.Anil Kumar	Waiter	4644410
318.	Sh.Dharam Chand	Waiter	4672222
319.	Sh.Kamal Chauhan	Waiter	4672222
320.	Sh.Khadak Bahadur Chetri	Waiter	4642222
321.	Sh.Parmvir Singh	Waiter	4672222
322.	Sh.Shyam Sunder Singh	Waiter	2741266
323.	Sh.Bahadur Singh S/o Bachi Singh	Waiter	4672222
324.	Sh.Dilbag Singh	Waiter	4672222
325.	Sh.Mahajan Singh Rana	Waiter	4672222
326.	Sh.Kamlesh Kumar	Waiter	2741266
327.	Sh.Dheeraj Singh	Waiter	4672222
328.	Sh.Devender Singh	Waiter	2741266
329.	Sh.Subhash Kumar	Waiter	4644410
330.	Sh.Om Narayan Yadav	Waiter	4644472
331.	Sh.Nagender Singh	Waiter	2700050
332.	Sh.Sanjeev Kumar	Waiter	4644410
333.	Sh.Anil Kumar S/o Sh. Ram	Waiter	4672222

	Kumar		
334.	Sh.Sanjay Kumar	Waiter	2700050
335.	Sh.Mukesh Kumar	Waiter	4644410
336.	Sh.Rajbir Singh	Waiter	4672222
337.	Sh.Krishan Kumar	Waiter	4644410
338.	Sh.Rajinder Kumar	Waiter	4644410
339.	Sh. Narinder Kumar	Waiter	4644410
340.	Raja Ram	Waiter	4644410
341.	Bahadur Singh S/o Nathu Ram	Waiter	4644410
342.	Ajay Katoch	Waiter	4644410
343.	Santosh Kumar Chandel	Waiter	4644447
344.	Parshu Ram Nautiyal	Waiter	4644410
345.	Jot Singh	Waiter	2700050
346.	Charan Singh	Waiter	4644447
347.	Satyawan	Waiter	2741266
348.	Heera Singh	Waiter	4644410
349.	Lala Ram	Waiter	4672222
350.	Netra Singh Bhandari	Waiter	4644410
351.	Samuel Masih	Waiter	4644410
352.	Sh.Vipin Kumar	Waiter	4644410
353.	Ashwani Kumar	Waiter	4644450
354.	Ramesh Kumar	Waiter	4644410
355.	Om Prakash	Waiter	4644410
356.	Puran Singh	Waiter	2700050
357.	Kushaljit Singh	Waiter	4644410
358.	Suresh Giri	Waiter	4644410
359.	Sh.Tan Singh	Waiter	2700050
360.	Sh.Saukar Singh	Waiter	4644410
361.	Sh.Ram Krishan Thakur	Waiter	2741266
362.	Sh.Jagdish Chand	Waiter	4644410
363.	Sh.Parveen Kumar Rana	Waiter	4644410
364.	Sh.Arvind Kumar	Waiter	4644410
365.	Sh. Jitender Kumar	Waiter	2700050
366.	Sh. Sunil Tomar	Waiter	2700050
367.	Sh. Vikas Chaudhary	Waiter (on contract basis)	4644410
368.	Sh. Naresh	Waiter (on contract basis)	4644410
369.	Sh. Pankaj Kumar	Waiter (on contract basis)	4644450
370.	Sh. Kashmir	Waiter (on contract basis)	4644450
371.	Sh. Ashwani Kumar	Waiter (on contract basis)	4644450
372.	Sh. Parvinder Singh	Waiter (on contract basis)	4644450



373.	Sh. Ravinder Pal	Waiter (on contract basis)	4644450
374.	Sh. Dharam Chand	Waiter (on contract basis)	4644450
375.	Sh. Ravinder Kumar	Waiter (on contract basis)	4644450
376.	Sh. Arun Lathar	Waiter (on contract basis)	4644410
377.	Sh. Parveen Kumar	Waiter (on contract basis)	4644410
378.	Sh. Ravi Kumar	Waiter (on contract basis)	4644450
379.	Sh. Udey Singh	Waiter (on contract basis)	4644450
380.	Sh. Arun Kumar	Waiter (on contract basis)	UT Sectt Canteen
381.	Sh. Sachin Machal	Waiter (on contract basis)	2741266
382.	Sh. Manoj	Waiter (on contract basis)	4644410
383.	Sh. Prince	Waiter (on contract basis)	4672222
384.	Sh. Mukesh	Waiter (on contract basis)	4644410
385.	Sh. Anil Kumar	Waiter (on contract basis)	4644410
386.	Sh. Yogesh Sharma	Trainee Waiter	RGSB
387.	Sh. Sunil Kumar	Trainee Waiter	RGSB
388.	Sh. Pardeep Kumar	Trainee Waiter	Airport
389.	Sh.Jatinder Thakur	Trainee Waiter	2700050
390.	Sh.Dharam Singh	Utility Worker	4672222
391.	Sh.Indraduman	Utility Worker	4644410
392.	Sh.Hem Singh Thakur	Utility Worker	4672222
393.	Sh.Devi Dutt	Utility Worker	4644410
394.	Sh.Ramesh Chand Joshi	Utility Worker	4644410
395.	Sh.Arjun Parshad	Utility Worker	2741266
396.	Anil Kumar	Utility Worker	4672222
397.	Jagat Singh	Utility Worker	4644447
398.	Kans Raj	Utility Worker	4644410
399.	Sant Lal	Utility Worker	4644410
400.	Dharma Raj	Utility Worker	4672222
401.	Hari Singh	Utility Worker	PS-17
402.	Gopal Thapa	Utility Worker	4644410
403.	Sh.Bali Ram	Utility Worker	4644410
404.	Sh.Bhagwat Mandal	Utility Worker	4644447
405.	Sh.Sopan Gorey	Utility Worker	2696294
406.	Sh.Vinod Kishore Bhatt	Utility Worker	4644481
407.	Sh.Jamuna Parsad	Utility Worker	4672222
408.	Sh.Ram Kumar	Utility Worker	4644430
409.	Sh.Kulbir Singh	Utility Worker	2625568
410.	Sh.Banti Singh	Utility Worker	2625568
411.	Sh.Satish Kumar	Utility Worker	4672222

412.	Sh.Rakesh Kumar	Utility Worker	4644410
413.	Sh.Raj Kumar	Utility Worker	4644481
414.	Sh.Shishu Pal	Utility Worker	2741266
415.	Sh.Paras Nath	Utility Worker	4644410
416.	Sh.Ishwar Chand	Utility Worker	4644481
417.	Sh. Milap Chand	Utility Worker	4644410
418.	Sh.Ashoken G.K.	Helper(Kitchen)	4644483
419.	Smt.Mati Devi	Helper ( Kitchen )	4644430
420.	Purshottam Sharma	Helper (Kitchen)	4644447
421.	Sher Singh	Helper (Kitchen)	2741266
422.	Dhan Bahadur	Helper (Kitchen)	2741266
423.	Vijay Kumar	Helper (Kitchen)	2647905
424.	Rameshwar	Helper (Kitchen)	2412666
425.	Pardeep Kumar	Helper (Kitchen)	4672222
426.	Uttam Singh	Helper (Kitchen)	4644448
427.	Smt.Bhavna	Helper (Kitchen)	4644430
428.	Sh.Pritam Khadka	Commis-I	4644410
429.	Sh. Suresh Aggarwal	Commis-I	2700001
430.	Sh.Baldev Raj	Commis-I	4644410
431.	Bhupinder Singh Jus	Commis-I	2644410
432.	Ram Babu	Commis-I	2700001
433.	Sh. Charanjit	Commis-I (Contract)	4672222
434.	Sh. Neeraj Singh Mehra	Commis-I (Contract)	4672222
435.	Sh. Sandeep	Commis-I (Contract)	4672222
436.	Sh.Rakesh Mehta	Commis-I (Contract)	4672222
437.	Rakesh Singh Rana	Commis-I (Contract)	4644410
438.	Ravinder Kumar Yadav	Commis-I( Contract)	4644410
439.	Hargobind Ballabh	Commis-II	2700001
440.	Santanu K.Das	Commis-II	2700001
441.	Laxmi Kant Sahoo	Commis-II	4644410
442.	Sh. Sandeep Bansal	Commis-II	4644410
443.	Sh.Nar Singh Rawat	Commis-II	4644410
444.	Sh.Suresh Kumar	Commis-II	2700050
445.	Sh.Parmod Bahal	Commis-II	4672222
446.	Sh.Sarabjit Singh	Commis-II	4644410
447.	Sh.Balam Singh	Commis-II	2700050
448.	Sh.Yadvinder Singh	Commis-II	4644410
449.	Sher Singh	Commis-II	4644488
450.	Devi Prashad	Commis-II	2741266

451.	Sh.Arjun Singh	Commis-II	2741266
452.	Sh.Chander Mohan	Commis-II	4644410
453.	Sh.Sham kumar	Commis-II	4644410
454.	Sh.Naginder Dutt	Commis-II	2700050
455.	Nagender Parshad	Commis-II	2700001
456.	Kehar Singh	Commis-II	2700001
457.	Sh.Shurbir singh	Commis-II	2700050
458.	Sh.Krishan Pal	Commis-II	4644410
459.	Sh.Rohit Bhardwaj	Commis-II	4672222
460.	Manikam	Commis-II (Contract)	4644410
461.	Sh. Parveen Kumar	Commis-II (Contract)	4644410
462.	Bhim Singh	Commis-II (Contract)	4644410
463.	Bijender Raturi	Commis-II (Contract)	4672222
464.	Roop Singh	Commis-II (Contract)	4672222
465.	Sh. Deepak Singh	Commis-II (Contract)	4644410
466.	Sh. Anil Singh Panwar	Commis-II (Contract)	4644410
467.	Sh. Amrit Singh	Commis-II (Contract)	4644451
468.	Sh. Vijay Kumar	Commis-II (Contract)	4672222
469.	Sh. Parveen	Commis-II (Contract)	2700050
470.	Sh.Moti lal	Commis-III	4644410
471.	Sh.Hanuman Singh	Commis-III	2741266
472.	Sh.Jullius James	Commis-III	4644410
473.	Sh.Des Raj	Commis-III	4644410
474.	Sh.Dile Burathoki	Commis-III	4644410
475.	Sh.Joginder Kumar	Commis-III	4644410
476.	Sh.Kesar Singh	Commis-III	4644410
477.	Sh.Khop Bahadur	Commis- III	2741266
478.	Jagat Singh Bisht	Commis-III	2700001
479.	Diwan Singh	Commis-III	2741266
480.	Kumer Chand	Commis-III	2700001
481.	Moti Singh	Commis-III	2700001
482.	Mahesh Chander	Commis-III	2741266
483.	Manoj Singh Rawat	Commis-III	2700001
484.	Saha Nand	Commis-III	4644410
485.	Parampreet Singh	Commis-III	4672222
486.	Sh.Shiv Dayal	Commis-III	4644447
487.	Sh.Krishan Kr. Bahadur	Commis-III	4644447
488.	Sh.Angad Kumar	Commis-III	4644447
489.	Sh.Vijay Kumar Singh	Commis-III	4644447
490.	Sh.Tirlok Singh	Commis-III	2741266

491.	Sh.Inder Pal Singh Thakur	Commis-III	2741266
492.	Sh.Dina Nath	Commis-III	4644410
493.	Sh.Prem Lal	Commis-III	2700050
494.	Sh.Jot Singh	Commis-III	2700001
495.	Sh.Surinder Rana	Commis-III	2741266
496.	Sh.Shambhoo Parshad	Commis-III	2740978
497.	Sh. Parkash Singh	Commis-III	2740963
498.	Sh. Jorawar Singh	Commis-III	4644447
499.	Sh. Megh Singh	Commis-III	4644410
500.	Sh. Khem Singh Rawat	Commis-III	2700050
501.	Sh. Rajinder Parshad	Commis-III	4644410
502.	Sh. Mangal Singh	Commis-III	4644410
503.	Sh. Gobind Parshad	Commis-III	2700001
504.	Sh. Fateh Singh	Commis-III	2741266
505.	Sh. Uday Singh	Commis-III	4644447
506.	Sh. Guddu Ram	Commis-III	4672222
507.	Sh. Naresh Kumar	Commis-III	2700001
508.	Sh. Chander Mani	Commis-III	2700001
509.	Sh. Roshan Lal	Commis-III	4644488
510.	Sh. Banwari Lal	Commis-III	2700001
511.	Sh.Ram Kumar	Commis-III	2700001
512.	Sh.Suresh Chand	Commis-III	2700001
513.	Sh.Dayal Krishan	Commis-III	4644410
514.	Sh.Tajwar Singh	Commis-III	4644410
515.	Sh.Rakesh Kumar S/o Sh. Gian Chand	Commis-III	2741266
516.	Sh. Ravinder Kumar	Commis-III	4672222
517.	Sh. Mohan Lal	Commis-III	2741266
518.	Sh. Satay Singh	Commis-III	4644410
519.	Ravinderjeet	Commis-III (Contract)	2700001
520.	Vishal Thakur	Commis-III (Contract)	2700001
521.	Parminder	Commis-III (Contract)	2700001
522.	Sh. Rakesh Kumar	Commis-III (Contract)	2700001
523.	Sh. Ramesh Chand	Commis-III (Contract)	4644410
524.	Sh. Soban Singh	Commis-III (Contract)	4644410
525.	Sh. Arun Singh	Commis-III (Contract)	4644410
526.	Sh. Sikandar	Commis-III (Contract)	4644451
527.	Sh. Anik Kalia	Commis-III (Contract)	4644451
528.	Sh. Sarvesh	Commis-III (Contract)	2700050

529.	Sh. Sanjay Kumar	Commis-III (Contract)	4644410
530.	Sh. Lalit Singh	Commis-III (Contract)	4672222
531.	Sh. Gourav Dogra	Commis-III (Contract)	2700050
532.	Keshav	Commis-III (Contract)	4644410
533.	Sh. Vikas Aggarwal	Barman	4644410
534.	Sh. Varinder Pal	Barman	4644451
535.	Sh. Balbir Singh	Asstt. Barman	2700001
536.	Sh. Harnam Singh	Asstt. Barman	2741266
537.	Sh.Mohit Gopal	Captain	2740978
538.	Sh.Ajay Tandon	Captain	2740978
539.	Subhash Sharma	Captain	4672222
540.	Sh. Amar Singh	Captain	4672222
541.	RajinderKr.Bhardwaj	Captain	4672222
542.	Bali Ram	Captain	4644410
543.	Sh.Dinesh Kumar Tiwari	Captain	4672222
544.	Sh.Shankar Dass	Captain	4644410
545.	Sh.Kuldip Singh	Captain	4644410
546.	Lal Singh Negi	Steward	4644410
547.	Mohinder Singh	Steward	4644451
548.	Ram Rattan	Steward	4644410
549.	Sh. Harsh Singh Rana	Steward	4644410
550.	Sh.Shankar Singh Rana	Steward	4644410
551.	Sh.Mohan Lal Sharma	Steward	4644410
552.	Sh.Devi Ram	Steward	4644410
553.	Sh.Piyare Lal	Steward	4644410
554.	Sh.Prabhu Dutt	Steward	2741266
555.	Sh.Roshan Lal Chandel	Steward	2700001
556.	Sh.Vidya Sagar Bhatt	Steward	4644410
557.	Sh.Chain Singh	Steward	2700001
558.	Mohinder Singh Mehra	Steward	2700001
559.	Ashok Raj Sharma	Steward	2741266
560.	Sh.Deepak Kumar Sharma	Kitchen Supervisor	2700001
561.	Smt.Mukta Sharma	Restaurant Hostess	4672222
562.	Mrs. Neetu	Restaurant cum Lobby Hostess (on contract)	4672222
563.	Ms. Meenakshi	Restaurant cum Lobby Hostess (on contract)	4644410
564.	Mrs. Isha	Restaurant cum Lobby Hostess (on contract)	4644410

565.	Ms. Charu	Restaurant cum Lobby Hostess (on contract)	4672222
566.	Sh. Subhash	Life Guard	2741266
567.	Sh. Parmod Kumar	Boatman	2741266
568.	Sh. Ashok Kumar	Boatman	2741266
569.	Sh. Avtar Singh	Boatman	2741266
570.	Sh. Upendra Kumar	Boatman	2741266
571.	Sh. Krishan Kumar	Boatman	2741266
572.	Sh. Ajay Kumar	Boatman	2741266
573.	Sh. Suraj Parkash Bhardwaj	Security Officer	4644410
574.	Sh. Jaswinder Singh	Security Supervisor	2700050
575.	Sh.Dev Gir	Mortar Mate	4644472
576.	Sh.Rajesh Kumar	Mortar Mate	4644410
577.	Sh.Ajay Kohli	Mortar Mate	4644472
578.	Sh.Rakesh Kumar Puri	Mortar Mate	4644472
579.	Sh.Kul Parshad	Mortar Mate	4644472
580.	Sh.Moti Lal	Mortar Mate	4644472
581.	Ram Deo Singh	Mortar Mate	4644472
582.	Bhuvneshwar Sharma	Reservation Executive	4672222
583.	Sanjay Kumar	Reservation Executive	2700050
584.	Meenu Kaul	Receptionist	4644410
585.	Ruby Menzes	Receptionist	4672222
586.	Avnish Vij	Receptionist	4644430
587.	Manmohan Singh	Receptionist	4644485
588.	Meenakshi	Receptionist	4644410
589.	Smt.Urvashi	Receptionist	2700050
590.	Sh.Pardeep Narang	RE	4644410
591.	Sh.Kulwinder Singh	Receptionist	2700050
592.	Sh.Ishwar Singh	Receptionist	4644410
593.	Sh.Sawan Kumar	Receptionist	4672222
594.	Sh.Rajesh Kumar	Receptionist	2700050
595.	Satish Kumar	Receptionist	4644485
596.	Sh. Uday Singh	Receptionist (on contract)	4644410
597.	Sh. Ravinder Kumar	Receptionist (on contract)	4644410
598.	Sh. Karandeep	Receptionist (on contract)	4672222
599.	Sh. Lakhvinder Singh	Receptionist (on contract)	4672222
600.	Ms. Parul Gupta	Sales Executive (on contract)	4644430
601.	Smt.Veena	Telephone Operator	4644430
602.	Anil Kumar Grover	Telephone Operator	4644485

603.	Bhupinder Singh	Telephone Operator	2700050
604.	Sh.Virender Kumar	Telephone Operator	4644410
605.	Sh.Kulbhushan Chaudhary	Telephone Operator	4672222
606.	Sh.Simerjit Singh Mann	Asstt. House Keeper	4644410
607.	Sh.Nek Ram	Asstt. Housekeeper	2700050
608.	Sh.Sikander Singh	Desk Controller	4672222
609.	Sh.Rupesh Dutt Mehta	Desk Controller	2748202
610.	Sh.Bhim Sain	Linen Keeper	4644410
611.	Surinder Singh	Linen Keeper	2700050
612.	Sh.Kamal Singh	Floor Supervisor	4644410
613.	Sh.Partap Singh Thakur	Floor Supervisor	4644410
614.	Smt.Suman Ahuja	Floor Supervisor	2700050
615.	Tejinder Kaur	Floor Supervisor	4672222
616.	Rakesh Kumar	Floor Supervisor	4644410
617.	Harmesh Chander Kaushik	Floor Supervisor	2740978
618.	Umesh Kumar Singh	Floor Supervisor	4644410
619.	Sh. Shiv Kumar	Floor Supervisor (on contract	2700050
620.	Shri Yashpal	Bell Captain	4672222
621.	Sh.Satwinder Singh	Driver	4672222
622.	Sh.Ravinder Kumar	Driver	4644430
623.	Sh.Rajesh Syal	Driver	011-23353359
624.	Sh.Anil Kumar	Driver	4672222
625.	Jagjivan Singh	Driver	2700050
626.	Ramesh Chandra	Driver (on contract)	4644410
627.	Satwinder Singh	Driver (on contract)	4644410
628.	Ramesh Kumar	Driver (on contract)	4644471
629.	Amandeep Singh	Driver (on contract)	4644442
630.	Amarjeet Gir	Driver (on contract)	4644430
631.	Manpreet Singh	Driver (on contract)	4672222
632.	Sushil Nasier	Driver (on contract)	4644430
633.	Sh.Sunil Kumar Sareen	Skilled Operator	4644482
634.	Sh.Mohinder Singh	Skilled Operator	4644482
635.	Sh. Arun Kumar	Jr. Tech. Asstt. (on contract)	4644482
636.	Sh. Rajiv Sharma	Jr. Tech. Asstt. (on contract)	4644482
637.	Sh. Arvind Kumar	Jr. Tech. Asstt. (on contract)	4644482
638.	Sh.Ram Murti	Music T.V.Operator	4672222
639.	Sh.Harjinder Singh	Music T.V.Operator	2700050
640.	Gurinder Singh	Music T.V. Operator	4644410
641.	Sh.Pritam Singh	Boiler Attendant	4672222
642.	Sh.Lakhmir Singh	Boiler Attendant	4672222
643.	Ram Niwas	Boiler Attendant	4644410

644.	Balwant Singh	Boiler Attendant	4644410
645.	Gurcharan Dass	Boiler Attendant	4672222
646.	Sh.Yogesh Kumar	Painter (contract)	4644410
647.	Sh. Ravinder Singh	Carpenter (on contract)	4644472
648.	Sh.Rakesh Mohan	Electrician cum Gen Opt	2700001
649.	Sh.Vipin Kumar	Electrician cum Gen Opt	4672222
650.	Sh.Satish Kumar	Electrician cum Gen Opt	4672222
651.	Uggar Singh	Electrician cum Gen Opt	4644472
652.	Harish Kumar	Electrician cum Gen Opt	4644410
653.	Sant Lal	Electrician cum Gen Opt	4644410
654.	Roshan Lal	Electrician cum Gen Opt	4644410
655.	Sh.Kulwinder Singh	Electrician cum Gen Opt	4644430
656.	Sh. Anand Singh	Electrician cum Gen Opt	4644410
657.	Manish	Electrician cum Gen Opt (on contract)	4672222
658.	Sh.Vijay Singh	Plumber	4644472
659.	Mehar Singh	Mtc. Supervisor (Civil/PH)	4672222
660.	Sh.Tilak Raj	Mtc. Supervisor (Civil/PH)	2700050
661.	Sh.Parkash Chand	A.C. Mechanic-cum-Electrician	2700050
662.	Sh.Prem Chand	A.C. Mechanic-cum-Electrician	4672222
663.	Surinder Kumar	A.C.Mechanic-cum-Electrician.	4672222
664.	Ravi Kaul	A.C. Mechanic-cum-Electrician	4644410
665.	Sh.Satish Kumar Batra	A.C.Mechanic cum Electrician	2740978
666.	Sh. Davinder Singh	A.C.Mechanic cum Electrician (on contract)	2700050
667.	Sh.Arvind Choudhary	Sub Station Attendant (on contract)	4644410
668.	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

<b>Sr No.</b>	<b>Emp. No</b>	<b>Emp. Name</b>	<b>Designation Name</b>	<b>Gross Pay</b>
1	2134	JASVINDER KAUR SIDHU	MANAGING DIRECTOR	2,52,603
2	2136	RAKESH KUMAR POPLI	CHIEF GENERAL MANAGER	88,800
3	2055	MANINDER KANWAR	COMPANY SECRETARY	99,384
4	2131	BIKRAM SINGH VIRK	DY.GENERAL MANAGER	1,00,000
5	1916	VINEET CHOPRA	EXECUTIVE CHEF	85,055
6	1433	SANJAY DANIEL BANERJEE	SENIOR MANAGER	1,27,804
7	157	RAJPAL PANWAR	SENIOR MANAGER	1,14,157
8	513	GANESH DATT SHARMA	P.S.TO M.D.	1,03,384
9	1734	SANDEEP KAPOOR	SR. MANAGER(F&B)	97,833
10	2095	GURPREET SINGH	MANAGER(HRD)	45,675
11	153	AJAY PAUL SHARMA	SUB.DIVISION ENGINEER	1,44,183
12	1356	JATINDER SINGH	SUB.DIVISION ENGINEER	1,44,183
13	152	BHUSHAN KUMAR	SUB.DIVISION ENGINEER	1,19,661
14	1963	VISHAL JINDAL	SUB.DIVISION ENGINEER	56,999
15	1358	PARMODH KUMAR	ASSTT. ENGINEER	99,265
16	678	AJAY KUMAR	ASSTT. ENGINEER	78,124
17	954	AMARJIT SINGH	ASSTT. ENGINEER	78,124
18	1881	VISHAL SHARMA	ASSTT. ENGINEER	73,679
19	2067	NITIN KUMAR	CHEF	61,051
20	741	ADARSH GULATI	MANAGER ACCOUNTS	1,01,378
21	2125	SARWAN KUMAR GOYAL	MANAGER ACCOUNTS	1,00,363
22	29	PRAVEEN NANDA	MANAGER ACCOUNTS	88,714
23	544	VINOD KASHYAP	MANAGER ACCOUNTS	88,294
24	2074	UMANG BANSAL	LAW OFFICER	34,332
25	1465	P.S.SANDHU	MANAGER F & B	1,08,898
26	798	SURINDER MISHRA	MANAGER F & B	1,05,646
27	1962	SUDHIR GUPTA	TECHNICAL OFFICER	76,216
28	2113	AARTI CHATTA	SR.HOUSE-KEEPER	47,000
29	1183	JATINDER MALIK	G.R.E	86,056
30	919	BALBIR KUMAR BANGA	G.R.E	79,733
31	1821	HARMILAN SINGH	G.R.E	70,060

32	2019	DEEPTI TRIGOTRA	ASSISTANT MANAGER	68,550
33	1075	ANIL KUMAR GOYAL	SENIOR ACCOUNTANT	83,315
34	1148	KULJITINDER SINGH	SENIOR ACCOUNTANT	83,315
35	520	SANGEETA JINDAL	SENIOR ACCOUNTANT	80,899
36	31	SANJAY SHARMA	SENIOR ACCOUNTANT	80,899
37	32	AMRIT KAUR GILL	SENIOR ACCOUNTANT	78,187
38	743	LOVENEET SINGH	SENIOR ACCOUNTANT	73,801
39	521	RACHNA KHANNA	SENIOR ACCOUNTANT	72,848
40	1763	DEEPAK KUMAR	SENIOR ACCOUNTANT	46,842
41	730	SHANTI DHIMAN	PERSONAL ASSTT.	92,904
42	1594	RITA KHURANA	SR.SCALE STENOGRAPHER	69,508
43	1276	PUSHPINDER KUMAR	ASSTT.F&BCC	80,836
44	541	SOM DUTT	ASSTT.F&BCC	72,248
45	87	NEERAJ RAHEJA	PROGRAMMER	80,362
46	611	PIAR SINGH	SENIOR ASSISTANT	81,646
47	608	ANIL KUMAR	SENIOR ASSISTANT	80,899
48	46	BHAVANA PURI CHOPRA	SENIOR ASSISTANT	80,660
49	515	ANJU ANAND	SENIOR ASSISTANT	79,945
50	1242	PARVEEN PURI	SENIOR ASSISTANT	78,037
51	713	AMARDEEP	SENIOR ASSISTANT	78,037
52	40	MADHU SHAHI	SENIOR ASSISTANT	75,066
53	762	AJAY KUMAR	SENIOR ASSISTANT	70,104
54	760	ARUN SHARMA	SENIOR ASSISTANT	70,104
55	1158	S.C. BHARDWAJ	SENIOR ASSISTANT	69,985
56	758	TRIPTA SHARMA	SENIOR ASSISTANT	69,598
57	529	BHUPINDER KAUR	SENIOR ASSISTANT	69,328
58	589	DHARAM PAL	SENIOR ASSISTANT	67,631
59	524	RAJINDER KAUR	JR.SCALE STENOGRAPHERII	72,302
60	202	DEEP CHAND	JR.SCALE STENOGRAPHERII	69,348
61	1690	HARMINDER SINGH	JR.SCALE STENOGRAPHERII	60,045
62	1698	INDERJIT KAUR	JR.SCALE STENOGRAPHERII	60,016
63	1882	AMIT MADAN	JUNIOR ENGINEER	73,679
64	2133	RAJESH KUMAR	JUNIOR ENGINEER	42,000
65	947	MEHAR SINGH	MAINTENANCE SUPERVISOR(CIVIL/PH)	64,645
66	54	TILAK RAJ	MAINTENANCE SUPERVISOR(CIVIL/PH)	60,136
67	156	BALDEV RAJ	HEAD DRAFTMAN	97,594
68	1294	SUBHASH SHARMA	SR. CAPTAIN	80,776
69	803	AJAY TANDON	SR. CAPTAIN	79,913

70	968	GOPAL KHADKA	CHEF DE PARTI	94,675
71	975	MANOJ KUMAR	CHEF DE PARTI	85,443
72	1837	ANOOP KUMAR	CHEF DE PARTI	68,550
73	1023	SEEMA BHASIN	HOUSEKEEPER	72,219
74	1386	DEVENDER SINGH	HOUSEKEEPER	70,684
75	1291	DEEPAK KUMAR SHARMA	SUPERVISOR GR-I	93,420
76	1021	SIMERJIT SINGH MANN	ASSISTANT HOUSEKEEPER	66,820
77	1388	NEK RAM	ASSISTANT HOUSEKEEPER	37,239
78	1704	RAMNIK KAUSHAL	JR. PROGRAMMER	77,468
79	1894	VISHAL PARMAR	JR. PROGRAMMER	55,370
80	1146	VIJAY CHAUDHARY	JR.ACCOUNTANT	65,145
81	34	H S NEGI	JR.ACCOUNTANT	62,044
82	747	RENU SEHGAL	JR.ACCOUNTANT	57,613
83	2022	MEGHNA ABROL	JR.ACCOUNTANT	56,094
84	1866	RENU BALA	JR.ACCOUNTANT	55,094
85	1858	YASHPAL CHOUDHARY	JR.ACCOUNTANT	55,094
86	753	BRIJENDER MOHAN VASHISHT	JUNIOR ASSISTANT	92,453
87	64	VEENA PANPHER	JUNIOR ASSISTANT	68,068
88	47	JYOTSANA SETHI	JUNIOR ASSISTANT	66,605
89	50	SEEMA KUMARI	JUNIOR ASSISTANT	65,296
90	522	NARINDER KUMAR KWATRA	JUNIOR ASSISTANT	65,145
91	113	BALBIR SINGH	JUNIOR ASSISTANT	65,145
92	612	SARITA BHARDWAJ	JUNIOR ASSISTANT	65,086
93	745	SEEMA GUPTA	JUNIOR ASSISTANT	64,586
94	960	DHIRAJ KUMAR	JUNIOR ASSISTANT	64,518
95	203	KULDEEP SINGH	JUNIOR ASSISTANT	63,205
96	527	RAJEEV KOHLI	JUNIOR ASSISTANT	62,282
97	1161	ANIL KUMAR PANDEY	JUNIOR ASSISTANT	61,387
98	185	HAWA SINGH	JUNIOR ASSISTANT	60,850
99	1481	HARINDERJIT KAUR	JUNIOR ASSISTANT	60,732
100	1105	NEERU KAKKAR	JUNIOR ASSISTANT	60,732
101	1112	ALKA SACHDEVA	JUNIOR ASSISTANT	59,300
102	1530	KRISHAN KANTA	JUNIOR ASSISTANT	59,241
103	1685	SNEH LATA	JUNIOR ASSISTANT	55,245
104	1692	RAVI KUMAR	JUNIOR ASSISTANT	55,245
105	1699	ANOOP BHATT	JUNIOR ASSISTANT	55,185
106	519	DEVINDER PAL SINGH	JUNIOR ASSISTANT	55,125
107	1939	MANPREET KAUR	JUNIOR ASSISTANT	53,846
108	1766	SUNIL SINGH	JUNIOR ASSISTANT	53,111

109	772	ASHWANI KUMAR	JUNIOR ASSISTANT	52,386
110	545	SHIV KUMAR SHARMA	JUNIOR BILL ASSISTANT	73,375
111	821	RAJINDER KAUR PELIA	JUNIOR BILL ASSISTANT	73,375
112	1281	HARISH CHANDRA SINGH	JUNIOR BILL ASSISTANT	73,375
113	826	AJAY KUMAR SACHDEVA	JUNIOR BILL ASSISTANT	73,375
114	824	YASH PAL DHAWAN	JUNIOR BILL ASSISTANT	73,375
115	825	RAJESH SHARMA	JUNIOR BILL ASSISTANT	68,287
116	761	RAKESH PURI	JUNIOR BILL ASSISTANT	68,156
117	1278	SUNITA	JUNIOR BILL ASSISTANT	65,415
118	55	RAVI MEHRA	JUNIOR BILL ASSISTANT	65,205
119	49	RAJWINDER KAUR SACHDEVA	JUNIOR BILL ASSISTANT	64,906
120	757	RAJESH NAYYAR	JUNIOR BILL ASSISTANT	64,906
121	1283	SHASHI PAL	JUNIOR BILL ASSISTANT	62,163
122	1101	DHAN RAJ	JUNIOR BILL ASSISTANT	61,686
123	657	RAM GOPAL	JUNIOR BILL ASSISTANT	61,001
124	105	RAJINDER KUMAR MANDIWAL	JUNIOR BILL ASSISTANT	60,823
125	1282	AMARJEET SHARMA	JUNIOR BILL ASSISTANT	47,463
126	782	JASWINDER SINGH	SECURITY OFFICER	56,116
127	1884	SURAJ PARKASH	SECURITY OFFICER	56,115
128	921	PRADEEP NARANG	RESERVATION EXECUTIVE	68,848
129	1606	MOHIT GOPAL	CAPTAIN	75,142
130	814	AMAR SINGH	CAPTAIN	70,609
131	820	DINESH KUMAR TIWARI	CAPTAIN	65,809
132	1732	RAJENDER KUMAR BHARDWAJ	CAPTAIN	64,406
133	817	BALI RAM	CAPTAIN	62,786
134	1440	SHANKER DASS	CAPTAIN	60,738
135	1313	KULDIP SINGH	CAPTAIN	54,342
136	1288	VIKAS AGGARWAL	BARMEN	80,986
137	831	VARINDER PAL	BARMEN	70,072
138	857	HARNAM SINGH	ASST. BARMAN	50,181
139	1305	MUKTA SHARMA	SR.REST.HOSTESS	59,396
140	2123	PARUL GUPTA	Sales Executive	21,315
141	990	RAM BABU	COMMISS-I	87,786
142	979	BHUPINDER JUS	COMMISS-I	84,014
143	1485	PRITAM KHADKA	COMMISS-I	81,910
144	1263	BALDEV RAJ	COMMISS-I	66,076
145	1729	SURESH AGGARWAL	COMMISS-I	62,214
146	1925	CHARANJIT SINGH SAINI	COMMISS-I	27,797
147	2103	RAKESH MEHTA	COMMISS-I	25,815

148	2104	SANDEEP	COMMISS-I	25,815
149	2042	NEERAJ SINGH MEHRA	COMMISS-I	25,815
150	1885	RAKESH SINGH RANA	COMMISS-I	22,300
151	2149	Ravinder Kumar Yadav	COMMISS-I	22,300
152	920	BHUVNESHWAR SHARMA	RESERVATION ASSISTANT	70,907
153	1363	SURINDER KUMAR SHARMA	ELECTRICAL SUPERVISOR	64,645
154	981	HARGOBIND BALLABH	SR. COMMIS-II	80,776
155	991	NAR SINGH RAWAT	COMMISS-II	73,201
156	1545	SARAVJIT SINGH	COMMISS-II	72,995
157	1220	SURESH KUMAR	COMMISS-II	72,964
158	1529	SANTANU K. DAS	COMMISS-II	72,964
159	1222	PARMOD BAHL	COMMISS-II	72,964
160	1004	CHANDER MOHAN	COMMISS-II	68,342
161	1009	DEVI PRASHAD	COMMISS-II	68,164
162	998	ARJUN SINGH	COMMISS-II	67,866
163	1233	SHYAM KUMAR	COMMISS-II	66,434
164	1264	YADVINDER SINGH	COMMISS-II	65,389
165	1240	SHER SINGH	COMMISS-II	65,360
166	1013	KEHAR SINGH	COMMISS-II	63,957
167	1215	NAGENDER DUTT	COMMISS-II	63,869
168	1764	LAXMI KANT SAHOO	COMMISS-II	62,975
169	1212	NAGENDER PARSHAD	COMMISS-II	62,527
170	1208	BALAM SINGH	COMMISS-II	62,158
171	1825	SANDEEP BANSAL	COMMISS-II	54,327
172	1504	KRISHAN PAL	COMMISS-II	53,283
173	1538	ROHIT BHARDWAJ	COMMISS-II	50,538
174	1986	BIJENDER RATURI	COMMISS-II	18,617
175	1978	PARVEEN KUMAR	COMMISS-II	18,617
176	1988	ROOP SINGH	COMMISS-II	18,617
177	1996	BHIM SINGH	COMMISS-II	18,617
178	2130	MANIKAM	COMMISS-II	17,730
179	2013	Deepak Singh	COMMISS-II	17,730
180	2014	Anil Singh Panwar	COMMISS-II	17,730
181	2147	PARVEEN	COMMISS-II	16,886
182	2040	AMRIT SINGH	COMMISS-II	16,886
183	2144	VIJAY KUMAR	COMMISS-II	16,886
184	1099	INDER PAL SINGH THAKUR	SR.COMMIS-III	55,878
185	136	SUNIL KUMAR SAREEN	SR. SKILLED OPERATOR	70,339
186	2039	ARUN KUMAR	JR. TECHNICAL ASSISTANT	23,787

187	2089	RAJEEV SHARMA	JR. TECHNICAL ASSISTANT	22,486
188	2110	ARVIND KUMAR	JR. TECHNICAL ASSISTANT	21,417
189	145	MAHANDER SINGH	JR. SKILLED OPERATOR	68,342
190	2079	NEETU	RESTAURANT HOSTESS	19,814
191	2092	ISHA	RESTAURANT HOSTESS	19,814
192	2078	MEENAKSHI	RESTAURANT HOSTESS	19,814
193	2135	CHARU SHARMA	RESTAURANT HOSTESS	17,115
194	766	SANGEETA SEHGAL	STENO-TYPIST	64,091
195	1593	MANJU ARORA	STENO-TYPIST	60,123
196	1770	REETA RANI	STENO-TYPIST	58,315
197	1730	SEEMA SYAL	STENO-TYPIST	56,902
198	1595	RAJESH GERA	STENO-TYPIST	55,961
199	1824	DEEPIKA VERMA	STENO-TYPIST	55,264
200	1470	ANIL KUMAR GROVER	TELEPHONE OPERATOR	46,821
201	1663	VEENA	TELEPHONE OPERATOR	40,371
202	1813	BHUPINDER SINGH	TELEPHONE OPERATOR	40,371
203	1802	KULBHUSHAN CHAUDHARY	TELEPHONE OPERATOR	39,207
204	1887	VIRENDER KUMAR	TELEPHONE OPERATOR	25,794
205	594	JAGJIWAN SINGH	DRIVER	66,820
206	1103	ANIL KUMAR	DRIVER	64,583
207	60	RAVINDER KUMAR	DRIVER	64,582
208	1522	RAJESH SYAL	DRIVER	60,145
209	1891	SATWINDER SINGH	DRIVER	44,305
210	2086	SUSHIL NASIER	DRIVER	16,386
211	2085	AMANDEEP SINGH	DRIVER	15,826
212	2010	Ramesh Kumar	DRIVER	15,075
213	2011	RAMESH CHANDRA	DRIVER	14,773
214	2012	Satwinder Singh	DRIVER	14,773
215	2084	MANPREET SINGH	DRIVER	14,586
216	2082	AMARJEET GIR	DRIVER	14,447
217	570	SHIV RAM ADHIKARI	CLERK	55,801
218	725	RIKHI RAM	CLERK	50,762
219	1603	OM PARKASH THAKUR	CLERK	48,374
220	2094	PRAMOD SINGH	CLERK	21,863
221	2050	MONIKA MEHTA	DATA ENTRY OPERATOR	15,900
222	658	MUNSHI RAM	BILL CLERK	57,919
223	1083	JOGINDER CHAUHAN	BILL CLERK	53,683
224	1120	BHARAT BHUSHAN	BILL CLERK	53,594
225	1447	RAJINDER KUMAR	BILL CLERK	53,594

226	670	BALVINDER KAUR	BILL CLERK	53,594
227	822	SUDHIR SINGH THAKUR	BILL CLERK	47,850
228	1937	VIJAY KUMAR	BILL CLERK	10,671
229	941	UGGAR SINGH	ELECTRICIAN	59,365
230	1111	SANT LAL	ELECTRICIAN	58,085
231	962	ROSHAN LAL	ELECTRICIAN	50,542
232	1985	MANISH KUMAR	JR. TECHNICIAN	13,962
233	1844	ARVIND CHAUDHRY	Jr TECHNICIAN ( S S A)	13,519
234	1797	VIJAY SINGH	PLUMBER	40,371
235	162	DEV GIR	MORTOR-MATE	61,334
236	1381	MOTI LAL	MORTOR-MATE	61,334
237	164	RAJESH KUMAR	MORTOR-MATE	61,334
238	213	AJAY KOHLI	MORTOR-MATE	59,815
239	735	RAKESH KUMAR PURI	MORTOR-MATE	59,545
240	1135	RAM DEO SINGH	MORTOR-MATE	58,383
241	1443	KUL PRASAD	MORTOR-MATE	58,352
242	1365	RAM MURTI SHARMA	T.V.OPERATOR	61,305
243	959	GURINDER SINGH	T.V.OPERATOR	58,113
244	1378	HARJINDER SINGH	T.V.OPERATOR	51,689
245	2100	YOGESH KUMAR	PAINTER	17,365
246	1372	PRITAM SINGH	BOILER ATTENDANT	58,411
247	1373	LAKHMIR SINGH	BOILER ATTENDANT	57,249
248	951	RAM NIWAS	BOILER ATTENDANT	56,772
249	952	BALWANT SINGH	BOILER ATTENDANT	56,772
250	1497	GURCHARAN DASS	BOILER ATTENDANT	55,668
251	2024	RAVINDER SINGH	CARPENTER	16,695
252	956	CHAND SINGH	LIFT OPERATOR	55,818
253	942	HARISH KUMAR	MACHINE-CUM-GEN.OPTR.	53,841
254	1369	VIPAN KUMAR	ELECT.-CUM-GEN.OPERATOR	58,621
255	1368	RAKESH MOHAN	ELECT.-CUM-GEN.OPERATOR	58,593
256	1370	SATISH KUMAR	ELECT.-CUM-GEN.OPERATOR	58,411
257	90	KULWINDER SINGH	ELECT.-CUM-GEN.OPERATOR	50,689
258	1889	ANAND SINGH	ELECT.-CUM-GEN.OPERATOR	40,371
259	628	RAVI KAUL	A.C.MECHANIC	59,843
260	945	SATISH KUMAR BATRA	A.C.MECHANIC	59,843
261	944	PARKASH CHAND	A.C.MECHANIC	59,843
262	1478	PREM CHAND	A.C.MECHANIC	48,363
263	2112	DAVINDER KUMAR	A.C.MECHANIC	17,365
264	2097	AJAY KUMAR	A C MECHANIC(HELPER)	11,576

265	1379	MAHI PAL	SEWERMAN	46,097
266	1768	SUBHASH	LIFE GUARD	43,024
267	1714	AVTAR SINGH	BOATMAN	44,578
268	1715	UPENDRA KUMAR	BOATMAN	44,578
269	1716	KRISHAN KUMAR	BOATMAN	44,368
270	1717	AJAY KUMAR	BOATMAN	44,368
271	1712	PARMOD KUMAR	BOATMAN	44,368
272	1713	ASHOK KUMAR	BOATMAN	44,368
273	836	H. S. RANA	STEWARD	53,938
274	1131	RAM RATTAN	STEWARD	51,792
275	1317	MAHENDER SINGH BIST	STEWARD	51,345
276	1475	LAL SINGH NEGI	STEWARD	50,560
277	847	SHANKAR SINGH	STEWARD	50,391
278	724	ASHOK RAJ	STEWARD	50,391
279	849	MOHAN LAL SHARMA	STEWARD	50,181
280	851	DEVI RAM	STEWARD	50,181
281	852	PYARE LAL	STEWARD	50,181
282	871	VIDYA SAGAR BHATT	STEWARD	50,181
283	846	CHAIN SINGH	STEWARD	50,181
284	867	ROSHAN LAL	STEWARD	50,181
285	877	MOHINDER SINGH MEHRA	STEWARD	49,047
286	854	PRABHU DUTT	STEWARD	48,931
287	1322	SHOBAN SINGH	ASSTT.STEWARD	48,363
288	878	SANTOSH KUMAR CHANDEL	ASSTT.STEWARD	47,540
289	865	OM PARKASH	ASSTT.STEWARD	47,380
290	861	AJAY KATOCH	ASSTT.STEWARD	47,170
291	555	PURAN SINGH	ASSTT.STEWARD	47,170
292	1324	PARSHU RAM NAUTIYAL	ASSTT.STEWARD	47,170
293	874	RAM KRISHAN THAKUR	ASSTT.STEWARD	47,170
294	1332	GYANBIR	ASSTT.STEWARD	47,170
295	1323	RAM DIN	ASSTT.STEWARD	47,170
296	856	MAHIMA PRASHAD	ASSTT.STEWARD	47,170
297	1342	ANIL KUMAR S/OSH.RAM KR	ASSTT.STEWARD	46,275
298	1340	JAI PARKASH KAUSHIK	ASSTT.STEWARD	46,275
299	1518	SAMUEL MASIHI	ASSTT.STEWARD	46,216
300	1499	DHEERAJ SINGH	ASSTT.STEWARD	46,097
301	1336	LALA RAM THAKUR	ASSTT.STEWARD	46,097
302	607	RAJ KUMAR	ASSTT.STEWARD	46,065
303	1527	KAMAL CHAUHAN	ASSTT.STEWARD	46,065



304	1348	MAHAJAN SINGH	ASSTT.STEWARD	46,065
305	1450	JAGDISH CHAND	ASSTT.STEWARD	46,065
306	1528	HIRA SINGH s/o JODHA SINGH	ASSTT.STEWARD	46,065
307	1351	SAUKAR SINGH	ASSTT.STEWARD	46,065
308	1346	KUSHALJIT	ASSTT.STEWARD	46,065
309	1347	NETRA SINGH BHANDARI	ASSTT.STEWARD	46,065
310	1337	SHYAM SUNDER	ASSTT.STEWARD	46,065
311	1341	SATYAWAN	ASSTT.STEWARD	46,065
312	1134	PARAMVIR SINGH	ASSTT.STEWARD	44,992
313	1339	DILBAG SINGH	ASSTT.STEWARD	44,754
314	1335	DEVENDER SINGH	ASSTT.STEWARD	44,725
315	858	RAJA RAM	ASSTT.STEWARD	43,175
316	1345	DHARAM CHAND	ASSTT.STEWARD	42,865
317	860	BAHADUR SINGH THAKUR	ASSTT.STEWARD	42,617
318	869	VIPAN KUMAR	ASSTT.STEWARD	40,281
319	1674	RAJINDER KUMAR	ASSTT.STEWARD	35,779
320	866	MOHAN LAL BHATT	ASSTT.STEWARD	47,170
321	1132	MITRA NAND PALIWAL	ASSTT.STEWARD	47,170
322	873	JOT SINGH	ASSTT.STEWARD	46,097
323	875	CHARAN SINGH	ASSTT.STEWARD	46,065
324	1354	KAMLESH KUMAR S/O S.R.	ASSTT.STEWARD	46,065
325	1338	BAHADUR SINGH	ASSTT.STEWARD	46,065
326	1327	DAYA RAM ACHARYA	ASSTT.STEWARD	41,923
327	1227	SHURBIR SINGH	COMMISS-III	64,196
328	999	TRILOK SINGH RANA	COMMISS-III	60,053
329	1437	KESAR SINGH	COMMISS-III	58,411
330	1229	MOTI LAL	COMMISS-III	57,039
331	645	HANUMAN SINGH	COMMISS-III	55,938
332	73	SHIV DAYAL	COMMISS-III	55,611
333	637	GUDDU RAM	COMMISS-III	54,355
334	1449	KRISHAN KUMAR BAHADUR	COMMISS-III	53,225
335	562	SAHA NAND	COMMISS-III	53,015
336	671	PARKASH SINGH	COMMISS-III	52,984
337	1542	JAGAT SINGH BISHT	COMMISS-III	52,626
338	1096	KHOP BAHADUR GURUNG	COMMISS-III	52,239
339	892	GOBIND PARSAD	COMMISS-III	52,120
340	1249	KHEM SINGH RAWAT	COMMISS-III	52,002
341	673	ANGAD KUMAR	COMMISS-III	51,731
342	888	KUMER CHAND	COMMISS-III	50,868

343	899	MEGH SINGH	COMMISS-III	50,689
344	1252	RAJINDER PARSHAD	COMMISS-III	50,660
345	1445	SURINDER RANA	COMMISS-III	50,658
346	1446	SHAMBHOO PARSHAD	COMMISS-III	50,599
347	901	CHANDER MANI	COMMISS-III	50,570
348	891	MOTI SINGH	COMMISS-III	50,570
349	902	PREM LAL	COMMISS-III	50,542
350	887	DIWAN SINGH	COMMISS-III	50,542
351	880	DINA NATH	COMMISS-III	50,511
352	894	JORAWAR SINGH	COMMISS-III	50,450
353	884	NARESH KUMAR	COMMISS-III	50,362
354	890	VIJAY KUMAR SINGH	COMMISS-III	50,360
355	893	UDEY SINGH	COMMISS-III	50,360
356	1245	RAM KUMAR	COMMISS-III	50,181
357	1251	MANGAL SINGH	COMMISS-III	49,527
358	685	JOT SINGH	COMMISS-III	49,325
359	1250	FATEH SINGH	COMMISS-III	49,317
360	1268	TAJWAR SINGH	COMMISS-III	49,289
361	580	ROSHAN LAL	COMMISS-III	49,258
362	1246	SURESH CHAND	COMMISS-III	49,079
363	1505	RAVINDER KUMAR	COMMISS-III	49,047
364	904	MOHAN LAL	COMMISS-III	49,047
365	1257	RAKESH s/oGIAN CHAND	COMMISS-III	49,047
366	1254	DAYAL KRISHAN	COMMISS-III	49,047
367	1498	MAHESH CHANDER	COMMISS-III	48,363
368	1682	DESH RAJ	COMMISS-III	47,380
369	1681	JULLIUS JAMES	COMMISS-III	47,170
370	1676	DILE BUDHATHOKI	COMMISS-III	46,216
371	1773	PARAMPREET SINGH	COMMISS-III	42,726
372	1814	JOGINDER KUMAR	COMMISS-III	41,772
373	1829	MANOJ SINGH RAWAT	COMMISS-III	40,207
374	1787	SATAY SINGHS/OSH GROVER	COMMISS-III	37,299
375	2045	SIKANDER	COMMISS-III	16,695
376	2041	ANIK KALIA	COMMISS-III	16,695
377	2007	Sobhan Singh	COMMISS-III	15,979
378	2046	ARUN SINGH s/oGOPAL S	COMMISS-III	15,746
379	1857	RAMESH CHAND	COMMISS-III	15,514
380	1973	RAKESH KUMAR	COMMISS-III	15,514
381	2093	SARVESH BAGHEL	COMMISS-III	14,587

382	2129	RAVINDERJEET SINGH	COMMISS-III	13,860
383	2127	PARMINDER SINGH RAWAT	COMMISS-III	13,860
384	2128	VISHAL THAKUR	COMMISS-III	13,860
385	2126	SANJAY KUMAR	COMMISS-III	13,230
386	2141	KESHAV KUMAR	COMMISS-III	13,200
387	2148	GOURAV DOGRA	COMMISS-III	13,200
388	2143	LALIT SINGH	COMMISS-III	13,200
389	1331	TAN SINGH	WAITER	47,170
390	1102	KHADAK BAHADUR CHHETRI	WAITER	42,728
391	1649	SURESH GIRI	WAITER	37,807
392	1654	OM NARAYAN	WAITER	37,657
393	1657	NAGENDER SINGH	WAITER	37,597
394	1668	SANJAY KUMAR	WAITER	37,597
395	1659	SANJEEV KUMAR	WAITER	37,597
396	1653	SUBHASH KUMAR	WAITER	37,597
397	1671	PARVEEN KUMAR RANA	WAITER	37,597
398	1660	ANIL KUMAR S/O GARIB DASS	WAITER	35,779
399	1680	MUKESH KUMAR	WAITER	35,720
400	1651	RAJBIR SINGH	WAITER	33,900
401	1691	KRISHAN K S/O RAM AVTAR	WAITER	31,962
402	1746	NARINDER KUMAR	WAITER	31,397
403	1761	RAMESH KUMAR	WAITER	31,187
404	1760	ASHWANI KUMAR	WAITER	31,187
405	1745	ARVIND KUMAR	WAITER	31,187
406	1815	SUNIL TOMAR	WAITER	24,715
407	1816	JITENDER KUMAR	WAITER	24,715
408	1908	YOGESH SHARMA	WAITER	15,003
409	2034	ARUN LATHER	WAITER	13,223
410	2035	PARVEEN KUMAR S/O VED	WAITER	13,223
411	2025	ASHWANI KUMAR	WAITER	13,223
412	2028	PARVINDER SINGH	WAITER	13,223
413	2029	RAVI KUMAR	WAITER	13,223
414	2030	UDAY SINGH	WAITER	13,223
415	2031	RAVINDER PAL	WAITER	13,223
416	2032	DHARAM CHAND	WAITER	13,223
417	2033	RAVINDER KUMAR	WAITER	13,223
418	2107	ARUN	WAITER	12,502
419	1993	PANKAJ KUMAR	WAITER	11,637
420	2005	KASHMIR SINGH	WAITER	11,636

421	1969	VIKAS CHAUDHARY	WAITER	11,636
422	1970	NARESH SHARMA	WAITER	11,636
423	2145	MANOJ KUMAR	WAITER	10,800
424	2137	MUKESH KUMAR	WAITER	10,800
425	2138	PRINCE	WAITER	10,800
426	2146	SACHIN MACHAL	WAITER	10,800
427	2142	ANIL KUMAR	WAITER	10,800
428	2059	BHAGVAN DASS	WAITER	10,575
429	2064	PARVEEN KUMAR	WAITER	10,575
430	86	MEEN PARSHAD	SR.TELEPHONE ATTENDANT	49,854
431	1113	TEJINDER KAUR	FLOOR SUPERVISOR	51,465
432	1051	RAKESH KUMAR	FLOOR SUPERVISOR	50,658
433	1062	PARTAP SINGH THAKUR	FLOOR SUPERVISOR	50,658
434	1061	KAMAL SINGH	FLOOR SUPERVISOR	50,332
435	1059	HARMESH CHANDER KAUSHIK	FLOOR SUPERVISOR	50,332
436	1068	UMESH KUMAR SINGH	FLOOR SUPERVISOR	48,153
437	1693	RUPESH DUTT MEHTA	FLOOR SUPERVISOR	46,216
438	1749	SIKANDER SINGH	FLOOR SUPERVISOR	40,312
439	1071	SUMAN AHUJA	FLOOR SUPERVISOR	26,265
440	1853	SHIV KUMAR	FLOOR SUPERVISOR	11,545
441	1626	JASPAL SINGH TADYAL	ASSTT.FLOOR SUPERVISOR	50,718
442	1411	SUNDER LAL	ASSTT.FLOOR SUPERVISOR	47,380
443	1421	SAROJ SHARMA	ASSTT.FLOOR SUPERVISOR	47,170
444	1406	DILWAR SINGH	ASSTT.FLOOR SUPERVISOR	47,139
445	1058	BALWANT SINGH	ASSTT.FLOOR SUPERVISOR	46,992
446	1052	LAXMAN SINGH	ASSTT.FLOOR SUPERVISOR	46,992
447	1072	RAGHU NATH	ASSTT.FLOOR SUPERVISOR	46,275
448	1512	SHAKUNTALA PANT	ASSTT.FLOOR SUPERVISOR	46,097
449	1069	RAMESH KUMAR MANGOLI	ASSTT.FLOOR SUPERVISOR	46,065
450	1070	DAYA RAM	ASSTT.FLOOR SUPERVISOR	46,065
451	1066	DALJIT SINGH	ASSTT.FLOOR SUPERVISOR	44,754
452	1064	ASHA DEVI	ASSTT.FLOOR SUPERVISOR	43,892
453	568	MADAN LAL	ASSTT.FLOOR SUPERVISOR	43,087
454	1027	SURINDER SINGH	LINEN KEEPER	51,465
455	1390	BHIM SAIN	LINEN KEEPER	50,658
456	1423	RAM PARSHAD S/ORAM SUME	HEAD MALI	53,492
457	1819	AMARJEET KUMAR	HEAD MALI	33,541
458	531	SANSAR CHAND	JAMADAR	55,103
459	174	NISHA MANI KALIA	LIBRARY ATTENDANT	48,451

460	1081	JAI SINGH KAUSHAL	JR.SALESMAN	48,633
461	1334	RAKESH KUMAR	JR.SALESMAN	47,230
462	683	KUWAR SINGH	JR.SALESMAN	47,170
463	1082	RAMESH CHANDER	JR.SALESMAN	46,216
464	1502	VIRENDER KUMAR PANDEY	JR.SALESMAN	46,065
465	641	SANJAY KUMAR	JR.SALESMAN	45,948
466	1569	VINOD KISHORE BHATT	JR.SALESMAN	43,740
467	1724	PUSHAP LATA	JR.SALESMAN	35,858
468	1793	RAJ KUMAR	JR.SALESMAN	32,945
469	1951	BHUPINDER SINGH	JR.SALESMAN	29,682
470	1948	RAJIV SHARMA	JR.SALESMAN	29,622
471	2016	RAJESH KUMAR	JR.SALESMAN	13,223
472	2038	GAURAV VERMA	JR.SALESMAN	13,223
473	2047	RAJESH	JR.SALESMAN	13,223
474	2037	VIRENDER KUMAR	JR.SALESMAN	13,223
475	2017	VIJAY PAL	JR.SALESMAN	13,223
476	2058	JASVEER SINGH	JR.SALESMAN	12,593
477	72	KAMAL SINGH	PEON	51,049
478	71	ROMEL SINGH	PEON	50,988
479	535	VASU DEV	PEON	50,988
480	533	SHIV CHANDER SINGH	PEON	50,928
481	84	SOBAT SINGH	PEON	50,718
482	74	RAJINDER KUMAR	PEON	49,794
483	1162	KULDIP CHAND	PEON	49,584
484	75	KAMALJIT SINGH	PEON	49,584
485	603	MOHINDER SINGH	PEON	47,262
486	214	JAGDAMBA DEVI JOSHI	PEON	47,230
487	770	SHRIKANT PATHAK	PEON	47,194
488	107	MOHAMAD ANISH	PEON	47,170
489	80	JAGDISH CHAND	PEON	47,052
490	79	MANOHAR LAL	PEON	46,196
491	1107	AKBAL ALI	PEON	46,157
492	77	GOPAL SINGH	PEON	45,948
493	1631	KANTA DEVI	PEON	42,845
494	1630	RAVINDER KUMAR	PEON	42,785
495	1710	PARVATI DEVI	PEON	38,432
496	1953	VIKRAM SINGH S/O FATEH SINGH	PEON	31,441
497	1952	SUNIL KUMAR	PEON	29,682

498	577	YASH PAL	BELL CAPTAIN	50,152
499	1964	MANOJ KUMAR	BOOK BINDER	28,453
500	89	ASHOK KUMAR	SWEEPER-CUM-CHOWKIDAR	47,230
501	688	GANGA SINGH	HELPER	51,941
502	651	DHIYAN SINGH	HELPER	50,928
503	1029	RAKSHA DEVI MEHTA	HELPER	49,584
504	716	KIRPAL SINGH	HELPER	49,198
505	602	TILAK RAJ	HELPER	48,633
506	715	PAN BAHADUR	HELPER	48,423
507	695	TARLOK KUMAR	HELPER	48,423
508	616	MOHINDER SINGH	HELPER	48,363
509	965	TALWINDER SINGH	HELPER	48,332
510	796	VISHWAS SINGH	HELPER	47,230
511	699	BABU RAM	HELPER	47,230
512	1286	PISHORI LAL	HELPER	47,230
513	1389	SHYAM LAL	HELPER	47,020
514	1516	SUKHWINDER KAUR	HELPER	46,097
515	1567	RAJINDER KUMAR	HELPER	44,932
516	1548	RAM BALI	HELPER	44,872
517	1540	SHER SINGH S/OCHATTER S	HELPER	44,785
518	1608	BHAVANA SHARMA	HELPER	44,129
519	1090	SUBHASH CHAND	HELPER	43,952
520	1609	NEERU SHARMA	HELPER	43,859
521	1564	AMAR BAHADUR	HELPER	43,561
522	1600	PREM PRASAD PAUDEL	HELPER	42,578
523	1684	GURPREET KAUR	HELPER	40,610
524	1700	MATI DEVI	HELPER	39,625
525	1696	INDIRA DEVI	HELPER	39,625
526	1778	RAMESHWAR	HELPER	35,175
527	1785	ASHOKEN G.K.	HELPER	34,945
528	1777	UTTAM SINGH	HELPER	34,945
529	1786	PURSHOTTAM SHARMA	HELPER	34,885
530	1772	VIJAY KUMAR	HELPER	34,885
531	1776	PRADEEP KUMAR	HELPER	33,900
532	1702	GURDEEP SARAN NARAD	HELPER	15,003
533	1119	BANWARI LAL	UTILITY WORKER	49,020
534	684	BELI RAM	UTILITY WORKER	47,440
535	905	JAGAT SINGH	UTILITY WORKER	46,125

536	1503	SHISHU PAL	UTILITY WORKER	46,125
537	1255	DHARAM SINGH	UTILITY WORKER	46,097
538	903	ANIL KUMAR YADAV	UTILITY WORKER	46,065
539	907	KANS RAJ	UTILITY WORKER	46,065
540	686	SOPAN GOREY	UTILITY WORKER	45,919
541	1568	ISHWAR CHAND	UTILITY WORKER	45,142
542	1506	DHAN BAHADUR	UTILITY WORKER	44,995
543	1486	HEM SINGH THAKUR	UTILITY WORKER	44,935
544	1574	JAMUNA PARSAD	UTILITY WORKER	44,872
545	1571	DHARAM RAJ	UTILITY WORKER	44,872
546	1570	SANT LAL	UTILITY WORKER	44,872
547	1586	RAM KUMAR S/O M.LAL	UTILITY WORKER	44,872
548	1563	PARAS NATH	UTILITY WORKER	44,813
549	1557	INDRADUMAN	UTILITY WORKER	44,725
550	1614	BHAGWAT MANDAL	UTILITY WORKER	42,638
551	889	MILAP CHAND	UTILITY WORKER	34,976
552	1779	KULBIR SINGH	UTILITY WORKER	34,945
553	1780	BANTI SINGH	UTILITY WORKER	34,945
554	1722	DEVI DUTT	UTILITY WORKER	34,885
555	1782	RAKESH KUMAR s/o RATI RAM	UTILITY WORKER	34,885
556	1788	GOPAL THAPA	UTILITY WORKER	34,885
557	1791	ARJUN PRASAD	UTILITY WORKER	34,885
558	1781	SATISH KUMAR	UTILITY WORKER	33,871
559	1790	RAMESH CHAND JOSHI	UTILITY WORKER	32,885
560	1253	HARI SINGH	UTILITY WORKER	22,673
561	1424	RAMESH KUMAR	MALI	52,151
562	631	VIR BAHADUR	MALI	50,868
563	1428	RAM AVADH	MALI	50,658
564	1429	ARUN KUMAR	MALI	50,658
565	112	DEV RAJ	MALI	49,198
566	1431	MAGGAR SINGH	MALI	48,633
567	625	VIJAY PRASAD	MALI	48,363
568	1583	RAM ASHRE YADAV S/O JHGRU	MALI	44,932
569	1581	OM PARKASH	MALI	44,932
570	1551	BANSI LAL	MALI	44,872
571	1554	PARAS NATH	MALI	44,872
572	1578	BAJRANGI	MALI	44,872
573	1579	RAM ASRE S/O RAM SUKH	MALI	44,872
574	1580	RAJA RAM VERMA	MALI	44,872

575	1820	SANT RAM	MALI	32,021
576	783	OM PARKASH	SECURITY GUARD	49,584
577	1561	SURINDER SINGH	SECURITY GUARD	44,932
578	1584	HARJINDER SINGH	SECURITY GUARD	44,932
579	1588	HAKIKAT SINGH	SECURITY GUARD	44,872
580	1559	RAM KUMAR S/O SUKHNANDN	SECURITY GUARD	44,872
581	1667	RAJ KUMAR	SECURITY GUARD	40,610
582	1899	KRISHAN PAL	SECURITY GUARD	10,425
583	1900	JITENDER KUMAR	SECURITY GUARD	10,425
584	1915	MANJEET SINGH MORR	SECURITY GUARD	10,425
585	1910	SATBIR	SECURITY GUARD	10,425
586	1905	PRITAM KUMAR	SECURITY GUARD	10,425
587	1901	ANGREJ SINGH	SECURITY GUARD	10,078
588	1896	VIJAY KUMAR	SECURITY GUARD	10,078
589	1898	RISHI PAL	SECURITY GUARD	10,078
590	572	NARESH KUMAR	ROOM ATTENDANT	48,244
591	1060	ANJALI	ROOM ATTENDANT	47,170
592	1407	DILESH CHAND	ROOM ATTENDANT	47,170
593	1634	SHOBNI DEVI	ROOM ATTENDANT	42,785
594	1756	RAVINDER SINGH GILL	ROOM ATTENDANT	35,779
595	1750	VIVEK CHABRA	ROOM ATTENDANT	35,779
596	1740	ASHWANI RANA	ROOM ATTENDANT	35,779
597	1741	MUKESH KUMAR s/oBALESHWAR	ROOM ATTENDANT	35,779
598	1806	MOHINDER KUMAR	ROOM ATTENDANT	33,095
599	1807	GURPREET SINGH	ROOM ATTENDANT	32,916
600	1920	PARDEEP KUMAR	TRAINEE	15,003
601	692	PAWAN KAPOOR	SPORTS OFFICER	96,365
602	1863	JATINDER THAKUR	WAITER (TRAINEE)	15,003
603	1909	SUNIL KUMAR	WAITER (TRAINEE)	15,003
604	1166	GIAN BAHADUR	SR.SECURITY GUARD	49,794
605	795	SANJEEV KUMAR	SR.SECURITY GUARD	49,584
606	785	PRITHVI PAL SINGH	SR.SECURITY GUARD	47,230
607	700	MAHI PAL S/O MOHAR S.	HEAD HOUSEMAN	48,363
608	1040	KARAM PAL	HEAD HOUSEMAN	47,380
609	1412	MUKESH KUMAR S/Omadan LAL	HEAD HOUSEMAN	47,170
610	1413	CHAMAN LAL	HEAD HOUSEMAN	47,170
611	1098	RAJINDER KUMAR S/O BIRU	HEAD HOUSEMAN	47,170
612	1039	SURINDER KUMAR	HEAD HOUSEMAN	47,170
613	1410	RAJINDER KUMAR S/O	HEAD HOUSEMAN	47,170



614	1033	SURINDER SINGH	HEAD HOUSEMAN	46,992
615	1416	RAJ KUMAR	HEAD HOUSEMAN	46,097
616	1041	SURESH KUMAR	HEAD HOUSEMAN	44,872
617	1048	PAL	HEAD HOUSEMAN	42,697
618	1036	SAHDEV	HOUSEMAN/HOUSE WOMAN	48,363
619	1038	SATBIR	HOUSEMAN/HOUSE WOMAN	47,230
620	1047	RAJESH KUMAR VIDLA	HOUSEMAN/HOUSE WOMAN	47,170
621	1097	MAHI PAL S/O JINDA RAM	HOUSEMAN/HOUSE WOMAN	47,170
622	1114	BALRAJ SINGH	HOUSEMAN/HOUSE WOMAN	46,125
623	648	RAJU	HOUSEMAN/HOUSE WOMAN	46,065
624	1555	SANJAY	HOUSEMAN/HOUSE WOMAN	44,813
625	1611	VIJESH KUMAR	HOUSEMAN/HOUSE WOMAN	41,147
626	1703	KAMLA DEVI	HOUSEMAN/HOUSE WOMAN	39,625
627	1748	KULDEEP KUMAR	HOUSEMAN/HOUSE WOMAN	35,779
628	1742	ARVIND KUMAR	HOUSEMAN/HOUSE WOMAN	35,779
629	1744	VIJAY KUMAR	HOUSEMAN/HOUSE WOMAN	35,779
630	1747	MUKESH KUMAR s/o RATI RAM	HOUSEMAN/HOUSE WOMAN	35,779
631	1751	SATISH KUMAR	HOUSEMAN/HOUSE WOMAN	35,779
632	1743	SHIV KUMAR	HOUSEMAN/HOUSE WOMAN	35,779
633	1754	RAJINDER KUMAR	HOUSEMAN/HOUSE WOMAN	35,779
634	1755	RAM CHANDER SINGH	HOUSEMAN/HOUSE WOMAN	35,779
635	1817	GOUTAM KUMAR	HOUSEMAN/HOUSE WOMAN	32,021
636	1818	OM PARKASH	HOUSEMAN/HOUSE WOMAN	32,021
637	1960	ABHISHEK	HOUSEMAN/HOUSE WOMAN	29,682
638	1954	MOHINDER SINGH	HOUSEMAN/HOUSE WOMAN	29,622
639	1275	URVASHI ARORA	SR. RECEPTIONIST	67,011
640	1623	KULWINDER SINGH	SR. RECEPTIONIST	64,586
641	924	MEENU KAUL	RECEPTIONIST	71,890
642	1190	SANJAY KUMAR	RECEPTIONIST	69,833
643	923	RUBY MENZES	RECEPTIONIST	67,357
644	927	SATISH KUMAR	RECEPTIONIST	62,140
645	926	ISHWAR SINGH	RECEPTIONIST	61,067
646	1707	AVNISH VIJ	RECEPTIONIST	59,456
647	1193	MEENAKSHI	RECEPTIONIST	59,278
648	1622	MANMOHAN SINGH	RECEPTIONIST	53,283
649	1737	SAWAN KUMAR	RECEPTIONIST	47,230
650	2088	LAKHVINDER SINGH	RECEPTIONIST	20,947
651	2071	KARAN DEEP	RECEPTIONIST	20,805
652	2053	UDAY GREWAL	RECEPTIONIST	20,122

653	2091	RAVINDER KUMAR	RECEPTIONIST	19,814
654	1203	RAMESH KUMAR	SR.BELL BOY	47,170
655	1200	KARAN SINGH	BELL BOY	47,380
656	1202	AMARJEET SINGH	DARBAN	47,170
657	1415	JEETA SINGH	DARBAN	46,960
658	1535	GANGA SINGH	DARBAN	44,725
659	1256	P.MATHEW	DARBAN	44,725
660	639	GANESH CHANDER	BELL BOY	48,391
661	1683	LEELA ADHIKARI	BELL BOY	40,670
662	1664	BRIJ MOHAN	BELL BOY	37,598
663	1801	VIJAY KUMAR DOGRA	BELL BOY	32,977
664	1803	RAVIJEET SINGH	BELL BOY	32,916
665	1796	SUBHASH CHAND THAKUR	BELL BOY	2,433
666	832	BALBIR SINGH BRAR	BAR TENDER	59,843

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	Disbursement made
		Figures in Lacs.	
	NA	i) Total income during the year 2017-2018 <span style="float: right;">59499.33</span>  ii) Expenditure <span style="float: right;">60773.21</span>  iii) Net Profit/(Loss) <span style="float: right;">(1273.88)</span> Before Dep. & Taxes.	-

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. <a href="http://citcochandigarh.com">http://citcochandigarh.com</a> 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 : Manager (P&A) matters	On all working days.
4.	Regarding Tourism activities : TP & PR Branch.	
5.	Regarding tenders for the purchase of various items : Manager (Commercial ) & other related matters	
6	Regarding Accounts related : Manager (Accounts) matters	

**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 Authorit y	Designation	Residenti al Address & Telephon e No. (Office/ Residence )	Name of the State Publication Information Officer	Designatio n	Residential Address & Telephone No. (Office/ Residence)	Assistant State Publicatio n Information Officer	Residentia l Address & Telephone Number (Office/ Residence)
1.	Shri Rakesh Kumar Popli, PCS	Chief General Manager	0172- 4644442	Shri Maninder Kanwar	Compan y Secretar y	H.NO. 3003/2, Sec- 27-D, Chandigarh O)- 4644445	Sh. S.C. Bhardwaj, Jr. Assistant	H.NO. 224, Phase 3 A, Mohali O)- 4644430



