

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive frame work for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organsiation and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Organization and Function

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	CHANDIGARH INDUSTRIAL & TOURISM DEVELOPMENT CORPORATION, CHANDIGARH SCO 121-122, SECTOR-17-B, CHANDIGARH www.citcochandigarh.com
		(ii) Head of the organization	Ms. Purva Garg, IAS, Managing Director
		(iii) Vision, Mission and Key objectives	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 sightseeing tours."
		(iv) Function and duties	
		(v) Organization Chart	The day to day administration of the Corporation is looked after by the Managing Director, an Indian Administrative Services (IAS) Officer. MD is assisted by a Chief General Manager who is the Principal Staff Officer of the Corporation. The post is held by an Officer of State Civil Services either from Haryana or Punjab. The work of different wings of the Corporation is assigned to General Managers/Deputy General Managers. The Chairperson is the Appellate Authority of the Corporation in respect of disciplinary cases.

1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Annexure-2 from pages 2-32
		(ii) Power and duties of other employees	
		(iii) Rules/ orders under which powers and duty are derived and	CITCO Service Rules uploaded on Website i.e. www.citcochandigarh.com
		(iv) Exercised	
		(v) Work allocation	As per Rules Annexure -2
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	Annexure-3
		(ii) Final decision making authority	
		(iii) Related provisions, acts, rules etc.	Decision making as per CITCO Service Rules Annexure-3
		(iv) Time limit for taking a decisions, if any	As per concerned subject matter
		(v) Channel of supervision and accountability	As per Organizational Chart
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	(Annexure-4)
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	As per concerned subject matter
		(v) Process of redress of grievances	The grievance information has been prepared by dealing Asstt. And send for approval of W/CGM. After approval the same is send to Programmer for uploading on portal.

1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/manual /instruction.	(Annexure-5)
		(ii) List of Rules, regulations ,instruction smanuals and records .	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	Instructions as may be issued by Chandigarh Admn. from time to time.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	(Annexure-6)
		(ii) Custodian of documents/categories	Dealing Assistants are the custodian of documents.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	Board of Directors of CITCO constituted by Chandigarh (Annexure-8)
		(ii) Composition	
		(iii) Dates from Which constituted	
		(iv) Term/ Tenure	
		(v) Power sand functions	
		(vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	

		(viii) Place where the minutes if open to the public are available?	Nil/NA
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	(Annexure-9)
		(ii) Telephone , fax and email ID	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	(Annexure-10)
		(ii) System of compensation as provided in its regulations	The system of compensation has been approved by the Board of Directors.
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Shri Maninder Kanwar, Company Secretary (PIO) Sh.S.C. Bhardwaj, Jr. Assistant (APIO) Sh.Sumeet Sihaag, HCS Chief General Manager (Appellate Authority) (Annexure-16)
		(ii) Address, telephone numbers and email ID of each designated official.	SCO 121-122, Sector 17-B, Chandigarh Off.- 4644445 cs@citcochandigarh.com
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	09 Nos. pending for Minor/Majorpenalty proceedings.

		(ii) Finalized for Minor penalty or major penalty proceedings	Cases under process
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	It is as organized by Chandigarh Administration from time to time.
		(ii) Efforts to encourage public authority to participate in these programmes	
		(iii) Training of CPIO/APIO	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	

2. Budget and Programme

S. No.	Item	Details of disclosure	
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	Annexure-11
		(ii) Budget for each agency and plan & programmes	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the Related reports are available	

2.2	Foreign and domestic tours during 2019-20	<p>(i) Budget</p> <p>(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.</p> <p>a) Places visited</p> <p>b) The period of visit</p> <p>c) The number of members in the official delegation</p> <p>d) Expenditure on the visit</p>	Nil
		<p>(iii) Information related to procurements</p> <p>a) Notice/tender enquires, and corrigenda if any thereon,</p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</p> <p>c) The works contracts concluded – in any such combination of the above- and</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p>	CITCO Head Office Commercial Branch
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	<p>(i) Name of the programme of activity</p> <p>(ii) Objective of the programme</p> <p>(iii) Procedure to avail benefits</p>	Annexure-12

		(iv)Duration of the programme/ scheme	
		(v)Physical and financial targets of the programme	
		(vi)Nature/ scale of subsidy/amount allotted	
		(vii)Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	

2.4	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/allocations to State Govt./ NGOs/other institutions	NA
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	The CITCO is providing facility to allow 20% discount on room tariff in all hotels i.e. HVM, 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. 127.10 dated 9.9.2002. (Annexure-13)
		ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/permits or authorizations d) Date of award of concessions/permits of authorizations	Nil

2.6	CAG& PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T. Chandigarh.	Nil
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3. Publicity Band Public interface

S. No.	Item	Details of disclosure	
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	NA
		ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project	

	reports (DPRs)
	(iii) Concession agreements.
	(iv) Operation and maintenance manuals
	(v) Other documents generated as part of the implementation Of the PPP

		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	NA
		(vii) Information relating to outputs and outcomes	
		(viii) The process of the selection of the private sector party (concessionaire etc.)	
		(ix) All payment made under the PPP project	
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year (ii) Outline the Public Consultation (iii) Outline the arrangement for consultation before formulation of policy.	NA
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication i) Internet (website)	Website http://citcochandigarh.com
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	NA
3.5	Whether information manual / handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	NA

4. E. Governance

S.No.	Item	Details of disclosure	
4.1	Language in which Information Manual/Handbook Available	(i) English (ii) Vernacular/ Local Language	NA
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form (ii) Name/ title of the document/record/ other information (iii) Location where available	CITCO has its own web site i.e. http://citcochandigarh.com and all information relating to activities of CITCO is available in it. (Annexure-14)
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email)	Annexure-15 9.30 AM to 5.30 PM Ph.No.0172-4644430-31-32 Fax No. 0172-4644441 Email info@citcochandigarh.com
4.5	Such other information as may	(i) Grievance redressal mechanism	Same as 1.4(V)

	be prescribed under section 4(i) (b)(xvii)	(ii) Details of applications received under RTI and information provided (iii) List of completed schemes/ projects/ Programmes (iv) List of schemes/ projects/ programme underway (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract (vi) Annual Report (vii) Frequently Asked Question (FAQs)	In 2021-22 104 RTI applications received and all cases are disposed off.
		(viii) Any other information such as a) Citizen's Charter	NA
		c) Six monthly reports loaded on the website or not d) Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	In 2021-22 104 RTI applications received and all cases are disposed off.
		(ii) Details of appeals received and orders issued	In 2021-22 07 Nos. appeals received and all are disposed off.
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	NA

5. Information as may be prescribed

S. No.	Item	Details of disclosure	
5.1	Such other information as may be prescribed	(i)	<p>Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015</p> <p>Current CPIO Shri Maninder Kanwar, Company Secretary (CPIO) w.e.f. 18.02.2020 to till date</p> <p>Previous CPIOs Smt.Anju Anand, CPIO w.e.f. 03.01.2020 to 17.02.2020 Shri Maninder Kanwar, Company Secretary (CPIO) w.e.f. 11.02.2015 to 02.01.2020</p> <p>Appellate Authority Sh.Sumeet Sihaag,HCS</p> <p>Chief General Manager (Appellate Authority) w.e.f. 01.07.2022 to Till date. Sh.Akhil Kumar, DANICS, Chief General Manager (Appellate Authority) w.e.f. 01.04.22 to 30.06.2022 Sh.Rubinderjit Singh Brar,PCS, Chief General Manager (Appellate Authority) w.e.f. 03.03.21 to 31.03.22 Shri Rakesh Kumar Popli, PCS, Chief General Manager (Appellate Authority) w.e.f. 01.03.2019 to 02.03.21 Sh.Uma Shankar Gupta, PCS, w.e.f. 05.12.2017 to 28.02.2019 (Annexure-16)</p>
		(ii)	<p>Details of third party audit of voluntary disclosure</p> <p>Third Party Audit carried out on 30.08.2022</p>
			<p>a)Dates of audit carried out b)Report of the audit carried out</p>

		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	Not appointed
			a)Date of appointment b) Name & Designation of the officers	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	Nil
			a)Dates from which constituted b)Name & Designation of the officers	
		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	Nil
			a)Dates from which constituted b) Name & Designation of the Officers	

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Website http://citcochandigarh.com

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 SCO121-122,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.” https://citcochandigarh.com/a bout-citco/

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

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

<p>f. Overall responsible for annual planning and target etc.</p> <p>2. Management Accountabilities.</p> <p>a) Directs all aspects of effective Hotel Operations & Administrative management, Financial management and reporting, Information technology, facilities and Human resource management.</p> <p>b) Responsible for supporting the Chief General Manager and Managing Director in all aspects of program growth specifically through strategic and operational planning guidance and by ensuring that required infrastructure and support services are in place.</p> <p>c) Any other administrative tasks assigned by the competent authority.</p> <p>3. Innovation Strategies / Schemes / Programmes</p>	<p>management of the annual operating and capital budgets.</p> <p>Financial management and reporting, Information technology, facilities and Human resource management.</p> <p>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>Any other administrative tasks assigned by the competent authority.</p> <p>a) Develop innovative, should take initiative for enhancing internal efficiency and effectiveness of the hotel and should motivate the subordinate staff.</p> <p>b) Performs other related duties as assigned.</p>
DIRECTLY SUPERVISES	Overall Incharge of all departments of the hotel.
LIMITS OF AUTHORITY	As per delegation of powers.
COORDINATES WITH	Officers of the Chandigarh Administration and Head Office
TERMINOLOGY	Should be conversant & qualified about the working & functioning of all units under control. Should be updating with related FHRI Acts and rules of the hotel and Govt. norms and compliance.

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

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

3. JOB DESCRIPTION OF CHEF

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

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

4. JOB DESCRIPTION OF CHEF DEPARTIE

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

	<p>4. F& B- for Group meal requirements.</p> <p>5. Engineering-on matters of maintenance of kitchen equipment and safety.</p> <p>6. Purchasing-on matters of raw materials/ingredients.</p>
MACHINES, TOOLS AND MATERIALS	<p>Various Kitchen Equipment</p> <p>Property Management System</p> <p>Various forms and formats</p> <p>Checklists</p>
TERMINOLOGY	Should be well conversant with the terminology used in International cuisines related to Food Production Operations.

5. JOB DESCRIPTION OF COMMIS

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

	4. Engineering- on matters of maintenance of kitchen equipment and safety.
MACHINES, TOOLS AND MATERIALS	Micros/KOT Various Forms and Formats Checklists
TERMINOLOGY	Should be well conversant, with the terminology used in International cuisines related to Food Production Operations

6. JOB DESCRIPTION OF SENIOR HOUSEKEEPER/HOUSEKEEPER

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

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

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

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

TERMINOLOGY

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

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

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

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

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

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

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

	4. Engineering. – for the maintenance of restaurant fittings and equipment.
MACHINES TOOLS AND MATERIALS	Property Management System /Micros Checklists Various Forms and Formats KOT /BOT
TERMINOLOGY	Should be well conversant with the English and French terminology used in Food & Beverage Operations

10. JOB DESCRIPTION OF SR. CAPTAIN/CAPTAIN

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

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

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

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

12. JOB DESCRIPTION OF ASSISTANT CAPTAIN/ STEWARD

JOB TITLE	ASSISTANT CAPTAIN/ STEWARD
REPORTS TO	CAPTAIN / SR. CAPTAIN
JOB SUMMARY/ KEY RESPONSIBILITIES	To provide quick and personalized food and beverage service to guests at allotted tables as per standards of service laid down and according to guest satisfaction.

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

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

JOB TITLE	ASSISTANT STEWARDS / WAITERS / TRAINEE WAITERS
REPORTS TO	ASST. CAPTAIN / STEWARD
JOB SUMMARY / RESPONSIBILITIES	To provide supportive help to stewards in restaurant, clearance of soiled dishes, table set-ups, replenishing guest water and drinks, and food and beverage service to the guest

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

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

JOB TITLE	SENIOR GUEST RELATION EXECUTIVE / GUEST RELATION EXECUTIVE
REPORTS TO	SENIOR MANAGER / MANAGER (FRONT OFFICE)
JOB SUMMARY / KEY RESPONSIBILITIES	Organize and supervise a shift with a view to providing fast and efficient front desk service
DUTIES AND	1. Ensure that all staff report on time in proper uniform and well groomed as per hotel standards.

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

	iv) I.T. – for all matters of hardware and software. v) Telephones – for room updates and problems. vi) F & B – group arrivals, meal plans, etc.
MACHINES TOOLS AND MATERIALS	Property Management System Checklists Operational Reports (Soft and Hard Copy)Telephone
TERMINOLOGY	Should be well conversant with the terminology used in Front Office Operations

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

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

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

16. JOB DESCRIPTION OF HOUSEKEEPER/ASSISTANT HOUSEKEEPER

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

	22. Anyothertaskassignedbythecompetentautho rityfromtimetotime.
DIRECTLY SUPERVISES	Floor Supervisors/ Linen Keepers/ Desk Controllers.
LIMITS OF AUTHORITY	Evaluates performance of public area housemen. Checks the discipline & hygiene of staff. Can declare a room out of order
COORDINATES WITH	1. Security - on matters of security and safety on the public areas. neering – 2. Engion matters of maintenanc ce and safety on publi areas. 3. Control Desk – for coordination. 4. Horticulture- formaintenance of indoor plants in public areas 5. Florit – for supply and maintenance of flora arrangements in hotel. 6. Gene al Stores- torequisitions supplye .
MACHINES, TOOLS AND MATERIALS	Property Management System Checklists Forms and Formats Operational Reports (Soft and Hard Copy) Telephone
TERMINOLOGY	Should be well conversant with the terminology used in Housekeeping Operations

17. JOB DESCRIPTION OF FLOOR SUPERVISORS/DESK CONTROLLERS

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

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

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

18. JOB DESCRIPTION OF LINENKEEPER

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

DIRECTLY SUPERVISES	Helper(General).
LIMITS OF AUTHORITY	Evaluates performance of Linen / Uniform room attendants and helpers.. Checks the discipline of staff
COORDINATES WITH	1. Engineering–on matters of maintenance and safety in linen room. 2. Laundry – for the exchange of soiled linen and uniforms for fresh ones. 3. All departments – for issue of fresh staff uniforms. 4. Floor Supervisors – for issue of fresh linen 5. Food and Beverage–forexchange of soiled restaurant linen with fresh ones. 6. Accounts – for periodic stocktaking.
MACHINES TOOLS AND MATERIAS	Checklists Linen Room Forms and Formats Linen Stock Registers Telephone
TERMINOLOGY	Should be well conversant with the terminology used in Housekeeping Operations

19. JOB DESCRIPTION OF SECURITY OFFICERS

DESIGNATION OF HOD	SECURITY OFFICERS
REPORTS TO	General Manager/ Dy. General Manager (Hotel)
JOB SUMMARY/KEY RESPONSIBILITIES	Overall Security Responsibility of Hotel
DUTIES RESPONSIBILITIES	1. Responsible for the Security of the entire hotel day and night. 2. Prepare duty roaster of Security Supervisors/ Guards Drivers working under him covering the daily security aspects. 3. Responsible for maintenance of parking areas. 4. Looking after the Time Office in & out of staff and material. 5. To ensure implementations of the guidelines issued by the Chandigarh Police from time to time. 6. Any other duty assigned by the competent authority from time to time.
DIRECTLY SUPERVISES	Security Supervisor / Security Guards.
LIMITS OF AUTHORITY	Checking/observing of all kind unusual activities and reporting to concern authority for information and necessary action on daily basis. Can carry out surprise checking of Security Guards/ Supervisors in the hotel.
COORDINATES WITH	Keep a liaison with all departments of the hotel and Local Police for VIP functions and big events. To coordinate with the local police for VIP functions And events
TERMINOLOGY	Should be well conversant with the security arrangements of

	the hotel
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20. JOB DESCRIPTION OF TECHNICAL OFFICER, IDFC

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

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

1. JOB DESCRIPTION OF SENIOR RECEPTIONIST/RECEPTIONIST

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

	either by cash or credit, upon their departure, and maintain safety locker.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. To receive and attend to the guest at reception properly. 2. Take over a shift and note any special instructions for the shift. 3. Check the cash bank/float/imprest at the beginning of every shift and requisition petty cash from the Accounts Branch, if necessary. 4. Open guest folios accurately for new arrivals and post charges as soon as they arrive. 5. Issue safety deposit lockers to guests according to the procedures. 6. Pass allowances if wrong charges posted in folios. 7. Prepare record and pre-registration for VIPs, handicapped people and old people. 8. Prepare the room discrepancy report and double check by physical verification by a bellboy. 9. Handle foreign currency as per Reserve Bank of India regulations and prepare the necessary documentation. 10. Settle guest bills ensuring that accurate cash is received or credit formalities are cleared as and whenever applicable. 11. Handle credit card payments through proper procedures. 12. Prepare the Front Office Departmental report and other reports. 13. Submit Net Cash Receipts with necessary documents to the Accounts Deptt. at the end of the shift. 14. Print daily expected arrival / departure report. 15. Issue VIPs amenities vouchers to the guest for the fruits, flowers, beverages etc. as per policy of the corporation. 16. Any other task assigned by the competent authority from time to time.
LIMITS OF AUTHORITY	<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 to the guest folios against proper documentation. He is the custodian of safe deposit lockers.</p>
COORDINATES WITH	Lobby – for the clearance/removal of guest baggage from the premises
MACHINES, TOOLS AND MATERIALS	<p>Property Management System Checklists Cash related forms / formats</p>

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

2. JOB DESCRIPTION OF SENIOR BELL CAPTAIN/BELL CAPTAIN

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

MACHINES, TOOLS AND MATERIALS	Property ManagementSystem Checklists Front desk form and formats Telephone
TERMINOLOGY	Should be well conversant with the terminology used in Front Office Operations.

3. JOB DESCRIPTION OF BELLBOY/ SENIORBELLBOY

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

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

4. JOB DESCRIPTION OF ASSISTANT FLOOR SUPERVISOR/ROOM ATTENDANTS

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

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

5. JOB DESCRIPTION OF HOUSEMAN/HEADHOUSEMAN

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

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

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. Assistants/ Sr. Assistants.	Concerned HOD of the unit.	G.M's/CGM/ MD/ Chairman/ Board of Directors as per delegation of powers from time to time.

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

(The norms set for the discharge of its functions)

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

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

ANNEXURE-5

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

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

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

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

ANNEXURE- 6
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
4(1)(b)(vi) OF THE RIGHT TO INFORMATION ACT, 2005.

(Statement of the categories of documents that are held or under control)

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

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

ANNEXURE- 7
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
4(1)(b)(vii) OF THE RIGHT TO INFORMATION ACT, 2005.

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

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

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

ANNEXURE- 8
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
4(1)(b)(viii) OF THE RIGHT TO INFORMATION ACT, 2005.

(Statement of the Boards, Councils, Committees and other bodies)

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

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

ANNEXURE- 9

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

(Directory of the officers and employees)

(Directory of the officers and employees)

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

Email – info@citcochandigarh.com

Fax No. 0172-4644441

Sr.No.	Name of the officers/ employee	Designation	Telephone No. (Office)
1.	Ms.JasvinderKaurSidhu, IAS	Managing Director	4644440
2.	Ms. Purva Garg, IAS	Additional Managing Director	4644440
3.	Sh. RubinderjitSinghBrar, PCS	Chief General Manager	4644440
4.	Sh.Maninder Kanwar	Company Secretary	4644430
5.	Sh.Anurag Walia	General Manager (Hotels) (on contract)	4644410
6.	Sh. BikramSinghVirk	Dy. General Manager, Hotel Shivalikview (on contract)	2700001
7.	Sh.Sandeep Sethi	Chief Accounts Officer	4644430
8.	Sh.Sandeep Kapoor	Sr. Manager (F&B), HO/PS	4644430
9.	Sh.SanjayDaniel Banerjee	Sr.Manager (F&B), U.T. Guest House (on deputation with U.T. Guest House, Chandigarh)	2740978
10.	Sh.Raj Pal Panwar	Sr. Manager, IDFC/Sales Depot	4644482
11.	Sh.GurpreetSingh	Manger (P&A/HRD) (on contract)	4644430
12.	Sh. GaneshDuttSharma	PS to MD	With A.A.
13.	Sh.VineetChopra	Executive Chef, Hotel Parkview	2700050
14.	Sh.Nitin Kumar	Chef (On Contract), HSV	4672222
15.	Sh.Joginder	AC (F&A)/Manager Accounts,	4644430
16.	Sh.PraveenNanda	Manager (Accounts)/HSV	4672222
17.	Sh.Adarsh Gulati	Manager (Accounts)/HPV	2700050
18.	Sh.VinodKashyap	Manager (Accounts)/HO	4644430
19.	Smt. AartiChatta	Sr. Housekeeper, Hotel	4672222

		Shivalikview (on contract)	
20.	Sh.Surinder Misra	Manager (F&B), HMV	4644410
21.	Sh.Shiv Kr.Kukreja	Executive Engineer (on deputation)	-
22.	Sh.Bhushan Kumar	Sub Divisional Engineer (Civil]	4644472
23.	Sh.Vishal Jindal	Sub Divisional Engineer (Civil) (on deputation)	-
24.	Sh.AjayPaul Sharma	Sub Divisional Engineer (PH)	4644472
25.	Sh.Jatinder Singh	Sub. Divisional Engineer (Electrical)/Executive Engineer	4644472
26.	Sh.SudhirGupta	DGM(Technical)	4644482
27.	Sh.HarmilanSingh	GRE	4644410
28.	Sh.JatinderMalik	GRE	4672222
29.	BalbirKumarBanga	GRE	4644410
30.	Sh.Baldev Raj	Head Draftsman	4644472
31.	Sh.AmarjitSingh	A.E (Electrical)	4672222
32.	Sh.AjayKumar	A.E (PH)	4644472
33.	Sh.VishalSharma	J.E. (Civil)	2741266
34.	Sh.AmitMadan	J.E. (Civil)	4644410
35.	Sh.RajeshKumar	J.E.(Civil) (On Contract)	4672222
36.	Sh.PawanKapoor	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.	Smt.NeeruSharma	Helper (General)	4644430
42.	Sh.VishwasSingh	Helper (General)	4672222
43.	Sh.GangaSingh	Helper (General)	4644481
44.	Sh.Babu Ram	Helper (General)	2625568

45.	Sh.RajinderKumar	Helper (General)	4644481
46.	Sh.MohinderSingh	Helper (General)	2625568
47.	DhianSingh	Helper (General)	2696294
48.	Sh.PanBahadur	Helper (General)	2696294
49.	Sh.PremPrasad Paudel	Helper (General)	2741266
50.	RakshaDeviMehta	Helper (General)	4644410
51.	Sh.KirpalSingh	Helper (General)	4644410
52.	TarlokKumar	Helper (General)	2625568
53.	Subhash Chand	Helper (General)	2741266
54.	Sh.Gurdeep Saran Narad	Helper (General) on DC rates	4644431
55.	Smt.Shakuntla	Asstt. Floor Supervisor	2700050
56.	Sunder Lal	Asstt. Floor Supervisor	4644410
57.	RameshKumarMangoli	Asstt. Floor Supervisor	4644410
58.	DaljitSingh	Asstt. Floor Supervisor	4644410
59.	LaxmanSingh	Asstt. Floor Supervisor	4644430
60.	BalwantSingh	Asstt. Floor Supervisor	4644410
61.	Sh.DilwarSingh	Asstt. Floor Supervisor	2700050
62.	Sh.Raghu Nath	Asstt. Floor Supervisor	4644410
63.	Sh.MadanLal	Asstt. Floor Supervisor	4672222
64.	Smt.Anjali	Room Attendant	4672222
65.	Smt.ShobhniDevi	Room Attendant	4672222
66.	Sh.AshwaniRana	Room Attendant	4672222
67.	Sh.MukeshKumar	Room Attendant	4672222
68.	Sh.Ravinder Singh Gill	Room Attendant	4672222
69.	DileshChand	Room Attendant	4644410
70.	VivekChabra	Room Attendant	4672222
71.	MohinderKumar	Room Attendant	4644488
72.	GurpreetSingh	Room Attendant	4644488

73.	SurinderSingh	Head Houseman	4644410
74.	SurinderKumar	Head Houseman	4644410
75.	Karam Pal	Head Houseman	2700050
76.	SureshKumar	Head Houseman	4644410
77.	RajinderKumar S/o Sh.Balwant	Head Houseman	4644410
78.	Sh.Pal	Head Houseman	2700050
79.	Sh.RajinderKumar	Head Houseman	4672222
80.	Sh.MukeshKumar	Head Houseman	4672222
81.	Mahi Pal S/o Sh.Mohar Singh	Head Houseman	4672222
82.	ChamanLal	Head Houseman	4672222
83.	Raj Kumar	Head Houseman	4672222
84.	Smt.KamlaDevi	House women	4644451
85.	Satbir	Houseman	4644472
86.	RajinderSingh S/o Sh.Rekhi	Houseman	4644410
87.	Ram ChanderSingh	Houseman	4644410
88.	Sh.Raju	Houseman	2700050
89.	Sh.Sanjay	Houseman	2700050
90.	Sh.ArvindKumar	Houseman	4672222
91.	Sh.ShivKumar	Houseman	4644481
92.	Sh.VijayKumar	Houseman	4672222
93.	Sh.RajeshKumar S/o Sh. Samay Singh	Houseman	4672222
94.	Mahi Pal S/o Sh.JindaRam	Houseman	4644410
95.	MukeshKumar S/o Sh.Rati Ram	Houseman	4644410
96.	KuldeepKumar	Houseman	4672222

97.	Sh.Sahdev	Houseman (deploy as SG)	4644430
98.	Sh. Satish Kumar	Houseman	2700050
99.	Sh.MohinderSingh	Houseman (PH)	4672222
100.	Sh.Abhishek	Houseman	4644430
101.	GoutamKumar	Houseman	4672222
102.	Om Prakash	Houseman	4672222
103.	Sh.KaranSingh	Sr.Bell Boy	4672222
104.	Sh.Ramesh Kumar	Sr.Bell Boy	4644488
105.	BrijMohan	Sr.Bell Boy	4672222
106.	Smt. LeelaAdhikari	Bell Boy	4644430
107.	Sh.GaneshChander	Bell Boy	4672222
108.	Sh.VijayKumar Dogra	Bell Boy	4672222
109.	RavijeetSingh	Bell Boy	4644410
110.	Smt.IndiraDevi	Helper (Mtc.)	4644410
111.	Ram Bali	Helper(Mtc)	4672222
112.	Smt.GurpreetKaur	Helper (Mtc)	2700050
113.	Sh.Talwinder Singh	Helper (Mtc.)	4672222
114.	Sh.Ajay Kumar	Helper Mtc AC (on contract)	4644471
115.	Mrs.AnjuAnand	Sr.Asstt.	4644430
116.	Sh. Anil Kumar	Sr.Asstt.	4644430
117.	Smt.MadhuShahi	Sr.Asstt.	4644430
118.	Smt.Bhavna Puri	Sr.Asstt.	4644430
119.	Sh.BhupinderKaur	Sr.Asstt.	4644430
120.	Sh.AjayKumar	Sr.Asstt.	4644430
121.	Smt.TriptaSharma	Sr.Asstt.	4644430
122.	Sh.S.C.Bhardwaj	Sr.Asstt.	4644430
123.	Parveen Puri	Sr.Asstt.	4644430
124.	Sh.Amardeep	Sr.Asstt.	2740978
125.	Sh.Dharam Pal	Sr.Asstt.	4644430

126.	Sh.HarminderSingh	Sr.Asstt.	4644430
127.	Smt.SeemaGupta	Sr.Asstt.	4644430
128.	Smt.SeemaKumari	Sr.Asstt.	4644430
129.	Sh.RajeevKohli	Sr.Asstt.	4644475
130.	Sh.AnilKumar Pandey	Sr.Asstt.	4644430
131.	SaritaBhardwaj	Sr.Asstt.	4644430
132.	Sh.NarinderKwatra	Jr.Asstt.	4644430
133.	Sh.BarijinderMohan	Jr.Asstt.	4672222
134.	Smt.Neeru Kakkar	Jr.Asstt.	4644430
135.	Smt.Harinderjit Kaur	Jr.Asstt.	4644430
136.	Smt.Alka	Jr.Asstt.	4644471
137.	Smt.Krishan Kanta	Jr.Asstt.	4644430
138.	Sh.Kuldeep Singh	Jr.Asstt.	4672222
139.	Sh.Balbir Singh	Jr.Asstt.	2658093
140.	Sh.Ravi Kumar	Jr.Asstt.	4644430
141.	Sh.Hawa Singh	Jr.Asstt.	2741266
142.	Sh.Anoop Bhatt	Jr.Asstt.	PS-56
143.	Sh.Dheeraj Kumar	Jr.Asstt.	4644410
144.	Jyotsana Sethi	Jr.Asstt.	4644430
145.	Ashwani Kumar	Jr.Asstt.	2696294
146.	Ms.Manpreet Kaur	Jr.Asstt.	4644430
147.	Sh.Devinder Pal Singh	Jr.Asstt.	4644485
148.	Sh.SunilSingh	Jr. Asstt. (Resident Asstt.)	011-23353359
149.	Sh.Anil Kumar Goyal	Sr.Acctt.	2740978
150.	Sh.Kuljitinder Singh	Sr.Acctt.	4644474
151.	Sh.Sanjay Sharma	Sr.Acctt.	4672222
152.	Deepak Kumar	Sr.Acctt.	4644430
153.	RachnaKhanna	Sr.Acctt.	4644410
154.	Sh.LovneetSingh	Sr.Acctt	4644410
155.	Smt.AmritKaur	Sr.Acctt.	4644430

156.	Sh.VijayChoudhary	Sr.Acctt.	4642222
157.	Smt.RenuSehgal	Sr.Acctt.	4644430
158.	Ms.RenuBala	Sr.Acctt.	4644410
159.	Sh. Yash Pal Chaudhry	Sr.Acctt.	4644488
160.	Ms.MeghnaAbrol	Sr.Acctt.	4644430
161.	Smt.RitaKhurana	Sr.Scale Stenographer	4644430
162.	Smt.RajinderKaur	Jr.Scale Stenographer	4644430
163.	Sh.DeepChand	Jr.Scale Stenographer	4644430
164.	Smt.InderjitKaur	Jr.Scale Stenographer	4644430
165.	Smt.Reeta Rani	Jr.Scale Stenographer	4644472
166.	Sh.Rajesh Gera	Steno Typist	2740608
167.	Smt.ManjuArora	Steno Typist	4644430
168.	Smt.SeemaSyal	Steno Typist	4644430
169.	Smt. SangeetaSehgal	Steno-Typist	4644430
170.	Mrs.DeepikaVerma	Steno Typist	4644430
171.	Sh.Som Dutt	Asstt. F&B Cost Controller	4644488
172.	HarishChander	Asstt. F&B Cost Controller	4672222
173.	Smt.RajinderKaur Pelia	Asstt. F&B Cost Controller	4644430
174.	AjayKumar	Asstt. F&B Cost Controller	4644410
175.	Smt.RajwinderKaur	Asstt. F&B Cost Controller	4644430
176.	Ms.DeepTyTrigotra	Asstt. Manager (Event & PR)	4644430
177.	Sh.Umang Bansal	Law Officer (on contract)	4644430
178.	Sh.Shiv Ram Adhikari	Clerk	4642222
179.	Sh.Rikhi Ram	Clerk	4644430
180.	Om Parkash	Clerk	4642222
181.	Rakesh Puri	Jr.BillAsstt.	4644475
182.	Sh.YashpalDhawan	Jr.BillAsstt.	2741266
183.	Sh.ShivKumar Sharma	Jr.BillAsstt.	4672222
184.	Sh.RajeshNayyar	Jr. BillAsstt.	4644410

185.	Sh.Dhan Raj	Jr. BillAsstt.	4644410
186.	Sh.RajinderKumar	Jr. BillAsstt.	4644410
187.	Sh.Ram Gopal	Jr. BillAsstt.	4644410
188.	AmarjeetSharma	Jr. BillAsstt.	4644483
189.	Shashi Pal	Jr. BillAsstt.	2625568
190.	JoginderChauhan	BillClerk	2700001
191.	BalwinderKaur	BillClerk	4644430
192.	BharatBhushan	BillClerk	2741266
193.	RajinderKumar	BillClerk	2740979
194.	SudhirSinghThakur	BillClerk	2658093
195.	Smt. PushapLata	BillClerk	4644447
196.	Sh. VarinderKumarPandey	BillClerk	2625568
197.	Sh.Rakesh Kumar	BillClerk	2625568
198.	Sh.VijayKumar	BillClerk (on contract)	2741266
199.	Sh.Neeraj Raheja	Programmer	4644430
200.	Sh.RamnikKaushal	Jr.Programmer	4672222
201.	Sh.VishalParmar	Jr.Programmer	4644488
202.	Sh.SansarChand	Jamadar	4644430
203.	Sh.ShivChander Singh	Jamadar	4644928
204.	Sh.VasuDev	Peon	4644438
205.	Sh.KamaljitSingh	Peon	2700050
206.	Sh.GopalSingh	Peon	4644474
207.	Sh.ManoharLal	Peon	2740164
208.	Sh.AkbalAli	Peon	4644442
209.	Sh.RavinderKumar	Peon	4644430
210.	Smt.KantaDevi	Peon	4644931
211.	Sh.MohammedAnish	Peon	4644475
212.	Smt.ParwatiDevi	Peon	4644436

213.	Sh.RajinderKumar	Peon	4644410
214.	Sh.KuldipChand	Peon	4644410
215.	Sh.KamalSingh	Peon	4644442
216.	Sh.RomelSingh	Peon	4644445
217.	ShriKant	Peon	4644474
218.	JagdishChand	Peon	4644440
219.	Sh.Sunil Kumar	Peon	4644482
220.	Sh.Vikram Singh	Peon	4644471
221.	MeenParshad	Telephone Attendant	4644440
222.	Smt.NishaMani Kalia	Library Attendant	4644430
223.	Sh.Manoj Kumar	Book Binder	4672222
224.	Sh.KuwarSingh	Jr. Salesman	4644480
225.	SanjayKumar	Jr.Salesman	4644483
226.	RameshChander	Jr. Salesman	2741266
227.	Sh.Rajeev Sharma	Jr. Salesman	4644481
228.	Sh.Bhupinder Singh	Jr. Salesman	4644474
229.	Sh. Vijay Pal	Jr. Salesman (on contract)	2696294
230.	Sh.Gaurav Verma	Jr. Salesman (on contract)	4664449
231.	Sh.Rajesh S/o Mangu Ram	Jr. Salesman (on contract)	Hallomajra
232.	Sh.Varinder Kumar	Jr. Salesman (on contract)	RGSB
233.	Sh.Jasveer Singh	Jr. Salesman (on contract)	2696294
234.	Sh.AmarjeetKumar	Head Mali	4644410
235.	Sh.VirBahadur	Head Mali	4672222
236.	ArunKumar	Head Mali	4644410
237.	Sh.RamAsre S/o Ram Sukh	Mali	2741266
238.	Sh.Raja Ram	Mali	4672222
239.	Bajrangi	Mali	4644410

240.	Sh. Ram Asre S/o Jagru	Mali	4644472
241.	Sh.Sant Ram	Mali	2700050
242.	Sh.VijayParsad	Mali	4644410
243.	Sh.OmParkash	Mali	4664449
244.	Sh.BansiLal	Mali	4644410
245.	Sh.ParasNath	Mali	4644410
246.	Sh.GangaSingh	Darban	4672222
247.	JeetaSingh	Darban	4644410
248.	P.Mathew	Darban	4644410
249.	Prithi Pal	Sr. Security Guard	4644474
250.	Sh.PishoriLal	Sr. Security Guard	4644410
251.	Sh.Sanjiv Kumar (MasnoorAli)	Sr. Security Guard	4644410
252.	Sh.GianBahadur	Sr. Security Guard	4644410
253.	Raj Kumar	Security Guard	2700050
254.	Sh.Surinder Singh	Security Guard	4644474
255.	Sh. Om Parkash	Security Guard	1644485
256.	Sh.Harjinder Singh	Security Guard	4644430
257.	Sh.Vijay Kumar	Security Guard (on contract)	4642222
258.	Sh.AngrejSingh	Security Guard (on contract)	4642222
259.	Sh.PiritamKumar	Security Guard (on contract)	4644488
260.	Sh.Krishan Pal	Security Guard (on contract)	2700050
261.	Sh.Rishi Pal	Security Guard (on contract)	4644488
262.	Sh.JatinderKumar	Security Guard (on contract)	4644482
263.	Sh.SatbirSingh	Security Guard (on contract)	4644410
264.	Sh.ManjitSingh	Security Guard (on contract)	4644410
265.	Sh.ShobanSingh	Waiter	2700001
266.	Sh.MahimaParshad	Waiter	4672222
267.	Sh.MohanLal Bhatt	Waiter	4644410

268.	Sh.MitraNand Paliwal	Waiter	2700050
269.	Sh.Ram Din	Waiter	4644447
270.	Sh.Daya Ram Acharya	Asstt. Steward	4644430
271.	Sh.GyanbirSingh	Waiter	2741266
272.	Sh.RajKumar	Waiter	4672222
273.	Sh.JaiParkash Kaushik	Waiter	4644410
274.	Sh.AnilKumar	Waiter	4644410
275.	Sh.DharamChand	Waiter	4672222
276.	Sh.KamalChauhan	Waiter	4644430
277.	Sh.KhadakBahadur Chetri	Waiter	2929708
278.	Sh.ParmvirSingh	Waiter	4672222
279.	Sh.Shyam Sunder Singh	Waiter	2741266
280.	Sh.BahadurSingh S/o BachiSingh	Waiter	4672222
281.	Sh.DilbagSingh	Waiter	4672222
282.	Sh.MahajanSingh Rana	Waiter	4672222
283.	Sh.KamleshKumar	Waiter	2741266
284.	Sh.DheerajSingh	Waiter	4672222
285.	Sh.DevenderSingh	Waiter	2741266
286.	Sh.SubhashKumar	Waiter	4644410
287.	Sh.OmNarayan Yadav	Waiter	4644472
288.	Sh.NagenderSingh	Waiter	2700050
289.	Sh.SanjeevKumar	Waiter	4644410
290.	Sh.AnilKumar S/o Sh. Ram Kumar	Waiter	4672222
291.	Sh.SanjayKumar	Waiter	2700050
292.	Sh.MukeshKumar	Waiter	4644410
293.	Sh.RajbirSingh	Waiter	4672222
294.	Sh.KrishanKumar	Waiter	4644430

295.	Sh.RajinderKumar	Waiter	4644410
296.	Sh.Narinder Kumar	Waiter	4644410
297.	Raja Ram	Waiter	2625568
298.	BahadurSingh S/o Nathu Ram	Asstt. Steward	2929708
299.	AjayKatoch	Waiter	4644410
300.	SantoshKumarChandel	Waiter	4644447
301.	Parshu Ram Nautiyal	Waiter	4644410
302.	Jot Singh	Waiter	2700050
303.	CharanSingh	Waiter	4644447
304.	Satyawan	Waiter	2741266
305.	HeeraSingh	Waiter	4644410
306.	Lala Ram	Waiter	4672222
307.	NetraSinghBhandari	Waiter	4644410
308.	Sh.VipinKumar	Waiter	4644410
309.	AshwaniKumar	Waiter	4644450
310.	RameshKumar	Waiter	4644410
311.	Om Prakash	Waiter	4644410
312.	PuranSingh	Waiter	2700050
313.	KushaljitSingh	Waiter	4644410
314.	SureshGiri	Waiter	4644410
315.	Sh.TanSingh	Waiter	4644430
316.	Sh.SaukarSingh	Waiter	4644410
317.	Sh.RamKrishan Thakur	Waiter	2741266
318.	Sh.JagdishChand	Waiter	4644410
319.	Sh.ParveenKumar Rana	Waiter	2929708
320.	Sh.ArvindKumar	Waiter	4644410
321.	Sh.Jitender Kumar	Waiter	2700050
322.	Sh.Sunil Tomar	Waiter	2700050

323.	Sh.Vikas Chaudhary	Waiter (on contract basis)	4644410
324.	Sh.Naresh	Waiter (on contract basis)	4644410
325.	Sh.Pankaj Kumar	Waiter (on contract basis)	4644450
326.	Sh. Kashmir	Waiter (on contract basis)	4644450
327.	Sh.Ashwani Kumar	Waiter (on contract basis)	4644450
328.	Sh.Parvinder Singh	Waiter (on contract basis)	4644450
329.	Sh.Dharam Chand	Waiter (on contract basis)	4644450
330.	Sh.Ravinder Kumar	Waiter (on contract basis)	4644450
331.	Sh.Arun Lathar	Waiter (on contract basis)	2696294
332.	Sh. Parveen Kumar	Waiter (on contract basis)	4644410
333.	Sh. Ravi Kumar	Waiter (on contract basis)	4644450
334.	Sh.Udey Singh	Waiter (on contract basis)	4644450
335.	Sh.Arun Kumar	Waiter (on contract basis)	UT Sectt Canteen
336.	Sh.Sachin Machal	Waiter (on contract basis)	2741266
337.	Sh.Manoj	Waiter (on contract basis)	4644410
338.	Sh. Prince	Waiter (on contract basis)	4672222
339.	Sh.Mukesh	Waiter (on contract basis)	4644410
340.	Sh. Anil Kumar	Waiter (on contract basis)	4644410
341.	Sh.Yogesh Sharma	Trainee Waiter	RGSB
342.	Sh.Sunil Kumar	Trainee Waiter	RGSB
343.	Sh.Pardeep Kumar	Trainee Waiter	Airport
344.	Sh.JatinderThakur	Trainee Waiter	2700050
345.	Sh.DharamSingh	Utility Worker	4672222
346.	Sh.Indraduman	Utility Worker	4644410
347.	Sh.HemSingh Thakur	Utility Worker	4672222
348.	Sh.DeviDutt	Utility Worker	4644410
349.	Sh.RameshChand Joshi	Utility Worker	4644410
350.	Sh.ArjunParshad	Utility Worker	2741266

351.	Anil Kumar	Utility Worker	2929708
352.	JagatSingh	Utility Worker	4644447
353.	SantLal	Utility Worker	4644410
354.	Dharma Raj	Utility Worker	4672222
355.	HariSingh	Utility Worker	PS-17
356.	Gopal Thapa	Utility Worker	4644410
357.	Sh.Bali Ram	Utility Worker	4644410
358.	Sh.Bhagwat Mandal	Utility Worker	4644447
359.	Sh.Sopan Gorey	Utility Worker	2696294
360.	Sh.VinodKishore Bhatt	Utility Worker	4644481
361.	Sh.RamKumar	Utility Worker	4644430
362.	Sh.KulbirSingh	Utility Worker	4644410
363.	Sh.BantiSingh	Utility Worker	2625568
364.	Sh.SatishKumar	Utility Worker	2929708
365.	Sh.RakeshKumar	Utility Worker	Hallomajra PS
366.	Sh.RajKumar	Utility Worker	2929708
367.	Sh.Shishu Pal	Utility Worker	2741266
368.	Sh.ParasNath	Utility Worker	4644410
369.	Sh.IshwarChand	Utility Worker	2929708
370.	Sh.Ashoken G.K.	Helper(Kitchen)	4644483
371.	Smt.MatiDevi	Helper (Kitchen)	4644430
372.	PurshottamSharma	Helper (Kitchen)	4644447
373.	Sher Singh	Helper (Kitchen)	2741266
374.	DhanBahadur	Helper (Kitchen)	2741266
375.	VijayKumar	Helper (Kitchen)	2647905
376.	Rameshwar	Helper (Kitchen)	2412666
377.	PardeepKumar	Helper (Kitchen)	4672222
378.	UttamSingh	Helper (Kitchen)	4644448
379.	Smt.Bhavna	Helper (Kitchen)	4644430

380.	Sh.PritamKhadka	Commis-I	4644410
381.	Sh.Suresh Aggarwal	Commis-I	2700001
382.	Sh.Baldev Raj	Commis-I	4644410
383.	Ram Babu	Commis-I	2700001
384.	Sh.SureshKumar	Commis-I	2700050
385.	Sh.ParmodBahal	Commis-I	4672222
386.	Sher Singh	Commis-I	4644488
387.	Sh.ArjunSingh	Commis-I	2929708
388.	Sh.Charanjit	Commis-I (Contract)	4672222
389.	Sh. NeerajSinghMehra	Commis-I (Contract)	4672222
390.	Sh.Sandeep	Commis-I (Contract)	4672222
391.	Sh.RakeshMehta	Commis-I (Contract)	4672222
392.	RakeshSinghRana	Commis-I (Contract)	4644410
393.	RavinderKumarYadav	Commis-I(Contract)	4644410
394.	LaxmiKantSahoo	Commis-II	4644410
395.	Sh.Sandeep Bansal	Commis-II	4644410
396.	Sh.NarSingh Rawat	Commis-II	4644410
397.	Sh.SarabjitSingh	Commis-II	4644410
398.	Sh.BalamSingh	Commis-II	2700050
399.	Sh.YadvinderSingh	Commis-II	4644410
400.	Sh.ChanderMohan	Commis-II	2696294
401.	Sh.Sham kumar	Commis-II	4644410
402.	Sh.NaginderDutt	Commis-II	2700050
403.	NagenderParshad	Commis-II	2700001
404.	KeharSingh	Commis-II	2700001
405.	Sh.Shurbir singh	Commis-II	2700050
406.	Sh.Krishan Pal	Commis-II	2741266
407.	Sh.RohitBhardwaj	Commis-II	4672222
408.	Sh.KesarSingh	Commis-II	4644410

409.	JagatSinghBisht	Commis-II	2700001
410.	Sh.Moti lal	Commis-II	4644410
411.	Sh.JulliusJames	Commis-II	4644410
412.	ParampreetSingh	Commis-II	4672222
413.	Sh.Shiv Dayal	Commis-II	4644447
414.	Sh.JoginderKumar	Commis-II	4644410
415.	Sh.Rajinder Parshad	Commis-II	4644410
416.	Manikam	Commis-II (Contract)	4644410
417.	Sh. Parveen Kumar	Commis-II (Contract)	4644410
418.	BhimSingh	Commis-II (Contract)	4644410
419.	BijenderRaturi	Commis-II (Contract)	4672222
420.	RoopSingh	Commis-II (Contract)	4672222
421.	Sh.Deepak Singh	Commis-II (Contract)	4644410
422.	Sh.Amrit Singh	Commis-II (Contract)	4644451
423.	Sh.Vijay Kumar	Commis-II (Contract)	4672222
424.	Sh. Parveen	Commis-II (Contract)	2700050
425.	Sh.Des Raj	Commis-III	4644410
426.	Sh.DileBurathoki	Commis-III	4644410
427.	Sh.KhopBahadur	Commis-III	2741266
428.	DiwanSingh	Commis-III	2741266
429.	MotiSingh	Commis-III	2700001
430.	MaheshChander	Commis-III	2741266
431.	ManojSinghRawat	Commis-III	2700001
432.	SahaNand	Commis-III	4644410
433.	Sh.KrishanKr.Bahadur	Commis-III	4644447
434.	Sh.AngadKumar	Commis-III	4644447
435.	Sh.VijayKumar Singh	Commis-III	4644447
436.	Sh.Tirloksingh	Commis-III	2741266
437.	Sh.DinaNath	Commis-III	2741266

438.	Sh.PremLal	Commis-III	2700050
439.	Sh.JotSingh	Commis-III	2700001
440.	Sh.SurinderRana	Commis-III	2741266
441.	Sh.ShambhooParshad	Commis-III	2740978
442.	Sh.Parkash Singh	Commis-III	2740963
443.	Sh.Jorawar Singh	Commis-III	4644447
444.	Sh.Megh Singh	Commis-III	4644410
445.	Sh. KhemSinghRawat	Commis-III	2700050
446.	Sh. Mangal Singh	Commis-III	4644410
447.	Sh.Gobind Parshad	Commis-III	2700001
448.	Sh.Fateh Singh	Commis-III	2741266
449.	Sh.Uday Singh	Commis-III	4644447
450.	Sh. Guddu Ram	Commis-III	2929708
451.	Sh.Naresh Kumar	Commis-III	2625568
452.	Sh. ChanderMani	Commis-III	2700001
453.	Sh.Roshan Lal	Commis-III	4644488
454.	Sh.Banwari Lal	Commis-III	2700001
455.	Sh.RamKumar	Commis-III	2625568
456.	Sh.SureshChand	Commis-III	2700001
457.	Sh.DayalKrishan	Commis-III	4644410
458.	Sh.TajwarSingh	Commis-III	4644410
459.	Sh.Mohan Lal	Commis-III	2741266
460.	Sh. Satay Singh	Commis-III	4644410
461.	Sh.Ravinder Kumar	Commis-III	4672222
462.	Ravinderjeet	Commis-III (Contract)	2700001
463.	VishalThakur	Commis-III (Contract)	2700001
464.	Parminder	Commis-III (Contract)	2700001
465.	Sh.Ramesh Chand	Commis-III (Contract)	4644410
466.	Sh.Soban Singh	Commis-III (Contract)	4644410

467.	Sh.Arun Singh	Commis-III (Contract)	4644410
468.	Sh.Sikandar	Commis-III (Contract)	4644451
469.	Sh.Anik Kalia	Commis-III (Contract)	4644451
470.	Sh.Sarvesh	Commis-III (Contract)	2700050
471.	Sh.Sanjay Kumar	Commis-III (Contract)	4644410
472.	Sh.Lalit Singh	Commis-III (Contract)	4672222
473.	Sh.Gourav Dogra	Commis-III (Contract)	2700050
474.	Keshav	Commis-III (Contract)	4644410
475.	Sh. Varinder Pal	Barman	4644451
476.	Sh.Harnam Singh	Asstt. Barman	2741266
477.	Sh.Mohit Gopal	Captain	2740978
478.	Sh.AjayTandon	Captain	2740978
479.	Subhash Sharma	Captain	4672222
480.	Sh.Amar Singh	Captain	4644410
481.	RajinderKr.Bhardwaj	Captain	4672222
482.	Bali Ram	Captain	4644410
483.	Sh.DineshKumar Tiwari	Captain	4672222
484.	Sh.KuldipSingh	Captain	2741266
485.	LalSinghNegi	Captain	4644410
486.	MohinderSingh	Captain	4644451
487.	Ram Rattan	Captain	4644410
488.	Sh. Harsh SinghRana	Captain	4644410
489.	Sh.ShankarSingh Rana	Steward	4644410
490.	Sh.MohanLal Sharma	Steward	4644410
491.	Sh.Devi Ram	Steward	4644410
492.	Sh.PiyareLal	Steward	4644410
493.	Sh.RoshanLal Chandel	Steward	2700001
494.	Sh.VidyaSagar Bhatt	Steward	2625568
495.	Sh.ChainSingh	Steward	2700001

496.	MohinderSinghMehra	Steward	2700001
497.	Ashok Raj Sharma	Steward	2741266
498.	Sh.DeepakKumar Sharma	Kitchen Supervisor	4644483
499.	Smt.MuktaSharma	Restaurant Hostess	4672222
500.	Ms.Meenakshi	Restaurant cum Lobby Hostess (on contract)	4644410
501.	Mrs.Isha	Restaurant cum Lobby Hostess (on contract)	4644410
502.	Ms.Charu	Restaurant cum Lobby Hostess (on contract)	4672222
503.	Sh.Subhash	Life Guard	2741266
504.	Sh.Parmod Kumar	Boatman	2741266
505.	Sh.Ashok Kumar	Boatman	2741266
506.	Sh.Avtar Singh	Boatman	2741266
507.	Sh.Upendra Kumar	Boatman	2741266
508.	Sh.Krishan Kumar	Boatman	2741266
509.	Sh.Ajay Kumar	Boatman	2741266
510.	Sh. SurajParkashBhardwaj	Security Officer	4644410
511.	Sh.Sanjay Sood	Security Officer	2700050
512.	Sh.Jaswinder Singh	Security Supervisor	2700050
513.	Sh.DevGir	Mortar Mate	4644472
514.	Sh.RajeshKumar	Mortar Mate	4644410
515.	Sh.AjayKohli	Mortar Mate	4644472
516.	Sh.RakeshKumar Puri	Mortar Mate	4644472
517.	Sh.KulParshad	Mortar Mate	4644472
518.	BhuvneshwarSharma	Reservation Executive	4672222
519.	Sh.PardeepNarang	Reservation Executive	4644410
520.	MeenuKaul	Receptionist	4644410
521.	Ruby Menzes	Receptionist	4672222
522.	AvnishVij	Receptionist	4644430
523.	Meenakshi	Receptionist	4644410

524.	Smt. Urvashi	Reservation Executive	2700050
525.	Sh.KulwinderSingh	Reservation Executive	2700050
526.	Sh.IshwarSingh	Receptionist	4644410
527.	Sh.SawanKumar	Receptionist	4672222
528.	Sh.Uday Singh	Receptionist (on contract)	4644410
529.	Sh.Ravinder Kumar	Receptionist (on contract)	2700050
530.	Sh.Karandeep	Receptionist (on contract)	2700050
531.	Sh.Lakhvinder Singh	Receptionist (on contract)	4672222
532.	Smt. Veena	Telephone Operator	4644430
533.	Anil Kumar Grover	Telephone Operator	4644485
534.	BhupinderSingh	Telephone Operator	2700050
535.	Sh.VirenderKumar	Telephone Operator	4644410
536.	Sh.KulbhushanChaudhar y	Telephone Operator	4672222
537.	Sh.Simerjit SinghMann	House Keeper	4644410
538.	Sh.Nek Ram	Asstt. Housekeeper	2700050
539.	Sh.SikanderSingh	Desk Controller	4672222
540.	Sh.RupeshDutt Mehta	Desk Controller	2748202
541.	Sh.BhimSain	Linen Keeper	4644410
542.	SurinderSingh	Linen Keeper	2700050
543.	Sh.KamalSingh	Floor Supervisor	4644410
544.	Sh.PartapSingh Thakur	Floor Supervisor	4644410
545.	Smt.SumanAhuja	Floor Supervisor	2700050
546.	HarmeshChanderKaushi k	Floor Supervisor	2740978
547.	UmeshKumarSingh	Floor Supervisor	4644410
548.	Sh. Shiv Kumar	Floor Supervisor (on contract)	2700050
549.	ShriYashpal	Bell Captain	4672222
550.	Sh.SatwinderSingh	Driver	4672222
551.	Sh.RajeshSyal	Driver	011-23353359

552.	Sh.AnilKumar	Driver	4672222
553.	JagjivanSingh	Driver	2700050
554.	RameshChandra	Driver (on contract)	4644410
555.	SatwinderSingh	Driver (on contract)	4644410
556.	RameshKumar	Driver (on contract)	4644471
557.	AmandeepSingh	Driver (on contract)	4644442
558.	AmarjeetGir	Driver (on contract)	4644430
559.	ManpreetSingh	Driver (on contract)	4672222
560.	SushilNasier	Driver (on contract)	4644430
561.	Sh.MohinderSingh	Skilled Operator	4644482
562.	Sh.Arun Kumar	Jr. Tech.Asstt. (on contract)	4644482
563.	Sh.Rajiv Sharma	Jr. Tech.Asstt. (on contract)	4644482
564.	Sh.Arvind Kumar	Jr. Tech.Asstt. (on contract)	4644482
565.	Sh.RamMurti	Electrical Supervisor	4672222
566.	Sh.HarjinderSingh	Music T.V.Operator	2700050
567.	GurinderSingh	Music T.V. Operator	4644410
568.	Sh.PritamSingh	Boiler Attendant	4672222
569.	Sh.LakhmirSingh	Boiler Attendant	4672222
570.	Ram Niwas	Boiler Attendant	4644410
571.	GurcharanDass	Boiler Attendant	4672222
572.	Sh.Ravinder Singh	Carpenter (on contract)	4644472
573.	Sh.RakeshMohan	Electrician cum Gen Opt	2700001
574.	Sh.VipinKumar	Electrician cum Gen Opt	4672222
575.	Sh.SatishKumar	Electrician cum Gen Opt	4672222
576.	UggarSingh	Electrician cum Gen Opt	4644472
577.	SantLal	Electrician cum Gen Opt	4644410
578.	Sh.KulwinderSingh	Electrician cum Gen Opt	4644430
579.	Sh.Anand Singh	Electrician cum Gen Opt	4644410
580.	Manish	Electrician cum Gen Opt (on contract)	4672222

581.	Sh.VijaySingh	Plumber	4644472
582.	MeharSingh	Mtc. Supervisor (Civil/PH)	4672222
583.	Sh.Tilak Raj	Mtc. Supervisor (Civil/PH)	2700050
584.	Sh.ParkashChand	A.C. Mechanic-cum-Electrician	2700050
585.	Sh.PremChand	A.C. Mechanic-cum-Electrician	4672222
586.	SurinderKumar	Electrical Supervisor	4672222
587.	Ravi Kaul	A.C. Mechanic-cum-Electrician	4644410
588.	Sh.SatishKumar Batra	A.C.Mechanic cum Electrician	2740978
589.	Sh.Davinder Singh	A.C.Mechanic cum Electrician (on contract)	2700050
590.	Sh.ArvindChoudhary	Sub Station Attendant (on contract)	4644410
591.	ChandSingh	Lift Operator	4644410

ANNEXURE-10

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

(Monthly remuneration received by the officers and employees)

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

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
1	2134	JASVINDERKAUR SIDHU	MANAGING DIRECTOR	2,82,829
2	2055	MANINDERKANWAR	COMPANY SECRETARY	1,17,250
3	835	ANURAGWALIA	GENERAL MANAGER	96,774
4	2131	BIKRAMSINGH VIRK	DY.GENERAL MANAGER	1,00,000
5	1962	SUDHIRGUPTA	DY.GENERAL MANAGER	96,545
6	1356	JATINDERSINGH	EXECUTIVE ENGINEER	1,66,433
7	1916	VINEETCHOPRA	EXECUTIVE CHEF	98,149
8	1433	SANJAY DANIELBANERJEE	SENIOR MANAGER	1,49,567
9	157	RAJPALPANWAR	SENIOR MANAGER	1,34,344
10	513	GANESH DATT SHARMA	P.S.TO M.D.	1,19,087
11	1734	SANDEEPAPOOR	SR. MANAGER(F&B)	1,18,842
12	153	AJAYPAULSHARMA	SUB.DIVISION ENGINEER	1,66,433
13	152	BHUSHANKUMAR	SUB.DIVISION ENGINEER	1,62,573
14	678	AJAYKUMAR	ASSTT. ENGINEER	92,131
15	954	AMARJITSINGH	ASSTT. ENGINEER	92,131
16	1881	VISHALSHARMA	ASSTT. ENGINEER	86,888
17	2067	NITINKUMAR	CHEF	66,284
18	2151	JOGINDERSINGH	MANAGER ACCOUNTS	1,18,780
19	741	ADARSHGULATI	MANAGER ACCOUNTS	1,16,884
20	29	PRAVEENNANDA	MANAGER ACCOUNTS	1,07,285
21	544	VINODKASHYAP	MANAGER ACCOUNTS	1,07,065
22	2095	GURPREETSINGH	MANAGER(HRD)	52,875
23	2074	UMANG BANSAL	LAW OFFICER	36,049
24	692	PAWANKAPOOR	SPORTS OFFICER	1,11,203
25	826	AJAYKUMAR SACHDEVA	(F & B)COST CONTROLLER	88,582
26	798	SURINDERMISHRA	MANAGER F & B	1,28,363
27	2113	AARTICHATTA	SR.HOUSE-KEEPER	47,000
28	1183	JATINDERMALIK	G.R.E	98,369
29	919	BALBIRKUMAR BANGA	G.R.E	91,302
30	1821	HARMILANSINGH	G.R.E	83,263
31	2019	DEEPTITRIGOTRA	ASSISTANT MANAGER	80,849
32	1148	KULJITINDERSINGH	SENIOR ACCOUNTANT	95,319
33	31	SANJAYSHARMA	SENIOR ACCOUNTANT	95,319
34	1075	ANIL KUMAR GOYAL	SENIOR ACCOUNTANT	95,319
35	32	AMRIT KAUR GILL	SENIOR ACCOUNTANT	89,447
36	743	LOVENEETSINGH	SENIOR ACCOUNTANT	89,447
37	521	RACHNAKHANNA	SENIOR ACCOUNTANT	86,441
38	1146	VIJAYCHAUDHARY	SENIOR ACCOUNTANT	79,493
39	747	RENUSEHGAL	SENIOR ACCOUNTANT	77,800
40	2022	MEGHNAABROL	SENIOR ACCOUNTANT	68,615
41	1763	DEEPAKKUMAR	SENIOR ACCOUNTANT	67,978
42	1866	RENUBALA	SENIOR ACCOUNTANT	67,615
43	1858	YASHPALCHOUDHARY	SENIOR ACCOUNTANT	67,615
44	1594	RITAKHURANA	SR.SCALE STENOGRAPHER	81,847
45	541	SOMDUTT	ASSTT.F&BCC	91,063
46	821	RAJINDERKAUR PELIA	ASSTT.F&BCC	89,182
47	1281	HARISHCHANDRASINGH	ASSTT.F&BCC	86,692

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
48	49	RAJWINDERKAUR SACHDEVA	ASSTT.F&BCC	81,516
49	87	NEERAJRAHEJA	PROGRAMMER	92,628
50	515	ANJUANAND	SENIOR ASSISTANT	94,190
51	608	ANIL KUMAR	SENIOR ASSISTANT	92,566
52	46	BHAVANA PURI CHOPRA	SENIOR ASSISTANT	92,266
53	1242	PARVEEN PURI	SENIOR ASSISTANT	89,279
54	713	AMAR DEEP	SENIOR ASSISTANT	89,279
55	40	MADHUSHAHI	SENIOR ASSISTANT	86,504
56	529	BHUPINDERKAUR	SENIOR ASSISTANT	80,188
57	762	AJAYKUMAR	SENIOR ASSISTANT	80,188
58	1158	S.C. BHARDWAJ	SENIOR ASSISTANT	80,056
59	50	SEEMAKUMARI	SENIOR ASSISTANT	79,637
60	758	TRIPTASHARMA	SENIOR ASSISTANT	79,591
61	612	SARITABHARDWAJ	SENIOR ASSISTANT	79,427
62	745	SEEMAGUPTA	SENIOR ASSISTANT	78,927
63	589	DHARAM PAL	SENIOR ASSISTANT	77,335
64	527	RAJEEVKOHLI	SENIOR ASSISTANT	76,109
65	1690	HARMINDERSINGH	SENIOR ASSISTANT	75,578
66	1161	ANIL KUMARPANDEY	SENIOR ASSISTANT	75,047
67	524	RAJINDERKAUR	JR.SCALESTENOGRAPHERII	82,711
68	202	DEEP CHAND	JR.SCALESTENOGRAPHERII	79,327
69	1698	INDERJITKAUR	JR.SCALESTENOGRAPHERII	70,700
70	1882	AMITMADAN	JUNIOR ENGINEER	86,888
71	2133	RAJESHKUMAR	JUNIOR ENGINEER	44,100
72	947	MEHARSINGH	MAINTENANCE SUPERVISOR(CIVIL/PH)	74,014
73	54	TILAK RAJ	MAINTENANCE SUPERVISOR(CIVIL/PH)	69,369
74	156	BALDEV RAJ	HEAD DRAFTMAN	1,11,773
75	803	AJAYTANDON	SR. CAPTAIN	94,254
76	1294	SUBHASH SHARMA	SR. CAPTAIN	92,497
77	968	GOPAL KHADKA	CHEFDE PARTI	1,12,508
78	975	MANOJKUMAR	CHEFDE PARTI	1,01,538
79	1837	ANOOPKUMAR	CHEFDE PARTI	78,495
80	1021	SIMERJITSINGHMANN	HOUSEKEEPER	85,361
81	1386	DEVENDER SINGH	HOUSEKEEPER	83,938
82	1291	DEEPAKKUMAR SHARMA	SUPERVISOR GR-I	1,06,995
83	1388	NEK RAM	ASSISTANT HOUSEKEEPER	73,019
84	1704	RAMNIKKAUSHAL	JR. PROGRAMMER	88,715
85	1894	VISHALPARMAR	JR. PROGRAMMER	65,289
86	1275	URVASHIARORA	SR. RECEPTIONIST	75,058
87	1623	KULWINDERSINGH	SR. RECEPTIONIST	73,948
88	522	NARINDERKUMAR KWATRA	JUNIOR ASSISTANT	76,739
89	47	JYOTSANASETHI	JUNIOR ASSISTANT	76,306
90	960	DHIRAJKUMAR	JUNIOR ASSISTANT	75,974
91	113	BALBIRSINGH	JUNIOR ASSISTANT	74,494
92	753	BRIJENDERMOHAN VASHISHT	JUNIOR ASSISTANT	70,002
93	203	KULDEEPSINGH	JUNIOR ASSISTANT	69,807
94	185	HAWASINGH BHARDWAJ	JUNIOR ASSISTANT	69,603
95	1481	HARINDERJITKAUR	JUNIOR ASSISTANT	69,439
96	1105	NEERUKAKKAR	JUNIOR ASSISTANT	69,439
97	1112	ALKASACHDEV	JUNIOR ASSISTANT	67,812
98	1530	KRISHANKANTA	JUNIOR ASSISTANT	67,746
99	519	DEVINDER PAL SINGH	JUNIOR ASSISTANT	66,816
100	1766	SUNILSINGH	JUNIOR ASSISTANT	66,755
101	1692	RAVI KUMAR	JUNIOR ASSISTANT	65,060
102	1699	ANOOPBHATT	JUNIOR ASSISTANT	64,993

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
103	1939	MANPREETKAUR	JUNIOR ASSISTANT	63,658
104	772	ASHWANIKUMAR	JUNIOR ASSISTANT	62,156
105	924	MEENUKAUL	RECEPTIONIST	82,309
106	923	RUBY MENZES	RECEPTIONIST	77,133
107	926	ISHWARSINGH	RECEPTIONIST	71,992
108	927	SATISH KUMAR	RECEPTIONIST	71,129
109	1707	AVNISHVIJ	RECEPTIONIST	68,076
110	1193	MEENAKSHI	RECEPTIONIST	61,756
111	1737	SAWANKUMAR	RECEPTIONIST	52,482
112	2071	KARAN DEEP	RECEPTIONIST	22,937
113	2053	UDAYGREWAL	RECEPTIONIST	22,184
114	2091	RAVINDERKUMAR	RECEPTIONIST	20,805
115	2088	LAKHVINDERSINGH	RECEPTIONIST	20,805
116	1770	REETA RANI	JR.SCALE STENOGRAPHER-I	68,675
117	545	SHIV KUMARSHARMA	JUNIOR BILL ASSISTANT	83,938
118	824	YASH PAL DHAWAN	JUNIOR BILL ASSISTANT	83,938
119	761	RAKESH PURI	JUNIOR BILL ASSISTANT	80,288
120	757	RAJESHNAYYAR	JUNIOR BILL ASSISTANT	76,473
121	1101	DHAN RAJ	JUNIOR BILL ASSISTANT	72,625
122	1283	SHASHI PAL	JUNIOR BILL ASSISTANT	71,098
123	1282	AMARJEETSHARMA	JUNIOR BILL ASSISTANT	70,512
124	657	RAM GOPAL	JUNIOR BILL ASSISTANT	69,747
125	105	RAJINDERKUMAR MANDIWAL	JUNIOR BILL ASSISTANT	69,517
126	1958	SANJAYKUMAR SOOD	SECURITY OFFICER	67,046
127	1884	SURAJPARKASH	SECURITY OFFICER	64,740
128	782	JASWINDERSINGH	SECURITY OFFICER	64,228
129	921	PRADEEPNARANG	RESERVATION EXECUTIVE	81,181
130	1606	MOHIT GOPAL	CAPTAIN	86,025
131	814	AMARSINGH	CAPTAIN	83,039
132	820	DINESHKUMAR TIWARI	CAPTAIN	77,577
133	1732	RAJENDERKUMAR BHARDWAJ	CAPTAIN	73,748
134	817	BALIRAM	CAPTAIN	72,409
135	836	HARSH SINGHRANA	CAPTAIN	69,470
136	1131	RAM RATTAN	CAPTAIN	66,882
137	1475	LALSINGH NEGI	CAPTAIN	65,539
138	1317	MAHENDERSINGH BIST	CAPTAIN	64,525
139	1313	KULDIPSINGH	CAPTAIN	62,613
140	831	VARINDER PAL	BARMEN	82,585
141	857	HARNAMSINGH	ASST. BARMAN	59,149
142	1305	MUKTASHARMA	SR.REST.HOSTESS	70,032
143	2123	PARULGUPTA	Sales Executive	1,568
144	990	RAM BABU	COMMISS-I	1,00,502
145	1485	PRITAMKHADKA	COMMISS-I	96,611
146	1220	SURESHKUMAR	COMMISS-I	86,525
147	1263	BALDEV RAJ	COMMISS-I	80,196
148	1240	SHER SINGH	COMMISS-I	77,598
149	1729	SURESHAGGARWAL	COMMISS-I	71,764
150	1925	CHARANJITSINGH SAINI	COMMISS-I	31,378
151	2103	RAKESHMEHTA	COMMISS-I	27,106
152	2104	SANDEEP	COMMISS-I	27,106
153	2042	NEERAJSINGH MEHRA	COMMISS-I	26,494
154	2149	RavinderKumarYadav	COMMISS-I	23,415
155	1885	RAKESH SINGH RANA	COMMISS-I	23,415
156	920	BHUVNESHWARSHARMA	RESERVATION ASSISTANT	78,827
157	1365	RAM MURTI SHARMA	ELECTRICAL SUPERVISOR	75,387

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
158	1363	SURINDERKUMAR SHARMA	ELECTRICAL SUPERVISOR	74,014
159	1222	PARMODBAHL	COMMISS-II	86,525
160	1545	SARAVJITSINGH	COMMISS-II	86,060
161	991	NARSINGH RAWAT	COMMISS-II	83,836
162	998	ARJUNSINGH	COMMISS-II	82,885
163	1004	CHANDERMOHAN	COMMISS-II	80,618
164	1264	YADVINDERSINGH	COMMISS-II	77,133
165	1215	NAGENDERDUTT	COMMISS-II	75,310
166	1233	SHYAMKUMAR	COMMISS-II	73,442
167	1013	KEHARSINGH	COMMISS-II	73,218
168	1764	LAXMI KANTSAHOO	COMMISS-II	72,089
169	1208	BALAMSINGH	COMMISS-II	71,701
170	1212	NAGENDERPARSHAD	COMMISS-II	71,594
171	1229	MOTILAL	COMMISS-II	71,227
172	1437	KESARSINGH	COMMISS-II	70,864
173	73	SHIV DAYAL	COMMISS-II	69,513
174	1542	JAGATSINGH BISHT	COMMISS-II	67,878
175	1252	RAJINDERPARSHAD	COMMISS-II	63,673
176	1504	KRISHAN PAL	COMMISS-II	62,799
177	1825	SANDEEP BANSAL	COMMISS-II	62,202
178	1538	ROHITBHARDWAJ	COMMISS-II	59,583
179	1681	JULLIUS JAMES	COMMISS-II	59,583
180	1773	PARAMPREETSINGH	COMMISS-II	54,340
181	1814	JOGINDERKUMAR	COMMISS-II	53,212
182	1978	PARVEEN KUMAR	COMMISS-II	19,673
183	2013	DeepakSingh	COMMISS-II	19,548
184	1988	ROOPSINGH	COMMISS-II	19,548
185	1996	BHIMSINGH	COMMISS-II	19,548
186	1986	BIJENDERRATURI	COMMISS-II	19,548
187	2144	VIJAYKUMAR	COMMISS-II	17,473
188	2040	AMRITSINGH	COMMISS-II	17,473
189	2147	PARVEEN	COMMISS-II	17,244
190	2130	MANIKAM	COMMISS-II	14,413
191	2039	ARUNKUMAR	JR. TECHNICAL ASSISTANT	24,976
192	2089	RAJEEVSHARMA	JR. TECHNICAL ASSISTANT	23,610
193	2110	ARVINDKUMAR	JR. TECHNICAL ASSISTANT	22,488
194	145	MAHANDERSINGH	JR. SKILLED OPERATOR	78,261
195	2078	MEENAKSHI	RESTAURANT HOSTESS	21,845
196	2135	CHARUSHARMA	RESTAURANT HOSTESS	17,971
197	766	SANGEETASEHGAL	STENO-TYPIST	75,511
198	1593	MANJUARORA	STENO-TYPIST	68,773
199	1824	DEEPIKAVERMA	STENO-TYPIST	67,017
200	1730	SEEMASYAL	STENO-TYPIST	67,017
201	1595	RAJESH GERA	STENO-TYPIST	64,485
202	1470	ANIL KUMAR GROVER	TELEPHONE OPERATOR	55,245
203	1813	BHUPINDERSINGH	TELEPHONE OPERATOR	47,572
204	1887	VIRENDERKUMAR	TELEPHONE OPERATOR	47,572
205	1802	KULBHUSHANCHAUDHARY	TELEPHONE OPERATOR	46,177
206	1663	VEENA	TELEPHONE OPERATOR	46,177
207	594	JAGJIWANSINGH	DRIVER	78,568
208	1103	ANIL KUMAR	DRIVER	73,723
209	1522	RAJESHYAL	DRIVER	70,127
210	1891	SATWINDERSINGH	DRIVER	51,958
211	2085	AMANDEEPSINGH	DRIVER	17,115
212	2010	RameshKumar	DRIVER	16,688

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
213	2011	RAMESH CHANDRA	DRIVER	16,288
214	2012	SatwinderSingh	DRIVER	16,288
215	2086	SUSHILNASIER	DRIVER	15,633
216	2084	MANPREETSINGH	DRIVER	15,315
217	2082	AMARJEETGIR	DRIVER	13,245
218	570	SHIV RAMADHIKARI	CLERK	66,546
219	725	RIKHI RAM	CLERK	59,728
220	1603	OMPARKASHTHAKUR	CLERK	56,962
221	2094	PRAMODSINGH	CLERK	23,393
222	670	BALVINDERKAUR	BILL CLERK	63,101
223	1447	RAJINDERKUMAR	BILL CLERK	63,101
224	1120	BHARATBHUSHAN	BILL CLERK	63,101
225	1083	JOGINDERCHAUHAN	BILL CLERK	61,376
226	1334	RAKESHKUMAR	BILL CLERK	59,974
227	1502	VIRENDRAKUMAR PANDEY	BILL CLERK	58,619
228	822	SUDHIRSINGH THAKUR	BILL CLERK	56,331
229	1724	PUSHAPLATA	BILL CLERK	46,616
230	1937	VIJAYKUMAR	BILL CLERK	11,205
231	941	UGGARSINGH	ELECTRICIAN	70,001
232	1111	SANTLAL	ELECTRICIAN	68,475
233	1985	MANISH KUMAR	JR. TECHNICIAN	14,660
234	1844	ARVINDCHAUDHRY	Jr TECHNICIAN (S S A)	15,392
235	1797	VIJAYSINGH	PLUMBER	47,572
236	162	DEVGIR	MORTOR-MATE	70,232
237	735	RAKESHKUMAR PURI	MORTOR-MATE	70,232
238	213	AJAYKOHLI	MORTOR-MATE	68,475
239	1135	RAMDEO SINGH	MORTOR-MATE	66,848
240	1443	KULPRASAD	MORTOR-MATE	66,816
241	164	RAJESHKUMAR	MORTOR-MATE	65,826
242	959	GURINDERSINGH	T.V.OPERATOR	66,516
243	1378	HARJINDERSINGH	T.V.OPERATOR	59,021
244	1372	PRITAMSINGH	BOILER ATTENDANT	66,882
245	1373	LAKHMIRSINGH	BOILER ATTENDANT	65,499
246	1497	GURCHARANDASS	BOILER ATTENDANT	63,728
247	951	RAMNIWAS	BOILER ATTENDANT	62,750
248	2024	RAVINDERSINGH	CARPENTER	17,530
249	956	CHANDSINGH	LIFT OPERATOR	63,872
250	942	HARISHKUMAR	MACHINE-CUM-GEN.OPTR.	62,188
251	1369	VIPANKUMAR	ELECT.-CUM-GEN.OPERATOR	67,092
252	1368	RAKESHMOHAN	ELECT.-CUM-GEN.OPERATOR	67,058
253	1370	SATISH KUMAR	ELECT.-CUM-GEN.OPERATOR	66,882
254	90	KULWINDERSINGH	ELECT.-CUM-GEN.OPERATOR	58,021
255	1889	ANANDSINGH	ELECT.-CUM-GEN.OPERATOR	47,572
256	628	RAVI KAUL	A.C.MECHANIC	68,507
257	944	PARKASHCHAND	A.C.MECHANIC	68,507
258	945	SATISH KUMARBATRA	A.C.MECHANIC	68,507
259	1478	PREMCHAND	A.C.MECHANIC	55,367
260	2112	DAVINDERKUMAR	A.C.MECHANIC	18,233
261	2097	AJAYKUMAR	A C MECHANIC(HELPER)	12,763
262	1768	SUBHASH	LIFE GUARD	50,690
263	1715	UPENDRAKUMAR	BOATMAN	50,960
264	1714	AVTARSINGH	BOATMAN	50,900
265	1716	KRISHANKUMAR	BOATMAN	50,750
266	1712	PARMODKUMAR	BOATMAN	50,750
267	1717	AJAYKUMAR	BOATMAN	50,750

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
268	1713	ASHOKKUMAR	BOATMAN	50,750
269	849	MOHANLAL SHARMA	STEWARD	59,149
270	846	CHAIN SINGH	STEWARD	59,149
271	867	ROSHANLAL	STEWARD	59,149
272	877	MOHINDERSINGH MEHRA	STEWARD	57,822
273	847	SHANKARSINGH	STEWARD	57,634
274	724	ASHOK RAJ	STEWARD	57,634
275	851	DEVIRAM	STEWARD	57,424
276	852	PYARELAL	STEWARD	57,424
277	871	VIDYASAGAR BHATT	STEWARD	57,424
278	1132	MITRANAND PALIWAL	ASSTT.STEWARD	53,974
279	866	MOHANLAL BHATT	ASSTT.STEWARD	53,974
280	873	JOT SINGH	ASSTT.STEWARD	52,747
281	1354	KAMLESHKUMAR S/O S.R.	ASSTT.STEWARD	52,713
282	875	CHARANSINGH	ASSTT.STEWARD	52,713
283	1338	BAHADURSINGH	ASSTT.STEWARD	52,713
284	1327	DAYA RAMACHARYA	ASSTT.STEWARD	47,970
285	1322	SHOBANSINGH	ASSTT.STEWARD	55,367
286	878	SANTOSHKUMAR CHANDEL	ASSTT.STEWARD	54,344
287	865	OM PARKASH	ASSTT.STEWARD	54,184
288	861	AJAYKATOCH	ASSTT.STEWARD	53,974
289	874	RAMKRISHAN THAKUR	ASSTT.STEWARD	53,974
290	856	MAHIMAPRASHAD	ASSTT.STEWARD	53,974
291	555	PURANSINGH	ASSTT.STEWARD	53,974
292	1324	PARSHU RAMNAUTIYAL	ASSTT.STEWARD	53,974
293	1323	RAM DIN	ASSTT.STEWARD	53,974
294	1332	GYANBIR	ASSTT.STEWARD	53,974
295	1340	JAIPARKASH KAUSHIK	ASSTT.STEWARD	52,923
296	1342	ANIL KUMAR S/OSH.RAM KR	ASSTT.STEWARD	52,923
297	1336	LALA RAMTHAKUR	ASSTT.STEWARD	52,747
298	1499	DHEERAJ SINGH	ASSTT.STEWARD	52,747
299	1339	DILBAGSINGH	ASSTT.STEWARD	52,747
300	1335	DEVENDER SINGH	ASSTT.STEWARD	52,713
301	1348	MAHAJANSINGH	ASSTT.STEWARD	52,713
302	607	RAJ KUMAR	ASSTT.STEWARD	52,713
303	1528	HIRASINGH s/o JODHASINGH	ASSTT.STEWARD	52,713
304	1346	KUSHALJIT	ASSTT.STEWARD	52,713
305	1341	SATYAWAN	ASSTT.STEWARD	52,713
306	1337	SHYAM SUNDER	ASSTT.STEWARD	52,713
307	1527	KAMAL CHAUHAN	ASSTT.STEWARD	52,713
308	1450	JAGDISHCHAND	ASSTT.STEWARD	52,713
309	1351	SAUKARSINGH RAWAT	ASSTT.STEWARD	52,713
310	1347	NETRASINGH BHANDARI	ASSTT.STEWARD	52,713
311	1134	PARAMVIRSINGH	ASSTT.STEWARD	51,486
312	1345	DHARAMCHAND	ASSTT.STEWARD	49,416
313	858	RAJA RAM	ASSTT.STEWARD	49,395
314	860	BAHADURSINGH THAKUR	ASSTT.STEWARD	49,137
315	869	VIPANKUMAR	ASSTT.STEWARD	46,077
316	1674	RAJINDERKUMAR	ASSTT.STEWARD	40,936
317	1227	SHURBIRSINGH	COMMISS-III	75,673
318	999	TRILOKSINGH RANA	COMMISS-III	68,717
319	671	PARKASHSINGH	COMMISS-III	62,467
320	637	GUDDU RAM	COMMISS-III	62,237
321	1249	KHEMSINGH RAWAT	COMMISS-III	61,284
322	1449	KRISHANKUMAR BAHADUR	COMMISS-III	60,886

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
323	562	SAHANAND	COMMISS-III	60,676
324	891	MOTISINGH	COMMISS-III	60,394
325	1096	KHOP BAHADUR GURUNG	COMMISS-III	59,758
326	899	MEGHSINGH	COMMISS-III	59,726
327	892	GOBINDPARSAD	COMMISS-III	59,625
328	901	CHANDER MANI	COMMISS-III	59,593
329	887	DIWANSINGH	COMMISS-III	59,559
330	902	PREMLAL	COMMISS-III	59,559
331	880	DINANATH	COMMISS-III	59,492
332	894	JORAWARSINGH	COMMISS-III	59,481
333	893	UDEYSINGH	COMMISS-III	59,383
334	890	VIJAYKUMAR SINGH	COMMISS-III	59,383
335	884	NARESHKUMAR	COMMISS-III	59,328
336	673	ANGADKUMAR	COMMISS-III	59,216
337	1245	RAMKUMAR	COMMISS-III	59,149
338	1251	MANGAL SINGH	COMMISS-III	58,332
339	1445	SURINDERRANA	COMMISS-III	58,200
340	1250	FATEHSINGH	COMMISS-III	58,122
341	1268	TAJWARSINGH	COMMISS-III	58,067
342	580	ROSHANLAL	COMMISS-III	58,056
343	1446	SHAMBHOOPARSHAD	COMMISS-III	57,924
344	1246	SURESHCHAND	COMMISS-III	57,857
345	1505	RAVINDERKUMAR	COMMISS-III	57,822
346	904	MOHANLAL	COMMISS-III	57,822
347	1257	RAKESH s/oGIAN CHAND	COMMISS-III	57,822
348	1254	DAYAL KRISHAN	COMMISS-III	57,822
349	1119	BANWARILAL	COMMISS-III	57,736
350	685	JOT SINGH	COMMISS-III	56,875
351	1498	MAHESHCHANDER	COMMISS-III	55,367
352	1682	DESH RAJ	COMMISS-III	54,184
353	1676	DILEBUDHATHOKI	COMMISS-III	52,880
354	1829	MANOJSINGH RAWAT	COMMISS-III	48,572
355	1787	SATAY SINGHS/OSH GROVER	COMMISS-III	43,953
356	2046	ARUNSINGH s/oGOPAL S	COMMISS-III	17,530
357	2041	ANIKKALIA	COMMISS-III	17,530
358	2045	SIKANDER	COMMISS-III	17,530
359	1857	RAMESHCHAND	COMMISS-III	17,105
360	2007	SobhanSingh	COMMISS-III	16,778
361	2093	SARVESHBAGHEL	COMMISS-III	15,316
362	2129	RAVINDERJEETSINGH	COMMISS-III	14,553
363	2128	VISHALTHAKUR	COMMISS-III	14,553
364	2127	PARMINDERSINGH RAWAT	COMMISS-III	14,553
365	2126	SANJAYKUMAR	COMMISS-III	13,892
366	2141	KESHAVKUMAR	COMMISS-III	13,659
367	2143	LALITSINGH	COMMISS-III	13,659
368	2148	GOURAVDOGRA	COMMISS-III	13,636
369	1331	TANSINGH	WAITER	53,974
370	1102	KHADAKBAHADUR CHHETRI	WAITER	49,262
371	1649	SURESHGIRI	WAITER	43,234
372	1654	OMNARAYANYADAV	WAITER	43,084
373	1668	SANJAYKUMAR	WAITER	43,024
374	1653	SUBHASH KUMAR	WAITER	43,024
375	1659	SANJEEVKUMAR	WAITER	43,024
376	1657	NAGENDERSINGH	WAITER	43,024
377	1671	PARVEEN KUMARRANA	WAITER	43,024

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
378	1680	MUKESHKUMAR	WAITER	42,095
379	1660	ANIL KUMARS/O GARIBDASS	WAITER	40,936
380	1651	RAJBIRSINGH	WAITER	38,777
381	1691	KRISHANKS/ORAM AVTAR	WAITER	38,777
382	1760	ASHWANIKUMAR	WAITER	36,720
383	1761	RAMESHKUMAR	WAITER	36,720
384	1745	ARWINDKUMAR	WAITER	36,720
385	1746	NARINDERKUMAR	WAITER	35,868
386	1815	SUNILTOMAR	WAITER	28,260
387	1816	JITENDERKUMAR	WAITER	28,260
388	1908	YOGESHSHARMA	WAITER	16,053
389	2034	ARUN LATHER	WAITER	13,884
390	2030	UDAYSINGH	WAITER	13,884
391	2025	ASHWANIKUMAR	WAITER	13,884
392	2028	PARVINDERSINGH	WAITER	13,884
393	2029	RAVI KUMAR	WAITER	13,884
394	2033	RAVINDERKUMAR	WAITER	13,884
395	2032	DHARAMCHAND	WAITER	13,884
396	2107	ARUN	WAITER	13,127
397	1970	NARESHSHARMA	WAITER	12,829
398	1969	VIKASCHAUDHARY	WAITER	12,829
399	1993	PANKAJKUMAR	WAITER	12,219
400	2005	KASHMIR SINGH	WAITER	12,218
401	2145	MANOJKUMAR	WAITER	11,340
402	2142	ANIL KUMAR	WAITER	11,230
403	2138	PRINCE	WAITER	11,212
404	2137	MUKESHKUMAR	WAITER	11,212
405	2035	PARVEEN KUMAR S/O VED	WAITER	11,197
406	2146	SACHIN MACHAL	WAITER	11,194
407	2059	BHAGVANDASS	WAITER	10,897
408	2064	PARVEEN KUMAR	WAITER	10,897
409	86	MEENPARSHAD	SR.TELEPHONE ATTENDANT	57,030
410	1061	KAMAL SINGH	FLOOR SUPERVISOR	59,349
411	1059	HARMESHCHANDER KAUSHIK	FLOOR SUPERVISOR	59,349
412	1062	PARTAPSINGH THAKUR	FLOOR SUPERVISOR	57,990
413	1068	UMESHKUMAR SINGH	FLOOR SUPERVISOR	56,760
414	1071	SUMANAHUJA	FLOOR SUPERVISOR	53,743
415	1693	RUPESH DUTT MEHTA	FLOOR SUPERVISOR	52,880
416	1749	SIKANDERSINGH	FLOOR SUPERVISOR	46,111
417	1853	SHIV KUMAR	FLOOR SUPERVISOR	12,122
418	1058	BALWANTSINGH	ASSTT.FLOOR SUPERVISOR	55,402
419	1411	SUNDER LAL	ASSTT.FLOOR SUPERVISOR	54,184
420	1406	DILWARSINGH	ASSTT.FLOOR SUPERVISOR	53,942
421	1052	LAXMANSINGH	ASSTT.FLOOR SUPERVISOR	53,774
422	1072	RAGHUNATH	ASSTT.FLOOR SUPERVISOR	52,923
423	1066	DALJITSINGH	ASSTT.FLOOR SUPERVISOR	52,747
424	1512	SHAKUNTLA PANT	ASSTT.FLOOR SUPERVISOR	52,747
425	1069	RAMESHKUMAR MANGOLI	ASSTT.FLOOR SUPERVISOR	52,713
426	568	MADANLAL	ASSTT.FLOOR SUPERVISOR	49,273
427	1027	SURINDERSINGH	LINEN KEEPER	60,676
428	1390	BHIMSAIN	LINEN KEEPER	57,990
429	631	VIRBAHADUR	HEAD MALI	58,200
430	1429	ARUNKUMAR	HEAD MALI	57,990
431	1819	AMARJEETKUMAR	HEAD MALI	38,373
432	531	SANSARCHAND	JAMADAR	63,125

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
433	533	SHIV CHANDERSINGH	JAMADAR	58,260
434	174	NISHA MANIKALIA	LIBRARY ATTENDANT	55,462
435	683	KUWARSINGH	JR.SALESMAN	53,974
436	641	SANJAYKUMAR	JR.SALESMAN	52,957
437	1082	RAMESHCHANDER	JR.SALESMAN	52,880
438	1569	VINODKISHORE BHATT	JR.SALESMAN	51,546
439	1793	RAJ KUMAR	JR.SALESMAN	38,805
440	1951	BHUPINDERSINGH	JR.SALESMAN	35,789
441	1948	RAJIVSHARMA	JR.SALESMAN	35,729
442	2017	VIJAY PAL	JR.SALESMAN	14,578
443	2038	GAURAVVERMA	JR.SALESMAN	13,884
444	2037	VIRENDERKUMAR	JR.SALESMAN	13,884
445	2047	RAJESH	JR.SALESMAN	13,884
446	2058	JASVEERSINGH	JR.SALESMAN	13,223
447	72	KAMAL SINGH	PEON	58,862
448	71	ROMELSINGH	PEON	58,326
449	535	VASUDEV	PEON	58,326
450	770	SHRIKANTPATHAK	PEON	58,050
451	74	RAJINDERKUMAR	PEON	56,970
452	1162	KULDIPCHAND	PEON	56,760
453	75	KAMALJITSINGH	PEON	56,760
454	80	JAGDISHCHAND	PEON	55,462
455	107	MOHAMADANISH	PEON	53,974
456	79	MANOHARLAL	PEON	53,267
457	77	GOPAL SINGH	PEON	52,957
458	1107	AKBAL ALI	PEON	52,807
459	1630	RAVINDERKUMAR	PEON	49,025
460	1631	KANTA DEVI	PEON	49,025
461	1710	PARVATI DEVI	PEON	45,315
462	1952	SUNILKUMAR	PEON	35,789
463	1953	VIKRAMSINGH S/O FATEHSINGH	PEON	35,789
464	577	YASH PAL	BELL CAPTAIN	57,392
465	1964	MANOJKUMAR	BOOK BINDER	35,729
466	688	GANGA SINGH	HELPER	59,449
467	651	DHIYANSINGH	HELPER	58,260
468	716	KIRPALSINGH	HELPER	57,990
469	1029	RAKSHA DEVIMEHTA	HELPER	56,760
470	602	TILAK RAJ	HELPER	55,637
471	715	PANBAHADUR	HELPER	55,427
472	695	TARLOKKUMAR	HELPER	55,427
473	616	MOHINDERSINGH	HELPER	55,367
474	965	TALWINDERSINGH	HELPER	55,301
475	1286	PISHORILAL	HELPER	54,034
476	796	VISHWASSINGH	HELPER	54,034
477	699	BABU RAM	HELPER	54,034
478	1540	SHER SINGHS/OCHATTERS	HELPER	52,773
479	1516	SUKHWINDERKAUR	HELPER	52,747
480	1567	RAJINDERKUMAR	HELPER	51,414
481	1090	SUBHASH CHAND	HELPER	50,657
482	1608	BHAVANASHARMA	HELPER	50,461
483	1600	PREMPRASAD PAUDEL	HELPER	50,251
484	1609	NEERUSHARMA	HELPER	50,191
485	1548	RAMBALI	HELPER	49,859
486	1684	GURPREETKAUR	HELPER	46,475
487	1700	MATI DEVI	HELPER	45,347

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
488	1696	INDIRA DEVI	HELPER	45,347
489	1778	RAMESHWAR	HELPER	40,195
490	1777	UTTAMSINGH	HELPER	39,965
491	1785	ASHOKEN G.K.	HELPER	39,965
492	1786	PURSHOTTAMSHARMA	HELPER	39,905
493	1772	VIJAYKUMAR	HELPER	39,905
494	1776	PRADEEPKUMAR	HELPER	38,777
495	1702	GURDEEP SARAN NARAD	HELPER	16,053
496	684	BELI RAM	UTILITY WORKER	54,244
497	686	SOPAN GOREY	UTILITY WORKER	54,100
498	1503	SHISHU PAL	UTILITY WORKER	52,773
499	905	JAGATSINGH	UTILITY WORKER	52,773
500	1255	DHARAMSINGH	UTILITY WORKER	52,747
501	1486	HEM SINGHTHAKUR	UTILITY WORKER	52,713
502	907	KANS RAJ	UTILITY WORKER	52,713
503	1557	INDRADUMAN	UTILITY WORKER	52,713
504	1568	ISHWARCHAND	UTILITY WORKER	51,624
505	1506	DHANBAHADUR	UTILITY WORKER	51,456
506	1586	RAMKUMAR S/O M.LAL	UTILITY WORKER	51,354
507	1570	SANTLAL	UTILITY WORKER	51,354
508	1571	DHARAM RAJ	UTILITY WORKER	51,354
509	1563	PARAS NATH	UTILITY WORKER	51,288
510	1253	HARISINGH	UTILITY WORKER	51,186
511	1614	BHAGWAT MANDAL	UTILITY WORKER	50,251
512	1790	RAMESHCHAND JOSHI	UTILITY WORKER	39,965
513	1780	BANTISINGH	UTILITY WORKER	39,965
514	1791	ARJUNPRASAD	UTILITY WORKER	39,905
515	1722	DEVIDUTT	UTILITY WORKER	39,905
516	1788	GOPAL THAPA	UTILITY WORKER	39,905
517	1782	RAKESHKUMAR s/o RATI RAM	UTILITY WORKER	39,905
518	1779	KULBIRSINGH	UTILITY WORKER	39,905
519	1781	SATISH KUMAR	UTILITY WORKER	38,745
520	1431	MAGGARSINGH	MALI	55,637
521	625	VIJAYPRASAD	MALI	55,367
522	1583	RAMASHRE YADAV S/O JHGRU	MALI	51,414
523	1581	OM PARKASH	MALI	51,414
524	1554	PARAS NATH	MALI	51,354
525	1578	BAJRANGI	MALI	51,354
526	1551	BANSILAL	MALI	51,354
527	1579	RAMASRE S/O RAMSUKH	MALI	51,354
528	1580	RAJA RAMVERMA	MALI	51,354
529	1820	SANT RAM	MALI	37,715
530	783	OM PARKASH	SECURITY GUARD	56,760
531	1561	SURINDERSINGH	SECURITY GUARD	51,414
532	1584	HARJINDERSINGH	SECURITY GUARD	51,414
533	1667	RAJ KUMAR	SECURITY GUARD	46,475
534	1898	RISHI PAL	SECURITY GUARD	10,747
535	1905	PRITAMKUMAR	SECURITY GUARD	10,747
536	1899	KRISHAN PAL	SECURITY GUARD	10,747
537	1915	MANJITSINGH	SECURITY GUARD	10,747
538	1910	SATBIRSINGH	SECURITY GUARD	10,747
539	1896	VIJAYKUMAR	SECURITY GUARD	10,747
540	1901	ANGREJSINGH	SECURITY GUARD	10,747
541	1900	JITENDERKUMAR	SECURITY GUARD	10,747
542	1060	ANJALI	ROOM ATTENDANT	53,974

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
543	1407	DILESHCHAND	ROOM ATTENDANT	53,974
544	1634	SHOBNI DEVI	ROOM ATTENDANT	48,965
545	1756	RAVINDERSINGH GILL	ROOM ATTENDANT	40,936
546	1741	MUKESHKUMAR s/oBALESHWAR	ROOM ATTENDANT	40,936
547	1740	ASHWANIRANA	ROOM ATTENDANT	40,936
548	1750	VIVEKCHABRA	ROOM ATTENDANT	40,936
549	1806	MOHINDERKUMAR	ROOM ATTENDANT	37,828
550	1807	GURPREETSINGH	ROOM ATTENDANT	37,649
551	1920	PARDEEPKUMAR	TRAINEE	16,053
552	1863	JATINDERTHAKUR	WAITER (TRAINEE)	16,053
553	1909	SUNILKUMAR	WAITER (TRAINEE)	16,053
554	795	SANJEEVKUMAR	SR.SECURITY GUARD	56,760
555	785	PRITHVI PAL SINGH	SR.SECURITY GUARD	54,034
556	1166	GIANBAHADUR	SR.SECURITY GUARD	53,417
557	1033	SURINDERSINGH	HEAD HOUSEMAN	55,402
558	700	MAHIPAL S/O MOHARS.	HEAD HOUSEMAN	55,367
559	1040	KARAM PAL	HEAD HOUSEMAN	54,184
560	1410	RAJINDERKUMAR S/O	HEAD HOUSEMAN	53,974
561	1039	SURINDERKUMAR	HEAD HOUSEMAN	53,974
562	1098	RAJINDERKUMAR S/O BIRU	HEAD HOUSEMAN	53,974
563	1412	MUKESHKUMAR S/Omadan LAL	HEAD HOUSEMAN	53,974
564	1413	CHAMANLAL	HEAD HOUSEMAN	53,974
565	1416	RAJ KUMAR	HEAD HOUSEMAN	52,747
566	1041	SURESHKUMAR	HEAD HOUSEMAN	51,354
567	1048	PAL	HEAD HOUSEMAN	50,324
568	1036	SAHDEV	HOUSEMAN/HOUSE WOMAN	55,367
569	1038	SATBIR	HOUSEMAN/HOUSE WOMAN	54,034
570	1097	MAHIPAL S/O JINDA RAM	HOUSEMAN/HOUSE WOMAN	53,974
571	1047	RAJESHKUMAR VIDLA	HOUSEMAN/HOUSE WOMAN	53,974
572	648	RAJU	HOUSEMAN/HOUSE WOMAN	52,713
573	1555	SANJAY	HOUSEMAN/HOUSE WOMAN	51,288
574	1703	KAMLA DEVI	HOUSEMAN/HOUSE WOMAN	45,347
575	1751	SATISH KUMAR	HOUSEMAN/HOUSE WOMAN	40,996
576	1742	ARVINDKUMAR	HOUSEMAN/HOUSE WOMAN	40,936
577	1744	VIJAYKUMAR	HOUSEMAN/HOUSE WOMAN	40,936
578	1747	MUKESHKUMAR s/o RATI RAM	HOUSEMAN/HOUSE WOMAN	40,936
579	1743	SHIV KUMAR	HOUSEMAN/HOUSE WOMAN	40,936
580	1754	RAJINDERKUMAR	HOUSEMAN/HOUSE WOMAN	40,936
581	1755	RAMCHANDER SINGH	HOUSEMAN/HOUSE WOMAN	40,936
582	1748	KULDEEPKUMAR	HOUSEMAN/HOUSE WOMAN	40,284
583	1817	GOUTAMKUMAR	HOUSEMAN/HOUSE WOMAN	37,715
584	1818	OM PARKASH	HOUSEMAN/HOUSE WOMAN	37,715
585	1960	ABHISHEK	HOUSEMAN/HOUSE WOMAN	35,789
586	1954	MOHINDERSINGH	HOUSEMAN/HOUSE WOMAN	35,729
587	1203	RAMESHKUMAR	SR.BELL BOY	53,974
588	639	GANESHCHANDER	BELLBOY	55,402
589	1683	LEELAADHIKARI	BELLBOY	46,535
590	1664	BRIJMOHAN	BELLBOY	44,662
591	1801	VIJAYKUMAR DOGRA	BELLBOY	38,843
592	1803	RAVIJEETSINGH	BELLBOY	38,777
593	1200	KARAN SINGH	BELLBOY	54,184
594	1415	JEETASINGH	DARBAN	55,367
595	1535	GANGA SINGH	DARBAN	52,713
596	1256	P.MATHEW	DARBAN	52,713

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

As Hotel Industry was affected during COVID times, the budget for the Financial year 2021-
2022 is under process. However the tentative Figure is as under:-

S.No.	Head/Item of the budget	Proposed expenditure during the year Figures in Lacs.	Disbursement made
	NA	i) Total income during the YEAR 2020-2021 59499.33 ii) Expenditure 60773.21 iii) Net Profit/(Loss) Before Dep. & Taxes. (1273.88)	-

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.	TheCITCOisprovidingfacilitytoallow20% discountonroomtariffinalhotels i.e.HMV,HSV&HPVtothedisabledpersons havingmorethan40%disabilityagainstproductionofdocumentaryevidenceoftheirdisabilityis suedbytheHealth/SocialWelfareDepartment ofrespectiveStateGovernmentsvideresolutionNo:127.10dated9.9.2002.	Disabled persons	-

ANNEXURE- 14
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
4(1)(b)(xiv) OF THE

RIGHT TO INFORMATION ACT, 2005.

(Details in respect of the information, available, reduced in an electronic form.)

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

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

ANNEXURE- 15

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

(Particulars of facilities available to citizens for obtaining information.)

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

S.No.	Facilities available	Remarks (No. of days in a week/ Timings etc.)
1	Information relating Tourism Promotion & Industrial Activities from the concerned Manager of Branch :- 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 Authority	Designation	Telephone No. of Office & Mob.No.	Name of the State Publication Officer	Designation	Telephone No. of Office & Mob.No.	Assistant State Publication Officer	Telephone No. of Office & Mob.No.
1.	Sh.Sumeet Sihag, HCS	Chief General Manager	0172-4644442	Sh.Maninder Kanwar	Company Secretary	0172-4644445 Mob.No. 9316903246	Sh.S.C. Bhardwaj, Jr.Assistant	0172-4644430 Mob.No. 9464087902