

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 relates 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-organisation 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	<p>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.</p> <p><u>CITCO ORGANIZATIONAL CHART is annexed -1</u></p>

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 19-50
		(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 (Annexure-1)
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 Chief General Manager. After approval the same is send to Programmer for upuploading 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, instructions manuals 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 Detail available in office record (Annexure-8)
		(ii) Composition	
		(iii) Dates from Which constituted	
		(iv) Term/ Tenure	
		(v) Power and 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 (CPIO) Sh.S.C. Bhardwaj, Sr. Assistant (APIO) Sh.Amit Kumar, DANICS 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	Out of 14 nos, 02 nos has been completed and 12 are under process.

		(ii) Finalized for Minor penalty or major penalty proceedings	
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	The budget for the financial year 2022-2023 is under process. However, the budget detail of financial year 2021-2022 are 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 2022-2023	(i) Budget	Nil
		(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. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above- and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	CITCO Head Office Commercial Branch
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Annexure-12
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	

		(iv)Duration of the programme/ scheme	NA
		(v)Physical and financial targets of the programme	
		(vi)Nature/ scaleof subsidy/amount allotted	
		(vii)Eligibility criteria for grant ofsubsidy	
		(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. Hotel Mountview, Hotel Shivalikview & Hotel Parkview 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	Particulars
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 thereof [Section 4(1)(b)(vii)]	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p>ii) Arrangements for consultation with or representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day & time allotted for visitors</p> <p>c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p> <p>Public- private partnerships (PPP)</p> <p>(i) Details of Special Purpose Vehicle (SPV), if any</p> <p>(ii) Detailed project</p>	NA

	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 (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	NA
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 process (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	Particulars
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)	
4.5	Such other information as may	(i) Grievance redressal mechanism	The grievance information has been prepared by dealing Asstt. And send for approval of Chief General Manager. After approval the same is send to Programmer for uploading on portal.

	be prescribed under section 4(i)(b)(xvii)	(ii) Details of applications received under RTI and information provided	- In 2022-2023, 97 RTI applications received and all disposed off.
		(iii) List of completed schemes/ projects/ Programmes	NA
		(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)	
		(viii) Any other information such as a) Citizen's Charter	
		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 2022-2023, 97 RTI applications received and all cases disposed off.
		(ii) Details of appeals received and orders issued	In 2022-23, 12 RTI appeal received and 06 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><u>Current CPIO</u> Shri Maninder Kanwar, Company Secretary (CPIO) w.e.f. 18.02.2020 to till date <u>Previous CPIOs</u> 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 <u>Appellate Authority</u> Sh. Amit Kumar, DANICS, Chief General Manager w.e.f. 08.08.2023 Sh. Sumeet Sihag, HCS, Chief General Manager (Appellate Authority) from 19.05.2023 to 06.08.2023 Harjeet Singh Sandhu, PCS, Chief General Manager (Appellate Authority) from 14.11.2022 to 18.05.2023 Sh. Sumeet Sihag, HCS Chief General Manager (Appellate Authority) from 01.07.2022 to 13.11.2022 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 22.6.2023</p>

			a) Dates of Audit carried out	
			b) report of the audit carried out	
		(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

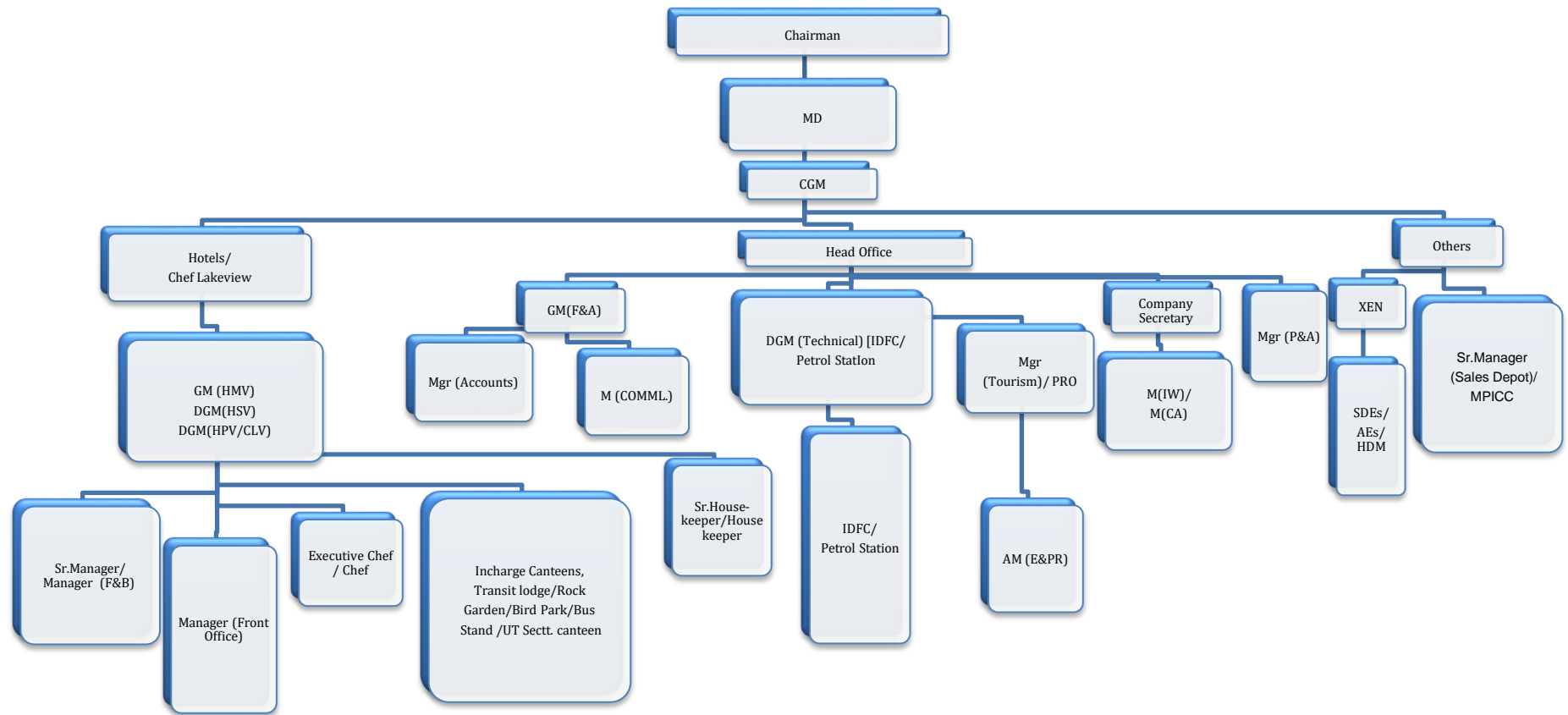
ANNEXURE-1

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/about-citco/

CITCO ORGANIZATIONAL CHART (as on today, subject to change of Department Policy



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	1) Organizational Planning <ol style="list-style-type: none"> Facilitates the development, maintenance and monitoring of organizational plans. Responsible for preparing the organization for ongoing change. Ensures clarity, understandings and commitment from all stakeholders. Responsible for the development and management of integrated strategy aligned to departmental work plans. Responsible for the development and

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 F&B 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 detail 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 DEPARTE

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 RESPONSIBILITIES AND	<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.

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

5. JOB DESCRIPTION OF COMMIS

JOB TITLE	COMMIS –I,II&III
REPORTS TO	CHEF 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 cooks 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</p> <p>Can allot staff duties within F&B and Banquets with the approval of the General Manager</p> <p>Maintains discipline of staff.</p>

FUNCTIONAL RELATIONSHIP	<ol style="list-style-type: none"> 1. Food Production Department-on food preparation and supply. 2. Contractors-on contracts for special services. 3. Marketing for promotions and advertisement campaigns. 4. Clients-for business development. 5. Co-ordination with Government Department for approvals.
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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.

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

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

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

RESPONSIBILITIES	<ol style="list-style-type: none"> 2. Take over from the previous shift and check the logbook for follow-up actions. 3. Assign duties ensuring equal distribution of work-load during a shift. 4. Brief staff correctly and encourage questions so as to ensure two – way communication. 5. To check the register for VIPs already checked-in or expected and give them the courtesies as per policy of the hotel. 6. Check arrivals and departures and tally the room position. 7. Check the room key position and report any missing keys. 8. Meet and greet all arrivals and ensure accurate and speedy rooming. 9. Train and supervise front office agents to give high standards of service in terms of time, quality and personalization. 10. Check all equipment for serviceability. 11. Check guest mail and packages and arrange their distribution. Keep those handy for new arrivals. 12. Check statistical data such as: <ul style="list-style-type: none"> Daily Room Revenue Occupancy House count 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.
DIRECTLY SUPERVISES	Sr. Reservation Executive/ Reservation Executive.
LIMITS OF AUTHORITY	Only advisory to the Assistant Front Office manager/ Front Office manager. Supervises a shift.
COORDINATES WITH	<ol style="list-style-type: none"> 1. Housekeeping – for the preparation of rooms for sale. <ol style="list-style-type: none"> i) Stores – for the requisition of supplies. ii) Engineering – for the maintenance of front desk fittings and equipment. iii) Bell desk – for the movement of guest baggage.

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

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

DESIGNATION OF HOD	SENIOR F&B COST CONTROLLER/ F&B COST CONTROLLER/ ASSISTANT F&B COST CONTROLLER
REPORTS TO	General Manager (Tourism)/ General Managers/ Dy. General Managers(Hotels)
JOB SUMMERY/ KEY RESPONSIBILITIES	<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. Provide 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 issues 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/her satisfaction. 15. Liaise with the housekeeping control desk for all matters concerning public areas. 16. Check and control all equipment ensuring that they are used correctly and stored appropriately after use. 17. Check the serviceability of all public area equipment. 18. Supervise the pest control schedules in public areas. 19. Ensure that internal plants and floral arrangements are watered and recycled by the horticulture department. 20. Report all lost and found items and ensure that the prescribed procedures are followed. 21. Ensure that all cloakroom attendants keep public cloakrooms clean and fresh.

	22. Any other task assigned by the competent authority from time to time.
DIRECTLY SUPERVISES	Floor Supervisors/ Linen Keepers/ Desk Controllers.
LIMITS OF AUTHORITY	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, engineering – 2. Engineering matters of maintenance and safety on public areas. 3. Control Desk – for coordination. 4. Horticulture - for maintenance of indoor plants in public areas 5. Florist – for supply and maintenance of flora arrangements in hotel. 6. General Stores - for requisition supplies.
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.

	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	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	<ol 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	<ol style="list-style-type: none"> 1. Engineering—on matters of maintenance and safety in linen room. 2. Laundry – for the exchange of soiled linen and uniforms for fresh ones. 3. All departments – for issue of fresh staff uniforms. 4. Floor Supervisors – for issue of fresh linen 5. Food and Beverage—forexchange of soiled restaurant linen with fresh ones. 6. Accounts – for periodic stocktaking.
MACHINES TOOLS AND MATERIAS	Checklists Linen Room Forms and FormatsLinen Stock Registers Telephone
TERMINOLOGY	Should be well conversant with the terminology used in Housekeeping Operations

19. JOB DESCRIPTION OF SECURITY OFFICERS

DESIGNATION OF HOD	SECURITY OFFICERS
REPORTS TO	General Manager/ Dy. General Manager (Hotel)
JOB SUMMARY/KEY RESPONSIBILITIES	Overall Security Responsibility of Hotel
DUTIES RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Responsible for the Security of the entire hotel day and night. 2. Prepare duty roaster of Security Supervisors/ Guards Drivers working under him covering the daily security aspects. 3. Responsible for maintenance of parking areas. 4. Looking after the Time Office in & out of staff and material. 5. To ensure implementations of the guidelines issued by the Chandigarh Police from time to time. 6. Any other duty assigned by the competent authority from time to time.
DIRECTLY SUPERVISES	Security Supervisor / Security Guards.
LIMITS OF AUTHORITY	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

20. JOB DESCRIPTION OF TECHNIAL OFFICER, IDFC

DESIGNATION OF HOD	TECHNICAL OFFICER, IDFC
REPORTS TO	General Manager (CA) & CS, Head Office
JOB SUMMERY/ 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. Todealwithcustomerswhocomeforjobwork/testing etc. 4. Preparing the technical specification forup-gradation / modification of existing machine or new machine.
DUTIES &RESPONSIBILITE S	<ol style="list-style-type: none"> 1. To identify and approach the potential customers so that facilities can be provided tothem. 2. To monitor the working of IDFC/ MPICC staff in order to perform the jobs effectively andefficiently. 3. To understand the customers requirement and provide them the best possibleservices. 4. To understand the necessity of new facilities which will be suitable for the industries and to do best effort for having the same inIDFC. 5. Checking of Cash receipt, register etc. filing o monthly service tax and to have the proper inventory of criticalitems. 6. Proper maintenance of imprestaccount 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 totime
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 SENIORRECEPTIONIST/RECEPTIONIST

JOB TITLE	SENIOR RECEPTIONIST/RECEPTIONIST
REPORTS TO	SENIOR RESERVATION EXECUTIVE/ RESERVATION EXECUTIVE
JOB SUMMARY/ KEYRESPONSIBILI TIES	To receive and attend the guest at the timeofcheck-in. To check the guest charges posted into guest folios accurately and promptly from various revenue outlets; settle guestaccounts,

	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.
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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.

3. JOB DESCRIPTION OF BELLBOY/ SENIOR BELLBOY

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, AND TOOLS MATERIALS	Property Management System Checklists Front desk form and formats
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	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.
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	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 replacing all soiled bath linen replenishing supplies, cleaning and tidying the bathrooms, room floor and balcony etc. as per the standard of hygiene and cleanliness .</p> <ol style="list-style-type: none"> 6. Check and notify to the Supervisor all maintenance requirements in the room/ bathroom. Follow up with Floor Supervisor for corrective action. 7. Promptly attend all guest calls for supplies, shoe-shine etc. 8. Check all safety system and report to Supervisor 9. Report missing and broken property to Supervisor. 10. Report and deposit 'lost and found' articles to the Floor Supervisor. 11. Count and deposit all soiled linen to the Linen Room. 12. Report irregularities on floor/ area to Floor Supervisor. 13. Clear all garbage from the garbage bags/bins in the area. 14. Vacuum all carpets daily. 15. Follow periodic/spring clearing schedule as planned by Floor Supervisor. 16. Shift furniture/ carpets as and when required. 17. If areas are assigned provide for cleaning of all surfaces with all equipment and cleaning supplies 18. Any other task assigned by the competent authority from time to time.
LIMITS OF AUTHORITY	<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 cleaning operations.

ANNEXURE-3
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
4(1)(b)(iii) OF THE RIGHT TO INFORMATION ACT, 2005.

(The procedure followed in the decision making process, including channels
of supervision and accountability)

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

S.No.	Nature/ Type of work	Level at which the case is initiated. (Name of the post)	Name of the post which deal with the case before the decision making authority	Level at which decision is made. (Name of the post)
1.	To deal with the tourism and industrial promotion activities.	Clerks/ Jr. 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	Details available in office record.				

ANNEXURE- 9
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(ix)
OF THE RIGHT TO INFORMATION ACT, 2005.
(Directory of the officers and employees)

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

Sr.No.	Name of the officers/ employee	Designation	Telephone No. (Office)
1.	Ms. Purva Garg, IAS	Managing Director	4644440
2.	Sh. Amit Kumar, DANICS	Chief General Manager	4644440
3.	Sh. Maninder Kanwar	Company Secretary	4644430
4.	Sh. Anurag Walia	General Manager (Hotels) (on contract)	4644410
5.	Sh. Sandeep Sethi	Chief Accounts Officer	4644430
6.	Sh. Sandeep Kapoor	Sr. Manager (F&B), HO/PS	4644430
7.	Sh. Sanjay Daniel Banerjee	Sr. Manager (F&B), U.T. Guest House (on deputation with U.T. Guest House, Chandigarh)	2740978
8.	Sh. Raj Pal Panwar	Sr. Manager, IDFC/Sales Depot	4644482
9.	Sh. Ganesh Dutt Sharma	Manager (PRO)	With A.A.
10.	Sh. Vineet Chopra	Executive Chef, Hotel Parkview	2700050
11.	Sh. Praveen Nanda	Manager (Accounts)/HSV	4672222
12.	Sh. Adarsh Gulati	Manager (Accounts)/HPV	2700050
13.	Sh. Vinod Kashyap	Manager (Accounts)/HO	4644430
14.	Sh. Surinder Misra	Manager (F&B), HMV	4644410
15.	Sh. Shiv Kr. Kukreja	Executive Engineer (on deputation)	-
16.	Sh. Bhushan Kumar	Sub Divisional Engineer (Civil]	4644472
17.	Sh. Vishal Jindal	Sub Divisional Engineer (Civil) (on deputation)	-
18.	Sh. Ajay Paul Sharma	Sub Divisional Engineer (PH)	4644472
19.	Sh. Jatinder Singh	Sub. Divisional Engineer (Electrical)/Executive Engineer	4644472
20.	Sh. Sudhir Gupta	DGM (Technical)	4644482
21.	Sh. Harmilan Singh	Manager (Front Office)	4644410
22.	Mrs. Anju Anand	Manager	4644430
23.	Ram Babu	Commis-I	2700001
24.	Sh. Suresh Kumar	Commis-I	2700050
25.	Sher Singh	Commis-I	4644488
26.	Sh. Arjun Singh	Commis-I	2929708
27.	Sh. Charanjit	Commis-I (Contract)	4672222
28.	Sh. Sandeep	Commis-I (Contract)	4672222
29.	Sh. Rakesh Mehta	Commis-I (Contract)	4672222
30.	Amandeep	Commis-I (Contract)	
31.	Laxmi Kant Sahoo	Commis-II	4644410

32.	Sh. Sandeep Bansal	Commis-II	4644410
33.	Sh.Nar Singh Rawat	Commis-II	4644410
34.	Sh.Sarabjit Singh	Commis-II	4644410
35.	Sh.Balam Singh	Commis-II	2700050
36.	Sh.Yadvinder Singh	Commis-II	4644410
37.	Sh.Chander Mohan	Commis-II	2696294
38.	Sh.Sham kumar	Commis-II	4644410
39.	Sh.Naginder Dutt	Commis-II	2700050
40.	Nagender Parshad	Commis-II	2700001
41.	Kehar Singh	Commis-II	2700001
42.	Sh.Shurbir singh	Commis-II	2700050
43.	Sh.Krishan Pal	Commis-II	2741266
44.	Sh.Rohit Bhardwaj	Commis-II	4672222
45.	Sh.Kesar Singh	Commis-II	4644410
46.	Jagat Singh Bisht	Commis-II	2700001
47.	Sh.Moti lal	Commis-II	4644410
48.	Sh.Jullius James	Commis-II	4644410
49.	Parampreet Singh	Commis-II	4672222
50.	Sh.Shiv Dayal	Commis-II	4644447
51.	Sh.Joginder Kumar	Commis-II	4644410
52.	Sh. Rajinder Parshad	Commis-II	4644410
53.	Moti Singh	Commis-II	2700001
54.	Manikam	Commis-II (Contract)	4644410
55.	Bhim Singh	Commis-II (Contract)	4644410
56.	Roop Singh	Commis-II (Contract)	4672222
57.	Sh. Amrit Singh	Commis-II (Contract)	4644451
58.	Sh. Vijay Kumar	Commis-II (Contract)	4672222
59.	Sh. Parveen	Commis-II (Contract)	2700050
60.	Sh.Des Raj	Commis-III	4644410
61.	Sh.Dile Burathoki	Commis-III	4644410
62.	Sh.Khop Bahadur	Commis- III	2741266
63.	Diwan Singh	Commis-III	2741266
64.	Mahesh Chander	Commis-III	2741266
65.	Manoj Singh Rawat	Commis-III	2700001
66.	Saha Nand	Commis-III	4644410
67.	Sh.Krishan Kr. Bahadur	Commis-III	4644447
	Sh.Angad Kumar	Commis-III	4644447
68.	Sh.Vijay Kumar Singh	Commis-III	4644447
69.	Sh.Tirlok Singh	Commis-III	2741266
70.	Sh.Dina Nath	Commis-III	2741266
71.	Sh.Prem Lal	Commis-III	2700050
72.	Sh.Jot Singh	Commis-III	2700001
73.	Sh.Surinder Rana	Commis-III	2741266

74.	Sh.Shambhoo Parshad	Commis-III	2740978
75.	Sh. Parkash Singh	Commis-III	2740963
76.	Sh. Jorawar Singh	Commis-III	4644447
77.	Sh. Megh Singh	Commis-III	4644410
78.	Sh. Khem Singh Rawat	Commis-III	2700050
79.	Sh. Mangal Singh	Commis-III	4644410
80.	Sh. Gobind Parshad	Commis-III	2700001
81.	Sh. Fateh Singh	Commis-III	2741266
82.	Sh. Uday Singh	Commis-III	4644447
83.	Sh. Guddu Ram	Commis-III	2929708
84.	Sh. Naresh Kumar	Commis-III	2625568
85.	Sh. Chander Mani	Commis-III	2700001
86.	Sh. Roshan Lal	Commis-III	4644488
87.	Sh. Banwari Lal	Commis-III	2700001
88.	Sh.Ram Kumar	Commis-III	2625568
89.	Sh.Suresh Chand	Commis-III	2700001
90.	Sh.Dayal Krishan	Commis-III	4644410
91.	Sh.Tajwar Singh	Commis-III	4644410
92.	Sh. Mohan Lal	Commis-III	2741266
93.	Sh. Satay Singh	Commis-III	4644410
94.	Sh. Ravinder Kumar	Commis-III	4672222
95.	Ravinderjeet	Commis-III (Contract)	2700001
96.	Vishal Thakur	Commis-III (Contract)	2700001
97.	Parminder	Commis-III (Contract)	2700001
98.	Sh. Ramesh Chand	Commis-III (Contract)	4644410
99.	Sh. Soban Singh	Commis-III (Contract)	4644410
100.	Sh. Arun Singh	Commis-III (Contract)	4644410
101.	Sh. Sikandar	Commis-III (Contract)	4644451
102.	Sh. Anik Kalia	Commis-III (Contract)	4644451
103.	Sh. Sarvesh	Commis-III (Contract)	2700050
104.	Sh. Sanjay Kumar	Commis-III (Contract)	4644410
105.	Sh. Lalit Singh	Commis-III (Contract)	4672222
106.	Sh. Gourav Dogra	Commis-III (Contract)	2700050
107.	Keshav	Commis-III (Contract)	4644410
108.	Sh. Varinder Pal	Barman	4644451
109.	Sh. Harnam Singh	Asstt. Barman	2741266
110.	Bahadur Singh S/o Nathu Ram	Asstt. Barman	2929708
111.	Sh.Ajay Tandon	Sr. Captain	2740978
112.	Subhash Sharma	Sr. Captain	4672222
113.	Sh.Mohit Gopal	Captain	2740978
114.	Sh. Amar Singh	Captain	4644410
115.	Rajinder Kr.Bhardwaj	Captain	4672222

116.	Bali Ram	Captain	4644410
117.	Sh.Dinesh Kumar Tiwari	Captain	4672222
118.	Sh.Kuldip Singh	Captain	2741266
119.	Lal Singh Negi	Captain	4644410
120.	Mohinder Singh Bisht	Captain	4644451
121.	Ram Rattan	Captain	4644410
122.	Sh. Harsh Singh Rana	Captain	4644410
123.	Sh.Shankar Singh Rana	Steward	4644410
124.	Sh.Mohan Lal Sharma	Steward	4644410
125.	Sh.Devi Ram	Steward	4644410
126.	Sh.Piyare Lal	Steward	4644410
127.	Sh.Roshan Lal Chandel	Steward	2700001
128.	Sh.Vidya Sagar Bhatt	Steward	2625568
129.	Sh.Chain Singh	Steward	2700001
130.	Mohinder Singh Mehra	Steward	2700001
131.	Ashok Raj Sharma	Steward	2741266
132.	Sh.Deepak Kumar Sharma	Kitchen Supervisor	4644483
133.	Smt.Mukta Sharma	Restaurant Hostess	4672222
134.	Ms. Meenakshi	Restaurant cum Lobby Hostess (on contract)	4644410
135.	Mrs. Isha	Restaurant cum Lobby Hostess (on contract)	4644410
136.	Ms. Charu	Restaurant cum Lobby Hostess (on contract)	4672222
137.	Sh. Subhash	Life Guard	2741266
138.	Sh. Parmod Kumar	Boatman	2741266
139.	Sh. Ashok Kumar	Boatman	2741266
140.	Sh. Avtar Singh	Boatman	2741266
141.	Sh. Upendra Kumar	Boatman	2741266
142.	Sh. Krishan Kumar	Boatman	2741266
143.	Sh. Ajay Kumar	Boatman	2741266
144.	Sh. Anil Kumar	Sr.Asstt.	4644430
145.	Smt.Madhu Shahi	Sr.Asstt.	4644430
146.	Smt.Bhavna Puri	Sr.Asstt.	4644430
147.	Sh.Bhupinder Kaur	Sr.Asstt.	4644430
148.	Sh.Ajay Kumar	Sr.Asstt.	4644430
149.	Smt.Tripta Sharma	Sr.Asstt.	4644430
150.	Sh.S.C.Bhardwaj	Sr.Asstt.	4644430
151.	Parveen Puri	Sr.Asstt.	4644430
152.	Sh. Amardeep	Sr.Asstt.	2740978
153.	Sh.Dharam Pal	Sr.Asstt.	4644430
154.	Sh.Harminder Singh	Sr. Asstt.	4644430
155.	Smt.Seema Gupta	Sr. Asstt.	4644430

156.	Smt.Seema Kumari	Sr. Asstt.	4644430
157.	Sh.Rajeev Kohli	Sr. Asstt.	4644475
158.	Sh.Anil Kumar Pandey	Sr.Asstt.	4644430
159.	Sarita Bhardwaj	Sr.Asstt.	4644430
160.	Sh.Narinder Kwatra	Jr.Asstt.	4644430
161.	Sh.Barijinder Mohan	Jr.Asstt.	4672222
162.	Smt.Neeru Kakkar	Jr.Asstt.	4644430
163.	Smt.Harinderjit Kaur	Jr.Asstt.	4644430
164.	Smt.Alka	Jr.Asstt.	4644471
165.	Smt.Krishan Kanta	Jr.Asstt.	4644430
166.	Sh.Kuldeep Singh	Jr.Asstt.	4672222
167.	Sh.Ravi Kumar	Jr.Asstt.	4644430
168.	Sh.Hawa Singh	Jr.Asstt.	2741266
169.	Sh.Anoop Bhatt	Jr.Asstt.	PS-56
170.	Sh.Dheeraj Kumar	Jr.Asstt.	4644410
171.	Jyotsana Sethi	Jr.Asstt.	4644430
172.	Ashwani Kumar	Jr.Asstt.	2696294
173.	Ms. Manpreet Kaur	Jr.Asstt.	4644430
174.	Sh.Devinder Pal Singh	Jr.Asstt.	4644485
175.	Sh.Sunil Singh	Jr. Asstt. (Resident Asstt.)	011-23353359
176.	Sh.Anil Kumar Goyal	Sr.Acctt.	2740978
177.	Sh.Kuljitinder Singh	Sr.Acctt.	4644474
178.	Sh.Sanjay Sharma	Sr.Acctt.	4672222
179.	Deepak Kumar	Sr.Acctt.	4644430
180.	Rachna Khanna	Sr.Acctt.	4644410
181.	Sh.Lovneet Singh	Sr.Acctt	4644410
182.	Smt.Amrit Kaur	Sr.Acctt.	4644430
183.	Sh.Vijay Choudhary	Sr.Acctt.	4642222
184.	Smt.Renu Sehgal	Sr.Acctt.	4644430
185.	Ms. Renu Bala	Sr. Acctt.	4644410
186.	Sh. Yash Pal Chaudhry	Sr. Acctt.	4644488
187.	Ms. Meghna Abrol	Sr. Acctt.	4644430
188.	Smt.Rita Khurana	P.A.	4644430
189.	Smt.Rajinder Kaur	Jr.Scale Stenographer	4644430
190.	Sh.Deep Chand	Jr.Scale Stenographer	4644430
191.	Smt.Inderjit Kaur	Jr.Scale Stenographer	4644430
192.	Smt.Reeta Rani	Jr.Scale Stenographer	4644472
193.	Sh.Rajesh Gera	Steno Typist	2740608
194.	Smt.Manju Arora	Steno Typist	4644430
195.	Smt.Seema Syal	Steno Typist	4644430
196.	Smt. Sangeeta Sehgal	Steno-Typist	4644430
197.	Mrs.Deepika Verma	Steno Typist	4644430
198.	Sh. Som Dutt	Asstt. F&B Cost Controller	4644488

199.	Ajay Kumar	Asstt. F&B Cost Controller	4644410
200.	Smt.Rajwinder Kaur	Asstt. F&B Cost Controller	4644430
201.	Ms. Deepty Trigotra	Asstt. Manager (Event & PR)	4644430
202.	Sh.Shiv Ram Adhikari	Clerk	4642222
203.	Sh.Rikhi Ram	Clerk	4644430
204.	Om Parkash	Clerk	4642222
205.	Sh.Yashpal Dhawan	Jr.Bill Asstt.	2741266
206.	Sh.Shiv Kumar Sharma	Jr.Bill Asstt.	4672222
207.	Sh.Rajesh Nayyar	Jr. Bill Asstt.	4644410
208.	Sh.Dhan Raj	Jr. Bill Asstt.	4644410
209.	Sh.Rajinder Kumar	Jr. Bill Asstt.	4644410
210.	Amarjeet Sharma	Jr. Bill Asstt.	4644483
211.	Shashi Pal	Jr. Bill Asstt.	2625568
212.	Joginder Chzauhan	Bill Clerk	2700001
213.	Balwinder Kaur	Bill Clerk	4644430
214.	Bharat Bhushan	Bill Clerk	2741266
215.	Rajinder Kumar	Bill Clerk	2740979
216.	Sudhir Singh Thakur	Bill Clerk	2658093
217.	Smt. Pushap Lata	Bill Clerk	4644447
218.	Sh. Rakesh Kumar	Bill Clerk	2625568
219.	Sh.Vijay Kumar	Bill Clerk (on contract)	2741266
220.	Sh. Neeraj Raheja	Programmer	4644430
221.	Sh.Ramnik Kaushal	Jr.Programmer	4672222
222.	Sh.Vishal Parmar	Jr.Programmer	4644488
223.	Smt.Neeru Sharma	Helper (General)	4644430
224.	Sh.Vishwas Singh	Helper (General)	4672222
225.	Sh.Ganga Singh	Helper (General)	4644481
226.	Sh.Babu Ram	Helper (General)	2625568
227.	Sh.Rajinder Kumar	Helper (General)	4644481
228.	Sh.Mohinder Singh	Helper (General)	2625568
229.	Dhian Singh	Helper (General)	2696294
230.	Sh.Pan Bahadur	Helper (General)	2696294
231.	Sh.Prem Prasad Paudel	Helper (General)	2741266
232.	Raksha Devi Mehta	Helper (General)	4644410
233.	Sh.Kirpal Singh	Helper (General)	4644410
234.	Tarlok Kumar	Helper (General)	2625568
235.	Subhash Chand	Helper (General)	2741266
236.	Sh. Gurdeep Saran Narad	Helper (General) on DC rates	4644431
237.	Smt.Shakuntla	Asstt. Floor Supervisor	2700050
238.	Sunder Lal	Asstt. Floor Supervisor	4644410
239.	Ramesh Kumar Mangoli	Asstt. Floor Supervisor	4644410
240.	Daljit Singh	Asstt. Floor Supervisor	4644410
241.	Laxman Singh	Asstt. Floor Supervisor	4644430

242.	Balwant Singh	Asstt. Floor Supervisor	4644410
243.	Sh.Dilwar Singh	Asstt. Floor Supervisor	2700050
244.	Sh. Raghu Nath	Asstt. Floor Supervisor	4644410
245.	Sh.Madan Lal	Asstt. Floor Supervisor	4672222
246.	Smt.Anjali	Room Attendant	4672222
247.	Smt.Shobhni Devi	Room Attendant	4672222
248.	Sh.Ashwani Rana	Room Attendant	4672222
249.	Sh.Mukesh Kumar	Room Attendant	4672222
250.	Sh.Ravinder Singh Gill	Room Attendant	4672222
251.	Dilesh Chand	Room Attendant	4644410
252.	Vivek Chabra	Room Attendant	4672222
253.	Mohinder Kumar	Room Attendant	4644488
254.	Gurpreet Singh	Room Attendant	4644488
255.	Surinder Singh	Head Houseman	4644410
256.	Surinder Kumar	Head Houseman	4644410
257.	Karam Pal	Head Houseman	2700050
258.	Suresh Kumar	Head Houseman	4644410
259.	Rajinder Kumar S/o Sh. Balwant	Head Houseman	4644410
260.	Pal	Head Houseman	2700050
261.	Sh.Rajinder Kumar	Head Houseman	4672222
262.	Sh.Mukesh Kumar	Head Houseman	4672222
263.	Mahi Pal S/o Sh. Mohar Singh	Head Houseman	4672222
264.	Chaman Lal	Head Houseman	4672222
265.	Raj Kumar	Head Houseman	4672222
266.	Smt.Kamla Devi	House women	4644451
267.	Satbir	Houseman	4644472
268.	Rajinder Singh S/o Sh. Rekhi	Houseman	4644410
269.	Ram Chander Singh	Houseman	4644410
270.	Sh.Raju	Houseman	2700050
271.	Sh.Sanjay	Houseman	2700050
272.	Sh.Arvind Kumar	Houseman	4672222
273.	Sh.Shiv Kumar	Houseman	4644481
274.	Sh.Vijay Kumar	Houseman	4672222
275.	Sh.Rajesh Kumar S/o Sh. Samay Singh	Houseman	4672222
276.	Mahi Pal S/o Sh. Jinda Ram	Houseman	4644410
277.	Mukesh Kumar S/o Sh.Rati Ram	Houseman	4644410
278.	Kuldeep Kumar	Houseman	4672222
279.	Sh.Sahdev	Houseman (deploy as SG)	4644430

280.	Sh. Satish Kumar	Houseman	2700050
281.	Sh.Mohinder Singh	Houseman (PH)	4672222
282.	Sh.Abhishek	Houseman	4644430
283.	Goutam Kumar	Houseman	4672222
284.	Om Prakash	Houseman	4672222
285.	Sh.Karan Singh	Sr.Bell Boy	4672222
286.	Sh. Ramesh Kumar	Sr. Bell Boy	4644488
287.	Brij Mohan	Sr. Bell Boy	4672222
288.	Smt. Leela Adhikari	Bell Boy	4644430
289.	Sh.Ganesh Chander	Bell Boy	4672222
290.	Sh.Vijay Kumar Dogra	Bell Boy	4672222
291.	Ravijeet Singh	Bell Boy	4644410
292.	Smt.Indira Devi	Helper (Mtc.)	4644410
293.	Ram Bali	Helper(Mtc)	4672222
294.	Smt.Gurpreet Kaur	Helper (Mtc)	2700050
295.	Sh. Talwinder Singh	Helper (Mtc.)	4672222
296.	Sh. Ajay Kumar	Helper Mtc AC (on contract)	4644471
297.	Sh.Sansar Chand	Jamadar	4644430
298.	Sh.Shiv Chander Singh	Jamadar	4644928
299.	Sh.Vasu Dev	Peon	4644438
300.	Sh.Kamaljit Singh	Peon	2700050
301.	Sh.Gopal Singh	Peon	4644474
302.	Sh.Manohar Lal	Peon	2740164
303.	Sh.Akbal Ali	Peon	4644442
304.	Sh.Ravinder Kumar	Peon	4644430
305.	Smt.Kanta Devi	Peon	4644931
306.	Sh.Mohammed Anish	Peon	4644475
307.	Smt.Parwati Devi	Peon	4644436
308.	Sh.Rajinder Kumar	Peon	4644410
309.	Sh.Kuldip Chand	Peon	4644410
310.	Sh.Kamal Singh	Peon	4644442
311.	Sh.Romel Singh	Peon	4644445
312.	Shri Kant	Peon	4644474
313.	Jagdish Chand	Peon	4644440
314.	Sh. Sunil Kumar	Peon	4644482
315.	Sh. Vikram Singh	Peon	4644471
316.	Meen Parshad	Telephone Attendant	4644440
317.	Sh. Manoj Kumar	Book Binder	4672222
318.	Sh.Kuwar Singh	Jr. Salesman	4644480
319.	Sanjay Kumar	Jr.Salesman	4644483
320.	Ramesh Chander	Jr. Salesman	2741266
321.	Sh. Rajeev Sharma	Jr. Salesman	4644481
322.	Sh. Bhupinder Singh	Jr. Salesman	4644474

323.	Sh. Vijay Pal	Jr. Salesman (on contract)	2696294
324.	Sh. Gaurav Verma	Jr. Salesman (on contract)	4664449
325.	Sh. Rajesh S/o Mangu Ram	Jr. Salesman (on contract)	Hallomajra
326.	Sh. Varinder Kumar	Jr. Salesman (on contract)	RGSB
327.	Sh. Jasveer Singh	Jr. Salesman (on contract)	2696294
328.	Sh.Amarjeet Kumar	Head Mali	4644410
329.	Arun Kumar	Head Mali	4644410
330.	Sh.Ram Asre S/o Ram Sukh	Mali	2741266
331.	Bajrangi	Mali	4644410
332.	Sh. Ram Asre S/o Jagru	Mali	4644472
333.	Sh.Sant Ram	Mali	2700050
334.	Sh.Vijay Parsad	Mali	4644410
335.	Sh.Om Parkash	Mali	4664449
336.	Sh.Bansi Lal	Mali	4644410
337.	Sh.Paras Nath	Mali	4644410
338.	Sh.Ganga Singh	Darban	4672222
339.	Jeeta Singh	Darban	4644410
340.	Prithi Pal	Sr. Security Guard	4644474
341.	Sh.Pishori Lal	Sr. Security Guard	4644410
342.	Sh. Sanjiv Kumar (Masnoor Ali)	Sr. Security Guard	4644410
343.	Sh.Gian Bahadur	Sr. Security Guard	4644410
344.	Raj Kumar	Security Guard	2700050
345.	Sh. Surinder Singh	Security Guard	4644474
346.	Sh. Om Parkash	Security Guard	1644485
347.	Sh. Harjinder Singh	Security Guard	4644430
348.	Sh. Vijay Kumar	Security Guard (on contract)	4642222
349.	Sh.Angrej Singh	Security Guard (on contract)	4642222
350.	Sh.Piritam Kumar	Security Guard (on contract)	4644488
351.	Sh.Krishan Pal	Security Guard (on contract)	2700050
352.	Sh.Rishi Pal	Security Guard (on contract)	4644488
353.	Sh.Jatinder Kumar	Security Guard (on contract)	4644482
354.	Sh.Satbir Singh	Security Guard (on contract)	4644410
355.	Sh.Manjit Singh	Security Guard (on contract)	4644410
356.	Sh.Shoban Singh	Waiter	2700001
357.	Sh.Mahima Parshad	Waiter	4672222
358.	Sh.Mohan Lal Bhatt	Waiter	4644410
359.	Sh.Mitra Nand Paliwal	Waiter	2700050
360.	Sh.Ram Din	Waiter	4644447
361.	Sh.Daya Ram Acharya	Asstt. Steward	4644430
362.	Sh.Gyanbir Singh	Waiter	2741266
363.	Sh.Raj Kumar	Waiter	4672222
364.	Sh.Jai Parkash Kaushik	Waiter	4644410

365.	Sh.Anil Kumar	Waiter	4644410
366.	Sh.Dharam Chand	Waiter	4672222
367.	Sh.Kamal Chauhan	Waiter	4644430
368.	Sh.Khadak Bahadur Chetri	Waiter	2929708
369.	Sh.Parmvir Singh	Waiter	4672222
370.	Sh.Shyam Sunder Singh	Waiter	2741266
371.	Sh.Bahadur Singh S/o Bachi Singh	Waiter	4672222
372.	Sh.Dilbag Singh	Waiter	4672222
373.	Sh.Mahajan Singh Rana	Waiter	4672222
374.	Sh.Kamlesh Kumar	Waiter	2741266
375.	Sh.Dheeraj Singh	Waiter	4672222
376.	Sh.Devender Singh	Waiter	2741266
377.	Sh.Subhash Kumar	Waiter	4644410
378.	Sh.Om Narayan Yadav	Waiter	4644472
379.	Sh.Nagender Singh	Waiter	2700050
380.	Sh.Sanjeev Kumar	Waiter	4644410
381.	Sh.Anil Kumar S/o Sh. Ram Kumar	Waiter	4672222
382.	Sh.Sanjay Kumar	Waiter	2700050
383.	Sh.Mukesh Kumar	Waiter	4644410
384.	Sh.Rajbir Singh	Waiter	4672222
385.	Sh.Krishan Kumar	Waiter	4644430
386.	Sh.Rajinder Kumar	Waiter	4644410
387.	Sh. Narinder Kumar	Waiter	4644410
388.	Raja Ram	Waiter	2625568
389.	Ajay Katoch	Waiter	4644410
390.	Santosh Kumar Chandel	Waiter	4644447
391.	Parshu Ram Nautiyal	Waiter	4644410
392.	Jot Singh	Waiter	2700050
393.	Charan Singh	Waiter	4644447
394.	Satyawan	Waiter	2741266
395.	Heera Singh	Waiter	4644410
396.	Lala Ram	Waiter	4672222
397.	Netra Singh Bhandari	Waiter	4644410
398.	Sh.Vipin Kumar	Waiter	4644410
399.	Ashwani Kumar	Waiter	4644450
400.	Ramesh Kumar	Waiter	4644410
401.	Om Prakash	Waiter	4644410
402.	Puran Singh	Waiter	2700050
403.	Kushaljit Singh	Waiter	4644410
404.	Suresh Giri	Waiter	4644410
405.	Sh.Tan Singh	Waiter	4644430

406.	Sh.Saukar Singh	Waiter	4644410
407.	Sh.Jagdish Chand	Waiter	4644410
408.	Sh.Parveen Kumar Rana	Waiter	2929708
409.	Sh.Arvind Kumar	Waiter	4644410
410.	Sh. Jitender Kumar	Waiter	2700050
411.	Sh. Sunil Tomar	Waiter	2700050
412.	Sh. Vikas Chaudhary	Waiter (on contract basis)	4644410
413.	Sh. Naresh	Waiter (on contract basis)	4644410
414.	Sh. Pankaj Kumar	Waiter (on contract basis)	4644450
415.	Sh. Kashmir	Waiter (on contract basis)	4644450
416.	Sh. Ashwani Kumar	Waiter (on contract basis)	4644450
417.	Sh. Parvinder Singh	Waiter (on contract basis)	4644450
418.	Sh. Dharam Chand	Waiter (on contract basis)	4644450
419.	Sh. Ravinder Kumar	Waiter (on contract basis)	4644450
420.	Sh. Arun Lathar	Waiter (on contract basis)	2696294
421.	Sh. Parveen Kumar	Waiter (on contract basis)	4644410
422.	Sh. Ravi Kumar	Waiter (on contract basis)	4644450
423.	Sh. Udey Singh	Waiter (on contract basis)	4644450
424.	Sh. Arun Kumar	Waiter (on contract basis)	UT Sectt Canteen
425.	Sh. Sachin Machal	Waiter (on contract basis)	2741266
426.	Sh. Manoj	Waiter (on contract basis)	4644410
427.	Sh. Prince	Waiter (on contract basis)	4672222
428.	Sh. Mukesh	Waiter (on contract basis)	4644410
429.	Sh. Anil Kumar	Waiter (on contract basis)	4644410
430.	Sh. Yogesh Sharma	Trainee Waiter	RGSB
431.	Sh. Sunil Kumar	Trainee Waiter	RGSB
432.	Sh. Pardeep Kumar	Trainee Waiter	Airport
433.	Sh.Jatinder Thakur	Trainee Waiter	2700050
434.	Sh.Dharam Singh	Utility Worker	4672222
435.	Sh.Indraduman	Utility Worker	4644410
436.	Sh.Hem Singh Thakur	Utility Worker	4672222
437.	Sh.Devi Dutt	Utility Worker	4644410
438.	Sh.Ramesh Chand Joshi	Utility Worker	4644410
439.	Sh.Arjun Parshad	Utility Worker	2741266
440.	Anil Kumar	Utility Worker	2929708
441.	Jagat Singh	Utility Worker	4644447
442.	Sant Lal	Utility Worker	4644410
443.	Dharma Raj	Utility Worker	4672222
444.	Hari Singh	Utility Worker	PS-17
445.	Gopal Thapa	Utility Worker	4644410
446.	Sh.Bali Ram	Utility Worker	4644410
447.	Sh.Bhagwat Mandal	Utility Worker	4644447
448.	Sh.Sopan Gorey	Utility Worker	2696294

449.	Sh.Vinod Kishore Bhatt	Utility Worker	4644481
450.	Sh.Ram Kumar	Utility Worker	4644430
451.	Sh.Kulbir Singh	Utility Worker	4644410
452.	Sh.Banti Singh	Utility Worker	2625568
453.	Sh.Satish Kumar	Utility Worker	2929708
454.	Sh.Rakesh Kumar	Utility Worker	Hallomajra PS
455.	Sh.Raj Kumar	Utility Worker	2929708
456.	Sh.Shishu Pal	Utility Worker	2741266
457.	Sh.Paras Nath	Utility Worker	4644410
458.	Sh.Ishwar Chand	Utility Worker	2929708
459.	Sh.Ashoken G.K.	Helper(Kitchen)	4644483
460.	Smt.Mati Devi	Helper (Kitchen)	4644430
461.	Purshottam Sharma	Helper (Kitchen)	4644447
462.	Sher Singh	Helper (Kitchen)	2741266
463.	Dhan Bahadur	Helper (Kitchen)	2741266
464.	Vijay Kumar	Helper (Kitchen)	2647905
465.	Rameshwar	Helper (Kitchen)	2412666
466.	Pardeep Kumar	Helper (Kitchen)	4672222
467.	Uttam Singh	Helper (Kitchen)	4644448
468.	Smt.Bhavna	Helper (Kitchen)	4644430
469.	Sh.Jatinder Malik	GRE	4644410
470.	Balbir Kumar Banga	GRE	4672222
471.	Sh.Baldev Raj	Head Draftsman	4644472
472.	Sh.Amarjit Singh	A.E (Electrical)	4672222
473.	Sh.Ajay Kumar	A.E (PH)	4644472
474.	Sh.Vishal Sharma	J.E. (Civil)	2741266
475.	Sh.Amit Madan	J.E. (Civil)	4644410
476.	Sh.Rajesh Kumar	J.E.(Civil) (On Contract)	4672222
477.	Sh.Pawan Kapoor	Sports Officer	2700050, 4644410
478.	Sh. Gopal Khadka	Chef De Parte	Rock Garden
479.	Sh.Pritam Khadka	Chef De Parte	4644410
480.	Sh.Baldev Raj	Chef De Parte	4644410
481.	Sh. Anoop Kumar	Chef-de-Parte	4644410
482.	Sh. Manoj Kumar	Chef De Parte	4644410
483.	Sh. Suresh Aggarwal	Chef De Parte	2700001
484.	Devender Singh	House Keeper	4644410
485.	S.S. Mann	Housekeeper	4672222
486.	Sh. Suraj Parkash Bhardwaj	Security Officer	4644410
487.	Sh. Sanjay Sood	Security Officer	Parkview
488.	Sh. Jaswinder Singh	Security Officer	2700050
489.	Sh.Dev Gir	Mortar Mate	4644472
490.	Sh.Rajesh Kumar	Mortar Mate	4644410

491.	Sh.Ajay Kohli	Mortar Mate	4644472
492.	Sh.Rakesh Kumar Puri	Mortar Mate	4644472
493.	Sh.Kul Parshad	Mortar Mate	4644472
494.	Bhuvneshwar Sharma	Reservation Executive	4644410
495.	Sh.Pardeep Narang	Reservation Executive	Parkview
496.	Ruby Menzes	Receptionist	4672222
497.	Avnish Vij	Receptionist	Ps-Dhanas
498.	Meenakshi	Receptionist	Parkview
499.	Sh.Kulwinder Singh	Reservation Executive	4672222
500.	Sh.Ishwar Singh	Receptionist	4644410
501.	Sh.Sawan Kumar	Receptionist	4672222
502.	Sh. Uday Singh	Receptionist (on contract)	4644410
503.	Sh. Ravinder Kumar	Receptionist (on contract)	4644410
504.	Sh. Karandeep	Receptionist (on contract)	2700050
505.	Sh. Lakhvinder Singh	Receptionist (on contract)	HPV
506.	Smt. Veena	Telephone Operator	HSV
507.	Anil Kumar Grover	Telephone Operator	4644485
508.	Bhupinder Singh	Telephone Operator	2700050
509.	Sh.Virender Kumar	Telephone Operator	4644410
510.	Sh.Kulbhushan Chaudhary	Telephone Operator	Ps-Hallomajra
511.	Sh.Nek Ram	Asstt. Housekeeper	2700050
512.	Sh.Sikander Singh	Desk Controller	4672222
513.	Sh.Rupesh Dutt Mehta	Desk Controller	Ps-17
514.	Sh.Bhim Sain	Linen Keeper	4644410
515.	Surinder Singh	Linen Keeper	2700050
516.	Sh.Kamal Singh	Floor Supervisor	4644410
517.	Sh.Partap Singh Thakur	Floor Supervisor	4644410
518.	Smt.Suman Ahuja	Floor Supervisor	2700050
519.	Umesh Kumar Singh	Floor Supervisor	4644410
520.	Sh. Shiv Kumar	Floor Supervisor (on contract)	2700050
521.	Shri Yashpal	Bell Captain	4672222
522.	Sh.Satwinder Singh	Driver	4644430
523.	Sh.Rajesh Syal	Driver	011-23353359
524.	Sh.Anil Kumar	Driver	4644430
525.	Jagjivan Singh	Driver	2700050
526.	Ramesh Chandra	Driver (on contract)	4644410
527.	Ramesh Kumar	Driver (on contract)	4644471
528.	Amandeep Singh	Driver (on contract)	4644442
529.	Amarjeet Gir	Driver (on contract)	4644430
530.	Manpreet Singh	Driver (on contract)	4672222
531.	Sushil Nasier	Driver (on contract)	4644430
532.	Sh. Arun Kumar	Jr. Tech. Asstt. (on contract)	4644482
533.	Sh. Rajiv Sharma	Jr. Tech. Asstt. (on contract)	4644482

534.	Sh. Arvind Kumar	Jr. Tech. Asstt. (on contract)	4644482
535.	Sh.Ram Murti Sharma	Electrical Supervisor	4672222
536.	Sh.Harjinder Singh	Music T.V.Operator	2700050
537.	Gurinder Singh	Music T.V. Operator	4644410
538.	Sh.Pritam Singh	Boiler Attendant	4672222
539.	Sh.Lakhmir Singh	Boiler Attendant	4672222
540.	Ram Niwas	Boiler Attendant	4644410
541.	Gurcharan Dass	Boiler Attendant	4672222
542.	Sh. Ravinder Singh	Carpenter (on contract)	4644472
543.	Sh.Rakesh Mohan	Electrician cum Gen Opt	2700001
544.	Sh.Vipin Kumar	Electrician cum Gen Opt	4672222
545.	Sh.Satish Kumar	Electrician cum Gen Opt	4672222
546.	Uggar Singh	Electrician cum Gen Opt	4644472
547.	Sant Lal	Electrician cum Gen Opt	4644410
548.	Sh.Kulwinder Singh	Electrician cum Gen Opt	4644430
549.	Manish	Electrician cum Gen Opt (on contract)	4672222
550.	Sh.Vijay Singh	Plumber	4644472
551.	Mehar Singh	Mtc. Supervisor (Civil/PH)	4672222
552.	Sh.Tilak Raj	Mtc. Supervisor (Civil/PH)	2700050
553.	Sh.Parkash Chand	A.C. Mechanic-cum-Electrician	2700050
554.	Sh.Prem Chand	A.C. Mechanic-cum-Electrician	4672222
555.	Surinder Kumar	Electrical Supervisor	4672222
556.	Ravi Kaul	A.C. Mechanic-cum-Electrician	4644410
557.	Sh.Satish Kumar Batra	A.C.Mechanic cum Electrician	2740978
558.	Sh. Davinder Singh	A.C.Mechanic cum Electrician (on contract)	2700050
559.	Sh.Arvind Choudhary	Sub Station Attendant (on contract)	4644410
560.	Chand Singh	Lift Operator	4644410

ANNEXURE-10

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
4(1)(b)(x) OF THE RIGHT TO INFORMATION ACT, 2005.(Monthly remuneration received by the officers and employees)
Name of the Department/Board/Corporation/Office: CITCO

Statement showing the Gross pay Month of March 2023				
Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
1	2155	HARJEET SINGH SANDHU	CHIEF GENERAL MANAGER	1,12,952
2	2055	MANINDER KANWAR	COMPANY SECRETARY	1,45,768
3	835	ANURAG WALIA	GENERAL MANAGER	1,00,000
4	1962	SUDHIR GUPTA	DY.GENERAL MANAGER	1,15,584
5	1356	JATINDER SINGH	EXECUTIVE ENGINEER	2,04,548
6	1916	VINEET CHOPRA	EXECUTIVE CHEF	1,19,954
7	1433	SANJAY DANIEL BANERJEE	SENIOR MANAGER	1,87,194
8	157	RAJPAL PANWAR	SENIOR MANAGER	1,72,854
9	513	GANESH DATT SHARMA	P.S.TO M.D.	1,47,000
10	1734	SANDEEP KAPOOR	SR. MANAGER(F&B)	1,51,466
11	152	BHUSHAN KUMAR	SUB.DIVISION ENGINEER	2,15,068
12	153	AJAY PAUL SHARMA	SUB.DIVISION ENGINEER	2,04,548
13	678	AJAY KUMAR	ASSTT. ENGINEER	1,14,352
14	954	AMARJIT SINGH	ASSTT. ENGINEER	1,11,734
15	1881	VISHAL SHARMA	ASSTT. ENGINEER	1,04,804
16	741	ADARSH GULATI	MANAGER ACCOUNTS	1,40,460
17	29	PRAVEEN NANDA	MANAGER ACCOUNTS	1,35,356
18	544	VINOD KASHYAP	MANAGER ACCOUNTS	76,430
19	515	ANJU ANAND	MANAGER	1,24,268
20	692	PAWAN KAPOOR	SPORTS OFFICER	1,33,478
21	1821	HARMILAN SINGH	MANAGER (F.O)	1,03,946
22	826	AJAY KUMAR SACHDEVA	(F & B)COST CONTROLLER	1,06,252
23	798	SURINDER MISHRA	MANAGER F & B	1,64,094
24	1183	JATINDER MALIK	G.R.E	1,26,580
25	919	BALBIR KUMAR BANGA	G.R.E	1,15,954
26	2019	DEEPTI TRIGOTRA	ASSISTANT MANAGER	91,776
27	1075	ANIL KUMAR GOYAL	SENIOR ACCOUNTANT	1,17,154
28	1148	KULJITINDER SINGH	SENIOR ACCOUNTANT	1,17,154
29	31	SANJAY SHARMA	SENIOR ACCOUNTANT	1,17,154
30	32	AMRIT KAUR GILL	SENIOR ACCOUNTANT	1,13,766
31	521	RACHNA KHANNA	SENIOR ACCOUNTANT	1,10,532
32	1146	VIJAY CHAUDHARY	SENIOR ACCOUNTANT	95,748
33	747	RENU SEHGAL	SENIOR ACCOUNTANT	92,976
34	1763	DEEPAK KUMAR	SENIOR ACCOUNTANT	82,812
35	2022	MEGHNA ABROL	SENIOR ACCOUNTANT	79,192
36	1866	RENU BALA	SENIOR ACCOUNTANT	78,192

37	1858	YASHPAL CHOUDHARY	SENIOR ACCOUNTANT	78,092
38	743	LOVENEET SINGH	SENIOR ACCOUNTANT	77,453
39	1594	RITA KHURANA	PERSONAL ASSTT.	1,03,340
40	541	SOM DUTT	ASSTT.F&BCC	1,04,098
41	49	RAJWINDER KAUR SACHDEVA	ASSTT.F&BCC	97,320
42	87	NEERAJ RAHEJA	PROGRAMMER	1,08,334
43	46	BHAVANA PURI CHOPRA	SENIOR ASSISTANT	1,13,766
44	713	AMAR DEEP	SENIOR ASSISTANT	1,10,532
45	1242	PARVEEN PURI	SENIOR ASSISTANT	1,10,532
46	40	MADHU SHAHI	SENIOR ASSISTANT	1,02,262
47	529	BHUPINDER KAUR	SENIOR ASSISTANT	98,520
48	762	AJAY KUMAR	SENIOR ASSISTANT	98,520
49	1158	S.C. BHARDWAJ	SENIOR ASSISTANT	98,520
50	758	TRIPTA SHARMA	SENIOR ASSISTANT	98,520
51	50	SEEMA KUMARI	SENIOR ASSISTANT	95,748
52	612	SARITA BHARDWAJ	SENIOR ASSISTANT	95,748
53	745	SEEMA GUPTA	SENIOR ASSISTANT	94,748
54	589	DHARAM PAL	SENIOR ASSISTANT	92,736
55	1161	ANIL KUMAR PANDEY	SENIOR ASSISTANT	90,358
56	1690	HARMINDER SINGH	SENIOR ASSISTANT	90,358
57	527	RAJEEV KOHLI	SENIOR ASSISTANT	90,258
58	608	ANIL KUMAR	SENIOR ASSISTANT	68,880
59	524	RAJINDER KAUR	JR.SCALE STENOGRAPHERII	1,04,380
60	202	DEEP CHAND	JR.SCALE STENOGRAPHERII	98,528
61	1698	INDERJIT KAUR	JR.SCALE STENOGRAPHERII	83,128
62	1882	AMIT MADAN	JUNIOR ENGINEER	1,04,804
63	2133	RAJESH KUMAR	JUNIOR ENGINEER	48,620
64	947	MEHAR SINGH	MAINTENANCE SUPERVISOR(CIVIL/PH)	92,446
65	54	TILAK RAJ	MAINTENANCE SUPERVISOR(CIVIL/PH)	80,676
66	156	BALDEV RAJ	HEAD DRAFTMAN	1,42,596
67	1294	SUBHASH SHARMA	SR. CAPTAIN	1,20,782
68	803	AJAY TANDON	SR. CAPTAIN	1,20,782
69	968	GOPAL KHADKA	CHEF DE PARTI	1,35,562
70	1485	PRITAM KHADKA	CHEF DE PARTI	1,26,580
71	975	MANOJ KUMAR	CHEF DE PARTI	1,20,382
72	1263	BALDEV RAJ	CHEF DE PARTI	1,03,172
73	1837	ANOOP KUMAR	CHEF DE PARTI	97,320
74	1729	SURESH AGGARWAL	CHEF DE PARTI	90,022
75	1021	SIMERJIT SINGH MANN	HOUSEKEEPER	1,06,252
76	1386	DEVENDER SINGH	HOUSEKEEPER	98,164
77	1291	DEEPAK KUMAR SHARMA	SUPERVISOR GR-I	1,31,970
78	1388	NEK RAM	ASSISTANT HOUSEKEEPER	87,056
79	1704	RAMNIK KAUSHAL	JR. PROGRAMMER	1,09,332
80	1894	VISHAL PARMAR	JR. PROGRAMMER	77,662
81	960	DHIRAJ KUMAR	JUNIOR ASSISTANT	93,292
82	522	NARINDER KUMAR KWATRA	JUNIOR ASSISTANT	93,292
83	47	JYOTSANA SETHI	JUNIOR ASSISTANT	92,292

84	185	HAWA SINGH BHARDWAJ	JUNIOR ASSISTANT	85,592
85	753	BRIJENDER MOHAN VASHISHT	JUNIOR ASSISTANT	83,128
86	1481	HARINDERJIT KAUR	JUNIOR ASSISTANT	83,128
87	1105	NEERU KAKKAR	JUNIOR ASSISTANT	83,128
88	203	KULDEEP SINGH	JUNIOR ASSISTANT	81,538
89	1112	ALKA SACHDEV	JUNIOR ASSISTANT	80,818
90	1530	KRISHAN KANTA	JUNIOR ASSISTANT	80,818
91	519	DEVINDER PAL SINGH	JUNIOR ASSISTANT	80,356
92	1692	RAVI KUMAR	JUNIOR ASSISTANT	78,508
93	1699	ANOOP BHATT	JUNIOR ASSISTANT	78,508
94	1766	SUNIL SINGH	JUNIOR ASSISTANT	76,984
95	772	ASHWANI KUMAR	JUNIOR ASSISTANT	72,506
96	1939	MANPREET KAUR	JUNIOR ASSISTANT	71,636
97	923	RUBY MENZES	RECEPTIONIST	97,528
98	926	ISHWAR SINGH	RECEPTIONIST	89,674
99	1707	AVNISH VIJ	RECEPTIONIST	86,748
100	1193	MEENAKSHI	RECEPTIONIST	78,192
101	1737	SAWAN KUMAR	RECEPTIONIST	66,882
102	2071	KARAN DEEP	RECEPTIONIST	24,084
103	2053	UDAY GREWAL	RECEPTIONIST	23,294
104	2088	LAKHVINDER SINGH	RECEPTIONIST	21,845
105	2091	RAVINDER KUMAR	RECEPTIONIST	21,845
106	1770	REETA RANI	JR.SCALE STENOGRAPHER-I	80,818
107	545	SHIV KUMAR SHARMA	JUNIOR BILL ASSISTANT	1,04,688
108	824	YASH PAL DHAWAN	JUNIOR BILL ASSISTANT	1,04,688
109	757	RAJESH NAYYAR	JUNIOR BILL ASSISTANT	93,292
110	1101	DHAN RAJ	JUNIOR BILL ASSISTANT	88,056
111	1283	SHASHI PAL	JUNIOR BILL ASSISTANT	85,592
112	105	RAJINDER KUMAR MANDIWAL	JUNIOR BILL ASSISTANT	83,128
113	1282	AMARJEET SHARMA	JUNIOR BILL ASSISTANT	72,545
114	1958	SANJAY KUMAR SOOD	SECURITY OFFICER	79,972
115	1884	SURAJ PARKASH	SECURITY OFFICER	78,330
116	782	JASWINDER SINGH	SECURITY OFFICER	77,662
117	921	PRADEEP NARANG	RESERVATION EXECUTIVE	1,00,916
118	1623	KULWINDER SINGH	RESERVATION EXECUTIVE	95,218
119	1606	MOHIT GOPAL	CAPTAIN	1,03,842
120	814	AMAR SINGH	CAPTAIN	1,00,454
121	1732	RAJENDER KUMAR BHARDWAJ	CAPTAIN	92,446
122	820	DINESH KUMAR TIWARI	CAPTAIN	92,292
123	817	BALI RAM	CAPTAIN	85,368
124	1475	LAL SINGH NEGI	CAPTAIN	79,818
125	1317	MAHENDER SINGH BIST	CAPTAIN	79,818
126	836	HARSH SINGH RANA	CAPTAIN	79,818
127	1131	RAM RATTAN	CAPTAIN	75,352
128	1313	KULDIP SINGH	CAPTAIN	69,636
129	831	VARINDER PAL	BARMEN	1,00,762
130	857	HARNAM SINGH	ASST. BARMAN	68,730
131	860	BAHADUR SINGH THAKUR	ASST. BARMAN	59,976
132	1305	MUKTA SHARMA	SR.REST.HOSTESS	89,366

133	990	RAM BABU	COMMISS-I	1,28,020
134	1220	SURESH KUMAR	COMMISS-I	1,07,384
135	1240	SHER SINGH	COMMISS-I	95,680
136	1925	CHARANJIT SINGH SAINI	COMMISS-I	32,947
137	2104	SANDEEP	COMMISS-I	29,884
138	2103	RAKESH MEHTA	COMMISS-I	29,884
139	2149	Ravinder Kumar Yadav	COMMISS-I	25,815
140	920	BHUVNESHWAR SHARMA	RESERVATION ASSISTANT	1,03,842
141	1365	RAM MURTI SHARMA	ELECTRICAL SUPERVISOR	92,446
142	1363	SURINDER KUMAR SHARMA	ELECTRICAL SUPERVISOR	89,828
143	1545	SARAVJIT SINGH	COMMISS-II	1,03,842
144	998	ARJUN SINGH	COMMISS-II	1,01,378
145	991	NAR SINGH RAWAT	COMMISS-II	1,00,916
146	1004	CHANDER MOHAN	COMMISS-II	97,836
147	1264	YADVINDER SINGH	COMMISS-II	94,756
148	1215	NAGENDER DUTT	COMMISS-II	89,674
149	1437	KESAR SINGH	COMMISS-II	87,056
150	1013	KEHAR SINGH	COMMISS-II	87,056
151	1764	LAXMI KANT SAHOO	COMMISS-II	86,748
152	1233	SHYAM KUMAR	COMMISS-II	85,368
153	1208	BALAM SINGH	COMMISS-II	85,092
154	1212	NAGENDER PARSHAD	COMMISS-II	84,592
155	73	SHIV DAYAL	COMMISS-II	82,744
156	1542	JAGAT SINGH BISHT	COMMISS-II	82,128
157	1825	SANDEEP BANSAL	COMMISS-II	77,200
158	1229	MOTI LAL	COMMISS-II	75,984
159	1504	KRISHAN PAL	COMMISS-II	73,196
160	1252	RAJINDER PARSHAD	COMMISS-II	73,196
161	1681	JULLIUS JAMES	COMMISS-II	71,040
162	1538	ROHIT BHARDWAJ	COMMISS-II	69,038
163	1814	JOGINDER KUMAR	COMMISS-II	61,492
164	1773	PARAMPREET SINGH	COMMISS-II	61,492
165	1996	BHIM SINGH	COMMISS-II	20,525
166	1988	ROOP SINGH	COMMISS-II	20,525
167	2130	MANIKAM	COMMISS-II	20,525
168	2040	AMRIT SINGH	COMMISS-II	19,548
169	2144	VIJAY KUMAR	COMMISS-II	19,548
170	2147	PARVEEN	COMMISS-II	19,548
171	2039	ARUN KUMAR	JR. TECHNICAL ASSISTANT	26,225
172	2110	ARVIND KUMAR	JR. TECHNICAL ASSISTANT	24,793
173	2089	RAJEEV SHARMA	JR. TECHNICAL ASSISTANT	24,791
174	2078	MEENAKSHI	RESTAURANT HOSTESS	22,937
175	2092	ISHA	RESTAURANT HOSTESS	21,845
176	2135	CHARU SHARMA	RESTAURANT HOSTESS	18,870
177	766	SANGEETA SEHGAL	STENO-TYPIST	92,784
178	1593	MANJU ARORA	STENO-TYPIST	82,928
179	1730	SEEMA SYAL	STENO-TYPIST	80,618
180	1824	DEEPIKA VERMA	STENO-TYPIST	78,000
181	1595	RAJESH GERA	STENO-TYPIST	74,576

182	1470	ANIL KUMAR GROVER	TELEPHONE OPERATOR	67,576
183	1813	BHUPINDER SINGH	TELEPHONE OPERATOR	59,182
184	1887	VIRENDER KUMAR	TELEPHONE OPERATOR	57,796
185	1663	VEENA	TELEPHONE OPERATOR	57,796
186	1802	KULBHUSHAN CHAUDHARY	TELEPHONE OPERATOR	56,102
187	594	JAGJIWAN SINGH	DRIVER	97,556
188	1103	ANIL KUMAR	DRIVER	92,474
189	1522	RAJESH SYAL	DRIVER	92,040
190	1891	SATWINDER SINGH	DRIVER	62,136
191	2085	AMANDEEP SINGH	DRIVER	19,359
192	2010	Ramesh Kumar	DRIVER	17,502
193	2011	RAMESH CHANDRA	DRIVER	17,102
194	2082	AMARJEET GIR	DRIVER	16,584
195	2084	MANPREET SINGH	DRIVER	16,159
196	2086	SUSHIL NASIER	DRIVER	16,081
197	570	SHIV RAM ADHIKARI	CLERK	73,534
198	1603	OM PARKASH THAKUR	CLERK	63,832
199	725	RIKHI RAM	CLERK	40,084
200	2094	PRAMOD SINGH	CLERK	26,902
201	1083	JOGINDER CHAUHAN	BILL CLERK	75,690
202	1447	RAJINDER KUMAR	BILL CLERK	75,690
203	1120	BHARAT BHUSHAN	BILL CLERK	75,190
204	1334	RAKESH KUMAR	BILL CLERK	69,530
205	822	SUDHIR SINGH THAKUR	BILL CLERK	67,728
206	1724	PUSHAP LATA	BILL CLERK	49,074
207	670	BALVINDER KAUR	BILL CLERK	44,001
208	1937	VIJAY KUMAR	BILL CLERK	11,765
209	941	UGGAR SINGH	ELECTRICIAN	89,366
210	1111	SANT LAL	ELECTRICIAN	86,748
211	1985	MANISH KUMAR	JR. TECHNICIAN	15,393
212	1844	ARVIND CHAUDHRY	Jr TECHNICIAN (S S A)	16,162
213	1797	VIJAY SINGH	PLUMBER	57,796
214	162	DEV GIR	MORTOR-MATE	89,366
215	213	AJAY KOHLI	MORTOR-MATE	86,748
216	735	RAKESH KUMAR PURI	MORTOR-MATE	86,748
217	1443	KUL PRASAD	MORTOR-MATE	86,748
218	164	RAJESH KUMAR	MORTOR-MATE	80,262
219	1378	HARJINDER SINGH	T.V.OPERATOR	71,578
220	959	GURINDER SINGH	T.V.OPERATOR	68,476
221	1372	PRITAM SINGH	BOILER ATTENDANT	84,284
222	1497	GURCHARAN DASS	BOILER ATTENDANT	84,284
223	1373	LAKHMIR SINGH	BOILER ATTENDANT	81,820
224	951	RAM NIWAS	BOILER ATTENDANT	75,708
225	2024	RAVINDER SINGH	CARPENTER	18,407
226	956	CHAND SINGH	LIFT OPERATOR	79,510
227	1370	SATISH KUMAR	ELECT.-CUM-GEN.OPERATOR	86,748
228	1369	VIPAN KUMAR	ELECT.-CUM-GEN.OPERATOR	86,748
229	1368	RAKESH MOHAN	ELECT.-CUM-GEN.OPERATOR	84,284
230	90	KULWINDER SINGH	ELECT.-CUM-GEN.OPERATOR	72,580

231	945	SATISH KUMAR BATRA	A.C.MECHANIC	86,748
232	944	PARKASH CHAND	A.C.MECHANIC	86,748
233	628	RAVI KAUL	A.C.MECHANIC	86,748
234	1478	PREM CHAND	A.C.MECHANIC	68,576
235	2112	DAVINDER KUMAR	A.C.MECHANIC	20,102
236	2097	AJAY KUMAR	A C MECHANIC(HELPER)	13,401
237	1768	SUBHASH	LIFE GUARD	62,724
238	1712	PARMOD KUMAR	BOATMAN	62,784
239	1716	KRISHAN KUMAR	BOATMAN	62,784
240	1717	AJAY KUMAR	BOATMAN	62,784
241	1713	ASHOK KUMAR	BOATMAN	62,724
242	1714	AVTAR SINGH	BOATMAN	62,724
243	1715	UPENDRA KUMAR	BOATMAN	62,284
244	724	ASHOK RAJ	STEWARD	70,732
245	846	CHAIN SINGH	STEWARD	70,732
246	847	SHANKAR SINGH	STEWARD	70,732
247	851	DEVI RAM	STEWARD	70,732
248	871	VIDYA SAGAR BHATT	STEWARD	70,732
249	852	PYARE LAL	STEWARD	70,732
250	867	ROSHAN LAL	STEWARD	70,732
251	877	MOHINDER SINGH MEHRA	STEWARD	68,730
252	849	MOHAN LAL SHARMA	STEWARD	63,564
253	1327	DAYA RAM ACHARYA	ASSTT.STEWARD	68,730
254	1132	MITRA NAND PALIWAL	ASSTT.STEWARD	68,730
255	866	MOHAN LAL BHATT	ASSTT.STEWARD	66,728
256	1338	BAHADUR SINGH	ASSTT.STEWARD	66,728
257	1354	KAMLESH KUMAR S/O S.R.	ASSTT.STEWARD	64,880
258	873	JOT SINGH	ASSTT.STEWARD	64,880
259	875	CHARAN SINGH	ASSTT.STEWARD	64,880
260	1322	SHOBAN SINGH	ASSTT.STEWARD	70,732
261	1323	RAM DIN	ASSTT.STEWARD	68,730
262	856	MAHIMA PRASHAD	ASSTT.STEWARD	68,730
263	1324	PARSHU RAM NAUTIYAL	ASSTT.STEWARD	68,730
264	555	PURAN SINGH	ASSTT.STEWARD	68,730
265	1337	SHYAM SUNDER	ASSTT.STEWARD	66,728
266	1528	HIRA SINGH s/o JODHA SINGH	ASSTT.STEWARD	66,728
267	1527	KAMAL CHAUHAN	ASSTT.STEWARD	66,728
268	1332	GYANBIR	ASSTT.STEWARD	66,728
269	861	AJAY KATOCH	ASSTT.STEWARD	66,728
270	878	SANTOSH KUMAR CHANDEL	ASSTT.STEWARD	66,728
271	1347	NETRA SINGH BHANDARI	ASSTT.STEWARD	64,880
272	1346	KUSHALJIT	ASSTT.STEWARD	64,880
273	1450	JAGDISH CHAND	ASSTT.STEWARD	64,880
274	1351	SAUKAR SINGH RAWAT	ASSTT.STEWARD	64,880
275	1342	ANIL KUMAR S/OSH.RAM KR	ASSTT.STEWARD	64,880
276	1340	JAI PARKASH KAUSHIK	ASSTT.STEWARD	64,880
277	607	RAJ KUMAR	ASSTT.STEWARD	64,880
278	1348	MAHAJAN SINGH	ASSTT.STEWARD	64,880
279	1335	DEVENDER SINGH	ASSTT.STEWARD	64,880

280	1336	LALA RAM THAKUR	ASSTT.STEWARD	64,880
281	1499	DHEERAJ SINGH	ASSTT.STEWARD	64,880
282	1339	DILBAG SINGH	ASSTT.STEWARD	64,880
283	1341	SATYAWAN	ASSTT.STEWARD	64,880
284	1134	PARAMVIR SINGH	ASSTT.STEWARD	64,880
285	858	RAJA RAM	ASSTT.STEWARD	61,184
286	1345	DHARAM CHAND	ASSTT.STEWARD	58,320
287	869	VIPAN KUMAR	ASSTT.STEWARD	57,796
288	1674	RAJINDER KUMAR	ASSTT.STEWARD	48,864
289	1227	SHURBIR SINGH	COMMISS-III	89,674
290	999	TRILOK SINGH RANA	COMMISS-III	86,748
291	1449	KRISHAN KUMAR BAHADUR	COMMISS-III	76,738
292	671	PARKASH SINGH	COMMISS-III	74,890
293	637	GUDDU RAM	COMMISS-III	74,890
294	562	SAHA NAND	COMMISS-III	74,582
295	884	NARESH KUMAR	COMMISS-III	72,888
296	1249	KHEM SINGH RAWAT	COMMISS-III	72,734
297	892	GOBIND PARSAD	COMMISS-III	72,734
298	1445	SURINDER RANA	COMMISS-III	72,580
299	1446	SHAMBHOO PARSHAD	COMMISS-III	72,580
300	902	PREM LAL	COMMISS-III	72,580
301	880	DINA NATH	COMMISS-III	72,580
302	673	ANGAD KUMAR	COMMISS-III	72,580
303	890	VIJAY KUMAR SINGH	COMMISS-III	72,426
304	887	DIWAN SINGH	COMMISS-III	72,426
305	891	MOTI SINGH	COMMISS-III	72,426
306	899	MEGH SINGH	COMMISS-III	70,732
307	1096	KHOP BAHADUR GURUNG	COMMISS-III	70,732
308	894	JORAWAR SINGH	COMMISS-III	70,732
309	1250	FATEH SINGH	COMMISS-III	70,732
310	1251	MANGAL SINGH	COMMISS-III	70,732
311	901	CHANDER MANI	COMMISS-III	70,732
312	580	ROSHAN LAL	COMMISS-III	70,732
313	1245	RAM KUMAR	COMMISS-III	70,732
314	1246	SURESH CHAND	COMMISS-III	68,730
315	1268	TAJWAR SINGH	COMMISS-III	68,730
316	1505	RAVINDER KUMAR	COMMISS-III	68,730
317	1119	BANWARI LAL	COMMISS-III	68,730
318	893	UDEY SINGH	COMMISS-III	68,730
319	904	MOHAN LAL	COMMISS-III	68,730
320	1254	DAYAL KRISHAN	COMMISS-III	68,730
321	1257	RAKESH s/o GIAN CHAND	COMMISS-III	68,730
322	1682	DESH RAJ	COMMISS-III	68,576
323	1498	MAHESH CHANDER	COMMISS-III	68,576
324	685	JOT SINGH	COMMISS-III	67,014
325	1676	DILE BUDHATHOKI	COMMISS-III	66,574
326	1829	MANOJ SINGH RAWAT	COMMISS-III	56,794
327	1787	SATAY SINGHS/OSH GROVER	COMMISS-III	51,482
328	2045	SIKANDER	COMMISS-III	18,407

329	2046	ARUN SINGH s/o GOPAL S	COMMISS-III	18,407
330	2041	ANIK KALIA	COMMISS-III	18,407
331	1857	RAMESH CHAND	COMMISS-III	17,960
332	2007	Soban Singh	COMMISS-III	17,617
333	2093	SARVESH BAGHEL	COMMISS-III	16,082
334	2129	RAVINDERJEET SINGH	COMMISS-III	16,045
335	2128	VISHAL THAKUR	COMMISS-III	16,045
336	2148	GOURAV DOGRA	COMMISS-III	15,281
337	2141	KESHAV KUMAR	COMMISS-III	15,281
338	2143	LALIT SINGH	COMMISS-III	15,281
339	2126	SANJAY KUMAR	COMMISS-III	14,587
340	1331	TAN SINGH	WAITER	66,728
341	1102	KHADAK BAHADUR CHHETRI	WAITER	56,802
342	1654	OM NARAYAN YADAV	WAITER	50,310
343	1657	NAGENDER SINGH	WAITER	50,250
344	1668	SANJAY KUMAR	WAITER	50,250
345	1649	SURESH GIRI	WAITER	50,250
346	1671	PARVEEN KUMAR RANA	WAITER	50,250
347	1680	MUKESH KUMAR	WAITER	50,250
348	1659	SANJEEV KUMAR	WAITER	50,250
349	1653	SUBHASH KUMAR	WAITER	50,250
350	1660	ANIL KUMAR S/O GARIB DASS	WAITER	48,864
351	1651	RAJBIR SINGH	WAITER	48,864
352	1691	KRISHAN K S/O RAM AVTAR	WAITER	47,478
353	1760	ASHWANI KUMAR	WAITER	44,860
354	1761	RAMESH KUMAR	WAITER	44,860
355	1746	NARINDER KUMAR	WAITER	44,860
356	1745	ARWIND KUMAR	WAITER	44,860
357	1815	SUNIL TOMAR	WAITER	36,852
358	1816	JITENDER KUMAR	WAITER	36,852
359	1908	YOGESH SHARMA	WAITER	18,461
360	2028	PARVINDER SINGH	WAITER	14,578
361	2025	ASHWANI KUMAR	WAITER	14,578
362	2034	ARUN LATHER	WAITER	14,578
363	2032	DHARAM CHAND	WAITER	14,578
364	2033	RAVINDER KUMAR	WAITER	14,578
365	2029	RAVI KUMAR	WAITER	14,578
366	2030	UDAY SINGH	WAITER	14,578
367	2107	ARUN	WAITER	14,472
368	1969	VIKAS CHAUDHARY	WAITER	13,470
369	1970	NARESH SHARMA	WAITER	13,470
370	1993	PANKAJ KUMAR	WAITER	12,830
371	2005	KASHMIR SINGH	WAITER	12,829
372	2059	BHAGVAN DASS	WAITER	12,773
373	2064	PARVEEN KUMAR	WAITER	12,773
374	2145	MANOJ KUMAR	WAITER	12,502
375	2142	ANIL KUMAR	WAITER	12,502
376	2137	MUKESH KUMAR	WAITER	12,502
377	2138	PRINCE	WAITER	12,502

378	2146	SACHIN MACHAL	WAITER	12,502
379	2035	PARVEEN KUMAR S/O VED	WAITER	8,935
380	86	MEEN PARSHAD	SR.TELEPHONE ATTENDANT	70,792
381	1062	PARTAP SINGH THAKUR	FLOOR SUPERVISOR	72,580
382	1061	KAMAL SINGH	FLOOR SUPERVISOR	70,578
383	1068	UMESH KUMAR SINGH	FLOOR SUPERVISOR	70,578
384	1693	RUPESH DUTT MEHTA	FLOOR SUPERVISOR	66,574
385	1071	SUMAN AHUJA	FLOOR SUPERVISOR	64,726
386	1749	SIKANDER SINGH	FLOOR SUPERVISOR	55,794
387	1853	SHIV KUMAR	FLOOR SUPERVISOR	12,728
388	1052	LAXMAN SINGH	ASSTT.FLOOR SUPERVISOR	68,730
389	1058	BALWANT SINGH	ASSTT.FLOOR SUPERVISOR	68,730
390	1411	SUNDER LAL	ASSTT.FLOOR SUPERVISOR	66,728
391	1406	DILWAR SINGH	ASSTT.FLOOR SUPERVISOR	66,728
392	1512	SHAKUNTALA PANT	ASSTT.FLOOR SUPERVISOR	64,880
393	1072	RAGHU NATH	ASSTT.FLOOR SUPERVISOR	64,880
394	1069	RAMESH KUMAR MANGOLI	ASSTT.FLOOR SUPERVISOR	64,880
395	1066	DALJIT SINGH	ASSTT.FLOOR SUPERVISOR	64,880
396	568	MADAN LAL	ASSTT.FLOOR SUPERVISOR	61,184
397	1027	SURINDER SINGH	LINEN KEEPER	74,736
398	1390	BHIM SAIN	LINEN KEEPER	70,578
399	2153	MAHESH SINGH RANA	APPRENTICE	9,000
400	2154	RAVI	APPRENTICE	9,000
401	1429	ARUN KUMAR	HEAD MALI	70,732
402	625	VIJAY PRASAD	HEAD MALI	68,730
403	1579	RAM ASRE S/O RAM SUKH	HEAD MALI	63,032
404	1578	BAJRANGI	HEAD MALI	63,032
405	1819	AMARJEET KUMAR	HEAD MALI	47,384
406	531	SANSAR CHAND	JAMADAR	79,416
407	533	SHIV CHANDER SINGH	JAMADAR	72,794
408	72	KAMAL SINGH	JAMADAR	69,282
409	683	KUWAR SINGH	JR.SALESMAN	66,728
410	1082	RAMESH CHANDER	JR.SALESMAN	64,880
411	641	SANJAY KUMAR	JR.SALESMAN	63,624
412	1569	VINOD KISHORE BHATT	JR.SALESMAN	63,092
413	1568	ISHWAR CHAND	JR.SALESMAN	63,092
414	1951	BHUPINDER SINGH	JR.SALESMAN	43,456
415	1948	RAJIV SHARMA	JR.SALESMAN	43,396
416	2017	VIJAY PAL	JR.SALESMAN	15,307
417	2047	RAJESH	JR.SALESMAN	14,578
418	2037	VIRENDER KUMAR	JR.SALESMAN	14,578
419	2038	GAURAV VERMA	JR.SALESMAN	14,578
420	2058	JASVEER SINGH	JR.SALESMAN	13,884
421	535	VASU DEV	PEON	72,794
422	1162	KULDIP CHAND	PEON	72,734
423	74	RAJINDER KUMAR	PEON	72,734
424	75	KAMALJIT SINGH	PEON	72,734
425	71	ROMEL SINGH	PEON	70,792
426	770	SHRIKANT PATHAK	PEON	70,792

427	80	JAGDISH CHAND	PEON	68,730
428	107	MOHAMAD ANISH	PEON	68,730
429	77	GOPAL SINGH	PEON	65,418
430	79	MANOHAR LAL	PEON	65,418
431	1107	AKBAL ALI	PEON	64,940
432	1630	RAVINDER KUMAR	PEON	59,704
433	1631	KANTA DEVI	PEON	59,704
434	1710	PARVATI DEVI	PEON	53,176
435	1952	SUNIL KUMAR	PEON	42,224
436	1953	VIKRAM SINGH S/O FATEH SINGH	PEON	38,128
437	577	YASH PAL	BELL CAPTAIN	68,730
438	1964	MANOJ KUMAR	BOOK BINDER	43,396
439	1029	RAKSHA DEVI MEHTA	HELPER	72,734
440	688	GANGA SINGH	HELPER	72,734
441	651	DHIYAN SINGH	HELPER	70,792
442	716	KIRPAL SINGH	HELPER	70,732
443	965	TALWINDER SINGH	HELPER	70,732
444	1286	PISHORI LAL	HELPER	68,790
445	699	BABU RAM	HELPER	68,790
446	715	PAN BAHADUR	HELPER	68,790
447	695	TARLOK KUMAR	HELPER	68,790
448	616	MOHINDER SINGH	HELPER	68,730
449	796	VISHWAS SINGH	HELPER	66,788
450	1540	SHER SINGH S/OCHATTER S	HELPER	64,940
451	1548	RAM BALI	HELPER	64,880
452	1567	RAJINDER KUMAR	HELPER	63,092
453	1608	BHAVANA SHARMA	HELPER	63,092
454	1090	SUBHASH CHAND	HELPER	61,830
455	1600	PREM PRASAD PAUDEL	HELPER	61,244
456	1609	NEERU SHARMA	HELPER	61,184
457	1684	GURPREET KAUR	HELPER	57,950
458	1696	INDIRA DEVI	HELPER	56,256
459	1700	MATI DEVI	HELPER	54,716
460	1778	RAMESHWAR	HELPER	48,924
461	1786	PURSHOTTAM SHARMA	HELPER	48,864
462	1772	VIJAY KUMAR	HELPER	48,864
463	1777	UTTAM SINGH	HELPER	47,538
464	1785	ASHOKEN G.K.	HELPER	47,538
465	1776	PRADEEP KUMAR	HELPER	47,478
466	1702	GURDEEP SARAN NARAD	HELPER	18,461
467	684	BELI RAM	UTILITY WORKER	66,788
468	686	SOPAN GOREY	UTILITY WORKER	66,788
469	905	JAGAT SINGH	UTILITY WORKER	64,940
470	1503	SHISHU PAL	UTILITY WORKER	64,940
471	1486	HEM SINGH THAKUR	UTILITY WORKER	64,880
472	1557	INDRADUMAN	UTILITY WORKER	64,880
473	1255	DHARAM SINGH	UTILITY WORKER	64,880
474	1571	DHARAM RAJ	UTILITY WORKER	63,032

475	1570	SANT LAL	UTILITY WORKER	63,032
476	1586	RAM KUMAR S/O M.LAL	UTILITY WORKER	63,032
477	1563	PARAS NATH	UTILITY WORKER	63,032
478	1506	DHAN BAHADUR	UTILITY WORKER	63,032
479	1614	BHAGWAT MANDAL	UTILITY WORKER	61,244
480	1253	HARI SINGH	UTILITY WORKER	61,184
481	1780	BANTI SINGH	UTILITY WORKER	48,924
482	1790	RAMESH CHAND JOSHI	UTILITY WORKER	48,924
483	1779	KULBIR SINGH	UTILITY WORKER	48,864
484	1788	GOPAL THAPA	UTILITY WORKER	48,864
485	1722	DEVI DUTT	UTILITY WORKER	48,864
486	1791	ARJUN PRASAD	UTILITY WORKER	48,864
487	1782	RAKESH KUMAR s/o RATI RAM	UTILITY WORKER	48,864
488	1793	RAJ KUMAR	UTILITY WORKER	47,538
489	1781	SATISH KUMAR	UTILITY WORKER	47,478
490	1581	OM PARKASH	MALI	63,092
491	1583	RAM ASHRE YADAV S/O JHGRU	MALI	63,092
492	1551	BANSI LAL	MALI	63,032
493	1554	PARAS NATH	MALI	63,032
494	1820	SANT RAM	MALI	47,478
495	783	OM PARKASH	SECURITY GUARD	70,732
496	1561	SURINDER SINGH	SECURITY GUARD	63,092
497	1584	HARJINDER SINGH	SECURITY GUARD	63,092
498	1667	RAJ KUMAR	SECURITY GUARD	57,950
499	1910	SATBIR SINGH	SECURITY GUARD	12,623
500	1915	MANJIT SINGH	SECURITY GUARD	12,623
501	1905	PRITAM KUMAR	SECURITY GUARD	12,623
502	1898	RISHI PAL	SECURITY GUARD	12,623
503	1900	JITENDER KUMAR	SECURITY GUARD	11,895
504	1899	KRISHAN PAL	SECURITY GUARD	11,895
505	1901	ANGREJ SINGH	SECURITY GUARD	11,895
506	1896	VIJAY KUMAR	SECURITY GUARD	11,895
507	1407	DILESH CHAND	ROOM ATTENDANT	66,728
508	1060	ANJALI	ROOM ATTENDANT	66,728
509	1634	SHOBNI DEVI	ROOM ATTENDANT	59,644
510	1741	MUKESH KUMAR s/oBALESHWAR	ROOM ATTENDANT	50,250
511	1740	ASHWANI RANA	ROOM ATTENDANT	50,250
512	1750	VIVEK CHABRA	ROOM ATTENDANT	50,250
513	1756	RAVINDER SINGH GILL	ROOM ATTENDANT	48,864
514	1806	MOHINDER KUMAR	ROOM ATTENDANT	46,092
515	1807	GURPREET SINGH	ROOM ATTENDANT	46,092
516	1920	PARDEEP KUMAR	TRAINEE	18,461
517	1863	JATINDER THAKUR	WAITER (TRAINEE)	18,461
518	1909	SUNIL KUMAR	WAITER (TRAINEE)	18,461
519	1166	GIAN BAHADUR	SR.SECURITY GUARD	72,734
520	795	SANJEEV KUMAR	SR.SECURITY GUARD	70,732
521	785	PRITHVI PAL SINGH	SR.SECURITY GUARD	68,790

522	700	MAHI PAL S/O MOHAR S.	HEAD HOUSEMAN	68,730
523	1033	SURINDER SINGH	HEAD HOUSEMAN	68,730
524	1098	RAJINDER KUMAR S/O BIRU	HEAD HOUSEMAN	66,728
525	1412	MUKESH KUMAR S/Omadan LAL	HEAD HOUSEMAN	66,728
526	1413	CHAMAN LAL	HEAD HOUSEMAN	66,728
527	1040	KARAM PAL	HEAD HOUSEMAN	66,728
528	1410	RAJINDER KUMAR S/O	HEAD HOUSEMAN	66,728
529	1416	RAJ KUMAR	HEAD HOUSEMAN	64,880
530	1041	SURESH KUMAR	HEAD HOUSEMAN	64,880
531	1048	PAL	HEAD HOUSEMAN	63,032
532	1039	SURINDER KUMAR	HEAD HOUSEMAN	59,976
533	1036	SAHDEV	HOUSEMAN/HOUSE WOMAN	68,730
534	1097	MAHI PAL S/O JINDA RAM	HOUSEMAN/HOUSE WOMAN	68,730
535	1038	SATBIR	HOUSEMAN/HOUSE WOMAN	66,788
536	1047	RAJESH KUMAR VIDLA	HOUSEMAN/HOUSE WOMAN	66,728
537	648	RAJU	HOUSEMAN/HOUSE WOMAN	64,880
538	1555	SANJAY	HOUSEMAN/HOUSE WOMAN	61,338
539	1703	KAMLA DEVI	HOUSEMAN/HOUSE WOMAN	54,716
540	1751	SATISH KUMAR	HOUSEMAN/HOUSE WOMAN	50,310
541	1755	RAM CHANDER SINGH	HOUSEMAN/HOUSE WOMAN	50,250
542	1754	RAJINDER KUMAR	HOUSEMAN/HOUSE WOMAN	50,250
543	1747	MUKESH KUMAR s/o RATI RAM	HOUSEMAN/HOUSE WOMAN	50,250
544	1748	KULDEEP KUMAR	HOUSEMAN/HOUSE WOMAN	50,250
545	1742	ARVIND KUMAR	HOUSEMAN/HOUSE WOMAN	50,250
546	1744	VIJAY KUMAR	HOUSEMAN/HOUSE WOMAN	50,250
547	1743	SHIV KUMAR	HOUSEMAN/HOUSE WOMAN	50,250
548	1818	OM PARKASH	HOUSEMAN/HOUSE WOMAN	47,478
549	1817	GOUTAM KUMAR	HOUSEMAN/HOUSE WOMAN	47,478
550	1960	ABHISHEK	HOUSEMAN/HOUSE WOMAN	43,456
551	1954	MOHINDER SINGH	HOUSEMAN/HOUSE WOMAN	43,396
552	1203	RAMESH KUMAR	SR.BELL BOY	66,728
553	639	GANESH CHANDER	BELL BOY	68,730
554	1683	LEELA ADHIKARI	BELL BOY	58,010
555	1801	VIJAY KUMAR DOGRA	BELL BOY	53,078
556	1664	BRIJ MOHAN	BELL BOY	52,110
557	1803	RAVIJEET SINGH	BELL BOY	47,478
558	1200	KARAN SINGH	BELL BOY	66,728
559	1415	JEETA SINGH	DARBAN	68,730
560	1535	GANGA SINGH	DARBAN	64,880
Grand Total	3,73,91,010			

ANNEXURE- 11

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

(Budget allocated to each of its agency, indicating the particulars of all plans,
proposed expenditure and reports on disbursement made)

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

S.No.	Head/Item of the budget	Proposed expenditure during the year Figures in Lacs.	Disbursement made
	NA	i) Total income during the YEAR 2021-2022 91708.46 ii) Expenditure 91348.01 iii) Net Profit/(Loss) (360.45) Before Dep. & Taxes.	-NA -NA-

ANNEXURE- 12
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
4(1)(b)(xii) OF THE
RIGHT TO INFORMATION ACT, 2005.

(The manner of execution of subsidy programmes, including the amounts
allocated and the details of beneficiaries of such programmes)

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

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

ANNEXURE- 13

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

(Particulars of recipients of concessions, permits or authorizations granted)

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

S.No.	Concessions/Permit / Authorization grant	Name of the recipient	Address of the recipient
1.	The CITCO is providing facility to allow 20% discount on room tariff in all hotels i.e. Hotel Mountview, Hotel Shivalikview & Hotel Parkview to the disabled person shaving 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.	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.Amit Kumar, DANICS	Chief General Manager	0172-4644442	Sh.Maninder Kanwar	Company Secretary	0172-46444445 Mob.No. 9316903246	Sh.S.C. Bhardwaj, Sr.Assistant	0172-4644430 Mob.No. 9464087902

