

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework 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 of the RTI Act and other related information can be grouped under six categories; namely, 1. Organization 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 and address of the Organization	Department of Food & Supplies & Consumer Affairs and Legal Metrology, Sector 17, Chandigarh, www.chdfood.gov.in
		(ii) Head of the organization	Secretary Food & Supplies
		(iii) Vision, Mission and Key objectives	To ensure efficient transfer of food subsidy in lieu of raw food grains to eligible beneficiaries under DBT scheme.
		(iv) Function and duties	Inspire to achieve excellence and serve the citizens of Chandigarh to maximum satisfaction.
		(v) Organization Chart	• Secretary Food & Supplies • Director Food Supplies cum Controller Legal Metrology • Director Food & Supplies cum Additional Controller Legal Metrology • District Food & Supplies Officer (DFS0)

		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/Commissions constituted from time to time have been dealt	State Food Commission under NFSA (Nation Food Security Act)Vigilance Committee under NFSA
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) (ii)Power and duties of other employees (iii) Rules/ orders under which powers and duty are derived and (iv) Exercised (v) Work allocation	RTI 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 (ii) Final decision making authority (iii) Related provisions, acts, rules etc. (iv) Time limit for taking a decisions, if any (v)Channel of supervision and accountability	1. Administrative Matters 2. Grant of sanction of Expenditure 1. Secretary Food &Supplies 2. Director Food &Supplies 3. Additional Director 4. District Food & Supplies and Consumer Affairs Officer RTI Annexure 5 RTI Annexure 4 - Secretary Food & Supplies - Director Food Supplies cum Controller Legal Metrology - Director Food & Supplies cum Additional Controller Legal Metrology - District Food & Supplies Officer (DFS0)
1.4	Norms for discharge of	(i) Nature of functions/ services offered	Enrolment under DBT (Direct Benefit Transfer) Scheme Modification / deletion / addition in family

	functions [Section 4(1)(b)(iv)]		size Surrender of DBT Card Awareness Generation One Nation One Ration Card Issue of licenses under LM Wing
		(ii) Norms/ standards for functions/ service delivery	The instructions & guidelines and time table issued by the Chandigarh Administration.
		(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	Through online CPGRAM, Chandigarh Portal, Helpline, Toll free nos.
1.5	Rules, regulations, instructions, manuals and Records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	The instructions & guidelines and time table issued by the Chandigarh Administration.
		(ii) List of Rules, regulations, instructions manuals and records.	The policy of Chandigarh Administration is being followed.
		(iii) Acts/ Rules manuals etc.	1. Nation Food Security Act (NFSA- 2013) 2. Consumer Protection Act 3. Essential Commodities (EC) Act 4. Liquefied Petroleum Gas (LPG) Act 5. Legal Metrology (LM) Act
		(iv) Transfer policy and transfer orders	As per Chandigarh Administration orders.
1.6	Categories of	(i) Categories of documents	1. Correspondence with different

	documents held by the authority under its control [Section 4(1)(b) (vi)]		Departments of Chandigarh Administration. 2. Correspondence with the Government of India, Ministry of Consumer Affairs, Department of Food and Public Distribution, New Delhi 3. Video Conference/meetings which was organized by the Government of India, Ministry of Consumer Affairs, Department of Food and Public Distribution, New Delhi 4. Meetings/Trainings organized by Chandigarh Administration 5. Sanction of Head Quarter Staff & Funds. 6. Quarterly Court Case Reports/Quarterly Employment Exchange Report. 7. Reconciliation from Accountant General, UT Chandigarh. 8. Reconciliation from Accountant General, UT Chandigarh. 9. Bills/Record of Salary/O.E./T.E./Medical/ etc. 10. Filing of quarterly/annual TDS Returns/GST>Returns. 11. Filing of quarterly/annual TDS Returns/GST>Returns. 12. RTI Matters. 13. Leave Account, Personal Files and Service books of employees. 14. Roaster of SC/OBC. 15. Annual Report regarding Representation of persons with Benchmark Disabilities. 16. Miscellaneous Matters.
		(ii) Custodian of documents/categories	Department of Food & Supplies
1.7	Boards, Councils, Committees	(i) Name of Boards, Council, Committee etc.	NA
		(ii) Composition	

	and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(iii) Dates from which constituted (iv) Term/ Tenure (v) Powers 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?	NA
1.8	Directory of officers and employees [Section 4(1)(b) (ix)]	(i) Name and designation (ii) Telephone , fax and email ID	RTI Annexure 9 Phone:0172-2703956 Toll-Free No.: 1800-180-2068 E- Mail: fcs-chd@nic.in
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 (ii) System of compensation as provided in its regulations	RTI Annexure 10 The compensation is provided as per Chandigarh Administration

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	Smt. Richa Rathee, HCS, Director Food & Supplies cum Controller Legal Metrology. (First Appeal Authority), Smt. Kirti Rani, CPIO INSPECTOR Food Civil supplies and legal Metrology
		(ii) Address, telephone numbers and email ID of each designated official.	0172-2703956 Kirti Rani CPIO – 9815374485 KIRTIRANI.3789@GMAIL.COM

			Particulars
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 (ii) Finalised for Minor penalty or major penalty proceedings	NIL NIL
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (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	NIL NIL As organized by Chandigarh Administration from time to time NIL
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IRdt. 15.4.2013]		As per the Chandigarh Administration

2. Budget and Programme

S. No.	Item	Details of disclosure	Particulars
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	RTI Annexure 15
		(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 (F. No. 1/8/2012-IR dt.11.9.2012)	(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	Nil

			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.	NA
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i)	Name of the programme of activity	DBT (Direct Benefits Transfer) Scheme for food grains
		(ii)	Objective of the programme	Transfer of food subsidy amount directly into aadhar linked bank account of registered beneficiaries on monthly basis as per entitlement under NFSA (Nation Food Security Act)
		(iii)	Procedure to avail benefits	Through filling up the application forms along with documents for enrolment under DBT Scheme for foodgrains
		(iv)	Duration of the programme/ scheme	Ongoing
		(v)	Physical and financial targets of the programme	Monthly
		(vi)	Nature/ scale of subsidy /amount allotted	Rs.171.88/-perperson/month for Priority Households(PHH)andRs.

			1203.16/- per family/month for AAY Households
		(vii) Eligibility criteria for grant of subsidy	Annual family income upto Rs. 1.50 Lakh for PHH and upto Rs. 60,000/- for AAY households
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Priority Households (84448) and Antodya Anna Yojna Households (288), the detail is available on the departmental website.
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Nil
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Nil
2.5	Particulars Of recipients of concessions, permits authorizations of granted by public the authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	Nil
		(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 authorisations	Nil

		d) Date of award of concessions /permits of authorizations	
2.6	`CAG & PAC Paras[F No. 1/6/2011-IR dt.15.4.2013]	CAG and PAC Paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Nil

3. Publicity Band Public interface

Sr. No.	Item	Details of disclosure	Particulars
3.1	Particulars of any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Applicable
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not Applicable
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	Not Applicable
		(ii) Detailed project reports	Not Applicable

		(DPRs)	
		(iii) Concession agreements.	Not Applicable
		(iv) Operation and maintenance manuals	Not Applicable
		(v) Other documents generated as part of the implementation of the PPP	Not Applicable
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	Not Applicable
		(vii) Information relating to outputs and outcomes	Not Applicable
		(viii) The process of the selection of the private sector party (concessionaire etc.)	Not Applicable
		(ix) All payment made under the PPP project	Not Applicable
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	Not Applicable
		(ii) Outline the Public consultation process	
		(iii) Outline the arrangement for consultation before formulation of policy	

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)	www.chdfood.gov.in
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	NA
		(ii) Printed format	
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	NA
		(ii) At a reasonable cost of the medium	

4. E-Governance

S .No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	NA
		(ii) Vernacular/ Local Language	
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt. 15.4.2013]	Last date of Annual updation	NA
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Yes
		(ii) Name/ title of the document/record/ other information	All the related information/documents/Acts are uploaded on the website of the department www.chdfood.gov.in
		(iii) Location where available	On departmental website
4.4	Particulars of facilities available	(i) Name & location of the faculty	The Department information is available on website of Chandigarh Administration (www.chdfood.gov.in)

	to citizen for obtaining information [Section 4(1)(b)(xv)]	(ii)Details of information made available	The Departmental information is available on departmental website.
		(iii)Working hours of the facility	Official timing of Chandigarh Administration is 9:30 AM to 5:30 PM
		(iv) Contact person & contact details (Phone, fax email)	Phone:0172-2703956 Toll-Free No.: 1800-180-2068 E- Mail: fcs-chd@nic.in
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	The grievances are received in the departmental portal and are finalized at the level of nodal officer with consultation of Head of office/Head of Department
		(ii) Details of applications received under RTI and information provided	27 Application received and 27 dispose of during financial year 2024-25
		(iii) List of completed schemes/ projects/ Programmes	nil
		(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)	Relating to enrolment under the Direct Benefit Transfer(DBT) Schemes for foodgrains/ addition/ deletion/ surrender of Ration Card
		(viii) Any other information such as a) Citizen's Charter	NA
		b) Result Framework Document (RFD)	NA
		c)Six monthly reports loaded on the website or not	
		d) Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	27 Application received and 27 dispose of during 2024-25
		(ii) Details of appeals received and orders issued	01 appeals and 01 orders issued during 2024-25
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	10 parliament question received and replies of 10 given during the 2024-25

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Particulars
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs &FAAs (b) EarlierCPIO&FAAsfrom1.1.2015	- Smt. Richa Rathee, HCS, Director Food & Supplies-cum-Controller Legal Metrology. (First Appeal Authority), - Current CPIO Smt. Kirti Rani, Inspector Food & Supplies.
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	The third party audit conducted on 16/05/2025
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	NIL
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Not applicable
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	NIL

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Particulars
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	The information is made available on the departmental website	www.chdfood.gov.in

DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS & LEGAL METROLOGY, U.T.
CHANDIGARH

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)

Sr. No.	<u>Name of the Organization/Department</u>	<u>Function and duties (in brief)</u>
1.	Department of Food & Supplies and Consumer Affairs & Legal Metrology, U.T. Chandigarh	• Implementation of the National Food Security Act,2013 • Cash Transfer of Food Subsidy Rules2015 • Consumer Protection Act 1986 and Rules1987 • Chandigarh Legal Metrology (Enforcement) Rules, 2011 • EC Act,1955

ANNEXURE-2

DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS & LEGAL
METROLOGY, U.T. CHANDIGARH

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(i) (b) (ii)
OF THE RIGHT TO INFORMATION ACT, 2005

(The powers and duties of the officers and employees)

Sr. No.	Name of the post	Powers and duties
1.	Secretary Food & Supplies and Consumer Affairs & Legal Metrology	Administrative Secretary
2.	Director, Food & Supplies and Consumer Affairs & Legal Metrology	Head of the Department
3.	Additional Director Food & Supplies and Consumer Affairs & Legal Metrology	Head of office
4.	District Food & Supplies and Consumer Affairs Officer	Supervision of working of the staff of the department, implementation of the DBT Scheme for foodgrains under National Food Security Act, 2013 and control orders issued under the Essential Commodities Act, 1955 and Consumer Protection Act, 1986, Chandigarh Legal Metrology (Enforcement) Rules, 2011
5.	Assistant Food & Supplies Officer	Implementation of the DBT Scheme for foodgrains under National Food Security Act, 2013 and control orders issued under the Essential Commodities Act, 1955.
6.	Superintendent	Establishment Branch and Drawing & Disbursing Officer
7.	Sr. Assistant (Accounts)	Establishment & Service Matters

8.	Jr. Auditor	To deal financial matters
9.	Inspectors	To implement various Acts and control orders, Identification and enrolment of DBT Beneficiaries under NFSA and supervision of area allotted.
10.	Inspectors Gr-II	To implement various act and control orders, Identification of DBT Beneficiaries under NFSA and supervision of area allotted.
11.	Steno	Establishment branch and duties assigned by the officers from time to time.
12.	Clerks	Submission of daily dak to the supervisory staff.

ANNEXURE-3

DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS & LEGAL
METROLOGY, U.T. CHANDIGARH

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(i) (b)
(iii) OF THE RIGHT TO INFORMATION ACT, 2005

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

Sr. 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.	Enrolment of Beneficiaries under NFSA/DBT Scheme	Inspector/ Inspector Gr-II	Inspector/ Inspector Gr-II	Assistan t Food & Supplies Officer
2.	Surrender/Deletion Certificates, Addition/ Deletion of units.	Inspector/ Inspector Gr-II	Inspector/ Inspector Gr-II	Assistan t Food & Supplies Officer
3.	Correspondence with Ministry/ GoI	Inspector	AFSO/DFSO	Additional Director/ Director/ Secretary Food & Supplies and Consumer Affairs & Legal Metrology, depending on the subject matter.

4.	Financial matters	Jr. Auditor	Superintendent	Additional Director/ Director/Secretary Food & Supplies and Consumer Affairs & Legal Metrology, depending on the subject matter.
5.	Appointment and Disciplinary Cases and other correspondence work relating to Establishment	Superintendent	DFSO	ADFS /Director Food & Supplies and Consumer Affairs & Legal Metrology

ANNEXURE-4

DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS & LEGAL
METROLOGY, U.T. CHANDIGARH
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(i)(b) (iv)
OF THE RIGHT TO INFORMATION ACT,2005

(The norms set for the discharge of its functions)

Sr. No.	Name of the service being provided	Given time limit for delivery of each service (no. of working days)	Designation of the designated officer
1.	Enrolment under DBT	07 days	In-charge DBT Branch
2.	Validation of beneficiary by GoI	05 days	PFMS (GoI)
3.	Addition/Deletion of members	01 day	Concerned area Inspector
4.	Change of address	04 days	Concerned area Inspector
5.	Change of Head of Family/ change of name	02 days	Concerned area Inspector
6.	Standardization of commercial, Weights & Measures in the Working Standard Laboratory	On the spot	Inspector Legal Metrology
7.	Verification and Stamping of Weights & Measures at site	First come first served basis as per applications by the Trader	Inspector Legal Metrology
8.	Issue of Licenses for Manufacturers/ Repairers/Dealers of Weights and Measuring Instruments	2 Months	Inspector Legal Metrology
9.	Renewal of Licenses for Manufacturers/ Repairers/Dealers of Weights, Measures, Weighing and Measuring Instruments.	2 Months	Inspector Legal Metrology
10.	Registration Certificate as Manufacturer/ Packers/Importers	30 Days	Inspector Legal Metrology

ANNEXURE-5

**DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS & LEGAL
METROLOGY, U.T. CHANDIGARH
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(i) (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)**

Sr. No.	Name of the Act	Name of the Rules	Name of the Manuals	Instructions/Notifications (Write Circular No./date)	Any other Record/ Documents
1	EC Act, 1955			1. The Chandigarh Hoarding Prevention Order, 1977. 2. The Chandigarh Commodities Price Marking and Display Order, 1975. 3. Liquefied Petroleum Gas (Regulation of Supply and Distribution) Order, 2000.	
2.	Consumer Protection Act, 1986	The Chandigarh Consumer Protection Rules, 1987.		Protecting the rights of consumers by implementing the Consumer Protection Act	
3.	National Food Security Act, 2013			Governed by Cash Transfer Rules, 2015 under Direct Benefit Transfer (DBT)Scheme for food grains	
4	Legal Metrology Act 2009	Chandigarh Legal Metrology Enforcement Rules, 2011 The Legal Metrology (Packaged Commodities) Rules, 2011			

DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS & LEGAL METROLOGY, U.T.
CHANDIGARH

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)

Sr. No.	Branch	Documents	Category of the Documents	Custodian Documents
1	Estt. Branch	Estt. Record	Estt. Record	Dealing Assistant
2	Accounts Branch	Financial/Budget	Financial/Budget	Dealing Assistant
3	DBT	DBT Proposal File Utilization Certificate Cash Transfer Rules, 2015	DBT Proposal File Utilization Certificate Cash Transfer Rules, 2015	Dealing Assistant
4	NFSA	NFSA Act, 2013 NFSA File	NFSA Act, 2013 NFSA File	Dealing Assistant
5	Licensing	<u>Liquefied Petroleum Gas (Regulation of Supply and Distribution) Order, 2000</u>		Branch Incharge

DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS & LEGAL
METROLOGY, U.T. CHANDIGARH

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)

Sr. No.	Category of documents	
1.	State Food Commission	Constituted vide notification no. 7/3/366-HII(5)/2018/17972 dated 13.07.2018
2.	District Grievances Redressal Officer(DGRO) (Section 15 of NFSA 2013)	Additional Deputy Commissioner (ADC) designated vide notification no.
3.	Rules(Section 40 of NFSA 2013) for appointment of Chairperson and other members of State food Commission and	Constituted vide notification no. 7/3/366-HII(5)/2018/17974 dated 27.08.2018
4.	District Level Vigilance Committee for Public Distribution System.	DBT Scheme for foodgrains implemented from September, 2015 and the traditional distribution system through FPSs
5.	State Level Vigilance Committee for Public Distribution System	
6.	Consumer Protection Council.	District Consumer Protection Council Constituted

ANNEXURE-8

DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS & LEGAL
METROLOGY, U.T. CHANDIGARH

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)

Sr. No.	Name of the Board(s)	Name of Council(s)	Name of Committees)	Name of other Bodies (s) constituted by the Deptt.	Whether meetings of these bodies are open to the public (yes/No)	Whether the minutes of such meetings are accessible for public (Yes/No)
1	Not applicable	District Consumer Protection Council(DCP C)	NA	NA	No	No

Relates to boards and corporations.

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)

Sr. No.	Name of officers/officials S/Sh./Smt.	Designation	Contact no.
1.	Smt. Richa Rathee,	HCS, Director Food & Supplies- cum-Controller Legal Metrology	0172-2703956
2.	Deepak Kumar	AC(F&A)	7696163277
3.	Manoj Kumar	District Food & Supplies Officer	7888603757
4.	Sunita	Senior Assistant	8847263903
5.	Bipin Kumar Singh	Junior Auditor	9915050441
6.	Bijender Singh	Senior Assistant	9467770546
7.	Bhaljinder Singh (on deputation from Punjab)	Inspector	9876340009
8.	Neeraj Ghai (on deputation from Punjab)	Inspector	8054255719
9.	Mohan Lal	Inspector	8283033217
10.	Renuka (on deputation from Punjab)	Inspector	9501024925
11.	Harpreet Singh Chahal (on deputation from Punjab)	Inspector	9855634506
12.	Sumit Jindal (on deputation from Punjab)	Inspector	9888731891
13.	Khushdev Singla (on deputation from Punjab)	Inspector	9317766668
14.	Satwinder Singh (on deputation from Punjab)	Inspector	7508333532
15.	Sandeep Singh Grewal (on deputation from Punjab)	Inspector	9815659577
16.	Kirti Rani (on deputation from Punjab)	Inspector	9815374485
17.	Jagjit Singh(on deputation from Punjab)	Inspector	9305180004
18.	Ajay Singh (on deputation from Punjab)	Inspector	9815676969
19.	Kapil Kumar (on deputation from Punjab)	Inspector	9465820773
20.	Suraj Singh (on deputation from Punjab)	Inspector	7876633522
21.	Saurav Chaudhary (on deputation from Punjab)	Inspector	7009698730
22.	Harnek Singh	Clerk	9888422977
23.	Vasu Dev	Clerk	9417725254
24.	Pitamber Dutt	Driver	9888603533

Legal Metrology Wing			
1.	Vasudha Pawar	Senior Assistant	9463927906
2.	Navneet Kumar	Inspector	7696621736
3.	Lalit Mohan	Inspector	9780053823
4.	Garima Sharma	Manual Assistant	9056665699
5.	Devender Kumar	Clerk	8076923217
6.	Manish Kumar	Peon	8968680506

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)

Food & Supplies and Consumer Affairs

Sr. No.	Employee Name /Designation	Pay Scale	Level
1	Deepak Kumar, AC(F&A)	53100-167800	9 (7 th CPC)
2	Manoj Kumar, DFSO	44900-142400	7 (7 th CPC)
3	Sunita, Sr. Assistant	35400-112400	6 (7 th CPC)
4	Bipin Kumar Singh, Jr. Auditor	35400-112400	6 (7 th CPC)
5	Bijender Singh, Sr. Assistant	35400-112400	6 (7 th CPC)
6	Mohan Lal, Inspector	35400-112400	6 (7 th CPC)
7	Bhaljinder Singh, Inspector (on deputation from Punjab)	10300-34800 + 4200	10 (6 th PPC)
8	Neeraj Ghai, Inspector (on deputation from Punjab)	10300-34800 + 4200	10 (6 th PPC)
9	Renuka, Inspector (on deputation from Punjab)	10300-34800 + 4200	10 (6 th PPC)
10	Harpreet Singh Chahal, Inspector (on deputation from Punjab)	10300-34800 + 4200	10 (6 th PPC)
11	Sumit Jindal, Inspector (on deputation from Punjab)	10300-34800 + 4200	10 (6 th PPC)
12	Khushdev Singla, Inspector (on deputation from Punjab)	10300-34800 + 4200	10 (6 th PPC)
13	Satwinder Singh, Inspector (on deputation from Punjab)	10300-34800 + 4200	10 (6 th PPC)
14	Sandeep Singh Grewal, Inspector (on deputation from Punjab)	10300-34800 + 4200	10 (6 th PPC)
15	Kirti Rani, Inspector (on deputation from Punjab)	10300-34800 + 4200	10 (6 th PPC)
16	Jagjit Singh, Inspector (on deputation from Punjab)	10300-34800 + 4200	10 (6 th PPC)
17	Ajay Singh, Inspector (on deputation from Punjab)	10300-34800 + 4200	10 (6 th PPC)
18	Kapil Kumar, Inspector (on deputation from Punjab)	10300-34800 + 4200	10 (6 th PPC)
19	Suraj Singh, Inspector (on deputation from Punjab)	10300-34800 + 4200	10 (6 th PPC)
20	Saurav Chaudhary, Inspector (on deputation from Punjab)	10300-34800 + 4200	10 (6 th PPC)
21	Harnek Singh, Clerk	19900-63200	2 (7 th CPC)
22	Vasu Dev, Clerk	19900-63200	2 (7 th CPC)
23	Pitamber Dutt, Driver	21700-69100	3 (7 th CPC)

Legal Metrology Wing

Sr. No.	Employee Name/ Designation	Salary Pay Band + Grade Pay	Level 7th CPC
1.	Vasudha Pawar, Sr. Assistant	35400-112400	6 (7 th CPC)
2.	Navneet Kumar, Inspector (on deputation from Punjab)	10300-34800 + 3600	10 (6 th PPC)
3.	Lalit Mohan, Inspector (on deputation from Punjab)	10300-34800 + 3600	10 (6 th PPC)
4.	Garima Sharma, Manual Assistant	19900-63200	2 (7 th CPC)
5.	Devender Kumar, Clerk	19900-63200	2 (7 th CPC)
6.	Manish Kumar, Peon	18000-56900	1 (7 th CPC)

ANNEXURE-11

**DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS
& LEGAL METROLOGY, U.T. CHANDIGARH**

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

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

Figures in Cr.

Sr. No.	Head/Item of the budget	Budget during the year (2024-25)
1.	3456- Civil Supplies	3.34
2 .	3475- Legal Metrology	0.85
3.	Consumer Helpline (100%CSS)	0.0

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b)
(xi) 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)

Sr. No.	Scheme under subsidy given	Manner of execution of subsidy programme	Food Subsid y (Rs.)	Details of beneficiaries
1.	Priority Household	Under the NFSA, 2013 PH Household is entitled to receive 5 Kg food grains in 3:2 ratio of Wheat and Rice per card per month @ Rs. 2.00 & 3.00 per Kg. respectively.	171.88 * per member per month	84448
2.	Antyodaya Anna Yojna	Under the NFSA, 2013 AAY Household is entitled to receive 35 Kg food grains in 3:2 ratio of Wheat and Rice per card per month @ Rs. 2.00 & 3.00 per Kg. respectively.	1203.16.*per family per month	288

*Revised by GoI depending upon the MSP.

ANNEXURE-13

DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS & LEGAL
METROLOGY, U.T. CHANDIGARH

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

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

Sr. No.	Concessions/Permit / <u>authorization grant</u>	Name of the recipient	Address of the <u>recipient</u>
1.			NIL

DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS & LEGAL
METROLOGY, U.T. CHANDIGARH
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)
Facilities available

The Staff is available at the public dealing windows to attend to public inquiries/complaints/suggestions

Toll Free No. 1800-180-2068

Help Line: 1967

Consumer Helpline No.: 18001802079

Through RTI Act from CPIO.

Remarks (No. of days in a week/Timings etc.)

9.30 A.M. to 5.30 P.M. on all working
days at Public Dealing Window

DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS
& LEGAL METROLOGY, U.T. CHANDIGARH

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b)
(xvi)

OF THE RIGHT TO INFORMATION ACT, 2005

(Budget & Expenditure Report From:- 01.04.2024 to 31.03.2025)

HEAD OF ACCOUNT	BE
	2024-25
(Amount in Actuals)	
DEPARTMENT : 170 – FOOD SUPPLY AND CONSUMER AFFAIRS	
3456-CIVIL SUPPLIES	
001- DIRECTION AND ADMINISTRATION	
01- DISTRICT FOOD AND SUPPLIES ORGANISATION	
01-00-01 - SALARIES	13341737
01-00-02 - WAGES	8719993
01-00-06 – MEDICAL TREATMENT	977610
01-00-08 – LEAVE TRAVEL CONCESSION	2212
01-00-11 – DOMESTIC TRAVEL EXPENSES	0
01-00-13- OFFICE EXPENSES	672000
01-00-16 - PUBLICATIONS	44800
01-00-19 – DIGITAL EQUIPMENT	99732
01-00-21 – SUPPLIES AND MATERIAL	29885
01-00-24 – P.O.L	96939
01-00-26 – ADVERTISING AND PUBLICITY	21580
01-00-28 – PROFESSIONAL SERVICES	95988
01-00-29 – REPAIR AND MAINTENANCE	39996
01 –01-05- REWARDS	48356
01 –01-07- ALLOWANCES	8390000
102- CIVIL SUPPLIES SCHEME	
05-STRENGTHENING OF PUBLIC DISTRIBUTION SYSTEM	
05-01-49-OTHER REVENUE	196489
4070- CAPITAL OUTLAY ON OTHER ADMINISTRATIVE SERVICES	
800- OTHER EXPENDITURE	
43- CHANDIGARH	
43-05-71-ICT EQUIPMENT	634653
TOTAL- 290030-000030 – SUPERINTENDENT DISST FOOD AND SUPPLIES OFFICER	33411970

Head of Account	B.E. 2024-25
	(Amount in Thousands)
DEPARTMENT : 175- WEIGHT AND MEASURE	
3475-Other General Economic Services	
106- Regulation of Weights & Measures	
01- Weights and Measures Inspectorate	
01-00-01 - SALARIES	3094564
01-00-02 - WAGES	1513317
01-00-06 – MEDICAL TREATMENT	0
01-00-11 – DOMESTIC TRAVEL EXPENSES	0
01-00-13- OFFICE EXPENSES	257991
01-00-16 - PUBLICATIONS	0
01-00-24 – P.O.L	53331
01-00-29 – REPAIR AND MAINTENANCE	3688
01 –01-05- REWARDS	20724
01 –01-07- ALLOWANCES	2172482
01-00-08 – LEAVE TRAVEL CONCESSION	5263
01-00-19 – DIGITAL EQUIPMENT	96960
TOTAL :01	7218320
TOTAL : 3475	7218320
TOTAL : 175- WEIGHT AND MEASURE	7218320

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