

**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)

STATE INSTITUTE OF EDUCATION, SECTOR-32, U T CHANDIGARH

Sr. No.	Name of the Department / Board / Corporation / Institution	Function and Duties (in Brief)
1.	STATE INSTITUTE OF EDUCATION SECTOR-32, U T CHANDIGARH	Conduct of Diploma in Elementry Education (D.El.Ed.) Course of 2 years In Service Teacher Training programmes for U.T. Govt. Schools. Conduct of State Science Exhibition Conduct of NMMS Scheme Examination and NTS Examination Etc.

**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/Board/Corporation/Institution/Office:

STATE INSTITUTE OF EDUCATION, SECTOR-32, U T CHANDIGARH

Sr. No.	Name of the Post	Powers and duties (in Brief)
1.	Dr. Surender S. Dahiya Director	Academic, Head of the Institution and delegate powers by HOD, Education Department time to time
2.	Dr. R.B Yadav Associate Professor	Teaching the Students of D.El.Ed.Course and assisting the DSIE (Director, State Institute of Education) in the academic and administrative functioning of the Institution.
3.	Mrs Sarita Shreedhar, Associate Professor	Teaching the Students of D.El.Ed.Course and assisting the DSIE in the academic and administrative functioning of the Institution.
4.	Mrs Geeta (Librarian)	To Supervise the smooth functioning, maintainence, and upkeep of the Institute Library. Assisting the DSIE in administrative functing of the Institute
5.	Mrs. Mamta Sharma, Assistant Professor	Teaching the Students of D.El.Ed.Course and assisting the DSIE in the academic and administrative functioning of the Institution.
6.	Mrs. Neena Kalia Lecturer	Teaching the Students of D.El.Ed.Course and assisting the DSIE in the academic and administrative functioning of the Institution.
7.	Mrs. Jasmine Josh Lectuer	Teaching the Students of D.El.Ed.Course and assisting the DSIE in the academic and administrative functioning of the Institution.
8.	Ms. Japinder Kaur Lecturer	Teaching the Students of D.El.Ed.Course and assisting the DSIE in the academic and administrative functioning of the Institution.
9.	Dr. Anil Gugnani Lecturer	Teaching the Students of D.El.Ed.Course and assisting the DSIE in the academic and administrative functioning of the Institution.
10.	Mrs. Sarita Tiwari Lecturer	Teaching the Students of D.El.Ed.Course and assisting the DSIE in the academic and administrative functioning of the Institution.
11.	Mr. Janesh Malik Lecturer	Teaching the Students of D.El.Ed.Course and assisting the DSIE in the academic and administrative functioning of the Institution.

12.	Mrs. Nirmal Sharma	Teaching the Students of D.El.Ed.Course and assisting the DSIE in the academic and administrative functioning of the Institution.
13.	Mrs. Ripjot Kaur	Teaching the Students of D.El.Ed.Course and assisting the DSIE in the academic and administrative functioning of the Institution.
14.	Mrs. Kulwinder Kaur (On Deputation)	Teaching the Students of D.El.Ed.Course and assisting the DSIE in the academic and administrative functioning of the Institution.
15.	Mr. Ram Pal	Teaching the Students of D.El.Ed.Course and assisting the DSIE in the academic and administrative functioning of the Institution.
16.	Mr. Shamsheer Singh	Teaching the Students of D.El.Ed.Course and assisting the DSIE in the academic and administrative functioning of the Institution.
17.	Mr. R.P Verma (Master)	Teaching the Students of D.El.Ed.Course and assisting the DSIE in the academic and administrative functioning of the Institution.
18.	Mr. Raman Kamboj (Master)	Teaching the Students of D.El.Ed.Course and assisting the DSIE in the academic and administrative functioning of the Institution.
19.	Dr. Rajinder Kamboj (Master)	Teaching the Students of D.El.Ed.Course and assisting the DSIE in the academic and administrative functioning of the Institution.
20.	Mr. Satinder Jeet Singh (Master)	Teaching the Students of D.El.Ed.Course and assisting the DSIE in the academic and administrative functioning of the Institution.
21.	Mr. Rajinder Gupta Carft Instructor	Teaching the Students of D.El.Ed.Course and assisting the DSIE in the academic and administrative functioning of the Institution.
22.	Mrs. Saroj Bhasin Headmistress (On deputation from GMHS, Sector 12, Chandigarh)	Teaching the Students of D.El.Ed.Course and assisting the DSIE in the academic and administrative functioning of the Institution.
23.	Mrs. Kamlesh (Library Restorer)	Issue & return of book to students and assisting the Librarian in Maintance, upkeep and smooth functioning of Library
24.	Mr. Hem Singh (JLA)	Maintainence, upkeep and attending of laboratories. To assist the lab incharge/HOD. Any other duty assigned by DSIE
25.	Mr. Rakesh Kumar (JLA)	Maintainence, upkeep and attending of laboratories. To assist the lab incharge/HOD. Any other duty assigned by DSIE
26.	Mr. Sanjay Kumar (JLA)	Maintainence, upkeep and attending of laboratories. To assist the lab incharge/HOD. Any other duty assigned by DSIE

27.	Mr. Harvinder Sharma (Film Operator)	Handling the OHP, Slide Projector, film projector, Public Address System and other duty assign by DSIE
28.	Mr. Gulshan Kumar (Supdt.)	Overall responsibility of smooth functioning of institute office and maintenance, account matters, budgeting, assets and record
29.	Mr. Kesar Singh (Actt)	To look after all accounts matter & budgeting of the Institute and upkeep of related office record.
30.	Mrs. Sonia (Clerk)	Work related to Establishment
31.	Mr. Ansar (Clerk)	Maintenance of the institute & look after the assests (Care Taker)
32.	Mr. Kulwinder Singh (Clerk)	Work related to Bills, PEP etc
33.	Mrs. Usha Rani (Steno)	Work relating to Typing / Dictation To attend the telephones & visitors
34.	Mr. Mohinder singh (Driver)	Driving & up keep of Vechicles
35.	Mr. Amar Singh (Peon)	Local & Outside Dak distribution
36.	Mr. Ram Pal (Peon)	Local & Outside Dak distribution
37.	Mr. Siya Ram (Mali)	To maintain lawns and grounds of the entire Institute
38.	Mrs. Kamla (Peon)	Attached with Director office
39.	Mrs. Savitri (Peon)	Attached with Admn. office
40.	Sh. Brij Lal (Chowkidar)	Watch & Guard of the Institute

**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/Institution/Office:

STATE INSTITUTE OF EDUCATION, SECTOR-32, U T CHANDIGARH

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.	Grant of Annual Increment	Establishment Clerk	Superintendent	Director
2.	GPF Advance Refundable & Non Refundable (without relaxation of rules)	Bill Clerk	Superintendent	Director
3.	Forwarded of Pension & GPF Final Payment case to AG-UT (Group – D employees)	Establishment Clerk / Bill Clerk	Superintendent	Director
4.	Leave Encashment (Group C & D employees)	Establishment Clerk	Superintendent	Director
5.	Payment of GIS	Bill Clerk	Superintendent	Director
6.	Medical Reimbursement (Upto 10000/-)	Bill Clerk	Superintendent	Director
7.	ACP/Prof. Step up/Sr. Scale/ Selection Grade (Group C & D)	Establishment Clerk	Superintendent	Director

	employees) after verification of case from AC (F&A) O/o DPI			
8.	Leave (Group B, C & D employees) Maternity Leave upto 180 days and leave of kind due upto 60 days without substitute	Establishment Clerk	Superintendent	Director
9.	Refresher / Orientation Course (Group B & C employees) for a period upto seven days	Establishment Clerk	Superintendent	Director
10.	Permission for pursuing higher studies (Group C & D employees) without study leave	Establishment Clerk	Superintendent	Director
11.	Permission for purchase of House / Rent/ Vehicle and construction of House etc.	Establishment Clerk	Superintendent	Director
12.	Permission / Sanction of LTC (without relaxation of rules)	Establishment Clerk / Bill Clerk	Superintendent	Director
13.	Incurring of contingent expenditure (upto Rs. 1,00,000/-)	Accountant	Superintendent	Director
14.	Clearance of	Establishment	Superintendent	Director

Probation Period (Group D employees)	Clerk		
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**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/Institution/Office:

STATE INSTITUTE OF EDUCATION, SECTOR-32, U T CHANDIGARH

Sr. No.	Item of work	Norms set by the Department (number of days taken for decision making)
1.	i) Administrative ii) Academic	Depending upon the work and its nature. Being Institute, most of the works are done on priority and date bound basis.

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

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

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

STATE INSTITUTE OF EDUCATION, SECTOR-32, CHANDIGARH

Sr. No.	Nature / type of work	Name of the rule	Name of the manuals	Instructions (Write Circular No. & Date)	Any other Record/Documents
1	Teaching and Administrative	Punjab Civil Services & Financial Rules Vol. I and II GFR Punjab Education Code	Instructions by Chandigarh Administration time to time	All Instructions / circulars issued by the Chandigarh Administration from time to time	-

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

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

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

STATE INSTITUTE OF EDUCATION, SECTOR-32, CHANDIGARH

Sr. No.	Category of document
	Office Records

**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 formation of policy or implementation
thereof)**

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

STATE INSTITUTE OF EDUCATION, SECTOR-32, CHANDIGARH

Sr. No.	Details/Type of arrangements made
	N.A

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

(Statement of the boards, councils, committee and other bodies)

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

STATE INSTITUTE OF EDUCATION, SECTOR-32, CHANDIGARH

Sr. No.	Name of the board (s)	Name of the council(s)	Name of the committee(s)	Name of other body(s) constituted by the Deptt.	Whether meeting of these bodies are open to the public (Yes/ No)	Whether the minutes of such meetings are assessable for public (Yes/ No)
			N.A			

**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/Institution/Office:

STATE INSTITUTE OF EDUCATION, SECTOR-32, CHANDIGARH

List of Teaching Staff

Sr. No	Name	Address	Telephone No R/O
1	Dr. Surender Singh Dahiya	#692, Sec-16, Chandigarh.	0172-2676011
2	Dr. R.B Yadav	#3956, Sec-22-D, Chandigarh	0172-2676011
3	Mrs. Sarita Shreedhar	#1105, Sec-2, Panchkula	0172-2676011
4	Mrs. Mamta Sharma	# 4087, Sector 46/ D, Chandigarh.	0172-2676011
5	Mrs. Geeta	#1461, Sec-23-B, Chandigarh	0172-2676011
6	Mrs. Neena Kalia	#1255, Sec-21, Panchkula	0172-2676011
7	Mrs. Jasmine Josh	#1375, Sec-15-D, Chandigarh	0172-2676011
8	Ms. Japinder Kaur	#62, Sec-20-A, Chandigarh	0172-2676011
9	Mrs. Sarita Tiwari	#354, Sec-9-D, Chandigarh	0172-2676011
10	Dr. Anil Gugnani	#2942, Sec-15, Panchkula	0172-2676011
11	Mr. Janesh Malik	#17, Sec-20-A, Chandigarh	0172-2676011
12	Mrs. Nirmal Sharma	# 1575/A, Sec-20-B, Chandigarh.	0172-2676011
13	Mrs. Ripjot Kaur	# 2193, Sec-19-C, Chandigarh.	0172-2676011
14	Mrs. Kulwinder Kaur	# 1111. Sec-20-B, Chandigarh.	0172-2676011
15	Mr. Ram Pal	# 2626, Sec-20-C, Chandigarh.	0172-2676011
16	Mr. Shamsheer Singh	# 1278, Sec-23-B,	0172-2676011

		Chandigarh.	
17	Mr. R.P Verma	#2415, Sec-19-C, Chandigarh	0172-2676011
18	Dr. Rajinder Singh Kamboj	#2384, Sec-40-C, Chandigarh	0172-2676011
19	Mr. Satinderjeet Singh	# 2687 Sector-37c, Chandigarh.	0172-2676011
20	Mr. Rajinder Gupta	#410, Sec-16, Punchkula	0172-2676011
21	Mr. Raman Kamboj	#4565-A, Mig Super, Sec-70, Mohali	0172-2676011
22	Mrs. Saroj Bhasin	# 2192, Sector 19/C, Chandigarh.	0172-2676011

Ministerial Staff

Sr. No	Name	Address	Telephone No- R
1	Mr. Gulshan Kumar	# 1770, Sector 15, Panchkula.	0172-2676011
2	Mr. Kesar Singh	# 282 Village Khuda Lahora U.T, Chandigarh.	0172-2676011
3	Mrs. Sonia	#3096/B, Sec-52, Chandigarh	0172-2676011
4	Mr. Ansar	#1053, Sec-29-B, Chandigarh	0172-2676011
5.	Mr. Kulwinder Singh	# 3003/1, Sector 47/D, Chandigarh	0172-2676011
6.	Mrs. Usha	#3105 , B.J.Enclave, Sec-50-D, Chandigarh	0172-2676011
7.	Mr. Harvinder Sharma	# 1089 Mori Gate Manimajra UT, Chandigarh.	0172-2676011
8.	Mr. Hem Singh	# 610/C, Adarsh Nagar, Naya Gaon (Pb.)	0172-2676011
9.	Mr. Rakesh Kumar	# 217, Sec 11, Panchkula.	0172-2676011
10.	Mr. Sanjay Kumar	# 570, G.F., Sector 38/A, Chandigarh.	0172-2676011
11.	Mr. Mohinder Singh	# 1239/A Sector- 20/B, Chandigarh.	0172-2676011
12.	Mrs. Kamlesh	#2599-A, Sec-20-C, Chandigarh	0172-2676011

Class - IV

Sr. No	Name	Address	Telephone No- R
1	Mrs. Kamla	#2172-A, Sec-20-C, Chandigarh	0172-2676011
2	Mrs. Savitri	#438, Sec-33-A, Chandigarh	0172-2676011
3	Mr. Rampal	#3294, Sec-25-D, Chandigarh	0172-2676011
4	Mr. Siya Ram	#2216-17, Vikas Nagar	0172-2676011
5	Mr. Amar Singh	Vill Kansal,P.O- Nada, Teh. Mohali	0172-2676011
6	Mr. Brij Lal	# 4605/B, Sector 46/D, Chandigarh.	0172-2676011

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

(Monthly remuneration/ Scales received by the officers and employees as on 30.9.2010)

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

STATE INSTITUTE OF EDUCATION, SECTOR-32, CHANDIGARH

Sr.No.	Name & Designation	Pay Band	GP/ AGP
1	Dr. Surender Singh Dahiya, Director	37400-67000	10000
2	Dr. Ram Bahadur Yadav, Associate Professor	37400-67000	9000
3	Mrs. Sarita Shreedhar, Associate Professor	37400-67000	9000
4	Mrs. Geeta, Librarian	37400-67000	9000
5	Mrs. Mamta Sharma, Assistant Professor	15600-39100	6000
6	Mr. Anil Gugnani, Lect	10300-34800	4800
7	Mrs. Sarita Tiwari, Lect	10300-34800	4800
8	Ms. Japinder Kaur, Lect	10300-34800	4800
9	Mrs. Jasmine Josh, Lect	10300-34800	4600
10	Mrs. Neena Kalia, Coordinator	10300-34800	4800
11	Mr. Janesh Malik, Lect	9300-34800	4800
12	Mrs. Nirmal Sharma, Lect	10300-34800	4800
13	Mrs. Ripjot Kaur, Lect		
14	Mr. Ram Pal, Lect	10300-34800	4800
15	Mr. Shamsher Singh, Lect	10300-34800	4800
16	Mr. R.P. Verma, Master	10300-34800	4400
17.	Mr. Rajinder Singh Kamboj, Master	10300-34800	3800
18..	Mr. Raman Kumar, Master	10300-34800	3600
19.	Mr. Satinder Jeet Singh, Master	10300-34800	3600
20.	Mr. Rajinder Gupta, Craft Instt.	10300-34800	3800
21.	Mr. Gulshan Kumar, Supdt.	10300-34800	4200
22.	Mr. Kesar Singh Actt	10300-34800	3800
23.	Mr. Kulwinder Singh, Clerk	5910-20200	1900
24.	Mrs. Sonia Julka	5910-20200	1900
25.	Mr. Ansar, Clerk	5910-20200	1900
26.	Mr. Rakesh Kumar JLA	5910-20200	2800
27.	Mr. Hem Singh JLA	5910-20200	2800
28.	Mr. Sanjay Kumar JLA	5910-20200	2800
29.	Mrs. Usha Rani, Steno	5910-20200	3000
30.	Mr. Harvinder Sharma, FO	5910-20200	1950

31.	Mrs. Kamlesh, Lib. Rest.	5910-20200	3000
32.	Mr. Mohinder Singh, Driver	5910-20200	2800
33.	Mr. Amar Singh, Peon	4900-10680	1400
34.	Mr. Ram Pal, Peon	4900-10680	1900
35.	Mr. Siya Ram, Mali	5910-20200	1900
36.	Mr. Brij Lal, Chowkidar	5910-20200	1900
37.	Mrs. Savitiri Devi, Peon	5910-20200	1900
38.	Mrs. Kamla, Peon	5910-20200	1900

SUMMARY OF EMPLOYEES

Sr. No.	Designation	Working No. of employees
1	Director	1
2.	Associate Professor	2
3.	Assistant Professor	1
4.	Librarian	1
5.	Lecturer	10
6.	Master/Mistress	4
7.	Superintendent	1
8.	Accountant	1
9.	Jr. Asstt/Clerk	3
10.	Steno	1
11.	Jr. Lecturer Asstt	3
12.	Film Operator	1
13.	Lib Restorer	1
14.	Driver	1
15.	Class IV	6
16.	Craft Instructor	1

**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/Institution/Office:

STATE INSTITUTE OF EDUCATION, SECTOR-32, CHANDIGARH

(Rs. In Lacs)

Sr. No.	Head/Item of the budget	Proposed expenditure during the year 2009-10		Disbursement made upto 31.3.2009 (2009-10)	
		Plan	Non-Plan	Plan	Non-Plan
		BE	BE	Expenditure	Expenditure
	2202-General Education Elementary Education				
	Salary	*	145.00	*	153.30
	OE	14.00	19.50	14.00	19.50

**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/Institution/Office:

STATE INSTITUTE OF EDUCATION, SECTOR-32, CHANDIGARH

Sr. No.	Scheme under subsidy given	Manner of execution of subsidy Programme	Amount Allocated Rs.	Details of beneficiaries
		N.A		

**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 authorization granted)

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

STATE INSTITUTE OF EDUCATION, SECTOR-32, CHANDIGARH

Sr. No.	Concessions/Permit/Authorization grant	Name of receipts	Address of receipts
	Bus Pass		

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

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

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

STATE INSTITUTE OF EDUCATION, SECTOR-32, CHANDIGARH

Sr. No.	Type of information
1.	History
2.	Details of the Course (Prospectus)
3.	Faculty Position
4.	Physical Facilities and Infrastructure
5.	Vision Document

**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/Institution/Office:

STATE INSTITUTE OF EDUCATION, SECTOR-32, CHANDIGARH

Sr. No.	Facilities available	Remarks
1.	2 years D.El.Ed. course	6 days week 8:00 am to 2:00 pm http://siechd.nic.in

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

(Particulars of facilities available to citizens for obtaining information)

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

STATE INSTITUTE OF EDUCATION, SECTOR-32, CHANDIGARH

Sr. No.	Name of the state Public Information Officer	Designation	Telephone No. (Office/Residence)	Residence Address	Assistant State Public Information Officer	Telephone Number (Office/Residence)	Residential Address.
1.	Dr. Surender S. Dahiya	Director	0172-2676011 (O) 9417702244 (M)	# 629, Sector-16 Chandi garh.	Mr. Gulshan Superintendent	0172-2676011 (O) 9876911210	# 1770 Sector-15, Panchkula.