

## 1. Organisation and Function

Sr.No.	Item	Details of disclosure	Particulars																																													
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Govt. College of Art, Sector-10C, Chandigarh. Website: gcart.edu.in																																													
		(ii) Head of the Organization	Head of Department, Govt. College of Art, Sector-10C, Chandigarh.																																													
		(iii) Vision, Mission and Key objectives	The objective of the teaching programme and training in the college is to achieve overall refinement of the students perception not confined to the skills of the profession alone but also to create the right kind of intellect as well as emotional cultivation to arrive at a level of composite creativity and thought.																																													
		(iv) Function and duties	Govt. College of Art is an institution for advance training in Fine Arts (Creative and Applied) leading to the degrees of Bachelor of Fine Arts and Master of Fine Arts and Special Diploma in Fine Art and Special Advanced Diploma in Fine Art (for deaf and dumb and mentally challenged students) of the Panjab University.																																													
		(v) Organization Chart	<table border="1"> <tr> <td colspan="2">Principal</td> </tr> <tr> <td><b>Faculty</b></td> <td><b>Office Staff</b></td> </tr> <tr> <td>Associate Professor</td> <td>S.O (Section Officer)</td> </tr> <tr> <td>Assistant Professor</td> <td>Superintendent Gr. II</td> </tr> <tr> <td>DPE</td> <td>Sr. Assistant/ Sr. Scale Stenographer</td> </tr> <tr> <td>Librarian</td> <td>Clerk/Steno-typist</td> </tr> <tr> <td></td> <td>Library Restorer</td> </tr> </table>	Principal		<b>Faculty</b>	<b>Office Staff</b>	Associate Professor	S.O (Section Officer)	Assistant Professor	Superintendent Gr. II	DPE	Sr. Assistant/ Sr. Scale Stenographer	Librarian	Clerk/Steno-typist		Library Restorer																															
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1.2	Power and duties of its officers and employees [Section 4(i)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Principal-Cum- HOD ----- Controlling Officer being Head of Department																																													
		(ii) Power and duties of other employees	<table border="1"> <thead> <tr> <th>Sr.No.</th> <th>Name of the posts</th> <th>Powers and duties (in brief)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Associate Professor and Assistant Professor (Group-A)</td> <td>To impart Fine Arts education in terms of Practical and Theory training to MFA/BFA/Special Diploma/ Special Advanced Diploma Classes.</td> </tr> <tr> <td>2.</td> <td>Section Officer</td> <td>(i) To aid and advise the Principal and HOD. (ii) To supervise the work of accounts matter only.</td> </tr> <tr> <td>3.</td> <td>Superintendent (Grade-II)</td> <td>(i) To aid and advise the Principal and HOD. (ii) To supervise the work of office staff.</td> </tr> <tr> <td>4.</td> <td>Senior Assistant</td> <td>To deal with office matters.</td> </tr> <tr> <td>5.</td> <td>Senior Scale Stenographer</td> <td>To take dictation from HOD and to deal with office matters.</td> </tr> <tr> <td>6.</td> <td>Steno-typist</td> <td>To take dictation from Principal and to maintain office record.</td> </tr> <tr> <td>7.</td> <td>Junior Assistant/Clerk</td> <td>To deal with office matters and to maintain record.</td> </tr> <tr> <td>8.</td> <td>DPE cum Hostel Warden</td> <td>To provide training in sports/games/youth activities to students and looking after hostel affairs.</td> </tr> <tr> <td>9.</td> <td>Librarian</td> <td>To make purchase and to maintain Art Books in the College Library.</td> </tr> <tr> <td>10.</td> <td>Library Restorer</td> <td>To assist Librarian in maintaining and smooth running of Library.</td> </tr> <tr> <td>11.</td> <td>Attendant / W. Attendant</td> <td>To assist in the classes and faculty.</td> </tr> <tr> <td>12.</td> <td>Peon</td> <td>Attach with various officers/Sections.</td> </tr> <tr> <td>13.</td> <td>Chowkidar</td> <td>To guard all the college campus including International Boys Hostel 15-A Chandigarh.</td> </tr> <tr> <td>14.</td> <td>Sweeper</td> <td>To maintain cleanliness in the building, Classrooms and ground.</td> </tr> </tbody> </table>	Sr.No.	Name of the posts	Powers and duties (in brief)	1.	Associate Professor and Assistant Professor (Group-A)	To impart Fine Arts education in terms of Practical and Theory training to MFA/BFA/Special Diploma/ Special Advanced Diploma Classes.	2.	Section Officer	(i) To aid and advise the Principal and HOD. (ii) To supervise the work of accounts matter only.	3.	Superintendent (Grade-II)	(i) To aid and advise the Principal and HOD. (ii) To supervise the work of office staff.	4.	Senior Assistant	To deal with office matters.	5.	Senior Scale Stenographer	To take dictation from HOD and to deal with office matters.	6.	Steno-typist	To take dictation from Principal and to maintain office record.	7.	Junior Assistant/Clerk	To deal with office matters and to maintain record.	8.	DPE cum Hostel Warden	To provide training in sports/games/youth activities to students and looking after hostel affairs.	9.	Librarian	To make purchase and to maintain Art Books in the College Library.	10.	Library Restorer	To assist Librarian in maintaining and smooth running of Library.	11.	Attendant / W. Attendant	To assist in the classes and faculty.	12.	Peon	Attach with various officers/Sections.	13.	Chowkidar	To guard all the college campus including International Boys Hostel 15-A Chandigarh.	14.	Sweeper	To maintain cleanliness in the building, Classrooms and ground.
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(iii) Rules/orders under which powers and duty are derived and	1. Central Civil Services Rules. With effect from 01.04.2022 2. Panjab University Calendar Vol-I ,II & III'																																															
(iv) Exercised																																																
(v) Work allocation	<b>Attachment is the allocated work of officer's and employees (Annexure-I).</b>																																															
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	All decision whether academic or administrative are finalize at the level of Principal/Head of the Department/ Secretary Technical Education																																													
		(ii) Final decision making authority	Principal/HOD/Secretary																																													
		(iii) Related provisions, acts, rules etc.	1. Central Civil Services Rules. With effect from 01.04.2022 2. Panjab University Calendar Vol-I ,II & III'																																													
		(iv) Time limit for taking a decisions, if any	As Per concerned subject matter.																																													
		(v) Channel of Supervision	Sr. Assistant/Superintendent/Principal/Head of the Department/																																													

		and accountability	Secretary Technical Education		
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/services offered	To provide Fine Art education with practical's as well as theories to the students		
		(ii) Norms/standards for functions/service delivery	As per AICTE Norms		
		(iii) Process by which these services can be accessed	AICTE website i.e. (www.aicte.co.in)		
		(iv) Time-limit for achieving the targets	As Per concerned subject matter.		
		(v) Process of redress of grievances	Different committees to deal with grievances of students exist.		
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.	The record pertaining to Establishment Section (PF/GF), Purchase/Store Section, Academic Section, Hostel, Account Section, Cash Section.		
		(ii) List of Rules, regulations, instructions manuals and records.	1.	<u>Administrative matters</u> <b>Center Civil Services Rules and the instructions issued from time to time adopted by the Chandigarh Administration w.e.f. 01.04.2022</b>	
		(iii) Acts/Rules manuals etc.	2.	<u>Financial matters</u> General Financial Rules, Delegation of Financial Power Rules and the instructions issued from time to time by the Govt. of India are followed.	
			3.	<u>Academic matters</u> Panjab University Calendar and instructions issued from time to time by the University.	
		(iv) Transfer policy and transfer orders	Transfer Policy of Chandigarh Administration.		
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	Sr. No.	Category of documents	Custodian
		(ii) Custodian of documents/categories	1.	Property Return of Group A & B	Establishment General
			2.	ACRs of Group C & D	Establishment Personal
			3.	Service Book Record of Group A, B, C & D	Account Section
			4.	Legal case files of employees.	Establishment General
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.	1	No Boards exist	
			2	College Advisory Council	
			3	Committees	
			i.	Regular recruitment of faculty is made through Union Public Service Commission.	
			ii.	Recruitment Committee for making appointments to Group C & D posts.	
			iii.	Departmental Promotion Committee for Group-A posts	
			iv.	Departmental Promotion Committee for Group C & D posts.	
			v.	Purchase Committee	
			vi.	Prospectus Committee	
			vii.	Disposal Committee	
			viii.	Library Committee	
			ix.	Book Selection Committee	
			x.	College Annual Art Exhibition Committee	
			xi.	Educational Tour	
			xii.	Cultural committee	
			xiii.	Discipline Committee	
			xiv.	College Magazine Committee	
			xv.	Sports Committee	
			xvi.	Girls Hostel Committee	
			xvii.	Hostel Committee	
xviii.	Campus Beautification				
xix.	Internal Complaint Committee				

			xx. Anti-ragging Committee
			xxi. Counselors
			xxii. Anti Ragging Squad
		xxiii	Grievances/representations relating to College Staff/students belonging to SC/ST/Category
		xxiv	Computer Laboratory
		xxv	Syllabus Committee
	(ii) Composition		
		<b>Name of Committee(s)</b>	<b>Composition</b>
		<b>Recruitment Committee</b>	Head of Department - Chairman Govt. College of Art, Chandigarh  Principal -Member Govt. College of Art, Chandigarh  Zila Sainik Welfare Officer -Member UT Chandigarh.  Superintendent -Member O/o Director Technical Education UT Chandigarh.  Superintendent Personnel -Member Chandigarh Administration
		<b>Departmental Promotion Committee</b>	1. Concerned Administrative Secretary- Chairman. 2. Head of Department Concerned - Member 3. Representative of Department- Member. 4. Representative of Director Social Welfare Member
		<b>Purchase Committee</b>	<b>(Local Purchase Committee):-</b> Dr. Mahesh Prajapati, Associate Professor Chairman Sh. M.M. Rao, Assistant Professor- Member Smt. Samriti Arora (Section Officer)- Member Sh. Pankaj Saroj, Assistant Professor-member Sh. Charanjeet Singh, Assistant Professor- member
		<b>Library Committee</b>	Dr. Rajesh K. Sharma – Chairman Dr. Manisha Gupta - Member Dr. Anand C. Shende- Member Dr. Mahesh Chand Rai Prajapati- Member Dr. Amit Sharma – Member Mrs. Shobha- Member
		<b>Advisory Counsel</b>	Dr. Anand C. Shende, Chairman Sh. Pramod Kumar Arya -Member Dr. J. P. Singh, Member Sh. Manmadha Rao –Member Dr. Amit Sharma, Member Sh. Pawan Kumar Saini, Member Smt. Shobha- Member Secretary
		<b>Computer Laboratory</b>	Dr. Anand C. Shende, Chairman Sh. Charanjit Singh, Member Sh. Lakhwinder Singh, Member
		<b>College Annual Art Exhibition Committee</b>	Sh. M. M. Rao -Chairman Dr. Rajesh Kumar Shama-Member Dr. Mahesh C. R. Prajapati – Member Sh. Parmod Kumar Arya -Member Sh. Pawan Saini –Member Smt. Shobha – Member
		<b>Prospectus Committee</b>	Sh. Pramod Kumar Arya, Chairman Dr. Anand C. Shende, Member Dr. Jogender Pal Singh, Member Sh. Pawan Saini, Member Sh. Charanjit Singh, Member Sh. Santosh Kumar, Supdt., Member
		<b>Syllabus Committee</b>	Sh. Pramod Kumar Arya, Chairman Dr. Mahesh Chand Rai Prajapati Sh. Manmadha Rao –Member Dr. Amit Sharma, Member Sh. Pawan Kumar Saini, Member

			<b>Educational Tour Committee</b>	Dr. Rajesh Kumar Sharma- Chairman Dr.Anand C. Shende-Member Smt. Shobha, Member Dr. Amit Sharma- Member Smt. NutanDhiman, Member
			<b>Cultural Committee</b>	Dr.Anand Kumar Sharma- Chairman Sh. K.S. Sahi - Member Smt. Anjali Aggarwal – Member Sh. Charanjit Singh, Member Sh. Pritpal Singh - Member Sh. Lakhwinder Singh – Member Smt. GurpreetDhiman, Member
			<b>College/Hostel Discipline Committee</b>	Sh. Pramod Kumar Arya –Chairman Sh. K.S. Sahi – Member Dr.Jogender Pal Singh, Member Sh. Pawan Saini, Member Sh. Manmadha Rao- Member Smt. NavneetDhillon- Member Sh. Pankaj Saroj, Member
			<b>College Magazine Committee</b>	Dr. Mahesh Prajapati-Chairman Dr. Amit Sharma – Member Smt. GurpreetDhiman – Member Sh. Amrit Singh-Member Smt. VarshaKaul- Member
			<b>Sports Committee</b>	Sh. K.S. Sahi – Chairman Sh. Pankaj Saroj – Member Smt. NavneetDhillon-Member Sh. Charanjeet Singh-Member Sh. Lakhwinder Singh-Member
			<b>Hostel Committee</b>	Sh. K.S. Sahi – Chairman Dr. Rajesh Kumar Sharma - Member Sh. Pramod Kumar Arya– Member Sh. Manmadha Rao, Member Sh. Charanjit Singh, Member
			<b>Girls Hostel</b>	Smt. NavneetDhillon, Chairperson Smt. VarshaKaul, Member Smt. NutanDhiman, Member Smt. Pritpal Saini, Member Smt. GurpreetDhiman, Member
			<b>Campus Beautification</b>	Sh. K.S. Sahi - Chairman Sh. Manmadha Rao – Member Dr. Manisha Gupta, Member Sh. Pritpal Singh – Member Sh. Charanjit Singh, Member
			<b>Internal Complaint Committee</b>	Mrs. Shobha, Assistant Professor, Chairperson Sh. K.S. Sahi, DPE, Member Dr. Manisha Gupta, Librarian, Member Sh. Santosh Kumar, Superintendant, Member
			<b>Anti-ragging Committee</b>	Sh. Pramod Kumar Arya - Chairman Dr. Mahesh C.R. Prajapati-Member Sh. Manmadha Rao-Member Sh. Pankaj Saroj-Member Smt. NavneetDhillon-Member Smt. NutanDhiman-Member
			<b>Counsellors</b>	Dr.Anand C. Shende, Chairman Dr. Manisha Gupta, Member Sh. Charanjit Singh, Member Smt. Pritpal Saini, Member Smt. GurpreetDhiman, Member
			<b>Anti Ragging Squad</b>	Dr. Anand Kumar Sharma- Chairman Dr. Amit Sharma-Member Smt.Shobha- Member Smt. Anjali Aggarwal, Member Sh. Pritpal Singh- Member Sh. Amarbir Singh- Member
			<b>Grievances/representations relating to College Staff/students belonging to SC/ST/Category</b>	Dr. Anand C.Shende, - Chairman Dr. Anand Kumar Sharma- Member Sh. Pritpal Singh-Member Mrs. Rajinder Kaur, Sr. Assistant.
			<b>Bid Committee</b>	Dr. Anand C Shende – Nodal Officer Sh. Santosh Kumar (Supdt), Member Sh. Lakhwinder Singh, Member

				Smt. Rajinder Kaur , Member		
			<b>Technical &amp; Financial Bid Committee</b>	Sh. K. S. Sahi – Chairman Sh. Parmod K Arya, Member Sh. M.M. Rao – Member Sh. Amit Sharma, Memer Sh. Santosh Kumar (Supdt), Member		
		(iii) Dates from which constituted	Yearly			
		(iv) Term/Tenure	One year			
		(v) Powers and functions	Committees are constituted at the level of department to deal with the Administrative work to ensure transparency in the office functioning like; Recruitment and Promotion of Staff, Purchase of Store Stock, Books aid and advice of Principal in Academic matters, holding of exhibitions, educational tours, Cultural events, maintaining of discipline, publishing of College Magazine, holding of Sports Week, making recommendations regarding Hostel Affairs, Campus Beautification, to deal with complaints of Sexual Harassment, Ragging etc.			
		(vi) Whether their meetings are open to the public?	No			
		(vii) Whether the minutes of the meetings are open to the public?	No			
		(viii) Place where the minutes if open to the public are available?	N/A			
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation (ii) Telephone, fax and email ID	<b>Sr. No.</b>	<b>Name of the officer/ employer</b>	<b>Designation</b>	<b>Telephone Number (O)</b>
			1.	Dr. Alka Jain	Associate Professor Principal-cum-HOD	9216527184
			2.	Dr. Rajesh Kumar Sharma	- Associate Professor	9872045650
			3.	Sh. Pramod Kumar Arya	-do-	9872217333
			4.	Dr. AnandChanderShende	-do-	9872277117
			5.	Dr. Anand Kumar Sharma	-do-	8146422211
			6.	Dr. Mahesh Chand Rai Prajapati	-do-	9872270900
			7.	Sh. M.M. Rao	Assistant Professor	9888327145
			8.	Dr. Amit Sharma	-do-	8360065987
			9.	Dr. J. P. Singh	-do-	9872290400
			10.	Sh. Pawan Kumar	-do-	9855151843
			11.	Smt. Shobha	-do-	9915140338
			12.	Mrs. Anjali S. Aggarwal	Assistant Professor (on contract basis)	8146133322
			13.	Sh. Pankaj Saroj	-do-	9779077369
			14.	Smt. NavneetDhillon	-do-	8283833295
			15.	Mr. Charanjeet Singh	-do-	7901806171
			16.	Ms. GurpreetDhiman	-do-	9779477117
			17.	Ms. Pritpal Saini	-do-	9878861463
			18.	Ms. VarshaKaul	-do-	9876259374
			19.	Sh. Pritpal Singh	-do-	9781125629
			20.	Mrs. NutanDhiman	-do-	9501452278
			21.	Sh. Amarbir Singh	-do-	7696442190
			22.	Sh. Amrit Singh	-do-	9592614640
			23.	Sh. Lakhwinder Singh	-do-	9988154097
			24.	Sh. Ravinder Singh	Guest Faculty/Resource Person	9417216122
			25.	Sh. Jaspreet Singh	-do-	9855034889
			26.	Ms. VarshaBadal	-do-	8708083016
			27.	Smt. Anju Bala	-do-	9813060967
			28.	Smt. Padma Sharma	-do-	8427403958
			29.	Ms. Shipra	Part time lecturer	9876665948
			30.	Ms. Harvinderkaur	-do-	9464284720
			31.	Dr. Manisha Gupta	Librarian	9872098574
			32.	Sh. K.S. Sahi	DPE	9988822567
			33.	Smt. SamritiAroa	Section Officer	9988897785

			34.	Sh. Pawan Kumar	Superintendent Grade-II	9855487774
			35.	Sh. Santosh Kumar	Superintendent Grade-II	9646032046
			36.	Mrs. Paramjit Kaur	Superintendent Grade-II (100% Visually handicapped)	9888870567
			37.	Smt. Parminder Kaur	Senior Scale Stenographer	8968193662
			38.	Mrs. Rajinder Kaur	Sr. Assistant	9779935177
			39.	Sh. Kumar	-do-	8558871711
			40.	Sh. Vinod Kumar	Junior Assistant	8360916979
			41.	Sh. RishuPruthi	Steno-Typist	9991050456
			42.	Sh. Raju Khan	-do-	9988450786
			43.	Sh. Manish	Clerk	9855287034
			44.	Sh. Dinesh	-do-	7404218095
			45.	Sh. Vikrant Rana	-do-	8679812171
			46.	Smt. Sunita Bhandari	DEO (Outsource)	9988241133
			47.	Sh. Jaswinder Singh	DEO(Outsource)	8872225154
			48.	Sh. Harpreet Singh	DEO(Outsource)	9888812145
			49.	Sh. Sandeep Kumar	DEO(Outsource)	7837968700
			50.	Ms. Drishti	Steno-typist(Outsource)	8708090903
			51.	Sh. Harsh	Steno-typist(Outsource)	9988077286
			52.	Sh. Chetan	Clerk (Outsource)	7340745186
			53.	Sh. Mohinder Singh	Peon	8968731232
			54.	Sh. Gopal	Chowkidar	9888002865
			55.	Sh. SomNath	Chowkidar	9815862577
			56.	Sh. Lokesh	Sweeper	9988722143
			57.	Sh. Mehar Chand	Peon	8146237338
			58.	Shri Raju	-do-	9876914648
			59.	Sh. Rajesh	-do-	9878957286
			60.	Davinder Singh	MTS ( Outsource)	9855073934
			61.	Dimple Gir,	MTS ( Outsource)	9592761599
			62.	Jatinder Kumar	MTS (Outsource)	8559093089
			63.	Harjeet,	MTS (Outsource)	9876746584
			64.	Mohan lal,	MTS (Outsource)	8685980514
			65.	SubhamAngaria,	MTS (Outsource)	7837776607
			66.	Mewa Singh,	MTS (Outsource)	9872162853
			67.	Dileep Kumar Peon	Peon (Outsource)	6392630247
			68.	Satwant Singh Toor,	Mali (Outsource)	6284444196
			69.	Harbans Singh	Mali (Outsource)	9464032663
			70.	Jagtar Singh	Mali (Outsource)	8264219034
			71.	Shiv Parkash,	Mali (Outsource)	9023619909
			72.	Raj Kumar	Mali (Outsource)	8427273782
			73.	Babita,	Sweeper (Outsource)	9988132288
			74.	Kavita	-do-	9855860148
			75.	Hari Om	-do-	9217919110
			76.	Paramjit Singh	-do-	7340725368
			77.	Sandeep, Sweeper	-do-	9915876192
			78.	Rajesh Kumar, Sweeper	-do-	9548621897
			79.	Vijay Kumar, Sweeper	-do-	8867951249
			80.	Sunny Tonk, Sweeper	-do-	7986733297
			81.	Harpreet Singh	Security guard (Outsource)	7986243943
			82.	Manmeet Singh	-do-	8872005460
			83.	Amit Kumar Das	-do-	7986549959
			84.	Sukhjeet Singh	-do-	8146899061
			85.	Avtar Singh	-do-	7307267044
			86.	Ramesh K. pandey	-do-	9876838759
			87.	Sumir Kumar	-do-	9988839953
			88.	Kamalpreet Singh	-do-	6239756541

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	<b>Sr.No.</b>	<b>Name of the officer/employee</b>	<b>Monthly emoluments (Rupees)</b>
			1.	Dr. Alka Jain	341964/-
			2.	Dr. Rajesh Kumar Sharma	248200/-
			3.	Sh. Pramod Kumar Arya	287890/-
			4.	Dr. AnandChanderShende	235330/-
			5.	Dr. Anand Kumar Sharma	249200/-
			6.	Dr. Mahesh Chand Rai Prajapati	271280/-
			7.	Sh. M.M. Rao	154008/-
			8.	Dr. Amit Sharma	162768/-
			9.	Dr. J. P. Singh	209780/-
			10.	Sh. Pawan Kumar	182332/-
			11.	Smt. Shobha	204040/-
			12.	Mrs. Anjali S. Aggarwal	67392/-
			13.	Sh. Pankaj Saroj	84242/-
			14.	Smt. NavneetDhillon	84242/-
			15.	Mr. Charanjeet Singh	84242/-
			16.	Ms. GurpreetDhiman	84242/-
			17.	Ms. Pritpal Saini	84242/-
			18.	Ms. VarshaKaul	84242/-
			19.	Sh. Pritpal Singh	84242/-
			20.	Mrs. NutanDhiman	84242/-
			21.	Sh. Amarbir Singh	84242/-
			22.	Sh. Amrit Singh	84242/-
			23.	Sh. Lakhwinder Singh	84242/-
			24.	Sh. Ravinder Singh	Rs. 500/- per lecture (maximum of Rs. 20,000/- per month)
			25.	Sh. Jaspreet Singh	-do-
			26.	Ms. VarshaBadal	-do-
			27.	Smt. Anju Bala	-do-
			28.	Smt. Padma Sharma	-do-
			29.	Ms. Shipra	-do-
			30.	Ms. Harvinderkaur	-do-
			31.	Dr. Manisha Gupta	249200/-
			32.	Sh. K.S. Sahi	341964/-
			33.	Smt. Samriti	74000/-
			34.	Sh. Pawan Kumar	177806/-
			35.	Sh. Santosh Kumar	-
			36.	Mrs. Paramjit Kaur (100% visually handicapped)	117946/-
			37.	Mrs. Parminder Kaur	115318/-
			38.	Mrs. Rajinder Kaur	86702/-
			39.	Sh. Kumar	96944/-
			40.	Sh. Vinod Kumar	69912/-
			41.	Sh. RishuPruthi	64656/-
			42.	Sh. Raju Khan	70212/-
			43.	Sh. Manish	61152/-
			44.	Sh. Dinesh	28250/-
			45.	Sh. Vikrant Rana	28250/-
			46.	Smt. Sunita Bhandari	28250/-
			47.	Sh. Jaswinder Singh	28250/-
			48.	Sh. Harpreet Singh	28250/-
			49.	Sh. Sandeep Kumar	28250/-
			50.	Ms. Drishti	28250/-
			51.	Sh. Harsh	28250/-
			52.	Sh. Chetan	28250/-
			53.	Sh. Mohinder Singh	74438/-
			54.	Sh. Gopal	56918/-
			55.	Sh. SomNath	46924/-
			56.	Sh. Lokesh	74438/-
			57.	Sh. Mehar Chand	64656/-
			58.	Shri Raju	69064/-
			59.	Shri Rajesh	53852/-
			60.	Davinder Singh	20000/-
			61.	Dimple Gir	20000/-
62.	Jatinder Kumar	20000/-			

			63. Harjeet,	20000/-	
			64. Mohan lal	20000/-	
			65. SubhamAngaria,	20000/-	
			66. Mewa Singh,	20000/-	
			67. Dileep Kumar	20000/-	
			68. Satwant Singh Toor,	20000/-	
			69. Harbabns Singh	20000/-	
			70. Jagtar Singh	20000/-	
			71. Shiv Parkash,	20000/-	
			72. Raj Kumar	20000/-	
			73. Babita,	20000/-	
			74. Kavita	20000/-	
			75. Hari Om	20000/-	
			76. Paramjit Singh	20000/-	
			77. Sandeep, Sweeper	20000/-	
			78. Rajesh Kumar, Sweeper	20000/-	
			79. Vijay Kumar, Sweeper	20000/-	
			80. Sunny Tonk, Sweeper	20000/-	
			81. Harpreet Singh	26114/-	
			82. Manmeet Singh	26114/-	
			83. Amit Kumar Das	26114/-	
			84. Sukhjeet Singh	26114/-	
			85. Avtar Singh	26114/-	
			86. Ramesh Kumar Pandey	26114/-	
			87. Sumir Kumar	26114/-	
			88. Kamalpreet Singh	26114/-	
		(ii)System of compensation as provided in its regulations.	Besides monthly remuneration, there is no system of compensation.		
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 (ii) Address, telephone numbers and email ID of each designated official.	<b>Appellate Authority:</b> Dr. Alka, Jain Principal-cum-HOD Govt. College of Art, Chandigarh. <b>CPIO:</b> Sh. Santosh Kumar, Superintendent Grade-II, Contact No. 9646032046		
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	There is no educational program except RTI training as conducted by the Chandigarh Administration which is attended by the officials from time to time. Nil		

## 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)]	(iv)Revised budget for each agency, if any (v)Report on disbursements made and place where the related reports are available	<b>Attachment is the Budget information for the F.Y. 2023-24 (Annexure-II)</b> Same as (i) & (ii) above. All the payments are made through the Central Treasury, U.T. Chandigarh.
2.2	Foreign and domestic tours (F.No. 1/8/2012-IR dt.11.9.2012)	(i)Budget (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	<b>370 (Rs. in thousands) T.A (Domestic)</b>  Nil

		(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.	N/A
2.3	Manner of execution of subsidy programme [Section 4(1)(b)(xii)]	(i) Name of the programme of activity (ii) Objective of the programme (iii) Procedure to avail benefits (iv) Duration of the programme/scheme (v) Physical and financial targets of the programme (vi) Nature/scale of subsidy/amount allotted (vii) Eligibility criteria for grant of subsidy (viii) Details of beneficiaries of subsidy programme (number, profile etc)	Not applicable as no subsidy scheme is in existence.
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt.15.4.2013]	(i) Discretionary and non-discretionary grants/allocations to State Govt./NGOs/other institutions (ii) Annual accounts of all legal entities who are provided grants by public authorities	Not applicable as no Discretionary and non-discretionary grants are given.
2.5	Particulars of recipients of concessions, permits or authorizations granted by the public authority [Section 4(1)(b)(xiii)]	(i) Concessions, permits or authorizations granted by public authority (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 (d) Date of award of concessions/permits of authorizations	Not applicable as no concessions, permit or authorization is granted
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.	NA

### 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 on there of [Section 4(1)(b)(vii)] [F.No. 1/6/2011-IR dt.15.4.2013]	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	The syllabus of Bachelor of Fine Arts & Master of Fine Arts courses and other rules & regulations of the Panjab University can be accessed by the Citizens on the University website www. puchd.ac.in
(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		No policy or rule is formulated at the level of the College.	
Public-private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any			
(ii) Detailed project reports (DPRs)			
(iii) Concession agreements			
(iv) Operation and maintenance manuals (v) Other documents generated as part of the implementation of the PPP			

		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	
		(vii) Information relating to outputs and outcomes	
		(viii) The process of the selection of the private sector party (concessionaire etc.)	
		(ix) All payment made under the PPP project	
3.2	Are the details of policies/decisions, which affect public, informed to them [Section 4(1)(c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/legislations taken in the previous one year (ii) Outline the public consultation process (iii) Outline the arrangement for consultation before formulation of policy	No policy or rule is formulated at the level of the college
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)	<a href="mailto:gcart-chd@nic.in">gcart-chd@nic.in</a>
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Nil Yes in form of prospectus
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	No Yes @ Cost of Rs. 500/-

#### 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 (ii) Vernacular/Local language	Yes English
4.2	When was the information Manual/Handbook last updated? [F. No. 1/6/2011-IR dt.15.4.2013]	<b>Last date of Annual up-dation</b>	<b>June-2023</b>
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)Working of information made available	<a href="http://gcart.edu.in">gcart.edu.in</a> College prospectus All the services for the students are Provided by GCA Sec. 10 Chandigarh both in Online and Offline mode from 9.30 AM to 5.30 PM all working days. Contact No. 0172-2740309 Email. ID. <a href="mailto:gcart.edu.in">gcart.edu.in</a>
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty (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 be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism (ii) Details of applications received under RTI and information provided (iii) List of completed schemes/projects/programmes (iv) List of schemes/projects/programme underway (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract (vi) Annual Report	Different committees to deal with grievances of students exist 41 in the year 2023-24. till 31.03.2023, all the information provided Not Applicable

		(vii) Frequently Asked Question (FAQs)	
		(viii) Any other information such as	
		(a) Citizen's Charter	
		(b) Result Framework Document(RFD)	
		(c) Six monthly reports on the	
		(d) Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI application & appeals [F.NO.1/6/2011-IR dt.15.4.2013]	(i) Details of applications received and disposed	41 applications received in the year 2023-24, and All are disposed off.
		(ii) Details of appeals received and orders issued	04 appeals received in the year 2023-24 out of which 02 appeals are disposed off and 02 appeals are still pending to dispose off.
4.7	Replies to questions asked in the parliament [Section 4(i)(d)(2)]	Details of questions asked and replies given	All the reply given asked in the parliament Section.

#### 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) Earlier CPIO & FAAs from 1.1.2015	<b>CPIOs (Central Public Information Officer)</b> w.e.f. 01.01.2015 Dr.Surender S. Dahiya, Principal, GCA, Chd.  w.e.f. 28.08.2015 Sh. Pawan Kumar, Superintendent Gr. II, GCA, Chd. w.e.f. 23.05.2016 Sh. Deepak Kainth, Superintendent Gr. II, GCA, Chd.  w.e.f. 04.08.2017 Dr. Amit Sharma, Assistant Professor, GCA, Chd.  w.e.f. 07.09.2017 Sh. K.S. Sahi, Director in Physical Education, GCA, Chd.  w.e.f. 14.11.2017 Sh. Deepak Kainth, Superintendent Gr. II, GCA, Chd.  w.e.f. 14.12.2017 Smt. Maninder Kaur, Senior Assistant, GCA, Chd.  w.e.f. 19.01.2018 Sh. K. S. Sahi, Director in Physical Education, GCA, Chd. w.e.f. 28.01.2021 Smt.Shoba Assistant Professor GCA,Chd. w.e.f. 11.01.2022 Sh. K.S Sahi, Director in Physical Education, GCA, Chd. <b>w.e.f. 08.12.0222 Sh. Santosh Kumar Superintendent Grade-II, GCA, Chd.</b>  <b>FAAs (First Appellant Authority)</b>  w.e.f. 01.01.2015 Sh. Sandeep Hans, HOD, GCA, Chd.  w.e.f. 28.08.2015 Sh. Surender S. Dahiya, Principal, GCA, Chd.  w.e.f. 08.01.2016 Captain Karnail Singh, Principal, GCA, Chd.  w.e.f. 06.01.2017 Sh. Rakesh Kumar Popli, Principal, GCA, Chd.  w.e.f. 22.03.2017 Dr. Rajesh Kumar Sharma, Principal, GCA, Chd  w.e.f. 05.02.2018 Smt. Navjot Kaur, Principal, GCA, Chd.  w.e.f. 23.04.2018 Sh. Sachin Rana, IAS, Principal, GCA, Chd.  w.e.f. 02.11.2020 Smt. Ruchi Singh Bedi, HCS, Principal, GCA Chd.  w.e.f. 1.10.2021 Sh. Rohit Gupta, PCS, Principal, GCA Chd  w.e.f. 31.03.2022 Sh. Amandeep Singh Bhatti, PCS, Principal, GCA Chd <b>w.e.f. 01.10..2022 to till date Dr.Aika Jain Principal-cum-HOD</b>
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Third party audit carried out in 21.06.2023.
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD (a) Date of appointment (b) Name & Designation of the officers	(a) Date of appointment 08.03.2017 (b) Dr.Anand Kumar Sharma, Associate Professor  (a) Date of appointment : 13.06.2017 Dr.Anand C. Shende, Associate Professor(after the correction on 28.07.2022)
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted	No

	(b) Name & Designation of the officers	
	(v) Committee of PIO/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	No

**6. Information Disclosed on own Initiative**

<b>S.No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Particulars</b>
6.1	Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information	Details of the courses, names of Faculty & Staff, Fee Structure etc. is disclosed on College website i.e. gcart.edu.in	<b>gcart.edu.in</b>

Principal,  
Govt. College of Art,  
Chandigarh.

### Annexure-I

Sr. No.	Name of the Post	Power and duties (in brief)
1.	Principal-cum-HOD	To control all the administrative, academic and financial work of the college.
2.	Professor	To impart Fine Arts education in terms of Practical and Theory training to MFA/BFA/Special Diploma/ Special Advanced Diploma Classes.
3.	Associate Professor	-do-
4.	Assistant Professor	-do-
5.	Guest Faculty	-do-
6.	DPE cum Hostel Warden	To provide training in sports/games/youth activities to students and looking after hostel affairs.
7.	Librarian	To make purchase and to maintain Art Books in the College Library.
8.	Superintendent	Supervises the work of the Estt. Section and give guidance to his Senior Assistants and Estt. Branch regarding establishment and accounts cases.
9.	Section Officer	Account receivable and payable, payroll, inventory management, budgeting, reports and financial statements, legal compliance and financial control and record-keeping.
10.	Sr. Assistant/ Junior Assistant	Guide the clerical staff in his work, maintain cash books, reply audit paras and deal with the work of pay fixation, increments, promotions, deputations, cases of the officers/officials.
11.	Senior Scale Stenographer	Maintain the files to put up to his officer, take dictations and prepare the draft for fair communication and attend the phones, maintain confidential records of the officials.
12.	Steno typist	Dispose the work regarding dictations and typing of technical reports and day to day official work. Type the cases regarding establishment and audit/accounts cases.
13.	Clerk	Maintain clerical & technical records; prepare the various types of bill, diary letters, put up the letter to the officer for its disposal.
14.	Library Restorer	To assist Librarian in maintaining and smooth running of Library.
15.	Attendant	To assist the classes and faculty.
16.	Peon	Attach with various officers/Sections.
17.	Chowkidar	To guard all the college campus including International Boys Hostel 15-A Chandigarh.
18.	Sweeper	To maintain cleanliness in the building, Classrooms and ground.
Note: All staff mentioned above performs other day to day activities.		

Principal,  
Govt. College of Art,  
Chandigarh.

## Annexure-II

Sr. No.	Details of Disclosure	Particulars (Rupees in thousands)		
1.	Total budget allotted during the year 2023-24	98048		
2.	Budget (Head-wise ) during the year 2023-24	i	Salary	54924
		ii	Wages	13515
		iii	Rewards	00146
		iv	Medical Treatment	02213
		v	Allowance	20230
		vi	Leave Travel Concession	00171
		vii	Domestic Travel Allowances	00370
		viii	Office Expenses	03831
		ix	Digital Equipment	00900
		x	Supplies & Material	01365
		xi	Advertising & Publicity	00032
		xii	Professional Services	00094
		xiii	Repair and Maintenance	00250
		xiv	Scholarships & Stipends	00007
3.	Expenditure upto 31.03.2024	i	Salary	54923
		ii	Wages	13511
		iii	Rewards	00145
		iv	Medical Treatment	02210
		v	Allowance	00202
		vi	Leave Travel Concession	00168
		vii	Domestic Travel Allowances	00363
		viii	Office Expenses	03819
		ix	Digital Equipment	00819
		x	Supplies & Material	01359
		xi	Advertising & Publicity	00029
		xii	Professional Services	00093
		xiii	Repair and Maintenance	00246
		xiv	Scholarships & Stipends	00006

Principal,  
Govt. College of Art,  
Chandigarh.