

ANNEXURE-1

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

(The particulars of the organization, functions and duties)

S.No.	Name of the Organization/ Department/Board/ Corporation/Institution	Function and duties (in brief)
1.	CHANDIGARH INDUSTRIAL & TOURISM DEVELOPMENT CORPORATION,CHANDIGARH SCO121-122,SECTOR-17- B,CHANDIGARH	CITCO is a commercial organization involved in the field of promoting of interests of Small Industries and to develop Tourism by "Opening & Maintaining Hotels, Restaurants and arranging sightseeing tours."and managing Petrol Pumps and industrial related activities. CITCO is in a business of providing Hospitality & Tourism related services managing Petrol Pumps and industrial related activities https://citcochandigarh.com/about-citco/

Annexure-2

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

(The powers and duties of the officers and employees)

Name of the Department/ Corporation/Office: CITCO

The Delegation of Powers has been given to the officers / employees of CITCO by the competent authority and as per resolution of Board of Directors from time to time. The said office orders are issued from time to time whenever any change in the Delegation of Powers is undertaken. Similarly, the orders regarding performance of duties by officers/ employees have also been issued and the office orders are available with the concerned branch. Office orders are also issued from time to time whenever any changes in the duty lists of officers/ branches are undertaken.

However, the job description in respect of various cadres is as under:-

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1. JOB DESCRIPTIONS OF GM(HOTEL)/DGM

JOB TITLE	GENERAL MANAGERS (HOTEL) OR DEPUTY GENERAL MANAGERS (HOTELS), IF HE IS HEAD OF THE HOTEL
REPORTS TO	Chief General Manager
JOB SUMMARY/ KEY RESPONSIBILITIES	Under the direction of the CGM, the GM/DGM of the hotel assists in management of operations and implementation of policies and procedures. He provides leadership to and directs the Hotel Operations & Administration, Finance, Human Resources, and Information Technology programs. He sets goals, monitors work, and evaluates results to ensure that departmental and organizational objectives and operating requirements are met and are in the line with the needs and mission of the organization. May also represent the hotel at important functions.
DUTIES AND RESPONSIBILITIES	1) Organizational Planning - Facilitates the development, maintenance and monitoring of organizational plans. - Responsible for preparing the organization for ongoing change. - Ensures clarity, understandings and commitment from all stakeholders. - Responsible for the development and management of integrated strategy aligned to departmental work plans. - Responsible for the development and

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

2. JOB DESCRIPTION OF CORPORATECHEF/EXECUTIVECHEF/CHEF

JOB TITLE	CORPORATE CHEF/ EXECUTIVE CHEF OR CHEF IF HE IS OVERALL INCHARGE OF PRODUCTION DEPARTMENT
REPORTS TO	General Manager/Deputy General Manager
JOB SUMMARY /RESPONSIBILITIES	KEY To recommend and meet budgets and goals by leading a Food Production team that ensures quality service and hygiene standards with personalized guest attention, capable of ensuring quick service and maintaining discipline.

DUTIES AND RESPONSIBILITIES	1. He must have an authority on culinary matters. 2. He must have a strict sense of economy and efficiency. 3. He should be fully acquainted with the prices, market trends, commodities in season and customer requirements. 4. Forecasts, organize and supervise the work of the kitchen sections. 5. Calculating pre-determined percentage of profit and works in accordance with the policy of the establishment. 6. Finalizing duty rosters for kitchen staff. 7. Checks quality standards of the food prepared and its presentation. 8. To ensure hygienic in all kitchens. 9. To ensure the receipt of quality & standard of raw material at the time of receipt/purchase. 10. Updating with related FHRI Acts and Rules of hotel industry and Govt. norms and compliance thereof. 11. Development of new cuisines, innovation with latest market surveys/ trends in consultation with the GM/DGM(Hotel). 12. Be familiar with property, safety, first aid and fire & emergency procedures & operate equipment safely and sensibly. 13. Competitions and analysis in connection with the GM of the Hotel. 14. Staff hygiene and duties. 15. Any other task as may be assigned from time to time by the competent authority.
DIRECTLY SUPERVISES	Chef/ Chef De Partie/ Commis.
LIMITS OF AUTHORITY	As per delegation of powers.
COORDINATES WITH	F&B Service & Housekeeping Deptt. Of the Hotel.
TERMINOLOGY	Should be conversant with the terminology used in Food Production Operations.

3. JOB DESCRIPTION OF CHEF

JOB TITLE	CHEF
REPORTS TO	DGM (HOTELS/F&B)/EXECUTIVE CHEF/ CORPORATE CHEF (as the case may be)
JOB SUMMARY/KEY RESPONSIBILITIES	To recommend and meet budgets and goals by leading a team of kitchen section that ensures quality service and hygiene standards with personalized guest attention.

DUTIES AND RESPONSIBILITIES	1. To assist the DGM(F&B)/Corp.Chef/ExecutiveChef(as the case may be) in his day today work. 2. To directly supervise food preparation. 3. To check the food during peak hours regarding palte garnishes and accompaniments. 4. To coordinate with Executive chef with regard to maintenance and upkeep of the kitchen. 5. To inform the executive chef about each and every details of the kitchen. 6. To keep a strict control on pilferages and wastages. 7. To shift staff from one section to another to ease the pressure in any particular section. 8. To officiate in place of Executive chef when he is off duty. 9. To assist the Executive chef in menu planning and costing. 10. To regularly check the fresh supplies received at the timeof receiving. 11. To ensure effective communication with staff in the kitchen. 12. To ensure strict hygiene standards in the kitchen. 13. To assist theExecutiveChefinformulatingpreventive maintenanceschedule. 14. To assist the Executive chef in preparing the training schedule and deployment and utilization of the staff. 15. To perform all duties of Executive Chef also if in the hotel post of executive Chef do not exist or is vacant. 16. Any other task assigned by the competent authority from time to time.
DIRECTLY SUPERVISES	Chef de parties/ Commis of various sections
LIMITS OF AUTHORITY	✓ To recommended all types of leaves in consultation with Executive chef. ✓ To authorize deployed of staff on over time. ✓ Discipline of staff. ✓ Evaluates staff performance.
FUNCTIONAL RELATIONSHIP	1. Kitchen outlets-on foodproduction matters. 2. Kitchenstewarding-forcleanlinessof kitchenareas. 3. F & B.-for Groupmealrequirements. 4. Engineering – on matters of maintenanceandsafety. 5. Purchasing–on matters ofrawmaterials/ingredients.
MACHINES, TOOLS AND MATERIALS	a. VariousKitchenEquipment b. PropertyManagementSystem c. Various Forms andFormats. d. Checklist e. MIS Reports (Soft and HardCopy)
TERMINOLOGY	Should be well conversant with the terminology used in International cuisines related to Food Production Operations.

4. JOB DESCRIPTION OFCHEFDEPARTIE

JOB TITLE	CHEFDE PARTE
REPORTS TO	CHEF

JOB SUMMARY/KEY RESPONSIBILITIES	To be responsible for the running of the whole section and assisting the senior chefs in managing the kitchen effectively and facilitating in the safe production and monitoring of meals and catering services to be Restaurant and other F & B outlets.
DUTIES AND RESPONSIBILITIES	1. The preparation, presentation and service of food items for guests, staff and functions, using standardized recipes, to qualify standards set by the Executive Chef. 2. To ensure that all food storage, preparation and service of all foods meet the temperature guidelines stipulated and to record all food temperatures. 3. To manage and deliver the production needs of the section to the required standards. 4. Assistance in ensuring all foods are prepared as close as possible to service times, using methods of batch cooking where suitable, and that any food cooked in advance is correctly Blast Chilled, storage at below 3 °C and adequately reheated. 5. Assistance in ensuring that all menu items, are available in service areas throughout service times, and that food service staff are aware of correct portion sizes in accordance with main production plan. 6. Responsible for kitchen staff and areas on occasions when Chefs, Executive Chefs are unavailable. 7. Ensuring the kitchen and dining room areas are secured at the end of the evening and all equipment is switched off and secure. 8. To Communicate effectively within the section. 9. To manage time through effective planning of work, maintaining a high level of productivity. 10. To support decisions made and adapt to changes, showing flexibility and enthusiasm. 11. Any other task assigned by the competent authority from time to time.
DIRECTLY SUPERVISES	Commis-I, II & III
LIMITS OF AUTHORITY	✓ Advisory with the Sous Chef ✓ Raise indents according to kitchen requirement. ✓ To suggest for deployment of staff on overtime. ✓ Discipline of staff in the section ✓ Authorities Inter kitchen transfer of ingredients.
FUNCTIONAL RELATIONSHIP WITH	1. Kitchen outlets-on food production matters. 2. Stores-to ensure that adequate food items are available to produce the appropriate menu items. 3. Kitchen stewarding-for cleanliness of kitchen areas.
	4. F & B- for Group meal requirements. 5. Engineering-on matters of maintenance of kitchen equipment and safety. 6. Purchasing-on matters of raw materials/ingredients.
MACHINES, TOOLS AND MATERIALS	✓ Various Kitchen Equipment ✓ Property Management System ✓ Various forms and formats ✓ Checklists

TERMINOLOGY	Should be well conversant with the terminology used in International cuisines related to Food Production Operations.
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5. JOB DESCRIPTION OF COMMIS

JOB TITLE	COMMIS – I, II & III
REPORTS TO	CHEF DE PARTE (To Chef if no CDP is posted)
JOB SUMMARY/KEY RESPONSIBILITIES	To be responsible for the cooking and preparing dishes of the section as per the standard recipe and assisting the senior chefs in managing the kitchen effectively.
DUTIES AND RESPONSIBILITIES	1. Prepare and cooks the specialties of the hotel as per the standard recipe. 2. Makes appropriate accompaniments and garnishes and presents dishes for service. 3. Orders Material need in consultation with the chef de parte. 4. Should have adequate knowledge of Personal, Space and Equipment hygiene. 5. Takes action in emergencies and should have basic knowledge of applying first aid. 6. Check the composition, properties and appearance of various kinds of commodities. 7. Prevents loss and damage in the preparation and storage of perishable food stuffs. 8. To maintain desired nutritive value and temperature of the food items. 9. Receiving and transmitting orders during service. 10. Maintains storage areas, utensils and equipment in working order. 11. Ensures the portion size according to the standards. 12. Any other task assigned by the Chef/Chef de parte from time to time.
DIRECTLY SUPERVISES	Helper (Kitchen)/Utility Workers
LIMITS OF AUTHORITY	✓ Operational
FUNCTIONAL RELATIONSHIP WITH	1. F & B outlet-on food service and pick up matters. 2. Stores-to ensure that adequate food items are available to produce the appropriate menu items. 3. Kitchen stewarding-for cleanliness of kitchen areas.

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

6. JOB DESCRIPTION OF SENIOR HOUSEKEEPER/HOUSEKEEPER

JOB TITLE	SENIOR HOUSEKEEPER OR HOUSEKEEPER IF HE IS IN CHARGE OF THE HOUSEKEEPING DEPARTMENT
REPORTS TO	General Manager/Deputy General Manager
JOB KEY SUMMARY/ RESPONSIBILITIES	Responsible for cleanliness, maintenance and aesthetic upkeep of the hotel; works closely with a trained and motivated team that observes the policies, procedures and standards of the establishment and delivers to guest satisfaction.
DUTIES AND RESPONSIBILITIES	1. To monitor all Housekeeping Operations in Hotel Guest Rooms & Public Areas. 2. Making duty Roster of Staff. 3. Organize, Supervise & coordinate work of the Housekeeping Department on daily basis. 4. Counselling & advising erring employees. 5. Developing standard motivation levels. 6. Ensure maintenance of relevant records & inventories. 7. Deal with the lost & found and its disposal as per policy. 8. Coordinate with Mtc. Deptt. for repair & maintenance and Front Office for rooms. 9. Inspecting & approving of Linen and cleaning etc.. 10. Monitoring inventory control & cost control without compromising on guest requirements & quality. 11. Monitoring work of contractors for cleaning, pest control, flowers, laundry & ensuring that quality standards are maintained 12. Monitor the activities of the Linen & Uniform Room. 13. Confirm that incoming supplies conform to specifications. 14. Conduct market surveys of new suppliers and products. 15. Plan the horticultural requirements of housekeeping with proper coordination with Horticulture Department. 16. Be familiar with property, safety, first aid and fire & emergency procedures & operate equipment safely and sensibly. 17. Any other duties assigned from time to time by the competent authority.
DIRECTLY SUPERVISES	Housekeeper/Asstt. Housekeeper/ Floor Supervisor/Desk Controller/ Linen Keeper and all other Housekeeping staff of the hotel.

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

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

JOB TITLE	SENIOR MANAGER/ MANAGER FRONT OFFICE OR Sr.GRE/GRE IF HE IS IN CHARGE OF THE FRONT OFFICE DEPARTMENT
REPORTS TO	GENERAL MANAGER/ DGM (HOTEL)
JOB SUMMARY/ KEY RESPONSIBILITIES	To recommend and meet budgets and goals by leading a front office team that ensures quality service standards with personalized guest attention
DUTIES AND RESPONSIBILITIES	1. Plan and coordinate the provision of friendly, efficient services to the guests 2. Trace relevant statistics about clientele 3. Greet Guests upon arrival 4. Coordinate and supervise all activities for the guests 5. Assist guests with Airlines/ Train Bookings and re-confirmation. 6. Coordinate with Guest daily and get feedback on their stay. 7. Check for VIP's arrival and block room for them. 8. Be aware of duty and adhere to OH&S, legislation, policies and procedures. 9. Be familiar with property, safety, first aid and fire & emergency procedures & operate equipment safely and sensibly. 10. Initiate action to correct a hazardous situation and notify supervisors of potential dangers. 11. Log security incidents and accidents in accordance with hotel requirements. 12. Report problems to Management with suggestions for resolution. 13. Actively participate in organized meetings in consultation with the GM/ DGM (Hotel). 14. Any other work assigned from time to time by the competent authority.
DIRECTLY SUPERVISES	Sr. Guest Relation Executive / Guest Relational Executive & other staff of Front Office Deptt.
LIMITS OF AUTHORITY	As per delegation of powers.
COORDINATES WITH	Housekeeping & Security Department

TERMINOLOGY

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

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

JOB TITLE	SR. MANAGER / MANAGER (F&B) LOOKING AFTER RESTAURANTS AND BANQUETS.
REPORTS TO	GENERAL MANAGER/ DGM (HOTEL/F&B)
JOB SUMMARY/KEY RESPONSIBILITIES	To meet the Banquet Revenue targets by providing high quality service through a banquet team of trained and motivated staff, within the policies and procedures of the establishment, ensuring complete guest satisfaction.
DUTIES AND RESPONSIBILITIES	1. Train staff according to the standards of the establishment.. 2. Do business development in the market to get the banquet business. 3. Random checking of bills. 4. Organize the functioning of F&B and Banquets etc. and support services to meet function objectives. 5. Ensure that the policies and procedures of the establishment are always maintained. 6. Manage the resources effectively to meet objectives. 7. Supervise all functions and ensure they meet guest requirements. 8. Ensure regular preventive maintenance of facilities and equipment. 9. Manage the discipline and motivation of the staff. 10. Monitor targets and submit sales reports periodically. 11. Follow all local laws regarding function including liquor laws, noise levels, pollution etc. 12. Develop good public relation with government agencies to provide support when needed. 13. Receive any special approvals from government agencies e.g. excise, municipality, etc. 14. Ensure proper budgets. 15. Any other duties as may be assigned from time to time by the competent authority.
DIRECTLY SUPERVISES	All Banquet and other related staff.

LIMITS OF AUTHORITY	✓ Recommends plans and budgets ✓ Can allot staff duties within F&B and Banquets with the approval of the General Manager ✓ Maintains discipline of staff.
FUNCTIONAL RELATIONSHIP	1. Food Production Department-on food preparation and supply. 2. Contractors-on contracts for special services. 3. Marketing for promotions and advertisement campaigns for business development. 4. Co-ordination with Government Department for approvals.
MACHINES, TOOLS AND MATERIALS	✓ Property Management System ✓ Banquet Equipment and Machines. ✓ Various forms and formats ✓ Checklists ✓ MIS Reports (Soft and Hard Copy)
TERMINOLOGY	Should be well conversant with the terminology used in Food & Beverage Operations.

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

JOB TITLE	SR. RESTAURANT EXECUTIVE/ RESTAURANT EXECUTIVE
REPORTS TO	SENIOR MANAGER / MANAGER (F&B)
JOB SUMMARY / RESPONSIBILITIES	To organize and supervise an assigned restaurant with a view to provide quality and efficient food & beverage service to guests.
DUTIES AND RESPONSIBILITIES	1. Deputize in absence of the Sr. Manager / Manager (F&B) and ensure smooth functioning of the restaurant. 2. Train and supervise restaurant staff to give high standards of service in terms of time, quality and personalization. 3. To ensure the items in the menu are served, appropriate order is served as per order of the guest. 4. Inspect table layouts ensuring that they meet the standards set. 5. Check and ensure the serviceability of equipment and furniture. 6. To make efforts so as to meet restaurant budgets. 7. To ensure and supervise that food and beverage orders are taken correctly. 8. Control the inventory of cutlery and service equipment allotted. 9. Assign duties to the staff of restaurant in most efficient ways. 10. Ensure that the staff meet hygiene and discipline standards. 11. Ensure that the Restaurant/Outlet is free from hazards. 12. Provide services to the guests in case of necessity. 13. To ensure that Bill Clerks/Cashier deposit restaurantsale daily. 14. Any other tasks as may be assigned from time to time by the competent authority.
DIRECTLY SUPERVISES	Sr. Captain/ Captain/ Stewards/ Bill Clerks in Restaurants
LIMITS OF AUTHORITY	Can supervise and direct the staff working under him for conduct and functioning etc.
COORDINATES WITH	1. Kitchen – for timely supply of food ordered 2. Bar – for the supply of alcoholic beverages 3. Housekeeping – for the cleanliness, decoration, plants, flowers and supply of linen.
	4. Engineering. – for the maintenance of restaurant fittings and equipment.
MACHINES TOOLS AND	✓ Property Management System/Micros

MATERIALS	✓ Checklists ✓ Various Forms and Formats ✓ KOT/BOT
TERMINOLOGY	Should be well conversant with the English and French terminology used in Food & Beverage Operations

10. JOB DESCRIPTION OF SR.CAPTAIN/CAPTAIN

JOB TITLE	SR. CAPTAIN / CAPTAIN
REPORTS TO	SR. RESTAURANT EXECUTIVE / RESTAURANT EXECUTIVE
JOB SUMMARY/ KEY RESPONSIBILITIES	To organize , supervise and train all service personnel in the restaurant with a view to providing quick and personalized food & beverage service to guests.
DUTIES AND RESPONSIBILITIES	1. Schedule weekly / fortnightly staff duty shifts with the approval of the Sr. Manager/ Manager (F&B) ensuring that work exigencies are met and the staff are rotated fairly. 2. Allot daily duties to subordinate staff to meet work exigencies ensuring equity of work. 3. Conduct daily briefing using it as a two –way communication, training and corrective action. 4. Attend to guest complaints and ensure guest satisfaction through immediate action. 5. Inspect the menu and to ensure the smooth flow of operations. 6. Ensure the maintenance and aesthetic upkeep of the restaurant in close coordination with engineering and housekeeping. 7. Organize the training of staff for meeting the standards of service. 8. Develop restaurant sales through guest contacts and ensuring good service. 9. Ensure that the restaurant is free from work hazards. 10. Supervise food service with a view to ensure speed, quality of service and personalization. 11. Appraise staff performance and recommend reward to the Manager. 12. Control costs by applying food control principles. 13. Serve wines and beverages according to the laid down practices/ norms / specifications ordered by the competent authority. 14. Motivate staff through fair leadership. 15. Maintain and control the stock of cutlery, crockery, linen, supplies and equipment. 16. Assist the accounts department in stock taking. 17. Handover lost and found properties to the
	Housekeeping as per rules. 18. Any other tasks as may be assigned from time to time by the competent authority.
DIRECTLY SUPERVISES	• Hostess/ Trainee Waiter/ Bill clerk/ Asstt. Captain/ Steward • Waiter

COORDINATES WITH	1. Kitchen – for timely supply of food ordered 2. Bar – for the supply of alcoholic beverages 3. Housekeeping – for supply of linen, flowers, staff uniforms, restaurant cleanliness and lost and found. 4. Engineering. – for the maintenance of restaurant fittings, climate control, equipment and audio-systems. 5. Kitchen Stewarding – for the supply of clean cutlery, glassware, silverware and chinaware.
MACHINES TOOLS AND MATERIALS	✓ Property Management System/Micros ✓ Checklists ✓ Forms and Formats ✓ MIS Reports (Soft and Hard Copy)
TERMINOLOGY	Should be well conversant with the terminology used in Food & Beverage Operations

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

JOB TITLE	BARMAN/ BAR TENDER/ ASSTT. BARMAN
REPORTS TO	Sr. RESTAURANT EXECUTIVE / RESTAURANT EXECUTIVE
JOB SUMMARY/ KEY RESPONSIBILITIES	To present and serve wine and spirits to guests as per the standards of the establishment.
DUTIES AND RESPONSIBILITIES	1. Requisition the wines and spirits for the bar. 2. Display wines and spirits on the bar & trolley. 3. Stock the bar/trolley with the accessories. 4. Present trolley to the seated guests and upsell the wines and spirits. 5. Prepare and serve the ordered beverages as per laid down practices/ norms / specifications ordered by the competent authority. 6. To greet and have dialogue with the guests. 7. Replenish orders and remember guest preferences. 8. Raise BOTs for the cashier. 9. Any other tasks as may be assigned from time to time by the competent authority.
COORDINATES WITH	1. Bar Stores / Dispensing Bar – for the supply of wines and spirits. 2. Kitchen Stewarding – for the supply of glassware. 3. Cashier – for giving the billing instructions of guests.
MACHINES, TOOLS AND MATERIALS	• Property Management System /Micros • Checklists • Forms and Formats • MIS Reports (Soft and Hard Copy)

12. JOB DESCRIPTION OF ASSISTANT CAPTAIN/STEWARD

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

DUTIES AND RESPONSIBILITIES	1. Attend briefings prior to restaurant opening, well groomed and equipped with the basic aids of operations. 2. Learn the French terms, menu preparations and their presentation. 3. Prepare and serve the ordered beverages as per laid down practices/ norms / specifications ordered by the competent authority. 4. Check all the equipment and furniture at the restaurant for their serviceability and maintenance requirements. 5. Clean and polish allotted silverware, cutlery, glassware and chinaware. 6. Stock the sideboard with proprietary sauces, jams, salt and pepper cruets, butter dishes, linen and other service items. 7. Lay table covers as per standard set. 8. Fold napkins as per prescribed attractive styles. 9. Requisition fresh linen and flowers from housekeeping. 10. Air the restaurant and ensure that the restaurant is clean. 11. Receive greet and seat guests. 12. Present wine-lists and menu cards and take orders. 13. Serve food and beverage by the standards of the restaurant. 14. To ensure smooth sale of food and beverages. 15. Present the bills and receive payment correctly. 16. Attend to all other tasks assigned from time to time by the competent authority.
COORDINATES WITH	1. Kitchen – for timely supply of guest food. 2. Bar – for the supply of alcoholic beverages 3. Housekeeping – for supply of linen, flowers and restaurant cleanliness 4. Engineering. – for the maintenance of service equipment and furniture. 5. Kitchen Stewarding – for the supply of clean service items.
MACHINES, TOOL AND SMATERIALS	✓ Property Management System/Micros ✓ Checklists ✓ KOT / BOT and other forms
TERMINOLOGY	Should be well conversant with the French terminology used in French Classical Menu.

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

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

DUTIES AND RESPONSIBILITIES	1. Report for briefing 2. Collect fresh linen from Housekeeping. 3. Collect, clean, polish and stack cutlery, crockery and glassware at the sideboard. 4. Assist stewards in table layouts. 5. Replenish water jugs and ice buckets. 6. Check non-available items from kitchen and bar. 7. Help in receiving and seating guests in the allotted restaurant. 8. Take food from the kitchen and deposit it at the sideboard. 9. Provide service under the supervision of Steward. 10. Replenish water goblets of guests. 11. Independently carry out service, if required. 12. Any other task assigned from time to time by the competent authority.
COORDINATES WITH	1. Kitchen – for the pick-up of food orders of the guest. 2. Bar – for the pick-up of beverage orders of the guest. 3. Housekeeping – for the supply of linen and flowers.
MACHINES, TOOL AND MATERIALS	✓ Property Management System/Micros ✓ Checklists ✓ KOT / BOT and other forms
TERMINOLOGY	Should be well conversant with the French terminology used in French Classical Menu.

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

JOB TITLE	SENIOR GUEST RELATION EXECUTIVE / GUEST RELATION EXECUTIVE
REPORTS TO	SENIOR MANAGER / MANAGER (FRONT OFFICE)
JOB SUMMARY / KEY RESPONSIBILITIES	Organize and supervise a shift with a view to providing fast and efficient front desk service
DUTIES AND RESPONSIBILITIES	1. Ensure that all staff report on time in proper uniform and well groomed as per hotel standards. 2. Take over from the previous shift and check the log book for follow-up actions. 3. Assign duties ensuring equal distribution of work-load during a shift. 4. Brief staff correctly and encourage questions so as to ensure two-way communication. 5. To check the register for VIPs already checked-in or expected and give them the courtesies as per policy of the hotel. 6. Check arrivals and departures and tally the room position. 7. Check the room key position and report any missing keys. 8. Meet and greet all arrivals and ensure accurate and speedy rooming. 9. Train and supervise front office agents to give high standards of service in terms of time, quality and

	personalization. 10. Check all equipment for serviceability. 11. Check guest mail and packages and arrange their distribution. Keep those handy for new arrivals. 12. Check statistical data such as: ✓ Daily Room Revenue ✓ Occupancy ✓ House count ✓ VIPList ✓ Room report ✓ Pre-registered Registration Cards. ✓ Guest Folios. 13. Prepare monthly statistics with regard to complimentary rooms, room nights and statutory data for Ministry of Tourism. 14. Assist in registering guests during busy periods. 15. Ensure that staff meet hygiene and discipline standards. 16. Guest Relation Executive is also responsible to catch business and have constant interaction with various firms/ establishments. He should carry out marketing exercise also. 17. Any other duty assigned by the competent authority from time to time.
DIRECTLY SUPERVISES	Sr. Reservation Executive/ Reservation Executive.
LIMITS OF AUTHORITY	✓ Only advisory to the Assistant Front Office manager/ Front Office manager. - Supervises a shift.
COORDINATES WITH	1. Housekeeping – for the preparation of rooms for sale. i) Stores – for the requisition of supplies. ii) Engineering – for the maintenance of front desk fittings and equipment. iii) Bell desk – for the movement of guest baggage.
	iv) I.T. – for all matters of hardware and software. v) Telephones – for room updates and problems. vi) F & B – group arrivals, meal plans, etc.
MACHINES TOOLS AND MATERIAL	✓ Property Management System ✓ Checklists ✓ Operational Reports (Soft and Hard Copy) ✓ Telephone
TERMINOLOGY	Should be well conversant with the terminology used in Front Office Operations

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

DESIGNATION OF HOD	SENIOR F&B COST CONTROLLER/ F&B COST CONTROLLER/ ASSISTANT F&B COST CONTROLLER
REPORTS TO	General Manager (Tourism)/ General Managers/ Dy. General Managers (Hotels)

JOB SUMMARY/ KEY RESPONSIBILITIES	• Providing the information to the General Manager and F&B Departments Heads with cost of sales information needed to control all costs established and administer sound F&B Cost Control systems and procedures so as to ensure that F&B profits are maximized, consistent and with high standard of quality and service. Take initiative to see that F&B Control procedures are adhered to. • Monitor activities relating to F&B Cost Control Areas of concern include food and beverage purchasing, receiving storage and issue menu planning, production and forecasting and analysis prepare reports to keep all levels of management informed of day to day F&B Costs and problems.
DUTIES RESPONSIBILITIES	1. Ensure complete adherence to all local excise laws and deal with excise department to sort out any queries. 2. Formulate and enforce sound control procedures for banquets. 3. Verify that standard purchase specifications are followed on continuing basis. 4. Verify that accuracy of entries of the daily receiving and that all food items received have been recorded. 5. Ensure that all merchandise is stored properly and monitor security control. 6. Monitor procedures for issuing F&B items from stores to ensure that such merchandise is issued only on written requisition signed by a properly authorized person. 7. Run periodic yield tests. 8. Take monthly inventories of F&B outlets & to manage the hotel monthly inventory process in the strict respect of the hotel policies. 9. Establish potential food cost for each outlet and update each six months. 10. Close liaison with store in order to obtain best quality and prices. Ensure and audit from time to time that official orders have been issued for all goods brought into the hotel. 12. Ensure that menus are costed at regular intervals 13. To decide along with Chef the correct portion control in food. 14. Ensure that all beverage items required are available. 15. Ensure that the system of issues to bars is carried out correctly. 16. Ensure that the computer input is carried out in time. 17. Provide sales analysis of items by restaurant on a monthly basis 18. Establish issue times for all stores. 19. Providing assistance and guidance to all staff under him. 20. Ensure that all month end reports are on the General Manager's desk by 7th working day after month end close. 21. Produce a monthly food and beverage control report. 22. Updating prices of items when necessary 23. Ensuring that audits are carried out on the point of sale terminals 24. Produce job description for all his/her staff. 25. To prepare and issue various cost reports for Management analysis.

	26. Perform daily and monthly food and beverage sale reconciliation against PIS Sales report and ensure deviations are explained by concerned department head. 27. Coordinate closely with Chef for obtaining all Inter departmental transfers. 28. Surprise checking of the daily receiving and store keeping activities. 29. To ensure that all goods movements in/out the hotel and stores are accounted for and properly supported. 30. To ensure the implementation of and compliance with all prevailing cost control policies and procedures by all departments. 31. To prepare and issue various cost reports. 32. Ensure all recipes are updated in the system and maintain records of all recipes then approve for new menu creation. 33. Monitor liquor inventory on daily basis and conduct surprise audits. 34. Ensure all cost is allocated appropriately. 35. Maintain all Excise Records as per local law requirement. 36. Any other duty assigned by the competent authority from time to time
DIRECTLY SUPERVISES	Bill Clerk/Clerk etc. working under him
LIMITS OF AUTHORITY	Authorized to supervise the work of all staff working under him.
COORDINATES WITH	1. All F&B outlets. 2. Kitchen 3. Stores 4. Accounts
TERMINOLOGY	To ensure all systems, procedures regarding cost control are
	adhere to.

16. JOB DESCRIPTION OF HOUSEKEEPER/ASSISTANT HOUSEKEEPER

JOB TITLE	HOUSEKEEPER/ ASSISTANT HOUSEKEEPER
REPORTS TO	SENIOR HOUSEKEEPER
JOB SUMMARY/ KEY RESPONSIBILITIES	To ensure that public areas are cleaned and maintained properly.
DUTIES AND RESPONSIBILITIES	1. Inspect staff turnout of the team assigned. 2. Lead, train and motivate a public area team to clean and maintain public areas properly to the satisfaction of higher authorities and hotel guests. 3. Prepare checklists for various areas in consultation with Sr. Housekeeper/ GM/DGM of hotel and then inspect all public areas as per checklist. 4. Remove furniture, curtains and other fixtures which require repairs, mending, spotting, washing, etc. 5. Follow an advanced renovation programme of public areas after it is approved by the competent authority. 6. Prepare each chandelier cleaning schedule and have it followed by the cleaning crew. 7. Ensure that the staff follow housekeeping systems, procedures and standards.

	8. Prepare carpet shampoo schedule and ensure that it is followed in timely manner. 9. Ensure the safety and hygiene of the staff working under him. 10. Maintain discipline and conduct performance appraisals of the personnel under her control. 11. Check all safety systems in public areas and follow - up on faults. 12. Liaise with security personnel on security matters in the public area. 13. Account for the movement of all furniture and fixtures in public areas 14. Follow-up on all maintenance orders and sign for work that gets completed to his/her satisfaction. 15. Liaise with the housekeeping control desk for all matters concerning public areas. 16. Check and control all equipment ensuring that they are used correctly and stored appropriately after use. 17. Check the serviceability of all public area equipment. 18. Supervise the pest control schedules in public areas. 19. Ensure that internal plants and floral arrangements are watered and recycled by the horticulture department. 20. Report all lost and found items and ensure that the prescribed procedures are followed. 21. Ensure that all cloakroom attendants keep public cloakrooms clean and fresh.
	22. Any other task assigned by the competent authority from time to time.
DIRECTLY SUPERVISES	Floor Supervisors/ Linen Keepers/ Desk Controllers.
LIMITS OF AUTHORITY	✓ Evaluates performance of public area housemen. ✓ Checks the discipline & hygiene of staff. ✓ Can declare a room out of order
COORDINATES WITH	1. Security - on matters of security and safety on the public areas. 2. Engineering – on matters of maintenance and safety on public areas. 3. Control Desk – for coordination. 4. Horticulture - for maintenance of indoor plants in public areas 5. Florist – for supply and maintenance of floral arrangements in hotel. 6. General Stores- to requisition supplies.
MACHINES, TOOLS AND MATERIALS	✓ Property Management System ✓ Checklists ✓ Forms and Formats ✓ Operational Reports (Soft and Hard Copy) ✓ Telephone
TERMINOLOGY	Should be well conversant with the terminology used in Housekeeping Operations

17. JOB DESCRIPTION OF FLOOR SUPERVISORS/DESK CONTROLLERS

JOB TITLE	FLOOR SUPERVISORS/ DESK CONTROLLERS
REPORTS TO	HOUSEKEEPER/ ASSISTANT HOUSEKEEPER
JOB SUMMARY/ KEY RESPONSIBILITIES	To ensure that guest rooms on an allotted floor/s are cleaned and maintained properly.
DUTIES AND RESPONSIBILITIES	1. Inspect staff turnout of the team assigned. 2. Lead, train and motivate a floor team to prepare rooms properly and to the entire satisfaction of the guest. 3. Inspect VIP rooms and ensure that the room attendant has followed the procedure set. 4. Inspect each room completed by a room attendant with a specified room checklist and ensure they meet the standards of the establishment in terms of cleanliness, functionality and aesthetic value. 5. Maintain the floor pantry. To check par stocks of linen and guest amenities and cleaning supplies and requisition them in a timely manner. 6. Supervise the linen exchange procedure with the laundry ensuring that the par stocks are maintained. 7. Ensure that the housekeeping policies, systems and procedures and standards are followed by all staff on the floor. 8. Train room attendants and housemen to achieve productivity and efficiency standards.

	9. Ensure the safety and punctuality and hygiene of the housekeeping staff. 10. Maintain discipline and conduct performance appraisals of the personnel under her control. 11. Check all safety systems on a floor and ensure that defects if any are rectified. 12. Liaise with security personnel on security matters on the floor. 13. Prepare the housekeeping report for the front office. 14. Check all maid carts to ensure it is well stocked with linen and supplies as per the standards. 15. Follow –up on all maintenance orders and sign for orders and sign for work that gets completed to her satisfaction. 16. Liaise with the housekeeping control desk for departure rooms that need to be cleaned for sale and confirm that those rooms have been cleared. 17. Liaise with the room service for the clearance of room service trays and trolleys. 18. Check the serviceability of all floor equipment. 19. Execute the pest control schedules on the assigned floors. 20. To execute the spring cleaning schedules on the assigned floors. 21. Ensure that the Out of Order rooms are treated as per procedure. 22. Ensure that internal plants and floral arrangements are watered and recycled by the horticulture department. 23. Report all lost and found items and ensure that the prescribed procedures are followed. 24. Any other task assigned by the competent authority from time to time.
DIRECTLY SUPERVISES	Assistant Floor Supervisor/ Room Attendants and housemen.
LIMITS OF AUTHORITY	✓ Evaluates performance of room attendants and housemen in her charge. ✓ Checks the discipline of staff ✓ Can report to Housekeeper to declare a room out of order. ✓ Can requisition linen and supplies for a floor. ✓ Authorized to enter guest rooms.
COORDINATES WITH	1. Front Office – for housekeeping room reports and the cleanliness of rooms and making them available for sale. 2. Security – on matters of security and safety on the guest floor. 3. Engineering – on matters of maintenance and safety on guest floors. 4. Control Desk – for receiving departure room information and reporting cleared rooms 5. Laundry – for the deposit of soiled linen of a floor 6. Linen Room – for issue of fresh linen.

	7. Horticulture-for maintenance of indoor plants in rooms and corridors. 8. Florist – for supply of floral arrangements in the hotel. 9. Room Service – for the clearance of trays and trolleys. 10. General Stores- to requisition supplies.
MACHINES, TOOLS AND MATERIALS	✓ Property Management System ✓ Checklists ✓ Forms and Formats ✓ Operational Reports (Soft and Hard Copy) ✓ Telephone
TERMINOLOGY	Should be well conversant with the terminology used in Housekeeping Operations

18. JOB DESCRIPTION OF LINEN KEEPER

JOB TITLE	LINEN KEEPER
REPORTS TO	HOUSEKEEPER/ASSISTANT HOUSEKEEPER
JOB SUMMARY/ KEY RESPONSIBILITIES	Maintains an inventory of linen and uniforms and their storage conditions as per prescribed standards. Be accountable for the movement of all linen and uniform. Issue linen and uniforms as per procedure..
DUTIES AND RESPONSIBILITIES	1. Inspect staff turnout of the linen and uniform team. 2. Lead, train and motivate the team to provide service as per the standards. 3. Check periodically the condition of uniforms and linen and take appropriate action for damaged and soiled ones. 4. Assign daily work to tailors. 5. Maintain the storage conditions to minimize damage to linen and uniforms. 6. Supervise the linen exchange procedure with the laundry ensuring that the par stocks are maintained and account for the stocks. 7. ensure that the housekeeping policies, systems, procedures and standards are followed by all staff in the linen / uniform room 8. Coordinate closely with the laundry to ensure timely supply of fresh linen and uniforms. 9. Ensure safety and hygiene of the team. 10. Maintain discipline and conduct performance appraisals of the personnel under his / her control. 11. Ensure that the linen / uniform room is kept clean and orderly and that linen and uniforms are stored as per prescribed conditions. 12. Introduce all relevant records in respect of linen and uniforms for control purposes. 13. Execute the pest control schedules for the linen / uniform room. 14. Coordinate annual audit team of the linen / uniform room. 15. Any other tasks assigned by the competent authority from time to time.

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

19. JOB DESCRIPTION OF SECURITY OFFICERS

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

TERMINOLOGY	Should be well conversant with the security arrangements of the hotel
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20. JOB DESCRIPTION OF TECHNICAL OFFICER, IDFC

DESIGNATION OF HOD	TECHNICAL OFFICER, IDFC
REPORTS TO	General Manager (CA) & CS, Head Office
JOB SUMMARY/ KEY RESPONSIBILITIES	1. Supervision of existing Mechanical /Chemical Testing lab and Tool Room. 2. Setting up and supervision of new calibration lab 3. To deal with customers who come for job work/testing etc. 4. Preparing the technical specification for up-gradation / modification of existing machine or new machine.
DUTIES & RESPONSIBILITIES	1. To identify and approach the potential customers so that facilities can be provided to them. 2. To monitor the working of IDFC/ MPICC staff in order to perform the jobs effectively and efficiently. 3. To understand the customers requirement and provide them the best possible services. 4. To understand the necessity of new facilities which will be suitable for the industries and to do best effort for having the same in IDFC. 5. Checking of Cash receipt, register etc. filing of monthly service tax and to have the proper inventory of critical items. 6. Proper maintenance of imprest account 7. Distribution of work amongst the staff posted at IDFC 8. Purchasing of daily requirement of Tool Room, Testing Lab. 9. Any other duty assigned by the competent authority from time to time
DIRECTLY SUPERVISES	Staff posted at IDFC/MPICC
LIMITS OF AUTHORITY	As per delegation of power
COORDINATES WITH	Coordinates with Industry Department, U.T.Chandigarh
TERMINOLOGY	Should be well aware about the functioning of all the machines technically.

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

1. JOB DESCRIPTION OF SENIOR RECEPTIONIST/RECEPTIONIST

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

	either by cash or credit, upon their departure, and maintain safety locker.
DUTIES AND RESPONSIBILITIES	1. To receive and attend to the guest at reception properly. 2. Take over a shift and note any special instructions for the shift. 3. Check the cash bank/float/imprest at the beginning of every shift and requisition petty cash from the Accounts Branch, if necessary. 4. Open guest folios accurately for new arrivals and post charges as soon as they arrive. 5. Issue safety deposit lockers to guests according to the procedures. 6. Pass allowances if wrong charges posted in folios. 7. Prepare record and pre-registration for VIPs, handicapped people and old people. 8. Prepare the room discrepancy report and double check by physical verification by a bell boy. 9. Handle foreign currency as per Reserve Bank of India regulations and prepare the necessary documentation. 10. Settle guest bills ensuring that accurate cash is received or credit formalities are cleared as and whenever applicable. 11. Handle credit card payments through proper procedures. 12. Prepare the Front Office Departmental report and other reports. 13. Submit Net Cash Receipts with necessary documents to the Accounts Deptt. at the end of the shift. 14. Print daily expected arrival / departure report. 15. Issue VIPs amenities vouchers to the guest for the fruits, flowers, beverages etc. as per policy of the corporation. 16. Any other task assigned by the competent authority from time to time.
LIMITS OF AUTHORITY	Can refuse to accept credit cards or foreign exchange not accepted by the hotel. Can refuse any disbursement of cash unless convinced about the authenticity of documents produced by the guest concerned. Give final clearance to bell boys to remove guest's baggage for departure guests. Can post charges to the guest folios against proper documentation. He is the custodian of safe deposit lockers.
COORDINATES WITH	Lobby – for the clearance/removal of guest baggage from the premises
MACHINES, TOOLS AND MATERIALS	✓ Property Management System ✓ Checklists ✓ Cash related forms/formats

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

2. JOB DESCRIPTION OF SENIOR BELL CAPTAIN/BELLCAPTAIN

JOB TITLE	SENIOR BELL CAPTAIN/ BELL CAPTAIN
REPORTS TO	SENIOR RECEPTIONIST/ RECEPTIONIST
JOB SUMMARY/ KEY RESPONSIBILITIES	To attend the briefings, check the arrival of the guests and to work closely with the Sr. Receptionist / Receptionist.
DUTIES AND RESPONSIBILITIES	1. Attend briefings prior to the shift opening and take over from the previous shift. Attend to log book for any special instructions. 2. Check the arrivals for the day and room status including departures for the day. 3. Check the expected VIPs for the day. 4. Prepare records and pre-registrations for VIPs, handicapped people and old people in consultation with Receptionist. 5. Ensure that all stationery supplies and forms are available for a full shift and requisition them from stores, if necessary. 6. Assist the Receptionist on updating data on room rack/front office. 7. Prepare the room discrepancy report and double check by physical verification at the time of check-in and departure in consultation with the Receptionist. 8. Work closely with the receptionist and provide relevant information to him. 9. Give departure rooms to housekeeping without delays. 10. Assist in making room and occupancy reports. 11. Handle guests with scanty baggage diligently. 12. To maintain errand register for movement of Bell Boys and perform miscellaneous errands for the guests on request. 13. Any other task assigned by the competent authority from time to time.

COORDINATES WITH	1. Housekeeping – for the cleanliness of rooms for sale. Also tallies room position 2. Lobby – for the movement of guest baggage at the time of arrival and departure. 3. Engineering – for the maintenance of front desk fittings and equipment. 4. F & B – for meal plans.
MACHINES, TOOLS AND MATERIALS	✓ Property Management System ✓ Checklists ✓ Front desk form and formats ✓ Telephone
TERMINOLOGY	Should be well conversant with the terminology used in Front Office Operations.

3. JOB DESCRIPTION OF BELLBOY/ SENIOR BELLBOY

JOB TITLE	BELLBOY/ SENIOR BELLBOY
REPORTS TO	SENIOR BELL CAPTAIN/ BELL CAPTAIN (when Bell Captain is not there - to the Sr. Receptionist/ Receptionist)
JOB SUMMARY/ KEY RESPONSIBILITIES	To attend the briefings, check the arrival of the guests and to work closely with the Sr. Receptionist / Receptionist.
DUTIES AND RESPONSIBILITIES	1. Attend briefings prior to the shift opening and take over from the previous shift. Attend to log book for any special instructions. 2. Check the arrivals for the day and room status including departures for the day. 3. Check the expected VIPs for the day. 4. Assist in preparation of records and pre-registrations for VIPs, handicapped people and old people in consultation with Bell Captain. 5. Ensure that all stationery supplies and forms are available for a full shift and requisition them from stores, if necessary. 6. Prepare the room discrepancy report and double check by physical verification at the time of check-in & departure in consultation with the Receptionist (For Bell Boy doing duties of Bell Captain). 7. Work closely with the receptionist and provide relevant information to him. 8. Give departure rooms to housekeeping without delays. 9. Assist in making room and occupancy reports. 10. Handle guests with scanty baggage diligently. 11. Ensure paging service and delivery guest message promptly. 12. General upkeep of Front Office Area. 13. Maintenance and proper upkeep of graphic and display board to read with reference to events happenings in the hotel. 14. Timely delivery of 'C' Forms to FRRO office, Chandigarh. 15. Any other task assigned by the competent authority from time to time.

COORDINATES WITH	1. Housekeeping – for the cleanliness of rooms for sale. Also tallies room position 2. Lobby – for the movement of guest baggage at the time of arrival and departure. 3. Engineering – for the maintenance of front desk fittings and equipment. 4. F & B – for meal plans.
MACHINES, TOOL AND S MATERIALS	✓ Property Management System ✓ Checklists ✓ Front desk form and formats

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

4. JOB DESCRIPTION OF ASSISTANT FLOOR SUPERVISOR/ROOM ATTENDANTS

JOB TITLE	ASSISTANT FLOOR SUPERVISOR/ ROOM ATTENDANT
REPORTS TO	FLOOR SUPERVISOR/ DESK CONTROLLER/ LINEN KEEPER
JOB SUMMARY/ KEY RESPONSIBILITIES	1. To service guest rooms as per procedure and as per required standard of cleanliness and hygiene of the hotel. 2. To ensure that the rooms are clean, safe and functional in all respects.
DUTIES AND RESPONSIBILITIES	1. Receive daily allocation of rooms. 2. Attend daily briefings at the beginning of a shift regarding occupancy VIP rooms group arrivals, extra supplies, guest requests etc. in his / her assigned room. 3. Issue and stock in the trolley, all linen guest supplies and cleaning supplies required to serve the guest rooms. 4. Service all vacant rooms for cleanliness and check for maintenance. 5. Service all "Make my room" card room, occupied room, VIP room and departure room by making bed with fresh linen, replenishing all guest supplies and cleaning and by tidying the rooms as per standard of cleanliness and hygienic. 6. Check all assigned rooms for maintenance requirement in room and notify the floor supervisor for further action. 7. Follow up with floor supervisor for corrective action. 8. Physically check all assigned rooms for preparing the room occupancy report. 9. Promptly attend all guest calls for extra bed, laundry delivery and pick up drinking water, extra supplies, iron, hair dryer etc. 10. Report irregularities on floor to supervisor. 11. Check all safety system and report to Floor Supervisor. 12. Report and deposit lost and found articles to the Floor Supervisor 13. Report missing and broken property to the Floor Supervisor. 14. Count and deposit soiled linen to the linen room. 15. Undertake evening check of rooms and provide turned down service during the shift. 16. Notify supervisor regarding follow up action required in subsequent shift in the guest room for DND room, service refused room, extra bed required, extra supplied and any other guest request etc. 17. Maintain a polite and dignified attitude towards the guest and staff. 18. Follow periodic/ spring cleaning schedule as planned by Floor Supervisor.

	19. Any other job assigned by the competent authority from time to time to follow up.
LIMITS OF AUTHORITY	✓ May enter guest rooms ✓ May deny access of guest rooms to unauthorized hotel personnel and guests.
COORDINATES WITH	Coordinate with the following through his/ her immediate superior:- 1. Security - on matters of security and safety on the guest. 2. Engineering – on matters of maintenance and safety on guest rooms. 3. Horticulture- for supply of floral arrangement in the rooms/suites. 4. Linen room- for issue of fresh linen and deposit of solid linen. 5. Housekeeping Control Desk- for information, departure and clearance of rooms, VIP rooms, Group rooms, extra bed etc. 6. Laundry- for pickup and delivery of guest laundry from rooms
MACHINES, TOOLS AND MATERIALS	✓ Forms and Formats ✓ Telephone
TERMINOLOGY	Should be well conversant with the terminology used in Housekeeping Operations.

5. JOB DESCRIPTION OF HOUSEMAN/HEADHOUSEMAN

JOB TITLE	HOUSEMAN/ HEAD HOUSEMAN
REPORTS TO	FLOOR SUPERVISOR/ DESK CONTROLLER/ LINEN KEEPER
JOB SUMMARY/ KEY RESPONSIBILITIES	To service the guest rooms, bathrooms and other areas as per procedure and as per required standard of cleanliness and hygiene. To ensure that the rooms and other areas are clean, safe and functional in all respects.
DUTIES AND RESPONSIBILITIES	1. Receive daily allocation of rooms/area. 2. Attend daily briefings at the beginning of a shift regarding occupancy, VIP rooms, group arrivals/ extra bed/ extra supplies, guest requirements/ conferences in his/ her assigned rooms/areas. 3. In case of bathroom, issue and stock in the trolley, all linen guest supplies, cleaning supplies required to service the guest. 4. Service all rooms/ bathrooms for cleanliness and check for maintenance along with Room Attendant. 5. Service along with Room Attendant all make my rooms,

	card room, occupied rooms, VIP room/ departure room by replacing all soiled bath linen replenishing supplies, cleaning and tiding the bathrooms, room floor and balcony etc. as per the standard of hygiene and cleanliness. 6. Check and notify to the Supervisor all maintenance requirements in the room/ bathroom. Follow up with Floor Supervisor for corrective action. 7. Promptly attend all guest calls for supplies, shoe-shine etc. 8. Check all safety system and report to Supervisor 9. Report missing and broken property to Supervisor. 10. Report and deposit 'lost and found' articles to the Floor Supervisor. 11. Count and deposit all soiled linen to the Linen Room. 12. Report irregularities on floor/ area to Floor Supervisor. 13. Clear all garbage from the garbage bags/bins in the area. 14. Vacuum all carpets daily. 15. Follow periodic/spring clearing schedule as planned by Floor Supervisor. 16. Shift furniture/ carpets as and when required. 17. If areas are assigned provide for cleaning of all surfaces with all equipment and cleaning supplies 18. Any other task assigned by the competent authority from time to time.
LIMITS OF AUTHORITY	✓ May enter guest rooms along with Room Attendant. ✓ May deny access of guest rooms to unauthorized hotel personnel and guests.
COORDINATES WITH	Room Attendants
TERMINOLOGY	Should be well conversant with the terminology used in cleaning operations.

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

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

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

S.No.	Nature/ Type of work	Level at which the case is initiated. (Name of the post)	Name of the post which deal with the case before the decision making authority	Level at which decision is made. (Name of the post)
1.	To deal with the tourism and industrial promotion activities.	Clerks/ Jr. Assistants/ Sr. Assistants.	Concerned HOD of the unit.	G.M's/CGM/ MD/ Chairman/ Board of Directors as per delegation of powers from time to time.

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

(The norms set for the discharge of its functions)

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

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

ANNEXURE-5

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sr.No.	Name of the officers/ employee	Designation	Telephone No. (Office)
1.	Sh. Hari Kallikkat, IAS	Managing Director	4644440
2.	Sh. Amit Kumar, DANICS	Chief General Manager	4644440
3.	Sh. Maninder Kanwar	Company Secretary/ Manager(P&A)	4644430
4.	Sh. Khagesh Bhandari	ACF&A deployed as General Manager (F&A)/Manager (Commercial) /IW , on deputation	4644430
5.	Sh. Anurag Walia	General Manager (Hotels) (on contract)	4644410
6.	Sh. Sandeep Sethi	AC(F&A) on deputation	4644430
7.	Sh. Sandeep Kapoor	Sr. Manager (F&B), HMTV	4644410
8.	Sh.Sanjay Daniel Banerjee	Sr.Manager (F&B), U.T. Guest House (on deputation with U.T. Guest House, Chandigarh)	2740978
9.	Sh. Ganesh Dutt Sharma	Manager (Sales Depot)	4644430
10.	Sh.Vineet Chopra	Executive Chef/DGM, Hotel Parkview/CLV	2700050
11.	Sh.Praveen Nanda	Manager (Accounts)/HO	4644430
12.	Sh.Vinod Kashyap	Manager (CA)/Tourism/PRO	4644430
13.	Sh.Shiv Kr.Kukreja	Executive Engineer (on deputation)	-
14.	Sh. Bhushan Kumar	Sub Divisional Engineer (Civil]	4644472
15.	Sh. Vishal Jindal	Sub Divisional Engineer (Civil) (on deputation)	-
16.	Sh.Ajay Paul Sharma	Sub Divisional Engineer (PH)	4644472
17.	Sh. Jatinder Singh	Sub. Divisional Engineer (Electrical)/Executive Engineer	4644472
18.	Sh.Sudhir Gupta	DGM(Technical)/CITCO Petrol Stations	4644430
19.	Sh.Harmilan Singh	Deputy General Manager/ Mgr(FO) &F&B, HSV	2700001
20.	Mrs. Anju Anand	Manager (I.W)	4644430

21.	Ram Babu	Commis-I	2700001
22.	Sh.Suresh Kumar	Commis-I	2700050
23.	Sh.Arjun Singh	Commis-I	2929708
24.	Sh. Charanjit	Commis-I (Contract)	4672222
25.	Sh.Rakesh Mehta	Commis-I (Contract)	4672222
26.	Laxmi Kant Sahoo	Commis-II	4644410
27.	Sh. Sandeep Bansal	Commis-II	4644410
28.	Sh.Nar Singh Rawat	Commis-II	4644410
29.	Sh.Sarabjit Singh	Commis-II	4644410
30.	Sh.Balam Singh	Commis-II	2700050
31.	Sh.Yadvinder Singh	Commis-II	4644410
32.	Sh.Chander Mohan	Commis-II	2696294
33.	Sh.Sham kumar	Commis-II	4644410
34.	Sh.Naginder Dutt	Commis-II	2700050
35.	Nagender Parshad	Commis-II	2700001
36.	Kehar Singh	Commis-II	2700001
37.	Sh.Shurbir singh	Commis-II	2700050
38.	Sh.Krishan Pal	Commis-II	2741266
39.	Sh.Rohit Bhardwaj	Commis-II	4672222
40.	Sh.Kesar Singh	Commis-II	4644410
41.	Jagat Singh Bisht	Commis-II	2700001
42.	Sh.Moti lal	Commis-II	4644410
43.	Sh.Jullius James	Commis-II	4644410
44.	Parampreet Singh	Commis-II	4672222
45.	Sh.Shiv Dayal	Commis-II	4644447
46.	Sh.Joginder Kumar	Commis-II	4644410
47.	Sh. Rajinder Parshad	Commis-II	4644410
48.	Manikam	Commis-II (Contract)	4644410
49.	Bhim Singh	Commis-II (Contract)	4644410
50.	Roop Singh	Commis-II (Contract)	4672222
51.	Sh. Amrit Singh	Commis-II (Contract)	4644451
52.	Sh. Vijay Kumar	Commis-II (Contract)	4672222
53.	Sh. Parveen	Commis-II (Contract)	2700050
54.	Sh.Des Raj	Commis-III	4644410
55.	Sh.Dile Burathoki	Commis-III	4644410
56.	Sh.Khop Bahadur	Commis- III	2741266
57.	Diwan Singh	Commis-III	2741266
58.	Mahesh Chander	Commis-III	2741266
59.	Manoj Singh Rawat	Commis-III	2700001
60.	Saha Nand	Commis-III	4644410
61.	Sh.Krishan Kr. Bahadur	Commis-III	4644447

62.	Sh.Angad Kumar	Commis-III	4644447
63.	Sh.Vijay Kumar Singh	Commis-III	4644447
64.	Sh.Tirlok Singh	Commis-III	2741266
65.	Sh.Dina Nath	Commis-III	2741266
66.	Sh.Prem Lal	Commis-III	2700050
67.	Sh.Jot Singh	Commis-III	2700001
68.	Sh.Surinder Rana	Commis-III	2741266
69.	Sh.Shambhoo Parshad	Commis-III	2740978
70.	Sh. Parkash Singh	Commis-III	2740963
71.	Sh. Megh Singh	Commis-III	4644410
72.	Sh. Khem Singh Rawat	Commis-III	2700050
73.	Sh. Mangal Singh	Commis-III	4644410
74.	Sh. Gobind Parshad	Commis-III	2700001
75.	Sh. Fateh Singh	Commis-III	2741266
76.	Sh. Uday Singh	Commis-III	4644447
77.	Sh. Guddu Ram	Commis-III	2929708
78.	Sh. Naresh Kumar	Commis-III	2625568
79.	Sh. Chander Mani	Commis-III	2700001
80.	Sh. Roshan Lal	Commis-III	4644488
81.	Sh. Banwari Lal	Commis-III	2700001
82.	Sh.Ram Kumar	Commis-III	2625568
83.	Sh.Suresh Chand	Commis-III	2700001
84.	Sh.Dayal Krishan	Commis-III	4644410
85.	Sh.Tajwar Singh	Commis-III	4644410
86.	Sh. Mohan Lal	Commis-III	2741266
87.	Sh. Satay Singh	Commis-III	4644410
88.	Sh. Ravinder Kumar	Commis-III	4672222
89.	Moti Singh	Commis-III	2700001
90.	Sh. Rakesh Kumar	Commis-III	2741266
91.	Ravinderjeet	Commis-III (Contract)	2700001
92.	Vishal Thakur	Commis-III (Contract)	2700001
93.	Sh. Ramesh Chand	Commis-III (Contract)	4644410
94.	Sh. Soban Singh	Commis-III (Contract)	4644410
95.	Sh. Arun Singh	Commis-III (Contract)	4644410
96.	Sh. Sikandar	Commis-III (Contract)	4644451
97.	Sh. Anik Kalia	Commis-III (Contract)	4644451
98.	Sh. Sarvesh	Commis-III (Contract)	2700050
99.	Sh. Sanjay Kumar	Commis-III (Contract)	4644410
100.	Sh. Lalit Singh	Commis-III (Contract)	4672222
101.	Sh. Gourav Dogra	Commis-III (Contract)	2700050
102.	Keshav	Commis-III (Contract)	4644410

103.	Sh. Varinder Pal	Barman	4644451
104.	Sh. Harnam Singh	Asstt. Barman	2741266
105.	Bahadur Singh S/o Nathu Ram	Asstt. Barman	2929708
106.	Sh.Ajay Tandon	Sr. Captain	2740978
107.	Subhash Sharma	Sr. Captain	4672222
108.	Sh.Mohit Gopal	Captain	2740978
109.	Sh. Amar Singh	Captain	4644410
110.	Rajinder Kr.Bhardwaj	Captain	4672222
111.	Sh.Dinesh Kumar Tiwari	Captain	4672222
112.	Sh.Kuldip Singh	Captain	2741266
113.	Lal Singh Negi	Captain	4644410
114.	Mohinder Singh Bisht	Captain	4644451
115.	Ram Rattan	Captain	4644410
116.	Sh.Shankar Singh	Captain	4644410
117.	Mohinder Singh Mehra	Captain	2700001
118.	Sh.Mohan Lal Sharma	Steward	4644410
119.	Sh.Devi Ram	Steward	4644410
120.	Sh.Roshan Lal Chandel	Steward	2700001
121.	Sh.Vidya Sagar Bhatt	Steward	2625568
122.	Sh.Chain Singh	Steward	2700001
123.	Sh.Shoban Singh	Steward	2700001
124.	Sh.Mahima Parshad	Steward	4672222
125.	Sh.Mohan Lal Bhatt	Steward	4644410
126.	Sh.Mitra Nand Paliwal	Steward	2700050
127.	Sh.Ram Din	Steward	4644447
128.	Sh.Daya Ram Acharya	Steward	4644410
129.	Puran Singh S/o Sh. Partap singh	Steward	4644410
130.	Parshu Ram Nautiyal	Steward	4644410
131.	Ajay Katoch	Steward	4644447
132.	Raj Kumar	Steward	2700001
133.	Smt.Mukta Sharma	Restaurant Hostess	4672222
134.	Ms. Meenakshi	Restaurant cum Lobby Hostess (on contract)	4644410
135.	Mrs. Isha	Restaurant cum Lobby Hostess (on contract)	4644410
136.	Ms. Charu	Restaurant cum Lobby Hostess (on contract)	4672222
137.	Sh. Subhash	Life Guard	2741266
138.	Sh. Parmod Kumar	Boatman	2741266
139.	Sh. Ashok Kumar	Boatman	2741266

140.	Sh. Avtar Singh	Boatman	2741266
141.	Sh. Upendra Kumar	Boatman	2741266
142.	Sh. Krishan Kumar	Boatman	2741266
143.	Sh. Ajay Kumar	Boatman	2741266
144.	Smt.Bhavna Puri	Sr.Asstt.	4644430
145.	Sh.Bhupinder Kaur	Sr.Asstt.	4644430
146.	Sh.Ajay Kumar	Sr.Asstt.	4644430
147.	Smt.Tripta Sharma	Sr.Asstt.	4644430
148.	Sh.S.C.Bhardwaj	Sr.Asstt.	4644430
149.	Sh. Amardeep	Sr.Asstt.	2740978
150.	Sh.Dharam Pal	Sr.Asstt.	4644430
151.	Sh.Harminder Singh	Sr. Asstt.	4644430
152.	Smt.Seema Gupta	Sr. Asstt.	4644430
153.	Smt.Seema Kumari	Sr. Asstt.	4644430
154.	Sh.Rajeev Kohli	Sr. Asstt.	2700050
155.	Sh.Anil Kumar Pandey	Sr.Asstt.	4644430
156.	Sarita Bhardwaj	Sr.Asstt.	4644430
157.	Smt.Neeru Kakkar	Jr.Asstt.	4644430
158.	Smt.Harinderjit Kaur	Jr.Asstt.	4644430
159.	Smt.Alka	Jr.Asstt.	4644471
160.	Smt.Krishan Kanta	Jr.Asstt.	4644430
161.	Sh.Kuldeep Singh	Jr.Asstt.	4672222
162.	Sh.Ravi Kumar	Jr.Asstt.	4644430
163.	Sh.Hawa Singh	Jr.Asstt.	4644410
164.	Sh.Anoop Bhatt	Jr.Asstt.	4644430
165.	Sh.Dheeraj Kumar	Jr.Asstt.	4644410
166.	Jyotsana Sethi	Jr.Asstt.	4644430
167.	Ashwani Kumar	Jr.Asstt.	4644430
168.	Ms. Manpreet Kaur	Jr.Asstt.	4644430
169.	Sh.Devinder Pal Singh	Jr.Asstt.	4644485
170.	Sh.Sunil Singh	Jr. Asstt. (Resident Asstt.)	011-23353359
171.	Sh.Anil Kumar Goyal	Sr.Acctt./Manager,CLV	2740978
172.	Sh.Kuljitinder Singh	Sr.Acctt./Manager(A),HMT	4644410
173.	Deepak Kumar	Sr.Acctt.	4644430
174.	Rachna Khanna	Sr.Acctt.	4644430
175.	Smt.Amrit Kaur	Sr.Acctt./Manager(A), HSV	2700001
176.	Sh.Vijay Choudhary	Sr.Acctt./ Manager(A), HPV	4642222
177.	Smt.Renu Sehgal	Sr.Acctt.	4644410
178.	Ms. Renu Bala	Sr. Acctt.	4644410
179.	Sh. Yash Pal Chaudhry	Sr. Acctt.	4644430
180.	Ms. Meghna Abrol	Sr. Acctt.	4672222

181.	Smt.Rita Khurana	P.A.	4644430
182.	Smt.Rajinder Kaur	Jr.Scale Stenographer	4644430
183.	Sh.Deep Chand	Jr.Scale Stenographer	4644430
184.	Smt.Inderjit Kaur	Jr.Scale Stenographer	4644430
185.	Smt.Reeta Rani	Jr.Scale Stenographer	4644472
186.	Sh.Rajesh Gera	Steno Typist	2740608
187.	Smt.Manju Arora	Steno Typist	4644430
188.	Smt.Seema Syal	Steno Typist	4644430
189.	Smt. Sangeeta Sehgal	Steno-Typist	4644410
190.	Mrs.Deepika Verma	Steno Typist	4644430
191.	Sh. Som Dutt	Asstt. F&B Cost Controller	4644488
192.	Ajay Kumar	Asstt. F&B Cost Controller	4644410
193.	Smt.Rajwinder Kaur	Asstt. F&B Cost Controller	4644430
194.	Ms. Deepty Trigotra	Asstt. Manager (Event & PR)	4644430
195.	Sh.Rikhi Ram	Clerk	4644430
196.	Om Parkash	Clerk	4642222
197.	Sh.Yashpal Dhawan	Jr.Bill Asstt.	2741266
198.	Sh.Shiv Kumar Sharma	Jr.Bill Asstt.	4672222
199.	Sh.Rajesh Nayyar	Jr. Bill Asstt.	4644410
200.	Sh.Dhan Raj	Jr. Bill Asstt.	4644410
201.	Shashi Pal	Jr. Bill Asstt.	2625568
202.	Joginder Chauhan	Bill Clerk	2700001
203.	Balwinder Kaur	Bill Clerk	4644430
204.	Bharat Bhushan	Bill Clerk	2741266
205.	Rajinder Kumar	Bill Clerk	2740979
206.	Sudhir Singh Thakur	Bill Clerk	2658093
207.	Smt. Pushap Lata	Bill Clerk	4644447
208.	Sh. Rakesh Kumar	Bill Clerk	2625568
209.	Sh.Vijay Kumar	Bill Clerk (on contract)	2741266
210.	Sh. Neeraj Raheja	Programmer	4644430
211.	Sh.Ramnik Kaushal	Jr.Programmer	4672222
212.	Sh.Vishal Parmar	Jr.Programmer	4644410
213.	Smt.Neeru Sharma	Helper (General)	4644430
214.	Sh.Vishwas Singh	Helper (General)	4672222
215.	Sh.Babu Ram	Helper (General)	2625568
216.	Sh.Rajinder Kumar	Helper (General)	4644481
217.	Sh.Mohinder Singh	Helper (General)	2625568
218.	Dhian Singh	Helper (General)	2696294
219.	Sh.Pan Bahadur	Helper (General)	2696294
220.	Sh.Prem Prasad Paudel	Helper (General)	2741266
221.	Raksha Devi Mehta	Helper (General)	4644410

222.	Sh.Kirpal Singh	Helper (General)	4644410
223.	Tarlok Kumar	Helper (General)	2625568
224.	Sh. Gurdeep Saran Narad	Helper (General) on DC rates	4644431
225.	Smt.Shakuntla	Asstt. Floor Supervisor	2700050
226.	Sunder Lal	Asstt. Floor Supervisor	4644410
227.	Ramesh Kumar Mangoli	Asstt. Floor Supervisor	4644410
228.	Sh. Raghu Nath	Asstt. Floor Supervisor	4644410
229.	Smt.Anjali	Room Attendant	4672222
230.	Smt.Shobhni Devi	Room Attendant	4672222
231.	Sh.Ashwani Rana	Room Attendant	4672222
232.	Sh.Mukesh Kumar	Room Attendant	4672222
233.	Sh.Ravinder Singh Gill	Room Attendant	4672222
234.	Dilesh Chand	Room Attendant	4644410
235.	Vivek Chabra	Room Attendant	4672222
236.	Mohinder Kumar	Room Attendant	4644488
237.	Gurpreet Singh	Room Attendant	4644488
238.	Surinder Singh	Head Houseman	4644410
239.	Surinder Kumar	Head Houseman	4644410
240.	Karam Pal	Head Houseman	2700050
241.	Suresh Kumar	Head Houseman	4644410
242.	Sh.Rajinder Kumar	Head Houseman	4672222
243.	Sh.Mukesh Kumar	Head Houseman	4672222
244.	Mahi Pal S/o Sh. Mohar Singh	Head Houseman	4672222
245.	Chaman Lal	Head Houseman	4672222
246.	Raj Kumar	Head Houseman	4672222
247.	Smt.Kamla Devi	House women	4644451
248.	Satbir	Houseman	4644472
249.	Rajinder Singh S/o Sh. Rekhi	Houseman	4644410
250.	Ram Chander Singh	Houseman	4644410
251.	Sh.Raju	Houseman	2700050
252.	Sh.Sanjay	Houseman	2700050
253.	Sh.Arvind Kumar	Houseman	4672222
254.	Sh.Shiv Kumar	Houseman	4644481
255.	Sh.Vijay Kumar	Houseman	4672222
256.	Sh.Rajesh Kumar S/o Sh. Samay Singh	Houseman	4672222
257.	Mahi Pal S/o Sh. Jinda Ram	Houseman	4644410
258.	Mukesh Kumar S/o Sh.Rati Ram	Houseman	4644410
259.	Kuldeep Kumar	Houseman	4672222
260.	Sh.Sahdev	Houseman (deploy as SG)	4644430

261.	Sh. Satish Kumar	Houseman	2700050
262.	Sh.Mohinder Singh	Houseman (PH)	4672222
263.	Sh.Abhishek	Houseman	4644430
264.	Goutam Kumar	Houseman	4672222
265.	Om Prakash	Houseman	4672222
266.	Brij Mohan	Sr. Bell Boy	4672222
267.	Smt. Leela Adhikari	Bell Boy	4644430
268.	Sh.Ganesh Chander	Bell Boy	4672222
269.	Sh.Vijay Kumar Dogra	Bell Boy	4672222
270.	Ravijeet Singh	Bell Boy	4644410
271.	Smt.Indira Devi	Helper (Mtc.)	4644410
272.	Ram Bali	Helper(Mtc)	4672222
273.	Smt.Gurpreet Kaur	Helper (Mtc)	2700050
274.	Sh. Ajay Kumar	Helper Mtc AC (on contract)	4644471
275.	Sh.Sansar Chand	Jamadar	4644430
276.	Sh.Shiv Chander Singh	Jamadar	4644928
277.	Sh.Kamal Singh	Jamadar	4644442
278.	Sh.Vasu Dev	Peon	4644438
279.	Sh.Kamaljit Singh	Peon	2700050
280.	Sh.Gopal Singh	Peon	4644474
281.	Sh.Manohar Lal	Peon	2740164
282.	Sh.Akbal Ali	Peon	4644442
283.	Sh.Ravinder Kumar	Peon	4644430
284.	Smt.Kanta Devi	Peon	4644931
285.	Sh.Mohammed Anish	Peon	4644475
286.	Smt.Parwati Devi	Peon	4644436
287.	Sh.Rajinder Kumar	Peon	4644410
288.	Sh.Kuldip Chand	Peon	4644410
289.	Sh.Romel Singh	Peon	4644445
290.	Shri Kant	Peon	4644474
291.	Jagdish Chand	Peon	4644440
292.	Sh. Sunil Kumar	Peon	4644482
293.	Sh. Vikram Singh	Peon	4644471
294.	Meen Parshad	Telephone Attendant	4644440
295.	Sh. Manoj Kumar	Book Binder	4672222
296.	Sh.Kuwar Singh	Jr. Salesman	4644480
297.	Sanjay Kumar	Jr.Salesman	4644483
298.	Ramesh Chander	Jr. Salesman	2741266
299.	Sh. Rajeev Sharma	Jr. Salesman	4644481
300.	Sh. Bhupinder Singh	Jr. Salesman	4644474
301.	Sh. Vijay Pal	Jr. Salesman (on contract)	2696294

302.	Sh. Gaurav Verma	Jr. Salesman (on contract)	4664449
303.	Sh. Rajesh S/o Mangu Ram	Jr. Salesman (on contract)	4644430
304.	Sh. Varinder Kumar	Jr. Salesman (on contract)	4644430
305.	Sh. Jasveer Singh	Jr. Salesman (on contract)	2696294
306.	Sh.Amarjeet Kumar	Head Mali	4644410
307.	Sh.Ram Asre S/o Ram Sukh	Head Mali	2741266
308.	Bajrangi	Head Mali	4644410
309.	Sh.Vijay Parsad	Head Mali	4644410
310.	Sh. Ram Asre S/o Jagru	Mali	4644472
311.	Sh.Sant Ram	Mali	2700050
312.	Sh.Om Parkash	Mali	4664449
313.	Sh.Paras Nath	Mali	4644410
314.	Jeeta Singh	Darban	4644410
315.	Sh.Pishori Lal	Sr. Security Guard	4644410
316.	Sh. Sanjiv Kumar (Masnoor Ali)	Sr. Security Guard	4644410
317.	Sh.Gian Bahadur	Sr. Security Guard	4644410
318.	Raj Kumar	Security Guard	2700050
319.	Sh. Om Parkash	Security Guard	1644485
320.	Sh. Harjinder Singh	Security Guard	4644430
321.	Sh. Vijay Kumar	Security Guard (on contract)	4642222
322.	Sh.Angrej Singh	Security Guard (on contract)	4642222
323.	Sh.Piritam Kumar	Security Guard (on contract)	4644488
324.	Sh.Krishan Pal	Security Guard (on contract)	2700050
325.	Sh.Rishi Pal	Security Guard (on contract)	4644488
326.	Sh.Jatinder Kumar	Security Guard (on contract)	4644482
327.	Sh.Satbir Singh	Security Guard (on contract)	4644410
328.	Sh.Manjit Singh	Security Guard (on contract)	4644410
329.	Sh.Gyanbir Singh	Waiter	2741266
330.	Sh.Jai Parkash Kaushik	Waiter	4644410
331.	Sh.Anil Kumar	Waiter	4644410
332.	Sh.Dharam Chand	Waiter	4672222
333.	Sh.Kamal Chauhan	Waiter	4644430
334.	Sh.Parmvir Singh	Waiter	4672222
335.	Sh.Shyam Sunder Singh	Waiter	2741266
336.	Sh.Bahadur Singh S/o Bachi Singh	Waiter	4672222
337.	Sh.Dilbag Singh	Waiter	4672222
338.	Sh.Mahajan Singh Rana	Waiter	4672222
339.	Sh.Kamlesh Kumar	Waiter	2741266
340.	Sh.Dheeraj Singh	Waiter	4672222

341.	Sh.Devender Singh	Waiter	2741266
342.	Sh.Subhash Kumar	Waiter	4644410
343.	Sh.Om Narayan Yadav	Waiter	4644472
344.	Sh.Nagender Singh	Waiter	2700050
345.	Sh.Sanjeev Kumar	Waiter	4644410
346.	Sh.Anil Kumar S/o Sh. Ram Kumar	Waiter	4672222
347.	Sh.Sanjay Kumar	Waiter	2700050
348.	Sh.Mukesh Kumar	Waiter	4644410
349.	Sh.Rajbir Singh	Waiter	4672222
350.	Sh.Krishan Kumar	Waiter	4644430
351.	Sh.Rajinder Kumar	Waiter	4644410
352.	Sh. Narinder Kumar	Waiter	4644410
353.	Santosh Kumar Chandel	Waiter	4644447
354.	Jot Singh	Waiter	2700050
355.	Charan Singh	Waiter	4644447
356.	Satyawan	Waiter	2741266
357.	Heera Singh	Waiter	4644410
358.	Lala Ram	Waiter	4672222
359.	Netra Singh Bhandari	Waiter	4644410
360.	Sh.Vipin Kumar	Waiter	4644410
361.	Ashwani Kumar	Waiter	4644450
362.	Ramesh Kumar	Waiter	4644410
363.	Puran Singh	Waiter	2700050
364.	Kushaljit Singh	Waiter	4644410
365.	Suresh Giri	Waiter	4644410
366.	Sh.Saukar Singh	Waiter	4644410
367.	Sh.Jagdish Chand	Waiter	4644410
368.	Sh.Parveen Kumar Rana	Waiter	2929708
369.	Sh.Arvind Kumar	Waiter	4644410
370.	Sh. Jitender Kumar	Waiter	2700050
371.	Sh. Sunil Tomar	Waiter	2700050
372.	Sh. Vikas Chaudhary	Waiter (on contract basis)	4644410
373.	Sh. Naresh	Waiter (on contract basis)	4644410
374.	Sh. Pankaj Kumar	Waiter (on contract basis)	4644450
375.	Sh. Kashmir	Waiter (on contract basis)	4644450
376.	Sh. Ashwani Kumar	Waiter (on contract basis)	4644450
377.	Sh. Parvinder Singh	Waiter (on contract basis)	4644450
378.	Sh. Dharam Chand	Waiter (on contract basis)	4644450
379.	Sh. Ravinder Kumar	Waiter (on contract basis)	4644450
380.	Sh. Arun Lathar	Waiter (on contract basis)	2696294

381.	Sh. Parveen Kumar	Waiter (on contract basis)	4644410
382.	Sh. Ravi Kumar	Waiter (on contract basis)	4644450
383.	Sh. Udey Singh	Waiter (on contract basis)	4644450
384.	Sh. Arun Kumar	Waiter (on contract basis)	4644430
385.	Sh. Sachin Machal	Waiter (on contract basis)	2741266
386.	Sh. Manoj	Waiter (on contract basis)	4644410
387.	Sh. Mukesh	Waiter (on contract basis)	4644410
388.	Sh. Anil Kumar	Waiter (on contract basis)	4644410
389.	Sh. Yogesh Sharma	Trainee Waiter	4644430
390.	Sh. Sunil Kumar	Trainee Waiter	4644430
391.	Sh. Pardeep Kumar	Trainee Waiter	4644430
392.	Sh. Jatinder Thakur	Trainee Waiter	2700050
393.	Sh. Dharam Singh	Utility Worker	4672222
394.	Sh. Indraduman	Utility Worker	4644410
395.	Sh. Hem Singh Thakur	Utility Worker	4672222
396.	Sh. Devi Dutt	Utility Worker	4644410
397.	Sh. Ramesh Chand Joshi	Utility Worker	4644410
398.	Sh. Arjun Parshad	Utility Worker	2741266
399.	Anil Kumar	Utility Worker	2929708
400.	Jagat Singh	Utility Worker	4644447
401.	Sant Lal	Utility Worker	4644410
402.	Dharma Raj	Utility Worker	4672222
403.	Hari Singh	Utility Worker	4644430
404.	Gopal Thapa	Utility Worker	4644410
405.	Sh. Bali Ram	Utility Worker	4644410
406.	Sh. Bhagwat Mandal	Utility Worker	4644447
407.	Sh. Sopan Gorey	Utility Worker	2696294
408.	Sh. Vinod Kishore Bhatt	Utility Worker	4644481
409.	Sh. Ram Kumar	Utility Worker	4644430
410.	Sh. Kulbir Singh	Utility Worker	4644410
411.	Sh. Banti Singh	Utility Worker	2625568
412.	Sh. Satish Kumar	Utility Worker	2929708
413.	Sh. Rakesh Kumar	Utility Worker	4644430
414.	Sh. Raj Kumar	Utility Worker	2929708
415.	Sh. Shishu Pal	Utility Worker	2741266
416.	Sh. Paras Nath	Utility Worker	4644410
417.	Sh. Ishwar Chand	Utility Worker	2929708
418.	Smt. Mati Devi	Helper (Kitchen)	4644430
419.	Purshottam Sharma	Helper (Kitchen)	4644447
420.	Sher Singh	Helper (Kitchen)	2741266
421.	Dhan Bahadur	Helper (Kitchen)	2741266

422.	Vijay Kumar	Helper (Kitchen)	2647905
423.	Rameshwar	Helper (Kitchen)	2412666
424.	Pardeep Kumar	Helper (Kitchen)	4672222
425.	Uttam Singh	Helper (Kitchen)	4644448
426.	Smt.Bhavna	Helper (Kitchen)	4644430
427.	Sh.Jatinder Malik	Manager(Front Office)&GRE	4644410
428.	Sh.Baldev Raj	Head Draftsman	4644472
429.	Sh.Amarjit Singh	A.E (Electrical)	4672222
430.	Sh.Ajay Kumar	A.E (PH)	4644472
431.	Sh.Vishal Sharma	J.E. (Civil)	2741266
432.	Sh.Amit Madan	J.E. (Civil)	4644410
433.	Sh.Rajesh Kumar	J.E.(Civil) (On Contract)	4672222
434.	Sh.Pawan Kapoor	Sr.Sports Officer	2700050
435.	Sh.Pritam Khadka	Chef De Parte	4644410
436.	Sh.Baldev Raj	Chef De Parte	4644410
437.	Sh. Anoop Kumar	Chef-de-Parte	4644410
438.	Sh. Manoj Kumar	Chef De Parte	4644410
439.	Sh. Suresh Aggarwal	Chef De Parte	2700001
440.	Sh. Suraj Parkash Bhardwaj	Security Officer	4644430
441.	Sh. Sanjay Sood	Security Officer	4644410
442.	Sh. Jaswinder Singh	Security Officer	2700050
443.	Sh.Sanjeev Kumar	Security Supervisor	4644430
444.	Sh.Dev Gir	Mortar Mate	4644472
445.	Sh.Rajesh Kumar	Mortar Mate	4644410
446.	Sh.Ajay Kohli	Mortar Mate	4644472
447.	Sh.Rakesh Kumar Puri	Mortar Mate	4644472
448.	Bhuvneshwar Sharma	Reservation Executive	4644410
449.	Sh.Pardeep Narang	Reservation Executive	2700050
450.	Avnish Vij	Reservation Executive	4644430
451.	Meenakshi	Receptionist	2700050
452.	Sh.Kulwinder Singh	Reservation Executive	4672222
453.	Sh.Ishwar Singh	Receptionist	4672222
454.	Sh.Sawan Kumar	Receptionist	4644410
455.	Sh. Uday Singh	Receptionist (on contract)	4644410
456.	Sh. Ravinder Kumar	Receptionist (on contract)	4644410
457.	Sh. Karandeep	Receptionist (on contract)	2700050
458.	Sh. Lakhvinder Singh	Receptionist (on contract)	2700050
459.	Smt. Veena	Receptionist	4644430
460.	Anil Kumar Grover	Receptionist	4644485

461.	Bhupinder Singh	Receptionist	2700050
462.	Sh.Virender Kumar	Receptionist	4644410
463.	Sh.Kulbhushan Chaudhary	Telephone Operator	4644430
464.	Sh.Nek Ram	Housekeeper	2700050
465.	Sh.Sikander Singh	Desk Controller	4644430
466.	Sh.Rupesh Dutt Mehta	Desk Controller	4644430
467.	Sh.Bhim Sain	Linen Keeper	4644410
468.	Surinder Singh	Linen Keeper	2700050
469.	Sh.Partap Singh Thakur	Floor Supervisor	4644410
470.	Smt.Suman Ahuja	Floor Supervisor	2700050
471.	Umesh Kumar Singh	Floor Supervisor	4644410
472.	Sh. Shiv Kumar	Floor Supervisor (on contract	2700050
473.	Shri Yashpal	Bell Captain	4672222
474.	Sh. Karan Singh	Bell Captain	4644430
475.	Sh. Ramesh Kumar	Bell Captain	2400050
476.	Sh.Satwinder Singh	Driver	4644430
477.	Sh.Rajesh Syal	Driver	011-23353359
478.	Sh.Anil Kumar	Driver	4644430
479.	Jagjivan Singh	Driver	2700050
480.	Ramesh Chandra	Driver (on contract)	4644410
481.	Ramesh Kumar	Driver (on contract)	4644471
482.	Amandeep Singh	Driver (on contract)	4644442
483.	Manpreet Singh	Driver (on contract)	4672222
484.	Sushil Nasier	Driver (on contract)	4644430
485.	Sh. Arun Kumar	Jr. Tech. Asstt. (on contract)	4644482
486.	Sh. Rajiv Sharma	Jr. Tech. Asstt. (on contract)	4644482
487.	Sh. Arvind Kumar	Jr. Tech. Asstt. (on contract)	4644482
488.	Sh.Ram Murti Sharma	Electrical Supervisor	4672222
489.	Sh.Harjinder Singh	Music T.V.Operator	2700050
490.	Gurinder Singh	Music T.V. Operator	4644410
491.	Sh.Pritam Singh	Boiler Attendant	4672222
492.	Sh.Lakhmir Singh	Boiler Attendant	4672222
493.	Ram Niwas	Boiler Attendant	4644410

494.	Gurcharan Dass	Boiler Attendant	4672222
495.	Sh. Ravinder Singh	Carpenter (on contract)	4644472
496.	Sh.Rakesh Mohan	Electrician cum Gen Opt	2700001
497.	Sh.Vipin Kumar	Electrician cum Gen Opt	4672222
498.	Sh.Satish Kumar	Electrician cum Gen Opt	4672222
499.	Uggar Singh	Electrician cum Gen Opt	4644472
500.	Sant Lal	Electrician cum Gen Opt	4644410
501.	Sh.Kulwinder Singh	Electrician cum Gen Opt	4644430
502.	Manish	Electrician cum Gen Opt (on contract)	4672222
503.	Sh.Vijay Singh	Plumber	4644472
504.	Mehar Singh	Mtc. Supervisor (Civil/PH)	4672222
505.	Sh.Tilak Raj	Mtc. Supervisor (Civil/PH)	2700050
506.	Sh.Parkash Chand	A.C. Mechanic-cum-Electrician	2700050
507.	Surinder Kumar	Electrical Supervisor	4672222
508.	Ravi Kaul	A.C. Mechanic-cum-Electrician	4644410
509.	Sh.Satish Kumar Batra	A.C. Mechanic cum Electrician	2740978
510.	Sh. Davinder Singh	A.C.Mechanic cum Electrician (on contract)	2700050
511.	Sh.Arvind Choudhary	Sub Station Attendant (on contract)	4644410
512.	Chand Singh	Lift Operator	4644410

Gross Pay

CHANDIGARH INDUSTRIAL & TOURISM DEVELOPMENT CORPORATION LTD(A CHANDIGARH
ADMINISTRATION UNDERTAKING)

Statement showing the Gross pay Month of March 2024

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
1	2157	SH AMIT KUMAR	CHIEF GENERAL MANAGER	129,502
2	2156	KHAGESH BHANDARI	GM(F&A)	157,286
3	2055	MANINDER KANWAR	COMPANY SECRETARY	157,760
4	835	ANURAG WALIA	GENERAL MANAGER	100,000
5	1962	SUDHIR GUPTA	DY.GENERAL MANAGER	125,036
6	1356	JATINDER SINGH THIND	EXECUTIVE ENGINEER	222,700
7	1916	VINEET CHOPRA	EXECUTIVE CHEF	130,574
8	1433	SANJAY DANIEL BANERJEE	SENIOR MANAGER	202,634
9	157	RAJPAL PANWAR	SENIOR MANAGER	186,928
10	513	GANESH DATT SHARMA	P.S.TO M.D.	157,286
11	1734	SANDEEP KAPOOR	SR. MANAGER(F&B)	163,916
12	153	AJAY PAUL SHARMA	SUB.DIVISION ENGINEER	246,860
13	152	BHUSHAN KUMAR	SUB.DIVISION ENGINEER	232,766
14	954	AMARJIT SINGH	ASSTT. ENGINEER	120,824
15	678	AJAY KUMAR	ASSTT. ENGINEER	117,422
16	1881	VISHAL SHARMA	ASSTT. ENGINEER	113,372
17	741	ADARSH GULATI	MANAGER ACCOUNTS	152,760
18	29	PRAVEEN NANDA	MANAGER ACCOUNTS	146,400
19	544	VINOD KASHYAP	MANAGER ACCOUNTS	79,846
20	515	ANJU ANAND	MANAGER	134,250
21	692	PAWAN KAPOOR	SPORTS OFFICER	145,320
22	1821	HARMILAN SINGH	MANAGER (F.O)	113,054
23	826	AJAY KUMAR SACHDEVA	(F & B)COST CONTROLLER	114,916
24	798	SURINDER MISHRA	MANAGER F & B	177,686
25	1386	DEVENDER SINGH	SR.HOUSE-KEEPER	112,654
26	1183	JATINDER MALIK	G.R.E	136,948

27	919	BALBIR KUMAR BANGA	G.R.E	125,446
28	2019	DEEPTI TRIGOTRA	ASSISTANT MANAGER	99,364
29	1075	ANIL KUMAR GOYAL	SENIOR ACCOUNTANT	126,646
30	1148	KULJITINDER SINGH	SENIOR ACCOUNTANT	126,646

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
31	31	SANJAY SHARMA	SENIOR ACCOUNTANT	126,646
32	32	AMRIT KAUR GILL	SENIOR ACCOUNTANT	123,082
33	521	RACHNA KHANNA	SENIOR ACCOUNTANT	119,518
34	1146	VIJAY CHAUDHARY	SENIOR ACCOUNTANT	103,480
35	747	RENU SEHGAL	SENIOR ACCOUNTANT	100,564
36	743	LOVENEET SINGH	SENIOR ACCOUNTANT	92,002
37	1763	DEEPAK KUMAR	SENIOR ACCOUNTANT	86,956
38	2022	MEGHNA ABROL	SENIOR ACCOUNTANT	85,526
39	1866	RENU BALA	SENIOR ACCOUNTANT	84,526
40	1858	YASHPAL CHOUDHARY	SENIOR ACCOUNTANT	84,426
41	1594	RITA KHURANA	PERSONAL ASSTT.	101,060
42	541	SOM DUTT	ASSTT.F&BCC	113,238
43	49	RAJWINDER KAUR SACHDEVA	ASSTT.F&BCC	102,280
44	87	NEERAJ RAHEJA	PROGRAMMER	117,196
45	46	BHAVANA PURI CHOPRA	SENIOR ASSISTANT	123,082
46	713	AMAR DEEP	SENIOR ASSISTANT	119,518
47	1242	PARVEEN PURI	SENIOR ASSISTANT	119,518
48	40	MADHU SHAHI	SENIOR ASSISTANT	111,226
49	529	BHUPINDER KAUR	SENIOR ASSISTANT	106,558
50	762	AJAY KUMAR	SENIOR ASSISTANT	106,558
51	589	DHARAM PAL	SENIOR ASSISTANT	103,480
52	1158	S.C. BHARDWAJ	SENIOR ASSISTANT	103,480
53	758	TRIPTA SHARMA	SENIOR ASSISTANT	103,480
54	612	SARITA BHARDWAJ	SENIOR ASSISTANT	103,480
55	50	SEEMA KUMARI	SENIOR ASSISTANT	103,480
56	745	SEEMA GUPTA	SENIOR ASSISTANT	102,480
57	1161	ANIL KUMAR PANDEY	SENIOR ASSISTANT	97,648
58	1690	HARMINDER SINGH	SENIOR ASSISTANT	97,648
59	527	RAJEEV KOHLI	SENIOR ASSISTANT	97,548
60	524	RAJINDER KAUR	JR.SCALE STENOGRAPHERI	112,900

61	202	DEEP CHAND	JR.SCALE STENOGRAPHERI	106,582
62	1698	INDERJIT KAUR	JR.SCALE STENOGRAPHERI	89,896
63	1882	AMIT MADAN	JUNIOR ENGINEER	113,372
64	2133	RAJESH KUMAR	JUNIOR ENGINEER	51,051

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
65	947	MEHAR SINGH	MAINTENANCE SUPERVISOR	100,074
66	54	TILAK RAJ	MAINTENANCE SUPERVISOR	87,734
67	156	BALDEV RAJ	HEAD DRAFTMAN	154,282
68	1294	SUBHASH SHARMA	SR. CAPTAIN	130,692
69	803	AJAY TANDON	SR. CAPTAIN	130,692
70	968	GOPAL KHADKA	CHEF DE PARTI	147,548
71	1485	PRITAM KHADKA	CHEF DE PARTI	133,060
72	975	MANOJ KUMAR	CHEF DE PARTI	131,050
73	1263	BALDEV RAJ	CHEF DE PARTI	111,676
74	1837	ANOOP KUMAR	CHEF DE PARTI	105,358
75	1729	SURESH AGGARWAL	CHEF DE PARTI	97,908
76	1021	SIMERJIT SINGH MANN	HOUSEKEEPER	114,916
77	1388	NEK RAM	HOUSEKEEPER	99,264
78	1291	DEEPAK KUMAR SHARMA	SUPERVISOR GR-I	142,780
79	1704	RAMNIK KAUSHAL	JR. PROGRAMMER	118,318
80	1894	VISHAL PARMAR	JR. PROGRAMMER	84,036
81	47	JYOTSANA SETHI	JUNIOR ASSISTANT	100,912
82	522	KUMAR KWATRA	JUNIOR ASSISTANT NARINDER	100,912
83	960	DHIRAJ KUMAR	JUNIOR ASSISTANT	100,912
84	185	HAWA SINGH BHARDWAJ	JUNIOR ASSISTANT	92,488
85	1530	KRISHAN KANTA	JUNIOR ASSISTANT	89,896
86	1105	NEERU KAKKAR	JUNIOR ASSISTANT	89,896
87	1481	HARINDERJIT KAUR	JUNIOR ASSISTANT	89,896
88	203	KULDEEP SINGH	JUNIOR ASSISTANT	88,588
89	1112	ALKA SACHDEV	JUNIOR ASSISTANT	87,304
90	519	DEVINDER PAL SINGH	JUNIOR ASSISTANT	86,818
91	1692	RAVI KUMAR	JUNIOR ASSISTANT	84,874
92	1699	ANOOP BHATT	JUNIOR ASSISTANT	84,874
93	1766	SUNIL SINGH	JUNIOR ASSISTANT	83,624
94	772	ASHWANI KUMAR	JUNIOR ASSISTANT	78,752

95	1939	MANPREET KAUR	JUNIOR ASSISTANT	77,762
96	926	ISHWAR SINGH	RECEPTIONIST	96,996
97	1707	AVNISH VIJ	RECEPTIONIST	93,918
98	1193	MEENAKSHI	RECEPTIONIST	85,106

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
99	1470	ANIL KUMAR GROVER	RECEPTIONIST	73,154
100	1737	SAWAN KUMAR	RECEPTIONIST	72,372
101	1813	BHUPINDER SINGH	RECEPTIONIST	63,948
102	1663	VEENA	RECEPTIONIST	62,490
103	1887	VIRENDER KUMAR	RECEPTIONIST	62,490
104	2071	KARAN DEEP	RECEPTIONIST	25,288
105	2053	UDAY GREWAL	RECEPTIONIST	24,458
106	2088	LAKHVINDER SINGH	RECEPTIONIST	22,937
107	2091	RAVINDER KUMAR	RECEPTIONIST	22,937
108	1770	REETA RANI	JR.SCALE STENOGRAPHER-	87,304
109	824	YASH PAL DHAWAN	JUNIOR BILL ASSISTANT	113,224
110	545	SHIV KUMAR SHARMA	JUNIOR BILL ASSISTANT	113,224
111	757	RAJESH NAYYAR	JUNIOR BILL ASSISTANT	100,912
112	1101	DHAN RAJ	JUNIOR BILL ASSISTANT	95,242
113	1283	SHASHI PAL	JUNIOR BILL ASSISTANT	92,488
114	105	RAJINDER KUMAR MANDIWAL	JUNIOR BILL ASSISTANT	89,896
115	1282	AMARJEET SHARMA	JUNIOR BILL ASSISTANT	72,545
116	1958	SANJAY KUMAR SOOD	SECURITY OFFICER	89,058
117	1884	SURAJ PARKASH	SECURITY OFFICER	85,252
118	782	JASWINDER SINGH	SECURITY OFFICER	84,036
119	921	PRADEEP NARANG	RESERVATION EXECUTIVE	109,146
120	1623	KULWINDER SINGH	RESERVATION EXECUTIVE	102,990
121	1606	MOHIT GOPAL	CAPTAIN	112,386
122	814	AMAR SINGH	CAPTAIN	108,660
123	1732	RAJENDER KUMAR BHARDWAJ	CAPTAIN	100,074
124	820	DINESH KUMAR TIWARI	CAPTAIN	99,912
125	817	BALI RAM	CAPTAIN	92,844
126	1317	MAHENDER SINGH BIST	CAPTAIN	86,304
127	836	HARSH SINGH RANA	CAPTAIN	86,304
128	1475	LAL SINGH NEGI	CAPTAIN	86,304

129	1131	RAM RATTAN	CAPTAIN	81,444
130	847	SHANKAR SINGH	CAPTAIN	76,908
131	877	MOHINDER SINGH MEHRA	CAPTAIN	76,908
132	1313	KULDIP SINGH	CAPTAIN	75,762

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
133	831	VARINDER PAL	BARMEN	108,984
134	857	HARNAM SINGH	ASST. BARMAN	74,316
135	860	BAHADUR SINGH THAKUR	ASST. BARMAN	65,250
136	1305	MUKTA SHARMA	SR.REST.HOSTESS	96,672
137	990	RAM BABU	COMMISS-I	138,630
138	1220	SURESH KUMAR	COMMISS-I	116,274
139	1925	CHARANJIT SINGH SAINI	COMMISS-I	34,594
140	2103	RAKESH MEHTA	COMMISS-I	31,378
141	920	BHUVNESHWAR SHARMA	RESERVATION ASSISTANT	112,386
142	1365	RAM MURTI SHARMA	ELECTRICAL SUPERVISOR	100,074
143	1363	SURINDER KUMAR SHARMA	ELECTRICAL SUPERVISOR	97,158
144	1545	SARAVJIT SINGH	COMMISS-II	112,386
145	998	ARJUN SINGH	COMMISS-II	109,632
146	991	NAR SINGH RAWAT	COMMISS-II	109,146
147	1004	CHANDER MOHAN	COMMISS-II	105,906
148	1264	YADVINDER SINGH	COMMISS-II	102,504
149	1215	NAGENDER DUTT	COMMISS-II	96,996
150	1013	KEHAR SINGH	COMMISS-II	94,242
151	1437	KESAR SINGH	COMMISS-II	94,242
152	1764	LAXMI KANT SAHOO	COMMISS-II	93,918
153	1233	SHYAM KUMAR	COMMISS-II	92,844
154	1208	BALAM SINGH	COMMISS-II	92,552
155	1212	NAGENDER PARSHAD	COMMISS-II	91,488
156	73	SHIV DAYAL	COMMISS-II	91,488
157	1542	JAGAT SINGH BISHT	COMMISS-II	88,896
158	1825	SANDEEP BANSAL	COMMISS-II	83,550
159	1229	MOTI LAL	COMMISS-II	82,624
160	1252	RAJINDER PARSHAD	COMMISS-II	79,176
161	1504	KRISHAN PAL	COMMISS-II	79,176
162	1681	JULLIUS JAMES	COMMISS-II	76,908

163	1538	ROHIT BHARDWAJ	COMMISS-II	74,640
164	1773	PARAMPREET SINGH	COMMISS-II	66,540
165	1814	JOGINDER KUMAR	COMMISS-II	66,540
166	1988	ROOP SINGH	COMMISS-II	21,551

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
167	1996	BHIM SINGH	COMMISS-II	21,551
168	2130	MANIKAM	COMMISS-II	21,551
169	2147	PARVEEN	COMMISS-II	20,525
170	2040	AMRIT SINGH	COMMISS-II	20,525
171	2144	VIJAY KUMAR	COMMISS-II	20,525
172	2039	ARUN KUMAR	JR.TECHNICAL ASSISTANT	27,536
173	2110	ARVIND KUMAR	JR.TECHNICAL ASSISTANT	26,032
174	2089	RAJEEV SHARMA	JR.TECHNICAL ASSISTANT	26,031
175	2078	MEENAKSHI	RESTAURANT HOSTESS	24,084
176	2092	ISHA	RESTAURANT HOSTESS	22,937
177	2135	CHARU SHARMA	RESTAURANT HOSTESS	19,814
178	766	SANGEETA SEHGAL	STENO-TYPIST	100,388
179	1593	MANJU ARORA	STENO-TYPIST	89,696
180	1730	SEEMA SYAL	STENO-TYPIST	89,504
181	1824	DEEPIKA VERMA	STENO-TYPIST	84,350
182	1595	RAJESH GERA	STENO-TYPIST	81,088
183	1802	KULBHUSHAN CHAUDHARY	TELEPHONE OPERATOR	60,708
184	594	JAGJIWAN SINGH	DRIVER	105,304
185	1103	ANIL KUMAR	DRIVER	99,796
186	1522	RAJESH SYAL	DRIVER	97,380
187	1891	SATWINDER SINGH	DRIVER	61,150
188	2085	AMANDEEP SINGH	DRIVER	20,139
189	2010	Ramesh Kumar	DRIVER	18,357
190	2011	RAMESH CHANDRA	DRIVER	17,957
191	2082	AMARJEET GIR	DRIVER	17,367
192	2084	MANPREET SINGH	DRIVER	16,939
193	2086	SUSHIL NASIER	DRIVER	16,885
194	795	SANJEEV KUMAR	SECURITY SUP.	78,690
195	570	SHIV RAM ADHIKARI	CLERK	81,758

196	1603	OM PARKASH THAKUR	CLERK	68,960
197	2094	PRAMOD SINGH	CLERK	28,250
198	1083	JOGINDER CHAUHAN	BILL CLERK	84,188
199	1447	RAJINDER KUMAR	BILL CLERK	81,758
200	1120	BHARAT BHUSHAN	BILL CLERK	81,758

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
201	1334	RAKESH KUMAR	BILL CLERK	75,116
202	822	SUDHIR SINGH THAKUR	BILL CLERK	73,210
203	1724	PUSHAP LATA	BILL CLERK	53,278
204	1937	VIJAY KUMAR	BILL CLERK	12,353
205	941	UGGAR SINGH	ELECTRICIAN	96,672
206	1111	SANT LAL	ELECTRICIAN	93,918
207	1985	MANISH KUMAR	JR. TECHNICIAN	15,120
208	1844	ARVIND CHAUDHRY	Jr TECHNICIAN (S S A)	16,970
209	1797	VIJAY SINGH	PLUMBER	62,490
210	162	DEV GIR	MORTOR-MATE	96,672
211	213	AJAY KOHLI	MORTOR-MATE	96,672
212	735	RAKESH KUMAR PURI	MORTOR-MATE	96,672
213	164	RAJESH KUMAR	MORTOR-MATE	87,296
214	959	GURINDER SINGH	T.V.OPERATOR	88,572
215	1378	HARJINDER SINGH	T.V.OPERATOR	77,260
216	1372	PRITAM SINGH	BOILER ATTENDANT	91,164
217	1497	GURCHARAN DASS	BOILER ATTENDANT	91,164
218	1373	LAKHMIR SINGH	BOILER ATTENDANT	88,572
219	951	RAM NIWAS	BOILER ATTENDANT	82,332
220	2024	RAVINDER SINGH	CARPENTER	19,327
221	956	CHAND SINGH	LIFT OPERATOR	85,980
222	1369	VIPAN KUMAR	ELECT.-CUM-GEN.OPERATO	93,918
223	1370	SATISH KUMAR	ELECT.-CUM-GEN.OPERATO	93,918
224	1368	RAKESH MOHAN	ELECT.-CUM-GEN.OPERATO	91,164
225	90	KULWINDER SINGH	ELECT.-CUM-GEN.OPERATO	78,528
226	945	SATISH KUMAR BATRA	A.C.MECHANIC	93,918
227	944	PARKASH CHAND	A.C.MECHANIC	93,918
228	628	RAVI KAUL	A.C.MECHANIC	93,918
229	1478	PREM CHAND	A.C.MECHANIC	74,154
230	2112	DAVINDER KUMAR	A.C.MECHANIC	26,652

231	2097	AJAY KUMAR	A C MECHANIC(HELPER)	14,071
232	1768	SUBHASH	LIFE GUARD	67,836
233	1712	PARMOD KUMAR	BOATMAN	67,836
234	1713	ASHOK KUMAR	BOATMAN	67,836

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
235	1714	AVTAR SINGH	BOATMAN	67,836
236	1715	UPENDRA KUMAR	BOATMAN	67,836
237	1716	KRISHAN KUMAR	BOATMAN	67,836
238	1717	AJAY KUMAR	BOATMAN	67,836
239	724	ASHOK RAJ	STEWARD	76,422
240	846	CHAIN SINGH	STEWARD	76,422
241	1322	SHOBAN SINGH	STEWARD	76,422
242	871	VIDYA SAGAR BHATT	STEWARD	76,422
243	852	PYARE LAL	STEWARD	76,422
244	867	ROSHAN LAL	STEWARD	76,422
245	851	DEVI RAM	STEWARD	76,422
246	1132	MITRA NAND PALIWAL	STEWARD	74,316
247	1323	RAM DIN	STEWARD	74,316
248	555	PURAN SINGH	STEWARD	74,316
249	1327	DAYA RAM ACHARYA	STEWARD	74,316
250	1324	PARSHU RAM NAUTIYAL	STEWARD	74,316
251	856	MAHIMA PARSHAD	STEWARD	74,316
252	1331	TAN SINGH	STEWARD	72,210
253	861	AJAY KATOCH	STEWARD	72,210
254	866	MOHAN LAL BHATT	STEWARD	72,210
255	607	RAJ KUMAR	STEWARD	70,104
256	849	MOHAN LAL SHARMA	STEWARD	69,046
257	858	RAJA RAM	STEWARD	66,216
258	1338	BAHADUR SINGH	ASSTT.STEWARD	72,210
259	1354	KAMLESH KUMAR S/O S.R.	ASSTT.STEWARD	70,104
260	873	JOT SINGH	ASSTT.STEWARD	70,104
261	875	CHARAN SINGH	ASSTT.STEWARD	70,104
262	878	SANTOSH KUMAR CHANDEL	ASSTT.STEWARD	72,210
263	1332	GYANBIR	ASSTT.STEWARD	72,210
264	1527	KAMAL CHAUHAN	ASSTT.STEWARD	72,210

265	1337	SHYAM SUNDER	ASSTT.STEWARD	72,210
266	1528	HIRA SINGH s/o JODHA SINGH	ASSTT.STEWARD	72,210
267	1134	PARAMVIR SINGH	ASSTT.STEWARD	70,104
268	1335	DEVENDER SINGH	ASSTT.STEWARD	70,104

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
269	1351	SAUKAR SINGH RAWAT	ASSTT.STEWARD	70,104
270	1340	JAI PARKASH KAUSHIK	ASSTT.STEWARD	70,104
271	1347	NETRA SINGH BHANDARI	ASSTT.STEWARD	70,104
272	1450	JAGDISH CHAND	ASSTT.STEWARD	70,104
273	1499	DHEERAJ SINGH	ASSTT.STEWARD	70,104
274	1348	MAHAJAN SINGH	ASSTT.STEWARD	70,104
275	1339	DILBAG SINGH	ASSTT.STEWARD	70,104
276	1342	ANIL KUMAR S/OSH.RAM KR	ASSTT.STEWARD	70,104
277	1341	SATYAWAN	ASSTT.STEWARD	70,104
278	1346	KUSHALJIT	ASSTT.STEWARD	70,104
279	1336	LALA RAM THAKUR	ASSTT.STEWARD	70,104
280	1345	DHARAM CHAND	ASSTT.STEWARD	63,352
281	869	VIPAN KUMAR	ASSTT.STEWARD	62,490
282	1674	RAJINDER KUMAR	ASSTT.STEWARD	52,770
283	1227	SHURBIR SINGH	COMMISS-III	96,996
284	999	TRILOK SINGH	COMMISS-III	93,918
285	1449	KRISHAN KUMAR BAHADUR	COMMISS-III	83,064
286	671	PARKASH SINGH	COMMISS-III	80,958
287	637	GUDDU RAM	COMMISS-III	80,958
288	562	SAHA NAND	COMMISS-III	80,634
289	884	NARESH KUMAR	COMMISS-III	78,852
290	1249	KHEM SINGH RAWAT	COMMISS-III	78,690
291	892	GOBIND PARSAD	COMMISS-III	78,690
292	1445	SURINDER RANA	COMMISS-III	78,528
293	880	DINA NATH	COMMISS-III	78,528
294	902	PREM LAL	COMMISS-III	78,528
295	1446	SHAMBHOO PARSHAD	COMMISS-III	78,528
296	673	ANGAD KUMAR	COMMISS-III	78,528
297	890	VIJAY KUMAR SINGH	COMMISS-III	78,366
298	891	MOTI SINGH	COMMISS-III	78,366

299	887	DIWAN SINGH	COMMISS-III	78,366
300	1096	KHOP BAHADUR GURUNG	COMMISS-III	76,422
301	893	UDEY SINGH	COMMISS-III	76,422
302	899	MEGH SINGH	COMMISS-III	76,422

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
303	901	CHANDER MANI	COMMISS-III	76,422
304	580	ROSHAN LAL	COMMISS-III	76,422
305	1250	FATEH SINGH	COMMISS-III	76,422
306	1251	MANGAL SINGH	COMMISS-III	76,422
307	894	JORAWAR SINGH	COMMISS-III	76,422
308	1245	RAM KUMAR	COMMISS-III	76,422
309	1505	RAVINDER KUMAR	COMMISS-III	74,316
310	1246	SURESH CHAND	COMMISS-III	74,316
311	1254	DAYAL KRISHAN	COMMISS-III	74,316
312	1268	TAJWAR SINGH	COMMISS-III	74,316
313	1257	RAKESH s/oGIAN CHAND	COMMISS-III	74,316
314	904	MOHAN LAL	COMMISS-III	74,316
315	1498	MAHESH CHANDER	COMMISS-III	74,154
316	1682	DESH RAJ	COMMISS-III	74,154
317	685	JOT SINGH	COMMISS-III	72,842
318	1119	BANWARI LAL	COMMISS-III	72,210
319	1676	DILE BUDHATHOKI	COMMISS-III	65,104
320	1829	MANOJ SINGH RAWAT	COMMISS-III	61,384
321	1787	SATAY SINGHS/OSH GROVER	COMMISS-III	55,686
322	2041	ANIK KALIA	COMMISS-III	19,327
323	2045	SIKANDER	COMMISS-III	19,327
324	2046	ARUN SINGH s/oGOPAL S	COMMISS-III	19,327
325	1857	RAMESH CHAND	COMMISS-III	18,858
326	2007	Soban Singh	COMMISS-III	18,498
327	2093	SARVESH BAGHEL	COMMISS-III	16,886
328	2128	VISHAL THAKUR	COMMISS-III	16,847
329	2129	RAVINDERJEET SINGH	COMMISS-III	16,847
330	2148	GOURAV DOGRA	COMMISS-III	16,045
331	2143	LALIT SINGH	COMMISS-III	16,045
332	2141	KESHAV KUMAR	COMMISS-III	16,045

333	2126	SANJAY KUMAR	COMMISS-III	15,316
334	1668	SANJAY KUMAR	WAITER	54,228
335	1657	NAGENDER SINGH	WAITER	54,228
336	1671	PARVEEN KUMAR RANA	WAITER	54,228

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
337	1649	SURESH GIRI	WAITER	54,228
338	1653	SUBHASH KUMAR	WAITER	54,228
339	1659	SANJEEV KUMAR	WAITER	54,228
340	1680	MUKESH KUMAR	WAITER	54,228
341	1654	OM NARAYAN YADAV	WAITER	54,228
342	1651	RAJBIR SINGH	WAITER	52,770
343	1660	ANIL KUMAR S/O GARIB DASS	WAITER	52,770
344	1691	KRISHAN K S/O RAM AVTAR	WAITER	51,312
345	1745	ARWIND KUMAR	WAITER	48,396
346	1746	NARINDER KUMAR	WAITER	48,396
347	1761	RAMESH KUMAR	WAITER	48,396
348	1760	ASHWANI KUMAR	WAITER	48,396
349	1815	SUNIL TOMAR	WAITER	39,810
350	1816	JITENDER KUMAR	WAITER	39,810
351	1908	YOGESH SHARMA	WAITER	20,000
352	2033	RAVINDER KUMAR	WAITER	15,307
353	2034	ARUN LATHER	WAITER	15,307
354	2025	ASHWANI KUMAR	WAITER	15,307
355	2030	UDAY SINGH	WAITER	15,307
356	2029	RAVI KUMAR	WAITER	15,307
357	2107	ARUN	WAITER	15,196
358	2028	PARVINDER SINGH	WAITER	14,813
359	1970	NARESH SHARMA	WAITER	14,144
360	1969	VIKAS CHAUDHARY	WAITER	14,144
361	2005	KASHMIR SINGH	WAITER	13,470
362	2142	ANIL KUMAR	WAITER	13,127
363	2146	SACHIN MACHAL	WAITER	13,127
364	2145	MANOJ KUMAR	WAITER	13,127
365	2059	BHAGVAN DASS	WAITER	12,773
366	2064	PARVEEN KUMAR	WAITER	12,773

367	2032	DHARAM CHAND	WAITER	11,851
368	2035	PARVEEN KUMAR S/O VED	WAITER	9,875
369	86	MEEN PARSHAD	SR.TELEPHONE ATTENDANT	76,422
370	1062	PARTAP SINGH THAKUR	FLOOR SUPERVISOR	78,528

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
371	1061	KAMAL SINGH	FLOOR SUPERVISOR	76,260
372	1068	UMESH KUMAR SINGH	FLOOR SUPERVISOR	76,260
373	1406	DILWAR SINGH	FLOOR SUPERVISOR	74,316
374	1066	DALJIT SINGH	FLOOR SUPERVISOR	72,210
375	1071	SUMAN AHUJA	FLOOR SUPERVISOR	69,942
376	568	MADAN LAL	FLOOR SUPERVISOR	68,160
377	1693	RUPESH DUTT MEHTA	FLOOR SUPERVISOR	65,104
378	1749	SIKANDER SINGH	FLOOR SUPERVISOR	60,384
379	1853	SHIV KUMAR	FLOOR SUPERVISOR	13,364
380	1058	BALWANT SINGH	ASSTT.FLOOR SUPERVISOR	76,422
381	1411	SUNDER LAL	ASSTT.FLOOR SUPERVISOR	72,210
382	1072	RAGHU NATH	ASSTT.FLOOR SUPERVISOR	70,104
383	1069	RAMESH KUMAR MANGOLI	ASSTT.FLOOR SUPERVISOR	70,104
384	1512	SHAKUNTALA PANT	ASSTT.FLOOR SUPERVISOR	70,104
385	1027	SURINDER SINGH	LINEN KEEPER	80,796
386	1390	BHIM SAIN	LINEN KEEPER	76,260
387	1429	ARUN KUMAR	HEAD MALI	76,422
388	625	VIJAY PARSAD	HEAD MALI	76,422
389	1579	RAM ASRE S/O RAM SUKH	HEAD MALI	70,104
390	1578	BAJRANGI	HEAD MALI	70,104
391	1819	AMARJEET KUMAR	HEAD MALI	51,150
392	531	SANSAR CHAND	JAMADAR	85,818
393	533	SHIV CHANDER SINGH	JAMADAR	78,690
394	72	KAMAL SINGH	JAMADAR	75,324
395	683	KUWAR SINGH	JR.SALESMAN	70,104
396	1082	RAMESH CHANDER	JR.SALESMAN	70,104
397	641	SANJAY KUMAR	JR.SALESMAN	69,106
398	1568	ISHWAR CHAND	JR.SALESMAN	68,160
399	1569	VINOD KISHORE BHATT	JR.SALESMAN	68,160
400	1951	BHUPINDER SINGH	JR.SALESMAN	46,864

401	1948	RAJIV SHARMA	JR.SALESMAN	46,804
402	2017	VIJAY PAL	JR.SALESMAN	16,072
403	2037	VIRENDER KUMAR	JR.SALESMAN	15,307
404	2038	GAURAV VERMA	JR.SALESMAN	15,307

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
405	2047	RAJESH	JR.SALESMAN	15,307
406	2058	JASVEER SINGH	JR.SALESMAN	14,578
407	535	VASU DEV	PEON	78,690
408	75	KAMALJIT SINGH	PEON	78,690
409	74	RAJINDER KUMAR	PEON	78,690
410	1162	KULDIP CHAND	PEON	78,690
411	71	ROMEL SINGH	PEON	76,422
412	80	JAGDISH CHAND	PEON	74,316
413	107	MOHAMAD ANISH	PEON	74,316
414	77	GOPAL SINGH	PEON	71,150
415	79	MANOHAR LAL	PEON	71,090
416	1107	AKBAL ALI	PEON	70,104
417	770	SHRIKANT PATHAK	PEON	69,046
418	1630	RAVINDER KUMAR	PEON	64,434
419	1631	KANTA DEVI	PEON	64,434
420	1710	PARVATI DEVI	PEON	57,468
421	1952	SUNIL KUMAR	PEON	45,508
422	1953	VIKRAM SINGH S/O FATEH SINGH	PEON	41,284
423	1200	KARAN SINGH	BELL CAPTAIN	74,316
424	577	YASH PAL	BELL CAPTAIN	74,316
425	1203	RAMESH KUMAR	BELL CAPTAIN	72,210
426	1964	MANOJ KUMAR	BOOK BINDER	45,508
427	1029	RAKSHA DEVI MEHTA	HELPER	78,690
428	965	TALWINDER SINGH	HELPER	76,422
429	716	KIRPAL SINGH	HELPER	76,422
430	651	DHIYAN SINGH	HELPER	76,422
431	1286	PISHORI LAL	HELPER	74,376
432	699	BABU RAM	HELPER	74,316
433	616	MOHINDER SINGH	HELPER	74,316
434	715	PAN BAHADUR	HELPER	74,316

435	695	TARLOK KUMAR	HELPER	74,316
436	796	VISHWAS SINGH	HELPER	72,210
437	1548	RAM BALI	HELPER	70,104
438	1540	SHER SINGH S/OCHATTER S	HELPER	70,104

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
439	1567	RAJINDER KUMAR	HELPER	68,220
440	1608	BHAVANA SHARMA	HELPER	68,160
441	1090	SUBHASH CHAND	HELPER	67,148
442	1600	PREM PRASAD PAUDEL	HELPER	66,216
443	1609	NEERU SHARMA	HELPER	66,216
444	1684	GURPREET KAUR	HELPER	62,652
445	1696	INDIRA DEVI	HELPER	60,870
446	1700	MATI DEVI	HELPER	59,088
447	1778	RAMESHWAR	HELPER	52,770
448	1786	PURSHOTTAM SHARMA	HELPER	52,770
449	1772	VIJAY KUMAR	HELPER	52,770
450	1776	PRADEEP KUMAR	HELPER	51,312
451	1777	UTTAM SINGH	HELPER	51,312
452	1785	ASHOKEN G.K.	HELPER	51,312
453	1702	GURDEEP SARAN NARAD	HELPER	20,000
454	684	BELI RAM	UTILITY WORKER	72,210
455	686	SOPAN GOREY	UTILITY WORKER	72,210
456	905	JAGAT SINGH	UTILITY WORKER	70,104
457	1255	DHARAM SINGH	UTILITY WORKER	70,104
458	1503	SHISHU PAL	UTILITY WORKER	70,104
459	1486	HEM SINGH THAKUR	UTILITY WORKER	70,104
460	1557	INDRADUMAN	UTILITY WORKER	70,104
461	1506	DHAN BAHADUR	UTILITY WORKER	68,160
462	1571	DHARAM RAJ	UTILITY WORKER	68,160
463	1570	SANT LAL	UTILITY WORKER	68,160

464	1563	PARAS NATH	UTILITY WORKER	68,160
465	1586	RAM KUMAR S/O M.LAL	UTILITY WORKER	68,160
466	1614	BHAGWAT MANDAL	UTILITY WORKER	66,216
467	1253	HARI SINGH	UTILITY WORKER	61,600
468	1790	RAMESH CHAND JOSHI	UTILITY WORKER	52,830
469	1722	DEVI DUTT	UTILITY WORKER	52,770
470	1788	GOPAL THAPA	UTILITY WORKER	52,770
471	1779	KULBIR SINGH	UTILITY WORKER	52,770
472	1782	RAKESH KUMAR s/o RATI RAM	UTILITY WORKER	52,770

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
473	1780	BANTI SINGH	UTILITY WORKER	52,770
474	1791	ARJUN PRASAD	UTILITY WORKER	52,770
475	1781	SATISH KUMAR	UTILITY WORKER	51,312
476	1793	RAJ KUMAR	UTILITY WORKER	51,312
477	1554	PARAS NATH	MALI	68,160
478	1583	RAM ASHRE YADAV S/O JHGRU	MALI	68,160
479	1581	OM PARKASH	MALI	68,160
480	1820	SANT RAM	MALI	51,312
481	783	OM PARKASH	SECURITY GUARD	76,422
482	1561	SURINDER SINGH	SECURITY GUARD	68,220
483	1584	HARJINDER SINGH	SECURITY GUARD	68,160
484	1667	RAJ KUMAR	SECURITY GUARD	62,652
485	1900	JITENDER KUMAR	SECURITY GUARD	12,623
486	1899	KRISHAN PAL	SECURITY GUARD	12,623
487	1905	PRITAM KUMAR	SECURITY GUARD	12,623
488	1898	RISHI PAL	SECURITY GUARD	12,623
489	1901	ANGREJ SINGH	SECURITY GUARD	12,623
490	1896	VIJAY KUMAR	SECURITY GUARD	12,623
491	1910	SATBIR SINGH	SECURITY GUARD	12,623
492	1915	MANJIT SINGH	SECURITY GUARD	12,623
493	1407	DILESH CHAND	ROOM ATTENDANT	72,210
494	1060	ANJALI	ROOM ATTENDANT	72,210
495	1634	SHOBNI DEVI	ROOM ATTENDANT	64,434
496	1750	VIVEK CHABRA	ROOM ATTENDANT	54,228
497	1741	MUKESH KUMAR s/oBALESHWAR	ROOM ATTENDANT	54,228
498	1806	MOHINDER KUMAR	ROOM ATTENDANT	49,854
499	1807	GURPREET SINGH	ROOM ATTENDANT	49,854
500	1740	ASHWANI RANA	ROOM ATTENDANT	49,044
501	1756	RAVINDER SINGH GILL	ROOM ATTENDANT	47,730
502	1863	JATINDER THAKUR	WAITER (TRAINEE)	20,000

503	1920	PARDEEP KUMAR	WAITER (TRAINEE)	20,000
504	1909	SUNIL KUMAR	WAITER (TRAINEE)	20,000
505	1166	GIAN BAHADUR	SR.SECURITY GUARD	78,690
506	785	PRITHVI PAL SINGH	SR.SECURITY GUARD	74,376

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
507	1033	SURINDER SINGH	HEAD HOUSEMAN	74,316
508	700	MAHI PAL S/O MOHAR S.	HEAD HOUSEMAN	74,316
509	1098	RAJINDER KUMAR S/O BIRU	HEAD HOUSEMAN	72,210
510	1410	RAJINDER KUMAR S/O	HEAD HOUSEMAN	72,210
511	1413	CHAMAN LAL	HEAD HOUSEMAN	72,210
512	1412	MUKESH KUMAR S/Omadan LAL	HEAD HOUSEMAN	72,210
513	1040	KARAM PAL	HEAD HOUSEMAN	72,210
514	1041	SURESH KUMAR	HEAD HOUSEMAN	70,104
515	1416	RAJ KUMAR	HEAD HOUSEMAN	70,104
516	1048	PAL	HEAD HOUSEMAN	68,160
517	1039	SURINDER KUMAR	HEAD HOUSEMAN	65,250
518	1036	SAHDEV	HOUSEMAN/HOUSE WOMAN	74,316
519	1097	MAHI PAL S/O JINDA RAM	HOUSEMAN/HOUSE WOMAN	74,316
520	1047	RAJESH KUMAR VIDLA	HOUSEMAN/HOUSE WOMAN	72,210
521	1038	SATBIR	HOUSEMAN/HOUSE WOMAN	72,210
522	648	RAJU	HOUSEMAN/HOUSE WOMAN	70,104
523	1555	SANJAY	HOUSEMAN/HOUSE WOMAN	66,378
524	1703	KAMLA DEVI	HOUSEMAN/HOUSE WOMAN	59,088
525	1748	KULDEEP KUMAR	HOUSEMAN/HOUSE WOMAN	54,228
526	1754	RAJINDER KUMAR	HOUSEMAN/HOUSE WOMAN	54,228
527	1755	RAM CHANDER SINGH	HOUSEMAN/HOUSE WOMAN	54,228
528	1747	MUKESH KUMAR s/o RATI RAM	HOUSEMAN/HOUSE WOMAN	54,228
529	1743	SHIV KUMAR	HOUSEMAN/HOUSE WOMAN	54,228
530	1751	SATISH KUMAR	HOUSEMAN/HOUSE WOMAN	54,228
531	1742	ARVIND KUMAR	HOUSEMAN/HOUSE WOMAN	54,228
532	1744	VIJAY KUMAR	HOUSEMAN/HOUSE WOMAN	54,228
533	1818	OM PARKASH	HOUSEMAN/HOUSE WOMAN	51,312
534	1817	GOUTAM KUMAR	HOUSEMAN/HOUSE WOMAN	51,312
535	1960	ABHISHEK	HOUSEMAN/HOUSE WOMAN	46,804
536	1954	MOHINDER SINGH	HOUSEMAN/HOUSE WOMAN	42,452

537	639	GANESH CHANDER	BELL BOY	74,316
538	1683	LEELA ADHIKARI	BELL BOY	62,652
539	1664	BRIJ MOHAN	BELL BOY	56,636
540	1803	RAVIJEET SINGH	BELL BOY	51,312

Sr No.	Emp. No	Emp. Name	Designation Name	Gross Pay
541	1801	VIJAY KUMAR DOGRA	BELL BOY	51,312
542	1415	JEETA SINGH	DARBAN	74,316
543	1535	GANGA SINGH	DARBAN	70,104

Grand Total 39,606,039

ANNEXURE- 11

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

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

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

S.No.	Head/Item of the budget	Proposed expenditure during the year Figures in Lacs.	Disbursement made
	NA	The budgets are provided to the govt. departments/organizations funded by State/Central Govt. CITCO is being run by its own revenue earned from operations and accordingly expenditure is incurred at its own, with no involvement of consolidated fund of State/Centre Thus, this point is not applicable in CITCO.	-

ANNEXURE- 12

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

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

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

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

ANNEXURE- 13

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

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

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

S.No.	Concessions/Permit / Authorization grant	Name of the recipient	Address of the recipient
1.	The CITCO is providing facility to allow 20% discount on room tariff in all hotels i.e. Hotel Mountview, Hotel Shivalikview & Hotel Parkview to the disabled person shaving more than 40% disability against production of documentary evidence of their disability issued by the Health / Social Welfare Department of respective State Governments vide resolution No:127.10 dated 9.9.2002.	Disabled persons	-

ANNEXURE- 14

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

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

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

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

ANNEXURE- 15

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

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

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

S.No.	Facilities available	Remarks (No. of days in a week/ Timings etc.)
1	Information relating Tourism Promotion & Industrial Activities from the concerned Manager of Branch :- Regarding company affairs : Company Secretary matters	i) 12:00 TO 01:00 PM
2	Regarding Indl. Sheds : Manager (Industrial Wing)	ii) 04:00 TO 05:00 PM
3.	Regarding establishment : Manager(P&A) matters	On all working days.
4.	Regarding Tourism activities : TP & PR Branch.	
5.	Regarding tenders for the purchase of various items : Manager (Commercial) & other related matters	
6	Regarding Accounts related : Manager(Accounts) matters	

ANNEXURE- 16

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED
IN RULE 4(1)(b)(xvi) OF THE RIGHT TO INFORMATION ACT, 2005.
(Names, designation and other particulars of the Appellate Authority/CPIO/ACPIO)**

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

S. No.	Name of the Appellate Authority	Designation	Telephone No. of Office & Mob.No.	Name of the State Publication Officer	Designation	Telephone No. of Office & Mob.No.	Assistant State Publication Officer	Telephone No. of Office & Mob.No.
1.	Sh.Amit Kumar, DANICS	Chief General Manager	0172-4644442	Sh.Maninder Kanwar	Company Secretary	0172-4644445 Mob.No. 9316903246	Sh.S.C. Bhardwaj, Sr.Assistant	0172-4644430 Mob.No. 9464087902