

## ANNEXURE-1

### PUBLICATION OF INFORMATION REGARDING ITEM SPECIFIED IN RULE4 (1) (b)(i) OF THE RIGHT TO INFORMATION ACT, 2005

(The particulars of the organization, function and duties)

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

**Chandigarh Renewal Energy, Science & Technology Promotion Society  
(CREST), Chandigarh Administration**

Sr. No.	Name of the Organization/ Department/Board/ Corporation/Institution.	Objectives
1.	<b>Chandigarh Renewal Energy, Science &amp; Technology Promotion Society (CREST), Chandigarh Administration under the aegis of Department of Science &amp; Technology, UT, Chandigarh</b>	<p>Chandigarh Renewal Energy and Science &amp; Technology Promotion Society (CREST) is operating in the following broad functional areas:-</p> <ol style="list-style-type: none"><li>1. To create a scientific temper and awareness in the community and develop in them a logical thought process and present the marvels of Science &amp; Technology for public appreciation and understanding with state-of-art gadgets and exhibits. This would further help in supplementing formal science education in the UT by the setting up of science related edutainment centers for the children e.g. mini science park, energy park etc.</li><li>2. To promote science related activities by facilitating flow of information to educational institutions, government bodies, industries, entrepreneurs, budding scientists and the general public.</li><li>3. To promote Bio-Technology and other related fields of Bio-Informatics, Nano Technology, etc by establishment of Bio-Tech. Incubation facilities and provide technical support to the Administration for the establishment of Bio-Tech. Park.</li><li>4. To promote the development/ implementation of alternative non-conventional energy technologies as per MNRE, GOI guidelines.</li><li>5. To promote other Science &amp; Technology</li></ol>

		<p>activities in U.T., Chandigarh.</p> <p>6. To promote other Bio-Technology activities in U.T., Chandigarh.</p> <p>7. Promotion and development/ implementation of alternative non-conventional. Energy technologies programs/projects.</p> <p>8. Implementation of a comprehensive energy conservation programme in the industrial, agricultural and commercial as well as household sectors.</p> <p>9. Promotion and development of new and emerging technology areas such as co-generation, Alternative fuels, Battery operated vehicles.</p> <p>10. Collection of energy database to provide policy and planning input to the State Government.</p> <p>11. Promotion of Non-Conventional Energy Source/ Programme in the U.T., Chandigarh.</p> <p>12. Promotion &amp; Development of projects based on Non-Conventional Energy.</p> <p>13. To set in place the policies/guidelines for facilitating private sector participation in Non-Conventional energy based projects.</p>
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**PUBLICATION OF INFORMATION REGARDING ITEM SPECIFIED IN  
RULE4 (1) (a) OF THE RIGHT TO INFORMATION ACT, 2005**

**(The particular catalogue, indexed and computerized)**

**Chandigarh Renewal Energy, Science & Technology Promotion Society  
(CREST), Chandigarh Administration**

**Website of CREST - [www.crestchd.org.in](http://www.crestchd.org.in)**

## ANNEXRUE – 2

### PUBLICATION OF INFORMATION REGARDING ITEM SPECIFIED IN RULE4 (1) (b)(ii) OF THE RIGHT TO INFORMATION ACT, 2005

#### (The power and duties of the officers and employees)

Name of the Department/Board/ Corporation/Institution/office :-

**Chandigarh Renewal Energy, Science & Technology Promotion Society  
(CREST), Chandigarh Administration.**

Sr. No.	Name of the post	Power and duties (in brief)
1.	Chief Executive Officer	Head of Society uses all Administrative & Financial Powers as prescribed in the rules & as approved by the Governing Body of CREST. The work of the Society is disposed off at the level of CEO, Chandigarh Renewal Energy, Science & Technology Promotion Society (CREST). He is appointing authority in respect of staff of CREST. Responsible to supervise the work of the CREST, for proper implementation of various Schemes of the Society.
2.	Additional Chief Executive Officer	1. Head of Office/Society. 2. He is responsible to supervise the work of the CREST, for proper implementation of various Plan Schemes of the Society and uses all Administrative & Financial Powers as prescribed in the rules & as approved by the Governing Body of CREST
3.	Project Director	Responsible for implementing, execution & supervising the works of all SPV Power Plants & Solar Water Heating System, Bio-Gas Plant under other Schemes of Development of Chandigarh as Model Solar City and other schemes of MNRE. Arranging the funds from MNRE
4.	Project Manager	Responsible for implementing, execution & supervising the works of all SPV Power Plants & Solar Water Heating System, Bio-Gas Plant under other Schemes of Development of Chandigarh as Model Solar City and other schemes of MNRE. Arranging the funds from MNRE
5.	Accountant	To maintain the final Accounts of CREST, Dealing with all the Accounts matters of CREST
6.	Office Assistant	i). Tender Creator & Publisher of the e-Tenders ii). Initiating the case relating to Estt. iii). Implementation of Popularization of Science Schemes, Non-Conventional Energy Programme, Renewable Energy Scheme & Promotional

		<p>Activities to achieve the objectives of CREST.</p> <ul style="list-style-type: none"> <li>iv). Imprest account Handling,</li> <li>v). Putting up the other cases for approval of competent authority</li> <li>vi). Issuing the Sanction Orders for the payments</li> <li>vii). Handling contract agreements with firms,</li> <li>viii). Initiating the cases for Recruitment, Extension, ACRs,</li> <li>ix). Associating in preparing the Agenda items for meeting of Governing Body &amp; Executive Committee,</li> <li>x). Handling of store purchase items</li> <li>xi). Other works as assigned by CEO, ACEO &amp; PD CREST from time to time.</li> </ul>
<b>7.</b>	Manager, Energy Park	To maintain & demonstrate the Energy Park
<b>8.</b>	Steno-cum-Clerk	Attached with the Head of the Society/ P.D. CREST, Project Manager, Solar City Cell for dictation work and other urgent type work of the Head of Society.
<b>9.</b>	Steno-cum-Clerk	<p>Attached with the Accounts &amp; Estt. Section for dictation work</p> <ul style="list-style-type: none"> <li>i. Diary &amp; Dispatch.</li> <li>ii. Typing Work.</li> <li>iii. Maintaining of leave accounts.</li> <li>iv. Stationery &amp; Store/Stock.</li> <li>vi. Maintenance of library books/record</li> <li>vii. Maintaining the records &amp; files of CREST</li> </ul>
<b>10.</b>	Peon	To perform Dak duty by distribution of dak and attends the misc. work Branch.
<b>11.</b>	Peon, Solar City Cell	To perform the duty attached by Project Director, Project Manager

**ANNEXRUE-3****PUBLICATION OF INFORMATION REGARDING ITEM SPECIFIED IN  
RULE4 (1) (b)(iii) OF THE RIGHT TO INFORMATION ACT, 2005****(The procedure followed in the decision making process, including  
channels of supervision and accountability)**

Name of the Department/ Board/ Corporation /Institution/ office:-

**Chandigarh Renewal Energy, Science & Technology Promotion Society  
(CREST), Chandigarh Administration.**

<b>Sr. No.</b>	<b>Nature/Type of work</b>	<b>Level at which the case is initiated. (Name of the post)</b>	<b>Name of the post which deal with the case before the decision making authority.</b>	<b>Level at which decision is made. (Name of the post)</b>
1.	Appointment/ Extension	Office Assistant	Routed Through Project Director	CEO, (Chandigarh Renewal Energy, Science & Technology Promotion Society (CREST)) (Head of Society
2.	Scheme of Popularization of Science, Non- Conventional Energy Programme, Promotional Activities by CREST	-do-	-do-	CEO, (Chandigarh Renewal Energy, Science & Technology Promotion Society) (CREST)
3.	Administrative matters	-do-	-do-	-do-
4.	Financial matters.	Accountant	-do-	-do-
5.	DNIT Preparation of Works	Project Manager	-do-	-do-
6.	E-Tendering	Project Manager	-do-	-do-
7.	Cases related to Projects / Works	Project Manager	-do-	-do-
8.	Cases related to payments	Accountant	-do-	-do-

**ANNEXRUE-4**

**PUBLICATION OF INFORMATION REGARDING ITEM SPECIFIED IN  
RULE4 (1) (b)(iv) OF THE RIGHT TO INFORMATION ACT, 2005**

**(The norms set for the discharge of its functions)**

Name of the Department/Board/ Corporation/Institution/office :-

**Chandigarh Renewal Energy, Science & Technology Promotion Society  
(CREST), Chandigarh Administration.**

<b>Item of work</b>	<b>Norms set by the department (number of day taken for decision making)</b>
Financial Assistant for Popularization of Science activities.	-within 30 days After the receipt of Proposal

**ANNEXURE-5**

**PUBLICATION OF INFORMATION REGARDING ITEM SPECIFIED IN  
RULE4 (1) (b)(v) OF THE RIGHT TO INFORMATION ACT, 2005**

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

Name of the Department/Board/ Corporation/Institution/office:-

**Chandigarh Renewal Energy, Science & Technology Promotion Society  
(CREST), Chandigarh Administration**

<b>Sr. No.</b>	<b>Name of the Act./Rules/ Manuals</b>	<b>Instructions (Write circular No./date)</b>	<b>Any other Record/ Document</b>
	<ul style="list-style-type: none"> <li>- Rules &amp; Regulations as approved by Governing Body of CREST, General Financial Rules, Instructions issued by Chandigarh Administration from time to time.</li> <li>- In addition to it, the text of the following plan schemes is consulted / considered to discharge functions.</li> </ul> <p><b>CHANDIGARH RENEWAL ENERGY, SCIENCE &amp; TECHNOLOGY PROMOTION SOCIETY (CREST).</b></p> <p><b>Model Solar City Programme</b></p> <p>Ministry of New &amp; Renewable Energy (MNRE), Govt. of India has approved Chandigarh as Model Solar City Programme under which Solar Power Plants are being installed on various rooftops of Govt. Buildings as per MNRE Guidelines / Norms</p> <p>Solar Photovoltaic technology converts the solar energy into electricity with the use of solar photovoltaic modules. This is an upcoming technology and has a lot of potential in our country. This technology has an added advantage that this is pollution free, renewable source of energy and modular in nature, i.e. the capacity of the system can be increased or decreased as per requirement and installation is very less time consuming. Since, power break down and erratic power supply is a common features in the country.</p>		



	<p>This can be reliable alternate source of energy Systems based on this technology have also been put up in Chandigarh for demonstration. MNES, GOI has been implementing country wide programme for demonstration and utilization of solar Photovoltaic system with emphasis on application.</p> <p>2. Development of various schemes such as Popularization of Science Scheme, Non-Conventional Energy Programme.</p> <p>It is ongoing scheme. It was introduced to take up the promotion of the activities related to Science popularization including Organizing Science Quizzes, Science Melas, State Level Science Exhibition, Science Tours, Competition on Scientific Models, Essay Writing amongst the school / college students, Publicity in Electronic, print or other media etc.</p>		
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**ANNEXRUE-6**

**PUBLICATION OF INFORMATION REGARDING ITEM SPECIFIED IN  
RULE4 (1) (b) (vi) OF THE RIGHT TO INFORMATION ACT, 2005**

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

Name of the Department/Board/ Corporation/Institution/office:-

**Chandigarh Renewal Energy, Science & Technology Promotion Society  
(CREST), Chandigarh Administration.**

<b>Sr. No.</b>	<b>Category of documents</b>
1.	Tenders for solar systems – e-Tendering
2.	Posters/Brochures/Booklets on science education and awareness

**ANNEXRUE-7**

**PUBLICATION OF INFORMATION REGARDING ITEM SPECIFIED IN  
RULE4 (1) (b) (vii) OF THE RIGHT TO INFORMATION ACT, 2005**

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

Name of the Department/Board/ Corporation/Institution/office:-

**Chandigarh Renewal Energy, Science & Technology Promotion Society  
(CREST), Chandigarh Administration.**

**N.A.**

**ANNEXRUE-8**

**PUBLICATION OF INFORMATION REGARDING ITEM SPECIFIED IN  
RULE4 (1) (b) (viii) OF THE RIGHT TO INFORMATION ACT, 2005**

**(Statement of the board, council, committees and other bodies)**

Name of the Department/Board/ Corporation/Institution/office:-

**Chandigarh Renewal Energy, Science & Technology Promotion Society  
(CREST), Chandigarh Administration.**

<b>Sr.No.</b>	<b>Name of the Boards</b>	<b>Name of Council (s)</b>	<b>Name of Committee (s)</b>	<b>Name of other bodies(s) constituted by the Deptt.</b>	<b>Whether meetings of these bodies are open to the public (Yes/No)</b>	<b>Whether the minutes of such meetings are accessible for public. (Yes/No)</b>
1.	-	-	Local Complaint Committee for Sexual Harassment		Yes	Yes
2.	-	-	Recruitment Committee		No	No
3.	-	-	Tender Committee		No	No.
4.	-	-	Project Execution Committee		No	No
5.	-	-	Local Purchase Committee		No	No

**ANNEXRUE-9**

**PUBLICATION OF INFORMATION REGARDING ITEM SPECIFIED IN  
RULE4 (1) (b) (ix) OF THE RIGHT TO INFORMATION ACT, 2005**

**(Directory of the officers and employees)**

Name of the Department/Board/ Corporation/Institution/office:--

**Chandigarh Renewal Energy, Science & Technology Promotion Society  
(CREST), Chandigarh Administration.**

<b>Sr. No.</b>	<b>Name of the officer/employee</b>	<b>Designation</b>	<b>Telephone Number(O)</b>
1.	Sh. Santosh Kumar, IFS	Chief Executive Officer	2700284
2.	Sh. P.J.S. Dadhwal	Addl. Chief Executive Officer	2703982
3.	Sh. Ravinder Singh	Project Director	2703982
4.	Sh. Parvesh Sahni	Accountant	-do-
5.	Mr. Rakesh Kumar	Jr. Engineer (S&T) –cum- Project Manager	-do-
6.	Mr. Akshay Arora	Project Manager	-do-
7.	Mr. Amit Sahoo	Project Manager	-do-
8.	Mr. Prem Kumar	Office Assistant	-do-
9.	Mr. Sandeep Singh	Manager, Energy Park	-do-
10.	Ms. Anju Thakur	Steno-cum-Clerk	-do-
11.	Mr. Sawan (through outsourcing Agency)	Steno-cum-Clerk	-do-
12.	Sh. Pardeep Singh Rawat	Peon	-do-
13.	Sh. Chander Pal (through outsourcing Agency)	Peon	-do-

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**ANNEXRUE-10**

**PUBLICATION OF INFORMATION REGARDING ITEM SPECIFIED IN  
RULE4 (1) (b)(x) OF THE RIGHT TO INFORMATION ACT, 2005**

**(Monthly remuneration received by the officers and employees)**

Name of the Department/Board/ Corporation/Institution/office :-

**Chandigarh Renewal Energy, Science & Technology Promotion Society  
(CREST), Chandigarh Administration.**

<b>Sr.No.</b>	<b>Name of the officer/employee</b>	<b>Monthly emoluments (Rupees) as on March, 2014</b>
1.	Sh. Santosh Kumar, IFS	Ex-Officio Chief Executive Officer
2.	Sh. P.J.S. Dadhwal	Ex-Officio Additional CEO
3.	Sh. Ravinder Singh	43,000/-
4.	Sh. Parvesh Sahni	28,750/-
5.	Sh. Rakesh Kumar	Ex-Officio Project Manager
6.	Sh. Akshay Arora	30,200/-
7.	Mr. Amit Sahoo	30,200/-
8.	Sh. Prem Kumar	30,200/-
9.	Ms. Anju Thakur	17,200/-
10.	Sh. Pardeep Singh Rawat	13,300/-
11.	Manager, Energy Park	16,500/-
12.	Mr. Sawan Kumar (through outsourcing Agency)	12,788/-
13.	Sh. Chander Pal	7,077/-

**ANNEXRUE-11**

**PUBLICATION OF INFORMATION REGARDING ITEM SPECIFIED IN  
RULE4 (1) (b)(xi) OF THE RIGHT TO INFORMATION ACT, 2005**

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

Name of the Department/Board/ Corporation/Institution/office :-

**Chandigarh Renewal Energy, Science & Technology Promotion Society  
(CREST), Chandigarh Administration.**

**(Rs. In Lacs)**

<b>Sr. No.</b>	<b>Head</b>	<b>Approved Expenditure 2013-2014 (₹ In lakhs)</b>	<b>Actual Expenditure 2013-2014 (₹ In lakhs)</b>
1.	<b>Salary/ Wages :</b>		
	a) Salary & Other Allowance of Staff	19.50	8.21
	b) Honorarium	0.50	0.25
	<b>Total (1)</b>	<b>20.00</b>	<b>8.46</b>
2.	<b>Travelling Expenses</b>	<b>2.00</b>	<b>2.80</b>
3.			
	a) Audit Fee	0.50	0.17
	b) Legal & Professional Fees	0.50	1.02
	c) Advertisement	2.00	1.02
	d) Office Expenses/ Stationery	0.80	0.86
	<b>Total (3)</b>	<b>3.80</b>	<b>3.25</b>
4.	<b>Contingency</b>	<b>5.00</b>	<b>5.27</b>
5.	<b>Development of various schemes</b>	<b>20.00</b>	<b>9.16</b>
	<b>Total (4+5)</b>	<b>25.00</b>	<b>14.43</b>
6.	<b>Hardware</b>	<b>1.20</b>	<b>0.76</b>
7.	<b>Energy Park</b>	<b>0.00</b>	<b>1.37</b>
8.	<b>Battery Operated Vehicle</b>	<b>0.00</b>	<b>20.65</b>
9.	<b>Model Solar City</b>	<b>2047.90</b>	<b>1462.21</b>
10.	<b>Solar City Cell</b>	<b>20.00</b>	<b>14.92</b>
11.	<b>Promotional Activities MNRE</b>	<b>10.00</b>	<b>9.29</b>
12.	<b>Solar Power Plants DST</b>	<b>44.80</b>	<b>11.26</b>
	<b>Solar Power Plants others</b>	<b>0.00</b>	<b>31.66</b>
13.	<b>Bio-Gas Plants</b>	<b>1.69</b>	<b>0.00</b>
	<b>Grand Total (1+2+3+4+5+6 +7+8+9+10+11+12)</b>	<b>2176.39</b>	<b>1581.06</b>

**ANNEXURE-12**

**PUBLICATION OF INFORMATION REGARDING ITEM SPECIFIED IN  
RULE4 (1) (b)(xii) OF THE RIGHT TO INFORMATION ACT, 2005**

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

Name of the Department/Board/ Corporation/Institution/office :-

**Chandigarh Renewal Energy, Science & Technology Promotion Society  
(CREST), Chandigarh Administration.**

**N.A.**



**ANNEXRUE-13**

**PUBLICATION OF INFORMATION REGARDING ITEM SPECIFIED IN  
RULE4 (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/Institution/office:-

**Chandigarh Renewal Energy, Science & Technology Promotion Society  
(CREST), Chandigarh Administration.**

<b>Sr.No.</b>	<b>Concessions/Permit/Authorization grant</b>	<b>Name of the recipient</b>	<b>Address of the recipient</b>
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-----NIL-----

**ANNEXRUE-14**

**PUBLICATION OF INFORMATION REGARDING ITEM SPECIFIED IN  
RULE4 (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/Institution/office :-

**Chandigarh Renewal Energy, Science & Technology Promotion Society  
(CREST), Chandigarh Administration.**

Sr.No.	Type if information
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**ANNEXRUE-15**

**PUBLICATION OF INFORMATION REGARDING ITEM SPECIFIED IN  
RULE-4 (1) (b)(xv) OF THE RIGHT TO INFORMATION ACT, 2005**

**(Particular of facilities available to citizens for obtaining information.)**

Name of the Department/Board/ Corporation/Institution/office :-

**Chandigarh Renewal Energy, Science & Technology Promotion Society  
(CREST), Chandigarh Administration.**

<b>Sr. No.</b>	<b>Facilities available</b>	<b>Remarks (No. of days in a week/Timings etc.)</b>
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**ANNEXRUE-16**

**PUBLICATION OF INFORMATION REGARDING ITEM SPECIFIED IN  
RULE4 (1) (b)(xvi) OF THE RIGHT TO INFORMATION ACT, 2005**

**(Names, Designations and other particulars of the Public Information  
Officers.)**

Name of the Department/Board/ Corporation/Institution/office:-

**Chandigarh Renewal Energy, Science & Technology Promotion Society  
(CREST), Chandigarh Administration.**

<b>Sr. No</b>	<b>Name of the State Publication Information Officer</b>	<b>Designation</b>	<b>Telephone No. (Office/ Residence)</b>	<b>Residential Address</b>	<b>Telephone number (Office/ Residence)</b>	<b>Residential Address</b>
1.	Sh. P.J.S. Dadhwal  (Appellate Authority)	Additional Chief Executive Officer	2703982 - O 2656567 - R	#2081, Sector-27C, Chandigarh.	2703982 -O 2656567 -R	#2081, Sector-27C, Chandigarh
2.	Sh. Rakesh Kumar  (Central Public Information Officer )	Junior Engineer	2703982 -O -R		2703982 -O -R	#3481, Sector-23D, Chandigarh

