

**PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO
INFORMATION ACT, 2005**

SECTION 4(1)(B)(4)

**DISTRIBUTION OF WORKS
IN ADMIN/ACCOUNTS/TRAINING BRANCH OF HIPA**

1. Ms. Ekta Chopra, HCS , Joint Director

- i. Establishment Matters (Class I, II, III & IV)
- ii. Matters pertaining to Executive Committee.
- iii. Work of construction, Renovation & Maintenance of Bldgs.
- iv. Purchase and Finance matters.
- vi. First Appellate Authority (RTI)
- vi. Training
- vii. TOT & Special Training Programmes

2. Sh. Ashok Vasistha, HCS (Retd.) OSD

- i. In-charge Examination Cell.
- ii. Revenue Training Institute

3. Sh. Baljeet Singh Sangwan, Chief Accounts Officer

- i. All financial matters.
- ii. Supervision and proper functioning of Accounts section

4. Smt. Rekha, Assistant Director (Administration)

- i. Establishment matter pertaining to all employees of HIPA
- ii. Matter pertaining to Bye-Laws & EC, HIPA
- iii. Examination Cell
- iv. SPIO, HIPA
- v. In charge HIPA Hostel
- vi. E-Tendering Nodal Coordinator

5. Sh. Karambir Singh, Supdt. (Admin.)

- i. Establishment matter pertaining to all employees of HIPA
- ii. Matter pertaining to Bye-Laws & EC, HIPA
- iii. APIO, HIPA
- iv. Upkeep of attendance records of Administration Staff
- v. Any other task duly assigned by the Competent Authority.

6. Sh. Maya Ram, Supdt.

- i. Dairy and Dispatch Section

7. Sh. A.N. Dhiman, Accounts Officer

- (i) Supervision and dealing with all cases to be put up by the dealing Assistants/cashier and Clerks of Accounts Section.
- (ii) Any other task duly assigned by the competent authority.

8. Sh. Sultan Singh, Assistant

- i. Care Taker Hostel
- ii. Dealing with the cases of G1 seat
- iii Any other task duly assigned by the competent authority.

9. Sh. R.K. Gulia, Accountant

- i. Establishment matters pertaining to Class I & II employees.
- ii. Files pertaining to Executive Council and Screening Committee.
- iii. Any other task duly assigned by the competent authority.

10. Sh. Vishnu Bhagwan, Assistant.

- i. Job of A1 seat in Accounts Section

- ii. Any other task duly assigned by the competent authority.

11. Sh. Lipsa, Clerk

- i. Job of cashier

12. Sh. Amar Singh, J.E.(Elect.)

- i. Proper maintenance and functioning of the Generator Sets.
- ii. Maintenance and proper functioning of all electricity points as well as fitting and fixtures.
- iii. . Maintenance and proper servicing of all air-conditioners cooling plants and air-coolers etc.
- iv. Proper maintenance and functioning of all water coolers.

13. Sh. Amit, J.E.(Technical)

- i. Photostat work & verification of payments under the terms of the AMC works. Allotment of Vehicle.
- ii. Audio Visual Aids; purchase of new equipment's, its maintenance and its provision the conduct of various training courses,
- iii. maintenance & proper functioning of Telephones and EPABX system, timely payment of bills,
- iv. Desktop printing, recording and allied works.
- v. Any other task duly assigned by the competent authority.