

SHRI MATA SHEETLA DEVI SHRINE BOARD,GURUGRAM

SECTOR-5 ROAD,GURUGRAM.

As on December, 2017

(Information for the Public under Section 4 (1)(b) (i) to (xvii) of the Right to information Act,2005)

SECTION 4(1)(b)(i) – THE PARTICULARS OF ORGANISATION,FUNCTIONS AND DUTIES;

To provide for better management, administration and governance of Shri Mata Sheetla Devi Shrine Board and its endowments including the lands and buildings attached or appurtenant to the Shrine. Chief Minister is the Chairman of Shri Mata Sheetla Devi Shrine Board. The administration, management and governance of the Shrine vests in a Board and its composition is as under:-

Ex-Officio Members		
1	Chief Minister, Haryana	Chairman
2	Minister, Urban Local Bodies, Haryana	Vice-Chairman
3	Chief Secretary to Govt. Haryana	Member
4	Principal Secretary, Urban Local Bodies, Haryana	Member
5	Deputy Commissioner, Gurugram	Member Secretary

Non Official members

Sr. No.	Name	Address
1.	Sh. Ramavtar(Bittu)	H.No. 65 Hope Apartment Sec-15 Part-II, Gurugram
2.	Sh. Parminder Kataria	H.No. A-56 apposite Hanuman Mandir Ashok Vihar phase-II Gurugram
3.	Sh. Suraj Goyal	H.No. 246/15, near Chatta Gurudwara Jacqubpura , Gurugram
4.	Sh. Pardeep	H.No. 598 Sector-22B, Gurugram
5.	Sh. Brahm Parkash S/o Sh. Banwari Lal	VPO Daultabad Near Bahart High School Gurugram
6.	Sh. Amar Chand Bhardwaj S/o Sh. Narayan Prasad	H.No. 370/22 Gali No. 13 Gandhi Nagar Gurugram
7.	Smt. Anu Yadav	Resident of Krishna Nagar Near New Blue Bell School Sector-10, Gurugram
8.	Sh. Sachin Sharma	H.No.474 Sector-12A, Gurugram
9.	Smt. Sudesh Yadav Advocate	H.No. 1567 Sector-15 Part-II, Gurugram.

	Officers of the Shrine Board	
1	Shri Vatasal Vashisht, HCS	Chief Executive Officer
2	Shri Shiv Rattan Tanwar,	Accounts Officer
3	Shri Satvir Singh	Superintendent.

SECTION 4(1)(b)(ii)- THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES;
FUNCTIONS AND DUTIES. The following subject matters are being dealt with by different branches of Shri Mata Sheetla Devi Shrine Board, Gurugram.

RITUAL/CEREMONY

1. Three main Pujaris have been appointed to arrange proper performance of worship at the Shrine.
2. To ensure proper functioning of all the Mandirs.
3. All the information reg. important dates, vrat, festivals according to Hindu religion displayed on notice Board during month.
4. To regulate the opening and closing of the temple at Shri Mata Sheetla Devi Shrine Board at the right time, with particular reference to Darshan of deity summer and winter.
5. To arrange proper darshan of deity by respectable citizens of society and general public coming to pay their obeisance with proper co-ordinate with administration.
6. To arrange for morning and evening arties of all temples.
7. To arrange for the food,(bhog) milk & other items including fruit/dry fruit of Shri Mata Sheetla Devi.
8. To arrange for safe custody of ornaments offered to the deity.

ESTABLISHMENT BRANCH

1. Establishement matters/Court cases/Disciplinary matters relating to Class I,II,III and IV employees.
2. Preparing duty roster to all employees.
3. Matters related to Guashala.
4. Leave matters of all kind of regular employees.
5. Sanctioning of various types of loans/medical reimbursement matters.
6. Misc. work. i.e. permission of Jagran, Bhandara.
7. Maintaining service book of employees.
8. Pay fixation, increment, revised scales and ACP related matters.
9. Joining report and TA/DA matters of employees.

SECURITY

1. Security of Shri Mata Sheetla Devi Shrine temple and all other temples, and premises.
2. Supervision of work of Homeguards.
3. Security arrangement for counting of Sheetla Mata Shrine Temple.
4. To assist in removing encroachment.
5. To ensure safe and smooth work of Door Frame Metal Detector.
6. To supervise and ensure smooth functioning of the CCTV room and camera
7. To assist police force in maintaining Law and Orders.
8. To assist the disaster management if it occurs. A scheme to be made out of it.

ACCOUNTS BRANCH

1. Getting up the filled donation boxes of cash counted and deposited in bank account.
2. Keeping record of all donated jewellery and getting it stored in strong room.
3. Pay bills, Arrear bills of all employees
4. Payment of all contingent/advertisement bills etc.
5. Payment of telephone bills, mobile bills, internet facility bills, electricity and water charges bills.
6. LTC Bills/T.A. bills of all categories.
7. Re-imburement of medical bills of all categories
8. Loans of HBA/Car/Computer/Scooter/Motor cycle loans payment and record of repayment.
9. Deduction of Income tax and issuing of Form 16 to all concerned.
10. Filling of Income tax returns and also correspondence with Income Tax office of Govt. of India.
11. Preparing budget
12. Audit Paras related to budget, expenditure and receipts.
13. Keeping record of donation boxes
14. Managing bank accounts and FDs in banks
15. All the accounts and audit matters.
16. Display donation figures on public notice board and website.

TECHNICAL BRANCH

1. Maintenance of works of civil, electrical and horticulture nature of Shrine Complex.

2. Liasoning work with departments like department of Architecture, PWD (B&R), Public Health Engineering Deptt., Panchayati Raj, HUDA, HAREDA for projects of Shrine Board.
3. Correspondence with all the concerned department executing work at Shrine Board,Complex.
4. Record keeping and maintenance of branch including maps, estimates, files etc.
5. Correspondence, record keeping as RTI Branch.
6. To look after the property of the Board.

STORE

1. Preparation and maintenance of register of donation material.
2. Preparation and maintenance of register of stationery/purchased material.
3. Receipt the donation material from counter.
4. Issue the material on requirement basis to the concerned branch, mandir and official.
5. Refilling of fire cyclinder
6. To maintain store items.(receipts and issue) etc.
7. To accord sanction for sanitary items, Printing items and all consumable and non-cnsumable items.

LIBRARY

Library contains approximately thousand of books to Hindu religion. Collection of books including Veds, Purans,ShriRamchraritmanas, Shri Mahadevi Bhagwat Puran, Gita etc.

Functions and duties:- 1. To maintain the entry register of devotees/students in the library.

2. keeping the record of Library books and the queries of devotees.
3. issuance of library books in the office with approval of CEO.
4. Keep books in fit and fine condition and save them from pest etc.

LEGAL BRANCHES

1. All High Court cases, preparation of W/s of all the cases.
2. All the legal cases pending in the Panchkula, Kalka and Ambala.
3. All the MOU preparation.
4. All the information regarding RTI, Act 2005.
5. All the legal opinions demanded by the Shrine Board and vetting of documents.
6. Vetting of all the MOU and agreements between Shrine Board and other parties.

IT BRANCH

1. To look after networking LAN/WAN in SMSDSB.

2. To maintain computers, printers,tonners and other computer peripherals.
3. To maintain the record/backup of counting SMSDSB server.
4. To maintain the main server
5. To look after all matters related to website & IT
6. Computers and related subjects.
7. Training of other employees.
8. CCTV cameras

(II) POWER, FUNCTION AND DUTIES OF OFFICERS

&

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY;

All the letters received from public, departments, Government are diarized in Establishment Branch and sent to the dealing hand of the concerned Branches. After dealing the same they are put up to Secretary through Accounts Officer upto his competency. All work of Accounts Branch is routed through Accounts Officer. The files are routed through Secretary, Chief Executive Officer, Chief Administrator and finally disposed off by the Government or Chief Minister as per the Financial powers delegated which is as under:-

Sr. No.	Designation	Financial limit
1.	Chairman-cum-Chief Minister Haryana	Full Powers
2.	Chief Administrator	10,00,000/-
3.	Chief Executive Officer	1,00,000/- Full powers for payment of electricity/Water bills, telephone bills and salary bills

(iv) THE NORMS SET BY THE SHRINE BOARD FOR THE DISCHARGE OF ITS FUNCTION.

Matters are run as per provisions of Shri Mata Sheetla Devi Shrine Board Act, decisions of Shrine Board meeting, Service rules, regulations and instructions of the Haryana Government issued from time to time.

- (v) THE RULES, REGULATIONS AND INSTRUCTIONS, MANUALS & RECORDS HELD BY THE DEPARTMENT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS;

Shrine Board discharges its various functions and duties by following the below mentioned Rules / Manuals:-

1. Shri Mata Sheetla Devi Shrine Board Act.
2. Board meeting decisions.
3. Service Rules.
4. Haryana Civil Service Rules.
5. PFR
6. Other instructions issued by Govt. time to time

- (vi) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL;

Personal Files, Service Books, Annual Confidential Reports, Cash Book, Gold & Silver register and other record required to be maintained by Shrine Board.

- (viii) THE PARTICULARS OF ANY ARRANGEMENTS THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR ADMINISTRATION THEREOF;

Shri Mata Sheetla Devi Shrine Board formulates /approves principal policy decision matters which consists of Elected people representative & prominent persons from all walks of life.

- (viii) STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC;

Shrine Board meeting are attended by Elected people representative & prominent persons from all walks of life.

- (ix) THE DIRECTORY OF ITS OFFICERS AND EMPLOYEES;

Sr. No.	Name of officers	Designation
1	Sh. Vinay Pratap Singh, IAS	Chief Administrator
2	Sh. Vatasal Vashishth	Chief Executive Officer

Sr. No.	Name of the Official/employee	Designation
1.	Sh. Shiv rattan Singh Tanwar	Accounts Officer

2.	Sh. Satvir Singh	Superintendent
3.	Sh. Surender Kuamr	Accountant
4.	Sh. Sumer yadav	Store Keeper
5.	Smt. Sushma Devi	Clerk
6.	Sh. Pankaj Shokeen	Computer Operator
7.	Sh. Arvind Sharma	Steno
8.	Sh. Ran Saroop	Accounts Clerk
9.	Sh. Naveen Jakar	CCTV Operator
10	Sh. Karmvir Chillar	J.E
11	Sh. Surender Sharma	Security Officer
12	Sh. Bhagwat Dayal	Librarian
13	Smt. Namita	Pharmacists
14	Sh. Anup	Store Boy
15	Sh. Jai Bhagwan	Pujari
16	Sh. Babu Ram	Pujari
17	Sh. Satish	Pujari
18	Sh. Hariom	Assistant Pujari
19	Sh. Arun Sharma	Assistnat Pujari
20	Sh.MADAN Sharma	Helper Pujari
21	Sh. NARAYAN	Helper Pujari
22	Sh. DHARMENDER .	Helper Reliever Pujari
23	Hanumat Prasad	Helper Pujari
24	Jugal Kishore	Helper Pujari
25	Sh. MANGAT RAM.	Electrician
26	Sh. Devender	Hel. Elect
27	Sh. Vikas	Hel. Elect
28	Sh. Harvinder	Hel. Elect.
29	Sh. RADHEYSHAYAM .	Driver
30	Sh. KIRAN KUMAR	Chowkidar
31	Sh. Manoj Kumar	Supervisor Sweeper
32	Sh. BAHADUR	Sweeper
33	Sh AMAR SINGH	Sweeper
34	Smt. SURESH	Sweeper
35	Smt. SUDESH	Sweeper
36	Smt. MITHLESH	Sweeper
37	Sh. OMPRAKASH SONI	Peon
38	Sh. RAJESH KUMAR	Peon
39	Sh. SITARAM	Peon
40	Sh. SATISH	Chowkidar
41	Sh. RIPUDAMAN	Chowkidar
42	Sh. RAJIV	Supervisor Sweeper
43	Sh.VIRENDER	Sweeper
44	Sh. VEDPRAKASH	Sweeper
45	Smt.. HEMA	Sweeper
46	Sh. RAKESH	Sweeper
47	Smt. BIMLA	Sweeper
48	Smt. SANJAYWATI	Sweeper
49	Smt. GEETA	Sweeper
50	Sh. RAJEEV	Sweeper

51	Smt.SUMIRTA	Sweeper
52	Sh. VICKY	Sweeper
53	Smt.VIMLA	Sweeper
54	Sh. LAXMAN	Sweeper
55	Smt. SANOKHA DAS	Sweeper
56	Sh.GANESH DAS	Sweeper
57	Sh.JOGENDER	Sweeper
58	Sh. NAKUL	Sweeper
59	Smt. SEEMA	Sweeper
60	Smt. GEETA	Sweeper
61	Sh. PAWAN	Sweeper
62	Sh. LALARAM	Sweeper
63	Smt. NIRMALA	Sweeper
64	Sh. AJAY	Sweeper
65	Smt. SUNITA	Sweeper
66	Sh. ROHIT	Sweeper
67	Smt. BALA	Sweeper
68	Sh. JAIPRAKASH	Sweeper
69	Smt. RAJRANI	Sweeper
70	Smt. LALITA DEVI	Sweeper
71	Omprakash	Mali Supervisor
72	Rakesh Kumar	Mali
73	Jaswant Kumar	Mali
74	Shiv Kumar	Mali
75	Sunil Kumar	Mali
76	Rajesh	Mali
77	Rajkumar	Mali
78	Ramlakhan	Mali
79	Raju	Mali
80	Kamla Devi	Mali
81	Kavita	Mali
82	Madan Chamoli	Coffee machine Operator
83	Ramesh Kumar	Pump Operator

(x) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.

The monthly remuneration to its officers and employees is paid as decided by the Authority. Scale prescribed for the posts and being paid are follows:-

Sr no	Designation	No. of posts	Level
1	Chief Executive Officer	1	
2	Accounts Officer	1	
3	Superintendent	1	
4	Accountant	1	
5	Storekeeper	1	

6	Clerk	1	
7	Computer Operator	1	
8	Steno	1	
9	Junior Engineer	1	
10	Accounts clerk	1	
11	CCTV Operator	1	
12	Pujari	3	
13	Assistant Pujari	2	
14	Helper Pujari	3	
15	Reliever Helper Pujari	1	
16	Electrician	1	
17	Driver	1	
18	Helper Electrician	3	
19	Helper Plumber	2	
20	Peon	5	
21	Watchman	3	
22	Mali	11	
23	Pump Operator	1	
24	Coffee machine operator	1	
25	Sweepers	35	

(xi) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSMENTS MADE;

Generally construction works are executed through PWD. (B&R) Public Health Engineering Deptt. Panchayat Raj, Huda Hareda etc... Estimates are also supplied by these agencies and payment is accordingly made to them as per deposit work 50% (advance payment), 30% (as per work progress) & balance 20% on completion of work.

xii) THE MANNER OF EXECUTIO OF SUBSITY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATGED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES;

Xiii) PARTICULARS OF RECIPIENTS OF CONCESSIONS,PERMITS OR AUTHORIZATIONS GRANTED BY IT;

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XIV) DETAILS IN RESPECT OF THE INFORMATION,AVAILABLE TO OR HELD BY IT, RECUCED IN AN ELECTRONIC FOORM;

Service rules & Shri Mata Sheetla Devi Shrine Board Act is available on website.

xv) THE PARTICULARS OF FACILITES TO CITIZENS FOR OBTAINING INFORMATION,INCUDING THE WORKING HOUSRS OF LIBRARY OR READING ROOM,ANINTAINED, FOR PUBLIC USE:-

the citizens can obtain information from 9:00A.M to 5.00 PM on all working days from Mata Sheetla Devi Shrine Board office.

(xvi) THE NAME, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER:-

Assistant State Public Information Officer

Sr. No.	Name & Designation	Telephone Number Office
1.	Sh. Satvir Singh, Superintendent	0124-2323122

State Public Information Officer

Sr. No.	Name & Designation	Telephone Number Office
1.	Sh. Vatasal Vashishth	01242323122

APPELLATE AUTHORITY

Sr. No.	Name and Designation	Telephone Number Office
1.	Sh. Vinay Pratap Singh, IAS	0124-2321144,2320508

(xvii) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR;

Cash donation

Daily cash counting reports with upto date report during financial year is sent to the DC, Gurugram and also on website of the Shrine Board.