

ANNEXURE-1

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

**MUNICIPAL CORPORATION JALANDHAR
(The particulars of the organization, functions and duties)**

CIVIL WING

Sr.N o.	Name of Organization/ Board/ Corporation/ Institution	Function and duties (in brief)
1.	1. Commissioner, Municipal Corporation, Jalandhar 2. Assistant Commissioner 3. Assistant Commissioner	Chief Executive Officer. To assist the Commissioner. Vacant
2.	Superintending Engineer CIVIL	Maintenance of Public roads/streets and the buildings vesting in Municipal Corporation and execution of Projects related to all civil works within the limits of Municipal Corporation, Jalandhar. Planning of new developmental project including the preparation of estimates thereof.
	Executive Engineer (CIVIL) <p style="text-align: center;">&</p> Sub-Divisional Officer (CIVIL)	Execution of new works and maintenance/supervision of streets and roads and other property vesting in the Corporation situated within the Division/sub division under his charge. Checking/ supervision of the work of contractors and other agencies engaged for execution of various development(Civil)related projects/ works.
	Junior Engineer CIVIL	Preparing estimates of new works including the works in which additions/ alteration/ renovation is involved and preparing the works bills thereof and close supervision of the

		work of Contractors and other agencies engaged by th Municipal Corporation for execution of the works
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Duties and Functioning of the Operation & Maintenance of Water Supply & Sewerage Cell(O&M Cell)

3	Superintending Engineer (O&M)	<p>Execution of new works relating to Operation and Maintenance wing i.e. water supply and sewerage including the over all supervision and maintenance of the entire infrastructure of the O& M wing, in the capacity as technical in charge of the wing/ Division concerned. Monitoring of the different development related projects/ works of O&M wing.</p> <p>All the technical papers are being send to higher authorities.</p> <p>Check the works as per Municipal Account Code and discharge his duties as per manual of PWD.</p>
	Executive Engineer (O&M)/ Corporation Engineer(O&M)	<p>Execution of new development works in the allotted division/ sub division including the maintenance of water supply, sewerage and storm water drains related works/ looking after the distribution of supply of water within the division under his charge.</p> <p>To recommend the estimate of work for their approval.</p> <p>To ensure portable quality of drinking water supply.</p> <p>To supervise the collection of water supply and sewerage arrear collected by the recovery staff against the defaulter in the division allotted.</p>

	Sub-Divisional Officer (O&M)/ Assistant Corporation Engineer(O&M)	Supervision of all O&M wing related works carried out in the sub zone. To ensure portable quality of drinking water supply. To supervise the collection of water supply and sewerage arrear collected by the recovery staff against the defaulter in the division allotted.
	Junior Engineer (O&M)	Preparation of estimates including billing of all works and repair/ renovation of already laid infrastructure. Supervision of infrastructure of water supply, sewerage, storm sewer within the beat allotted to him in the sub zone. Supervision and maintenance of infrastructure of water supply, sewerage, storm sewer within the beat allotted to him in the sub zone. Recommending the new water supply and sewerage connections of the allotted zone.

HORTICULTURE

4	Superintending Engineer CIVIL	To prepare the plan for maintenance of parks/ green cover in the city. Supervision of the working of the staff posted in Horticulture wing. Preparation of plans for future plantation and development of green cover of city preparation of plans for beautification of the city .
	Executive Engineer (Hort.)	Technical incharge of maintenance including the up gradation of parks, green belts situated within the Division under his charge Maintenance of parks/green belts /roadside plants and plantation within the allotted division.

Duties and Functioning of the street light branch in Municipal Corporation

5	Superintending Engineer (O&M)	Responsible for maintenance of street light points and fountains and other light fittings already installed on the road/street side, parks including the preparation of plans for erecting new poles and installation/ fixing of street light points Execution of new development works. .
	Executive Engineer (O&M) (STREET LIGHT)	Execution of works of installation of street light points in the city including repair thereof, in the allotted Division/ sub division. To recommend the estimate of work for their approval.
	Sub-Divisional Officers (O&M) Street Light.	Preparation of estimates. Preparing of the works bills of the contractors.
	Junior Engineer (STREET LIGHT)	Maintenance of street light points installed in the area under his charge. Preparation of estimates for new works/renovation of old works including repair thereof .

HOUSE TAX

6	Assistant. Commissioner	Implementation of Government policies. Timely dispatch of the Tax bills/recovery notices. Preparation of assessment list. Bringing newly constructed rented residential/ commercial/ industrial and institutional properties in the tax net. Recovery of demand of tax.
	Superintendent House Tax	Regular monitoring of the demand and collection of the tax on lands and buildings in accordance with the law. Service of bills of demand and notices to defaulters. To Supervise the working of the inspectors/ assistants/clerks and other class of employees working in the House Tax branch.

AGENDA BRANCH

7	Secretary	To prepare agenda for the meetings of the House of Municipal Corporation, Jalandhar as well as its committees/adhoc committees.
	Superintendent Agenda	To maintain the record of proceedings of minutes of meetings including regular monitoring of implementation of decisions . Timely despatch of agenda as well as its proceedings to members and Government.

Fire Brigade

8	Secretary	Overall supervision of the Fire Brigade Branch.
	Assistant Divisional Fire Officer	To supervise the Fire Brigade wing which attends to fire calls and other accidents reported to Fire wing. Imparting training to the employees and to ensure that all Fire fighting equipment is readily available and is in operation.
	F.S.O.	Supervision of working of staff posted in Fire wing.

Health Branch

9	Secretary	Responsible for adequate supervision of Health, Sanitation and medical services.
	Asstt. Health Officer	Take measures for daily lifting of garbage from collection centres, scavenging of public streets/ roads and other lands vesting in the Municipal Corporation.
	Chief Sanitary Inspector	Removal of carcasses and taking of preventive measures to check the outbreak of water borne and insanitary related diseases. Maintenance of dumping-ground.
	Sanitary Inspector.	Implementation of provision of meat bye-laws & other similar byelaws prepared under the Health chapter and to issue Birth & Death Certificate for exercising the power of local registrar birth and death.

Estate Office/Land Branch

13	<p>Assistant Commissioner</p> <p>Corporation Engineer</p> <p>Superintendent Tehbazari</p> <p>Naib Tehsildar</p>	<p>Preparation of Immoveable property register in accordance with the rules. To prepare plan for alienation (sale/ Lease/ Licencing rights) of Municipal property.</p> <p>To take measures to safeguard Municipal property from encroachment. Recovery of rent/ lease money and sale consideration of properties</p> <p>Removal of all types of temporary encroachments from Municipal road/ streets/ footpath etc. To process cases for auction of Licencing rights of parking lots.</p> <p>To ensure recovery of sale consideration of municipal properties sold in installments. Recovery of lease money. Execution of sale deed of sold out properties.</p>
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Advertisement Branch

14	<p>Assistant Commissioner Supdt Adv.</p>	<p>To prepare plans and submit to House/ F&CC for grant of advertising rights on Municipal roads/ streets/ parks/ structures. Implementation of Advertising policy. Recovery of advertisement tax and Licence money from Licencees</p>
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Police Wing

15	<p>Assistant Commissioner Deputy Superintendent of Police/Inspector of Police</p>	<p>Incharge of the Police wing –Maintenance of law and order during encroachment removal / major demolitions of unauthoised structures. Enforce traffic related byelaws within city including challaning of violators.</p>
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Law Deptt.

16	<p>Assistant Commissioner</p> <p>Legal Assistant</p>	<p>Incharge of Law Branch to handle all the Court cases and cases filed before different Tribunals/ forums for or against Municipal Corporation Jalandhar.</p> <p>To render legal opinion, Vetting of written statements/ replies to be filed in the Court, vetting of agreements and monitoring of the court cases etc.</p>
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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 : Municipal Corporation , JALANDHAR

Sr. No	Name of the Post	Powers and duties (In Brief)
O&M Cell/Civil		
1	Superintending Engineer(Civil) & O&M Cell All Executives Engineers, CIVIL and O&M.	1. To prepare proposals for sanction of new projects/ development works including upgradation thereof 2. To supervise the works executed in the Division under his charge . 3. To issue NIT, process offers/bids & seek approval of competent authority. Finalization of work bills of Contractor/suppliers.
2	All Sub Divisional Engineers CIVIL and O&M	To prepare estimates of the works approved by competent authority. Drafting of NIT, Processing of offers/ bids including evaluation thereof and to prepare the works bill of contractors/ suppliers. Supervision of the work of contractors to ensure that these are executed as per approved specifications.
3	All Junior Engineers CIVIL and O&M	To prepare estimates, tender notices and process offers/ bids of contractors/ participants and submit these to Assistant Corporation Engineer for further approval. Close supervision of all works executed in the Zone under his charge.
Horticulture Deptt.		
4	Superintending Engineer(Civil) Executive Engineer, (Horti.)	1. Planning for new plantation in the various parts of city including taking measures to check the mortality rate. Implementation of Government policies w.r.t. constitution of Park Management Committees. 2. To supervise the works executed in the Division under his charge . 3. To issue NIT, process offers/bids & seek approval of competent

		authority. Finalization of work bills of Contractors/suppliers.
5	Sub Divisional Engineer, Horti. (Vacant)	Responsible for looking after the maintenance of plantation (parks/ rotaries/ open spaces and roads etc.) Supervision of works relating to Horticulture wing. To prepare estimates of the works approved by competent authority. Drafting of NIT, Processing of offers/ bids including evaluation thereof and to prepare the works bill of contractors/ suppliers. Supervision of the work of contractors to ensure that these are executed as per approved specifications.
6	Junior Engineer, M.C. (Horti.)	To supervise the working of staff (Supervisors/ Mali Beldars) working under him. Watering of plants and execution of all newly sanctioned development works relating to Horticulture wing. To prepare estimates, tender notices and process offers/ bids of contractors/ participants and submit these to Assistant Corporation Engineer for further approval. Close supervision of all works executed in the Zone under his charge.
7	Supervisor (Horti.)	Supervision of the staff (Mali Beldar) posted in his beat. Timely watering pruning and maintenance of plants.
9	Mali / Beldar	To perform field duties likewise maintenance of plants, spraying of pesticides thereon, pruning of trees etc. as per the orders of Supervisor
HOUSE TAX		
10	Assistant Commissioner Superintendent House Tax Inspector Bill distributor	Over all Incharge of the House Tax Branch. To implement the provisions of the Act, rules and byelaws relating to Tax on Lands and Buildings. Implement the Govt. Policies. Monitoring of the billing work. To distribute the House Tax bill.

	Tax Collector	To collect the recovery in connection with House Tax Branch.
11	Secretary	Preparation of agenda of House and its committees. Recording of minutes of all meetings. Timely dispatch of agenda as well as its minutes to all members as well as Government. To ensure that decisions taken by the House and other statutory committees such as Finance & Contract Committee are duly implemented.

Fire Brigade		
12	Secretary Assistant Divisional Fire Officer Sub-Divisional Fire Officer leading Firemen Firemen	The Fire wing staff is “ Operational staff” and hence ADFO being well experienced supervise the Fire wing which attend to head the rescue operation in case of Fire, natural cold & accident
Health Branch		
	Secretary Assitt. Health Officer All the Dispensaries. Pharmacists Chief Sanitary Inspector (Vacant) Sanitary Inspector Superintendent Health	Maintenance of general sanitation of the city, removal of garbage from the city, control and removal of carcasses, water borne disease maintenance of dumping-ground. Implementation of provision of meat bye-laws & other similar related to Health Medical bills of the Corporation employees To Supervise the working of different Dispensaries of Municipal Corporation, Jalandhar. To issue challan against the defaulters and to supervise the work of sweepers in their respective area To supervise the work of sweepers in their respective area To supervise the establishment work of

		Health Branch
Street Light		
	<p>Superintending Engineer(O&M) Executive Engineer (O&M)</p> <p>Sub Divisional Officer</p> <p>Junior Engineer</p>	<p>1. To send proposals for sanction of electrical work within city .</p> <p>2. To supervise the works under execution.</p> <p>3.To prepare estimates , tenders get approval etc. & execution of works as assigned</p>
	<p>Patroller Electrician Helper</p>	Maintenance and repair of street lights within the Municipal limits.
Account Branch		
	<p>Deputy Controller (Finance & Accounts) ®</p> <p>Deputy Controller (Finance & Accounts) Pension</p> <p>Accountant</p>	<p>To deal with budget & planning, loan & advances, all account matter, maintenance of cash book, register, receipts & service books of the employees.</p> <p>To deal with the retired /pensioner benefits of the retirees, like GPF, leave encashment, pension, family pension, fixation of pay, release of funds, annual increment, disbursement of salary etc. etc.</p> <p>To assist in the work of DC(FA) in all account matters related with Municipal Corporation, Jalandhar</p>
SJSRY		
	<p>Asstt. Commissioner APO</p>	To supervise & implement the Policies of the Govt. of India for upliftment of persons below the Poverty line.
Establishment Branch		
	<p>Asstt. Commissioner</p> <p>Superintendent Establishment (General)</p>	<p>Incharge of Establishment Branch to deal with the service matters of the employees working in Municipal Corporation, Jalandhar Incharge of Establishment Branch to deal with the service matters of the employees working in Municipal Corporation, Jalandhar proficiency step-up / Medical reimbursement etc .</p> <p>To deal with the all establishment matters with the guidance of Assistant Commissioner, circulate</p>

	<p>Complaint and Inquiry Cell</p> <p>Sr. Assistant/ Clerical Staff</p>	<p>the office orders passed by the Administration from time to time concerning with establishment matters. To deal with all the Departmental enquiries, Show Cause notices & other duties assigned to him by the her authority</p> <p>To deal with all the complaints received on the Toll Free Number(0181-2242411) installed in the office of Municipal Corporation, Jalandhar.</p> <p>To assist the Superintendent Establishment in the matter of Establishment work.</p>
<p>Land Branch</p>		
	<p>Asstt. Commissioner</p> <p>Naib Tehsildar</p>	<p>Over-all Incharge Land matters.</p> <p>To deal with the allotment of departmental accommodations , rooms to the officials as per norms & requirements</p>

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 :- Municipal Corporation , Jalandhar .

Sr. No. & Designation of Head of the Deptt.	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)
Civil Engineering Branch				
1. Superintending Engineer civil	Maintenance of Roads / Streets/ Buildings Civil Work	Junior Engineer	Sub-Divisional Officer Executive Engineer Superintending Engineer	House and Finance and Contract Committee or the Commissioner (as per pecuniary limits)
2. Executive Engineer (civil)	Preparation of estimates Road / Street Civil Work	Junior Engineer	Sub-Divisional Officer Executive Engineer Superintending Engineer	Commissioner, sanction expenditure up to Rs 25,000/- for any work. F& CC and House – If expenditure is above Rs 25,000/- only
Operation & Maintenance Cell				
1. Superintending Engineer	Water & Sewer System	Executive Engineer / Sub Divisional Officer (O & M)	Sub-Divisional Officer Executive Engineer Superintending Engineer	House and Finance and Contract Committee or the Commissioner (as per pecuniary limits)
2. Executive Engineer (O & M)	Preparation of estimates relates with the water & sewer works (O & M)	Junior Engineer	Sub-Divisional Officer Executive Engineer Superintending Engineer	Commissioner, sanction expenditure up to Rs 25,000/- for any work. F& CC and House – If expenditure is above Rs 25,000/- only

Health Section				
Secretary/ Asstt. Health Officer	All matters touching the Health (Sanitation and Medical) matters.	A.H.O.	A.H.O. Asstt. Commissioner Commissioner	Commissioner , sanction of expenditure up to Rs 25,000/- F& CC and House – If expenditure is above Rs 25,000/- only
House Tax Branch				
Assistant Commissioner/ Superintendent, House Tax.Deptt.	To comply with the Govt. policies / order / byelaws & directions issued from time to time	Inspector	Superintendent Asstt.Commissioner Commissioner	Assistant Commissioner as delegated authority of Commissioner. Joint Commissioner as delegated authority of Commissioner to chair House Tax Sub Committee.
Agenda Branch				
Secretary	To prepare agenda and record minutes of meetings of House and its committees	Assistant	Secretary	Commissioner / Mayor / Govt.
Fire Brigade				
Secretary ADFO	To attend to all fire calls .	Sub Fire Officer Leading Firemen Firemen	Assistant Divisional Fire Officer & Secretary.	Commissioner , sanction of expenditure upto Rs. 25,000/- F&CC or House if expenditure is above Rs. 25,000/-
Street Light				
Superintending Engineer(Civil)/ Executive Engineer, Street Light	Maintennance of Street Light points & new installation of Street Light points.	Executive Engineer	Sub Divisional Officer (SDO) Junior Engineer (JE)	Supdt. Engineer / Commissioner

Account Branch				
Deputy Controller (F&A) Commissioner	Account Branch	Clerk	Sr. Assistant/ Accountant/DCFA	
Pension & Provident Fund				
Asstt. Commissioner Deputy Controller(F&A)	Pension & Provident Fund Wing	Clerk	Sr. Assistant Accountant / DC (F & A)	Asstt.Commissioner / Commissioner
SJSRY				
Assistant Commissioner/ APO	Sanctioning of funds under various components of Govt. Schemes	Project officer	Assistant project Officer	Assistant Commissioner/ Commissioner
Establishment Branch				
Assistant Commissioner/ Superintendent.	To handle and settle with all matters relating to the establishment of MCA	Clerk / Sr. Assistant	Superintendent / Asstt. Commissioner	Commissioner
Estate Branch				
Asstt. Commissioner/ Estate officer/Land Superintendent	Alienation of Municipal properties including the grant of lease/ licencing rights thereof	Naib Tehsildar	Secretary	Commissioner Committee constituted by the Commissioner

ANNEXURE – 4

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

MUNICIPAL CORPORATION JALANDHAR

(The norms set for the discharge of its functions)

Sr.No	Item of Work	Norms set by the department (no. of days taken for decision making)
Civil Branch		
	Construction of Roads / Streets within the jurisdiction of MC JALANDHAR	As per the terms & conditions of the work order / agreement
Horticulture Branch		
	Development of parks / green belts/road sides / plantation & maintenance of above mentioned sites	As per the terms & condition of the work order / agreement
House Tax Branch		
	To issue the bill of demand and recover the tax amount- assessment of all rented residential, commercial and industrial including institutional buildings.	A continuing process -without any time frame
Agenda Branch		
	To prepare the agenda and minutes of the house and its committees – Follow up of the decisions and placing the progress report before the House	As per requirement of work, No norms fixed.

Fire Brigade		
	Fire Rescue /Fire Fighting	Immediately without any loss of time
Asstt. Health Officer		
	Sanitation Work	As per Rules & Bye-laws.
Street Light		
	Execution of maintenance of street lights & electrical work	Fourty eight hours after the registration of the complaint.
Pension & Provident Fund		
	Considering and deciding the cases of grant of pension / Final payment of GP Funds of the retirees / expired employees	<ol style="list-style-type: none"> 1. The pension cases of the retired employees are considered six months prior to retirement. 2. In death cases, the process is initiated immediately.
Account Branch		
	To deal with the account matter	As prescribed in the Punjab Municipal Account Code, 1930
SJSRY		
	Accordinging approvals, sanctions release of subsidy etc. under various components	Norms- not fixed- Fresh receipt / request for release of funds / grant /subsidy to be finanlized within 5-7 days More time is taken if it requires pre audit .
Establishment Branch		
	To deal with the service conditions related matter of all employees	No Norms fixed.

ANNEXURE – 5

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

**(The rule, regulations, instructions, manuals and record, held by
it or under control or used by employees for discharging
functions)**

Name of the Department :- Municipal Corporation , JALANDHAR

S.No	Name of the Act	Name of Rules	Name of the Manuals	Instructions (Write Circular No./Date	Any other record/document
Civil Engineering					
1	PMC Act, 1976	Punjab Municipal Account Code 1930 Punjab Municipal Works Rules		As received from time to time from the Local Govt.	All tendered documents & agreements.
2	P.M.C. Act, 1976		-----		_____
Horticulture Deptt.					
3	PMC Act, 1976 (As extended to Punjab State	Punjab Municipal Account Code- 1930		Instructions/ Rules of Local Govt.	Instruction/or der issued from time to time by the Local Govt.
Health Branch					
4	Punjab Municipal Corporation Act 1976	1. Govt. Empl.conduct Rules , 1966/ Model Rules which has been adopted by the MCJALANDHAR 2. Bye-laws for	_____	-	-

	<p>the regulation & control of stables and Cow Houses in JALAHNDAR</p> <p>3. Byelaws for the registration & control of Dog in JALANDHAR</p> <p>4. Byelaws for the control and regulation of Burial and burning at JALANDHAR</p> <p>5. Byelaws for the Inspection & control of Bakeries at JALANDHAR</p> <p>6. Byelaws for the regulation of Import and Sale of fish and licensing of premises therefore in Jalandhar</p> <p>7. Byelaws for the regulation of piggery at JALANDHAR.</p> <p>8. Byelaws for the regulation & control of sale of ice and aerated water in JALANDHAR.</p> <p>9. Byelaws for the regulation & Control of Ice factories in JALANDHAR</p> <p>.</p> <p>11. Sanitation & Public Health Byelaws 2003.</p> <p>12. Ban on</p>			
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		manufacturing of usage of polythene Bags and containers, Byelaws 2002 13. Stray Cattle Bye-Laws. 14. Solid Waste Management Rules.2000. 15. Conservency Tax Bye-Laws.			
HOUSE Tax Branch					
5	The PMC Act, 1976 as extended to the Punjab Municipal Corporation Act, 1976	Tax on Commercial , Industrial & Institutional lands&buildings Byelaws	--	As issued by the Local Govt Deptt. from time to time	---
Agenda Branch					
6	The Punjab Municipal Corporation Act, 1976	Business Bye-Laws.		As issued by the Local Govt. Deptt from time to time	-----
Fire Brigade					
7	The Punjab Municipal Corporation Act, 1976	Punjab Municipal Fire Brigade Rules, 1977. Standing orders of the Fire Brigade.	National Building Code (Part-IV)		
Assistant Health Officer					
8	P.M.C Act, 1976	1. Govt. Empl.conduct Rules , 1966/ Model Rules which has been adopted by the MCJALANDHAR 2. Bye-laws for the regulation &	Municipal Account Code 1930		

		<p>control of stables and Cow Houses in JALANDHAR</p> <p>3. Byelaws for the registration & control of Dog in JALANDHAR</p> <p>4. Byelaws for the control and regulation of Burial and burning at JALANDHAR</p> <p>5. Byelaws for the Inspection & control of Bakeries at JALANDHAR</p> <p>6. Byelaws for the regulation of Import and Sale of fish and licensing of premises therefore in JALANDHAR</p> <p>7. Byelaws for the regulation of piggery at JALANDHAR.</p> <p>8. Byelaws for the regulation & control of sale of ice and aerated water in JALANDHAR.</p> <p>9. Byelaws for the regulation & Control of Ice factories in JALANDHAR</p> <p>11. Sanitation & Public Health Byelaws 2003.</p> <p>12. Ban on manufacturing of usage of polythene Bags</p>			
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		and containers, Byelaws 2002			
Street Light Branch					
	The Punjab Municipal Corporation Act, 1976	1. Agreements made with the PSEB for maintenance of Street Lights. 2. Agreement made with the Contractors for maintenance of Street Light.			
Pension & Provident Fund Branch					
	PMC Act-1976	The Punjab Civil Services Rules. Punjab Municipal Account Code-1930. Punjab Municipal Employee Pension Rules-1994.	Relevant to Punjab C.S.R	As issued by the Local Govt. Pb	The instructions & circular issued by the Accountant Gen. (A&E) Punjab/ Govt. of Pb. Department of Accounts & Finance.
Account Branch					
	Punjab Municipal Corporation Act, 1976. Punjab Municipal Account Code-1930.	The Punjab Civil Services Rules	Relevant to Punjab CSR	As issued by the Local Govt. from time to time	The instructions and circulars issued by Local Govt. Department.
SJSRY					
	SWARAN JYANTI SHAHARI ROZGAR (SJSRY) Guidelines from Govt. of India	SJSRY Guidelines	-	-	-
Establishment Branch					
	Punjab Municipal Corporation Act, 1976	The Punjab Civil Services Rules. Punjab Municipal Corporation	Relevant to Punjab CSR	As issued by the Local Govt Pb. . from time to time	-----

		Employees(Recruitment & conditions of service) Rules-1978.			
Land Branch					
	----- --	Punjab capital (Development & Regulation Building Rules 1952) & Bye-laws. Jalandhar Municipal Corporation Building Bye-laws-1997.	Nil	As issued by the Local Govt. Pb. from time to time	-----
	Public Premises (Eviction of un-authorized occupants) Act , 1971	-	-	-	The powers provided in this Act is not being exercised by the Officer of M.C. J but it is exercised by District Collector or duly prescribed authority M.C. files applications under this Act before the prescribed authority for adjudication

ANNEXURE – 6

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

MUNICIPAL CORPORATION JALANDHAR

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

Sr. No	Category of Documents
Civil Engineering	
1	General correspondence files relating to Road Works
2	Estimates of Roads as well as Civil Works
3	Sanction of works/allotment of Works Register.
4	Passed vouchers of works and general vouchers
5	Tender Register.
6	Enlistment of Contractors Register.
7	Roads History Register
8	Stock Register of Material.
9	Main / Sub cash books
10	Agreement of allotment of works
11	Service books of employees MB's, Ledgers
12	Secuirty Deposit Register.
Horticulture Wing	
1	Estimates
2	Agreements
3	Cash Books

4	Service record of the Employees
O&M Cell	
1	Tenders
2	Accounts
3	Drawing
4	M.B`s / M.R`ss
5	Stock
6	Enlistment of Contractors Register.
7	Information regarding grant of water connections (copy encl)
8	Security deposits by the contractors
9	Agreements executed by the contractors agencies
10	Maintenance of Works Register.
11	Works History Register
Agenda Branch	
1	Agenda /Minutes of the meetings of General House of the Corp.
2	Agenda/Minutes of the Finance / Contract Committee
Fire Brigade	
1	Fire Stations I)N.D.C.,ii) Punjab Fire Prevention & Safety Act 1986 iii) National Building Code
Street Light	
1	General correspondence files relating to Street Light works
2	Estimates of Street Light Works .
3	Sanction of works / allotment of works
4	Passed vouchers of works and general vouchers

5	Sub cash book
6	Agreement of allotment of works
7	Service books of employees MB's
Account Branch	
1	Cash books , Classified Abstracts, Budget Document, Service Books, Cheque Books , Vouchers etc. etc.
SJSRY	
1	List of House-to-House Survey conducted for identification of BPL families in Rehabilitation and Slum Abadies /unauthorized colonies
2	SJSRY – Guidelines & Policies of Govt. of India.
Pension and Provident Fund	
1	Cash Book
2	Cheque Book
3	E.C.R. (Estt. Check Register)/Pension Payment Register
4	Broad Sheet of GPF Account
5	P.P.O's files
6	Vouchers
7	Daily receipt / Despatch Register etc.
Establishment Branch	
1	Office Order Registers
2	Govt Letters/ Instructions issued by the Local Govt. Deptt. From time to time
3	Correspondence made with the Local Govt.
Estate Branch	
1	Municipal Property Register
2	Allotment file of each plot / built up shops are maintained separately
3	Payment Ledger Accounts are also being introduced

Annexure- 7

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

MUNICIPAL CORPORATION, JALANDHAR.

(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 there of.)

Sr. No.	Details/ Type of arrangements made
1.	Listing house fixed to consult the concerned officer incharge
2.	The Comptent Officers interact with the press in respect of Information related to Public are: i) Sh. Vinay Bublani,PCS,Commissioner ii) Sh. Rahul Gupta, Joint Commissioner
3.	The officers who have been appointed for giving information to General Public. 1. SH. Vinay Bublani, PCS , COMMISSIONER 2. Sh. Rahul Gupta, Joint Commissioner
4.	Joint Commissioner has been appointed as Public Information Officer to provide information to General Public under RTI Act.

Annexure- 8

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

MUNICIPAL CORPORATION, JALANDHAR.

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

Sr. No.	Name of the Board(s)	Name of the Council(s)	Name of the Committee(s)	Name of other bodies(s) constituted by the deptt.	Whether meetings of these bodies are open to the public (Yes/ No)	Whether the minutes of such are accessible for public (Yes/ No)
		Municipal Corporation, Jalandhar	Finance & Contract Committee	Under the consideration of Municipal Corporation	Yes	Yes
			Transport Adhoc Committee			
			Street light Adhoc Committee			
			Building & Roads Committee			
			Advertisement Committee			
			Workshop Adhoc Committee			
			Fire Brigde Adhoc Committee			
			Employees Welfare Adhoc Committee			
			Safai Majdoor Welfare Adhoc Committee			
			Public Relation Adhoc Committee			
			Councillors Welfare Ahoc Committee			
			Coordination Adhoc Committee			

5.	Sh. Mukesh Kumar	Corp. Engineer			98152-87666
ENGINEERING WING (O&M CELL)					
1.	Sh. A.S.Dhariwal	S.E (O&M)	5053072	-----	98724-44055 99888-24055
2.	Sh. V.P.Singh	S.E (O&M)		2461748	96461-28280
3.	Sh. Harvinder Kumar	Corp. Engineer	-----	-----	94172-34660
4.	Sh. Satnam Singh	Corp. Engineer	-----	2256894	98726-55894
5.	Sh. Lakhwinder Singh	Corp. Engineer	-----	-----	96460-01445
6.	Sh. Narinder Singh	Corp. Engineer	-----	-----	94177-10151
HORTICULTURE					
1.	Er. Kulvinder Singh	S.E (B&R)	2220953	2461247	98151-43200
2.	Dr. J.S Bilga	Corp. Engineer	-----	-----	98142-17069
3.	Sh. Daljit Singh	LSO			96460-15158
FIRE BRIGADE					
1	Sh. D.P.Bhardwaj	Asst. Commissioner	2282328	-----	99882-00444
2	Sh. Kashmira Singh	A.D.F.O	2401663		98721-78668
3	Sh. Rajinder Sharma	Clerk	2401663		98722-96767
HEALTH BRANCH (SANITATION)					
1.	Sh. D.P.Bhardwaj	Asst. Commissioner	2282328	-----	99882-00444
2.	Sh. Ashok Sharma	Secretary	2220317	-----	97801-13880
3.	Dr. Virender Kalia	Health Officer			98728-73797
4.	Sh. Janak Raj	Sanitary Inspector	-----	-----	99155-06668
5.	Sh. Ashok Grewal	Sanitary Inspector	-----	-----	99150-00536
6.	Sh. Agam Chand Mishra	Sanitary Inspector	-----	-----	98153-07778
7.	Sh. Tarsem Lal	Sanitary Inspector	-----	-----	98147-15060
8.	Sh. Mahesh Vij	Sanitary Inspector	-----	-----	98550-13217
9.	Sh. Jaswinder Singh	Sanitary Inspector	-----	-----	98143-16446
TEHBAZARI					
1	Sh. D.P.Bhardwaj	Asst. Commissioner	2282328	-----	99882-00444
2	Sh. Vikrant Verma	Superintendent			99881-10038
HOUSE TAX					
1	Sh. D.P.Bhardwaj	Asst. Commissioner	2282328	-----	99882-00444
2	Sh. Dalel Singh Saini	Superintendent			99888-83583
3.	Sh. Ravi Handa	Superintendent			98765-68628

SUPERINTENDENT					
1.	Sh. S.K.Gupta	Superintendent			94174-12417
2.	Sh. Ravi Handa	Superintendent			98765-68628
3.	Sh. S.K.Wadhwa	Superintendent			99888-54825
4.	Sh. Dalal Singh Saini	Superintendent			99888-83583
5.	Smt. Lalita	Superintendent			94633-56503
6.	Smt. Harminder Kaur	Superintendent			98761-31819
7.	Sh. Dinesh Jyoti	Superintendent			98144-24444
8.	Sh. Sunil Khullar	Superintendent			98150-01308
9.	Sh. Ajay Sharma	Superintendent			98156-95342
10.	Sh. Uma Maheshwar	Superintendent			98728-40333
11.	Sh. Vikrant Verma	Superintendent			99881-10038
12.	Sh. Amandeep Singh	Superintendent			98880-08621
13.	Smt. Navsandeep Kaur	Superintendent			
Computer Cell					
1	Sh. Rahul Gupta, PCS	Joint Commissioner	2282061	2232038	98728-88848
2	Sh. A.S.Dhariwal	S.E (O&M)	5053072	-----	98724-44055 99888-24055
3	Sh. Rajesh Sharma	System Manager	-----	-----	98151-72072
LICENCE BRANCH					
1	Sh. D.P.Bhardwaj	Asst. Commissioner	2282328	-----	99882-00444
2	Sh. Dinesh Jyoti	Superintendent	-----	-----	98144-24444
ADVERTISEMENT					
1	Sh. D.P.Bhardwaj	Asst. Commissioner	2282328	-----	99882-00444
2	Sh. Ravi Handa	Superintendent			98765-68628
3	Sh. Dinesh Jyoti	Superintendent			98144-24444
RIGHT TO INFORMATION ACT 2005					
1	Sh. Rahul Gupta, PCS	Joint Commissioner	2282061	2232038	98728-88848
2	Smt. Lalita	Superintendent			94633-56503
BIRTH & DEATH BRANCH					
1.	Sh. B.K.Gupta	Joint Commissioner	2241385		97800-39401
2.	Sh. D.P.Bhardwaj	Asst. Commissioner	2282328	-----	99882-00444
3.	Dr. Virender Kalia	Health Officer	-----	-----	98728-73797

Annexure- 10

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

MUNICIPAL CORPORATION, JALANDHAR.

(The monthly remuneration of the employee of MCJ)

<u>Branch Wise Statement Officers/Officials of Municipal Corporation, JALANDHAR</u>				
	Department of General Branch.			
S.No.	<u>Name of Officer/ Officials.</u>	<u>Designation</u>	<u>Prov./Non.Prov.</u>	<u>Monthly remuneration as on 1-2-2008</u>
1.	Sh.Vinay Bublani	Commissioner	Prov.	
2.	Sh.P.S.Ghuman	Asstt.Commr.	Prov.	37978/-
3.	Sh. Ashok Kuamr Sharma	Secretary	Prov.	
4.	Sh. Dalel Singh Saini	Supdtt.	Prov.	
5.	Sh.Santokh Singh	Sr. Asstt.	Prov.	19453/-
6.	Sh. Neelam Sahni	Jr. Asstt.	Non-Prov.	20576/-
7.	Sh. Neera Kumari	C.T.O	Non-Prov.	18893/-
8.	Smt.Phoolan Rani	Jr. Asstt.	Non-Prov.	20576/-
9.	Smt. Meena Kumari	Jr.Asstt.	Non-Prov.	18331/-
10.	Smt. Monika	Clerk	Non-Prov.	14860/-
11.	Smt. Vijay Bhandari	Clerk	Non-Prov.	14562./-
12.	Sh.Kamal Chandan	Clerk	Non-Prov.	11084/-
13.	Sh. Kuldip Sharma	Clerk	Non-Prov.	16290/-
14.	Sh.Manoj Kumar	Clerk	Non-Prov.	10421/-
15.	Sh. Rajinder Attwal	Clerk	Non-Prov.	12462.00
16.	Sh.Satnam Singh	Clerk	Non-Prov.	8632.00
17.	Smt. Suman Bala	Clerk	Non-Prov.	12462.00
18.	Sh.Sheetal Kaur	Clerk	Non-Prov.	12462.00
19.	Sh. Raj Kumar	Peon	Non-Prov.	9332/-
20.	Sh. Lalji Yadav	Peon	Non-Prov.	12184
21.	Sh. Surjit Devi	Peon	Non-Prov.	9332.00
22.	Sh. Suresh Kumar	Peon	Non-Prov.	13741.00
23.	Sh. Surinder Kumar	Peon	Non-Prov.	6951.00
24.	Sh. Amit Gill	Peon	Non-Prov.	7465.00
25.	Sh. Shri Nath	Peon	Non-Prov.	6951.00
26.	Sh. Tersam Lal	Peon	Non-Prov.	10246/-
27.	Sh. Thirminder Kumar	Peon	Non-Prov.	5951-00
28.	Sh. Harminder Kumar	Peon	Non-Prov.	5951-00
29.	Sh. Inderjit	Peon	Non-Prov.	6951.00
30.	Sh. Sachin Kumar	Peon	Non-Prov.	10833.00
31.	Sh. Sumit Sahota	Peon	Non-Prov.	
32.	Sh. Gaurav Sharma	Peon	Non-Prov.	
33.	Sh. Mata Parsad	Chonkidar	Non-Prov.	14369/-

34.	Sh. Ram Kirpal	Chonkidar	Non-Prov.	12002/-
35.	Smt. Raj Rani	Baldar	Non-Prov.	
	<u>Department of Legal Branch.</u>			
36.	Sh.Varinder Khanna	L.A.	Prov.	23318/-
37.	Sh.Nem Nath	Jr. Asstt.	Non-Prov.	15830.00
38.	Sh. Raman Kumar	Clerk	Non-Prov.	14094.00
39.	Sh. Sunil Dutt	Clerk	Non-Prov.	12512.00
40.	Sh. Anit	Clerk	Non-Prov.	14094.00
41.	Miss. Gurvinder Jit Kaur	Data Entry Operator	Non-Prov.	6500/-
42.	Sh. Rajinder Kumar	Peon	Non-Prov.	10833-00
	<u>Department of Accounts and Pension Branch.</u>			
43.	Sh. Ravinder Singh	DC (F&A)	PROV.	33959/-
44.	Sh. Raj Pal Singh,	DC (F&A)	PROV.	33959/-
45.	Smt. Navsandeep Kaur	Superintendent	PROV.	21138/-
46.	Sh. Munish Duggal	Inspector	PROV.	19953-00
47.	Sh. Jugal Suri	Inspector	PROV.	22541-00
48.	Sh. Rakesh Khullar	Inspector	PROV.	22541.00
49.	Sh. Ramesh Sehgal	Clerk	NON-PROV.	16850/-
50.	Sh. Rajiv Kapoor	Clerk	NON-PROV.	16290/-
51.	Sh. Labh Singh	Junior Assistant	NON-PROV.	19503/-
52.	Sh. Deepak Chhabra	Clerk	NON-PROV.	13227/-
53.	Sh. Amit Sharma	Clerk	NON-PROV.	10401/-
54.	Sh. Sampan Modi	Clerk	NON-PROV.	9227/-
55.	Smt. Shashi Bala	Junior Assistant	NON-PROV.	18331/-
56.	Smt. Sham Kanta	Junior Assistant	NON-PROV.	18893/-
57.	Smt. Sonia	Clerk	NON-PROV.	11341/-
58.	Smt. Amarjit Kaur	Junior Assistant	NON-PROV.	19953-00
59.	Smt. Sunita Rani	Junior Assistant	NON-PROV.	18893-00
60.	Smt. Shobha Rani	Junior Assistant	NON-PROV.	18893/-
61.	Sh. Amrik Singh	Clerk	NON-PROV.	16825/-
62.	Sh. Rakesh Kumar	Daftari	NON-PROV.	12184/-
63.	Sh. Vishwa Nath	Peon	NON-PROV.	12950/-
64.	Sh. Janak Raj	Peon	NON-PROV.	13741/-
65.	Sh. Vijay Kumar	Beldar	NON-PROV.	12184-00
66.	Smt. Navpreet Kaur	Data Entry Operator	NON-PROV.	6500.00
	<u>Department of H.T Branch.</u>			
67.	Sh. Delel	Supdtt.	Prov.	29353/-
68.	Sh. Ravi Handa	Supdtt.	Prov.	25892.00
69.	Sh. Rajiv Rishi	Inspector	Prov.	
70.	Sh. Swami Singh	Inspector	Prov.	17385/-
71.	Sh. Maninder Kaur	Inspector	Prov.	17262/-

72.	Sh. Roop Lal	Inspector	Prov.	24722/-
73.	Sh. Bishan Dass	Inspector	Prov.	22541.00
74.	Sh. Davinder Khera	Inspector	Prov.	23243.00
75.	Sh. Sudesh Kumar	Jr. Asstt.	Non-Prov.	19453/-
76.	Sh. Suraj Parkash	Jr. Asstt.	Non-Prov.	21840.00
77.	Sh. Gopal Chabbra	Jr. Asstt.	Non-Prov.	21138/-
78.	Sh. Manohar Lal Bhagat	Jr. Asstt.	Non-Prov.	23243.00
79.	Sh. Prem Pal Dumeli	Jr. Asstt.	Non-Prov.	20066/-
80.	Sh. Tilak Raj	Jr. Asstt.	Non-Prov.	18381.00
81.	Sh. Rohit Sahota	Inspector	Prov.	17896/-
82.	Sh. Kimti Lal	Jr. Asstt.	Non-Prov.	18331.00
83.	Sh. Dalbir Singh	Jr. Asstt.	Non-Prov.	15268.00
84.	Smt. Daljit Kaur	Jr. Asstt.	Non-Prov.	19453/-
85.	Smt. Parveen Kaur	Jr.Asstt.	Non-Prov.	19453/-
86.	Smt. Gurmeet Kaur	Jr.Asstt.	Non-Prov.	20016/-
87.	Smt. Varinder Kaur	Jr.Asstt.	Non-Prov.	18893/-
88.	Smt. Chander Kanta	Jr.Asstt.	Non-Prov.	22541/-
89.	Sh. Kewal Krishan	Jr.Asstt	Non-Prov.	12845.00
90.	Smt. Mamta	Jr.Asstt	Non-Prov.	16290.00
91.	Smt. Jyoti Bala	Clerk	Non-Prov.	11341/-
92.	Smt. Anina	Clerk	Non-Prov.	15268.00
93.	Smt. Rashpal Kaur	Clerk	Non-Prov.	13332.00
94.	Smt. Surinder Kaur		Non-Prov.	17360.00
95.	Sh. Mohinder Lal	B.D	Non-Prov.	17871/-
96.	Sh. Rajinder Kumar	B.D	Non-Prov.	17360/-
97.	Sh. Ashwani Kumar	B.D	Non-Prov.	13277/-
98.	Sh. Ashok Kumar	B.D	Non-Prov.	17360/-
99.	Sh. Hoslan Parshad		Non-Prov.	12184.00
100.	Sh. Ravinder Kumar	B.D	Non-Prov.	12129/-
101.	Sh. Swaran Singh		Non-Prov.	13332.00
102.	Sh. Anil Kumar	Peon	Non-Prov.	9613/-
103.	Smt. Anita Rani		Non-Prov.	7465/-
104.	Sh. Lakhwinder Kumar		Non-Prov.	9332.00
105.	Smt. Renu	Peon	Non-Prov.	7721/-
106.	Sh. Parminder Paul		Non-Prov.	16360.00
107.	Sh. Mangal Dass	Peon	Non-Prov.	13332/-
108.	Sh. Sunil Kumar		Non-Prov.	16360.00
109.	Sh. Gurdeep Singh		Non-Prov.	10526.00
110.	Sh. Ajmer Singh		Non-Prov.	13332.00
111.	Sh. Murti Ram		Non-Prov.	13741.00
112.	Sh. Ram Dhan		Non-Prov.	13741.00
113.	Sh. Raman Kumar	Junior Asstt.	Non-Prov.	16850/-
114.	Sh. Dina Nath	B.D	Non-Prov.	16850/-
115.	Sh. Narinder Kumar	B.D	Non-Prov.	16850/-
116.	Sh. Jagdeep Kumar		Non-Prov.	13332.00
117.	Smt. Santosh Rani		Non-Prov.	13432.00
118.	Sh. Dev Paul Sidhu	Junior Asstt.	Non-Prov.	18381/-
119.	Sh. Rajiv Rishi	Inspector	Prov.	20576.00
120.	Sh. Balwinder Singh	Inspector	Prov.	24019-00
	Department of Hackney carriage Branch.			
121.	Sh.V.P.Singh,	SE(O&M)	PROV.	42141
122.	Sh.Satnam Singh	XEN	PROV.	35978.00

123.	Sh.Jaswinder Singh	XEN	PROV.	37032-00
124.	Harwinder Kumar	XEN	PROV.	33959-00
125.	Lakhwinder Singh	XEN	PROV.	33004-00
126.	Sh.Narinder Singh	XEN	PROV.	39136-00
127.	Baljit Singh	AE	PROV.	24887-00
128.	Ravinder Kumar	AE	PROV.	23283-00
129.	Nirmal Singh	AE	PROV.	24887.00
130.	Surjit Singh	AE	PROV.	24887-00
131.	Harbaljit SINGH	AE	PROV.	24909.00
132.	Gurchain Singh	AE	PROV.	24184.00
133.	Satinder Kumar	AE	PROV.	26132-00
134.	Harmesh Lal	AE	PROV.	22781 .00
135.	Sh. Pritam Singh	JE	PROV.	22319-00
136.	Sh.Jagmohan Singh	JE	PROV.	20496.00
137.	Sh.Ashok Kumar	JE	PROV.	23021-00
138.	Amrik Singh	JE	PROV.	22320.00
139.	Sh.Amar Nath	JE	PROV.	21056.00
140.	Sh.Lakhvir Raj	JE	PROV.	21057.00
141.	Sh.Kuldeep Singh	JE	PROV.	22320-00
142.	Sh.Surjit Singh	JE	PROV.	23021.00
143.	Sh.Sanjiv Kumar	JE	PROV.	20977-00
144.	Sh.Mohan Lal	JE	PROV.	20496.00
145.	Sh.Balwinder Singh	JE	PROV.	24344.00
	Department of Water Rate			
146.	Amandeep Singh	SUPDTT.	PROV.	21138.00
147.	Uma Maheshwar	Sanitary Supdt.	PROV.	21138.00
148.	Sh.Munish Duggal	Inspector	PROV.	20091.00
149.	Sh.Jit Paul	Junior Asstt.	NON-PROV.	18988.00
150.	Sh.Karnial Singh	Junir Asstt.	NON-PROV.	20016.00
151.	Sh.Rajiv Sobti	Clerk	NON-PROV.	1`5268 .00
152.	Sh.Kamlesh Kumar	Junior Asstt.	NON-PROV.	18893.00
153.	Sh Rajiv Kumar	CLERK	NON-PROV.	12462.00
154.	Smt. Sukhdevi,	Junior Assistant	NON-PROV.	17310.00
155.	Sh. Narinder Pal	Junior Assistant	NON-PROV.	17821.00
156.	Sh. Tavinder Kumar	Junior Assistant	NON-PROV.	17821.00
157.	Sh. Baldev Raj	Junior Assistant	NON-PROV.	23994.00
158.	Sh. Harcharan Singh	Junior Assistant	NON-PROV.	24697.00
159.	Sh. Neeraj Kumar	B.D	NON-PROV.	11697.00
160.	Sh. Anek Kumar	Tubewell Driver	NON-PROV.	17320.00
161.	Sh. Joginder Pal	Tubewell Driver	NON-PROV	9227.00
162.	Sh. Ashok Kumar	Tubewell Driver	NON-PROV	16835.00
163.	Sh. Roop Lal	Tubewell Driver	NON-PROV	19871.00
164.	Sh. Yash Pal	Tubewell Driver	NON-PROV	16300.00
165.	Sh. Vipam Kumar	Tubewell Driver	NON-PROV	14054.00
166.	Sh. Hardeep Singh	Tubewell Driver	NON-PROV	9223.00
167.	Sh. Ajit Singh	Tubewell Driver	NON-PROV	14570.00
168.	Sh. Rajinder Pal Singh-1	Tubewell Driver	NON-PROV	9227.00
169.	Sh. Sukhwinder Singh	Tubewell Driver	NON-PROV	9227.00
170.	Sh. Arun Kumar	Tubewell Driver	NON-PROV	2026.00
171.	Sh. Hazara Singh	Tubewell Driver	NON-PROV	16810.00
172.	Sh. Baraham Pal	Tubewell Driver	NON-PROV	21114.00

173.	Sh. Jatinder Singh	Tubewell Driver	NON-PROV	23253.00
174.	Sh. Sham Sunder	Tubewell Driver	NON-PROV	21850.00
175.	Sh. Balbir Singh	Tubewell Driver	NON-PROV	21895.00
176.	Sh. Balkar Singh	Tubewell Driver	NON-PROV	21850.00
177.	Sh.Harsh Mani	Tubewell Driver	NON_PROV	9227.00
178.	Sh.Suresh Kumar	Tubewell Driver	NON_PROV	8947.00
179.	Sh. Romesh Kumar	Tubewell Driver	NON_PROV	17831.00
180.	Sh.Gharu Ram	Tubewell Driver	NON_PROV	9227.00
181.	Sh.Yog Raj	Tubewell Driver	NON_PROV	18903.00
182.	Sh. Kishan Kumar	Tubewell Driver	NON_PROV	23253.00
183.	Sh.Ashok Kumar	Tubewell Driver	NON_PROV	23253.00
184.	Sh. Harminder Singh	Tubewell Driver	NON_PROV	22551.00
185.	Sh. Shadi Lal	Tubewell Driver	NON_PROV	8414.00
186.	Sh. Abdul Satar	Tubewell Driver	NON_PROV	15298.00
187.	Sh.Barham Dayal	Tubewell Driver	NON_PROV	9227.00
188.	Sh., Sham Singh	Tubewell Driver	NON_PROV	8947.00
189.	Sh.Hans Raj	Tubewell Driver	NON_PROV	21850.00
190.	Sh.Sarabjit Singh	Tubewell Driver	NON_PROV	9227.00
191.	Sh.Mangal Singh	Tubewell Driver	NON_PROV	14054.00
192.	Sh. Paramjit Singh	Tubewell Driver	NON_PROV	23253.00
193.	Sh.,Madan Lal	Tubewell Driver	NON_PROV	23253.00
194.	Sh.Mohinder Paul	Tubewell Driver	NON-PROV	22551.00
195.	Sh.Joginder Pal	Tubewell Driver	NON_PROV	21880.00
196.	Sh.Davinder Singh	Tubewell Driver	NON-PROV	14870.00
197.	Sh.Amanjit Singh	Tubewell Driver	NON-PROV	14054.00
198.	Sh.Sham Lal	Tubewell Driver	NON-PROV	21850.00
199.	Sh.Deepak Kumar	Tubewell Driver	NON-PROV	21850.00
200.	Sh. Ram Dass	Tubewell Driver	NON-PROV	21850.00
201.	Sh.Kamaljit Singh	Tubewell Driver	NON-PROV	17831.00
202.	Sh.Surinder Paul Singh	Tubewell Driver	NON-PROV	14835.00
203.	Sh. Raj Kumar	Tubewell Driver	NON-PROV	21148.00
204.	Sh. Tarlochan Singh	Tubewell Driver	Non-PROV	21850.00
205.	Sh. Dilbagh Singh	Tubewell Driver	NON-PROV	9227.00
206.	Sh. Inderjit Singh	Tubewell Driver	NON-PROV	9227.00
207.	Sh. Mukesh Kumar	Tubewell Driver	NON-PROV	14463.00
208.	Sh. Avinash Kumar	Tubewell Driver	NON-PROV	9227.00
209.	Sh. Dildar Singh	Tubewell Driver	NON_PROV	21850.00
210.	Sh. Suresh Kumar	Tubewell Driver	NON-PROV	21850.00
211.	Sh. Surinder Kumar	Tubewell Driver	NON-PROV	19871.00
212.	Sh.Jasbir Singh	Tubewell Driver	NON-PROV	9227.00
213.	Mohinder Singh	Tubewell Driver	NON-PROV	21850.00
214.	Sh.Harsh Kumar	Tubewell Driver	NON-PROV	9227.00
215.	Sh.Raj Kumar	Tubewell Driver	NON-PROV	16810.00
216.	Sh.Navneet Kumar	Tubewell Driver	NON-PROV	21850.00
217.	Sh.Tersem Lal	Tubewell Driver	NON-PROV	19901.00
218.	Sh. Yogesh Sharma	Tubewell Driver	NON-PROV	8414.00
219.	Sh. Suman Singh	Tubewell Driver	NON-PROV	16810.00
220.	Sh. Sucha Singh	Tubewell Driver	NON-PROV	21880.00
221.	Sh.Charnjiv Singh	Tubewell Driver	NON-PROV	16810.00
222.	Sh. Jatinder Paul Singh	Tubewell Driver	NON-PROV	9227.00
223.	Sh.Jasbir Singh	Tubewell Driver	NON-PROV	18903.00
224.	Sh. Rattan Chand	Tubewell Driver	NON-PROV	20026.00
225.	Sh. Nikka Singh	Tubewell Driver	NON-PROV	21223.00
226.	Sh.Harnam Singh	Tubewell Driver	NON-PROV	21148.00

227.	Sh.Gurvinder Singh	Tubewell Driver	NON-PROV	10978.00
228.	Sh.Sat Paul	Tubewell Driver	NON-PROV	21178.00
229.	Sh. Som Nath	Tubewell Driver	NON-PROV	20026.00
230.	Sh. Satnam Singh	Tubewell Driver	NON-PROV	20026.00
231.	Sh. Parvesh Chander	Tubewell Driver	NON-PROV	20026.00
232.	Sh.Kamaljit Singh	Tubewell Driver	NON-PROV	19463.00
233.	Sh. Rajinder Kumar	Tubewell Driver	NON-PROV	17420.00
234.	Sh. Vinod Kumar	Tubewell Driver	NON-PROV	20026.00
235.	Sh. Tarsem Lal	Tubewell Driver	NON-PROV	20026.00
236.	Sh.Rajinder Kumar	Tubewell Driver	NON-PROV	20026.00
237.	Sh. Vinod Kumar	Tubewell Driver	NON-PROV	20026.00
238.	Sh.Raksh Pal Singh	Tubewell Driver	NON-PROV	21148.00
239.	Sh.Parmeet Singh	Tubewell Driver	NON-PROV	20026.00
240.	Sh.Vinod Kumar	Tubewell Driver	NON-PROV	21148.00
241.	Sh. Surinder Mohan	Tubewell Driver	NON-PROV	20026.00
242.	Sh.Kishan Chand	Tubewell Driver	NON-PROV	20051.00
243.	Sh. Mulkh Raj	Tubewell Driver	NON-PROV	16810.00
244.	Sh. Satish Khoshal	Tubewell Driver	NON-PROV	20026.00
245.	Sh. Balwinder Singh	Tubewell Driver	NON-PROV	14870.00
246.	Sh. Harjit Singh	Tubewell Driver	NON-PROV	9227.00
247.	Sh. Amulak Singh	Tubewell Driver	NON-PROV	16810.00
248.	Sh. Gurjeet Singh	Tubewell Driver	NON-PROV	14870.00
249.	Sh. Om Parkash	Tubewell Driver	NON-PROV	20026.00
250.	Sh. Surinder Kumar	Tubewell Driver	NON-PROV	16300.00
251.	Sh. Balbir Singh	Tubewell Driver	NON-PROV	19463.00
252.	Sh. Mukhtiar Singh	Tubewell Driver	NON-PROV	17320.00
253.	Sh. Jaswinder Pal Singh	Tubewell Driver	NON-PROV	15278.00
254.	Sh. Harjinder Singh	Tubewell Driver	NON-PROV	17320.00
255.	Sh. Raj Kumar	Tubewell Driver	NON-PROV	16810.00
256.	Sh. Kishan Lal	Tubewell Driver	NON-PROV	16810.00
257.	Sh. Sarwan Dass	Tubewell Driver	NON-PROV	16810.00
258.	Sh. Vijay Kumar	Tubewell Driver	NON-PROV	16300.00
259.	Sh.Balbir Singh	Tubewell Driver	NON-PROV	16300.00
260.	Sh. Ravinder Singh	Tubewell Driver	NON-PROV	14463.00
261.	Sh. Makhan Lal	Tubewell Driver	NON-PROV	14054.00
262.	Sh. Jaswant Singh	Tubewell Driver	NON-PROV	9227.00
263.	Sh. Gurwinder Pal	Tubewell Driver	NON-PROV	14054.00
264.	Sh. Saravjit Kumar	Tubewell Driver	NON-PROV	14054.00
265.	Sh. Dilbag Singh	Tubewell Driver	NON-PROV	14.54.00
266.	Sh. Amarjit	Tubewell Driver	NON-PROV	14054.00
267.	Sh. Gurpiara Singh	Tubewell Driver	NON-PROV	14054.00
268.	Sh. Sukhbir Singh	Tubewell Driver	NON-PROV	14054.00
269.	Sh. Dara Ram	Tubewell Driver	NON-PROV	14054.00
270.	Sh. Parminder Singh	Tubewell Driver	NON-PROV	14054.00
271.	Sh. Gurmeet Singh	Tubewell Driver	NON-PROV	13237.00
272.	Sh. Surta Singh	Tubewell Driver	NON-PROV	12427.00
273.	Sh. Varinder Singh	Tubewell Driver	NON-PROV	16300.00
274.	Sh. Pawan Kumar	Tubewell Driver	NON-PROV	17320.00
275.	Sh. Gurnam Singh	Tubewell Driver	NON-PROV	13646.00
276.	Sh. Ravinder Singh	Tubewell Driver	NON-PROV	9227.00
277.	Sh. Paramjit Singh	Tubewell Driver	NON-PROV	9227.00
278.	Sh. Davinder Kumar	Tubewell Driver	NON-PROV	9227.00
279.	Sh. Baldev Raj	Tubewell Driver	NON-PROV	21148.00
280.	Sh. Jatinder Kumar	Tubewell Driver	NON-PROV	8947.00

281.	Sh. Sohan Singh	Tubewell Driver	NON-PROV	16300.00
282.	Sh. Ram Singh	Tubewell Driver	NON-PROV	21148.00
283.	Sh. Surinder Kumar	Tubewell Driver	NON-PROV	20071.00
284.	Sh. Gurdev Kumar	Tubewell Driver	NON-PROV	21148.00
285.	Sh. Dilbag Singh	Tubewell Driver	NON-PROV	21850.00
286.	Sh. Gurcharan Singh	Tubewell Driver	NON-PROV	21850.00
287.	Sh. Satnam Singh	Tubewell Driver	NON-PROV	20026.00
288.	Sh. Saian Dass	B.D	NON-PROV.	20626.00
289.	Sh. Rajinder Kumar	B.D	NON-PROV.	11697.00
290.	Sh. Rajesh Kumar	B.D	NON-PROV.	9790.00
291.	Sh. Gurmej Singh	B.D	NON-PROV.	16850.00
292.	Sh. Raj Kumar	B.D	NON-PROV.	14910.00
293.	Sh. Rajesh Kumar	B.D	NON-PROV.	8947.00
294.	Sh. Harpal Singh	B.D	NON-PROV.	16800.00
295.	Sh. Rajnish Kumar	B.D	NON-PROV.	16800.00
296.	Sh. Kuldeep Singh	B.D	NON-PROV.	15268.00
297.	Sh. Vipam Kumar	B.D	NON-PROV.	10728.00
298.	Sh. Ram Lubhaya	Peon	NON-PROV.	11445.00
299.	Sh. Rakesh Kumar	Peon	NON-PROV.	10833.00
300.	Sh. Vijay Kumar	B.D	NON-PROV.	17871-00
301.	Sh. Vinay Kumar	B.D	NON-PROV.	17871-00
302.	Sh. Rakesh Kumar	B.D	NON-PROV.	17871-00
	Tehbazari Branch		NON-PROV.	
	Smt. S.K. Gupta	Suerintendent	PROV.	27117-00
303.	Sh. Ajay Kumar	Junior Assistant	NON-PROV.	18381.00
304.	Smt. Paramjit Kaur	Junior Assistant	NON-PROV.	17360.00
305.	Sh. Rakesh Tewari	Junior Assistant	NON-PROV.	17800.00
306.	Sh. Raman Kumar	Junior Assistant	NON-PROV.	16850.00
307.	Sh. Ravinder Kumar	Junior Assistant	NON-PROV.	17360.00
308.	Sh. Jawahar Lal	Junior Assistant	NON-PROV.	18381-00
309.	Sh. Vipam Chaddha	Junior Assistant	NON-PROV.	16340.00
310.	Sh. Rajesh Kumar	Junior Assistant	NON-PROV.	18943.00
311.	Sh. Amrik Singh	Junior Assistant	NON-PROV.	17360.00
312.	Sh. Dharam Chand	Clerk	NON-PROV.	15268.00
313.	Sh. Sushil Kumar	Junior Assistant	NON-PROV.	16340.00
314.	Sh. Amit Kumar	Clerk	NON-PROV.	14094.00
315.	Sh. Kharati Lal	Clerk	NON-PROV.	16850.00
316.	Sh. Ashwani Gill	Clerk	NON-PROV.	15830.00
317.	Sh. Subhash Gill	Clerk	NON-PROV.	14412.00
318.	Sh. Neeraj Shahi	Clerk	NON-PROV.	10095-00
319.	Sh. Jarnail Singh	Clerk	NON-PROV.	14965.00
320.	Sh. Gopal Krishan	Peon	NON-PROV.	14965-00
321.	Sh. Sukhjit Kamar	Peon	NON-PROV.	7281.00
322.	Sh. Gurdial singh	Peon	NON-PROV.	7241.00
323.	Sh. Avtar Singh	Peon	NON-PROV.	11139.00
324.	Sh. Suresh Kumar	Peon	NON-PROV.	9332.00
	Licence Branch			
325.	Sh. Dinesh Jyoti	Superintendent	PROV.	25346.00
326.	Sh. Chaman Lal	Junior Assistant	NON-PROV.	18943-00
327.	Sh. Vimal Kumar	Junior Assistant	NON-PROV.	18381-00

328.	Sh. Charnjeet Singh I,	Junior Assistant	NON-PROV.	17360-00
329.	Sh. Satpal singh	Junior Assistant	NON-PROV.	18381-00
330.	Sh. Charnjit Singh II,	Junior Assistant	NON-PROV.	16850.00
331.	Sh. Darshan Kumar	Junior Assistant	NON-PROV.	14453.00
332.	Sh. Kuldeep Chitti	Junior Assistant	NON-PROV.	19503.00
333.	Smt. Parminder Kaur	Junior Assistant	NON-PROV.	18331.00
334.	Sh. Ram Lal	Clerk	NON-PROV.	14044.00
335.	Sh. Vijay Salhotra	Clerk	NON-PROV.	14453.00
336.	Smt. Rajni Bala	Clerk	NON-PROV.	10566.00
337.	Sh. Deepak Hans	Peon	NON-PROV.	10526.00
338.	Sh. Vikas Sharma	Peon	NON-PROV.	7721-00
	Legal Branch			
339.	Sh. Varinder Kumar Khanna	L.A	PROV.	
340.	Sh. Aneet Kuamr	Clerk	NON-PROV.	8717.00
341.	Smt. Gurwinder Kaur	Data Entry operator	NON-PROV.	6500.00
342.	Sh. Nem Nath	Junior Assistant	NON-PROV.	15830.00
	School Branch			
343.	Smt. Navsandeep Kaur	Superintdent	PROV.	21138-00
344.	Smt. Kuldeep Kaur	Junior Assistant	NON-PROV.	20576-00
345.	Sh. Rajesh Kumar	Peon	NON-PROV.	13332.00
346.	Sh. Jeewan Jot Singh	Peon	NON-PROV.	7211-00
	Agenda Branch			
347.	Sh. Sunil Kumar Khullar	Superintdent	PROV.	25252.00
348.	Smt. Surinder kaur	Clerk	NON-PROV.	18893.00
349.	Sh. Chaman Lal	Clerk	NON-PROV.	15621.00
350.	Sh. Neeraj Kumar	Safai Sewak	NON-PROV.	12721.00
351.	Sh. Shingara Ram	Beldar	NON-PROV.	11718.00
	Birth & Death			
352.	Dr. Varinder Kalia	A.H.O	PROV.	34916-00
353.	Sh. Sat Parkash	Junior Assistant	NON-PROV.	19503.00
354.	Sh. Kamal Roop	Junior Assistant	NON-PROV.	18331.00
355.	Sh. Mahesh Dutt	Junior Assistant	NON-PROV.	18893.00
356.	Smt. Madhu Sharma	Junior Assistant	NON-PROV.	19453.00
357.	Sh. Rajinder Singh	Clerk	NON-PROV.	11341.00
358.	Sh. Rakesh Hans	Clerk	NON-PROV.	12462.00
359.	Smt. Gurchanran Kaur	Junior Assistant	NON-PROV.	20016.00
360.	Sh. Khushwinder Chhabra	Clerk	NON-PROV.	13277.00
361.	Sh. Mangat Ram	Clerk	NON-PROV.	15268.00
362.	Sh. Ashok Kumar	Peon	NON-PROV.	11718.00
363.	Sh. Sachin Kumar	Peon	NON-PROV.	10833.00
364.	Sh. Jai Singh	Beldar	NON-PROV.	10933.00

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 disbursements made)

Name of the Corporation :- MUNICIPAL CORPORATION JALANDHAR

		Statement Of Income For The Month of April 2010							FIG. IN LACS	
S.No.	ITEM	Budget provision for the current year	Actual income in this month	Progressive total of income of the current year upto 4/2010	Income in this month last year	Progressive income in corresponding period last year Upto 4/2009	Percentage increase / decrease compared to corresponding	Percentage increase / decrease compared to this month last year	Percentage of budget provision	
		2010-11	4-2010		4/2009					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
1	Octroi (Pet. Des. & Electy.)	1625.00	110.89	110.89	48.97	48.97	126% Inc	126% Inc	7%	
2	House tax	1700.00	37.66	37.66	25.47	25.47	48% Inc	48% Inc	2%	
3	Advertisement tax	450.00	1.39	1.39	0.41	0.41	239% Inc	239% Inc	0.31%	
4	Show tax	---	---	---	---	---	---	---	--	
5	Water rate & sewerage Charges	2000.00	141.55	141.55	89.27	89.27	58% Inc	58% Inc	2%	
6	Sale of Municipal properties	2435.00	1.35	1.35	2.27	2.27	40% Dec	40% Dec	0.05%	
7	Rent/lease mony on Municaipal properties	55.00	0.98	0.98	1.44	1.44	32% Dec	32% Dec	2%	
8	Building application fee/change of land use	600.00	110.48	110.48	14.66	14.66	653%	653%	18%	
9	Composition fee (buildings)	800.00	18.75	18.75	4.30	4.30	336% Inc	336% Inc	2%	

10	Tehbazari	50.00	0.86	0.86	0.94	0.94	9% Dec	9% Dec	2%
11	Other license fee and levies	100.00	1.88	1.88	2.73	2.73	31% Dec	31% Dec	2%
12	Additional excise duty	500.00	0.00	0.00	0.00	0.00	0% Inc	0% Inc	0%
13	Financial assistance	10000.00	495.19	495.19	495.19	495.19	0%	0%	5.00%
14	Other (specify)	1320.00	46.24	46.24	11.59	11.59	299%	299%	4%
15	External Dev. Fund(PUDA)	500.00	0.00	---	0.00	---	0%	---	0%
16	Grand From Punjab Govt.	---	---	---	---	---			
17	Devolution of Taxes	---	---	---	---	---	---	---	---

Grand Total	22135.00	967.22	967.22	697.24	697.24	39% Inc	39% Inc	4%
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Statement Showing Expenditure for the period up to 31th March 2010						Proforma No.2 (Rs. In LACS)	
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S.No.	HEAD	Budget provision for the current year 2009-10	Actual Expenditure upto the end of this month in the current year 1/4/09 to 31/03/10	Actual Expenditure in the corresponding period last year 4/08 - 31/03/09	Percentage increase / decrease compared to corresponding period last year	Percentage of budget provision
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Establishment	6530.00	6099.94	5150.00	18.45% Dec	93.41%
2	Contingencies	1400.00	1052.79	1237.57	14.93% Dec75.20	75.20%
3	Development works	20389.00	11360.65	8853.11	28.32%	55.72%

Grand Total	28319.00	18513.38	15240.68	21.97%	65.37%
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ANNEXURE-12

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

MUNICIPAL CORPORATION JALANDHAR

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

Sr. No.	Scheme unde subsidy given	Manner of execution of subsidy programme	Amount Allocate (Rs.)	Details of beneficiaries
1.	SJSRY	Released after the Loan cased sponsored of BPL beneficiaries have been sanctioned by Banks	Grant released by Govt. of India upto March 2010	Detail is to be seen from SJSRY Branch

Component wise details of SJSRY Scheme upto March 2010

1. Community Development Societies (CDS)

a.	<u>Physical Progress</u>		
	Total No. of NHC formed	-	156
	No. of NHC registered under Societies Registration Act-1860	-	64
	No. of Societies made functional	-	156
b.	<u>Financial Progress</u>		
	Total funds received upto March 2010	-	18.25 Lacs
	Funds utilized	-	12.00 Lacs
	Balance funds	-	6.25 Lacs

2. Thrift and credit Societies (T&CS)

a.	<u>Physical Progress</u>		
	Total No. of (T&CS) formed	-	05
	No. of NHC registered under Societies Registration Act-1860	-	05
	No. of Societies made functional	-	05
c.	<u>Financial Progress</u>		
	Total funds received upto March 2010	-	0.50 Lacs
	Funds utilized	-	0.50 Lacs
	Balance funds	-	Nil

**3. Development of Women & Children in the Urban Areas
(DWACUA)**

a. Physical Progress

Total No. of (DWACUA) formed	-	03
No. of NHC registered under Societies Registration Act-1860	-	03
No. of DWACUA Groups under progress	-	02

d. Financial Progress

Total funds received upto March 2010	-	6.25 Lacs
Funds utilized	-	3.75 Lacs
Balance funds	-	2.50

**4. Urban Self Employment Programm (USEP)
(Training Component)**

a. Physical Progress

No. of beneficiaries got training in different Trades up to April -2010	-	2975
No. of beneficiaries still identified for training in different Trades	-	300

b. Financial Progress

Amount for the training is directly paid by SUDA, Chandigarh to training institute.

**5. Urban Self Employment Programm (USEP)
(Subsidy component)**

a. Physical Progress

Application identified by the MCJ Upto December 2010	-	1918
Application Sponsored	-	1893
Application Sanctioned	-	1603
Application disbursed	-	1483
Loan disbursed to beneficiaries by different Banks	-	519

b. Financial Progress

Total funds received upto March 2010	-	48.02 Lacs
Funds utilized	-	36.35 Lacs
Balance funds	-	11.67 Lacs

ANNEXURE-13

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

MUNICIPAL CORPORATION AMRITSAR

(Particulars of facilities available to citizens for obtaining information)

Sr.No.	Concessions/Permits/ Authorization grant	Name of the recipient	Address of the recipient
1			

1. Right to information Act.
2. Complaint Cell Toll Free
No.0181-2242411
3. www.mcjalandhar.in
4. May I help you desk.

ANNEXURE-14

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

MUNICIPAL CORPORATION JALANDHAR

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

Sr.No.	Type of Information.
1.	Information relating to .projects / works obtainable from the office of Superintending Engineer CIVIL and O&M Municipal Corporation, Jalandhar on any working day .
2.	Tender etc.Information is available with the Tender Inviting Cell, Municipal Corporation, Main Office, Jalandhar.
3.	Tender process is manual
4.	Making public complaints regarding all the sections of MCJ on e.mail of M.C., JALANDHAR (ccmcj@redifmail.com) and through Toll Free No. 181- 2242411.
5.	Tax on Rented residential, Commercial, Industrial and Institutional Lands and Buildings Bye-Laws & notifications regarding rate of tax/ service charges. Already inserted on website of M.C., JALANDHAR
6.	Information regarding title of properties already allotted, is being made available in the Estate Office of MCJ .
7.	Working hours of the Municipal Library situated under theTown Hall are 8:00 AM to 12.00 Noon 4.00 PM to 6PM

ANNEXURE-15

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

MUNICIPAL CORPORATION Jalandhar (Particulars of facilities available to citizens for obtaining information)

Sr.No.	Facilities available	Remarks (No. of days in a week/Timings etc.)
COMMISSIONER OFFICE		
1.	Public meetings	On all working days between 12.00 Noon to 1.00 p.m. (Except Saturday & Sunday and Govt. notified holidays)
2	Website	www.mcjalandhar.in
3	Sh.Vinney Biblani, PCS, Comissioner M.C. JALANDHAR	Appellate Officer
4	Sh.P.S. Ghumman , Asstt. Commissiner	Public Information Officer
5	RTI Cell	The information relating to the differents branches of MCA can be applied under RTI Act 2005 On all working days between 9.00 AM to 5.00 PM.

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 Public Information Officers)

MUNICIPAL CORPORATION Jalandhar

Name of the public authority :- MUNICIPAL CORPORATION, Jalandhar . FAX.No. 0181-5053070
www.mcjalandhar.in

Appellate Authority :-
Ph(O) : 2227015
PIO :- 2282061
Ph(O) : 2282328

Sh. Vinay Bublani, PCS, Commissioner, MCJ.
Sh. P.S. Ghuman, Asstt. Commissioner, MCJ.

DETAIL OF OFFICERS DESIGNATED AS ASSISTANT PUBLIC INFORMATION OFFICER(APIO)

S.No	Name Of Department	Officers/Official	Name	Office address	PH.NO.
1.	Civil Department	S.E. (B&R)	Sh. Kulwinder Singh	MCJ	98151-43200
2.	O&M Department	Executive Engineer	S. Narinder Singh	MCJ	94177-10151
3.	M.T.P.	MUNICIPAL TOWN PLANNER	SH. Tarlok Singh	MCJ	98144-09861
4.	Accounts Branch	D.C.FA.	Sh. Ravinder Singh	MCJ	98141-97853
5.	Health Department	Supdt. Health Department	Sh. Harminder Kaur	MCJ	98761-31819
6.	Licence Branch	Supdt. Licence Deptt.	Sh. Dinesh Jyoti	MCJ	98144-24444
8.	Office of the Joint Commissioner	Clerk to Joint Commissioner	Vinod Kumar	MCJ	98721-97326
9.	Law Branch	Legal Assistant	Sh. Varnder Khana	MCJ	94174-20786
10.	General Branch	Superintendent (E)	Sh. Anil Kumar	MCJ	98144-99069
11.	Street Light	XEN(E)	Sh. Lakhwinder Kumar	MCJ	98885-01445
12.	WSSA Department	XEN(WSSA)	Sh, Satnam Singh	MCJ	98726-55894
13.	House Tax	Superintendent(H.T)	Sh. Dalel Singh	MCJ	94178-22232
14.	Advertisement	Superintendent	Sh. Ravi Handa	MCJ	98765-68628
15.	Auto Workshop	Asstt. Engineer	Sh. Surjeet Singh	MCJ	94632-53232
16.	Library Department	Librarian .	MRS. Minakashi Vasudev	MCJ	93572-12949
17.	Computer Section	Incharge Computer Section	Sh. Rajesh Sharma	MCJ	9815172072
18.	Police Department	Inspector Policer	Sh. Kashmira Singh	MCJ	
19.	Fire Brigade	A.D.F.O.	Sh. Kashmira Singh	MCJ	98721-78668
20.	Pension Department	Sr.Assistant (Pension)	SH. Jugal Suri	MCJ	98151-66846

21.	Agenda Branch	Superintendent Agenda	Sh. S.K. Gupta	MCJ	94174-12417
22.	Nehru Rozgar Yojna etc.	Asstt.Project Officer	Dr. Nirmal Jeet Kaur	MCJ	98724-56488
23.	Birth & Death	Incharge Birth& Death	Dr. Varinder Kumar Kalia	MCJ	98728-73797