

ADVERTISEMENT BRANCH**Section 4(1)(b)****(I) Manual-(i)****The particulars of the organization, functions and duties.**

Sr.No	Name of Organization /Department/Board/Corporation	Function and duties (In Brief)
	Additional Commissioner/Joint Commissioner/Assistant Commissioner	To prepare plans and submit to House/ F&CC for grant of advertising rights on Municipal roads/street/parks/structures Implementation of Advertisement policy. Recovery of Advertisement tax and Licence money from Licences.

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ADVERTISEMENT BRANCH**Section 4(1)(b)****(II) Manual-(ii)****The powers and duties of the officers and employees are:**

Advt. Cell	Name of the Post	powers and duties (In Brief)
	Superintendent Advt. (HQ)	To Supervise the work of Head Office staff, Recovery of advertisement tax / licence Fee from Licensees etc..

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ADVERTISEMENT BRANCH**Section 4(1)(b) (III) Manual - (iii)****Procedure following the decision making process including channels of supervision and accountability.**

Sr.No.	Nature/Type of Work	Level at which The cases 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)
01	All matters relating to advertisement	Advertisement Assistant Inspector	Superintendent Advt. (HQ)	Commissioner/ Additional/ Incharge- Advertisement Branch

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ADVERTISEMENT BRANCH**Section 4(1)(b) (IV) Manual - (iv)****Following are the norms set for the discharge of the functions:**

Sr.No.	Item of Work	Norms set by the department (no. of days taken for decision making)
	To deal with advertising matters	A Continuing process without any time frame.

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ADVERTISEMENT BRANCH**Section 4(1)(b)****(V) Manual -(v)**

Following rule, regulations, instructions, manuals and record, used by employees for discharging functions:

Sr.No.	Name of the Act	Name of Rules	Name of the Manuals	Instructions (Write Circular No /Date)	Any other Record /document
1	Section 122 to 126 of Punjab Municipal Corporation Act, 1976	-----	-----	As received from time to time from the Local Govt	Instruction order issued from time to time by the Local Govt.

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ADVERTISEMENT BRANCH**Section 4(1)(b) (VI) Manual -(vi)**

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

Sr.No.	Category of Documents (Advertisement Branch)
	1. Demand & Collection Register 2. Correspondence files of Advertisement/Licence/Court Case files/other Govt deptt. files. 3. G-8 receipt for receiving payment of Advt. Tax / licence fee. 4. Challan Books for issue of challans U/S 123 of PMC Act, 1976.

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ADVERTISEMENT BRANCH**Section 4(1)(b)****(VII) Manual -(vii)**

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

Sr.No.	Details /Type of arrangements made
1	The officers who have appointed for given information to public. A PIO-SUPERINTENDENT
2	Zonal Commissioner/Public Information Officer/Assistant Zonal Public Information officer have been appointed to provide information to General Public. PIO-Zonal Commissioner

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ADVERTISEMENT BRANCH**Section 4(1)(b)****(VIII) Manual -(viii)**

Statement of the boards, Councils, Committees and other bodies for advice Meeting/Minutes of the such consisted committees are open to Public or not is rely/depends upon the decision of the elected House / Commissioner.

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ADVERTISEMENT BRANCH**Section 4(1)(b)****(IX) Manual -(ix)****DIRECTORY OF THE OFFICERS AND EMPLOYEES**

Sr.No	Name of Employee The Officer/	Designation	Posting	Office Tele Phone Number
1	Harvinder Singh	Superintendent	Advertisement	-----
2	Charanjit Singh	Inspector	Advertisement	
3	Harish Chander	Jr.Asstt.	Advertisement	
4	Sanjeev Kumar	Peon	Advertisement	
5	Dalip Kumar	Driver	Advertisement	
6	Gulshan Rai	Driver	Advertisement	
7	Manohar Lal	Driver	Advertisement	
8	Mansa Ram	Beldar	Advertisement	
9	Rajdev	Beldar	Advertisement	
10	Abron	Beldar	Advertisement	
11	Jaswinder Singh	Beldar	Advertisement	
12	Ram Lakhan	Beldar	Advertisement	

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ADVERTISEMENT BRANCH**Section 4(1)(b)****(X) Manual -(x)****Monthly remuneration of officers / employees****(To be supplied by Establishment Branch)**

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Section 4(1)(b)

(XI) Manual -(xi)

Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made.

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Section 4(1)(b) (XII)Manual(xii)

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

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Section 4(1)(b) (XIII)Manual -(xiii)

Particulars of recipients of consessionls, permits of authorisation granted.

Sr. No.	Media allotted	Name of Agency	Period of License
01	NIL	NIL	NIL

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Section 4(1)(b)

(XIV) Manual -(xiv)

Information, available, reduced in an electronic form.

Sr.No.	Type of Information And type of development / maintaince works.
1	Information regarding Advertisement is attached as per Annexure-1 .

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ADVERTISEMENTB**RANCH****Section 4(1)(b)****(XV)Manual -(xv)****Particulars of facilities available to citizens for obtaining information.**

Sr.No.	Facilities available	Remarks
1	(i) Branch Name& Address (ii) Name of the Branch Head (iii) Telephone No of Branch Head (iv) For Complaints/Enquiry/Suggestions etc(a)Telephone No(b)E-mail Address if any	Advertisement Sh. Rishi Pal , Additional Commissioner (R) -Cum- Zonal Commissioner, Zone-C, PH. No. 0161- 2545879, Room No. 05, Gill Road,Zone-C, Ludhiana.

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Section 4(1)(b) (XVI)

Manual- (xvi)

Names, designation and other particulars of the Public Information Officers Following are the officers designated as PIO& APIO

Sr.No	Name	Designate das	Zone/ Department	Post	Office Address	Office Telephone Number
1	Sh. Rishi Pal Singh	PIO	Zone-D	Zonal	Gill Road,	0161-2545879
2	Sh. Harvinder Singh	APIO	Zone-D	Commissioner Superintendent	Zone-C,LDH -----Do-----	

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Section4(1)(C)-Manual

Publish all relevant facts while formulating important polices or announcing the decision which affect public.

Information are available as per Annexure-II

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