

**Section 4(1)(b)(I) Manual-****(i)*****The particulars of the organization, function and duties*****Computer Section**

<b>Sr.No</b>	<b>Name of Organization/Department Board/ Corporation /Institution</b>	<b>Function and duties (inbrief)</b>
1	Computer Section	Using a Computer Modul e, Bil li n g of Water Rate & Sewarge are generated Account of cash received at cash counters, time to time modificatin /correction and generating of various report related to Billing. Enquiry Wind wat cash counter of each Zone. & Property Tax

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**Section 4(1)(b)(II) Manual-**  
**(ii)**

**The power and duties of the officer and employees are**

## Computer Section

Sr.No	Name of the Post	Power and duties (InBrief)
1	Superintending Engineer(Computer)	1.To prepare proposals for sanction of new projects/development works including upgradation thereof 2. To supervise the works. 3.To prepare estimates ,files issue NIT,process offers/bids and submission of cases for approval of competent authority work bills of contractors/suppliers
2	( Executive Engineer(Computer)	To prepare estimates of the works approved by competent authority.Drafting of NIT,Processing of offers/bids including evaluation thereof and to prepare the work bill of contractors/suppliers.
3.	J.E(Computer)	To maintain record of daily work done by the Computer Section staff and update the Cash Counters of All Zones.
4.	Incharge Website	Updating/maintaining the web site through Agency
5.	Programmer Through Agency	Generating of Water/Sewerage and House Tax Bills.
6.	Data Entry Operator Through Agency	SS services Provider

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**Section 4(1)(b)(III) Manual-  
(iii)**

**Procedure following the decision making process including channels of supervision and Accountability.**

Procedure follows in the approval of the cases of providing services, purchases and policy matters a report after the administrative approval in the Corporation House and F&CC

The matter of the meeting is sent to Govt for approval. The accountability is as per the PMC Act 1976 & other applicable Laws/Govt notification

## Computer Section

Sr.No	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)
1	New Work related to Computer Hardware /Software Maintains of existing Hardware /software and Proposals	J.E	Executive Engineer (Computer)&Super tending Engineer( Design)Secretary	Commissioner/ Addl. Commissioner F&CC/HOUSE Website Committee Constituted by Commissioner

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**Section4(1)(b)(IV)Manual****-(iv)***Norms set for the discharge of the functions***Computer Section**

<b>Sr.No</b>	<b>Item of Work</b>	<b>Norms set by the department (no.of days taken for decision making)</b>
<b>1</b>	Generating of Water Rate & Sewarge Bills	At the commencement of the Financial Year,concerned Zonal Superident send the Ledger containg detail of correction to Computer-Section.After necessary amendments, Check -Listis sent back to Zonal Superident for checking.Then on the basis of checked,Check- List,Computer Section, Prints Bills & Demand Registerand sent to concerned Zonal Superident for distribution of Bills.Incase of Water Rate & Sewarge Bills.In the Month of April & September of every Financial Year, Zonal Superintendent,send Ledger for Correction. After correction,Bills & Ledger are printed and sent to the concerned Zonal Superintdent for distribution of Bills.

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

*Following rule, regulations, instructions, manuals and records used by employees for discharging functions*

**Computer Section**

S.N	Name of the Act	Name of Rules	Name of the Manuals	Instructions (Write Circular No./ Date)	Any other record/document
1	Punjab Municipal Corporation Act, 1976	The Punjab Civil Services Rules	Relevant of Punjab CSR	As issued by the Local Govt. From time to time	-----
2	-	-	Punjab Civil Services (Punishment & Appeal Rules-1970)	-	

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**Section4(1)(b)(VI)Manual****-(vi)*****Statement of the categories of Documents that are held or under control*****Computer Section**

Sr.No	Category of Documents
1	Computer Modules for varioustypes of MIS report sand genarting Bills of House Tax and Water Rate & Sewarge

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**Section4(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.*

## Computer section

Sr.No.	Details/Type of arrangements made
1.	Listing House fixed to consult the concerned officer in charge
2.	The Competent Officer interacts with the press in respect of information related to Public.
3.	The officers who have been appointed for giving information to General Public. All Zonal Commissioner Public Relation officer
4.	Zonal Commissioner/ Public Information Officer /Assistant Zonal Public Information Officer have been appointed to provide information to General Public.

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**Statement of the boards, Councils, Committees and other bodies for advice**

## **Computer Section**

In addition to the HOUSE and F.&C.C ,video office circular No 332/G .Bdated 21/10/2009 . ASub-Commitie of the following member were constituted for the finalization of the design of website details to be uploaded etc.

- 1 Mrs. Surbhi Malik (IAS) Add. Commissioner
- 2 Sh.Pawan Sharma (S.E)
- 3 Sh.Balwinder Singh(X.E.N)(light)

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**Section4(1)(b)(IX)****Manual-(ix)****DIRECTORY OF THE OFFICERS AND EMPLOYEES****Computer Section**

S. No	Name of the Officer/ Employee	Designation	Posting	Office Telephone Number
1.	Sh.Pawan Sharma	Superintending Engineer Additional Charge		9417020869
2.	Sh Balwinder singh	Executive Engineer(Computer)Additional Charge	XEN (light)	7508010063
3	Sh. Davinder Bharjwaj	Incharge	Computer	9780400331
4	ShPremSingh	Clerk	Computer Section	98888-87427
5	ShAshokKumar	Clerk	Computer Section	98767-09213
6	Sh.Ramdeen	Peon	Computer Section	80549-71297

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**Section4(1)(b)(X)Manual-  
(x)**

*Monthly remunation of officer s/employees*

## Computer Section

<i>Sr.No</i>	<i>Name of the Officer /employee</i>	<i>Designation</i>	<i>Branch</i>	<i>Basic (Rs)</i>	<i>Total(Basic+ Allowances (Rs)</i>	<i>Fixed (Rs)</i>
1	Sh.S.P Singh	Superitending Engineer (Light) Executive	B.E. Diploma&	- -	- -	- -
2	Sh Balwinder singh	Engineer(light)	AMIE.(electrical)			
3	Sh. Deepak	Junior Engineer (light)	B.E.(electronics)	-	-	-
4	ShPrem Singh	Clerk	HouseTax	Rs.10710-	Rs.10710/- +Allowances	-
5	ShAshok Kumar	Clerk	Octrai Branch	Rs.12540/-	Rs.12540/- +Allowances	-
6	Sh Ram Deen	Peon	M.E.(B&R)	Rs.11240/-	Rs.11240/- +Allowances	-
7.	Sh.Manpreet singh	Peon	Computer section			-

15	D.E.O Hired Services Through Agency	RS.9717.26 /-each
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**Section 4(1)(b)(XI) Manual-  
(xi)**

***Budget all located to each of it agency ,indicating the particulars of all plans  
,proposed expenditure and reports on disbursements made***

## Computer Section

(Rs.inLacs)

Sr.No.	Head/Item of the budget	Proposed expenditure during the year	Disbursement made
1.			

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**Section 4(1)(b)(XII) Manual  
I-(xii)**

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

### Computer Section

Sr.No.	Scheme under subsidy given	Manner of execution of subsidy programme	Amount allocated (Rs. )	Details of beneficiaries
1.	No Such Scheme has been executed			



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**Section4(1)(b)(XIII)Manu  
al-(xiii)**

***Particulars of recipients of concessions ,permits of authorisation granted***

**ComputerSection**

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



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**Section4(1)(b)(XIV)Man  
ual-(xiv)**

*Information, available ,reduce dinan electroni cform.*

Sr.No.	Type of Information And type of development /maintaince works.
1.	Computer Module of House Tax Billing ,Water Rate & Sewarge Billing ,Cash Modul e,. detail of Taxable Properties ,Water /Sewarge Connection, Cash receipts Property tax

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**Section4(1)(b)(XV)Manual-(xv)**

*Particularsoffacilitiesavailabletocitizensforobtaininginformation*

## ComputerSection

Sr.No.	Facilitiesavailable	Remarks (No.ofdays ina week/Timingsetc.)
1	Website	<a href="http://www.mcludhiana.gov.in">www.mcludhiana.gov.in</a>
2	RTI CELL	Zone-A ,Mata Rani Chowk, Municipal Corporation ,Ludhiana Where Information realting to different branches can be applied on all working days between 9:00AMTo5:00 PM
3	Branch&Address: (i) Branch Name & Address Name of the Branch (ii) Head Telephone No of Branch Head (iii) (iv) For Complaints/Enquiry /suggestionsetc (a) TelephoneNo (b) E-mailAddress:-	Computer Section, Zone- A,Mata Rani Chowk, Ludhiana. Sh. S. P Singh 0161-2740406 0161-2740406 Complaint/ Sugestionregisteris being maintained by Compute rIncharge. Municipal Corporation, LudhianaComplaintTelep honeNo0161-2411500 Commissioner@gmail.com

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**Section4(1)(b)(XVI)Manual-  
(xvi)**

*Names, designation and other particulars of the Public Information Officers*

Following are the officers design at edas PIO&APIO

**Computer Section**

<b>Sr No</b>	<b>Name</b>	<b>Designated as</b>	<b>Zone /Department</b>	<b>Post</b>	<b>OfficeAddress</b>	<b>OfficeTelephoneNumber</b>
1	Sh.Balwinder Singh	PIO	Zone-Abcd	XEN(light)	Zone-A,Mata Rani Chowk,Main Office, Ludhiana	

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