

**Section 4(1)(b)(I) Manual****al-(i)**

The particulars of the organization, functions and duties

**POLICE WING**

Sr.No.	Name of Organization/Department/Board/Corporation	Function and duties (in brief)
1.	/Institution POLICE WING	As more force is required for excessive duties in the Municipal Corporation because they are not doing duties in Building Branch, Teh. Bazari, House Tax, Health Branch & duties on deputation, besides Misc. duties and according to the demand of employees the police force has been deputed with the corporation employees for their protection.

It is certified that the aforesaid information is correct and the same may be uploaded at the MCL website.

Name and Designation (Head of the Branch)

**Section4(1)(b)(II)Manual-  
(ii)**

Thepowersanddutiesoftheofficersandemployeesare

**POLICE WING**

<b>Sr.No</b>	<b>NameofthePost</b>	<b>Powers and duties (InBrief)</b>
1.	DeputySuperintendentofPolice	InchargeofthePolicewing– Maintenanceoflawandorderduringencroachmentremoval/majordemolitionsofunauthorisedstructures.Enforcementoftraffic relatedbyelaws withincityincludingchallengingof violators.
2	Inspector	DeputedinM.C.LfordifferentworkslikeHouseTax Recovery,BuildingBranch,TehbazariDuty,WaterRateandChallanDuty.
3	SubInspector	DeputedinM.C.LfordifferentworkslikeHouseTax Recovery,BuildingBranch,TehbazariDuty,WaterRateand ChallanDuty.
4	ASI	DeputedinM.C.LfordifferentworkslikeHouseTax Recovery,BuildingBranch,TehbazariDuty,WaterRateandChallanDuty.
5.	HeadConstable	DeputedwithOfficersasGuard,parkingduty,House TaxRecovery,BuildingBranch,TehbazariDuty,Water RateandChallanDuty.
6.	Constable	DeputedwithOfficersasGuard,parkingduty,House TaxRecovery,BuildingBranch,TehbazariDuty,Water RateandChallanDuty.

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NameandDesignation(Headof  
theBranch)

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

**POLICEWING**

Procedure following the decision making process including channels of supervision and accountability. Procedure followed in the approval of the cases of providing services, purchases and policy matters are put up after the administrator 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 PMCA Act 1976 & other applicable Laws / Govt notification

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.	Protection Duty	DSP	AC(K)	Commissioner

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Name and Designation (Head of the Branch)

**Section4(1)(b)(IV)  
Manual-(IV)**

**POLICEWING**

**Normssetforthedischargeofthefunctions**

<b>Sr.No</b>	<b>ItemofWork</b>	<b>Normssetbythedepartment(no. ofdaystakenfordecisionmaking )</b>
<b>1.</b>	<b>NoitemNil</b>	

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NameandDesignation(Head oftheBranch)

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

**POLICEWING**

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

<b>S.N</b>	<b>Name of the Act</b>	<b>Name of Rules</b>	<b>Name of the Manuals</b>	<b>Instructions (Write Circular No./Date)</b>	<b>Any other record/document</b>
1	PMCA Act, 1976	Punjab Municipal Corporation Employees (Recruitment and conditions of service) Rules, 1978 and P.b. Civil Service Rules, 1970		As received from time to time from the Local Govt.	All tendered documents & agreements.

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Name and Designation(  
Head of the Branch)

**Section4(1)(b)(VI)  
Manual–(VI)****POLICEWING****Statementofthecategoriesofdocumentsthatareheldorundercontrol**

<b>Sr.No</b>	<b>CategoryofDocuments</b>
1.	ECR
2.	RozNamcha
3.	DairyRegister
4.	ChallanBooks
5.	ServiceBooksofEmployee

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NameandDesignation(Headof  
theBranch)

**Section 4(1)(b)(VII)M  
Annual- (vii)**

**POLICE WING**

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.	Police Wing arranged employees for protection of Officers and deputed with staff for Recovery, removal of encroachment staff etc.

It is certified that the aforesaid information is correct and the same may be uploaded at the MCL website.

Name and Designation (Head of the Branch)

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

**POLICEWING**

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

It does not relate with Police Wing.

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Name and Designation (Head of  
the Branch)



**Section 4(1)(b)(IX)**  
**Manual-(ix)**

**DIRECTORY OF THE OFFICERS AND EMPLOYEES**

**POLICE WING**

S.No	Name of the Officer/Employee	Desig	Posting	Office Telephone Number	
1.	Dharamveer Singh, PPS	DSP	M.C. Ludhiana	94645-00024	
2.	Jaswant Singh	Insp.	-do-	98141-17915	
3.	Anil Kumar	Insp.	-do-	98726-71272	
4	Inderjit Singh	ASI	-do-	98152-87181	
5	Raj Kumar	ASI	-do-	98724-01988	
6	Tarlochan Singh	ASI	-do-	98721-19834	
7	Kuldeep Singh	ASI	-do-	98158-00938	
8	Palwinder Singh	ASI/LR	-do-	98726-11311	
9	Sukhdev Singh	ASI/LR	-do-	94177-67731	
10	Jasvir Singh	HC	-do-	98722-56491	
11	Kuljinder Singh	HC	-do-	84275-10900	
12	Gurcharan Singh	HC	-do-	94179-62952	
13	Davinder Singh	HC	-do-	99157-00338	
14	Ram Pal	HC/PR	-do-	98722-34075	
15	Sukhbir Singh	HC	-do-	94643-92841	
16	Jasdeep Singh	HC	-do-	84275-00303	
17	Shapinder Singh	HC	-do-	98141-13220	
18	Harpreet Singh	HC	-do-	97795-32342	
19	Dharampal	HC	-do-	94171-97631	
20	Gurpreet Singh	HC	-do-	80545-00165	
21	Rajbeer Singh	HC	-do-	98158-00211	
22	Balwinder Singh	HC	-do-	99145-15544	
23	Nand Kishore	HC	-do-	94634-80148	
24	Gurbachan Singh	HC	-do-	94633-59885	
25	Shingara Singh	HC	-do-	89688-00824	
26	Satpal Singh	HC	-do-	98784-60883	
27	Gurdeep Singh	HC	-do-	94173-98842	
28	Gursahab Singh	HC	-do-	84273-66006	
29	Kuldip Singh	HC	-do-	94646-24695	
30	Tajinder Singh	HC	-do-	81461-85935	
31	Jasvir Singh	HC	-do-	84274-40100	
32	Prem Masih	HC	-do-	84270-02138	

33	Surinder Singh	HC	-do-	84276-51786	
34	Rajinder Singh	HC	-do-	96532-31766	
35	Raj Kumar	HC	-do-	98768-69112	
36	Beant Singh	HC	-do-	97819-44484	
37	Sukhwinder Singh	HC	do-	94652-31407	
38	Avtaar Singh	HC	-do-	98786-92399	

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Name and Designation(  
Head of the Branch)

URL: <http://www.mcludhiana.gov.in>

**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**

**POLICE WING**

<b>Sr.No.</b>	<b>Head/Item of the budget</b>	<b>Proposed Expenditure during the year (2009-2010)</b>	<b>Disbursement made 2008-2009</b>
1.	Police Wing	(i) 27258000.00	24670800.00
		(ii) Proposed Expenditure during the year 2010-2011 35732869.00	

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Name and Designation (Head of the Branch)

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

**POLICE WING**

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

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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Name and Designation (Head of the Branch)

**Section4(1)(b)(XIII)  
Manual-(xiii)**

**POLICEWING**

**Particularsofrecipientsofconsessionls,permitsofauthorisationgranted**

<b>Sr.No.</b>	<b>Concessions/Permits/ Authorizationgrant</b>	<b>Nameoftherecipient</b>	<b>Addressofther ecipient</b>
<b>1.</b>	<b>PermitsforNoEntry</b>	EveryCitizensresidingw ithintheMunicipallimit	NoEntrytime6.00AM 10.00PM Aspertherequestsbythegen eralpublicforNoEntrypermi ts.

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NameandDesignation(Heado  
ftheBranch)

**Section4(1)(b)(XIV)  
Manual- (xiv)**

**POLICEWING**

**Information, available, reduced in an electronic form.**

<b>Sr.No.</b>	<b>Type of Information</b>
<b>1.</b>	<b>Nil</b>

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Name and Designation(  
Head of the Branch)

## Section4(1)(b)(XV)Manual

-(xv)

## Particulars of facilities available to citizens for obtaining information

## POLICEWING

Sr.No.	Facilitiesavailable	Remarks (No.ofdaysina week/Timings etc.)
<b>COMMISSIONEROFFICE</b>		
1.	Publicmeetings	Onallworkingdaysbetween12.00Noon to1.00p.m.(ExceptSaturday&Sundayand Govt.notifiedholidays)
2	Website	
3	PublicRelationOfficer	Tohaveinformationinperson
4	Sh.Ghanshyam Thori, IAS Add. Commissioner M.C.Ludhiana	AppellateOfficer
5	RTICELL	RoomNo71 Zone-A,MataRaniChowk, MunicipalCorporation,LudhianaWherein Informationrelatingtodifferentbranchescanbe appliedonallworkingdaysbetween9:00AM To5:00PM
6	MunicipalPublicLibrary	LibraryissituatedatRoseGardenLudhiana& itisopenforpublic from- MonToSaturday Morning- 10:00 AM To 01:00 PMEvening- 02:00PMTTo 05:00PM
7.	Branch&Address: (i) BranchName&Address (ii) NameoftheBranchHead (iii) TelephoneNoofBranch Head (iv) ForComplaints/Enquiry098764-00407 /suggestionsetc(a)Telephon eNo(b)E-mailAddressifany	PoliceWing,Zone-A, MataRaniChowk,Ldh.Smt.AmandeepKaur, DSP 0161-2748411 beingmaintainedbyHeadMunshi .0161-2411500

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NameandDesignation(H  
eadoftheBranch)

**Section 4(1)(b)(XVI) Manual****I-(xvi)****Names, designation and other particulars of the Public Information Officers****POLICE WING**

Following are the officers designated.

<b>Sr No</b>	<b>Name</b>	<b>Designat</b>	<b>Zone /Department</b>	<b>Post</b>	<b>Office Address</b>	<b>Office Telephone Number</b>
1.	Darshan Singh Virk	DSP	MCL	DSP	Room No. 16, Mata Rani Chowk, M.C., Ludhiana.	9876400407

It is certified that the aforesaid information is correct and the same may be uploaded at the MCL website.

Name and Designation (Head of the Branch)



**Section 4(1)(C)-Manual**

**POLICEWING**

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

**Nil**

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Name and Designation (Head of the Branch)