

**Section 4(1)(b)(1) Annual-***(i) The Particulars of the organization, functions and duties.***Record Keeper (English)**

| Sr.No. | Name of Organization/ Department | Functions  |
|--------|----------------------------------|--|
| 1      | Record Keeper (English)          | <p>1. To deal with old age Pension forms, Widow Pension forms, Handicapped Pension forms, &amp; Dependent Pension.</p> <p>2. To keep the old record, office orders, Govt. letters, Enquiry files &amp; employees Personal files in record.</p> |

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

**Hartej Singh**  
Secretary

**Section4(1)(b)(1)Manual-(ii)***The Power and duties of officers and employees.***RecordKeeper(English)**

| <b>Sr.No.</b> | <b>Name of Post</b>     | <b>Power and duties (in brief)</b>  |
|---------------|-------------------------|---|
| 1             | Record Keeper (English) | To forward the Social welfare Scheme Pension forms (After Processing) to SDM & CDP office and supervise & maintenance of the records. |
| 2             | Clerk                   | To enter all the pension forms in register & to maintain the record.  |

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**Hartej Singh**  
Secretary

**Section 4(1)(b)(III)**

**Manual-(iii)** Procedure following the decision making process including channels of supervision and Accountability.

**Record Keeper (English)**

| Sr.No | Nature/Type of Work   | Level at which the case is initiated<br>(Name of the Post) | Name of the post, which deal with the case before the decision making authority | Level at which decision is made<br>(Name of the post) |
|-------|---|--|---|---|
| 1.    | Process of Social Welfare Scheme Pension forms for approval from SDM. | Record Keeper  | Record Keeper & Secretary   | 1. S.D.M.<br>2. C.D.P.O.                              |

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Secretary

**Section4(1)(b)(IV)****Manual-(iv)** *Norms set for the discharge of the functions***Record Keeper(English)**

| Sr.No. | Item of Work  | Norms set by the department<br>(no. of days taken for decision making) |
|--------|---|--|
| 1      | <p>To deal with old age Pension forms, Widow Pension forms &amp; Handicapped Pension forms, &amp; Dependent Pension forms.</p> <p>2. To maintain the old records, office orders, Govt. letters &amp; Personal files of the employees.</p> | 30 to 40days   |

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**Hartej Singh**  
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**Section4(1)(b)(V)Manual-(v)** *Following rule, regulations, instruction, manuals and record, used by employees for discharging function.*

**Record Keeper (English)**

| S.N | Name of the Act                       | Name of Rules                   | Name of the Manuals                                  | Instructions(Write Circular                         | 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. Pb. from time to time. | -----                     |
| 2   |                                       |                                 | Punjab Civil Services Punishment & Appealrules-1970) |   |                           |

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**Section 4(1)(b)(VI)****Manual-(vi)** *Statement of the categories of Documents that are held or under control*

| <b>Sr.No.</b> | <b>Category of Documents Record Keeper (English)</b>  |
|---------------|---|
| 1             | Records of Social welfare Pension Forms, all main office orders, Govt. letters, Agenda Proceedings, employees Enquiry files & employees personal files. |

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**Section 4(1)(b)(VII)**

**Manual-(vii)** *The particular of any arrangement that exists for consultation with or representation by the member of the public in relation to the formulation of policy or implementation thereof.*

**Record Keeper(English)**

| <b>Sr.No.</b> | <b>Details/Type of arrangements made</b>   |
|---------------|--|
| 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<br>1. Sh. Hartej Singh, Secretary<br>2. Smt. Bhupinder Kaur, Senior Assistant |
| 3.            | The officers who have been appointed for giving information to General Public<br>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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Secretary**

**Section 4(1)(b)(VIII)**

**Manual-(viii)** *Statement of the boards, Councils, Committees and other bodies for advice.*

**Record Keeper(English)**

**No such committee constituted**

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**Secretary**



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

| S.No. | Name of the Officer | Designation | Posting      | Officer Telephone Nos. |
|-------|---------------------|-------------|--------------|------------------------|
| 1     | Sh. Hartej Singh    | Secretary   | Zone -A      | 93162-15455            |
| 2.    | Sh. Tilak Raj       | Clerk       | R.K.E.Branch |                        |
| 3.    | Smt. Iqbal Kaur     | Peon        | R.K.E.Branch | 97803-00790            |
| 4.    | Sh. Lachhman Singh  | Peon        | R.K.E.Branch | 95925-04842            |
| 5.    | Sh. Bahadur Singh   | Peon        | R.K.E.Branch | 99886-37300            |
| 6.    | Mrs. Satya Devi     | Peon        | R.K.E.Branch | 97803-74200            |

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Secretary**

**Section4(1)(b)(X)****M anual-(x)** *Monthly Remuneration of officers/employees***Record Keeper(English)**

| S.No. | Name of the Officer | Designation   | Officer Telephone Nos. | Basic Pay |
|-------|---------------------|---------------|------------------------|-----------|
| 1     | Sh. Hartej Singh    | Secretary     | 93162-15455            | 27620     |
| 2.    | Smt. Bhupinder Kaur | Sr. Assistant | 80549-73433            | 23180     |
| 3.    | Smt. Iqbal Kaur     | Peon          | 97803-00790            | 11480     |
| 4.    | Sh. Lachhman Singh  | Peon          | 95925-04842            | 14350     |
| 5.    | Sh. Bahadur Singh   | Peon          | 99886-37300            | 14720     |
| 6.    | Mrs. Satya Devi     | Peon          | 97803-74200            | 12720     |

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**Secretary**

**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.*

**Record Keeper (English)**

| <b>Sr. No.</b> | <b>Head/Item of the budget</b> | <b>Proposed expenditure during the year (2009-2010), (2010-2011)</b> | <b>Disbursement made 2008-2009</b> |
|----------------|--------------------------------|--|------------------------------------|
| 1              |                                | No budget is allotted  |                                    |
| 2              |                                |  |                                    |

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**Section 4(1)(b)(XII)**

**Manual-(xii)** *The manner execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such Programmes.*

**RecordKeeper(English)**

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

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Secretary

**Section4(1)(b)(XIII)**

**Manual-(xiii)** *Particulars of recipients of concession, permits of authorization granted.*

**Record Keeper(English)**

| Sr.No. | Concessions/Permits/<br>Authorization grant | Name of the<br>recipient | Address of the<br>recipient |
|--------|---|--------------------------|-----------------------------|
| 1      | No concession is to be given                | ---                      | ---                         |

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Secretary

**Section 4(1)(b)(XIV)**

**Manual-(xiv)** *Information, available reduced in an electronic form.*

**Record Keeper(English)**

| Sr.No. | Type of Information and type of development/ Maintaince works. |
|--------|--|
|        | Nil  |

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Secretary

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

| Sr.No. | Facilities available                         | Remarks (No. of days in a week/ Timings etc.)   |
|--------|--|---|
| 1      | Website                                      | www.mcludhiana.gov.in   |
| 2      | Additional Commissioner, M. C. Ludhiana      | Appellate Officer   |
| 3      | RTICELL                                      | RoomNo. 71,<br>Zone-<br>A, Mata Rani Chowk, Municipal Corporation, Ludhiana where in information relating to different branches can be applied on all working days between 9.00 AM to 5.00 PM |
| 4      | Branch & Address:                            | Record Keeper English, Zone-A,  |
|        | (i) Branch Name & Address                    | Mata Rani Chowk, Ludhiana.  |
|        | (ii)Name of the Branch Head & PIO            | Sh. Hartej Singh (Secretary)  |
|        | (iii)Telephone No of Branch Head             | 0161-2742100  |
|        | (iv)For Complaints/Enquiry/ Suggestions Etc. | Thecomplaints/Enquiry is Being attended By Record Keeper  |
|        | (a)Telephone No                              | Municipal Corporation, Ludhiana<br>Complaint telephone No 0161-2411500  |
|        | (b)E-mail Address:-                          | Commissioer@gmail.com   |

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**Hartej Singh**  
**Secretary**

**Section4(1)(b)(XVI)****Manual-(xvi) Names, designation and other particulars of the Public information Officers****Following are the officers designated as PIO & APIO****Record Keeper(English)**

| <b>Sr. No.</b> | <b>Name</b>      | <b>Designated as</b> | <b>Zone/ Department</b> | <b>Post</b> | <b>Office Address</b>                                      | <b>OfficeTele phone Number</b> |
|----------------|------------------|----------------------|-------------------------|-------------|--|--------------------------------|
| 1              | Sh. Hartej Singh | PIO                  | Zone-A                  | Secretary   | Zone-A,<br>Mata Rani<br>Chowk, Main<br>Office,<br>Ludhiana | -                              |

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Secretary**