

Section 4(1)(b)(i) Manual**i)*****The particulars of the organisation, functions and duties****All the following wings of Municipal Corporation, Ludhiana***FIREWING**

S. No.	Name of organization/department/board/corporation/institution	Function & duties (in brief)
1	Assistant Divisional Fire Officer Fire Brigade Dept., Municipal Corporation Ludhiana	<p>1 To be available and to hold him in readiness for any duty at any time may be called upon to perform by the Executive Officer and to keep his superiors acquainted with all matters coming to his knowledge, affecting either his own station or the fire service in general.</p> <p>2 To obey implicitly all orders of his superiors and exact the strictest obedience and be diligent in performing under him. To devote the whole of his time while on duty, to the betterment of the fire service and to set an example to his men, sobriety, cleanliness, promptitude, civility and general attention to his own duties.</p> <p>3 To ensure prompt attendance of fire appliances and men at fire or scene of any emergency.</p> <p>4 To see that men on duty are properly dressed and acquainted with their duties.</p> <p>5 To keep himself and his men at all times in readiness to receive any superior</p>

		<p>officer and to give an accurate amount- -- , matters connected with the fire brigade under his change as also about this station ground and-- area.</p> <p>6 To make himself and his staff conversant with the topography of his town and adjoining areas as also about fire risks in such areas.</p> <p>7 He shall be responsible for all fire prevention measures as per National Building Code of India part-4, as per ISI specifications and specified by the local municipal councils corporations, where in place of Public Assembly, markets, multi- storeyed buildings, residential educational, institutional, assembly, business, mercantile, industrial, storage and hazardous buildings.</p> <p>8 He can perform the above (No. 7) duty independently and after giving the notice to the occupier, if there be no occupier, to the owner of any building or premises enter and inspect the said building or premises at any time between sunrise and sunset where such inspection appears necessary for ascertaining the adequacy or contravention of fire prevention and fire safety measures and necessary to do so in order to ensure the safety of LIFE and Property. If the owner/manager of the building does not comply the order of in- charge fire Station for Fire Prevention protection and the safety arrangements. The in-charge Fire Station is empowered to refer the case to Director</p>
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		<p>Officer Punjab and they are individually empowered to seal the buildings after giving the nature of the days. In such a case where a building has been ordered to be sealed and an appeal is taken to the next higher authority by whom the order has been passed along with a non-refundable fee of Rs. 500/- which shall be deposited with the concerned fire brigade.</p> <p>9</p> <p>Heshall ensure that all orders/instructions issued by the fire-advisor of India (MHA), Director Local Government Punjab, Fire Officer Punjab and the District Administration from time to time with regard to the matters relating to fire service carried and strictly and brought to the notice of committee for information only.</p> <p>10</p> <p>To supervise the Fire Wing which attend 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 in operation. Supervision of working posted in Fire Wing. Prepare the list of loss due to fire & issue certificate.</p>
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It is certified that the aforesaid information is correct and the same may be uploaded at the eMCL website.

Name and Designation

Asstt. Divisional Fire Officer Fire Brigade, Ludhiana

Section**4(1)(b)(ii)Manual(ii)*****The powers and duties of the officers and employees are*****FIREWING**

Sr.No.	Name of the post	Powers and duties (in brief)
1	Assistant Divisional Fire Officer	Overall in charge of Fire Brigade Branch, To lead the team of Fire Station Officers, leading fireman, firemans at the time of Fire call, Rescue Operation Call & other official work.
2	Fire Station Officer	In charge of Fire Station, Lead Team of Leading Fireman, Fireman at the time of Fire Call & Rescue Call
3	Sub Fire Officer	In charge of Fire Station, Lead Team of Leading Fireman, Fireman at the time of Fire Call & Rescue Call
4	Leading F/Man	To Lead the Team of Leading Fireman, Fireman at the time of Fire Call & Rescue Call
5	Driver Operator	Driver operator of Fire Tender
6	Fireman	Fire Fighter
7	Clerk	Storekeeper Fire Brigade
8	Peon	Peon

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Name and Designation

Asstt. Divisional Fire Officer Fire Brigade, Ludhiana

Section 4(1)(b)(iii) Manu**Section 4(1)(b)(iii) Manu**

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 approved by 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.

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FIREWING

Sr. No.	Nature/ Type of work	Level at which the case is initiated (name of 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	Fire Call/ Rescue Call	Fire Officer, Leading Fireman, Driver, Fireman	Assistant Divl. Fire Officer	Commissioner/ Joint Commissioner

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

Name and Designation

Asstt. Divisional Fire Officer Fire Brigade, Ludhiana

Section 4(1)(b)(iv) Manual**al-(iv)**

Following are the norms set for the discharge of the functions.

FIREWING

Sr. No.	Item of work	Norms set by the department (No. of days taken for decision making)
1	Fire Rescue/ Fire Fighting	Immediately without any loss of time

It is certified that the aforesaid information is correct and the same may be uploaded on the eMCL website.

Name and Designation

Asstt. Divisional Fire Officer Fire Brigade, Ludhiana

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

Following rule, regulations, instructions, manuals and record, use by employees for discharging functions (As per standing order)

FIREWING

S.No.	Name of the Act	Name of rules	Name of the manuals	Instructions (write circular No./Date)	Any other record/document
1	Fire Standing order	Standing orders rule 3(A) of The Punjab Fire Brigade Rules, 1977 as reproduced below:	National Building Code (Part-IV)	1DLG-TSC-(F)-04/12644-676 dated 4.7.2004	Adopted by M.C. House Reso. No.10 dated 7.12.2007

NAME OF THE RULES: 1977

**STANDING ORDERS UNDER RULE 3(A) OF THE
PUNJAB FIRE BRIGADE RULES 1977**

GENERAL ORDERS

1

The Assistant Divisional Fire Officer, the Fire Station Officer or the sub Fire Officer, as the case may be, shall be officer in charge of the Fire Brigade and shall be responsible to the committee for strict compliance of these orders, maintenance of discipline, upkeep of appliances, welfare of staff working under him and general working of the brigade at Station and sub-station levels. An officer of the appropriate rank in big towns and where sub-stations exist will assist him.

2 For the purpose of maintaining discipline, the Assistant Divisional Fire Officer, the Fire Station Officer or the Sub-

Fire Officer as the case may be, in charge of the fire brigade shall be empowered to order any person working under him to undergo any fatigued duty or extra parade as a summary punishment, which shall not exceed 2 hours per day for one such fault of the individual. He shall also be empowered to inflict a fine not exceeding Rs. 50/-

as a time as summary punishment and for these purposes requisite registers e.g. defaulter registers shall maintain register of fines. These summary punishments may be awarded for offences detailed for petty offences as prescribed in the Sub-Fire Officer's duty at serial No. 3 of annexure-C.

- 3 The Assistant Divisional Fire Officer, Fire Station Officer or the Sub-Fire Officer, as the case may be, shall be in command of the operations of extinguishing a fire or at the time of any other special service call.
- 4 Subject to the para 3 above, the office in charge of occurrences shall direct all operations and issue all orders and instructions to the members of the fire brigade individually or jointly and no other person shall be allowed to issue the directions to the fire brigade members.
- 5 The Assistant Divisional Fire Officer, Fire Station Officer or the Sub-Fire Officer as the case may be, the fire brigade shall prepare an inventory of all appliances and ancillary equipment at this station and sub-station, if any, and inspect the same at least once a week. Any senior officers shall always keep one copy of such inventory available in the station duty room for inspection. Reports of the inspections of the inventory by the officer in charge or any senior officers shall be made in the inspection book by the inspecting officer in ink, dated and signed and any short-notice entered therein.
- 6 The Assistant Divisional Fire Officer and Fire Station Officers shall be the technical advisors to the councils/corporations on fire prevention, protection, legislation, training & firefighting operations, including the firefighting equipments and firefighting matters. All firefighting equipments shall be subject to his technical approval. The officer in charge shall be responsible for maintaining the fire brigade and its appliances and other equipments in good working order and for reporting any or all defects to the Technical Advisor/Executive Officer of the council and the designated officer in the regard in Corporations. No any other person shall be allowed to interfere in the fire brigade matters.
- 7 At the time of fire or any other similar occurrence, including search & rescue

operations in natural or man-made disasters where fire brigade has been called, the Assistant Divisional Fire Officer, Fire Station Officer or the Sub-

Fire Officer, as the case may be, in command of the fire or other similar occurrence.

- 8 Alarm bells/caution bells/electric sirens shall be installed at each of the fire stations and sub-stations to facilitate the turning out of the fire brigade and the same shall be located in such a place from where its sound can be heard by every member of the brigade in the fire station and in their residential premises. Separate alarm bell may be provided in the baths, latrines etc., if considered necessary.
- 9 In order to check the presence of staff on duty and their promptness in turning out, the Assistant Divisional Fire Officer, Fire Station Officer or the Sub-Fire Officer, as the case may be, shall give surprise alarm whenever he feels so and entry thereof shall be made in the inspection book with detailed remarks.
- 10 Fire officer Punjab, Assistant Fire Officer Punjab or any other senior officer of the directorate local government, Punjab shall also pay surprise visits to the fire brigades, and may also make test calls to check turnout of the brigade from any locality of the town.
- 11 On receipt of an intimation of a fire call, rescue call or any other special service call, the person in charge of the watch room shall immediately switch on the alarm system and mobilize the appropriate fire units to the scene of occurrence. In case of calls outside the district, he shall at once contact his senior officer in charge. If he is not present at the station, and the officer in charge feels that after dispatching the required fire units outside, sufficient arrangements shall be available for tackling any emergency within his own turnout area, he shall dispatch the appropriate units to the place of occurrence.
- 12 Person in charge of the first turnout unit shall obtain a turnout slip from the telephone operator/attendant before returning out.
- 13 In all cases where fire brigade attends fire calls, rescue calls/VIP duties or any other special service calls no charges shall be levied.
- 14 Smoking within the control/watch room, stores, guard rooms and garage shall be strictly prohibited and no cooking shall be allowed in the barracks

/dormitorie etc. except in the kitchens.

15 No authorized persons shall be allowed to enter into a Fire Station except with the prior permission of the officer in charge of the Fire Station.

16 Each member of the fire brigade shall be supplied items of uniforms at the cost of the municipal councils/corporations concerned as per scale and duration laid down in an annexure, A & B and issue of these items of uniform to the all members of fire brigade staff as per the occasion is may be. The officer in charge of the fire station shall be responsible for wearing of the proper uniform by the on duty staff. The issue date of uniform to the fire staff is given below:

Winter uniform October

Summer uniform April

17 For the purposes of cleaning
and up to date maintenance of uniforms and items of footwear, ironing of clothing, polishing of boots and whitening of badges etc, a uniform upkeep allowance shall be paid by the municipal Council/Corporation to all the members of fire brigade staff at the following rates:

a) Assistant Divisional Fire Officer, Fire Station Officer of the Sub-
Fire officer/ Rs.50/p.m.

b) Leading Firemen, Drive Operations
Firemen and others Rs.30/-p.m.

18 It shall be the duty and responsibility of all member of the fire brigade in receipt of the uniform upkeep allowance to maintain all items of uniforms supplied to them, in first class and also to make good. Any loss or damage that may occur to any of such items or any item is lost destroyed at a fire or emergency and the fact has been proved to the satisfaction of the officer in charge of the fire brigade, in which case the items so lost or destroyed shall be replaced by the Council/Corporation free of cost.

19 All members of the fire brigade staff shall be provided with rent free accommodation within the fire brigade premises or as near to the fire station as possible. The accommodation to be provided rank wise shall be as follows or prescribed by the PWD (B&R) norms:

- | | |
|--------------------------------------|-----------------------|
| i) Assistant Divisional Fire Officer | 600sq.ft.covered area |
| ii) Fire Station Officer | 600sq.ft.covered area |
| iii) Sub fire officer | 400sq.ft.covered area |

iv) Leading firemen, driver/operator and firemen etc. 200 sq. ft. covered area.

1) The rent free accommodation provided to the member of staff, free water shall also be provided.

2) Free electricity shall be provided to the members of the fire brigade staff in the free accommodation allotted to them, at the following scales.

a) ADFO, FSO & SFO ---- 100 units/month

b) Leading firemen, driver/operations

And firemen etc. ----- 50 units/month.

3) Any member of the fire brigade staff not provided with free accommodation shall, in lieu thereof, be paid house rent, at the rates admissible to other members of the government or local body employees.

20 All members of the fire brigade staff shall be entitled to 25 days special casual leave in addition to the casual leave admissible to other government employees, in lieu of the gazetted holidays, which they do not avail in view of the peculiar nature of their duty one day weekly off is allowed to all fire brigade employees in rotation wise or as per the officer in charge of the fire station. This special casual leave shall be added to individual's casual account and the officer in charge shall see that, not more than 10% of the staff is allowed to leave at any time.

21 Provision for outdoor games, where facilities exist near the fire stations and indoor games, except games of chance, shall be made for the staff at the expenses of the concerned Council/Corporations.

22 Newspapers, magazines and other periodicals of interest relating to fire services shall also be provided and for this purpose a separate room shall be provided where other indoor games and television set may be provided.

23 All members of the fire brigade staff shall be entitled to risk allowance admissible to the Delhi Fire Service from time to time.

24 The number of persons to be provided in a fire brigade shall be such as would make available in each shift one leading fireman, one driver/operator and four firemen for each fire unit kept at the station and one fireman for each of the duties of a telephone operator/attendant guard duty and a messenger peon

/malidutystaffforinspectionofhydrantsandothersources ofwaterfor firefightingshallbeprovidedextra.

- 25 Entireoperationalstaffviz.AssistantDivisionalFireOfficer,FireStationOfficerortheSub-FireOfficer,leadingfiremen,driver/operatorsandfiremenetc.shallforthepurposesoffitness,alertnessandsupplenessofaction,undergoquad,physicalandfiredrillsdailyaccordingtoaroutineprogrammeasperAnnexure-E.
- 26 Whilesanctioning/commissioningofthebuildingplansofindustrialcommercial,institutional,multistorybuildings,offices,residence,exhibition,circus,mela,festival,stalls,Shamianapandals,temporarystructure,theatre,marriagepalaceandpublicgatheringplaces,etc.withinthemunicipallimitorbeyondMunicipallimit.NoObjectioncertificatemaybeobtainedfromtheconcernedFireBrigadeauthoritiesontherecommendationofthefireofficer.
- 27 Eachmemberofthefirebrigadestaffshallperformdutyallottedtohitsasshowninannexure-C.
- 28 AllnewappointmentandpromotionsinthefirebrigadestaffshouldonlybemadewiththepriorapprovaloftheDirectorlocalgovt.Punjabinthecaseofmunicipalcouncilandthejointsecretary,localgovt.Punjabinthecaseofmunicipalcorporations,subjecttothequalificationsasperAppendix(D).
- 29 TheAssistantDivisionalFireOfficer,FireStationOfficerareentitledforseparatetelephoneattheirresidencealongwith500 free calls/ per month.The concerned councils/corporationsshallmakethepaymentoffreecallsandrent.
- 30 EachmemberofthefirebrigadestaffshallbeentitledfortheconveyanceallowanceasadmissibletotheDelhiFireServicefromtimetotime.

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

Sr.No.	Category of documents
1	Fire Callslip, occurrence book, duty register, fire call register, stock register, establishment check register of staff etc.

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

Name and Designation

Asstt. Divisional Fire Officer Fire Brigade, Ludhiana

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.

FIREWING

Sr.No.	Details/type of arrangement made
1	Listing House fixed to consult the concerned officer in charge. Matters are discussed in Corporation House/F&CC
2	The Competent officer interacts with the press in respect of information related to public:- Sh. Manjit Singh, Superintending Engineer
3	The officers who have been appointed for giving information to general public All Zonal Commissioners/Public Relations Officers Joint Commissioner
4	Zonal Commissioner, Public Information Officer/ A.D.F.O.-cum- Assistant Public Information Officer have been appointed to provide information to General public

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

Name and Designation

Asstt. Divisional Fire Officer Fire Brigade,
Ludhiana

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

Statement of the boards, councils, committees and other bodies for advice.

FIREWING

1 Municipal Corporation House/F&CC, Ludhiana

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

Name and Designation

Asstt. Divisional Fire Officer Fire Brigade,
Ludhiana

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

Sr. No.	Name of Employee	Designation	Posting	Office Telephone No.
1	Sh. Bhupinder Singh Sandhu	ADFO	Fire Brigade Ludhiana	0161-2749111
2	Sh. Balkar Singh	FSO	Fire Brigade Ludhiana	0161-2743111
3	Sh. Jeet Singh	FSO	Fire Brigade Ludhiana	0161-2743111
4	Sh. Rajinder Kumar	SFO	Fire Brigade Ludhiana	0161-2743111
5	Sh. Gurmail Singh	SFO	Fire Brigade Ludhiana	0161-2743111
6	Sh. Harish Chander Singh	L. Fireman	Fire Brigade Ludhiana	0161-2305111
7	Sh. Surinder Kumar	L. Fireman	Fire Brigade Ludhiana	0161-2743111
8	Sh. Raj Kumar	L. Fireman	Fire Brigade Ludhiana	0161-2743111
9	Sh. Pardeep Kumar	L. Fireman	Fire Brigade Ludhiana	0161-2743111
10	Sh. Ram Lal	L. Fireman	Fire Brigade Ludhiana	0161-2743111
11	Sh. Kiran Kumar	L. Fireman	Fire Brigade Ludhiana	0161-2743111

12	Sh. Manoj Kumar	L. Fireman	Fire BrigadeL udhiana	0161- 2743111
13	Sh. Bhushan Kumar	L. Fireman	Fire BrigadeL udhiana	0161- 2743111
14	Sh. Rajan Singh	L. Fireman	Fire BrigadeL udhiana	0161- 2743111
15	Sh. Balwinder Singh	L. Fireman	Fire BrigadeL udhiana	0161- 2743111
16	Sh. Om Parkash	L. Fireman	Fire BrigadeL udhiana	0161- 2743111
17	Sh. Puran Singh	L. Fireman	Fire BrigadeL udhiana	0161- 2743111
18	Sh. Manohar Lal	L. Fireman	Fire BrigadeL udhiana	0161- 2743111
19	Sh. Surjit Singh	L. Fireman	Fire BrigadeL udhiana	0161- 2743111
20	Sh. Darshan Singh	L. Fireman	Fire BrigadeL udhiana	0161- 2743111
21	Sh. Narinder Singh	Driver	Fire BrigadeL udhiana	0161- 2743111
22	Sh. Daljeet Singh	Driver	Fire BrigadeL udhiana	0161- 2743111
23	Sh. Rajesh Kumar	Driver	Fire BrigadeL udhiana	0161- 2743111
24	Sh. Manmohan Singh	Driver	Fire BrigadeL udhiana	0161- 2743111
25	Sh. Kewal Krishan	Driver	Fire BrigadeL udhiana	0161- 2743111
26	Sh. Kaka Singh	Driver	Fire BrigadeL udhiana	0161- 2743111
27	Sh. Balwinder Kumar	Driver	Fire BrigadeL udhiana	0161- 2743111
28	Sh. Mandhir Singh	Driver	Fire BrigadeL udhiana	0161- 2743111
29	Sh. Vijay Kumar	Fireman	Fire BrigadeL udhiana	0161- 2743111

30	Sh. Vijay Kumar	Fireman	Fire BrigadeL udhiana	0161- 2743111
31	Sh. Ajub Masih	Fireman	Fire BrigadeL udhiana	0161- 2743111
32	Sh. Inderjit Singh	Fireman	Fire BrigadeL udhiana	0161- 2743111
33	Sh. Harmail Singh	Fireman	Fire BrigadeL udhiana	0161- 2743111
34	Sh. Ashok Kumar	Fireman	Fire BrigadeL udhiana	0161- 2743111
35	Sh. Bahadur Singh	Fireman	Fire BrigadeL udhiana	0161- 2743111
36	Sh. Surinder Paul	Fireman	Fire BrigadeL udhiana	0161- 2743111
37	Sh. Parshotam Dass	Fireman	Fire BrigadeL udhiana	0161- 2743111
38	Sh. Manjit Singh	Fireman	Fire BrigadeL udhiana	0161- 2743111
39	Sh. Pankaj Sharma	Fireman	Fire BrigadeL udhiana	0161- 2743111
40	Sh. Rajinder Kumar	Fireman	Fire BrigadeL udhiana	0161- 2743111
41	Sh. Ajay Kumar	Fireman	Fire BrigadeL udhiana	0161- 2743111
42	Sh. Aatish Rai	Fireman	Fire BrigadeL udhiana	0161- 2743111
43	Sh. Navrang Singh	Fireman	Fire BrigadeL udhiana	0161- 2743111
44	Sh. Pawan Kumar	Fireman	Fire BrigadeL udhiana	0161- 2743111
45	Sh. Naresh Kumar	Fireman	Fire BrigadeL udhiana	0161- 2743111
46	Sh. Raman Kumar	Fireman	Fire BrigadeL udhiana	0161- 2743111
47	Sh. Raj Kumar	Fireman	Fire BrigadeL udhiana	0161- 2743111

48	Sh. Rajan	Fireman	Fire BrigadeLudhiana	0161-2743111
49	Sh. Sunny Kumar	Fireman	Fire BrigadeLudhiana	0161-2743111
50	Sh. Ravi Kumar	Fireman	Fire BrigadeLudhiana	0161-2743111
51	Sh. Gaurav Bhardwaj	Fireman	Fire BrigadeLudhiana	0161-2743111
52	Sh. Ravi Sahota	Fireman	Fire BrigadeLudhiana	0161-2743111
53	Sh. Vishal Kumar	Fireman	Fire BrigadeLudhiana	0161-2743111
54	Sh. Lovlesh Sood	Fireman	Fire BrigadeLudhiana	0161-2743111
55	Sh. Rajinder Kumar	Peon	Fire BrigadeLudhiana	0161-2743111

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

Name and Designation

Asstt. Divisional Fire Officer Fire Brigade, Ludhiana

Section 4(1)(b)(X) Manual**-(x)****MONTHLY REMUNERATION OF OFFICERS/EMPLOYEES****FIREWING**

Sr. No.	Name of Employee	Designation	Posting	Office Telephone No.
1	Sh. Bhupinder Singh Sandhu	ADFO	Fire Brigade Ludhiana	0161-2749111
2	Sh. Balkar Singh	FSO	Fire Brigade Ludhiana	0161-2743111
3	Sh. Jeet Singh	FSO	Fire Brigade Ludhiana	0161-2743111
4	Sh. Rajinder Kumar	SFO	Fire Brigade Ludhiana	0161-2743111
5	Sh. Gurmail Singh	SFO	Fire Brigade Ludhiana	0161-2743111
6	Sh. Harish Chander Singh	L. Fireman	Fire Brigade Ludhiana	0161-2305111
7	Sh. Surinder Kumar	L. Fireman	Fire Brigade Ludhiana	0161-2743111
8	Sh. Raj Kumar	L. Fireman	Fire Brigade Ludhiana	0161-2743111
9	Sh. Pardeep Kumar	L. Fireman	Fire Brigade Ludhiana	0161-2743111
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17	Sh. Puran Singh	L. Fireman	Fire BrigadeL udhiana	0161- 2743111
18	Sh. Manohar Lal	L. Fireman	Fire BrigadeL udhiana	0161- 2743111
19	Sh. Surjit Singh	L. Fireman	Fire BrigadeL udhiana	0161- 2743111
20	Sh. Darshan Singh	L. Fireman	Fire BrigadeL udhiana	0161- 2743111
21	Sh. Narinder Singh	Driver	Fire BrigadeL udhiana	0161- 2743111
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23	Sh. Rajesh Kumar	Driver	Fire BrigadeL udhiana	0161- 2743111
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25	Sh. Kewal Krishan	Driver	Fire BrigadeL udhiana	0161- 2743111
26	Sh. Kaka Singh	Driver	Fire BrigadeL udhiana	0161- 2743111
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46	Sh. Raman Kumar	Fireman	Fire BrigadeL udhiana	0161- 2743111
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Name and Designation

Asstt. Divisional Fire Officer Fire Brigade, Ludhiana

Section 4(1)(b)(XI) Manual**I-(xi)**

Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made (At per Standing Order)

FIREWING

Sr.No.	Head/Item of the budget	Proposed expenditure during the year (2009-2010)	Disbursement made 2009-2010	(Rupees in lacs)
				Proposed expenditure during the year (2010-2011)
1	Plan Budget	262.00	160.87	285.00

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Name and Designation

Asstt. Divisional Fire Officer Fire Brigade, Ludhiana

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

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

FIREWING

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

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

Name and Designation

Asstt. Divisional Fire Officer Fire Brigade, Ludhiana

Section 4(1)(b)(XIII) Manual**I-(xiii)***Particulars of recipients of concessions, permits of authorisation granted.***FIREWING**

Sr.No.	Concessions/ permits/ authorization grant	Name of the recipient	Address of the recipient
1	Fire Department, M.C., Ludhiana	Every citizens residing withi n/outer the Mu nicipallimit	Every year

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

Name and Designation

**Asstt. Divisional Fire Officer Fire Brigade,
Ludhiana**

Section 4(1)(b)(XIV) Manual-**(xiv)***Information available, reduced in an electronic form.***FIREWING**

Sr.No.	Type of information And type of development/maintenance works
NIL	NIL

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

Name and Designation

**Asstt. Divisional Fire Officer Fire Brigade,
Ludhiana**

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

Section 4(1)(b)(XV)M**Annual-(xv)**

Particulars of facilities available to citizens for obtaining information

FIREWING

Sr.No.	Facilities available	Remarks (no. of days in a week/timing etc.)
1	Website	www.mcludhiana.gov.in
2	Commissioner, M.C., Ludhiana	Appellate Officer
3	RTI Cell	Room No. 71 Zone-A, Mata Rani Chowk Municipal Corporation, Ludhiana. Where information relating to different branches can be applied on all working days between 9.00 a.m. to 5.00 p.m.
4	Branch name & address	Fire Brigade Department, Near Laxmi Cinema, Opp. Railway Station, G.T. Road, Lu
	Name of the Branch Head	Sh. Bhupinder Singh Sandhu, A.D.F.O.
	Telephone No. of Branch Head	0161-2749111
	For complaints/Enquiry/ suggestion etc	Complaint/ Suggestion register is being maintained by A.D.F.O.
	Telephone No.	101, 0161-2743111
	Email Address	Commissioner@gmail.com

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

Name and Designation

**Assistant Divisional Fire Officer Fire Brigade,
M.C., Ludhiana**

Section 4(1)(b)(XVI) Manual**al-(xvi)***Names, designation and other particulars of the public information officers:***FIREWING****Following are the officers designated as PIO & APIO**

S.No.	Name	Designated as	Zone/Department	Post	Office Address	Office Telephone No.
1	Bhupinder Singh Sandhu	PIO-cum-ADFO	Fire Brigade	A.D.F.O.	H.Q. Fire Station, Laxmi Cinema, Ludhiana	0161-2749111

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

Name and Designation**Name and Designation**

Assistant Divisional Fire Officer Fire Brigade, M.C., Ludhiana

Section 4(1)(c) Manual

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

N.A.

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

Name and Designation

**Assistant Divisional Fire Officer
Fire Brigade, M.C., Ludhiana**