

SUO-MOTU DISCLOSURE, PATHANKOT

Information Handbook

**[In pursuance of Chapter II, Section 4(1) (b) of the
Right to Information Act 2005]**

Municipal Corporation PATHANKOT

District Pathankot, Punjab

(A Government body as defined under Punjab Municipal Corporations Act, 1976)

Department of Local Self Government Punjab

March, 2018

Website: www.mcpathankot.gov.in

E.Mail : eomcptk@yahoo.co.in

Contact: **01862-202030**

PREFACE

In order to provide greater transparency and accountability in the functioning of “Public Authorities”, The Right to Information Act, 2005(RTI) has been enacted by the Government of India. This Act entitles the citizens to obtain information pertaining to public authorities, subject to compliance with prescribed procedure under RTI Act, 2005. The Act has been notified on June 15, 2005. In compliance with the provisions of Section 4(1) (b) of the Act, this information manual is published for information of the general public.

CHAPTER 1 - INTRODUCTION

1.1. BACKGROUND

In order to ensure transparency and accountability in the functioning of public authorities and with a view to confer right on citizens for obtaining information pertaining to functioning of public authorities, the Information Act, 2005 (hereinafter referred to as “RTI” or “Act”) has been enacted. Section 4(1)(b) of the Act confers right on citizens to obtain information pertaining to functioning of public authorities and for this purpose every public authority is required to appoint Public Information Officer(s) Assistant State Public Information Officer(s), Wherever applicable, for processing of information requests from citizens. Under any circumstances if the citizen could not get the information sought for by him, he may approach the appellate authority.

1.2. OBJECTIVE OF THE HAND BOOK

The essence of good governance is based on the premise that the laws and procedures are transparent, clearly defined & understood by those governed and the implementation is both quick and smooth. Transparency connotes the conduct of public business in a manner that affords stakeholders wide accessibility to the decision-making process and the ability to effectively influence it. In the context of urban governance, transparency assumes added significance. The Key objective behind publication of this information manual is to enable the public to understand the role played by the Department in the Urban Governance by the Government of Andhra Pradesh. The citizens are entitled under the Act, to obtain any information prescribed under the Act from the Department. The procedure for obtaining information from the Department is prescribed in the following paragraphs.

1.3. TARGETED USERS

This manual is meant for information of citizens, civil society organizations, public representatives, officers and employees of public authorities.

1.4. NAMES AND ADDRESSES OF KEY CONTACT OFFICERS

For facilitating information requests from citizens, the following officers are appointed as PIO, APIOs and Appellate authority.

Table 1: Names & details of Key contact Officers

SN	Name officer officer/Designation	Appointed as per the Act.	Contact No.	Address
1	Shri Kulwant singh IAS Commissioner,	Appellate Authority	9023700015	Municipal corporation pathankot near ShimlaPahari
2	Shri Satish Kumar Saini Municipal Engineer	Public Information Officers	9646200604	
3	Shri Inderjeet Singh		9646200246	
4	Sh. Harmeet singh SDO		9417010003	
5	Sh. Kirandeep singh(Building Inspector) B h		788845 2316	
6	Sh.Nathu Ram (SFO)			
7	Sh.Rajan kumar(Accountant)		9855430710	
8	Sh.Darshana(Inspector)		8872480861	
9	Sh.Raj Kumar (Inspector)		98722-75252	
10	Smt.Nirmala Devi(Inspector)	Public Information Officers	783719 0260	
11	Sh. Ashwani Sharma(Inspector)		9357400015	
12	Sh.Ashok Mehta(Inspector)		978002 4517	
13	Sh.Bikram singh(C.S.I)		9646004807	
14	Sh. Janu Chalotra(C.S.I).		964679 4696	
15	Sh.Deepak kumar(C.S.I)		94642-91348	
16	Sh.Vikramjeet (C.S.I)		964666 4866	
17	Sh.Ajay Bains(S.I)		8558999106	

1.5. PROCEDURE FOR OBTAINING INFORMATION

The information request shall be made in writing. The information request can be in one of the following two languages.

- i. Punjabi
- ii. English

Applicant shall pay the following prescribed fee for obtaining the information under the Act.

A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of Rs.10/- per each application by way of cash or by demand draft or by banker's cheque payable to the Accounts Officer or any other duly authorized officer of the Public Authority, against proper receipt at the following rates:

Fee to be charged for providing information:

For providing information under sub-section (1) or sub-section (5) of Section 7, a fee shall be charged by way of cash or demand draft or banker's cheque payable to the Accounts Officer or any other duly authorized officer of the Public Authority against proper receipt at the following rates:

(A) Priced Material:

Publications printed matter, text, maps, plans, floppies, CDs, samples, models or material in any other form, which are priced, the sale price thereof:

(B) Other than price material:

- (1) An application for obtaining any information under sub-section (1) of section 6 shall be accompanied with a fee of rupees fifty.
- (2) For providing information under sub-section (1) of section 7, the fee shall be charged from the applicant at the following rates namely: (a) Rs. 10/- for each page in A-4 or A-3 size paper created or copied and (b) If information is to be provided on a large size of paper than that of specified in clause (a), the actual cost price of such a paper shall be charged
- (3) For providing information under sub-section (5) of section 7, the fee shall be charged from the applicant at the following rates namely: (a) Rs. 50/- for providing information in floppy; (b) Rs. 100/- for providing information in diskette; and (c) If information sought is of such a nature, which is contained in a printed document of which a price has been fixed, then that information will be provided after charging the price, fixed for that printed document. However, if only an extract or page of such a printed document is asked for, then a fee of Rs. 10/- per page shall be charged from the applicant.
- (4) No fee for inspection of record shall be charged if such an inspection is made for one only. However if inspection is made for a period more than one hour then a fee of rupees ten shall be charged for every fifteen minutes in excess of first hour. Every fraction of the period

above fifteen minutes shall be construed as a complete period of fifteen minutes and it shall be charged as full period of fifteen minutes.

Applicants belonging to Below Poverty Line (BPL) category need not pay the fee. They will pay for material charges. For the issues claiming payment of exemption of fee under BPL category, the applicant shall attach a copy of Ration card/income certificate or any other proof under the BPL category. The request for information will be generally processed within the time period mentioned under the Act.

CHAPTER-II: Particulars of Organisation, Functions and Duties
Section 4(1) (b) (i)

PARTICULARS OF ORGANISATION FUNCTIONS AND DUTIES

Particulars of Organisation:

SN	Name of the Organisation	Address	Functions	Duties
1	Municipal Corporation Pathankot	Municipal Corporation Pathankot near Shimla Pahari Pathankot 145001	Detailed Description mentioned below	Detailed Description mentioned below

2.2. Functions of the Municipality: As per the provisions of the Punjab Municipal Corporation Acts 1976, the corporation are entrusted broadly with the following functions.

A. General Functions of Corporation: –

- (1) Subject to the provisions of this Act and the rules, regulations and bye-laws made there under the municipal Government of the City shall vest in the Corporation.
- (2) Without prejudice to the generality of the provisions of sub-section (1) it shall be the duty of the Corporation to consider all periodical statements of the receipts and disbursements and all Progress reports and passes such resolutions thereon as it thinks fit.

B. Obligatory Functions of Corporation. - It shall be incumbent on the Corporation to make adequate provision by any means or measures which it may lawfully use or take for each of the following matters, namely :-

(1) The construction, maintenance and cleaning of drains and drainage works and of public latrines, urinals and similar conveniences;

- (2) The construction and maintenance of works and means for providing supply of water for public and private purposes;
- (3) The scavenging, removal and disposal of filth, rubbish and other obnoxious or polluted matters;
- (4) The reclamation of unhealthy localities, the removal of noxious vegetation and generally the abatement of all nuisances;
- (5) The regulation of places for the disposal of the dead and the provisions and maintenance of places for the said purpose;
- (6) The registration of births and deaths;
- (7) Public vaccination and inoculation;
- (8) Measures for preventing and checking the spread of dangerous diseases;
- (9) The construction and maintenance of municipal markets and slaughterhouses and the regulation of all markets and slaughter-houses;
- (10) The regulation and abatement of offensive or dangerous trades or practices;
- (11) The securing or removal of dangerous buildings and places;
- (12) The construction, maintenance, alteration and improvements of public streets, bridges, culverts, causeways and the like;
- (13) The lighting, watering and cleansing of public streets and other public places;
- (14) The removal of obstructions and projections in or upon streets, bridges and other public places;
- (15) The naming and numbering of streets and premises;
- (16) The maintenance of municipal offices;
- (17) The laying out or the maintenance of public parks, gardens or recreation grounds;
- (18) The maintenance of a fire-brigade and the protection of life and property in the case of fire;
- (19) The maintenance of monuments and memorials vested in a local authority in the city immediately before the commencement of this Act or which may be vested in the Corporation after such commencement;
- (20) The maintenance and development of the value of all properties vested in or entrusted to the management of the Corporation; and
- (21) The fulfilment of any other obligation imposed by or under this Act or any other law for the time being in force.

C. Discretionary functions of Corporation: -

The Corporation may in its discretion provide either wholly or in part for all or any of the following matters, namely:-

- (1) The furtherance of education including cultural and physical education;
- (2) The establishment and maintenance of, and aid to, libraries, museums, art galleries, botanical or zoological collections;
- (3) The establishment and maintenance of, and aid to stadia, gymnasia, akharas and places for sports and games;
- (4) The planting and care of trees on road sides and elsewhere;
- (5) The surveys of buildings and lands;
- (6) The registration of marriages;
- (7) The taking of a census of population;
- (8) The civic reception to persons of distinction;
- (9) The providing of music or other entertainments in public places or places of public resort and the establishment of theatres and cinemas;
- (10) The organisation and management of fairs and exhibitions;
- (11) The acquisition of movable or immovable property for any of the purposes before mentioned, including payment of the cost of investigations, surveys or examinations in relation thereto for the construction or adaptation of buildings necessary for such purposes;
- (12) The construction and maintenance of -
 - a. rest-houses,
 - b. poor-houses,
 - c. infirmaries,
 - d. children's homes,
 - e. houses for the deaf and dumb and for disabled and handicapped children,
 - f. shelters for destitute and disabled persons,
 - g. asylums for persons of unsound mind;
- (13) The construction and maintenance of cattle ponds;
- (14) The building or purchase and maintenance of dwelling houses for corporation officers and other Corporation employees;

- (15) Any measures for the welfare of the Corporation officers and other Corporation employees or any class of them including the sanctioning of loans to such officers and employees or any class of them for construction of houses and purchase of vehicles;
- (16) The organisation or management of chemical or bacteriological laboratories for the examination or analysis of water, food and drugs for the detection of diseases or research connected with the public health or medical relief;
- (17) The provision for relief to destitute and disabled persons;
- (18) The establishment and maintenance of veterinary hospitals;
- (19) The organisation, construction, maintenance and management of swimming pools, public wash houses, bathing places and other institutions designed for the improvement of public health;
- (20) The organisation and management of farms and dairies within or without the City for the supply, distribution and processing of milk and milk products for the benefit of the residents of the City;
- (21) The organisation and management of cottage industries, handicraft centres and sales emporia;
- (22) The construction and maintenance of warehouses and godowns;
- (23) The construction and maintenance of garages, sheds and stands for vehicles and cattle biers;
- (24) The provision for unfiltered water supply;
- (25) The improvement of the City in accordance with improvement schemes approved by the Corporation;
- (26) The provision of housing accommodation for the inhabitants of any area or for any class of inhabitants;
- (27) The establishment and maintenance of hospitals, dispensaries and maternity and child welfare centres and the carrying out of other measures necessary for public medical relief;
- (28) Supply and distribution of electricity to the public; and
- (29) Any measure not hereinbefore specifically mentioned, likely to promote public safety, health, convenience or general welfare.

2.3 Duties- Sections in Municipalities:

With reference to the functions referred to above, the following sections are provided in the municipalities. The duties of each of these sections are listed below:

SN	SECTION	DUTIES
1.	Administration	To look after general administration, including school administration and council meetings
2.	Revenue	To assess and collect various taxes and non-taxes and collection of rents from municipal properties
3.	Accounts	To maintain accounts, prepare annual accounts, budget, and attend to audit of accounts
4.	Public Health and Sanitation	To look after sanitation, public health and solid waste management including medical and maternity services
5.	Engineering	To look after water supply and sewerage, public works like roads, drains, buildings, parks and play grounds, street lighting
6.	Town Planning	To regulate town planning activities including land uses, layouts, building constructions and encroachments
7.	Urban Poverty Alleviation (UPA)	To look after urban poverty alleviation programmes

CHAPTER IV: PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

(Including Channels of Supervision and Accountability)

Section4 (1) (b) (iii) of RTI Act

Citizen can avail all the municipal services & raise grievances regarding Municipal Service Delivery through Public Grievance Portal Government of Punjab (<http://publicgrievancepb.gov.in/>) link given on the ULB website (www.mcpathankot.gov.in). On receipt of the same the Unique ID will be generated by the system a mail shall be received on ULB e-mail Id. The mail shall be forwarded to the concerned official.

The concerned official will scrutinize the file and write his remarks, and pass on the file to the next higher authority and finally to the Municipal Commissioner who is the final decision making authority. Citizens can also submit their grievance directly through e-mail on eomcptk@yahoo.co.in.

The entire workflow of ULB functions & functionaries are be digitised through a chain of innovative e-Governance initiatives of the Urban Development Department. Through this, all the varied modes of governance namely,

- i) Government to Government
- ii) Citizen to Government
- iii) Government to Citizen

Gets automated, digitized and processed without physical transfer of files. Upon completion of the Service requested by the citizen, he/she gets a mobile SMS notifying the completion of service & the signed document may be collected from any CSC.

Channels of Supervision and Accountability:

Department of Local Self Government Punjab, Chandigarh has monitored the whole process to facilitate citizen services to the public through online portal set up in all Urban Local Bodies (ULBs).

CHAPTER-V – Norms for discharge of functions
Section 4 (1) (b) (iv)

5.1 THE NORMS SET BY THE DEPARTMENT FOR THE DISCHARGE OF ITS FUNCTIONS.

The usual office hours are from 09:00 a.m. to 5.00 p.m. After punching at Biometric system / signing in the Attendance Register all staff must be in their seats and start work not later than the prescribed hour. They will however be allowed grace time of ten minutes when there is real need. The secretary concerned will monitor the daily attendance.

The Service delivery time frame for the services rendered by the Department is given below.

Citizen Related: Complaints on civic amenities and other grievances

Routine matters	-	15 days
Other than routine matters	-	30 days (Ex. Policy decision files)

For more details regarding Service Level Agreement for delivering Municipal Services, please refer Citizen Charter in the ULB website www.mcpathankot.gov.in)

CHAPTER-VI – STATUTORY GUIDELINES

Section 4 (i) (b) (v)

The Rules, Regulations, Instructions, Manuals And Records Held By The Department Or Under Its Control Or Used By Its Employees For Discharging Its Functions.

In discharging functions of the Department, the following Manuals and the Records are being used.

1. Punjab Municipal Act, 1911
2. Municipal Election Rule 1930
3. Punjab Municipal Account Code 1930
4. Punjab Municipal EO Act 1931
5. Municipal Council Election Rules 1952
6. Punjab civil Service (Punishment & Appeal) Rules 1970
7. Delimitation of wards of Municipalities 1972
8. Punjab Municipal Corporation Act. 1976
9. The Punjab Municipal Fire Brigade Rules 1977
10. The Punjab Municipal Works rules 1978
11. The Punjab Municipal General Rules 1979
12. The Punjab Municipal Safai Karamchari Service Rules, 1984
13. Prevention of corruption Act 1988
14. The Punjab Right to Service Act 2011

CHAPTER-VII – CATEGORIES OF DOCUMENTS

Section 4 (1) (b) (vi)

A Statement of the Categories of documents that are held by Municipal Corporation Pathankot under its control.

1. Government G.Os
2. Election related data like ward division etc

CHAPTER-VIII – Public consultation for policy formulation

Section 4 (1) (b) (vii)

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

An Expert In-house committee will be constituted as and when required for suggesting policy decisions.

CHAPTER-IX
Section 4 (1) (b) (viii)

A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards councils committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

CHAPTER-X - Directory of Officers and Employees
Section 4 (1) (b) (ix)

The Directory of Officers and Employees

SN	Name of Employee	Designation
1	S. Kulwant Singh, IAS	Commissioner
2	Smt.Nidhi kalotra	Joint Commissioner
3	Sh. Harbans Singh	Secretary
Engineering Branch		
1	Sh. Satish Saini (C.E)	Corporation Engineer
2	Sh. Navdeep Singh Bedi	Junior Engineer (Civil)
3	Sh. Paramjot Singh	Junior Engineer (Civil)
4	Sh. Hardip kumar	Junior Engineer (Civil)
5	Smt Amandeep kaur	Junior Engineer (Civil)
6	Sh. Denesh Gupta	Clerk
Accounts Branch		
1	Sh. Rajan Kumar	
2	Sh. Harish Gupta	Accountant
3	Sh. Avtar Singh	Clerk
4	Smt.Parveen Kumari	Clerk
5	Smt. kamla	Clerk
6	Sh. Rajeev Kumar	Data Entry Operator
Record Branch		

1	Smt. Balwinder Kaur	Clerk
2	Sh. Onkar Nath	Clerk
Tax Branch		
1	Sh. Inderjit Singh	Tax Superintendent
2	Smt. Nirmala Devi	Inspector
3	Sh. Puneet	Clerk
4	Sh. Sohan Lal	Clerk
5	Sh. Tirth Ram	Clerk
6	Sh. Mehar Singh	Clerk
7	Smt. Shalini Mahajan	Clerk
Rent Branch		
1	Sh. Surinder Mahajan	Inspector
2	Sh. Ashwani Sharma	Inspector
3	Sh. pardeep Kumar	Clerk
4	Sh. Mandeep Singh	Clerk
Water Supply & Sewerage Branch		
1	Sh. Ashwani Kumar	Inspector
2	Smt. Vaishno Devi	Clerk
3	Sh. Ashoke Kumar	Clerk
4	Smt. Renu Mahajan	Clerk
5	Sh Sanjay Kumar	Clerk
6	Smt. Sunanda	Clerk
7	Kumari Reeta	Clerk
8	Sh. Pawan Kumar	Clerk
9	Smt. Veena Dogra	Clerk
10	Smt Suman Kumari	Clerk
Building Branch		
1	Smt. Kamwal Jeet Kaur	Senior Town Planner
2	Sh. Vivek Sharma	Building Inspector (Tech)
3	Smt. Randeep kaur	Building Inspector (Tech)
4	Sh. Kirandeep Singh	Building Inspector (Tech)
Public Health & Sanitation Branch		
1	Sh. Naresh Kumar Singh	AMO
2	Sh. Janu Chalotra	Chief Sanitary Inspector
3	Sh. Vikramjit Singh	Chief Sanitary Inspector
4	Sh. Bikram Singh	Chief Sanitary Inspector
5	Sh. Ajay Bains	Sanitary Inspector
6	Sh. Gurmej Singh	Clerk
Death & Birth Branch		

1	Smt. Darshana	Inspector
License Branch		
1	Sh.Rohit Gupt	Clerk

Section4 (1) (b) (x)

Monthly Remuneration Received by Each Officer and Employees, including the System of Compensation as Provided in Its Regulation.

SN	Name of the Individual	Designation	Amount drawn per month (Rs.)	Remarks if any
1	Sh. Kulwant Singh, IAS	ADC	-	Additional charge to COMMISSIONER) Pathankot.
2	Smt.Nidhi kalotra,	SDM(Dhar)	-	Additional charge to Joint commissioner) Pathankot.
3	Sh. Harbans singh	Secretary	84287/-	-
4	Smt. Kamwal Jeet Kaur	S.T.P.		
5	Sh. Satish Kumar saini	Corporation Engineer (Civil		-
6	Sh. N.K. Singh	A.M.O.,		
7	Sh.Paramjot singh	Junior Engineer (Civil)	53843/-	Additional charge to Corporation Engineer, Pathankot
8	Sh.Navdeep singh bedi	Junior Engineer (Civil) Junior Engineer (Civil)) Junior Engineer (Civil)	31570/-	
9	Sh. Hardeep kumar		53843/-	
10	Smt.Amandeep kaur		53843/-	
11	Sh.Inderjeet singh	Superintendent	72407/-	
12	Sh. Rajan kumar	Accountant		Additional charge to Corporation Pathankot
11	Sh.Ashwani Sharma	Inspector	63938/-	
12	Sh. Surinder Mahajan	Inspector	67841/-	
13	Smt.Darshana	Inspector	50313/-	
14	Smt.Nirmala devi	Inspector	63808/-	
15	Sh. Kamal kumar	Inspector	63887/-	
16	Sh. Ashok kumar Mehta	Inspector	61547/-	
17	Sh.Raj kumar	Inspector	50129/-	
18	Sh. Kirandeep singh	Building Inspector	50307/-	
19	Sh. Vivek Sharma	Building Inspector		
20	Smt.Randeep kaur	Building Inspector	10300/-	

21	Sh.Janu Chalotra	CSI	46146/-
22	Sh.Bikram singh	CSI	61456

SN	Name of the Individual	Designation	Amount drawn per month (Rs.)	Remarks if any
				Building Inspector
23	Sh.Vikramjeet	CSI	41589/-	
24	Sh. Deepak	CSI	47482/-	
25	Sh. Ajay Bains	SI	46146/-	
26	Sh. Nathu ram	SFO	62851	
27	Sh.Harish Gupta	Junior Assistant	45766/-	
28	Sh.Lakhwinder singh	Junior Assistant	48230/-	
29	Sh.Avtar singh	Junior Assistant	51569/-	
30	Smt.Parveen kumar.	Clerk	43845/-	
31	Smt.Kamla devi	Clerk	43845/-	
32	Sh.Puneet	Clerk	43845/-	
33	Sh.Sohan lal	Clerk	42829/-	
34	Smt.Shalini mahajan	Clerk	43845/-	
35	Miss.Shalu	Clerk	10300/-	
36	Sh.Tirth ram	Junior Assistant	46971/-	
37	Sh. Mehar singh	Work supervisor	45765/-	
38	Smt.Balwinder kaur	Junior Assistant	47255/-	
39	Sh. Onkar nath	Junior Assistant	47231/-	
40	Sh.Dinesh gupta	Junior Assistant	47153/-	
41	Sh. Gurmej singh	Clerk	43845/-	
42	Sh. Rohit gupta	Clerk	10300/-	
43	Sh. Mandeep singh	Clerk	51569/-	
44	Sh. Pardeep kumar	Clerk	43845/-	
45	Smt. Vaishno devi	Clerk	54186/-	
46	Sh. Ashok kumar	Clerk	43845/-	
47	Sh. Sanjay kumar	Clerk	50104/-	
48	Smt.Renu mahajan	Clerk	43845/-	
49	Smt.Sunanda	Clerk	51568/-	
50	Sh. Pawan kumar	Clerk	43845/-	
51	Smt. Suman kumari	Clerk	43842/-	
52	Kumari Reeta	Clerk	43845/-	
53	Smt. Veena dogra	Clerk	43842/-	
54	Sh. Surinder kumar	Clerk	61580/-	
55	Smt. Amarnath	Clerk		
56	Sh.Satpal	Peon	35983/-	
57	Sh. Ranbhushan	Peon	25004/-	
58	Sh. Vijay saini	Peon	31935/-	
59	Sh. Mohinder pal	Peon	36479/-	

SN	Name of the Individual	Designation	Amount drawn per month (Rs.)	Remarks if any
60	Sh. Bodh raj	Peon	27160/-	
61	Sh.Darshan kumar	Peon	22436/-	
62	Sh. Satish kumar	Peon	36813/-	
63	Sh.Arun kumar	Peon	31781/-	
64	Sh. Sumit	Peon	7458/-	
65	Smt.Lalan devi	Peon	37616/-	
66	Sh.Suresh kumar	Peon	43447/-	
67	Sh. Ramesh Johan Kumar	peon	35810/-	
68	Sh. Paras	Peon	23694/-	
69	Sh.Parshotam singh	Peon	37462/-	
70	Sh.Jatinder saini	Tubewell Operator	31119/-	
71	Sh. Sunil Kumar pandhi	Inspector	52794/-	
72	Smt.Archna	clerk	43845/-	
73	Smt. Poonam Kumari	peon	31095/-	
74	Prabhjit Singh	Pump driver	52822/-	
75	Chander Mohan	Pump driver	46583/-	
76	Naresh Kumar	Pump driver	37085/-	
77	Sanjay Kumar Sharma	Pump driver	52822/-	
78	Manoj Kumar	Pump driver	60599/-	
79	Pawan Kumar	Pump driver	60599/-	
80	Sanjeev Kumar	Pump driver		
81	Pardeep Kumar Saini	Pump driver	60599/-	
82	Tarsem Kumar	Pump driver	60651/-	
83	Sukhdev	Pump driver	49531/-	
84	Krishan Kumar	Pump driver	49486/-	
85	Joginder Pal	Pump driver		
86	Satpal Singh	Pump driver	60599/-	
87	Karam Chand	Pump driver	58854/-	
88	Raman Kumar	Pump driver	60599/-	
89	Ram Singh	Pump driver	60599/-	
90	Tarsem Lal	Pump driver	53233/-	
91	Gopal Krishan	Pump driver	52845/-	
92	Avtar Singh	Pump driver	49486/-	
93	Umesh Kumar Arora	Pump driver	60599/-	
94	Sham Lal	Pump driver	49818/-	
95	Harish Kumar	Pump driver	60599/-	
96	Ajay Sharma	Pump driver	24780/-	

	Raman Kumar	LFM	48739	
97	Bhupinder Nath	LFM	49395	
	Raj Kumar	Driver	54807	
	Jujhar Singh	Driver	47756	
	Makhan Singh	Driver	57369	
	Kuldeep Singh	Driver	45661	
	Didar Singh	Fire Man	43946	
	Raghubir Singh	Fire Man	53634	
	Manoj Kumar	Fire Man	45179	
	Raj Kumar	Fire Man	44006	
	Ramesh Kumar	Fire Man	43971	
	Om Parkash	Fire Man	43971	
	Rajan	Fire Man	43971	
	Vijay Bhadar	Fire Man	45179	
	Vikas gupta	Fire Man	38315	
	Ravi Kant	Fire Man	38315	
	Rakesh Kumar	Fire Man	38315	
	Amit Kumar	Fire Man	38315	
	Amit Kumar	Fire Man	38315	
	Sanjeev Kumar	Fire Man	38315	
	Rakesh Kumar	Fire Man	38315	
	Rakesh Kumar	Fire Man	34883	
	Gurdial	Mali	39311/-	
	Vipan Kumar	Mali	31839/-	
	Surinder Kumar	Peon	32524/-	
	Hardev Singh	Jr. Steno	50336/-	
	Rajneesh Kumar	Driver	50930/-	
	Malkiat Singh	Driver	36581/-	
	Rajeev Kumar	Clerk cum Data Entry Operator	42585/-	

HAPTER-XII – Budget Allocation
Section 4 (1) (b) (xi)

The Budget Allocated to each Agency, Indicating the Particulars of all Plans, Proposed Expenditure and Reports on Disbursements Made.

(Rs. In lakhs)					
Agency	Programme/Scheme/Project/ Activity purpose for which budget is allocated	Amount released last year	Amount spent last year	Budget allocate current year	Budget released current year

CHAPTER-XIII – Subsidy Programme

Section 4 (1) (b) (xii)

13. 1 THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING

THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

As per the guidelines of the scheme beneficiaries will be identified and disbursed by the Municipal Commissioner.

CHAPTER-XIV – Recipients of Concessions

Section 4 (1) (b) (xiii)

14.1 PARTICULARS OF RECIPIENTS OF CONCESSIONS PERMITS OR AUTHORISATIONS GRANTED BY IT.

- NIL -

CHAPTER-XV – Electronic Information

Section 4 (1) (b) (xiv)

15. 1 DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM.

The information is available in the following website <http://punjab.gov.in/services> (Please refer to Punjab Government website)

CHAPTER -XVI – Public Facilities

Section 4 (1) (b) (xv)

16.1 THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

Whatever information is available with the Municipal Corporation, Pathankot in electronic format, has been hosted on the website <http://mcpathankot.gov.in> This information can be downloaded by the citizens from this website at free of cost. In addition to the above, visitors with any problems are welcome between 9 AM To 5 PM every day (working days) to meet any of the designated officials.

CHAPTER-XVII - Public Information Officers

Section 4 (i) (b) (xvi)

17. 1 THE NAMES DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

SN	Name officer officer/Designation	Appointed as per the Act.	Contact No.	Address
1	Shri Harbir Singh, PCS Commissioner,	Appellate Authority	9814066550	Municipal Corporation pathankot near Shimla Phari pathankot 145001
2	Shri Satish Kumar Saini Municipal Engineer Shri Soami Singh Superintendent	Public Information Officers	9646200604	
			9216200095	
3	Sh. Rajan Kumar, Accountant	Assistant Public Information Officers	9855430710	
	Smt. Rajbans Kaur Inspector, Main B h		94633-47223	
	Sh. Kehar Singh, House Tax and Property Tax Inspector,		96463-72240	
	Sh. Mani Parmar, Clerk, Birth and Death		85914-09833	
	Sh. Sanjeev Arora, Inspector, Library		98552-00104	
	Sh. Navdeep Sharma, Chief Sanitary Inspector, Health and Sanitation		98722-75252	
	Sh. Jasbir Singh, Inspector Licence and Advertisement		94634-62259	
	Sh. Gurmail Singh, Superintendent Tehbazari and Rent		94630-11147	
	Sh. Ashwani Kumar, J.E. Mechanical, Water and Sewerage		94178-52372	
	Sh. Kuldeep Singh, A.C.E. Building		85588-56644	
Sh. Harpreet Singh, A.C.E.	98143-38832			

Engineering		
Sh. Avtar Singh,ADFO		94642-91348
Fire Brigade		

CHAPTER-XII – Other Information
Section 4 (1) (b) (xvii)

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER
UPDATE THESE PUBLICATIONS EVERY YEAR**

- NIL -

1.4. NAMES AND ADDRESSES OF KEY CONTACT OFFICERS

For facilitating information requests from citizens, the following officers are appointed as PIO, APIOs and Appellate authority.

Table 1: Names & details of Key contact Officers

SN	Name officer officer/Designation	Appointed as per the Act.	Contact No.	Address
1	Shri Kulwant singh IAS Commissioner,	Appellate Authority	9023700015	Municipal corporation pathankot near ShimlaPahari 145001
2	Shri Satish Kumar Saini Municipal Engineer	Public	9646200604	
3	Shri Inderjeet Singh	Information Officers	9646200246	
4	Sh. Harmeet singh SDO		9417010003	
5	Sh. Kirandeep singh(Building Inspector)		788845 2316	
6	Sh.Nathu Ram (SFO)			
7	Sh.Rajan kumar(Accountant)		9855430710	
8	Sh.Darshana(Inspector)		8872480861	
9	Sh.Raj Kumar (Inspector)		98722-75252	
10	Smt.Nirmala Devi(Inspector)	Public	783719 0260	
11	Sh. Ashwani Sharma(Inspector)	Information Officers	9357400015	
12	Sh.Ashok Mehta(Inspector)		978002 4517	
13	Sh.Bikram singh(C.S.I)		9646004807	
14	Sh. Janu Chalotra(C.S.I).		964679 4696	
15	Sh.Deepak kumar(C.S.I)		94642-91348	
16	Sh.Vikramjeet (C.S.I)		964666 4866	
17	Sh.Ajay Bains(S.I)		8558999106	

1.5. PROCEDURE FOR OBTAINING INFORMATION

The information request shall be made in writing. The information request can be in one of the following two languages.

- i. Punjabi
- ii. English

Applicant shall pay the following prescribed fee for obtaining the information under the Act.