

# **SUO-MOTU DISCLOSURE, S.A.S.Nagar (Mohali)**

## **Information Handbook**

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



## **Municipal Corporation S.A.S Nagar** District S.A.S Nagar, Punjab

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

**Department of Local Self Government Punjab**

**March, 2018**

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## **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.	Address
1	Avneet Kaur,P.C.S, Joint Commissioner,	Appellate Authority	Sector -68, Mohali, <b>Contact No.</b> 5044907,504491 0
2	Sh. Sarbjeet Singh Asst. Commissioner	Public Information Officers	
	Shri Soami Singh Superintendent		
3	Smt. Babita Jaiswal Acct. Grd I (Accounts Branch)	Assistant Public Information Officers	
	Sh.Bhimsain , Property Tax Superintendent,		
	Sh.Bhimsain, Superintendent, Birth and Death		
	Smt. Satveer Kaur, Superintendent,Library		
	Dr, Meetpal Singh, M.O.H., Health and Sanitation		
	Sh.Bhimsain, Superintendent Advertisement		
	Jasvinder Singh , Superintendent Tehbazari, License and Rent		
	Sh. Harpreet Singh, S.D.O Water and Sewerage		
	Smt.Neelam Mehmi, A.C.E. Building		
	Sh. Sukhvinder Singh,A.C.E. Engineering		
Sh. Mohan Lal Verma,SFO Fire Brigade			

#### 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 Organization:

SN	Name of the Organisation	Address	Functions	Duties
1	Municipal Corporation SAS Nagar	Sector -68, Mohali, <b>Contact No.</b> 5044907,5044910	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 pass 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 fulfillment 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 III: POWERS, DUTIES OF ITS OFFICERS /  
EMPLOYEES Section4 (1) (b) (ii) of RTI Act**

<b>SN</b>	<b>Section</b>	<b>Name of the Officer</b>	<b>Subjects being dealt</b>	<b>Officer in Charge</b>
1.	Municipal Corporation	Sh.Sandeep Hans, I.A.S.	Entire executive powers under Punjab Municipal Corporation Act.,1976	Commissioner
2.	Municipal Corporation	Smt. Avneet Kaur, P.C.S.	All duties and functions delegated to Joint Commissioner	Joint Commissioner
3.	Municipal Corporation	Sh.Sarbjeet Singh	All duties and functions delegated to Assistant Commissioner	Assistant Commissioner
4.	Engineering Branch	Sh. Mukesh Garg	All duties and functions of civil works,electricity,horticulture,o&m and town planning branch	Corporation Engineer(H.Q.)
5.	Sanitation & Health	Dr. Meet Pal Singh	All functions of Sanitation & Health Branch.	M.O.H.
6.	Account Branch	Babita Jaiswal	All function of account branch	Accountant, Grd I
7.	Property Tax	Sh. Bhimsain	All function of Propert tax branch	Superintendent
8.	Birth & Death	Sh. Bhimsain	Local register Birth & Death	Superintendent

## **CHAPTER IV: PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**

(Including Channels of Supervision and Accountability)

### **Section 4 (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 ( <http://mcmohali.punjab.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 Toll free No. : 1800-137-0007

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 <http://.mcmohali.punjab.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. Municipal Election Rule 1930
2. Punjab Municipal Account Code 1930
3. Municipal Council Election Rules 1952
4. Punjab civil Service (Punishment & Appeal) Rules 1970
5. Delimitation of wards of Municipalities 1972
6. Punjab Municipal Corporation Act. 1976
7. The Punjab Municipal Fire Brigade Rules 1977
8. The Punjab Municipal Works rules 1978
9. The Punjab Municipal General Rules 1979
10. The Punjab Municipal Safai Karamchari Service Rules, 1984
11. Prevention of corruption Act 1988
12. 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 SAS Nagar 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	Sh Sandeep Hans, I.A.S.	Commissioner
2	Avneet Kaur,P.C.S.,	Joint Commissioner
3	Sarbjeet Singh	Assistant Commissioner
<b>Engineering Branch</b>		
1	Sh. Mukesh Garg,Corporation Engineer(H.Q.)	Corporation Engineer
2	Sh. Kamal Deep (A.C.E)	Assistant Corporation Engineer
3	Sh. Harpreet Singh (ACE)	Assistant Corporation Engineer
	Sh.Sukhvinder Singh(ACE)	Assistant Corporation Engineer
	Smt. Avneet Kaur (ACE)	Assistant Corporation Engineer
	Smt.Neelam Mehmi (ACE)	Assistant Corporation Engineer
4	Sh. Jaspreet Singh (J.E)	Junior Engineer (O&M)
5	Sh. Tajjinder Singh (J.E)	Junior Engineer (Electrical)
6	Sh. Dharminder Singh (J.E)	Junior Engineer (Civil)
7	Sh. Pawanpreet (J.E)	Junior Engineer (Civil)
8	Sh. Gurpreet Singh (J.E.)	Draftsman
9	Sh. Mukhtiar	Assistant Planner
10	Sh. Sandeep Saini	Draftsman
<b>Accounts Branch</b>		
2	Smt. Babita Jaiswal	Accountant Grd-I
3	Sh. Summinderpal Singh	Accountant Grd-II
4	Sh.Padam Parkash	Junior Assistant
5	Sh. Ashok Kumar	Junior Assistant
6	Smt. Baljeet Kaur	Junior Assistant
7	Smt. Asharani	Clerk
	Ravinder Singh	Junior Assistant

<b>Tax Branch</b>		
1	Sh. Bhimsain.	Superintendent
2	Sh. Avtar Singh Kalsia	Inspector
3	Mrs. Poonam Sharma	Junior Assistant
4	Sh. Sompal Singh	Clerk
<b>R.T.I BRANCH</b>		
1	Sh.Sarbjeeet Singh	Asstt. Commissioner
2	Mrs. Poonam Sharma	Junior Assistant
<b>Building Branch</b>		
1	Sh. Narinder Singh Dalam	Corporation Engineer
2	Sh. Mukhtiar Singh	A.T.P
3	Miss Monika	Building Inspector
4	Sh. Karan Singh	Building Inspector
<b>Public Health &amp; Sanitation Branch</b>		
1	Dr.Meet Pal Singh	M.O.H.
2	Sh. Harwant Singh	Sanitary Inspector
3	Sh. Sarbjeeet Singh	Sanitary Inspector
4	Sh. Surinder Kumar	Sanitary Inspector
<b>Death &amp; Birth Branch</b>		
1	Sh. Bhimsain.,	Superintendent
<b>P.A. to Mayor</b>		
1	Mrs. Satveender Kaur	P.A.



### 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. Sandeep Hans, IAS	COMMISSIONER	147892.00	
2	Smt. Avneet Kaur, PCS	JOINT COMMISSIONER	51231.00	
3	Sh. Sarbjit Singh	ASSTT COMMISSIONER	54803.00	
4	Sh. Ranjeev Kumar	SECRETARY	50133.00	
5	Sh. Vinayak Kumar	D.C.F.A.	74944.00	
6	Sh. Jaswinder Singh	SUPERINTENDENT GR-II	57077.00	
7	Sh. Charanjiv Singh	SUPERINTENDENT GR-II	28527.00	
8	Smt. Satwinder Kaur	P.A.	38918.00	
9	Smt. Babita Jaiswal	ACCOUNTANT GRADE-I	66850.00	
10	Sh. Suminder Pal Singh	ACCOUNTANT GR-II	47287.00	
11	Sh. Kishan Joshi	COMP.PROGRAMMER	56543.00	
12	Sh. Gurdeep Singh	INSPECTOR	47009.00	
13	Sh. Sanjeevan Singh	INSPECTOR	48465.00	
14	Sh. Padam Parkash Sha	JR. ASSISTANT	22541.00	
15	Mrs. Sunita Rani	JR. ASSISTANT	48116.00	
16	Mrs. Poonam Sharma	JR. ASSISTANT	40337.00	
17	Smt. Baljit Kaur,	CLERK	33771.00	
18	Sh. Ravinder Singh	JR. ASSISTANT	28227.00	
19	Smt. Asha Rani	JR. ASSISTANT	33852.00	
20	Sh. Manjit Singh	JR. ASSISTANT	31775.00	
21	Smt. Navpreet Kaur	CLERK-CUM-DEO	7825.00	
22	Miss Neeru Bala	CLERK	37051.00	
23	Sh. Sukhvinder Singh	PEON	37697.00	
24	Smt. Roshni Devi	PEON	28821.00	
25	Smt. Inderjit Kaur	PEON	27969.00	
26	Sh. Yagya Parsad.	PEON	31198.00	
27	Smt. Swaran Kaur	PEON	28373.00	
28	Sh. Rajinder Kumar	PEON	34871.00	
29	Sh. Kartik Chander	PEON	31388.00	
30	Sh. Arjun Singh.	PEON	22029.00	
31	Sh. Nirmal Singh	DRIVER	27096.00	
32	Sh. Sukhvinder Singh	DRIVER	42449.00	
33	Sh. Ramphal	CHOWKIDAR	28704.00	

34	Sh. Alal Singh	CHOWKIDAR	28381.00
35	Sh. Sukhwinder Singh	CHOWKIDAR	20209.00
36	Sh. Bhim Sain	SUPERINTENDENT GR-II	57278.00
37	Smt. Satweer Kaur	SUPERINTENDENT-II	33411.00
38	Sh. Gurmeet Singh Gill	INSPECTOR	48730.00
39	Sh. Avtar Singh Kalsia	INSPECTOR	49948.00
40	Sh. Surjit Singh	INSPECTOR	47280.00
41	Sh. Harmesh Singh	JR. ASSISTANT	43975.00
42	Sh. Varinder Kumar	JR. ASSISTANT	41906.00
43	Sh. Kesar Singh	CLERK	39293.00
44	Sh. Ashok Kumar	JR. ASSISTANT	43189.00
45	Sh. Anil Kumar	CLERK	36600.00
46	Sh. Jagjit Singh	JR. ASSISTANT	39961.00
47	Smt. Jagwinderjit Kaur	CLERK	18245.00
48	Sh. Som Pal	JR. ASSISTANT	38745.00
49	Sh. Ajmer Singh	CLERK	44290.00
50	Sh. Gopal Singh	CLERK	40849.00
51	Sh. Rajinder Singh	DAFTRI	29879.00
52	Sh. Harjinder Singh	PEON	35697.00
53	Sh. Som Nath	PEON	30352.00
54	Sh. Mohinder Singh	DAFTRI	37897.00
55	Sh. Gian Chand Sharma	PEON	39427.00
56	Smt. Pinki Devi	PEON	21968.00
57	Sh. Satvir Singh	DRIVER	24884.00
58	Smt. Nishu Rani	PEON	6962.00
59	Sh. Baljit Singh	DRIVER	37246.00
60	Sh. Gurwinder Singh	DRIVER	41589.00
61	Sh. Mohan Lal Verma	S.F.O.	61726.00
62	Sh. Davinder Singh	S.F.O.	57631.00
63	Sh. Karam Chand	S.F.O.	44768.00
64	Sh. Arun Kumar	S.F.O.	42779.00
65	Sh. Gurmel Singh	L.F.M.	49135.00
66	Sh. Pal Singh	F.M.	36803.00
67	Sh. Sarvjeet Singh	F.M.	29472.00
68	Sh. Lakhwinder Singh	F.M.	28553.00
69	Sh. Rajinder Pal	F.M.	29422.00
70	Sh. Sanjay Kumar	F.M.	29262.00
71	Sh. Bhupinder Singh	F.M.	30122.00
72	Sh. Onkar Singh	F.M.	26719.00
73	Sh. Gurcharan Singh	F.M.	30023.00
74	Sh. Vivek Sharma	F.M.	29742.00
75	Sh. Jatinder Singh	F.M.	30122.00
76	Sh. Sikander Singh	F.M.	23999.00

77	Sh. Amarvir Singh,	DRIVER	42760.00	
78	Sh. Baljinder Singh	DRIVER	35897.00	
79	Sh. Kulwinder Singh	DRIVER	39602.00	
80	Sh. Ranjit Singh	DRIVER	44173.00	
81	Sh. Amrik Singh -III	DRIVER	36905.00	
82	Sh. Sarabjit Singh	C.S.I.	53123.00	
83	Sh. Gurmit Singh	SANITARY INSPETOR		
84	DR. MEETPAL SINGH	MEDICAL HEALTH OFFIC	139963.00	
85	Sh. Harwant Singh	C.S.I.	50101.00	
86	Sh. Rajinder Pal Singh	C.S.I.	37730.00	
87	Sh. Sham Lal	SANITARY INSPECTOR	46090.00	
88	Sh. Ravinder Kumar	SANITARY INSPECTOR	47310.00	
89	Sh. Lovinder Kumar	S. SUPERVISOR	25314.00	
90	Sh. Ranjeet Singh	S. SUPERVISOR	22817.00	
91	Sh. Gurvinder Singh Jutla	SANITARY SUPERVISOR	28087.00	
92	Sh. Varinder Singh	SANITARY SUPERVISOR	31357.00	
93	Sh. Harminder Singh	SANIOTARY SUPERVISOR	33201.00	
94	Sh. Jorawer Singh.	SANITARY SUPERVISOR	33518.00	
95	Sh. Deepak	S. SUPERVISOR	34002.00	
96	Sh. Madan Lal (I)	S. ZAMADAR	42560.00	
97	Sh. Suresh Kumar (I)	S. ZAMADAR	41302.00	
98	Sh. Chetan	S. ZAMADAR	29283.00	
99	Sh. Shalinder Singh	S. ZAMADAR	43126.00	
100	Sh. Jagbir (II)	S. ZAMADAR	36542.00	
101	Sh. Shree Ram	S. ZAMADAR	38003.00	
102	Sh. Surinder Kumar	SANITARY INSPECTOR	43419.00	
103	Sh. Hardip Singh	PEON/CHOWKIDAR	19956.00	
104	Smt. Rani	SWEEPER	29598.00	
105	Smt. Laxmi devi	SWEEPER	25310.00	
106	Sh. Imrit lal (II)	SWEEPER	24213.00	
107	Smt. Shukantla Devi -I	SWEEPER	37352.00	
108	Sh. Adesh Kumar	SWEEPER	36238.00	
109	Sh. Surjit	SWEEPER	24704.00	
110	Sh. Rajinder Pal	SWEEPER	25332.00	
111	Sh. Jagir Singh	SWEEPER	33651.00	
112	Smt. Roshani Devi	SWEEPER	27525.00	
113	Sh. Mahipal	SWEEPER	28752.00	
114	Sh. Jeet Singh	SWEEPER	18177.00	
115	Smt. Sawarn Kaur	SWEEPER	33814.00	
116	Sh. Des Raj. I	SWEEPER	19448.00	
117	Sh. Vinod Kumar.	SWEEPER	21245.00	
118	Smt. Sikhsha.	SWEEPER	36432.00	
119	Smt. Sumitra. (I)	SWEEPER	29721.00	

120	Sh. Vijay Kumar.	SWEEPER	28128.00	
121	Sh. Jasbir	SWEEPER	26510.00	
122	Sh. Chander.	SWEEPER	19132.00	
123	Smt. Ramesho.	SWEEPER	26620.00	
124	Sh. Sunil Kumar.	SWEEPER	12339.00	
125	Smt. Saroj Devi.	SWEEPER	35635.00	
126	Sh. Attar Singh II.	SWEEPER	18919.00	
127	Sh. Ashok Kumar (I)	SWEEPER	38780.00	
128	Sh. Naresh Kumar (I)	SWEEPER	21436.00	
129	Sh. Naresh Kumar (II)	SWEEPER	28540.00	
130	Sh. Ramesh (II)	SWEEPER	26212.00	
131	Smt. Vidya Devi.	SWEEPER	29160.00	
132	Sh. Bholu Nath.	SWEEPER	29535.00	
133	Smt. Ratni Devi.	SWEEPER	24124.00	
134	Sh. Bhan Singh.	SWEEPER	23786.00	
135	Sh. Mahinder Kumar	SWEEPER	35195.00	
136	Smt. Shanti	SWEEPER	31073.00	
137	Sh. Dharam Pal.	SWEEPER	17760.00	
138	Sh. Mange Ram.	SWEEPER	25623.00	
139	Sh. Chand Ram.	SWEEPER	17716.00	
140	Sh. Satpal (III)	SWEEPER	27453.00	
141	Sh. Ram Pal (II)	SWEEPER	25710.00	
142	Sh. Kishan Kumar	SWEEPER	34490.00	
143	Smt. Maina	SWEEPER	19796.00	
144	Sh. Krishan Chand	SWEEPER	30439.00	
145	Smt. Soma Rani.	SWEEPER	33187.00	
146	Smt. Asha Rani	SWEEPER	14618.00	
147	Smt. Kamlesh	SWEEPER	11622.00	
148	Smt. Kamlesh Kaur	SWEEPER	23889.00	
149	Sh. Shakti Dutt	SWEEPER	19010.00	
150	Smt. Usha (II)	SWEEPER	23256.00	
151	Sh. Bharthu Ram	SWEEPER	33385.00	
152	Sh. Som Pal	SWEEPER	29394.00	
153	Sh. Sat Pal (II)	S. ZAMADAR	20667.00	
154	Smt. Saroj Bala	SWEEPER	28994.00	
155	Sh. Rajbir	SWEEPER	29297.00	
156	Smt. Usha (I)	SWEEPER	37456.00	
157	Sh. Raj Mohan	SWEEPER	26427.00	
158	Sh. Sobha Ram	SWEEPER	22484.00	
159	Sh. Babu Ram (I)	S. ZAMADAR	19897.00	
160	Sh. Raj Kumar -II	SWEEPER	14401.00	
161	Sh. Jaspal	SWEEPER	36078.00	
162	Sh. Baljit Singh	SWEEPER	28701.00	

163	Smt. Ramo Devi	SWEEPER	29545.00	
164	Smt. Soma Devi	SWEEPER	34515.00	
165	Sh. Nawab	SWEEPER	29635.00	
166	Smt. Gudi	SWEEPER	29582.00	
167	Sh. Sukhbir	SWEEPER	25838.00	
168	Smt. Mem Kalan	SWEEPER	16180.00	
169	Smt. Kamla	SWEEPER	12389.00	
170	Smt. Sumitra Devi-II	SWEEPER	33996.00	
171	Sh. Bholam Ram	SWEEPER	20028.00	
172	Sh. Rakesh II	SWEEPER	20244.00	
173	Sh. Om Pal	SWEEPER	18252.00	
174	Sh. Sher Singh	SWEEPER	7688.00	
175	Sh. Balinder Kumar	SWEEPER	16682.00	
176	Smt. Sunita	SWEEPER	28290.00	
177	Sh. Ashok Kumar	SWEEPER	21909.00	
178	Sh. Ranjit Singh	SWEEPER	16800.00	
179	Sh. Baljinder Kumar	SWEEPER	15609.00	
180	Smt. Maya	SWEEPER	16459.00	
181	Sh. Brihm Pal	SWEEPER	10509.00	
182	Sh. Satish Kumar	SWEEPER	20157.00	
183	Sh. Rakesh Kumar III	SWEEPER	11518.00	
184	Sh. Ashok Kumar	SWEEPER	11943.00	
185	Sh. Gurdeep Singh	SWEEPER	11248.00	
186	Sh. Mohan Lal	SWEEPER	23295.00	
187	Sh. Sohan Lal	SWEEPER	13182.00	
188	Smt. Srooj Bala-II	SWEEPER	16896.00	
189	Sh. Chhotu Ram	SWEEPER	23912.00	
190	Sh. Mukesh Kumar	SWEEPER	19121.00	
191	Sh. Jagdish Kumar	SWEEPER	26371.00	
192	Smt. Shukantla Devi-III	SWEEPER	10172.00	
193	Sh. Tej Pal (II)	SWEEPER	23754.00	
194	Sh. Sanjiv Kumar	SWEEPER	5897.00	
195	Sh. Suresh Kumar. III	SWEEPER	10633.00	
196	Sh. Ram Krishan	SWEEPER	13950.00	
197	Smt. Bimla Devi	SWEEPER	22013.00	
198	Sh. Sonu	S. SUPERVISOR	21829.00	
199	Smt. Jarnail Kaur	SWEEPER	7212.00	
200	Smt. Kitabo	SWEEPER	10740.00	
201	Smt. Usha -III	SWEEPER	12183.00	
202	Sh. Suraj Pal	SWEEPER	12835.00	
203	Sh. Sanjeev Kumar-II	SWEEPER	20746.00	
204	Sh. Surjit -II	SWEEPER	20746.00	
205	Sh. Bittu Bidla	SWEEPER	19533.00	

206	Sh. Gourav	SWEEPER	10906.00	
207	Sh. Veer Parkash	SWEEPER	6489.00	
208	Sh. Sombir	SWEEPER	17948.00	
209	Sh. Damanjeet Singh	SWEEPER	6489.00	
210	Sh. Narinder Singh	DRIVER	40276.00	
211	Sh. Ajaib Singh	DRIVER	45562.00	
212	Sh. Jagjit Singh	DRIVER	36185.00	
213	Sh. Manjit Singh	DRIVER	38681.00	
214	Sh. Jagjit Singh	DRIVER	19944.00	
215	Sh. Harkiran Pal Singh	CORPORATION ENGINEER	103786.00	
216	Sh. Mukesh Garg	M.C.E.	60684.00	
217	Sh. Harpal Singh Bhullar	CORPORATION ENGINEER	103679.00	
218	Sh. Ashwani Kumar	CORPORATION ENGINEER	73904.00	
219	Sh. Gautam Kumar	M.T.P.	85409.00	
220	Sh. Rajnish Wadhwa	A.T.P.	74054.00	
221	Smt. Avneet kaur	A.C.E.	67047.00	
222	Sh. Chand Singla	A.C.E.	63824.00	
223	Sh. Narinder Singh Dalam	M.C.E.	44158.00	
224	Sh. Harpreet Singh	A.C.E. (O&M)	67107.00	
225	Sh. Sunil Kumar Sharma	A.C.E.	49858.00	
226	Sh. Nandan Bansal	J.E.(CIVIL)	49508.00	
227	Sh. Hardeep Singh	JUNIOR ENGINEER	50408.00	
228	Sh. Dharminder	JUNIOR ENGINEER (C)	45568.00	
229	Sh. Pawanpreet Singh	JUNIOR ENGINEER (C)	43708.00	
230	Sh. Akshay Sama	JUNIOR ENGINEER	45708.00	
231	Sh. Sukhwinder Singh	A.C.E.	67237.00	
232	Smt. Neelam Mehmi	A.C.E.	52788.00	
233	Sh. Kamaldeep Singh	A.C.E.(ELECTRICAL)	52832.00	
234	Sh. Sewakdeep Singh	JUNIOR ENGINEER ELEC	43348.00	
235	Sh. Tejinder Singh	J.E (ELECTRICAL)	50808.00	
236	Sh. Jaspreet Singh	JUNIOR ENGINEER	48499.00	
237	Sh. Surinder Pal Goyal	J.E.(HORTICULTURE)	47356.00	
238	Sh. Mohinder Pal	ASSISTNAT ARCHITECT	44374.00	
239	Sh. Mukhtiar Singh	HEAD DRAFTSMAN	36601.00	
240	Sh. Gurpreet Singh	DRAFTSMAN	41075.00	
241	Sh. Harmandeep Singh Mavi	DRAFTSMAN	43507.00	
242	Sh. Sandeep Saini	DRAFTSMAN	44457.00	
243	Sh. Sukhdev Singh	BUILDING INSPECTOR	32287.00	
244	Sh. Karanjit Singh	BUILDING INSPECTOR	48080.00	
245	Ms Gagandeep	BUILDING INSPECTOR	46187.00	
246	Ms Monika Devi	BUILDING INSPECTOR	41888.00	

247	Smt. Amrita Singh	BUILDING INSPECTOR	39780.00
248	Ms Vininder Kaur	BUILDING INSPECTOR	46330.00
249	Sh. Rajinder Singh	JR. ASSISTANT	24019.00
250	Sh. Ashok Kumar	JR. ASSISTANT	41142.00
251	Sh. Kashmir Singh	PEON	16327.00
252	Sh. Raghvir Singh	DRIVER	26812.00
253	Sh. Vishav Kumar	PEON	26312.00
254	Sh. Jagjit Singh	PEON	24106.00
255	Sh. Ramu Sharma	PEON	30941.00
256	Sh. Kuldeep Singh	MATE	25282.00
257	Sh. Prem Chand Sharma	MATE	33151.00
258	Sh. Resam Singh	CHOWKIDAR	33921.00
259	Sh. Kestow Kumar	CHOWKIDAR	17938.00
260	Sh. Sukh Nath	CHOWKIDAR	22861.00
261	Sh. Malkiat Singh.	CHOWKIDAR	16301.00
262	Sh. Ramesh Chander.	CHOWKIDAR	29379.00
263	Sh. Sita Ram	CHOWKIDAR	23784.00
264	Sh. Bhupinder Singh	CHOWKIDAR	26517.00
265	Sh. Kahanya Lal.	MALI/CHOWKIDAR	24194.00
266	Sh. Prabhu Nath	MALI/CHOWKIDAR	28259.00
267	Sh. Amar Singh	MALI/CHOWKIDAR	26839.00
268	Sh. Amrik Singh-I	DRIVER	36151.00
269	Sh. Dilber Singh	DRIVER	46119.00
270	Sh. Amrik Singh II	DRIVER	40641.00
271	Sh. Jaswant Singh	DRIVER	48576.00
272	Sh. Surjit Singh.	MALI	34456.00
273	Sh. Amarjit Singh.	MALI	24511.00
274	Sh. Charan Singh.	MALI	22422.00
275	Sh. Pritam Singh.	MALI	22898.00
276	Sh. Guljar khan.	MALI	17830.00
277	Sh. Ram Saran.	MALI	30589.00
278	Sh. Dilbagh Singh.	MALI	32454.00
279	Sh. Ram Raj.	MALI	30721.00
280	Sh. Sanjay Kumar	MALI	11281.00
281	Sh. Ram Sewak	MALI	29968.00
282	Sh. Surjit Singh	MALI	18266.00
283	Sh. Sukhdev Singh	MALI	26062.00
284	Sh. Jasvinder Singh	MALI	14393.00
285	Sh. Nagesher	MALI	31245.00
286	Sh. Gurnam Singh	MALI	15208.00
287	Sh. Veera Mathu	BELDAR	24168.00
288	Sh. Balam Singh	BELDAR	30392.00
289	Sh. Ram Pal	BELDAR	21241.00

290	Sh. Rulda Singh	BELDAR	21221.00	
291	Sh. Harbans Singh	BELDAR	26624.00	
292	Sh. Barkha Singh	BELDAR	30506.00	
293	Sh. Bhahadar Singh	BELDAR	37642.00	
294	Sh. Baljit Singh	BELDAR	39953.00	
295	Sh. Balbir Singh	BELDAR	33353.00	
296	Sh. Joginder Singh	BELDAR	28059.00	
297	Sh. Brij Lal	BELDAR	24532.00	
298	Sh. Naib Singh	BELDAR	19014.00	
299	Sh. Sudhir Kumar	SANITARY SUPERVISOR	13159.00	
300	Sh. Manjit Singh	BELDAR	28111.00	
301	Sh. Piara Singh	BELDAR	19467.00	
302	Sh. Kulanji.	S-BELDAR	19081.00	
303	Sh. Priya Swami.	S-BELDAR	18050.00	
304	Sh. Kalian.	S-BELDAR	24267.00	
305	Sh. Rama Suami.	S-BELDAR	16034.00	
306	Sh. Som Singh	S-BELDAR	33664.00	
307	Smt. Malika	COOLIE	19208.00	
308	Smt. Rani.	COOLIE	20059.00	
309	Smt. Panjali.	COOLIE	26105.00	
310	Smt. Chollama.	COOLIE	23956.00	
311	Smt. Muravi.	COOLIE	22980.00	
312	Smt. Anjali.	COOLIE	23337.00	
313	Smt. Mani.	COOLIE	23559.00	
314	Sh. Rohit Jindal	CLERK	36729.00	
315	Sh. Harbans Singh	PEON	23334.00	
316	Sh. Jagdish Chander.	PUMP OPERATOR	36945.00	
317	Sh. Balbir Singh.	TECHNICIAN GRADE-IV	43661.00	
318	Sh. Charanjit Kumar	PUMP OPERATOR	32198.00	
319	Sh. Rajinder Singh	PUMP OPERATOR	29576.00	
320	Sh. Jung Singh	PUMP OPERATOR	31844.00	
321	Sh. Jatinder Singh	PUMP OPERATOR	33564.00	
322	Sh. Jaspal Singh	PUMP OPERATOR	30652.00	
323	Sh. Jeet Chand	PUMP OPERATOR	28573.00	
324	Sh. Harjinder Singh	PUMP OPERATOR	39215.00	
325	Sh. Bhupinder Singh	PUMP OPERATOR	32466.00	
326	Sh. Rajinder Singh.	JR. TECHNICIAN	31442.00	
327	Sh. Jaspal Singh.	JR. TECHNICIAN	37412.00	
328	Sh. Balwinder Singh.	PUMP ATTENDENT	34899.00	
329	Sh. Amrik Singh.	PUMP ATTENDENT	31373.00	
330	Sh. Naresh Kumar	ASSTT. PUMP OPERATOR	28337.00	
331	Sh. Jaswinder Singh	PUMP ATTENDENT	25779.00	
332	Sh. Jagdev Singh	PUMP ATTENDENT	18803.00	



333	Sh. Jasbir Singh.	JR. TECHNICIAN	32771.00	
334	Sh. Gurmukh Singh.	MECH. FITTER	29617.00	
335	Sh. Suresh Pal.	CLERK	39041.00	
336	Sh. Amandeep Gora	CLERK	40071.00	
337	Sh. Rakesh Kumar.	SEWERMAN	19782.00	
338	Sh. Nirmal Singh	SEWERMAN	27786.00	
339	Sh. Sanjeev Kumar	SEWERMAN	20737.00	
340	Sh. Data Ram.	SEWERMAN	29636.00	

**CHAPTER-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, S.A.S. Nagar in electronic format, has been hosted on the website <http://mcmohali.punjab.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.	Address
1	Avneet Kaur,P.C.S, Joint Commissioner,	Appellate Authority	Sector -68, Mohali, Contact No. 5044907,504491 0
2	Sh. Sarbjeet Singh Asst. Commissioner Shri Soami Singh Superintendent	Public Information Officers	
3	Smt. Babita Jaiswal Acct. Grd I (Accounts Branch)	Assistant Public Information Officers	
	Sh.Bhimsain , Property Tax Superintendent,		
	Sh.Bhimsain, Superintendent, Birth and Death		
	Smt. Satveer Kaur, Superintendent,Library		
	Dr, Meetpal Singh, M.O.H., Health and Sanitation		
	Sh.Bhimsain, Superintendent Advertisement		
	Jasvinder Singh , Superintendent Tehbazari, License and Rent		
	Sh. Harpreet Singh, S.D.O Water and Sewerage		
	Smt.Neelam Mehmi, A.C.E. Building		
	Sh. Sukhvinder Singh,A.C.E. Engineering		
	Sh. Mohan Lal Verma,SFO 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 -