

# SUO-MOTU DISCLOSURE

[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

April, 2022

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**Section 4(1) (b) (i) of RTI Act**

**PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES**

**1. Particulars of Organization:**

Municipal Corporation, Sahibzada Ajit Singh Nagar (Mohali) is an urban local body under the Administrative Control of the Department of Local Government, Government of Punjab. Its office is located in the Municipal Bhavan situated at Sector 68, Sahibzada Ajit Singh Nagar (Mohali). It has been constituted as a body corporate under the Punjab Municipal Corporation Act, 1976. The Corporation is composed of Councilors and ex-officio Councilors.

Under **Section 46** of the Act, the municipal authorities charged with carrying out the provisions of the Punjab Municipal Corporation Act, 1976 are-

- (a) the Corporation ;
- (b) the Finance and Contract Committee ; and
- (c) the Commissioner.

**General powers of Corporation; (Section 43) –**

- (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.

**2. Obligatory Functions of Corporation; (Section 44).** - 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.

### **3. 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:-

- a. The furtherance of education including cultural and physical education;
- b. The establishment and maintenance of, and aid to, libraries, museums, art galleries, botanical or zoological collections;
- c. The establishment and maintenance of, and aid to stadia, gymnasia, akharas and

- places for sports and games;
- d. The planting and care of trees on road sides and elsewhere;
  - e. The surveys of buildings and lands;
  - f. The registration of marriages;
  - g. The taking of a census of population;
  - h. The civic reception to persons of distinction;
  - i. The providing of music or other entertainments in public places or places of public resort and the establishment of theatres and cinemas;
  - j. The organization and management of fairs and exhibitions;
  - k. 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;
  - l. The construction and maintenance of -
    - i. rest-houses,
    - ii. poor-houses,
    - iii. infirmaries,
    - iv. children's homes,
    - v. houses for the deaf and dumb and for disabled and handicapped children,
    - vi. shelters for destitute and disabled persons,
    - vii. asylums for persons of unsound mind;
  - m. The construction and maintenance of cattle ponds;
  - n. The building or purchase and maintenance of dwelling houses for corporation officers and other Corporation employees;
  - o. 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;
  - p. 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;
  - q. The provision for relief to destitute and disabled persons;
  - r. The establishment and maintenance of veterinary hospitals;
  - s. The organisation, construction, maintenance and management of swimming pools,

- public wash houses, bathing places and other institutions designed for the improvement of public health;
- t. 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;
  - u. The organisation and management of cottage industries, handicraft centres and salesemporia;
  - v. The construction and maintenance of warehouses and godowns;
  - w. The construction and maintenance of garages, sheds and stands for vehicles and cattle biers;
  - x. The provision for unfiltered water supply;
  - y. The improvement of the City in accordance with improvement schemes approved by the Corporation;
  - z. The provision of housing accommodation for the inhabitants of any area or for any class of inhabitants;
  - aa. 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;
  - bb. Supply and distribution of electricity to the public; and
  - cc. Any measure not hereinbefore specifically mentioned, likely to promote public safety, health, convenience or general welfare.

## **POWERS AND DUTIES OF OFFICERS/EMPLOYEES**

### **Section 4 (1) (b) (ii) of RTI Act**

Section 52 of the Punjab Municipal Corporation Act, 1976 provides for the functions of the Commissioner. The Commissioner is empowered to exercise supervision and control over the acts and proceedings of all Corporation Officers and Corporation employees. **The Commissioner prescribes duties of various officers/employees of the Corporation.**

**52. Functions of Commissioner.** - Save as otherwise provided in this Act, the entire executive power for the purpose of carrying out the provisions of this Act and of any other Act for the time being in force which confers any power or imposes any duty on the Corporation, shall vest in the Commissioner who shall also-

(a) exercise all the powers and perform all the duties specifically conferred or imposed upon him by this Act or by any other law for the time being in force;

(b) prescribe the duties of and exercise supervision and control over the acts and proceedings of all Corporation officers and other Corporation employees, and subject to any rules that may be made under section 71, dispose of all questions relating to the service of the said officers and other employees and their pay, privileges, allowances and other conditions of service;

(c) on the occurrence or threatened occurrence of any sudden accident or any unforeseen event or natural calamity involving or likely to involve extensive damage to any property of the Corporation, or danger to human life, take such immediate action as he considers necessary and make a report forthwith to the Corporation of the action he has taken and the reasons for the same as also of the amount of cost, if any, incurred or likely to be incurred in consequence of such action, which is not covered by a budget grant.

## **PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**

(Including Channels of Supervision and Accountability)

### **Section 4 (1) (b) (iii) of RTI Act**

Citizens 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.org>). On receipt of the same the Unique ID will be generated by the system and mail shall be received on ULB e-mail Id. The mail shall be forwarded to concerned official. Citizens can also submit their grievance/request directly through Toll free No. : 1800-137-0007 or through a written application.

The concerned official will scrutinize the file and write his remarks, and pass on the file to the next higher authority of the concerned branch and finally to the Municipal Commissioner who is the final decision making authority. However, the proposals which require sanction/decision of the Corporation are to be submitted before it for passing a resolution thereon. The resolution is forwarded to the Government for its approval. Thereafter, action is taken as per approval/directions of the Government.

## **NORMS FOR DISCHARGE OF FUNCTIONS**

### **Section 4 (1) (b) (iv)**

**General Office Timings:** The usual office hours of Municipal Corporation 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. The Branch Head concerned monitors the daily attendance.

**Laws, Bye-Laws and Regulations:** The duties and functions of the Municipal Corporation are as stated in the applicable laws. The officers/employees are answerable for the discharge of their duties to the Commissioner. Their work and conduct is regulated by the applicable service rules.

### **Section 4 (i) (b) (v) of RTI Act**

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

1. Punjab Municipal Corporation Act 1976
2. Punjab Municipal Accounting Manual, 2017
3. Punjab Civil Service (Punishment & Appeal) Rules 1970
4. Delimitation of Wards of Municipalities Rules 1972
5. The Punjab Municipal Fire Brigade Rules, 1977
6. The Punjab Municipal Safai Karamchari Service Rules, 1984
7. The Punjab Right to Service Act, 2011
8. Municipal Corporation, S.A.S Nagar Class III Service Rules, 2018
9. Municipal Corporation, S.A.S Nagar Sanitation Bye Laws
10. Animal Birth Control (Dogs) Rules, 2001
11. Municipal Corporation, S.A.S Nagar Malba Bye Laws
12. Punjab Municipal Corporation Services (Recruitment and Conditions of Service), Rules, 1978
13. Model Punjab Municipal (Registration, Proper Control of Stray Animals and Compensation to victim of animal attack Bye-Laws), 2020

14. Punjab Municipal Building Bye Laws, 2018

15. Model Municipal Outdoor Advertisement Bye-Laws, 2018

## **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 Instructions and Notifications
2. Resolutions of the Corporation
3. Office Noting/Office Proposals
4. Bye Laws
5. Dak Received from the General Public and Government and Private Offices.
6. Accounts Statements, Budget Estimates and other financial documents.
7. Forms under applicable Acts, Rules and Bye Laws

### **Section 4 (1) (b) (vii)**

## **PUBLIC CONSULTATION FOR POLICY FORMULATION**

The various Bye Laws made by the Corporation and the notifications issued in exercise of the powers conferred under the Act are notified only after prior notification of the draft calling for objections and suggestions of the general public.

### **Section 4 (1) (b) (viii)**

**A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OR 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.**

The Act provides for a permanent Committee by the name of Finance and Contract Committee. The proceedings of meeting of this Committee are uploaded on web site of Municipal Corporation for information of the general public.



**Directory of Officers and Employees**  
**Section 4 (1) (b) (ix)**

<b>Sr. No.</b>	<b>Name of Officer</b>	<b>Designation</b>	<b>Branch</b>	<b>Phone No.</b>
1.	Dr. Kamal Kumar Garg, PCS	Commissioner	Overall Admin. Head	0172-5044910
2.	Smt. Harkirat Kaur Channe, PCS	Joint Commissioner cum First Appeal Authority	Overall in charge of all Branches Except Engineering Branch	0172-5044910
3.	S. Harkiranpal Singh	Superintending Engineer	Engineering Branch Head	0172-5091608
4.	Sh. Ranjeev Kumar	Secretary	Establishment Branch Tehbzari, Property Tax Account Branch	0172-5091607
5.	Sh. Jaswinder Singh	Secretary	Secretary to M.C House	9888553272
6.	Dr Tamanna Singhal	Medical Officer Health (MOH)	Sanitation Branch, Local Registrar Birth & Death	9814970505
7.	Sh. Sukhwinder Singh	Corporation Engineer (Civil)	Engineering Branch	7814016896
8.	Sh. Sunil Kumar Sharma	Corporation Engineer (Civil)	Engineering Branch	97800-21352
9.	Sh. Harpreet Singh	Corporation Engineer (O & M)	O & M Branch	9988802389
10.	Smt. Avneet Kaur	Corporation Engineer (Civil)	Engineering Branch	9646068500
11.	Sh. Rajbir Singh	Corporation Engineer (Civil)	Engineering Branch	9872700075
12.	Sh. Kamaldeep Singh	Corporation Engineer (Light)	Engineering Branch	9646300021
13.	Sh. Sandeep Saini	A.C.E (Civil)	Tender Cell	9988427427
14.	Sh. Akshay Sama	A.C.E. (Civil)	Engineering Branch	9915134233
15.	Sh. Gurwinder Singh	A.C.E. (Civil)	Engineering Branch	9478804003
16.	Sh. Jaspreet Singh	A.C.E (O&M)	Engineering Branch	9780085193
17.	Smt. Satveer Kaur	Superintendent	Property Tax	9646002073
18.	Smt. Maninder Kaur	Superintendent	General Branch/ Community Centre/ Libraries	8360927840
19.	Sh. Avtar Singh Kalsia	Superintendent	Establishment Branch and D.O.T Licence Branch	9888400033
20.	Sh. Surjit Singh	Superintendent	Tehbzari	9646032580
21.	Sh. Pankaj Kapoor	DCFA	Accounts Branch	
22.	Smt. Babita Jaiswal	Accountant Grd-I	Accounts Branch	9988638116
23.	Sh. Paramvir Singh Dhindsa	Legal Assistant	Legal Branch	9915742220
24.	Sh. Mukhtiar Singh	Head Draftsman	Town Planning Wing	9988670126
25.	Sh Varinder Singh	J.E.(Civil)	Engineering Branch	9780300133

26.	Sh. Nandan Bansal	J.E.(O&M)	Engineering Branch	7508149500
27.	Sh. Tajinder Singh	J.E.(Electrical)	Engineering Branch	9988925209
28.	Sh. Sewakdeep Singh	J.E.(Electrical)	Engineering Branch	9464311937
29.	Sh. Rohit Jindal	J.E.(O & M )	O&M Branch	9815830750
30.	Sh. Anil Kumar	Inspector	D.O.T License and Property Tax	9780483884
31.	Sh. Rajinder Singh	Inspector	D.O.T License Branch	9888411968
32.	Sh. Ashok Kumar	Inspector	Tehbazari Branch	9988113522
33.	Smt. Poonam Sharma	Inspector	Establishment Branch	9872827888
34.	Sh Deepak Kumar	Building Insepector	P.A. to Mayor	0172-5092581
35.	Smt. Amrita Singh	Building Insepector	Town Planning Wing	7696121122
36.	Ms. Gagan	Building Insepector	Town Planning Wing	9888004354
37.	Ms Shivani Bansal	Building Insepector	Town Planning Wing	6283261533
38.	Ms Shivani Gupta	Building Insepector	Town Planning Wing	8146647754
39.	Sh. Sukhdev Singh	Building Insepector	Care Taker	9501853866
40.	Sh. Gurpreet Singh	DRAFTSMAN	Town Planning Wing	9988972757
41.	Sh. Sandeep Singh	DRAFTSMAN	Town Planning Wing	7009844682
42.	Sh. Harwant Singh	Chief Sanitary Inspector	Sanitation Branch	9888611922
43.	Sh. Sarabjit Singh	Chief Sanitary Inspector	Sanitation Branch	9417922208
44.	Sh. Rajinder Pal Sharma	Chief Sanitary Inspector	Sanitation Branch	7303700002
45.	Sh. Ravinder Kumar	Sanitary Inspector	Sanitation Branch (ABC Program)	9888900379
46.	Sh. Surinder Kumar	Sanitary Inspector	Sanitation Branch	9855734711
47.	Sh. Jagroop Singh	Sanitary Inspector	Sanitation Branch	8430500006
48.	Sh. Ranjit Singh	Sanitary Inspector	Sanitation Branch	9646053537
49.	Sh. Harminder Singh	Sanitary Inspector	Sanitation Branch	9988813595
50.	Sh. Gurwinder Singh	Sanitary Inspector	Sanitation Branch	7814243614
51.	Sh. Ranjeet Singh	Sanitary Inspector	Sanitation Branch	9646200483
52.	Sh. Jaswinder Singh	Fire Station Officer	Fire Brigade	8360032550
53.	Sh. Arun Sharma	Sub Fire Officer	Fire Brigade	9888295430
54.	Sh. Surinder kumar	Sub Fire Officer	Fire Brigade	9417845570
55.	Sh. Anil Kumar	Inspector	Tehbazari & Advertisement Branch (Verka Booth and Markfed Booths allotment work)	9780483884

56.	Sh. Varinder Kumar	Inspector	Tehbazari Branch (Taxi Stand Related work)	9872130053
57.	Sh. Ashok Kumar	Inspector	Tehbazari Branch (Townvending Committee Works)	9988113522
58.	Sh. Rajinder Singh	Inspector	Trade License	9888411968
59.	Smt. Poonam Sharma	Inspector	Establishment	9872827888
60.	Sh, Ajmer Singh	Clerk	Tehbazari & Sanitation Establishment Branch	9814833956
61.	Sh. Gopal Singh	Clerk	Property Tax Branch	9988690695
62.	Smt. Neeru Bala	Clerk	Personal Staff to Commissioner, M.C. Mohali	0172-5044910-11
63.	Sh.Paramjeet	Legal Clerk	Legal Branch	8567034830

#### Section4 (1) (b) (x)

#### MONTHLY REMUNERATION RECEIVED BY EACH OFFICER AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS.

SN	Name of the Individual	Designation	Basic Pay per month (Rs.)	Remarks if any
1.	Sh. Kamal Kumar Garg, PCS	COMMISSIONER	37560	
2.	Smt. Harkirat Kaur Channe, PCS	JOINT COMMISSIONER	19063	
3.	Sh. Ranjeev Kumar	SECRETARY	26630	
4.	Sh. Jaswinder Singh	SECRETARY I	25630	
5.	Sh. Harkiran Pal Singh	SUPERINTENDING ENGINEER	165000	
6.	Sh. Sunil kumar Sharma	CORPORATION ENGINEER	27840	
7.	Smt. Avneet Kaur	CORPORATION ENGINEER	28760	
8.	Sh. Harpeet Singh	CORPORATION ENGINEER	28760	
9.	Sh. Kamaldeep Singh	CORPORATION ENGINEER (ELECTRICAL)	23630	
10.	Sh. Jaspreet Singh	A.C.E. (O&M)	17680	
11.	Sh. Akshay Sama	A.C.E. (Civil )	17020	
12.	Sh. Nandan Bansal	A.C.E. (O&M)	17020	
13.	Sh. Sandeep Saini	A.C.E. (Civil )	16940	
14.	Sh. Gurwinder Singh	A.C.E	16330	
15.	Sh. Varinder Singh,	J.E	14000	
16.	Rohit Jindal	J.E (O&M)	13450	
17.	Sh. Sewakdeep Singh	JUNIOR ENGINEER ELEC	17680	
18.	Sh. Tejinder Singh	J.E (ELECTRICAL)	17680	
19.	Sh. Charanjiv Singh	SUPERINTENDENT GR-II	27230	
20.	Smt. Satweer Kaur	SUPERINTENDENT-II	19890	

21.	Sh. Avtar Singh Kalsia	SUPERINTENDENT-II	24490	
22.	Sh. Surjit Singh	SUPERINTENDENT-II	22930	
23.	Sh. Varinder Kumar	Inspector	16700	
24.	Sh. Ashok Kumar	Inspector	18680	
25.	Sh. Anil Kumar	Inspector	16290	
26.	Sh. Rajinder Singh	Inspector	18680	
27.	Pankaj Kapoor	DCFA	25030	
28.	Smt. Babita Jaiswal	ACCOUNTANT GRADE-I	25930	
29.	DR. Tamana	MEDICAL OFFICER HEALTH	48010	
30.	Sh. Harwant Singh	C.S.I.	31140	
31.	Sh. Sarabjit Singh	C.S.I.	26200	
32.	Sh Rajinder Pal Singh	C.S.I	14710	
33.	Sh. Ravinder Kumar	SANITARY INSPECTOR	19090	
34.	Sh. Surinder Kumar	SANITARY INSPECTOR	15280	
35.	Sh. Jagroop Singh	SANITARY INSPECTOR	16480	
36.	Sh. Lovinder Kumar	SANITARY INSPECTOR	13440	
37.	Sh. Ranjeet Singh	SANITARY INSPECTOR	13940	
38.	Sh. Gurvinder Singh Jutla	SANITARY INSPECTOR	13580	
39.	Sh. Harminder Singh	SANITARY INSPECTOR	13610	
40.	Sh. Bittu Bidla	S. SUPERVISOR	10300	
41.	Sh. Vishav Kumar	S. SUPERVISOR	12950	
42.	Sh. Deepak	S. SUPERVISOR	12470	
43.	Sh. Jorawar Singh	S. SUPERVISOR	15310	
44.	Smt. Poonam Sharma	Inspector	18680	
45.	Sh. Mukhtiar Singh	HEAD DRAFTSMAN	17070	
46.	Sh. Gurpreet Singh	DRAFTSMAN	16960	
47.	Sh. Harmandeep Singh Mavi	DRAFTSMAN	16330	
48.	Sh. Sandeep Singh	DRAFTSMAN	16330	
49.	Sh. Deepak Kumar	Building Inspector	18380	
50.	Smt. Gagandeep Kaur	Building Inspector	18380	
51.	Smt. Monika Devi	Building Inspector	18380	
52.	Smt. Amrita	Building Inspector	18380	
53.	Smt. Vininder Kaur	Building Inspector	17710	
54.	Smt. Shivani Bansal	Building Inspector	13550	
55.	Smt. Shivani Gupta	Building Inspector	13550	
56.	Sh. Sukhdev Singh	Building Inspector	17060	
57.	Sh. Ravinder Singh	JR. ASSISTANT	16190	
58.	Sh. Manjit Singh	JR. ASSISTANT	15580	

59.	Sh. Som Pal	JR. ASSISTANT	16160	
60.	Sh. Jagjit Singh	JR. ASSISTANT	15640	
61.	Smt. Navpreet Kaur	CLERK-CUM-DEO	16110	
62.	Miss Neeru Bala	CLERK	15540	
63.	Smt. Jagwinderjit Kaur	CLERK	16160	
64.	Sh. Ajmer Singh	CLERK	16450	
65.	Sh. Gopal Singh	CLERK	15020	
66.	Sh Arun Kumar	S.F.O.	15900	
67.	Sh. Jaswinder Singh	F.S.O	24880	
68.	Sh. Rajinder Pal	S.F.O.	12090	
69.	Sh Vishal Kumar	S.F.O	39700	
70.	Sh. Sikander Singh	S.F.O	12090	
71.	Sh. Gurcharan Singh	S.F.O	38500	
72.	Lakhwinder Singh	S.F.O	12090	
73.	Sh. Pal Singh	F.M.	12090	
74.	Sh. Sarvjeet Singh	F.M.	11750	
75.	Sh. Sanjay Kumar	F.M.	11330	
76.	Sh. Bhupinder Singh	F.M.	11750	
77.	Sh. Onkar Singh	F.M.	11750	
78.	Sh. Vivek Sharma	F.M.	11750	
79.	Sh. Jatinder Singh	F.M.	11750	

#### **Section 4 (1) (b) (xi)**

**THE BUDGET ALLOCATED TO EACH AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE.**

**The Annual Budget Document is available on the website of the Municipal Corporation.**

#### **Section 4 (1) (b) (xii)**

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.**

#### **CREDIT LINKED SUBSIDY SCHEME under Pradhan Mantri Awas Yojna**

Credit Linked Subsidy is central sector scheme under Pradhan Mantri Awas Yojana (Urban) wherein interest subsidy on home loan is provided through CNAs and PLIs to the EWS/LIG/ MIG beneficiaries for purchase, construction or enhancement of house.

CLSS Scheme Details:

<b>Particulars</b>	<b>EWS</b>	<b>LIG</b>	<b>MIG I</b>	<b>MIG II</b>
<b>Scheme Duration</b>	17.06.2015 to 31.03.2022		01.01.2017 to 31.03.2021	

<b>Household Income (Rs.)</b>	Upto 3,00,000/-	3,00,001/- to 6,00,000/-	6,00,001/- to 12,00,000/-	12,00,001/- to 18,00,000/-
<b>Interest Subsidy (% p.a.)</b>	6.5%		4.0%	3.0%
<b>Maximum Loan Tenure</b>	20 Years			
<b>Eligible Housing Loan Amount for Interest Subsidy (Rs)*</b>	6,00,000/-		9,00,000/-	12,00,000/-
<b>Dwelling Unit Carpet Area (Up to) in sq. m</b>	Up to 30# sq.m	Up to 60# sq.m	Upto 160 sq.m	Upto 200 sq.m
<b>Discounted Rate for Net Present Value (NPV) calculation</b>	9%			

Further details of the scheme are available on the link-  
[https://pmayuclap.gov.in/content/html/CLSS\\_Vertical.html](https://pmayuclap.gov.in/content/html/CLSS_Vertical.html)

### **PM SVANidhi SCHEME**

The scheme is a Central Sector Scheme i.e. fully funded by Ministry of Housing and Urban Affairs with the following objectives: (i) To facilitate working capital loan up to ₹10,000; (ii) To incentivize regular repayment; and (iii) To reward digital transactions

The scheme will help formalize the street vendors with above objectives and will open up new opportunities to this sector to move up the economic ladder

#### **Interest Subsidy**

The vendors, availing loan under the scheme, are eligible to get an interest subsidy @ 7%. The interest subsidy amount will be credited into the borrower's account quarterly. Lenders will submit quarterly claims for interest subsidy for quarters ending as on June 30, September 30, December 31 and March 31 during each financial year. Subsidy will only be considered in respect of accounts of borrowers, which are Standard (non-NPA as per extant RBI guidelines) on respective claim dates and only for those months during which the account has remained Standard in the concerned quarter. The interest subsidy is available up to March 31, 2022. The subsidy will be available on first and subsequent enhanced loans up to that date. In case of early payment, the admissible amount of subsidy will be credited in one go.

Further Details of the Scheme are available on the link-  
<https://pmsvanidhi.mohua.gov.in/Home/Schemes>

### **SELF-EMPLOYMENT PROGRAMME (SEP) UNDER THE NATIONAL URBAN LIVELIHOODS MISSION (NULM)**

1.1 This component focuses on financial assistance to individuals/groups of urban poor for setting up gainful self-employment ventures/ micro-enterprises, suited to their skills, training, aptitude and local conditions. The component also aims to support Self Help Groups (SHGs) of urban poor to access easy credit from bank and avail interest subsidy on SHG loans. The will further focuses on technology, marketing and other support services to the individuals, group entrepreneurs, SHG members and Urban street

vendors/ hawkers engaged in micro enterprises for their livelihoods. The component also aims to facilitate credit cards for working capital requirement of the entrepreneurs.

1.2. The underemployed and unemployed urban poor are encouraged to set up small enterprises relating to manufacturing, servicing and petty business for which there is considerable local demand. Local skills and local crafts are to be particularly encouraged. Each Urban Local Body (ULB) is to develop a compendium of such activities/projects keeping in view skills available, marketability of products, costs, economic viability etc.

1.3. The percentage of women beneficiaries under SEP shall not be less than 30 percent. SCs and STs must be benefited at least to the extent of the proportion of their strength in the city/town population of poor. A special provision of 3 percent reservation should be made for the differently-abled under this programme. In view of the Prime Minister's 15-Point Programme for the Welfare of Minorities, at least 15 percent of the physical and financial targets under this component shall be earmarked for the minority communities

1.4 Pattern of Financial Assistance: The financial assistance available to urban poor in setting up individual and group enterprises will be in the form of Interest subsidy on the bank loans. Interest subsidy, over and above 7% rate of interest will be available on a bank loan for setting up of individual or group enterprises. The difference between 7% p.a. and the prevailing rate of interest will be provided to banks under NULM. Interest subsidy will be given only in case of timely repayment of loan. Suitable certification from banks will be obtained in this regard.

Further Details of the Scheme are available on the link-  
[https://nulm.gov.in/PDF/NULM\\_Mission/SEP\\_Guidelines.pdf](https://nulm.gov.in/PDF/NULM_Mission/SEP_Guidelines.pdf)

#### **Section 4 (1) (b) (xiii)**

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

#### **Section 4 (1) (b) (xiv)**

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

The digitized information is available on the website of the Municipal Corporation  
[www.mcmohali.org](http://www.mcmohali.org).

#### **Section 4 (1) (b) (xv)**

**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.org> This information can be downloaded by the citizens from this website 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. The office contact numbers are 0172-5044911-910. The office email id is **mcsasnagar@gmail.com.-**

**Section 4 (i) (b) (xvi)**

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.**

The following list contains the details of the heads of various branches of the Municipal Corporation and the particulars of the Public Information Officers and First Appeal Authority.

Sr. no.	Name and Designation of Branch Head	Branch	PIO	Appeal Authority
1	S. Harkiranpal Singh, Superintending Engineer	Engineering Branch (Civil & Horticulture)	Sh. Sukhwinder Singh, Corporation Engineer (Zone No 4)	Smt. Harkirat Kaur Channe, PCS
			Sh. Sunil Kumar Sharma, Corporation Engineer (Zone No 1 & 2)	
			Smt. Avneet Kaur, Corporation Engineer (Zone No 3)	
		Water Supply, Sewerage and Operations & Maintenance Branch	Sh. Harpreet Singh, Corporation Engineer	--do-
		Electricity Branch	Sh. Kamaldeep Singh Corporation Engineer	--do-
2	Sh. Ranjeev Kumar, Secretary	Establishment Branch	Sh. Avtar Singh Kalsia, Superintendent	--do-
		Property Tax Branch	Smt. Satvir kaur, Superintendent	--do-
		Tehbazari Branch & Rent Branch	Sh. Surjit Singh, Superintendent	--do-
		Advertisement Branch	Smt. Satvir kaur, Superintendent	--do-
		Trade License Branch	Sh. Avtar Singh kalsia, Superintendent	--do-
3	Sh. Jaswinder Singh, Secretary	All Works related to Social Welfare Schemes, Census,	Smt. Maninder Kaur, Superintendent	--do-



		Elections, Night Shelters, Community Centers, Municipal Tax on Electricity, Libraries and other miscellaneous and general matters.		
		Gaushala related work, Stray cattle and Hadda Rodi	Sh. Rajinder Pal Singh, CSI	--do-
4	Dr. Tamana, Medical Officer (Health)	Births and Deaths Branch	Dr. Tamanna, Medical Officer (Health)	--do-
		Sanitation work, Sterilization of Dogs, and Swachh Bharat Mission	Dr. Tamanna, Medical Officer (Health)	--do--
5	Sh. Pankaj Kapoor, DCFA	Accounts Branch	Pankaj Kapoor, DCFA	--do-
6	Sh. Sunil kumar Sharma, Corporation Engineer	Town Planning Branch	Sh. Sunil Kumar Sharma, Corporation Engineer	--do-
7	Sh. Jaswinder Singh FSO	Fire Services Branch	Sh. Jaswinder Singh , FSO	--do-

**Section 4 (1) (b) (xvii)**

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

- NIL -