

Section 4(1)**(b)(1) Manual – (i)****The particulars of the organization, functions and duties****AUDIT SECTION**

Sr. No.	Name of Organization/ Dept. Board/ Corporation	Function and duties(in brief)
1	Audit Section	Auditing of accounts of Municipal Corporation as per provision of Municipal Corp.Act 1976 Section 176 to 180 of Municipal Act code 1930 instructions issued by the Local Govt. and Finance Department from time to time.

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

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Section

4(1)(B)(II)Manual (II)

The powers and duties of officers and employees are

AUDIT SECTION

Sr. No.	Name of Post	Powers of duties (in Brief)

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**Section
4(1)(B)(III) Manual
(III)**

The powers and duties of officers and employees are

AUDIT SECTION

Sr. No.	Nature/Type of Work	Level at which the case is initiated (Name of the post)	Name of the post, which deal with the case before the decision making authority	Level at which decision is made (Name of the Post)
1	Auditing to Account of Municipal Corporation	Jr Auditor	Section Officer, Asstt Controller	Dy. Controller case where complication arise are referred to Examiner Local Fund Accounts Pb.

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Section
4(1)(B)(IV)Manual (IV)
Norms set for the discharge of the functions

AUDIT SECTION

Sr. No.	Item of work	Norms set by the department (No.of days taken for decision making)
1	Auditing to Account of Municipal Corporation	As per Punjab Municipal Accounts code 1930 Punjab Financial Rules etc.

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Section**4(1)(B)(V)Manual (V)**

Following rule, regulations, instructions, manuals and record,use by employee for discharging functions

AUDIT SECTION

Sr. No.	Name of the Act	Name of Rules	Name of the Manuals	Instructions (write circularNo./d	Any other record/d
1	Auditing to Account of Municipal Corporation	Pb.CSR	Local Audit Department Office Manual	-	-

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Section**4(1)(B)(VI)Manual (VI)****Statement of the categories of Documents that are held or under control****AUDIT SECTION**

Sr. No.	Category of Documents
1	After auditing the Account all documents put up for audit return to concerned department of Municipal Corporation

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Section**4(1)(B)(VII)Manual (VII)**

The particulars of an arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of

AUDIT SECTION

Sr. No.	Details/ Type of arrangements made
1	NA

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**Section
4(1)(B)(VIII)Manual
(VIII)**

Statement of the boards, Councils, Committees and other bodies for advice

AUDIT SECTION

	NIL

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Section 4(1)(B)(IX)Manual (IX)
Directory of the officers and employees

AUDIT SECTION

Sr. No.	Name of Officer/Employee	Designation	Posting	Officer Telephone/ M.No.
Branch	Audit Branch	Local Audit		
1	Sikander Singh	Dy. Controller	M.C.Ludhiana	94640-38610
2	Narender Kumar	Asstt.Controller	M.C.Ludhiana	9501775543
3	Khushkaran singh	Section Officer	M.C.Ludhiana	94640-39133
4	Harmandeep Singh	Jr. Auditor	M.C.Ludhiana	99147-18743
5	Mandeep Singh Bains	Jr. Auditor	M.C.Ludhiana	97797-35335
6	Ram Lal	Jr. Auditor	M.C.Ludhiana	98557-13114
7	Tripta Devi	Jr. Auditor	M.C.Ludhiana	98720-69062
8	Soma Ram	Peon	M.C.Ludhiana	92172-02364

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Name and Designation
(Head of the Branch)

Section
4(1)(B)(X)Manual (X)
Monthly remuneration of officers/employees

AUDIT SECTION

Sr. No.	Name of Officer/Employe	Designation	Branch	Basic	Gross Pay
1	Deepak Kumar	Sr.Asstt.	Audit	23,570	38,480
3	Inderjit Singh Jolly	Dispatch	Audit	13,040	30,925
4	Smt. Parmjit Kaur	Peon	AuditB	13,040	30,891
5	Kimti Lal	Peon	Audit	15,630	36,980
6	Raj Kumar	Peon	AuditB	14,040	33,195

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**Section
4(1)(B)(XI)Manual
(XI)**

Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made

AUDIT SECTION

Sr. No.	Head/ Itemof the budget	Proposed expenditure during the year 2009-10	Disbursement made 2008-09
		nil	

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**Section
4(1)(B)(XII)Manual (XII)**

The Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programs

AUDIT SECTION

Sr. No.	Scheme under subsidy given	Manner of execution of subsidy programme	Amount allocated (Rs.)	Detail of benefits
No such Scheme has been executed				

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Section**4(1)(B)(XIII)Manual****(XIII)****Particulars of recipients of concessions permits of authorization granted****AUDIT SECTION**

Sr. No.	Concessions/ permits/ authorization grant	Name of there recipient	Address of the recipient	
Nil				

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Section

4(1)(B)(XIV) Manual (XIV)

Information. Available, reduced in an electronic form.

AUDIT SECTION

Sr. No.	Type of information and type of development /maintenance works
	Nil

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Section**4(1)(B)(XV) Manual (XV)****Particulars of facilities available to citizens for obtaining information****AUDIT SECTION**

Sr. No.	Facilities available		Remarks (No. of days in a week/Timings (etc))
		Nil	

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Section**4(1)(B)(XVI)Manual (XVI)****Names, designation and other particulars of the Public information officers****AUDIT SECTION**

Sr. No.	Name	Designated as	Zone/ department	Post	Office address	OfficeTele phone no.

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