

**Section 4(1)(b)(I) Manual-**  
**(i)**

*The particulars of the organization, functions and duties*

**DRAWING AND BUILDING BRANCH**

<b>Sr.No.</b>	<b>Name of Organization/Department/Board/Corporation</b>	<b>Function and duties (in brief)</b>
1.	Senior Town Planner Joint Commissioner	Planning drawing up of town planning/building and other development related schemes so as to check haphazard growth. Expansion of Municipal limits, Declaration of public streets, Enforcement of provisions of the P.M.C Act 1976 relating to Control of building activities including the building bye-laws

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

Add. Commissioner

**Section4(1)(b)(II)Manual-  
(ii)**

***Thepowersanddutiesoftheofficersandemployeesare***

**DRAWINGANDBUILDINGBRANCH**

<b>Sr.No</b>	<b>NameofthePost</b>	<b>Powersandduties(InBrief)</b>
1.	SeniorTownPlanner Joint Commissioner	Scrutinyofbuildingsplans,andsanctioningofresident ialbuildingplans,scrutinyofNOC's,Assessment/app rovalofchallans forunauthorizedconstructionsforrecoveryofcompo sitionfee.Declarationofpublicstreets.ScrutinyofCha ngeoflandusecases
2.	AssistantTownPlanner	Checkingofunauthorizedbuildingactivitieswith intheMunicipallimits,IssuanceofStatutoryto theViolatorsofBuildingControlrelatedlaws/ rulesandbye-lawsanddemolitionofillegal constructions Scrutiny of buildings plans, scrutiny of NOC's, Assessment of challans, Declarationofpublicstreets.ScrutinyofChange oflandusecases
3.	HeadDraftsman	Scrutinyofbuildingsplans,scrutinyofNOC's, Assessment of challans, Declaration of public streets.OtherworksassignedbyATPfromtime totime.Scrutiny ofChange ofland usecases
4.	BuildingInspector	Checkingofunauthorized/ Authorizedconstruction,ReportingtotheATPregardi ngunauthorizedconstruction,Presentationofchallans forillegalconstruction,recoveryofcompositionfees,ch eckingofmunicipalproperties.

ItiscertifiedthattheaforesaidinformationiscorrectandthesamemaybeuploadedattheMCLwebsite.

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**Section 4(1)(b)(III) Manual-  
(iii)**

*Procedure following the decision-making process including channel of supervision and Accountability.*

Procedure followed in the approval of the cases of providing services, purchases and policy matters are put up after the administrator approval in the Corporation House and Building Sub Committee, and Sub Committee for Change of land use. The matter of the commercial building plans for more than 500 sq. yds is sent to Govt for approval. The matter of change of land use is also sent to Govt for approval and notification. The accountability is as per the PMCA Act 1976 & other applicable Laws / Govt notification

**DRAWING AND BUILDING BRANCH**

<b>Sr. No</b>	<b>Nature/Type of Work</b>	<b>Level at which the case is initiated (Name of the post)</b>	<b>Name of the post, which decision is made before the decision making authority</b>	<b>Level at which decision is made (Name of the Post)</b>
1.	Sanction of Residential Building plans, Change of Land Use, NOC's	Junior Draftsman	Junior Draftsman, Head Draftsman, ATP, MTP, STP, Joint Commissioner, Commissioner	STP
2.	Sanction of Commercial Building plans upto 500 Dratsmansq. yds, Industrial Plans and other plans	Junior Draftsman	Junior Draftsman, Head Draftsman, ATP, MTP, STP, Joint Commissioner, Commissioner	Commissioner
3	Sanction of Commercial Building plans more than 500sq. yds, Change of Land Use,	Junior Draftsman	Junior Draftsman, Head Draftsman, ATP, MTP, STP, Joint Commissioner, Commissioner, Local Govt	Minister of Local Govt, Punjab

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**Section 4(1)(b)(IV)**  
**Manual-(IV)**

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

**DRAWING AND BUILDING BRANCH**

<b>Sr.No</b>	<b>Item of Work</b>	<b>Norms set by the department (no. of days taken for decision making)</b>
1	Scrutiny of building plans, and sanctioning of residential building plans, scrutiny of NOC's, Assessment/ approval of challans for unauthorized constructions for recovery of composition fee. Declaration of public streets. Scrutiny of Change of land use cases	As per the Punjab Municipal Act 1976, Building Bye laws 1997, Zoning regulations

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

*Following rule, regulations, instructions, manuals and record, used by employees for discharging functions*

**DRAWING AND BUILDING BRANCH**

S.N	Name of the Act	Name of Rules	Name of the Manuals	Instructions (Write Circular No./Date)	Any other record/document
1	PMCA Act, 1976	Punjab Municipal Corporation Employees (Recruitment and Condition of Service) Rules, 1978 and Pb. Civil Service Rules, 1970		As received from time to time from the Local Govt. Punjab.	All tendered documents & agreements.
2	Punjab Municipal Account Code 1930	Punjab Municipal Account Code 1930 Pb Municipal works Rules			

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**Section 4(1)(b)(VI) Manual****–(vi)****Statement of the categories of documents that are held or under control****DRAWING AND BUILDING BRANCH**

<b>Sr.No</b>	<b>Category of Documents</b>
1	General correspondence files relating to schemes
2	Building plans
3	Declaration of public streets record

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**Section 4(1)(b)(VII) Manual  
I-(vii)**

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

**DRAWING AND BUILDING BRANCH**

Sr.No.	Details/Type of arrangements made
1.	Commissioner, Building Sub Committee, Municipal Corporation House.
2.	The Competent Officer interacts with the press in respect of information related to Public. <b>1.P.S.Ghumman, Joint Commissioner</b>
3.	The officers who have been appointed for giving information to General Public.  All Zonal Commissioners                      -Public Relation officer
4.	Zonal Commissioner/Public Information Officer/Assistant Public Information Officer cum Assistant Town Planners have been appointed to provide information to General Public.

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

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

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

**DRAWING AND BUILDING BRANCH**

Building Sub Committee of the following members been constituted for the residential building plans

1. Senior Town Planner
2. Joint Commissioner
3. Assistant Town Planner

Building Sub Committee of the following members been constituted for the commercial/industrial and other building plans

1. Commissioner,
2. Joint Commissioner
3. Senior Town Planner
4. Joint Commissioner
5. Assistant Town Planner

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**Section4(1)(b)(IX)Manuel-  
(ix)**

**DIRECTORYOF THE OFFICERS ANDEMPLOYEES**

**Branch:- Drawing&BuildingBranch**

S. No.	Name of Employee	Designation	Posting	Mobile No.
1	Kamaljit Kaur	MTP	Zone A B C	9780968870
2	VijayKumar	HeadDraftsMan	Zone D	
3	HarvinderSingh	HeadDraftsMan	Zone C	9814847495
4	Gurpreet Singh	Draftsman	Zone A	9417681582
5	Satish Kumar	HeadDraftsMan	Zone D	9316835941
6	Kulvinder Singh	Head Draftsman	Zone B	9876286341
7	NarinderKumar	Head Draftsman	Zone A	9888710411
8	SarabjitKaur	Head Draftsman	T/C	9914455704
9	Simple	Head Draftsman	T/C	9417047888
10	Inderjit Singh	Head Draftsman	Zone D	1612782276
11	MohanSingh	Drafts Man	Zone C	1612545879
12	KulwantSingh	Drafts Man	Zone B	9814106739
13	Harjit Singh	B.I	Zone D	9876872028
14	ChanderParkash	Drafts Man	Zone B	9217537675
15	Madanjit Singh	Jr,Drafts Man	Zone D	1612464282
16	RavinderSingh	Drafts Man	Zone D	1612464282
17	Kuljit Singh	Drafts Man	Zone D	9465474238
18	Amritpritpal	Jr,Drafts Man	Zone C	9464035073
19	RajKumar	Drafts Man	Zone B	9814245572
20	Satinder Kumar	DraftsMan	Zone C	1612745776
21	AngpalSingh	Surveyer	Zone D	9872875880
22	Gursurinderpal Singh	Surveyer	Zone A	9878066851
23	Balraj Singh	Surveyer	Zone B	9814929001
24	NarinderKumar	Surveyer	Zone D	9417630688
25	Balbir Singh	Surveyer	Zone A	9878548751
26	Rashpal Singh	Surveyer	Zone C	9316837387
27	Harinder Singh	B.I	Zone B	9464686209
28	VeenaRani	B.I	Zone A	9878411705
29	KamalChand	B.I	Zone A	1615016806
30	Jasbir Kaur	Clerk	Zone A	1612745776
31	Anju Bala	Clerk	Zone A	9915926213
32	NaveenKumar	Clerk	Zone B	9888510738
33	Sukhdev Singh	Azuprinter	Zone A	9855715446

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

34	HariLal	FerrowKhalasi	Zone A	1612745776
35	Kuldip Kour	Peon	Zone D	1612745776
36	Paramjit Kour	Peon	Zone C	1628284007
37	SimarjitSingh	Peon	Zone A	9855990710
38	Ricky Walia	Peon	Zone A	1612745776
39	GulshanKumar	Clerk	Zone A	9217290413
40	Motia	Peon	Zone A	1612745776
41	SitaDevi	Peon	Zone C	1612745776
42	Seema	Peon	Zone C	1612545879
43	Sudeshkumari	Peon	Zone A	1612539282
44	Harbhajan singh	Peon	Zone A	1612745776
45	Badal	Peon	Zone D	1612745776
46	VikasKumar	Peon	Zone D	1612464282
47	KashmirSingh	Peon	Zone A	1612464282
48	RaviKumar	Peon	Zone A	9478135405
49	ChandayLal	Beldar	Zone B	1612745776
50	DevNath	Beldar	Zone D	1612224308
51	GangaRam	Beldar	Zone D	1612464282
52	Gurchet Singh	Beldar	Zone B	1612464282
53	MohanLal	Beldar	ZoneD	1612464282
54	CharanSingh	Beldar	Zone B	1612224308
55	Rajinder Singh	Beldar	Zone A	1612745776
56	Ravinderkour	Beldar	Zone B	1612224308
57	Baldev Singh	Beldar	Zone B	1612224308
58	RameshKumar	Beldar	Zone A	1612745776
59	RamjiDass	Beldar	Zone C	1612545879
60	SikanderSingh1	Beldar	Zone A	1612745776
61	VijayKumar	Beldar	Zone A	1612745776
62	NakshedKumar	Beldar	Zone A	1612745776
63	Nirmal Singh	Beldar	Zone A	1612745776
64	SikanderSingh	Beldar	Zone B	1612224308
65	SarabjitSingh	Beldar	Zone A	1612745776
66	Gurmeet Singh	Beldar	Zone B	1612224308
67	MagharSingh	Beldar	Zone D	1612464282
68	RamHait	Beldar	Zone D	1612464282
69	RajKumar	Beldar	Zone B	1612224308
70	YogeshKumar	Beldar	Zone A	1612745776
71	RamPal	Beldar	Zone B	1612224308
72	BulandRam	Beldar	Zone D	1612464282
73	Lalji	Beldar	Zone A	1612745776
74	Harbhajan Kour	B.I	Zone A	1612745166
75	ParvinKumar	B.I	Zone B	9780011660
76	VijayPathak	B.I	Zone A	9876018416
77	Urmila Sood	Clerk	Zone C	9464626016
78	BhupinderSingh	Clerk	Zone A	1612745776
79	VarinderKumar	Peon	Zone C	9814671666

80	RadhayLal	Peon	Zone A	9876512457
81	BansiSingh	Peon	Zone D	1612464282
82	TarsemLal	Peon	Zone B	9988050850
83	Balvinder Singh	Peon	Zone A	9872163890
84	Malkiet Singh	Peon	Zone C	9780011338
85	RamDayal	Beldar	Zone A	1612745776
86	ShriRam	Beldar	Zone A	1612745776
87	MunshiRam	Beldar	Zone B	1612224308
88	SarabjitSingh	Beldar	Zone D	1612464282
89	RamNaresh	Beldar	Zone A	1612745776
90	RotashKumar	Beldar	Zone A	1612745776
91	Ramjiwan	Beldar	Zone A	1612745776
92	HariLal	Beldar	Zone A	1612745776
93	Neeraj Kumar	Beldar	Zone A	1612745776
94	Mahavir	Beldar	Zone D	1612464282
95	Vijay Parshad	Beldar	Zone D	1612464282
95	RavinderSingh	Beldar	Zone C	1612545879

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

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**Section4(1)(b)(XI)Manual-  
(xi)**

*Budgetallocatedtoeachofitsagency,indicatingtheparticularsofallplans,proposedexpenditureandreportsand  
isbursementsmade*

**DRAWINGANDBUILDINGBRANCH**

**(Rs.inLacs)**

<b>Sr. No</b>	<b>Head/Itemofthebudget</b>	<b>Proposedincomeduringtheyear(2009-2010)</b>	<b>Disbursement made (2009-2010)</b>	<b>Proposedexpenditure Duringtheyear(2010-2011)</b>
1	Buildingfee	250lacs	489lacs(salary)	546Lacs(salary)
2.	DevelopmentCharges	1000lacs		
3.	Compositionfee500lacs			

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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 programmes*

**DRAWING AND BUILDING BRANCH**

Sr.No.	Scheme under subsidy given	Manner of execution of subsidy programme	Amount allocated (Rs.)	Details of beneficiaries
1	No such scheme implemented.			

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**Section 4(1)(b)(XIII) Manual-  
(xiii)***Particulars of recipients of concessional, permits of authorization granted***DRAWING AND BUILDING BRANCH**

Sr.No.	Concessions/Permits/ Authorization grant	Name of the recipient	Address of the recipient
	No such scheme implemented.		

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**Section 4(1)(b)(XIV) Manual-  
(xiv)**

*Information, available, reduced in an electronic form.*

**DRAWING AND BUILDING BRANCH**

Sr.No.	Type of Information and type of development/maintenance work s.
1.	Not Available in electronic form

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**Section 4(1)(b)(XV) Manual-  
(xv)**

*Particulars of facilities available to citizens for obtaining information*

**DRAWING AND BUILDING BRANCH**

S.No.	Facilities available	Remarks (No. of days in a week/Timing etc.)
1	Website	<a href="http://www.mcludhiana.gov.in">www.mcludhiana.gov.in</a>
2	Public Relation Officer	To have information in person
3	Commissioner Municipal Corporation Ludhiana	Appellate Officer
4	RTICELL	Room No 71 Zone-A, Mata Rani Chowk, Municipal Corporation, Ludhiana Wherein Information relating to different branches can be applied on all working days between 9:00 AM to 5:00 PM
5	Joint Commissioner	Office is situated at Sarabha Nagar, Ludhiana & it is open for public on all working days. Morning- 09:00 AM to 01:00 PM Evening- 02:00 PM to 05:00 PM
6.	Branch & Address: (i) Branch Name & Address  (ii) Name of the Branch Head  (iii) Telephone No of Branch Head (iv) For Complaints/Enquiry /suggestion etc  (a) Telephone No (b) E-mail Address if any	ZONE- A Near Mata Rani Chowk Zone-B, Near Shingar Cinema, ZONE- C Gill Road, Zone D, Sarabha Nagar,  Sh.P.S. Ghuman, Joint Commissioner  0161-2452907  Municipal Corporation, Ludhiana Complaint Cell.  0161-2411500 commissionermcl@gmail.com

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