

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

The particulars of the organization, functions and duties

Law Branch

Sr. No	Name of Organization/Department Board/Corporation/Institution	Function and duties (in brief)
1	Law Branch	1. To receive the Court Summons/notices/copies of suits,writ petitions etc. and sent to the concerned branch to attend the same on priority basis, 2. Obtain Engagement order of Counsel. from the Commissioner for defending / contesting the interest of MC Ludhiana 3. Prepare summon/ warrant for prosecution of accused in the CJM Court Ludhiana .

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

Legal Advisor
 Name and Designation
 (Head of the Branch)

Section 4(1) (b) (II)**Manual - (ii)***The powers and duties of the officers and employees are***Law Branch**

Sr. No	Name of the Post	Powers and duties (In Brief)
1	Legal Advisor	<ol style="list-style-type: none"> 1. To prepare proposals for engagement of Counsel for approval of competent authority. 2. To supervision the office work/ 3 . To prepare draft reply, legal Notice, agreements, status reports ect. 4. To vett the agreement, Chargesheets, Show Cause notices, etc. 5. To defend the Court matters and all type of other works as assigned by the Worthy Commissioner.
2	Law Officer	Post Vacant
3	Legal Assistant	Post Vacant
4	Clerks	<ol style="list-style-type: none"> 1. To receive and dispatch the office daak 2. To maintain legal record and suit register 3. Any other duty assigned by the Legal Advisor

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Legal Advisor
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(Head of the Branch)

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

Procedure following the decision making process including channels of supervision and Accountability.

The accountability is as per the PMC Act 1976 & other applicable Laws/Govt instruction ect.

Law Branch

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	Works realated with Legal matter /Court cases	Legal Advisor	Legal Advisor	Commissioner/ F&CC/HOUSE OF MUNICIPAL CORPORATION

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Legal Advisor
Name and Designation
(Head of the Branch)

Section 4(1) (b) (IV)
Manual - (iv)
Norms set for the discharge of the functions

LAW BRANCH

Sr.No	Item of Work	Norms set by the department (no. of days taken for decision making)
1	Court Cases .Defending the interest of Municipal Corporation	<p>On receipt of any court Summon, Notice, Civil Writ Petition, the entry of the particulars of received document has been made in the Law branch record and thereafter sent the same to the concerned branch for preparing comments & production of copy of record. In case the desired report/comments are not received then the reminder are issued to the concerned heads.</p> <p>2. on decesion of the Court case certified copy of order/ judgement has applied and on receipt of the same sent to the cocerned branch for appropriate action</p> <p>3. If the branch head give his proposal that the judgement is not sound as per the office record, the engagements of Counsel for futher appeal got approved from the Worthy Commissioner. The decision for filing of suit, appeal, petition is taken within limitation.</p>

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

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

Law Branch

S.N	Name of the Act	Name of Rules	Name of the Manuals	Instructions (Write Circular No./Date)	Any other record/document
1	Punjab Municipal Corporation Act, 1976	The Punjab Civil Services Rules	Relevant of Punjab CSR	As issued by the Local Govt Pb. from time to time	CPC Crpc Apex Court/ High Court Judgements , Directions and any other Act application with nature of suit by Law.
2	-	-	Punjab Civil Services (Punishment & Appeal Rules-1970)	-	

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(Head of the Branch)

Section 4(1) (b) (VI)**Manual - (vi)*****Statement of the categories of Documents that are held or under control*****LAW BRANCH**

Sr. No	Category of Documents
1	Court Summons / Notices, Civil Writ Petitions, COCP, CR, CRM, RSA, RFA, Tax Appeals, Appeals, Court direction, Directions and written statements, judgements, Suit reighters, Commission Notice, RTI Application etc.

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Section 4(1) (b) (VII)**Manual - (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.

Law Branch

Sr. No.	Details/ Type of arrangements made
1.	<p>The Competent Officer interacts with the press in respect of information related to Public.</p> <p>1. Mrs. Surbhi Malik, IAS, Additional Commissioner</p>
2.	<p>The officers who have been appointed for giving information to General Public.</p> <p>All Zonal Commissioner are Public Information officer</p>

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Name and Designation
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**Section 4(1) (b) (VIII)
Manual-(viii).**

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

Law Branch

No Sub Committee constituted.

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Legal Advisor.
Name and Designation
(Head of the Branch)

Section 4(1) (b) (IX)
Manual - (ix)
DIRECTORY OF THE OFFICERS AND EMPLOYEES

Law Branch

S. No	Name of the Officer/ Employee	Designation	Posting	Office Tele phone Number
1.	Sh. K.S. Kahlon	Legal Advisor	M.C. Ludhiana	0161-2742929 98559-69102
2	Sh Varinder Kumar	Clerk/Typist	Law Branch	98148-48510
3	Sh Bhushan Kumar	Clerk	Law Branch	94179-62936
4.	Sh. Vikas Sethi	Clerk	Law Branch	99889-00126
5.	Sh. Racchpal Singh	Process Server	Law Branch	99159-77184
6.	Sh. Mahadev	Peon	Law Branch	0161-2742929
7.	Sh. Ram Baksh	Peon	Law Branch	0161-2742929

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Name and Designation
(Head of the Branch)

Section 4(1) (b) (X)**Manual - (x)****Monthly remunation of officers /employees****Law Branch**

Sr. No	Name of the Officer /employee	Designation	Branch	Basic+D.P. (Rs)	Total (Basic+ Allowances (Rs)
1.	Sh. K.S. Kahlon	Legal Advisor	Law Branch	Rs.36,000	Rs. 45,260/- + Allowances
2	Sh. Vimal Kumar	Clerk	Law Branch	Rs. 11,840/-	Rs. 11840/- + Allowances
3	Sh Varinder Kumar	Clerk/Typist	Law Branch	Rs.11850/-	Rs.11850/-+ Allowances
4	Sh Bhushan Kumar	Clerk	Law Branch	Rs.9180/-	Rs.9180/- + Allowances
5.	Sh. Vikas Sethi	Clerk	Law Branch		
6.	Sh. Racchpal Singh	Process Server	Law Branch	Rs.9470/-	Rs.9470/-+ Allowances
7.	Sh. Mahadev	Peon	Law Branch	Rs.12430/-	Rs.12430/-+ Allowances
8.	Sh. Ram Baksh	Peon	Law Branch	Rs.12430/-	Rs.12430/-+ Allowances

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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

Law Branch**(Rs. in Lacs)**

Sr.No.	Head/Item of the budget	Sanctioned expenditure during the year (2014-2015)	Disbursement made 2014-2015
1.	9. nos. of Part Time Law Officers has been engaged for defending the MC interest in District Courts Ludhiana @ Rs. 10,000/- per month	Rs. 1,08,000/- per annum Legal fee of the part Time Law Officer. In High Court , Supreme Court matter legal fee is paid as per the. norms/ directions issued by Govt. from time to time .	-----

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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

Law Branch

Sr.No.	Scheme under subsidy given	Manner of execution of subsidy programme	Amount allocated (Rs.)	Details of beneficiaries
1.	This does not relates with the Law Section because No Such Scheme has been executed			

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Section 4(1) (b) (XIII)**Manual - (xiii)*****Particulars of recipients of concessions, permits of authorisation granted*****Law Branch**

Sr.No.	Concessions/Permits/ Authorization grant	Name of the recipient	Address of the recipient
1	This does not relates with the Law Section because No Such concession , permit of authoriseation is granted		

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uploaded at the MCL website.

Legal Advisor
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(Head of the Branch)

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

Information, available, reduced in an electronic form.

Law Branch

Sr.No.	Type of Information And type of development /maintaince works.
1.	Mannual information is available.

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

Legal Advisor
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Section 4(1) (b) (XV)**Manual - (xv)****Particulars of facilities available to citizens for obtaining information****Law Branch**

Sr.No.	Facilities available	Remarks (No. of days in a week/Timings etc.)
1	Website Addl.	www.mcludhiana.com
2	Commissioner, M.C.Ludhiana	Appellate Authority
3	RTI CELL	Room No 71, Zone -A, Mata Rani Chowk , Municipal Corporation, Ludhiana where information relating to different branches can be applied on all working days between 9:00 AM To 5:00 PM
4.	Branch & Address: (i) Branch Name & Address (ii) Name of the Branch Head (iii) Telephone No of Branch Head (iv) For Complaints/Enquiry /suggestions etc (a) Telephone No (b) E-mail Address :-	Room No. 61, Zone -A, Mata Rani Chowk, Ludhiana. Sh. K.S.Kahlon Legal Advisor 0161-2742929 Complaint/Suggestion register is being maintained by Supt. Complaint & Enquiry , Room No. 10 ,. Municipal Corporation ,Ludhiana Complaint TelephoneNo 0161-2748411 - 12 Commissioner@gmail.com

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(Head of the Branch)

Section 4(1) (b) (XVI)**Manual - (xvi)*****Names, designation and other particulars of the Public Information Officers***

Following are the officers designated as PIO & APIO

Law Branch

Sr No	Name	Designated as	Zone /Department	Post	Office Address	Office Telephone Number
1	Sh. K.S. Kahlon	PIO	Law Branch	Legal Advisor	Zone-A, Mata Rani Chowk , Main Office, Ludhiana	98559-69102
2	Sh. Pawan Kumar	APIO	Law Branch	Inspector	Zone-A, Mata Rani Chowk, Main Office, Ludhiana	

It is certified that the aforesaid information is as per information of RTI Cell.

Legal Advisor
Name and Designation
(Head of the Branch)