

Section 4(1)(b)(I) Manual**-(i)***The particulars of the organization, functions and duties.***LIBRARY BRANCH**

Sr.No.	Name of Organization/Department Board/Corporation/Institution	Function and duties (in brief)
1	Library Section	To provide books periodicals & daily newspaper to the public & members of library

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

Librarian
Municipal Corporation
Ludhiana

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

Sr.No.	Name of the Post	Powers and duties (in brief)
1	Librarian	To supervise all libraries & reading rooms functioning in various parts of the city.
2	Junior Librarian	Enrollment of membership of three libraries of M.C., supervision of children section situated in Children Traffic Park, Model Town.
3	Jr. Librarian	Preparing of salary bills and contingency bill and get pass from accounts & audit section getting
4	Asstt. Librarian Grade II	Issue & return of books & periodicals to members & readers, maintenance of periodicals and record. Shelving of books maintenance of books. Marking of attendance of newspapers & periodicals in attendance registers.

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Ludhiana

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 F&CC. The matter of the meeting is sent to Govt. for approval. The accountability is as per the PMCA Act 1976 and other applicable Laws/Govt. notification

LIBRARY 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	All bills of purchase of books, periodicals & stationery	Librarian	Secretary	F&CC/House Commissioner

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Ludhiana

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

LIBRARY BRANCH

Sr.No.	Item of work	Norms set by the department (no. of days taken for decision)
1	Issue and return of books	for 15 days
2	Periodicals	for one week
3	Enrollment of membership	Within one hour

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Section 4(1)(b)(V) Manual**-(v)*****Following rule, regulations, instructions, manuals and record, used by employees for discharging functions*****LIBRARY BRANCH**

S.No.	Name of the Act	Name of Rules	Name of the manuals	Instructions (write circular No./Date)	Any other record/documents
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	---
2	-	-	Punjab Civil Services (Punishment & Appeal)	-	-

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Section 4(1)(b)(VI) Manual-(vi)

Statement of the categories of documents that are held or under control.

LIBRARY BRANCH

Sr.No.	Category of Documents
1	G-8 Receipt, issue register, security register, catalogue register, ML-I

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Ludhiana

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.

LIBRARY BRANCH

S.No.	Details/Type of arrangements made
1	Listing House fixed to consult the concerned officer in charge
2	The competent officer interacts with the press in respect of information related to Public: 1 Sh. Hartej Singh, Secretary
3	The officers who have been appointed for giving information to General Public. All Zonal Commissioner Public Relation Officer
3	Zonal Commissioner/Public Information Officer/Assistant Zonal Public Information Officer have been appointed to provide information to General Public.

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Section4(1)(b)(VIII)
Manual-(viii)

Statementoftheboards,councils,committeesandotherbodiesforadvice.

LIBRARYBRANCH

NOCOMMITTEEHASBEENCONSTITUTED

Itiscertifiedthattheaforesaidinformationiscorrectandthesamemaybeuploadedatth
eMCLwebsite.

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Ludhiana

Section 4(1)(b)(IX) Manual- (ix)

Directory of the Officers and Employees

LIBRARY BRANCH

Sr. No.	Name of the officer/ employees	Designation	Posting	Office Telephone No.
1	Sh.Kamal Kishore	Junior Librarian	Main Library, Gill Road, Ldh	9988883252
2	Smt.Sunita Rani	Asstt. Librarian Gr.II	(1) Welfare Council, M.Town (M)	0161 2456786
3	Smt.Urmil Jain	Asstt. Librarian Gr.II	Children Section, Model Town	9872217902
4	Smt.Sushil Kumari	Asstt. Librarian Gr.II	(1) Gurudwara Singh Sabha, Khud Mohalla (M) (2) Vaccination Centre, Kucha No.13, Fiel	9888779527
5	Sh.Ashok Kumar	Asstt. Librarian Gr.II	(1) Laxmi Cinema (M) (2) Fire S	9988850262
6	Smt.Raj Kumari Gill	Asstt. Librarian Gr.II	Main Library, Gill Road	9417524124
7	Smt.Shukla Sood	Asstt. Librarian Gr.II	Rose Garden Library	9463029220
8	Sh.Chaman Lal	Asstt. Librarian Gr.II	Main Library, Gill Road	9988899041
9	Sh.Suresh Kochar	Asstt. Librarian Gr.II	Sr.Citizen Home, Kidwai Ngr (W)	9888151226

10	Sh.RanbirRaj	Asstt. Librarian Gr.II	(i) Purana Bazar,Ahlu waliaChow	9464418640
11	Smt.SurinderKumari	Peon	Main Library,Gill Road	9988881487
12	Smt.DayaRani	Peon	Main Library,Gill Road	9988889926
13	Smt.HemLata	Peon	RoseGarden Library	0161 5104997
14	MissNehaSharma	Peon Cum Cleaner	Main Library,Gill Road	8054054747

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Ludhiana

Section 4(1)(b)(X)
Manual-(x)
Monthly remuneration of officers/employees

LIBRARY BRANCH

Sr. No.	Name of the officer/ employees	Designation	Posting	Office Telephone No.
1	Sh.Kamal Kishore	Junior Librarian	Main Library, Gill Road, Ldh	9988883252
2	Smt.Sunita Rani	Asstt. Librarian Gr.II	(3) Welfare Council, M.T own(M)	0161 2456786
3	Smt.Urmil Jain	Asstt. Librarian Gr.II	Children Section, Model Town	9872217902
4	Smt.Sushil Kumari	Asstt. Librarian Gr.II	(1) Gurudwara Singh Sabha, Khud Mohalla(M) (2) Vaccination Centre, Kucha No.13, Fiel	9888779527
5	Sh.Ashok Kumar	Asstt. Librarian Gr.II	(3) Laxmi Cinema(M) (4) Fire S	9988850262
6	Smt.Raj Kumari Gill	Asstt. Librarian Gr.II	Main Library, Gill Road	9417524124
7	Smt.Shukla Sood	Asstt. Librarian Gr.II	Rose Garden Library	9463029220
8	Sh.Chaman Lal	Asstt. Librarian Gr.II	Main Library, Gill Road	9988899041
9	Sh.Suresh Kochar	Asstt. Librarian Gr.II	Sr.Citizen Home, Kidwai Ngr(W)	9888151226

10	Sh.RanbirRaj	Asstt. Librarian Gr.II	(iii) Purana Bazar,Ahlu waliaChow	9464418640
11	Smt.SurinderKumari	Peon	Main Library,Gill Road	9988881487
12	Smt.DayaRani	Peon	Main Library,Gill Road	9988889926
13	Smt.HemLata	Peon	RoseGarden Library	0161 5104997
14	MissNehaSharma	Peon Cum Cleaner	Main Library,Gill Road	8054054747

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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 disbursement made

LIBRARY BRANCH

(Rupees in lac)				
Sr. No.	Head/Item of the budget	Proposed expenditure during the year (2009-2010)	Disbursement made 2008-2009	Proposed expenditure during the year (2010-2011)
1	Library Section	Establishment=65.00 Contingency=5.00	Est.=51.82 Contingency=4.49	Est.=70.00 Contingency=5.50

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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 and the details of beneficiaries of such programmes.

LIBRARY BRANCH

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

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Ludhiana

Section 4(1)(b)(XIII) Manual-(xiii)

Particulars of recipients of concessions, permits of authorization granted.

LIBRARY BRANCH

Sr.No.	Concession/ permits/ authorization grant	Name of the recipient	Address of the recipient
1	Exemption of security	Permanent employees Municipal Corporation	

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Municipal Corporation
Ludhiana

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

Information, available, reduced in an electronic form

LIBRARY BRANCH

Sr.No.	Type of information And type of development/maintenance works
	NIL

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

Librarian
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Ludhiana

Section 4(1)(b)(XV) Manual-(xv)***Particulars of facilities available to citizens for obtaining information.*****LIBRARY BRANCH**

Sr.No.	Facilities available	Remarks (No. of days in a week / timing etc.)
1	Website	www.mcludhiana.gov.in
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 a.m. to 5.00 p.m.
4	Branch & Address:	
	i) Name Branch & Address	Library section, Zone-C, Gill Road, Ludhiana
	ii) Name of the Branch Head	Sh. Hartej Singh, Secretary
	iii) Telephone No. of Branch Head	-
	iv) For complaints/enquiry/suggestion etc.	Complaint/ suggestion register is being maintained by Library section
	a) Telephone No.	Municipal Corporation, Ludhiana Complaint Telephone No. 0161-2411500
	b) E-mail address	Commissioner@gmail.com

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Municipal Corporation
Ludhiana

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***LIBRARY BRANCH**

Sr. No.	Name	Designated as	Zone/ Department	Post	Office Address	Office Telephone Number
1.						

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