

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

**WORKSHOP**

<b>Sr.No.</b>	<b>Name of Organization/Department/Board/Corporation</b>	<b>Function and duties (in brief)</b>
1	Executive Engineer (Workshop) & Sub-Divisional Officer (Workshop)	Purchase of new vehicles and maintenance of working vehicles.

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

Sh. Rajinder Singh  
(Executive Engineer, Workshop)

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

<b>Sr.No</b>	<b>Name of the Post</b>	<b>Powers and duties (In Brief)</b>
<b>1.</b>	Executive Engineer (1. Top prepare Workshop) new vehicles.	<p>proposals for purchase of</p> <p>2. To supervise the work executed in workshop under his charge.</p> <p>3. To prepare estimates, issue NIT, process offers/bids and seek approval of competent authority. Finalization of bills of contractors/suppliers.</p>
<b>2.</b>	S.D.O (Workshop) Top prepare estimates for the purchase of	<p>new vehicles and repair of machinery approved by competent authority. Drafting of NIT, Processing of offers/bids including evaluation thereof and to prepare the supply/repair bill of contractors/suppliers with supervision thereof.</p>

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

Sh. Rajinder Singh  
(Executive Engineer, Workshop)

**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's 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 & other applicable Laws/Govt notification**

**WORKSHOP**

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.	Purchase of New Vehicles and maintenance of vehicles	Executive Engineer (Workshop)	Executive Engineer	Commissioner Expenditure upto Rs 25,000  F&CC or House – If expenditure is above Rs 25000 only

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

Sh. Rajinder Singh  
(Executive Engineer, Workshop)

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

*Norms set for the discharge of the functions*

**WORKSHOP**

Sr.No	Item of Work	Norms set by the department (no. of days taken for decision making)
1.	To prepare proposal for the purchase of machinery and maintenance thereof.	As per requirement vehicle drivers submit their report through in charge then Executive Engineer (Workshop) allows for repair of the approved workshop.

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(Executive Engineer, Workshop)

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

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

**WORKSHOP**

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

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Sh. Rajinder Singh  
(Executive Engineer, Workshop)

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

<b>Sr.No</b>	<b>Category of Documents</b>
1.	Document for the purchase of vehicles.
2.	Maintenance record of vehicles.
3.	Registration Copy & Insurance record of different type of vehicles.
4.	Service books of employees & service record.
5.	Stock Register

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(Executive Engineer, Workshop)

**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.*

**WORKSHOP**

Sr.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. <b>1. A S Sekhon, Joint Commissioner</b>
3.	The officers who have been appointed for giving information to General Public.
4.	Additional Commissioner/Public Information Officer/Assistant Zonal Public Information Officer 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.

Sh. Rajinder Singh  
(Executive Engineer, Workshop)

**Section 4(1)(b)(VIII) Manual- (viii)**  
**Statement of the boards, Councils, Committees and other bodies for advice**

**WORKSHOP**

There is no subcommittee formed for workshop affairs, finance and Contract Committee is the final authority.

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

Sh. Rajinder Singh  
(Executive Engineer, Workshop)



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

**WORKSHOP**

S.No	Name of the Officer/Employee	Designation	Posting	Office Telephone Number
1	Balbir Singh	Fitter	Workshop	9855151599
2	Ram Achal	Black Smith	Zone-D	9915538544
3	Surinder Kumar	Auto Electrician	Zone-D	9915530544
4	Mahesh Chander	Weldar	Workshop	9888922852
5	Kashmira Singh	Weldar	Workshop	9876369206
6	Harnek Singh	Beldar	Camp Office	9023855626
7	Jagat Pal	Chowkidar	Light Branch	9417526168
8	Jarnail Singh	Helper J.T	Workshop	9888510023
9	Jagraj Singh	Helper J.T	Zone-C	9646816474
10	Harinder Pal	Cleaner	Workshop	9780015600
11	Naunihal Singh	Cleaner	Workshop	9876476137
12	Raj Kumar	Cleaner	Workshop	9256256121
13	Joginder Singh	Cleaner	Zone-A	8968000121
14	Jaswant Singh	Cleaner	Workshop	9780485022
15	Varinder Kumar	Cleaner	Zone-C	9988932123
16	Rajiv Kumar	Cleaner	Zone-C	9815260304
17	Som Lal	Cleaner	Zone-B	9646200181
18	Rajinder Kumar	Cleaner	Zone-A	9803453755
19	Balraj	Cleaner	Workshop	94647-60094
20	Pappu	Cleaner	Workshop	9781068445
21	Mohinder	Cleaner	Workshop	9417458811
22	Bharat Raj	Cleaner	Health Branch	98146-45366
23	Raj Kumar	Driver	Zone-A	98885-17170
24	Kamal Kumar	Driver	Health Zone-D	98723-66365
25	Khem Raj	Driver	Health Zone-B	9780013757
26	Banarsi Dass	Driver	O&M Cell Zone-B	9988261130
27	Sukhwinder Singh	Driver	Workshop	9646200181
28	Darshan Singh	Driver	Health Zone-B	9780600187
29	Raj Kumar	Driver	Workshop	3076887
30	Ashok Kumar	Driver	Workshop	8054275570

31	Gulshan Rai	Driver	O&M Zone-D	9417458811
32	Gaya Pal	Driver	Zone A TehBazari	9779142933
33	Vijay Shankar	Driver	Fire Brigade	9417717185
34	Dalip Kumar	Driver	Health Zone B	9780225501
35	Amarjit Singh	Driver	Health Zone B	9815402144
36	Balraj	Driver	Health Zone D	9779444460
37	Sachin Mattu	Driver	Health Zone D	9988278135
38	Kuldeep Singh	Driver	Tehbazari Zone-D	8968802213
39	Kala	Driver	O&M -ZB	9815415558
40	Vijay	Driver	Zone-C	9915564144
41	Ram Parkash	Driver	Workshop	7589167025
42	Ashok Kumar	Driver	Zone-B	9815744275
43	Surjit Singh	Asst. Carpenter	Health Zone D	9855129059
44	Kuldeep Singh	Asst. Store Keeper	Health Zone D	1615102120
45	Gurjant Singh	Helper	HealthZon	9988033955
46	Karamjit Singh	Cleaner	O&M Cell ZoneB	9417540216
47	Jagdish Singh	Cleaner	Law Branch	
48	Niraj Kumar	Cleaner	Workshop	9781715990
49	Gursharan Singh	Cleaner	S.T.P Building Br	9915447464
50	Birbal	Cleaner	Advertisement	9888346890
51	Timmy	Sweeper	Zone A Health	9316823675
52	Dharam Pal	Sweeper	S.E. Design	9915278980
53	Suriit Singh	Helper J.T	Zone-C	1615137126
54	Jagtar Singh	Helper J.T	Fire Brigade	9217535191
55	Sukh Ram	Helper J.T	Zone D Health	9877231005
56	Bishan Dass	Helper J.T	Workshop	9888510091
57	Harinder Singh	Helper J.T	Fire Brigade	8872571986

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Sh.Rajinder Singh  
(Executive Engineer, Workshop)

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

**WORKSHOP**

S.No	Name of the Officer/ Employee	Designation	Posting	Office Telephone Number	Salary (In Hand)
1	Balbir Singh	Fitter	Workshop	9855151599	37690
2	Ram Achal	BlackSmith	Zone-D	9915538544	42366
3	Surinder Kumar	Auto Electrician	Zone-D	9915530544	31421
4	Mahesh Chander	Weldar	Workshop	9888922852	42406
5	Kashmira Singh	Weldar	Workshop	9876369206	41432
6	Harneek Singh	Beldar	Camp Office	9023855626	22410
7	Jagat Pal	Chowkidar	Light Branch	9417526168	30331
8	Jarnail Singh	Helper J.T	Workshop	9888510023	27583
9	Jagraj Singh	Helper J.T	Zone-C	9646816474	38583
10	Harinder Pal	Cleaner	Workshop	9780015600	25492
11	Naunihal Singh	Cleaner	Workshop	9876476137	19637
12	Raj Kumar	Cleaner	Workshop	9256256121	26571
13	Joginder Singh	Cleaner	Zone-A	8968000121	22655
14	Jaswant Singh	Cleaner	Workshop	9780485022	33117
15	Varinder Kumar	Cleaner	Zone-C	9988932123	31794
16	Rajiv Kumar	Cleaner	Zone-C	9815260304	18158
17	Som Lal	Cleaner	Zone-B	9646200181	24258
18	Rajinder Kumar	Cleaner	Zone-A	9803453755	21142
19	Balraj	Cleaner	Workshop	94647-60094	20765
20	Pappu	Cleaner	Workshop	9781068445	19399
21	Mohinder	Cleaner	Workshop	9417458811	25836
22	Bharat Raj	Cleaner	Health Branch	98146-45366	11324
23	Raj Kumar	Driver	Zone-A	98885-17170	32742
24	Kamal Kumar	Driver	Health Zone-D	98723-66365	39584
25	Khem Raj	Driver	Health Zone-B	9780013757	27466
26	Banarsi Dass	Driver	O&M Cell Zone-B	9988261130	30653
27	Sukhwinder Singh	Driver	Workshop	9646200181	32034
28	Darshan Singh	Driver	Health Zone-B	9780600187	24048
29	Raj Kumar	Driver	Workshop	3076887	32705
30	Ashok Kumar	Driver	Workshop	8054275570	26308

31	Gulshan Rai	Driver	O&M Zone-D	9417458811	40617
32	Gaya Pal	Driver	Zone A TehBazari	9779142933	30558
33	Vijay Shankar	Driver	Fire Brigade	9417717185	31511
34	Dalip Kumar	Driver	Health Zone B	9780225501	36951
35	Amarjit Singh	Driver	Health Zone B	9815402144	45074
36	Balraj	Driver	Health Zone D	9779444460	40224
37	Sachin Mattu	Driver	Health Zone D	9988278135	17312
38	Kuldeep Singh	Driver	Tehbazari Zone-D	8968802213	36524
39	Kala	Driver	O&M -ZB	9815415558	29922
40	Vijay	Driver	Zone-C	9915564144	25266
41	Ram Parkash	Driver	Workshop	7589167025	26585
42	Ashok Kumar	Driver	Zone-B	9815744275	35938
43	Surjit Singh	Asst. Carpenter	Health Zone D	9855129059	43887
44	Kuldeep Singh	Asst. Store Keeper	Health Zone D	1615102120	40267
45	Gurjant Singh	Helper	HealthZon	9988033955	15921
46	Karamjit Singh	Cleaner	O&M Cell Zone B	9417540216	19531
47	Jagdish Singh	Cleaner	Law Branch		19722
48	Niraj Kumar	Cleaner	Workshop	9781715990	17599
49	Gursharan Singh	Cleaner	S.T.P Building Br	9915447464	30455
50	Birbal	Cleaner	Advertisement	9888346890	27931
51	Timmy	Sweeper	Zone A Health	9316823675	12252
52	Dharam Pal	Sweeper	S.E. Design	9915278980	24396
53	Suriit Singh	Helper J.T	Zone-C	1615137126	35583
54	Jagtar Singh	Helper J.T	Fire Brigade	9217535191	35907
55	Sukh Ram	Helper J.T	Zone D Health	9877231005	35973
56	Bishan Dass	Helper J.T	Workshop	9888510091	33680
57	Harinder Singh	Helper J.T	Fire Brigade	8872571986	38583

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(Executive Engineer, Workshop)

**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*

WORKSHOP

(Rs. in Crore)

Sr. No.	Head/Item of the budget	Proposed expenditure during the year (2008-2009)	Disbursement made 2008-2009	Proposed expenditure during the year (2009-2010)	Disbursement made 2009-2010	Proposed expenditure during the year (2010-2011)
1	Purchase New Vehicles and maintenance	5,00,00,000	5,00,00,000	9,50,00,000	9,50,00,000	11,00,00,000
2	Salary Expenses	2,09,94,000	1,42,30,000	3,73,30,800	1,69,00,000	4,15,89,600

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Sh. Rajinder Singh  
(Executive Engineer, Workshop)

**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*

**WORKSHOP**

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

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Sh.Rajinder Singh  
(Executive Engineer, Workshop)

**Section 4(1)(b)(XIII) Manual-(xiii)***Particulars of recipients of concession, permits of authorisation granted***WORKSHOP**

<b>Sr.No.</b>	<b>Concessions/Permits/ Authorization grant</b>	<b>Name of the recipient</b>	<b>Address of the recipient</b>
1.	N.A.	N.A.	N.A.

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Sh. Rajinder Singh  
(Executive Engineer, Workshop)

**Section 4(1)(b)(XIV) Manual-(xiv)***Information, available, reduced in an electronic form.*

www.mcludhiana.com is the Website of Municipal Corporation, Ludhiana, which is under

**WORKSHOP**

Sh. Rajinder Singh

Sr.No.	Type of Information And type of Executives/Development/maintenance works (Executive Engineer, Workshop)
1.	NIL
2.	NIL
3.	NIL
4.	NIL
5.	NIL

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

Sh. Rajinder Singh  
(Executive Engineer, Workshop)



**Section 4(1)(b)(XV) Manual (x v)***Particulars of facilities available to citizens for obtaining information***WORKSHOP**

<b>Sr.No</b>	<b>Facilities available</b>	<b>Remarks (No. of days in a week/Timing etc.)</b>
1	Website	www. mcludhhiana.gov.in
2	Commissioner, M.C.Ludhiana	Appellate Officer
1.	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	Workshop Municipal Corporation, Ludhiana Humbran Road, Dairy Complex, Sh. Ghanshyam Thori, IAS Additional Commissioner  Complaint telephone No. 0161-2411500  commissionemclr@gmail.com

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

Sh. Rajinder Singh  
 (Executive Engineer, Workshop)

**Section4(1)(b)(XVI)Man ual-(xvi)***Names,designationandotherparticularsofthePublicInformationOfficers***MUNICIPALCORPORATIONLUDHIANA**

NameofthepublicAuthourity:-MCL

E-mail:mcludhiana.com

Fax:- 0161-2464752

Ph.No 0161-2452907

**AppellateAuthourity:-Commissioner**

FollowingaretheofficersdesignatedasPIO&amp;APIO

**WORKSHOP**

<b>Sr No</b>	<b>Name</b>	<b>Designated as</b>	<b>Zone /Department</b>	<b>Post</b>	<b>OfficeA ddress</b>	<b>OfficeTele phoneNu mber</b>
1	Sh Rajinder	PIO	Workshop	Executive Engineer (Workshop)	Workshop Humbran Road,Dairy Complex, Ludhiana	9780900123
1	Sh.Ranbir singh	APIO	Workshop	S.D.O	Workshop Humbran Road,Dairy Complex, Ludhiana	

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(Executive Engineer, Workshop)