

## **Right to Information**

**In pursuance of the promulgation of Right to Information Act, 2005 the following been put in position.**

- 1) Any citizen of of India seeking any information relating to Municipal Council Malerkotla can submit an application to Public Information Officer (PIO).
- 2) The application shall be considered for providing desired information only accompanied by application fees of Rs. 10/-

### **RTI Information**

The Municipal Council, Malerkotla has published the record and other activities of the department as required under the provision of sub section(1)(a) & (b) of Section 4 of the Right to Information Act,2005 as under:-

### **Proactive Disclosure under Section 4(1) (b) of RTI Act, 2005**

#### **i)The particulars of its organization, functions and duties.**

- Urban planning including town planning.
- Regulation of land-use and construction of buildings.
- Planning for economic and social development.
- Roads and bridges.
- Water supply for domestic, industrial and commercial purposes.
- Public health, sanitation conservancy and solid waste.
- Slum improvement and up-gradation.
- Urban poverty alleviation.
- Fire services.
- Urban forestry.
- Safeguarding the interests of weaker sections of society.
- Provision of urban amenities and facilities.
- Promotion of cultural, educational and aesthetic aspects.
- Burials and burial grounds.
- Cattle pounds; prevention of cruelty to animals.

- Vital statistics.
- Public amenities.
- Regulation of slaughter houses.

**ii) The powers and duties of its officers and employees.**

**Municipal President's duty:**

- Convening and chairing a meeting of the municipality.
- Monitoring the financial and executive planning of the Municipality.
- Obeying all the duties given by the Municipal Act 1911.
- The municipality or any of its committee Eviction of joining proceedings or submission of such other documents which may be obtained by the authorized officer, supervision of the functions and proceedings of officers and employees.

**Duties of the Municipal Vice President:**

The Vice-President will follow such actions of the President who delegate it to the Chairman or Board on time.

- To be nominated for the chair of the meetings of the Board in the absence of the Chairman, in the absence of the appropriate reason, and thus, while exercising the same authority, which is contained in the President, until the decision or name of the President comes to the notice or During the absence of President, following the President's 'powers'.

**Officers Duty of staff duty:**

**Executive Officer:**

- Executive Officer is responsible for the custody of all the records, papers and documents of the Municipality. He will make such arrangements to follow the duties and procedures of the municipality and to implement the decisions taken in them.
- He will make arrangements for such duties related to the proceedings of such bodies, which he will pay, to surrender.
- The Executive Officer will see that any proceedings, decisions, orders and orders of the municipality president, vice-president or any member of the member should be in accordance with the provisions of this Act and the rules made thereunder and favor the municipal interest. If this is not so, the Executive Officer will comment on a consensus and report the matter to the Directorate and the State Government.
- The Executive Officer will get the powers to authenticate all the permissions, permits and orders given under this Act by the municipality with their own signatures.

- No license or permit or order shall be valid till such time as it has been authorized by Executive Officer.
- The money will be given only according to the rules of the municipal fund and the signature of the Executive Officer or the president will be signed on such check.
- The management of the municipal fund is the main responsibility of the Executive Officer.
- The Executive Officer will also see that, there is a system of systematic internal storage of the municipality in which the mistakes in municipal funds can be reduced and irregularities could be stopped. By which the public resources should be minimized.
- The Executive Officer will inspect the municipal office once in six months and record the things that occurred during inspection in the inspection book.

**Technical Officer Employee:**

Municipal Engineer, Sanitary Inspector, Cleaning Supervisor, Clerk, Accountant etc. All of these employees will be working under the Executive authority and under their control.

- It oversees the establishment of the communication building, civilian housing, public drainage, relief work, etc.
- Distribution, Audit and Planning Committee.
- This budget looks at the work of preparing revenue receipts and expenditure statements. 3rd Social Justice Committee.
- It oversees the development of scheduled castes, Scheduled castes, backward class women, 'education, economic social cultural and other interests'. Each Standing Committee will be created from the elected members by the elected members of the municipality.

**Duties of Assistant Divisional Fire Officer:**

- To be available and hold him in readiness for any duty at time may be called upon to perform by the Executive Officer and to keep his superiors acquainted with all matters coming to his knowledge, affecting either his own station or the fire service in general.
- To obey implicitly all order of his superior and exact the strictest obedience and civility from those serving under him. To devote the whole of his time while on duty, to the betterment of the fire service and to set an example to his men, sobriety, cleanliness, promptitude, civility and general attention to his own duties.
- To ensure prompt attendance of fire appliance and men at fire as scene of any emergency.
- To see that men on duty are properly dressed and are acquainted with their duties. 5. To keep himself and his men at all times in readiness to receive any

superior officer and to give an accurate amount of all matters concerned with fire brigade under his charge as also about his station ground and turnout area.

- To make himself and his staff conversant with the topography of his town and adjoining areas as also about fire risks in such areas.
- He shall be responsible for all fire prevention measures as per National Building Code of India part-4, as per ISI Specifications and specified by the local Municipal Councils /Corporations, where in place of Public Assembly, markets, multi-storey buildings, Residential Educational Institutional Assembly, Business, Mercantile, Industrial Storage and Hazardous Buildings.
- He can perform the above (No. 7) duty independently and after giving the notice to the occupier, if thereby no occupier to the owner of any building or premises at any time between sunrise and sunset where such inspection appears necessary for ascertaining the adequacy or contravention of fire prevention and fire safety measures and necessary to do so in order to ensure as safety to Life and Property. If the owner/manager of the building does not comply the order of in-charge of fire station for fire prevention, protection and fire safety arrangements. The in-charge fire station is empowered to refer the case to Director Local Government (DLG) Punjab/Assistant Fire Officer Punjab and they are individually empowered to seal the building after giving notice of three days. In such a case where a building has been ordered to sealed an appeal shall lie next higher authority by whom seal order has been passed along with a non-refundable fee of Rs. 500/- which shall be deposited with concerned fire brigade.
- He shall ensure that all orders/instructions issued by the fire advisor of India (MHA), Director Local Government (DLG) Punjab. Fire Officer Punjab and the District Administration from time to time with regards to the matters relating to Fire Service carried out strictly and brought to the notice of Committee for information only.

**Duties of Fire Station Officer:**

- To be available and to hold him in readiness for any duty at any time may be called upon to perform by the Executive Officer, Assistant Divisional Fire Officer and to keep his superiors acquainted with all matters coming to his knowledge, affecting either his own station or the fire service in general.
- To obey implicitly all the orders of his superiors and exact the strictest obedience and civility from those serving under him to devote the whole of his time while on duty, to the betterment of the Fire Service and to set an example to his men, Sobriety, Cleanliness, Promptitude, Civility and general attention to his own duties.
- To be in charge of 3 to 4 pumping units and/or at least minimum one fire station or equivalent staff/duties.

- To take charge and responsibilities for all appliances, stores, equipments etc. issued to his station and submit a report to his superior as to correctness or otherwise of such articles taken charge of. He should submit a requisition to his superiors of the requirements of his station as necessary.
- To see that all appliances and equipments are kept clean and in through working order, storing them properly for immediately use at fire and other emergencies without loss of time.
- To instruct and drill all the men under his charge in the use and maintenance of fire appliance and equipments.
- To hold muster parade for the inspection of uniforms clothing, boots, and equipments at least once and month to see that the men keep themselves and their clothing in a clean and good condition and to report shortages, if any to his superiors. The inspection of uniforms and equipments should be carried out periodically.
- To ensure that the roll is called at such times as he considers the most suitable.
- To ensure prompt attendance of fire appliances and men. He should carry out surprise turn outs at odd hours at least once a month.
- To ensure that his station time clock is checked with the time signal at least twice a day at proper interval.
- To see that men placed on station duty is properly dressed and is acquainted with his duties.
- To see that the communication system is in proper working order and to send an immediate report to appropriate authority when it is not so.
- To keep him and men at all times in readiness, to receive any superior officer and to give if required an accurate account of all matters connected with the fire station under his charge.
- To see that the fire pumps under his charge have water passed through their pumps at least once every week.
- To report at once to his superior officer in-charge of his section and/or the police, any damage or casualty that may have occurred as a result of accident.
- To keep himself and his staff acquainted with the water supply within the area under his charge. Incase where fire hydrants are provided, it shall be his duty to see that he and his staff examine all the fire hydrants falling within jurisdiction/ turnout area periodically as may be fixed from time to time by DLG Punjab.
- To make himself and his staff acquainted with the network of communication system as may be existing in the service.
- To make sure that he and his staff must know the turnout area topography and adjoining areas as well as fire risks in such areas.

- To maintain all registers, log books, occurrence books, attendance rolls etc, up to-date and to submit all returns and statements including pay rolls of his staff to his superiors every month. He shall give all fire and special service reports to the concern person or to the insurance company or to the DLG Punjab within one week.
- In the absence of Fire Station Officer, Sub Fire Officer shall be in charge of station and responsible for the smooth functioning of the fire station.
- He shall be responsible for all fire prevention measures as per National Building Code of India part-4 as per ISI Specifications and specified by local Municipal Councils/Corporations, where in place of Public Assembly, Markets, Multi-storey buildings, Residential, Educational Institutions, Assembly, Business, Mercantile, Industrial Storage and Hazardous Buildings, Railway Stations and Power Houses etc. He can perform the above (No. 21) duty independently and empowered to issue the notice and after giving notice to the occupier, to the owner of any building or premises, enter and inspect the said building or premises at any time between sunrise and sunset where such inspection appears necessary for ascertaining the adequacy or contravention of fire prevention and fire safety measures and necessary to do so in order to ensure safety of Life and Property. If the owner/manager of the building does not comply the order of in-charge Fire Station for Fire Prevention, Protection and fire safety arrangements. The in-charge Fire Station is empowered to refer the case to DLG/Assistant fire Officer Punjab and they are individually empowered to seal the building after giving notice of three days. In such a case where a building has been ordered to be sealed an appeal shall lie to next higher authority by whom seal order has been passed along with a non-refundable fee of Rs. 500/- which shall be deposited with the concerned fire brigade.
- He shall ensure that all orders/instructions issued by the fire advisor of India (MHA), Director Local Government Punjab, Fire Officer Punjab and the District Administration from time to time with regards to the matters relating to fire Service carried out strictly and brought to the notice of Councils/Corporations for information only.

**Duties of Sub Fire Officer:**

- To be available and to hold him in readiness for any duty at any time may be called upon to perform by the Executive Officer, ADFO, Fire Station Officer and to keep his superiors acquainted with all matters coming to his knowledge, affecting either his own station or the fire service in general.
- To obey implicitly all orders of his superiors and exact the strictest obedience and civility from those serving under him. To devote the whole of his time while on duty to the betterment of fire service and to set an example to his

men, sobriety, cleanliness, promptitude, civility and general attention to his own duties.

- To be in charge of one pump fire station or to be second-in-command to the fire station officer, but in the absence of Fire Station Officer, sub fire officer shall be in charge of station and shall responsible for the smooth functioning of fire station a.Sub fire officer is empowered to inflict punishments for minor offences. For service misconduct, it will be his duty to make a detailed report to his station officer/ADFO as the case may be and inflict the punishment as ordered after detailed enquiry and after having heard the delinquent official fully, and giving him reasonable opportunity to defend.

The offences which can be dealt with by him and the punishment awarded as follows:

**List of offences**

1. Improperly dressed on duty/parade.
2. Drilling in a slovenly manner on parade.
3. Failing to report any defect in appliances, equipment.
4. Creating disturbance in fire station premises.
5. Delaying return from duties outside station premises.
6. Negligent in keeping telephone line engaged.
7. Using abusive language.
8. Failing to report to officer-in-charge any unusual incidents.
9. Short absence from fire station.
10. Sleeping while on duty.
11. Wrong direction of fire units.
12. Failing to make entry in occurrence book.
13. Making false statement.
14. Smoking at restricted places.

**List of punishments:**

1. Extra sentry duty.
2. Extra parade.
3. To reprimand.
4. To caution severely.
5. 200 yard doubles up with two hose pipe on the shoulders.
6. Cancellation of weekly off.

**Duties of leading firemen:**

- To be available at the station to which he is posted, while on duty.
- To obey implicitly all orders of his superiors and exact strict obedience from those in his charge.
- To see that men placed under his charge on duty are properly dressed and are assigned duties pertaining to the station and fire appliances and such other duties that may be incidental to the efficient working of the station. He shall

also be responsible for maintaining the station premises clean and tidy for immediate use.

- To see that all equipments, gears etc are properly accounted and be responsible for the same as in charge of fire appliances or equipment. In case of any loss or damage to article or equipment, uniform clothing etc, he shall cause a report to be made to his senior officer immediately.
- To keep his superior acquainted with all matters coming

**Duties of Firemen:**

- To be available at the station, to which he is posted, while on duty.
- To obey implicitly all orders of his seniors and superiors and hold him self in readiness to carry out duties as may be assigned to him by his seniors and superiors, obediently, smartly and efficiently.
- To keep himself and his quarters or living space neat and clean.
- To devote whole of his time and attention to the fire service while on duty.
- To set an example to others by his sobriety, cleanliness, promptitude, civility and general attention to his duty.
- To be responsible for keeping the station premises, such as appliance room, officer, drill yards, watch room, workshop, dormitories, drill towers, hose drying towers etc. neat and clean by washing and other appliances and equipments and gears etc, clean and tidy.
- To keep himself self alert to attend to fires, special services, fire drills etc. in the shortest possible time on the alarm being sounded.
- To keep the complete knowledge of topography of his turnout area, water supply system, ground and special fire risk areas.
- To carry out duties assigned to him from time to time and be responsible jointly and severally to the leading firemen in charge of the shift, crew or unit, as the case may be, for the care and maintenance, appearance, cleanliness of the units and equipments there with proper up keep of storage ancillaries thereon.
- To assist the driver operator in the proper maintenance of equipment and gears on the vehicles, perform guard duties, workshop duties, control room and watch room duties and duties of office and fire aid as well as dispatch messenger etc.
- To be in full uniform prescribed for the season while on duty and not to leave the place of duty unless relieved by another person. While on such duty, he shall responsible to :
  - A. Guard all properties, fixtures, fittings and other effects both in fire station premises and station surroundings.



- B. See that all persons entering in to the fire station premises are directed to the officer in charge and to also see that they leave the premises immediately after office work is over.
- C. Be alert at all times.
- D. Control the movement of both income and outgoing fire appliances and other vehicles to avoid accidents.
- E. Watch the garden and plants in the station area. F. To keep the offices of ADFO, FSO, SFO in the fire station premises.

**iii) Procedure followed in decision-making process including channels of supervision and accountability.**

The provision of direct election is to make the citizens fight and vote for election. The chairperson and vice-chairperson of the municipality, the provision of municipal chairperson and vice-president, is elected by elected representatives.

These committees will be constituted by the resolution passed by the majority of the members. The number of members of the committee will be decided by the municipality.

Meeting of the Municipal Council and meeting of the Municipality; Meeting of the Municipal Council Section 25, at least one in the month. In the absence of the President, signed by half of the total number of members within a three-day period of the date of your letter, you will call a general meeting. In the expected letter, the purpose of the meeting has been written. If President Vice President is unable to convene the meeting within the prescribed period, then the signatory member can pray for sub-divisional officer.

In the absence of the President, the Vice President or both, any member elected by the members can preside over the meeting. To pass the resolution; Section 29- All the proposals of the municipality will be passed by the majority of the members present in the meeting. If the number of votes is equal, the President will have the right to give second or decisive vote.

**Recording of the proceedings of the meeting:**

Section 30 will be prepared in the process of each meeting; books will be written in the register and signed by the President. The proceedings will be written and published. A copy of each passed resolution, within 30 days from the date of meeting, will be consumed by the Deputy Director. The State Government may give all the powers of this Act or those who feel fit' by notification.

The procedure followed in the meetings of the Committee: -

Each member shall have the right to ask the Speaker and submit a resolution on the matters related to the municipal administration, subject to prescribed rules. Each member shall have the right to inspect the records of the Board in the office of the

municipality, in order to give proper notice to the officer, but the president will be able to prevent such inspection due to the reasons given in writing. In order to make rules for making municipal rules, this section is valid in other zones, if in other cases, the rule of rules will be adaptable to the principles of natural justice.

*iv) The norms set by it for the discharge of its functions.*

For bringing in atomicity in functions being performed by the Municipal Corporation /Municipal Council /Notified Area Committees, which is enclosed here under:

**TIME SCHEDULE**

Sanctioning of Building Plans with AMBIT of RTS Act-2011, Residential time limits is 30days working, For Industrial 60 Days

- Examination of site and report that application is in accordance with the bye laws by Building Inspector
  
- Report of the House Tax Inspector regarding arrears due meaning thereby that nothing is due against applicant
- Report of Sanitary Inspector
- Report of Land Branch to the effect that the Government or Municipal land is not encroached
- Report of Water Supply and Sewerage department
- Examination by A.M.E. and M.E. that the applicant is in order and submitting the same to Executive Officer for sanction
- Sanction by Executive Officer and its communication to the applicant by the Building Branch
- To this normal schedule will be 20 days if the plan falls in T.P. scheme or reference is necessitated to P.W.D. & R.A. copy of the reference in case the matter is referred to P.W.D.B & D.T.P. should be invariably be sent to the applicant. Further if any branch has any objection the same may also be communicated to the applicant within 2 days of the objections being made by the concerned branch. The grounds for rejection of building plans are summarily grouped below:
  - a) Contravention of sanctioned scheme
  - b) Title of land with Government
  - c) Disputed title
  - d) Contravention of by laws
  - e) Any other ground which must be specified in detail in conveying order of rejection so that rejection orders are self-speaking.

### **Composition of Building Plans**

Although section 195-195A/199/220 contains powers of Council to stay building operation where a building has begun but not completed and also contains a penalty cause under section 195A The cases of composition are decided under building bye-laws under this section.

### **Settlement of Unauthorized Construction Cases:**

At present for detecting unauthorized constructions, for doing the same the town is divided into 8 zones and for each zone a day for conducting survey by the Building Inspector. Same checking is done by M.E., A.M.E. and E.O. who may also fix a day for this purpose. Notice u/s 195/195A (ii) is issued to the constructor to stop the work and to get the plan of building sanctioned from Council within 7 days.

### **Punishment for Immoveable Encroachments and over Hanging Structures Over Streets:**

Encroachment if any on Public & Municipal Property/ Street/ Road is not allowed in any way or circumstance. If a person tries to do some encroachment on public land he/she is immediately served with notice u/s 246 (A) by Municipal Council for the period of 3 days. If that person does not compliance with the notice then a demolition is passed by the Council.

In a new cases 7 days must be taken including inspection by M.E./E.O. to meet the public objections if any, and ensure that the building in use conforms to land use and a report must be received from the Fire Officer of the Council area. The following conditions as provided in the Act must ensure:

- a) The license shall not be withheld unless the Council consider that the business which is intended to establish or maintain would be the cause of any once of danger to the persons residing in or frequenting the immediate neighborhood or that the area should be for general reasons kept clear of the establishment of such business.
- b) The Council may charge any fees according to a scale to be approved by the EO for such licenses and may impose such conditions in respect there of it may think necessary. Among other conditions it may prescribe that any furnace used in connection with such trade shall, so far as practicable, consume its own smoke.
- c) The owner or occupier of any place registered under sub section (1) may apply to have that place licensed under this section. When any such place has been licensed the registration of that place shall thereby cancelled and shall not be renewed.
- d) Whosoever, without registration or without a license uses any place for any such purpose as is specified in this section or in contravention of the condition of any such license shall be punishable with fine which may extend to fifty rupees and with a further fine not exceeding ten rupees everyday during which offence is continued.

### House Tax Recovery:

The arrear of house tax outstanding is to be recovered at earlier is property of Punjab Municipal Act 1911.

- Rent Recovery The record of Municipal properties is in bad shape for which reason large such encroachments have taken place during last few years on the Municipal land and arrears of rent etc. have accumulated. Proper/ land building record must be maintained in each Council for which Rent Inspector or Tax 15 Superintendent whatever posted shall be responsible. In case a tenant fails to deposit rent/license fee for more than two months, notice may be issued which would be responsibility of dealing hand/ Rent Inspector.

### Complaints

For each type of complaint different registers must be maintained in the Council and on everyday in the red ink shall be entered. The under mention time schedule will be followed in attending to the complaints:

I.	Sanitation	Minor Cases	3 days
		Major Cases	7 days
II.	Water Supply Leakage		1 day
III.	Sewerage Blockage		1 day
IV.	Street Light		1 day
V.	Repair of Drain, Road cuts etc		3 days

If the same can be done by Municipal labour

On receipt of the complaint, number of the complaints, name of register and date on which received shall be issued to the complainant and after complaint has been attended to or grievance removed the receipt shall be obtained back by the dealing hand with a certificate that the complaints in which preparation of estimates, technical sanctions, administrative sanctions, tenders and allotment of work etc. may be required. A register of such complaints shall be maintained by Executive Officer may check this register once in a fortnight. Further the Administrator may also check this register once a month, sign if and certify to the veracity of removal grievance.

### v) Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

- I. The Punjab Municipal Council Act, 1911.
- II. The Punjab Municipal Corporation Act, 1976.
- III. The Punjab Public Premises and Land Eviction Act.
- IV. The Industrial Dispute Act. d. The Minimum Wages Act. e. The Right to Information Act, 2005.
- V. The Public Plastic Carry Bags (Manufacture, Usage, and Disposal) Control Act, 2005.
- VI. The Municipal Solid Waste (Management and Handling) Rules, 2000. h. The Municipal Account Code, 1930.
- VII. The Punjab Municipal Election Rules, 1994.
- VIII. Delimitation of Wards of Municipalities Rules, 1972.

- IX. The Punjab Municipal Works Rules, 1978.
- X. The Punjab Municipal General Rules, 1979.
- XI. The Punjab Municipal Services (Recruitment and condition of service) Rules, 1978.
- XII. Accountants of the Committee (Examination) Rules, 1979.
- XIII. The Punjab Municipal Safai Karamchari Service Rules, 1984.
- XIV. The Punjab Municipal Employees (Class IV) Service Rules, 1986.
- XV. The Punjab Municipal (Executive Officer) Rules, 1976.
- XVI. The Punjab Municipal Employees Pension, Gratuity and General Provident Fund Rules, 1994.
- XVII. The Punjab Civil Service Rules, Volume I, II and III.

vi) A statement of the categories of documents that are held by it or under its control.

Form No.	Description	Period
G.1	Budget	1 Year
G.2	General Cash Book	To Be Retained Permanently
G.3	Classified Abstract	10 Years
G.4	Monthly Account	10 Years
G.5	Annual Account	To Be Retained Permanently
G.6	Register of Government Grants	To Be Retained Permanently
G.6A	Annual Statement of Government Grants	3 Years
G.7	Challan for direct payment into the treasury	3 Years
G.8	Receipt	3 Years
G.9	Challan for Remittance of Office	3 Years
G.12	Permanent Advance Account	3 Years
G.13	Contingent Bill	3 Years
G.14	Establishment Check Register	10 Years
G.15	Officers Salary Bill	35 Years
G.16	Establishment Bill	35 Years
G.17	Absentee Statement	35 Years
G.18	Traveling Bill Allowance	3 Years
G.19	T.A. Check Register	3 Years
G.23	Acquaintance Roll	35 Years
G.24	Security Bond	10 Years after it ceases to have effect
G.25	Register of Deposits	To be Retained Permanently
G.26	Register of Investments	To be Retained Permanently
G.27	Register of Loans	To be Retained Permanently
G.28	Register of Stamps	3 Years
G.29	Stock Register	10 Years

G.30	Store Keepers Day Book	3 Years
G.31	Register of Immovable Property	10 Years
G.32	Register of suits	10 Years
G.33	Register of contract work and supply orders	3 Years
G.34	Register of purchase orders of all kinds except those for the supply of material for works	3 Years
T.S.1	Assessment Register	10 Years
T.S.2	Register of Assessment Objection	3 Years
T.S.3	Tax Register	10 Years
T.S.4	Tax Liability Enquiry Form	1 Year
T.S.5	Demand and Collection Register	10 Years
T.S.6	Tax Bill Receipt Form	1 Year
T.S.7	Tax Bill Book	3 Years
T.S.8	Tax Collection Chalan	3 Years
T.S.9	Tax Collectors Remittance Receipt Book	3 Years
T.S.10	Tax Collection Progress Statement	3 Years
T.S.11	Toll Receipt	3 Years
M.W.1	Estimate of Work	3 Years
M.W.1-A	Revised Estimate of work	3 Years
M.W.1-B	Work slip	3 Years
M.W.2	Petty Works Requisition and Account	3 Years
M.W.3	Tender for supply of materials	3 Years
M.W.4	Percentage Rate Tender	3 Years
M.W.5	Work Order	3 Years
M.W.6	Muster Roll	3 Years
M.W.7	Measurement Book	3 Years
M.W.7-A	Stock Register of Measurement Books	3 Years
M.W.8	1st and Final Bill for Works	3 Years
M.W.9	Running Bill for Works	3 Years
M.W.10	Final Bill for Works	3 Years
M.W.11	Work charged Establishment pay bill	3 Years
M.W.12	Completion Certificate	3 Years
M.W.13	Statement of Receipts, Issues and Balance of Road metal	3 Years
M.W.14	Register Municipal Works	To be Retained Permanently
M.W.15	Contract Ledger	3 Years
M.W.16	Register of Aided works	To be Retained Permanently
M.W.17	Workshop work Register	3 Years
P.F.1	Provident Fund Ledger	10 Years or till accounts to which it relates are closed
P.F.3	Provident Fund Bill	3 Years

P.F.4	Provident Fund Account	10 Years
P.F.5	Provident Fund Investment Account	To be Retained Permanently
P.F.6	Provident Fund Investment Interest Account Service Book	10 Years
O.1	Octroi Post Inspection Book	4 Years
O.2	Octroi Transit Pass	4 Years
O.3	Transit Refund Stamp or Slip	4 Years
O.4	Octroi Receipt	4 Years
O.5	Pass to Head Octroi Office	4 Years
O.6	Octroi Head Load Ticket	4 Years
O.7	Railway Receipt and Invoice Register	4 Years
O.8	Octroi Receipts for Rail Borne Imports	4 Years
O.9	Register of Unregistered Rail-borne Imports	4 Years
O.10	Warehouse Ledger	4 Years
O.11	Notice of Seizure of goods	One Year
O.12	List of persons permitted to compound octroi	4 Years
O.13	Composition Import Pass	4 Years
O.14	Composition Export Pass	4 Years
O.15	Barrier Jinswar	4 Years
O.16	Octroi Superintendent cash book	10 Years
O.17	Head Office Jinswar	4 Years
O.18	Refund Application	4 Years
O.19	Refund Ledger	4 Years
O.20	Refund Ledger for Rail Borne Exports	4 Years
O.21	Extraordinary Octroi Pass	1 Year
O.22	Cattle Pass	1 Year
O.23	Register of Missing Transit Pass	10 Years
	Register of proceedings	To be Retained Permanently
	Register of correspondence	To be Retained Permanently
	Register of members	To be Retained Permanently
	Order books	To be Retained Permanently
	Cheque books	10 Years
	Pass books	10 Years
	Lease	10 Years from the date they cease to have effect

*vii) Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.*

- Every Act, & Rules, Bye Laws Constitution of new Rules and regulation, inclusion & exclusion of Municipal Area is done only after inviting suggestions and objections from the public/affected parties.

*viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.*

Sr. No	Name of Branch	Name of Post	Name of Employees Sarvshri/Shrimati	Key Responsibility	Pay Scale & GP
1	--	Executive Officer	Charnjit Singh	Head of Department	10300-34800 & GP 4400
2	--	Superintendent	Gagan Uppal;	All-over-incharge Reg. W/s, Sew Rent,House Tax/Property Tax, Advertisemtn,General etc.	10300-34800 & GP 4800
3	--	Inspector	Mohammad Aslam	To assist the Superintendent/Field inspection	10300-34800 & GP 4400
4	Accounts	Accountant	Satish Kumar	Head of Branch	10300-34800 & GP 4800
	"	Clerk	Azhar Ali Khan	Accounts Work	10300-34800 & GP 3200
	"	Clerk	Jagdev Singh	Accounts Work	10300-34800 & GP 3200
	"	Peon	Mohd. Aslam	To assist the concerned official	4900-10680 & GP 1650
5	Works	Asstt.Municipal Engineer	Surinder Kumar	Branch Head/Supervision	15600-39100 & GP 5400
	"	Urban Planner	Simranpreet Singh	All work of AMRUT Mission	15600-39100 & GP 5400
	"	Jr. Engineer	Gurvinderpal Singh	Monitoring of Civil Work	10300-34800 & GP 4800
	"	Jr. Engineer	Sandeep Singh	Monitoring of Civil Work	10300-34800 & GP 4800



	"	Jr. Engineer(Elec )	Kulwinderjit Singh	Street Light/Tubewells incharge	10300-34800 & GP 4800
	"	Building Inspector	Rosy	Building Incharge	10300-34800 & GP 4400
	"	Jr. Assistant	Mohd. Shafiq	Building Work	10300-34800 & GP 3600
	"	Jr. Assistant	Shehnaz Akhtar	Building Work	10300-34800 & GP 3600
	"	Clerk	Rashid Ahmed	To assist the AME/JE	10300-34800 & GP 3200
	"	Jr. Technician	Mohd. Jamil	Street light work	10300-34800 & GP 3200
	"	Peon	Faisal Sultan	To assist the Building Inspector	4900-10680 & GP 1650
	"	Peon	Balraj	To assist the concerned official	5910-20200 & GP 1900
	"	Peon	Rajan Kumar	To assist the concerned official	5910-20200 & GP 1900
6	Property Tax	Clerk	Abdul Rashid	Tax Collection	10300-34800 & GP 3200
	"	Clerk	Mohammad Suhel	Tax Collection	10300-34800 & GP 3200
	"	Peon	Maghar Singh	Bill/Notice Delivery	5910-20200 & GP 1900
7	Water Supply and Sewerage	Jr. Assistant	Mohammad Iqbal	User charges collection	10300-34800 & GP 3600
	"	Jr. Assistant	Akhtar Ali	"	10300-34800 & GP 3600
	"	Clerk	Jaswinder Kaur	"	10300-34800 & GP 3200
	"	Clerk	Misba Zahir	"	10300-34800 & GP 3200
	"	Jr. Technician	Mohinder Singh	"	10300-34800 & GP 3200
	"	Jr. Technician	Gurcharan Singh	"	10300-34800 & GP

					3200
	"	Key-man	Mohammad Shafiq	"	
	"	APO	Basant Kumar	Supervision of Tubewells, to remove the W/s & Sewerage leakages	
	"	Peon	Surjit Singh	Bill/Notice Delivery	5910-20200 & GP 1900
	"	Peon	Lal Mohammad	"	5910-20200 & GP 1900
	"	Peon	Gurjit Singh	"	5910-20200 & GP 1900
8	Sanitation	Sanitary Inspector	Dinesh Mumar	Supervision of Sanitation	10300- 34800 & GP 4400
	"	Jr. Assistant	Shehzad Ahmed Khan	"	10300- 34800 & GP 3600
	"	Driver	Parmjit Singh	"	5910-20200 & GP 2400
	"	Jr. Assistant	Karam Chand	Cashier/RTI/Salary of Sanitation Branch	10300- 34800 & GP 3600
	"	Driver	Kamaljit Singh	Driving	5910-20200 & GP 2400
9	General	Steno-typist	Bhupinder Kumar	Dictation work	10300- 34800 & GP 3200
	"	Jr. Assistant	Charanjit Rai	Store/Stationery	10300- 34800 & GP 3600
	"	Jr. Assistant	Mohd. Nissar	License & Advertisement	10300- 34800 & GP 3600
	"	Jr. Assistant	Ruldu Ram	Rent & RTS	10300- 34800 & GP 3600
	"	Jr. Assistant	Sarbjit Singh	Election work	10300- 34800 & GP 3600
	"	Clerk	Deepak Joshi	Receipt & Despatch work	10300- 34800 & GP 3200
	"	Clerk	Shilpa Gupta	Computer Work	10300- 34800 & GP 3200
		Clerk	Jagat Singh	Telephone Operator (Blind)	10300- 34800 & GP 3200

	"	Library Attendent	Rakesh Kumar	Library work	4900-10680 & GP 1650
	"	Peon	Deepak Kumar	To assist the library attendant	5910-20200 & GP 1900
	"	Peon	Mohd. Akhtar	Slaughter house	4900-10680 & GP 1650
	"	Peon	Mohd. Sayeed	Adda fees Collection	5910-20200 & GP 1900
	"	Peon	Kulwinderjit Singh	"	5910-20200 & GP 1900
	General	Peon	Rohit Kumar	To assist tne Election clerk	4900-10680 & GP 1650
	"	Peon	Slam Din	Telephone Operator (Blind)	4900-10680 & GP 1650
	"	Beldar	Arun Pandit	Peon work in Office	5910-20200 & GP 1900

*ix) A directory of its officers and employees.*

Sr. No	Name of Branch	Name of Post	Name of Employees Sarvshri/Shrimati	Place of Posting	Mobile No.	E-Mail
1	--	Executive Officer	Charnjit Singh	Municipal Council, Malerkotla	96460-08771	<a href="mailto:eomcmkl@yahoo.in">eomcmkl@yahoo.in</a>
2	--	Superintendent	Gagan Uppal;	"	97800-44502	"
3	--	Inspector	Mohammad Aslam	"	98148-84786	"
4	Accounts	Accountant	Satish Kumar	"	96466-00562	"
	"	Clerk	Azhar Ali Khan	"	96466-74074	"
	"	Clerk	Jagdev Singh	"	74894-38040	"
	"	Peon	Mohd. Aslam	"	98764-38638	"
5	Works	Asstt.Municipal Engineer	Surinder Kumar	"	98141-10169	"
	"	Urban Planner	Simranpreet Singh	"	70877-10098	"
	"	Jr. Engineer	Gurvinderpal Singh	"	98884-60746	"
	"	Jr. Engineer	Sandeep Singh	"	75081-00568	"
	"	Jr. Engineer(Elec)	Kulwinderjit Singh	"	96460-10015	"
	"	Building Inspector	Rosy	"	98778-82210	"
	"	Jr. Assistant	Mohd. Shafiq	"	98553-62772	"
	"	Jr. Assistant	Shehnaz Akhtar	"		"
	"	Clerk	Rashid Ahmed	"	98553-49192	"
	"	Jr. Technician	Mohd. Jamil	"	98149-98470	"

	"	Peon	Faisal Sultan	"	97807-80178	"
	"	Peon	Balraj	"	97797-70266	"
	"	Peon	Rajan Kumar	"	99141-82972	"
6	Property Tax	Clerk	Abdul Rashid	"	98142-26478	"
	"	Clerk	Mohammad Suhel	"	89687-19186	"
	"	Peon	Maghar Singh	"		"
7	Water Supply and Sewerage	Jr. Assistant	Mohammad Iqbal	Municipal Council, Malerkotla		<a href="mailto:eomcmkl@yahoo.in">eomcmkl@yahoo.in</a>
	"	Jr. Assistant	Akhtar Ali	"	96460-01080	"
	"	Clerk	Jaswinder Kaur	"	94636-89790	"
	"	Clerk	Misba Zahir	"	76962-47599	"
	"	Jr. Technician	Mohinder Singh	"		"
	"	Jr. Technician	Gurcharan Singh	"	94171-02820	"
	"	Key-man	Mohammad Shafiq	"	94174-63387	"
	"	APO	Basant Kumar	"	96462-58400	"
	"	Peon	Surjit Singh	"		"
	"	Peon	Lal Mohammad	"		"
	"	Peon	Gurjit Singh	"		"
8	Sanitation	Sanitary Inspector	Dinesh Mumar	"	96469-00801	"
	"	Jr. Assistant	Shehzad Ahmed Khan	"	96463-47860	"
	"	Driver	Parmjit Singh	"	96631-28358	"
	"	Jr. Assistant	Karam Chand	"	98781-36369	"
	"	Driver	Kamaljit Singh	"		"
9	General	Steno-typist	Bhupinder Kumar	"		"
	"	Jr. Assistant	Charanjit Rai	"		"
	"	Jr. Assistant	Mohd. Nissar	"	98142-47520	"
	"	Jr. Assistant	Ruldu Ram	"	98881-76000	"
	"	Jr. Assistant	Sarbjit Singh	"	96463-26400	"
	"	Clerk	Deepak Joshi	"	98550-06172	"
	"	Clerk	Shilpa Gupta	"	90416-08214	"
	"	Clerk	Jagat Singh	"	96254-51000	"
	"	Library Attendent	Rakesh Kumar	"	94630-79979	"
	"	Peon	Deepak Kumar	"	94170-69000	"
	"	Peon	Mohd. Akhtar	"	96460-39700	"
	"	Peon	Mohd. Sayeed	"	98149-54429	"
	"	Peon	Kulwinderjit Singh	"		"

	General	Peon	Rohit Kumar	Municipal Council, Malerkotl a.		eomcmkl@yahoo.in
	"	Peon	Slam Din	"		"
	"	Beldar	Arun Pandit	"		"

x) Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

ਦਫਤਰ ਨਗਰ ਕੌਂਸਲ, ਮਲੇਰਕੋਟਲਾ।

ਵਿੱਤੀ ਸਾਲ 2016-17 ਦੇਰਾਨ ਪ੍ਰਾਪਤ ਹੋਈ ਆਮਦਨ ਦਾ ਵੇਰਵਾ (ਲੱਖਾਂ ਵਿੱਚ)

ਲੜੀ ਨੰ:	ਮੱਦ ਦਾ ਨਾਂ	ਪ੍ਰਵਾਨਤ ਬਜਟ 2016-17	ਅਸਲ ਆਮਦਨ 2016-17	ਅਸਲ ਆਮਦਨ 2015-16	ਵਾਧਾ/ ਘਾਟਾ	ਬਜਟ ਪ੍ਰਤੀਸ਼ਤ 2016-17
1	2	3	4	5	6	7
1	ਹਾਊਸ ਟੈਕਸ/ਪ੍ਰਾਪਰਟੀ ਟੈਕਸ	400.00	103.21	144.12	-40.91	25.80%
2	ਬੱਸ ਅੱਡਾ ਫੀਸ	25.00	21.18	17.51	3.67	84.72%
3	ਵੋਟ	1617.00	1600.62	1477.50	123.12	98.99%
4	ਪੇਟਰੋਲ ਤੋਂ ਚੁੱਗੀ	0.00	0.00	0.00	0.00	
5	ਬਿਜਲੀ ਤੋਂ ਚੁੱਗੀ	240.00	191.02	203.48	-12.46	79.59%
6	ਐਡਵਰਟਾਇਜ਼ਮੈਂਟ ਟੈਕਸ	15.00	9.15	7.20	1.95	61.00%
7	ਐਕਸਾਈਜ਼ ਡਿਊਟੀ	80.00	166.15	75.94	90.21	207.69%
8	ਸੇ ਟੈਕਸ	0.00	0.00	0.06	-0.06	
9	ਐਟਰਨੈਨਮੈਂਟ ਟੈਕਸ	0.00	0.00	0.02	-0.02	
10	ਡੀ.ਓ.ਟੀ ਲਾਇਸੈਂਸ	8.00	4.56	5.74	-1.18	57.00%
11	ਵਹੀਕਲ ਲਾਇਸੈਂਸ ਟੈਕਸ	2.00	0.22	0.43	-0.21	11.00%
12	ਲੇਬਰ ਸੈਸ	0.00	17.21	15.75	1.46	
13	ਸਲਾਟਰ ਹਾਊਸ	1.00	0.45	0.23	0.22	45.00%
14	ਬਿਲਡਿੰਗ ਫੀਸ	50.00	28.61	42.22	-13.61	57.22%
15	ਕੰਪਜ਼ੀਸ਼ਨ ਫੀਸ	0.00	0.00	0.11	-0.11	
16	ਵ/ਸ ਅਤੇ ਸੀਵਰੇਜ ਕੁਨੈਕਸ਼ਨ ਫੀਸ	1.00	0.06	0.12	-0.06	6.00%
17	ਵ/ਸ	100.00	29.08	38.60	-9.52	29.08%
18	ਸੀਵਰੇਜ	25.00	10.21	8.82	1.39	40.84%
19	ਆਈ.ਐਸ.ਐਲ.ਐਸ	1.00	0.16	0.09	0.07	16.00%
20	ਰੋਡ ਕੱਟ	50.00	7.25	56.56	-49.31	14.50%
21	ਮੁਰਦਾ ਜਾਨਵਰ	15.00	3.17	11.02	-7.85	21.13%
22	ਮਿਸਲੇਨੀਅਸ ਅਤੇ ਸੇਲ ਆਫ ਲੈਂਡ	150.00	24.95	19.48	5.47	16.63%
23	ਗੱਦੇ ਪਾਣੀ ਤੋਂ ਵਸੂਲੀ	0.00	0.00	0.00	0.00	#DIV/0!
24	ਰੋਟ	15.00	10.74	10.75	-0.01	71.60%
25	ਤਹਿਬਜਾਰੀ	0.00	0.00	0.00	0.00	#DIV/0!
26	ਫਾਇਰ ਸੈਸ	5.00	2.51	2.39	0.12	50.20%
	ਕੁੱਲ	2800.00	2230.51	2138.14	92.37	79.66%

ਕਾਰਜ ਸਪੱਸ਼ਟ ਅਫਸਰ,

ਦਫਤਰ ਨਗਰ ਕੌਂਸਲ, ਮਲੋਰਕੋਟਲਾ।

ਵਿੱਤੀ ਸਾਲ 2016-17 ਦੌਰਾਨ ਕੀਤੇ ਗਏ ਖਰਚੇ ਦਾ ਵੇਰਵਾ (ਲੱਖਾਂ ਵਿੱਚ)

ਲੜੀ ਨੰ:	ਮੌਦ ਦਾ ਨਾਂ	ਪ੍ਰਵਾਨਤ ਬਜਟ 2016-17	ਅਸਲ ਖਰਚ 2016-17	ਅਸਲ ਖਰਚ 2015-16	ਵਾਧਾ/ ਘਾਟਾ	ਬਜਟ ਪ੍ਰਤੀਸ਼ਤ 2016-17
1	2	3	4	5	6	7
1	ਅਮਲੇ ਤੇ ਖਰਚਾ	1438.55	1377.63	1277.13	100.50	95.77%
2	ਕੰਟਨੈਂਸੀ	90.66	89.26	77.83	11.43	98.46%
3	ਵਿਕਾਸ ਤੇ ਖਰਚਾ :-					
(1)	ਨਵੀਂ ਵਾਟਰ ਸਪਲਾਈ	15.00	1.00	0.00	1.00	6.67%
(2)	ਵਾਟਰ ਸਪਲਾਈ ਮੋਨੀਟਰਿੰਗ	40.00	27.53	21.02	6.51	68.83%
(3)	ਟਿਊਬਵੈਲ ਬਿਜਲੀ ਬਿਲ	210.00	219.90	202.49	17.41	104.71%
(4)	ਨਵੀਂ ਸੀਵਰੇਜ	20.00	9.61	1.27	8.34	48.05%
(5)	ਸੀਵਰੇਜ ਮੋਨੀਟਰਿੰਗ	50.00	47.08	26.52	20.56	94.16%
(6)	ਡਿਸਪੇਂਜ਼ਰ ਬਿਜਲੀ ਬਿਲ	40.00	41.26	37.36	3.90	103.15%
(7)	ਰਿਪੇਅਰ ਆਫ ਰੋਡ	45.00	12.42	0.00	12.42	27.60%
(8)	ਨਵੀਆਂ ਸੜਕਾਂ ਦੀ ਉਸਾਰੀ	80.00	5.26	12.51	-7.25	6.58%
(9)	ਨਵੀਆਂ ਗਲੀਆਂ	120.00	59.06	39.22	19.84	49.22%
(10)	ਪੁਰਾਣੀਆਂ ਗਲੀਆਂ ਦੀ ਰਿਪੇਅਰ	92.00	59.53	12.07	47.46	64.71%
(11)	ਨਾਲੀਆਂ ਦੀ ਉਸਾਰੀ	85.00	6.13	17.90	-11.77	7.21%
(12)	ਨਾਲੀਆਂ ਦੀ ਰਿਪੇਅਰ	65.00	3.99	14.19	-10.20	6.14%
(13)	ਸੀ.ਸੀ.ਫਲੋਰਿੰਗ	120.00	45.18	50.67	-5.49	37.65%
(14)	ਗੰਦੇ ਨਾਲੇ ਦੀ ਸਫਾਈ	3.00	0.00	0.15	-0.15	0.00%
(15)	ਪਾਰਕਾਂ ਦੀ ਮੋਨੀਟਰਿੰਗ	8.00	6.03	5.36	0.67	75.38%
(16)	ਮਿਊਂਸਪਲ ਭਵਨ ਦੀ ਉਸਾਰੀ ਲਈ	10.00	0.00	0.00	0.00	0.00%
(17)	ਸਟੇਡੀਅਮ ਦੀ ਰਿਪੇਅਰ	2.00	0.00	0.73	-0.73	0.00%
(18)	ਬਸ ਸਟੈਂਡ ਦੀ ਰਿਪੇਅਰ	2.00	0.00	0.00	0.00	0.00%
(19)	ਸਟਰੀਟ ਲਾਈਟ ਦੀ ਰਿਪੇਅਰ	40.00	26.33	19.35	6.98	65.83%
(20)	ਸਟਰੀਟ ਲਾਈਟ ਬਿਜਲੀ ਬਿਲ	130.00	143.41	109.97	33.44	110.32%
(21)	ਮਸ਼ੀਨਰੀ ਦੀ ਖਰੀਦ	20.00	7.90	0.00	7.90	39.50%
(22)	ਫੁੱਟਕਲ	90.00	60.97	77.48	-16.51	67.74%
(23)	ਸਲਿਡ ਵੋਸਟ	3.00	1.50	0.64	0.86	50.00%
(24)	ਡਾਇਰੈਕਟਰੇਟ ਚਾਰਜਿਜ਼	4.00	0.00	0.00	0.00	0.00%
(25)	ਆਡਿਟ ਫੀਸ	0.10	0.00	0.00	0.00	0.00%
(26)	ਕਾਨੂੰਨੀ ਖਰਚਾ	5.00	1.20	2.02	-0.82	24.00%
(27)	ਚੋਣ ਖਰਚਾ	1.00	0.00	0.00	0.00	0.00%
(28)	ਗਰੁੱਪਾਂ ਦੀ ਦੇਖਭਾਲ ਲਈ	30.00	6.82	12.16	-5.34	22.73%
	ਕੁੱਲ	2859.31	2259.00	2018.04	240.96	79.01%

ਕਾਰਜ ਸਾਧਕ ਅਫਸਰ,  
ਨਗਰ ਕੌਂਸਲ, ਮਲੋਰਕੋਟਲਾ।

*xi) Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.*

*xii) Particulars of recipients of concessions, permits or authorizations granted by it.*



In pursuance to the decision of the CMM dated 26-06-2006, Punjab Municipal (Amendment) Ordinance, 2006 and Punjab Municipal Fund Ordinance, 2006 has been promulgated, thereby suitably amending these Acts to provide that Octroi on all items/goods {except on Electricity, Petrol and Diesel and Liquor (in shape of additional Excise duty)} stands Abolished w.e.f 1st, September, 2006, in the State of Punjab.

#### **Water Supply and Sewerage**

In exercise of the powers conferred under Section 157 of the Punjab Municipal Council Act, 1911 (Act No. 42 of 1976) read along with Section 19 of the Punjab General Clauses Act, 1898 and all other powers enabling him in his behalf, in the partial modification of Notification No. 2/2/2003-3LGIV/6514, dated 2nd May, 2003, the Governor of Punjab is pleased to exempt with effect from 26-06-2006 all residential units having plot area upto 5 Marla (125 sq. yards), situated within the limits of Municipal Council, in the State of Punjab, from payment of water supply and sewerage charges. Arrears of Water Supply and Sewerage Charges of these units are also waived off.

#### **Recipients of Concession**

There are 6328 residential units which are waived off, from Water Supply and Sewerage charges having plot area upto 5 Marla (125 sq. yards).

#### ***xiii) Details in respect of the information, available to or held by it, reduced in an electronic form.***

The Municipal Council, Malerkotla has its website <http://mcmalerkotla.org/Index.aspx> .in containing information regarding this Municipality , it formation, Organization structure , List of Presidents, List of Elected Body, Citizen Charter ,Employees Directory Etc. The email id is available at the site that i.e. [eomcmkl@yahoo.in](mailto:eomcmkl@yahoo.in) Any Citizen can be mail their suggestion, request & complaint.

#### ***xiv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.***

The public can have information from the office from 9:00AM to 5:00PM on 5 days a week except holidays. The public can access to the information regarding this Municipality and its various information through its website.

*xv) The names, designations and other particulars of the Public Information Officers and Assistant public information officer (APIO)*

Sr.No.	PIO/APIO/ Appellant Authority	Name and Address of the Authority	Mobile/Telephone Nos. & Email id
1	<b>Public Information Officer</b>	<b>Sh. Charanjit Singh</b> Executive Officer Municipal Council Malerkotla	96460-08771 01675-253043 eomcmkl@yahoo.in
2	<b>Assistant Public Information Officer</b>		
	General Branch	<b>Sh. Gagan Uppal</b> Superintendent Municipal Council Malerkotla	97800-44502 01675-253043 eomcmkl@yahoo.in
	Works Branch	<b>Sh. Surinder Kumar</b> Asstt.Municipal Engineer Municipal Council Malerkotla	98141-10169 01675-253043 eomcmkl@yahoo.in
	Account Branch	<b>Sh. Satish Kumar</b> <b>Accountant</b> Municipal Council Malerkotla	96466-00562 01675-253043 eomcmkl@yahoo.in
	Sanitation Branch	<b>Sh. Dinesh Kumar</b> <b>Sanitary Inspector</b> Municipal Council Malerkotla	96469-00801 01675-253043 eomcmkl@yahoo.in
	Fire Services Branch	<b>Sh. Karan Singh</b> <b>FO</b> Municipal Council Malerkotla	94177-73459 01675-253043 eomcmkl@yahoo.in
3	<b>Appellant Authority</b>	Regional Deputy Director, Patiala	ddlg_114sanaur@yahoo.com

*xvi) such other information as may be prescribed.*