

# **MUNICIPAL CORPORATION**



**CHANDIGARH**

---

## **CITIZEN'S CHARTER**

---

**MUNICIPAL CORPORATION, CHANDIGARH  
NEW DELUXE BUILDING, SECTOR-17,  
CHANDIGARH**

Complaint Centre No. 5009333, 5009444 & 5009555.  
e-mail: [osd\\_mcc@chd.nic.in](mailto:osd_mcc@chd.nic.in)

## **WATER SUPPLY COMPLAINT CENTERS**

Overhead Tank, Sector 4, Water Works, Sector 12	Sector 1 to 11, 12 & 17.	2740886 2744063
Complaint Booth Sector 15	Sector 14,15,16,18,21 (A), 22 (A &B) & 23 (A &B)	2781156
Complaint Booth Sector 26	Sector 19,20 (A&B), 20 East of 26,27,28,21-B, Manimajra & Industrial Area-I.	2781161
Complaint Booth Sector 32	Sector 20 (C & D), 21 (C & D), 29 to 34, 44 to 47, Industrial Area, Phase-II, Karsan Colony and Burail.	2603205
Complaint Booth Sector 37	Sector 22 (C & D), 23 (C & D), 24,25,35 to 43, Badheri, Butela, Palsora and Dadu Majra Colony.	2691882 2691280
Water Works, Sector 39	Aug. of W/S from Kajauli.	2690403

Note : All type of complaints for whole of the area under jurisdiction of M.C. can be lodged at [osd\\_mcc@chd.nic.in](mailto:osd_mcc@chd.nic.in).

---

# **B & R SECTION**

---

# MAINTENANCE OF ROAD/ PARKING PLACES

## COMPLAINT REGARDING ROADS:

Residents can register their complaints in the complaint centre as well as with the concerned Executive Engineer.

	Officer dealing with roads	Area
(1)	<b>E.E Roads-1,</b> Municipal Corporation, New Deluxe Building Sector 17, Chandigarh Telephone no. 5061309	Sector 1 to 12, 14 to 25, 33 to 44, Reh. Colonies of Dadu Majra, Dhanas Maloya, Palsora, Khuda Lahora, Village Badheri, Buterla, Attawa, Kajheri,
(a)	<b>S.D.E.R-1,</b> Municipal Corporation, Chandigarh. 9872511120	16,17,18,19,20,21,22,23,33,34,35
(b)	<b>S.D.E.R-2,</b> Municipal Corporation, Chandigarh. 9872511307	23,24,36,37,38 West 39, 40
(c)	<b>S.D.E.R-3,</b> Municipal Corporation, Chandigarh. 9872511145	1 to 12, 14,15,25 J&K colony, Khuda Lahora.
(d)	<b>S.D.E.R-8</b> Municipal Corporation, Chandigarh. 9872511230	Dadumajra village & colony, Shahpur colony, Maloya village & colony, west of sector 39, grain market, West of sector 25 and various colonies of Dhanas.
(e)	<b>S.D.E.R-9,</b> Municipal Corporation, Chandigarh. 9872511306.	41 to 44, 52 to 56,61, village Buterla, Bhadheri, Attawa, Reh. Colony and village Palsora, village Kajheri.
(ii)	<b>E.E. Roads-II,</b> Municipal Corporation, New Deluxe Building Sector 17, Chandigarh Ph. 5039525.	Sector- 26 to 32, 45 to 50,63, Bapu Dham Colony Transport Area, Madrasi Colony, Mechanical Workshop, Tile Factory, Manimajra, Mauli jagran colony, P.W.D store, village Burail colony No-5, Indl Area Phase-1 & 2 Ramdarbar, Colony no-4, Karsan Colony Indira Awas Colony and Hallomajra.
(a)	<b>S.D.E.R-4</b> Municipal Corporation, Chandigarh.	Sector 26 to 28, 30, Bapu Dham Colony Transport Area, Madrasi Colony, Mechanical Workshop, Tile Factory
(b)	<b>S.D.E.R-5</b> Municipal Corporation, Chandigarh.	Manimajra, Mauli jagran colony, P.W.D store
(c)	<b>S.D.E.R-6</b> Municipal Corporation, Chandigarh.	Sector-32,45,46,49,50,63, village Burail colony No-5 and sector 51.
(d)	<b>S.D.E.R-7</b> Municipal Corporation, Chandigarh	Sector-29,31,47,48, Indl Area Phase-1 & 2 Ramdarbar, Colony no-4, Karsan Colony Indira Awas Colony and Hallomajra

---

# **PUBLIC HEALTH**

---

# WATER SUPPLY

As per the water supply Bye-Laws unauthorized drilling/ installation of tubewell/ hand pump is not permitted. Any person making unauthorized connections is liable for Penal/ Criminal action. Water Supply Bye Laws do not permit supply of water by Private tanker. Residents are requested to refrain from using water from Private tankers for use of drinking/ domestic purpose.

## OFFICERS DEALING WITH METER CONNECTIONS

Office	Area
EE, MCPH-2, Sector-11/B, Near Karuna Sadan, Chandigarh. Tel. 2740664 Mobile 9872511227.	All Municipal Areas of Chandigarh including Manimajra.
SDE, M.C.P.H. Sub Division No. 4, Sector-18/C, Near Lions Club, Chandigarh. Tel. 5046075, Mobile 9872511258	Sector 17 to 22, 26 to 30, Ind. Area Phase-I, Mauli Jagran Colony & Babu Dham Colony, Transport Area, Grain Market, Timber Market, Police Lines, Sector-26.
SDE, M.C.P.H. Sub Division No. 5, Sector-32, Water Works, Chandigarh. Tel. 5082778 Mobile 9872511244	Sector 31 to 34, 44 to 51, Ind. Area Phase-II, Ram Darbar Phase-I & II, Village Burail, Hallo Majra.
SDE, M.C.P.H. Sub Division No. 6, Sector-37, Water Works, Chandigarh. Tel. 5046073 Mobile 9872511232	Sector 35 to 43, 52 to 56, 61 & Maloya Village & Colony, Dadu Majra Village & Colony, Palsora Village & Colony, Kajheri Village & Colony & Villages Attawa, Badehri, Butrela,
SDE, M.C.P.H. Sub Division No. 8, O/O Assistant Commissioner-II, Manimajra. Tel. 2736631 Mobile 9872511228	Manimajra, Indira Colony, Modern Housing Complex Manimajra, Shivalik Enclave.
SDE, M.C.P.H. Sub Division No. 17, Sector-9, New Deluxe Building, Chandigarh. Mobile: 9872511334.	Sector 1 to 16, 23 to 25, Dhanas Colony, Khuda Lahora Colony.

*Note: - Consumers can lodge their complaints about defective water meters with concerned SDE.*

# INFORMATION REGARDING WATER BILLING & COMPLAINT RELATED TO WATER METER.

## PROCEDURE OF WATER BILLING:

Meter reading of water Bi-Monthly on scheduled dates.

Water bills are issued Bi-monthly (Computerized Billing only)

Issue of duplicate bills (free of cost) on request to the concerned SDE on the same day.

Complaints regarding billing etc will be attended by EE, MCPH-2, Sector-11, MCPH-3, Sector-37 between 12.00 to 1.00 P.M.

## WATER CONNECTION:

1.	<b>Acceptance of application:</b>	Same day at Sub Divisional office.
2	<b>Acknowledgement of application at respective Sub Divisional Office.</b>	On the spot.
3	<b>Intimation to applicant in case of deficiency in application form (for connection)</b>	Within one week.
4	<b>Intimation for depositing connection fee:</b>	Within 2 days of receipt of application complete in all respect.
5	<b>Issue of sanction letter</b>	Within 2 days of depositing fees.
6	<b>Road cut permission</b>	Within 2 weeks.

## DEFECTIVE WATER METERS

1.	<b>Testing of meter (fast or slow) &amp; conveying the test results to the compliant</b>	Within 15 days after the receipt of complaint.
2	<b>Replacement of defective water meters</b>	Meters will be replaced within 15 days after receipt of complaint if available in stock
3	<b>Checking of blocked/ leaking meters</b>	Within 7 days after the receipt of complaint.

*Note:*

*Consumers can lodge their complaints about defective water meter with concerned S.D.E. Consumers are advised to deposit testing fee alongwith their complaints if the meter is to be tested for Fast/ Low reading.*

<b>Disconnection/ Reconnection in case of Non Payment/ Misuse etc.</b>	The water supply shall be disconnected in case of non payment of water bill in due time or misuse of water in contravention of Bye Laws.
<b>In case of disconnection due to non payment of water bill</b>	Arrears alongwith disconnection/ reconnection charges are to be deposited in the concerned cash collection centers/ S.D.E. office respectively.
<b>In case the water supply has been disconnected on account of misuse of water such as: Irrigation of lawns in the morning hours Washing of cars/ scooters in the morning hours Leakage of overhead tanks beyond 5 days Installation of motors directly on water lines</b>	The consumer will have to furnish proof & submit an affidavit that the misuse has been stopped. Thereafter, the water supply will be restored within 2 days of deposit of necessary fine, disconnection & reconnection charges.

### **COMMERCIAL RATES TO NORMAL RATES**

In case of construction/ addition/ alteration of any commercial use of residential buildings, the commercial tariff shall be applicable. However, on proof of completion of construction activity and removal of misuse, the tariff can be got restored to domestic tariff on request.

### **CONSUMER WILL HAVE TO SUPPLY THE FOLLOWING DOCUMENTS FOR THIS CHANGE**

Affidavit duly attested by Oath Commissioner to that effect.

Photo copy of the last paid bill.

### **MISCELLANEOUS**

Disconnection of water meter on the request of consumer after the receipt of application with fee of Rs. 30/-.

Reconnection of water meter after the receipt of application with fee of Rs. 30/-.

<b>Issue of final bill :</b>	Within 24 hours of making the request.
<b>Issue of No Due Certificate:</b>	Within 24 hours of making the request.
<b>Refund of security after surrender of original G.R.</b>	Within 30 days of making the request
<b>Restoration of water connection to the new occupant in Govt buildings.</b>	Water connection shall be restored within 7 days of deposit of application for new connection to be made by the new allottee along with the copies of allotment & possession letter & deposit of security to the concerned SDE.

**Note:**

*Spillage of water on roads due to leaking overhead tanks, washing of vehicles etc is strictly prohibited. Defaulters will be challaned and in case the spillage is not checked the water supply will be disconnected.*

# COMPLAINTS REGARDING LOW PRESSURE/ QUALITY & LEAKAGE OF WATER

1	<b>Problem of blockage of ferrule</b>	Within 2 days after the receipt of complaints.
2	<b>Complaints about muddy water etc in water supply lines.</b>	Within 2 days after the receipt of complaint.
3	<b>Leakage in the distribution system</b>	Within 2 days after the receipt of complaint.
4	<b>Complaint of contaminated water/ quality of water.</b>	Shall be attended within one hour.
5	<b>Supply of water through water tanker</b>	Within three hours of complaints, if there is failure of water supply.
6	<b>Water trolley booking for marriages/ other functions.</b>	2 to 15 days before date of function.

# OFFICERS DEALING WITH THE SUPPLY OF WATER

Officers	Area
EE, MCPH-2, Sector-11/B, Near Karuna Sadan, Chandigarh. Tel. 2740664 Mobile 9872511227	From Sector 26 to Manimajra, Modern Housing Complex Manimajra, Mauli Jagran, Shivalik Enclave.
SDE, M.C.P.H. Sub Division No. 4, Sector-18/C, Near Lions Club, Chandigarh. Tel. 5046075, Mobile 9872511258.	Mauli Jagran, Shivalik Enclave.
SDE, M.C.P.H. Sub Division No. 8, O/O Assistant Commissioner-II, Manimajra. Tel. 2736631 Mobile 9872511228.	Manimajra, Modern Housing Complex Manimajra.
EE, MCPH-3, Water Works, Sector-37, Chandigarh. Tel. 5034180 Mobile 9872511246	All Municipal Area of City Chandigarh.
SDE, M.C.P.H. Sub Division No. 9, Sector-37, Chandigarh. Mobile 9872511356	Sector 44, Village Burail, Maloya Colony, Buterla, Badehri.
SDE, M.C.P.H. Sub Division No. 11, Near Overhead Tank, Sector-4, Chandigarh. Tel: 5034180, Mobile 9872511246	Sector 1 to 12, 19, 20, 21-B, C & D, 26 to 34, 45 to 47, Ind. Area Phase-I & II, Bapu Dham Colony, Colony No. 4, Tertiary treated water network.
SDE, M.C.P.H. Sub Division No. 12, Mtc Booth, Sector-15/D, Chandigarh. Tel: 5034179, Mobile 9872511236	Sector 14 to 18, 21 A, 22 to 25, 35 to 43, Kumhar Colony, Janta Colony, Dadumajra Colony, Village Attawa, Dhanas Colony, Khuda Lahora Colony, Water Supply through Tankers.

*Note: The Complaints relating to low water pressure, dirty, muddy & leakages of water supply shall be made to the concerned officers mentioned above.*

## OFFICERS DEALING WITH THE SEWERAGE & DRAINAGE

Officers	Area
EE, M.C.P.H.-4, Deluxe Building, Sector-9, Chandigarh Tel: 5046071, Mobile: 9872511256	All Municipal Areas in City Chandigarh.
SDE, M.C.P.H. Sub Division No. 13, Public Health Complex, Sector-11, Chandigarh	Sector 1,2,3,4,9,10,11,12,14,15,16,17,22, 23, 24, 25, 35, 36, 37, 38, 39, 40, 41, 42, 43, 52 to 56 Palsora Colony, Maloya Colony, Dhanas Colony, Kajehri Colony, Khuda Lahora Colony, Kumhar Colony, Janta Colony, Dadu Majra Colony, Power House Colony in sector-52, Kajehri Colony, Village Buterla, Badehri, Attawa.
SDE, M.C.P.H. Sub Division No. 14, Public Health Complex, Sector-11, Chandigarh. Tel: 9872511257	Public Health maintenance of all toilet block, Community Centers, Janj Ghar in Chandigarh.
SDE, M.C.P.H. Sub Division No. 15, Chandigarh (Mtc Booth Sector-27-C, Chandigarh. Phone: 5046076.	Sector 5,6,7,8,18,19,20,21,26,27,28,29,30,31, 32,33,34,44,45,46,47,48 A&B, 49 A&B, Ram Darbar, Bapu Dham Colony, Colony No. 4 & 5, Indl Area, Phase-I & II, Hallomajra, Burail.
EE, MCPH-2, Sector-11/B, Near Karuna Sadan, Chandigarh. Tel. 2740664 Mobile 9872511227.	Mauli Jagran, Shivalik Enclave, Manimajra, Modern Housing Complex Manimajra.
SDE, M.C.P.H. Sub Division No. 4, Sector-18/C, Near Lions Club, Chandigarh. Tel. 5046075, Mobile 9872511258.	Mauli Jagran, Shivalik Enclave.
SDE, M.C.P.H. Sub Division No. 8, O/O Assistant Commissioner-II, Manimajra. Tel. 2736631 Mobile 9872511228.	Manimajra, Modern Housing Complex Manimajra.

*Note: Complaints relating to sewage blockage and blockage of Storm water Drainage shall be made to the concerned officers mentioned above.*



# **INFORMATION REGARDING SEWERAGE CONNECTION**

Sewerage of any premises can be connected to the Estate sewer only with the approval of the Estate Office/ Municipal Corporation. Any person making unauthorized connection to the Estate sewer is liable for prosecution.

## **SUBMISSION OF APPLICATION FORM FOR SEWER CONNECTION**

On the completion of the building an application is to be made to the SDO (Buildings)/ Estate Office, Sector-17, Chandigarh. The Estate Office thereafter will issue sanction for release of sewerage connection. Consumer is required to approach the SDE PH concerned, alongwith attested copy of sanctioned letter.

1.	<b>Acceptance of application:</b>	Same day at Sub Divisional office.
2	<b>Acknowledgement of application at respective Sub Divisional Office.</b>	On the spot.
3	<b>Intimation to applicant in case of deficiency in application form (for connection)</b>	Within one week.
4	<b>Intimation for depositing connection fee:</b>	Within 2 days of receipt of application complete in all respect.
5	<b>Issue of sanction letter</b>	Within 2 days of depositing fees.
6	<b>Road cut permission</b>	Within 2 weeks.

## **COMPLAINTS (WILL BE ATTENDED)**

1.	<b>Blockage of sewer line</b>	Within 1 day
2	<b>Overflowing of sewer line</b>	Within 1 day
3	<b>Repair of damaged sewer line.</b>	Within 2 days

## **DRAINAGE**

1.	<b>De-silting</b>	April to June
2.	<b>Removal of blockage</b>	Will be attended same day.
3.	<b>Repair of drains</b>	Minor repairs- Same day Major repairs- according to as time bound programme.
4.	<b>Storm Water Drainage</b>	Replacement of broken road gullies Man Hole Covers within 2 days after the receipt of complaint.

# COMPLAINT REGARDING SEWERAGE

## BLOCKAGE OF SEWER LINE

*The consumer is responsible for the maintenance of sewer line from his premises to Estate Sewer. Municipal Corporation is responsible for the maintenance of the Estate Sewer.*

## CHARGES OF SEWERAGE CONNECTION

One time sewerage connection charges shall be levied for the release of sewerage connection for the newly constructed/ to be constructed building within the Municipal Corporation at the following rates: -

### FOR FLAT CONSTRUCTION BY CHANDIGARH HOUSING BOARD

Flats having covered area upto 500 sqft	Rs. 500/-
Flats having covered area from 500 sft to 1000 sft	Rs. 1000/-
Flats having covered area above 1000 sqft	Rs. 2000/-

There will be no sewerage connection charges for the Dwelling units being allotted under rehabilitation scheme of slum Dwellers

Upto 10 marla House (250 sq. yds)	Rs. 1000/-
Above 10 marla House and upto 1 Kanal House (251 to 500 sq. yds)	Rs. 2000/-
Above 1 Kanal (above 500 sq. yds)	Rs. 3000/-
Industrial Connection Upto 1 Kanal Above 1 Kanal Hotels Institutions	Rs. 5000/- Rs. 10,000/- Rs. 10,000/- Rs. 10,000/-

Actual Sewer Connection at site after getting the permission of road cut, if required, from the Executive Engineer, Road Division, Municipal Corporation, Chandigarh.

**Note:** *Permission for road cut will be obtained by the applicant from the Central Complaint Office.*

---

# **HORTICULTURE**

---

# MAINTENANCE OF GARDENS, PARKS, OPEN SLPACE, GREEN BELTS AND ROAD BERMS

**Parks Gardens shall be open to public as per time specified therein.**

**Officer dealing with Horticulture.**

**Areas**

(I)	<p><b>Executive Engineer</b>  <b>Hort.</b> M.C. New  Deluxe Building,  Sector 17, Chandigarh.  Tel. 5021628</p>	<p>Sector 1 to 12, 14 to 19 to 56, 61, 62, 63, Khuda Lahora Colony, Shanti Kunj-16, Brick-kiln, Nizampur Kumbra, Sub Jail, Nimpur Kumabra, EWS LIG Colony, (Nehru Colony), (Housing Board), Kajehri, Indira Kamal &amp; Adarsh Colony, Furniture Shops, Reh. Colony &amp; Village Palsora, Attawa, Buterla, Kumhar Colony, Janta Colony, LIG Colony Dhanas, Milkman Colony &amp; Housing EWS Colony, Dhanas, Site &amp; Service Danas, (Aman, Chaman &amp; Ambedkar Colony), Dadumajra Colony, Shahpur, Maloya, EWS Colony, Maloya, West of 39, Grain Market, Leisure Valley, Hibiscus Garden, Fragrance Garden Sector-36, Ind. Area &amp; Phase-II- Entire, Ind Area Phase-I, Sanjay Colony (Slum), Ind Area Phase-I &amp; II, Colony No. 4 Phase-I, Burail, Bapu Dham Colony, Transit Camp-II, Phase-II, Transport Area, EWS Housing Board Bapudham Transit Camp-III, Phase-III, Madrasi Colony (Huts), Karsan Colony Phase-II, Ram Darbar, Indira Awas Colony, Hallomajra, Bairmajra, Faidan-Burail, Char-taraf Burail, Mauli Complex (Railway Colony), Amedkar Awsa Yojna, Charan Singh Colony, Bhagat Singh Colony, Vikas Nagar, Shivalik Enclave &amp; Mauli Complex (Housing Board), Old Manimajra (NAC), Shanti Nagar, Mariwala Town, Thakur Dwara, Chandigarh Housing Board 1 &amp; 2 (MHC) &amp; Mohall Gobindpura, Dhillon Complex, Motor Market, Pocket No. 8, Darshani Bagh, Subhash Nagar, Adarsh nagar, Pipliwala town, Gwala Colony, Indira Colony (Reh), Old Indira Colony, Race Course, I.T. Park &amp; Terrace Garden-33, Khuda Lahora Colony, Shanti Kunj-16.</p>
(a)	<p><b>S.D.E. (Hort.)-1</b>, Near  Govt. Nursery, Sec. 23-  C, Chd.</p>	<p>Sector- 23 to 25, 36, 25 (West), 34, 35, 37, 38, 38 (West), 39, 40, 41, 42, 43, 44, 49, 50, 51, (Nizampur Burail), Colony No. 5, 51, Brick-kiln, Nizampur Kumbra, 51, Sub Jail, Nimpur Kumabra, 52, EWS LIG Colony, 53 (Nehru Colony), 54, 55 (Housing Board), 55, 61, 63, Kajehri, Indira Kamal &amp; Adarsh Colony, Furniture Shops Sector-56, Reh. Colony &amp; Village Palsora, Attawa, Buterla, Kumhar Colony, Janta Colony, LIG Colony Dhanas, Milkman Colony &amp; Housing EWS Colony, Dhanas, Site &amp; Service Danas, (Aman, Chaman &amp; Ambedkar Colony), Dadumajra Colony, Shahpur, Maloya, EWS Colony, Maloya, West of 39, Grain Market, Leisure Valley, Hibiscus Garden, Fragrance Garden Sector-36.</p>

(b)	<b>S.D.E. (Hort.)-Ii,</b> Water Works, Sec. 32, Chandigarh.	Sector- 20, 26, 26 (East), 27, 28, 29, 30, 31, 32, 33, 45, 46, 47, 48, Ind. Area & Phase-II- Entire, Ind Area Phase-I, Sanjay Colony (Slum), Ind Area Phase-I & II, Colony No. 4 Phase-I, Burail, Babu Dham Colony, Transit Camp-II, Phase-II, Transport Area, EWS Housing Board Bapudham Transit Camp-III, Phase-III, Madrasi Colony (Huts), Karsan Colony Phase-II, Ram Darbar, Indira Awas Colony, Hallomajra, Bairmajra, Faidan-Burail, Char-taraf Burail, Mauli Complex (Railway Colony), Amedkar Awsa Yojna, Charan Singh Colony, Bhagat Singh Colony, Vikas Nagar, Shivalik Enclave & Mauli Complex (Housing Board), Old Manimajra (NAC), Shanti Nagar, Mariwala Town, Thakur Dwara, Chandigarh Housing Board 1 & 2 (MHC) & Mohall Gobindpura, Dhillon Complex, Motor Market, Pocket No. 8, Darshani Bagh, Subhash Nagar, Adarsh nagar, Pipliwala town, Gwala Colony, Indira Colony (Reh), Old Indira Colony, Race Course, I.T. Park & Terrace Garden-33.
©	<b>S.D.E. (Hort.)-III:-</b> Mtc. Booth, Sec. 38- Chandigarh, Chd.	Sector 1 to 12, 14 to 19, 21, 22, Khuda Lahora Colony, Shanti Kunj-16.

---

# **ELECTRICAL**

---

# MAINTANCE OF STREET LIGHT ON VARIOUS ROADS BASED ON UNGERGROUNDE CABLE SYSTEM

## COMPLAINT REGARDING STREET LIGHT, GARDEN LIGHT AND COMMUNITY CENTRES.

Resident can register their complaints in the complaint center as well as to the concerned Junior Engineer, Sub Divisional Engineer and Executive Engineer.

### OFFICER DEALING WITH STREET LIGHT MAINTENANCE

S.No.	Name Of Officer/ Official And Designation	Area
1.	<b>Executive Engineer (Electrical)</b> Municipal Corporation, New Deluxe Building, Sector 17, Chandigarh  (Tel.No. 5021605) M.No 9872511147	Street Light based on underground cable system on various roads/ parking, garden light in Green Belt, Shanti Kunj, Fragrance Garden & Terrace Garden in Chandigarh under the jurisdiction of Municipal Corporation Chandigarh.
(A)	<b>Sub Divisional Engineer (Electrical)</b> Municipal Corporation, New Deluxe Building Chandigarh.  (Tel.No. 9872511306)	Street Light based on underground cable system on various roads/ parking, garden light in Green Belt, Shanti Kunj, Fragrance Garden & Terrace Garden in Chandigarh under the jurisdiction of Municipal Corporation Chandigarh
(B)	<b>Junior Engineer ( Electrical)</b> Sub Station, Industrial Area, Phase-1, Chandigarh.  (Tel. No. 9872511150) 9872511151	Maintenance of street light/ garden light in green belt & community centre in northern sectors i.e. from Sector 1 to 30, Indl. Area, Phase -1 upto U.T. boundary with Manimajra.
©	<b>Junior Engineer (Electrical)</b> Community Centre, Sector 42, Chandigarh.  (Tel. No. 9872511153)	Maintenance of street light/ garden light in green belt and Community Centre in southern Sector i.e. from Sector 31 to 47, Ram Darbar, Indl. Area, Phase-II, Chandigarh.
(D)	<b>Junior Engineer ( Electrical)</b> Municipal Corporation, New Deluxe Building, Sector 17, Chandigarh. (Tel. No. 9872511144)	Floral Garden, green belt in Sector 15-C.& D, Rose Club in Sector 16, Plaza area in Sector 17, Janj Ghar in Sector 23 & Electric Crematorium.
(E)	<b>Junior Engineer ( Electrical)</b> Municipal Corporation, New Deluxe Building, Sector 17, Chandigarh. (Tel. No. 9872511340)	Maintenance of M.C. Building.

---

# **BOOKING OF OPEN SPACES**

---

# COMMUNITY CENTRES / JANG GHAR / OPEN SPACES

1. The community Centre, Jang Ghar shall be booked in the name of the resident of Chandigarh immediately on receipt of request at the booking centre in the office of Municipal Corporation Sector 17, Chandigarh on all – working days.

**The booking window shall remain open from 9.30 A.M. to 1.00 P.M**

2. For booking of Community Centre / Open space/ Jang Ghar application shall furnish proof of being resident of Chandigarh such as voter card, ration card etc., and will attach photo copy of the same with the application form.

1.	Application form for booking of Community Centers / Jang Ghar attached at Annexure 'C'.	Available between 10.00 A.M at the booking centre.
2.	Information regarding available of Community Hall / Auditorium	Response in 10 minute if enquiry is made personally.
3.	Deposit of booking fees.	Between 9.30 A.M to 1.00 P.M at Booking Office, ground floor, New Deluxe building. Sector 17, Chandigarh.
5.	<b><i>Permission for use of open space for commercial use can be obtained from office of OSD-II, c/o Joint Commissioner-I, Municipal Corporation Chandigarh.</i></b>	

## **PERMISSION FOR ADVERTISEMENTS**

The Municipal Corporation accords permission for display of advertisement for the areas falling within the Municipal limits of Chandigarh. The permission to put up banners, Boards, hoarding, sky sign, balloons on various roads, Buildings etc can be sought from OSD-II in the office of chief Engineer, Municipal Corporation, Sector 17, Chandigarh. The permission area accorded as per the Chandigarh Advertisement Control Order 1954 ( amended from time to time).

The schedule of Advertisement fee for various categories of Advertisement can be obtain from the booking office.

---

# **TAX & FEE SECTION**

---

# TAX & FEE BRANCH

The Municipal Corporation has imposed Property Tax on commercial, industrial and institutional lands and Buildings w.e.f. 22.11.04 as detailed below:

Property Tax on Commercial,  
Industrial & Institutional lands and  
Buildings

**For Private Land and Buildings**  
@ 3% of the annual rateable value of  
such land and building.

## **For Govt. Buildings**

Service charge @ 75% of the tax calculate  
on land and buildings of union govt.,  
chandigarh administration and state govts.  
which are not being used for commercial  
purposes.

## **Our Clients:**

Owner of commercial, industrial  
And industrial Lands and  
buildings.

## **Officer dealing with Property Tax**

Chief Account Officer , Municipal  
Corporation, Sector 17, Chandigarh  
Phone No. 0172-2710673  
Asstt. Collector Tax  
Municipal Corporation  
Sector 17, Chandigarh  
Phone No. 0172-2784357

## **Area**

Whole Chandigarh

# **SUB OFFICE, MANIMAJRA**

The fixed time schedule to finalize the cases involving various matters for giving clearance is as

Under:

## **Transfer of residential / commercial unit:**

- |                           |   |
|---------------------------|---|
| i) Receipt of Application | On the Spot within 21 days after completion of all formalities. |
| ii) Transfer Letter       |   |

## **Permission to mortgage.**

- |  |  |
|--|--|
| i) Receipt of Application              | On the Spot within 15 days after completion of all formalities |
| ii) Letter regarding mortgage of site. | .  |

## **Permission to sell**

- |   |   |
|---|---|
| i) Receipt of Application               | On the Spot within 15 days after completion of all formalities. |
| ii) Letter regarding permission to sell |   |

**NOTE: - It is further added that cases in which property is to be transferred on the basis of intestate death/ Unread. 'WILL' an extra time of one month is given to the applicant for the publication of public notice in two leading newspapers at their own cost and after that their case is reviewed for change of ownership in their names(s) on the basic of documents submitted by them.**

### **FOR FURTHER INFORMATION CONTACT:-**

**Section Officer,  
Sub Office Manimajra,  
Municipal Corporation,  
Chandigarh.  
Phone No :- 2734293**

---

# **FIRE SECTION**

---

# FIRE WING

The Fire Wing of Municipal Corporation, Chandigarh is a well equipped Wing for fire fighting operation in the city. It is the endeavor of this wing to take preventive and corrective measures to reduce the incidents of fire in the city. Five week is celebrated in every year in the month of April, during which public is made aware of five Safety and Prevention measure by way of demonstration, Cinema slides, distribution of pamphlets, leaflets etc.

Any individual can inform about the fire incident and seek Fire Fighting Engines by dialing 101

## **Officer dealing with Fire Fighting** **Area**

**Chief Fire Officer officiating charges** Whole Chandigarh

Joint Commissioner, Municipal Corporation, Chandigarh  
Phone No. 2711421, 2703236  
Mob. No. 9872511106

**1. Station Fire Officer** Whole Chandigarh

Fire Station, Sector -32, Ram Darbar, Phase-Ii, Indl, Area, Phase -I & Manimajra, Chandigarh.  
Phone No. 2648610  
Mob. No. 9872511175

**2. Station Fire Officer** Whole Chandigarh

Fire Station, Sector-38, Sec. 11, 17, Chandigarh.  
Phone No. 2690523  
Mob No. 9872511100

---

# **MEDICAL OFFICER HEALTH**

---

# SANITATION

<b>A</b>	<p><b>1. Cleaning of Road and streets.</b></p> <p><b>2. Action under Epidemic Disease Act ( to control the sale of cut fruits / vegetables and eatable kept under unhygienic conditions).</b></p> <p><b>3. Action under various Sanitation Bye-Laws.</b></p> <p><b>4. Removal of dead animals.</b></p>	<p><b>Monday to Saturday (Except 2<sup>nd</sup> Saturday and 2<sup>nd</sup> half of last Saturday :</b></p> <p><b>Summer :</b> 6.00 A.M to 11.00 A.M. and 3.00 A.M. to 6.00 P.M</p> <p><b>Winter :</b> 7.00 A.M to 12.00 Noon and 2.00 P.M. to 5.00 P.M</p>
----------	--	---

**IN THE CAUSE OF ANY QUERY/ GRIEVANCE CONTACT THE FOLLOWING OFFICIALS.**

## ZONE NO.I

Sr. No	Name and designation ( S/Sh.)	Area
1	R.R. Yadav, Health Supervisor 9872511272	Sector 1,2,3,4,9,10 and 17 Sector 16,15,11,12, Khuda Jassu Colony, Dhanas Colony, 5,6,7,8,18,19,26,27,28 Indl. Area Phase I, Colony No.4 Bapu Dham Colony Dham Colony, Transport Area, Timber Market, Police Colony
2	R.S Hooda, Chief Sanitary Inspector 9872511290	Sector 17,1,2,3,4,9,10,18 & 19
3	Raj Bir Singh, Sanitary Inspector	Sector 17
4	Ghanshan, Sanitary Inspector 9872511296	Sector 1,2,3,4
5	Kashmira Singh, Sanitary Inspector 9872511368	Sector 9 & 10
6	Sandeep Kumar, Sanitary Inspector 9915711412	Sector 18& 19
7	Parveen, M.P.W.	Sector 18
8	Ram Tirath, Chief Sanitary Inspector 987251178	Sector 16,15,11,12, Khuda Jassu Colony, Dhanas Colony

9	Chander Mohan, Sanitary Inspector	Sector 16
10	Ram Phal Singh II, Sanitary Inspector	Sector 11,12, Khuda Jassu Colony, Dhanas Colony
11	Vijay Pal, Sanitary Inspector	Sector 15
12	Baljit Singh, Chief Sanitary Inspector 9872511280	Sector 8,5,6,7,26,27,28 Indl. Area Phase I, Colony No.4, Bapu Dham Colony Dham Colony, Transport Area, Timber Market, Police Colony
13	Satyavir, Sanitary Inspector 9872511265	Sector 5,6,7,8 and Lake Area
14	Kulbir Singh, MPW	Sector 8
15	Baljit Singh, Sanitary Inspector	Sector 26, Bapu Dham Colony, Transport Area timber market, Police colony
16	Satbir Singh, Sanitary Inspector 9872511283	Sector 27,28 and Labour Colony No.4f
17	Gurinder Singh, M.P.W.	Sector 27
18	Raghbir Singh, Sanitary Inspector 9872511289	Indl. Area Phase-I

### ZONE NO. II

Sr. No.	Name and designation ( S/ Sh.)	Area
19	Sh. P.K Pushkarna, Health Supervisor 9872511274	Sector 22,23,24,25,35,36,37,38 (West) D.M.C and Village Dadu Majra, Sector 21,20,30,29,31,32,33,34, Indl Area Phase II, Ram Darbar, Hallo Majra, Air Port Road Sector 44,45,46,47,48,49,50,51, Labour Colony No.5 Vill Burail
20	Partap Singh, Chief Sanitary Inspector ( Current Duty Charge) 9872511281	Sector 32,33,45,46,49,44,47,48,50,51, Labour Colony No.5 Vill. Burail
21	Mohinder Pathak, Sanitary Inspector 9915711414	Sector 32,22,45,46,49
22	Sunil Kumar, MPW	Sector 33
23	Ranbir Singh, Sanitary Inspector 9872511284	Sector 44,50,51, Labour Colony No.5
24	Vijay Kumar, Sanitary Inspector 9915711413	Sector 47,48, & Faidan

25	Gulzar Singh, Chief Sanitary Inspector 9872511285	Sector 36,37,22,23,24,25,35,37,38,38 (West) D.M.C and Village Dadu Majra
26	Sukhpreet Singh, Sanitary Inspector	Sector 22
27	Parmjit Singh, Sanitary Inspector	Sector 35
28	Rakesh Kumar, Sanitary Inspector	Sector 36 & 37
29	Gulab Singh, MPW	Sector 36
30	Kanwal Nain, Sanitary Inspector 9872511299	Sector 38,38 ( West) D.M.C and Village Dadu Majra
31	Hukum Singh, Sanitary Inspector 9872511287	Sector 23,24 and 25
32	V.K. Dogra, Chief Sanitary Inspector 9872511276	Sector 34, Incl. Area Phase II, Ram Darbar, Hallo Majra, Air Port Road Sector 20.21.30.29.31
33	Bhagat Singh, Sanitary Inspector	Sector 21 & 34
34	Jagjit Singh, MPW	Sector 34
35	Karamvir Singh, Sanitary Inspector	Sector 20
36	Sanjeev Singh, Sanitary Inspector	Sector 30
37	Harpreet Singh, Sanitary Inspector 9915711415	Sector 29,31, Incl Area Phase II, Ram Darbar, Hallo Majra.

### ZONE NO. III

Sr. No.	Name and designation ( S/Sh.)	Area
38	Jagjit Singh, Health Supervisor	Sector 39,40,41,42,43,52,61,55 and 56, Pandit Colony, Kuldeep Colony, Madrasi Colony, Nehru Colony, Adrash Colony, Shastri Colony, Village Attawa, Badheri, Buterla, Kajheri, Palosra, Maloya and Maloya Colony
39	Mann Singh, Chief Sanitary Inspector 9872511279	Sector 40,39,41,42,43,52,61,55, and 56, Pandit Colony, Kuldeep Colony, Madrasi Colony, Nehru Colony, Adarsh Colony, Shastri, Buterla, Kajeri, Palsora, Maloya and Maloya Colony
40	Sukh Parkash, Sanitary Inspector	Sector 39,40,55,56, Maloya Colony, Shastri Colony, Village Palsora and Maloya

41	Manish Arora, MPW	Sector 40
42	Labh Singh, sanitary Inspector 9872511288	Sector 41,42,43,52,61, Nehru Colony, Village Kajheri, Attawa, Buterla, Badheri, Kuldeep Colony, Mazdoor Colony, Pandit Colony, Adarsh Colony, Adarsh Colony and Furniture Market
<b>NAC MANIMAJRA</b>		
43	Gurmeet Singh, Chief Sanitary Inspector 9872511291	Manimajra & Indira Colony, Independent, Supervision of Modern Housing Complex, Duplex House, Motor Market, Mauli Jagran Jagran, Vikas Nagar.
44	Vikram Singh, MPW	Modern Housing Complex, Duplex Houses, Motor Market, Mauli Jagran Jagran, Vikas Nagar

<b>B.</b>	<b>Removal of garbage.</b>	<b>Daily between 7.00 A.M. to 2.00 P.M</b>
	In case of any query/grievance, contact the following officials:-	
1.	Sh. Suresh Kumar, Sanitary Inspector ( Vehicles) Phone No. 9872511286	Incharge Motor Garage and Vehicles
2.	Sh. Ramphal Singh, Sanitary Inspector Phone. 9872511267	Incharge of Dumping Ground Supervision of transportation of garbage of whole city.
<b>C.</b>	<b>Stray Cattle menace and stray dog (sterilization).</b>	
	In case of any query/grievance, contact the following officials:-	
1.	Sh. Raghbir Singh, Sanitary Inspector, Phone 9872511289	Whole City
<b>D.</b>	<b>1. Un- authorized slaughtering of animals 2. Sale of Un-authorized/ stale meat 3. Issue of license for sale of meat.</b>	
	In case of any query/grievance, contact the following officials:-	
1.	Dr. M.S. Kamboj, Supdt. Slaughter House, Phone No. 9872511260	Whole City

2.	Sh. Subhash Chander Meat Supervisor, Phone No. 9872511282	Whole City
<b>E.</b>	<b>1. Issue of license for pet dogs. 2. Implementation of epidemic 3. Vaccination</b>	
	In case of any quarry/grievance, contact the following officials:-	
	Sh. B.K. Sharma, Officer on Special Duty Phone No. 9872511261	Whole City
	Sh. Jai Parkash Sanitary Inspector M.No. 9872511297	Whole City
<b>F.</b>	<b>1. Complaint regarding pest Control</b>	
	In case of any quarry/grievance, contact the following officials:-	
	Sh. Randhir Singh, Sanitary Inspector, 9915711425	Whole City
<b>G.</b>	<b>Issue of Births and Deaths Certificate</b>	
	In case of any quarry/ grievance contact the following officials:-	
	Sh. Harash Vardhan, Addl. Distt, Registrar, Births & Deaths Telephone No. 5039526.	Whole City