

ANNEXURE-1
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4(1)(b)(i) OF THE RIGHT TO INFORMATION ACT, 2005

MUNICIPAL CORPORATION CHANDIGARH

(The particulars of the organization, functions and duties)

Sr. No.	Name of the Organization/Department /Board/Corporation/Institution.	Function and duties (in brief)
1.	Executive Engineer, M.C.,Road Divn.No.1, Chandigarh	Maintenance of Upkeep of Roads in the Jurisdiction of the Municipal Corporation , Chandigarh
2.	Executive Engineer, M.C.,Road Divn.No.2, Chandigarh	
3.	Executive Engineer, M.C.,Hort.Divn., Chandigarh	Development of parks, green belts/road sides, plantation & mtc. Of above mentioned sites.
4	Executive Engineer, M.C.P.H.,Divn.No.1, Chandigarh	Op. & Mtc. Of pumping machinery at W/W Sec. 39 & 32. Generation of raw water & collection of water from Kajauli & treatment. Op. & Mtc. Of t/wells & W/W Execution of new works of pumping machinery at W/W and Civil works.
5	Executive Engineer, M.C.P.H.,Divn.No.2, Chandigarh	Billing & Realization of water & sewerage charges. Water Supply , zNew Water Supply Connection, Sewerage System, Storm Water Drainage, Metering and billing in Manimajra. Distribution and supply of water through Tubewells in Manimajra.
6	Executive Engineer, M.C.P.H.,Divn.No.3, Chandigarh	Distribution of W/S operation and Mtc. Of Rising mains, laying of additional pipe lines in city. Providing basic amenities to EWS colonies operation mtc. Of tubewells.
7	Executive Engineer, M.C.P.H.,Divn.No.4, Chandigarh	Maintenance of Sewerage and Strom water Drainage

8	Executive Engineer , Electrical Division	Maintenance & Repair of underground cable based public lighting system (excluding composite Street Lighting system) in Gardens, Green Belts, Roads and Streets etc. Augmentation, replacement and providing of new/existing underground cable based public lighting system in Gardens, Green Belts, Roads and Streets etc. Maintenance, Repair & providing of Electric Crematorium.
9	Tax Branch	To Collect Tax on Commercial / Industrial Property in Chandigarh.
10	Horticulture	To Uplift and maintenance of parks, providing patrolling light in parks, cutting of Congress Grass in the area under the Corporation and providing playing equipments in the parks and cutting of hedges on the roads.
11	Agenda Branch	To prepare agenda for the meeting of the House of the Councillor of Corporation and the Committee constituted for various purposes.
12	Fire Wing	Fire Fighting Rescue of victims of Natural/man made calamities. Fire Prevention of Fire Safety work of Multistories 4. Awareness regarding Fire Safety.
13	Medical Officer of Health	Maintenance of General sanitation of the city Refuse removal in the city Control and removal of carcasses. Enforcement of various byelaws. Water sampling Registration of pet dogs and registered thereof. Control of communicable disease. Control of stray cattle manance. Maintenance of dumping ground. Implementation provision of meat byelaws. Control of stray dogs menace

14	Enforcement	To remove the encroachments from all over the city i.e. from Municipal land, verandahs, public places, parking areas etc.
15	Pension & Provident Fund Branch, Municipal Corporation, Chandigarh	To Deal with retrial/pensionery benefits of the retirees of Municipal Corporation like GPF, Leave Encashment, Pension/Family Pension, DCRG etc.
16	Account Branch	To Deal with Budget and Planning, Loans & Advances, Mtc. of Main cash book, Classified Register of Receipts and Expenditure, Mtc. of Service books, all the accounts matter i.e pay fixation, medical reimbursement, release of funds, Annual increment, disbursement of salaries to the employees & all the financial advacies etc etc. or to be allotted by Municipal Corporation, Chandigarh.
17	Municipal Corporation, Chandigarh (UPE Cell)	Implementation of Govt. of India sponsored scheme namely "Swaran Jayanti Shahari Rozgar Yojana (SJSRY) in urban areas of U.T. Chandigarh.
18	House Allotment Committee, Municipal Corporation, Chandigarh	To Deal with the allotment of Govt.Houses of general pool or NAC Pool of Municipal Corporation, Chandigarh.
19	Establishment Branch (E-I), Municipal Corporation, Chandigarh	To Deal with the service matters of the employees working in Commissioner's office viz. Promotion, Recruitment, Proficiency step-up, Medical reimbursement,L.T.C., transfers & Postings etc. Adoption of notifications/orders issued by the Chandigarh Administration from time to time. The matter regarding awarding contract for providing security to the MC Building.
20	Estate Branch, Municipal Corporation, Chandigarh	To Deal with properties matter allotted or to be allotted by Municipal Corporation, Chandigarh.

ANNEXURE-2

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(ii) OF THE RIGHT TO INFORMATION ACT, 2005

(The powers and duties of the officers and employees)

Name of Department/Board/Corporation/Institution/Office: _____

Sr. No.	Name of the post	Powers and duties (in brief)
Road Division		
1	All Executive Engineers, M.C., Road Divisions.	1. To sanction project costing upto Rs. 2.50 lacs 2. To supervise the works under execution of this Division. 3. To prepare estimates, tenders get approvals etc. and execution of works as assigned
3	All Sub Divisional Engineers, M.C., Road Sub Divisions	To prepare estimates, tenders, get approvals etc. and execution of works as assigned
4	All Junior Engineers, M.C., Road Sub Divisions	To prepare estimates, tenders, get approvals etc and execution of works as assigned.
Horticulture Division		
5	Executive Engineer, M.C., Hort.Divn., Chandigarh	Incharge of field as well as administrative matters. To do planning and execution of Hort. Works.
6	Sub Divisional Engineer, M.C., Hort.Divn., Chandigarh	Incharge of Development & Mtc. works
7	Sectional Officer, M.C., Hort.Divn., Chandigarh	Supervision of Development & Mtc. works
8	Supervisor M.C., Hort.Divn., Chandigarh	Supervision of the area for Development & Mtc. works
9	Tractor Driver M.C., Hort.Divn., Chandigarh	Driving tractor
10	Mali M.C., Hort.Divn., Chandigarh	Workers for field work and mtc. Of Hort. features

Public Health Division		
11	Executive Engineer, M.C.P.H.,Divn.No.1, Chandigarh	As per PWD Manual, preparation of estimates/DNITs, Calling of tenders, supervisory works under execution ,allotting of tenders upto Rs.2.50 lacs
12	Sub Divisional Engineer M.C.P.H.,Divn.No.1, Chandigarh	Supervision of works under his control, providing assistance to Xen. For preparation of estimates/DNITs, preparation of DNITs, test check of executed works of J.E., control of subordinate staff of his office i.e. J.E., T/mate, operators, Peons, Electricians, Chowkidars, Helpers etc.
13	Junior Engineer M.C.P.H.,Divn.No.1, Chandigarh	Technical supervisor, execution of works, measurement at site, preparation of bill and site information.
14	Superintendent, M.C.P.H.,Divn.No.1, Chandigarh	Supervising of establishment branches/staff in division office, calling of tenders, preparation of tender documents/tender notice, preparation of agreement.
15	Divisional Accountant M.C.P.H.,Divn.No.1, Chandigarh	Supervising all the works relating to Accounts Branch i.e. checking, passing and audit of pay bills/contractor's bill, preparation of budget etc.
16	Sr. Assistant M.C.P.H.,Divn.No.1, Chandigarh	Providing assistance to Superintendent, Divisional Accountant and preparation of letters etc. relating to their branches.
17	Head Draftsman M.C.P.H.,Divn.No.1, Chandigarh	Preparation of estimates/DNITs, checking of tenders/quotations, preparation of comparative statement, preparation of required drawings/plans etc.
18	Clerks M.C.P.H.,Divn.No.1, Chandigarh	Various duties in office i.e. record, dak, type, preparation of pay/GPF bills/pension papers etc.
19	Operators M.C.P.H.,Divn.No.1, Chandigarh	Duty at tubewells and water works etc.
20	Executive Engineer/SDE /JE M.C.P.H., Divn.No.2 (including Manimajra), Chandigarh.	Duties to monitor the process of water & Sewerages tariff billing and realization Powers: To recommend/sanction of new water supply connection of various types of premises/consumers. New Water Supply Connection, Sewerage System, Storm Water Drainage, Metering in Manimajra. Distribution and supply of water through Tubewells in Manimajra.

21	Executive Engineer, M.C.P.H.,Divn.No.3, Chandigarh	As prescribed in Para 1.59 to 1.77 of the PWD Code
22	Sub Divisional Engineer M.C.P.H.,Divn.No.3, Chandigarh	As prescribed in Para 1.59 to 1.77 of the PWD Code. Read with Para 5.5 of the Manual of orders PWD Punjab
23	Superintendent M.C.P.H.,Divn.No.3, Chandigarh	Deal with Para 5.5 of the manual of orders, PWD Punjab
24	Divisional Accountant M.C.P.H.,Divn.No.3, Chandigarh	Para 1.59 of the manual of orders PWD Punjab
25	Head Draftsman M.C.P.H.,Divn.No.3, Chandigarh	Para 5.11(c) of Mannual orders PWD Punjab.
26	Sectional Officer M.C.P.H.,Divn.No.3, Chandigarh	Para 5.6 of Mannual orders PWD Punjab
27	Executive Engineer, M.C.P.H.,Divn.No.4, Chandigarh	As prescribed in paras 1.59 to 1.77 of the PWD Code.
28	Sub Divisional Engineer M.C.P.H.,Divn.No.4, Chandigarh	As prescribed in paras 1.59 to 1.77 of the PWD Code Deal with Para 5.5 of the manual of orders, PWD Punjab
29	Superintendent M.C.P.H.,Divn.No.4, Chandigarh	Para 5.21 of the manual of orders PWD Punjab
30	Divisional Accountant M.C.P.H.,Divn.No.4, Chandigarh	Para 1.59 of the manual of orders PWD Punjab
31	Head Draftsman M.C.P.H.,Divn.No.4, Chandigarh	Para 5.11(c) of Mannual orders PWD Punjab.
32	Sectional Officer M.C.P.H.,Divn.No.4, Chandigarh	Para 5.6 of Mannual orders PWD Punjab
Tax Branch		
33	Joint Commissioner	He looks after the work of Tax Branch, which deals with the Property Tax on Commercial, Industrial and Institutional Lands and Buildings and Service Charges on Government Buildings.

Agenda Branch		
34	Commissioner	
35	Additional Commissioner	
36	Joint Commissioner	
37	Secretary	He looks after the work of Agenda Branch, which deals with the meetings of F&CC and General House of the Corporation.
Fire Wing		
38	Chief Fire Officer	All operational staff of all the fire brigade form a single unit which includes Assistant Divisional Fire Officers, Fire Station Officer, Sub-Fire Officers, Leading Fireman, driver/operators, telephone Operators/attendant, fireman and sweeper all of them shall undergo physical, squad and fire drills daily or as the officer in charge may chart out. This is not to tire the staff but to achieve fitness of their bodies, alertness of their mind and suppleness of their actions.
39	Station Fire Officer	
40	Sub Fire Officer	
41	Leading Fireman	
42	Fireman	
43	Watch Room Duty Operator	
44	Driver	
45		
Medical Officer of Health		
46		<ol style="list-style-type: none"> 1. To issue challan against the defaulter. 2. To ensure proper implementation of assignments as mentioned in C
Enforcement Wing		
47	Tehsildar	To look after the work of removal of encroachments from all over the city.
48	Senior Assistant	To deal with the Official work
49	Inspector-2 Nos.	To look after the work of Sub Inspectors
50	Sub Inspectors-9 Nos.	To remove the encroachments from all over the city i.e. from Municipal land, verandahs, public places, parking areas etc.
51	Clerk	To deal with the official work
52	Beldars/Plantation Jamadars	Loading and unloading of unauthorized seized articles.
Electrical Wing		
53	Executive Engineer, Electrical Division, Municipal Corporation, Chandigarh.	<ol style="list-style-type: none"> (i) Maintenance & Repair of underground cable based public lighting system (excluding composite Street Lighting system) in Gardens, Green Belts, Roads and Streets etc. (ii) Augmentation, replacement and providing of new/existing underground cable

		based public lighting system in Gardens, Green Belts, Roads and Streets etc. (iii) Maintenance, Repair & providing of Electric Crematorium.
Pension and Provident Fund		
54	Additional Commissioner	Controlling Authority on behalf of Commissioner, Municipal Corporation, Chandigarh.
Account Branch		
55	Additional Commissioner	Controlling Authority on behalf of Commissioner, Municipal Corporation, Chandigarh.
SJSRY		
56	Commissioner, Municipal Corporation, Chandigarh	Direction and all over control on the implementation of SJSRY.
House Allotment Committee		
57	Additional Commissioner	All powers of Chairman, House Allotment Committee
Establishment Branch		
58	Commissioner	Appointment Authority of Municipal Officers and other Municipal employees under Section 71-B(1) of Punjab Municipal Corporation Act-1976 as extended to UT, Chandigarh subject to the provision of section 71. Powers to create any group "B, "C" & D posts for six month under section 71 A (4) of Act ibid. Disciplinary Authority under Punjab Civil services (Punishment & appeal) Rules, 1970 applicable to the employees of Chandigarh. Administration/ Municipal Corporation, Chandigarh.
Estate Branch		
59	Additional Commissioner	All powers of Estate Officer under the provisions of Capital of Punjab(D&R) Act, 1952.

ANNEXURE-3

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(iii) OF THE RIGHT TO INFORMATION ACT, 2005\

(The procedure followed in the decision making process, including channels of supervision and accountability)

Name _____ of _____ the
Department/Board/Corporation/Institution/Office: _____

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)
Road Division				
1. Executive Engineer Road Division No.1	Road works/Civil works	Sub Divisional Engineer as well as Executive Engineer	Executive Engineer Superintending Engineer Chief Engineer	Upto Rs.2.5 lacs Ex. Engg. Between Rs.2.50 lacs to Rs.10.00 lacs S.E. Above Rs.10.00 lacs Chief Engineer
2.(Executive Engineer Road Division No. 2	Preparation of Estimates	J.E.	Sub Divisional Engineer Executive Engineer Superintending Engineer Chief Engineer	Appropriate. Committee upto 15 lacs. F&CC upto 30 lacs M.C. House above 30.00 lacs

Public Health Division				
3. Executive Engineer, Public Health Division No.1	Execution of works	SDE & EE	Different committees i.e. Water Supply & Disposal Committee, Finance & Contract Committee	Decision taken by the various committees and issued by the Commissioner, M.C. Chandigarh.

4.Executive Engineer, Public Health Division No. 2				
5Executive Engineer, Public Health Division No.3	Mtc. Of W/S lines Tubewells Machinery Plan works	Sub Divisonal office CEMC	SDE SDE/EE/SE/CE	Chief Engineer/S.E. CMC
6. Executive Engineer, Public Health Division No. 4	Mtc. Of Sewerage & SWD Plan Head	Sub Divisonal office CEMC, Chd.	SDE SDE/EE/SE/CE	Chief Engineer/S.E. CMC

Horticulture Division				
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6(Executive Engineer , Horticulture	Development of parks/green belts/road sides/plantation & mtc. Of above mentioned sites	Sectional officer	SE/CE	CMC
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Tax Branch				
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7(Tax Branch)	Policy Decisions	Sr.Asstt	Supdt/ ACT/ CAO/ Jt.CMC & CMC	Secy. Local Govt.
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Agenda Branch				
8 Agenda Branch	(This matter does not relate to SAE-II Branch.)			
Fire Branch				
9. (Fire Branch)	Casual Leave			Station Fire Officer
	Earned leave; Purchase upto Rs. 5,000/-			Chief Fire Officer
	DDO			Chief Fire Officer
	Purchase upto Rs. 10000/- administrative power delegated by CMC			Secretary, Municipal Corporation, Chandigarh
	Appointment & Punishment etc.			Commissioner, Municipal Corporation, Chandigarh
Medical Officer of Health				
10 ((MOH)	Cleanliness of the city i.e. sanitation work.	Assistant	MOH/ Jt.CMC	Jt.CMC/CMC
Enforcement Wing				
11(Enforcement Wing)	Enforcement Wing, Municipal Corporation, Chandigarh.	To remove the encroachments from all over the city i.e. from Municipal land,		

		verandahs, public places, parking areas etc.		
Electrical Wing				
12 (Electrical Wing)		Sub Divisional Engineer or Junior Engineer	Executive Engineer, Superintending Engineer, Chief Engineer	Depending on delegation of powers, decision taken at different levels i.e. at the level of S.E. (B&R), CEMC, CMC
Pension and Provident Fund				
13 (P&PF)	Pension & Provident Fund Branch, Municipal Corporation, Chandigarh.	Clerk	Jr. Assistant/ Sr. Assistant, Accounts Officer, Chief Accounts Officer	Additional Commissioner, Municipal Corporation, Chandigarh.
Accounts Branch				
14 (Account Branch)	Accounts Branch, Municipal Corporation, Chandigarh.	Clerk	Clerks/Jr. Assistant/ Sr. Assistant, Section Officer(SAS), Chief Accounts Offic	Commissioner, Municipal Corporation, Chandigarh.
SJSRY				
15 SJSRY	Sanctioning of funds under various components of Scheme	Project Co- ordinator	CAO/ Additional Commissioner- cum-Director (SJSRY)	Commissioner, Municipal Corporation, Chandigarh
House Allotment Committee				
16	Related to Govt. Houses	Jr.Assistant	Jr. Assistant/ Sr. Assistant, Superintendent, Chief Accounts Officer	Additional Commissioner, Municipal Corporation, Chandigarh

				exercising the powers of Chairman under the provisions of House Allotment Rules 1996
Establishment Branch				
17	Establishment-I Branch	Clerk	Clerk, Sr. Assistant, Superintendent	Additional Commissioner, Commissioner.
Estate Branch				
18	Related to properties.	Clerk	Jr. Assistant/ Sr. Assistant, Superintendent, Chief Accounts Officer	Additional Commissioner, Municipal Corporation, Chandigarh exercising the powers of Estate Officer under the provisions of Capital of Punjab (D&R) Act, 1952..

ANNEXURE-4

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(iii) OF THE RIGHT TO INFORMATION ACT, 2005

MUNICIPAL CORPORATION CHANDIGARH

(The norms set for the discharge of its functions)

S No.	Item of work	Norms set by the department (number of days taken for decision making)
Road Division		
	Construction / Maintenance of roads in the Jurisdiction of Municipal Corporation of UT Chd	As per the terms and conditions in the allotment order / agreement
Horticulture Division		
	Development of parks/green belts/ road sides/ plantation & mtc. Of above mentioned sites	As per the terms and conditions in the allotment order / agreement
Public Health Division		
	Time allowed after calling of tenders	As per the terms and conditions in the allotment order / agreement
Tax Branch		
	Maintaining of Account of the tax to be recovered from the owners of Commercial property	Regular work without any time frame
Agenda Branch		
	To attend the work of the house of corporation prepared of agenda for meeting collecting action report and placing the same before the House	As per requirement of work, No norms fixed.
Fire Branch		
	Fire Rescue/Fire Fighting	Immediately without any loss of time
Medical Officer of Health		
	Sanitation Work	The norms prescribed in the Chandigarh Administration / Municipal Corporation are followed

Enforcement Wing		
	Removal of Encroachments	Encroachments are removed from time to time. No norms is fixed
Electrical Wing		
	Execution of maintenance of Electrical Work	As per the terms of allotment order / agreement
Pension and Provident Fund		
	Considering and deciding the cases of grant of Pension / Final Payment of GP Funds of the retirees / expired employees	At the earliest but within 3 months from the date of retirement / death
Account Branch		
	Not Applicable	
SJSRY		
	Accordinging approvals, sanctions release of Grants, release of Subsidy etc. under various components	NORMS – not fixed – Fresh Receipt / Request for release of funds / grant/subsidy to be finalized within 5 – 7 days. More time is taken if it requires Pre-audit.
House Allotment Committee		
	NOT	APPLICABLE
Establishment Branch		
		No norms set up.
Estate Branch		
	NOT	APPLICABLE

ANNEXURE-5

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(B)(V) OF THE RIGHT TO INFORMATION ACT, 2005

(The rule, regulations, instructions, manuals and record, held by it or under control or used by employees for discharging functions)

Name of the Department/Board / Corporation/Institution/Office:_____

Sr.No.	Name of the Act	Name of Rules	Name of the Manuals	Instructions (Write Circular No. /date)	Any other record/document
Road Division					
1	Punjab Municipal Corporation Act, 1940(As extended to U.T., Chd.)	Punjab civil Services Rules as applicable to the employees of U.T., Chd. And M.C.	-	As received from time to time from the Chd. Admn.	-
2	M.C.Act 1954		1. Pb. PWD Mannual of orders 2. Pb.PWD Code		Pb PWD Schedule of rate etc. 1987 with provision upto date
Horticulture Division					
3	Punjab Municipal Corporation Act, 1976(As extended to U.T., Chd.)	Punjab civil Services Rules	Pb. PWD Mannual	Instructions Rules from GOI/Punjab & Chd. Admn.	Instructions/orders issued from time to time by the Govt.

Public Health Division					
4	Municipal Act	-	PWD Mannual adopted for Engg. Wing	-	-
5	Water supply Bye Laws			Notification no.10236-60: 11:46684 dt. 18.10.1960	
6	Latest notification regarding Revision of water traffic			No.3411-UT-F-II(8)-2002/10013 dt. 18.12.2002	
7			Pb. PWD Mannual	Instructions/orders issued from time to time by the CE/SE, M.C., Chd.	Contract aggrement
Tax Branch					
7	The Punjab Municipal Corporation Act 1976 as extended to the U.T., Chandigarh Punjab Municipal Corporation Law (Extension to Chandigarh) Act, 1994	Chandigarh Municipal Corporation (Tax on Commercial, Industrial and Institutional Lands and Buildings) Bye-Laws 2003	--	As issued by the Chandigarh Administration from time to time.	---
Agenda Branch					
8	The Punjab Municipal Corporation Law	,Chandigarh Municipal		As issued by the Chandigarh	-

	(Extension to Chandigarh) Act, 1994	Corporation (Procedure & Conduct of Business) Regulations, 1996		Administration from time to time.	
Fire Branch					
9		Punjab Municipal Fire Brigade Rules, 1977 Order of the Chandigarh Administration Resolution passed by the General House	National Building Code (Part-IV)		
Medical Officer of Health					
10	1. M.C. Act 2. Trespass Act 1871	1. Govt. Empl. Rules/ Model Rules which has been adopted by the M.C. 2. Bye-Laws for the regulation and control of Stables and Cow Houses in Chd. 3. Bye-Laws for the registration and control of Dog in Chd.	-	The instructions adopted by the M.C.	Service Rules of the employees / sanitation record of the city

		<p>4. Bye-Laws for the control and regulation of Burial and burning at Chd.</p> <p>5. Bye-Laws for the Inspection and control of Bakeries at Chd.</p> <p>6. Bye-Laws for the regulation of Import and sale of fish and licencing of premises there- for in Chd.</p> <p>7. Bye-Laws for the regulation of sale of Meat in Chd.</p> <p>8. Bye-Laws for the regulation of piggery at Chd</p> <p>9. Bye-Laws for the regulation and control of sale of ice and aerated water in Chd</p> <p>10. Bye-Laws for the regulation and control of Ice factories and aerated water factories in Chd</p>			
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		11. Sanitation and Public Health Bye-Laws 2003 12. Ban on manufacturing of usage of polythene Bags and containers, Bye-Laws 2002			
Enforcement Wing					
11	Punjab Municipal Corporation Law (Extention to Chandigarh), 1994 Act,	Articles removed U/S 44(1)(n), read with Section 323, 388 & 415			nil
Electrical Wing					
12		PWD Rules			
Pension and Provident Fund Branch					
13	Punjab Municipal Corporation, Act-1976 extended to U.T., Chandigarh	The Punjab Civil Services Rules	Relevant to Punjab C.S.R.	As issued by the Chandigarh Administration	The instructions and circulars issued by the Accountant General (A&E), Punjab/ Government of Punjab Department of Finance, Chandigarh Administration, Chandigarh.

Account Branch						
1	Punjab Municipal Corporation Act, 1976 as extended to U.T., Chandigarh	The Punjab Civil Services Rules	Relevant to Punjab CSR	As issued by the Chandigarh Administration from time to time	The instructions and circulars issued by the Govt. of India, A G (A&E) & Finance Department UT., Chandigarh Administration	
SJSRY						
1.	SWARAN JAYANTI SHAHARI ROZGAR YOJANA (SJSRY) Guidelines from Govt. of India	SJSRY Guidelines	-	-	-	
House Allotment Committee						
	Govt.Residences (Chd. Admn. General Pool) Allotment Rules 1996	-	nil	As issued by the Chandigarh Administration vide notification no.6894-H-III(6) 96/12954 Dt.28.6.96 as amended from time to time	Nil	
Establishment Branch						
	Punjab Municipal	The Punjab Civil	Relevant of Punajb	As issued by the	No	

	Corporation Act, 1976 as extended to UT, Chandigarh	services Rules	CSR	Chandigarh Administration from time to time	
Estate Branch					
	Capital of Punjab (D&R) Act, 1952, and Rules made thereunder.	<p>Punjab Capital (Development and Regulation) Building Rules, 1952</p> <p>Chandigarh (Sale of Sites and Buildings) Rules, 1960</p> <p>Chandigarh Lease Hold of Sites & Building Rules, 1973</p> <p>Chandigarh Conversion of Residential Lease-Hold Land</p>	nil	As issued by the Chandigarh Administration	Nil
	Public Premises (Eviction of un-authorized	-	-	-	The powers provided in this act is not being

	occupants) Act 1971				exercised by the Officer of M.C. but it is exercised by SDMs Chandigarh for their respective area. The Municipal Corporation used to refer the concerned cases to the respective SDM's/Estate officer for necessary action.
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Annexure-6

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(B)(VI) OF THE RIGHT TO INFORMATION ACT,2005

MUNICIPAL CORPORATION CHANDIGARH

(Statement of the categories of documents that are held or under control)

Sr.No.	Category of documents
Road Wing	
1	General correspondence files relating to Road Works
2	Estimates of Roads as well as Civil works
3	Sanction of works/allotment of works
4	Passed vouchers of works and general vouchers
5	Main / Sub cash books
6	Agreement of allotment of works
7	Service books of employees MB's, MAS, Ledgers
Horticulture Wing	
8	Estimates
9	Agreements
10	Cash Books
11	Service record of the Employees
Public Health Wing	
12	Tenders
13	Accounts
14	Drawing
15	M.B.s/M.Rs
16	Stock
17	Information regarding grant of water connections(Copy enclosed)
18	Security deposits by the contractors.
19	Agreements executed by the contractors agencies
20	Security deposits by the contractors.
21	Agreements executed by the contractors agencies
Tax Branch	
21	Ledgers and others correspondence files relating to tax cases
Agenda Branch	
22	Agenda/Minutes of the Meetings of General House of the Corporation
23	Agenda/Minutes of the Finance & Contract Committee.
Fire Branch	
24	Fire Stations I) N.D.C., ii) Delhi Fire Prevention and Safety Act.,1986 iii) National Building Code (Part-IV)w
Medical Officer of Health	
25	Correspondence file

Electrical Wing	
26	General correspondence files relating to Road Works
27	Estimates of Roads as well as Civil works
28	Sanction of works/allotment of works
29	Passed vouchers of works and general vouchers
30	Main / Sub cash books
31	Agreement of allotment of works
32	Service books of employees MB's, MAS, Ledgers
Pension and Provident Fund	
33	Cash Book
34	Cheque Register
35	E.C.R (Estt. Check Register) / Pension Payment Register
36	Broad Sheet of GPF Accounts
37	P.P.O's files
38	Vouchers
39	Daily Receipt / Despatch Register etc etc
Account Branch	
40	Cash books, Classified Abstracts, Budget Document, Service books, Cheque Books, Vouchers etc. etc.
SJSRY	
41	Lists of House-to-House Survey conducted for identification of BPL families in Rehabilitation and un-authorized colonies
42	SJSRY – Guidelines
House Allotment Committee	
43	Seniority Lists of Eligible Transferred Employees and NAC'S Employees for allotment of Govt.Residences.
Establishment Branch	
44	Personal files
45	ACR Files
Estate Branch	
46	Allotment file of each plot/built up shops are maintained separately.
47	Payment Ledger Accounts are also being introduced.

Annexure-7

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(vii) OF THE RIGHT TO INFORMATION ACT,2005

MUNICIPAL CORPORATION CHANDIGARH

(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.)

Sr.No.	Details / Type of arrangements made
1	Listing house fixed to consult the concerned officer Incharge.
2	The Competent Officer, address the press regarding the policy or other information regarding to the Public
3	The officers have been appointed as for giving information to General Public 1. Sh. Talwinder Dhingra Central Assistant Public Information officer 2. Sh. S.K. Chadha Central Public Information Officer. 3. Sh. H.S. Kandhola,PCS Appellate Officer
4	Ward Committee are being constituted which will also be provided information for General Public.

Annexure-8

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(viii) OF THE RIGHT TO INFORMATION ACT,2005

MUNICIPAL CORPORATION CHANDIGARH

(Statement of the boards, councils, committees and other bodies)

Sr. No.	Name of the Board(s)	Name of the Council(s)	Name of the Committee(s)	Name of other bodies(s) constituted by the deptt.	Whether meetings of these bodies are open to the public (Yes/No)	Whether the minutes of such meetings are accessible for public (Yes/No.)
1		M.C. Chandigarh (Tax Branch)	House Tax Assessment Committee			
2		Municipal Corporation, Chandigarh.	1. Roads Committee 2. Water Supply & Sewerage Disposal Committee 3. Sanitation Committee 4. Environment & City Beautification Committee 5. Electricity Committee 6. Apni Mandi and Day Markets Committee 7. Fire Services Committee 8. House Tax Assessment	No	No	Yes

			Committee			
3.			Finance & Contract Committee	No	No	Yes
4.			House Allotment Committee	No	No	Yes
5				Chandigarh Urban Development Authority has been notified under the Chairmanship of Secy. Local Govt. to monitor the programme and to give suitable policy directions		

ANNEXURE-9

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(B)(xi) OF THE RIGHT TO INFORMATION ACT, 2005

(Budget allocated to each of its agency, indicating the particulars of all plants, proposed expenditures and reports on disbursements made)

Name of the Department/Board / Corporation/Institution/Office: _____

(Rs. In Lacs)

Sr. No.	Head /Item of the budget	Proposed expenditure during the Year (2005-06)	Disbursement made (2005-06)
Road Division No. 1			
1	Road Works	Rs.720.00 lacs	Rs.60.06 lacs (upto 22.06.05)
Road Division No. 2			
2	4217 Urban Dev. (R&B)	400 lacs	31.53
3	4217 Urban Dev. Sub office Manimajra	100 lacs	43.68
4	4217 Urban Dev. (R&B) civic works	25 lacs	
5	4217 Urban Dev. Machinery & Equipment	25 lacs	
6	4217 Urban Dev. (P) NRB	5 lacs	
7	4217 Urban Dev. Landscapping	15 lacs	
8	4216 Housing Providing basic amenities to Reh. Colonies	20 lacs	
9	Non plan salaries	486.50	
10	2059 NP Mtc. Of Roads	90 lacs	40.27 lacs
11	2059 Mtc. Of vehicles	7 lacs	1.30 lacs
12	2059 Mtc. Of NRB	10 lacs	0.43
Horticulture Division			
13	2059 NP Mtc. & Repair of other services	125 lacs	124.62 lacs
14	Daily wages & purely work charged	181 lacs	182.26 lacs
15	4217(P) Landscapping	76 lacs	75.97 lacs
Public Health Division No. 1			
16	Plan Budget	350 lacs	32 lacs

17	Non Plan Budget	26.36 lacs	820 lacs
Public Health Division No. 2			
18	4217 W/S & Sanitation		
	Aug. of W/S Ph-IV, Chd.	400.00	
	Aug. of W/S Ph-II, Manimajra	200.00	29.88
	Machinery & Equipmemnt	5.65	5.65
19	4216 Plan Housing	30.00	6.12
20	4216 Plan NSDP	20.00	
21	4217 Plan		
	SWD	50.00	5.27
	Sewerage	20.00	-
Public Health Division No. 3			
1.	NON PLAN <u>2215 W/S AND SANITATION:</u>		
i)	Mtc. of W/S & running of tubewells Ph-III = 400	600.00	219.00
ii)(a)	Ex.Est Salaries = 75		
b)	O.E. = 02		
c)	Work charged ® = 225	410.00	137.55
d)	Daily wager/temp. work charged = 88		
2.	<u>Stock Suspense</u>		
i)	Mfg. Mtc. and Op. of vehicles. = 20	30.00	10.39
1.	PLAN <u>4215-W/S AND SANITATION:</u>		
i)	Aug. W/S Ph-IV = 380		
ii)	Add Pipe Lines in City = 20	83.60	12.20
2.	<u>4216 DEV. WORK IN COLONIES:</u>		
	Prov. of basic amenities in EWS = 20	60.00	8.90
3.	<u>4402 MINOR IRRIGATION</u> = 400.00	400.00	7.18

Public Health Division No. 4			
25	4216 Housing Providing basic amenities to Reh. Colonies	20.00	-
26	4217-ST Plant	575.00	3.25
27	2215-NP(ST Plant)	100.00	51.49
28	4217 SWD (P)	150.00	99.12
29	4217(P)Sewerage	30.00	0.85
Medical Officer of Health			
30	Sanitation –cum-meet – Transportation of Garbage (PLAN)		
	a) Machinery & Equpt	77.00	-
	b) CPCB (Project)	173.00	-
	c) Sanitation Contract	100.00	
32	Most Hygieno (PLAN)	10.00	1.04
33	Cattle Pound (PLAN)	25.00	3.49
34	Carcass utilization centre	9.00	-
35	Maintenance of Dumping Ground (PLAN)		
	Total	394.00	4.53
Enforcement Wing			
	N.A.	N.A.	N.A.
Pension and Provident Fund			
1.	Pension GPF Account	640 Lacs	80 Lacs
Fire Wing			
1	Plan Budget	Rs. 567.00 Lacs	-
2	Non Plan Budget	Rs. 344.00 Lacs	102.00 Lacs
Account Branch			
6	COMMISSIONER'S OFFICE		
i)	Infrastructural facilities	40.00	1.17
ii)	Strengthening of	42.00	0.00

	Administrative Structure		
iii)	Enforcement Wing	30.00	11.08
iv)	*Information Tech. & Computerization	30.00	0.02
	Sub total	142.00	12.27
SJSRY			
	100% Centrally sponsored Scheme		
ESTATE BRANCH			
	Estate Receipt	3000.00 lacs	-
	Acquisition cost of land	-	100.00 lacs
	Refund liability	-	25.00 lacs

ANNEXURE-12

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(B)(xii) OF THE RIGHT TO INFORMATION ACT, 2005

MUNICIPAL CORPORATION CHANDIGARH

(The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes)

Sr. No.	Scheme under subsidy given	Manner of execution of subsidy programme/	Amount allocated (Rs.)	Details of beneficiaries
1	Allotment of Community Centre under the control of Corporation	Allotted on Application	15% of the amount	Senior Citizen
2	SJSRY	Released after the Loan cases sponsored of BPL beneficiaries have been sanctioned by Banks (@ 15%)	Grant released by Govt. of India	100 (2005 – 2006)

ANNEXURE-13

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4(1)(b)(xv) OF THE RIGHT TO INFORMATION ACT, 2005

MUNICIPAL CORPORATION CHANDIGARH

(Particulars of facilities available to citizens for obtaining information)

Sr.No.	Concessions/Permits/Authorization grant	Name of the recipient	Address of the recipient
1	15% Concession in the rent in allotment of Community Centre	Senior Citizens / Below Poverty Line	Different in Individual cases
2	Grant- in- Aid	To Sector Welfare Committees	

ANNEXURE-14

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(xiv) OF THE RIGHT TO INFORMATION ACT, 2005

MUNICIPAL CORPORATION CHANDIGARH

(Details in respect of the information, available, reduced in an electronic form.)

Sr.No.	Type of Information.
1	Information relating to length of Roads/its carpeting available in computer cell of M.C., Chd.
2	Tender etc on web site of M.C., Chd.
3	Tender process available on web site
4	Making public complaints regarding water supply available on e.mail of M.C., Chd.
5	Tax on Commercial, Industrial and Institutional Lands and Buildings Bye-Laws2003 & notifications regarding rate of tax / service charges. Already inserted on website of M.C..
6	Information regarding title of properties already allotted is being made available on internet in time to come but is not yet available on available in Internet.