

Receipt/IT/1957

03/10/2017

MUNICIPAL CORPORATION CHANDIGARH
OFFICE ORDER

The following officials mentioned at Sr. No. 1 to 7 are hereby deputed for the sale of coupons in Sector 17, Municipal Corporation, Chandigarh and mentioned at Sr. No. 8 deputed at Manimajra, Sub-Office from the dates 06/10/2017 to 16/10/2017 including Saturday and Sundays. The said officials will sell the coupons from 10:00 AM to 4:00 PM daily at the places mentioned above:

The detail of the staff deputed for the said work is as under:-

Group	Name of Officials	Place of posting
1	a) Sh. Jaspal Singh, Jr. Asstt. b) Sh. Khuma Nand, Clerk	MC PH. 1 Tax Branch, MCC
2	a) Sh. Bhim Raj, Jr. Asstt. b) Sh. Dev Raj, Clerk	M.C. PH. 3 M.C.P.H Div. No.1
3	a) Sh. Satish Kumar, Clerk b) Sh. Sant Ram, Meter Reader	E. E. R-III SDE.PH.8
4.	a) Sh. Parminder Singh, Sr. Asstt. b) Sh. Sunil Kumar, Clerk	E.E. Hort. E.E. Elec.
5.	a) Sh. Vikram Padam, Clerk b) Sh. Vaneet Sharma, Clerk	E.E. Hort. E.E. (Elec.)
6.	a) Sh. Sharvan, Clerk b) Sh. Kulwinder Singh, Clerk	Tax Branch, MCC Estate Branch
7.	a) Sh. Vinod Kumar, Sr. Asstt. b) Sh. Ranjit Singh, Clerk	O/o Chief Engineer, O/o SE (B&R)
8.	a) Sh. Vikas Gautam, Clerk b) Sh. Som Nath, T.M	Sub-Office, Manimajra Sub-Office, Manimajra

Sh. Shinder Pal, Peon (E.E. Hort.), Sh. Surinder, Peon (Tax Branch) and Sh. Ram Ashra, Peon (Booking Branch) will assist the ground no. 1 to 7.

It is further directed that above said officials put on duty shall report the OSD-II, MCC on 06.10.2016 at 9:30 AM for necessary instructions. The said officials will collect the Coupons Books from Room No. 45, Municipal Corporation, Chandigarh and further deposit the collected cash/revenue to Sh. Krishan Lal, Cashier O/o Chief Accounts Officer, MCC on the same day or the subsequent day before 11:00 AM alongwith the format issued with the Coupon Book. They are also directed to prepare the list of the sold coupons alongwith GST daily as per the format issued and submitted to the same to the Booking Assistant/Clerk at Booking Window, MC as well as to the Computer Programmer, MCC for further update on the MC website.

Dated 10.08.2017

Commissioner,
Municipal Corporation,
Chandigarh

Endst. No. MC/OSD-II/1783 To 1803

Dated: 03/10/2017.

Copy of the above orders is forwarded to the following officers with the request to relieve the abovementioned officials, for the said period, working under your control:

1. The Additional Commissioner (US), MCC
2. The Additional Commissioner (SM), MCC
3. The Chief Engineer, MCC
4. The S.E. (B&R)/(PH) MCC
5. The CAO, MCC, with the request to direct the Cashier to accept the cash from the above said teams.
6. Official concerned

[Signature]
Officer on Special Duty-II,
For Additional Commissioner,
Municipal Corporation,
Chandigarh

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