

THE RIGHT TO INFORMATION ACT, 2005

No. 22 of 2005

[15th June, 2005]

An Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

Whereas the Constitution of India has established democratic Republic;

And whereas democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed;

(I) Particulars of its Organization, Functions and Duties.

Particulars of Organization

Municipal Corporation Bathinda came into existence on 10-4-2003. Before that it was an "A" Class municipal Council. According to the Izlas-E-Khas of Maharaja Patiala, it became 1st class Committee in 1945. Before 1945 it was a Small Town Committee. The Head Office of the Corporation is nearby the Railway Station and it is headed by Municipal Commissioner, Executive Officer, Superintending Engineer, Corporation Engineers, Assistant Corporation Engineers, Superintendents, Accountant, Inspectors, Sanitary Inspectors and employees who perform their duties for the smooth and efficient working of the Organization.

Functions of the Corporation

Obligatory Functions

It shall be incumbent on the Corporation to make adequate provision by any means or measures which it may lawfully use or take for each of the following matters, namely :-

- a. The construction, maintenance and cleaning of drains and drainage works and of public latrines, urinals and similar conveniences.
- b. The Construction and maintenance of works and means for providing supply of water for public and private purposes.
- c. The scavenging, removal and disposal of filth, rubbish and other obnoxious or polluted matters.
- d. The reclamation of unhealthy localities, the removal of noxious vegetation and generally the abatement of all nuisances.
- e. The regulation of places for the disposal of the dead and the provisions and maintenance of places for the said purpose.
- f. The registration of births and deaths.
- g. Public vaccination and inoculation.
- h. Measures for preventing and checking the spread of dangerous diseases.
- i. The construction and maintenance of Municipal markets and slaughter houses and the regulation of all markets and slaughter houses.
- j. The regulation and abatement of offensive or dangerous trades or practices.
- k. The securing or removal of dangerous buildings and places.
- l. The construction, maintenance, alteration and improvements of public streets, bridges, culverts, causeways and the like.
- m. The lighting, watering and cleansing of public streets and other public places.
- n. The removal of obstructions and projections in or upon streets, bridges and other public places.
- o. The naming and numbering of streets and premises.
- p. The maintenance of Municipal offices.
- q. The laying out or the maintenance of public parks, gardens or recreation grounds.
- r. The maintenance of a fire brigade and the protection of life and property in case of fire.
- s. The maintenance of monuments of monuments and memorials vested in a local authority in the city immediately before the commencement of this Act or which may be vested in the Corporation after such commencement.
- t. The maintenance and development of the value of all properties vested in or entrusted to the management of the corporation and

- u. The fulfillment of any other obligations imposed by or under this Act or any other law for the time being in force.

Discretionary Functions

The Corporation may in its discretion provide either wholly or in part of all or any of the following matters namely:-

- a. The furtherance of education including cultural and physical education.
- b. The establishment and maintenance of, and aid to, libraries, museums, art galleries, botanical or zoological collections.
- c. The establishment and maintenance of, and aid to stadia, gymnasia, akharas and places for sports and games.
- d. The planting and care of trees on road sides and elsewhere.
- e. The surveys of buildings and lands.
- f. The registration of marriages.
- g. The taking of a census of population.
- h. The civic reception to persons of distinction.
- i. The providing of music or other entertainments in public places or places of public resort and the establishment of theatres and cinemas.
- j. The organization and management of fairs and exhibitions.
- k. The acquisition of movable or immovable property for any of the purposes before mentioned, including payment of the cost of investigations, surveys or examinations in relation thereto for the construction or adaptation of buildings necessary for such purposes.
- l. The construction and maintenance of :-
 - I. Rest houses,
 - II. Poor houses,
 - III. Infirmaries,
 - IV. Children's homes,
 - V. Houses for the deaf and dumb and for disabled handicapped children,
 - VI. Shelters for destitute and disabled persons,
 - VII. Asylums for persons of unsound mind.
- m. The construction and maintenance of cattle ponds.
- n. The building or purchase and maintenance of dwelling houses for corporation officers and other corporation employees.
- o. Any measures for the welfare of the corporation officers and other corporation employees or any class of them including the sanctioning of loan to such officers and employees or any class of them for construction of houses and purchase of vehicles.
- p. The organization or management of chemical or bacteriological laboratories for the examination or analysis of water, food and drugs for the detection of diseases or research connected with the public health or medical relief.
- q. The provision for relief to destitute and disabled persons.
- r. The establishment and maintenance of veterinary hospitals.
- s. The organization, constructions, maintenance and management of swimming pools, public wash houses, bathing places and other institutions designed improvement of public health.
- t. The organization and management of farms and dairies within or without the city for the supply, distribution and processing of milk and milk products for the benefit of the residents of the city.
- u. The organization and management of cottage industries, handicraft centers and sales emporia.
- v. The construction and maintenance of warehouses and godowns.
- w. The construction and management of garages, sheds, and stands for vehicles and cattle biers.
- x. The provision for unfiltered water supply.
- y. The improvement of the city in accordance with improvement schemes approved by the Corporation.
- z. The provision of housing accommodation for the inhabitants of any area or for any class of inhabitants.
- aa. The establishment and maintenance of hospitals, dispensaries and maternity and child welfare centers and the carrying out of other measures necessary for public medical relief.
- bb. Supply and distribution of electricity to the public, and
- cc. Any measures not herein before specifically mentioned, likely to promote public safety, health, convenience or general welfare.

(II) Powers and duties of its officers and employees.

Powers of Corporation

1. Subject to the provisions of this Act and rules, regulations and bye-laws made there under the Municipal Government of the city shall vest in the Corporation.
2. Without prejudice to the generality of the provisions of sub-section (1) of it shall be the duty of the Corporation to consider all periodical statements of the receipts and disbursements and all progress reports and pass such resolutions.

Duties of Commissioner

The Commissioner is not merely an employee of the Corporation, who is obliged to implement all resolutions which are passed by Corporation. The Commissioner is a municipal authority, like other authorities constituted under section 44 of this Act, and he is under an obligation to perform his functions and discharge his duties in the manner stipulated by the Act. As a chief executive, he would ordinarily be required to comply with the valid and legal decisions of the Corporation, but where the Commissioner is required to apply his own mind and take a decision, he would be failing in his duty, if he merely carries out the dictates of the Corporation without applying his own mind.

Power of Corporation to require Commissioner to produce documents and furnish returns, reports, etc:-

- (1) The Corporation may at any time require the Commissioner-
 - a. To produce any record, correspondence, plan or other document which is in his possession or under his control as Commissioner or which is recorded or filled in his office of any Corporation officer or other Corporation employee subordinate to him.
 - b. To furnish any return, plan, estimate, statement, account of statistics concerning or connected with any matter pertaining to the administration of this Act or the municipal Government of the City.
 - c. To furnish a report by him to obtain from any Corporation officer or employee subordinate to him and furnish with his own remarks thereon, a report, upon any subject concerning or connected with the administration of this Act or the municipal Government of the City.
- (2) Every such requisition shall be complied with by the Commissioner without any unreasonable delay, and it shall be incumbent on every Corporation officer and other Corporation employee to obey any order made by the Commissioner in pursuance of any such requisition.

Provided that the Commissioner shall not be bound to comply with any such requisition if with the previous approval of the mayor he makes a statement that such compliance would be prejudicial to public interest or to the interests of the Corporation.

Power of Corporation to make regulations:- The Corporation may make regulations to provide for any one more of the following matters, namely :-

- a) The tenure of office, salaries and allowance, provident funds, pensions, gratuities, leave of absence and other conditions of service of officers and other employees appointed under this chapters, other than those referred to in sub-section (1) of section 71.
- b) The qualification of candidates for appointment to posts specified in sub-section (7) of section 71.
- c) The procedure to be followed in imposing any penalty under sub-section (1) of section 74, suspension pending departmental inquiry before the imposition of such penalty and the authority by whom such suspension may be ordered, the officer or the authority to whom an appeal shall lie under sub-section (4) of that section.
- d) Any other matter which is incidental to or necessary for the purpose of regulating the appointment and conditions of service of persons appointed to services and posts under the Corporation and any other matter for which in the opinion of the Corporation provisions should be made by regulations.

Power of Corporation to alter budget estimates:-

- (1) On the recommendation of the Commissioner, the Corporation may from time to time during the year.
 - I. Increase the amount of any budget-grant under any head,
 - II. Make an additional budget-grant for the purpose of meeting any special or unforeseen requirement arising during the said year,
 - III. Transfer the amount or portion of the amount of the budget-grant under any head to the account of the budget-grant under any other head, or
 - IV. Reduce the amount of the budget-grant under any head :

Provided that due regard shall be had to all the requirement of this Act and in making any increase or any additional budget-grant, the estimated cash balance at the close of the year shall not be reduced below the sum of one lakh rupees or such higher sum as the Corporation may determine in respect of each budget estimate.

- (2) Every increase in a budget-grant and every additional budget-grant made in any year under sub-section (1) shall be made with the prior approval of the Government and after such approval shall be deemed to be included in the budget estimate finally adopted for that year.
- (3) The Commissioner may from time to time during the year:-
 - I. Reduce the amount of a budget-grant, or
 - II. Sanction the transfer of any amount within a budget-grant :

Provided that every reduction if it exceeds five hundred rupees shall be reported forthwith by the Commissioner to the Corporation and the Commissioner shall give effect to any order that may be passed by the Corporation in relation thereto.
- (4) The Commissioner may, from time to time during the year, sanction the transfer of any amount not exceeding five thousand rupees within a minor head if such transfer does not involve a recurring liability.

Power of Corporation to re-adjust income and expenditure during the year:-

- (1) If anytime during the year it appears to the Corporation that, notwithstanding any reduction of the budget-grant that has been made under section 87, the income of the Corporation fund during the same year will not suffice to meet the expenditure sanctioned in the budget estimate of that year and to leave at the close of the year the cash balance specified in or determined under the provision to sub-section (1) of section 87, then it shall be incumbent on the Corporation to sanction forthwith any measures which it may consider necessary for adjusting that year's income to the expenditure.
- (2) For the purpose of sub-section (1), the Corporation may either diminish the sanctioned expenditure of the year so far as it may be possible so to do with regard to all the requirements of this Act, or have recourse to supplementary taxation under section 133 or to an increase of the rates of cesses, fees, fares, and other charges leviable under this Act, or to adopt all or any of those methods.

Power of Commissioner to call for information and return :-

- (1) To enable him to determine the rateable value of any land or buildings and the person primarily liable for the payment of any taxes specified in the section 91 leviable in respect thereof, the Commissioner may require the owner or occupier of such land or building, or of any portion thereof to furnish him within such reasonable period as the Commissioner fixes in this behalf, with information or with a written return signed by such owner or occupier-
 - a. As to the name and place of residence of the owner or occupier of both the owner and occupier of such land or building.
 - b. As to the measurements or dimensions of such land or building or of any portion thereof and the rent, if any, obtained for such land or building or any portion thereof and.
 - c. As to the actual cost or other specified details connected with the determination of the value of such land or building.
- (2) Every owner or occupier on whom any such requisition is made shall be bound to comply with the same and to give true information or to make a true return to the best of his knowledge or belief.
- (3) Whoever omits to comply with any such requisition or fails to give true information or to make a true return to the best of his knowledge or belief, shall, in addition to any penalty to which he may be liable, be precluded from objecting to any assessment made by the Commissioner in respect of such land or building of which he is the owner or occupier.

Power of Commissioner to assess separately out-houses and portions of buildings: - The Commissioner may in his discretion assess any out-houses appurtenant to a building or any portion of a land or building separately from such building or, as the case may be, from the rest of such land or building.

Power of Commissioner to employ valuers: -

- (1) The Commissioner may, if he thinks fit, employ one or more competent persons to give advice or assistance in connection with the valuation of any land or building, and any persons so employed shall have power, at all reasonable times and after giving due notice, and on production, if so required, of authorization in writing in that behalf from the Commissioner, to enter on, survey and value any land or building which the Commissioner may direct him to survey and value.
- (2) No person shall willfully delay or obstruct any such person in the exercise of any of his powers under this section.

Power of Commissioner in case of contravention: - If any advertisement is erected, exhibited or fixed, retained in contravention of the provision of section 123, the Commissioner may require the owner or occupier of the land, buildings, wall, boarding, fence, post or structure or vehicle upon, or over or in which

the same is erected, exhibited, fixed or retained, to take down or remove such advertisement or may enter any land, building, property or vehicle and have the advertisement dismantled, taken down or removed or spoiled, defaced or screened.

Power of seizure of vehicles and animals in case of non-payment of tax thereon:-

- (1) If the tax on any vehicle or animal is not paid, then, instead of proceeding against the defaulter by distress and sale of his other movable property, the Commissioner may, at any time after the tax has become due, seize and detain the vehicle or animal or both, and if the owner or other person entitled thereto does not within seven days in respect of a vehicle and two days in respect of an animal from the date of such seizure and detention, claim the same and pay the tax due together with the charges incurred in connection with the seizure and detention, the Commissioner may cause the same to be sold and apply the proceeds of the sale or such part thereof as is required in the discharge of the sum due and the charges incurred as aforesaid.
- (2) The surplus, if any, remaining after the application of the sale proceeds under sub-section (1) shall, immediately after the sale of property, be credited to the Corporation Fund and notice of such credit shall be given at the same time to the person whose property has been sold or his legal representative and if the same, claimed by written application to the Commissioner within one year from the date of notice, a refund thereof shall be made to such person or his representative.
- (3) Any surplus not claimed within one year as aforesaid shall be the property of the Corporation.

Power to require entry in assessment list of details of buildings:-

- (1) For the purpose of obtaining a partial remission or refund of tax, the owner of a building composed of separate tenements may request the Commissioner, at the time of assessment of the building, to enter in the assessment list, in addition to the rate able value of the whole building, a note regarding any detail of the rate able value of each separate tenement.
- (2) When any tenement, the rate able value of which has been thus separately recorded, has remained vacant and unproductive of rent for sixty or more consecutive days, such portion of any tax assessed on the rate able value of the whole building shall be remitted or refunded as would have been remitted or refunded if the tenements had been separately assessed.

Power to inspect for purposes of determining rate able value or tax: -

- (1) The Commissioner or any other person authorized by him in this behalf, may, without giving any previous notice, enter upon and make an inspection of :-
 - a. Any land or building for the purpose of determining the rate able value of such land or building.
 - b. Any stable, garbage, or coach house or any place wherein he may have reason to believe that there is any vehicle or animal liable to tax under this Act.
 - c. Any place or premises which he has reason to believe are being used or are about to be used for any performance or show in respect of which the theatre tax is payable or would be payable.
 - d. Any land, building or vehicle in or upon which any advertisement liable to tax under this Act is exhibited or displayed.
- (2) The Commissioner may, by written summons, require the attendance before him of any person whom he has reason to believe to be liable to the payment of a tax in respect of a vehicle or animal, or of any servant of any such person and may examine such person servant as to the number and description of vehicles and animals owned by or in the possession or under the control of such person and every person or servant of such person so summoned shall be bound to attend before the Commissioner and to give information to the best of his knowledge and belief as to the said matters.

Power of Examiner, Local Fund Accounts, Punjab to make queries etc. and call for returns, etc.:-

- (1) The Examiner, Local Fund Accounts, Punjab may make such queries and observations in relation to and of the accounts of the Corporation which he is required to audit and call for such voucher, statements, returns and explanations in relation to such accounts, as he may think fit.
- (2) Every such query or observation as aforesaid shall be promptly taken into consideration by the officer or authority to whom, it may be addressed and returned without delay with the necessary vouchers, documents or explanation to the Examiner, Local Fund Accounts, Punjab.
- (3) The powers of the Examiner, Local Funds Accounts, Punjab, with regard to the disapproval of, and the procedure with regard to the settlement of objections to the expenditure from the revenues of the Corporation shall; be such as may be prescribed in consultation with the Examiner, Local Funds Accounts, Punjab and the Corporation.
- (4) If the Examiner, Local Funds Accounts, Punjab, considers it desire able that the whole or part of the audit applied to any accounts which he is required to audit shall be conducted in the offices in which those accounts originate he may require that those accounts, together with all books and documents having relation thereto, shall at all convenient times be made available in the said offices for inspection.

- (5) The Examiner, Local Funds Accounts, Punjab, shall have the power to require that any books or other documents relating to the accounts he is required to audit shall be sent for inspection by him.
 Provided that if the documents are confidential he shall be responsible for preventing disclosure of their contents.
- (6) The Examiner, Local Funds Accounts, Punjab, shall have authority to frame standing orders and to give directions on all matters relating to audit, and particularly in respect of the method and the extent of audit to be applied and the raising and pursuing of objections.

Power to Require Corporation to carry out surveys and formulate proposals: - The Government may require the Corporation to –

- a. Carry out a survey of the existing consumption of and demand for water supplies in the City and of the water resource in or available for the City.
- b. Prepare an estimate of the future water supply requirement of the City.
- c. Carry out a survey of the existing quantity of sewerage disposed of and the manner in which it is disposed of.
- d. Formulate proposals as to –
 - I. The existing or future water supply requirements of the City.
 - II. The existing or future sewage disposal requirements in the City including the proposal for the manner in which and the place or places at which such sewage should be carried, treated and disposed of.

Power to lay mains: -

- (1) The Commissioner may lay a main whether within or without the local limits of the Corporation-
- a. In any street and
 - b. With the consent of every owner and occupier of any land not forming part of a street, in, over or on that land and may from time to time, inspect, repair, alter or renew or may at any time remove any main so laid whether by virtue of this section or otherwise.
- (2) Where the Commissioner, in exercise of the powers under this section lays a main in, over, or on any land not forming part of a street or inspects, repairs, alters, renews or removes a main so laid down in, over or on any such land, he shall pay compensation to every person interested in that land for any damage done to, or injurious affection of that land by reasons of the inspection, laying, repair, alteration, renewal or removal of the main.

Power to lay service pipes etc. –

- (1) The Commissioner may, in any street, whether within or without local limits of the Corporation, lay such service pipes with such stopcocks and other water fitting as he may deem necessary for supplying water to premises and may, from time to time, inspect, repair, alter or renew and may, at any time, remove any service pipe laid in a street whether by virtue of this section or otherwise.
- (2) Where a service pipe has been lawfully laid in, over or on the land not forming part of the street, the Commissioner may from time to time enter upon that land and inspect, repair, alter, renew or remove the pipe or lay a new pipe in substitution thereof but shall pay compensation for any damage done in the course of such action.

Power of Corporation to require owners of premises to set up pumps, etc: - The owner of every premise connected with the municipal water works shall, when so required by the Commissioner, set up electric pumps or other contrivances whereby water may be caused to reach to the top of the top most storeys of such premises.

Power to enter premises to detect waste or misuse of water: - The Commissioner or any Corporation officer authorized by the Commissioner in writing may, between sunrise and sunset, enter any premises supplied with water by the Corporation in order to examine if there be any waste or misuse of such water and the Commissioner or such officer shall not be refused admittance to the premises nor shall be obstructed by any person in making his examination.

Power of test water fittings: - The Commissioner may test any water fitting used in connection with water supplied by the Corporation.

Power to make new Public streets: - The Commissioner may, at any time with the previous sanction of the Corporation –

- a. Lay out and make new public streets.
- b. Construct bridges and subways.
- c. Turn or divert any existing public street, and

- d. Lay down and determine the position and direction of a street or streets in any part of the City notwithstanding that no proposal for the erection of any building in the vicinity has been received.

Power to acquire land and buildings for public streets and for public parking places: - Subject to the provisions contained in chapter X, the Commissioner may-

- a. Acquire any land required for the purpose of opening, widening extending or otherwise improving any public street or making any new public street and any building standing upon such land.
- b. Acquire in relation to any such land or building, all such land with buildings, if any, thereon as the Corporation may think expedient to acquire outside the regular line, or the intended regular line, of such street, or
- c. Acquire any land for the purpose of laying out or making a public parking place.

Power to remove anything deposited or exposed for sale in contravention of this Act: - The Commissioner may, without notice, to be removed –

- a. Any stall, chair, bench box, ladder, bale or other thing whatsoever placed, deposited, projected, attached or suspended in, upon, from or to any place in contravention of this Act.
- b. Any article what whatsoever hawked or exposed for sale any public place in contravention of this Act any vehicle, package, box or any other thing in or on which such article is placed.

Power to order building to be vacated in certain circumstances: -

- (1) The Commissioner may by order in writing that direct any building in his opinion is in a dangerous condition or is not provided with sufficient means of egress in case of fire or is occupied in contravention of section 272 be vacated forthwith or within such period as may be specified in the order: Provided that at any time of making such order the Commissioner shall record a brief statement of the reasons therefore.
- (2) If any person fails to vacate the building in pursuance of such order the Commissioner may direct any police officer to remove such person from the building and the police officer shall comply with such direction accordingly.
- (3) The Commissioner shall, on the application of any person who has vacated, or been removed from any building in pursuance of an order made by him, reinstate such person in the building on the expiry of the period for which the order has been in force according to the circumstances prevailing at that time permit.

Power of Commissioner to order demolition of buildings unfit for human habitation: - Where the Commissioner upon any information in his possession is satisfied that any building is unfit for human habitation and is not capable at a reasonable expense of being rendered so fit he shall serve upon the owner of the building and upon any other person having interest in the building, whether as a lessee, mortgagee or otherwise a notice to show cause within such time as may be specified in the notice as to why an order of demolition of the building should not be made.

Power to call for information regarding burning and burial ground: - The Commissioner by notice in writing, require the owner or person in charge of any burning or burial ground to supply such information as may be specified in the notice concerning the condition, management or position of such ground.

Power to require closing of burning and burial grounds: - Where the Commissioner, after making or causing to be made local enquiry, is of opinion that any burning or burial ground has become offensive to, or dangerous to the health of, persons residing in the neighborhood, he may with the previous sanction of the Corporation, by notice in writing, require the owner or person in charge of such ground to close the same from such date may be specified in the notice.

- (3) No corpses shall be burnt or buried at the burning or burial ground in respect which a notice has been issued under this section.

Power of Commissioner to require removal or abatement of nuisance: - Where the Commissioner is of opinion that there is of opinion that there is a nuisance on any land or building, he may, by notice in writing, require the person by whose act, default or sufferance the nuisance arises or continues or the owner, lessees or occupier of the land and building, or any one or more of these persons to remove or abate the nuisance by taking such measures in such manner and within such period as may be specified in the notice.

Power to require buildings, wells, etc. to be rendered safe: - where any building, or wall, or anything affixed thereto, or any well, tank, reservoir, pool, depression or excavation, or any bank or tree is, in the opinion of the Commissioner, in a ruinous state, for what of sufficient repairs, protection or enclosure, a nuisance or dangerous to persons passing or dwelling or working in the neighborhood, the Commissioner

may by notice in writing require the owner or part-owner or person claiming to be the owner or part-owner thereof or failing any of them the occupier thereof to remove the same or may require him to repair, protect or enclose the same in such manner as he thinks necessary, and if the danger is, in the opinion of the Commissioner, imminent, he shall forthwith take such steps as he thinks necessary to avert the same.

Power to expel lepers and disturbers, etc. from markets: - The person in charge of a market shall prevent the entry therein of and shall expel there from, any person suffering from leprosy in whom the process of ulceration has commenced or from any dangerous disease, who sells or exposes for sale therein any article or who, not having purchased the same handles any article exposed for sale therein, and he may expel there from any person who is creating a disturbance therein.

Power of Commissioner to inspect places where unlawful slaughter of animal, etc., is suspected: -

- (1) If the Commissioner or any person authorized by him in this behalf has reason to believe that any animal intended for human consumption is being slaughtered or that the flesh of any such animal is being sold or exposed for sale in any place or manner not duly authorized under this Act, he may, at any time by day or night without notice, inspect such places for the purpose of satisfying himself as to whether any provision of this Act or of any bye-law made under this Act at the time in force is being contravened thereat and may seize any such animal or the carcass of such animal or such flesh found therein.
- (2) The Commissioner may remove and sell by auction or otherwise dispose of any animal or carcass of any or any flesh seized under sub-section (1).
- (3) If within one month of such seizure the owner of the animal, carcass of flesh fails to appear and prove his claim to the satisfaction of the Commissioner or if the owner is convicted of an offence under this Act in respect of such animal carcass or flesh, the proceeds of any sale under sub-section (1) shall vest in the Corporation.
- (4) Any person slaughtering any animal or selling or exposing for sale the flesh of any such animal in any place or manner not duly authorized under the provision of this Act may be arrested by any police officer without a warrant.
- (5) No claim shall lie against any person for compensation for any damage necessarily caused by any such entry or by any such entry.

Power of entry and inspection: - The Commissioner or any Corporation officer or other Corporation employee authorized by him in this behalf or empowered in this behalf by or under any provision of this Act, may enter into or upon any land or building with or without assistants and workmen-

- a. For the purpose of ascertaining whether there is or has been or in connection with the land or building any contravention of the provisions of this Act or any bye-law made there under.
- b. For the purpose of ascertaining whether or not circumstances exist which would be authorize or require the Commissioner, or any Corporation officer or employee authorized or empowered in this behalf to take any action or execute any work under this Act or any bye-law made there-under.
- c. For the purpose of taking any action or executing any work authorized or required by this Act or any bye-law made there-under.
- d. To make any inquiry, inspection, examination, measurement, valuation or survey authorized or required by or under this Act or necessary for the proper administration of this Act.
- e. Generally for the purpose of efficient discharge of the functions by any of the municipal authorities under this Act or any bye-law made there under.

Power to enter land adjoining land in relation to any work: -

- (1) The Commissioner, or any person authorized by him in this behalf or empowered in this behalf by or under any provision of this Act, may enter on any land within thirty five meters of any work authorized by or under this Act with or without assistant and workman for the purpose of depositing thereon any soil, gravel, stone or other purposes connected with the execution of the same.
- (2) The person so authorized shall, before entering on any such land, state the purpose thereof, and shall, if so required by the owner or occupier thereof fence off so much of the land as may be required for such purpose.
- (3) The person so authorized shall, in exercising any power conferred by this section, do as little damage as may be, and compensation shall be payable by the Corporation in accordance with bye-laws made in this behalf to the owner or occupier of land or to both for any such damage, whether permanent or temporary.

Power in case of non-compliance with notice, etc.: - In the event of non-compliance with the terms of any notice, order or requisition issued to any person under this Act or any rule, regulation or bye-law made there-under, requiring such person to execute any work or to do any act it shall be lawful for the authority or officer at whose instance the notice, order or requisition has been issued, whether or not the person in default is liable to punishment of such default or has been prosecuted or sentenced to any

punishment therefore, after giving notice in writing to such person, to take such action or such steps as may be necessary for the completion of the act or the work required to be done or executed by such person and all expenses incurred on such account shall be payable to the Commissioner or demand and if not paid within ten days after such demand, shall be recoverable as an arrear of tax under this Act.

Power to sue for expenses or compensation: - Instead any case not expressly providing in the manner aforesaid for the recovery of any expenses or compensation of which the amount due has been ascertained as hereinbefore provided, or after such proceedings have been taken unsuccessfully or with only partial success, the sum due or the balance of the sum due, as the cases may be recovered by a suit brought against the person liable for the same in any court of competent jurisdiction.

Duties of Assistant Divisional Fire Officer

1. 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.
2. 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.
3. To ensure prompt attendance of fire appliance and men at fire as scene of any emergency.
4. 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.
6. To make himself and his staff conversant with the topography of his town and adjoining areas as also about fire risks in such areas.
7. 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.
8. 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.
9. 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

1. 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.
2. 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.
3. To be in charge of 3 to 4 pumping units and/or at least minimum one fire station or equivalent staff/duties.
4. 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.
5. 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.
6. To instruct and drill all the men under his charge in the use and maintenance of fire appliance and equipments.

7. 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.
8. To ensure that the roll is called at such times as he considers the most suitable.
9. To ensure prompt attendance of fire appliances and men. He should carry out surprise turn outs at odd hours at least once a month.
10. To ensure that his station time clock is checked with the time signal at least twice a day at proper interval.
11. To see that men placed on station duty is properly dressed and is acquainted with his duties.
12. 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.
13. 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.
14. To see that the fire pumps under his charge have water passed through their pumps at least once every week.
15. 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.
16. To keep himself and his staff acquainted with the water supply within the area under his charge. In case 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.
17. To make himself and his staff acquainted with the network of communication system as may be existing in the service.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. 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

1. 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.
2. 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.

3. 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

1. To be available at the station to which he is posted, while on duty.
2. To obey implicitly all orders of his superiors and exact strict obedience from those in his charge.
3. 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.
4. 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.
5. To keep his superior acquainted with all matters coming to his knowledge affecting the fire brigade of the general affairs of the fire service.
6. To carry out any other duty as may be allotted by his officer and which has not been specified above.

Duties of driver/operator

1. To be available at his station, to which he is posted, while on duty.
2. To obey implicitly orders of his seniors and superiors.
3. To be responsible for running repair, proper upkeep and mechanically condition, maintenance and movements of the vehicles and pumps under his charge. He shall also be jointly responsible with the leading firemen for the proper maintenance and storing of equipments and gears that are carried on appliances or kept at the station.
4. To test at least thrice a day, the fire fighting appliances in his charge to make sure that the same are in serviceable conditions and to record the same, and to report any defects immediately that he may come across to the leading firemen or sub fire officer in charge of his shift.
5. To keep an inventory of all articles and equipments under his charge and also to maintain a record of time at work, road mileage, petrol, diesel and oil consumed by the vehicles and pumps in his charge.
6. To carry out any other duty not specified above, relating to the maintenance and operation of fire appliances, motor vehicles, pumps or other fire fighting equipments or resource gears etc, as may be ordered by officer in charge.

Duties of Firemen

1. To be available at the station, to which he is posted, while on duty.
2. 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.
3. To keep himself and his quarters or living space neat and clean.
4. To devote whole of his time and attention to the fire service while on duty.
5. To set an example to others by his sobriety, cleanliness, promptitude, civility and general attention to his duty.
6. 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.
7. To keep himself self alert to attend to fires, special services, fire drills etc. in the shortest possible time on the alarm being sounded.
8. To keep the complete knowledge of topography of his turnout area, water supply system, ground and special fire risk areas.
9. 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.
10. 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.
11. 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.
12. In addition to the above duties, he shall carry out such other duties as may be assigned to his seniors from time to time.

Duties of watch operator

1. To be available at the station, to which he is posted, while on duty.
2. To obey implicitly orders of his superiors and exact the strictest obedience and civility from those under him.
3. While taking over charge, which should be at least 10 minutes before the schedule for change over, he shall be responsible to acquaint himself with all matters current and pending of administrative and operational importance. He shall also be responsible to check the station clock and the telephone connections with other stations.
4. It shall be his duty to maintain the station occurrence book up to date at all times in the prescribed form, as may be laid down.
5. He shall be prompt in receipt and transmission of fires and other emergencies, reporting the same to his officers and the men by telephone and alarm system installed at the station and to control room, if any, as well as to other fire station/fire service with which his service may have a mutual-aid scheme and other essential service as the case may be. In all such cases shall keep a record of all such message movements of fire appliances, officers and men in the occurrence book.
6. He shall remain alert through out his watch room duty and shall not leave the place of duty for any purpose, whatsoever, on any account however, brief the absence may be, without the first obtaining a suitable relief. In all such cases, he shall make an entry in the occurrence book of his being relieved for that period.
7. He shall not allow any unauthorized person to enter into the watch room.
8. He shall be in proper uniform while on duty.
9. He shall also maintain the disposition board in the watch room showing the development of staff on duty and appliances of the brigade and the same shall conform to his record in the occurrence book.
10. He shall execute such other duties, as may be entrusted to him from time to time by his officers for the efficient administration of the brigade.

(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

(A) Sanctioning of Building Plans

The time schedule as prescribed in section 259 of Punjab Municipal Corporation Act, 1976 is 60 days in normal cases and 120 days if the plan relates to a building on the same or part of the same site on which erection has been refused falling which building plan is deemed to have been proved. This is especially for the buildings controlled by Town Planning Schemes. The following time schedule is now prescribed for sanction of buildings plans.

- I. Examination of site and report that application is in accordance with the bye laws by Building Inspector
Up to 10 days
- II. Report of the House Tax Inspector regarding arrears due meaning thereby that nothing is due against applicant
Up to 7 days
- III. Report of Sanitary Inspector
Up to 7 days
- IV. Report of Land Branch to the effect that the Government or Municipal land is not encroached
Up to 7 days
- V. Report of Water Supply and Sewerage department
Up to 7 days
- VI. Examination by A.M.E. and M.E. that the applicant is in order and submitting the same to Executive Officer for sanction
Up to 7 days
- VII. Sanction by Executive Officer and its communication to the applicant by the Building Branch
Up to 7 days

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.

(B) Composition of Building Plans

Although section 259 & 270 contains powers of Corporation to stay building operation where a building has begun but not completed and also contains a penalty cause under section 259. The cases of composition are decided under building bye-laws under this section.

(C) 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 268(i) & 270 (ii) is issued to the constructor to stop the work and to get the plan of building sanctioned from Corporation within 7 days. If he fails to do so, then a show cause notice is served to him and if he does not bothers it, then the order to demolish the building is passed by the Commissioner.

(D) 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 Corporation for the period of 3 days. If that person does not compliance with the notice then a demolition is passed by the Corporation.

(E) However special report must be received whether water supply exists in the area or not.

(F) Regulation of Dangers and Offensive Trade u/s 343

Subject to sanction of license by another department where necessary the existing license must be processed and sanctioned or rejected within 2 days. 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 Corporation area. The following conditions as provided in the Act must ensure:

- a) The license shall not be withheld unless the Corporation 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 Corporation may charge any fees according to a scale to be approved by the Commissioner 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.

(G) House Tax Exemption/Refund Cases

The following time schedule involving sanction of Municipal Corporation is to be followed:

I. Report of dealing hand	2 days
II. Inspection / second checking by Tax Inspector	2 days
III. Observation of Taxation Superintendent if any	2 days
IV. Examination by Executive Officer and onward transmission	3 days
V. Decision by administrator/ Committee	1 month
VI. Actual refund after decision	15 days

(b) New Assessment Cases

As per section 101 a public notice of not less than one month shall be issued to the effect that the Committee is going to revise the valuation and assessment and in all cases in which pay property is for the first time assessed or assessment thereof is increased. It shall also give notice thereof to the owner or occupier of the property. All objections to the valuation and assessment shall be made in within before the time fixed in the notice or orally or in writing at that time.

After report of the concerned Tax Inspector, assess u/s 101/1o3 of Punjab Municipal Corporation Act, 1976 must be issued a notice within a week and issue of notice shall be the responsibilities of Tax Inspector or Taxation Superintendent. After expiry of notice period of 30 days file must be submitted for processing a decision. In case no objection is received within 10 days the case may be finalized and bill issued. In case objection is received the same must be settled within 2 days. In case of objections the order deciding the tax should be self speaking and conveyed in self speaking terms.

(c) Revision of House Tax list

Every year, as per Municipal Code, 1/3rd list may be taken up for review so that whole town is covered within 3 years. Same steps as per new assessment may be adhered to that new cases/ alterations/ additions/ change of ownership etc. is detected.

(H) Grant of License to Hackney Carriage, Tonga Rickshaw etc.

For issue of such license a period of 2 days should be taken except in the month of March and April when there is heavy rush for new licenses. In March and April the record may be completed within a week simultaneously.

(I) 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 Corporation for which Rent Inspector or Tax

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.

(J) Teh Bazari

Detection of cases under section 246 and issue of notice immediately on its occurrence is the responsibility of the Teh Bazari Clerk who may ensure that the proceedings are initiated u/s 246 of Punjab Municipal Corporation Act, 1976. The Bazari Inspector is responsible for initiating the action.

(K) Complaints

For each type of complaint different registers must be maintained in the Corporation 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.

(L) Octroi Disputes

Following time schedule to be followed:

I. In case of dispute regarding rate of Octroi	1 day
Octroi Superintendent / Inspector shall be responsible for speedy disposal.	
II. O-5 cases	1 day
Octroi Superintendent/Inspector shall be responsible.	
III. Dispute regarding over charging/ wrong charging	7 days
7 days where pre-audit is not available and 15 days where pre-audit is compulsory.	

(M) Missing Transit Passes

On missing transit passes notice within 7 days of the occurrence is to be issued in such cases. The concerned clerk must initiate the report and the Inspector/ Office Superintendent would be responsible for follow up action. The Executive Officer would ensure their all cases of missing transit passes are followed up for necessary action every month.

(V) The rules, regulations, instructions, manuals and records, held by Municipal Corporation or under its control or used by its employees for discharging its functions:-

- a. The Punjab Municipal Corporation Act, 1976.
- b. The Punjab Public Premises and Land Eviction Act.
- c. The Industrial Dispute Act.
- d. The Minimum Wages Act.
- e. The Right to Information Act, 2005.
- f. The Public Plastic Carry Bags (Manufacture, Usage, and Disposal) Control Act, 2005.
- g. The Municipal Solid Waste (Management and Handling) Rules, 2000.
- h. The Municipal Account Code, 1930.

- i. The Punjab Municipal Election Rules, 1994.
- j. Delimitation of Wards of Municipalities Rules, 1972.
- k. The Punjab Municipal Works Rules, 1978.
- l. The Punjab Municipal General Rules, 1979.
- m. The Punjab Municipal Services (Recruitment and condition of service) Rules, 1978.
- n. Accountants of the Committee (Examination) Rules, 1979.
- o. The Punjab Municipal Safai Karamchari Service Rules, 1984.
- p. The Punjab Municipal Employees (Class IV) Service Rules, 1986.
- q. The Punjab Municipal (Executive Officer) Rules, 1976.
- r. The Punjab Municipal Employees Pension, Gratuity and General Provident Fund Rules, 1994.
- s. The Punjab Civil Service Rules, Volume I, II and III.
- t. Bye laws framed by Municipal Corporation Bathinda from time to time.

(vi.) A statement of categories of documents that are held under its control or used by its employees for discharging its functions :-

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	Chalan 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) The 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 administration thereof.

According to Punjab Municipal Corporation Act 1976

1. Every meeting shall be open to the public, unless a majority of the members present at the meeting decide that any inquiry or deliberation pending before the Corporation shall be held in private.

2. The Corporation may make regulations for the purpose of admission of the members of the public to its meetings and for the removal by force, if necessary, of any member of the public admitted to a meeting for interrupting or disturbing the proceedings of the meeting.

(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.

As per section 42 of the Municipal Corporation 1976

Committees:-

- (1) The Corporation may constitute as many ad hoc committees consisting of such number of councilors and for such terms as it thinks fit for the exercise of any power or discharge of any function which the Corporation may by resolution delegate to them or for inquiring into, reporting or advising upon any manner which the Corporation may refer to them.
- (2) An ad hoc committee may with the sanction of the Corporation co-op not more than three persons who are not members of the Corporation but who in the opinion of the Corporation possess special qualifications for serving on such committee.
- (3) The Corporation shall constitute a Water Supply and Sewerage Disposal Committee, a Buildings and Roads Committee, a House Tax Assessment Committee and such other committees as may be prescribed consisting of such number of councilors and for the exercise of such powers or discharge of such functions as may be prescribed.
- (4) There shall also be Finance and Contracts Committee of the Corporation comprising the mayor, the two deputy mayors, two councilors elected by the councilors from amongst themselves and the Commissioners, and the4 aforesaid Committee shall exercise all the powers of the Corporation in relation to contracts to be entered into for and on its behalf the purchases so be made by it.
- (5) Each committee shall elect one of its members as the Chairman of the Finance and member as the Vice-Chairman:
Provided that the Mayor shall be the ex-officio Chairman of the Finance and Contracts Committee.
- (6) Any matter relating to committees not expressly provided in this Act may be provided by regulations made in this behalf.

As per section 42-A of the Municipal Corporation 1976

Constitution, Power and Functions of the Wards, Committees and other Committees:-

- (1) In respect of a Corporation having population of three lakhs or more, there shall be constituted by the Commissioner by order in writing such number of wards committees as may be determined by him:
Provided that a wards Committee shall consists of not less then five wards.
- (2) In constituting Wards Committees, the Commissioner shall maintain geo-graphical contiguity as far as possible.
- (3) Each Wards Committee shall consists of,-

- I. The Councilors elected from the Wards for which the Wards Committee is constituted.
- II. The Commissioner of the Corporation who shall be the ex officio member, and
- III any other officers of the Corporation as the Commissioner may nominate to be ex officio members and one of the officers so nominated shall be the Secretary of the Wards Committee.
Provided that the number of ex officio members appointed to a Wards Committee shall not be more than half the strength of the elected members of the Wards Committee.

Provided further that the ex officio members shall have the right to participate in the meetings of the Wards Committee but shall not have the right to vote.

(IX) A directory of officers and employees.

LIST OF EMPLOYEES OF MUNICIPAL CORPORATION BATHINDA				
Sr. No	NAME (SARV SH/SMT)	DESIGNATION	PH.NO.	MOB.NO.
1.	RAVI BHAGAT, IAS	COMMISSIONER	2252812	
2.	B D SINGLA	S.E		97800-42101
3.	TIRATH RAM	C.E		97800-42103

4.	Dr. AJAY GARG	H.O		
5.	HARBANS LAL	SUPERINTENDENT		
6.	SUKHWINDER SINGH	SUPERINTENDENT		
7.	LAKHWIR TRIKHA	ACCOUNTANT		
8.	KEWAL KRISHAN	Asstt. Corp. Er.		
9.	RAVINDER SINGLA	Asstt. Corp. Er.		
10.	DAVINDER JAURA	Asstt. Corp. Er.		
11.	K.C.BANSAL	Asstt. Corp. Er.		
12.	PARDIP SINGH	INSPECTOR		
13.	PARGAT SINGH	INSPECTOR		
14.	MAKHAN LAL	INSPECTOR		
15.	KAMALJIT KAUR	INSPECTOR		
16.	RAJPAL KAUR	Sr. Asst.		
17.	KULWINDER SINGH	INSPECTOR		
18.	JAGAN NATH	JUNIOR ENGINEER		
19.	RAJINDER KUMAR-1	JUNIOR ENGINEER		
20.	RAJINDER KUMAR-2	JUNIOR ENGINEER		
21.	YASH PAL	JUNIOR ENGINEER		
22.	SOM DUTT	JUNIOR ENGINEER		
23.	MADAN LAL	JUNIOR ENGINEER		
24.	RAMAN KUMAR	JUNIOR ENGINEER		
25.	AMARJIT SINGH	J.E.(H)		
26.	BALDEV SINGH	J.E(H)		
27.	JASPAL SINGH	SANITARY INSPECTOR		
28.	RANBIR SINGH	SANITARY INSPECTOR		
29.	SATISH KUMAR	SANITARY INSPECTOR		
30.	SHAM LAL	SANITARY INSPECTOR		
31.	GURCHARAN SINGH	SANITARY INSPECTOR		
32.	RAKESH KUMAR	SANITARY SUPERVISOR		
33.	NARESH KUMAR	SANITARY SUPERVISOR		
34.	GURPREET SINGH	DRAFTSMAN		
35.	BALDEV SINGH	ADFO		
36.	JASWINDER SINGH	SFO		
37.	JAGTAR SINGH	LFM		
38.	TARSEM KUMAR	SUPERVISOR		
39.	RAJ KUMAR	SUPERVISOR		
40.	RAJDEEP SINGH	SUPERVISOR		
41.	RAJESH KUMAR	SUPERVISOR		
42.	PAWAN KUMAR	MORTERMATE		
43.	SATPAL	CLERK		
44.	MOHINDER SINGH	J.A.		
45.	SUKHDEV SINGH	CLERK		
46.	HARJINDER SINGH	CLERK		
47.	KULDEEP CHOPRA	JR.ASSTT.		
48.	VEENA RANI	CLERK		
49.	RAM CHAND	J.A.		
50.	SURJAN RAM	CLERK		
51.	SUBHASH CHAND	CLERK		
52.	PRITAM SINGH	CLERK		
53.	PALWINDER SINGH	CLERK		
54.	RAVINDER KUMAR	CLERK		
55.	DEEP KAUR	CLERK		
56.	GURDEV SINGH	CLERK		

57.	IQBAL SINGH	CLERK		
58.	DARSHAN SINGH	CLERK		
59.	MAYA DEVI	CLERK		
60.	TARSEM CHAND JINDAL	CLERK		
61.	KAMALJEET KAUR	CLERK		
62.	PREM LATA	CLERK		
63.	JAGDISH KUMAR	CLERK		
64.	NASEEB CHAND	CLERK		
65.	RANJIT SINGH	CLERK		
66.	MISS JASWIR KAUR	CLERK		
67.	PUSHPINDER SINGH	J.A.		
68.	ASHA RANI	CLERK		
69.	SUNITA RANI	CLERK		
70.	KAILASH CHANDAR	CLERK		
71.	RAJINDER SINGH	J.A		
72.	BHOLA SINGH	CLERK		
73.	SURINDER SINGH	PUMP OPERATOR		
74.	AMARJIT SHARMA	CLERK		
75.	PREM KUMAR	CLERK		
76.	JASVEER SINGH	CLERK		
77.	KAMAL NARAIYAN	CLERK		
78.	JARNAIL SINGH	J.A.		
79.	AMARJIT SINGH	CLERK		
80.	SARITA GROVER	STENO		
81.	GURJIT KAUR	STENO		
82.	SITA DEVI	CLERK		
83.	R.C.KALIA	ACCTTS.CLERK		
84.	VIJAY KUMAR	ACCTTS.CLERK		
85.	CHHINDERPAL SINGH	CLERK		
86.	VIJAY KUMAR	CLERK		
87.	DEV RAJ	CLERK		
88.	VASDEV	J.A.		
89.	PAWAN KUMAR-II	J.A.		
90.	PARDIP KUMAR	CLERK		
91.	PARMINDER KUMAR	Jr. Asst.		
92.	HARBHAJAN SINGH	CLERK		
93.	HARISH KUMAR	J.A.		
94.	ASHOK KUMAR	J.A.		
95.	SURESH KUMAR	CLERK		
96.	POOJA	CLERK		
97.	CHET RAM	CLERK		
98.	RAVINDER NATH	CLERK		
99.	KIMMI JAURA	CLERK		
100.	MOHIT SHARMA	CLERK		
101.	PAWAN KUMAR	CLERK		
102.	JEET SINGH	CLERK		
103.	GURDEEP SINGH	CLERK		
104.	BALBIR SINGH	CLERK		
105.	VIJAY KUMAR	CLERK		
106.	PAWAN KUMAR	PEON		
107.	MANPREET SINGH	PEON		
108.	PYARE LAL	PEON		
109.	PREM CHAND SHARMA	PEON		

110.	ANIL KUMAR	PEON		
111.	RESHAM SINGH	PEON		
112.	GURJANT SINGH	LIFE GUARD		
113.	MAHINDER SINGH-1	DRIVER		
114.	RAJINDER KUMAR,RAJU	BELDAR		
115.	HARMINDER KUMAR	BELDAR		
116.	BHUSHAN KUMAR			
117.	SHASHI KUMAR	BELDAR		
118.	GURTEJ SINGH	MISTRI		
119.	JOHN LAL	BELDAR		
120.	HARMINDER	BELDAR		
121.	DEVINDER SINGH	BELDAR		
122.	LEKH RAJ	BELDAR		
123.	RAJINDER SINGH	BELDAR		
124.	SURESH CHAND	BELDAR		
125.	RAJ KUMAR	BELDAR		
126.	RAJINDER KUMAR	BELDAR		
127.	RAM KUMAR	BELDAR		
128.	MAGHI RAM	BELDAR		
129.	RAMESH KUMAR	BELDAR		
130.	BABBU RAM `	BELDAR		
131.	BALJIT KUMAR	BELDAR		
132.	KALLU RAM	BELDAR		
133.	RAJ KISHORE	BELDAR		
134.	BHUSHAN GUPTA	BELDAR		
135.	THAKAR SINGH	BELDAR		
136.	MUKAND SINGH`	BELDAR		
137.	RAGHVIR CHAND	BELDAR		
138.	KRISHAN KUMAR	BELDAR		
139.	BHURA RAM	BELDAR		
140.	JUL SHAI	BELDAR		
141.	BUDHI PRASHAD	BELDAR		
142.	DEVINDER KUMAR	BELDAR		
143.	JAI NANDAN	BELDAR		
144.	RAJU KESI	BELDAR		
145.	BHOLA SINGH	BELDAR		
146.	RAJ SINGH	PEON		
147.	MEENA KUMARI	PEON		
148.	GURINDER SINGH	PEON		
149.	HARDEV SINGH	PEON		
150.	PETER JOHN	PEON		
151.	KRISHAN KUMAR	CHOWKIDAR		
152.	MANGA SINGH	PEON		
153.	JARNAIL SINGH	PEON		
154.	VISHAL KUMAR	PEON		
155.	SWARANJEET SINGH	DRIVER		
156.	RANDHIR SINGH	DRIVER		
157.	LAKHVIR SINGH	DRIVER		
158.	JEEVAN KUMAR	PEON		
159.	SURESH KUMAR	PEON		
160.	JAGROOP SINGH	DRIVER		
161.	KARNAIL SINGH	DRIVER		
162.	JAI DEVINDER SINGH	DRIVER		

163.	KARNAIL SINGH	FIREMAN		
164.	HUKAM CHAND	FIREMAN		
165.	SUKHWINDER SINGH	FIREMAN		
166.	JASWANT SINGH I	FIREMAN		
167.	MOHAN SINGH	FIREMAN		
168.	BALDEV SINGH	FIREMAN		
169.	JASKARAN SINGH	FIREMAN		
170.	JASWANT SINGH II	FIREMAN		
171.	DYAL SINGH	FIREMAN		
172.	PARAMJEET SINGH	FIREMAN		
173.	HARPAL SINGH	FIREMAN		
174.	ASHWANI KUMAR	FIREMAN		
175.	PARMOD KUMAR	FIREMAN		
176.	SUKHDEV SINGH	FIREMAN		
177.	CHIMAN LAL	DRIVER		
178.	MAHINDER SINGH II	DRIVER		
179.	DARSHAN SINGH	DRIVER		
180.	SURINDER SINGH	JT		
181.	RAJINDER KUMAR	PEON		
182.	TEJA SINGH	PEON		
183.	RAM CHAND	PEON		
184.	SURJEET KAUR	PEON		
185.	AKASHDEEP	PEON		
186.	SUKHWINDER SINGH	PEON		
187.	KIRATVEER SINGH	PEON		
188.	RAM ABHILASH	MALI		
189.	MADAN LAL	MALI		
190.	BALDEV KRISHAN	MALI		
191.	RAJA RAM	MALI		
192.	RAM LAKHAN	MALI		
193.	TARSEM KUMAR	MALI		
194.	BALKAR SINGH	MALI		
195.	RAJ BALI	MALI		
196.	SHOBHA RAM	MALI		
197.	INDAL SINGH	MALI		
198.	SIYA RAM	MALI		
199.	JAGJEET SINGH	MALI		
200.	KRISHAN KUMAR	MALI		
201.	GURCHARAN SINGH I	MALI		
202.	MANI RAM	MALI		
203.	DURGA PAL	MALI		
204.	RAGHVIR SINGH	MALI		
205.	HARBANS LAL	MALI		
206.	RAJINDER SINGH	MALI		
207.	MANGAL DASS	MALI		
208.	JUGAL KISHORE	MALI		
209.	GURCHARAN SINGH II	MALI		
210.	ASHOK KUMAR	MALI		
211.	GURJEET SINGH	MALI		
212.	BALWINDER KUMAR	MALI		
213.	VIJAY KUMAR	MALI		
214.	RAJINDER BABU RANA	MALI		
215.	GYAN CHAND	MALI		

216.	MEGH NATH	MALI		
217.	NIRMAL SINGH	MALI		
218.	BIKAR CHAND	MALI		
219.	LACHMAN SINGH	MALI		
220.	SOHAN SINGH	MALI		
221.	RAJ SINGH	MALI		
222.	KULWANT SINGH	MALI		
223.	HARNEK SINGH	MALI		
224.	MITHU SINGH	MALI		
225.	JEET SINGH	MALI		
226.	SURJEET SINGH	MALI		
227.	BADKU RAM	MALI		
228.	GURCHARAN SINGH III	MALI		
229.	GURDEEP SINGH	MALI		
230.	PURAN CHAND	MALI		
231.	DARSHAN SINGH	MALI		
232.	SAT PAL	MALI		
233.	MAGRU PARSHAD	MALI		
234.	SATISH KUMAR	MALI		
235.	LEELA RAM	MALI		
236.	BALWANT SINGH	MALI		
237.	BALVIR SINGH	MALI		
238.	KAKA SINGH	MALI		
239.	WAJIR CHAND	MALI		
240.	SHAM LAL	MALI		
241.	PARSHOTAM KUMAR	MALI		
242.	KARAMJEET SINGH	MALI		
243.	DARSHAN SINGH	MALI		
244.	RAM NARESH	MALI		
245.	DHARAMPAL SINGH	MALI		
246.	GORA SINGH	MALI		
247.	LAJPAT RAI	MALI		

(X) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

ESTABLISHMENT - EXPENDITURE 2007-2008					
Sr.NO.		NAME OF POST	NO. OF SANTIIONED POSTS	PAY SCALE	ANNUAL EXPENDITURE
<u>GENERAL BRANCH</u>					
1	(Provincialised Cadre)	Commissioner	1	12750-16500	5.24
2		Executive Officer	1	7880-11660	4.09
3		Superintendent	1	6400-10640	3.53
4		Accountant	1	6400-10640	2.67
5		Legal Assistant	1	6400-10640	3.49
6		P.Asstt.	1	6400-10640	2.14
7		Senior Assistant	1	5800-9200	2.07
8	(Non-Prov Cadre)	J.A./Clerks	16	3120-5160	30.84
				4400-7000	
9		Accounts Clerk	1	5000-8100	2.84
10		Steno Typist	3	3300-6200	5.83
11		Peon	11	2520-4140	15.14
12		Driver	2	3300-6200	3.38
13		Chowkidar	1	2520-4140	1.39
14		Legal Advisor(Part Time)	1	4500/- p.m.	0.54
TOTAL :			42		83.19
<u>HOUSE TAX BRANCH</u>					
1	(Provincialised Cadre)	Superintendent	1	6400-10640	3.05
2		Inspector	5	5800-9200	11.13
3	(Non-Prov. Cadre)	J.A./Clerks	11	3120-5160	24.96
				4400-7000	
4		Peon	6	2520-4140	8.64
TOTAL :			23		47.78
<u>RENT BRANCH</u>					
1	(Non-Prov. Cadre)	J.A./Clerks	4	3120-5160	8.97
				4400-7000	
2		Peon	2	2520-4140	2.63
TOTAL :			6		11.60
<u>TEHBAZARI BRANCH</u>					
1	(Provincialised Cadre)	Inspector	1	5800-9200	2.45

2	(Non-Prov. Cadre)	J.A./Clerks	1	3120-5160	2.48
				4400-7000	
3		Peon	3	2520-4140	4.54
4		Driver	1	3330-6200	1.72
TOTAL :			6		11.19
<u>LICENCE BRANCH</u>					
1	(Provincialised Cadre)	Inspector	1	5800-9200	2.44
		J.A/ Clerks	2	3120-5160	4.68
				4400-7000	
2		Peon	2	2520-4140	3.27
TOTAL :			5		10.39
<u>BUILDING BRANCH</u>					
1	(Provincialised Cadre)	Head Draftsman	1	6400-10640	2.66
2		Draftsman	1	5800-9200	2.45
3	(Non-Prov. Cadre)	J.A./Clerks	6	3120-5160	13.47
		Peon	3	2520-4140	4.94
TOTAL :			11		23.52
<u>FIRE BRANCH</u>					
1	(Provincialised Cadre)	A.D.F.O.	1	7220-11660	4.10
2		S.F.O.	2	5800-9200	4.90
3	(Non-Prov. Cadre)	L.F.M.	1	4020-6200	2.37
4		Fireman	20	3120-5160	36.40
5		Driver	3	3330-6200	6.47
6		J.A./Clerks	1	4400-7000/ 3120-5160	2.06
7		Peon	1	2520-4140	1.37
TOTAL :			29		57.67
<u>WORKS BRANCH</u>					
1	(Provincialised Cadre)	S.E	1	14700-18150	6.10
2		C.E	2	10025-18600	7.32
3		A.C.E	4	7880-11660	14.40
4		J.E.	6	5800-9200	17.86
5	(Non-Prov. Cadre)	J.A./Clerks	6	3120-5160	13.93
				4400-7000	
6		Works Supervisor	8	3120-5160	10.60
7		Motor Mats	1	3120-5160	1.53
8		Driver	5	3330-6200	11.01
9		Peon	5	2520-4140	7.17
TOTAL :			38		89.92
<u>SWIMMING POOL</u>					
1	(Non-Prov. Cadre)	Manager Cum			
		Life Guard	1	3120-5160	1.74
2		Pump Operator	1	3120-5160	1.58
TOTAL :			2		3.32

<u>GANG BRANCH</u>					
1	(Non-Prov. Cadre)	Messon	2	3120-5160	3.77
2		Beldar	31	2520-4140	37.27
TOTAL :			33		41.04
<u>STREET LIGHT BR.</u>					
1	(Provincialised Cadre)	J.E.	1	5800-9200	2.33
2	(Non-Prov. Cadre)	J.A./Clerks	4	4400-7000	8.26
				3120-5160	
3		Peon	7	2520-4140	10.14
4		Beldar	2	2520-4140	2.44
TOTAL :			14		23.17
<u>PARK BRANCH</u>					
1	(Provincialised Cadre)	J.E.	2	5800-9200	5.53
2	(Non-Prov. Cadre)	J.A./Clerks	2	4400-7000	3.96
				3120-5160	
3		Mali	63	2520-4140	81.71
TOTAL :			67		91.20
<u>REST HOUSE</u>					
1	(Non-Prov. Cadre)	Care Taker	1	3120-5160	1.68
TOTAL :			1		1.68
<u>OCTROI BRANCH</u>					
1	(Non-Prov. Cadre)	J.A./Clerks	2	3120-5160	3.51
				4400-7000	
2		Peon	3	2520-4140	3.34
TOTAL :			5		6.85
<u>HEALTH BRANCH</u>					
1	(Provincialised Cadre)	Health Officer	1	6000/- p.m.	0.72
2		Sanitary Inspector	5	5800-9200	12.78
3	(Non-Prov. Cadre)	Sanitary Supervisor	3	3120-6200	5.05
4		J.A./Clerks	6	3120-5160	11.09
				4400-7000	
5		Peon	3	2520-4140	3.49
TOTAL :			18		33.13
<u>REMOVAL STAFF</u>					
1	(Non-Prov. Cadre)	Driver	3	3330-6200	4.75
2		Safai Mate	1	2520-4140	1.70
3		Safai Sewak	455	2520-4140	642.00
4		Daily Wages S. Sewak	35	2500/- p.m.	10.50
5		Part Time S. Sewak	55	1500/- p.m.	9.90
TOTAL :			549		668.85
<u>W/S BRANCH& O&M</u>					
1	(Provincialised Cadre)	C.E	1	10025-18600	3.98
2		A.C.E	1	7800-	2.92

				11660	
3		Junior Engineer	2	5800-9200	4.57
4		Inspector	1	5800-9200	2.48
5	(Non-Prov. Cadre)	W.W.Supervisor	1	4550-7220	1.56
6		Jr.Asstt/Clerks	15	3120-5160	32.16
				4400-7000	
7		Peon	5	2520-4140	8.10
8		Beldar	13	2520-4140	15.06
9		Laboratory Technician	1	6000/- p.m.	0.72
10		Surveyor	1	3120-5160	2.25
11		Pump Operator	5	3120-5160	8.49
12		Electrician	2	3120-5160	2.62
13		Mali	6	2520-4140	8.28
14		chowkidar	8	2520-4140	11.04
TOTAL :			62		104.23
			911		
Gratuity, Leave Encashment, Pension Benefit, Arrear, Ex-Gratia Grants, Medical, LTC etc.					75.00
Grand Total :					1383.73

(XI) The Budget Allocated to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursements made.

MUNICIPAL CORPORATION BATHINDA, STATEMENT OF INCOME (Rs. In Lacs)

S.No	Name of Head	Budget Provision for the current year 2006-07	Income During Feb-05	Actual Income 01.04.06 to 31.03.2007	Income During Feb-04	Actual Income in Corresponding Year 01.04.2005 to 31.03.2006	%age Incr/Decr. Compared to Corresponding		%age of Budget Provision
							month	last year	
1	Octroi	2600.00	175.78	2676.41	164.19	2428.67	7	10	103
2	House Tax	224.53	4.52	174.75	4.10	139.34	10	25	78
3	W/S & Sewerage	437.70	11.12	74.84	13.54	108.55	-18	-31	17
4	Rent & Tehbazari	92.67	5.91	93.53	13.18	89.19	-55	5	101
5	Building Application Fee	78.90	5.48	61.87	4.63	72.01	18	-14	78
6	Building Composition Fee	50.65	2.00	30.49	3.38	49.11	-41	-38	60
7	Development Charges	23.40	2.81	364.76	1.63	21.51	72	1596	1559
8	Others	138.06	10.74	126.02	9.09	132.84	18	-5	91
9	Addl. Excise Duty	175.00	-	528.32	-	386.10		37	302
	Grand Total	3820.91	218.36	4130.99	213.74	3427.32		21	108

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

Any person who came under B.P.L. Scheme can Apply for subsidy programmes under SJSRY Scheme and can get subsidy (15% or 7500/-) whichever is minimum.

Details of Beneficiaries:-

Sr. No.	Name of Bank	Name of Beneficiaries	Subsidy Amount	Check No./ Date
1	State Bank of Bikaner & Jaipur, Kikar Bazar, Bti.	Ashok Kumar S/o Banarsi Dass	7500/-	912368 / 3-9-2004
2	Jammu & Kashmir Bank Ltd. Mall Road, Bti.	Darshan Singh S/o Darbara Singh	7500/-	912369 / 14-2-2005
3	Punjab National Bank, Bank Bazar, Bti.	Gulab Rai S/o Kulwant Rai	7500/-	912370 / 22-3-2005
4	Oriental Bank of Commerce, Court Complex, Bti.	Rajesh Kumar S/o Jagan Nath	7500/-	912371 / 27-4-2005
5	Oriental Bank of Commerce, Railway Road Bti.	Gurcharan Singh S/o Gopal Singh	7500/-	912372 / 27-7-2005
6	State Bank of Patiala, Grain Market, Bti.	Darshan Singh S/o Mohan Singh	7500/-	912373 / 2-8-2005
7	Canara Bank, Civil Lines, Bti.	Gobind Ram S/o Shivji Ram	7500/-	912374 / 11-8-2005
8	Oriental Bank of Commerce, Zila Parishad, Bti.	Ram Gopal S/o Gurmukh Rai	7500/-	912375 / 6-9-2005
9	Canara Bank, Mall Road, Bti.	Sukhwinder Singh S/o Jeet Singh	7500/-	912376 / 3-10-2005
10	Oriental Bank of Commerce, Railway Road, Bti.	Som S/o Krishan	4500/-	912377 / 3-10-2005
11	State Bank of Bikaner & Jaipur, Bank Bazar, Bti.	Sudharshan Kumar S/o Krishan Chand	7500/-	912378 / 3-10-2005
12	Union Bank of India, Mall Road, Bti	Devinder Kumar S/o Musaddi Lal	7500/-	912379 / 6-10-2005
13	State Bank of Patiala, Paras Ram Nagar, Bti.	Jivan Jyoti S/o Bant Rai	7500/-	912381 / 22-11-2005
14	Oriental Bank of Commerce, Railway Road Bti.	Gurnam Singh S/o Gopal Singh	7500/-	912382 / 22-10-2005
15	Corporation Bank	Jaswant Singh S/o Gurbachan Singh	7500/-	912383 / 13-12-2005
16	Oriental Bank of Commerce, Railway Road, Bti.	Sukhdev Singh S/o Ram Sarup	3000/-	912384 / 29-12-2005
17	Allahabad Bank, Tikoni, Bti.	Amarjeet Kaur W/o Ranjeet Singh	7500/-	912385 / 27-12-2005
18	Ucco Bank, Bti	Kali Dass S/o Thav Singh	7500/-	912387 / 23-1-2006
19	Oriental Bank of Commerce, Court Complex, Bti.	Kewal Krishan S/o Laxman Singh	7500/-	912386 / 18-1-2006
20	Ucco Bank, Bti	Kuldeep Singh S/o Balwinder Singh	7500/-	912388 / 10-2-2006
21	Dena Bank, Bti	Nachhatar Singh S/o Ajit Singh	7500/-	912389 / 10-2-2006
22	State Bank of Bikaner & Jaipur, Bank Bazar, Bti.	Rajinder Kumar S/o Charinda Chand	7500/-	912390 / 17-2-06
23	Allahabad Bank, Bti.	Gora W/o Amandeep	7500/-	912391 / 17-2-2006
24	State Bank of Patiala, Grain Market, Bti.	Kartar Singh S/o Jugraj Singh	7500/-	912392 / 22-2-2006
25	Allahabad Bank, Bti.	Rita W/o Dev Sharan	7500/-	912393 / 29-3-2006
26	State Bank of India, Bti.	Jagtar Singh S/o Ajmer Singh	3000/-	912394 / 27-3-2006
27	State Bank of Patiala, Court Road, Bti.	Narinder Singh S/o Kulwant Singh	3500/-	912395 / 27-3-2006
28	Oriental Bank of Commerce, Zila Parishad, Bti.	Seema W/o Madan	3000/-	912396 / 11-10-2006

(XIII) Particulars of recipients of concessions, permit or authorization granted by it.

Octroi

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 Corporation Act, 1976 (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 Corporations, 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).

(XIV) Details in respect of the information, available to or held by it, reduced in an electronic form.

1. In House Tax Branch we have database of all the Taxable units which are charged House Tax, it includes arrears which are due of previous years and fresh demands which are taken from the demand registers of the current year and records of TS1 registers which includes all the units which are allotted numbers by the Municipal Corporation whether **Commercial or Residential**.
2. In Water Supply and Sewerage Branch we have database of all the charged units, it includes arrears which are due of previous years and fresh demands which are taken from the demand registers of the current year.
3. In Birth and Death Branch we have database of all the registrations of deaths and births from 1989 onwards.

(XV) 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.

Citizens Charter

As part of its drive to improve the quality and promptness of service to the citizens of Bathinda, the Municipal Corporation of Bathinda has released "The Citizen Charter" to achieve the twin purpose of streamlining public service and informing the citizens of their rights and responsibilities.

In keeping with resolve of the State Government to provide an efficient administration, the Municipal Corporation adopts the principle of a "**SMART**" Administration, that as "Simple, Moral, Accountable, Responsive and Transparent" administrator, their aim is to create a local administrative machinery that achieves public expectation and which will create an everlasting partnership between the citizens and the administration, which is an endeavor to building a better tomorrow.

This charter may not be treated as a legal document against the Municipal Corporation Bathinda.

The Municipal Corporation of Bathinda Provides the following services to the citizens:

1. Birth and Death Certificates
2. Sanitation and Health Services
3. Trade License
4. Building Permission
5. Maintenance of Water Supply and Sewerage
6. Engineering Services (Street Lighting, Roads and Public Toilets etc.)
7. Rent Services

8. House Tax Services
9. Fire Services
10. Encroachment
11. Horticulture Services
12. Single Window Services
13. Octroi Services
14. Library/Reading Room

Birth and Death Certificates

Birth and death Branch records all the Birth and deaths in the city which is to be registered within 21 days and its information is given on form No. 2 & 4 by corporation free of cost. Certificate is issued under section 12 to applicant within **7 days** of registration. Department of Health has provided 2 computers and Superintendent for easy working of the Branch. Health officer is also deputed in this branch by Corporation who works as Local Registrar. Fees for Birth and Death Certificate are charged as here under:-

Sr. No.	Services	Charges
1.	Birth & Death (If approval from Local Registrar)	Rs. 2/-
2.	Birth & Death (If approval from Civil Surgeon)	Rs. 5/-
3.	Birth & Death (If approval from District Magistrate)	Rs. 10/-
4.	Birth & Death Certificate Fee for one year	Rs. 7/-
5.	Birth & Death Certificate fee for three years	Rs. 11/-
6.	Copying (General)	Rs. 25/-
7.	Copying (Urgent)	Rs. 50/-

Sanitation & Health Services

Health Branch deals with Sanitation, prevention of communicable diseases, prevention of malaria mosquitoes or control on the growth of diseases and make City clean. City is divided in 9 parts with respect to sanitation. Staff has 458 regular, 35 on daily wages and 58 part time sanitation workers who cleans the city daily. There are 60 hand ridden carts, 10 tractor trolleys which carry garbage from roads and houses and dump that garbage to dumps. In case you think that there is much need of cleanliness you can give in written to the Health officer. Fog spray and water spraying is also done on the roads for the purpose of cleanliness.

Trade License

Under Punjab Municipal Corporation Act 1976, Section 343 any goods dangerous to life, health or property or likely to create nuisance should be licensed. According to Pure Food Act storing of any articles except for domestic use are also to be licensed. Licenses applied after due date is liable to Composition Fee. Fees charged by Trade License Branch are here under:-

Sr. No.	Business service	Rate/Year	Sr. No.	Business service	Rate/Year
1	ਸੀਮਿੰਟ ਸਟੋਰ	100/-	39	ਸੋਡਾ ਵਾਟਰ ਫੈਕਟਰੀ	30/-
2	ਸੀਮਿੰਟ ਪਾਈਪ	100/-	40	ਆਈਸ ਫੈਕਟਰੀ	200/-
3	ਪਲਾਈਵੁਡ	50/-	41	ਪਲੰਬਰ ਪੁਰਾਣਾ ਤੋਨਵਾ	300/-
4	ਆਰਾ ਮਸ਼ੀਨ	100/-	42	ਕੋਇਲਾ ਪੱਥਰ	50/-
5	ਸੈਨਟਰੀ ਗੁਡਜ਼	100/-	43	ਪਾਨ ਪੱਤਾ	15/-
6	ਮਿਰਚ ਖੁਸ਼ਕ	30/-	44	ਆਵੀ ਭੱਠੀ	30/-
7	ਪ੍ਰਿੰਟਿੰਗ ਪ੍ਰੈਸ	50/-	45	ਸਪਿਰਟ ਸਟੋਰ	100/-
8	ਮੈਡੀਕਲ ਸਟੋਰ	50/-	46	ਸ਼ਰਾਬ ਦੇਸੀ	200/-
9	ਆਟਾ ਚੱਕੀ	50/-	47	ਸ਼ਰਾਬ ਅੰਗਰੇਜੀ	250/-
10	ਚੂਲਾ ਸਟੋਰ	100/-	48	ਥਾਨ ਸਟੋਰ	30/-
11	ਰੂਈ ਪੈਂਜਾ	25/-	49	ਤੰਬਾਕੂ	50/-
12	ਕਬਾੜ	25/-	50	ਹੋਟਲ ਰਿਹਾਇਸ਼ੀ	10/-
13	ਖਾਗਜ਼ ਕਿਤਾਬਾਂ ਸਟੋਸ਼ਨਰੀ	50/-	51	ਬੈਕਰੀ ਭੱਠੀ	100/-
14	ਡਰਗ ਸੈਟਸ	100/-	52	ਫਰਨੀਚਰ ਸਟੋਰ	100/-
15	ਧੁੱਫ ਮੋਮਬੱਤੀ	30/-	53	ਡਰਾਈ ਕਲੀਨ	100/-
17	ਘੀ ਬਨਸਪਤੀ	100/-	54	ਡਾਇੰਗ	50/-
18	ਇੰਟਾ ਦਾ ਭਠਾ	500/-	55	ਰੰਗ ਰੋਗਨ ਸਟੋਰ	150/-

19	ਜਨਰੇਟਰ 10 ਐਚ,ਪੀ ਤਕ 10 ਐਚ,ਪੀ ਤੋਂ ਉਪਰ	50/- 200/-	56	ਆਇਲ ਇੰਜਨ 15 ਐਚ,ਪੀ ਤਕ 15 ਐਚ,ਪੀ ਤੋਂ ਉਪਰ	50/- 100/-
20	ਮੋਟਰ ਬਿਜਲੀ 5 ਐਚ,ਪੀ ਤਕ 20 ਐਚ,ਪੀ ਤਕ 50 ਐਚ,ਪੀ ਤਕ 100 ਐਚ,ਪੀ ਤਕ 200 ਐਚ,ਪੀ ਤਕ 500 ਐਚ,ਪੀ ਤਕ 500 ਐਚ,ਪੀ ਤੋਂ ਉਪਰ	15/- 30/- 50/- 100/- 200/- 500/- 1000/-	57	ਰੰਗ ਰੋਗਨ ਬਨਾਉਣਾ	500/-
21	ਗੈਸ ਵੈਲਡੀੰਗ ਸੈਟ	50/-	58	ਕਲੀ ਚੂਨਾ	50/-
22	ਗੱਤਾ ਅਤੇ ਡਬੋ	50/-	59	ਕਾਸਟਿਕ ਸੋਡਾ	200/-
23	ਸਿਨੇਮਾ ਫਿਲਮ	100/-	60	ਕਲੀ ਚੂਨਾ ਭੱਠੀ	100/-
24	ਤੇਲ ਮਿਲ ਤੇ ਸਪੈਲਰ	50/-	61	ਤੇਜਾਬ	200/-
25	ਲੁੱਕ ਸੈਂਟਰ	100/-	62	ਕੋਇਲਾ ਲਕੜੀ	50/-
26	ਸਮਾਨ ਪਲਾਸਟਿਕ	100/-	63	ਸੋਪ ਫੈਕਟਰੀ	100/-
27	ਖਾਲੀ ਬਾਰਦਾਨਾ	100/-	64	ਟਰੰਕ ਸਾਜੀ	100/-
28	ਪੈਟਰੋਲ ਪੰਪ	200/-	65	ਮਾਚਿਸ ਥੋਕ	50/-
29	ਇਲੈਕਟ੍ਰੀਕਲ ਸਮਾਨ	100/-	66	ਮਾਚਿਸ ਪਰਚੂਨ	10/-
30	ਸਮਾਨ ਮਸ਼ੀਨਰੀ ਬੈਲਟੇਕ	100/-	67	ਆਤਿਸਬਾਜੀ	200/-
31	ਟੈਂਟ ਹਾਊਸ	100/-	68	ਹੋਜ਼ਰੀ ਗੁਡਜ਼ ਬਣਾਉਣਾ	200/-
32	ਐਲ.ਪੀ.ਜੀ ਸੀਲੈਂਡਰ	200/-	69	ਰਿਕਸ਼ਾ ਮਾਲਕੀ ਚਾਲਕੀ	10/- 10/-
33	ਕਪੜਾ ਸੰਥੈਟਿਕਸ	100/-	70	ਰਿਕਸ਼ਾ ਪ੍ਰਾਈਵੇਟ	25/-
34	ਤੂੜੀ ਸਟੋਰ	30/-	71	ਲਾਦਾ ਰੋਹੜਾ	20/-
35	ਟਿੰਬਰ ਸਟੋਰ	100/-	72	ਹਥ ਰੋਹੜੀ	15/-
36	ਤੇਲ ਮਿੱਟੀ	100/-	73	ਚਮੜਾ ਬੂਟ	30/-
37	ਲਕੜੀ ਬਾਲਨ	50/-	74	ਨਕਲ (ਜਨਰਲ)	25/-
38	ਬਾਂਸ ਸਟੋਰ	30/-	75	ਨਕਲ	50/-

Building Permission

All the Sanction of map's whether is Commercial/Residential is given by Municipal Corporation Bathinda which comes under its Jurisdiction. Sanctioning of map is necessary before starting any construction if, anyone constructs any construction without sanctioned map or any illegal construction then that building can be demolished by branch or in some cases according to the instructions of government building can be regularized by taking Composition Fee. In case of any problem/complaint you can contact Assistant Town Planner and Fees charged by Building branch is here under:-

Sr. No.	Services	Charges
1.	Building Fee (Residential)	2.50 per Sq. Ft.
2.	Building Fee (Commercial)	5.00 per Sq. Ft.
3.	Boundary Wall (Residential)	2.50 per Sq. Ft.
4.	Boundary Wall (Commercial)	5.00 per Sq. Ft.
5.	Malba Fee up to 500 Sq. Ft.	Rs. 500/-
6.	Malba Fee 500-1000 Sq. Ft.	Rs. 1000/-
7.	Malba Fee 1001-1500 Sq. Ft.	Rs. 1500/-
8.	Malba Fee 1501-2000 Sq. Ft.	Rs. 2000/-
9.	Malba Fee Above 2000 Sq. Ft.	Rs. 2000+0.50 paisa per Sq. Ft. above 200 Sq. Ft.
10.	Development Charges	Rs. 5/- on estimate
11.	Development Charges for Ground Floor	Covered Area * 225/-
12.	Development Charges for Upper Floor	Covered Area * 220/-
13.	Composition Fee (Residential)	12.50 per Sq. Ft.
14.	Composition Fee (Commercial)	25/- per Sq. Ft.
15.	Land Use Charges	500/- per Sq. Yards
16.	Sub Division Charges	30/- per Sq. Yards

17.	Copying (General)	Rs. 25/-
18.	Copying (Urgent)	Rs. 50/-

Maintenance of Water Supply & Sewerage

This Branch deals with Water Supply and Sewerage works, new connections, layout of sewerage and Maintenance in all areas which is headed by Corporation Engineer, 4 Assistant Corporation Engineer, 10 Junior Engineer and Assistant staff etc. Canal water is filtered in Water Works treatment plant near rose garden and Supplied. New water supply and sewerage pipes are constructed by Water Supply and Sewerage Board and budget for this work is passed from Financial Organization or Government or by taking Loan/Grant. Maintenance, Drainage of rain water is done by Punjab Water Supply and Sewerage Board. In case of any problem he can meet Commissioner Municipal Corporation, Corporation Engineer Bathinda and in case of water supply and Sewerage disposal give in written so that necessary action could be taken by dealing person. Charges charged against various services are:-

Sr. No.	Services	Charges
1.	Water Charges	Rs. 6/- on estimate
2.	Water Connection Security (Residential)	Rs. 200/-
3.	Water Connection Fee (Residential)	Rs. 20/-
4.	Water Connection Security (Commercial)	Rs. 1000/-
5.	Water Connection Fee (Commercial)	Rs. 50/-
6.	Road Cutting Charges for Kachi Road	Rs. 3/- per Sq. Ft.
7.	Road Cutting Charges for Bricks Road	Rs. 15/- per Sq. Ft.
8.	Road Cutting Charges for P. C. Road	Rs. 60/- per Sq. Ft.
9.	Road Cutting Charges for B. M. Road	Rs. 80/- per Sq. Ft.
10.	Sewerage Connection Security (Residential)	Rs. 200/-
11.	Sewerage Connection Security (Commercial)	Rs. 1000/-
12.	Sewerage Connection Security (Residential)	Rs. 100/-
13.	Road Cutting Charges for Kachi Road	Rs. 3/- per Sq. Ft.
14.	Road Cutting Charges for Bricks Road	Rs. 15/- per Sq. Ft.
15.	Road Cutting Charges for P. C. Road	Rs. 60/- per Sq. Ft.
16.	Road Cutting Charges for B. M. Road	Rs. 80/- per Sq. Ft.
17.	Copying (General)	Rs. 25/-
18.	Copying (Urgent)	Rs. 50/-

Engineering Services (Street Lighting, Roads and Public Toilets etc.)

Engineering Branch provides primary services to various areas of the City which includes development and Maintenance of Roads, Streets, Drains, Parks, Street Lights, Public Toilets etc. This branch works under supervision of Corporation Engineer, 4 Assistant Corporation Engineers, 10 Junior Engineers and other related staff. It also constructs Zebra Crossings and Yellow Bordering for traffic control system. Street Light section is divided in 4 Sub-divisions which has approx. 12000 street light points and maintenance work is given to private contractors. Complaint can be registered in the Municipal Corporation Bathinda (Room no 41) or to the contractor directly. For street lighting under the supervision of SE 2 Junior Engineer's and 6 street light patrol are working for smooth functioning.

Rent Services

Rent from Municipal property is fixed for 387 shops through open Auction. Rent is deposited in Corporation every month and in case it is not deposited by specified time by Tenant 10% Surcharge will be charged. Rent value will be increased by 20 % after every 3 years with new agreement.

Sr. No.	Services	Charges
1.	Rental Value of Municipal Property	As per Auction
2.	Rental Surcharge if not paid within date	10 % of Rental Value
3.	Copying (General)	Rs. 25/-
4.	Copying (Urgent)	Rs. 50/-

House Tax Services

House Tax is charged on Commercial and Industrial units on rental basis at the rate of 15% and 10% on the residential units given on rent. Residential units are exempted from House Tax. Fees Charged by this branch is as under:-

Sr. No.	Services	Charges
1.	Property Transfer Fee (per Case)	Rs. 200/-
2.	Property Transfer Late Fees after 3 Months to 1 Year	Rs. 200/-
3.	Property Transfer Late Fees Up to 2 Years	Rs. 400/-
4.	Property Transfer Late Fees Up to 5 Years	Rs. 500/-
5.	Allotment of New Municipal Number	Rs. 200/-
6.	Copying (General within 7 days)	Rs. 25/-
7.	Copying (Urgent within 1 day)	Rs. 50/-

Fire Services

Fire Branch provides help and assistance to the citizens from fire and other emergency situations under supervision of Assistant Fire Officer. Fire Brigade is established by Corporation in case of any emergency or fire accident in or around city. Branch inspects fire safety devices, equipments and fire fighting devices in factories, marriage palaces, cinemas etc from time to time and NOC is issued by this Branch all the Multi Storey Buildings, Marriage palaces, Cinemas, Petrol Pumps etc after checking the Fire fighting devices. In case of fire Call- **101, 2211101, 2255101** and immediate necessary action will be taken.

Encroachment

This Branch removes illegal occupation of footpaths and roads by shopkeepers, Illegal posters and banners from the city so, as to simplify Traffic Congestion to the public. This Branch works under the supervision of Superintendent and goods encroached from public are returned to them after charging some Composition Fee. Fee charged by this Branch is as here under:-

Sr.No.	Services	Advertisement Tax/Rates/Charges	
		Rate of Tax per month (In Rs.)	Rate of Tax per annum (In Rs.)
1.	Advertisement or hoarding on wall or post or in the form of non-illuminated sky signs.		
	a) For a space up to 10 Sq. Ft.	-	450/-
	b) For a space over 10 Sq. Ft. & 25 Sq. Ft.	-	900/-
	c) For every additional 25 Sq. Ft. in area or less.	-	1125/-
2.	Advertisement or hoarding standing blank but bearing the name of advertisement or with the announcement "to be let" displayed thereon.		
	a) For a space up to 2Sq. Ft.	-	225/-
	b) For a space over 10 Sq. Ft. & up to 25 Sq. Ft.	-	375/-
	c) For every additional Sq. Ft. in area or less.	-	450/-
3.	Fixed illuminated sky-signs and advertisements.		
	a) For a space up to 2 Sq. Ft.	-	375/-
	b) For a space 2 Sq. Ft. & up to 5 Sq. Ft.	-	750/-
	c) For a space 5 Sq. Ft. & up to 25 Sq. Ft.	-	1800/-
	d) For every additional 25 Sq. Ft. or less.	-	2250/-
4.	Advertisement boards carried on vehicles including buses (Non illuminated)		
	a) For a space up to 50 Sq. Ft.	150/-	1470/-
	b) For every additional 50 Sq. Ft.	150/-	1440/-

5.	Illuminated Advertisement boards carried on vehicles including buses.		
	a) For a space up to 50 Sq. Ft. b) For every additional 50 Sq. Ft. or less.	300/- 450/-	2940/- 4320/-
6	Advertisement boards etc. carried by sandwich board men (Non-illuminated)		
	a) For each board not exceeding 10 Sq. Ft. b) For every board exceeding 10 Sq. Ft. and up to 25 Sq. Ft. c) For each additional 10 Sq. Ft. in area or less.	30/- 53/- 30/-	289/- 507/- 289/-
7.	Illuminated advertisement boards etc. carried by sandwich board men, handcarts, cyclists, or cycle-rickshaws.		
	a) For each board not exceeding 10 Sq. Ft. area. b) For each board exceeding 10 Sq. Ft. area and up to 25 Sq. Ft. c) For each additional 10 Sq. Ft. in area or less.	53/- 105/- 53/-	507/- 1013/- 507/-
8.	Illuminated sky-signs and advertisements exhibited on screens by means of lantern slides, projectors or similar devices.		
	a) For a space up to 5 Sq. Ft. b) For a space over 5 Sq. Ft. and up to 25 Sq. Ft. c) For every additional 25 Sq. Ft. or less	27/- 38/- 135/-	255/- 360/- 1298/-
9.	Permission to auctioneers temporary/traveling sales organizers, exhibitors, fare organizer, circuses , convention organizers etc. to put up not more than two boards of reasonable size less than 5 Sq. Ft. advertising each auction or sale other than those on the premises where the auction is held one on a prominent site in the locality and one on Municipal lamp post.	38/-(per day)	150/-(per week)
10.	a) Advertisement boards at permitted locations up to 5 Sq. Ft. b) Advertisement boards at permitted locations up to 25 Sq. Ft. c) Advertisement exhibited in cinema houses by means of lantern slides or similar devices. I. Through slides II. Through reels	38/- (per day) 150/- (per day) 188/- 938/-	150/-(per week) 600/- (per week) 1800/- 9000/-
11.	Banners on buildings or on open space or roadside	Rs. 2.25/- per Sq. Ft. per day up to a period of one week and Rs. 3/- per Sq. Ft. for subsequent days.	
12.	Advertisement by balloons.	Rs. 75/- per day per running Ft. of diameter up to a period of one week and Rs. 98/- for subsequent days.	
13.	Show tax	Rs. 22-50/- (per show)	
14.	Entertainment tax	Rs. 10/- (per ticket)	

Horticulture Services

Horticulture Branch's main function is to keep environment clean and pollution free. To make Environment clean and green of the city 86 parks and Rose garden is used which is in 18 acres and maintained by Branch. In city there are trees of Teak wood, Bottle brush, Neam etc, all of the trees are maintained by Horticulture Branch and Construction of new parks and its maintenance is also function of this Branch.

Single Window Services

For smooth working of the all Branches, Single Window System is started in order to improve the quality of service and improve Co-ordination between different departments. In Single Window System Services regarding Sanctioning of Building maps, Water/Sewerage Connections, House Tax, Rent and License are compiled.

Octroi Services

Octroi duty is a Tax on entry of goods within a particular area. Entry of goods within the local area for consumption, use or sale therein is made Taxable by state. For collection of Octroi Tax 12 collection centers are fixed which under the supervision of Superintendent and Octroi Inspectors who works for proper collection of Tax. If someone is caught without paying Tax he will be fined 20 times of the valued Tax. No Octroi is meant for goods which are to be re-exported and sent out of Municipal limits, only they have to pay local Tax. If goods are to be passed by more than one city of state then Punjab level Tax is to be paid.

Library/Reading room

Municipal Corporation Bathinda provides 3 reading rooms for its readers in the different parts of the city as hereunder:

1. Office Municipal Corporation, Bathinda.
2. Fire Station.
3. Veer Colony Near Amrik Singh Road.

Corporation also provides newspapers to reading rooms which are opened and operated by Goodwill society and Lala Satnam Society Bathinda.

For Successful implementation of the R.T.I. project Municipal Corporation Bathinda has designated its officers as **PIO (Public Information Officer)** and **APIO's (Assistant Public Information Officer)** as follows:-

Sr. No.	Name & Designation of Officer	Designation under RTI	Phone No.
1.	Ravi Bhagat, IAS Commissioner	Appellate Authority	2252812
2.	B.D.Singla Corporation Engineer	Public Information Officer	2238809
3.	Ravinder Singla Asstt. Corporation Engineer	Asstt. Public Information Officer	2252811
4.	Kewal Krishan Asstt. Corporation Engineer	A.P.I.O	2252811
5.	Kishore Bansal Asstt. Corporation Engineer	A.P.I.O	2252811
6	Ramesh Chhabra Asstt. Town Planner	A.P.I.O	2252811
7	Harbans Lal Superintendent	A.P.I.O	2252811
8	Baldev Singh A.D.F.O	A.P.I.O	2252811
9	Lakhbir Trikha Accountant	A.P.I.O	2252811
10	Jaspal Singh Sanitary Inspector	A.P.I.O	2252811

Public Information Officer,
Municipal Corporation, Bathinda