

INTRODUCTION

1.1. Background

In order to ensure transparency and accountability in the functioning of public authorities and with a view to confer right on citizens for obtaining information pertaining to functioning of public authorities, the Information Act, 2005(hereinafter referred to as “RTI” or “Act”) has been enacted. Section 4(1)(b) of the Act confers right on citizens to obtain information pertaining to functioning of public authorities and for this purpose every public authority is required to appoint Public Information Officer(s) Assistant State Public Information Officer(s), Wherever applicable, for processing of information requests from citizens. Under any circumstances if the citizen could not get the information sought for by him, he may approach the appellate authority.

1.2. Objective.

The essence of good governance is based on the premise that the laws and procedures are transparent, clearly defined & understood by those governed and the implementation is both quick and smooth.

The citizens are entitled under the Act, to obtain any information prescribed under the Act from the Department. The procedure for obtaining information from the Department is prescribed in the following paragraphs.

1.3. Names and addresses of key contact officers.

For facilitating information requests from citizens, the following officers are appointed as PIO, APIOs and Appellate authority.

Table 1: Names & details of Key contact Officers

Sl. No	Name of the officer/Designation	Appointed as per the Act.	Contact No.	Address
1	Commisioner,MC Moga	Appellate Authority		Municipal Corporation,town hall Main Bazaar, Court road, Moga, Punjab 142001 Moga City (Punjab) India Phone : 01636 -227015
2	Municipal Engg.(Civil)	Public Information Officer	97801-42200	Municipal Corporation,town hall Main Bazaar, Court road, Moga, Punjab 142001 Moga City (Punjab) India Phone : 01636 -227015
	Municipal Engg.(O& M)		97800-39464	
	D.C.F.A		98154-46635	
	Suprintendent(advertisement tax,Birth and Death certificates, Water and Sewerage connections.)		98140-23191 98761-59334	
3	Accountant	Assistant	99880-71673	Municipal Corporation,town hall Main Bazaar, Court road, Moga, Punjab 142001 Moga City (Punjab) India Phone : 01636 -227015
	ATP	Public	98786-49502	
	Inspector (W/s)	Information	97814-51035	
	Inspector (W/s)	Officer	98555-63945	
	Inspector (Advertisement Branch)		97800-42188	
	Inspector (Propert Tax)		9814838857	
	Inspector (Rent Branch)		98886-01800	

1.4. PROCEDURE FOR OBTAINING INFORMATION.

The information request shall be made in writing. The information request can be in one of the following three languages.

- i. Punjabi
- ii. English

Applicant shall pay the following prescribed fee for obtaining the information under the Act.

A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of Rs.10/- per each application by way of cash or

by demand draft or by banker's cheque payable to the Accounts Officer or any other duly authorized officer of the Public Authority, against proper receipt at the following rates:

Fee to be charged for providing information:

For providing information under sub-section (1) or sub-section (5) of Section 7, a fee shall be charged by way of cash or demand draft or banker's cheque payable to the Accounts Officer or any other duly authorized officer of the Public Authority against proper receipt at the following rates:

(A) Priced Material:

Publications printed matter, text, maps, plans, floppies, CDs, samples, models or material in any other form, which are priced, the sale price thereof:

(B) Other than price material:

- i. Material in printed or text form (in A4 or A3 size paper) Rs.2/- per each page per copy.
- ii. Material in printed or text form in larger than A4 or A3 size paper – actual cost.
- iii. Maps and plans – actual cost.
- iv. Information in Electronic format viz., floppy, CD or DVD:
 - a. Rs.100/- for CD of 700 MB and
 - b. Rs.200/- for DVD.
- v. Samples and models – actual cost thereof.
- vi. Inspection of records – no fee for the first hour and a fee of Rs.5/- for each fifteen minutes (or fraction thereof) thereafter.
- vii. Material to be sent by post - the actual postal charges in addition to the charge payable as per these rules.

Applicants belonging to Below Poverty Line (BPL) category need not pay the fee. They will pay for material charges. For the issues claiming payment of exemption of fee under BPL category, the applicant shall attach a copy of Ration card/income certificate or any other proof under the BPL category. The request for information will be generally processed within the time period mentioned under the Act.

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

Section 4(1) (b) (i)

2.1. Particulars of Organisation:

Municipality :- Municipal Corporation Moga Address:- Municipal Corporation, town hall, Main Bazaar, Court road, Moga, Punjab 142001, Moga City (Punjab) India

Phone : 01636 -227015, **Fax :** 01636 -225152, **e-mail :** eo_mcmoga2007@yahoo.com

2.2. Functions of the Municipality:

As per the provisions of the Municipal Acts, the municipalities are entrusted broadly with the following functions.

1. Public health, sanitation, conservancy and solid waste management.
2. Provision of water supply, drainage and sewerage.
3. Construction and maintenance of roads, drains, culverts and bridges.
4. Provision of street lighting.
5. Urban poverty alleviation programmes.
6. Provision of public parks and play grounds
7. Construction and maintenance of public markets, slaughter houses.
8. Urban planning including town planning.
9. Regulation of land use and construction of buildings.
10. Urban development programmes.
11. Vital Statistics including Registration of Births and Deaths.

2.3 Duties - Sections in Municipalities:

With reference to the functions referred to above, the following sections are provided in the municipalities. The duties of each of these sections are listed below:

S.No	SECTION	DUTIES
1.	General Branch	To look after general administration of the Office
2.	Revenue Branch	To assess and collect various taxes and non-taxes and collection of rents from municipal properties.
3.	Accounts Branch	To maintain accounts, prepare annual accounts, budget, and attend to audit of accounts
4.	Public Health and Sanitation Branch	To look after sanitation, public health and solid waste management including medical and maternity services
5.	Engineering Branch	To look after water supply and sewerage, public works like roads, drains, buildings, parks and play grounds, street lighting

6.	building Branch	To regulate town planning activities including land uses, layouts, building constructions and encroachments
7.	Death & Birth Branch	Provides the service to the citizen Birth and Death Certificate and maintain the all reord.
8.	water supply and sewerage	provides water supply and sewerage facilities to the citizen. Water & Sewerage Connections are sanctioned by Officer Incharge after the Field Report of the concerned Area Supervisor
9.	Street Light	provides Street Light facility to the citizens within the municipal limit. For Street Light purpose the city has been divided in four Divisions.
10.	Fire Brigade	To control the fire in factories, Marriage Palaces, Cinemas frequent inspections are done by the Fire Brigade Branch. During inspection the Fire Safety Devices are checked. No Objection Certificate are issued to the Petrol Pumps, Marriage Palaces, Hotels and multi stories complexes etc after the inspection by this branch.

POWERS, DUTIES OF ITS OFFICERS / EMPLOYEES
Section 4(1) (b) (ii) of RTI Act

Sr. No	Name	Designation	Contact Number	E-mail	Responsibility	Supervisory Officer
1.	Jagwinderjit Singh, PCS	Commissioner	94655-83336	cmcmoga@gmail.com	Chief Executive Officer appointed by Govt. u/s 1976 of Punjab Municipal Corporation Act 1976	PSLG/DLG
2.	Sh. Ravinder Singla	XEN (Civil)	9780142200	cmcmoga@gmail.com	To execute all development works	Commissioner , Joint Commissioner
3.	Sh. Satish Verma	XEN (Mech)	97800-39464	eo_mcmoga2007@yahoo.com	To supervise the all water supply and sewerage works.	Commissioner , Joint Commissioner
4.	Sh. V.K.Kapoor	D.C.F.A	98154-46635	eo_mcmoga2007@yahoo.com	Supervision of all accounts matter and establishment	Commissioner , Joint Commissioner
5.	Sh. Amardeep Singh Gill	Secretary	99881-00087	eo_mcmoga2007@yahoo.com	To look after general supervision of office and local Registrar	Commissioner , Joint Commissioner
6.	Miss Ramandeep Kaur	Superintendent	98761-59334	eo_mcmoga2007@yahoo.com	To issue Water and Sewerage connections and collection of license fees	Commissioner , Joint Commissioner
7.	Sh. Parminder Kalra	Suprintendent		eo_mcmoga2007@yahoo.com	Collection of advertisement tax and Tehbzari fees	Commissioner , Joint Commissioner
8.	Miss Ramandeep Kaur	Superintendent	98761-59334	eo_mcmoga2007@yahoo.com	Supervision of sanitation and issue of Birth and Death certificates	Commissioner , Joint Commissioner
9.	Sh. Sandeep Kataria	Chief Sanitary Insp.	98760-10022	eo_mcmoga2007@yahoo.com	Supervision of Sanitation	Commissioner , Joint Commissioner

Section 4 (1) (b) (vi)

A Statement of the Categories of documents that are held by Municipal Corporation Moga or under its control.

1. Government G.Os
2. Election related data like ward division etc

ਵਾਰਡ ਨੰ:	ਕੌਸਲਰ ਦਾ ਨਾਮ	ਮੋਬਾਇਲ ਨੰ:	ਵਾਰਡ ਨੰ:	ਕੌਸਲਰ ਦਾ ਨਾਮ	ਮੋਬਾਇਲ ਨੰ:	ਵਾਰਡ ਨੰ:	ਕੌਸਲਰ ਦਾ ਨਾਮ	ਮੋਬਾਇਲ ਨੰ:
1	ਸ਼੍ਰੀਮਤੀ ਮਨਪ੍ਰੀਤ ਕੌਰ	98552-71217	18	ਸ਼੍ਰੀ ਵਿਜੈ ਭੂਸ਼ਨ	98888-21429	35	ਸ਼੍ਰੀ ਅਕਸ਼ਿਤ ਜੈਨ (ਸਿਅਰ)	97791-05000
2	ਸ਼੍ਰੀ ਮਨਜੀਤ ਸਿੰਘ ਮਾਨ	98785-00027	19	ਸ਼੍ਰੀਮਤੀ ਦਲਵੀਰ ਕੌਰ	98729-61805	36	ਸ਼੍ਰੀ ਸੁਰਿੰਦਰ ਪਾਲ	98785-76783
3	ਸ਼੍ਰੀ ਗੁਰਪ੍ਰੀਤ ਸਿੰਘ	90231-50003	20	ਸ਼੍ਰੀ ਬਿੱਕਰ ਸਿੰਘ	98143-62832	37	ਸ਼੍ਰੀਮਤੀ ਕੁਸਮ ਬਾਲੀ	94170-58889
4	ਸ਼੍ਰੀ ਨਸੀਬ ਬਾਵਾ	98766-38255	21	ਸ਼੍ਰੀ ਰਾਮ ਸਵਰੂਪ	98885-79524	38	ਸ਼੍ਰੀ ਗੁਰਮਿੰਦਰਜੀਤ ਸਿੰਘ	98781-00541
5	ਸ਼੍ਰੀ ਤਰਲੋਚਨ ਸਿੰਘ	90418-00016	22	ਸ਼੍ਰੀ ਭਜਨ ਲਾਲ	98140-59236	39	ਸ਼੍ਰੀ ਦੀਪਇੰਦਰਪਾਲ ਸਿੰਘ	98153-23470
6	ਸ਼੍ਰੀ ਛਿੰਦਰ ਪਾਲ ਸਿੰਘ	98720-27935	23	ਸ਼੍ਰੀ ਵਿਨੈ ਸ਼ਰਮਾ	98762-00199	40	ਸ਼੍ਰੀਮਤੀ ਕਮਲੇਸ਼ ਰਾਣੀ ਸ਼ਰਮਾ	99144-34848 95926-00115
7	ਸ਼੍ਰੀ ਨਰਿੰਦਰਪਾਲ ਸਿੰਘ ਸਿੱਧੂ	98881-81670	24	ਸ਼੍ਰੀਮਤੀ ਰਮਨਦੀਪ ਕੌਰ	98156-90242	41	ਸ਼੍ਰੀ ਅਭਿਨਵ ਸਿੰਗਲਾ	98158-35097

8	ਸ੍ਰੀ ਚਰਨਜੀਤ ਸਿੰਘ	98142-16511	25	ਸ਼੍ਰੀਮਤੀ ਗੁਰਦੇਵ ਕੌਰ	97815-37158	42	ਸ਼੍ਰੀ ਅਨਿਲ ਬਾਂਸਲ (ਸੀ. ਡਿਪਟੀ ਮੇਅਰ)	94170-32028
9	ਸ਼੍ਰੀ ਗੋਵਰਧਨ ਲਾਲ	98144-51891	26	ਸ਼੍ਰੀ ਪਰਮਿੰਦਰ ਸਿੰਘ	94633-84396	43	ਸ਼੍ਰੀਮਤੀ ਕਮਲੇਸ਼ ਰਾਣੀ ਗਰਗ	98552-92113
10	ਸ਼੍ਰੀਮਤੀ ਰੀਟਾ ਚੋਪੜਾ	73557-00030 98158-03000	27	ਸ਼੍ਰੀ ਜਗਜੀਰ ਸਿੰਘ	94170-03646	44	ਸ਼੍ਰੀ ਚਰਨਜੀਤ ਸਿੰਘ	88726-14501
11	ਸ਼੍ਰੀ ਅਸ਼ੋਕ ਕੁਮਾਰ	98140-00561	28	ਸ਼੍ਰੀ ਬਲਦੇਵ ਸਿੰਘ	94643-66756 98147-45491	45	ਸ਼੍ਰੀ ਜਰਨੈਲ ਸਿੰਘ (ਡਿਪਟੀ ਮੇਅਰ)	85578-04950
12	ਸ਼੍ਰੀ ਮਨਜੀਤ ਸਿੰਘ ਧੰਮੂ	98149-52400	29	ਸ਼੍ਰੀ ਜਗਤਾਰ ਸਿੰਘ	98150-70883 98729-25129	46	ਸ਼੍ਰੀ ਮਤੀ ਦਰਸ਼ਨ ਕੌਰ	92165-77178
13	ਸ਼੍ਰੀਮਤੀ ਜਗਦੇਵ ਕੌਰ	98148-25441	30	ਸ਼੍ਰੀਮਤੀ ਰੀਤਾ ਰਾਣੀ	98141-43716	47	ਸ਼੍ਰੀਮਤੀ ਪੁਨਮ ਰਾਣੀ	98142-61926
14	ਸ਼੍ਰੀ ਰਾਕੇਸ਼ ਕੁਮਾਰ	98156-28026	31	ਸ਼੍ਰੀਮਤੀ ਸੁਰਿੰਦਰ ਕੌਰ	98176-66044	48	ਸ਼੍ਰੀ ਕੁਲਵਿੰਦਰ ਸਿੰਘ ਗਿੱਲ	98556-75959
15	ਸ਼੍ਰੀ ਪ੍ਰੇਮ ਚੰਦ	98145-89604	32	ਸ਼੍ਰੀਮਤੀ ਜਸਮੇਲ ਕੌਰ	94655-06604	49	ਸ਼੍ਰੀਮਤੀ ਹਰਵਿੰਦਰ ਕੌਰ	98140-89398
16	ਸ਼੍ਰੀਮਤੀ ਕੁਲਦੀਪ ਕੌਰ	76966-76076	33	ਸ਼੍ਰੀ ਵੀਰਭਾਨ ਦਾਨਵ	98154-00714	50	ਸ਼੍ਰੀ ਕ੍ਰਿਪਾਲ ਸਿੰਘ	98145-60160
17	ਸ਼੍ਰੀ ਦਵਿੰਦਰ ਸਿੰਘ	98145-06690	34	ਸ਼੍ਰੀਮਤੀ ਕੁਲਵੰਤ ਕੌਰ	99880-22621			

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

(including Channels of Supervision and Accountability)

Section 4(1) (b) (iii) of RTI Act

Citizen can avail all the municipal services & raise grievances regarding Municipal Service Delivery through Public Grievance Portal Government of Punjab (<http://publicgrievancepb.gov.in/citizen/grievance.php?TabID=L>) link given on the ULB website (<http://mcmoga.org>). On receipt of the same the Unique ID will be generated by the system a mail shall be received on ULB e-mail Id. The mail shall be forwarded to the concerned official.

The concerned official will scrutinize the file and write his remarks, and pass on the file to the next higher authority and finally to the Municipal Commissioner who is the final decision making authority. Citizens can also submit their grievance directly through e-mail on cmcmoga@gmail.com and eo_mcmoga2007@yahoo.com

The entire workflow of ULB functions & functionalities are being digitised through a chain of innovative e-Governance initiatives of the Urban Development Department. Through this, all the varied modes of governance namely,

- i) Government to Government
- ii) Citizen to Government
- iii) Government to Citizen

Gets automated, digitized and processed without physical transfer of files. Upon completion of the Service requested by the citizen, he/she gets a mobile SMS notifying the completion of service & the signed document may be collected from any CSC.

NORMS FOR DISCHARGE OF FUNCTIONS

Section 4 (1) (b) (iv)

5.1 THE NORMS SET BY THE DEPARTMENT FOR THE DISCHARGE OF ITS FUNCTIONS.

The usual office hours are from 09:00 a.m. to 5.00 p.m. After punching at Biometric system / signing in the Attendance Register all staff must be in their seats and start work not later than the prescribed hour. They will however be allowed grace time of ten minutes when there is real need. The secretary concerned will monitor the daily attendance.

The Service delivery time frame for the services rendered by the Department is given below.

Citizen Related: Complaints on civic amenities and other grievances

Routine matters - 15 days

Other than routine matters - 30 days (Ex. Policy decision files)

For more details regarding Service Level Agreement for delivering Municipal Services, please refer Citizen Charter in the ULB website (cmcmoga@gmail.com and eo_mcmoga2007@yahoo.com)

STATUTORY GUIDELINES

Section 4 (i) (b) (v)

The Rules, Regulations, Instructions, Manuals And Records Held By The Department Or Under Its Control Or Used By Its Employees For Discharging Its Functions.

In discharging functions of the Department, the following Manuals and the Records are being used.

1. Punjab Municipal Act, 1911
2. Municipal Election Rule 1930
3. Punjab Municipal Account Code 1930
4. Municipal Council Election Rules 1952
5. Punjab civil Service (Punishment & Appeal) Rules 1970
6. Delimitation of wards of Municipalities 1972
7. Punjab Municipal Corporation Act. 1976
8. The Punjab Municipal Fire Brigade Rules 1977
9. The Punjab Municipal Works rules 1978
10. The Punjab Municipal General Rules 1979
11. The Punjab Municipal Safai Karamchari Service Rules, 1984
12. The Punjab Right to Service Act 2011
13. Marriage palace Policy
14. The Punjab Municipal Fund Act, 2006

DIRECTORY OF OFFICERS AND EMPLOYEES**Section 4 (1) (b) (ix)**

A directory of its officers and employees M.C Moga			
Branch Name	Name of Employee	Designation	MOBILE NO.
Administration	Jagwinderjit Singh, PCS	Commissioner	94655-83336
		Joint Commissioner	
	Sh. Amardeep Singh Gill	Secretary	99881-00087
	Sh. Ravinder Singla	XEN (Civil)	9780142200
	Sh. Satish Verma	XEN (Mech)	97800-39464
	Sh. V.K.Kapoor	D.C.F.A	98154-46635
	Sh. Parmjit Singh Malwa	Accountant	99880-71673
	Amit Pal Singh	P.A	99884-34345
General	Jagdeep Goyal	Inspector	97800-29202
	Pal Kaur	Junior Assistant	9888224913
	Sh. Sher Singh	Junior Assistant(under Suspension)	99158-87985
	Smt. Paramjit Kaur 2	Peon	97800-17026
	Sh. Kirandeep Singh	Peon	97818-02420
House Tax	Sh. Parminder Kalra	Suprintendent	98140-23191
	Sh. Gurcharan Singh	Inspector (Tax)	9814838857
	Sh. Ritesh Kumar	Junior Assistant	78378-65406
	Sh. Surjit Singh	Clerk	97802-00265
	Sh. Ravi Kumar	Clerk	98880-61282
	Smt. Paramjit Kaur 1	Peon	
	Sh. Anil Kumar	Peon	
	Gursewak Singh	Clerk cum peon	outsourcing from O&M
Sanitation	Sh. Sandeep Kataria	Chief Sanitary Insp.	98760-10022
	Sh. Jagsir Singh	Sanitary Insp.	94639-21709
	Sh. Gurpreet Singh	Sanitary Insp.	95013-80237
	Sh. Amarjeet Singh	Sanitary Insp.	97800-42462
	Sh. Arjan Singh	Sanitary Insp.	80540-53500
	Sh. Kartar Singh	Sanitary Insp.	94644-11464
	Sh. Vikas Vasdave	Sanitary Insp.	70095-29783
	Sh. Sunil Kumar	Sanitary Supervisor	97800-26489
	Smt. Balwinder Kaur	Sanitary Supervisor	98887-10732
	Sh. Jugraj Singh	Sanitary Supervisor	94633-44258
	Sh. Sewak Singh	Sanitary Supervisor	99880-57510
	Ravi Kumar 1	Clerk	96464-02168
Sh. Lalit Kumar	Clerk	97801-62200	

Building Branch	Sh. Pavittar Singh	ATP	98786-49502
	Sh. Manoj Kumar	HDM	97800-28472
	Sh. Inderjit Singh	HDM	98883-05108
	Sh. Navneet Singh Khokkar	Building Inspector	98725-24761
	Sh. Sandeep Singh	Draughtsman	97800-28415
	Sh. Balkaran Singh	Draughtsman	94639-03177
	Sh. Darshan Singh	Clerk	98886-07244
	Sh. Manjit Singh	Peon	99883-58005
	Gian Singh	Beldar	
	2 data entry operator		private
Engg. Branch (B&R)	Sh. Ravinder Singla	XEN (Civil)	9780142200
	Sh. Gurpreet Singh	S.D.O.	93169-00004
	Sh. Abhinav jain	J.E	89685-41387
	Sh. Ranbir Singh	J.E (Civil)	99883-19008
	Sh. Prem Kumar	Junior Assistant cum P.A to Mayor	98888-52102
	Sh. Chotte Lal	Beldar	
Water Supply Branch	Miss Ramandeep Kaur	Superintendent	98761-59334
	Sh. Devinder Singh	Inspector (W/s)	97814-51035
	Sh. Lakhvir Singh Dhillon	Inspector (W/s)	98555-63945
	Sh. Inderjit Singh Gill	Meter Reader	98889-29560
	Sh. Sarabjit Singh Mann	Meter Reader	99151-48849
	Sh. Vipal Handa	Clerk	98726-33078
	Sh. Naresh Kumar	Clerk	99884-03368
	Sh. Rajesh Kumar	Clerk	97806-89162
	Sh. Jatinder Kumar	Peon	98725-72327
	Sh. Jagjit Singh	Peon	97805-20097
	Sh. Rohit Kumar	Peon	99884-20472
	Sh. Vrinderpal Singh	Peon	
Accounts Branch	Sh. V.K.Kapoor	D.C.F.A	98154-46635
	Sh. Parmjit Singh Malwa	Accountant	99880-71673
	Amit Pal Singh	Accounts Clerk cum P.A	99884-34345
	Rakesh Kumar	Establishment Clerk	97800-33291
	Jasvir Kaur	Junior Assistant PF	97807-37630
	Harpreet Kaur	Junior Assistant PF	99888-25384
	Santosh Kumari	Peon	99880-43496
	Vijay Kumar	Peon	99888-92720
Rent Branch	Jagdeep Goyal	Inspector	97800-29202
	Sh. Rajinder Nanda	Junior Assistant	98886-01800
	Sh. Nirranjan Singh	Clerk	84273-00644
	Sanjeev Kumar	Peon	81788-82418
Street Light	Sh. Sharma Singh	J.E (Elec.)	94784-21057

	Sh. Pawanpreet Singh	J.E (Elec.)	95695-92995
O&M Branch	Sh. Satish Verma	XEN (Mech)	97800-39464
	Sh. Devinder Singh	J.E (Mech.)	98550-33123
	Sh. Rajnish	Junior Assistant	98885-28814
	1 Computer Operator		outsourcing from O&M
Horticulture Branch	Smt. Harsimrat Kaur(on leave)	J.E (Horticulture)	82838-25471
Fire Brigade	Sh. Bhupinder Singh	F.S.O	98723-18018
	Sh. Kartar Singh	S.F.O	98884-77811
	Sh. Jagdish Kumar	S.F.O	98140-07960
Death Birth	Miss Ramandeep Kaur	Superintendent	98761-59334
	Chattarpal Singh	Computer	98144-60731
	2 data entry Computer Operator		Private
Licence Branch	Jagdeep Goyal	Inspector	97800-29202
	Sh. Niranjana Singh	Clerk	84273-00644
	Sanjeev Kumar	Peon	81788-82418
Advertisement Branch	Sh. Bholu Singh	Inspector	97800-42188
	Sh. Niranjana Singh	Clerk	84273-00644
Library Branch	Sh. Ravi Kumar	Clerk	98880-61282
Legal Branch	Likesh Kumar	Clerk	94645-76302
	Sh. Baljeet Singh Dhillon	Inspector	98159-49688
Pension Branch	Jagdeep Goyal	Inspector	97800-29202
	Beant Kaur	Junior Assistant	97800-12562

SECTION 4 (1) (B) (X)

Monthly Remuneration Received by Each Officer and Employees, including the System of Compensation as Provided in Its Regulation.

ਲੜੀ ਨੰ:	ਕਰਮਚਾਰੀ ਦਾ ਨਾਮ	ਅਹੁਦਾ	ਪੇ ਸਕੇਲ
1	ਸ਼੍ਰੀ ਵੀਕੇ ਕਪੂਰ	ਡੀਸੀਐਫਏ	15600-39100+6600
2	ਸ਼੍ਰੀ ਪਰਮਜੀਤ ਸਿੰਘ	ਲੇਖਾਕਾਰ	10300-34800+4400
3	ਸ਼੍ਰੀ ਅਮਿਤ ਪਾਲ ਸਿੰਘ	ਕਲਰਕ	10300-34800+3200
4	ਸ਼੍ਰੀਮਤੀ ਹਰਪ੍ਰੀਤ ਕੌਰ	ਕਲਰਕ	10300-34800+3200
5	ਸ਼੍ਰੀਮਤੀ ਜਸਵੀਰ ਕੌਰ	ਕਲਰਕ	10300-34800+3200
6	ਰਾਕੇਸ਼ ਕੁਮਾਰ	ਕਲਰਕ	10300-34800+3200
7	ਸ਼੍ਰੀਮਤੀ ਪਾਲ ਕੌਰ	ਕਲਰਕ	10300-34800+3600
8	ਸ਼੍ਰੀ ਰੋਹਿਤ ਕੁਮਾਰ	ਸੇਵਾਦਾਰ	10300-34800+3200
9	ਸ਼੍ਰੀ ਨਰੇਸ਼ ਕੁਮਾਰ	ਸੇਵਾਦਾਰ	10300-34800+3200
10	ਸ਼੍ਰੀ ਜਸਪਾਲ ਸਿੰਘ	ਡਰਾਇਵਰ	5910-20200+3000
11			
12	ਸ਼੍ਰੀ ਅਮਰਦੀਪ ਸਿੰਘ	ਸੁਪਰਡੈਟ	10300-34800+4800
13	ਸ਼੍ਰੀ ਪਰਵਿੰਦਰ ਕਾਲੜਾ	ਸੁਪਰਡੈਟ	10300-34800+4800
14	ਸ਼੍ਰੀ ਰਿਤੇਸ਼ ਕੁਮਾਰ	ਕਲਰਕ	10300-34800+3200
15	ਮਿਸ ਰਮਨਦੀਪ ਕੌਰ	ਸੁਪਰਡੈਟ	10300-34800+4800
16	ਰਬਿੰਦਰ ਕੁਮਾਰ ਸਿੰਗਲਾ		
17	ਗੁਰਪ੍ਰੀਤ ਸਿੰਘ ਭੱਲਰ	ਐਸ ਡੀ ਓ	10300-34800+5400
18	ਪਵਿੰਦਰ ਸਿੰਘ	ਏ ਟੀ ਪੀ	
19	ਮਨੋਜ ਕੁਮਾਰ	ਐਚ.ਡੀ.ਐਮ	10300-34800+5000
20	ਭਾਰਤ ਭੂਸ਼ਨ	ਡਰਾਫਟਮੈਨ	13510-17710+4200
21	ਸ਼੍ਰੀ ਵਿਪਨ ਹਾਡਾ	ਕਲਰਕ	10300-34800+3200
22	ਸ਼੍ਰੀ ਤਰਸੇਮ ਲਾਲ	ਕਲਰਕ	10300-34800+3200
23	ਸ਼੍ਰੀ ਜਗਮੀਤ ਸਿੰਘ	ਡਰਾਇਵਰ	5910-20200+3000
24	ਰਵੀ ਕੁਮਾਰ	ਸੇਵਾਦਾਰ	10300-34800+3200
25	ਸ਼੍ਰੀ ਛੋਟੇ ਲਾਲ	ਬੇਲਦਾਰ	4900-10640+1900
26	ਸ਼੍ਰੀ ਗਿਆਨ ਸਿੰਘ	ਬੇਲਦਾਰ	4900-10640+1900
27	ਸ਼੍ਰੀ ਰਾਮ ਕ੍ਰਿਪਾਲ	ਮਾਲੀ	4900-10640+1900
28	ਸ਼੍ਰੀ ਜੀਤ ਸਿੰਘ	ਮਾਲੀ	4900-10640+1900
29	ਸ਼੍ਰੀਮਤੀ ਸੰਤੋਸ਼ ਕੁਮਾਰੀ	ਸੇਵਾਦਾਰ	4900-10640+1900

30	ਇੰਦਰਜੀਤ ਸਿੰਘ	ਡਰਾਫਟਮੈਨ	10300-34800+4600
31	ਸ਼੍ਰੀ ਭੁਪਿੰਦਰ ਸਿੰਘ	ਐਸ.ਐਫ.ਉ	10300-34800+4200
32	ਸ਼੍ਰੀ ਜਗਦੀਸ਼ ਕੁਮਾਰ	ਐਸ.ਐਫ.ਉ	10300-34800+4400
33			
34	ਸ਼੍ਰੀ ਅਮਰ ਸਿੰਘ	ਫਾਇਰਮੈਨ	5910-20200+2800
35	ਸ਼੍ਰੀ ਜਸਵਿੰਦਰ ਸਿੰਘ	ਫਾਇਰਮੈਨ	5910-20200+2800
36	ਸ਼੍ਰੀ ਬਲਜੀਤ ਸਿੰਘ	ਡਰਾਇਵਰ	5910-20200+3000
37			
38	ਭੋਲਾ ਸਿੰਘ	ਇੰਸਪੈਕਟਰ	10300-34800+4400
39	ਜਗਦੀਪ ਗੋਇਲ	ਇੰਸਪੈਕਟਰ	10300-34800+4400
40	ਸ਼੍ਰੀ ਮਤੀ ਬੇਅੰਤ ਕੌਰ	ਕਲਰਕ	10300-34800+3600
41	ਸ਼੍ਰੀ ਪ੍ਰੇਮ ਕੁਮਾਰ	ਕਲਰਕ	10300-34800+3200
42	ਸ਼੍ਰੀ ਗੁਰਚਰਨ ਸਿੰਘ	ਇੰਸਪੈਕਟਰ	10300-34800+3600
43			
44	ਦਰਸ਼ਨ ਸਿੰਘ	ਕਲਰਕ	10300-34800+3600
45	ਰਜਿੰਦਰ ਸਿੰਘ	ਕਲਰਕ	10300-34800+3600
46	ਸ਼ੇਰ ਸਿੰਘ	ਕਲਰਕ	10300-34800+3600
47	ਅਨਿਲ ਕੁਮਾਰ	ਸੇਵਾਦਾਰ	4900-10640+1900
48	ਸੰਜੀਵ ਕੁਮਾਰ	ਸੇਵਾਦਾਰ	4900-10640+1900
49	ਮਨਜੀਤ ਸਿੰਘ	ਸੇਵਾਦਾਰ	4900-10640+1900
50	ਨੰਦਨ ਸਿੰਘ	ਸੇਵਾਦਾਰ	4900-10640+1900
51	ਮਾਗੇ ਰਾਮ	ਸੇਵਾਦਾਰ	4900-10640+1900
52	ਨਛੱਤਰ ਸਿੰਘ	ਸੇਵਾਦਾਰ	4900-10640+1900
53	ਪਰਮਜੀਤ ਕੌਰ	ਸੇਵਾਦਾਰ	4900-10640+1900
54	ਨਵਨੀਤ ਸਿੰਘ	ਬਿਲਡਿੰਗ ਇੰਸ:	10300-34800+4400
55	ਰਾਜੀਵ ਕੁਮਾਰ	ਬਿਲਡਿੰਗ ਇੰਸ:	10300-34800+4400
56	ਰਣਬੀਰ ਸਿੰਘ	ਜੇ.ਈ	10300-34800+4800
57	ਅਭਿਨਵ ਜੈਨ	ਜੇ.ਈ	10300-34800+4800
58	ਅਵਤਾਰ ਸਿੰਘ	ਜੇ.ਈ(ਸਿ)	10300-34800+4800
59			
60	ਸ਼ਰਮਾ ਸਿੰਘ	ਜੇ.ਈ(ਇ)	10300-34800+4800
61	ਹਰਸਿਮਰਤ ਕੌਰ	ਜੇ.ਈ(ਹ)	10300-34800+4800
62	ਸਮਿਦਰਪਾਲ ਸਿੰਘ	ਲੇਖਾਕਾਰ	10300-34800+4400

63	ਬਲਕਰਨ ਸਿੰਘ	ਡਰਾਫਟਮੈਨ	10300-34800+4200
64	ਸੰਦੀਪ ਸਿੰਘ	ਡਰਾਫਟਮੈਨ	10300-34800+4200
65	ਸ਼੍ਰੀ ਲਲਿਤ ਕੁਮਾਰ	ਕਲਰਕ	10300-34800+3200
66	ਸ਼੍ਰੀ ਲਿਕੇਸ਼ ਕੁਮਾਰ	ਕਲਰਕ	10300-34800+3200
67	ਸ਼੍ਰੀ ਬਿਕਰਮਜੀਤ ਸਿੰਘ	ਫਾਇਰਮੈਨ	5910-20200+2400
68	ਸ਼੍ਰੀ ਬੇਅੰਤ ਸਿੰਘ	ਫਾਇਰਮੈਨ	5910-20200+2400
69	ਸ਼੍ਰੀ ਜਗਤਾਰ ਸਿੰਘ	ਫਾਇਰਮੈਨ	5910-20200+2400
70	ਨਵੀਨਤ ਕੁਮਾਰ	ਫਾਇਰਮੈਨ	5910-20200+2400
71	ਸ਼੍ਰੀ ਸਿਆ ਰਾਮ	ਮਾਲੀ	4900-10680+1650
72	ਸ਼੍ਰੀ ਅਰੁਣ ਕੁਮਾਰ	ਮਾਲੀ	4900-10680+1650
73	ਸ਼੍ਰੀ ਮੰਨੂ ਲਾਲ	ਬੇਲਦਾਰ	4900-10680+1650
74	ਸ਼੍ਰੀ ਵਰਿੰਦਰਪਾਲ ਸਿੰਘ	ਸੇਵਾਦਾਰ	4900-10680+1650
75	ਸ਼੍ਰੀ ਮਨਦੀਪ ਸਿੰਘ	ਸੇਵਾਦਾਰ	4900-10680+1650
76	ਜਗਜੀਤ ਸਿੰਘ	ਸੇਵਾਦਾਰ	4900-10680+1650
77	ਕਿਰਨਦੀਪ ਸਿੰਘ	ਸੇਵਾਦਾਰ	4900-10680+1650
78	ਵਿਜੈ ਕੁਮਾਰ	ਸੇਵਾਦਾਰ	4900-10680+1650

PUBLIC INFORMATION OFFICERS

Section 4 (i) (b) (xvi)

17. 1 THE NAMES DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

Public Information Officer (PIO) and Asistant Public Information Officer(APIO)

Sl No	Name of the officer/ Designation	Appointed as per the Act.	Contact No.	Address
1	Comissioner, MC Moga	Appellate Authority	9465583336	Municipal Corporation,town hall Main Bazaar, Court road, Moga, Punjab 142001 Moga City (Punjab) India Phone : 01636 - 227015

Public Information Officer (PIO) and Asistant Public Information Officer(APIO)

Sl. No	Name of the officer/Designation	Appointed as per the Act.	Contact No.	Address
2	Municipal Engg.(Civil)	Public Information Officer	97801-42200	Municipal Corporation,town hall Main Bazaar, Court road, Moga, Punjab 142001 Moga City (Punjab) India Phone : 01636 -227015
	Municipal Engg.(O& M)		97800-39464	
	D.C.F.A		98154-46635	
	Suprintendent(advertisement tax,Birth and Death certificates, Water and Sewerage connections.)		98140-23191 98761-59334	
3	Accountant	Assistant	99880-71673	Municipal Corporation,town hall Main Bazaar, Court road, Moga, Punjab 142001 Moga City (Punjab) India Phone : 01636 -227015
	ATP	Public	98786-49502	
	Inspector (W/s)	Information Officer	97814-51035	
	Inspector (W/s)		98555-63945	
	Inspector (Advertisement Branch)	97800-42188		
	Inspector (Propert Tax)	9814838857		
	Inspector (Rent Branch)	98886-01800		