

Obligations of Public Authorities



MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

English Version

**Greater Mohali Area Development Authority (GMADA)
PUDA Bhawan, Sector-62,
S.A.S. Nagar**

Introduction

- I. In order to promote transparency and accountability in the working of every Public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into Force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, GMADA has brought out this manual for Information and guidance of the stakeholders and the general public.
- II. Section 4 of RTI Act 2005
 1. Every Public Authority shall:-
 - a) Every Public Authority shall maintain all its records duly catalogued and indexed in a manner
 - b) 17 Manuals
 - c) Publish all relevant facts while formulating important policies or announcing the decisions which affect public informed
 - d) Provide reasons for its administrative or quasi-judicial decisions to affected persons
 2. Every Public Authority shall provide as much information Suo -motu to the Public at regular intervals through various means of communication, including the internet (Clause b of Sub-Section 1)
 3. Every Information shall be disseminated widely (Sub-Section 1)
 4. All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible
- III. The purpose of this manual is to inform the general public about Authority's organisational set-up, functions and duties of its officers and employees, records and documents available with it
- IV. This manual is aimed at the public in general and users of the services, and Provides information about the schemes, projects and programmes being implemented by the Authorities.

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1st Manual: Particulars of the Public Authority

1.1 Name and address of the organization:- Greater Mohali Area Development Authority (GMADA), PUDA Bhawan, Sector-62, S.A.S Nagar

1.2 Head of the organization: CHIEF ADMINISTRATOR

1.3 Key Objectives: The main objects and functions of the Authority is to promote and secure better planning & development of any area of the State and for that purpose the Authority shall have the powers to acquire by way of purchase, transfer, exchange or gift or to hold, manage, plan, develop and mortgage or otherwise dispose of land or other property or to carry out itself or in collaboration with any other agency or through any other agency on its behalf, building, engineering, mining and other operations to execute works in connection with supply of water, disposal of sewerage, control of pollution and other services and amenities and generally to do anything with the prior approval or on direction of the State Government, for carrying out the purpose of this act.

In particular and without prejudice to the generality of the forgoing provisions the Authority it self or in collaboration with any other agency or through any other agency on its behalf.

- i) If so required by the State Government or the Board, take up the works in connection with the preparation and implementation of Regional plans, master plan and new township plan and town improvement schemes.
- ii) Undertake the work relating to the amenities and services to be provided in the Urban Areas, Urban Estates, and promotion of urban development as well as construction of houses.

1.4 Functions and duties: The main objects and functions of the Authority is to promote and secure better planning & development of any area of the State and for that purpose the Authority shall have the powers to acquire by way of purchase, transfer, exchange or gift or to hold, manage, plan, develop and mortgage or otherwise dispose of land or other property or to carry out itself or in collaboration with any other agency or through any other agency on its behalf, building, engineering, mining and other operations to execute works in connection with supply of water, disposal of sewerage, control of pollution and other services and amenities and generally to do anything with the prior approval or on direction of the State Government, for carrying out the purpose of this act.

GMADA is a biggest player in the MOHALI DISTRICT to provide planned developed in the field of housing and other infrastructure. GMADA has been setup U/s 29 (1) of the Punjab Regional & Town Planning & Development Act, 1995 by the State Government w.e.f.14-8-2006 with the provisions of the following members of the Authority:-

- (a) Chief Minister ,Punjab Chairman
- (b) Housing & Urban Development Minister, Co-Chairman
- (c) Chief Secretary
- (d) Principal Secretary to Chief Minister
- (e) Principal Secretary Finance
- (f) Secretary , Housing and Urban Development,Vice Chairman.
- (g) Secretary, Local Government
- (h) Chief Town Planner, Punjab

- (i) Chief Administrator who shall be appointed from amongst the officers of the Government of Punjab having such qualification and experience as may be prescribed.
- (j) 3 non official members to be nominated by the Chief Minister.

As per the various section of this Act the functions and duties of the Authority has been defined as under: -

1. Appointment of Committees (U/a 182) For the purpose of securing efficient discharge of its functions, particularly maintenance of Public amenities and execution of development works and project, the following committees had been constituted by the Authority, namely :-

	Name of Committee	Functions of Committee
a	Planning & Design Committee	<ul style="list-style-type: none"> i. Scrutinize proposals for declaring planning areas and preparations of the regional plan, master plans and town development schemes under the Act and the rules & regulations made there under to be recommended to the PUDA Board for necessary approval. ii. Security of lay out plans for sectors and sub-sectors. iii. Discharge any other functions, which Authority may specifically assign.
b	Executive Committee	<ul style="list-style-type: none"> (i) The Constitution of Executive Committee shall be to secure efficient discharge of the functions of GMADA. The Executive Committee will exercise all the powers of GMADA, including the functions as specified below, and decisions taken in the Executive Committee shall be placed in the next meeting of the Authority for ratification:- <ul style="list-style-type: none"> ➤ To approve the section of Urban Estates, development of areas and new townships. ➤ To approve housing projects and other projects for development of land in Urban Estates, development of areas and new townships and other Urban Development Programme. <p>Section of Public/Private Sector collaborators.</p>
	Budget and Accounts Scrutiny committee U/s(185)	For the scrutiny of budget proposals and annual statements of accounts including balance sheet, Budget and Accounts Scrutiny Committee has been constituted

Control by State Government(Section 40)

- (1) The Authority shall carry out such directions as may be issued to it, from time to time, by the State Government for the efficient administration of this Act.

- (2) The State Government may depute any officer to inspect or examine the office of the Authority, or its development works and to report thereon and the officer so deputed may, for the purposes of such inspection or examination call for,-
- a. any extract from any proceedings of the Authority or any committee constituted under this Act, record, correspondence, plan or other documents;
 - b. any return, estimates, statement of accounts or statistics;
 - c. any report, and the Authority shall furnish the same.

Acquisition & Disposal of Land by the Authority. (Section 42)

Acquisition of Land

- (i) When any land other than the land owned by the Central Government is required for the purposes of the Authority under this Act, the State Government may, at the request of the Authority, proceed to acquire it under the provisions of Land Acquisition Act, 1894 and no payment by the Authority of the compensation awarded under that Act and of any other charges incurred in acquiring the land, the land shall vest in the Authority.
- (ii) For the purposes of the Land acquisition Act, 1894 and any other law for the time being in force, the Authority shall be deemed to be a local authority.

Disposal of Land (Section 43)

1. Subject to any directions by the State Government under this Act, the Authority may dispose of -
 - a. any land acquired by it or transferred to it by the State Government without undertaking or carrying out any development thereon; or
 - b. any such land after undertaking or carrying out such development as it thinks fit to such persons, in such manner and subject to such terms & conditions as it considers expedient for securing proper development.
2. The transfer of land to any person under sub-section (1) shall be subject to such further conditions as may be prescribed with regard to completion of buildings or parts thereof or with regard to extension of period for such completion and payment of fees for such extension.
3. Nothing in this Act shall be construed as enabling the Authority to dispose of land by way of gift, but subject to this condition, reference in this Act to the disposal of land shall be construed as reference to the disposal thereof in any manner whether by way of sale, exchange, lease or by the creation of any easement, right or privilege or otherwise.
4. Subject to the provisions hereinbefore contained, the Authority may sell, lease or otherwise transfer whether by auction, allotment or otherwise any land or building belonging to it on such terms & conditions as it may from time to time determine.
5. The consideration money for any transfer under sub-section (4) shall be paid to the Authority in such manner as may be determined by the Authority.
6. Notwithstanding anything contained in any other law for the time being in force, any land or building or both, as the case may be, shall continue to belong to the Authority until the entire consideration money together with interest and any other amount, if any, due to the Authority, on account of the transfer of such land or building or both, is paid.

7. Unless and until conditions provided in the regulations made by the Authority are fulfilled, the transferee shall not transfer any of his rights in the land or building except with the previous permission of the authority which may be granted on such terms and conditions and on payment of such fee as may be determined by the Authority.

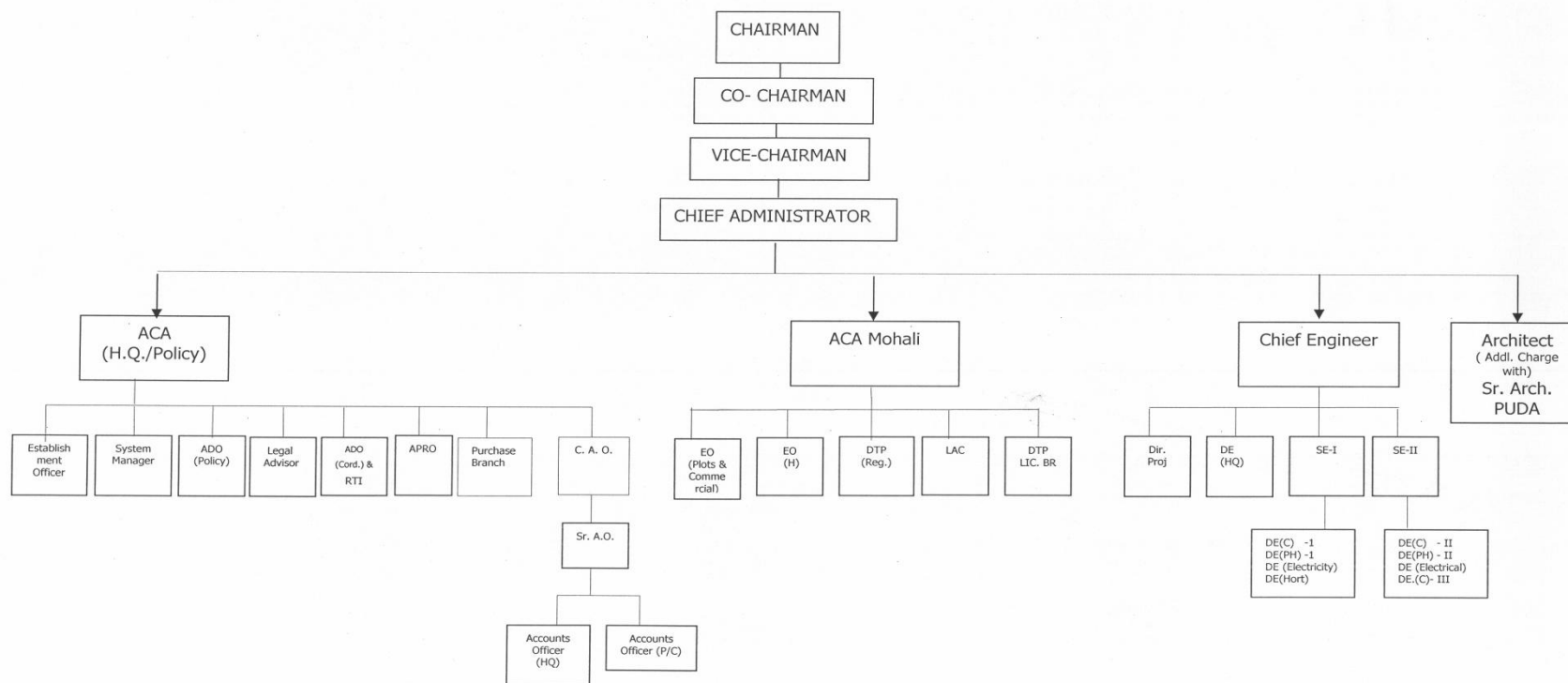
Powers of the Authority to make Regulations (Section 182)

1. The Authority may make regulations, consistent with this Act and the rules made there under, to carry out the purposes of this Act.
2. In particular and without prejudice to the generality of this power, such regulations may provide for,-
 - a. the summoning or holding of the meetings of the Authority, the time and place where such meetings are to be held and the conduct of business at such meetings under sub-section (1) of section 21;
 - b. the functions to be assigned to the Chief Administrator by the Authority under section 22;
 - c. the appointment of committees under section 23;
 - d. the salaries, allowances and conditions of service of officers and other employees of the Authority under sub-section (2) of section 26;
 - e. the powers & duties of the officers and other employees of the Authority under sub-section (3) of section 26;
 - f. any other matter which has to be, or may be, determined by regulations.

Besides this the Authority is also undertaking construction of different type of houses to the needs of the various sections of the society. Special attention is given for the construction of EWS & LIG houses for the poor people of the State. These houses are allotted on easy installments. Residential plots of various sizes are allotted to the needy persons for the construction of houses. Apart from land is allotted to the Co-operative Societies for the construction of multi-stories flats/houses in all the urban estates. Land is also allotted for various other purposes such a construction of schools, Hospitals, Government offices, Petrol Stations, Cattle Pond etc. The Authority also provides infrastructures to the Urban Estates being developed by it.

1.5 Organizationchart:

Greater Mohali Area Development Authority, GMADA, SAS Nagar Organizational Chart



1. **ORGANISATIONAL STRUCTURE**

Section – 29 (i) of the Punjab Regional & Town Planning & Development Act, 1995 provides for establishment and constitution of special Urban Planning and Development Authority for any area or group of areas together with such adjacent area as may be considered necessary will be best served by entrusting the work of development or redevelopment thereof to a Special Authority, instead to the Punjab Urban Planning and Development Authority. The Authority established under sub-section (i) may consist of the following members to be appointed by the State Government namely:-

Chairman

- i) Chief Administrator who shall be appointed from amongst the officers of the Government of Punjab having such qualifications and experience as may be prescribed, and
- ii) Other members not exceeding ten to be appointed by the State Government.
“Provided that out of the aforesaid members, the State Government may appoint a Co-Chairman and a Vice – Chairman:

Provided further that out of the said members, at least three members will be members of the local authority or authorities functioning in the area of jurisdiction of the Special Urban Planning and Development Authority.”

The Punjab Government vide notification bearing No. 13/52/2006-1HG2/7443, dated 14-08-06 has constituted the GMADA Authority under Section 29 of the Punjab Regional and Town Planning and Development Act, 1995 (Punjab Act No. 11 of 1995) and nominated its official members namely:-

1.	Chief Minister, Punjab	Chairman
2.	Housing and Urban Development Minister	Member
3.	Chief Secretary	Member
4.	Principal Secretary of Chief Minister	Member
5.	Principal Secretary, Finance	Member
6.	Secretary, Housing and Urban Development Deptt.	Member
7.	Secretary, Local Government	Member
8.	Chief Town Planner, Punjab	Member
9.	Chief Administrator, GMADA	Member

Government of Punjab vide their notification issued under Endst. No. 13/76/06-1HGII/12700 dated 19-12-2006 have appointed Principal Secretary, Housing and Urban Development Department, Punjab as Vice Chariman of GMADA Authority.

Apart from above, Government of Punjab vide their Notification issued under Endst. No. 13/76/06-1HGII/P.F.II/3170 dated 20-07-2012 have appointed Minister Incharge, Housing and Urban Development Department as Co-Chairman of Special Authorities.

2nd Manual: Powers & duties of officers & employees

2.1 Powers and duties of officers (administrative, financial & judicial):

S.no	Designation	Powers (administrative, financial & judicial)	Duties
1)	CHAIRMAN	<ul style="list-style-type: none"> • To attend meetings of the Authority. • To collect the all-significant information through the Chief Administrator concerning the functioning of the Authority. • Chairman may visit & check various field officers time-to-time and operating units of the Authority within the state. Points for action arising from such visits shall be endorsed to the Chairman. • To associate with a meeting of the Field Staff convened by the Chief Administrator at headquarter of the Authority. • Chairman is responsible for furnishing reports to Government & correspondence with Government on 	As per guidelines regarding function & powers of Chairman issued by the State Govt. vide circular No. 28/9/78-3PPII/19246 dated 4-12-1986.

		<p>behalf of Authority. However, in important matters of policy, it shall be open to the Chairman to send a demi-official communication to the State Government.</p> <ul style="list-style-type: none"> Chairman should confine his powers of general guidelines to matters of Authority management and policy and leave day-to-day administration of the affairs of the Authority to the charge of the Chief Administrator. To listen the public grievances & launch the new policies for the development of the State. 	
2)	CO-CHAIRMAN	-	-
3)	VICE CHAIRMAN	<ul style="list-style-type: none"> Vice Chairman shall be the Chairman of the Authority in absence of Chairman as provided in Section 21 (2) of Punjab Regional & Town Planning & Development Act, 1995. First & Second "Appellate Authority" as the case may be as provided in PUDA Employees (Punishment & Appeal) Regulations 1997. POWERS OF VICE CHAIRMAN AS PER 	<p>DUTIES OF VICE CHAIRMAN-CUM-SHUD AS PROVIDED IN THE PUNJAB REGIONAL & TOWN PLANNING & DEVELOPMENT ACT, 1995 AND REGULATION MADE THEREUNDER.</p> <ol style="list-style-type: none"> To attend all the meetings of the Authority. <ul style="list-style-type: none"> To finalize the appeals under the relevant provisions of the concerned Regulations, Acts, against the orders of the Competent Authority, as the case may be.

		DECISION TAKEN BY THE AUTHORITY IN ITS 6 TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME.	
4)	CHIEF ADMINISTRATOR	<p>POWERS OF CHIEF ADMINISTRATOR</p> <p>All powers assigned by the Authority and by the State Government under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 & rules/regulations made thereunder and powers notified by the State Government under the relevant provision of the Punjab Apartment & Property Regulation Act, 1995, the Punjab Apartment & Property Regulation Rules, 1995 and the Punjab Apartment Ownership Act, 1995 for day to day functioning of the Authority.</p> <p>POWERS OF CHIEF ADMINISTRATOR AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME.</p>	<p>DUTIES OF THE CHIEF ADMINISTRATOR</p> <p>☐ The Chief Administrative shall be the Chief Executive of the Authority and shall arrange for the transaction of business of the Authority, authenticate orders and decisions of the Authority and discharge such other functions of the Authority as may be assigned to him by the Authority under its regulations.</p>

5)	ADDITIONAL CHIEF ADMINISTRATOR (HQ)	POWERS OF ADDITIONAL CHIEF ADMINISTRATOR (HQ) <ul style="list-style-type: none"> To appoint Group-IV employees as provided in PUDA Employees Service Regulations 1999, Regulation No. 7. To punish and impose penalty to Group-IV employees as provided in PUDA Employees (Punishment & Appeal) Regulations 1997. <p>POWERS OF ADDITIONAL CHIEF ADMINISTRATOR (HQ) AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME.</p>	DUTIES OF ADDITIONAL CHIEF ADMINISTRATOR (HQ) <ol style="list-style-type: none"> To settle/finalize the service matters of the staff of the Authority as per his/her Competency and get it settled from the competent Authority. All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town
6)	ADDITIONAL CHIEF AMDINISTRATOR(POLICY)	POWERS OF THE ADDITIONAL CHIEF ADMINISTRATOR (POLICY) <ul style="list-style-type: none"> To initiate / review / accept the ACRs of the officers/officials of PUDA as per delegation issued vide Endst No. PUDA-Admn-EA-6/97/18588-917 dt 11-8-97. 	DUTIES OF THE ADDITIONAL CHIEF ADMINISTRATOR (POLICY) <p>To prepare draft policy and to examine other matters relating to disposal of land for obtaining orders of the appropriate Authority.</p> <ul style="list-style-type: none"> All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made there under.

7)	ADDITIONAL CHIEF ADMINISTRATOR(T/E)	POWERS OF THE ADDITIONAL CHIEF ADMINISTRATOR (T/E) POWERS OF ADDITIONAL CHIEF ADMINISTRATOR (T/E) AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6 TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA- ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME.	DUTIES OF THE ADDITIONAL CHIEF ADMINISTRATOR (T/E) All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder.
8)	ADDITIONAL CHIEF ADMINISTRATOR(F&A)	POWERS OF THE ADDITIONAL CHIEF ADMINISTRATOR (F&A) POWERS OF ADDITIONAL CHIEF ADMINISTRATOR (F&A) AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6 TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA- ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME.	DUTIES OF THE ADDITIONAL CHIEF ADMINISTRATOR (F&A) <ul style="list-style-type: none"> • All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder. • Preparation of budget proposals for consideration and approval of the Authority. • To maintain & reconcile the accounts of PUDA every year and finalize the balance sheets of PUDA. • To make proposal for allocation of funds required by the concerned divisions of PUDA for execution of works and expenditure to be incurred on item under contingency and disbursement of salary to the staff.

9)	ADDITIONAL CHIEF ADMINISTRATOR(PROJECT)	POWERS OF THE ADDITIONAL CHIEF ADMINISTRATOR (PROJECT) <p>POWERS OF ADDITIONAL CHIEF ADMINISTRATOR (PROJECT) AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME.</p>	DUTIES OF THE ADDITIONAL CHIEF ADMINISTRATOR (PROJECT) <ul style="list-style-type: none"> To initiate proposals for introduction of new major projects for proper disposal of land. <p>All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder.</p>
10)	ADDITIONAL CHIEF ADMINISTRATOR(FIELD)	POWERS OF THE ADDITIONAL CHIEF ADMINISTRATOR (FIELD) <ul style="list-style-type: none"> Overall in-charge of the concerned zone. <p>POWERS OF ADDITIONAL CHIEF ADMINISTRATOR (FIELD) AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATE 18-11-1997 AND AMENDED FROM TIME TO TIME.</p>	DUTIES OF THE ADDITIONAL CHIEF ADMINISTRATOR (FILED) <ul style="list-style-type: none"> Appellant Authority against the orders of Estate Officer as per powers delegated by Government vide Notification No 2/3/98-4Hgl/3861-72 dated 19-8-98. To locate the new sites to develop into the Urban Estate within the Punjab State and submit reports for information and proper approval of the competent Authority. All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder. To settle/finalize the service matters of the

			<p>staff working under their respective zones as per their Competency and get it settled from the competent Authority.</p> <ul style="list-style-type: none"> Overall check on the staff of their respective zone being a head of the concerned zone.
11)	ESTATE OFFICER	<p>POWERS OF THE ESTATE OFFICER</p> <ul style="list-style-type: none"> Estate Officer is competent to exercise the all powers of the Estate Officer as provided in as provided in section 45, 46, 47, 48 of the Punjab Regional & Town Planning & Development Act, 1995 and notifications issued by the State Government under the relevant provision of this act from time to time. All powers assigned by the Authority and Chief Administrator for day-to-day working under the relevant Acts and Regulations/Policies made thereunder. 	<p>DUTIES OF THE ESTATE OFFICER</p> <ul style="list-style-type: none"> To allocate commercial/domestic plots/houses/sites/shops to the general public within their respective jurisdiction as per norms/rates fixed by the Authority / Competent Authority as the case may be. To make recovery from allottees and to deposit the same in the PUDA head account. All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder. To settle the disputed cases of allotment. To initiate / review / accept the ACRs of the officers/officials of PUDA as per delegation issued vide Endst No. PUDA-Admn-EA-6/97/18588-917 dt 11-8-97.
12)	CHIEF ENGINEER	<p>POWERS OF THE CHIEF ENGINEER</p> <p>POWERS OF CHIEF ENGINEER AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH</p>	<p>DUTIES OF THE CHIEF ENGINEER</p> <ul style="list-style-type: none"> To allocate the development / construction works to the concerned technical staff

		<p>MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA- ADMN-EA-4/25812-885 DT 18-11-97 AND AMENDED FROM TIME TO TIME.</p> <ul style="list-style-type: none"> • To initiate / review / accept the ACRs of the officers/officials of PUDA as per delegation issued vide Endst No. PUDA-Admn-EA-6/97/18588-917 dt 11-8-97. • To declare the headquarter of the employee drawing pay in the scale which is less than scale pay of Rs. 2200-4000 in respect of employees working under him / her control. • Power to sanction the absence of an employee (working under his control) on duty beyond his sphere. • Power to grant or permit and employees to received honorarium upto Rs. 500/- during a year. Power to grant leave excluding ex-India leave for employees under his control. • Power to permit the calculation of joining time by a route other than which travelers habitually use. • Forwarding of applications to the organization to 	<p>and get it completed within the stipulated period.</p> <ul style="list-style-type: none"> • To accord the administrative approval as per his competency and get it approved from the competent Authority. • Overall check on the staff posted at Chief Engineer Office being a head of the CE office. • To prepare and approve the estimates of concerned works within the administrative approval. • To inspect the construction works and get it rectified if any deficiency / quality of material and other concerned jobs and to make sure to complete the structure as per drawings in all respects. • To arrange the funds for construction from the accounts section of PUDA. • To call the tenders for allocation of new works. • All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder.
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		<p>whom they are addressed as per Government instructions and permission to peruse further studies by the employee in every class through correspondence or privately or any other examination in case of employee working under his control.</p> <ul style="list-style-type: none"> • Powers Posting and transfer of employee for workcharged staff. • Powers to sanction house building advance and conveyance advance to the employees for workcharged staff. • Power to sanction LTC for workcharged staff. • To sanction expenditure on purchase of office equipments such as FAX machines, duplicators, typewriter, Photostat machine and cycles upto Rs. 50,000 per item per year. • To sanction expenditure on purchase of air conditions, water collars, Air Collars, and electrical fans upto Rs. 30000 for AC and Rs. 5000 for the rest. • To sanction expenditure on purchase of books and maps upto Rs. 	
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		<p>1000 in an individual case of non-recurring expenditure.</p> <ul style="list-style-type: none"> • To sanction expenditure on purchase of construction equipments such as road rollers, mixers and vibrator etc. • To sanction expenditure on purchase of scientific apparatus, laboratory, equipment, mathematical drawings, surveying, electrical instrument, weighting machines, meters equipments. • To sanction expenditure on printing upto Rs. 1000 in an individual case. • To sanction expenditure on preparation and typing of project reports. • To sanction expenditure on account of rent for office accommodation upto Rs. 3000 per month subject to the condition that no lease is entered into for a period of more than one year. • To sanction expenditure on purchase of periodicals and newspapers required for official use. • To sanction 	
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		<p>expenditure on misc, office expenses such as higher charges and repair of office furniture, office equipments, fans charges for carriage of office record.</p> <ul style="list-style-type: none"> • To sanction expenditure on repair and replacement of parts of vehicles. • To sanction expenditure on running of vehicles and generators (excluding repair and replacement of parts) within sanctioned estimates approved by the competent Authority as per norms. • To sanction expenditure on running vehicles (excluding repair and replacement of parts) for next Rs. 60000/- per vehicle per year. <p>To sanction reimbursement of medical expenses incurred by the employees under his control.</p> <ul style="list-style-type: none"> • To sanction expenditure upon items specified in detail in the sanctioned budget estimates under contingencies not otherwise provided for these regulations upto Rs. 25000/- per item. <p>To accord technical sanction to the</p>	
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		<p>detailed estimates of works.</p> <ul style="list-style-type: none"> • Committee comprising of Chief Engineer, ACA(F&A) and ACA(Policy) is competent to accept tenders for execution of works between Rs. 20.00 lacs to Rs. 50.00 lacs subject to approval of C.A. in case of single tender or tenders other than the lowest. • Committee comprising of Chief Engineer, ACA(F&A) and ACA(Policy) & DE(Proc.) is competent to purchase stores for sanctioned works to incur expenditure on the purchase of building material upto Rs. 40.00 lacs at a time on one item subject to the ceiling of Rs. 1.00 crore on each item during the financial year. • To accord sanction to non-scheduled or extra items upto Rs. 20.00 lacs subject to maximum of 10% of contract value. • Competent to accept a single tender or where tender other than lowest is accepted upto Rs. 25.00 lacs. • Committee comprising of Chief Engineer & ACA (F&A) is competent to sanction repair and carriage of tools 	
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		<p>and plants, construction equipments, scientific equipment and laboratories upto Rs. 1.00 lac.</p> <ul style="list-style-type: none"> • Committee comprising of Chief Engineer & ACA (F&A) is competent to declare stores, (tools & plants) articles surplus, unserviceable or obsolete and fix the resale price and prescribe the mode of disposal upto Rs. 50,000/-. • To dispose of material (tools & plants) articles, declare surplus, unserviceable or obsolete and sanctioning resultant loss therein if any upto Rs. 15,000/-. • To sanction dismantling of temporary building and structures when propose for which the const. was under taken has been fulfilled for temporary const. upto the cost of Rs. 20,000/- • To incur expenditure for getting preliminary study report prepared regarding new projects upto Rs. 10,000/-. • To write off articles (tools & plants) and office furnitures rendered unserviceable 	
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		<p>through wear and tear if the original purchase value of the articles is not known upto Rs. 20,000/-</p> <ul style="list-style-type: none"> • To write off actual loss of stocks and tools and plants articles upto Rs. 5000/-. • To sanction the purchase of Ferro-chemicals upto Rs. 1.00 lac. • Incur expenditure of testing of samples with a view to enforce quality. • Issuing of NDC to the workcharged staff. 	
13)	SUPERINTENDING ENGINEER	<p>POWERS OF THE SUPERINTENDING ENGINEER / HEAD OF OFFICE</p> <p>POWERS OF SUPERINTENDING ENGINEER / HEAD OF OFFICE AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME.</p> <ul style="list-style-type: none"> • To initiate / review / accept the ACRs of the officers/officials of PUDA as per delegation issued vide Endst No. PUDA-Admn-EA-6/97/18588-917 dt 11-8-97. • Power to grant leave excluding ex-India leave upto one month for 	<p>DUTIES OF THE SUPERINTENDING ENGINEER</p> <p>All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder.</p>

		<p>employees under his control.</p> <ul style="list-style-type: none"> • Grant of proficiency / selection grade and senior scale / placement in the higher scale & grant of class-II status to JE under Assured Career Progression scheme for workcharged staff under his control. • To sanction expenditure on misc, office expenses such as higher charges & repair of office furniture, office equipments, fans charges for carriage of office record. Hiring charges upto 6 months and repair charges upto Rs. 2000/- in an individual case. • To sanction expenditure on repair and replacement of parts of vehicles (major repair) within his jurisdiction and within sanctioned estimates approved by the competent Authority as per norms fixed. • To declare stores and stocks surplus or unserviceable upto Rs. 1000/- each item (book value) • To sanction expenditure upon items specified in detail in the sanctioned budget estimates under contingencies not 	
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		<p>otherwise provided for these regulations upto Rs. 5000/- per item subject to ceiling of Rs. 25000/- in a year.</p> <ul style="list-style-type: none"> • To accord technical sanction to the detailed estimates of works upto Rs. 25.00 lacs. • To accept tenders for execution of works upto Rs. 20.00 lacs except for single tender where it will be submitted to next higher Authority. • Lower purchase Committee consisting of SE, Estate Officer, DE, SO (W) is competent to incur expenditure on the purchase of building material upto Rs. 25000/- at a time subject to the ceiling of Rs. 50000/- on each item during the financial year. • To sanction T.A of the employees (except tour abroad) working under his control. • To accord sanction to non-scheduled or extra items upto Rs. 2.00 lacs subject to maximum of 10% of contract value. • Competent to accept a single tender or where tender other than lowest is accepted upto Rs. 2.00 lacs. • To dispose off material (tools & plants) articles, 	
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		<p>declare surplus, unserviceable or obsolete and sanctioning resultant loss therein if any upto Rs. 10,000/-.</p> <ul style="list-style-type: none"> • To sanction dismantling of temporary building and structures when propose for which the const. was under taken has been fulfilled for temporary const. upto the cost of Rs. 10,000/-. • Tender Committee consisting at HQ under the chairmanship of the SE project with Accounts Officer and DE concerned, as its member is competent to opening of tender called for execution of works. • To write off articles (tools & plants) and office furnitures rendered unserviceable through wear and tear if the original purchase value of the articles is not know upto Rs. 10,000/- • SE and Sr. Architect are competent to sanction the purchase of fero-chemicals upto Rs. 10000/- for each office. • Incur expenditure of testing of samples with a view to enforce quality upto 	
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		Rs. 7500/-.	
14)	DIVISIONAL ENGINEER	<p>POWERS OF THE DIVISIONAL ENGINEER / DDO</p> <p>POWERS OF DIVISIONAL ENGINEER / DDO AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME.</p> <ul style="list-style-type: none"> • To initiate / review / accept the ACRs of the officers/officials of PUDA as per delegation issued vide Endst No. PUDA-Admn-EA-6/97/18588-917 dt 11-8-97. • Power to grant leave to group – D employees (excluding ex-India leave) working under his control. • To allow annual grade increment except in the case of proficiency selection grad or senior scale or when stopped by the competent Authority • To sanction expenditure on account of telephone charges rental charges of telephones and other miscellaneous charges subject to verification of telephone bills and within the ceiling limit imposed by the 	<p>DUTIES OF THE DIVISIONAL ENGINEER</p> <p>All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder.</p>

		<p>Authority on local calls.</p> <ul style="list-style-type: none"> • To sanction expenditure on purchase of postage stamps up to rupees 2000 for their offices in the field. • To sanction expenditure on electricity and water charges bills subject to verification of bills by concerned officers. • To sanction expenditure on running & maintenance of vehicle (excluding repairs & replacement of parts) within the ceiling imposed as per instruction issued from time to time. • To sanction expenditure for insurance of vehicles or other capital assets. • To sanction pay, traveling allowance & other claims of the employees (except tour abroad) T.A. should be reimbursed after getting tour program approved from the ACA/Chief Engineer & ACA (HQ) for the employees serving under their respective control. In case of T.A. of SE approval of Chief Engineer will be required. • To sanction reimbursement of medical expenses 	
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		<p>incurred by the employees upto Rs. 3600/- in an individual case.</p> <ul style="list-style-type: none"> • To accept tenders for execution of works upto Rs. 2.00 lacs except for single tender. • Passing of first and final running bill after pre audit of odd running and final bills. • To sanction carriage and handling of stock material chargeable to stock at the rates within the scheduled plus premium sanction from time to time. • To dispose off material (tools & plants) articles, declare surplus, unserviceable or obsolete and sanctioning resultant loss therein if any upto Rs. 2,000/-. • Tender Committee consisting of DE, SO (W) and the office Supdt is competent to opening of tender called for execution of works for tenders called or received in the Division office. • Passing of bills of workcharged establishment subject to the condition that the appointment is made by the appointing Authority. • DE and Architect are competent to 	
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		<p>sanction the purchase of ferro-chemicals upto Rs. 5000/- for each office.</p> <ul style="list-style-type: none"> • To sanction the payment of rates and taxes levied by a statute or by local rules or orders as per instance: octroi on Authority's stores, house tax, property tax etc. subject to the budget provision. • Incur expenditure of testing of samples with a view to enforce quality upto Rs. 2000/- chargeable to the works subject to call of proper quotations and that higher rates are not paid then those contained in common schedule of rates plus sanctioned premium. • To appoint staff on daily wages on mustroll basis for the execution of departmental works. • Clearance of probation period for workcharged staff working under his/her control. 	
15)	SENIOR ARCHITECT	<p>POWERS OF THE SENIOR ARCHITECT</p> <ul style="list-style-type: none"> • All powers assigned by the Chief Administrator for day-to-day working for the finalization of structure/drawings of works. • To initiate / review / accept the ACRs of 	<p>DUTIES OF THE SENIOR ARCHITECT</p> <ul style="list-style-type: none"> • Overall check on the staff posted at Architect Wing a head of the Architect Wing. • All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the

		the officers/officials of PUDA as per delegation issued vide Endst No. PUDA-Admn-EA-6/97/18588-917 dt 11-8-97.	relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made there under.
16)	SENIOR TOWN PLANNER	POWERS OF THE SENIOR TOWN PLANNER <ul style="list-style-type: none"> • All powers assigned by Chief Administrator for day-to-day working for the planning of new towns / urban estates / projects etc. • To initiate / review / accept the ACRs of the officers/officials of PUDA as per delegation issued vide Endst No. PUDA-Admn-EA-6/97/18588-917 dt 11-8-97. 	DUTIES OF THE SENIOR TOWN PLANNER <ul style="list-style-type: none"> • Overall check on the staff posted at STP Wing a head of the STP Wing. • All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder.
17)	ASSISTANT PUBLIC RELATION OFFICER	ASSISTANT PUBLIC RELATION OFFICER POWERS OF ASSISTANT PUBLIC RELATION OFFICER AS PER DECISION TAKEN BY THE AUTHORITY IN ITS 6 TH MEETING VIDE AGENDA ITEM NO. 6.16 ISSUED VIDE ENDST NO. PUDA-ADMN-EA-4/25812-885 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME.	ASSISTANT PUBLIC RELATION OFFICER ☐ All other duties assigned by the Chief Administrator for day-to-day functioning of the Authority under the relevant provision of Punjab Regional & Town Planning & Development Act, 1995 and rules/regulations made thereunder.

2.2 Powers and duties of other employees:

S.no	Designation	Powers	Duties
1)	SENIOR ASSISTANT	Nil	As per Punjab Govt. Pattern.
2)	SENIOR ASSISTANT (ACCOUNTS)	Nil	As per Punjab Govt. Pattern.
3)	JUNIOR ASSISTANT	Nil	As per Punjab Govt. Pattern.
3)	CLERK	Nil	As per Punjab Govt. Pattern.

2.3 Rules/orders under which powers and duties are derived:

- i) Punjab Regional Town Planning and Development Authority (Delegation of powers) Regulations,
- ii) Punjab Urban Planning and Development Authority Employees (Service) Regulations, 1999.
- iii) PUDA Employees (Conduct) Regulations, 1997.
- iv) PUDA Employees (Punishment & Appeal) Regulations, 1997;
- v) PUDA (Committees and Conduct of Business), Regulations, 1996.

GREATER MOHALI AREA DEVELOPMENT AUTHORITY
(Admn Branch)

SECTION 1-A (GENERAL)

Sr. No.	Nature of Power	Authority or officer to whom power is delegated	Extent of powers delegated	Remarks
1.	2.	3.	4.	
1.	Power to declare headquarter of any employee	(i) CA (ii) ACA(Mohali) (iii) ACA (HQ) (iv) CE	i) Full Powers ii) Full Powers within their respective jurisdiction for employees in the scale of pay which is less than scale of pay of Rs. 2200-4000. iii) For employees of the head quarter drawing pay in the scale which is less than the scale of Rs. 2200-4000 in respect of employees working under him/her control. (iv) For employees of the headquarter drawing pay in the scale which is less than the scale of pay of Rs. 2200-4000 in respect of employees working under him/her control.	As amended vide letter No. 3003-3080 dated 4.2.99
2.	Power to sanction the absence of an employee on duty beyond his sphere of duty.	(i) ACA(Mohali) (ii) ACA (HQ) (iii) CE	i) Full Powers for employees working under their respective control. ii) Full Powers for Headquarter employees. iii) Full Powers for employees under his control.	As amended vide letter No. 3003-3080 dated 4.2.99

3.	Power to sanction absence of the employees beyond their sphere of duty for training in India.	(i) CA (ii) ACA (HQ)	i) Full Powers. ii) Full Powers in respect of Group-D employees.	As amended vide letter No. 3003-3080 dated 4.2.99
4.	Power to dispense with the production of medical certificate of fitness.	(i) CA (ii) ACA (H.Q.)	i) Full Powers ii) Full Powers in respect of Group-D employees.	As amended vide letter No. 3003-3080 dated 4.2.99
5.	Power to suspend lien of an employees.	(i) CA (ii) ACA (H.Q.)	i) Full Powers for one year only. ii) Full Powers in respect of Group-D employees for one year only.	As amended vide letter No. 3003-3080 dated 4.2.99
6.	Power to transfer lien of an employee.	CA	Full Powers	As amended vide letter No. 3003-3080 dated 4.2.99
7.	Power to relax the provision of rule 3.22 of the Punjab Civil Services, Rules Volume -I, Part-I.	(i) CA (ii) ACA (HQ).	i) Full Powers ii) Full Powers in respect of Group-D employees.	As amended vide letter No. 3003-3080 dated 4.2.99
8.	Power to declare that provisions of rule 3.23 of the Punjab Civil Services Rules, Volume-I, Part-I will not be applicable to any particular case.	(i) CA (ii) ACA (H.Q.)	i) Full Powers ii) Full Powers in respect of Group-D employees.	As amended vide letter No. 3003-3080 dated 4.2.99
9.	Power to grant pay and allowances to an employee treated on duty under rule 2.16 (b) of the Punjab Civil Services Rules, Vol-I, Part-I.	(i) CA (ii) ACA (HQ)	i) Full Powers ii) Full Powers in respect of Group-D employees.	As amended vide letter No. 3003-3080 dated 4.2.99

10.	Power to issue a declaration as to the relative degree of responsibility attaching to two posts in case of doubt.	CA	Full Powers.	As amended vide letter No. 3003-3080 dated 4.2.99
11.	Power to grant premature increment to an employee in a time scale of pay in order to fix initial pay in excess of the amount permissible under rule 4.4 and 4.14 of the Punjab Civil Service Rule, Volume I, Part-I	i) VC ii) CA	i) Full powers for group A & B. ii) Full powers for group C & D.	
12.	Power to grant advance increments to the officers who go abroad to improve their qualifications.	(i) VC (ii) CA	i) Full powers for group A & B. ii) Full powers for group C & D.	
13.	Power to decide whether the officiating pay should or should not be given in case of clerical and subordinate posts not borne on regular scales of pay.	CA	Full Powers	As amended vide letter No. 3003-3080 dated 4.2.99
14.	Power to reduce the pay of an officiating employee.	VC (ii) CA (iii) ACA (HQ).	(i) Full powers for group A & B. (ii) Full powers for group C. (iii) Full powers for group D.	

15.	Power to fix pay	(i) ACA (F&A) (ii)ACA(Mohali)	i) Full Powers for Headquarters employee. ii) Full Powers for the employees working under his control.	As amended vide letter No. 3003-3080 dated 4.2.99
16.	Power to appoint and grant honorarium to the employees who hold charge of current duty of another post in addition to their own duties.	(i) VC (ii) CA	i) Full powers for group A & B. ii) Full powers for group C & D.	
17.	Power to waive or reduce the amount of rent to be recovered from any employee or class of employees or waive or to reduce the amount of municipal and other taxes not being house tax or property tax to be recovered from any employee.	CA	Full Powers	As amended vide letter No. 3003-3080 dated 4.2.99
18.	Power to grant or permit an employee to receive honorarium	(i) VC (ii) CA (iii) ACA (HQ) (iv)ACA(Mohali) (v) CE	i) Full powers for group A & B. ii) Full powers for group C & D. iii) Upto Rs. 500/- during an year. iv) Upto Rs. 500/- during an year in their respective zone. v) Upto Rs. 500/- during an year.	

B GRANT

19.	Power to sanction the taking of work for which a fee is offered and the acceptance of fee thereof.	(i) CA (ii)ACA(Mohali)	i) Full Powers. ii) Upto Rs. 50,000/- in his jurisdiction.	As amended vide letter No. 3003-3080 dated 4.2.99
20.	Power to treat the period of suspension of an employee as a period spent on duty for any specified purpose.	(i) CA (ii) ACA (HQ)	i) Full powers for group A, B & ii) Full powers for group D.	As amended vide letter No. 45642-740 dated 27.9.02.
21	Power to grant leave	(i) CA	(i) Full Powers (Including Ex-India Leave)	As amended vide letter No. 28669-770 dated 27.5.02..
		(ii) ACA (Mohali)	(ii) Full Powers (excluding Ex-India Leave) for employees working under his control.	
		(iii) ACA (HQ)	(iii) Full Powers (excluding Ex-India Leave) for head quarters employees. In case of Group-D employees.	
		(iv) CE	(iv) Full Powers (Excluding Ex-India Leave) for employees under his control.	
		(v) SE (Field)	(v) Upto one month (Excluding Ex-India Leave) for all employees working within their respective jurisdiction.	
		(vi) Divisional Engineer	(vi) Full Powers for Group-D employees (Excluding Ex-India Leave).	
22	Power to grant extension in joining time.	(i) CA (ii) ACA (HQ)	(i) Full Powers (ii) Full Powers in respect of Group-D employees.	As amended vide letter No. 3003-3080 dated 4.2.99

23	Power to grant permission to an employee on leave to accept employment or to take up service.	(i) VC ii) CA	(i) Full powers for group A & B. (ii) Full powers for group C & D.	
24	Power to permit the calculation of joining time by a route other than, which travelers habitually use.	(i) ACA (HQ) (ii)ACA(Mohali) i) (iii) CE	(i) Full Powers. (ii) Full Powers (iii) Full Powers.	As amended vide letter No. 3003-3080 dated 4.2.99
25	Power to fix pay in foreign service.	CA	Full Powers	As amended vide letter No. 3003-3080 dated 4.2.99
26	Power to decide the date of reversion of an employee returning after leave from foreign service.	(i) CA (ii) ACA (HQ)	(i) Full Powers (ii) Full Powers in respect of Group-D employees.	As amended vide letter No. 3003-3080 dated 4.2.99
27	Power to appoint an employee to hold temporary post or to officiate in more than one post.	(i) VC (ii) CA (iii)ACA(Mohali)	(i) Full powers for group A & B. (ii) Full powers for group C & D. (iii) Full Powers for group C & D within his jurisdiction.	
28	Power to determine the amount of pay and allowances which may be paid to an employee under rule 7.3(4), 7.3(A) (2) and 7.3 (B) (5) of the Punjab Civil Services Rules, Volume -I, Part-I.	(i) VC ii) CA	(i) Full powers for group A & B. (ii) Full powers for group C & D.	

29	(i) Extra-ordinary leave including that under item in clause (ii) of the rule 8.137 (i) and (ii) of the Punjab Civil Services Rules, Volume-I, Part-I.	i) VC ii) CA iii) ACA (HQ) iv) ACA (T/E).	i) Full powers for group A & B. ii) Full powers for group C. iii) Full powers for group D. iv) Full Powers for technical staff except group A & B.	
	(ii) Medical leave under the conditions in clause (ii) of Rule 8.137 of the Punjab Civil Service Rules Volume-I, Part-I.	i) ACA (HQ) ii) ACA (Mohali) iii) ACA (T/E)	(i) Full Powers for Ministerial staff at the HO (including Group-D employees) (ii) Full Powers for staff within his jurisdiction. (iii) Full Powers for technical staff at the Head Quarter.	
30	To sanction advance out of the contributory Provident Fund.	(i) CA ii) ACA (F&A)	i) Full powers for group A & B. ii) Full powers for group C & D.	As amended vide letter No. 30189-390 dated 6.6.02.
30 (b)	To counter sign the forms submitted by employees for allotment of CPF number.	ADO(Admn)	Full powers	As amended vide letter No. 581-620 dated 12.01.07
31	Issuing of No Objection Certificate. No dues certificates for obtaining Passport	(i) CA (ii) ACA (HQ) (iii) ACA (T/E)	(i) Full Powers (ii) Full Powers for all Ministerial (except ACA, CE & GM) and Group-D employees. (iii) Full Powers for technical staff except Chief-Engineer	As amended vide letter No. 18458-540 dated 6.7.00.

31-B	Issue of No due Certificate to the PUDA employees.	1. ACA (HQ) 2. ACA (T/E) 3. CE.	1. Full powers for all ministerial staff and group-D employees. 2. Full powers for technical staff except CE. 3. Full powers for regular work charged staff.	Amended vide letter No. 21910-22009 dt 12-7-04.
32	Extension in deputation period of an employee.	(i) VC (ii) CA	(i) Full powers for group A & B. (ii) Full powers for group C & D (Tech. & Non Technical).	
33	Forwarding of applications to the organisation to whom they are addressed as per government instructions and permission to pursue further studies by the employee in every class through correspondence or privately or any other examination.	(i) ACA (HQ) (ii) ACA (Mohali) (iii) CE	(i) Full Powers of employees at the head quarters. (ii) Full Powers within his jurisdiction. (iii) Full Powers for employees working under his control.	As amended vide letter No. 3003-3080 dated 4.2.99
34	To allow annual grade increments except in the case of proficiency selection grade or senior scale or when stopped by the competent Authority.	Drawing and Disbursing Officer	Full Powers.	As amended vide letter No. 3003-3080 dated 4.2.99

35	Grant of proficiency/selection on grade and senior scale/placement in the higher scale and grant of class – II status to JE under Assured Career Progression Scheme.	(i) VC (ii) CA (iii) ACA (HQ) (iv) SE	(i) Full Powers for Group –A & B Officers. (ii) Full Powers for Group C employees (iii) Full Powers for Group-D employees. (iv) Full Powers for work-charged staff under his control. NOTE: - The cases in which it is to be denied on account of poor record would be put up to C.A.	
36	Power to engage lawyers as per fees fixed by the Authority for cases in lower courts.	(i) ACA (HQ)	(i) Full Powers .	As amended vide letter No. 2151-72 dated 3.09.2007
37	Postings & transfers of employees.	(i) Chairman (ii) VC (iii) ACA(HQ) (iv) CE	i) Full powers to transfer officer of the level of SE and above. ii) Full powers to transfer group A & B below the rank of SE. (iii) Full powers for group C & D (Technical & Non Technical). (iv) Full powers for work charged staff.	As amended vide letter No. 4026-46 dated 25.06.2007
38	To sanction house building advance and conveyance advance to the employees.	i) VC ii) ACA (HQ) iii) CE	i) Full powers for group A & B. ii) Full powers for group C & D (Tech & Non-Tech). iii) Full Powers for Workcharged staff.	

39.	To sanction Group D posts.	Authority	Full Powers	As amended vide letter No. 30189-390 dated 6.6.02.
40.	To sanction engagement of agencies, staff and professional experts on contract basis.	(i) CA (ii) ACA (Mohali)	i) Full Powers for two years at a time. ii) Full Powers to appoint revenue staff only for two years at a time at the rates approved by the Head Office.	As amended vide letter No. 8554-8635 dated 29.4.99.
41	To sanction post retirement benefits viz, payment of gratuity, leave encashment, payment of C.P.F. & GIS etc. to employees of PUDA.	(i) CA (ii) ACA (HQ) (iii) ACA (T/E) (iv)ACA (Mohali)	i) Full Powers For Group-A Officers ii) Full Powers for all Ministerial Group –B, C and D employees. iii) Full Powers for all Group-B, C Technical staff (including Architectural & Town Planning Staff) iv) Full Powers for Work-charged staff in the Mohali zone.	As amended vide letter No. 18458-540 dated 6.7.00.
42	Clearance of probation period	(i) VC (ii) CA (iii) ACA (HQ) (iv) DE (Concerned)	(i) Full powers for group A & B. (ii) Full powers for group C. (iii) Full powers for group D. (iv) Full powers for workcharge staff working under his/her control.	
43	Power to sanction Leave travel concession.	(i) CA (ii) ACA (HQ) (iii) ACA (T/E) (iv) CE	(i) Full Powers (ii) Full Powers for all Ministerial Staff (except Head of Office) and Group D employees. (iii) Full Powers for all technical staff (except Head of Office) (iv) Full Powers for work-charged staff.	As amended vide letter No. 11415-510 dated 4.3.02.

SECTION 1-B (GENERAL)

Sr No	Nature of Powers	Officer to whom Power is delegated	Extent of Powers delegated	Remarks
1.	2.	3.	4.	5
A	TO SANCTION FOLLOWING CAPITAL EXPENDITURE UNDER THE HEAD PURCHASE OF CAPITAL ASSETS PROVIDED IN THE SANCTIONED BUDGET.			
1.	To sanction expenditure on purchase of vehicles such as Cars, Jeeps, Pick-up Vans, Trucks, Buses etc.	(i) CA (ii) ACA (H.Q.)	(i) Full Powers. (ii) Full powers for purchase of vehicles only for replacement of old vehicles.	As amended vide letter No. 19186-260 dt 6.11.98.
2.	To sanction expenditure on purchase of: - (i) Furniture & fixtures	(i) CA (ii) ACA (H.Q.) (iii) DE(Mech.),	(i) Full Powers (ii) Full Powers (iii) Rs.10,000/- in a year.	As amended vide letter No. 12972-96 dt 17.11.2011.
	(ii) Office equipment such as fax machine, duplicators, typewriters, Photostat machines and cycles.	(i) CA (ii) ACA (HQ) (iii) CE (iv) DE(Mech.)	(i) Full Powers (ii) Full Powers (iii) Rs.50,000/- per item per year. (iv) Rs.25,000/- per item per year.	As amended vide letter No. 12972-96 dt 17.11.2011
	(iii) Computers and related equipments	i) CA ii) ACA (F&A) & H.Q) iii) DE (Mech.)	(i) Full powers (ii) Full powers (iii) Rs.25,000/-	As amended vide letter No. 12972-96 dt 17.11.2011
3.	To sanction expenditure on purchase of air conditioners, water coolers, air-coolers and electrical fans.	(i) CA (ii) ACA (HQ) (iii) CE	(i) Full Powers (ii) Full powers (iii) Rs.30,000/- for A.C. & Rs.5,000/- for the rest.	As amended vide letter No. 572 dt 15.12.2006.

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B	TO SANCTION FOLLOWING CAPITAL EXPENDITURE UNDER THE HEAD PURCHASE OF MACHINERY PROVIDED IN THE SANCTIONED BUDGET.			
6.	To sanction expenditure on purchase of construction equipment such as road rollers, mixers and vibrators etc.	(i) CA (ii) CE (iii) ACA (Mohali)	(i) Full Powers. (ii) Full Powers (iii) Rs. 50,000/-	As amended vide letter No. 19186-260 dt 6.11.98.
7.	To sanction expenditure on purchase of scientific apparatus, laboratory, equipment, mathematical drawing, surveying, electrical instruments, weighing machines, meters equipments.	(i) CA (ii) CE (iii) ACA (Mohali)	(i) Full Powers (ii) Full Powers (iii) Rs. 25,000/-	As amended vide letter No. 19186-260 dt 6.11.98.
C	TO SANCTION FOLLOWING REVENUE EXPENDITURE UNDER THE HEAD CONTINGENCIES PROVIDED IN THE SANCTIONED BUDGET.			
8	(i) To sanction expenditure on printing.	(i) CA (ii) ACA (HQ) (iii) CE	(i) Full Powers (ii) Full Powers (iii) Rs. 1,000/- in an individual case.	As amended vide letter No. 572 dt 15.12.06
	(ii) To sanction expenditure on preparation and typing of project reports.	CE	Full Powers	
9	To sanction expenditure on purchase of stationary without obtaining tenders	FOR HEAD OFFICE (i) Committee consisting	(i) Full Powers	

		of ACA (HQ), ACA (F&A) & Chief Engineer.		
		FOR ZONAL OFFICE (ii) Committee consisting of ACA, SE, AO & Estate Officer.	(ii) Full Powers	As amended vide letter No. 19186-260 dt 6.11.98.& letter No.572 dt.15-12-2006.
		(iii) CA	(iii) Upto Rs. 10,000/- on one single occasion and Rs. 50,000/- in an year.	
		(iv) ACA (H.Q)	(iv) Upto Rs. 10,000/- on one single occasion and Rs. 50,000/- in an year.	
		(v) Head of office (vi) DE(Mech.)	(v) Upto Rs. 5000/- on one single occasion and Rs. 20,000/- in an year. (vi) Upto Rs. 5000/- on one single occasion and Rs. 20,000/- in an year.	
10	To sanction expenditure on account of rent for office accommodation.	(i) CA	(i) Full Powers	As amended vide letter No. 19186-260 dt 6.11.98.
		(ii) ACA (Mohali)	(ii) Full Powers within their respective zone.	
		(iii) CE	(iii) Upto Rs. 3,000/- per month subject to the condition that no lease is entered into for a period of more than one year.	
11.	To sanction expenditure on account of telephone	Drawing and	Full Powers subject to verification of telephone bills and within the ceiling limit	As amended vide letter No. 19186-

	charges, rental charges of telephones and other miscellaneous charges.	Disbursing Officer	imposed by the Authority on local calls.	260 dt 6.11.98.
12.	To sanction expenditure on purchase of postage stamps.	(i) CA (ii) ACA (Mohali) (iii) ACA (HQ) (iv) CE (v) SE (vi) Accounts Officer (vii) DE (viii) Estate Officer	(i) Full Powers. (ii) Full Powers within mohali zone. (iii) Full Powers (iv) Full Powers (v) Upto Rs. 2,000/- at a one time for offices in the field. (vi) Upto Rs. 5,000/- at one time. (vii) Upto Rs. 2,000/- for their offices in the field. (viii) Upto Rs. 2,000/- at one time.	As amended vide letter No. 19186-260 dt 6.11.98.
13.	To sanction expenditure on electricity and water charges bills.	Drawing and Disbursing Officer	Full powers subject to verification of bills by the concerned officer.	As amended vide letter No. 19186-260 dt 6.11.98.
14	To sanction supply of liveries to drivers and Class-IV employees.	(i) ACA (Mohali) (ii) ACA (HQ)	(i) Full Powers according to scale and conditions laid down by the Authority for its employees. (ii) Full Powers according to scale and conditions laid down by the Authority for its employees.	As amended vide letter No. 19186-260 dt 6.11.98.

15	To sanction purchase of periodicals and newspapers required for official use.	<p>(i) CA</p> <p>(ii) ACA (HQ)</p> <p>(iii) CE</p> <p>(iv) ACA (Project)</p>	<p>(i) Full Powers</p> <p>(ii) Full Powers.</p> <p>(iii) Full Powers.</p> <p>(iv) Upto Rs. 5,000/- per year.</p>	As amended vide letter No. 572 dt 15.12.2006
16	To sanction expenditure on miscellaneous office expenses such as hire charges and repair of office furniture, office equipment, fans, charges for carriage of office record.	<p>(i) CA</p> <p>(ii) ACA (H.Q.)</p> <p>(iii) CE</p> <p>(iv) Head of Office</p> <p>(v) DE(Mech.)</p>	<p>(i) Full Powers.</p> <p>(ii) Full Powers</p> <p>(iii) Full Powers</p> <p>(iv) Hiring charges upto 6 months and repair charges upto Rs. 2,000/- in an individual case.</p> <p>(v) Hiring charges upto 6 months and repair charges upto Rs. 2,000/- in an individual case.</p>	As amended vide letter No. 572 dt 15.12.2006. and amended vide letter No.12972-96 dt 17.11.2011
17	To incur expenditure on entertainment in the interest of the Authority's business activities.	<p>(i) VC</p> <p>(1-a) Co-Chairman</p> <p>(2) Vice-Chairman</p> <p>(3) CA</p>	<p>Upto Rs. 5,000/- per month.</p> <p>Upto Rs. 4500/- per month.</p> <p>Upto Rs. 4,000/- per month</p> <p>Full Powers</p>	As amended vide letter No. 25501-50 dt 12.11.2008

		(4) ACA (F&A)/(Project)/(T/ E)/ (Mohali)	Up to Rs. 4,000/- per month.	
		(5) Chief Engineer	Upto Rs. 3,000/- per month	
		(6) ACA (H.Q.)	Upto Rs. 10,000/- at a time.	
		(7) GM (Proj)	Upto Rs. 3,000/- per month.	
		(8) Head of Office	Upto Rs. 500/- per month.	
		(9) General Manager	Upto Rs. 1000/- per month	
		(10) SE	Upto Rs. 1000/- per month.	
		(11) CAO	Upto Rs. 1000/- per month.	
		(12) Dy. Controller (F&A)	Upto Rs. 300/- per month	
		(13) Distt Town Planner	Upto Rs. 300/- per month.	
		(14) Chief Town Planner	Upto Rs. 1000/- per month.	
		(15) ADO/ AEO	Upto Rs. 300/- per month.	
		(16) Sr. Architect.	Upto Rs. 1000/xx- per month	
		(17) DD (PR)	Upto Rs. 1000/- per month	
		(18) DE	Upto Rs. 500/- per month	

		(19) Addl. Secretary to Govt. Punjab Housing & Urban Development	Upto Rs. 3,000/- per month	
		(20) SDO (M)	Upto Rs. 500/- per month	
		(21) Additional Chief Engineer	Upto Rs. 2,000/- per month	
		(22) DD (IT/C)	Upto Rs. 200/- per month	
		(23) AGM	Upto Rs. 300/- per month	
		(24) Estate officer/ Establishment Officer	Upto Rs. 1000/- per month	
		(25) SLO	Upto Rs. 500/- per month	
		(26) Sr. AO/AO	Upto Rs. 300/- per month	
		(27) Architect	Upto Rs. 300/- per month	
		(28) APRO	Upto Rs. 1000/- per month	
		(29) Naib Tehsildar	Upto Rs. 1000/- per month	
	TO SANCTION FOLLOWING REVENUE EXPENDITUE UNDER THE HEAD MISCELLANEOUS EXPsENDITUE PROVIDED IN THE SANCTIONED BUDGET.			
17-A	(i) To incur expenditure on entertainment during the meeting held by the Officers posted at HQ.	(i) ACA (HQ) (ii) DD (PR)	Upto Rs. 10,000/- P.M. Upto Rs. 1000/- P.M.	As amended vide letter No. 12972-96 dt 17.11.2011

		(iii) D.E.(Mech),	Upto Rs. 2000/- P.M.	
	(ii) To incur expenditure on entertainment during the meeting held by the Officers posted at respective zonal offices.	(i) ACA (Mohali)	Upto Rs. 1500/- PM.	
18.	To sanction legal expenditure in connection with Civil Suits/ Complaints/ Appeals for and against the Authority.	(i) CA (ii) ACA (HQ)	(i) Full Powers. (ii) Full Powers	As amended vide letter No. 2151-72 dt 3.09.2007
19.	To sanction expenditure on publicity and on advertisements through the media of the radio and press through the empanelled agencies.	(i) ACA (HQ)	(i) Full Powers.	Amended vide letter No. 28459-558 dt 30-8-04
20.	(i) To sanction expenditure on repair and replacement of parts of vehicles (Major repair).	(i) CA (ii) ACA (HQ) (iii) ACA (Mohali)/SE for field offices (iv) CE (v) SE (Field)	(i) Full Powers. (ii) For HQ full Powers (iii) Full Powers within his jurisdiction & within sanctioned estimated approved by competent authority as per norms fixed. (iv) Full Powers (v) Full Powers within sanctioned estimates approved by Chief Engineer.	

	(ii)To sanction expenditure on running & maintenance of Vehicles and generator including repair & replacement of parts.	(i) CA (ii) ACA (HQ) (iii) Drawing and Disbursing Officer (iv) DE(Mech.)	(i) Full Powers (ii) Full powers (above the ceiling imposed). (iii) Full powers within the ceiling imposed as per instructions issued from time to time. (iv) Full powers within the ceiling imposed as per instructions issued from time to time.	As amended vide letter No. 12972-96 dt 17.11.2011
21	To sanction expenditure for insurance of vehicles or other capital assets.	i) Drawing & Disbursing Officer. ii) DE(Mech)	Full Powers. Full Powers	As amended vide letter No. 12972-96 dt17.11.2011
E.	TO SANCTION FOLLOWING REVENUE EXPENDITURE UNDER THE HEAD ESTABLISHMENT PROVIDED IN THE SANCTIONED BUDGET.			
22.	To sanction pay, travelling allowance and other claims of the employees.	Drawing & Disbursing Officer	Full Powers except tour abroad. (i) T.A. should be reimbursed after getting the tour Programme approved from the ACA/Chief Engineer and ACA (HQ) for the employees serving under their respective control. In case of Tour Programme of Superintending Engineers approval of Chief Engineer will be required. (ii) Superintending Engineer/ Estate Officer within state for the employees working under their respective control. (iii) In case of tour programme for abroad and tour programme of ACA and Chief Engineer approval of the Chief Administrator will be required.	As amended vide letter No. 28669-770 dt 27.5.02

23.	To sanction reimbursement of medical expenses incurred by the employees.	<p>(i) CA</p> <p>(ii) ACA (HQ)</p> <p>(iii) ACA (Mohali)</p> <p>(iv) CE</p> <p>(iv) ACA (F&A) for all employees at HO.</p> <p>(v) (vi) Drawing and Disbursing Officer.</p>	<p>(i) Full Powers.</p> <p>(ii) Full Powers</p> <p>(iii) Full Powers, for employees working under Mohali zone.</p> <p>(iv) Full powers for employees at Head quarter under his control.</p> <p>(v) Upto Rs. 25,000/- in an individual case.</p> <p>(vi) Upto Rs. 3,600/- in an individual case.</p>	As amended vide letter No. 19186-260 dt 6.11.98.
F.	OTHER ITEMS			
24.	To declare stores and stocks surplus or un-serviceable.	<p>(i) Condemnation Committee consisting of the CA, CE and ACA (F&A).</p> <p>(ii) Condemnation Committee for respective zone consisting of ACA, SE, Accounts Officer and EO.</p> <p>(iii) CA</p> <p>(iv) ACA (Mohali)</p>	<p>(i) Full Powers.</p> <p>(ii) Upto Rs. 50,000/- each item (Book value)</p> <p>(iii) Upto Rs. 20,000/- each item (book value)</p> <p>(iv) Upto Rs. 5,000/- each item (book value)</p>	As amended vide letter No. 12972-96 dt17.11.2011.

		(v) ACA (HQ)	(v) Upto Rs. 5,000/- each item (book value)	
		(vi) Head of Office	(vi) Upto Rs. 1,000/- each item (book value)	
		(vii) DE(Mech.)	(vii) Upto Rs. 1,000/- each item (book value)	
25.	To sanction sale of articles of stocks and stores declared un-serviceable.			As amended vide letter No. 19186-260 dt 6.11.98.
	(i) at book value or by private negotiation at less than book value.	Committee consisting of CA, ACA (F&A) and CE	Full Powers	
	(ii) by public auction.	(i) CA	(i) Full Powers	
		(ii) ACA (Mohali)	(ii) Full Powers within Mohali zone.	
26.	To sanction the writing off finally of the unrecoverable value of stores of the Authority's money lost by fraud or negligence of individuals or due to any other cause.	Committee consisting of CA, ACA (F&A) and Technical Advisor .	Full Powers.	As amended vide letter No. 581-620 dt 12.01.07
27.	To write off books.	CA	Full Powers.	As amended vide letter No. 19186-260 dt 6.11.98.

28.	To write off book value of stores and stocks due to depreciation or any other cause.	(i) Committee consisting of VC, CA, ACA (F&A) (ii) Committee consisting of ACA, SE, Accounts Officer and EO.	(i) Full Powers (ii) Upto Rs. 1,00,000/-	As amended vide letter No. 19186-260 dt 6.11.98.
29.	To sanction payment of municipal taxes of the Authority which have been assessed by the Competent Authority.	(i) CA (ii) ACA (HQ)	(i) Full Powers. (ii) Full Powers	As amended vide letter No. 19186-260 dt 6.11.98.
30.	To sanction the payment of rates or taxes levied by a statute or by local rules or orders (as for instance terminal tax or octroi levied on the Authority.)	(i) CA (ii) ACA (HQ) (iii) ACA (Mohali)	(i) Full Powers (ii) Full Powers (iii) Full Powers subject to assessment by the Competent Authority.	As amended vide letter No. 19186-260 dt 6.11.98.
31.	To approve the undertaking of defence of the employees in criminal proceedings at the expense of the Authority.	CA	Full Powers.	As amended vide letter No. 19186-260 dt 6.11.98.
31-A	To issue certificate of residential proof to the officers/ officials of PUDA.	1. ACA (HQ) 2. ACA (T/E) 3. ACA (Mohali)	1. Full powers for HQs ministerial staff. 2. Full powers for HQs ministerial staff. 3. Full powers for employees under the control.	Amended vide letter No. 20537-630 dated 2-7-04.
32	To reimburse an employee whose conduct has been the subject matter of enquiry for	CA	Full Powers	As amended vide letter No. 19186-260 dt

	expenditure on account of defence witness.			6.11.98.
33.	To sanction expenditure upon items specified in detail in the sanctioned budget estimates under contingencies not otherwise provided for in these regulations.	(i) CA (ii) ACA (Mohali) (iii) ACA (HQ) (iv) CE (v) ACA (Projects) (vi) SE (vii) DE(Mech.)	(i) Full Powers (ii) Upto Rs. 25,000/- per item. (iii) Upto Rs. 25,000/- per item. (vi) Upto Rs. 25,000/- per item. (v) Upto Rs. 10,000/- per item subject to a ceiling of Rs. 50000/- in a year. (vi) Upto Rs. 5,000/- per item subject to ceiling of Rs. 25,000/- in a year. (vii) Upto Rs. 3,000/- per item subject to ceiling of Rs. 15,000/- in a year.	As amended vide letter No. 12972-96 dt 17.11.2011
34.	To sanction expenditure upon items not specified under contingencies and not otherwise provided for in these regulations	i) CA ii) ACA(H.Q)	Full Powers Upto Rs. 25000/-	As amended vide letter No. 6149-72 dt 11.05.2010

(SECTION II WORKS)

Sr. No.	Nature of Powers	Authority or Officer to whom power is delegated	Extent of powers delegated	
1.	2.	3.	4.	
1.	To accord Administrative approval to proposals for works			

	(a) For original works at projects.	i) CA ii) ACA(H.Q) iii) ACA (Mohali)	i) Full Powers ii) Upto Rs. 100.00 lac iii) Upto Rs. 25.00 lacs	As amended vide letter No. 3036-59 dt 3.03.08
	(b) For extension of new works or executed works maintenance or repairs.	(i) ACA (Mohali)	Upto Rs.5.00 lacs.	As amended vide letter No. 3036-59 dt 3.03.08
2.	To accord technical sanction to the detailed estimates of works.	i) CE ii) SE	i) Full Powers ii) Upto Rs. 25.00 lacs	As amended vide letter No. 46498-590 dt 4.10.02.
3.	To accept tenders for execution of works.	(i) Committee consisting of CE, AO(H.Q), SE(C-1) SE (C-2), DE(H.Q), DE(Concerned) (ii) SE (iii) DE Estate Officer (Plots)	(i) For all Works above Rs. 20.00 lacs subject to approval of CA in case of single tender or other than the lowest. (ii) Upto Rs. 20.00 lacs except for single tender where it will be submitted to next higher authority. (iii) Upto Rs. 2.00 lac except for single tender. Upto Rs. 50000/-	Amended vide letter No. 1420 dt 30.04.08 Amended vide letter No. 1716-37 dt 29.08.07 Inserted vide letter No. 3812-35 dt 31.03.2010
3(a)	To incur expenditure on fixation/installation of barbed wire or construction of boundary wall around the land of GMADA after getting the un-authorized encroachments removed, after compliance/following of Financial Rules.			

HIGHER PURCHASE COMMITTEE

4.	To purchase Stores for sanctioned works.	(i) (a) Committee chaired by CE and having SE, DE Concerned (Member Secretary) and AO(H.Q) as members.	Full Powers	<u>As amended vide letter No. 3925-46 dated 18.09.2007</u>
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UPPER PURCHASE COMMITTEES

		(i) Field level consisting of: (a) ACA (Field) (b) SE (c) Accounts Officer (excluding centrally procured item.)	To incur expenditure on the purchase of building material upto Rs. 20.00 lacs at a time on one item subject to the ceiling of Rs. 50.00 lacs on each item during the financial year.	
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HEAD OFFICE LEVEL

		(i) Committee consisting of : (a) CE (b) ACA (F&A). (c) ACA (Policy) (d) DE (Proc.)	To incur expenditure on the purchase of building material upto Rs. 40.00 lacs at a time on one item subject to the ceiling of Rs. one crore on each item during the financial year.	
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LOWER PURCHASE COMMITTEE

		(i) Committee consisting of: (a) SE (b) Estate Officer (c) DE (d) SO (W)	To incur expenditure on the purchase of building material up to Rs. 25000/- at a time subject to ceiling of Rs. 50000/- on each item during the financial year.	
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	<p><u>NOTE: -</u> In the case of Lower Purchase Committee presence of Superintending Engineer concerned, for the upper purchase committee field level, presence of Addl. Chief Administrator (Field) and for Head Office level presence of the Chief Engineer and in the case of Higher Purchase Committee presence of the Chief Administrator shall be essential to form quorum.</p>			
5.	To accord sanction to non-scheduled or extra items.	i) VC ii) CA iii) CE iv) SE	i) Full powers. ii) Upto Rs. 50.00 lacs subject to maximum of 10% of contract value. iii) Upto Rs. 20.00 lacs subject to maximum of 10% of contract value. iv) Upto Rs. 2.50 lacs subject to maximum of 10% of contract value.	
6.	Acceptance of a single tender or where tender other than the lowest is accepted.	(i) VC (ii) CA (iii) ACA (Mohali) iv) CE (v) SE	i) Full powers. ii) Upto Rs. 50.00 lacs iii) Rs. 10.00 lacs iv) Upto Rs. 25.00 lacs v) Upto Rs. 2.00 lacs.	
7.	Write off infructuous expenditure on construction.	Authority	Full Powers	As amended vide letter No. 25512-865 dt 18.11.97.
8.	Passing of first & final running bill.	Divisional Engineer	Full Powers after pre audit of odd running and final bills.	As amended vide letter No. 25512-865 dt 18.11.97.
9.	To sanctioned expenditure under the workmen compensation Act, 1923 and the Industrial Dispute Act, 1947.	CA	Full Powers	As amended vide letter No. 25512-865 dt 18.11.97.

10.	To accord sanction to expenditure on ceremonies connected with laying of foundation stones and opening of Authority buildings, holding of draw of lots, auction of sites and the like.	i) CA ii) ACA (Mohali)	i) Full Powers. ii) Upto Rs. 25000/- in their respective jurisdiction.	As amended vide letter No. 25512-865 dt 18.11.97.
11.	To fix the limit of reserve stocks.	Committee consisting of : (a) CA., CE, ACA (F&A) (b) ACA (Mohali)	a) Full Powers b) Upto Rs. 5.00 lacs	As amended vide letter No. 30189-390 dt 6.6.02.
12.	To sanction repairs and carriage of tools and plants, construction equipment, Scientific equipment and laboratories.	Committee consisting of: i) CA, CE, ACA (F&A) ii) Committee consisting of CE, ACA (F&A). iii) ACA (Mohali)	i) Full Powers ii) Upto Rs. 1.00 lac. iii) Upto Rs. 50000/-.	As amended vide letter No. 25512-865 dt 18.11.97.
13.	To sanction carriage and handling of stock material chargeable to stock.	i) CA. ii) Divisional Engineer	i) Full powers. ii) Full powers at the rates within the scheduled rates plus premium sanctioned from time to time.	As amended vide letter No. 30189-390 dt 6.6.02.
14.	To declare stores (Tools & Plants) articles surplus, un-serviceable or obsolete and fix the resale price and prescribe the mode of disposal.	(i) Committee consisting of: (a) CA, CE and Chief Accounts Officer (b) CE & ACA (F&A) (c) ACA (Mohali), SE and Accounts Officer	i) Full Powers ii) Upto Rs. 50000/- iii) Upto Rs. 25000/-	As amended vide letter No. 25512-865 dt 18.11.97.

	Provided the provision of para 4.4 of the Punjab Public Works Department code are complied with and it is certified that the material declared surplus will not be required for the execution of any Authority's works in the foreseeable future and the material declared as unserviceable or obsolete is beyond repair or renovation.			
15.	Disposal of surplus (Tools & Plants)			
	(a) Articles, Surplus, Unserviceable or obsolete material or tools & plants articles.	i) CA	Full Powers	As amended vide letter No. 30189-390 dt 6.6.02.
	(b) To dispose of material (Tools & Plants) articles, declared surplus, unserviceable or obsolete and sanctioning resultant loss therein, if any.	(i) Committee consisting of: a) VC , CA, ACA (F&A). b) CE c) SE d) DE	i) Full Powers ii) Upto Rs. 15000/- iii) Upto Rs. 10000/- iv) Upto Rs. 2000/-	
	The Authority sanctioning the write off shall satisfy itself that the loss has not resulted from excess or injudicious purchase of stores or on account of negligence of any functionary and shall forward a certificate thereof to the Accounts Section of the Authority.			
16.	To the sanction dismantling of temporary buildings and structures when purpose for which the construction was under taken has been fulfilled.	(i) Committee consisting of : (a) VC , CA, ACA (F&A) & CE. (b) CE. (c) SE	i) Full Powers ii) Temporary Construction upto the cost of Rs. 20000/- iii) Temporary construction upto the cost of Rs. 10000/-	
17.	To incur expenditure for getting preliminary study reports prepared regarding new projects.	(i) CA (ii) ACA(H.Q) (iii) CE	i) Full Powers ii) Upto Rs.50000/- iii) Upto Rs.25000/-	As amended vide letter No. 1863-86 dt 5.02.2008

18.	Opening of tenders called for execution of works.	(i) Tender Committee (HO) under the Chairmanship of Superintending Engineer project with Accounts Officer and DE concerned as its members (ii) Divisional level Tender Committee consisting of DE, SO (W) and the office Superintendent	i) Full Powers ii) Full Powers in respect of tender called or received in the Divisional Office.	As amended vide letter No. 25512-865 dt 18.11.97.
19.	Passing of bills of work charged establishment.	Divisional Engineer	Full powers subject to the condition that the appointment is made by the Appointing Authority.	As amended vide letter No. 25512-865 dt 18.11.97.
20.	Grant of extension of time for completion of work.	(i) ACA (Mohali) (ii) CE	i) Full powers. ii) For works upto Rs. 25.00 lacs.	As amended vide letter No. 4062-85 dt 28.03.2008.
21.	To write off articles (Tools & Plants), & office furnitures rendered unserviceable through wear & tear if the original purchase value of the articles is not known.	(i) Committee consisting of VC , CA & CE. (ii) CE (iii) SE	i) Full Powers ii) Upto Rs. 20000/- iii) Upto Rs. 10000/-	
22.	To write off actual loss of stocks and tools and plants articles.	(i) Authority (ii) CE	Full Powers Upto Rs.5000/-	As amended vide letter No. 25512-865 dt 18.11.97.
23.	To sanction the purchase of Ferro-Chemicals.	i) CA. ii) CE iii)SEs & Sr. Architect. iv) DE & Architect.	i) Full powers. ii) Upto Rs. 1.00 lacs. iii) Upto Rs. 10,000/- for each office. iv) Upto Rs. 5000/- for each office.	As amended vide letter No. 30189-390 dt 6.6.02.

24.	To sanction the payment of the rates and taxes levied by a statute or by local rules or orders as per instance- octroi on Authority's stores, house tax, property tax etc.	(i) Drawing & Disbursing Officer	Full Powers subject to the Budget Provision.	As amended vide letter No. 25512-865 dt 18.11.97.
25	To sanction expenditure in connection with compensation under the Fatal Accident Act, 1855 for private persons.	CA	Full Powers upto the amount as admissible to a workman under Schedule-IV of the Workmen's Compensation Act, 1923 in similar circumstances or cases when monthly wages will be got assessed through the State Revenue Authority or the Gram Panchyat.	As amended vide letter No. 25512-865 dt 18.11.97.
26.	To incur expenditure on testing of samples with a view to enforce quality.	i) CE ii) SE iii) Divisional Engineer	i) Full Powers ii) Upto Rs. 7500/- iii) Upto Rs. 2000/- Chargeable to the works subject to call of proper quotations and that higher rates are not paid than those contained in common schedule of rates plus sanctioned premium.	As amended vide letter No. 25512-865 dt 18.11.97.
27.	To create posts of Work charged Staff	(i) Authority	Full powers.	As amended vide letter No. 30189-390 dt 6.6.02.
28.	To appoint Work charged Staff against sanctioned posts and to punished Work charged Staff.	i) VC ii) CA	i) Full powers for group A & B. ii) Full powers for group C & D.	
29.	To appoint staff on daily wages on mustroll basis for the execution of departmental works.	(i) Divisional Engineer	Full Powers	As amended vide letter No. 25512-865 dt 18.11.97.

30.	To delegate powers of the Authority under section – 2, sub-section v of the Punjab Urban Planning & Dev. Authority (Building) Rules, 1996 (i.e. Declaring Authorised Officers)	(i) CA	Full Powers	As amended vide letter No. 25512-865 dt 18.11.97.
31.	To delegate powers of Chief Administrator to subordinate officers and to withdraw the same.	CA	Full Powers.	As amended vide letter No. 25512-865 dt 18.11.97.
32.	To amend these regulations in order to facilitate day-to-day working.	CA	Full Powers	As amended vide letter No. 25512-865 dt 18.11.97.
33.	A new committee to be called "THE CONCEPT APPROVAL COMMITTEE" which would finalised the Architectural Drawings and specifications for materials (Based on which DNIT).	Committee consisting of: - i) VC, CA, CE, Senior Architect, ACA (F&A) and ACA Mohali). ii) CA, CE, Sr Arch, ACA (F&A).	i) Works upto Rs. 1.00 crore and above. ii) Works below Rs. 1.00 crore.	As amended vide letter No. 30189-390 dt 6.6.02.
34	Power to fix levy of the departmental charges of the projects to be carried out by PUDA as deposit work.	CA	Full Power.	As amended vide letter No. 9969-10060 dt 16-3-04.
35	(i) Sanction expenditure on loose papers, printing of Dos, visiting cards, purchase of books, binding misc. purchase like banquet for functions, photography etc.	DD (PR)	upto Rs. 1000/- NOTE: The expenditure should not exceed Rs. 10000 in a month.	
	(ii) To clear the files regarding release of advts eg. Court notice, public notice, tender notice, notification, service matters,	DD (PR)	Full powers.	As amended vide letter No. 16573-670 dated 27-5-05.

	<p>corrigendum through the media of radio and press through the empanel agency and would carry out the selection of agencies for design works in such cases strictly by rotation among agencies. Where the rotation is to be disturbed, he may seek the sanction of ACA (HQ) excluding the advts pertaining to the disposal of property or major scheme.</p>			
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NOTE: -

- (1) The quorum in the meetings of the Committees constituted in these regulations shall be as under: -
- (a) for the committees consisting of three members, two members shall form quorum and
 - (b) for the committees consisting of more than three members, three members shall form quorum.
 - (c) In respect of the financial matters not specifically stated in these regulations the provisions of the Financial Hand Book No. 3 of the Department of Finance, Government of Punjab shall be applicable and references to the Executive Engineer in the aforesaid Hand Book shall be constructed as a reference to the Divisional Engineer of the Authority.

Dated, SAS Nagar

Som Parkash, IAS
Chief

Administrator

3rd Manual: Procedure followed in decision making

3.1 Process of decision making:

In Punjab Urban Planning and Development Authority, the decisions are taken by the Authority itself or Committees/concerned officers authorized by the Authority or the Chief Administrator or any other officer for exercising the powers for taking such decisions. Under Section 175(1) of Punjab Regional and Town Planning and Development Act, the Authority can delegate its powers to any officer, except the power to make Regulations.

On the Administrative side, some decisions are taken by the officers as per Punjab Regional Town Planning and Development Authority (Delegation of powers) Regulations, 1997 issued vide No. 29036-130 dated 11-8-03 with amendments made from time to time. A copy of the latest delegation of powers is at Annexure-I (attached with manual II). Where the power has not been delegated, the decisions are taken by the Authority itself. The decisions are mainly based on the Regulations made by the Authority or Rules framed by Government or the instructions of Punjab Govt. issued from time to time. The following Regulations have been made on the administrative side:-

- vi) Punjab Regional Town Planning and Development Authority (Delegation of powers) Regulations,
- vii) Punjab Urban Planning and Development Authority Employees (Service) Regulations, 1999.
- viii) PUDA Employees (Conduct) Regulations, 1997.
- ix) PUDA Employees (Punishment & Appeal) Regulations, 1997;
- x) PUDA (Committees and Conduct of Business), Regulations, 1996.

Procedure:

On receipt of a reference from Chairman-HUDM, Government or any person, officer, the cases are discussed in detail on respective files. After going through all pros and cons of the cases the files are sent to the competent authority for taking a decision. On approval for making decision, the decisions are conveyed to the concerned. However, where the competent authority is Finance & Accounts Committee or the Authority itself, the matters are placed before the Authority/ Finance & Accounts Committee by placing an Agenda for discussion and decision. The Agenda is prepared by the concerned branch and before taking to the Authority / Committee the Agenda is approved at the level of Chairman. The following types of cases of employees are decided in Administration Wing:-

1. Appointments;
2. Promotions;
3. Clearing probation period;
4. Sanction of Advances for purchase of plot, construction of house, purchase of built-up house, enlargement of house, repair of house, purchase of conveyance;
5. Sanction of advance for meeting with the expenditure for medical treatment of employee or the dependant member of his family.
6. Sanction of leave;

7. Payment of benefits of deceased employees to the dependent members of his family.
8. Compassionate appointments.
9. Maintenance of Annual Confidential Reports of the employees.
10. Decision on disciplinary action cases.
11. Decision regarding appeals against the order of punishing authority.
- 12 .Any other matter related to service matter of the employee.

STAFF OF THE AUTHORITY:

Under Section 26 of the Punjab Regional and Town Planning and Dev. Act, 1995, it is provided;

- (1) The Authority may appoint such number of officers and other employees including experts for technical and legal work as may be necessary for the efficient performance of its functions and may determine their designation and grades.
- (2) The officers and other employees of the Authority shall be entitled to receive, from the fund of the Authority, such salaries and allowances and shall be governed by such conditions of service as may be determined by regulations made in this behalf by the Authority.
- (3) The exercise of any powers or discharge of any duties or functions under sub –section (1) by any officer or other employee of the Authority shall be subject to such restrictions, conditions and limitation, if any, as may be laid down by regulations of the Authority, and shall also be subject to its control and supervision.

Procedure for making appointments:

On availability of post(s), of direct recruitment, and keeping in view the necessity to fill up the same, these posts are advertised in the leading newspapers for inviting applications. Detailed qualifications and experience for each post alongwith the number of posts meant for general and reserved categories, scale of pay and allowances admissible are also given in the advertisement. On receipt of applications upto the fixed date, the same are scrutinized and the certificates/ testimonials submitted by the applicants are also checked if the same are in consonance with the advertisement. Then a merit list is prepared and the applicants are called for interview/ checking of original certificates. On the basis of qualification/ experience a merit list is prepared and then final selection is made by obtaining the orders of competent authority. Then appointment letters are issued. The appointments are made on probation for a period of two years which is extendable upto 3 years by the competent authority. Before joining the duty, the applicants are required to get themselves medically checked up and submit a fitness report from the Civil Surgeon or Chief Medical Officer concerned. Apart from this, the character and antecedents of the applicant are also got verified from the concerned District Magistrate.

Procedure for making promotions:

On availability of posts meant for promotion, the cases of promotion are taken up by the Administration Wing. The promotions are made as per criteria mentioned in the PUDA Employees

(Service) Regulations, Government instructions issued from time to time. Due reservation is given to reserved categories keeping in view the instructions issued by the Welfare Department, Govt. of Punjab. Promotions are generally made on seniority-cum-merit basis upto class-III posts and merit-cum-seniority for class I & II posts. Panel of officials as per seniority list is prepared. The confidential record of the employees is also considered as per Government instructions. Then the case is submitted to the competent authority i.e. Chief Administrator (for group 'C' and 'D' posts) and Chairman (for group 'A' and 'B' posts) for approval. Pending enquiry/ charge sheets etc. are also kept in view while taking a decision on promotion. The promoted official remains on probation for a period of one year which is extendable upto 3 years by the competent authority.

Procedure for clearing probation period:

The employees appointed by direct recruitment are on probation for a period of two years extendable upto 3 years by the competent authority and the employees appointed by promotion are on probation for a period of one year extendable upto 3 years by the competent authority. On the eve of completion of initial period of probation, the work and conduct of the employee which is described in the Annual confidential report or the special reports which are got written from the controlling officer of the official is taken into account and the factor of enquiry/ charge sheet pending, if any, against the official is kept in view before clearing the probation period of the official. The employee against whom no serious charges are framed or his/ her work and conduct is found satisfactory, his probation is cleared by the competent authority and in the event of failure to meet with these requirements, the period of probation is extended upto maximum period of three years. However, if the maximum period of probation is over and the work and conduct of the official is not found upto the mark, then the competent authority may take action either to revert him/her to the post from which he was promoted (in case of promotion) or remove him /her from service (in case of direct recruitment). The probation period is also extendable if the employee has failed to pass the departmental examination, if any, prescribed under Service Regulations within a period of 2 and half years from the date of appointment.

Procedure for Sanction of Advances for purchase of plot, construction of house, purchase of built-up house, enlargement of house, repair of house, purchase of conveyance:

The applications for these advances are sent to Administration Wing by the employees on the prescribed forms through their controlling officers. On receipt of the application for the above noted advances, the documents submitted by the applicants are checked up as per instructions issued by the Punjab Government and the cases are dealt on the individual files. Before proceeding further, it is checked that:-

- The advance demanded is as per his entitlement,
- The documents are in order as per Govt. instructions;
- The carry home salary of the official is 40% of the total emoluments after deducting normal deductions and proposed monthly installment towards the repayment of advance.
- If the amount of advance and interest thereon can be easily recovered during the entire service of the official.

After checking the above, the funds are earmarked to each of the applicants. After approval, the

necessary sanction is issued. It is also mentioned here that the advance for construction of house is released in two equal installments. On utilization of first installment, the employee submit an affidavit that he has consumed the amount of first installment released and the 2nd installment is also issued after getting approval of the competent authority. All other advances are released in one installment. After getting advance for the purchase of plot/ built up house, an employee is supposed to submit the original title deed of the property and mortgage the same in favour of PUDA. For the purchase of vehicle, the employee is required to submit the documents showing the purchase of vehicle and the same is also mortgaged in favour of PUDA by signing a mortgage deed in the prescribed form. Application form and other documents required for this purpose are as given in the PFR.

Procedure for Sanction of advance for meeting with the expenditure for medical treatment of employee or the dependant member of his family:

If any employee or his dependant family member has to undergo indoor treatment in a Government hospital or private hospital approved by the Govt./PUDA and the heavy expenses are required for treatment, then the employee can ask for an advance submitting the estimate of treatment duly signed by the concerned hospital authority. An amount equal to 75% of the estimated cost can be released as advance to the employee which is adjustable at the time of reimbursement of medical expenses. The request of the employee is scrutinized as per Government instructions in the Administration Wing and the cases are decided at the level of Chief Administrator for grant of advance for this purpose.

Procedure for sanction of leave:

Except casual leave, leave applications for grant of earned leave, commuted leave, half pay leave, extra-ordinary leave or any other leave admissible under CSR are to be submitted well in advance i.e. atleast 15 days before the start of leave. Applications are submitted for sanction of leave to the competent authority. The cases are dealt in the concerned office where the official is working. If the controlling officer is not a competent authority to sanction leave, the same is sent to head office for grant of leave alongwith service book of the official. Before sanctioning leave, it is checked whether the leave applied for is due to the official and in case of leave on medical grounds, the application is to be supported by a medical certificate and recommendations of the medical officer/ doctor concerned. The leave is sanctioned by the competent authority and entry in the service book of the official is made.

Procedure for making Payment of benefits of deceased employees to the dependent members of his family:

Normally the payment of benefits like CPF and leave encashment is made to the dependant of deceased employee within one month. Before making payment of the dues, death certificate in original and legal heir certificate issued by the competent authority is obtained from the dependant members. Amount of CPF alongwith employee's own contribution is intimated by Accounts Officer(CPF) and the bill for leave encashment is prepared by the Drawing and Disbursing officer concerned and pre-checked by the concerned A.O(CC). After the amount is intimated by the

A.O.(CPF) and DDO, sanction to release the amount is obtained at the level of competent authority and order issued. Gratuity is paid after the amount of gratuity is intimated by Accounts Wing of Head office. Group gratuity Scheme of LIC of India has been adopted by PUDA and the payment of gratuity is accordingly made. Similarly, the amount of GIS is also paid when the same is intimated by the Accounts Wing at head office. Final sanctions are issued by the Admn. Wing of PUDA.

Procedure for compassionate appointments:

In the event death of an employee while in service on regular basis in PUDA, one dependant member of the family can be adjusted against a Group 'C' or group 'D' post if available under direct recruitment quota on the basis of qualification of the claimant. The applicant has to apply alongwith following documents:-

- I. Annexure-I indicating the names of dependant family members and their occupation, duly filled/ signed by the applicant and attested by two Government employees.
- II. An affidavit of the applicant being unemployed and stating that no one in the family has obtained any employment on compassionate grounds.
- III. An affidavit from other dependant members of the family regarding their no objection for giving employment to the applicant;
- IV. An declaration of the applicant to the effect that he shall take care of the dependant family members and if he fails to do so, his appointment is liable to be cancelled without any notice.
- V. Death certificate of the deceased employee in original.
- VI. Attested copies of Certificate of educational qualifications held by the applicant alongwith proof of date of birth.

After getting the formalities completed from the applicant, the case is placed before the Sub Committee consisting of Ad.O.(Admn.), DCFA and Ad.O.(Technical). The recommendations of the sub-committee are then placed before the Committee consisting of ACA(HQ), ACA(F&A) and Chief Engineer, PUDA, constituted for the purpose. After receipt of recommendations of the Committee, the case is put up to the Chief Administrator for approval and after approval appointment letter is issued.

It may, however, be added that for consideration of a case, a vacancy of direct recruitment should be available and the applicant should also hold the requisite qualifications prescribed for the post as per PUDA Employees(Service) Regulations.

Procedure for Maintenance of Annual Confidential Reports of the employees:

Every year Annual Confidential Reports are written by the officers under whom the employee is working. The list of the employees working in various offices is sent to head office by the concerned officers. After recording the ACRs the same are sent to the next higher authority for reviewing and after the reviewing authority has recorded his comments, the same is sent to the next higher authority for acceptance. After acceptance, if there is no adverse remarks, the ACR is filed in record. However,

if there are some adverse remarks, the same are conveyed to the concerned official.

The employee concerned can represent against the adverse remarks on which comments of Reporting officer/ reviewing authority / acceptance authority are obtained, the adverse remarks contained in the ACR are confirmed by the competent authority as per Government instructions. The power to expunge or not to expunge the remarks is exercised by the competent authority as per delegation of powers.

Procedure of disciplinary action:

The detailed procedure for proceeding against an employee or a section of employees for mis-conduct or otherwise due to any reason is contained in the PUDA Employees(Punishment and Appeal) Regulations (Copy at Annexure-III). The competent authority for awarding punishment and the appellate authorities are also described in these Regulations. Procedure for holding enquiry through enquiry officers and awarding punishment and listening to appeal has also been clearly mentioned in these Regulations. Besides employee(s) can also be punished for mis-conduct as per the provisions made in PUDA Employees (Conduct) Regulations (Copy at Annexure-II).

Procedure for Any other matter related to service matter of the employee:

Besides above, all other cases related to the service matters of the employees such as grant of benefit under ACP Scheme, grant of special increments / Scales or grant of honorarium etc. are also decided by the head office (Admn.Wing). The cases are put up to the concerned competent authorities for taking a decision.

Any amendment to the Regulations concerning the service matters of the employees is taken up by the Admn.Wing and Agenda is prepared for consideration and approval by the Authority.

Supervision and Accountability:

Generally, individual cases of employees are dealt in Administration Wing and the files are put up by the concerned Record Keeper to the concerned Sr. Assistant and further files are routed through Supdt(Admn.), Admn. Officer(HQ) and the ACA(HQ) to the competent authority for taking a decision. Though the custodian of record is the concerned Dealing Assistant/ Record Keeper, but it is the duty of the Superintendent and Administrative Officer to check the record and instructions quoted by the Sr.Assistant before submitting the case to higher Officers for decision.

Procedure for getting advance out of contributory provident fund:

Any employee can get refundable or non-refundable advance out of his contribution towards CPF. He is required to apply on the prescribed application form devised for the purpose. The purpose for which the advance is required is to be clearly mentioned. The purposes for non-refundable advance and refundable advance are clearly mentioned in the Contributory Provident Fund Rules made by the Govt. for the employees of PUDA. The quantum of amount to be released as refundable/ non-refundable is also mentioned. The competent authority for grant of advance from CPF is the Additional Chief Administrator(F&A). Before sanctioning the advance, the amount lying at the credit of employee in his CPF account is got verified from the CPF Branch. The competent authority has the

right to release the lesser amount than applied for.

Procedure for getting various works done on allotment side:

As per Section 43 of the Punjab Regional and Town Planning and Development Act, 1995, Authority is empowered to dispose of land belonging to it on such terms and conditions as are determined by it and the allotment policies are decided by the Finance & Accounts Committee constituted by the Authority in exercise of the powers conferred by section 182 of the Punjab Regional and Town Planning and Development Act, 1995 (Punjab Act No.11 of 1995) vide Regulations issued vide No. PUDA-Admn-I-EA-3/96/21021 dated 4.6.96. A copy of such Regulations is at Annexure-II. So far PUDA has also not made its Regulations for disposal of Land and Buildings. The allotments for houses/ plots/ sites are made by the concerned Estate Officer after adopting the proper procedure.

On availability of built-up houses/ plots/sites, carved out by PUDA in any of its urban estate, a scheme is approved by the Finance and Accounts Committee and a brochure of the scheme is prepared. Thereafter, applications are invited on the prescribed application form contained in the brochure to be had from various offices/ authorised Banks on payment of price of the brochure as fixed by the competent authority and indicated in the advertisement, for allotment alongwith earnest money specified therein. . Normally 10% of the total cost of house/ plots is demanded as earnest money. The applications are received till the closing date of the scheme. Without scrutiny of the applications, date of draw is fixed by the concerned Estate Officer and a public notice is given in the press as well as on PUDA website for the information of general public. Before draw, objections are invited and sorted out on the spot. Every applicant has the right to see if his name slip is included in the draw of lot. A list of successful applicants and the applicants in the waiting list is prepared on the basis of draw of lot and published in the news paper and also uploaded on the PUDA website. After the draw application of the successful applicant are scrutinized and objection if any are listed out on notice board of PUDA. A notice in this regard is also uploading on PUDA website. After completion of formalities letter of intent is issued and the allottee is required to deposit 15% more amount to make it 25% of the total cost of Plot/House. When the development of site is completed then allotment letters are issued indicating total price, price already received and schedule of instalments along with interest. The person applying for allotment of houses/Plots shall only be eligible if he is of 18 years age, does not own a residential plot/house in his / her name or in the name of his/ her spouse or any dependant member of his family in the urban estate for which he is applying for allotment of house/plot.

Allotment of commercial sites such as SCFs, SCOs, SSS, Booths, School sites/Chunk sites/Group housing sites etc. and sometime, plots/ houses are also made through AUCTION. On availability of sites, public notices as well as on PUDA's website notices are given in the leading newspapers for the holding of Auction alongwith details of the sites to be auctioned. For participating in the Auction, one is required to pay the eligibility fee before start of auction. Only those persons having deposited the eligibility fee and other eligible can participate in auction. The Auctions are held in the presence of a committee and the decisions of the competent authority is considered final. The auction is ended in favour of the highest bidder and the higher bidder has to deposit 10%/ 5% as per term and conditions of Auctions available at bid at the fall of hammer in his favour. On failure to do so,

the auction of the particular property is cancelled and can be put to auction in another auction. In such case, the eligibility fee is forfeited. Allotment letter is issued to the successful bidders by the competent authority i.e. the Estate Officer, indicating the total auctioned price, amount payable within 30 days of the Auction and the remaining amount alongwith interest thereon to be paid in instalments or in lumpsum. Other terms and conditions as per policies of PUDA are also incorporated in the allotment letters.

Procedure/Policy for allotment of land to Institutions:

So far as the allotment of land to institutions is concerned, allotment is made as per policy adopted vide Agenda item No. 14.09. According to this policy, the Authority may out of institutional sites available in any Urban Estate, allot all or few sites/ buildings to the institutions provided:-

- it directly serves the interest of the residents of the area in which the site or the building is situated.
- it is generally conducive to the planned development of the area;
- it is society registered under the societies registration Act, 1860 or is an institution which is owned or controlled by the State Government or is constituted or established under any law for the time being enforce.
- It is in possession of sufficient funds to meet the cost of land and the construction of building.

Provided, the total area allotted to such institutions in each case shall be subject to the land use restrictions and zoning plans.

Offer of allotment:

Due publicity is given in respect of the institutions as indicated in the enclosed annexure through two leading news papers indicating specifically their location, number and use purpose and last date for submission of application forms.

Eligibility:

The Authority shall consider the case of each institution on its merits and shall have special regard to the following principles in making the selection.

- a) The objectives and activities of the institution and the public cause served by it since its establishment;
- b) The financial position of the institution;(statement of Bank account for the preceding three years).
- c) The present location of the institution;
- d) The benefits likely to accrue to the general public of the locality by allotment of the institutional site;
- e) The bonafide and genuineness of the institution as made out in the annual reports, audit report etc.
- f) Minimum 10 years experience in the concerned field in responsible capacity.
- g) The need of the institutional site by the Institution for providing the necessary service in question.

- h) Complete layout plan of the area required for allotment indicating all components including further sub components such as in the case a scheme (i) total area required for class rooms, library, playground, office room, principal's office, computer room, laboratory, parking for cycles, scooters, cars etc.(ii) in case of hostel, the area required for rooms, dining room, kitchen, park etc. (iii) list of teaching staff, their qualification and experience(iv) list of the salary paid to the staff for the preceding 3 years (v)enforcement of the provisions of CPF as per the requirement of the law(vi) disbursement of salary of the staff through Banks (vii) fee structure of the school (viii) mode of recruitment of the staff.
- i) Constitution of the society/ Trust/ association and list of executive members and their interrelationship among them, qualification and experience if any.

Constitution of a committee:

The Authority can constitute a separate committee to be called Scrutiny Committee consisting of atleast five senior officers at the headquarter of the Authority as follow:-

- 1) Chief Administrator, GMADA;
- 2) Addl. Chief Administrator(F&A), GMADA;
- 3) Addl. Chief Administator, GMADA;
- 4) Senior Town Planner GMADA;
- 5) Addl. Chief Administrator (P&C), Member Secretary.

The Committee examine each and every cause on merit and subject to the approved policy guidelines. The recommendation of the committee are placed before GMADA for final consideration and approval.

Scrutiny of application:

Each application is examined by the Scrutiny Committee constituted inter-alia having regard to the background of the applicant, the financial standing, the managerial and organizational capability , past experience/ track record, the minimum functional requirement of land and quality and type of services provided and on the basis of guidelines framed in this regard from time to time.

GUIDELINES FOR ALLOTMENT:

1. For allotting land to institutions only those applications which are invited through press advertisement are considered. No application which is submitted otherwise is dealt and examined by the Allotment Committee.
2. The applications so received are examined by the committee and the recommendations of the committee are put up to the Authority and the decision of the Authority is final.
3. Land is allotted on free hold basis except Petrol Pump sites at the rates fixed from time to time.
4. As far as possible, the Authority does not allot land to caste and biradari based organizations.
5. Allotment of land to religious bodies is made only if there is a demand by local residents and suitable site is available for the purpose with the GMADA provided further if there are inadequate number of religious places of the concerned religion in the urban estate.

6. Allotment of land to Charitable institution is made only if there is a demand by reputed organisation having minimum of 10 years experience in the concerned field and also having no profit motive in running such institutions is considered for allotment.
7. Institutions having sufficient funds to meet the cost of land and building proposed thereon as per project report with a greater public concern and having no profit motive should be given priority over others.

Price of Land: As determined by GMADA from time to time.

Letter of Intent: After final approval by GMADA, letter of Intent is to be issued for completion of formalities and necessary documents by the concerned estate officer.

Mode of payment:

Land cost is to be paid by the Institution in easy instalments i.e. 10% alongwith application, 15% within thirty days of the issue of letter of intent to make the initial deposit equal to 25% of the total cost of land being allotted before taking over possession and the balance of 75% either in lump sum within 30 days from the date of issue of allotment letter or in 4 equal annual instalments together with interest @ 15% on balance amount chargeable where development work in the area of the sector have already been completed. The price of land is subject to variation to the extent that any enhancement in the premium of land awarded by the competent authority under the Land Acquisition Act shall also be payable proportionately as determined by the Authority within 30 days of the receipt of demand notice and all payments shall be made in the form of Bank Draft.

Issue of allotment letter:

After the institution has paid 25% amount of the total cost of land and executed the requisite agreement and completion of all other formalities, the allotment letter is issued which specifies the terms and conditions of allotment.

Possession:

After the completion of all required formalities by the institutions, the possession of land is handed over within three months w.e.f. issue of allotment letter to the institution.

Ownership:

The ownership of land or any building constructed thereon vests in the Authority. The Authority ,however, permits the allottee to mortgage, hypothecate the land to the extent the payment of the cost of land is made to the Authority for the purpose of raising loan for execution of construction of building.

Time frame for completion of the project:

The entire project is to be completed within 4 years in a phased manner from the date of taking possession of land by the institution.

Cancellation of allotment:

The Authority, may, however, cancel the allotment, if in its opinion, enough progress has not been made. The allotment is also liable to be cancelled in case there is any violation of terms and conditions as decided by the Authority from time to time.

Extension fee and penalty for non completion of the project:

The allottee shall have to complete the building within a period of three years and no extension shall be allowed beyond this period except in exceptional cases for another three years for reasons to be recorded in writing, on payment of extension fee subject to such terms and conditions as determined by the Authority from time to time. In case of non-completion of the project in time, the allotment shall be liable for cancellation and the entire amount deposited shall be forfeited in favour of PUDA.

Regulations of construction:

- 1) All development and construction is to be done as per the Regulations, byelaws & Zoning restrictions applicable to the area and as indicated by the Authority to the allottee.
- 2) All the development and building plans are to be got approved in advance from the Authority and development will be done only as per the approved plans. However, to ensure that delays in the grant of approvals of any kind to the allottee do not cause undue delays in the execution of the project, the Authority undertakes to issue all required approvals promptly .

Inspection by Authority officials:

The allottee will permit the Authority functionaries to inspect any or all works connected with the execution of the project for ensuring that all terms and conditions proposed by the Authority at the time of allotment of land are being observed and that the development is being done strictly in accordance with the approved plans and the quality of works conforms to generally minimum specifications for such projects.

Arbitration:

All disputes and differences arising out of or in any way touching or concerning the allotment or execution of the project shall be referred to the Chief Administrator as a sole Arbitrator or any other officer appointed by him on his behalf. The decision of such an arbitrator shall be final and binding on both the parties.

Appeals:

Under Section 45(5) of the Act, any person aggrieved by an order of the Estate Officer for resumption and forfeiture of breach of transfer, has the right to appeal to the concerned Additional Chief Administrator against the order of Estate Officer within a period of 30 days of the date of communication to him of such order. The Additional Chief Administrators are exercising the powers of Chief Administrator. However, the appellate authority may entertain the appeal after the expiry of 30 days, if he is satisfied that the appellant was prevented by sufficient cause from filing the

appeal in time. The appellate authority, may after hearing the appeal, confirm, vary or reverse the order appeal from and may pass such order as he thinks fit.

The appellate authority may either on his own motion or on an application, received in this behalf at any time within a period of six months from the date of the order, call for the record of any proceedings in which the Estate Officer has passed an order for the purpose of satisfying himself as to the legality or propriety of such order in relation thereto as he thinks fit: Provided that the Chief Administrator shall not pass an order under this section prejudicial to any person without giving him a reasonable opportunity of being heard. (Section 44(7)).

Further Under Section 45(8) where a person is aggrieved by any order of the Chief Administrator (Addl. Chief Administrator), deciding the case under subsection (6) or sub section (7) may within thirty days of the date of communication of such order, make an application in writing to the State Government for revision against the said order and the State Government may, confirm, alter or rescind the order of the Chief Administrator.

Procedure for other related works being done by Estate Office:

Besides allotment, some other works related to the allotments are also being done by the Estate Offices which are as under:-

- 1) Transfer of allotment;
- 2) Issue of re-allotment letters.
- 3) Transfer of ownership;
- 4) Issue of No due certificate;
- 5) Issue of No Objection Certificate for the sale of residential house/ plot/ commercial property.
- 6) Issue of Permission to mortgage of property for raising loan from other departments/ banks for making full payment of the plot/ house or construction/ renovation and additional alteration of the house.
- 7) Getting the conveyance deed registered.
- 8) Getting the plans approved from the Estate Officers;
- 9) Getting roof level/ slab level certificates;
- 10) Getting Occupation certificate after completion of building
- 11) Depositing the amount of installments/ other dues with PUDA.
- 12) Any other work related to the disposal or maintenance of property allotted by PUDA.

For getting these works done, a **SINGLE WINDOW SYSTEM** has been introduced in Gmada where prescribed applications forms are available free of cost. The application forms are to be filled by applicants and submitted complete in all respects alongwith prescribed affidavits and documents / fee prescribed for the purpose (if any). Then a slip in token of receipt of the application is given to the applicant indicating therein the date of collection of letter of approval/ sanctions as the case may be. The documents to be submitted with the application form are also indicated in the form.

On receipt of the application form, the cases are marked to the concerned dealing Assistant who gets report regarding payment of dues and about unauthorized construction, if

required. After getting all the relevant information, the cases are put up to the Estate Officer for decision / approval. The letters of approval are sent to Single Window Service System from where the applicant can collect the letter on due date. If the applicant does not come on the due date to collect the letter, then the same is despatched to the applicant at the given address. However, if there is any objection the same is also intimated to the concerned applicant so that the objection is removed by doing the needful. The cases are routed through Dealing Assistant/Superintendent/AEO.

Procedure for getting sewerage connection:

After getting the Occupation Certificate issued from the Estate Officer, the allottee is required to apply immediately to the concerned Divisional Engineer(PH) on the prescribed form available at Single Window Service System free of cost, for getting the sewerage connection. He is required to complete the required formalities as given in the form.

Procedure for enlistment of contractors for executing development works:

The following categories of contractors for executing Civil/ Public Health/ Electrical/ Horticultural works are enlisted in PUDA:-

Class-D Contractor	For executing work upto Rs. 5 lacs
Class-C Contractor	For executing work upto Rs. 25 lacs
Class-B Contractor	For executing work upto Rs. 1.00 crores.
Class-A Contractor	For executing Work for unlimited amount.

The enlistment form is available with the Divisional Engineers' offices in PUDA. If the firm is already registered with Punjab PWD , then the firm is not required to get itself enlisted with PUDA. The enlistment is allowed by the respective committees constituted for the purpose. The enlistment is allowed, if the contractor/ firm is equipped with the following:-

1. Having Civil/PH/Hort. Engineers/ experts. The Electrical Contractor/firm should have the valid license issued by the Chief Electrical Inspector,Punjab.
2. Should have the required technical staff i.e. Beldars/ Work-Munshies/ Inspectors/ Foreman etc.
3. Should be equipped with the Tools and plants/ machinery required for executing the work;
4. Should submit the list of works executed with value of each work.
5. Should have Income Tax clearance certificate.
6. Should have done the works as per the norms fixed for each category of contractor.
7. Should submit a list of moveable/ immovable properties in the name of contractor/ firm to be enlisted.

The Contractor once enlisted in any Division of PUDA, can give tender and get work in

any other division also and no separate enlistment is required for this purpose. However, the contractor who is enlisted as Civil Contractor is not entitled to do other stream work such as PH/ Electrical/ Horticulture and vice-versa.

Procedure for allotment of executing development works:

To get the development works executed, quotations/ tenders are called by the concerned Divisional Engineers. Quotations are called for executing the work below Rs.50,000/- and if the value of the work is above Rs.50,000/-, then tenders are called. Quotations are called after vide publicity i.e. sending letters to all the enlisted contractors, all SEs/DEs of PUDA for vide publicity and placing a copy of the same on notice board. However, for calling tenders, vide publicity is also given by sending the tender notice to Press atleast in two leading newspapers. Tenders/quotations are given on the prescribed tender form available from the Divisional offices on payment of the prescribed cost of tender form. Tenders/ quotations are opened in the presence of Tender Opening Committee on the fixed date. Comparative statement is prepared by the Divisional Head Draftsman and the works are allotted on the basis of rates quoted to the lowest tenderer. The allotment the work is started by the contractor after getting green signal from the concerned site engineer of PUDA. The work is required to be completed within the stipulated time period, failing which action under the relevant clause of the agreement can be taken. However, if in view of the competent authority and on the report of site engineers it is felt that the circumstances were beyond the control of executing agency, then time limit can be granted at the level of Superintending Engineer concerned.

In case, there is any dispute between the parties regarding any clause of the work agreement signed between the parties, the concerned Superintending Engineer works as Arbitrator as provided in the work agreement. But if the concerned SE is anyhow involved in the dispute, then the Chief Administrator can appoint another SE to act as Arbitrator.

Supervision and Accountability:

So far as the supervision and accountability of staff is concerned, on ministerial side, the Superintendent / Administrative Officer or Asstt. Estate Officers are required to supervise the work. On the technical side, the work is done by the contractor. However, supervision of JE / SDE is required and they are accountable for any wrong done in the execution of work. The bills of the contractor for payment of works, are checked by the Drawing staff and Accounts staff and they are liable to check the bills in accordance with the rules/ regulations and rates.

3.2.A Final decision making authority: Punjab Urban Planning and development Authority Or Its Officers As Per Delegation of Power Attached with **Manual-II** and amended from time to time.

3.3 Related provisions, acts, rules etc:

- Punjab Regional Town Planning and Development Authority (Delegation of powers) Regulations,
- Punjab Urban Planning and Development Authority Employees (Service) Regulations, 1999.
- PUDA Employees (Conduct) Regulations, 1997.
- PUDA Employees (Punishment & Appeal) Regulations, 1997;

- PUDA (Committees and Conduct of Business), Regulations, 1996.
- PUDA Employees Provident Fund Rules , 2007.
- PUDA (Building) Rules, 2013

3.4 Time limit for taking a decision, if any: Vary from work to work. So far as the services under Right TO Service Act, 2011 are concerned, the time limit is indicated on the website of PUDA and Government- www.rtspunjab.gov.in.

3.5 Channels of supervision and accountability:

The work of subordinates is supervised by the next level Officer in the hierarchy

4th Manual: Norms for discharge of functions

4.1 Nature of functions/services offered

Punjab Urban Planning and Development Authority (PUDA) constituted under section –17 of the Punjab Regional and Town Planning and Development Act, 1995 with the objects and functions under section 28 of the Act which is as under :

- 1) The object of the Authority shall be to promote and secure better planning and development of any area of the State and for that purpose the Authority shall have the powers to acquire by way of purchase transfer, exchange or gift or to hold manage, plan develop and mortgage or otherwise dispose of land or other property or to carry out itself or in collaboration with any other agency or through any other agency on its behalf, building engineering , mining and other operations to execute works in connection with supply of water, disposal of sewerage, control of pollution and other services and amenities and generally to do anything with the prior approval or on direction of the State Government, for carrying out the purposes of this Act.
- 2) In particular and without prejudice to the generality of the foregoing provisions, the Authority itself or in collaboration with any other agency or through any other agency on its behalf :-
 - i) If so required by the State Government or the Board, take up the works in connection with the preparation and implementation of Regional Plans, Master Plans and New Township plans, and town improvement scheme;
 - ii) undertake the work relating to the amenities and services to be provided in the urban areas, urban estates, promotion of urban development as well as construction of houses;
 - iii) promote research, development of new techniques of planning, land development and house construction and manufacture of building material;
 - iv) promote companies, associations and other bodies for carrying out the purposes of the Act; and
 - v) Perform any other functions which are supplemental, incidental or consequential to any of the functions referred to in this sub-section or which may be prescribed.

To achieve the above said objects certain Norms, Guidelines, Rules and Regulations have been framed.

For setting up the norms of the working of Estate Offices of PUDA certain guidelines had been issued vide letter No. PUDA –ACA-C/TE-2000/9591-9600 dated 3-7-2000 (Copy of which is attached at Annexure-I)

4.2 Norms/standards for functions / service delivery

The Service matters of the employees of the authority are regulated under the Punjab Urban Planning & Development Authority (Employees Service) Regulations, 1999 which had been framed by the Authority in exercise of its powers under section – 182 of the Punjab Regional and Town Planning and Development Act, 1995.

The above said Rules specifically made it clear that the matters not provided under these rules shall be governed by the Punjab Civil Service Rules and instructions issued from time to time by the Punjab Government.

The norms for appointment and promotion for various categories of employees of the Authority have been mentioned in this regulations.

The norms for provident funds had been prescribed under the Punjab Housing & Development Board (Provident Fund) Rules 1983 which contained provisions for withdrawal of the advances from the fund and deposit of contribution towards the funds.

THE NORMS FOR EXECUTION OF WORKS BY THE ENGINEERING WING OF THE AUTHORITY :-

The development works are executed by the Authority through its Engineering Wing headed by the Chief Engineer of the Greater Mohali Area Development Authority. The works are executed as per PWD norms which are prescribed under the PWD code and PWD manual.

4.3 Time-limits for achieving the targets

4.4 Reference document prescribing the norms

S.no	4.1) Nature of functions/services offered	4.2) Norms/standards for functions / service delivery	4.3) Time-limits for achieving the targets	4.4) Reference document prescribing the norms
1)	Various Services As per Right To Service	As per Annual Report of Right To Service Commission	As per Annual Report of Right To Service Commission	As per Annual Report of Right To Service Commission
2)	Service Mattes	-As Per PUDA Service Regulations and Instructions issued by Govt. Time to Time	NA	PUDA Service Regulation
3)	Salary of Employees and Budget and other Account Related Matters	As per Punjab Govt. Rules.	NA	As per Punjab Govt. Rules
4)	CPF Accounts employees	As per PUDA employees CPF Rules	NA	As per PUDA employees CPF Rules
5)	PUDA Building Bye Laws	As per PUDA (Building) Rules Notified by the Govt.	NA	As per PUDA (Building) Rules Notified by the Govt.

5th Manual: Rules, regulations, instructions, manuals and records under its control/ used by employees while discharging functions

5.1 Title and nature of the record / manual / instruction Gist of contents:

S.no	Title	Nature	Gist of Content
1)	Punjab Urban Planning & Development Authority Employees (Employees Service) Regulations, 1999		
2)	Punjab Urban Planning & Development Authority Employees (Travelling Allowance) Regulations, 1997.		
3)	Punjab Urban Planning & Development Authority Employees (Mecial Facilities) Regulations, 1997. (Stayed)		
4)	Punjab Urban Planning & Development Authority Employees (House Rent Allowance) Regulations, 1997. (Stayed)		
5)	Punjab Urban Planning & Development Authority Employees (.Conduct) Regulations, 1997. (Stayed)		
6)	Punjab Urban Planning & Development Authority Employees (Punishment & Appeals) Regulations, 1997.		
7)	Greater Mohali Area Development Authority (Committees & Conduct of Business) Regulations,2006.		
8)	Punjab Urban Planning & Development Authority (Delegation of Powers) Regulations, 1997		
9)	Punjab Regional & Town Planning & Development ACT, 1995 along with Punjab Regional & Town Planning & Development (General)Rules, 1995		
10)	Punjab Apartment and Property Regulation Act, 1995 alongwith Punjab Apartment and Property Regulation Rules, 1995		
11)	Punjab Civil Services (Revised Pay) Rules,1998.		
12)	Punjab Civil Services (Revised Pay) (First Amendment) Rules,1998.		
13)	Punjab Housing Development Board (Provident Fund) Rules, 1983.		

14)	Punjab Civil Services Rules Vol.1 Part I		
15)	Punjab Civil Services Rules Vol.1 Part II		
16)	Punjab Civil Services Rules Vol.II		
17)	Punjab Civil Services Rules Vol.III		
18)	Punjab Financial Rules Vol. I		
19)	Punjab Financial Rules Vol. II		
20)	Punjab Govt. National Emergency (Cocession) Rules, 1965		
21)	Punjab Govt – Revised Model Services Rules, 1973		
22)	Punjab Civil Services (Pre mature Retirement) Rules, 1975		
23)	Punajb Services Medical Attendance Rules, 1940		
24)	Punjab PWD Code Manual.		
25)	Punjab PWD (B&R)Manual.		
26)	Punjab Departmental Financial Rules.		

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j/m fby/ n?eNK ns/ T[BQk nXhB pD/ o{bK ns/ jdkfJsK nXhB ezW
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1	fBT{ gzikp e?ghNb (g?okc/oh) ezNo'b n?eN, 1952	wkoehN ftZu T[gbpZX j? .
2H	dh gzikp fBT{ e?ghNb (g?okc/oh) o{b÷, 1959	wkoehN ftZu T[gbpZX j? .
3H	g?okc/oh y/so ftZu g?Ad/ fgzvK dh ;{uh.	;oeko d/ gZXo s/ fwB ;edh j? .
4H	fwsh 1-1-2003 oKjha ;oeko tZb'A ikoh B'Nhfce/ôB BzL 18\$30\$2002- 1n?uHihF2\$292 fwsh 17-01-2003 fi; nB[;ko tXhe w[Zy gq;kôe, g[Zvk, w[jkbh (j[D rwkvk) ih B{z g?okc/oh n?eN dhnK XkokoK sfjs fvgNh efwôBo dhnK gktoK fdZshnK rJhnK jB.	;oeko d/ gZXo s/ fwB ;edh j/.
5	;oeko tZb'A ikoh fwsh 20-1-2006 dh B'Nhfce/ôB BzL 18\$35\$2002-1	;oeko d/ gZXo s/ fwB ;edh

	n?uHihF2\$499 fwsh 20-01-2006	j/.
6	;oeko tZb'A ikoh whw' BzL ;hF4717FJ/F66\$1\$29716, fwsh 15-10-1966	;oeko d/ gZXo s/ fw b ;edh j/.
7	n?caJhai?va ;pzXh ikoh B'Nhfce/ôB BzL 3\$4\$87-3ph1\$311 fwsh 09-01-1990	fJ; B'Nhfce/;B dh ekgh fJzv;Nqhn ftGkr gk;'A T[gbpX j' ;edh j? .
8	;oeko tZb'A ikoh gZso BzL 3\$39\$3 n?uHih-2-86\$10347, fwsh 28-7-1986 ns/ whw' BzL 18\$10\$99- 1n?uHihF2\$5326, fwsh 5-10-1999	fJ; dh ekgh ;oeko gk;'A fw b ;edh j? .
9H	;oeko tZb'A ikoh gZso whw' BzL n?uHihF2\$13169, fwsh 11-9-1991	;oeko d/ gZXo s/ fw b ;edh j?.
10H	;oeko tZb'A ikoh whw' BzL 3\$13\$78\$2 n?uHihF1\$225, fwsh 21-1-1994	;oeko d/ gZXo s/ fw b ;edh j?.
11	fgzv BtK rokU Bro gZukfJs ;pzXh g?okc/oh ezNo'b n?eN dh Xkok-5 dhnK gktoK ekoi ;kXe nc;o, BtK rokU B{z d/D ;pzXh B'Nhfce/ôBBzL 18\$1\$08F1n?uHihF2\$1629 fwsh 23-02-08	;oeko d/ gZXo s/ fw b ;edh j? .
12H	dh gzikp ngkoNw?AN n?Av gqkgoNh o?r{b/ôB n?eN, 1995	wkoehN ftZu T[gbpZX j? .
13H	dh gzikp ngkoNw?AN n?Av gqkgoNh o?r{b/ôB o{b÷, 1995	wkoehN ftZu T[gbpZX j? .
14H	dh gzikp ngkoNw?AN n?Av gqkgoNh o?r{b/ôB n?eN, 1995 dh Xkok-21, 38, 39 sfjs ;woZE nfXekoh x'fôS eoB dh B'Nhfce/ôB BzL 2\$3\$92F2 n?uHihF2\$4168 fwsh 10-9-1998	;oeko d/ gZXo s/ fw b ;edh j? .
	;Ve s'A gj[zu gqkgs eoB bJh fBoXkos o/NK dh B'Nhfce/ôB BzL	;oeko d/ gZXo s/ fw b ;edh j?

15H	3\$151\$6n?uHihF1\$3529-30 fwsh 14-04-2005 04-05-2005	.
16H	dh gzikp foiBb NkT{B gb?fBzr n?Av fvt?bgw?AN n?eN, 1995 dh Xkok-143 ns/ 146 sfjs ;woZE nfXekohnK ;pzXh B'Nhfce/ôB BzL 3\$151\$95-6n?uHih 1\$4210 fwsh 17 nr;s,1995	;oeko d/ gZXo s/ fw b ;edh j? .

T[go'es do;kJh ;{uBk fBrokB fJzihBhno (f;tbFewFghHnkJhHU),
 rwkvk,w'jkbh B{z fJ; dcso d/ gZso BzL fwLnL (nko) rwkvkF;F1F2009\$05
 fwsh 04-01-2010 oKjhA f;tb foN gNh;B BzL 8209 nkc 2007 ;qh
 n?uH;hHno'Vk pBkw gzikp ;oeko d/ e/; ftZu w[jZJhmk eotk fdZsh rJh j?
 . T[go'es nB[;ko do;kJh ;{uBk dhNk ekghnK T[BQk s'A gqkgs ehshnK
 ik ;edhnK jB .

6th Manual: Categories of documents held by the Authority or which are under its control

- 6.1 Title of the document
- 6.2 Category of document
- 6.3 Custodian of the document

Name of the Document	Procedure to obtain the Document	Held by/Under control of
Personal file of every officer/officials	Approach Public Information Officer	HOD (H.R)
Service Book of every officer/official	-Do-	HOD
Payment/Receipt/Adjustment Vouchers	-Do-	HOD
Salary Register	-Do-	HOD
Cash Book containing receipt/payments.	-Do-	
Stock Register	-Do-	
Policy Files	-Do-	
Roster Registers	-Do-	
Property Register	-Do-	
Allotment Files	-Do-	
Land Acquisition Register (LA-7 & LA-9)	-Do-	

7th Manual: Arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof

7.1 Relevant rule, circular etc:

7.2 Arrangements for consultation with or representation by the members of the public in policy formulation / policy implementation:

rwkvk fJe gpfbe ndkok j'D eoe/ fJ; dk w[Zy ezv wekBK ns/ gbkNK nkfd dk : 'iBkpZX Yzr Bkb ftek; eoBk j?. ôfjoh fwbyK pDkT[D bJh gfjbK G"A gqkgsh dh ekotkJh ehsh iKdh j? ns/ T[; T[gozs p[fBnkdh ;[ftXktK gqdkB eoB T[gozs b'eK B{z ;;s/ o/NK s/ nbkN eo fdZsk iKdk j?.

gkb;h pDkT[D ftZu ô[o{ s'A b? e/ nyho sZe gpfbe d/ ;[MkT[bJ/ iKd/ jB. fJ; T[gozs gkb;hnK fsnko ehshNk iKdhnK jB sK fe b'eK B{z n"eVK dk ;kjwDk Bk eoBk gt/ fiE'A sZe fJjBK gkb;hnK B{z ikoh eoB d/ dcsoh j[ewK dk ;pzX j?, T[j Gkt/A xZN jh jB, fco th tZy tZy ew/NhnK ezv eodhnK jB.

1 nEkoNh dh ;EkgBk ;pzXh.

ôfjoh : 'iBkpzdH Bkb ;pzXs w;b/ nEkoNh dh whfNzr ftZu ftuko/ iKd/ jB ns/ ew/Nh tb'A fJjBK dk c?;bk ehsk iKdk j?. nEkoNh ftZu nkfcôhnb w?ApoK s'A fJbktk fJ; ;w/A 3 BkB nkfcôhnb w?Apo ôkfwB eoB dk T[gpzX j?. fJj w?Apo gpfbe dh B[wkfJzdrh eod/ jB.

2 ;[MkU pe;/

g[Zvk GtB ftZy/ ;tkrs eosk ekT{ANoK d/ Bkb ;[MkU pe;/ oZy/ rJ/ jB fiBQK ftZu gpfbe ngD/ ;[MkU fby e/ gk ;edh j?. fJjBK gqkgs ;[MktK s/ ftuko ehsk iKdk j? ns/ Y[ethA ekotkJh ehsh iKdh j?.

3 t/?bc/no n?;' ;hJ/ôBK dh B[wkfJzdrh pko/

Gkt/A fe rwkvk tb'A n?vtkJhioh ew/NhnK rfms BjhA ehshNk rJhnK fco th g[Zvk\$rwkvk tb'A fte;s ;kohnK ôfjoh fwbyK dhNk t?bc/no n?;' ;hJ/ôBK d/ B[wkfJzfdnK B{z rwkvk dhNk jo soQK dhNk T[dxkNDh rshftXhnK ftZu ôkfwB ehsk iKdk j? ns/ rwkvk dhNk rshftXhnK pko/ ikDekoh fdZsh iKdh j? ns/ T[jBK tb'A fdZs/ ;[MktK s/ th ekotkJh ehsh iKdh j?.

4 G"A gqkgsh ;pzXh.

ôfjoh fwbyK d/ ft;Eko iK fJ; Bkb ;pzXs fe;/ wzst bJh G'A dh b'V j[zdh j? sK T[; dh gqkgsh bJh B'Nhfce/ôB gqekfôs eotkT[D T[gozs G'A gqkgsh n?eN, 1894 w[skfpe G"A wkbeK s'A fJ; dh gqkgsh ;pzXh fbysh fJsoki bJ/ iKd/ jB fijV/ fe f;ckoô ;fjs ;oeko B{z c?;bk eoB bJh G/i fdZs/ iKd/ jB. fJ; G"A d/ o/N fibQK G'A o/N fce;/ôB ew/Nh tb'A fce; ehs/ iKd/ jB. o/N fce;/ôB ew/Nh d/ w?Apo j/m nB[;ko jBL-

1 fvgNh efwôBo u/now?B
 2 w?Apo gkobhw?AN jbek
 3 n?wHn?bHJ/ jbek
 n?w n?b J/ ns/ n?w gh gpfbe d/ u[D/ j'J/ B[wkfJzd/ j[zd/ jB
 fijV/ fe gpfbe d/ jZeK bJh gqshfBZXsk eod/ jB.
 5 Bhv p/;v u/Afi÷ ew/Nh.

OFFICE ORDER

In order to examine further various aspects in threadbare from different angles as raised by the various House Welfare Associations pertaining to the policy on “ Need Based Changes”, a committee comprising the following officers of GMADA . is hereby constituted :-

- | | |
|--|----------|
| 1. Additional Chief Administrator,GMADA,Mohali | Chairman |
| 2. Architect,GMADA,Mohali. | Convenor |
| 3. Advisor(Technical),GMADA,Mohali | Member |
| 4. Senior Town Planner,Mohali | Member |
| 5. Senior Law Officer,GMADA,Mohali | Member |

The committee will submit its report within 30 days.

Dated SAS Nagar

Tejveer Singh, IAS

16th November,2006

Chief Administrator

Endst. No. GMADA-Policy-2006/251-255

Dated :- 25-11-06

A copy along with representation of HM Houses Welfare Association, Phase IV,Mohali and H Type House Owners Welfare Association (Regd.) Phase 1,SAS Nagar is followed for information and further necessary action :-

- 1) Additional Chief Administrator,GMADA,Mohali
- 2) Architect,GMADA,Mohali.
- 3) Advisor(Technical),GMADA,Mohali
- 4) Senior Town Planner,Mohali
- 5) Senior Law Officer,GMADA,Mohali

DA/As above

Superintendent
(Admin/Policy)

for Chief Administrator,GMADA

NEED BASED CHANGES ALLOWED IN THE DWELLING UNITS CONSTRUCTED BY PUDA IN PUNJAB.

- Level A) Where no intimation or approval is required from GMADA:** Allottee may undertake Additions and Alterations at his own level without any intimation to GMADA.
- Level B) Where prior intimation for ratification of records is required by GMADA:** Allottee may undertake Additions and Alterations at his own level but only a formal prior intimation may be made to GMADA for updating its records.
- Level C) Where prior approval is required from GMADA:** Allottee can undertake Additions & Alterations only after submission of proposed drawings and prior sanction by PUDA in accordance with para 3,5,6,7,9,10, of Part II of PUDA (Building) Rules, 1996, i.e. Procedure for Submission of Building Applications, as amended from time to time.

8th Manual: Boards, Councils, Committees and Other Bodies constituted as part of the Public**8.1 Name of the Board, Council, committee etc:**

Sr. No	Name of Boards, Council, Committee or other body	Members of the Boards, Council, Committee or other body	Function of Boards, Council, Committee or other body	Whether minutes of such meetings are open to public or not	Remarks
1.	GMADA Authority	a) Chief Minister ,Punjab Chairman b) Housing & Urban Development Minister, Co-Chairman c) Chief Secretary d) Principal Secretary to Chief Minister e) Principal Secretary Finance f) Secretary , Housing and Urban Development,Vice Chairman. g) Secretary, Local Government h) Chief Town Planner, Punjab i) Chief Administrator who shall be appointed from amongst the officers of the Government of Punjab having such qualification and experience as may be prescribed. j) 3 non official members to be nominated by the Chief Minister.	To discuss all the matters of the Authority as well as Administrative , Civil and Financial matters relating to Punjab Urban Planning & Dev. Authority	All the proceedings of the meeting can be made open to public with the approval of competent authority .	As per provisions in the Punjab Regional and Town Planning and Development Act. 1995 Chapter-III Clause No. 17 (3).

2.	Planning & Design Committee	<p>a) Secretary to Govt. of Punjab - Chairman.</p> <p>b) Department of Housing & Urban Development</p> <p>c) Secretary to Govt of Punjab - Member Department of Local Govt or his representative</p> <p>d) Chief Administrator, GMADA-Member –Convener</p> <p>e) Chief Town Planner, Punjab-Member</p> <p>f) Chief Arch., Punjab -Member</p>	<p>Scrutinise Proposals of declaring planning areas and preparation of Regional plans, Master Plans, and Town Development schemes under the Act/Rules & Regulations and recommendations to Authority for approval.</p> <p>Scrutiny of layout plans of Sectors and Sub sectors.</p> <p>Discharge any other function as assigned by Authority Specifically.</p>	-do-	PUDA (Committee and conduct of Business), regulations ,1996 vide regulation No PUDA-Admn/I/EA-3/96-21021 dt. 6-6-96
3.	Regional P&D Committee (Zonal)	<p>Chairman-Addl. Chief Administrator PUDA of concerned zone.</p> <p>Member-Estate Officer.</p> <p>Member cum Convenor-Divisional Town Planner (Pb.)</p> <p>Member- Divisional Engineer(Civil)</p> <p>Member- Divisional Engineer(PH)</p> <p>Member cum Convenor - Architect.</p>	<p>Approval of building plans of public buildings, special commercial blocks, group Housing Schemes, Zoning Plans of individual buildings/sites and determination of land use of Pockets reserved for public buildings or any other special purposes.</p>	-do-	As per decision taken by the Authority in its meeting dt. 14-5-96 regional P&D committee constituted vide agenda item No. 5.07.
4.	Layout Plans of Colonies approval Committee.	<p>Competent Authority- C.A.</p> <p>Member- Chairman Pb. Pollution Control Board, Patiala.</p>	<p>Approval of layout plans of various colonies to be developed by PUDA approved PROMOTERS.</p>	-do-	Chief Administrator PUDA issued a depth examination of issues regarding layout plans of colonies vide No. PRO-PUDA/98/5736-48 dt.

		<p>Member- Chief Town Planner (Pb.)</p> <p>Member- Chief Engineer(Comm.) PSEB, Patiala.</p> <p>Member- Chief Engineer, PUDA.</p> <p>Member- ACA, PUDA of concerned zone.</p> <p>Member- Senior Town Planner, PUDA.</p> <p>Member- Land Acquisition Collector, PUDA</p> <p>Member- E.O. of concerned M.C.</p>			2-6-98.
5.	Departmental Selection Committee.	<p>For class I & II employees:-</p> <p>Chariman- Chairman PUDA</p> <p>Member- Vice Chairman-cum-SHUD</p> <p>Member- Chief Administrator</p> <p>Member- Subject Matter Expert</p> <p>Member- One S.C. Officer in case there is no S.C., Member in the Committee.</p> <p>For Class III & IV employees</p>	<p>To scrutinise all the relevant data like qualification, experience, confidential records, Govt. instructions roaster register/points legal implications etc.</p> <p>This committee has been constituted only for direct recruitment .</p> <p>NOTE: However for departmental promotions of employee of PUDA their is a provision in PUDA s Service</p>	-do-	As per notification of Punjab Govt. issued vide No. 1/46/96-4HG1/2283 dt. 27-5-96

		<p>Chairman- Chief Administrator, PUDA</p> <p>Member- Secretary</p> <p>Member- Subject Matter Expert</p> <p>Member- One S.C. Officer in case there is no S.C. Member in the Committee.</p>	<p>regulations (Clause No. 8.3 & 8.4) that all appointments by promotion shall be made on Merit-cum-seniority basis and as per notification of Punjab Govt. issued vide No. 1/46/96-4HG1/2283 dt. 27-5-96 that Class-I and II officers Promotion cases decided at the level of Chairman and Class-III & IV shall be decided at the level of C.A. PUDA.</p>		
6.	Stationary Purchase Committee	<p>Head office level: - Full Powers</p> <p>Chairman Addl.Chief Administrator(HQ)</p> <p>Member- Addl.Chief Administrator(F&A)</p> <p>Member- Chief Engineer</p> <p>Zonal level: - Full Powers</p> <p>Chairman- Addl.Chief Administrator(Zonal)</p> <p>Member- Superintending Entineer</p> <p>Member- Accounts Officer</p> <p>Member- Estate Officer</p>	<p>To sanction expenditure on purchase of stationary without obtaining tenders.</p>	-do-	<p>As per deligation of powers Section 1B (General) Clause -9</p>

7.	Need based changes Committee.	Chairman-Advisor Technical Senior Architect-Member-convenor Deputy Director (QC)-Member D.T.P. (Pb.)-Member Sr. Law Officer –Member.	To examine the need based changes in the existing LIG/MIG/HIG houses etc. constructed by PUDA keeping in view the day to day needs of the residents and structural stability of the structures.	-do-	As per information supplied by the Policy Branch this Committee was constituted by the C.A. vide order dt. 10-1-2005.
8.	Reservation Committee.	Chairman-Addl. Chief Administrator (Policy) Member-Addl. Chief Administrator , Mohali. Member-Estate Officer, Mohali.	To consider the matter regarding rationalization of reservation policy in allotment of houses & Plots by PUDA.	-do-	As per information supplied by the Policy Branch this Committee was constituted by the C.A. vide order dt. 10-1-2005.
9.	Selection of Advertisement agencies Committee	Chairman-Addl. Chief Administrator (Policy) Member-Addl. Chief Administrator (F&A) Member-Deputy Director (RR)	To select the advertising agencies for advertisement of various publications of PUDA	-do-	As per information supplied by the PRO Branch, this Committee was constituted .
10.	Opening of quotations for Printing Committee	Chairman- Deputy Director(PR) Member- Administrative Officer(Project) Member- Accounts Officer(Payment)	To Accept quotation for printing of stationary items for office use.	-do-	As per information supplied by the PRO Branch, this Committee was constituted .

11.	Auction of old magazines/newspapers Committee	Chairman- Deputy Director(PR) Member- Sub Divisional Engineer(Mech.) Member- Accounts Officer(Payment)	To accord approval for auction of old magazines/news papers etc.	-do-	As per information supplied by the PRO Branch, this Committee was constituted .
12.	Propulsion charges Committee	Chairperson- Addl. Chief Administrator(HQ) Member- Addl. Chief Administrator(T/E) Member- Addl. Chief Administrator(F&A) Member- Chief Engineer Member- Senior Law Officer	To examine the cases for reimbursement of propulsion charges to DE's & SDE's of PUDA	-do-	As per decision of the meeting dated 13-5-2003.
13.	Committee for AMC of Computers & Peripherals	Chairman- Chief Accounts Officer Member- Deputy Director(IT&C) Member- Administrative Officer(U/E)	To open and evaluate quotations for Annual Maintenance of computers and Peripherals installed in PUDA Bhawan, Mohali.	-do-	Committee constituted by Additional Chief Administrator (HQ) vide its order No. PUDA/IT&C/2005/2737-38 dt. 26-7-05.
14.	Committee for any complaint of sexual harassment that may be made by women	Mrs. Indu Mani Rose Chairperson- Estate Officer(R) Mrs. Charanjit Kaur Member- Administrative Officer(Tech.)	To examine the complaint of sexual harassment to employees of PUDA, if any including hearing the complainant .	-do-	Committee constituted by Chief Administrator PUDA vide its order No. PUDA – RA-2 (F-20)2005/23528-627 dt. 4-8-05.

	employees of PUDA	Mrs. Baljinder Kaur, Senior Assistant Member- Mrs. Surinder Kaur, Sr.Assistant			
15.	Committee for approval of Building plans upto 10 Marla houses under PUDA(Bldg.) Rules 1995.	Chairman- Estate Officer,PUDA Member- Divisional Town Planner, PUDA, Mohali. Member- Divisional Engineer(P.H), PUDA,	To sanction the building plans of plots/houses developed by PUDA (upto 10 marla only)	-do-	As per the decision of the meeting held on 3-9-2003 under the Chairmanship of Chief Administrator PUDA .
16	Committee for approval of Building plans above 10 Marla houses under PUDA(Bldg.) Rules 1995	Chairman- Estate Officer,PUDA Member- Divisional Town Planner, PUDA, Mohali. Member- Divisional Engineer(P.H), PUDA, Member-Architect , PUDA.	To sanction the building plans of plots/houses (having area more than 10 marlas) developed by PUDA	-do-	As per the decision of the meeting held on 3-9-2003 under the Chairmanship of Chief Administrator PUDA .
17.	Committee for approval of Residential and commercial and Intitutional sites Building plans under PUDA(Bldg.) Rules 1995	Chairman- Estate Officer,PUDA concerned Member- Divisional Town Planner, of Town & Country Planning Deptt. Member- Divisional Engineer(P.H), PUDA, Member-Architect , PUDA.	To sanction building plans of Institutional sites commercial as well as residential like schools, hospitals etc in U.E. developed by PUDA `	-do-	As per the decision of the meeting held on 3-9-2003 under the Chairmanship of Chief Administrator PUDA .

18.	Site Selection Committee	Chairman- D.C. of the Distt. Member-ACA (Zonal) PUDA Member-S.D.M. Concerned Member-STP/DTP concerned Member-SE, PWD (B&R) concerned Member-SE, PWD (PH) concerned Member-SE, Irrigation & Drainage concerned Member-Chief Agriculture officer concerned . Member- Chief Forest Officer concerned	To examine the cases regarding selection of sites including acquisition of land , for setting up of Urban Estates . NOTE: A sub Committee consisting of ACA (Zonal) PUDA , ACA (Project) , S.T.P/Local DTP and one representative of accounts wing of PUDA has also been consituted to submit the preliminary report in this regard.	-do-	
19	District level Price Fixation Committee	Chairman- D.C. of the Distt. Member-M.P. Concerned Member-M.L.A. Concerned. Member-District Revenue Office. Member-S.D.M.	To determine the market price of various district level lands, for acquisition purpose. Where land to be acquired fall in more than one district, Commissioner of the Division will Chair the meeting.	-do-	Punjab Govt. Revenue Deptt. standing order No. 28 vide notification No. 1/55/78-LR-1/1979 dt. 13-3-2000 .
20.	State level land acquisition Board (SLLAB)	Chairman- Financial Commisioner (Revenue)Distt. Member-Financial Commissioner &	To examine the cases for acquisition of land at State level, under land acquisition Act.	-do-	Punjab Govt. Revenue Deptt. standing order No. 28 vide notification No. 1/55/78-LR-

		Secretary Agriculture (Pb.) Member-Principal Secretary Town & Country Planning Deptt (Pb.) Member- Principal Secretary PWD (B&R) Member- Principal Secretary PWD Public Health. Member- Principal Secretary Finance Member- Principal Secretary Irrigation & Drainage. Member- Principal Secretary Housing & Urban Dev. Member- Principal Secretary Local Govt. Member-Director Land Records Acquisition. Member- D.C.	1894(area more than 25 acres), acquisition of area more than 5 acres of land in and on the periphery of Munciple Towns or any area declared surplus, under Pubjab land Reforms Act. 1972.		1/1979 dt. 13-3-2000 .
21	Budget & Scrutiny Committee	Chairman - Secy. to Govt. of Punjab, Department of Housing & Urban Development Member - Secy. to Govt. of Punjab, Department of Finance or his representative Member Convenor – Chief Administrator Gmada	For the Scrutny of Budget proposals & Annual Statements of Account including Balance Sheet.	-do-	Gmada/Admin-EA-2/09/4383-4409 dated 17th June 2009.

- 8.2 Composition Powers & functions: As per Above table
- 8.3 Whether their meetings are open to the public? All the proceedings of the meeting can be made open to public with the approval of competent authority .
- 8.4 Whether the minutes of the meeting are open to the public: _____
- 8.5 Place where the minutes if: _____

- 8.6 Open to the public is available? _____

9th Manual: Directory of Officers and employees

9.1 Name and designation

9.2 Telephone, fax and email ID

EPABX No. 2215202-203-204-308-310

eowukoh/ nfXekoh dk Bkw	dcso dk BK	N?bhc'B BzL\$ç?e; BzL	w'pkfJb Bzpo
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ôqh jor{ bkb, wkbh	FT[jhF	-do-	9463189026

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3	ôqh o'fjs, eboe	FT[jhF	-do-	9779416358

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;qh noi[B f;zx	u"Aehdko	wzvb fJzihBhno (;h-2)	-do-	73073-66264

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;qh w[e/; e[wko g[Zso ;qh nzfwqs;ohnk okw.	i{Bhno fJzihBhno(pkrpkBh) wzvb dcso (pkrpkBh),rwkvk.	-do-	98887-83602
;qh nwBdhg f;zx g[Zso ;qh jod/t f;zx	i{Bhno fJzihBhno(pkrpkBh) wzvb dcso (pkrpkBh),rwkvk.	-do-	99140-01244
;qhwsh ;[fgzdohs e"o gsBh ;qh gofwzdo f;zx	vokn;w?B\$fBT{ uzvhrVQ wzvb dcso (pkrpkBh),rwkvk.	-do-	95018-01155
;qhwsh ;[wB gsBh ;qh dftzdo e[wko	i{Bhno ;j kfJe wzvb dcso (pkrpkBh),rwkvk.	-do-	98154-45680
;qh Bzd okw g[Zso ;qh wzrb okw	;/tkdko\$ fBT{ uzvhrVQ wzvb dcso (pkrpkBh),rwkvk.	-do-	98888-72897
;qh d[Bh uzd g[Zso ;qh B?D f;zx	u"ehdko wzvb dcso (pkrpkBh),rwkvk.	-do-	97801-20985
;qh oDXho f;zx g[Zso ;qh GiB f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	94641-67481
;qh sob'uB f;zx g[Zso ;qh r[ouoB f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	97818-73946

;qhwsh frnkB tsh gsBh ;qh B"ps okw	wkbD wzvb dcso (pkrpkBh),rwkvk.	-do-	0172-5092317
;qh dbhg f;zx g[Zso ;qh ;kw f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	94175-53555
;qh r[oBkw f;zx g[Zso irB BkE	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	98372-91561
;h oDihs f;zx g[Zso ;qh Xow f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	95929-69596
;qh eow f;zx g[Zso ;qh d/t f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	75086-07986
;qh B/s okw g[Zso ;qh pkp{ okw	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	94653-66943
;qh nwoihs f;zx g[Zso ;qh pkbk f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	98788-46654
;qh pbpho f;zx g[Zso ;qh ouB f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	97801-50127
;qh itkbk okw g[Zso ;qh okw bkb	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	-
;qh i'frzdo f;zx g[Zso ;qh noiB f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	98881-34227
;qh G'bk f;zx g[Zso ;qh uzBD f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	97810-15817
;qh nwoihs f;zx g[Zso ;qh eow f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	84373-19162
;qh B;hp f;zx g[Zso ;qh nwo f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	96469-66068
;qh pzs f;zx g[Zso ;qh pys"o f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	-
;qh joh f;zx g[Zso ;qh ;o{g f;zx	gzg-Ugo/No wzvb dcso (pkrpkBh),rwkvk.	-do-	98140-05143
;qh GiB f;zx g[Zso ;qh r[ow/b f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	97796-06627
;qh ;[yJh okw g[Zso ;qh G[bJh okw	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	99885-33744
;qh r[biko g[Zso ;qh fJbkjh pyô	vokfJto wzvb dcso (pkrpkBh),rwkvk.	-do-	99889-56635
;qh r[ouoB f;zx g[Zso	wkbh	-do-	97819-30170

;qh ;[oikg[oh	wzvb dcso (pkrpkBh),rwkvk.		
;qh f;t e[wko g[Zso ;qh okw finkkB	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	81461-09992

;qh joh okw g[Zso okw dhB	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	98887-84636
;qh jkew f;zx g[Zso ;qh ;kX{ f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	99149-69825
;qh okw e[wko g[Zso ;qh Gr"sh dhB	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	98885-79341
;qh w[e/ô e[wko g[Zso ;qh go; okw	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	84273-66990
;qh joh okw g[Zso ;qh S/dh bkb	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	98782-70124
;qh joB/e f;zx g[Zso ;qh nwoihs f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	94787-41917
;qh gow/ôto f;zx g[Zso ;qh jow{Bh f;zx	wkbh-ew-u"ehdco wzvb dcso (pkrpkBh),rwkvk.	-do-	78375-79727
;qh pbd/t f;zx g[Zso ;qh Bfozdo f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	88724-79179
;qh B"ps okw g[Zso ;qh p[ZX;?B	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	0172-5092317
;qh ;kw f;zx g[Zso ;qh nwo f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	98552-15684
;qh e[bdhg f;zx g[Zso ;qh pbtzs f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	99140-35805
;qh ;[Gk; uzdo g[Zso ;qh Xowtho f;zx	ckT[N/B Ugo/No wzvb dcso (pkrpkBh),rwkvk.	-do-	94635-84660
;qh g[ZN{ bkb g[Zso ;qh okw feôB	wkbh wzvbdcso, (pkrpkBh),rwkvk.	-do-	81462-60208
;qh wbehs f;zx g[Zso ;qh uoB f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	99148-47427
;qh T[ib f;zx g[Zso ;qh noiB f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	89681-02218
;qh ;[fozdo f;zx g[Zso ;qh feq;B pjkdô	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	97812-55181
;qh ;toB f;zx g[Zso ;qh niw/o f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	94634-44769
;qh wzrb f;zx g[Zso ;qh i'frzdo f;zx	vokJhtowzvb dcso (pkrpkBh),rwkvk.	-do-	94649-90003
;qh wfjzdo f;zx g[Zso ;qh ji{ok f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	97803-80305

;qh wfjzdo f;zx g[Zso ;qh i[nkbbk f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	89686-25897
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;qh eoB?b f;zx g[Zso ;qh ;opD f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	87288 -94537
;qh do;B f;zx g[Zso ;qh ô/o f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	98765F61653
;qh oDpho f;zx g[Zso ;qh w[yfsnko f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	84376F47771
;qh i? pjkdô g[Zso ;qh ô/o pjkdô	u"ehdko wzvb dcso (pkrpkBh),rwkvk.	-do-	97804F64450
;qh so;/w f;zx g[Zso ;qh nwo f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	94642-74454
;qh Bzd bkb g[Zso ;qh irJh	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	98885-37348
;qh ;[yihs f;zx g[Zso ;qh ;opD f;zx	vokfJto wzvb dcso (pkrpkBh),rwkvk.	-do-	98555-24682
;qh ihs f;zx g[Zso ;qh bSwD f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	95924-61224
;qh g{oB f;zx g[Zso ;qh nBzd f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	78377-57808
;qh okw nXko g[Zso ;qh okw gqôkd	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	78373-76443
;qh jowhs f;zx g[Zso ;qh feogkb f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	-
;qh ftfdnk okw g[Zso ;qh s[b;h okw	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	95011-62616
;qh GiB f;zx g[Zso ;qh pkp{ okw	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	98783-49582
;qh oxtho dk;, g[Zso ;qh G{ok okw	u"ehdko wzvb dcso (pkrpkBh),rwkvk.	-do-	98159-38582
;qh ;[fgzdo f;zx g[Zso ;qh ihs f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	94177-27329
;qh jor{ bkb g[Zso ;qh s[b;h okw	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	94631-89026
;qh e[bftzdo f;zx g[Zso ;qh ekek f;zx	wkbh wzvb dcso (pkrpkBh),rwkvk.	-do-	73073-58192
;qh e;/o f;zx g[Zso ;qh ihs okw	p/bdko wzvb dcso (pkrpkBh),rwkvk.	-do-	85590-43410
;qh e;/o f;zx g[Zso	p/bdko	-do-	84377-34979

;qh i's okw	wzvb dcsO (pkrpkBh),rwkvk.		
;qh pkp{ okw g[Zso ;qh okw Bo/;	p/bdko wzvb dcsO (pkrpkBh),rwkvk.	-do-	97810-22837
;qh fgnkok f;zx g[so ;qh uzBD f;zx	p/bdko wzvb dcsO (pkrpkBh),rwkvk.	-do-	95922-12560
;qh eowihs f;zx g[Zso ;qh okw f;zx	wkbh wzvb dcsO (pkrpkBh),g[Zvk.	-do-	88725-29063
wfje{ bkb g[Zso ;qh owZT{	wkbh wzvb dcsO (pkrpkBh), g[Zvk.	-do-	-
;qh w[zBk bkb g[Zso ;qh ;[zdo bkb	wkbh wzvb dcsO (pkrpkBh), g[Zvk.	-do-	99159-66742
;qh pbihs f;zx g[Zso ;hq feqgkb f;zx	vokfJto wzvb dcsO (pkrpkBh), g[Zvk.	-do-	92177-31258
;qh ;odkok f;zx g[Zso ;qh ;otB f;zx	wkbh wzvb dcsO (pkrpkBh), g[Zvk.	-do-	98558-69658
;qh okw pjkdO g[Zso ;qh bkb pjkd[o	wkbh wzvb dcsO (pkrpkBh), g[Zvk.	-do-	98785-02412

eowukohnK\$nfXekohnK dk Bkw	nj[dk	xo dk gsk ns/ N?bhc'B Bzpo	w'pkfJb BzL
;qh okiftzdo e[wko	gqpzXe nc;o (skbw/b)	2215202-203	9876699089
;qh ;sBkw f;zx	;ha ;jkfJe	-do-	09416974983
;qh wBihs f;zx	;ha ;jkfJe	-do-	9417429610
;qh g{oB f;zx	i{L ;jkfJe	-do-	9646474931
;qh ôkw bkb	eboe	-do-	8054665156
;qh jo/ okw fstkVh	; /tkdko	-do-	9464291370
Bkw\$nj[Zdk	s?Bksh	N?bhc'B BzL\$c?e; BzL	w'pkfJb Bzpo
;qh ;ziht e[wko r[gsk	wzLfJL (we?Bheb)	5091912 (o)	98145-23377
;qh beSwB f;zx	;[gozvN, we?Bheb	-do-	9649713363
;qh oki e[wko pz;b	;ha; jkfJe	-do-	98724-04668
;qh nwoihs okw	ghaU	-do-	99886-20308

;qh irdh; f;zx	;hBhno ;jkfJe, JhaU (nko)	-do-	9780525223
;qhwsh gowihs e"o	i{L ;jkfJe	-do-	9915103816
;qh gqekô	eboe	-do-	9878236444
;qh pjkdô f;zx	; /tkdko	-do-	9780087604
;qh osB e[wko po{nk	; /tkdko	-do-	8054489105
;qh n;"e e[wko	vokJhto	-do-	9914130027
;qh frnkB uzd	vokJhto	-do-	9569090278
;qh e[bdhg f;zx	vokJhto	-do-	9988350011

Bkw ôqh\$ôqhwsh	nj[Zdk	dcso dk Bkw	N?bhc'B BzL\$c?e; BzL	w'pkfJb Bzpo
vha;h pK;b	wzvb fJzihBhno (i;-1)	wzLfJzih (i;-1)	5093176 (o)	94171-79887
eoB?b f;zx	T[g wzvb fJzihBhno (i;-1)	wzLfJzih (i;-1)	-do-	98159-21143
GrtkB dk;	T[g wzvb fJzihBhno (i;-2)	wzLfJzih (i;-1)	-do-	81465-24248
gtB no'Vk	w[Zy Be;k Bth;	wzLfJzih (i;-1)	-do-	98888-31939
fBowb f;zx	Be;k Bth;	wzLfJzih (i;-1)	-do-	9888247524
			-do-	
oke/; e[wko	i{Bhno fJzihBhno	wzLfJzih (i;-1)	-do-	98767-44256
o/;w f;zx	;jkfJe fJzihBhno	wzLfJzih (i;-1)	-do-	98728-27271
oki/; u'gVk	i{Bhno fJzihBhno	wzLfJzih (i;-1)	-do-	99142-93822
e[bihs f;zx	i{Bhno fJzihBhno	wzLfJzih (i;-1)	-do-	98883-61515
w[Bh; wfjsk	;jkfJe fJzihBhno\$fBT{ uzvhrVQ	wzLfJzih (i;-1)	-do-	98551-02086
;[Bhsk okDh	eboe\$fBT{ uzvhrVQ	wzLfJzih (i;-1)	-do-	94654-48321
w'fjBh	; /tkdko	wzLfJzih (i;-1)	-do-	99158-25778

		1)		
oke/; e[wko	; /tkdko	wzLfJzih (i;-1)	-do-	97804-60257
r'gkb f;zx	toe;[gotkfJio	wzLfJzih (i;-1)	-do-	98154-90310
fBow?b f;zx	toe;[gotkfJio	wzLfJzih (i;-1)	-do-	98152-94672
no[D e[wko	gzg Ugo/No	wzLfJzih (i;-1)	-do-	99140-82479
joe/; f;zx	gzg Ugo/No	wzLfJzih (i;-1)	-do-	98882-33351
fJepkb f;zx	gzg Ugo/No	wzLfJzih (i;-1)	-do-	94642-58166
r[od/t f;zx	fcNo e[bh	wzLfJzih (i;-1)	-do-	99140-90940
; 'wgkb	;htow?B	wzLfJzih (i;-1)	-do-	85913-40252
w/tk f;zx	;htow?B	wzLfJzih (i;-1)	-do-	98727-72473
pkp{ okw	;htow?B	wzLfJzih (i;-1)	-do-	97766-91876
ow/;	;htow?B	wzLfJzih (i;-1)	-do-	97804-95761
fe;B gkb	;htow?B	wzLfJzih (i;-1)	-do-	98151-52696
:;gkb	;htow?B	wzLfJzih (i;-1)	-do-	99151-98829
r'gkb f;zx	;htow?B	wzLfJzih (i;-1)	-do-	95017-84809
jow/;	;htow?B	wzLfJzih (i;-1)	-do-	95923-08549
ihtB gk;tkB	u"ehdko	wzLfJzih (i;-1)	-do-	97806-81068
i? f;zx	u"ehdko	wzLfJzih (i;-1)	-do-	97807-71424
r[oGiB f;zx	u"ehdko	wzLfJzih (i;-1)	-do-	81466-06022
pbfizdo f;zx g[Zso ;qh Bzd f;zx	u"ehdko	wzLfJzih (i;-1)	-do-	998816-6611
gqskg uzd	u"ehdko	wzLfJzih (i;-1)	-do-	98038-49547
pbpzs f;zx	u"ehdko	wzLfJzih (i;-1)	-do-	94634-22787
dbhg e[wko	u"ehdko	wzLfJzih (i;-1)	-do-	95928-59177

Bzd bkb	u"ehdko	wzLfJzih (i;-1)	-do-	94173-67852
fe;B uzd	u"ehdko	wzLfJzih (i;-1)	-do-	98882-18387
okw bkb	u"ehdko	wzLfJzih (i;-1)	-do-	98141-49342
fdbto f;zx	u"ehdko	wzLfJzih (i;-1)	-do-	85570-99818
n;'e e[wko	u"ehdko	wzLfJzih (i;-1)	-do-	99156-15483
pbfizdo f;zx g[Zso ;qh ;kX{ f;zx	u"ehdko	wzLfJzih (i;-1)	-do-	95018-50282
;tsKto r"V	u"ehdko	wzLfJzih (i;-1)	-do-	89681-88463
rzGho f;zx	u"ehdko	wzLfJzih (i;-1)	-do-	94640-83973
wdB bkb	u"ehdko	wzLfJzih (i;-1)	-do-	92562-64502
nkikd	u"ehdko	wzLfJzih (i;-1)	-do-	99889-79942
pbeko f;zx	u"ehdko	wzLfJzih (i;-1)	-do-	98551-98275
nwo f;zx	u"ehdko	wzLfJzih (i;-1)	-do-	97803-83060
y/w pjkd[o	u"ehdko	wzLfJzih (i;-1)	-do-	90413-03080
dhBk BkE	u"ehdko	wzLfJzih (i;-1)	-do-	92564-57431
dbtho f;zx	u"ehdko	wzLfJzih (i;-1)	-do-	94651-67150

nfXekoh\$eowuko h dk Bk	nj[Zdk	N?bhc'B\$ç?e; BzL	w'pkfJb BzL
;qh Xow gkb	wzL fJzL (i;F2)	97794-57664	2215409 (o)
;qh oki e[wko	T[Zg wzL fJzL (i;F2)	98760-35705	-do-
;qh to{D ror	T[Zg wzL fJzL	98886-68494	-do-
;qh T[Zsw f;zx f;ZX{	T[Zg wzL fJzL \$ fBT{ uzvhrVQ	98156-27546	-do-
;qh oki/ô e[wko jKvk	;jkfJe fJzL \$ fBT{ uzvhrVQ	98104-13435	-do-
;qh feqôB gkb f;zx	i[LfJziL\$ fBT{ uzvhrVQ	98727-23585	-do-
;qh Boksk okw	i[LfJziL\$ fBT{ uzvhrVQ	94785-24927	-do-
;qh tfozdo e[wko	i[LfJziL (i;F2)	94638-80505	-do-

;qh gq?w e[wko	i[LfJziL (i;F2)	92174-40762	-do-
;qh okw e[wko	vhan?uavh\$ fBT{ uzvhrVQ	94639-62693	-do-
;qh okw/ô e[wko ôowk	vokcN;w?B (i;F2)	98724-00382	-do-
;qh wsh tzdBk	i[L ;jkfJe	93560-88436	-do-
;qh e[bftzdo f;zx	; /tkdko	94633-05533	-do-
;qh wBihs f;zx	gzg Ugo/No	94174-12720	-do-
;qh oke/ô e[wko	gzg Ugo/No	99157-82916	-do-
;qh okw eoB	gzg Ugo/No	98881-34072	-do-
;qh wbehs f;zx	gzg Ugo/No	94177-68859	-do-
;qh Xow gkb	fpZb eboe	98728-52124	-do-
;qh i;w/o f;zx	chNo	92560-63881	-do-
;qh chos[okw	chNo	97808-11578	-do-
;qh T[w/ô f;zx	chNo	98789-35846	-do-
;qh t/d ggekô	chNo e[bh	98156-70892	-do-
;qh ;[yd/t f;zx	chNo e[bh	94175-52906	-do-
;qh ;kX{ f;zx	chNo e[bh		-do-
;qh Xow gkb	chNo e[bh	94633-55217	-do-
;qh bkG f;zx	wkbhFewF u"Aehdko	95013-26848	-do-
;qh ;sftzdo f;zx	wkbhFewF u"Aehdko	98158-70055	-do-
;qh okw nub	wkbhFewF u"Aehdko	80547-08920	-do-
;qh wBihs f;zx	wkbhFewF u"Aehdko	99152-49984	-do-
;qh okik okw	wkbhFewF u"Aehdko	99886-61058	-do-
;qh okw iBe	wkbh	99884-07940	-do-
;qh ihtB okw	u"Aehdko	98556-25927	-do-
;qh G'bk BkE	u"Aehdko	94144-59531	-do-
;qh okw feqgkb	u"Aehdko	81464-73223	-do-
;qh jz; oki	u"Aehdko	96462-53738	-do-
;qh joh f;zx	gbzpo	99155-04954	-do-
;qh okw gkb	;htow?B	84279-87554	-do-
;qh pbtho f;zx	;htow?B	94173-44259	-do-
;qh ô/o f;zx	gq?No'bw?B	97803-05286	-do-
;qh w'jB bkb	eh-w?B	98789-68778	-do-

Bkw	nj[dk	dcso dk BK	N?bhc'B BzL\$c?e; BzL	w'pkfJb Bzpo
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n?;an?; Yhv;k	vkfJo?eNo gg'i?eN	vkfJo?eNo gg'i?eN, rwkvk	2213555 (o) 2215513 (f)	9915220066
fwZmk f;zx	vhan?uavha	vkfJo?eNo gg'i?eN, rwkvk	-do-	8968867879
fJzd{ pkbk	;N?B'	vkfJo?eNo gg'i?eN, rwkvk	-do-	9872248054
jofizdo f;zx	; /tkdko	vkfJo?eNo gg'i?eN, rwkvk	-do-	8437872209
nfws gmkBhmk	eboe	vkfJo?eNo gg'i?eN, rwkvk	-do-	9888927925

Bkw (;ot ;qh)	nj[Zdk \$dcso dk BK	N?bhc'B BzL\$c?e; BzL	w'pkfJb Bzpo
oDpho f;zx	wzLfJzL(;hF2)	5013318	98148-44535
pbfizdo f;zx	T[LwzLfJzL(wzLfJzL(fJb?e Nohf;Nh)	-do-	80544-37514
;zi/	;ha ;jkfJe, wzLfJzL(ghan?u 1,2)	-do-	99148-08234
irihs f;zx	i/HJh(wzLfJzL(fJb?eNohf; Nh)	-do-	99888-19961
r[owhs f;zx	vokcN;w?B, wzLfJzL(w[ZLd)	-do-	94172-42277
e[bftzdo f;zx	i{Bhno ;jkfJe(wzLfJzL(fJb?eNohf ;Nh)	-do-	94175-44980
Ghw f;zx	j?bgo(wzLfJzL(fJb?eNohf; Nh)	-do-	98725-97495
jhok pjkd	u'ehdko(wzLfJzL(;hF1)	-do-	8427256679
;sgkb	; /tkdko(wzLfJzL(fJb?eNoh f;Nh)	-do-	98156-28251
w[e/; e[wko	j?bgo(wzLfJzL(fJb?eNohf; Nh)	-do-	98728-30264

Bkw (;qh\$;qhwsh\$fw;)	nj[dk\$dcso dk BK	N?bhc'B BzL\$c?e; BzL	w'pkfJb Bzpo
wj/ô pK;b	fwby nc;o, jkT{f; zr	2215311	9815979797
pbpho e"o	ghaJ/a\$fwby nc;o	-do-	8146606009

dbpho e"o	;j kfJe fwby nc;o	-do-	9779154588
i;gkb f;zx	J/avhaU	-do-	98156-37178
ôôh gkb ;?Dh	;[govzN	-do-	9988747370
r[o ftzdo f;zx	;[govzN	-do-	9878602071
oki e[wkoh	;hBhno ;j kfJe	-do-	9878638386
irfwzdo f;zx	;hBhno ;j kfJe (b/yk)	-do-	9855400528
nB[okXk	eboe	-do-	9417762758
;[ydhg f;zx pokV	eboe	-do-	9888123844
pfozdo f;zx	;/tkdko	-do-	9876846885
ioB?b f;zx	;/tkdko	-do-	9780115549

nfXekoh\$eowukoh dk Bkw	nj[dk	w'pkfJb Bzpo	N?bhc'B BzL\$c?e; BzL
okidhg e"o, gha;han?;	fwby nc;o (gbkN;\$n?baJ/a;h)	99150-87348	2215303 (o) 2213535 (f)
;qh jouoB f;zx,	ghaJ/	9888857045	-do-
;qh eg{o f;zx	;/tkdko	9915354148	-do-
;qh ;[w/o f;zx	;/tkdko	7696861966	-do-

eowukoh dk BKw ns/ nj[Zdk	N?bhc'B BzL\$c?e; BzL	w'pkfJb Bzpo
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tkJhHghHf;zrbk, J/aU,	2212014 (o)	9872401958
gqthB f;Zek, ;ha;jkfJe, nekT[AN	-do-	9914226130
dftzdo e[wko, ;ha;jkfJe, nekT[AN	-do-	9814193071
r'gkb XtB, ;ha;jkfJe, nekT[AN	-do-	9781122778
oki{, ;ha;jkfJe, nekT[AN	-do-	9464352082
;[Bhb e[wko	-do-	9780720051
e;/oh okw, ;/tkdko	-do-	9530868192
irftzdo f;zx, ;hH;Hb/yk	-do-	9855400528
fBfsô fizdb ;hH ;H b/yk	-do-	9465206996

eowukoh dk BKw ns/ nj[Zdk	N?bhc'B BzL\$c?e; BzL	w'pkfJb Bzpo
dbpho e"o, ;L fwLnc;o	2215202-203	9779154588
pbihs f;zx tkbhnk, ;LfwL nc;o	-do-	7837133333
gowihs e"o	-do-	98726-00920
Bfozdo gkb f;zx, ;[govzN	-do-	9646631235
pbihs e"o, ;[govzN	-do-	9888069218
;qh ;[yd/t f;zx, ;[govzN	-do-	94633-90031
pbftzdo f;zx, ;hH;jkfJe	-do-	9815178771
ifszdo ôowk,;hH;jkfJe	-do-	9915313770
dbihs f;zx, ;hH;jkfJe	-do-	98769 69665
eztbihs e"o,;hH;jkfJe	-do-	9876314012
nkôk okDh,;hH;jkfJe	-do-	9888784154
r[opuB e"o,;hH;jkfJe	-do-	9256026053
irdhô uzd, i{H;jkfJe	-do-	9417508645
u{jV okw, i{H;jkfJe	-do-	9815935905
o[fgzdo f;zx, eboe	-do-	9915244460
e[bdhg f;zx, eboe	-do-	9464038628
T[w/ô ;fjrb,eboe	-do-	9041201547
thogkb f;zx,toeL;[goL	-do-	9646035362

Ghw ;?B, c'N' ;N/N wLUL	-do-	9815120594
eow f;zx,;/tkdko	-do-	9915215673
okw BkE, ;/tkdko	-do-	----
ftB'd e[wko, ;/tkdko	-do-	9872323179
;s/ôtoH d/th,;/tkdko	-do-	9915992618
e[bftzdo f;zx, ;/tkdko	-do-	9888938021
uoB f;zx, fcNo\$?Zbgo	-do-	9855064167
e/tb f;zx, p/bdko	-do-	9872330752
okw rB/ô,p/bdko	-do-	9878883932
jz; oki, p/bdko	-do-	9463688546
o{g bkb, u"Aehdko	-do-	9463128985

eowukoh dk BKw ns/ nj[Zdk	N?bhc'B BzL\$?e; BzL	w'pkfJb Bzpo
dftzdo e[wko, T[gLwzLfJziH, fpbfvzr poKu	2215202-203	9815491337
;[ygkb f;zx, i/aJh	-do-	9417202685
Gkr f;zx, i/HJhH	-do-	9872221304
joihs f;zx, i/HJhH	-do-	9815488477
i'frzdo f;zx, i/HJhH	-do-	9417437696
wBihs f;zx, ;hH;jkfJe	-do-	9417429610
i;ftzdo f;zx, ;hH;jkfJe	-do-	9417547460
nb'e pkjoh, vokcN; w?B	-do-	9915737285
jofgzdo f;zx, eboe	-do-	9478714832
;otD f;zx, eboe	-do-	9464821589
gqrN f;zx, vokfJto	-do-	9815156400
okw ;zihtB, p/bdko	-do-	7589090829
;[fozdo f;zx B/rh,p/bdko	-do-	9872385108
w'jB pjkd,p/bdko	-do-	9915207336
ow/ôfJzdo f;zx, u"Aehdko	-do-	9888697670

Bkw ;qh\$;qhwsh	nj[dk	N?bhc'B BzL\$?e; BzL	N?bhc'B\$w'pk Jhb Bzpo
sftzdo gkb f;zx	BkfJp sfj;hbdko	2215202-203	73557-00026
ôkw bkb pK;b	;jkfJe ezNo'bo (ftZs s/ b/yk)	-do-	94643-86651
ftgB i/mh	;hBhno bkn nc;o	-do-	88727-77877
nô'e e[wko	ekB{zBr'	-do-	98151-80342
joh f;zx	;hH;jkfJe	-do-	9855283273

;[Bhb wfj sk	Gkr nc;o	-do-	98159-49049
jodhg f;zx	;hBhno ;jkfJe (b/yk)	-do-	99148-82050
oth e[wko	;hBhno ;jkfJe (b/yk)	-do-	98144-36085
gqekô uzd	;hBhno ;jkfJe	-do-	94783-65736 fJj eowukoh fwsh 31-12- 14 B{z foNkfJo j' foj j?.
r[bkp f;zx	;hBhno ;jkfJe	-do-	98762-75448
G[fgzdo e"o	;hBhno ;jkfJe	-do-	98883-22295
;[yftzdo f;zx	;hBhno ;e/b ;N?B'	-do-	99882-96984
nkswk f;zx	vokJhto	-do-	98883-81693
ofizdo f;zx	eboe	-do-	98761-17481
;[fozdo f;zx	eboe	-do-	81465-33650
fôt g{iB	; /tkdko	-do-	99888-21403
fôt e[wko	; /tkdko	-do-	97792-51130
;[fgzdo f;zx	wkbh	-do-	94177-27329
;[fozdogkb	;thgo ew u"ehdko	-do-	98720-86480

Bkw	nj[dk\$dcso dk BK	N?bhc'B BzL\$c?e; BzL	N?bhc'B\$w'pkfJb Bzpo
wBhbk Gkosh	bkn nc;o	5053922 (o)	9872090906
ewbihs f;zx	ekBz{Bh ;jkfJe	-do-	7696061317
jogqhs f;zx	ekBz{Bh ;jkfJe	-do-	9988854491
Bhbw	ekBz{Bh ;jkfJe	-do-	9216507820
wBihs e""o	;N?B''	-do-	9878442106
jogqhs f;zx	eboe	-do-	988207314
jopz; bkb	; /tkdko	-do-	8872168843

Bkw\$ nj[dk ;ot ;qh\$;qhwh	s?Bksh	N?bhc'B BzL\$c?e; BzL	w' 'pkfJb BzH\$JhHw/b- nkJhHvhH
nBhsk ;fjrb, nkoehN?euob ;jkfJe	nkoehN?euob ôkyk	2215202-203	98784-02374
gqthB e[wko towk,	-T[jh-	-do-	98889-53185

vokcN;w?B			
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Bkw\$;ot ;qh\$;qhwsh	Bkw\$nj [dk ;ot ;qh\$;qhwsh	N?bhc'B\$c?e; BzL	w' 'pkfJb BzH	JhHw/b- nkJhHvhH
; [Gkô ;/mh	fwby nc;o (gkfb;h)	2215202-203	98155-37111	-
ôhô[gkb f;zx	J/avhaU (gkfb;h)	-do-	94171-50580	-
dbihs e"o gZB[J/avhaU (n?vwB)	-do-	8427283646	-
i;ftzdo ekjb'	; [govzN	-do-	97795-77892	-
Grts e"o	;ha ;jkfJe	-do-	7696886035	-
whB{ eZeV	;ha ;jkfJe	-do-	9988749549	-
eoB ôowk	eboe	-do-	9041021368	keshav.karan@gmail.com
oth e[wko	eboe	-do-	9779991979	-
bZik okw	; /tkdko	-do-	9501210655	-
o'jhs e[wko	; /tkdko	-do-	8872430059	-

nfXekoh\$ eowukoh dk Bkw	nj [dk\$dcso dk BK	N?bhc'B BzL\$c?e; BzL	w'pkfJb Bzpo
ôqh gzei ô{ebk	J/aghankoaU\$ ghankoaU pqKu	2215202-203	98722-48844
ôqhwsh uoBihs e"o	;ha ;jkfJe\$ ghankoaU pqKu	-do-	91968-00304
ôqh nzfes e[wko	eboe\$ ghankoaU pqKu	-do-	97798-16941
ôqhwsh pqwh d/th	; /tkdko	-do-	9781012393

eowukohnK\$ nfXekohnK dk Bkw	nj [dk	N?bhc'B BzL\$c?e; BzL	w'pkfJb BzL
n?;agha f;zx	fBrokB fJzihBhno (;h-	5063220 (0)	98154-63939

	2)		
r[owhs e"o	; [govzN	-do-	9463688479
;stzs f;zx	;han?uavha	-do-	9815420028
pbpho f;zx	vokcN;w?B	-do-	9417303199
ofizdo e"o	;hBhno ;j kfJe	-do-	98724-11220
nikd f;zx	;ha; ;N?B'rqkco	-do-	9417429638
joihs e"o	i{Bhno ;j kfJe	-do-	9041986022
;[yihs f;zx	; /tkdko	-do-	9876663824
wj[zwd ;[b/wkB	; /tkdko	-do-	75081-44890
wzrb f;zx	u"Aehdko	-do-	98880-47811
w/jo dhB	wkbhFewFu'ehdko	-do-	98151-15976
e[btho f;zx	wkbhFewFu'ehdko	-do-	98722-96764
i;ftzdo f;zx	u'ehdko	-do-	9855206195

eowukohnK\$ nfXekohnK dk Bkw	nj [dk	N?bhc'B BzL\$c?e; BzL	w'pkfJb BzL	JhHw/b- nkJhHvhH
;qh ;[fozdo f;zx	T[g wzvb fJzihL (o?r[b/Noh)	2215202-203	98149-31431	
;qhwsh oftzdo e"o	; [govzN (o?r[b/Noh)	-do-	98141-42633	
;qh tho GkB ror	ghaJ/	-do-	89680-94401	
;qh irdhô f;zx	;ha;j kfJe	-do-	98551-71976	
;qh dbihs f;zx ;/y'	;ha;j kfJe	-do-	95015-80467	
;qh rfoô uzdo f;zx n;tkb	;ha;j kfJe (nekT[AN;)	-do-	94178-00639	
;qh ;[fozdo f;zx	i[Bhno ;j kfJe	-do-	94179-69279	

;qhwsh ewb Bkrgkb	eboe	-do-	98556-27876	
;qhwsh ôôh feoB	eboe	-do-	95010-06156	
;qhwsh ehoB e"o	; /tkdko	-do-	95019-80465	
;qh jz; oki	; /tkdko	-do-	98885-53507	
;qh r[oftzdo f;zx noB/ik	J/aNhagh	-do-	95011-14302	
;qh jogqhs f;zx	J/aNhagh	-do-	99155-11603	
;qh pbihs f;zx	J/aNhagh	-do-	98783-40471	
;qh gowihs f;zx	ghaU	-do-	98768-78836	
;qhwsh gothB pkbk	ghaU	-do-	94179-77396	
fJziL jofwzdo f;zx	;j kfJe fJzihL	-do-	98154-47677	
fJziL n?uan?; tkbhnk	;j kfJe fJzihL	-do-	98559-92558	
fJziL d/ftzdo f;zx	;j kfJe fJzihL	-do-	95014-66566	
fJziL gowihs f;zx	i[Bhno fJzihL	-do-	98887-42877	
fJziL foôh gkb r[gsk	i[Bhno fJzihL	-do-	94175-79817	
;qh dbftzdo f;zx	i/a;haph Ugo/No	-do-	99147-50002	

eowukohnK\$ nfXekohnK dk Bkw	nj[dk	N?bhc'B BzL\$ç?e; BzL	w'pkfJb BzL
irdhô e[wko	w[Zy b/yk nc;o	5090428 (0)	9855402688
wwsk ôowk	b/yk nc;o (g/w?AN)	5013633	9814837881
so;/w eK;b	;ha b/yk nc;o (bkJh;?Af; zr)	2232002	9814156453
fBôkB uzd	;ha ;j kfJe	-do-	9872632040

	(b/yk)		
pzXBk f;zrbk	FT[jhF	-do-	9872618620
r'gkb XtB	FT[jhF	-do-	9781122778
g{Bw	i{a ;jkfJe	-do-	9888613029
fBôk iZ;b	eboe	-do-	9988613029
ggô'sw bkb	;/tkdko	-do-	9876718258
pjkdo f;zx	;/tkdko	-do-	9855711427
doôB f;zx	p/bdko	-do-	9814698625
G'bk BkE	u"ehdko	-do-	9417459531

10th Manual: Monthly Remuneration received by officers & employees including system of compensation

10.1 Name and designation of the employee

10.2 Monthly remuneration

10.3 System of compensation as provided by in its regulations

SR. No.	Employee Name	Designation	Gross Salary	Compensation/Compensatory Allowance	The Procedure to determine the Remuneration as given in the Regulations
1	Ramesh Kumar Sharma	Draftman	51845	Nil	Remuneration are as per pay scale of Govt. of Punjab, adopted by Punjab InfoTech and Service Rules of the Corporation
2	Bhim Sain	Photostate Machine Operator	42146	Nil	Do
3	Surinder Singh	Junior Assistant	50847	Do	Do
4	Manjit Kaur	Steno Typist	53490	Do	Do
5	Parmjit Kaur	Superintendent GD II	67668	Do	Do
6	Satinderjeet Kaur	Senior Assistant	64073	Do	Do
7	Vir Bhan Garg	PA	68571	Do	Do
8	Jagdish Chand	Clerk	38736	Do	Do

9	Raj Kumari	Senior Assistant	64070	Do	Do
10	Surinder Pal	Chowkidar	33285	Do	Do
11	Gurmeet Singh	Divisional Head Draftman	65834	Do	Do
12	Sawaran Singh	Divisional Head Draftman	64048	Do	Do
13	Karam Singh	Head Peon	37568	Do	Do
14	Om Parkash Grover	SO - Non S.A.S.	77921	Do	Do
15	Tula Ram	Peon	36733	Do	Do
16	S.S. Pathania	SDE	79536	Do	Do
17	Hans Raj	Peon	37612	Do	Do
18	Laxman Singh Rawat	Superintendent GD II	68991	Do	Do
19	Darshan Singh	Beldar	25782	Do	Do
20	Satya Devi	Sweeper	24969	Do	Do
21	Guddi Devi	Peon	33336	Do	Do
22	Duni Chand	Chowkidar	35617	Do	Do
23	Bhupinder Kaur	Senior Assistant	47390	Do	Do
24	Balkar Singh	Chowkidar	35827	Do	Do
25	Amar Singh	Chowkidar	35859	Do	Do
26	Kesari Ram	Peon	36847	Do	Do
27	Dina Nath	Chowkidar	36137	Do	Do
28	Jarnail Singh	Peon	36731	Do	Do
29	Gulab Singh	Senior Assistant	52726	Do	Do
30	Naresh Kumar	SDE	80464	Do	Do
31	Vijay Paul Sharma	SDE	83805	Do	Do
32	Dalip Chand Bansal	Divisional Engineer	88909	Do	Do
33	Satwant Singh	Circle Head Draftman	84371	Do	Do
34	Mitha Singh	Divisional Head Draftman	67599	Do	Do
35	Tarsem Lal Kansal	Senior Accounts Officer	96274	Do	Do
36	Barinder Singh	Peon	36731	Do	Do
37	Chamkaur Singh	Assistant Engineer	81277	Do	Do
38	Jagdish Kumar	Senior Accounts Officer	101122	Do	Do
39	Yashpaul Singla	Accounts Officer	93109	Do	Do
40	Hemant Bhushan	Circle Head Draftman	82426	Do	Do
41	Parshotam Lal	Peon	36941	Do	Do
42	Lajja Ram	Peon	36506	Do	Do
43	Jatinder Kumar	Senior Assistant	52146	Do	Do
44	Harbans Lal	Peon	36751	Do	Do
45	Anita Sehgal	Assistant	84454	Do	Do

		Architect			
46	Ram Nath	Peon	36733	Do	Do
47	Raj Kumar	SDE	86195	Do	Do
48	Karnail Singh	Assistant Engineer	81077	Do	Do
49	Raj Kumar	Peon	36941	Do	Do
50	Jaswinder Singh Sandhu	Assistant Engineer	81277	Do	Do
51	Dev Raj Mal	Assistant Engineer	81392	Do	Do
52	Swaranjeet Singh	Junior Engineer	81077	Do	Do
53	Harpal Singh Walia	Assistant Engineer	81392	Do	Do
54	Ashok Kumar Kaushal	Divisional Head Draftman	65834	Do	Do
55	Karnail Singh	SDE	80163	Do	Do
56	Pawan Kumar Arora	Divisional Head Draftman	82491	Do	Do
57	Naveen Kumar	Junior Engineer	67318	Do	Do
58	Nirmal Singh	Draftman	65834	Do	Do
59	Veer Chand	Circle Head Draftman	79499	Do	Do
60	Harminder Singh	Divisional Head Draftman	79499	Do	Do
61	Ram Kumar	Divisional Head Draftman	82491	Do	Do
62	Babu Ram Sharma	Draftman	54542	Do	Do
63	Rajesh Kumar Handa	Assistant Engineer	81392	Do	Do
64	Sanjeev Kumar Gupta	Divisional Engineer	86334	Do	Do
65	Chuhar Ram	Junior Assistant	41845	Do	Do
66	Nand Ram	Peon	36731	Do	Do
67	Surinderpal singh Bagga	SO - Non S.A.S.	78131	Do	Do
68	Hari Singh	Superintendent GD II	69845	Do	Do
69	Gurmeet Kaur	Superintendent GD II	71611	Do	Do
70	Sanjeev Kumar Sood	Assistant Engineer	74456	Do	Do
71	Parveen Sikka	Senior Assistant - Accounts	72608	Do	Do
72	Bhagwan Dass	SDE	70024	Do	Do
73	Rajinder Kaur	Superintendent GD II	33960	Do	Do
74	Khem Bahadur	Chowkidar	38772	Do	Do
75	Rakesh Kumar Bhandari	SO - Non S.A.S.	74789	Do	Do

76	Narata Ram	Junior Engineer	52146	Do	Do
77	Anil Kumar Jindal	SE	163879	Do	Do
78	Sunil Mehta	SO - Non S.A.S.	78130	Do	Do
79	Dharam Pal	Divisional Engineer	86195	Do	Do
80	Ranbir Singh	SO - Non S.A.S.	77921	Do	Do
81	Kishori Lal	Peon	36013	Do	Do
82	Rishi Pal Gupta	Junior Engineer	52146	Do	Do
83	Sham Lal	Clerk	38319	Do	Do
84	Bhag Singh	Junior Engineer	52448	Do	Do
85	Kuljit Singh	Junior Engineer	52146	Do	Do
86	Prem Kumar Sehdev	Junior Engineer	49247	Do	Do
87	Davinder Kumar	SDE	81392	Do	Do
88	Rattan Kumar Barua	Peon	34875	Do	Do
89	Brahmi Devi	Peon	32146	Do	Do
90	Sukhjit Singh	Peon	35510	Do	Do
91	Narinder Pal Singh	Superintendent GD II	69569	Do	Do

92	Baljit Singh Walia	Administrative Officer / AEO	77458	Do	Do
93	Baljit Kaur	Superintendent GD II	76112	Do	Do
94	Gurvinder Singh	Superintendent GD II	69523	Do	Do
95	Naib Kaur	Senior Assistant	56775	Do	Do
96	Jaswinder Singh	Assistant Engineer	66312	Do	Do
97	Rajwinder Kumar	Administrative Officer / AEO	76529	Do	Do
98	Harmeet Singh	Mali	28454	Do	Do
99	Harbans Lal Kalia	Divisional Head Draftman	60382	Do	Do
100	Balbir Kaur	PA	68517	Do	Do
101	Gulshan Kumar	Administrative Officer / AEO	77958	Do	Do
102	Azad Singh	Senior Scale Stenographar	52077	Do	Do
103	Hans Raj Saini	Beldar	24876	Do	Do
104	Surinder Singh	Beldar	24876	Do	Do
105	Tilak Raj	Junior Engineer	72051	Do	Do
106	Paramjit Singh	Senior Assistant	51009	Do	Do
107	Harcharan Singh	Junior Scale Stenographar	51635	Do	Do
108	Sham Singh	Mali	35107	Do	Do
109	Harjit Singh	Assistant Engineer	81392	Do	Do
110	Sukhpal Singh	Assistant Engineer	81366	Do	Do
111	Surjit Singh	SDE	54365	Do	Do
112	Gurmail Singh	Peon	37822	Do	Do
113	Krishan Pal Singh	Junior Engineer	52448	Do	Do
114	Ashok Kumar	Kanoogo	44193	Do	Do
115	Pattu Lal	Mali	35107	Do	Do
116	Dalip Singh	Mali	35107	Do	Do
117	Kapoor Singh	Peon	36847	Do	Do
118	Hare Ram Tiwari	Peon	34679	Do	Do
119	Bahadur Singh	Peon	36662	Do	Do
120	Bahadur Singh	Peon	37080	Do	Do
121	Dev Raj	Peon	37080	Do	Do
122	Bahadur Singh	Peon	29980	Do	Do
123	Balwinder Singh	Senior Assistant	51009	Do	Do
124	Jeet Bahadur	Chowkidar - Workcharged	36457	Do	Do
125	Harminder Singh	Assistant Engineer	74163	Do	Do

126	Ramesh Kumar Sharma	Supervisor	40407	Do	Do
127	Balwinder Singh	Divisional Engineer	152162	Do	Do
128	Shishupal Singh	Administrative Officer / AEO	76715	Do	Do
129	Baldev Singh	Divisional Engineer	152093	Do	Do
130	Avtar Singh	Assistant Engineer	54165	Do	Do
131	Gulzar mohamad	Driver	44327	Do	Do
132	Gurdeep Singh	Assistant Engineer	54365	Do	Do
133	Satish Kumar	Senior Scale Stenographar	52099	Do	Do
134	Karamjit Kaur	Junior Scale Stenographar	43655	Do	Do
135	Harbinder Singh	Junior Scale Stenographar	43655	Do	Do
136	Hansa Dutt	Beldar	36231	Do	Do
137	Shiv Parshad	Mali Chowkidar	23405	Do	Do
138	Yashoda Devi	Peon	34364	Do	Do
139	Parveen Kumar	Divisional Head Draftman	61750	Do	Do
140	Achhar Kumar Batish	PS	77922	Do	Do
141	Paramjit Singh	Junior Engineer	51103	Do	Do
142	Kanwaljit Kaur	Senior Assistant	52470	Do	Do
143	Daljit Singh	Senior Assistant	47205	Do	Do
144	Asha Rani	Senior Assistant	54629	Do	Do
145	Atma Singh	Driver	46545	Do	Do
146	Vipan Lata	Superintendent GD II	58777	Do	Do
147	Jaswinder Singh Kahlon	Superintendent GD II	68781	Do	Do
148	Satnam Singh	Senior Assistant	54861	Do	Do
149	Kulwinder Singh	Peon	32764	Do	Do
150	Sat Pal	Peon	37080	Do	Do
151	Gurbachan Kaur	Senior Assistant	51334	Do	Do
152	Bahadur Singh	Peon	37080	Do	Do
153	Dalwinder Singh	Driver	36940	Do	Do
154	Rajiv Manaktala	SDE	69027	Do	Do
155	Ravinder Kaur	Superintendent GD II	65765	Do	Do
156	Bachan Lal	Driver	44364	Do	Do
157	Bhagwant Kaur	Senior Assistant	52030	Do	Do
158	Balbir Masih	Senior Assistant	52242	Do	Do
159	Sukhdev Singh	Superintendent GD II	65765	Do	Do

160	Puran Singh	Clerk	38736	Do	Do
161	Shashipal Saini	Superintendent GD II	71661	Do	Do
162	Daljit Singh Sekhon	Senior Assistant	54048	Do	Do
163	Dalbir Kaur	Administrative Officer / AEO	76552	Do	Do
164	Raj Kumar Bansal	Senior Assistant	47390	Do	Do
165	Sumer Singh Rawat	Peon	32000	Do	Do
166	Sateshwari Devi	Peon	30212	Do	Do
167	Ramesh Singh	Clerk	36315	Do	Do
168	Jagminder Kaur	PA	61217	Do	Do
169	Ramjit Yadav	Mali Chowkidar	26425	Do	Do
170	Badri Singh	Chowkidar	36027	Do	Do
171	Sukhwinder Singh	Senior Scale Stenographer	47973	Do	Do
172	Pawan Kumar	Senior Scale Stenographer	43654	Do	Do
173	Indu Bala	Junior Scale Stenographer	43655	Do	Do
174	Mohini Devi	Peon	31975	Do	Do
175	Supinderjit Kaur	Assistant Draftman	51056	Do	Do
176	Jaswinder Singh	Senior Assistant	47390	Do	Do
177	Palwinder Kaur	Senior Assistant	47390	Do	Do
178	Vinod Kumar	Peon	30420	Do	Do
179	Manjit Singh	Senior Assistant	47370	Do	Do
180	Raj Kumar	Peon	30521	Do	Do
181	Surinder Kumar	Senior Assistant - Accounts	61357	Do	Do
182	Dilawar Kumar	Senior Assistant - Accounts	61357	Do	Do
183	Mamta Sharma	Accounts Officer	65802	Do	Do
184	Davinder Kumar	Senior Assistant - Accounts	61357	Do	Do
185	Sarabjeet Singh	Mali Chowkidar	26425	Do	Do
186	Avtar Singh	Driver	43622	Do	Do
187	Jaswinder Singh	Driver	43644	Do	Do
188	Varinder Kumar Sharma	Assistant Engineer	57171	Do	Do
189	Shanti Parkash	Chowkidar	34782	Do	Do
190	Piara Singh	Beldar	36731	Do	Do
191	Kesar Singh	Beldar	32101	Do	Do
192	Nishan Chand	Senior Assistant - Accounts	58410	Do	Do
193	Rajesh Chopra	Junior Engineer	51960	Do	Do
194	Preet Pal	SDE	63806	Do	Do
195	Sukhai Ram	Mali	28455	Do	Do

196	Poonam	Junior Assistant	38736	Do	Do
197	Anita Rani	Steno Typist	36114	Do	Do
198	Harjit Kaur	Junior Assistant	38736	Do	Do
199	Baljinder Singh	SDE	63806	Do	Do
200	Rupinder Singh Saini	Clerk	36114	Do	Do
201	Kuldip Singh Benipal	Clerk	33098	Do	Do
202	Munish Mehta	Assistant Engineer	57891	Do	Do
203	Tarundeep Singh	Senior Assistant	44699	Do	Do
204	Gopal Dhawan	Senior Assistant - Accounts	47390	Do	Do
205	Raju	Senior Assistant - Accounts	47390	Do	Do
206	Sukhdeep Singh Brar	Clerk	33098	Do	Do
207	Jyoti Kumari	Clerk	33098	Do	Do
208	Pankaj Shukla	APRO	45117	Do	Do
209	Rupinder Kaur	Senior Assistant	47990	Do	Do
210	Bhupinder Singh	Senior Scale Stenographer	66832	Do	Do
211	Kulwinder Singh	Peon	24156	Do	Do
212	Jagdish Singh	Senior Assistant	44699	Do	Do
213	Jeewan Paswan	Chowkidar	25641	Do	Do
214	Kamal Nagpal	Clerk	36114	Do	Do
215	Sunita Rani	Clerk	36114	Do	Do
216	Bachitter Singh	Senior Assistant	43929	Do	Do
217	Jai Singh	Mali Chowkidar	26425	Do	Do
218	Gurpal Singh	SDE	51102	Do	Do
219	Mohan Bahadur	Beldar	23460	Do	Do
220	Barjinder Singh	Helper	24969	Do	Do
221	Gurbhajan Singh	Mali Chowkidar	26337	Do	Do
222	Baljinder Singh	Chowkidar	26384	Do	Do
223	Partap Chand	Mali Chowkidar	26262	Do	Do
224	Balwant Singh	Chowkidar	26384	Do	Do
225	Raja Ram	Mali Chowkidar	26337	Do	Do
226	Suraj	Sewarman	24909	Do	Do
227	Kuldeep Singh	Chowkidar	26384	Do	Do
228	Ram Sanjeevan	Beldar	24876	Do	Do
229	Shiv Poojan	Peon	24852	Do	Do
230	Meenu Kakkar	Senior Assistant	38736	Do	Do
231	Kulwinder Singh	Junior Assistant	38736	Do	Do
232	Ritu Malhotra	Clerk	38736	Do	Do
233	Jagir Singh	Clerk	36324	Do	Do
234	Ram Bhawan	Chowkidar	26384	Do	Do
235	Mulakh Raj	Clerk	36114	Do	Do
236	Dalip Kumar	Chowkidar	26384	Do	Do

237	Bhola Nath	Chowkidar	26384	Do	Do
238	Mangal Singh	Chowkidar	26384	Do	Do
239	Ram Lal	Chowkidar	26384	Do	Do
240	Kuldeep Singh	Mali	25782	Do	Do
241	Supinder Singh	Mali	25572	Do	Do
242	Nand Lal	Chowkidar	26384	Do	Do
243	Manjit Singh	Pump Operator	37645	Do	Do
244	Malkiat Singh	Pump Operator	37645	Do	Do
245	Mukesh Kumar	Helper	24969	Do	Do
246	Diwan Singh	Helper	24969	Do	Do
247	Hakam Singh	Mali	25572	Do	Do
248	Kulwinder Singh	Beldar	25572	Do	Do
249	Balbir Singh	Mali	25572	Do	Do
250	Amarjeet Singh	Mali	25572	Do	Do
251	Darshan Singh	Mali	25572	Do	Do
252	Randhir Singh	Mali	25572	Do	Do
253	Net Ram	Mali	25572	Do	Do
254	Surinder Singh	Mali	25572	Do	Do
255	Karam Singh	Mali	25572	Do	Do
256	Ujjal Singh	Mali	25572	Do	Do
257	Mohinder Singh	Mali	25572	Do	Do
258	Tarsem Singh	Mali	25572	Do	Do
259	Ram Kumar	Mali	25463	Do	Do
260	Ragubir Dass	Chowkidar	26384	Do	Do
261	Surinder Singh	Clerk	36114	Do	Do
262	Parkash Singh	Pump Operator	37645	Do	Do
263	Dharam Pal	Bill Clerk	36114	Do	Do
264	Roop Lal	Chowkidar	26454	Do	Do
265	Bhim Singh	Helper	24969	Do	Do
266	Gurnam Singh	Mali	25572	Do	Do
267	Baldev Singh	Mali	25572	Do	Do
268	Amarjit Singh	Mali	25572	Do	Do
269	Shiv Kumar	Mali	25464	Do	Do
270	Hari Singh	Pump Operator	37276	Do	Do
271	Balbir Singh	Clerk	33158	Do	Do
272	Ram Lal	Clerk	26337	Do	Do
273	Kuldeep Singh	Driver	30955	Do	Do
274	Satwinder Singh	Mali Chowkidar	26337	Do	Do
275	Ram Kirpal	Chowkidar	26384	Do	Do
276	Ram Achal	Mali Chowkidar	26337	Do	Do
277	Manjit Singh	Mali Chowkidar	26337	Do	Do
278	Mohan Lal	Keyman	24811	Do	Do
279	Balbir Singh	Sewarman	24969	Do	Do
280	Charan Singh	Helper	24249	Do	Do

281	Kulbir Singh	Mali Chowkidar	26547	Do	Do
282	Jwala Ram	Mali	25322	Do	Do
283	Gian Chand	Driver	31163	Do	Do
284	Parkash	Clerk	36114	Do	Do
285	Mewa Singh	Sewarman	18871	Do	Do
286	Dilbar Singh	Mali Chowkidar	26337	Do	Do
287	Ashok Kumar	Mali Chowkidar	26337	Do	Do
288	Baljinder Singh	Mali Chowkidar	26337	Do	Do
289	Shawetamber Gaur	Mali Chowkidar	26547	Do	Do
290	Gurdev Singh	Fitter kuli	24969	Do	Do
291	Gambhir Singh	Mali Chowkidar	26547	Do	Do
292	Dalbir Singh	Mali Chowkidar	24899	Do	Do
293	Arun Kumar Srivastava	Pump Operator	37645	Do	Do
294	Ved Parkash	Fitter kuli	25179	Do	Do
295	Dharam Pal	Fitter kuli	25179	Do	Do
296	Ram Jatan	Head Mali	25363	Do	Do
297	Sunil Kumar	Chowkidar	26301	Do	Do
298	Sher Singh	Petrol Man	24719	Do	Do
299	Hans Raj	Chowkidar	26384	Do	Do
300	Hira Lal	Senior Assistant	44699	Do	Do
301	Rameshwar	Chowkidar	26284	Do	Do
302	Balwinder Singh	Chowkidar	26384	Do	Do
303	Suman	Clerk	38736	Do	Do
304	Jeewan Ram	Chowkidar	26193	Do	Do
305	Mehardeen	Mali Chowkidar	26337	Do	Do
306	Ranbir Singh	Mali	25572	Do	Do
307	Malkit Singh	Mali	25782	Do	Do
308	Tarlochan Singh	Mali	25572	Do	Do
309	Swaran Singh	Driver	30003	Do	Do
310	Jeet Singh	Mali	25572	Do	Do
311	Mukesh Kumar	Mali	25572	Do	Do
312	Nobat Ram	Mali	25322	Do	Do
313	Gian wati	Mali	25322	Do	Do
314	Vidya Ram	Mali	25572	Do	Do
315	Bhajan Singh	Mali	25572	Do	Do
316	Babu Ram	Sewarman	24249	Do	Do
317	Harmesh	Sewarman	24969	Do	Do
318	Som Pal	Sewarman	24969	Do	Do
319	Yash Pal	Sewarman	24969	Do	Do
320	Bant Singh	Mali	25322	Do	Do
321	Bhajan Singh	Mali	25572	Do	Do
322	Karnail Singh	Mali	25572	Do	Do
323	Hargu Lal	Mali	25572	Do	Do
324	Kishan Pal	Sewarman	24969	Do	Do

325	Madan Lal	Mali Chowkidar	26337	Do	Do
326	Nasib Singh	Mali	25572	Do	Do
327	Hari Ram	Mali	25572	Do	Do
328	Ranjit Singh	Mali	25572	Do	Do
329	Hari Ram	Mali	25405	Do	Do
330	Bhola Singh	Mali	25572	Do	Do
331	Ram Audhar Rai	Mali	25572	Do	Do
332	Puran Singh	Mali	25572	Do	Do
333	Nand Lal	Mali	25572	Do	Do
334	Jai Bahadur	Chowkidar	26384	Do	Do
335	Ramesh Kumar	Sewarman	24249	Do	Do
336	Gopal Singh	Sewarman	24969	Do	Do
337	Lachhi Ram	Clerk	36114	Do	Do
338	Arjun Singh	Chowkidar	26384	Do	Do
339	Rajesh Kumar	Chowkidar	26384	Do	Do
340	Ram Pal	Sewarman	23531	Do	Do
341	Charanjit Kaur	Senior Assistant	52745	Do	Do
342	Ram Karan	Pump Operator	37645	Do	Do
343	Hari Singh	Plumber	37645	Do	Do
344	Vandana	Junior Assistant	38736	Do	Do
345	Paramjit Kaur	Junior Assistant	38736	Do	Do
346	Joginder Singh	Junior Assistant	38736	Do	Do
347	Sukhjot Singh	Driver	36834	Do	Do
348	Mangal Singh	Driver	36834	Do	Do
349	Firtu Ram	Fitter	30660	Do	Do
350	Sukhdev Singh	Fitter kuli	25179	Do	Do
351	Girish Chandra Singh Aswal	Senior Assistant - Accounts	47390	Do	Do
352	Sanjay Sood	Senior Assistant - Accounts	47390	Do	Do
353	Harkesh Singh	Pump Operator	37645	Do	Do
354	Iqbal Singh	Pump Operator	37395	Do	Do
355	Rakesh Kumar	Pump Operator	37645	Do	Do
356	Jasmer Singh	Fitter	30802	Do	Do
357	Umesh Singh	Fitter	30802	Do	Do
358	Ram Ganesh	Beldar	24876	Do	Do
359	Kewal Singh	Beldar	24876	Do	Do
360	Ramesh Inder Singh	Chowkidar	26454	Do	Do
361	Azad	Chowkidar	26384	Do	Do
362	Mahesh Bansal	Estate Officer	70429	Do	Do
363	Subhash Chander	Fountain Operator	37066	Do	Do
364	Davinder Singh	Assistant Engineer	55501	Do	Do
365	Resham Singh	Assistant Engineer	53901	Do	Do

366	Sunil Kumar Gosain	Electrician	36045	Do	Do
367	Ashok Kumar	Driver	31163	Do	Do
368	Shashi Kiran	Clerk	36114	Do	Do
369	Kiran Kaur	Sweeper	22347	Do	Do
370	Ankit Sharma	Clerk	33098	Do	Do
371	Rohit Kumar	Clerk	33098	Do	Do
372	Joginder Singh	Junior Engineer	47738	Do	Do
373	Manila Bharti	Law Officer	43983	Do	Do
374	Rohit Kumar	Peon	22556	Do	Do
375	Chandan	Clerk	33098	Do	Do
376	Ravi Kumar	Clerk	34072	Do	Do
377	Heera Bahadur	Chowkidar	37705	Do	Do
378	Harjinder Singh	Peon	19656	Do	Do
379	Balbir Singh	Draftman	75648	Do	Do
380	Shiv Kumar	Peon	19656	Do	Do
381	Rakesh Kumar	Peon	22538	Do	Do
382	Gurdev Kaur	Peon	19145	Do	Do
383	Pargat Singh	Driver	31163	Do	Do
384	Parmeshwar Singh	Mali Chowkidar	22705	Do	Do
385	Umesh Sehgal	Clerk	33098	Do	Do
386	Karan Sharma	Clerk	36114	Do	Do
387	Nisha Jassal	Clerk	36047	Do	Do
388	Rajinder Singh	Clerk	36114	Do	Do
389	Harpreet Singh	Clerk	36022	Do	Do
390	Anuj Sehgal	SDE	54365	Do	Do
391	Naveen Kamboj	SDE	49840	Do	Do
392	Mandeep Singh	SDE	54365	Do	Do
393	Bandana Singla	Senior Assistant - Accounts	47390	Do	Do
394	Niraj	Senior Assistant - Accounts	47390	Do	Do
395	Vipin Jethi	Senior Law Officer	65882	Do	Do
396	Veer Chand Yadav	Peon	19109	Do	Do
397	Arun Kumar Malhotra	Supervisor - Workcharged	48063	Do	Do
398	Prem Singh	Supervisor - Workcharged	39965	Do	Do
399	Gopal Singh	Supervisor - Workcharged	44490	Do	Do
400	Jarnail Singh	Supervisor - Workcharged	37251	Do	Do
401	Nirmail Singh	Supervisor - Workcharged	44490	Do	Do
402	Sharan Kumar	Supervisor - Workcharged	39178	Do	Do

403	Nirmal Singh	Supervisor - Workcharged	39015	Do	Do
404	Rashpal Singh	Supervisor - Workcharged	45765	Do	Do
405	Veerpal Singh Saini	Supervisor - Workcharged	33608	Do	Do
406	Subash Kumar	Supervisor - Workcharged	44490	Do	Do
407	Jaswinder Singh	Chowkidar - Workcharged	26523	Do	Do
408	Pavitar Singh	Supervisor - Workcharged	37623	Do	Do
409	Netar Bahadur	Chowkidar - Workcharged	26384	Do	Do
410	Sarwan Singh Bains	Clerk	36114	Do	Do
411	Daljeet Kaur	Administrative Officer / AEO	76112	Do	Do
412	Uttam Singh Sidhu	SDE	82023	Do	Do
413	Harpinder Singh	Clerk	33098	Do	Do
414	Navjot Kaur PCS	Addl CA - GMADA - Mohali	49564	Do	Do
415	Jagjit Singh	Junior Engineer	45859	Do	Do
416	Lalan Kumar	Junior Engineer	45859	Do	Do
417	Mukesh Kumar	Junior Engineer	45859	Do	Do
418	Varinder Kumar	Junior Engineer	45859	Do	Do
419	Rakesh Kumar	Junior Engineer	43261	Do	Do
420	Jatinder Singh	Junior Engineer	45859	Do	Do
421	Pankaj Mehmi	SDE	52810	Do	Do
422	Sahil Grover	Junior Engineer	45859	Do	Do
423	Omesh Thukral	Junior Engineer	43261	Do	Do
424	Harpreet Singh	Junior Engineer	45859	Do	Do
425	Avdeep Singh	Junior Engineer	45859	Do	Do
426	Varun Garg	SDE	52810	Do	Do
427	Randeep Singh	Junior Engineer	45859	Do	Do
428	Ajoy Kumar Sinha	CA	132749	Do	Do
429	Harpreet Singh	Asstt. Town Planner	48790	Do	Do
430	Ashish Pathania	Clerk	33098	Do	Do
431	Amandeep Singh	Junior Engineer	43261	Do	Do
432	Ruchi Gill	Planning Officer	42802	Do	Do
433	Gurvinder Singh Arneja	Asstt. Town Planner	32355	Do	Do
434	Baljeet Singh	Asstt. Town Planner	73261	Do	Do
435	Ravinder Kaur	Asstt. Town Planner	66405	Do	Do
436	Alok Bahri	Draftman	38663	Do	Do
437	Paramjit Singh	Planning Officer	74874	Do	Do

438	Pankaj	Senior Assistant - Accounts	43422	Do	Do
439	Jagvinder Singh	Senior Assistant - Accounts	43422	Do	Do
440	Anuradha	Clerk-cum-Data Entry Operator	33098	Do	Do
441	Amandeep Nijjar	DTP	76302	Do	Do
442	Gagandeep Singh	Clerk-cum-Data Entry Operator	33098	Do	Do
443	Nitish Jindal	Senior Assistant - Accounts	43422	Do	Do
444	Harsimran Singh	Clerk-cum-Data Entry Operator	33098	Do	Do
445	Harmesh Kumar Garg	Senior Assistant - Accounts	43422	Do	Do
446	Rajdeep Kaur PCS	Estate Officer	52415	Do	Do
447	Om Parkash	Accounts Officer	65679	Do	Do
448	Sushma	Senior Assistant - Accounts	43422	Do	Do
449	Parveen Bala	Planning Officer	76260	Do	Do
450	Satwinderpal Singh Ranike	Naib Tehsildar	45090	Do	Do
451	Charanjit Singh Brar	Divisional Engineer	164605	Do	Do

11th Manual: Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc.

11.1 Total Budget for the Public Authority:

(Fig.in Crores)

Sr. No.	Particulars	Approved Budget for the Year 2014-15	Budget Achieved 4/14 to 9/14	Anticipated Receipt/Exp. From 10/14 to 3/15.	Total Budget Estimates for the Year 2014-15	Budget Estimates for the year 2015-16.
1.	Capital Receipt	5133.68	1378.63	992.47	2371.10	3484.98
2.	Revenue Receipt	166.01	65.84	64.38	130.22	159.10
	Total Receipt	5299.69	1444.47	1056.85	2501.32	3644.08
3.	Capital Expenditure	4898.28	1134.62	1104.68	2239.30	3372.96
4.	Revenue Expenditure	399.84	108.72	152.57	261.29	270.42
	Total Expenditure	5298.12	1243.34	1257.25	2500.59	3643.38

12th Manual: Manner of execution of subsidy programmes

Greater Mohali Area Development Authority (GMADA) has been constituted under the Punjab Regional and Town Planning and Development Act 1995. It has been constituted with the objective of implementing plans and programs under the Act. Planning, development and regulation of Estates & Construction of housing schemes are the main functions of the Authority. Construction of Social Houses includes the construction of subsidized houses for Economically Weaker Section (EWS) and Lower Income Group (LIG) sections of the society.

1 Houses

Income criteria for allotment of houses to weaker section of society is as under; -

Monthly Income

- | | |
|---------------------------------------|----------------------|
| (i) Economically Weaker Section (EWS) | Upto Rs. 3300/- |
| (ii) Lower Income Group (LIG) | Rs. 3301/- to 7300/- |

To allot houses to the above sections of the society at reasonable and affordable prices, the Authority subsidizes the land cost for construction of Economically Weaker Section (EWS) as well as Lower Income Group (LIG) categories of houses as under:-

Sr. No.	Category	Rs./ Sq. Yds
1	EWS Category	
(i)	Mohali	115/-
(ii)	For all other stations	100/-
2	LIG Category	
(i)	Mohali/Ludhiana/ Jalandhar	1000/-
(ii)	For all other stations	750/-

Residential Plots

Similarly, the residential plots upto 100 Sq yds are also subsidized as under;-

Sr. No.	Station	Rs/ Sq yds
1	Mohali	2850/-
2	Zirakpur	1900/-

3 Institutional Sites

Land to Punjab Government for construction of colleges /schools / ITI/ Technical Institutions is allotted free of Cost.

Land to both Punjab and Center Government for construction of Dispensaries and Primary Health Centres is allotted free of cost.

Land for Cultural and Literary Activities is subsidized by 20% of its cost.

Beneficiary of the subsidy programme:-**1. EWS Category:-**

GMADA has constructed 1736 Houses for Economically Weaker Section of the society at subsidized rates in the State of Punjab.

Sr. no.	Station	EWS constructed
1	SAS Nagar	1736

LIG Category.

GMADA has constructed 5092 Houses for lower Weaker Section of the society at subsidized rates in the State of Punjab.

Sr. no.	Station	LIG constructed
1	SAS Nagar	5092

13th Manual: Particulars of recipients of concessions, permits or authorisation granted by the Public Authority

- 13.1 Concessions, permits or authorizations granted by Public Authority:- Nil
 13.2 For each concession, permit or authorization granted:- Nil
 13.3 Eligibility criteria:- Nil
 13.4 Procedure for getting the concession/grant and/or permits or authorizations:- Nil
 13.5 Name and address of the recipients given concessions/ permits or authorizations:- Nil
 13.6 Date of award of concessions/ permits or authorizations:- Nil

S.no	Concessions , permits or authorizations granted by Public Authority	Eligibility criteria	Procedure for getting the concession/grant and/or permits or authorizations	Name and address of the recipients given concessions/ permits or authorizations	Date of award of concessions/ permits or authorization	For each concession, permit or authorization granted
Not Applicable						

14th Manual: Information available in electronic form

- 14.1 Details of information available in electronic form:** Available on the website of the Govt. Punjab and Information Available on GMADA's Website www.gmada.gov.in
- 14.2 Name/title of the document/record/other information:**
1. Personal file of every officer/officials
 2. Service Book of every officer/official
 3. Payment/Receipt/Adjustment Vouchers
 4. Salary Register
 5. Cash Book containing receipt/payments.
 6. Stock Register
 7. Policy Files
 8. Roster Registers
 9. Property Register
 10. Allotment Files
 11. Land Acquisition Register (LA-7 & LA-9)
- 14.3 Location where available:** Information available on Website www.gmada.gov.in

15th Manual: Particulars of facilities available to citizens for obtaining information

15.1 Name & location of the facility: Greater Mohali Area Development Authority (GMADA)
PUDA Bhawan, Sector-62, S.A.S. Nagar.(PIO Room No. 130, First Floor, Estate Office, GMADA.)

15.2 Details of information made available:

- a) Reception counter operating at zonal level.
- b) Introduced Single Window System (Proformas enclosed)
- c) Introduced own Web site.
- d) Network such as telephone facility, inter-com system and fax etc.
- e) Installation of Notice Boards.
- f) Created public grievances cell.
- g) Through Newspapers/ Advertisements and Press Notes.
- h) Printed Brochures and Hand Bills.
- i) Publication of Annual Administration reports.

15.3 Working hours of the facility: In this connection it is submitted that though we have our own library but the facility is only extended to PUDA/GMADA staff and there is no such facility to use the library by the General public.

15.4 Contact Person & contact details (phone, fax, email): Smt. Dalbir Kaur, AEO, Estate Office, GMADA, Tel. Ph. 2215202-203, Ext- 130.

16th Manual: Names, designations and other particulars of public information officers

16.1 Name and designation of the Public Information Officer, Assistant Public Information Officer (s) & Appellate Authority Address, telephone numbers and email ID of each designated official

S.no	Name	Designation	Address	Tel (Office)	Mobile	Fax	Email
1)	Miss. Rajdeep Kaur, Estate Officer	Appellate Authority	GMADA at PUDA Bhawan , Sector- 62, SAS Nagar		9915087348		eo@gmada.gov.in
2)	Dalbir Kaur (A.E.O)	PIO	GMADA at PUDA Bhawan , Sector- 62, SAS Nagar		9779154588		
3)	Rajvinder Kumar Raju, Suptd. Licensing Branch	APIO	GMADA at PUDA Bhawan , Sector		9876699089		
4)	Mamta Sharma , A.O	APIO	GMADA at PUDA Bhawan , Sector		1513633		
5)	Sukhdev Singh, Supdt, Estate Office	APIO	GMADA at PUDA Bhawan , Sector		9463390031		
6)	Ravinder Kaur, Supdt, Regulatory Branch	APIO	GMADA at PUDA Bhawan , Sector		9814142633		
7)	Vipin Jethi , Sr. L.A	APIO	GMADA at PUDA Bhawan , Sector		7872777877		la@gmada.gov.in
8)	Hari Singh, Supdt, LAC Brach	APIO	GMADA at PUDA Bhawan , Sector		9855283273		
9)	J.S. Kahlon, Supdt, Admn	APIO	GMADA at PUDA Bhawan , Sector		9779577892		
10)	Baljeet Kaur,	APIO	GMADA at		9888069218		

	Supdt, Estate Office		PUDA Bhawan , Sector				
11)	N.P. Singh, Supdt, Estate Office	APIO	GMADA at PUDA Bhawan , Sector		9646631235		
12)	Lachman Singh, Supdt, DE(M)	APIO	GMADA at PUDA Bhawan , Sector		9646713363		
13)	Shashi Saini, Suptd. Estate Office	APIO	GMADA at PUDA Bhawan , Sector		9888488771		
14)	Pankaj Shukla, APRO	APIO	GMADA at PUDA Bhawan , Sector		9872248844		
15)	Gurmeet Kaur O/o SE(C-2)	APIO	GMADA at PUDA Bhawan , Sector		9463688479		sec2@gmada.gov.in
16)	Gurvinder Singh, Supdt, Estate Office	APIO	GMADA at PUDA Bhawan , Sector		9878602071		
17)	Nayab Tehsildar, LAC Branch	APIO	GMADA at PUDA Bhawan , Sector		--		

17th Manual: Any other useful information

17.1 Citizen's charter of the public authority: NA

17.2 Grievance redressal mechanisms: Grievance are received at Grievance Cell in written in the Department

PUDA BHAWAN, SECTOR 62, SAS NAGAR, MOHALI

or it can be received at PUDA website www.gmada.gov.in.

17.3 Details of applications received under RTI and information provided:

Year	Application Received	Information Provided	Pending
2013	1596	1596	-
2014	1380	1380	-

17.4 List of completed schemes / projects / programmes:

<u>Sr. No.</u>	<u>Name of Work</u>
a)	Construction of Golf Club & Golf Academy in Sector-65, SAS Nagar (Building Portion)
b)	Construction of Community Centre in Sector-69, SAS Nagar
c)	Construction of roads in Sec.80, SAS Nagar (Balance Work)
d)	Construction of 100' wide road from sector junction 100/101/103 to Sector junction 103/104, SAS Nagar
e)	Development of Commercial Pocket, Sector- 80, SAS Nagar
f)	Development of Parks in Sector-79, SAS Nagar
g)	Construction of 200' wide road from NH 64 (Village Chhatt) to NH-22 Meeting near Zirakpur.

List of completed schemes/projects/programmes)

Sr. No.	Name of work	Estimated Cost (Rs. in lacs)
1	Const. of Auditorium (Balance Work) and pavilion block in Govt. College Phase 6 at S.A.S. Nagar.	136.60
2	Const. of Meritorious School Building in Sector 70 at S.A.S. Nagar.	3341.30
3	Const. of Papri Bridge on 200' wide road and bridge.	1049.00
4	Const. of Sports Complex in Dashmesh Academy at Shri Anandpur Sahib.	643.39
5	Repair and maintenance of Baba Banda Singh Bahadur War Memorial at Chapparchir at SAS Nagar for the year 2014-15.	6.47

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5	;kb 2014-15 bJh uZgVfuVh fty/ pkpk pzdk f;zx pjkdo tko w?w'ohnb dh fog/no ns/ w?ANhB?A; dk ezw.	6.47

17.5 List of schemes/projects/programmes underway:

<u>Sr. No.</u>	<u>Name of Work</u>
a)	Development of internal roads of Aerocity, SAS Nagar (Right Side)
b)	Development of internal roads of Aerocity, SAS Nagar (Left Side)
c)	Construction of 200' wide road from Aerocity/Airport road junction to Kharar Banur Road (PR-9)SAS Nagar
d)	Construction of roads in Sector-78, SAS Nagar (Balance Work)
f)	Construction of roads in Sector-79, SAS Nagar (Balance Work)
g)	Construction of 200' wide road from junction of Sector 73-74 to NH-21 (Chandigarh-Kharar Road)
h)	Bridge Portion
i)	Construction of approach road to Maharaja Ranjit Singh Preparatory Institute, Sec.77, SAS Nagar
j)	Construction of 100' wide road from sector junction 66/67/80/81 to sector junction 80/81/84/85, SAS Nagar
k)	Balance work of road from sec jn 61/62-69/70 (Kumbra Chowk) upto PCL Chowk, SAS Nagar
l)	Construction of roads sector-77, SAS Nagar (Balance Work)
m)	Construction of Primary School in Village Chilla S.A.S Nagar
n)	Development of IT city/ Knowledge city (Road, Water Supply, Sewerage, Storm, drainage, Horticulture work & Electrical work)
o)	Construction of Parking in front of Booth in sector-56, S.A.S Nagar

p)	Providing Sewerage Scheme (Balance Work), Lalru Mandi
q)	Construction of 200 feet wide peripheral roads of Sector 88 & 89 and approach road to Purab Apartment & residential site and Sector dividing road 88/89, S.A.S Nagar
r)	Construction of 300 feet wide Airport Road from Aerocity junction to International Airport, S.A.S Nagar (1st Stage)
s)	Construction of 300 feet wide Airport Road from Aerocity junction to International Airport, S.A.S Nagar (2nd Stage)
t)	Strengthening & upgradation of Sector dividing road 53-54, 59-60 & 71-72, S.A.S Nagar
u)	Upgradation and strengthening of road from UT boundary Sector-48 to Junction 65-66-65A-66A, S.A.S Nagar upto Bawa White House

List of schemes/projects/ programmes underway

Sr. No.	Name of work	Estimated Cost (Rs. in lacs)
1	Const. of 1620 Nos. Purab Premium Apartments in Sector 88 at SAS Nagar	71500.00
2	Development of Two NO. Site in cremation ground in Sector 57 at SAS Nagar.	129.00
3	Const. of some portion of road (Right hand side carriage way) from RD 1005 to 1390 near Police Station/Fire Station office of road from PTL chowk to New Bus Stand SAS Nagar	86.39

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Sr. No.	Name of work	Allotment Amount (in Cr)	Tech. Sanction			Date of Start	Date of completion	Financial Progress			Physical Progress
			No.	Date	Amt.			I Upto previous month	II During the month	III (I+II) Total upto date	
1	Const. of 1620 Nos. Purab Premium Apartments in Sector 88 at SAS Nagar	715.50	369.403	12.7.2013	769.00	3.5.13	31.12.15	214.21	13.90	228.11	Overall 38% work completed
2	Const. of Sports Complex in Dashmesh Academy at Shri Anandpur Sahib	5.20	593-95	29.1.2015	581.75	17.5.13	31.3.15	4.68	0.27	4.95	96% work completed
3	Const. of Auditorium (Balance Work) and pavilion block in Govt. College Phase 6 at SAS Nagar	1.19	610-12	29-1-2015	165.22	11.11.13	31.1.15	0.92	-	0.92	98% work completed
4	Development of Two NO. Site in cremation ground in Sector 57 at SAS Nagar.	1.29	5726	5.11.2014	139.13	22.10.14	21.2.15	-	-	-	5% work completed

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Sr. No.	Name of work	Cost of Project (in Cr)	Tech. Sanction			Date of Start	Date of completion	Total Expenditure (in Crores)	Physical Progress
			No.	Date	Amt.				
1	Const. of 1620 Nos. Purab Premium Apartments in Sector 88 at S.A.S. Nagar	715.50	369.403	12.7.2013	769.00	3.5.2013	31.12.2015	238.77	Overall 38% work completed
2	Development of Two No. Site in cremation ground in Sector 57 at S.A.S. Nagar.	1.29	5726	5.11.2014	139.13	22.12.2014	21.04.2015	0.26	5% work completed
3	Const. of Auditorium (Balance Work) and pavilion block in Govt. College Phase 6 at S.A.S. Nagar	1.19	610-12	29-1-2015	165.22	11.11.2013	31.1.2015	0.92	98% work completed
4	Const. of Meritorious School Building in Sector 70 at S.A.S. Nagar.	29.05	551-58	28.01.2015	3341.30 lacs	05.11.2013	31.12.2014	26.58	Completed
5	Const. of Papri Bridge on 200' wide road and bridge.	10.49	383	28.02.2011	77.30 lacs	13.06.2013	21.02.2015	7.20	Completed

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Sr. No.	Name of work	Allotment Amount (in Cr)	Tech. Sanction			Date of Start	Date of completion	Financial Progress	Physical Progress
			No.	Date	Amt.				
1	Const. of 1620 Nos. Purab Premium Apartments in Sector 88 at SAS Nagar.	715.50	369.403	12.7.2013	769.00	3.5.2013	31.12.2015	253.95 Cr.	Overall 42% work completed
2	Const. of Sports Complex in Dashmesh Academy at Shri Anandpur Sahib.	5.20	593-95	29.1.2015	581.75	17.5.2013	31.3.2015	4.95 Cr.	96% work completed
3	Development of Two NO. Site in cremation ground in Sector 57 at SAS Nagar.	1.29	5726	5.11.2014	139.13	22.10.2014	21.2.2015	42.03 Lacs	30% work completed
4	Repair and maintenance of Baba Banda Sigh Bahadur War Memorial at Chapparchir at SAS Nagar for the year 2014-15.	6.47 Lacs	4814	17-12-2014	7.40 Lacs	10-3-2015	9.5.2015	3.00 Lacs	50% work completed

Status of Ongoing Works

Figures in Crores

Sr. No.	Name of work	Date of Start	Date of completion	Estimated Cost (in Cr)	% of financial target achieved	% of physical target achieved	How the quality of work is ensured
1	Const. of 1620 Nos. Purab Premium Apartments in Sector 88 at S.A.S. Nagar	3.5.2013	31.12.2015	715.50	50%	42%	The lab of QC tests installed at site, all the required tests has been performed to maintained the good quality of work.
2	Development of Two No. Site in cremation ground in Sector 57 at S.A.S. Nagar.	22.12.2014	21.04.2015	1.29	39%	35%	--do--

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Sr. No.	Name of work	Cost of Project (in Cr)	Time	Date of completion	Physical Progress
1	Const. of 1620 Nos. Purab Premium Apartments in Sector 88 at S.A.S. Nagar	715.50	27 Month	31.12.2015	Overall 42% work completed
2	Development of Two No. Site in cremation ground in Sector 57 at S.A.S. Nagar.	1.29	4 Month	21.04.2015	40% work completed
3	Const. of Auditorium (Balance Work) and pavilion block in Govt. College Phase 6 at S.A.S. Nagar	1.19	9 Month	31.1.2015	Completed
4	Const. of Meritorious School Building in Sector 70 at S.A.S. Nagar.	29.05	12 Month	20.01.2015	Completed
5	Const. of Papri Bridge on 200' wide road and bridge.	10.49	18 Month	31.12.2014	Completed

17.6 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of Contract:-

<u>Sr. No.</u>	<u>Project/Scheme/Program mes Name</u>	<u>Details of Project</u>	<u>Name of Contractor</u>	<u>Amount of Contract</u>	<u>Completion of Contract/ duration</u>
1.	Construction of Golf Club & Golf Academy in Sector-65, SAS Nagar (Building Portion)	Building Work	M/s Tulip Build Infra	852.00	31-3-15
2.	Construction of Community Centre in Sector-69, SAS Nagar	Building Work	M/s Balaji Construction Co.	260.22	31-3-15
3.	Construction of roads in Sec.80, SAS Nagar (Balance Work)	Road Work	M/s Garg Construction Co.	706.35	31-3-15
4.	Construction of 100' wide road from sector junction 100/101/103 to Sector junction 103/104, SAS Nagar	Road Work	M/s Oasis Technocons Ltd.	977.32	31-3-15
5.	Development of Commercial Pocket, Sector- 80, SAS Nagar	Road Work	M/s Rajinder & Co.	752.62	31-3-15
6.	Development of Parks in Sector-79, SAS Nagar	Parks	M/s Ek Onkar builders & Contractors	280.46	28-2-15
7.	Construction of 200' wide road from NH 64 (Village Chhatt) to NH- 22 Meeting	Road Work	M/s Rajinder & Co.	2763.00	31-3-15

	near Zirakpur.				
8.	Development of internal roads of Aerocity, SAS Nagar (Right Side)	Road Work	M/s L&T Ltd	14845	In progress
8A.	Development of internal roads of Aerocity, SAS Nagar (Left Side)	Road Work	M/s L&T Ltd	13242	In progress
9.	Construction of 200' wide road from Aerocity/Airport road junction to Kharar Banur Road (PR-9) SAS Nagar	Road Work	M/s KCC Buildcons Pvt. Ltd	9251	In progress
10.	Construction of roads in Sector-78, SAS Nagar (Balance Work)	Road Work	M/s Bindra Contractors	316.47	In progress
11.	Construction of roads in Sector-79, SAS Nagar (Balance Work)	Road Work	M/s Oasis Technocons	767.71	In progress
12.	Construction of 200' wide road from junction of Sector 73-74 to NH-21 (Chandigarh-Kharar Road)	Road Work	M/s SECL Ltd.	6425	In progress
12A.	Bridge Portion	Road Work	M/s S.P. Singla	1470	In progress
13	Construction of approach road to Maharaja Ranjit Singh Preparatory Institute, Sec.77, SAS Nagar	Road Work	M/s Ek Onkar Builders & Contractors	224.04	In progress
14	Construction of 100' wide road from sector junction 66/67/80/81 to sector junction 80/81/84/85, SAS Nagar	Road Work	M/s J.P. Singla	1255	In progress
15	Balance work of road from sec in 61/62-69/70 (Kumbra Chowk) upto PCL Chowk,SAS Nagar	Road Work	M/s Ek Onkar Builders & Contractors	191.29	In progress
16	Construction of roads sector-77, SAS Nagar (Balance Work)	Road Work	M/s S.S. Builders	460	In progress
17	Construction of Primary School in Village Chilla S.A.S Nagar	Building Work	M/s CTL Construction	179.66	In progress
18	Development of IT city/ Knowledge city (Road, Water Supply, Sewerage, Storm, drainage, Horticulture work & Electrical work)	Road, Water Supply & Sewerage Work	M/s L&T Ltd.	39262	In progress
19	Construction of Parking in front of Booth in sector-56, S.A.S Nagar	Road Work	M/s Oasis Technocons Ltd.	62.34	In progress

20	Providing Sewerage Scheme (Balance Work), Lalru Mandi	Road & Sewerage Work	M/s Ek Onkar Builders & Contractors	604.47	In progress
21	Construction of 200 feet wide peripheral roads of Sector 88 & 89 and approach road to Purab Apartment & residential site and Sector dividing road 88/89, S.A.S Nagar	Road Work	M/s Ek Onkar Builders & In progress Contractors	4079	In progress
22	Construction of 300 feet wide Airport Road from Aerocity junction to International Airport, S.A.S Nagar (1st Stage)	Road Work	M/s Rajinder & Co.	7344	In progress
22A	Construction of 300 feet wide Airport Road from Aerocity junction to International Airport, S.A.S Nagar (2nd Stage)	Road Work	M/s Ek Onkar Builders & Contractors	4500	In progress
23	Strengthening & upgradation of Sector dividing road 53-54, 59-60 & 71-72, S.A.S Nagar	Road Work	M/s J. K. Infcon	907.00	In progress
24	Upgradation and strengthening of road from UT boundary Sector-48 to Junction 65-66-65A-66A, S.A.S Nagar upto Bawa White House	Road Work	M/s Oasis Technocons Ltd.	2034.00	In progress

Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract:-

Sr. No.	Project/Scheme/Programmes Name	Details of project	Name of contractor	Amount of contract (Rs. in lacs)	Completion of contract/duration	Remarks
1	Const. of Auditorium (Balance Work) and pavilion block in Govt. College Phase 6 at S.A.S. Nagar	Building Work	Gurmail Singh Contractor	136.60	31.1.2015	Completed
2	Const. of Meritorious School Building in Sector 70 at S.A.S. Nagar.	Building Work	ASC Builders Ptv. Ltd.	3341.30	20.2.2015	Completed
3	Const. of Papri Bridge on 200' wide road and bridge.	Road Work	Centrodorstroy	1049.00	31.3.2015	Completed
4	Const. of Sports Complex in Dashmesh Academy at Shri Anandpur Sahib	Building Work	A.S. Enterprizes	643.39	28.2.2015	Completed
5	Repair and maintenance of Baba Banda Sigh Bahadur War Memorial at Chapparchir at SAS Nagar for the year 2014-15	Building Work	Raghbir Singh Contractor	6.47	10.5.2015	Completed
6	Const. of 1620 Nos. Purab Premium Apartments in Sector 88 at SAS Nagar	Building Work	M/s Simplex Infrastructure Limited	71500.00	31.12.2015	Under Progress

7	Development of Two NO. Site in cremation ground in Sector 57 at SAS Nagar.	Boundary wall/Parking work	M/s Balaji Const. Co.	129.00	31.10.2015	Under Progress
8	Const. of some portion of road (Right hand side carriage way) from RD 1005 to 1390 near Police Station/Fire Station office of road from PTL chowk to New Bus Stand SAS Nagar	Road Work	M/s Oasis Technocons	86.39	12.9.2015	Under Progress

17.7 Any other Information:

ANNUAL REPORT

(Under Section 54 (i) of the Punjab Regional & Town Planning & Development Act 1995 read with rule 21)

For the Year

2007-2008

GREATOR MOHALI AREA DEVELOPMENT AUTHORITY

(Established under Section 29 of the Punjab Regional & Town Planning & Development Act 1995)

1. HIGHLIGHTS

Mohali which is also known as S.A.S. Nagar, surrounds Chandigarh from three sides and forms part of Tricity Area (Chandigarh –Mohali-Panchkula) with a population of more than 2 Million. The city is undergoing rapid infrastructure, Commercial, Residential & Institutional development. Proposed Projects which would have a multiplier effect on the economy of Mohali City and would augment a synergic demand for the high end Urban infrastructure, are Baddi Expressway (Connecting Baddi Industrial area, Himachal Pradesh), Mohali-Phagwara Expressway, Punjab Habitat Centre & IT Tower in City Centre, Mohali.

Regional and Local Master Planning of area under the jurisdiction of GMADA : With an objective to organize growth at macro & micro level Greater Mohali Area Development Authority is planning to prepare/ review Regional Master Plan and six Master plans under its jurisdiction. The consultancy for master planning, advising on policy matters and regulatory methodology, the services of M/s Jurong Consultancy Pvt. Ltd., Singapore have been engaged. This exercise will facilitate GMADA for the systematic, planned development of area which will encourage grouping of compatible usages and prevent unauthorized, un-regulated growth and ribbon development.

The Draft Regional Master plan has been submitted while the Vision Document stands approved.

Golf Course: A Golf Course in Sector 91 and 93 along the Rivulets Patiala Ki Rao is on the anvil, covering approximately 293 acres of land in Mohali. The project has been approved to be made in Public Private Participation and has been referred to PIDB. This will add one more sport venture to the existing sports facilities in the Mohali district.

City Centre Sector-62, SAS Nagar: Planning of City Centre Sector-62, SAS Nagar has been entrusted to M/s Jurong Consultancy Pvt. Ltd. keeping the latest trends into picture. The City Centre so envisaged intends to be a State of the Art CBD in the World. With an objective of fast paced development and to make available international standard commercial outlets to Mohali. GMADA has initiated steps for early auction of feasible sites. Infrastructure is in the process of creation & up gradation in and around the City Centre.

Golf Range : A Golf Range is under proactive consideration in Sector 65, Mohali where facilities such as Club, Restaurant, swimming pools etc. is proposed to be created. The project is being contemplated in PPP mode by GMADA in which the developer would first construct the Golf Range as per the designs given by the Architect and hand it over to GMADA for further usage and

maintenance. The developer would be free to develop, design and sell the flats in the residential pocket.

Knowledge City: State Government is developing Sector 81, SAS Nagar as Knowledge City, where reputed institutions are being setup for which land has been transferred at Government to Government level.

Institutions/uses as per drawing No. DTP (SAS Nagar) 620/07 dated 12.11.07	approx.area	Land transferred to
Indian Institute of Science Education and Research Mohali (IISER)	125.00 Acs (Approx.)	Government of India, Ministry of Human Resources and Development, Shastri Bhawan, New Delhi 110001

NANO-Science and Technology (INST)	35.00 Acs (Approx.)	Government of India, Ministry of Science and Technology, Department of Science and Technology, Technology Bhawan, New Mehrauli Road New Delhi-110016.
National Agri-food Bio Technology Institute (NABI)	35.00 Acs (Approx.)	Government of India, Ministry of Science and Technology, Department of Science and Technology, Block-2 (7 th floor, C.G.O. Complex Lodhi Road New Delhi- 110016.
Bio processing unit	15.00 Acs (Approx.)	Government of India, Ministry of Science and Technology, Department of Science and Technology, Block-2 (7 th floor, C.G.O. Complex Lodhi Road New Delhi- 110016.
Management Institute	70.00 Acs (Approx.)	Government of Punjab, Department of Higher Education Mini Secretariat, Chandigarh

It is also proposed to earmark land for the Bio-Technology Park. The concerned Ministries are in process of taking possession of this land. Meanwhile classes for some of the institutes have already started in MGSIPA Chandigarh.

Expansion of Chandigarh Airport:

Aviation in India has seen unprecedented growth during the last five years and same trend is expected to continue in near future in terms of increase in scheduled and non scheduled operators & commissioning of new airports/terminals. Keeping the above factors in mind GOP Department of Civil Aviation had initiated necessary steps and mooted a proposal to develop a new integrated International Air Terminal Complex (Civil Enclave) opposite to the existing terminal building contiguous to Chandigarh Air Force Station. This area falls within the jurisdiction of Distt. Mohali of state of Punjab.

AAI had raised a requirement of 300 acres of land free of cost for the development of this terminal at Mohali in lue of which formation of a joint venture Company between AAI & GMADA was mooted.

The Memorandum for approval of CMM was presented by the Department of Civil Aviation and following decisions were take:

- i) To acquire approx 304.4 acres of land for the Airport Area identified by CTP, Punjab under emergency clause.
- ii) To bear the cost of funding of acquisition of 300 acres of land to be provided by the Government of Punjab/GMADA to be done jointly by GMADA, PUDA and GLADA.
- iii) To acquire land for providing connectivity to the Airport from Sector 20, Panchkula through Zirakpur Town and also from SAS Nagar as per alignments fixed by CTP Punjab, along with land for commercial exploitation in the proposed mixed landuse zone along with proposed roads. This is with a view to enable GMADA to finance the Land Acquisition costs for Airport, the Roads as well as to bear the cost of construction of connecting Roads, provision of water lines etc.

A Memorendum of Understanding was executed between GMADA Haryana & Airport Authority of India on 4.1.08.

Process to acquire 304.04 acres of land in Village Jheurheri is near completion.

Development of Bus Terminal-Cum-Commercial Complex At Mohali Under DBOT Format :

At present a small bus terminal is located in the city, but the majority of the terminal traffic misses the location and bus-queue shelters at certain locations are acting as major transit points. However, the full transportation demand of the city is not being met by existing bus terminal. Keeping in view the requirement of Bus Traffic and to improve & increase the overall infrastructure demands of the city, GMADA has decided to set up an integrated 'Bus Terminal-cum-Commerical Complex' in the land area of approx 28439.4711 sqm (7.02 Acres)

To be setup in Public Private Participation mode through PIDB, the Private Sector Player (i.e. Concessionaire) is required to plan, design, finance, engineer, construct, develop, equip, operate, maintain and manage the Project. The focus is to develop a State-of-the-Art Bus Terminal as a “landmark facility” with iconic exteriors/facade. The Main Project components are:

- Bus Terminal
- Commercial Complex/Tower
- Area for use and occupation of Offices
- Sub-way, Helipad etc.

Form 'A'

Form of application for seeking information under the Right to Information Act, 2005

I.D.No _____

(For official use)

To**The Public Information Officer,****Authority Name****City**

1. Full Name of the Applicant _____
2. Father's/Spouse's name _____
3. Permanent Address _____
4. Correspondence Address _____
5. Particulars of information required
 - a. Subject matter of information*: _____
 - b. The period to which the information relates** _____
 - c. Specify details of information required _____
 - d. Whether information is required by post or in person _____
(The actual postal charges shall be included in providing information)
 - e. In case by post (Ordinary, Registered or Speed post.) _____
6. Is this information not made available by the Public Authority under voluntary disclosure?

7. Do you agree to pay the required fee? _____
8. Have you deposited application fee? (If yes, details of such deposit)

9. Whether belongs to Below Poverty Line category? If yes, have you furnished the proof of the same with applicant?
Place :
Date :

Full Signature of the applicant and Address

E-mail address, if any.....

Tel. No. (Office).....

(Residence).....

Note: - (i) Reasonable assistance can be provided by the competent authority in filling up the Form A.

(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

ACKNOWLEDGEMENT OF APPLICATION IN FORM –A

I.D No _____

Dated: _____

1. Received an application in Form A from Shri/Ms. _____ resident of _____ under the Right to Information Act, 2005.
2. The information is proposed to be given normally within 30 days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact Shri. _____ between 11 A.M to 1 P.M.
4. in case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for delay, if any
5. The applicant shall have to deposit the balance fee, if any, with authorized person before collection of information.

Signature and Stamp of the
Public Information Officer
PICT

Dated.....

E-mail address: _____

Web-site: _____

Tel. No : _____

=====

Form 'B'
TRANSFER OF APPLICATION FORM

From _____

Date:

To,

Sir / Madam,

Please refer to your application; I.D. No. _____ dated _____ addressed to the
Undersigned regarding supply of information on _____

2. The requested information does not fall within the jurisdiction of this Corporation and,
Therefore, your application is being referred herewith to Shri _____

4 This is supersession of the acknowledgement given to your on _____

Yours faithfully,

Public Information Officer.

E-mail address: _____

Web-site: _____

Tel. No. _____

=====

Form 'C'
Rejection Order
[See rule 8&9]

From _____

Dated:

To,

Sir/ Madam,

Please refer to your application; I.D. No. _____ dated _____ addressed to the undersigned regarding supply of information on _____

2. The information asked for cannot be supplied due to following reasons: -

i).....

ii).....

3. As per Section 7 (8) of Right to Information Act, 2005, you may file an appeal to the Appellate authority within 30 days of the issue of this order.

Yours faithfully,

Public Information Officer.

E-mail address: _____

Web-site: _____

Tel. No. _____

=====

FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY

I.D N.o	Name and Addres s of Applic ant	Date of Receipt of Applicat ion in Form A	Type of Informa tion asked	Particulars of fees deposited			Status of Disposal of Application			
				Amt.	Recpt no.	Date	Informatio n		Application	
							Sup plie d	Part ially Sup plie d	Rej ect ed	Return ed to Applican t

18 Publish all relevant facts while formulating important policies or announcing the decisions which affect public:

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____
- g) _____

19 Provide reasons for its administrative or quasi-judicial decisions to affected persons

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____
- g) _____