

SUO-MOTU DISCLOSURE, S.A.S.Nagar (Mohali)

Information Handbook

**[In pursuance of Chapter II, Section 4(1) (b) of the
Right to Information Act 2005]**



Municipal Corporation S.A.S Nagar District S.A.S Nagar, Punjab

(A Government body as defined under Punjab Municipal Corporations Act, 1976)

Department of Local Self Government Punjab

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PREFACE

In order to provide greater transparency and accountability in the functioning of “Public Authorities”, The Right to Information Act, 2005(RTI) has been enacted by the Government of India. This Act entitles the citizens to obtain information pertaining to public authorities, subject to compliance with prescribed procedure under RTI Act, 2005. The Act has been notified on June 15, 2005. In compliance with the provisions of Section 4(1) (b) of the Act, this information manual is published for information of the general public.

CHAPTER 1 - INTRODUCTION

BACKGROUND

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

OBJECTIVE OF THE HAND BOOK

The essence of good governance is based on the premise that the laws and procedures are transparent, clearly defined & understood by those governed and the implementation is both quick and smooth. Transparency connotes the conduct of public business in a manner that affords stakeholders wide accessibility to the decision-making process and the ability to effectively influence it. In the context of urban governance, transparency assumes added significance. The Key objective behind publication of this information manual is to enable the public to understand the role played by the Department in the Urban Governance by the Government of Andhra Pradesh. The citizens are entitled under the Act, to obtain any information prescribed under the Act from the Department. The procedure for obtaining information from the Department is prescribed in the following paragraphs.

TARGETED USERS

This manual is meant for information of citizens, civil society organizations, public representatives, officers and employees of public authorities.

NAMES AND ADDRESSES OF KEY CONTACT OFFICERS

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

Table 1: Names & details of Key contact Officers

Municipal Corporation, Sahibzada Ajit Singh Nagar (Mohali)					
List of Appellant Authority, Public Information officers and Assistant Public Information Officers					
Sr. no.		Branch	APIO	PIO	Appeal Authority
1	Sh. Naresh Batta	Eng: Branch (Civil & Horticulture)	Sh. Sandeep Saini	Sh. Kamaldeep Singh	Smt. Harkirat Kaur Channe, PCS
			Sh. Pawanpreet Singh	Sh. Kamaldeep Singh	
			Sh. Gurwinder Singh	Sh. Mohan Lal	
			Sh. Jaspreet Singh		
2		Water Supply and Sewerage, O & M Branch	Sh. Jasspreet Singh	Sh. Mohan Lal	--do-
3		Electricity Branch	Sh. Sewakdeep Singh	Sh. Kamaldeep Singh	--do-
4	Sh. Ranjeev Kumar	Establishment Branch	Smt. Poonam Sharma	Sh. Avtar Singh Kalsia	--do-
5		Property Tax Branch	-----	Smt. Satvir kaur	--do-
6	Sh. Jaswinder Singh	Advertisement Branch	Sh. Anil Kumar	Smt. Satvir kaur	--do-
7	Sh. Ranjeev Kumar	Tehbazari Branch & Rent Branch	Sh. Ashok kumar	Sh. Surjit Singh	--do-
8	Sh. Jaswinder Singh	Trade License Branch	Sh. Rajinder Singh	Sh. Avtar Singh kalsia	--do-
9		All Works related to Social Welfare Schemes, Census, Elections, Night Shelters, Community Centers, Municipal Tax on Electricity, Libraries and General			--do-

		Branch and Municipal Corporation Worthy House			
10	Dr. Tamana	Birth and Death Branch	Sh. Jagjit Singh, Clerk	Sh. Jagjit Singh, Clerk	--do-
11	Sh. Pankaj Kapoor	Account Branch	Smt. Babita jaiswal		--do-
12	Sh. Sunil kumar Sharma	Town Planning Branch	Sh. Mukhtair Singh		--do-
13	Sh. Mohan Lal Verma	Fire Branch			--do-
14	Dr. Tamana	Zone wise Sanitation works and Gaushala , Stray cattle, Sterilization of dogs, Hadda Rodi and Swachh Bharat Mission	Sh. Harbant Singh CSI, Sh. Sarabjit Singh CSI	Dr. Tamana	--do-

PROCEDURE FOR OBTAINING INFORMATION

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

- i. Punjabi
- ii. English

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

A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of Rs.10/- per each application by way of cash or by demand draft or by banker's cheque payable to the Accounts Officer or any other duly authorized officer of the Public Authority, against proper receipt at the following rates:

Fee to be charged for providing information:

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

(A) Priced Material:

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

(B) Other than price material:

- (1) An application for obtaining any information under sub-section (1) of section 6 shall be

accompanied with a fee of rupees fifty.

- (2) For providing information under sub-section (1) of section 7, the fee shall be charged from the applicant at the following rates namely: (a) Rs. 10/- for each page in A-4 or A-3 size paper created or copied and (b) If information is to be provided on a large size of paper than that of specified in clause (a), the actual cost price of such a paper shall be charged
- (3) For providing information under sub-section (5) of section 7, the fee shall be charged from the applicant at the following rates namely: (a) Rs. 50/- for providing information in floppy; (b) Rs. 100/- for providing information in diskette; and (c) If information sought is of such a nature, which is contained in a printed document of which a price has been fixed, then that information will be provided after charging the price, fixed for that printed document. However, if only an extract or page of such a printed document is asked for, then a fee of Rs. 10/- per page shall be charged from the applicant.
- (4) No fee for inspection of record shall be charged if such an inspection is made for one only. However if inspection is made for a period more than one hour then a fee of rupees ten shall be charged for every fifteen minutes in excess of first hour. Every fraction of the period above fifteen minutes shall be construed as a complete period of fifteen minutes and it shall be charged as full period of fifteen minutes.

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

CHAPTER-II: Particulars of Organisation, Functions and Duties
Section 4(1) (b) (i)

PARTICULARS OF ORGANISATION FUNCTIONS AND DUTIES

Particulars of Organization:

SN	Name of the Organisation	Address	Functions	Duties
1	Municipal Corporation SAS Nagar	Sector -68, Mohali, Contact No. 5044907,5044910	Detailed Description mentioned below	Detailed Description mentioned below

2.2. Functions of the Municipality: As per the provisions of the Punjab Municipal Corporation Acts 1976, the corporation are entrusted broadly with the following functions.

A. General Functions of Corporation: –

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

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

- (1) The construction, maintenance and cleaning of drains and drainage works and of public latrines, urinals and similar conveniences;
- (2) The construction and maintenance of works and means for providing supply of water for public and private purposes;
- (3) The scavenging, removal and disposal of filth, rubbish and other obnoxious or polluted matters;
- (4) The reclamation of unhealthy localities, the removal of noxious vegetation and generally the abatement of all nuisances;
- (5) The regulation of places for the disposal of the dead and the provisions and maintenance of places for the said purpose;
- (6) The registration of births and deaths;
- (7) Public vaccination and inoculation;

- (8) Measures for preventing and checking the spread of dangerous diseases;
- (9) The construction and maintenance of municipal markets and slaughterhouses and the regulation of all markets and slaughter-houses;
- (10) The regulation and abatement of offensive or dangerous trades or practices;
- (11) The securing or removal of dangerous buildings and places;
- (12) The construction, maintenance, alteration and improvements of public streets, bridges, culverts, causeways and the like;
- (13) The lighting, watering and cleansing of public streets and other public places;
- (14) The removal of obstructions and projections in or upon streets, bridges and other public places;
- (15) The naming and numbering of streets and premises;
- (16) The maintenance of municipal offices;
- (17) The laying out or the maintenance of public parks, gardens or recreation grounds;
- (18) The maintenance of a fire-brigade and the protection of life and property in the case of fire;
- (19) The maintenance of monuments and memorials vested in a local authority in the city immediately before the commencement of this Act or which may be vested in the Corporation after such commencement;
- (20) The maintenance and development of the value of all properties vested in or entrusted to the management of the Corporation; and
- (21) The fulfillment of any other obligation imposed by or under this Act or any other law for the time being in force.

C. Discretionary functions of Corporation: -

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

- (1) The furtherance of education including cultural and physical education;
- (2) The establishment and maintenance of, and aid to, libraries, museums, art galleries, botanical or zoological collections;
- (3) The establishment and maintenance of, and aid to, stadia, gymnasias, akharas and places for sports and games;
- (4) The planting and care of trees on road sides and elsewhere;
- (5) The surveys of buildings and lands;
- (6) The registration of marriages;
- (7) The taking of a census of population;

- (8) The civic reception to persons of distinction;
- (9) The providing of music or other entertainments in public places or places of public resort and the establishment of theatres and cinemas;
- (10) The organisation and management of fairs and exhibitions;
- (11) The acquisition of movable or immovable property for any of the purposes before mentioned, including payment of the cost of investigations, surveys or examinations in relation thereto for the construction or adaptation of buildings necessary for such purposes;
- (12) The construction and maintenance of -
 - a. rest-houses,
 - b. poor-houses,
 - c. infirmaries,
 - d. children's homes,
 - e. houses for the deaf and dumb and for disabled and handicapped children,
 - f. shelters for destitute and disabled persons,
 - g. asylums for persons of unsound mind;
- (13) The construction and maintenance of cattle ponds;
- (14) The building or purchase and maintenance of dwelling houses for corporation officers and other Corporation employees;
- (15) Any measures for the welfare of the Corporation officers and other Corporation employees or any class of them including the sanctioning of loans to such officers and employees or any class of them for construction of houses and purchase of vehicles;
- (16) The organisation or management of chemical or bacteriological laboratories for the examination or analysis of water, food and drugs for the detection of diseases or research connected with the public health or medical relief;
- (17) The provision for relief to destitute and disabled persons;
- (18) The establishment and maintenance of veterinary hospitals;
- (19) The organisation, construction, maintenance and management of swimming pools, public wash houses, bathing places and other institutions designed for the improvement of public health;
- (20) The organisation and management of farms and dairies within or without the City for the supply, distribution and processing of milk and milk products for the benefit of the residents of the City;

- (21) The organisation and management of cottage industries, handicraft centres and sales emporia;
- (22) The construction and maintenance of warehouses and godowns;
- (23) The construction and maintenance of garages, sheds and stands for vehicles and cattle biers;
- (24) The provision for unfiltered water supply;
- (25) The improvement of the City in accordance with improvement schemes approved by the Corporation;
- (26) The provision of housing accommodation for the inhabitants of any area or for any class of inhabitants;
- (27) The establishment and maintenance of hospitals, dispensaries and maternity and child welfare centres and the carrying out of other measures necessary for public medical relief;
- (28) Supply and distribution of electricity to the public; and
- (29) Any measure not hereinbefore specifically mentioned, likely to promote public safety, health, convenience or general welfare.

Duties- Sections in Municipalities:

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

SN	SECTION	DUTIES
1.	Administration	To look after general administration, including school administration and council meetings
2.	Revenue	To assess and collect various taxes and non-taxes and collection of rents from municipal properties
3.	Accounts	To maintain accounts, prepare annual accounts, budget, and attend to audit of accounts
4.	Public Health and Sanitation	To look after sanitation, public health and solid waste management including medical and maternity services
5.	Engineering	To look after water supply and sewerage, public works like roads, drains, buildings, parks and play grounds, street lighting
6.	Town Planning	To regulate town planning activities including land uses, layouts, building constructions and encroachments
7.	Urban Poverty Alleviation (UPA)	To look after urban poverty alleviation programmes

**CHAPTER III: POWERS, DUTIES OF ITS OFFICERS /
EMPLOYEES Section4 (1) (b) (ii) of RTI Act**

SN	Section	Name of the Officer	Subjects being dealt	Officer in Charge
1.	Municipal Corporation	Smt. Navjot Kaur, PCS. .	Entire executive powers under Punjab Municipal Corporation Act.,1976	Commissioner
2.	Municipal Corporation	Smt. Kiran Sharma, P.C.S.	All duties and functions delegated to Joint Commissioner	Joint Commissioner
3.	Engineering Branch	Sh. Naresh Batta	All duties and functions of civil works,electricity,hor ti culture,o&m and town planning branch	Chief Engineer
4.	Municipal Corporation	Sh.Ranjeev Kumar	All duties and functions delegated to Assistant Commissioner	Assistant Commissioner
5.	Municipal Corporation	Sh. Manpreet Singh	All duties and functions delegated to Assistant Commissioner	Assistant Commissioner
6.	Sanitation & Health	Dr. Sanjeev Kamboj	All functions of Sanitation & Health Branch.	MO(H)
7.	Account Branch	Sh. Suminder Singh	All function of account branch	Accountant, Grd 2
8.	Property Tax	Smt. Avtar Singh Kalsia	All function of Propert tax branch	Superintendent
9.	Birth & Death	Dr. Sanjeev Kamboj	Local register Birth & Death	MO(H)

CHAPTER IV: PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

(Including Channels of Supervision and Accountability)

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

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

- The concerned official will scrutinize the file and write his remarks, and pass on the file to the next higher authority and finally to the Municipal Commissioner who is the final decision making authority. Citizens can also submit their grievance directly through Toll free No. : 1800-137-0007

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

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

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

Channels of Supervision and Accountability:

Department of Local Self Government Punjab, Chandigarh has monitored the whole process to facilitate citizen services to the public through online portal set up in all Urban Local Bodies (ULBs).

CHAPTER-V – Norms for discharge of functions
Section 4 (1) (b) (iv)

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

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

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

Citizen Related: Complaints on civic amenities and other grievances

Routine matters	-	15 days
Other than routine matters	-	30 days (Ex. Policy decision files)

For more details regarding Service Level Agreement for delivering Municipal Services, please refer Citizen Charter in the ULB website <http://mcmohali.punjab.gov.in>).

CHAPTER-VI – STATUTORY GUIDELINES

Section 4 (i) (b) (v)

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

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

1. Municipal Election Rule 1930
2. Punjab Municipal Account Code 1930
3. Municipal Council Election Rules 1952
4. Punjab civil Service (Punishment & Appeal) Rules 1970
5. Delimitation of wards of Municipalities 1972
6. Punjab Municipal Corporation Act. 1976
7. The Punjab Municipal Fire Brigade Rules 1977
8. The Punjab Municipal Works rules 1978
9. The Punjab Municipal General Rules 1979
10. The Punjab Municipal Safai Karamchari Service Rules, 1984
11. Prevention of corruption Act 1988
12. The Punjab Right to Service Act 2011

CHAPTER-VII – CATEGORIES OF DOCUMENTS

Section 4 (1) (b) (vi)

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

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

CHAPTER-VIII – Public consultation for policy formulation

Section 4 (1) (b) (vii)

8.1 The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.

An Expert In-house committee will be constituted as and when required for suggesting policy decisions.

CHAPTER-IX
Section 4 (1) (b) (viii)

A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards councils committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

CHAPTER-X - Directory of Officers and Employees
Section 4 (1) (b) (ix)

The Directory of Officers and Employees

Municipal Corporation, Sahibzada Ajit Singh Nagar (Mohali)				
Smt. Navjot Kaur, PCS Commissioner				
List of Officers				
Sr. No.	Name of Officer	Designation	Branch Name	Phone No.
1.	Smt. Kiran Sharma, PCS	Joint Commissioner cum First Appeal Authority	Joint Commissioner	0172-5044910
2.	Ms. Neeru Bala	Clerk	Personal Staff to Commissioner,	0172-5044910-11
3.	Sh. Naresh Batta	Chief Engineer	Engineering Branch Head	0172-5091608
4.	Sh. Ranjeev Kumar	Assistant Commissioner	Establishment Branch Property Tax	0172-5091607
5.	Sh. Manpreet Singh	Assistant Commissioner	Sanitation, Tehbzari,	95014-62999
6.	Sh. Sanjeev Kamboj	MOH	Sanitation Branch	99142-20096
7.	Sh. Mohan Lal	Corporation Engineer (Civil)	Engineering Branch	96468-16582
8.	Sh. Kamaldeep Singh	Corporation Engineer (Light)	Engineering Branch	9646300021
9.	Sh. Sandeep Saini	A.C.E (Civil)	Tender Cell	9988427427
10.	Sh. Dharminder	A.C.E (Civil)	Engineering Branch	8146842143
11.	Sh. Hitesh Abbi	A.C.E. (Civil)	Engineering Branch	
12.	Sh. Gurwinder Singh	A.C.E. (Civil)	Engineering Branch	9478804003
13.	Sh. Amandeep Singh	A.C.E. (Civil)	Engineering Branch	95017-18752
14.	Sh. Pawanpreet Singh	A.C.E. (Civil)	Engineering Branch	88722-39885
15.	Sh. Mantavya Goyal	A.C.E. (Electrical)	Engineering Branch	

16.	Sh. GURJOT SINGH	A.C.E. (Civil)	Engineering Branch	
17.	Sh. Hitesh Abbi	A.C.E. (Civil)	Engineering Branch	
18.	Sh. Jasspreet Singh	A.C.E (O&M)	Engineering Branch	9780085193
19.	Sh. Tajinder Singh	J.E.(Electrical)	Engineering Branch	9988925209
20.	Sh. Sewakdeep Singh	J.E.(Electrical)	Engineering Branch	9464311937
21.	Sh. Rohit Jindal	J.E.(O &M)	O&M Branch	98158-30750
22.	Sh. Vikram Bawa	J.E.(O &M)	O&M Branch	97802-82944
23.	Sh. Varinder Singh	J.E.(Civil)	Engineering Branch	97803-00133
24.	Sh. Sandeep Kumar	DCFA	Accounts Branch	99881-81499
25.	Sh. Suminder Singh	Accountant Grd-2	Accounts Branch	97801-10389
26.	Sh. Manjeet Singh	J.A.	Accounts Branch	
27.	Sh. Sompal	J.A.	Accounts Branch	
28.	Smt. Harkiran Kaur	ATP	Town Planning Wing	
29.	Sh. Ajay Mohan	ATP	Town Planning Wing	9779751976
30.	Sh. Gurpreet Singh	Head Draftsman	Town Planning Wing	9988972757
31.	Sh. Deepak Kumar	B.I.	P.A. to Mayor	0172-5092581
32.	Smt. Amrita Singh	B.I.	Town Planning Wing	7696121122
33.	Ms. Gagan	B.I.	Town Planning Wing	9888004354
34.	Sh. Sukhdev Singh	B.I.	Town Planning Wing	
35.	Sh. Sandeep Singh	DRAFTSMAN	Town Planning Wing	7009844682
36.	Sh. Avtar Singh Kalsia	Superintendent	Establishment Branch and Property Tax,	9888400033
37.	Smt. Satbir Kaur	Superintendent	General Branch, Advertisement	9888773676
38.	Sh. Anil Kumar	Superintendent	Election	9780483884
39.	Sh. Anoop Sharma	Clerk	Establishment Branch	
40.	Smt. Poonam Sharma	Inspector	Care Taker	9872827888
41.	Sh. Rajinder Pal Singh	C.S.I.	Sanitation Branch	9888611922
42.	Sh. Sarabjeet Singh	C.S.I.	Sanitation Branch	
43.	Sh. Lovinder Kumar	S.I.	Sanitation Branch (ABC Program)	
44.	Sh. Surinder Kumar	S.I.	Sanitation Branch	9855734711
45.	Sh. Jagroop Singh	S.I.	Sanitation Branch	8430500006

46.	Sh. Ranjeet Singh	S.I.	Sanitation Branch	62807-64327
47.	Sh. Harwinder Singh	S.I.	Sanitation Branch	
48.	Sh. BITU BIDLA .	S.S.	Sanitation Branch	
49.	Sh. Deepak .	S.S.	Sanitation Branch	
50.	Smt. Jagwinder Kaur	J.A	Sanitation Branch	
51.	Sh. Jaswinder Singh	Fire Officer	Fire Branch	

Section4 (1) (b) (x)

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

SN	Name of the Individual	Designation	Amount drawn per month (Rs.)	Remarks if any
1.	Smt. Navjoot Kaur.PCS	COMMISSIONER		
2.	Smt. Kiran Sharma, PCS	JOINT COMMISSIONER		
3.	Sh. Ranjeev Kumar	Assistant Commissioner		
4.	Sh. Manpreet Sing	Assistant Commissioner		
5.	Sh. Sandeep Kumar	DCFA		
6.	Sh. Suminder pal Singh	ACCOUNTANT GRADE-I	66850.00	
7.	Mrs. Poonam Sharma	Inspector	40337.00	
8.	Sh. Ravinder Singh	JR. ASSISTANT	28227.00	
9.	Sh. Manjit Singh	JR. ASSISTNAT	31775.00	
10.	Miss Neeru Bala	CLERK	37051.00	
11.	Sh. Sukhvinder Singh	PEON	37697.00	
12.	Smt. Roshni Devi	PEON	28821.00	
13.	Sh. Yagya Parsad.	PEON	31198.00	
14.	Sh. Rajinder Kumar	PEON	34871.00	
15.	Sh. Kartik Chander	PEON	31388.00	
16.	Sh. Arjun Singh.	PEON	22029.00	
17.	Sh. Nirmal Singh	DRIVER	27096.00	
18.	Sh. Sukhvinder Singh	DRIVER	42449.00	
19.	Sh. Ramphal	CHOWKIDAR	28704.00	
20.	Sh. Alal Singh	CHOWKIDAR	28381.00	
21.	Sh. Sukhwinder Singh	CHOWKIDAR	20209.00	

22.	Smt. Satweer Kaur	SUPERINTENDENT-II	33411.00	
23.	Sh. Avtar Singh Kalsia	SUPERINTENDENT-II	49948.00	
24.	Sh. Surjit Singh	SUPERINTENDENT-II	47280.00	
25.	Sh. Varinder Kumar	Inspector	41906.00	
26.	Sh. Anil Kumar	SUPERINTENDENT-II	36600.00	
27.	Smt. Jagwinderjit Kaur	CLERK	18245.00	
28.	Sh. Som Pal	JR. ASSISTANT	38745.00	
29.	Sh. Ajmer Singh	CLERK	44290.00	
30.	Sh. Gopal Singh	CLERK	40849.00	
31.	Sh. Rajinder Singh	DAFTRI	29879.00	
32.	Sh. Harjinder Singh	PEON	35697.00	
33.	Sh. Mohinder Singh	DAFTRI	37897.00	
34.	Sh. Gian Chand Sharma	PEON	39427.00	
35.	Smt. Pinki Devi	PEON	21968.00	
36.	Sh. Satvir Singh	DRIVER	24884.00	
37.	Smt. Nishu Rani	PEON	6962.00	
38.	Sh. Baljit Singh	DRIVER	37246.00	
39.	Sh. Gurwinder Singh	DRIVER	41589.00	
40.	Sh. Mohan Lal Verma	S.F.O.	61726.00	
41.	Sh. Davinder Singh	S.F.O.	57631.00	
42.	Sh. Karam Chand	S.F.O.	44768.00	
43.	Sh. Arun Kumar	S.F.O.	42779.00	
44.	Sh. Gurmeh Singh	L.F.M.	49135.00	
45.	Sh. Pal Singh	F.M.	36803.00	
46.	Sh. Sarvjeet Singh	F.M.	29472.00	
47.	Sh. Lakhwinder Singh	F.M.	28553.00	
48.	Sh. Rajinder Pal	F.M.	29422.00	
49.	Sh. Sanjay Kumar	F.M.	29262.00	
50.	Sh. Bhupinder Singh	F.M.	30122.00	
51.	Sh. Onkar Singh	F.M.	26719.00	
52.	Sh. Gurcharan Singh	F.M.	30023.00	
53.	Sh. Vivek Sharma	F.M.	29742.00	
54.	Sh. Jatinder Singh	F.M.	30122.00	
55.	Sh. Sikander Singh	F.M.	23999.00	
56.	Sh. Amarvir Singh,	DRIVER	42760.00	
57.	Sh. Baljinder Singh	DRIVER	35897.00	
58.	Sh. Kulwinder Singh	DRIVER	39602.00	

59.	Sh. Ranjit Singh	DRIVER	44173.00	
60.	Sh. Amrik Singh -III	DRIVER	36905.00	
61.	Sh. Sarabjit Singh	C.S.I.	53123.00	
62.	DR. Sanjeev Kamboj	MEDICAL HEALTH OFFIC		
63.	Sh. Ravinder Kumar	SANITARY INSPECTOR	47310.00	
64.	Sh. Lovinder Kumar	S. SUPERVISOR	25314.00	
65.	Sh. Ranjeet Singh	SANITARY INSPECTOR	22817.00	
66.	Sh. Gurvinder Singh Jutla	SANITARY INSPECTOR	28087.00	
67.	Sh. Varinder Singh	Junior Engineer	31357.00	
68.	Sh. Harminder Singh	SANITARY INSPECTOR	33201.00	
69.	Sh. Jorawer Singh.	SANITARY INSPECTOR	33518.00	
70.	Sh. Deepak	S. SUPERVISOR	34002.00	
71.	Sh. Madan Lal (I)	S. ZAMADAR	42560.00	
72.	Sh. Suresh Kumar (I)	S. ZAMADAR	41302.00	
73.	Sh. Chetan	S. ZAMADAR	29283.00	
74.	Sh. Shalinder Singh	S. ZAMADAR	43126.00	
75.	Sh. Jagbir (II)	S. ZAMADAR	36542.00	
76.	Sh. Shree Ram	S. ZAMADAR	38003.00	
77.	Sh. Surinder Kumar	SANITARY INSPECTOR	43419.00	
78.	Sh. Hardip Singh	PEON/CHOWKIDAR	19956.00	
79.	Smt. Rani	SWEEPER	29598.00	
80.	Smt. Laxmi devi	SWEEPER	25310.00	
81.	Sh. Imrit lal (II	SWEEPER	24213.00	
82.	Smt. Shukantla Devi -I	SWEEPER	37352.00	
83.	Sh. Adesh Kumar	SWEEPER	36238.00	
84.	Sh. Surjit	SWEEPER	24704.00	
85.	Sh. Rajinder Pal	SWEEPER	25332.00	
86.	Sh. Jagir Singh	SWEEPER	33651.00	
87.	Smt. Roshani Devi	SWEEPER	27525.00	
88.	Sh. Mahipal	SWEEPER	28752.00	
89.	Sh. Jeet Singh	SWEEPER	18177.00	
90.	Smt. Sawarn Kaur	SWEEPER	33814.00	
91.	Sh. Des Raj. I	SWEEPER	19448.00	
92.	Sh. Vinod Kumar.	SWEEPER	21245.00	
93.	Smt. Sikhsha.	SWEEPER	36432.00	
94.	Smt. Sumitra. (I)	SWEEPER	29721.00	
95.	Sh. Vijay Kumar.	SWEEPER	28128.00	
96.	Sh. Jasbir	SWEEPER	26510.00	
97.	Sh. Chander.	SWEEPER	19132.00	
98.	Smt. Ramesho.	SWEEPER	26620.00	
99.	Sh. Sunil Kumar.	SWEEPER	12339.00	
100.	Smt. Saroj Devi.	SWEEPER	35635.00	

101.	Sh. Attar Singh II.	SWEEPER	18919.00	
102.	Sh. Ashok Kumar (I)	SWEEPER	38780.00	
103.	Sh. Naresh Kumar (I)	SWEEPER	21436.00	
104.	Sh. Naresh Kumar (II)	SWEEPER	28540.00	
105.	Sh. Ramesh (II)	SWEEPER	26212.00	
106.	Smt. Vidya Devi.	SWEEPER	29160.00	
107.	Sh. Bhola Nath.	SWEEPER	29535.00	
108.	Smt. Ratni Devi.	SWEEPER	24124.00	
109.	Sh. Bhan Singh.	SWEEPER	23786.00	
110.	Sh. Mahinder Kumar	SWEEPER	35195.00	
111.	Smt. Shanti	SWEEPER	31073.00	
112.	Sh. Dharam Pal.	SWEEPER	17760.00	
113.	Sh. Mange Ram.	SWEEPER	25623.00	
114.	Sh. Chand Ram.	SWEEPER	17716.00	
115.	Sh. Satpal (III)	SWEEPER	27453.00	
116.	Sh. Ram Pal (II)	SWEEPER	25710.00	
117.	Sh. Kishan Kumar	SWEEPER	34490.00	
118.	Smt. Maina	SWEEPER	19796.00	
119.	Sh. Krishan Chand	SWEEPER	30439.00	
120.	Smt. Soma Rani.	SWEEPER	33187.00	
121.	Smt. Asha Rani	SWEEPER	14618.00	
122.	Smt. Kamlesh	SWEEPER	11622.00	
123.	Smt. Kamlesh Kaur	SWEEPER	23889.00	
124.	Sh. Shakti Dutt	SWEEPER	19010.00	
125.	Smt. Usha (II)	SWEEPER	23256.00	
126.	Sh. Bharthu Ram	SWEEPER	33385.00	
127.	Sh. Som Pal	SWEEPER	29394.00	
128.	Sh. Sat Pal (II)	S. ZAMADAR	20667.00	
129.	Smt. Saroj Bala	SWEEPER	28994.00	
130.	Sh. Rajbir	SWEEPER	29297.00	
131.	Smt. Usha (I)	SWEEPER	37456.00	
132.	Sh. Raj Mohan	SWEEPER	26427.00	
133.	Sh. Sobha Ram	SWEEPER	22484.00	
134.	Sh. Babu Ram (I)	S. ZAMADAR	19897.00	
135.	Sh. Raj Kumar -II	SWEEPER	14401.00	
136.	Sh. Jaspal	SWEEPER	36078.00	
137.	Sh. Baljit Singh	SWEEPER	28701.00	
138.	Smt. Ramo Devi	SWEEPER	29545.00	
139.	Smt. Soma Devi	SWEEPER	34515.00	
140.	Sh. Nawab	SWEEPER	29635.00	
141.	Smt. Gudi	SWEEPER	29582.00	
142.	Sh. Sukhbir	SWEEPER	25838.00	
143.	Smt. Mem Kalan	SWEEPER	16180.00	
144.	Smt. Kamla	SWEEPER	12389.00	

145.	Smt. Sumitra Devi-II	SWEEPER	33996.00	
146.	Sh. Bhola Ram	SWEEPER	20028.00	
147.	Sh. Rakesh II	SWEEPER	20244.00	
148.	Sh. Om Pal	SWEEPER	18252.00	
149.	Sh. Sher Singh	SWEEPER	7688.00	
150.	Sh. Balinder Kumar	SWEEPER	16682.00	
151.	Smt. Sunita	SWEEPER	28290.00	
152.	Sh. Ashok Kumar	SWEEPER	21909.00	
153.	Sh. Ranjit Singh	SWEEPER	16800.00	
154.	Sh. Baljinder Kumar	SWEEPER	15609.00	
155.	Smt. Maya	SWEEPER	16459.00	
156.	Sh. Brihm Pal	SWEEPER	10509.00	
157.	Sh. Satish Kumar	SWEEPER	20157.00	
158.	Sh. Rakesh Kumar III	SWEEPER	11518.00	
159.	Sh. Ashok Kumar	SWEEPER	11943.00	
160.	Sh. Gurdeep Singh	SWEEPER	11248.00	
161.	Sh. Mohan Lal	SWEEPER	23295.00	
162.	Sh. Sohan Lal	SWEEPER	13182.00	
163.	Smt. Srooj Bala-II	SWEEPER	16896.00	
164.	Sh. Chhotu Ram	SWEEPER	23912.00	
165.	Sh. Mukesh Kumar	SWEEPER	19121.00	
166.	Sh. Jagdish Kumar	SWEEPER	26371.00	
167.	Smt. Shukantla Devi-III	SWEEPER	10172.00	
168.	Sh. Tej Pal (II)	SWEEPER	23754.00	
169.	Sh. Sanjiv Kumar	SWEEPER	5897.00	
170.	Sh. Suresh Kumar. III	SWEEPER	10633.00	
171.	Sh. Ram Krishan	SWEEPER	13950.00	
172.	Smt. Bimla Devi	SWEEPER	22013.00	
173.	Sh. Sonu	S. SUPERVISOR	21829.00	
174.	Smt. Jarnail Kaur	SWEEPER	7212.00	
175.	Smt. Kitabo	SWEEPER	10740.00	
176.	Smt. Usha -III	SWEEPER	12183.00	
177.	Sh. Suraj Pal	SWEEPER	12835.00	
178.	Sh. Sanjeev Kumar-II	SWEEPER	20746.00	
179.	Sh. Surjit -II	SWEEPER	20746.00	
180.	Sh. Bittu Bidla	SWEEPER	19533.00	
181.	Sh. Gourav	SWEEPER	10906.00	
182.	Sh. Veer Parkash	SWEEPER	6489.00	
183.	Sh. Sombir	SWEEPER	17948.00	
184.	Sh. Damanjeet Singh	SWEEPER	6489.00	
185.	Sh. Narinder Singh	DRIVER	40276.00	
186.	Sh. Ajaib Singh	DRIVER	45562.00	
187.	Sh. Jagjit Singh	DRIVER	36185.00	
188.	Sh. Manjit Singh	DRIVER	38681.00	

189.	Sh. Jagjit Singh	DRIVER	19944.00	
190.	Sh. Naresh Batta	Chief ENGINEER		
191.	Sh. Mohan Lal	CORPORATION ENGINEER		
192.	Sh. Kamaldeep Singh	CORPORATION ENGINEER		
193.	Smt. Avneet kaur	CORPORATION ENGINEER	67047.00	
194.	Sh. Jasspreet Singh Singh	A.C.E. (O&M)	67107.00	
195.	Sh. Dharminder	A.C.E. (Civil)	45568.00	
196.	Sh. Akshay Sama	A.C.E. (Civil)	45708.00	
197.	Sh. Sukhwinder Singh	C.E.	67237.00	
198.	Sh. Sewakdeep Singh	JUNIOR ENGINEER ELEC	43348.00	
199.	Sh. Tejinder Singh	J.E (ELECTRICAL)	50808.00	
200.	Sh. Mukhtiar Singh	HEAD DRAFTSMAN	36601.00	
201.	Sh. Gurpreet Singh	DRAFTSMAN	41075.00	
202.	Sh. Sandeep Saini	ACE (Civil)		
203.	Smt. Amrita Singh	BUILDING INSPECTOR	39780.00	
204.	Miss. Ravinder Kaur	Building Inspector		
205.	Miss. Rashmi	Building Inspector		
206.	Smt. Gagandeep Kaur	BUILDING INSPECTOR		
207.	Sh. Rajinder Singh	Superintendent	24019.00	
208.	Sh. Raghbir Singh	Superintendent		

209.	Sh. Ashok Kumar	JR. ASSISTANT	41142.00	
210.	Sh. Kashmir Singh	PEON	16327.00	
211.	Sh. Raghvir Singh	DRIVER	26812.00	
212.	Sh. Vishav Kumar	PEON	26312.00	
213.	Sh. Jagjit Singh	PEON	24106.00	
214.	Sh. Ramu Sharma	PEON	30941.00	
215.	Sh. Kuldeep Singh	MATE	25282.00	
216.	Sh. Prem Chand Sharma	MATE	33151.00	
217.	Sh. Resam Singh	CHOWKIDAR	33921.00	
218.	Sh. Kestow Kumar	CHOWKIDAR	17938.00	
219.	Sh. Sukh Nath	CHOWKIDAR	22861.00	
220.	Sh. Malkiat Singh.	CHOWKIDAR	16301.00	
221.	Sh. Ramesh Chander.	CHOWKIDAR	29379.00	
222.	Sh. Sita Ram	CHOWKIDAR	23784.00	
223.	Sh. Bhupinder Singh	CHOWKIDAR	26517.00	
224.	Sh. Kahanya Lal.	MALI/CHOWKIDAR	24194.00	
225.	Sh. Prabhu Nath	MALI/CHOWKIDAR	28259.00	
226.	Sh. Amar Singh	MALI/CHOWKIDAR	26839.00	
227.	Sh. Amrik Singh-I	DRIVER	36151.00	
228.	Sh. Dilber Singh	DRIVER	46119.00	
229.	Sh. Amrik Singh II	DRIVER	40641.00	
230.	Sh. Jaswant Singh	DRIVER	48576.00	
231.	Sh. Surjit Singh.	MALI	34456.00	
232.	Sh. Amarjit Singh.	MALI	24511.00	
233.	Sh. Charan Singh.	MALI	22422.00	
234.	Sh. Pritam Singh.	MALI	22898.00	
235.	Sh. Guljar khan.	MALI	17830.00	
236.	Sh. Ram Saran.	MALI	30589.00	
237.	Sh. Dilbagh Singh.	MALI	32454.00	
238.	Sh. Ram Raj.	MALI	30721.00	
239.	Sh. Sanjay Kumar	MALI	11281.00	
240.	Sh. Ram Sewak	MALI	29968.00	
241.	Sh. Surjit Singh	MALI	18266.00	
242.	Sh. Sukhdev Singh	MALI	26062.00	
243.	Sh. Jasvinder Singh	MALI	14393.00	
244.	Sh. Nagesher	MALI	31245.00	
245.	Sh. Gurnam Singh	MALI	15208.00	
246.	Sh. Veera Mathu	BELDAR	24168.00	
247.	Sh. Balam Singh	BELDAR	30392.00	
248.	Sh. Ram Pal	BELDAR	21241.00	
249.	Sh. Rulda Singh	BELDAR	21221.00	
250.	Sh. Harbans Singh	BELDAR	26624.00	
251.	Sh. Barkha Singh	BELDAR	30506.00	

252.	Sh. Bhahadar Singh	BELDAR	37642.00	
253.	Sh. Baljit Singh	BELDAR	39953.00	
254.	Sh. Balbir Singh	BELDAR	33353.00	
255.	Sh. Joginder Singh	BELDAR	28059.00	
256.	Sh. Brij Lal	BELDAR	24532.00	
257.	Sh. Naib Singh	BELDAR	19014.00	
258.	Sh. Sudhir Kumar	SANITARY SUPERVISOR	13159.00	
259.	Sh. Manjit Singh	BELDAR	28111.00	
260.	Sh. Piara Singh	BELDAR	19467.00	
261.	Sh. Kulanji.	S-BELDAR	19081.00	
262.	Sh. Priya Swami.	S-BELDAR	18050.00	
263.	Sh. Kalian.	S-BELDAR	24267.00	
264.	Sh. Rama Suami.	S-BELDAR	16034.00	
265.	Sh. Som Singh	S-BELDAR	33664.00	
266.	Smt. Malika	COOLIE	19208.00	
267.	Smt. Rani.	COOLIE	20059.00	
268.	Smt. Panjali.	COOLIE	26105.00	
269.	Smt. Chollama.	COOLIE	23956.00	
270.	Smt. Muravi.	COOLIE	22980.00	
271.	Smt. Anjali.	COOLIE	23337.00	
272.	Smt. Mani.	COOLIE	23559.00	
273.	Sh. Rohit Jindal	CLERK	36729.00	
274.	Sh. Harbans Singh	PEON	23334.00	
275.	Sh. Jagdish Chander.	PUMP OPERATOR	36945.00	
276.	Sh. Balbir Singh.	TECHNICIAN GRADE-IV	43661.00	
277.	Sh. Charanjit Kumar	PUMP OPERATOR	32198.00	
278.	Sh. Rajinder Singh	PUMP OPERATOR	29576.00	
279.	Sh. Jung Singh	PUMP OPERATOR	31844.00	
280.	Sh. Jatinder Singh	PUMP OPERATOR	33564.00	
281.	Sh. Jaspal Singh	PUMP OPERATOR	30652.00	
282.	Sh. Jeet Chand	PUMP OPERATOR	28573.00	
283.	Sh. Harjinder Singh	PUMP OPERATOR	39215.00	
284.	Sh. Bhupinder Singh	PUMP OPERATOR	32466.00	
285.	Sh. Rajinder Singh.	JR. TECHNICIAN	31442.00	
286.	Sh. Jaspal Singh.	JR. TECHNICIAN	37412.00	
287.	Sh. Balwinder Singh.	PUMP ATTENDENT	34899.00	
288.	Sh. Amrik Singh.	PUMP ATTENDENT	31373.00	
289.	Sh. Naresh Kumar	ASSTT. PUMP OPERATOR	28337.00	
290.	Sh. Jaswinder Singh	PUMP ATTENDENT	25779.00	
291.	Sh. Jagdev Singh	PUMP ATTENDENT	18803.00	
292.	Sh. Jasbir Singh.	JR. TECHNICIAN	32771.00	
293.	Sh. Gurmukh Singh.	MECH. FITTER	29617.00	
294.	Sh. Suresh Pal.	CLERK	39041.00	

295.	Sh. Amandeep Gora	CLERK	40071.00	
296.	Sh. Rakesh Kumar.	SEWERMEN	19782.00	
297.	Sh. Nirmal Singh	SEWERMEN	27786.00	
298.	Sh. Sanjeev Kumar	SEWERMEN	20737.00	
299.	Sh. Data Ram.	SEWERMEN	29636.00	

CHAPTER-XII – Budget Allocation

Section 4 (1) (b) (xi)

The Budget Allocated to each Agency, Indicating the Particulars of all Plans, Proposed Expenditure and Reports on Disbursements Made.

(Rs. In lakhs)					
Agency	Programme/Scheme/Project/ Activity purpose for which budget is allocated	Amount released last year	Amount spent last year	Budget allocate current year	Budget released current year

CHAPTER-XIII – Subsidy Programme

Section 4 (1) (b) (xii)

13. 1 THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING

THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

As per the guidelines of the scheme beneficiaries will be identified and disbursed by the Municipal Commissioner.

CHAPTER-XIV – Recipients of Concessions

Section 4 (1) (b) (xiii)

14.1 PARTICULARS OF RECIPIENTS OF CONCESSIONS PERMITS OR AUTHORISATIONS GRANTED BY IT.

- NIL -

CHAPTER-XV – Electronic Information

Section 4 (1) (b) (xiv)

15. 1 DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM.

The information is available in the following website <http://punjab.gov.in/services> (Please refer to Punjab Government website)

CHAPTER -XVI – Public Facilities

Section 4 (1) (b) (xv)

16.1 THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

Whatever information is available with the Municipal Corporation, S.A.S. Nagar in electronic format, has been hosted on the website <http://mcmohali.punjab.gov.in> This information can be downloaded by the citizens from this website at free of cost. In addition to the above, visitors with any problems are welcome between 9 AM To 5 PM every day (working days) to meet any of the designated officials.

CHAPTER-XVII - Public Information Officers

Section 4 (i) (b) (xvi)

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

Sr. no.		Branch	APIO	PIO	Appeal Authority
1	S. Harkiranpal Singh	Eng: Branch (Civil & Horticulture)	Sh. Sandeep Saini	Sh. Sukhwinder Singh	Smt. Harkirat Kaur Channe, PCS
			Sh. Akshay Sama	Sh. Sunil Kumar Sharma	
			Sh. Gurwinder Singh	Smt. Avneet Kaur	
			Sh. Jasspreet Singh	Sh. Harpreet Singh	
2		Water Supply and Sewerage, O & M Branch	Sh. Jasspreet Singh	Sh. Harpreet Singh	--do-
3		Electricity Branch	Sh. Sewakdeep Singh	Sh. Kamaldeep Singh	--do-
4	Sh. Ranjeev Kumar	Establishment Branch	Smt. Poonam Sharma	Sh. Avtar Singh Kalsia	--do-
5		Property Tax Branch	-----	Smt. Satvir kaur	--do-
6	Sh. Jaswinder Singh	Advertisement Branch	Sh. Anil Kumar	Smt. Satvir kaur	--do-
7	Sh. Ranjeev Kumar	Tehbazari Branch & Rent Branch	Sh. Ashok kumar	Sh. Surjit Singh	--do-
8	Sh. Jaswinder Singh	Trade License Branch	Sh. Rajinder Singh	Sh. Avtar Singh kalsia	--do-
9		All Works related to Social Welfare Schemes, Census, Elections, Night Shelters, Community Centers, Municipal Tax on Electricity, Libraries and General Branch and Municipal Corporation Worthy House			--do-
10	Dr. Tamana	Birth and Death Branch	Sh. Jagjit Singh, Clerk	Sh. Jagjit Singh, Clerk	--do-
11	Pankaj Kapoor	Account Branch	Smt. Babita jaiswal		--do-
12	Sh. Sunil kumar Sharma	Town Planning Branch	Sh. Mukhtair Singh		--do-
13	Sh. Mohan Lal Verma	Fire Branch			--do-
14	Dr. Tamana	Zone wise Sanitaion works and Gaushala , Stray cattle, Sterilization of dogs, HaddaRodi and Swachh Bharat Mission	Sh. Harbant Singh CSI, Sh. Sarabjit Singh CSI	Dr. Tamana	--do-

CHAPTER-XII – Other Information

Section 4 (1) (b) (xvii)

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER
UPDATE THESE PUBLICATIONS EVERY YEAR**

- NIL -