

Office of the Municipal Corporation, Jalandhar.

Office Order

ORDER NO. 2369

Date: 07.11.2016

On Joining of Dr. Jai Inder Singh, PCS, as Joint Commissioner in Municipal Corporation, Jalandhar, the afresh allocation of Departments/branches is made as under:

Shri. Jasbir Singh, PCS, Additional Commissioner: (Phone No. 98763-63798)

1. Building Branch
2. Property Tax
3. House Tax
4. Licence Branch
5. Schools (Elementary)
6. Water Supply Billing Section
7. Accounts Branch
8. Pension Branch and sign the P.P.O.
9. Right to Service Act
10. Right to Information Act Branch
11. 1st Appellate Authority under RTI Act.
12. Legal Branch
13. All type of CAG/Audit and Vidhan Sabha Paras.
14. Regularly Union Meeting on their demands
15. Financial Planning/Recovery to improve fiscal of Corporation.
16. Liaison with the District Administration and attend meetings of Deputy Commissioner.
17. Complaint Cell/Grievance redressal and Pending replies to Govt. and D.C. office.

Dr. Jai Inder Singh, PCS, Joint Commissioner (Phone No. 85688-67204)

1. Advertisement Branch
2. Tehbazari Branch
3. Corporation Police
4. Dispensaries
5. Birth and Death
6. Sanitation Branch
7. Computerization/Suvidha Kendra
8. General Store
9. Workshop

10. City Bus Service
11. Swach Bharat Mission
12. Stray Animals
13. Road Safety/Traffic Management
14. Street Vendors Project
15. IHSDP
16. Night Shelter
17. Corporation Land and its land records.
18. Slaughter House
19. Sulabh Sochalya

Smt. Gurviner Kaur Randhawa, Joint Commissioner (Phone No.98145-38381)

1. To attend Advisory Committee Meetings
2. Fire Brigade
3. Library
4. Old Age Pension
5. Octroi
6. Agenda Branch
7. S.J.S.R.Y./NULM
8. Up keeping of Admin Block
9. Housing for All
10. Horticulture Branch/Land Scaping/Maintenance Green Belts etc. and signing the Agreements.
11. Inspection of all Superintendents/Branches
12. Green Belts/Land Scapping/Beautification of Pakrs.
13. To maintain data Bank of all NGOs and Residence Welfare Societies.

All Branches Establishment files will be put up to the undersigned through Superintendent Establishment.

The above orders shall come into force with immediate effect.

Sd/-
Commissioner

Endst. No. 1359/ES/G Dated 07.11.2016

A copy of above is forwarded to all the head of departments for the information and necessary action please.

Sd/-
Superintendent Establishment