

**GREATER LUDHIANA AREA
DEVELOPMENT AUTHORITY
(GLADA)
FEROZEPUR ROAD LUDHIANA**

MANUALS

**(As per the Provisions of)
Right to Information Act 2005**

I

**REGARDING THE PARTICULARS OF ITS
ORGANIZATION, FUNCTIONS & DUTIES.**

Greater Ludhiana Area Development Authority is a special designated urban development authority. The Authority has been created with a purpose to structure, design and organize the commercial / financial hub of Punjab i.e. Ludhiana; thus transforming it from a city of despair to city of hope.

13/192/2006- Hg2/12706 Dated 28.12.2006 Chandigarh

Whereas the Government of Punjab is of the opinion that the object of proper development and re-development of the area failing within the revenue district of Ludhiana and the Phillaur tehsil of district Jalandhar will be served while entrusting the work of development and re-development there of a Special Authority.

Therefore, in exercise of the powers conferred by Section 29(I) the Punjab Regional and Town Planning & Development Act, 1995 (Punjab Act No.11 of 1995), the Governor of Punjab is pleased to constitute establish the Greater Ludhiana Area Development Authority for area failing in city of Ludhiana and other area falling within the revenue district of Ludhiana and Phillaur district of Jalandhar as defined in the annexed Drawings No. (L)23/06 dated 18.12.06. The Authority shall comprise of the following official members:

Official Members:

1. Chief Minister, Punjab	-	Chairman
2. Housing and Urban Development Minister (when in position)	-	Member
3. Chief Secretary	-	Member
4. Principal Secretary (Finance)	-	Member
5. Principal Secretary (Local Government)	-	Member
6. Principal Secretary Housing and Urban Development	-	Member
7. Principal Secretary to Chief Minister Punjab	-	Member
8. Chief Town Planner, Punjab	-	Member
9. Chief Administrator Greater Ludhiana Area Development Authority	-	Member
10. Three non official members to be nominated by the Govt.	-	Member

3. Chef Administrator, Greater Ludhiana Area Development Authority shall be appointed by the Government. The Commissioner, Municipal Corporation, Ludhiana will function as Chief Administrator of the Greater Ludhiana Area Development Authority till an officer is appointed as such by the Government.

4. The head quarters of the Authority shall be at Ludhiana. The office of the ACA, GLADA Ludhiana will house the office of Greater Ludhiana Area Development Authority and will be expanded as per its requirements.

5. All the powers and functions of the Punjab Urban Planning & Development Authority relating to the development and re-development of

Ludhiana and adjoining areas forming part of Greater Ludhiana Area Development Authority shall be exercised by the Greater Ludhiana Area Development Authority as constituted.

6. The Principal Secretary Housing and Urban Development will be the Vice Chairman of Greater Ludhiana Area Development Authority.

Committees & Function

Appointment of Committees:- For the purpose of securing efficient discharge of its functions, particularly for the purpose of ensuring of the efficient maintenance of Public amenities and execution of development works and project, there shall be following committees of the Authority, namely:-

(I) Executive Committee:- The Executive Committee shall consist of:-

(i) Chief Secretary to Govt. of Punjab	-	Chairman
(ii) Principal Secretary to CM, Punjab	-	Member
(iii) Principal Secretary, Finance, Punjab	-	Member
(iv) Principal Secretary, Local Govt. Punjab.	-	Member
(v) Secretary Housing & Urban Development Pb.	-	Member
(vi) Chief Town Planner, Punjab.	-	Member
(vii) Chief Administrator, GLADA.	-	Member
Secretary		

The Committee shall discharge the following functions namely:-

(i) The constitution of Executive Committee shall be to secure efficient discharge of the functions of GLADA. The Executive Committee will exercise all the powers of GLADA, 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.

To approve the selection 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.

Selection of Public/Private Sector Collaborators.

II) Planning & Design Committee:- The Planning & Design Committee shall consist of:-

(i) Secretary of Govt. of Punjab	-	Chairman
Deptt. of Housing & Urban Development		
(ii) Secretary of Govt. of Punjab		
Deptt. of Local Govt.or his representative.	-	Member
(iii) Chief Administrator, GLADA	-	Member-
Convenor		

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|-----------------------------------|---|--------|
| (iv) Chief Town Planne, Punjab | - | Member |
| (v) Chief Country Planner, Punjab | - | Member |
| (vi) Chief Architect, Punjab. | - | Member |

The committee shall discharge the following functions, namely:-

Scrutinize proposals for declaring planning areas and preparation of Regional Plans, Master Plans and Town Development Schemes under the Act and the rules Regulations made there under to be recommended to the Authority for necessary approval.

Scrutiny of layout plans for Sectors and Sub-Sectors.

Discharge any other function that the Authority or the Executive Committee may specifically assign.

III Regional Planning & Design Committee:- The Regional Planning & Design Committee shall const of:-

- | | | |
|-----------------------------------------------------|---|--------------|
| 1. Additional Chief Administrator, GLADA | - | Chairman |
| 2. Estate Officer, GLADA | - | Member |
| 3. Divisional Town Planner (Town Planning Wing Pb.) | - | Member |
| 4. The Divisional Engineer (P.H.), GLADA | - | Member |
| 5. Divisional Engineer (C-1), GLADA | - | Member |
| 6. Architect, GLADA | - | Member |
| 7. Architect (Town Planning Wing, PUDA). | - | Member- |
| | | cum-convenor |

The Committee shall discharge the following functions namely:-

Approval of building plan of public buildings.

Special commercial blocks.

Group Housing Schemes

Zoning plans of individual buildings/sites.

Determination of land use of pockets reserved for public buildings/special purpose/reserved.

The other works, if any assigned by the GLADA

2. Objects & Functions of the Authority (Section 28) 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 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 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, 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.

3. 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;
 - a. any return, estimates, statement of accounts or statistics;
 - b. any report, and the Authority shall furnish the same.

4. 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.

II

REGARDING POWERS & DUTIES OF ITS OFFICERS & EMPLOYEES

POWERS OF CHAIRMAN, GLADA.

<ul style="list-style-type: none"> To review and accept the Annual Confidential Report of the Chief Administrator and to accept the ACRs of the All ACAs, ACA (F&A), Chief Engineer. 	As per decision taken by the Authority in its 6 th meeting vide agenda item No. 6.09 & orders issued vide Endst No. PUDA-Admn-EA-6/1997/8588 dated 11-8-97.
<ul style="list-style-type: none"> To preside the meeting of the Authority. 	As provided in Section 21 (2) of Punjab Regional & Town Planning & Development Act, 1995.
<ul style="list-style-type: none"> To approve the minutes of the meeting of the Authority. 	As provided in (Committees & Conduct of Business), Regulations 1996 approved by the Authority by exercising the power of Section 182 of Punjab Regional & Town Planning & Development Act, 1995 and orders issued vide Endst No. PUDA-Admn-EA-3/96/21022-92 dated 6-6-96.
<ul style="list-style-type: none"> To preside the meeting of Finance & Accounts Committee and Planning & Design Committee by the Hon'ble HUDM as Chairman of above committees who is also the Chairman of the Authority. 	-do-
<ul style="list-style-type: none"> To approve the minutes of the meeting of the Finance & Accounts Committee and Planning & Design Committee. 	-do-
<ul style="list-style-type: none"> To approve the Agenda items for consideration of the Authority. 	As per guidelines regarding functions & powers of Chairman issued by the State Govt vide circular No. 28/9/78-3PPII/19246 dated 4-12-1986.
<ul style="list-style-type: none"> To visit & check from time to time various field officers and operating units of the Corporation within the State. 	As per guidelines regarding functions & powers of Chairman issued by the State Govt vide circular No. 28/9/78-3PPII/19246 dated 4-12-1986.
<ul style="list-style-type: none"> Second "Appellate Authority" as the case may be. 	As provided in GLADA Employees (Punishment & Appeal) Regulations 1997.

POWERS OF CHAIRMAN 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 DT 18-11-97 & AMENDED FROM TIME TO TIME.

- To grant premature increment to an employee (Group- A & B) 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.
- To grant increment to the officers (Group-A & B) who go abroad to improve their qualifications.
- To reduce the pay of an officiating employee (Group-A & B).
- To appoint and grant honorarium to the employees (Group A & B) who hold charge of current duty of another post in addition to their own duties.
- To grant or permit an employee (Group-A & B) to receive honorarium.
- To grant permission to an employee (Group-A & B) on leave to accept employment or to take up service.
- To appoint an employee (Group- A & B) to hold temporary post of to officiate in more than one post.
- To determine the amount of pay and allowances which may be paid to an employee (Group-A & B) under rule 7.3 (4), 7.3(A) (2) and 7.3 (B) (5) of the Punjab CSR, Volume-I, part-I.
- To Sanction Extra ordinary leave to an employee (Group A&B) including that under item in clause (ii) of the rule 8.137 (i) and (ii) of the Punjab CSR Vol-1 Part-1.
- To Extend deputation period of an employee (Group A & B).
- To grant of Proficiency/Selection grade/ Senior Scale/ Placement in the higher Scale (Group A & B employees) & Grant of Class-II status to Junior Engineer under Assured Progression Scheme.
- Competent for Posting & Transfer of employees (Group A & B).
- To sanction House Building Advance & Conveyance advance to employees (Group A & B).
- To clear the Probation period of Group A & B employees.
- To incur expenditure upto Rs. 5000/- P.M. on entertainment in the interest of the Authority's business activities.
- Committee consisting of Chief Administrator & Additional Chief Administrator (F&A) under the Chairmanship of Chairman is competent to write off book value of stores & stocks due to depreciation or any other cause.
- To accord sanction to non-scheduled or extra items.
- To accept a single tender or where tender other than the lowest is accepted.
- Committee consisting of Chief Administrator and Additional Chief Administrator (F&A) under the Chairmanship of Chairman is competent to dispose off material (Tools & plants) articles, declared surplus, unserviceable or obsolete and sanctioning resultant loss therein, if any.
- Committee consisting of Chief Administrator and Additional Chief Administrator (F&A) & Chief Engineer under the Chairmanship of

Chairman is competent to sanction dismantling of temporary building and structures when purpose for which the construction was under taken has been fulfilled.

- Committee consisting of Chief Administrator and Chief Engineer under the Chairmanship of Chairman is competent to write off articles (Tools & plants), & office furniture's rendered unserviceable through wear & tear if the original purchase value of the articles is not known.
- To appoint work charged staff (Group-A & B) against sanctioned posts and to punished Work charges Staff.

DUTIES OF CHAIRMAN AS PER CIRCULATION OF GUIDELINES ISSUED BY THE STATE GOVERNMENT VIDE NO: 28-9-78-3PP II/1946 DATED 4-12-1986.

• To attend meetings of the Authority.	As per guidelines regarding functions & powers of Chairman issued by the State Govt vide circular No. 28/9/78-3PPII/19246 dated 4-12-1986.
• To collect the all-significant information through the Chief Administrator concerning the functioning of the Authority.	-do-
• 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.	-do-
• To associate with a meeting of the Field Staff convened by the Chief Administrator at headquarter of the Authority.	-do-
• Chairman is responsible for furnishing reports to Government & correspondence with Government on 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.	-do-
• 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.	-do-
• To listen the public grievances & launch the new policies for the development of the State.	-do-

POWERS OF THE VICE CHAIRMAN-CUM-SHUD

- 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 GLADA Employees (Punishment & Appeal) Regulations 1997.

POWERS OF VICE CHAIRMAN 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.

- To accord Administrative approval to proposals for original works at projects.
- Committee consisting of Chief Administrator, Chief Engineer, Senior Architect, Addl. Chief Administrator (F&A) and Addl. Chief Administrator (Field) under the Chairmanship of Vice Chairman to be called “THE CONCEPT APPROVAL COMMITTEE” is competent to finalize the Architectural Drawings and specifications for materials (Based on which DNIT).
- To initiate ACRs of CA, to review of ACRs of ACAs, CE and accept the ACRs of LAO, CAO, SEs.

DUTIES OF VICE CHAIRMAN-CUM-SHUD AS PROVIDED IN THE PUNJAB REGIONAL & TOWN PLANNING & DEVELOPMENT ACT, 1995 AND REGULATION MADE THEREUNDER.

- To attend all the meetings of the Authority.
- 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.

POWERS OF CHIEF ADMINISTRATOR

- **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.**

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.

- Competent to declare drawing & disbursing officers.
- Competent to declare 'Head of Office'.
- "Appellate Authority" in the cases of Group-D employees as provided in PUDA Employees (Punishment & Appeal) Regulations 1997.
- To sanction tour program of ACA and CE for abroad.
- To sanction tour program of staff working under his control.
- Competent to act as per provision of section 2 (r) 26, 35, 41, 42, 43, 49, 51, 52, 53, 54, 139, 140, 141, 155, 164, 167 & 169 of Punjab Regional & Town Planning & Development Act, 1995 vide order issued vide Endst. No. GLADA-Admn-EA-4-1997/18180-250 dt 8.8.97 as per decision taken by the Authority in its 3rd meeting vide item No. 3.06.
- Powers issued by the State Government/SHUD vide notification under the relevant provisions of the Punjab Regional & Town Planning & Development Act, 1995, (Punjab Act No. 11 of 1995), The Punjab Apartment and property Regulation Act. 1995 (Punjab Act. No. 14 of 1995), The Punjab Apartment And property Regulation Rules, 1995 and The Punjab Apartment Ownership Act, 1995 (Punjab Act No. 13 of 1995) for day to day working of the Authority.
- To declare the headquarter of GLADA employee.
- To grant pay & allowances to any employee treated on duty under rule 2,16 9b) of the Punjab Civil Services Rules, Vol-I, Part-I
- To issue a declaration as to the relative degree of responsibility attaching to two posts in case of doubt.
- To relax the provision of rule 3.22 of the Punjab CSR Vol-I, Part –I.
- To declare that provisions of rule 3.23 of the Punjab Civil Services Rules, Vol-I, Part-I will not be applicable to any particular case.
- To grant pay & allowances to an employee treated on duty under rule 2.16 of the Punjab Civil Services Rules, Vol-I, Part-I.
- To issue a declaration as to the relative degree of responsibility attaching to two posts in case of doubt.
- 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 & 4.14 of the Punjab Civil Service Rule, Vol-I, Part-I for group A & B.
- To grant advance increment to the officers who go abroad to improve their qualifications for group A & B.
- To decide whether the officiating pay should not be given in case of clerical and subordinate posts not borne on regular scales of pay.
- To reduce the pay of an officiating employee for group A & B.
- To appoint and grant honorarium to the employees who hold charge of current duty of another post in addition to their own duties for group A & B.
- To waive or reduce the amount of rent to be recovered from any employee from any employee 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 or being house tax or property tax to be recovered from any employee.

- To grant or permit an employee to honorarium for group C & D.
- To sanction the taking of work for which a fee is offered & the acceptance of fee thereof.
- To grant leave (excluding Ex-India leave).
- To grant extension in joining time.
- To decide the date of reversion of an employee returning after leave from Foreign Service.
- To appoint an employee to hold temporary post or to officiate in more than one post.
- To determine the amount of pay & 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, Vol-I, Part-I for group C & D.
- Grant of proficiency/selection grade and sr. scale/placement in the higher scale and grant of Class-II status to JE under Assured Career Progression Scheme for group C.
- Posting & transfer of employee for group C (Technical & Non-technical).
- To sanction engagement of agencies, staff and professional experts on contract basis for two years at a time.
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- To sanction purchase of periodicals & newspaper required for official use.
- 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.
- To incur expenditure on entertainment in the interest of the Authority's business activities.
- To sanction legal expenditure in connection with Civil Suits/Complaints Appeals for and against the Authority.
- To sanction expenditure on repair and replacement of parts of vehicles (major repair).
- To sanction expenditure on running of vehicles and generators (excluding repair & replacement of parts).
- To sanction expenditure on running vehicles (excl. repair & replacement of parts).
- To sanction reimbursement of medical expenses incurred by the employees.
- To declare stores & stocks surplus or un-serviceable upto Rs. 20,000/- each item (book value).
- To sanction sale or articles of stocks & stores declared unserviceable – by Public Auction.
- To write off books.
- Committee consisting under Chairmanship of CA to write off books value to stores and stocks due to depreciation or any other cause.
- To sanction payment of Municipal taxes of the Authority which have been assessed by the Competent Authority.
- To sanction 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).
- To approve the undertaking of defence of the employees in criminal proceedings at the expense of the Authority.
- To reimburse an employee whose conduct has been the subject matter of enquiry for expenditure on account of defense witness.

- To sanction expenditure upon items specified in detail in the sanctioned budget estimates under contingencies not otherwise provided for in these regulations.
- To sanction expenditure upon items not specified under contingencies and not otherwise provided for in these regulations.
- To accord Administrative approval to proposal for original works at projects upto Rs. 500.00 lacs.
- Committee consisting of Chief Engineer and ACA (F&A) under the CA is competent to accept tenders for execution of works above Rs 50.00 Lacs subject to approval of Chairman in case of single tender or tender other than the lowest.
- Committee consisting of ACA (Policy), ACA (F&A), SE (P&D), CAO and Chief Engineer under the Chairmanship of Chief Administrative is competent to purchase store for sanctioned works.
- To accord sanction to non-scheduled or extra items.
- To accept of a single tender or where tender other than the lowest upto Rs. 50.00 lacs.
- To sanction expenditure under the workmen compensation Act, 1923 and the industrial Dispute Act. 1947.
- 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.
- Committee consisting of Chief Engineer and ACA (F&A) under the Chief Administrator is competent to fix the limit of reserve stocks.
- Committee consisting of CE, ACA (F&A) is competent to sanction repair and carriage of tools and plants construction equipment, scientific equipment and laboratories.
- To sanction carriage and handling of stock material chargeable to stock.
- Committee consisting of Chief Engineer and Chief Accounts officer under the Chief Administrative is competent to declare stores (Tools & plants) articles surplus, unserviceable or obsolete and fix the resale price and prescribe the mode of disposal.
- To disposal of surplus (Tools & plants) (a) Articles, Surplus, unserviceable or obsolete material or tools and plants articles.
- To incur expenditure for getting preliminary study report prepared.
- Grant of extension of time for completion of work.
- To sanction the purchase of Fero-Chemicals.
- To sanction expenditure in connection with compensation under the Fatal Accident Act, 1855 for private persons.
- 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 Authorized officers)
- To delegate powers of Chief Administrator in order to facilitated day to day working.
- Committee consisting of CE, Sr. Architect, ACA (F&A) under the Chief Administrator is competent (new committee to be called "THE CONCEPT APPROVAL COMMITTEE" which would finalized the Architectural Drawings and specifications for materials (Based on which DNIT) for works below Rs. 1.00 core.
- To fix levy of departmental charges of the projects to be carried out by GLADA as deposit works.

- To approve the journeys within jurisdiction of the ACA, CE, Director (QC), Senior Town Planner & Personal staff working with Chief Administrator office.
- To initiate / review / accept the ACRs of the officers/officials of GLADA as per delegation issued vide Endst No. GLADA-Admn-EA-6/97/18588-917 dated 11-8-1997.
- Power to fix levy of departmental charges of projects to be carried out by GLADA as deposit works.
- To allow inter-se-change of posts within the overall sanctioned strength if situation so warrants as per decision taken by the Authority in its 23rd meeting vide agenda item No. 23.07 and orders issued vide Endst No. GLADA-Admn-EA-4/2003/42916-43015 dated 27-11-2003.

DUTIES OF THE CHIEF ADMINISTRATOR

- 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.

POWERS OF THE ADDITIONAL CHIEF ADMINISTRATOR (GLADA)

- Overall in-charge of the concerned zone.

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 DATED 18-11-1997 AND AMENDED FROM TIME TO TIME.

- To declare headquarter of employee within their respective jurisdiction for employees in the scale of Rs. 2200-4000.
- To sanction the absence of an employee on duty beyond his sphere of duty for employees working under their respective control.
- To fix pay for the employees working under their respective control.
- To grant or permit an employees to receive honorarium upto Rs. 500/- during an year in their respective zone.
- To sanction the taking of work for which a fee is offered and the acceptance of fee thereof upto Rs. 50,000/- in their respective jurisdiction.
- To grant leave (excluding Ex-India leave) for employees working under their respective controls.

- To permit the calculation of joining time by a route other than which travelers habitually use.
- To appoint an employee to hold temporary post or to officiate in more than one post for group C & D within their respective jurisdiction.
- Medical leave under the conditions in clause (ii) of Rule 8.137 of the Punjab Civil Services Rules Vol-I, Part-I for staff within their jurisdiction.
- Forwarding of applications to the organization to whom they are addressed as per Government instruction and permission to pursue further studies by the employees in every class through correspondence or privately or any other examination within their jurisdiction.
- To engage lawyers as per fees fixed by the Authority for cases in lower courts within their respective jurisdiction.
- To appoint revenue staff only for 2 years at a time at the rates approved by the head office.
- To sanction post retirement benefits viz, payment of gratuity, leave encashment, payment of CPF & GIS etc. to employees of GLADA for workcharged staff in the respective zone.
- To sanction expenditure on purchase of furniture & fixtures upto Rs. 25000/- in a year.
- To sanction expenditure on purchase of type writers, Photostat machines, cycles upto Rs. 50,000/- per item per year.
- To sanction expenditure on purchase of computer and related equipments.
- To sanction expenditure on purchase of Air Conditions, Water Coolers, Air Coolers & electrical fans upto Rs. 30,000/- for AC and Rs. 5,000/- for the rest.
- To sanction expenditure on purchase of books and maps upto Rs. 1,000/- in an individual case non-recurring expenditure.
- To sanction expenditure on purchase of construction equipments such as road roller, mixtures and vibrators etc. upto Rs. 50,000/-.
- To sanction expenditure on purchase of scientific apparatus, laboratory, equipment, mathematical drawing, surveying, electrical instruments, weighting machines, meters equipments upto Rs. 25,000/-.
- To sanction expenditure on printing of brochures only on or less than the rates approved by the PR cell, HQ and within the limit of budget allocation of each zone and Rs. 10,000/- for other printing jobs in an individual case.
- To sanction expenditure on purchase of stationery without obtaining tender upto Rs. 10,000/- on one single occasion and Rs. 50,000/- in a year.
- To sanction expenditure on account of rent of office accommodation within respective zone.
- To sanction expenditure on purchase of postage stamps within respective zones.
- To sanction supply of liveries to drivers and class-IV employees according to scale and conditions laid down by the Authority for its employees.
- To sanction expenditure on purchase of periodicals and newspapers required for official use upto Rs. 5000/- per year.

- To sanction expenditure on miscellaneous office expenses such higher charges and repair of office furniture, office equipments, fans charges for carriage of office record.
- To sanction legal expenditure in connection with civil suits/complaints, appeals for and against the Authority for district level cases as per prescribed rates.
- To sanction expenditure on publicity and on advertisements through the media of the radio and press through the empanelled agencies on the rates approved by the PR Cell, HQ and within the limit of budget allocation of each zone.
- To sanction expenditure on repair and replacement of parts of vehicles (major repair) within their jurisdictions and within sanction estimates approved by the competent Authority as per norms fixed.
- To sanction expenditure of running & maintenance of generator within sanctioned estimates approved by the competent Authority as per norms.
- To sanction reimbursement of medical expenses incurred by the employees working in respective zone.
- To declare stores and stocks surplus or unserviceable committee consisting of SE, A/Cs Officer and EO under ACA concerned is competent upto Rs. 50,000/- each item (book value) and ACA (Filed) is individually competent upto Rs. 5,000/- each item (book value).
- To sanction sale of articles of stocks and stores declared unserviceable by public auction with respective zone.
- To sanction 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) subject to assessment by the Competent Authority.
- To sanction expenditure upon items specified in detail in the sanctioned budget estimates under contingencies not otherwise provided for in these regulations upto Rs. 25,000/- per item.
- To accord Administrative approval to proposals for works for original works at projects upto Rs. 5.00 Lacs.
- To accord Administrative approval to proposals for works for extension of new works and executed works maintenance or repair upto Rs. 5.00 lacs subject to budget approval.
- To purchase stores for sanctioned works committee consisting of SE & A/Cs Officer (excluding centrally procured item) under the concerned ACA is competent to incur expenditure on the purchase of building material upto Rs. 20/- lacs at a time on one item subject to the ceiling of Rs. 50/- lacs on each item during the financial year.
- Acceptance of a single tender or where tender other than the lowest upto Rs. 10.00 lacs.
- To accord sanction to expenditure on ceremony connected with laying of foundation stones and opening of Authority buildings, holding of draw of lots, auction of sites and the like upto Rs. 25000/- in their respective jurisdiction.
- To fix the limit of reserve stocks upto Rs. 5.00 lacs.
- To sanction repair and carriage of tools & plants, construction equipments, scientific equipments and laboratories upto Rs. 5000/-.
- To declare stores (tools & plants) articles surplus, unserviceable or obsolete and fix the resale price and prescribed the mode of disposal committee consisting of SE & Accounts Officer under ACA concerned is competent upto Rs. 25000/-.

- Grant of extension of time for completion of work for works below Rs. 25.00 lacs.
- To issue certificate of residence proof to the officers/officials of GLADA for employees working under their control.
- To initiate / review / accept the ACRs of the officers/officials of GLADA as per delegation issued vide Endst No. GLADA-Admn-EA-6/97/18588-917 dt 11-8-97.
- To issue certificate of residence proof to the officers/officials of GLADA working under their control.

DUTIES OF THE ADDITIONAL CHIEF ADMINISTRATOR (FILED)

- Appellant Authority against the orders of Estate Officer as per powers delegated by Government vide Notification No 2/3/98-4HgI/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 staff working under their respective zones as per their Competency and get it settled from the competent Authority.
- Overall check on the staff of their respective zone being a head of the concerned zone.

POWERS OF THE ESTATE OFFICER

- 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.

DUTIES OF THE ESTATE OFFICER

- 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 GLADA 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 GLADA as per delegation issued vide Endst No. GLADA-Admn-EA-6/97/18588-917 dt 11-8-97.

DUTIES OF THE SUPERINTENDING ENGINEER

- 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.

POWERS OF THE DIVISIONAL ENGINEER / DDO

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.

- To initiate / review / accept the ACRs of the officers/officials of GLADA 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 Authority on local calls.
- 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 incurred by the employees upto Rs. 3600/- in an individual case.
- 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 sanction the purchase of ferro-chemicals upto Rs. 5000/- for each office.
- 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.

DUTIES OF THE DIVISIONAL ENGINEER

- 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.

DUTIES OF THE OTHER STAFF OF THE AUTHORITY

- To assist the in-charge of section in disposal of work assigned to them.

III

**THE PROCEDURE FOLLOWED IN THE
DECISION MAKING PROCESS,
INCLUDING CHANNELS OF
SUPERVISION
AND ACCOUNTABILITY.**

In Greater Ludhiana Area 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 delegation of powers is at Annexure-I. 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:-

- 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.

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 on Contract

2. Recommendation for Promotions
3. Recommendation for Clearing probation period
4. Sanction of advance for meeting with the expenditure for medical treatment of employee or the dependant member of his family.
5. Sanction of leave;
6. Payment of benefits of deceased employees to the dependent members of his family.
7. 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 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 GLADA 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 GLADA 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., Date of draw is fixed by the concerned Estate Officer and a public notice is given in the press for the information of general public. Before starting of draw, objections are invited and sorted out on the spot. Every applicant has the right to see if his/her 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. Then allotment letters are issued indicating total price, price already received as earnest money and the amount to be deposited at the time of possession and the amount to be paid in instalments alongwith interest payable and other terms and conditions of allotment as per policy adopted by GLADA. The person applying for allotment of houses shall only be eligible if he/She 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 and his monthly income should be within the prescribed income criteria.

Allotment of commercial sites such as SCFs, SCOs, SSS, Booths, School sites etc. and sometime, plots/ houses are also made through **AUCTION**. On availability of sites, public 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% of the 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 GLADA 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:-

- (a) it directly serves the interest of the residents of the area in which the site or the building is situated.
- (b) it is generally conducive to the planned development of the area;
- (c) 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.
- (d) 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, GLADA;
- 2) Addl. Chief Administrator(F&A), GLADA;
- 3) Addl. Chief Administrator, concerned zone;
- 4) Senior Town Planner GLADA;
- 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 GLADA 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 except the institutions indicated in Annex.'A', 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 GLADA 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 GLADA from time to time.

Letter of Intent: After final approval by GLADA, 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 GLADA.

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 GLADA.
- 12) Any other work related to the disposal or maintenance of property allotted by GLADA.

For getting these works done, a **SINGLE WINDOW SYSTEM** has been introduced in GLADA 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 is 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 GLADA:-

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 GLADA. If the firm is already registered with Punjab PWD , then the firm is not required to get itself enlisted with GLADA. 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 GLADA, 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 GLADA 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 GLADA. 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.

IV

THE NORMS SET BY GLADA FOR DISCHARGE OF ITS FUNCTIONS

Greater Ludhiana Area Development Authority (GLADA) constituted under section –29 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 Office of GLADA 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)

NORMS FOR SERVICE MATTERS :

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 Punjab Urban Planning and Development Authority. The works are executed as per PWD norms which are prescribed under the PWD code and PWD manual.

V

**THE RULES, REGULATIONS,
INSTRUCTIONS, MANUALS AND RECORDS,
HELD BY IT OR UNDER ITS CONTROL OF
USED BY ITS EMPLOYEES FOR
DISCHARGING ITS FUNCTIONS**

Sr No.	Description of documents	
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.	Punjab Urban Planning & Development Authority (Committees & Conduct of Business) Regulations,1996.	
8.	Punjab Urban Planning & Development Authority (Delegation of Powers) Regulations, 1997	
9.	Punjab Regional & Town Planning & Development (General) Rules, 1995	
10.	Punjab Apartment and Property Regulation Act, 1995 alongwith Punjab Apartment and Property Regulation Rules, 1995 (PAPRA Act)	
11.	Punjab Civil Services (Revised Pay) Rules,1998.	Published by Pb. Govt.
12.	Punjab Civil Services (Revised Pay) (First Amendment) Rules,1998.	Published by Pb. Govt.
13.	Punjab Housing Development Board (Provident Fund) Rules, 1983.	
14.	Punjab Civil Services Rules Vol.1 Part I	Published by Pb. Govt.
15.	Punjab Civil Services Rules Vol.1 Part II	Published by Pb. Govt.
16.	Punjab Civil Services Rules Vol.II	Published by Pb. Govt.
17.	Punjab Civil Services Rules Vol.III	Published by Pb. Govt.
18.	Punjab Financial Rules Vol. I	Published by Pb. Govt.
19.	Punjab Financial Rules Vol. II	Published by Pb. Govt.
20.	Punjab Govt. National Emergency (Cocession) Rules, 1965	
22.	Punjab Govt – Revised Model Services Rules, 1973	

23.	Punjab Civil Services (Pre mature Retirement) Rules, 1975	
24.	Punajb Services Medical Attendance Rules, 1940	
25.	Punjab PWD Code Manual.	Published by Pb. Govt.
26.	Punjab PWD (B&R)Manual.	Published by Pb. Govt.
27.	Punjab Departmental Financial Rules.	Published by Pb. Govt.

VI

STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY GLADA OR UNDER ITS CONTROL

Following documents are kept by the office under its control :-

1. Personal file of every officer/officials
2. Service Book of every officer/official
3. Ledgers containing GPF/CPF accounts of every officer/official.
4. Cash Book containing receipt/payments.
5. Stock Register
6. Policy Files

VII

The particulars of any arrangement that exists for consultation with, or representative by the members of the public in relation to the formulation of its policy of administration thereof.

ਗਲਾਡਾ ਇਕ ਪਬਲਿਕ ਅਦਾਰਾ ਹੋਣ ਕਰਕੇ ਇਸ ਦਾ ਮੁੱਖ ਕੰਮ ਮਕਾਨਾਂ ਅਤੇ ਪਲਾਟਾਂ ਆਦਿ ਦਾ ਯੋਜਨਾਬੱਧ ਢੰਗ ਨਾਲ ਵਿਕਾਸ ਕਰਨਾ ਹੈ। ਸ਼ਹਿਰੀ ਮਿਲਖਾਂ ਬਣਾਉਣ ਲਈ ਪਹਿਲਾਂ ਭੋਂ ਪ੍ਰਾਪਤੀ ਦੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਅਤੇ ਉਸ ਉਪਰੰਤ ਬੁਨਿਆਦੀ ਸੁਵਿਧਾਵਾਂ ਪ੍ਰਦਾਨ ਕਰਨ ਉਪਰੰਤ ਲੋਕਾਂ ਨੂੰ ਸਸਤੇ ਰੇਟਾਂ 'ਤੇ ਅਲਾਟ ਕਰ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ।

ਪਾਲਸੀ ਬਣਾਉਣ ਵਿੱਚ ਸ਼ੁਰੂ ਤੋਂ ਲੈ ਕੇ ਅਖੀਰ ਤੱਕ ਪਬਲਿਕ ਦੇ ਸੁਝਾਉ ਲਏ ਜਾਂਦੇ ਹਨ। ਇਸ ਉਪਰੰਤ ਪਾਲਸੀਆਂ ਤਿਆਰ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ ਤਾਂ ਕਿ ਲੋਕਾਂ ਨੂੰ ਔਕੜਾਂ ਦਾ ਸਾਹਮਣਾ ਨਾ ਕਰਨਾ ਪਵੇ ਜਿਥੋਂ ਤੱਕ ਇਹਨਾਂ ਪਾਲਸੀਆਂ ਨੂੰ ਜਾਰੀ ਕਰਨ ਦੇ ਦਫਤਰੀ ਹੁਕਮਾਂ ਦਾ ਸਬੰਧ ਹੈ, ਉਹ ਭਾਵੇਂ ਘੱਟ ਹੀ ਹਨ, ਫਿਰ ਵੀ ਵੱਖ ਵੱਖ ਕਮੇਟੀਆਂ ਕੰਮ ਕਰਦੀਆਂ ਹਨ।

ਅਥਾਰਟੀ ਦੀ ਸਥਾਪਨਾ ਸਬੰਧੀ।

ਲੁਧਿਆਣਾ ਸ਼ਹਿਰੀ ਯੋਜਨਾਬੰਦੀ ਨਾਲ ਸਬੰਧਤ ਮਸਲੇ ਅਥਾਰਟੀ ਦੀ ਮੀਟਿੰਗ ਵਿੱਚ ਵਿਚਾਰੇ ਜਾਂਦੇ ਹਨ ਅਤੇ ਕਮੇਟੀ ਵਲੋਂ ਇਹਨਾਂ ਦਾ ਫੈਸਲਾ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਅਥਾਰਟੀ ਵਿੱਚ ਆਫਿਸ਼ੀਅਲ ਮੈਂਬਰਾਂ ਤੋਂ ਇਲਾਵਾ ਇਸ ਸਮੇਂ 3 ਨਾਨ ਆਫਿਸ਼ੀਅਲ ਮੈਂਬਰ ਵੀ ਸ਼ਾਮਲ ਕੀਤੇ ਹੋਏ ਹਨ। ਜਿਨ੍ਹਾਂ ਵਿੱਚ 2 ਪਬਲਿਕ ਦੇ ਨੁਮਾਇੰਦੇ ਅਤੇ ਇਕ ਪੰਜਾਬ ਸਰਕਾਰ ਦਾ ਰਿਟਾਇਰਡ ਅਧਿਕਾਰੀ ਹੈ। ਇਹ ਮੈਂਬਰ ਪਬਲਿਕ ਦੀ ਨੁਮਾਇੰਦਗੀ ਕਰਦੇ ਹਨ।

ਸੁਝਾਓ ਬਕਸੇ

ਗਲਾਡਾ ਭਵਨ ਵਿੱਖੇ ਸਵਾਗਤ ਕਰਤਾ ਕਾਊਂਟਰਾਂ ਦੇ ਨਾਲ ਸੁਝਾਓ ਬਕਸੇ ਰੱਖੇ ਗਏ ਹਨ ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਪਬਲਿਕ ਅਪਣੇ ਸੁਝਾਓ ਲਿਖ ਕੇ ਪਾ ਸਕਦੀ ਹੈ। ਇਹਨਾਂ ਪ੍ਰਾਪਤ ਸੁਝਾਵਾਂ 'ਤੇ ਵਿਚਾਰ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਅਤੇ ਢੁਕਵੀਂ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

ਵੈਲਫੇਅਰ ਐਸੋਸੀਏਸ਼ਨਾਂ ਦੀ ਨੁਮਾਇੰਦਗੀ ਬਾਰੇ

ਭਾਵੇਂ ਕਿ ਗਲਾਡਾ ਵਲੋਂ ਐਡਵਾਈਜਰੀ ਕਮੇਟੀਆਂ ਗਠਿਤ ਨਹੀਂ ਕੀਤੀਆਂ ਗਈਆਂ ਫਿਰ ਵੀ ਗਲਾਡਾ ਵਲੋਂ ਵਿਕਸਤ ਸਾਰੀਆਂ ਸ਼ਹਿਰੀ ਮਿਲਖਾਂ ਦੀਆਂ ਵੈਲਫੇਅਰ ਐਸੋਸੀਏਸ਼ਨਾਂ ਦੇ ਨੁਮਾਇੰਦਿਆਂ ਨੂੰ ਗਲਾਡਾ ਦੀਆਂ ਹਰ ਤਰ੍ਹਾਂ ਦੀਆਂ ਉਦਘਾਟਨੀ ਗਤੀਵਿਧੀਆਂ ਵਿੱਚ ਸ਼ਾਮਲ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਅਤੇ ਗਲਾਡਾ ਦੀਆਂ ਗਤੀਵਿਧੀਆਂ ਬਾਰੇ ਜਾਣਕਾਰੀ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ ਅਤੇ ਉਹਨਾਂ ਵਲੋਂ ਦਿੱਤੇ ਸੁਝਾਵਾਂ 'ਤੇ ਵੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

ਭੋਂ ਪ੍ਰਾਪਤੀ ਸਬੰਧੀ

ਸ਼ਹਿਰੀ ਮਿਲਖਾਂ ਦੇ ਵਿਸਥਾਰ ਜਾਂ ਇਸ ਨਾਲ ਸਬੰਧਤ ਕਿਸੇ ਮੰਤਵ ਲਈ ਭੋਂ ਦੀ ਲੋੜ ਹੁੰਦੀ ਹੈ ਤਾਂ ਉਸ ਦੀ ਪ੍ਰਾਪਤੀ ਲਈ ਨੋਟੀਫਿਕੇਸ਼ਨ ਪ੍ਰਕਾਸ਼ਿਤ ਕਰਵਾਉਣ ਉਪਰੰਤ ਭੋਂ ਪ੍ਰਾਪਤੀ ਐਕਟ, 1894 ਮੁਤਾਬਿਕ ਭੋਂ ਮਾਲਕਾਂ ਤੋਂ ਇਸ ਦੀ

ਪ੍ਰਾਪਤੀ ਸਬੰਧੀ ਲਿਖਤੀ ਇਤਰਾਜ਼ ਲਏ ਜਾਂਦੇ ਹਨ ਜਿਹੜੇ ਕਿ ਸਿਫਾਰਸ਼ ਸਹਿਤ ਸਰਕਾਰ ਨੂੰ ਫੈਸਲਾ ਕਰਨ ਲਈ ਭੇਜ ਦਿੱਤੇ ਜਾਂਦੇ ਹਨ। ਇਸ ਭੇਂ ਦੇ ਰੇਟ ਜਿਲ੍ਹਾ ਭੇਂ ਰੇਟ ਫਿਕਸੇਸ਼ਨ ਕਮੇਟੀ ਵਲੋਂ ਫਿਕਸ ਕੀਤੇ ਜਾਂਦੇ ਹਨ। ਰੇਟ ਫਿਕਸੇਸ਼ਨ ਕਮੇਟੀ ਦੇ ਮੈਂਬਰ ਹੇਠ ਅਨੁਸਾਰ ਹਨ:
ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਚੇਅਰਮੈਨ
ਮੈਂਬਰ ਪਾਰਲੀਮੈਂਟ ਹਲਕਾ
ਐਮ.ਐਲ.ਏ ਹਲਕਾ
ਐਮ ਐਲ ਏ ਅਤੇ ਐਮ ਪੀ ਪਬਲਿਕ ਦੇ ਚੁਣੇ ਹੋਏ ਨੁਮਾਇੰਦੇ ਹੁੰਦੇ ਹਨ ਜਿਹੜੇ ਕਿ ਪਬਲਿਕ ਦੇ ਹੱਕਾਂ ਲਈ ਪ੍ਰਤੀਨਿਧਤਾ ਕਰਦੇ ਹਨ।
ਨੀਡ ਬੇਸਡ ਚੇਂਜਿੰਗ ਕਮੇਟੀ

ਸਮੇਂ ਸਮੇਂ ਤੇ ਬੁਨਿਆਦੀ ਰਹਿਣ ਸਹਿਣ ਦੀਆਂ ਸੁਵਿਧਾਵਾਂ ਵਿੱਚ ਪੇਸ਼ ਆਉਂਦੀਆਂ ਸਮੱਸਿਆਵਾਂ ਸਬੰਧੀ ਅਖਬਾਰਾਂ ਰਾਹੀਂ ਵਿਗਿਆਪਣ ਦੇ ਕੇ ਪਬਲਿਕ ਤੋਂ ਸੁਝਾਓ ਮੰਗੇ ਗਏ ਸੀ ਇਹਨਾਂ ਸਮੱਸਿਆਵਾਂ ਨੂੰ ਹੱਲ ਕਰਨ ਲਈ ਪੁੱਡਾ ਵਲੋਂ ਇਕ ਕਮੇਟੀ ਬਣਾਈ ਗਈ ਹੈ ਜਿਸ ਦੇ ਮੈਂਬਰ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹਨ:
ਐਡਵਾਈਜਰ ਟੈਕਨੀਕਲ, ਪੁੱਡਾ ਚੇਅਰਮੈਨ
ਸੀਨੀਅਰ ਆਰਕੀਟੈਕਟ, ਪੁੱਡਾ ਕਨਵੀਨਰ
ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ (ਗੁ:ਨਿ), ਪੁੱਡਾ ਮੈਂਬਰ
ਡਵੀਸ਼ਨਲ ਟਾਊਨ ਪਲਾਨਰ, ਪੁੱਡਾ ਮੈਂਬਰ
ਸੀਨੀਅਰ ਲਾਅ ਅਫਸਰ, ਮੁੱਖ ਦਫਤਰ, ਪੁੱਡਾ ਮੈਂਬਰ

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

- Level A) Where no intimation or approval is required from GLADA:** Allottee may undertake Additions and Alterations at his own level without any intimation to GLADA.
- Level B) Where prior intimation for ratification of records is required by GLADA:** Allottee may undertake Additions and Alterations at his own level but only a formal prior intimation may be made to GLADA for updating its records.
- Level C) Where prior approval is required from GLADA:** Allottee can undertake Additions & Alterations only after submission of proposed drawings and prior sanction by GLADA 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.

VIII

**A STATEMENT OF THE BOARDS, COUNCIL,
COMMITTEE AND OTHER BODIES
CONSISTING OF TWO OR MORE
PERSONS CONSTITUTED AS ITS PART
OF FOR THE PURPOSE OF ITS ADVISE,
AND AS TO WHETHER MEETING OF
THOSE BOARDS, COUNCILS,
COMMITTEE AND OTHER BODIES ARE
OPEN TO THE PUBLIC OR THE
MINUTES OF SUCH MEETING ARE
ACCESSIBLE FOR PUBLIC.**

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.	GLADA Authority	1. Chief Minister, Punjab Chairman 2. Housing and Urban Development Minister Member (when in position) 3. Chief Secretary Member 4. Principal Secretary (Finance) Member 5. Principal Secretary (Local Government) Member 6. Principal Secretary Housing and Urban Development Chairman 7. Principal Secretary to Chief Minister Punjab Member 8. Chief Town Planner, Punjab Member 9. Chief Administrator Greater Ludhiana Area Development Authority Member	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.	Finance & Accounts	(i) Chief Secretary to Govt. of Punjab	i) Scrutiny of budget proposals and	-do-	PUDA (Committee and

	Committee	Chairman (ii) Principal Secretary to CM, Punjab Member (iii) Principal Secretary, Finance, Punjab Member (iv) Principal Secretary, Local Govt. Punjab. Member (v) Secretary Housing & Urban Development Pb. Member (vi) Chief Town Planner, Punjab. Member (vii) Chief Administrator, GLADA. Member Secretary	annual statement of accounts including balance sheets and to make recommendations before approval of authority. ii) Determining prices/ policies for disposal of lands/plots/houses . iii) Allotment of lands to various Institutions as per policy decision of GLADA. iv) Any other duty assigned specifically by Authority.		conduct of Business), regulations ,1996 vide regulation No GLADA- Admn/I/EA-3/96-21021 dt. 6-6-96
3.	Planning & Design Committee	(i) Secretary of Govt. of Punjab Chairman Deptt. of Housing & Urban Development (ii) Secretary of Govt. of Punjab Deptt. of Local Govt.or his representative. Member (iii) Chief Administrator, GLADA Member-Convenor (iv) Chief Town Planne, Punjab Member (v) Chief Country Planner, Punjab Member	Scrutinise Proposals of declaring planning areas and preparation of Regional plans, Master Plans, and Town Development schemes under the Act/Rules & Regulations and recomemdations to Authority for approval. Scrutiny of layout plans of Sectors and Sub sectors. Discharge any other function as assigned by Authority Specifically.	-do-	PUDA (Committee and conduct of Business), regulations ,1996 vide regulation No GLADA- Admn/I/EA-3/96-21021 dt. 6-6-96

		(vi) Chief Architect, Punjab. Member			
4.	Regional P&D Committee	1. Additional Chief Administrator, GLADA Chairman 2. Estate Officer, GLADA Member 3. Divisional Town Planner (Town Planning Wing Pb.) Member 4. The Divisional Engineer (P.H.), GLADA Member 5. Divisional Engineer (C-1), GLADA Member 6. Architect, GLADA Member 7. Architect (Town Planning Wing, PUDA). Member-cum-convenor	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.	-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.
5	Layout Plans of Colonies approval Committee.	Competent Authority- C.A. Member- Chairman Pb. Pollution Control Board, Patiala. Member- Chief Town Planner (Pb.) Member- Chief Engineer(Comm.) PSEB, Patiala. Member- Chief Engineer, GLADA. Member- ACA, GLADA of concerned zone. Member- Senior Town Planner,	Approval of layout plans of various colonies to be developed by GLADA approved PROMOTERS.	-do-	Chief Administrator PUDA issued a depth examination of issues regarding layout plans of colonies vide No. PRO-GLADA/98/5736-48 dt. 2-6-98.

		GLADA. Member- Land Acquisition Collector, GLADA Member- E.O. of concerned M.C.			
6	Stationary Purchase Committee	Head office level: - Full Powers Chairman Addl.Chief Administrator(HQ) Member- Superintendent Engineer(c) Member- Division Engineer (C)	To sanction expenditure on purchase of stationary without obtaining tenders.	-do-	As per deligation of powers Section 1B (General) Clause -9
7	Condemnation Committee	Zonal level (upto Rs 50,000/- per item) Chairman- Addl. Chief Administrator(Zonal) Member- Superintending Engineer Member- Estate Officer Member- Accounts Officer.	To declare stores and stocks unrecoverable	do-	As per deligation of powers Section 1B (General) Clause -24
8	Writing off Committee(for unrecoverable stores)	Chairman-Chief Administrator GLADA Member-Addl. Chief Administrator Member-Superintending Engineer	To sanction writing off finally unrecoverable value of stores of authority's money lost by fraud or negligency of individual or due to any other cause	-do-	As per deligation of powers Section 1B (General) Clause -25
9	Writing off committee (Sale of unrecoverable stores)	Chairman-Chief Administrator GLADA Member-Addl. Chief Administrator Member-Superintending Engineer	To sanction sale of articles of stocks & stores declared unserviceable at value by negotiation even less than Book-value or by public auction.	-do-	As per deligation of powers Section 1B (General) Clause -26

10.	Writing off Committee (due to depreciation)	Chairman-Chairman GLADA. Member-Chief Administrator. Member-Addl. Chief Administrator	To write off book value of stores and stock due to depreciation or any other cause.	-do-	As per deligation of powers Section 1B (General) Clause –28
11.	Tender opening Committee (for execution of works)	<u>Head Office Level</u> Chairman-Superintending Engineer (c) Member- Divisional Engineer Concerned. Member-Accounts Officer. <u>DIVISIONAL LEVEL:-</u> Chairman-Divisional Engineer Member- S.O. (W) Member-Superintendent	Opening of Tenders for execution of works, in the presence of tenderers or their authorised representatives who may like to do so.	-do-	As per decision taken by the competent authority .
12.	Tender approval Committee (for execution of works)	<u>Head office level</u> <u>Works costing more than 50 lac</u> Chairman- Chief Administrator. Member- Addl. Chief Administrator Member- Superintending Engineer (c) <u>Works Costing more than 20 Lac but less than 50 lac</u> Chairman- Addl. Chief Administrator Member- Superintending Engineer (c) Member-Divisional Engineer. NOTE: For works costing upto Rs. 2 lac D.E. is competent for works costing more than Rs. 2 lac but less than Rs.20 lac S.E. is competent.	To accept tenders for execution of works, except single tender or other than lowest , for which approval of next higher authority is required.	-do-	As per deligation of powers Section II Works Clause –3.

13.	Purchase Committee (Building materials)	<p><u>Head office level</u> (Full Powers)</p> <p>Chairman-Chief Administrator GLADA.</p> <p>Member-Addl. Chief Administrator</p> <p>Member-Superintending Engineer (C)</p> <p>Member-Divisional Engineer(Concerned)</p> <p>Member- Accounts Officer.</p> <p><u>Upto 40 lac at one time.</u></p> <p>Chairman-. Addl. Chief Administrator</p> <p>Member-Superintending Engineer (C)</p> <p>Member-Divisional Engineer(Concerned)</p> <p>Member- Accounts Officer.</p> <p><u>Zonal level Costing 20 lac at a time</u></p> <p><u>(UPC)</u></p> <p>Chairman –Addl. Chief Administrator</p> <p>Member –Superintending Engineer.</p>	<p>To accept tenders for purchse of centrally procured materials against work technically sanctioned.</p> <p>To accept tenders for purchase for non-centrally procured items against work technically sanctioned.</p> <p>-do-</p>	-do-	As per deligation of powers Section II Works Clause –4.

		<p>Member-Accounts officer. Member-Accounts Officer. <u>Rs. 25000/- at a time (LPC)</u> Chairman –Supetending engineer.</p> <p>Member –Estate Officer. Member-Divisional Engineer. Member-Sanction officer</p> <p>NOTE:</p> <ul style="list-style-type: none">◆ Ceiling of UPC (HO) is Rs. one crore rupees during the financial year.◆ Ceiling of UPC (Field) is Rs. 50 lac during the financial years.◆ Ceiling of L.P.C is Rs. 50000/- per item during the financial year.	-do-		
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SECTION-I A (GENERAL)

Sr. No.	Nature of Power	Authority or officer to whom power is delegated	Extent of powers delegated	Remarks
1	2	3	4	5
1.	Power to declare headquarter of any employee	(i) CA (ii) ACA (Field) (iii) CE/SE	(i) Full Power (ii) Full Powers within their respective jurisdiction for employees in the scale of pay which is less than scale of pay which is less than scale of pay of Rs. 2200-4000 (iii) For employees of the headquarter drawings pay in the scale which is less than the scale of pay of Rs. 2200-4000 in working under him/her control.	
2.	Power to sanction the absence of an employee on duty beyond his sphere of duty	(i) ACA (Field) (ii) CE/SE	(i) Full Powers for employees working under their respective control. (ii) Full Powers for employees under his control.	
3.	Powers to sanction absence of the employees beyond their sphere of duty for training in India	(i) CA (ii) ACA (Field)	(i) Full Powers (ii) Full Powers in respect of Group-D employees	
4.	Power to dispense with the production of medical certificate of fitness.	(i) CA (ii) ACA (Field)	(i) Full Powers (ii) Full Powers in respect of Group-D employees	
5.	Power to suspend lines of an employee	(i) CA (ii) ACA (Field)	(i) Full Powers for one year only. (ii) Full Powers in respect of Group-D employees for one year only	
6.	Powers to transfer lien of an employee	CA	Full Powers	
7.	Power to relax the provision of rule 3.22 of the Punjab Civil Services Rules Volume-I, Part-I	(i) CA (ii) ACA (Field)	(i) Full Powers (ii) Full Powers in respect of Group-D employees	
8.	Power to relax the provision 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 (Field)	(i) Full Powers (ii) Full Powers in respect of Group-D employees	
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 (Field)	(i) Full Powers (ii) Full Powers in respect of Group-D employees	
10.	Power to issue a declaration as to the relative degree of responsibility attaching to two posts in case of doubt.	CA	Full Powers	
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 Vol. -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 officer 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	CA	Full Powers	

	officiating pay should or should not be given in case of clerical and subordinate posts not borne on regular scales of pay			
14.	Power to reduce the pay of an officiating employee	(i) VC (ii) CA (iii) ACA (Field)	(i) Full Powers for group A & B (ii) Full Powers for group C (iii) Full Powers for group D	
15.	Power to fix pay	ACA (Filed)	Full powers for the employees working under their respective control	
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 employee 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	
18.	Power to grant or permit an employee to receive honorarium	(i) VC (ii) CA (iii) ACA (Field) (iv) CE/SE	(i) Full Powers for group A & B (ii) Full Powers for group C & D (iii) Upto Rs. 500/- during an year (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 (Filed)	(i) Full Powers (ii) Upto Rs. 50,000/- in their respective jurisdiction	
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 (Field)	(i) Full Powers for group A,B & C (ii) Full Powers for group D	
21.	Power to grant leave	(i) CA (ii) ACA (Field) (iii) CE/S.E (iv) D.E	(i) Full Powers (Including Ex-India Leave) (ii) Full Powers (excluding Ex-India Leave) for employees working under their respective controls. (iii) Upto one month (Excluding Ex-India Leave) for all employees working within their respective jurisdiction (iv) Full Powers for group-D employees Excluding Ex-India Leave)	
22.	Power to grant extension in joining time.	(i) CA (ii) ACA (Field)	(i) Full Powers (ii) Full Powers in respect of Group-D Employees.	
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 (Field)	(i) Full Powers	
		(ii) CE/SE	(ii) Full Powers	
25.	Power to fix pay in foreign service	CA	Full Powers	

26.	Power to decide the date of reversion of an employee returning after leave from foreign service	(i) CA (ii) ACA (Field)	(i) Full Powers (ii) Full Powers in respect of Group-D Employees.	
27.	Power to appoint an employee to hold temporary post or to officiate in more than one post.	(i) VC (ii) CA (iii) ACA (Field)	(i) Full Powers for group A & B (ii) Full Powers for group C & D (iii) Full Powers for group C & D within their respective 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 Vol.-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, Vol-I, Part-I	(i) VC (ii) CA (iii) ACA (Field)	(i) Full Powers for group A & B (ii) Full Powers for group C (iii) 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 Vol.-I, Part-I	(i) ACA (Field)	(i) Full Powers for Staff within their jurisdiction.	
30.	To sanction advance out of the contributory Provident Fund.	(i) CA (ii) ACA (Field)	(i) Full Powers for group A & B (ii) Full Powers for group C & D	
31.	Issuing of no. Objection certificate. No dues certificates for obtaining Passport	(i) CA (ii) ACA (Field)	(i) Full Powers (ii) Full Powers for all ministerial (Except CE/SE) and group-D Employees.	
31-B	Issue of No due Certificate to the PUDA employees	(ii) ACA (Field) (ii) CE/S.E	(i) Full powers for staff except C.E/S.E (ii) Full powers for regular work charged staff.	
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 organization 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 (Field) (ii) CE/S.E	(i) Full powers within their jurisdiction. (ii) Full Powers for employees working under his control.	
34.	To allow annual grade increments except in the case of proficiency selection grade or senior scale or when stopped by the competent authority	Drawings and Disbursing Officer	Full Powers	

35.	grant of proficiency/selection grade and senior scale/placement in the higher scale and grant of class-II status of J.E under Assured	(i) VC (ii) CA (iii) ACA (HQ)	(i) Full Powers for Group-A & B Officers. (ii) Full Powers for Group-C Employees . (iii) Full Powers for Group-D Employees .	
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	Career Progression Scheme.	(iv) CE/SE	(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 (Field)	(i) Full Powers within their respective jurisdiction.	
37.	Posting & transfers of employees	(i) Chairman (ii) VC (iii) CA (iv) ACA(Field) (v) CE/SE	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 (Technical & Non Technical) iv) Full powers for group D. v) Full powers for work charged staff.	
38.	To sanction house building advance and conveyance advance to the employees.	i) VC ii) ACA(HQ) iii) CE/SE	i) Full powers for group A & B. ii) Full powers for group C & D(Tech & Non-Tech). iii) Full powers for work charged staff.	
39	To sanction Group D posts.	Authority	Full powers	
40.	To sanction engagement of agencies, staff and professional experts on contract basis.	i) CA ii) ACA(Field)	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.	
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(Field)	i) Full powers for Group-A ii) Full powers for all Group-B,C and D employees.	
42.	Clearance of probation period	iv) VC ii) CA iii) ACA(Field) 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 work charge staff working under his/her control.	
43.	Power to sanction Leave travel concesssion	i) CA ii) ACA(HQ) iii) CE/SE	i) Full powers ii) Full Powers for under their jurisdiction. iii) Full Powers for work charged staff.	

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	i) Full powers	
2.	To sanction expenditure purchase of :- i) Furniture & fixtures	i) CA ii) ACA (Field)	i) Full Powers ii) RS. 25,000/- in an year	
	ii) Office equipment such as fax machine duplicator, typewriters, Photostat machines and cycles.	i) CA ii) ACA(Field) iii) CE/SE	i) Full Powers ii) Rs. 50,000/-per item per year. iii) Rs. 50,000/- per item per years.	
	iii) Purchase of Computers and related equipments.	i) CA ii) ACA(Field)	i) Full Powers ii) Full Powers	
3.	To sanction expenditure on purchase of air conditions, water coolers, air-coolers and electrical fans.	i) CA ii) ACA (Filed) iv) CE/SE	i) Full Powers ii) Rs.30,000/-for A.C.& Rs. 5,000/-for the rest iv) Rs.30,000/-for A.C.& Rs. 5,000/-for the rest	
4.	To sanction expenditure on purchase of books and maps	i) CA ii) ACA(Field) (iii) CE/SE	i) Full Powers ii) Upto Rs. 1,000/-in an individual case of nonrecurring expenditure. iii) Upto Rs.1,000/-in an individual case of nonrecurring expenditure.	
5.	To sanction expenditure on installation of telephones & internal telephone system.	i) CA ii) ACA(Field)	i) Full Powers ii) Full Powers	
B	TO SANCTION FOLLOWING CAPITAL EXPENDITURE UNDER THE HEAD PURCHASE 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/SE iii) ACA(Field)	i) Full Powers. ii) Full Powers. iii) Rs.50,000/-	
7.	To sanction expenditure on purchase of scientific apparatus, laboratory, equipment, mathematical drawing, surveying, electrical instruments, weighing machines, meters equipment.	i) CA ii) CE iii) ACA(Field)	i) Full Powers ii) Full Powers iii) Rs. 25,000/-	
C. TO SANCTION FOLLOWING REVENUE EXPENDITURE UNDER THE HEAD CONTINGENCIESPROVIDED IN THE SANCTIONED BUDGET.				
8	i) To sanction expenditure on printing.	(i) CA (ii) ACA (Field) iv) CE/SE	i) Full Powers ii) Full Powers iii) iv) Rs.1,000/- in an individual case.	
	ii) To sanction expenditure on preparation and typing of project reports.	CE/SE	Full Powers	

9.	To sanction expenditure on purchase of stationary without obtaining tenders.	Committee consisting of ACA, Chief Engineer/SE, A.O	i) Full Powers	
		ii) CA	ii) Upto Rs.10,000/- on one single occassion and Rs. 50,000/- in an year	
		iii)ACA(Field)	iii) UptoRs.10,000/- on one single occasions and Rs. 50,000/- in an year.	
		vi) CE/SE	iv) Upto Rs. 5000/on one single occasions and Rs.20,000/- in an year	
10.	To sanction expenditure on account of rent for office accommodation	(i) CA ii) ACA(Field)	(i)Full Powers ii)Full Powers with in their jurisdiction.	
		iii) CE/SE	iii)Upto Rs. 3,000/- per month subject to the condition thatno lease is entered into for a period of more than one year.	
11.	To Sanction expenditure on account of telephone charges, rental charges of telephones and other miscellaneous charges.	Drawing and Disbursing Officer	Full Powers subject to verification of telephone bills and within the ceiling limit imposed by the Authority on local calls.	
12.	To sanction expenditure on purchase of postage stamps.	i) CA ii) ACA(Field) iii) CE/SE iv) Accounts Officer v) DE vi) Estate Officer	i) Full Powers ii) Full Powers within their respective Jurisdiction. iii) Full Powers iv) Upto Rs.2,000/- at a one time for offices in the field. v) Upto Rs.2,000/-for their offices in the field at one time vi) Upto Rs. 2,000/-at one time.	
13.	To sanction expenditure on electricity and wate charges bills.	Drawing and Disbursing Officer	Full Powers subject to verification of bills by the concerned officer.	
14.	To sanction supply of liveries to drivers and Class IV employees	i) ACA(Field)	i) Full Powers according to scale and conditions laid down by the Authority for its employees.	
15.	To Sanction purchase of periodicals and newspapers required for official use.	i) CA ii) CE/SE iii) ACA(Field)	i) Full Powers ii) Full Powers iv) Upto Rs.5,000/-per year.	
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.	i) CA ii) CE/SE iii) ACA (Filed) iv) Head of office	i) Full Powers ii) Full Powers iii) Full Powers iv) Hiring charges upto 6 months and repair charges upto Rs. 2,000/- in an individual case	
17	To incur expenditure on entertainment in the interest of the Authority's business activities.	(i) Vice Chairman	Upto Rs. 4,000/- Per month	
		(ii) CA	Full Powers	
		(iii) ACA (Filed)	Upto Rs. 3,000/- Per month	
		(iv) Chief Engg./S.E	Upto Rs. 2,000/- Per month	
		(v) SE	Upto Rs. 5,00/- Per month	
		(vi) D.T.P	Upto Rs. 2,00/- Per month	
		(vii) Sr. Town Planner	Upto Rs. 5,00/- Per month	
		(viii) ADO Officer	Upto Rs. 2,00/- Per month	

		(ix) Sr. Architect	Upto Rs. 5,00/- Per month	
		(x) DD (PR)/DE	Upto Rs. 5,00/- Per month	
		(xi) DE	Upto Rs. 2,00/- Per month	
		(xii) AEO	Upto Rs. 2,00/- Per month	
	TO SANCTION FOLLOWING REVENUE EXPENDITUE UNDER THE HEAD MISCELLANEOUS EXENDITUE PROVIDED IN THE SANCTIONED BUDGET			
17-A	(i) To incur expenditure on entertainment during the meeting held by the officers posted at respective zonal offices	(i) ACA (Field)	Upto RS. 10,000/- PM	
18.	To sanction legal expenditure in connection with civil suits/ Complaints/Appeals for and against the Authority	(i) CA	(i) Full Powers	
		(ii) ACA (Filed)	(i) Full Powers	
19.	To sanction expenditure on publicity and on advertisements through the media of the radio and press through the empanelled agencies	(i) ACA (Filed)	(i) Full Powers	
20.	(i) To sanction expenditure on repair and replacement of parts of vehicles (Major repair).	(i) CA	(i) Full Powers	
		(ii)ACA (Field)/SE	(ii) Full Powers within his jurisdiction & within sanctioned estimate approved by competent authority as per norms fixed.	
	(ii) To Sanction expenditure on running & maintenance of Vehicles and generator including repair & replacement of parts.	(i) CA	(i) Full Powers	
		(ii) ACA (Filed)	(ii) Full Powers (above the ceiling imposed).	
		(iii) Drawing and Disbursing Officer	(iii) Full powers within the ceiling imposed as per instruction issued from time to time.	
21.	To sanction expenditure for insurance of vehicles or other capital assets.	Drawing & Disbursing Officer.	Full Powers.	
E.	To SANCTION FOLLOWING REVENUE EXPENDITURE UNDER THE HEAD ESTABLISHMENT PROVIDED IN THE SANCTIONED BUDGET.			
22.	To sanction pay traveling 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 Engineer approval of ACA, 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.	
23.	To sanction reimbursement of medical expenses incurred by the employees.	(i) CA	(i) Full Powers.	
		(ii) ACA (Field)	(ii) Full Powers, for employees working under respective zones.	
		(iii) CE/SE	(iii) Full Powers for employees under his control.	
		(iv) Drawing and Disbursing Officer.	(iv) Upto Rs.3,600/- in an individual case.	

F.	OTHER ITEMS			
24.	To declare stores and stocks surplus or un-serviceable.	(i) Condemnation Committee consisting of the CA, CE/SE and ACA	(i) Full Powers.	
		(ii) Condemnation Committee for respective zone consisting of ACA, SE, Accounts Officer and DE Concerned	(ii) Upto Rs.50,000/-each item (Book value)	
		(iii) CA	(iii) Upto Rs. 20,000/- each item (book value).	
		(iv) ACA (Field)	(iv) Upto Rs. 5,000/- each item (book value).	
25.	To sanction sale of articles of stocks and stores declared un-serviceable.			
		(i) at book value or by private negotiation at less than book value.	Committee consisting of CA, ACA and CE/SE	
		(ii) by public auction.	(i) CA	
			(ii) ACA (Field).	
26.	To sanction the writing off finally of the un-recoverable 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 and CE/SE	Full Powers.	
27.	To write off books.	CA	Full Powers.	
28.	To write off book value of stores and stocks due to depreciation or any other cause.	(i) Committee consisting of VC, CA, ACA	(i) Full Powers.	
		(ii) Committee consisting of ACA, SE, Accounts Officer and DE Concerned	(ii) Upto rs.1,00,000/-	
29.	To sanction payment of municipal taxes of the Authority which have been assessed by the Competent Authority.	(i) CA	(i) Full Powers.	
		(ii) ACA	(ii) Full Powers.	
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	(i) Full Powers	
		(ii) ACA	(ii) Full Powers	
31.	To approve the undertaking of defense of the employees in criminal proceedings at the expense of the Authority.	CA	Full Powers.	
31 A	To issue certificate of residential proof to the officers/ officials of PUDA.	1. ACA (Filed)	1. Full Powers	
32.	To reimburse an employee whose conduct has been the subject matter of inquiry for expenditure on account of defense witness.	CA	Full Powers.	
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	(i) Full Powers	
		(ii) ACA (Field)	(ii) upto Rs.25,000/-per item.	
		(iii) CE/SE	(iii) Upto Rs.25,000/- per item.	

34.	To sanction expenditure upon items not specified under contingencies and not otherwise provided for in these regulations.	CA	Full Powers	
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(SECTION II WORKS)

Sr. No.	Nature of Powers	Authority of officer to whom power is delegated	Extent of power delegated	Remarks
1	2	3	4	5
1.	To accord Administrative approval to proposals for works.			
	(a) For original works or projects.	i) VC	i) Full Powers.	
		ii) CA	ii) Upto Rs.500.00 lacs.	
		iii) ACA (Field)	iii) Upto Rs.25.00 lacs.	
	(b) For extension of executed works, new works, maintenance or repairs.	(i) ACA (Field)	Upto rs.5.00 lacs.	
2.	To accord technical sanction to the detailed estimates of works.	i) CE/SE	i) Full Powers.	
3.	To accept tenders for execution of works.	(i) Committee consisting of CA, CE/SE, ACA & A.O	(ii) Works above Rs.50.00 lacs subject to approval of Chairman in case of single tenderer other than the lowest.	
		(ii) Committee consisting of CE/SE, ACA and A.O	(ii) Works between Rs.20.00 lacs to Rs.50.00 lacs subject to approval of CA in case of single tender or tender other than the lowest.	
		(iii) SE	(iii) Upto Rs.20.00 lacs except for single tender where it will be submitted to next higher authority.	
		(iv) DE	(iv) Upto Rs. 2.00 lacs except for single tender.	

HIGHER PURCHASE COMMITTEE

4.	To purchase Stores for sanctioned works.	(i) Committee Consisting (a) CA (b) ACA (c) CE/SE (d) A.O	Full Powers.	
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UPPER PURCHASE COMMITTEES.

		(i) Field level consisting of:- (a) ACA (Field) (b) CE/SE (C) Accounts Officer	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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LOWER PURCHASE COMMITTEE

		(i) Committee consisting of : (a) SE (b) A.O (c) DE Concerned (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.	
	NOTE:- In the case of Lower Purchase Committee presence of Superintending Engineer concerned, for the upper purchase committee filed 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.			

5.	To accord sanction to non-scheduled or extra items.	i) VC	i) Full powers.	
		ii) CA	ii) Upto Rs.50.00 lacs subject to maximum of 10% of contract value.	
		iii) CE/SE	iii) Upto Rs.20.00 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	i) Full powers.	
		(ii) CA	ii) Upto Rs.50.00 lacs,	
		(iii) ACA (Field)	iii) Rs.10.00 lacs	
		(iv) CE/SE	iv) Upto Rs.25.00 lacs.	
		(v) SE	v) Upto Rs.2.00 lacs.	
7.	Write off infructuous expenditure on construction.	Authority	Full Powers.	
8.	Passing of first running and final bill.	Divisional Engineer	Full Powers after pre-audit of odd running and final bills.	
9.	To sanctioned expenditure under the workmen compensation Act, 1923 and the Industrial Dispute Act, 1947.	CA	Full Powers.	
10.	To accord sanction to expenditure on ceremonies connected with lying of foundation stones and opening of Authority buildings, holding of draw of lots, auction of sites and the like.	i) CA	i) Full Powers.	
		ii) ACA (Field)	ii) Upto Rs.25000/- in their respective jurisdiction.	
11.	To fix the limit of reserve stocks.	Committee consisting of : (a) CA, CE, ACA	a) Full powers.	
		b) ACA (Field)	b) Upto Rs.5.00 lacs.	
12.	To sanction repairs and carriage of tools and plants, construction equipment and laboratories.	Committee consisting of : i) CA, CE/SE, ACA	i) Full powers.	
		ii) Committee consisting of CE, ACA	ii) Upto Rs. 1.00 lacs.	
		iii) ACA (Field)	iii) Upto Rs.50,000/-	
13.	To sanction carriage and handling of stock material chargeable to stock.	i) CA.	i) Full Powers.	
		ii) Divisional Engineer.	ii) Full powers at the rates within the scheduled rates plus premium sanctioned from time to time.	
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/SE and Accounts Officer	i) Full Powers	
		(b) CE & A.O	ii) Upto Rs.50000/-	
		(c) ACA (Field), SE and Accounts Officer.	iii) Upto Rs.25000/-	
	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 obsolesces is beyond repair or renovation.			
5.	Disposal of surplus (Tools & Plants)			
	(A) Articles, Surplus, Unserviceable or obsolete material or tools & plants article.	i) CA	Full Powers.	
	(b) To dispose of material (Tools & plants) articles,	(i) Committee consisting of : a) VC, CA, ACA, A.O	i) Full Powers.	

	declared surplus, unserviceable or obsolete and sanctioning resultant loss therein, if any.	a) CE b) SE	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	(i) Committee consisting of : (a) VC, CA, A.O & CE (b) CE/SE	Full Powers.	
	Which the construction was under taken has been fulfilled		Temporary Construction upto the cost of Rs.20000/-	
17.	To incur expenditure for getting preliminary study reports prepared regarding new projects.	(i) CA ii) CE	i) Full Powers. ii) Upto Rs.10000/-	
18.	Opening of tenders called for execution of works.	i) Tender committee under the Chairmanship of Superintending Engineer 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.	
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.	
20.	Grant of extension of time for completion of work.	i) CA ii) ACA (Field)	i) Full Powers. ii) For works below Rs.25.00 lacs.	
21.	To write off articles (Tools & Plants) & office furniture rendered unserviceable through wear & tear if the original purchase value of the articles is not know.	i) Committee consisting of VC, CA & CE/SE 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/-	
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.	
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.	
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 Panchayat.	
26.	To incur expenditure on testing of samples with a view to enforce quality.	i) CE/SE ii) SE	i) Full Powers ii) Upto Rs.7500/-	

		iii) Divisional Engineer	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 or rates plus sanctioned premium.	
27.	To create posts of Work charged Staff.	(i) Authority	Full Powers.	
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.	
30.	To delegate powers of the Authority under section-2, sub-section v of the Punjab Urban Planning and Development Authority (Building) Rules, 1996 (i.e. Declaring Authorised Officers).	(i) CA	Full Powers.	
31.	To delegate powers of Chief Administrator to subordinate officers and to withdraw the same	CA	Full Powers.	
32.	To amend these regulations in order to facilitate day-to-day working.	CA	Full Powers.	
33.	A new committee to be called "THE CONCEPT APPROVAL COMMITTEE" which would finalized the Architectural Drawing and specifications for materials (Based on which DNIT).	Committee consisting of: i) VC, CA, CE/SE, Sr/ Archit, ACA ii) CA, CE/SE, Sr Arch. ACA	 i) Works upto Rs.1.00 crore and above. ii) Works below Rs.1.00 crore.	
34.	Power to fix levy of the departmental charges of the projects to be carried out by GLADA as deposit work.	CA	Full power.	
35.	(i) Sanction expenditure on loose papers, printing of Dos, visiting cards, purchase of books, binding misc. purchase like banquet for functions photography etc.	DE	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, 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 seed the sanction of ACA (HQ) excluding the advts pertaining to the disposal of property or major scheme.	DE	Full Powers.	

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.

(ix)

DIRECTORY OF IT'S OFFICERS & EMPLOYEES.
GLADA BHAWAN, Ludhiana

STAFF POSITION OF GLADA, LUDHIANA						
Sr. No.	Employee Name (Sh. Smt.)	Designation	Office where posted	Additional charge	Current Address	Phone/ Mobile No.
1	Parminder Singh Gill, IAS	Chief Adminstrator				
2	Mandeep Singh	Clerk	CA Office		#1380 Gali No. 31 Bhagwan Chowk, janta Nagar, Ludhiana	98761-11745
3	Jagjit singh	Clerk	CA Office		762, Preet Nagar, Dugri, Ludhiana	98158-74476
4	Suraj	Peon	CA Office		213/34, St No 6, New Kundan Puri, Ludhiana	94630-55767
5	Bhupinder Singh, IAS	Additional Chief Administrator				
7	Gurmail Singh	ADO	ACA Office (LAC, Licensing and Appeals etc.)		158, New Dashmesh Nagar, Gali No. 3, Katcha Malak	98145-77651
8	Amarjit Singh	Sr. Asstt.	ACA Office		9577, St No 17, Kot Mangal Singh, Ludhiana	98725-62365
9	Rakesh Kumar	Superintendent	ACA Office			
10	Sahib Singh	Sr. Asstt. (A/c)	ACA Office			97793-21541
11	Jatinderjit Kaur	Steno Cum P.A.	ACA Office		235, New Agar Nagar, Ludhiana	94630-28100
12	Bahadur Singh	Clerk	ACA Office		VPO Ghungran, Tehsil and Distt. Ludhiana	98554-38124
13	Major Singh	Clerk	ACA Office			99880-95025
14	Ashwani	Clerk	ACA Office			97795-50999
15	Kuljit Singh	Peon	ACA Office			98787-73351
16	Jaswinder Kaur	Peon	ACA Office			98156-64035

17	Ruldu Mohhammad	Peon	Estate Office (R)			
19	Harjinder Kaur	Chowkidar	ACA Office			
20	Puran Chand	Chowkidar	ACA Office			
21	Krishna Bahadur Sharma	Clerk	Accounts Branch			78891-95130
22	Sri Pal	Mali Cum Chowkidar	ACA Office			
23	Amanpreet Singh	Clerk cum DEO	ACA Office		2468/4, St. No. 7, Jammu Colony, Ludhiana-141003	98888-47614
25	Chamkaur Singh	Khalasi/ Peon	ACA Office		Vill Gholian kalan, tehsil Bagha purana, Moga	94630-82934
26	Shamsher Singh	Peon	ACA Office			
27	Manjit Singh	Driver	ACA Office		MIG 161, Phase I, Urban Estate, Dugri, Ludhiana	94633-95244
28	Jai Bhagwan	Fitter Helper	ACA Office		MIG 132 Pi-1 U/E/ Dugri Ludhiana	94651-78803
29	Sukhjinder Singh	CAO	Accounts Branch			
30	Sudhir Chander Jain	Section Officer	Accounts Branch	DE (C-2)		98148-12646
31	Rajesh Sachdeva	SAO	Accounts Branch			98142-21447
32	Parminder Kaur	Sr. Asstt. (A/c)	DE (Elec.)	Half day afternoon in Accounts Branch		
33	Amit Kumar	Sr. Asstt. (A/c)	Accounts Branch			99884-44616
34	Inderpal Singh Masoun	Sr. Asstt. (A/c)	Accounts Branch			89689-30088
36	Raj Kumar	Section Officer	Land Acquisition Branch	DE (C-1), DE (Hort.)	Mohalla Aran Hali, Rahon, Distt. SBS Nagar	95011-16032
37	Darshan Singh	Kanugo	Land Acquisition Branch			98725-31602
38	Rajinder Singh	Patwari	Land Acquisition Branch			
39	Mohan Singh	Patwari	Land Acquisition Branch			

41	Kaushalya Kaur	Peon	Land Acquisition Branch			
42	Mukesh Kumar Chadha	ATP	Project Branch			96469-96868
43	Narinder Pal Singh	Clerk cum DEO	Estate Office (R)			98038-14780
44	Balvir Singh	Peon	Project Branch			
1	Sunil Kansal	Chief Engineer	O/o Chief Engineer			98720-12763
45	Sonam Chaudhary, PCS	Estate Officer				
47	Manpreet Singh	Sr. Asstt.	Licensing Branch, ACA Office	Building Branch	4535, St. No. 12, Shimlapuri, Ludhiana	98141-70285
48	Shingara Ram	Sr. Asstt. (A/c)	Estate Office	Accounts branch for salary work	VPO Rahon, Mohalla Khosla, Nawashahar	94631-34875
51	Kapil Singla	Sr. Asstt. (A/c)	DE (PH)			70090-43502
52	Eshan Kumar	Sr. Asstt. (A/c)	Estate Office			
54	Balwinder Singh	Clerk (Jr. Asstt.)	Estate Office			98760-34354
55	Gurwinder Singh	Clerk	Estate Office			
57	Rajwinder Singh	Clerk	Estate Office			
58	Gurmeet Singh	Oil Man	Estate Office		VPO Sayan Kalan Ludhiana	94640-39056
59	Satwinder Kaur	Peon	Estate Office			
60	Sandeep Singh	Peon	Estate Office		Mundian Khurd, Ludhiana	99143-07258
61	Mandeep Kaur	Superintendent	DE (Civil-I)	DE (Civil-II)	H.no. 53, urban estate, phase-III, Dugri road, Ludhiana	98724-02307
62	Rakesh Kumar	Clerk	Estate Office			
63	Jaskiran Kaur	Section Officer	Estate Office	DE (PH)	3369/12 New Model Town Ludhiana	94630-50941
64	Rajesh Aggarwal	Section Officer	Accounts Branch	Estate Office	278-C Rajguru Nagar Ludhiana	95018-00689
65	Ravinder Singh	Section Officer	Estate Office		1082/1 Guru Amar Dass Nagar, Ludhiana	98557-20401

67	Aditaya Ratan	SDE (Civil)	DE (Civil)	Estate office (R)		95928-30991
69	Gurcharan Singh	J.E. (PH)	Estate Office (R)	Half day in DE (PH)	Vill Mudian Khurd, Tibbi Colony, PO Sahibiana	97792-53285
72	Sahil Sahi	J.E. (Civil)	Estate Office (R)	DE (Civil-I)		70092-53046
73	Varinder Kumar	Clerk	Estate Office (R)		B-1/229, Mohalla Phalaiwala VPO Noor Mahal, Tehsil Phillur, Distt. Jalandhar	98780-24144
74	Bhupinder Singh	Clerk	Project Branch	Half day regulatory wing	380, Phase II Urban Estate, Dugri, Ludhiana	98148-22881
75	Tarun Kumar	Clerk	Estate Office (R)			
79	Sukhwinder Singh	Photo Stat Machine Optr.	Estate Office (R)		VPO Mundian Khurd, Distt. Ludhiana	89683-20858
80	Surinder Kaur	Peon	Estate Office (R)			
	Rajesh Kumar	Sr. Asstt. (A/c)	Estate Office			
84	Sunit Singhal	Clerk (Jr. Asstt.)	Estate Office (Bldg.)			98555-31456
86	Satwinder Singh	SDE (B)	Estate Office (Bldg.)	Estate office (R)		79861-81528
87	Karan Aggarwal	J.E. (Civil)	DE (Civil-I)	Estate office (R)		87438-23968
88	Varinder Singh	J.E. (Civil)	DE (Civil-II)	Estate office (Building)		97791-88606
89	Jatinder Pal Singh	SDE (Civil)	DE (HQ)	Estate office (R) and Estate Office (Plots)		98779-57962
90	Sandeep Kumar	Sr. Asstt. (A/c)	Estate Office (Ferozpur)			
91	Gurpreet Kaur	Clerk	Estate Office (Ferozpur)		Gali No 7 Trivani Chowk Ferozpur	96462-11166
92	Krishan Lal	Chowkidar	Estate Office (Ferozpur)			
93	Buta Ram	Khalasi/ Peon	Estate Office (Ferozpur)			
96	Rajesh Mahajan	SDE (PH)	DE (PH-II)			96461-38595

97	Narinderpal Singh	Work supervisor	DE (PH-II)		Vill Rajinderpur, PO Manupur, Patiala	98724-63894
99	Jaspal Singh	Pump Operator	DE (PH-I)			
102	Shamsher Singh	Pump Operator	DE (PH-I)		VPO Mangewal the. Anandpur Sahib, Roop Nagar	98149-47834
103	Balbir Singh	Pump Operator	DE (PH-I)		MIG 55 Ph-1 U/E Dugri Road Ludhiana	94644-25208
104	Mange Ram	Sewarman	DE (PH-I)		VPO Bhanohar Punjab, Ludhiana	95012-89996
105	Harnek Singh	Pump Operator	DE (PH-I)		VPO Lohara, Ludhiana	98143-22940
106	Bhagwant Singh	Pump Operator	DE (PH-I)			
107	Kala Singh	Sewarman	DE (PH-I)			
108	Avtar Singh	Pump Operator	DE (PH-I)		VPO Shiyar Ludhiana	94649-65036
109	Garib Dass	Pump Operator	DE (PH-I)		VPO Mahadian Tehsil Sirhind Distt. Fathgarh Sahib	94641-44383
110	Paramjit Singh	Meter Reader	DE (PH-I)		VPO Detwal, Ludhiana	98554-75179
111	Amarjit Singh	Meter Reader	DE (PH-I)		VPO Janddi the Jagraon Ludhiana	95926-05643
112	Shamsher Singh	Pump Operator	DE (PH-I)		Vill Mangali PO Ramgarh Ludhiana	94632-03029
113	Balwinder Singh	Pump Operator	DE (PH-I)		Vill Rajoana, the Raikot Distt. Ludhiana	98880-43770
114	Surinder Singh	Pump Operator	DE (PH-I)		#5 Block-B Satjot Nagar Dhandra Road, Ludhiana	98156-23423
115	Vijay Kumar	Pump Operator	DE (PH-I)			
116	Manjinder Singh	Pump Operator	DE (PH-I)		VPO Mansuran the. Ludhiana	95018-30300
117	Dalbara Singh	Fitter	DE (PH-I)		VPO Kot Gangu Rai, Ludhiana	98760-60307
118	Jagdev	Mali Cum Chowkidar	DE (PH-I)		2577, EWS Colony Sec 32 Samrala Road Ludhiana	80544-24667
119	Rajesh Kumar	Sewarman	DE (PH-I)		VPO Janddi the Jagraon Ludhiana	94177-87542

120	Kalam	Mali Cum Chowkidar	DE (PH-I)		200 St. No. 9 ram Nagar Mundian Kalan Ludhiana	90230-40232
121	Kamarpal	Mali Cum Chowkidar	DE (PH-I)		LIG 465 Sec 40 U/E Samrala Road Ludhiana	98885-16680
122	Suresh Kumar	Mali Cum Chowkidar	DE (PH-I)		Water works Ner BCM School Sec 32 Samrala Road, ludhiana	98157-46437
123	Dwarika Parshad	Ledger Keeper	DE (PH-I)		St. no. 2, 15' Gali Guru teg Bahadur Colony Mudhiana Kalan Ludhiana	98880-80772
124	Simar Pal	Mali Cum Chowkidar	DE (PH-I)		VPO Shankar, Ludhiana	92570-38585
125	Kimti Lal	Mali Cum Chowkidar	DE (PH-I)		M-104 Basant Colony noorwal Road Ludhiana	98786-10994
126	Pitter Din	Mali Cum Chowkidar	DE (PH-I)		188 Gali No 2 Krishan Nagar, Bhamian Road, Ludhiana	99884-96617
127	Kishan Pal	Sewarman	DE (PH-I)		64 Near Water Tank Samrala Road Ludhiana	92175-05377
128	Jagdish Singh	Pump Operator	DE (PH-I)			
129	Harminder Singh	Pump Operator	DE (PH-I)		59 St. No. 5 Har Krishan Nagar Shimla Puri Ludhiana	98725-00461
130	Suresh Kumar	Sewarman	DE (PH-I)		Vpo Ayyali Kalan, Ludhiana	94636-57941
131	Pawan Kumar	Pump Operator	DE (PH-I)		3557/27-B(5AX), Kundan Nagar, Model Town Ludhiana	98724-15267
132	Munesh Kumar	Sewarman	DE (PH-I)			
133	Ramesh Parshad	Fitter	DE (PH-I)			
134	Gopal Ram	Sewarman	DE (PH-I)			
135	Sukhdev Singh	Fitter	DE (PH-I)			
136	Nand Lal	Mali Cum Chowkidar	DE (PH-I)			
137	Karmjit Singh	Pump Operator	DE (PH-I)			

138	Mukesh Kumar	Sewarman	DE (PH-I)			
139	Naresh Kumar	Sewarman	DE (PH-I)			
140	Ashwani	Sewarman	DE (PH-I)			
141	Harbhajan Singh	Work supervisor	DE (PH-I)			
142	Parduman Singh	Mali Cum Chowkidar	DE (PH-I)			
143	Ram Dulara	Mali Cum Chowkidar	DE (PH-I)			
144	Paras Ram	Mali Cum Chowkidar	DE (PH-I)		Surinder Kumar Bitta 7352 St. No. 3 new Moti Nagar Ludhiana	95015-90769
145	Gopal	Sewarman	DE (PH-I)			
146	Jai Parkash	Fitter Helper	DE (PH-I)			
147	Vinod Kumar Dhawan	A.E. (PH)	Estate Office	DE (PH-I)	48/18 Shahid Bhagat Singh Nagar dhandra Road LUdhiana	94172-95205
148	Gurpreet Singh	Peon	DE (PH-I)	Blind	H No. 539 B/S Sr Sec School vill Sunet Distt. Ludhiana	98143-16157
149	Tarun Aggarwal	D.E. (PH)	DE (PH-II)	DE (PH-I)	235 Jagjit Nagar, Threেকে Road, Ludhiana	94171-66693
150	Rajinder pal Singh	Pump Operator	DE (PH-I)		1138/710 St. No. 3 Guru Teg Bahadur Nagar, Mundian Ludhiana	98880-59596
151	Surinder Kumar	Sewarman	DE (PH-I)		1093 Dayal Nagar St No. 1 Ghumar Mandi Ludhiana	97796-70200
152	Amarnath	Mali Cum Chowkidar	DE (PH-I)			
153	Satpal	Sewarman	DE (PH-I)			
154	Ram Kumar	Mali Cum Chowkidar	DE (PH-I)		EWS 2575 Sec 32 Ludhiana	85282-97054
155	Rachhpal Singh	Pump Operator	DE (PH-I)		VPO Malaud the. Payal, Ludhiana	95012-00443
156	Harjeet Singh	Pump Operator	DE (PH-I)		12301, St. No. 19 Ram Nagar B/s	98722-04513

					Sangeet Cinema Ludhiana	
157	Baljeet Singh	Fitter Helper	DE (PH-I)		Tajpur, the Raikot, Ludhiana	81467-08987
158	Nazar Singh	Mali Cum Chowkidar	DE (PH-I)			
159	Mittar Singh	Sewarman	DE (PH-I)		New Sundar Nagar St. No. 2 Lahara Colony Ludhiana	97793-32612
160	Ram Sanjeevan	Mali Cum Chowkidar	DE (PH-I)			
161	Raj Kumar	Key Man	DE (PH-I)		MIG 156, Ph-1, U/E Dugri Ludhiana	9881-73670
162	Paramjit Singh	Pump Operator	DE (PH-I)			
163	Satinder pal Singh	DHD	DE (PH-I)	DE (PH-II)		97814-40251
164	Bachittar Singh	Clerk	DE (PH-I)			94174-63575
165	Amit Kumar	Sr. Asstt. (A/c)	Estate Office	LAC		
166	Anmol Chopra	J.E. (PH)	DE (PH-I)	Estate office (R)		79867-95342
168	Navjot Singh	D.E. (Hort.)	DE (Hort.)		152 F Shaheed Bhagat Singh Nagar Pakhowal Road Ludhiana	97797-02872
169	Harpreet Singh Sekhon	SDO (Hort.)	DE (Hort.)		St. No 5 (Right) Balbir Avenue Faridkot	78378-00102
170	Sarabjeet Kaur Dheri	SDO (Hort.)	DE (Hort.)		6 B, New Rajguru nagar extension near Royal palace, ludhiana	81460-07755
171	Tara Singh	Mali	DE (Hort.)		VPO Lalto Kalan Ludhiana	94632-68781
172	Achhey Ram	Mali	DE (Hort.)		Mohalla Juggi Sec 38 Ludhiana	96531-14769
173	Nirmal Singh	Mali	DE (Hort.)		Vill. Kullival Po Jamalpur Ludhiana	98558-49807
174	Raghu Raj	Mali	Estate Office		LIG 4115 Ph-2 Dugri Road Ludhiana	95693-91455
175	Lal Chand	Mali	DE (Hort.)		MIG 53 Ph-1 Dugri ludhiana	78377-00710

176	Jagtar Singh	Mali	DE (Hort.)		VPO Sahibana Distt. Ludhiana	95016-90603
177	Harphool Singh	Mali	DE (Hort.)		VPO Maksudra Distt. Ludhiana	97814-28626
178	Shingara Singh	Mali	DE (Hort.)		Vill lal Kalan Kubhi Ludhiana	98726-49426
179	Jaswinder Singh	Mali	DE (Hort.)		Mudian Khurd Tibba Colony Distt. Ludhiana	99145-86967
180	Ajmer Singh S/o Surjit Singh	Mali	DE (Hort.)		Vill Katani Khurd PO Katani Kalan Ludhiana	99889-14592
181	Harbans Singh	Mali	Estate Office (R)		VPO Sarih Distt. Ludhiana	98141-01850
182	Balbir Singh S/o Joginder Singh	Mali	DE (Hort.)		Vill Giaspura Po Luhara Distt. Ludhiana	98372-73100
183	Mangroo	Mali	DE (Hort.)		H NO. 56 Labor Colony Ph-1 Dugri Ludhiana	81460-11346
184	Harjinder Singh	Mali	DE (Hort.)		Vill Mudian Khurd Distt Ludhiana	80542-73267
185	Balbir Singh S/o Nashtter Singh	Mali	DE (Hort.)		VPO Maksudran Distt. Ludhiana	98559-19564
186	Ram Narain	Mali	DE (Hort.)		LIG 933 Sec -32 Samrala Road Ludhiana	98787-66469
187	Raja Ram	Mali	DE (Hort.)		LIG Ph-2 Dugri Ludhiana	98783-95587
188	Sukhwinder Singh	Mali	DE (Hort.)			
189	Ram Kumar	Mali Cum Chowkidar	DE (Hort.)		836 Rajiv Ghandi Colony Near Bear Factory Focal Point Ludhiana	
190	Sewak Singh	Mali	DE (Hort.)		VPO Dhadari Kalan Ludhiana	95924-06737
191	Ram Partap Singh	Mali	DE (Hort.)		VPO Naragwal Distt. Ludhiana	98764-33098
192	Ajmer Singh S/o Bidhi Chand	Mali	DE (Hort.)		Vill lal Kalan Kubhi Ludhiana	97815-18490
193	Budh Singh s/o Gunam Singh	Mali	DE (Hort.)		Vill Katani Khurd Po Katani Kalan Ludhiana	99159-44238

194	Tersem Singh	Mali	DE (Hort.)		Vill Giaspur PO Luhara Distt. Ludhiana	81463-33491
195	Budh Singh S/o arjun Singh	Mali	DE (Hort.)		Vill Giaspur Po Luhara Distt. Ludhiana	80540-50400
196	Gurpreet Singh	J.E. (Hort.)	DE (Hort.)	Estate office (R) and JE (Mech.)	B-IX-662 Near Govt. High School Surgapuri Kotakpuri Kotakpura, Faridkot	94632-33449
197	Sandeep Singh	Clerk	DE (Hort.)			98881-93344
198	Sunil Dutt	Work Supervisor (Hort.)	DE (Hort.)	J.E. (Hort.)	H.No. 104 G block -Z Rishi Nagar Ludhiana	94635-66265
199	Pargat Singh	J.E. (Mech.)	DE (Hort.)	Estate office (R)		99156-91343
200	Jaswinder Singh Kahlon	ADO	ACA Office			97795-77892
201	Harjinder Kaur	Superintendent	Chief Engg. Office	Estate office (R)	Vill Chak Kalan Mandi Mullanpur Distt. Ludhiana	95925-32170
202	Manjit Kaur	Peon	ACA Office			
204	Raman Kumar	Clerk cum DEO	DE (Elec.) and afternoon half day in SE office			
205	Brij Lal	Mali Cum Chowkidar	Accounts Branch		18 St. No. 4 Lachman Nagar Mundia Khurd Ludhiana	98729-21962
206	Geeta Rai	Peon	DE (Elec.)		LIG 887 Sec 32 Samrala Road Ludhiana	
207	Ved Parkash	Driver	DE (Elec.)			
	Hans Raj	DHD	DE (Elec.)	Estate office		
208	Divleen Singh	SDE (Electrical)	DE (Elec.)	Estate office (R)		99150-30005
209	Suraj Manchanda	SDE (Electrical)	DE (Elec.)			96466-45040
210	Somesh Kaushal	A.E. (Electrical)	DE (Elec.)	Estate office (R)		99888-20677
211	Jasvir Singh	J.E. (Elect.)	DE (Elec.)	Estate office (R)		94172-91527
212	Lachhman Singh	Electrician	DE (Elec.)		MIG 56 Ph-1 U/E Dugri Road Ludhiana	

213	Gurpreet Singh	Peon	DE (Elec.)			94170-47671
214	Harpal Singh	Helper	DE (Elec.)		VILL Saia Kalan Po& Distt. Ludhiana	94640-32303
215	Avtar Singh	Helper	DE (Elec.)		Vill Bhutari Tehsil Distt. Ludhiana	
216	Vasdev Singh Cheema	D.E. (Electrical)	DE (Elec.)	ADA, Amritsar		90419-14019
217	Abhimanyu Thind	SDE (Civil)	DE (Civil-I)			99880-05940
218	Amarjit Singh	J.E. (Civil)	DE (Civil-I)	Estate office (R)		
220	Parminder Singh	SDE (Civil)	DE (Civil-I)	Estate office (R)	4702 Near Post office Mudian Kalan, Ludhiana	84270-00959
221	Jasjot Singh	DE (Civil)	DE (Civil-1)	DE (C-2, HQ-1, HQ-2)		
222	Shashi Kumar	DHD	DE (Civil-I)	DE (Hort.)	B-32/897, Mian road Bhora PO, Neta ji nagar, Ludhiana	95010-30224
223	Paras Jain	Sr. Asstt. (A/c)	DE (Civil-I)		janta provision store jain bazar near police station raikot	99884-33777
224	Hirday Pal Singh	Superintendent	Estate office		Vill Jaipura Near Doraha Distt. Ludhiana	95015-77778
225	Jatinder Kumar	Supervisor	DE (Civil-I)		Mohalla Bhandra, H.No. 1022/4, Phillaur, Jalandhar	94640-11105
226	Harbans Singh	Supervisor	DE (Civil-I)		VPO Bhagwanpura Tehsil Samralla, Ludhiana	99159-45910
227	Sarbjeet Kaur	Peon	DE (Civil-I)		Village Salondi, Samralla, Ludhiana	99155-62618
228	Gurmail Singh	Khalasi	DE (Civil-I)			
229	Ram Kailash	Chowkidar	DE (Civil-I)		H No. 4360 U/E Dugri Ludhiana	95014-69162
230	Sandeep Kumar	SDE (Civil)	DE (Civil-II)	Estate office (R)	Near Ghandhi Lab. PWD Rest House Khanna	98728-25150
231	Santosh Kumar Bains	SDE (B)	DE (Civil-II)	Estate office (R) and EO	3151/1 Sec 44, Chandigarh	98151-41349

232	Krishan Singh	J.E. (Civil)	DE (Civil-II)		J-10-2512 Near Gurudwara Mandeep Ngr. Raman Enclave, PO Partap Singh Wala	94630-74717
233	Sukhwinder Singh Dhindsa	J.E. (Civil)	DE (Civil-II)		421/100 Block -J BRS Nagar Ludhiana	0161-24613455
234	Amandeep Singh	J.E. (Civil)	DE (Civil-II)	Estate office (R)		83609-70250
235	Kulwant Singh	Chowkidar	DE (Civil-II)			
236	Dinesh Kumar	Sr. Asstt. (A/c)	DE (Civil-II)		HJ 435 A HB Colony Ferozpur Road Ludhiana	98551-51269
237	Sandeep Kaur	Clerk	DE (Civil-II)			
238	Manohar Lal	Chowkidar	DE (Civil-II)		HB 165, MIG, Phase-I, Dugri Ludhiana	98888-49340
239	Gaya Parshad	W/C, Chowkidar	DE (Civil-II)		HB-32 Ph-1 Dugri road Ludhiana	97805-70916
240	Shiv Pujan	Fitter Colie	DE (Civil-II)		H No. 4446 LIG Flat Ph-2, U/E, Dugri	95013-26848
241	Harjeet Singh	Driver	DE (Civil-II)			
242	Balwinder Singh	Superintending Engineer	O/o Supdt. Engg.	BDA, Bathinda and PDA, Patiala		94179-13061
243	Sunita Jindal	Superintendent	O/o Supdt. Engg.		10 A Agar Nagar Ludhiana	94633-36133
244	Jaswinder Singh	Clerk	Estate Office (R)		147, MIG Phase II Urban Estate, Dugri, Ludhiana	78088-28181
245	Narinder Singh	Clerk	O/o Supdt. Engg.			
246	Gurpreet Singh	Peon	O/o Supdt. Engg.			88726-61976
247	Satbir Singh	Mali-Cum-Chowkidar	O/o Supdt. Engg.		MIG 54, Ph-1 Dugri Road Ludhiana	98149-70074
248	Ashok Kumar	Chowkidar	Accounts Branch			
249	Gurpreet Kaur	Sr. Asstt. (A/c)	Accounts Branch			97792-67689
250	Sunny Raheja	Legal Assistant (Contract basis)	ACA Office			89686-07777
251	Gurjeet Singh	Sr. Asstt. (A/c)	ACA Office			

252	Onkar Singh	Clerk cum DEO	ACA Office		H. No. 2906, St. No. 5, Shaheed Sukhdev Nagar, Near Lohara Bridge, Ludhiana	8146967656
253	Davinder Kumar	SLO	Law branch	PDA, Patiala		
254	Gurpreet Singh	SDO (PH)	DE (PH-I)	Posted at PDA, Patiala; Additional charge GLADA, Ludhiana		
255	Amandeep Singh	J.E. (PH)	DE (PH)	Estate office (R)		9876999969
256	Himanshu Nahar	J.E. (Civil)	DE (Civil-I)			
257	Khushpreet Singh	SDO (PH)	DE (PH-II)			
258	Labhpreet Singh	J.E. (Civil)	DE (Civil-II)	Urban Estate, Ferozpur		
259	Harmeet Singh	Draftsman	DE (Civil-I)		Vill. Karirwali, Near Atta Chakki, PO Bishnandi, Te Jaitu, Distt. Faridkot, Punjab. 151202	98785-21788
260	Nirmal Singh	A.E.	Estate Office (R)		VPO Gharachaon, Th Bhawanigarh, Distt. Sangrur- 148026	94638-61077
261	Harnek Singh	Clerk (Jr. Asstt.)	O/o Supdt. Engg.			
262	Gurpreet Singh	SDO (Civil)	DE (Civil-II)		H. No.1, St. No. 12, Anand Nagar-B, Patiala	9464340532
263	Pankush Nanda	J.E. (Civil)	DE (Civil-II)		37, Model Town, Samrala Road, Khanna	9878700105
264	Shiv Kumar	J.E. (Civil)	DE (Civil-II)	Estate office (R)	Q. No. 27/9, MES Colony, Military Station, Abhohar, Distt. Fazilka	7508591891
266	Akshay Vashisht	J.E. (PH)	DE (PH-1)		1017, St.No. 6, Krishna Nagar, Khanna	9501581234
267	Sidhant Chopra	J.E. (PH)	DE (PH-2)	Regulatory wing, Ferozpur	13, Gopi Nagar, Near Harish Vegetarian, Firozpur	9914324596
268	Manpreet Kaur	JE (Building)	Building Branch, Estate office		Vill. Mussowal, The. Dhuri, Distt. Sangrur	9530557658
269	Tanveer Kaur	J.E. (Hort.)	DE (Hort.)		1425-D, Model Town Extention, Ludhiana	7508768113
270	Harsimran Singh	J.E. (Elec.)	DE (Elec.)		H.No. 44, Haqiqat Nagar, Near Bus Stand, Patiala,	9888051998

					147001	
271	Deepak Kumar	Draftsman	DE (Civil-II)	DE (Elec.)	Prem Nagar, Darshan MC Wali Gali, Near Lakkar Kanda, Kotkapura 151204	9780225034
272	Manveer Singh	Planning Officer	Estate Office (R)		VPO Bhari Panechan Via Bhadson, Distt. Patiala, 147202	7347677070
273	Simarpreet Kaur	Planning Officer	Project Branch		6521, Street No. 4, New Janta Nagar, Ludhiana- 141003	8437400265
274	Gurvinder Kaur	Planning Officer	Estate Office (R)		#234, H-Block, BRS Nagar, Ludhiana	
275	Baljit Singh Walia	Estate Officer				
276	Mohan Singh	CHD	O/o Supdt. Engg.	Chief Engineer		
277	Gurpiar Singh	J.E. (Civil)	DE (Civil-II)	Estate office		
278	Jitender Goyal	Clerk	Accounts Branch			
279	Isha Singla	Clerk	Accounts Branch			
280	Anil Kumar	Clerk	SLO			
281	Jatinder Kumar	Clerk	ACA Office			
282	Hardeep Singh	Clerk	Estate Office (R)			
283	Gulab Singh	Draftsman (Architect)	O/o Supdt. Engg.			
284	Ashish Vachher	SDE (Civil)	Estate Office (R)			
285	Gagandeep Singh	Draftsman	DE (Hort.)			
286	Satwinder Singh	Law officer	Law branch			
287	Rohit Goyal	J.E. (Elect.)	DE (Elec.)		# 856, Sabzi Mandi Road, Uklana, Hisar, Haryana- 125113	9541428933
288	Amrit Lal	J.E. (Elect.)	DE (Elec.)			
289	Maninderpreet Singh	J.E. (Elect.)	DE (Elec.)		H.No. 46, New Green Park, Colony, Jhill Road, Patiala- 147001	86994-11060

Monthly Gross Salary of Employees 2019-2020

#	Emp ID	Employee Name	Designation	Payment Detail	Gross Earning
1	1085	Jaspal Singh	Pump Operator	Dec-19	48566
2	1509	Manohar Lal	Chowkidar - Workcharged	Dec-19	51766
3	1669	Shamsher Singh	Pump Operator	Dec-19	47669
4	1723	Baljit Singh Walia	Estate Officer	Dec-19	107463
5	1733	Buta Ram	Khalasi	Dec-19	47890
6	1762	Gurmail Singh	Administrative Officer / AEO	Dec-19	96331
7	1774	Sukhjinder Singh	Chief Accounts Officer	Dec-19	131460
8	1780	Hans Raj	Divisional Head Draftman	Dec-19	85557
9	1794	Harnek Singh	Pump Operator	Dec-19	47137
10	1795	Bhagwant Singh	Pump Operator	Dec-19	47137
11	1797	Gurmail Singh	Khalasi	Dec-19	29719
12	1813	Gurcharan Singh	Junior Engineer	Dec-19	77603
13	1815	Chamkaur Singh	Khalasi	Dec-19	46270
14	1818	Santosh Kumar Bains	SDE	Dec-19	65490
15	1836	Gaya Parshad	Chowkidar	Dec-19	51261
16	1893	Kala Singh	Sewarman	Dec-19	32732
17	1894	Satwinder Singh	SDE	Dec-19	110404
18	1907	Balwinder Singh	SE	Dec-19	213353
19	1932	Kaushaliya Kaur	Peon	Dec-19	46188
20	1960	Amarjit Singh	Senior Assistant	Dec-19	67735
21	1962	Sunita Jindal	Superintendent GD II	Dec-19	81680
22	1978	Ravinder Singh	SO - Non S.A.S.	Dec-19	86068
23	1985	Vasdev Singh	Divisional Engineer	Dec-19	103587
24	2007	Sandeep Kumar	SDE	Dec-19	99220
25	2014	Navjot Singh	Divisional Engineer	Dec-19	114951
26	2020	Mohan Singh	Circle Head Draftman	Dec-19	86095
27	2032	Harjinder Kaur	Superintendent GD II	Dec-19	72331
28	2068	Balwinder Singh	Junior Assistant	Dec-19	50614
29	2076	Mandeep Kaur	Superintendent GD II	Dec-19	68881
30	2078	Jatinderjit Kaur	Steno Typist	Dec-19	57174
31	2080	Hirdepal Singh	Superintendent GD II	Dec-19	68152
32	2101	Rajesh Mahajan	SDE	Dec-19	93920
33	2142	Sudhir Chander Jain	SO - Non S.A.S.	Dec-19	84115
34	2149	Devinder Kumar	Senior Law Officer	Dec-19	97620
35	2153	Rajesh Aggarwal	SO - Non S.A.S.	Dec-19	86068
36	2157	Jaskiran Kaur	SO - Non S.A.S.	Dec-19	86012
37	2169	Raj Kumar	SO - Non S.A.S.	Dec-19	86380
38	2182	Harnek Singh	Junior Assistant	Dec-19	50584
39	2183	Harjit Singh	Driver	Dec-19	56483
40	2211	Shingara Ram	Senior Assistant - Accounts	Dec-19	83937
41	2212	Rajesh Sachdeva	Senior Accounts Officer	Dec-19	100117
42	2241	Gurmukh Singh	Senior Law Officer	Dec-19	78979

43	2267	Somesh Kaushal	Assistant Engineer	Dec-19	84980
44	2275	Rakesh Kumar	Superintendent GD II	Dec-19	70114
45	2314	Avtar Singh	Pump Operator	Dec-19	54060
46	2321	Garib Dass	Pump Operator	Dec-19	40940
47	2323	Paramjit Singh	Meter Reader	Dec-19	40940
48	2364	Satbir Singh	Mali Chowkidar	Dec-19	34806
49	2365	Ram Kailash	Mali Chowkidar	Dec-19	34750
50	2366	Ashok Kumar	Chowkidar	Dec-19	26059
51	2423	Balwinder Singh	Pump Operator	Dec-19	54060
52	2427	Shamsher Singh	Pump Operator	Dec-19	40940
53	2429	Surinder Singh	Pump Operator	Dec-19	54060
54	2430	Vijay Kumar	Pump Operator	Dec-19	54060
55	2435	Harphool Singh	Labourer	Dec-19	36515
56	2436	Amarjit Singh	Meter Reader	Dec-19	40940
57	2438	Sukhwinder Singh	Mali	Dec-19	36515
58	2440	Shamsher Singh	Mali	Dec-19	36515
59	2442	Ram Kumar	Mali	Dec-19	36515
60	2445	Sewak Singh	Mali	Dec-19	36515
61	2447	Shingara Singh	Mali	Dec-19	36515
62	2448	Shri Pal	Mali	Dec-19	36515
63	2449	Tarsem Singh	Mali	Dec-19	36515
64	2453	Budh Singh	Mali	Dec-19	36515
65	2539	Major Singh Bhatti	Clerk	Dec-19	58041
66	2547	Harpal Singh	Helper	Dec-19	36571
67	2650	Harjinder Singh	Mali	Dec-19	36515
68	2662	Geeta Rai	Peon	Dec-19	21600
69	2668	Jasvir Singh	Junior Engineer	Dec-19	67904
70	2672	Ram Narayan	Mali	Dec-19	36515
71	2674	Manjinder Singh	Pump Operator	Dec-19	54060
72	2676	Ajmer Singh	Labourer	Dec-19	36515
73	2677	Tara Singh	Mali	Dec-19	36515
74	2692	Dalbara Singh	Fitter	Dec-19	54060
75	2774	Balvir Singh	Peon	Dec-19	30799
76	2787	Jagdev Singh	Mali Chowkidar	Dec-19	37666
77	2788	Rajesh Kumar	Sewarman	Dec-19	35759
78	2792	Kamar Pal	Mali Chowkidar	Dec-19	37666
79	2793	Kalam	Mali Chowkidar	Dec-19	37666
80	2838	Harbans Singh	Mali	Dec-19	36515
81	2839	Ajmer Singh	Mali	Dec-19	36515
82	2840	Budh Singh	Mali	Dec-19	36515
83	2892	Suresh Kumar	Mali Chowkidar	Dec-19	37666
84	2893	Dwarika Parshad	Ledger Keeper	Dec-19	51791
85	2894	Manjit Singh	Driver	Dec-19	44501
86	2898	Simarpal Singh	Mali Chowkidar	Dec-19	37666
87	2899	Kimti Lal	Mali Chowkidar	Dec-19	37666
88	2900	Pitter Din	Mali Chowkidar	Dec-19	37666
89	2901	Krishan Pal	Sewarman	Dec-19	35759
90	2907	Ved Parkash	Driver	Dec-19	44891

91	2910	Avtar Singh	Helper	Dec-19	36571
92	2912	Jagdish Singh	Pump Operator	Dec-19	54790
93	2913	Harminder Singh	Pump Operator	Dec-19	54060
94	2921	Jaswinder Singh	Mali	Dec-19	31049
95	2923	Pawan Kumar	Pump Operator	Dec-19	54060
96	2927	Manpreet Singh	Senior Assistant	Dec-19	60981
97	2937	Jaswinder Singh	Clerk	Dec-19	39819
98	2945	Satwinder Kaur	Peon	Dec-19	32395
99	2954	Raghu Raj	Mali	Dec-19	30291
100	2962	Nirmal Singh	Assistant Engineer	Dec-19	65576
101	2968	Suraj Kumar	Peon	Dec-19	32115
102	2970	Sukhwinder Singh	Photostate Machine Operator	Dec-19	40608
103	2971	Nirmal Singh	Mali	Dec-19	30291
104	2975	Bahadar Singh	Clerk	Dec-19	39819
105	2994	Ashish Vachher	SDE	Dec-19	55285
106	3013	Jagjit Singh	Clerk	Dec-19	31019
107	3027	Tarun Sharma	Clerk-cum-Data Entry Operator	Dec-19	42203
108	3034	Jaswinder Kaur	Peon	Dec-19	29001
109	3049	Shiv Poojan	Fitter kuli	Dec-19	32675
110	3055	Narinder Singh	Clerk-cum-Data Entry Operator	Dec-19	42203
111	3058	Gurpreet Singh	Peon	Dec-19	28104
112	3061	Sandeep Singh	Peon	Dec-19	28104
113	3067	Munesh Kumar	Sewarman	Dec-19	31778
114	3100	Lal Chand	Mali Chowkidar	Dec-19	34720
115	3102	Jai Bhagwan	Fitter Helper	Dec-19	33426
116	3105	Ramesh Parshad	Fitter	Dec-19	37157
117	3106	Gopal Ram	Sewarman	Dec-19	32615
118	3107	Sukhdev Singh	Fitter	Dec-19	48566
119	3109	Nand Lal	Mali Chowkidar	Dec-19	34750
120	3112	Karamjit Singh	Pump Operator	Dec-19	48566
121	3119	Mukesh Kumar	Sewarman	Dec-19	34690
122	3120	Naresh Kumar	Sewarman	Dec-19	34690
123	3126	Ashwani Kumar	Sewarman	Dec-19	33344
124	3198	Mandeep Singh	Clerk	Dec-19	53332
125	3324	Kulwant Singh	Supervisor - Workcharged	Dec-19	63678
126	3331	Narinder Pal Singh	Supervisor - Workcharged	Dec-19	61884
127	3333	Harbajan Singh	Supervisor - Workcharged	Dec-19	55415
128	3375	Ram Partap	Chowkidar - Workcharged	Dec-19	36515
129	3399	Pardhuman Singh	Chowkidar - Workcharged	Dec-19	37666
130	3403	Paras Ram	Chowkidar - Workcharged	Dec-19	37666
131	3431	Puran Chand	Peon	Dec-19	44200
132	3432	Sarabjit Kaur	Peon	Dec-19	33935
133	3465	Gopal	Sewarman	Dec-19	33431
134	3466	Jai Prakash	Fitter kuli	Dec-19	32615
135	3470	Divleen Singh	SDE	Dec-19	73652

136	3472	Bhupinder Singh Bagga	Clerk	Dec-19	53361
137	3492	Parminder Singh	SDE	Dec-19	67904
138	3494	Achhe Nath	Labourer	Dec-19	30291
139	3497	Ashwani Kumar	Clerk-cum-Data Entry Operator	Dec-19	42203
140	3504	Vinod Kumar Dhawan	Assistant Engineer	Dec-19	79459
141	3514	Gurpreet Singh	Peon	Dec-19	39114
142	3529	Gurpreet Singh	Junior Engineer	Dec-19	65997
143	3555	Krishan Singh	Junior Engineer	Dec-19	65997
144	3557	Jasjot Singh	Divisional Engineer	Dec-19	91621
145	3562	Harpreet Singh Sekhon	SDE	Dec-19	79622
146	3563	Tarun Kumar Aggarwal	SDE	Dec-19	88986
147	3567	Paras Jain	Senior Assistant - Accounts	Dec-19	68696
148	3570	Suraj Manchanda	SDE	Dec-19	79622
149	3580	Shashi Kumar	Divisional Head Draftman	Dec-19	72611
150	3599	Brij Lal	Mali Chowkidar	Dec-19	34750
151	3604	Surinder Kumar	Sewarman	Dec-19	32732
152	3607	Pargat Singh	Junior Engineer	Dec-19	55285
153	3609	Raja Ram	Mali	Dec-19	36467
154	3610	Amar Nath	Mali Chowkidar	Dec-19	37666
155	3618	Ruldu Mohamand	Peon	Dec-19	26563
156	3626	Satpal	Sewarman	Dec-19	32615
157	3632	Ram Kumar	Mali Chowkidar	Dec-19	37666
158	3638	Harjinder Kaur	Chowkidar	Dec-19	39318
159	3657	Gurpreet Kaur	Clerk	Dec-19	51130
160	3658	Sandeep Singh	Clerk	Dec-19	53332
161	3662	Varinder Kumar	Clerk	Dec-19	50304
162	3714	Rakesh Kumar	Peon	Dec-19	27292
163	3716	Rachpal Singh	Pump Operator	Dec-19	54060
164	3719	Harjit Singh	Pump Operator	Dec-19	54060
165	3721	Nazar Singh	Mali Chowkidar	Dec-19	37666
166	3723	Mittar Singh	Sewarman	Dec-19	35759
167	3725	Gurmeet Singh	Oil Man	Dec-19	34720
168	3727	Sunil Dutt	Supervisor - Workcharged	Dec-19	53978
169	3731	Raj Kumar	Keyman	Dec-19	32615
170	3732	Balbir Singh	Mali	Dec-19	36515
171	3733	Balvir Singh	Mali	Dec-19	36515
172	3734	Sarbjit Kaur Dheri	SDE	Dec-19	79622
173	3736	Krishan Lal	Chowkidar	Dec-19	47934
174	3742	SUNNY RAHEJA	Legal Assistant	Dec-19	26299
175	3757	Sandeep Kumar	Senior Assistant - Accounts	Dec-19	87139
176	3764	Sunit Singal	Clerk	Dec-19	51791
177	3820	Paramjit Singh	Pump Operator	Dec-19	48626
178	3827	Abhimanyu Thind	SDE	Dec-19	65685

179	3856	Surinder kaur	Peon	Dec-19	25016
180	3860	Satinder Pal Singh	Draftman	Dec-19	56266
181	3875	Kuljeet Singh	Peon	Dec-19	25016
182	3877	Bachittar Singh	Clerk-cum-Data Entry Operator	Dec-19	48044
183	3881	Krishna Bahadur Sharma	Clerk	Dec-19	24163
184	3897	Amit Kumar	Senior Assistant - Accounts	Dec-19	62377
185	3934	Manjeet Kaur	Peon	Dec-19	24348
186	3957	Raman Kumar	Clerk-cum-Data Entry Operator	Dec-19	44753
187	3959	Parminder Kaur	Senior Assistant - Accounts	Dec-19	58844
188	3960	Rajesh Kumar	Senior Assistant - Accounts	Dec-19	58844
189	3969	Sahib Singh	Senior Assistant - Accounts	Dec-19	58844
190	3976	Gurpreet Singh	Peon	Dec-19	20475
191	3985	Darshan Singh	Kanoogo	Dec-19	20000
192	3987	Mohan Singh	Patwari	Dec-19	18000
193	3991	Sandeep Kaur	Clerk-cum-Data Entry Operator	Dec-19	40996
194	3999	Bhupinder Singh IAS	Addl CA	Dec-19	119947
195	4010	Parminder Singh Gill IAS	CA	Dec-19	199234
196	4035	Sahil Sahi	Junior Engg Civil	Dec-19	10815
197	4039	Gurpyar Singh	Junior Engg Civil	Dec-19	10815
198	4056	Sukhwinder Singh Dhindsa	Junior Engg Civil	Dec-19	10815
199	4059	Amarjit Singh	Junior Engg Civil	Dec-19	10815
200	4069	Anmol Chopra	Junior Engg (PH)	Dec-19	10815
201	4084	Kapil Singla	Senior Assistant - Accounts	Dec-19	10815
202	4088	Amit Kumar	Senior Assistant - Accounts	Dec-19	10815
203	4105	Gurwinder Singh	Clerk-cum-Data Entry Operator	Dec-19	10815
204	4122	Sh.Ishan Kumar	Senior Assistant - Accounts	Dec-19	10815
205	4143	Inderpal Singh Massoun	Senior Assistant - Accounts	Dec-19	10815
206	4144	RAJWINDER SINGH	Clerk-cum-Data Entry Operator	Dec-19	10815
207	4147	Narinder Paul Singh	Clerk-cum-Data Entry Operator	Dec-19	10815
208	4150	Amandeep Singh	Junior Engg Civil	Dec-19	10815
209	4163	Varinder Singh	Junior Engg Civil	Dec-19	10815
210	4165	Karan Aggarwal	Junior Engg Civil	Dec-19	10815
211	4178	Jatinderpal Singh	SDE	Dec-19	16380
212	4181	Aditya Rattan	SDE	Dec-19	16380
213	4192	Amanpreet Singh	Clerk-cum-Data Entry Operator	Dec-19	10815
214	4201	Gurpreet Kaur	Senior Assistant - Accounts	Dec-19	10815

215	4224	Sonam Chaudhary PCS	Estate Officer	Dec-19	67559
216	4239	Onkar Singh	Clerk-cum-Data Entry Operator	Dec-19	10815
217	4241	Gurjit Singh	Senior Assistant - Accounts	Dec-19	10815
218	4271	GURPREET SINGH	SDE	Dec-19	16380
219	4280	Shiv Kumar	Junior Engg Civil	Dec-19	10815
220	4282	Khushpreet Singh	SDE	Dec-19	16380
221	4285	Deepak Kumar	Draftman	Dec-19	10815
222	4286	Sidhant Chopra	Junior Engg (PH)	Dec-19	10815
223	4294	Himanshu Nahar	Junior Engg Civil	Dec-19	10815
224	4295	LABHPREET SINGH	Junior Engg Civil	Dec-19	10815
225	4296	HARMEET SINGH	Draftman	Dec-19	10815
226	4298	Amandeep Singh	Junior Engg (PH)	Dec-19	10815
227	4311	Manpreet Kaur	Junior Engineer	Dec-19	10815
228	4320	Tanveer Kaur	Junior Engineer	Dec-19	10815
229	4324	Akshay Vashisht	Junior Engg Civil	Dec-19	10815
230	4326	Pankush Nanda	Junior Engg Civil	Dec-19	10815
231	4331	Harsimran Singh	Junior Engineer	Dec-19	10815
232	4339	Simarpreet Kaur	Planning Officer	Dec-19	16380
233	4340	Gurvinder kaur	Planning Officer	Dec-19	16380
234	4341	Manvir Singh	Planning Officer	Dec-19	16380
235	4379	Gulab Singh	Draftman	Dec-19	10815
236	4382	Hardeep Singh	Clerk-cum-Data Entry Operator	Dec-19	10815
237	4383	Amrinder Singh Dhiman	Data Entry Operator	Dec-19	4186
238	4384	Isha Singla	Clerk-cum-Data Entry Operator	Dec-19	10815
239	4385	Anil Kumar	Clerk-cum-Data Entry Operator	Dec-19	10815
240	4400	Gagandeep Singh	Draftman	Dec-19	10815
241	4403	Rohit Goyal	Junior Engineer	Dec-19	10815
242	4404	Anudeep Sharma	Naib Tehsildar	Dec-19	56244
243	4406	Satwinder Singh	Law Officer	Dec-19	10815
244	4407	Jatinder Kumar	Clerk-cum-Data Entry Operator	Dec-19	10815

(XI) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE.

Section 52 of the Punjab Regional and Town Planning and Development Act, 1995 read with rule 17 of the Punjab Regional and Town Planning and Development (General) Rules, 1995, specifies that the Authority shall prepare its annual budget for the next financial year showing the estimated receipts and expenditure of the Authority in the form set out in schedule I to the rules before or by the 31st January proceeding the commencement of the said financial year and shall forward five copies of the budget so prepared and sanctioned by the Authority to the State Government within thirty days from the date of its sanction.

A copy the Budget Estimates for the year 2009-10 is attached as [Annexure-I](#).

The disbursement of funds to the executing offices i.e. Divisional Engineers / Estate Officers for execution of works as well as establishment expenditure is made every month on the recommendation of the Superintendent Engineer and the Estate Officer.

(xii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

Greater Ludhiana Area Development Authority (GLADA) 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/-

2 Residential Plots

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

Sr. No.	Station	Rs/ Sq yds
1	Ludhiana	6000/-

3 Institutional Sites

- (a) Land to Punjab Government for construction of colleges /schools / ITI/ Technical Institutions is allotted free of Cost.
- (b) Land to both Punjab and Center Government for construction of Dispensaries and Primary Health Centres is allotted free of cost.
- (c) Land for Cultural and Literary Activities is subsidized by 20% of its cost.

Beneficiary of the subsidy programme:-

1. EWS Category:-

GLADA had constructed 3036 Houses for Economically Weaker Section of the society at subsidized rates in Ludhiana.

2. LIG Category.

GLADA had constructed 4481 Houses for lower Weaker Section of the society at subsidized rates in Ludhiana

(xiii) PARTICULARS OF RECIPIENTS OF CONCESSIONS PERMITS OR AUTHORIZATIONS GRANTED BY IT.

Nil

(xiv) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY GLADA.

Information Available on GLADA's Website www.glada.gov.in

The particular of facilities available to citizen for obtaining information, including the working hours of library or reading room, if maintained for public use.

1. Facilities available to citizens for obtaining information:

- a) Reception counter operating.
- 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) Introduced IVRS (Proformas enclosed)
- h) Through Newspapers/ Advertisements and Press Notes.
- i) Printed Brochures and Hand Bills.
- j) Publication of Annual Administration reports.

2. Working hours of library or reading room of public use.

In this connection it is submitted that though we have our own library but the facility is only extended to GLADA staff and there is no such facility to use the library by the General public.

3. Forms

All the relevant Forms are available at GLADA's Website www.glada.gov.in

(xvi) **THE NAMES, DESIGNATION AND OTHERS PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.**

Under the Right to Information Act 2005, the following officers are designated as *Public Information Officers* and *Asstt. Public Information officers* for the GLADA Ludhiana .

Sr. No	Name of the Officer Sarv Smt. /Sh./Miss	Name of the present post held by the officer	Designated as (Name of the officer need not to be mentioned)	Office Address	Office Phone Nos	Office Fax No.	Office E-mail
1	Santosh Kumar Bains	SDE	Public Information Officer	GLADA Complex, Near Rajguru Nagar Ferozepur Road Ludhiana - 141001	0161-2460924	0161-2460968	gladaldh@yahoo.com
2	Rakesh Kumar and Mandeep Kaur	Superintendent	Assistant Public Information Officer	GLADA Complex, Near Rajguru Nagar Ferozepur Road Ludhiana - 141001	0161-2460924	0161-2460968	gladaldh@yahoo.com

(xvii) **SUCH OTHER INFORMATION AS MAY BE PRESCRIBED, AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR.**

Will be updated every year.