

# **SUO-MOTU DISCLOSURE, MC Bathinda**

## **Information Handbook**

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

# **Municipal Corporation Bathinda**

**District Bathinda, Punjab**

**(A Government body as defined**



#### **1.4. NAMES AND ADDRESSES OF KEY CONTACT OFFICERS**

For facilitating information requests from citizens, the following officers are appointed as PIO,

A request for obtaining information under sub-





**C. Discretionary functions of Corporation:**

The Corporation may in its discretion provide either w

The furtherance of education including cultural and physical education;

The establishment and maintenance of, and aid to, libraries, museums, art galleries,

The establishment and maintenance of, and aid to stadia, gymnasia, akh5(e)4ras and places for

The planting and care of trees on road sides and elsewhere;

The surve3(re)7(ti)s of buildings and lands;

The registration of marriages;

The taking o

The civic reception to persons of distinction;

The providing of music or other entertainments in public places or places of public resort

The organisation and management of fairs an

(11) The acquisition of movable or iJT4 0( m)-2(7)10(a)- Tmp10(a)r T4 s1(tre)5fr a1(tidi)-3is99 TmpurposTm[3

(15) Any measures for the welfare of the Corporation officers and other Corporation employees or any class of them including the sanctioning of loans to such officers and employees or any class of them for construction of houses and purchase of vehicles;



**2.3 Duties-** Sections in Municipalities:

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

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

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## **CHAPTER IV: PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**

(Including Channels of Supervision and Accountability)

### **Section4 (1) (b) (iii) of RTI Act**

Citizen can avail all the municipal services & raise grievances regarding Municipal Service Delivery through Public Grievance Portal Government of Punjab (<http://publicgrievancepb.gov.in/>) link given on the ULB website ( <http://mcbathinda.com>). On receipt of the same the Unique ID will be generated

## CHAPTER-V

## **CHAPTER-VI STATUTORY GUIDELINES**

### **Section 4 (i) (b) (v)**

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

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

1. Municipal Election Rule 1930
2. Punjab Municipal Account Code 1930
3. Municipal Council Election Rules 1952
4. Punjab civil Service (Punishment & Appeal) Rules 1970
5. Delimitation of wards of Municipalities 1972

**CHAPTER-VII CATEGORIES OF DOCUMENTS**  
**Section 4 (1) (b) (vi)**

A Statement of the Categories of documents that are held by Municipal Corporation Bathinda  
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