

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF LOCAL GOVERNMENT**

**Notification**

The 18th July, 2012

**No. G.S.R. 35/C.A.22/2005/Ss. 4 and 28/2012.**—In exercise of the powers conferred by sub-clause (xvii) of clause (b) of sub-section (1) of section 4 read with section 28 of the Right to Information Act, 2005 (Central Act 22 of 2005), the Governor of Punjab is pleased to make the following rules, namely :—

**RULES**

**1. Short title, commencement and application.**—(1) These rules may be called the Punjab Right to Information (Disclosure of Information by public authorities providing services in Municipalities) Rules, 2012.

(2) They shall come into force at once.

(3) They shall apply to all the Municipalities in the State of Punjab.

**2. Definitions.**—In these rules, unless the context otherwise requires,—

(a) 'Appendix' means an appendix, appended to these rules ;

(b) 'assets' means all immovable or movable assets owned by the Municipalities ;

(c) 'Corporation' means a Corporation constituted under section 4 of the Punjab Municipal Corporation Act, 1976 (Punjab Act No. 42 of 1976) ;

(d) 'Director' means the Director, Local Government, Punjab ;

(e) 'disclosure of information' means disclosure of information as enumerated in Appendix I and II ;

(f) 'Government' means the Government of the State of Punjab in the Department of Local Government ;

(g) 'liability' means the amount of money which a Municipality owes to another person, legal or otherwise ; and

(h) 'Municipality' means a Municipality as defined in clause (e) of Article 243P of the Constitution of India.

*Annex B*  
*PDL*

**3. Duties of a Municipality.**—(1) Every Municipality shall maintain and publish its liabilities, details of its assets and all its record duly catalogued and indexed in a manner and form which facilitates its disclosure of information as specified in Appendix I and Appendix II.

(2) Every Municipality shall take steps in accordance with sub-rule (1) to provide such information *suo moto* to the public at regular intervals as mentioned in Appendix I and Appendix II.

**4. Manner of disclosure.**—Every Municipality shall disclose the required information to the public through any of the modes mentioned hereunder :—

(i) News paper in regional, Hindi and English language ;

(ii) Internet ;

(iii) Notice board of the Municipality ;

(iv) Ward offices ; and

(v) Any other mode as may be specified by the Government.

**5. Appointment of Designated Officer.**—(1) Every Municipality shall, within a period of one month from the date of publication of these rules, designate an officer responsible for disclosing the relevant information to the public.

(2) In the case of a Corporation, the designated officer shall not be below the rank of its Assistant Commissioner and in the case of other Municipalities, not below the rank of a Superintendent or Accountant, as the case may be.

**6. Penalty for non-compliance.**—Every designated officer shall ensure strict compliance of these rules failing which the Director shall impose a penalty of fine which may extend to rupees five hundred and in case the violation continues beyond fifteen days, fine imposed may be enhanced to rupees five hundred per day for each violation :

Provided that before any such punishment is imposed, the Director shall afford reasonable opportunity of being heard to such a designated officer :

Provided further that the burden of proving that the designated officer has acted reasonably and delay in furnishing or disclosing information was beyond his control, shall be on the designated officer.



APPENDIX-I

(See Rule 3)

Sr. No.	Details of Information	Periodicity of Disclosure	Prescribed Format
1	Particulars of the Municipality (a) Formation of the Municipality (b) Brief History (c) Characteristics and Importance of the City including tourist attractions	Once in a year	
2	Directory of Mayor, Sr. Deputy Mayor, Deputy Mayor, President, Vice-President, Councillors and other elected members	Once in a year or whenever changes occur	Form-A
3	Directory of Officers and Employees with specific particulars of officers by designation who grant concessions, permits, licenses or No Objection Certificates or authorisations	Once in a year or whenever changes are made	Form-B
4	The minutes of the meetings of the Municipality	Within a month of the meeting	Form-C
5	Details of Land owned by or vested with the Municipality	Once in a year	Form-D
6	The service level being provided for each of the following services undertaken by the Municipality (a) Water Supply (b) Sewerage (c) Roads and Bridges (d) Street Lights (e) Solid Waste Management	Once in six months	Form-E Form-F Form-G Form-H Form-I
7	Procedure for availing various services (i) Water supply connection (ii) Sewerage connection (iii) Registration of births and Death	Once in a year	

Sr. No.	Details of Information	Periodicity of Disclosure	Prescribed Format
	(iv) Building Plan approval		
	(v) Assessment of tax		
	(vi) Payment of tax, fees		
8	Annual Budget	Once in a year, within a month of approval of budget by the municipality	
9	Annual financial statements	Once in a year, within a month of the receipt of the audit report	
10	Particulars of all works including procurement together with information on the value of works, time of completion and details of contract	Once in six months	
11	Particulars of all plans, proposed expenditures, actual expenditures on major services provided or activities performed and reports on disbursements made	Once in six months	
12	Details of subsidy programmes on major services provided or activities performed by the municipality and the manner and criteria used for identification of beneficiaries for such programmes	Once in six months	
13	Particulars of the City Development plan as well as ward plans detailing the development of the municipal/ward area	Once in six months	
14	Expenditure incurred in each ward in the preceding financial year	Once in a year	
15	Details of the Municipal funds i.e. income generated in the previous year	Once in a year	Form-J

APPENDIX-II

(See Rule 3)

FORM-A

Sr. No.	Name	Position	Ward	Contact Number	E-mail

FORM-B

Sr. No.	Name	Designation	Contact Number	E-mail	Entrusted Responsibility	Supervisory Officer

FORM-C

Date of the Meeting of the Municipality	Serial No. of Resolution	Subject in the Agenda	Decision of the Municipality

FORM-D

(A) Total extent of land owned by Municipality and its current status

Sr. No.	Ward number	Survey Number	Extent	Usage

(B) Total extent of land vested with the Municipality and its current status

Sr. No.	Ward number	Survey Number	Extent	Usage



FORM-E

Sr. No.	Service Sub-Component	Service being provided
1	Total Requirement as per norm and population (Million litres per day)	
2	Total quantity supplied (Million litres per day)	
3	Frequency of supply	Daily/Once in 2 days/Once in 3 days
4	Supply hours (approx.)	
5	Water treatment method	
6	Present per capita supply (litres per capita daily)	
7	Rate of water charges (domestic)	
8	Rate of water charges (non-domestic)	
9	Percentage of coverage of population through protected supply	

FORM-F

Sr. No.	Service Sub-Component	Service being provided
1	Percentage of municipal area covered by underground drainage/ sewerage system	
2	Per capita generation of waste water	
3	No. of house service connections	
4	Monthly rate of sewerage charges (domestic)	
5	Monthly rate of sewerage charges (non-domestic)	
6	If any underground drainage/ sewerage system scheme is ongoing, briefly indicate its status	

Sr. No.	Service Sub-Component	Service being provided
7	If there is no underground drainage/ sewerage system then the No. of septic tanks	
8	Quantity of sewage pumped	
9	Quantity treated	
10	Method of treatment	
11	Source where treated water is disposed	
12	Organisational arrangement available to redress people's grievances	

FORM-G

Sr. No.	Service Sub-Component	Details to be provided
1	Total Road length (Type of Road, its length and width)	
2	Details of roads proposed and executed for carpeting and re-carpeting	
3	Percentage of footpath to the total road length of main roads	

FORM-H

Sr. No.	Service Sub-Component	Service being provided
1	Total No. of street lights and type of lights	
2	Number of additional street lights installed in last 6 months	
3	Annual Electricity consumption for the last year	
4	Organisational arrangements in Municipality for redressal of public grievances	

FORM-I

Sr. No.	Service Sub-Component	Service being provided
1	Total solid waste generated per day in the town	
2	Total solid waste cleared per day	
3	No. of compost yards available and extent	
4	No. and type of vehicle used (lorry/truck/compactor)	
5	Carrying capacity of all vehicles per trip	
6	Average number of trips per day	

FORM-J

Sr. No.	Details	Figures (in lakhs)
1	Taxes, duties, cess and surcharge, rent from the properties, fees from licenses and permission collected by the Municipality during the previous year	
2	Taxes, duties, cess and surcharge, rent from the properties, fees from licenses and permission that remain uncollected and the reasons thereof	
3	Share of taxes levied by the State Government and transferred to municipality and the grants released to the municipality	
4	Grants released by the State Government for implementation of the schemes, projects and plans assigned or entrusted to the municipality the nature and extent of utilisation	
5	Money raised through donation or contribution from Public or non-governmental agencies.	

SURESH KUMAR,

Principal Secretary to Government, Punjab,  
Department of Local Government.