

# Manual – 1

## Particulars of Organisation, Functions and Duties

- 2.1 The Punjab Police Housing Corporation Limited was incorporated on 30th March, 1989 under the Companies Act, 1956, as a government company of Punjab Government with a view to having a construction agency primarily for the construction of police buildings but it could also undertake construction of buildings of other departments entrusted to it by the Punjab Government from time to time.
- 2.2 The historical background for setting up the Punjab Police Housing Corporation is that the Police Housing scheme was introduced in the year 1956 but no funds were provided till 1976, when this scheme was included under the Plan head and the work of construction was entrusted to the Public Works Department(B&R) branch. The PWD could not give priority for Police Housing on account of other development works with them. During the year 1979 onwards the Punjab Government entrusted the work of construction of Police Housing to the Punjab Housing Development Board and seed money was also released to the Board for raising institutional finance. The Housing Board could not devote the desired attention to the Police Housing and could construct only 1016 houses against 2104 which were planned during the year 1981-84.
- 2.3 The duty of the Corporation is to build buildings including police houses for the police department of the Punjab Govt.
- 2.4 The main function of the Corporation is to build police houses, Police stations, police lines, hostels, barracks and messes etc., for police officers and men of the police department of the Punjab Govt.
- 2.5 The Corporation is a service organization working on 'No Profit no Loss' basis for the construction of buildings for police department.

2.7 The organizational chart of the Corporation is given below :-

**CHAIRMAN**

**BOARD OF DIRECTORS**

The Board of Directors of the Corporation consists of following :-

- |    |  |                   |
|----|--|-------------------|
| 1. | Shri P.S. Gill, IPS<br>Director General of Police, Punjab  | Chairman          |
| 2. | Shri M.K. Tiwari, IPS<br>Inspector General of Police, Punjab   | Managing Director |
| 3. | Shri Satish Chandra, IAS<br>Principal Secretary to Government of Punjab,<br>Department of Planning and Special Economic Package. | Director          |
| 4. | Sh. Anirudh Tiwari, IAS<br>Secretary to Govt., Punjab,<br>Department of Finance (Expenditure).                                   | Director          |
| 5. | Shri Sameer Kumar, IAS<br>Secretary to Govt., Punjab,<br>Department of Home Affairs & Justice.                                   | Director          |
| 6. | Shri N.S. Sodhi<br>Chief Engineer(Retd.)   | Director          |

Engineering Wing	Finance & Accounts Wing	Administrative Wing	Architect Wing
Chief Engineer at Chandigarh	Controller (F&A) at Chandigarh	Manager (P&A) at Chandigarh	Architect at Chandigarh.
Superintending Engineer at Chandigarh.	Joint Controller(F&A) (Works) at Chandigarh	Ministerial staff etc.	Draftsmen (Arch.)
Executive Engineer (Civil), Civil Works Division at Mohali	Deputy Controller(F&A) (Payments & Secretarial) at Chandigarh		Ministerial Staff

Executive Engineer (Civil), Civil Works Division at Jalandhar	Assistant Controller (F&A) at Chandigarh		
Executive Engineer (Electrical), Electrical Works Division at Mohali	Works Accountants, Accounts Clerks		
Executive Engineer (Civil), Civil Division Mansa	Ministerial staff		
Sub Divisional Engineers, Junior Engineers			
Ministerial staff etc.			

The posted strength of the organization is given below :-

<b>SR.NO.</b>	<b>CATEGORY</b>	<b>POSTED STRENGTH</b>
1	IGP-cum-Managing Director	1
2	Chief Engineer	1
3.	Superintending Engineer	1
4	Architect	1
5	Executive Engineer	4
6	Controller (F&A)	1
7	Joint Controller (F&A)	1
8	Deputy Controller (F&A)	1
9	Assistant Controller (F&A)	1
10	Manager (P&A)	1
11	Superintendent	3
12.	Assistant Engineer	15
13.	Junior Engineer	28
14.	Head Draftsman(Arch)	1
15	Sr. Draftsman (Arch.)	4
16	Draftsman (field)	7
17	Senior Assistant	15
18	Jr. Scale Steno	3

19	Junior Assistant	22
20	Steno Typist	3
21	JDM	1
22	Clerk	21
23	Driver	11
24	Class IV	37
25	Electrician	-
26	Plumber	1
27	Ferro Khalasi	-
28	Ferro Printer	1
29	Security Staff	3
30	PS to Chairman	1
31	PA to MD	-
		192
	<b><u>Other Work Charged Staff</u></b>	
32	<u>Work Munshi</u>	12
33	<u>Electrician</u>	1
	<b><u>Total</u></b>	<b>205</b>

2.8, 2.9 & 2.10 As per the functions and duties assigned to the Corporation, there is no public dealing involved. However, as and when any reference is received from any section of the public, the same is dealt on its merits at appropriate level.

2.11 Addresses of the main office and other offices of the Punjab Police Housing Corporation Limited :-

Corporate Office  
Punjab Police Housing Corporation Limited  
S.C.O. No. 171-172, Sector 8-C, Chandigarh  
Phone : 0172-5041982, 5041983

Civil Works Division  
Punjab Police Housing Corporation Limited  
Kothi No. 78, Phase IX, SAS Nagar (Mohali).  
Telephone No. 0172-5063267

Civil Works Division  
Punjab Police Housing Corporation Limited.  
Police Lines, Jalandhar  
Telephone No. 0181-2226622

Civil Works Division  
Punjab Police Housing Corporation Limited  
Guru Arjan Dev Nagar, Gali No. 2, Near Pankaj Hospital,  
Mansa.  
Telephone No. 01652-500091.

Electrical Works Division,  
Punjab Police Housing Corporation Limited  
Kothi No. 691, Phase 2 , SAS Nagar (Mohali).  
Telephone No. 0172-5044198

2.12

Morning Hours of the Office : 9:00 AM, Monday to Friday  
Closing Hours of the Office : 5:00 PM, Monday to Friday