

# 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	Sh. S.S. Saini, IPS	DGP, Punjab -cum-Chairman, Punjab Police Housing Corporation Limited, Chandigarh
2	Shri Jaspal Singh, IAS Principal Secretary to Government of Punjab, Department of Planning and Economic Package	Director
3	Shri Jaspal Singh, IAS Secretary to Govt., Punjab, Department of Finance (Expenditure).	Director
4	Shri Sameer Kumar, IAS Secretary to Govt., Punjab, Department of Home Affairs & Justice	Director
5	Shri R.P. Singh, IPS Addl. Director General of Police, Punjab	Managing Director Punjab Police Housing Corporation
6	Shri S.C. Khanna S.E.(Retd.)	Director

<b>Engineering Wing</b>		<b>Finance &amp; Accounts Wing</b>	<b>Administrative Wing</b>	<b>Architect Wing</b>
Superintending Engineer (Civil)	Superintending Engineer (Electrical)	Controller (F&A)	Admn. Officer	Architect
Executive Engineer(P)	Sub Divisional Engineers, Junior Engineers	Deputy Controller(F&A) (Payments & Secretarial)	Ministerial staff etc.	Draftsmen (Arch.)
Executive Engineer (Civil), Civil Works Division at Mohali	Ministerial staff etc.	Assistant Controller (F&A)		Ministerial Staff
Executive Engineer (Civil), Civil Works Division at Jalandhar		Works Accountants, Accounts Clerks		

		Ministerial staff
Executive Engineer (Civil), Civil Division Mansa		
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	Managing Director	1
2	Chief Engineer	1
4	Architect	1
5	Executive Engineer	4
6	Controller (F&A)	1
7	Deputy Controller (F&A)	1
8	Assistant Controller (F&A)	1
9	Manager (P&A)	-
10	Superintendent	3
11	Assistant Engineer	14
12.	Junior Engineer	29
13.	Head Draftsman(Arch)	1
14.	Sr. Draftsman (Arch.)	3
	Draftsman (Arch)	1
15	Draftsman (field)	10
16	Senior Assistant	14
17	Jr. Scale Steno	3
18	Junior Assistant	20
19	Steno Typist	3
20	JDM	1
21	Clerk	19
22	Driver	11
23	Class IV	37
24	Electrician	-

25	Plumber	1
27	Ferro Printer	1
28	Security Staff	1
29	PS to Chairman	1
30	PA	1
30	PS to MD	1
31		<hr/> 185
	<b><u>Other Work Charged Staff</u></b>	
32	<u>Work Munshi</u>	14
33	<u>Electrician</u>	1
	<b><u>Total</u></b>	<hr/> <b>200</b> <hr/>

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  
Police Building, Phase 7, SAS Nagar  
Phone : 0172-4080111, 4080112

Civil Works Division  
Punjab Police Housing Corporation Limited  
Police Building, Phase 7, SAS Nagar  
Phone : 0172-4080152

Civil Works Division  
Punjab Police Housing Corporation Limited.  
Police Lines, Jalandhar  
Telephone No. 0181-5063356

Civil Works Division Mansa at Mohali  
Punjab Police Housing Corporation Limited  
Police Building, Phase 7, SAS Nagar  
Phone : 0172-4080150

Electrical Works Division,  
Punjab Police Housing Corporation Limited  
Police Building, Phase 7, SAS Nagar  
Phone : 0172-4080140

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