

City Municipal Council, Koppal

Right To Information Act-2005

[Under Section (4) (1) (b) (i) to (xvii)]

1	Particulars of organization, functions and duties of Public Authority.	<p>The City Municipal Council, Koppal was established in the year 1952. It was earlier a Town Municipal Council and subsequently the same was converted into City Municipal Council on 05-12-2003. The City Municipal Council Koppal consists of 31 Councilors elected from 31 wards. The total extent of area of this City Municipal Council is 28.79sq/kms and the population as per 2001 Census is 56,145. After the conclusion of the Rule of Administrator, a fresh election was conducted to the said City Municipal Council on 28/09/2007. Similarly, the elections to the offices of both President and Vice-President were conducted on 23/02/2008 and Shri.Chandrashekar B Kavalur and Smt.Roshan B Makbul Maniyar were elected as the President and the Vice-President to the City Municipal Council Koppal respectively. The Standing Committee is yet to be formed.</p> <p><u>a) Duties and Functions of this City Municipal Council:</u></p> <p>There is a Commissioner working in this City Municipal Council, who has been appointed by the Government. Being the Head of the Office, he is also functioning as Chief Executive of the City Municipal Council Koppal. Under his control the following staff are working.</p> <ol style="list-style-type: none"> 1. Ass. Executive Engineer : 1 2. Junior Engineers : 3 3. Environmental Engineers : 1 4. Office Manager : 1 5. Accounts Supdt. : 1 6. Revenue Officer : 1 7. Community Affairs Officer : 1 8. Community Organizer : 1 9. Second Division Assistant : 7
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10. Bill Collectors	: 4
11. Junior Health Inspectors	: 2
12. Senior Programmer	: 1
13. Typist	: 1
14. Water Supply helpers	: 6
15. Driver	: 1
16. Cleaner	: 1
17. Peons	: 7
18. Pourakarmikas	: 41

Total- 82 (including Commissioner)

The City Municipal Council, Koppal has to perform obligatory functions cast on it under section 87 of the Karnataka Municipalities Act 1964. They are as follows:

1. Maintenance of street-lightings.
2. Maintenance of roads, and cleaning of public toilets and drainage.
3. Regulation and control of dangerous trades.
- 4.Registration of births and deaths.
- 5.Planting and conservation of trees by the side of roads.
- 6.Extinguishing fire if breaks out and protection of human lives and public property.
- 7.Naming of streets and assigning numbers to the house properties situated within the Town limits.
- 8.Maintenance of water supply.
9. Construction and maintenance of Public Streets, Cross-drains, Markets, Slaughter houses, Public Latrines, Public urinals, drainage, Public bathrooms, Washing places, Water tanks, Wells, Dams. Similarly, it is also incumbent upon the City Municipal Council to maintain records relating to the Municipal lands and buildings from time to time.

Further, there are discretionary and special functions to be performed by the City Municipal Council as enumerated under sections 88 and 99

		<p>of the Karnataka Municipalities Act 1964, the important of which are as under:</p> <ol style="list-style-type: none"> 1. Providing of medical aid in the event when there is break-out of epidemic diseases. 2. Prevention of epidemic diseases and taking of precautionary measures. 3. Maintenance of public parks and gardens. 4. Maintenance of libraries, Dharmashala, Rest-houses, Destitute homes and Orphanage. 5. Implementation of Urban Alleviation Programmes sponsored by both the State and Central governments etc.
2	Powers and duties of the Officers.	<ol style="list-style-type: none"> (i) The Commissioner as the Executive Head shall exercise such powers as may be delegated to him by the Municipal Council under the provisions of the Karnataka Municipalities Act 1964. (ii) He shall have the powers to grant, give or issue under his signature all licenses and permission, extracts of the public documents/certificates which may be granted under the provisions of the Municipal Act. (iii) He is also empowered to withhold or suspend or withdraw such licences if found to be against the interest of public or the Municipality. (iv) He has powers to operate municipal funds, to receive, recover and credit to the municipal fund, all fees, taxes collected by the Municipality and to make payment towards execution of works and procurements, disbursement of salaries to the staff and the honorarium/Meeting fees etc., to the Members of the Council. (v) He can invite tenders through public notice for execution of works or procurements of materials required by the municipal council. (vi) He can enter into a contract on behalf of the Council. (vii) He also has the powers to transfer rights of the properties in favour of the transferees in the municipal registers. (viii) He has powers to enter and inspect buildings and to remove

		<p>unauthorized constructions, encroachments, advertisements, prevent nuisance, hazardous activities etc.</p> <p>(ix) He has powers to sanction leave, advances to the staff and to oversee their work as controlling officer.</p> <p>(x) The Assistant Executive Engineers of the Municipality has powers to sanction an estimate up to Rs.10 lakhs.</p> <p>(xi) The Assistant Engineer has powers to sanction an estimate up to Rs.20,000/-</p> <p>(xii) The Junior Engineer has powers to sanction an estimate up to Rs.10,000/-</p> <p>(xiii) The Environment Engineer will be the head of Health and Sanitation section under whom the health inspectors and sanitation staff are bound to work.</p> <p>(xiv) Health Inspectors will be the in-charge of Health and Sanitation Section, who are bound to maintain cleanliness of the Town. Their role at the time of out break of epidemic diseases is quit significant. They are the Registrars of Births and Deaths. They are responsible for the maintenance and cleanliness of the public drains, latrines and public urinals. Regulation and control of Trabes is the responsibility of the Health Inspectors.</p> <p>(xv) Revenue Officer happens to be the in-charge of the entire Revenue Section of the City Municipal Council. He is responsible for the recovery of property tax, advertisement tax, water supply fees and other taxes in force in the limits of City Municipal Council. The Revenue Inspector and all Bill Collectors are controlled by the Revenue Officer, who will supervise the day to-day collections of Revenue pertaining to the City Municipal Council. He is empowered to inspect 5% of the receipts of the Bill Collectors. He is also responsible to see that the entire revenue collected is credited to the Municipal fund unfailingly.</p> <p>(xvi) All other staff of the Municipal Council do not have individual powers but assist the Commissioner to carry out his duties and functions.</p>
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3	The procedure followed in the Decision making process, including channels of supervision and accountability:	<p>The proposals received by the Municipal Council in the matters of execution/repairs of infrastructure works are processed and examine by the Commissioner in terms of the provisions of the Karnataka Municipalities Act/the instructions of the Govt. and placed before the Council for approval. The council ordinarily meets once in a month. In urgent matters it can meet frequently. The Municipal Commissioner is required under section 48 to prepare the agenda for the meeting of the Council, in consultation with the President and send to all the members atleast 7 days in advance. After approval of the proposal by the Council the Commissioner can implement the decision if such decisions are within the powers of the Council in such reasonable time as may be required. If the decisions required the approval of higher officers or the Govt. the Commissioner will accordingly seek the approval. The Deputy Commissioner and the Director of Municipal Administration are vested with the supervisory powers and these officers can suspend/set aside the decisions if found to be contrary to the provisions of the Karnataka Municipalities Act. The Council and the Chief Officer are accountable for all happenings in the municipality.</p> <p>The duties, functions and responsibilities of the elected body of the City Municipal Council have been narrated elaborately vide under section 47, 48, 50, 51, 52, 53, 55, 56, 57, 58, 59, 60, 61, 62 and also in the Karnataka Municipalities (Business and Conduct) Rules.</p>
4	The Norms set for the discharge of functions of the Municipality.	<p>The Municipal Council functions within the norms stipulated in the Karnataka Municipalities Act and the Rules framed there under.</p> <p>It also discharges its functions as per the instructions and guide lines issued by the Govt. from time to time.</p>
5	Rule regulations instruction manuals and records held by the municipal council or under its control or	<p>(i) The Karnataka Municipal Taxation rules 1966.</p> <p>(ii) Karnataka Municipalities (Election of Councillors) Rules 1977.</p> <p>(iii) The Karnataka Municipalities (President and Vice president) Elections Rules 1965.</p> <p>(iv) The Karnataka Municipalities (Powers and Expenditure)</p>

	<p>used by its employees for discharging its function.</p>	<p>Rules, 1986.</p> <p>(v) The Karnataka Municipalities (Accounts) Rules 1965.</p> <p>(vi) The Karnataka Municipalities (Limitations on the powers of Contract) Rules, 1966.</p> <p>(vii) The Karnataka Municipalities (Preparation of Plans and Estimates and Execution of Municipal Works) Rules, 1966.</p> <p>(viii) The Karnataka Municipalities (Guidance of Officers, Grant of Copies and Miscellaneous Provisions) Rules, 1966.</p> <p>(ix) The Karnataka Municipalities (Procedure and Conduct of Business) Rules, 1977.</p> <p>(x) The Karnataka Municipalities (Recruitment of Officers and Employees) Rules, 2004.</p> <p>(xi) The Karnataka Municipalities (Conditions of Service) Rules, 1987.</p> <p>(xii) The Karnataka Municipalities Accounts Rules 1965.</p> <p>(xiii) Bye-laws to regulate buildings.</p> <p>(xiv) Circular Instructions issued by the Govt. from time to time with regard to implementation of Govt. sponsored programmes.</p> <p>(xv) The Map/Notifications with regard to Constitution of the Municipality and the Council.</p> <p>(xvi) The details such as extent, type of use and name of the owners of all the properties situated within the limits of the Municipalities.</p> <p>(xvii) Records of Births and Deaths of persons within the Municipalities.</p> <p>(xviii) Basic data such as number of streets length of roads, No. of properties, play grounds, schools, hospitals, post offices, banks, public offices etc.,</p>
6	<p>A statement of the categories of documents that are held by the Municipality or under its control.</p>	<p>a) Municipal Assessment Register containing the property details and assessment.</p> <p>b) Cash Book Register indicating all receipts and expenditure.</p> <p>c) Copies of the sanctioned plan of buildings.</p> <p>d) Birth and Death Registers.</p>

		<p>e) Register of the proceedings of the Municipal Council.</p> <p>f) Register containing Assets of the Municipality.</p> <p>g) Project Reports and Maps of the roads, drainage, water supply and other infrastructure facilities built by the Municipality.</p> <p>h) Property Registers.</p>
7	<p>The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of policy of the Municipality or implementation there of.</p>	<p>The programs and polices of the City Municipal Council are formulated by its elected members who are none other than public representatives. The Municipality in certain occasions does consult the members of the public/Local Welfare association/NGOs wherever and whenever found necessary.</p>
8	<p>A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public:</p>	<p>Usually the Municipality will have General Board and Standing committees. The General Body Meetings will be held once in month and Standing Committee twice in a month to transact the business of the Municipality.</p>
9	<p>A directory of its officers and employees.</p>	<p>Statement is enclosed. (Annexure-A)</p>
10	<p>The monthly</p>	

remuneration received by the officers and employees of the Municipality, including the system of compensation as provided in its regulations;

Annexure-B

The remuneration of the officers and officials is furnished below:

Sl. No.	Name and designation	Gross Salary
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			TOTAL	Rs.
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on	Budget in Nut-shell for the year 2007-08 (plan-wise)		
		Sl. No.	Nature of the head	Proposed Expenditure
		Expenditure incurred head-wise		
		1	General Administration and Tax Collection	
		2	Public Safety	

disbursements made.	3	Public Health and Convenience																																																									
	4	Woks carried out through Government PWD.																																																									
	5	Public works carried out by the ULB																																																									
	6	Public Education																																																									
	7	Contribution and grants																																																									
	8	Others																																																									
12 The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	<p>The City Municipal Council is implementing the Poverty Alleviation Programmes such as Swarna Jayanthi Shahari Rojgar Project and the beneficiaries economically backward are extended with the benefits under the schemes. There will be a Beneficiaries` Selection Committee for this purpose. The achievements made both under the Swarna Jayanthi Shahari Rojgar Project and under the 18% budget reserved fund for the amelioration of the SC/ST persons are given as under.</p> <table border="1" data-bbox="483 772 1446 1262"> <thead> <tr> <th>Sl. No.</th> <th>Year</th> <th>Details of programes</th> <th>Among reserved or earmarked</th> <th>Total No. of beneficiaries</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>07-08</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>07-08</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>07-08</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5" style="text-align: center;">18% Budget Scheme</td> </tr> <tr> <td>1</td> <td>07-08</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>07-08</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>07-08</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>07-08</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>07-08</td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>07-08</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>The names of the beneficiaries are given in the Annexure-C enclose to this information.</p>				Sl. No.	Year	Details of programes	Among reserved or earmarked	Total No. of beneficiaries	1	07-08				2	07-08				3	07-08				18% Budget Scheme					1	07-08				2	07-08				3	07-08				4	07-08				5	07-08				6	07-08			
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13 Particulars of recipients of concessions, permits or authorizations granted by Municipality.	<table border="1" data-bbox="483 1444 1446 1738"> <thead> <tr> <th>Sl. No.</th> <th>Nature of permissions and licenses issued</th> <th>Total Numbers</th> <th>Concession if given</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Building permissions</td> <td></td> <td>-Nil-</td> </tr> <tr> <td>2</td> <td>Trade licenses</td> <td></td> <td>-Nil-</td> </tr> <tr> <td>3</td> <td>Permission for advertisements</td> <td></td> <td>-Nil-</td> </tr> </tbody> </table>				Sl. No.	Nature of permissions and licenses issued	Total Numbers	Concession if given	1	Building permissions		-Nil-	2	Trade licenses		-Nil-	3	Permission for advertisements		-Nil-																																							
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14 Details in respect of the information available to or held by it,	<p>Reduced information in an electronic form is available in the following areas:-</p> <p>i) Financial Information System</p> <p>ii) Personal Information System</p>																																																										

	reduced in an electronic form;	<p>iii) Municipal Information System</p> <p>iv) City Website WWW.koppal.gov.in</p>															
15	The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use:	<p>The Municipality has the following facilities to help the citizens for obtaining information.</p> <p>i) Public Grievance Redressal Module (Helpline) 08539-230192</p> <p>ii) WWW.koppal.gov.in</p> <p>iii) Notice Board</p>															
16	The names, designations and other particulars of the Public Information Officers;	<table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Name of the Staff</th> <th>Designation</th> <th>Powers delegated</th> <th>Phone No.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Shri. Sayad Minn Hajuddin Khatib</td> <td>Office Manager</td> <td>Ass. Public Information Officer</td> <td>08539-230192 / 230280</td> </tr> <tr> <td>2</td> <td>Shri.P.S.Annigeri</td> <td>Commissioner</td> <td>Appellate Authority</td> <td>08539-230192 / 230280 9449831192</td> </tr> </tbody> </table>	Sl. No.	Name of the Staff	Designation	Powers delegated	Phone No.	1	Shri. Sayad Minn Hajuddin Khatib	Office Manager	Ass. Public Information Officer	08539-230192 / 230280	2	Shri.P.S.Annigeri	Commissioner	Appellate Authority	08539-230192 / 230280 9449831192
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2	Shri.P.S.Annigeri	Commissioner	Appellate Authority	08539-230192 / 230280 9449831192													
17	Such other information as may be prescribed.	--															

Sd/
Commissioner,
City Municipal Council, Koppal