

CORPORATION OF THE CITY OF BELGAUM

Notification on Right to Information Act 2005

1. PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES OF PUBLIC AUTHORITY

- ❑ The Government have appointed the Deputy Commissioner, Belgaum as Administrator to Belgaum City Corporation vide Government order No.UDD.111.ACB.2003, dated. 21st November 2005.
- ❑ The Commissioner appointed by the Govt. is the executive head of the Corporation.
- ❑ The Corporation has Revenue Officer/ Chief Accounts Officer/ Council Secretary / Asst. Commissioner / Health Officer / Public Relation Officer/ Law Officer/ Executive Engineers/ Zonal Chief Officers/ Chief Auditor/ Dy. Revenue Officers/ Additional Health Officer/ Chief Medical Officer/ Special Officer/ Medical Officers/Asst Executive Engrs/ Asst. Director of Horticulture/ Env engr/ Superintendents/ Assistant Statistical Officer/ Accountants/ Chief Sanitary Inspector/Sanitary Inspector/ Food Inspector/ Senior Health Inspectors/Asst Engineers /Junior Engineers / Junior Health Inspectors / Swimming Instructor/ FDAs/SDAs/Drivers/Bill collectors/ Electrical Assistants/ Assistant electrician/ Audit Supdts/ Auditors/ Staff Nurses & ANMs/ Sr. Pharmacists & Jr. Pharmacists/Surveyor/ Urban Family welfare centre Jr. Assts/ Chlorination supervisors/ Horticulture Assistant/ Head Gardener/Gardeners/Life Guard/Work inspector/Water Supply Assistants/Sanitary Jamadars/Pourakarmikas, Peons and Attenders
- ❑ The Corporation has Following obligatory functions such as
 - ◆ Construction & maintenance of Roads, Markets, Public Toilets, Drainage.
 - ◆ Cleaning of Streets, Removal of Garbage.
 - ◆ Regulation of Buildings, Slaughter Houses,
 - ◆ Public Hygiene, Prevention of Contagious Diseases.
 - ◆ Registration of Births and Deaths,
 - ◆ Street lighting
 - ◆ Maintenance of Corporation Office & all Public Monuments & Open Spaces & Properties vesting with Corporation,
 - ◆ Naming or Numbering of Streets, Numbering of Houses,
 - ◆ Regulation & Abatement of Offensive & Dangerous Trades or Practices.
 - ◆ Maintenance of Ambulance service & service for conveying dead bodies to Crematoriums.
 - ◆ Providing Public parks, Gardens, Playgrounds & Recreation grounds.

❑ **Discretionary functions like**

- ◆ Maintenance of Libraries, Hospitals,
- ◆ Slum Up-gradations.
- ◆ Promotion of Cultural, Educational and Aesthetic Aspects Urban Forestry.
- ◆ Maintenance of Destitute Homes and implementation of Urban Poverty Alleviation Programme sponsored by Govt. etc.,

2. POWERS AND DUTIES OF THE OFFICERS

The Commissioner as the executive head shall exercise such powers as may be delegated to him by the Municipal Corporation under the provisions of the Karnataka Municipal Corporations Act 1976.

- ◆ 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 Corporation Act.
- ◆ He is also empowered to withhold or suspend or withdraw such licenses if found to be against the interest of public or the Corporation.
- ◆ He has powers to operate Corporation funds, to receive, recover and credit to the Corporation fund, all fees, taxes collected by the Corporation 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 Corporation.
- ◆ He or his Authorized officer can invite tenders through public notice for execution of works or procurements of materials required by the municipal Corporation.
- ◆ He or his Authorized officer can sign the contract and agreement on behalf of the Corporation.
- ◆ He or his Authorized officer also has the powers to transfer rights of the properties in favour of the transferees in the municipal registers.
- ◆ He or his Authorized officer has powers to enter and inspect buildings and to remove unauthorized constructions, encroachments, advertisements, prevent nuisance, hazardous activities etc.,
- ◆ He or his Authorized powers to sanction leave, advances to the staff and to oversee their work as controlling officer.

THE COMMISSIONER HAS DELEGATED HIS POWER TO THE FOLLOWING OFFICERS OF RESPECTIVE DEPT, AS HE IS VESTED WITH THE POWER UNDER SECTION 66 OF KMC ACT 1976,

❑ **Asst. Commissioner**

- ◆ Controlling officer for the Corporation works and officers.

- ◆ Responsible for supervision of
 - i. Corporation Functions,
 - ii. Aashraya scheme,
 - iii. Functioning of Hospitals and Dispensaries.
- ◆ Power to control administration of Corporation.
- ◆ Responsible for administration reforms as necessary.
- ◆ Has the power to control and supervise the 18% fund allocation and its utilization for welfare of SC/ST
- ◆ He is also responsible for the welfare of office staff.

□ Revenue Officer

- ◆ Responsible for supervision all Revenue issues such as
 - i. Property Tax Collection
 - ii. Stallages market and Advertisement
 - ii. Infrastructure cess.
- ◆ Responsible for computerization of Property Tax under Nirmal Nagar project.

□ Health Officer

- ◆ Responsible for supervision and control of health dept. works such as
 - i. Prevention of contagious diseases
 - ii. SWM programme,
 - iii. Control and maintenance of Sulabha Souchalaya toilets.
 - iv. Issue of birth and death certificate.
 - v. Issue of Trade Licence
- ◆ Conducting citizen awareness program
- ◆ Human Resource Development programs.
- ◆ Assistance in the pulse polio program.
- ◆ Coordinating with public private participation programs.
- ◆ Coordinating with children's movement for civic awareness programs
- ◆ VVIP and VIP protocol.
- ◆ Red Cross activities.
- ◆ Arrangements of the functions for celebration of National festivals and other programs of the Corporation.

□ Executive Engineer

- ◆ Has power to sanction an estimate work up to 7 Lakhs and not less than 3 lakhs in his jurisdiction.
- ◆ To supervise and undertake developmental / works.
- ◆ Both Executive engineers (North), (South), are responsible for street lighting in their respective jurisdiction.

□ Assistant Executive Engineer

- ◆ Has power to sanction an estimate work up to Rs. 3 lakhs.
- ◆ To supervise and undertake developmental / works.

❑ **Council Secretary**

- ◆ Responsible to draw agenda of corporation and standing committee meetings with the consultation of the Worshipful Mayor/ Standing committee chairman/ The Commissioner as the case may be.
- ◆ Responsible to record the minutes of the meeting and issuance of corporation committee proceedings as required.

❑ **Chief Auditor**

- ◆ Responsible to audit the accounts of corporation and drawing audit reports.
- ◆ Sanction of pensionary benefits to the retired staff.

❑ **Chief Accounts Officer**

- ◆ Responsible for accounting of receipts and payments
- ◆ Preparation of budget and submission to council by 15th of January every year.
- ◆ Preparation of Annual progress report.

❑ **Law officer**

- ◆ Responsibility of handling all legal matters of Corporation.

❑ **Medical Officers**

- ◆ Responsible for maintenance of municipal hospitals and dispensaries.

❑ **Assistant Director of Horticulture**

- ◆ Responsible for development, maintenance and up keeping of Corporation gardens.

❑ **Executive Engineer**

- ◆ He is also responsible for
 - i. Issue building permission
 - ii. Looking after the land section.
 - iii. Taking layouts of buildings and its verification.
 - iv. Planning and development of city
 - v. Maintenance of corporation property,
 - vi. Rain water harvesting project maintenance.
- ◆ Carries out the work of purchasing computers, installations and maintenance.
- ◆ Responsible for maintenance of Control room and PGR module under Nirmal Nagar project
- ◆ Maintenance of communication networks.

❑ **Asst Commissioners Z.O**

Belgaum city has been divided into 4 zones headed by one Asst Commissioner. The wards under each zone is as follows,

Sl. No.	Zonal Office	Ward Included
1	Zonal Office South - 1	1 to 15

2	Zonal Office South -2	16 to 30
3	Zonal Office North - 1	31 to 44
4	Zonal Office North - 2	45 to 58

Each Zonal office operates as an individual Corporation in its jurisdiction. It has department of Revenue, Health, PWD and Administration, Asst Commissioner is Head of the Zone and he is responsible for all developmental works carried out in his jurisdiction and is also the complete controlling authority for the staff working in the Zone. He carries out the work of issue of all trade licenses and permissions, extracts of the public documents such as katha abstract, property transfer, issue of work orders, Building Completion Certificates, Trade license. He also maintains all the documents required under KMC Act.

□ All other staff of the Municipal Corporation

- ◆ Does not have individual power but to assist the Commissioner / HOD / Assistant Commissioner to carry out his duties and functions.

3.THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

As per provisions of the KMC Act 1976 and as per directions of the Government The Commissioner will process and examine the proposals of execution of works, basic amenities to the citizens, Administrative matters, Implementation of various schemes etc. and place before the Administrator for approval. If the decisions required the approval of higher field officers of the Govt. the Commissioner will according seek the approval.

At the time existence of Elected Body the council ordinarily meets once in a month. In urgent matters it can meet frequently. The Council Secretary is required to prepare in the requirements pf Corp, the agenda for the meeting of the Council in consultation with the Mayor/Standing Committee/Commissioner and send to all the members at least 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 field officers or the Govt. the Commissioner will accordingly seek the approval. The Govt. is 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 Municipal Corporation Act. The Council and the Commissioner are accountable for all happenings in the municipal Corporation.

4.THE NORMS SET FOR THE DISCHARGE OF FUNCTIONS OF THE CORPORATION.

The Corporation functions within the norms stipulated in the Karnataka Municipal Corporation Act and the Rules framed there under,

5.RULE, REGULATIONS, INSTRUCTION MANUALS AND RECORDS HELD BY THE MUNICIPAL CORP OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTION

- ◆ The Karnataka Municipal Corporation[Taxation Rules] 1966,
- ◆ Municipal Corporation rules, 1977
- ◆ Municipal Corporation (claims to property by or against Corporation) corporation rules 1996.
- ◆ Municipal corporation (compounding to offences) rules 1996
- ◆ Karnataka Municipal Corporation (election) rules 1979.
- ◆ Karnataka Municipal Corporations (ward committee) rules 1997.
- ◆ Karnataka City corporation employee (conditions of service) 1991.
- ◆ Employment of manual scavengers and construction of Latrines (Prohibition) act 1993.
- ◆ Employment of manual scavengers and const of Latrines(Prohibition) (Karnataka state) rules, 1997
- ◆ Karnataka local Authorities (Prohibition of Defection) Act 1987, [Karnataka Act No. 20 of 1897].
- ◆ Karnataka Municipal Corporations (Procedure and conduct of Business) rules 1998.
- ◆ Karnataka public premises (eviction of un-authorized occupants) 1997.
- ◆ Bye-laws to regulate buildings.
- ◆ Circular Instructions issued by the Govt. from time to time with regard to implementation of Govt. sponsored programmes.
- ◆ The Map/ Notifications with regard to Constitution of the Corporation and the Council.
- ◆ The details such as extent, type of use and name of the owners of all the properties situated within the limits of the Corporation.
- ◆ Records of Births and Deaths of persons within the Corporation limits.
- ◆ Basic data such as No. of streets length of roads, No. of properties, play grounds, schools, hospitals, etc.,

6.A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE MUNICIPAL CORPORATION OR UNDER ITS CONTROL

- ◆ Municipal Corporation Assessment Register containing the property
- ◆ Details and assessment
- ◆ Cash Book Register indicating all receipts and expenditure

- ◆ Copies of the sanctioned plan of buildings
- ◆ Birth and Death Registers.
- ◆ Register of the proceedings of the Municipal Corporation
- ◆ Register containing Assets of the Municipal Corporation
- ◆ Project Reports and Maps of the roads, drainage and other infrastructure facility built by the Municipal Corporation.

7.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 MUNICIPAL CORPORATION OR IMPLEMENTATION THEREOF;

The programmes and policies of the municipal Corporation are formulated by members of the Corporation who are none other than public representatives. The Corporation in certain occasions does consult the members of the public / local welfare association/ NGOs wherever necessary.

8.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;

There are 4 Standing Committees consisting of 7 Numbers of Corporation to deal with the matters of

- ◆ 1.Taxation and Finance
- ◆ 2.Public Health, Education, Social Justice
- ◆ 3.Town Planning and Improvement
- ◆ 4. Accounts

The minutes of the meetings of this committee are open to public except those exempted under the provisions of the Right to Information Act, 2005.