



CITY MUNICIPAL COUNCIL HOSPET

**MANUAL CONTAINING INFORMATION
TO BE PUBLISHED BY THE
MUNICIPAL COUNCIL UNDER
SECTION (4) (b) OF THE RIGHT
TO INFORMATION ACT, 2005**

1	Particulars of organization, functions and duties of Public Authority.	<p>The Municipal of HOSPET consists of 35 Councilors elected from the Wards, 0 Councilors nominated by Govt and the jurisdictional MP/MLA/MLC as Members. The head of the Council is the President elected from among the Councilors of the Wards. There is also a Vice-President elected from among the Councilors to exercise such powers delegated to him by the President. The Commissioner/Chief Officer appointed by the Govt, is the executive head of the council. The Municipality has Engineer/Engineers/Health Inspectors/Manager/FDA/SDA/Bill Collectors and Pourakarmikas.</p> <p>The Council has obligatory functions such as maintenance of roads, markets, public toilets, drainage, supply of drinking water, cleaning of streets, removal of garbage, regulation of buildings, slaughter houses, public hygiene, prevention of contagious diseases, registration of births and deaths, street lighting, etc., and discretionary functions like maintenance of parks, gardens, libraries providing entertainment in public places, slum up gradations, promotion of cultural, education and aesthetic aspects urban forestry maintenance of destitute homes and implementation of urban poverty alleviation programme sponsored by Govt. etc.,</p>
2	Powers and duties of the Officers	<p>(i) The Commissioner/Chief Officer 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.</p> <p>(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.</p> <p>(iii) He is also empowered to withhold or suspend or withdraw such licenses if found to be against the interest of public or the Municipality.</p> <p>(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.</p> <p>(v) He can invite tenders through public notice for execution of works or procurements of materials required by the municipal council.</p> <p>(vi) He can entered into a contract on behalf of the council.</p> <p>(vii) He also has the powers to transfer rights of the properties in favour of the transferees in the municipal registers.</p> <p>(viii) He has powers to enter and inspect buildings and to remove 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 as estimate up to 10,000/-</p> <p>(xiii) All other staff of the Municipal Council do not have individual powers but assist the Commissioner/ Chief Officer to carry out his duties and functions.</p>

3	The procedure followed in the Decision making process, including channels of supervision and accountability:	The proposals received by the Municipal Council in the matters of execution / repairs of infrastructure works are processed and examine by the Commissioner / Chief Officer in terms 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 Commissioner / Chief Officer is required to prepare the agenda for the meeting of the Council in consultation with the president and send to all the members at least 7 days in advance. After approval of the proposal by the Council the Commissioner / Chief Officer 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 / Chief Officer 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 be contrary to provisions of the Karnataka Municipalities Act. The Council and the Commissioner / Chief Officer are accountable for all happenings in the municipality.
4	The Norms set for the discharge of functions of the Municipality	The Municipal Council functions within the norms stipulated in the Karnataka Municipalities Act and the Rules framed there under.
5	Rule, regulations, instruction manuals and records held by the Municipal Council or under its control or used by its employees for discharging its function.	<ul style="list-style-type: none"> i) The Karnataka Municipal Taxation Rules 1966, ii) Karnataka Municipalities (Election of Councilors) Rules,, iii) The Karnataka Municipalities (President and Vice President) Elections Rules. iv) The Karnataka Municipalities (Powers and Expenditure) v) The Karnataka Municipalities (Accounts) Rules vi) The Karnataka Municipalities (Limitations on the powers of Contract) Rules, 1966 vii) The Karnataka Municipalities (Preparation of Plans and Estimates and Execution of Municipal Works) Rules, 1966. viii) The Karnataka Municipalities (Guidance of Officers, Grant of Copies and Miscellaneous Provisions) Rules, 1966. ix) The Karnataka Municipalities (Procedure and Conduct of Business) Rules 1977. x) The Karnataka Municipalities (Recruitment of Officers and Employees) Rules, 2004 xi) The Karnataka Municipalities (Conditions of Service) Rules 1987 xii) The Karnataka Municipalities Accounts Rules 1965. xiii) Bye-laws to regulate buildings. xiv) Circular Instructions issued by the Govt. from time to time with regard to implementation of Govt. sponsored programmes. xv) The Map / Notifications with regard to Constitution of the Municipality and the Council. xvi) The details such as extent, type of use and name of the owners of all the properties situated with in the limits of the Municipalities. xvii) Records of Birth and Deaths of persons within the Municipalities. xviii) Basic data such as No. of streets length of roads, No. of properties, play grounds, schools, hospitals, post offices banks, public offices etc.,

6	A Statement of the categories of documents that are held by the Municipality or under its control	<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 facility built by the Municipality</p>																																																			
	The Particulars of any arrangement that exists for consultation with or representation by the members of the Public in relation of the formulation of policy of the Municipality or Implementation thereof:	The programmes and policies of the municipality are formulated by members of the municipality who are non other than public representatives. The Municipality 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.	<p>A Standing Committee consisting of 8 No.of Councilors to deal with the mattes of taxation,finance,Public health,education,social justice, town Planning and accounts is constituted on 07-11-2005 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.</p> <p style="text-align: center;">Standing Committee</p> <p style="text-align: center;">Chairman Shri.T.Chidanad</p> <p>Members: Shri.B.G.Thirumala Shri. Rajarao Shri.K.Somappa Shri.Kullappa Shri.Rajasab Shri.H.L.Hanumanthappa Smt.S.Thayamma</p>																																																			
9	A directory of its officers and employees	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Name</th> <th style="text-align: center;">Design</th> <th style="text-align: center;">Telephone No</th> </tr> </thead> <tbody> <tr> <td>K.Rangaswamy</td> <td>Commissioner</td> <td>08394-224041</td> </tr> <tr> <td>Syed Mansoor Ahmad</td> <td>Asst. Executive Engineer</td> <td>08394-265002</td> </tr> <tr> <td>Ramesh Badiger</td> <td>Office Managar</td> <td>08394-224041</td> </tr> <tr> <td>G.D. Kumar</td> <td>Asst. Engineer</td> <td>08394-224041</td> </tr> <tr> <td>B.S. Yogesh</td> <td>Environmental Engineer</td> <td>08394-224041</td> </tr> <tr> <td>H. Govind Nayak</td> <td>Account Supt.</td> <td>08394-224041</td> </tr> <tr> <td>Nagabhushan B.</td> <td>Revenue Officer</td> <td>08394-224041</td> </tr> <tr> <td>Ravi Hunasagi</td> <td>Junior Engineer</td> <td>08394-224041</td> </tr> <tr> <td>Prabhu S .Biradar</td> <td>Junior Engineer</td> <td>08394-224041</td> </tr> <tr> <td>Manjunath T.A</td> <td>Junior Engineer</td> <td>08394-224041</td> </tr> <tr> <td>Uday Singh D.</td> <td>Junior Engineer</td> <td>08394-224041</td> </tr> <tr> <td></td> <td>Junior Engineer</td> <td>08394-224041</td> </tr> <tr> <td>Shashibhushan Hiremath</td> <td>Senior Health Inspector</td> <td>08394-224041</td> </tr> <tr> <td>Basavaraj Hubli</td> <td>Accountant</td> <td>08394-224041</td> </tr> <tr> <td>T. Raghunath Rao</td> <td>Health Inspector (OOD)</td> <td>08394-224041</td> </tr> <tr> <td>Garadi kalaka Mellecha</td> <td>Health Inspector</td> <td>08394-224041</td> </tr> </tbody> </table>	Name	Design	Telephone No	K.Rangaswamy	Commissioner	08394-224041	Syed Mansoor Ahmad	Asst. Executive Engineer	08394-265002	Ramesh Badiger	Office Managar	08394-224041	G.D. Kumar	Asst. Engineer	08394-224041	B.S. Yogesh	Environmental Engineer	08394-224041	H. Govind Nayak	Account Supt.	08394-224041	Nagabhushan B.	Revenue Officer	08394-224041	Ravi Hunasagi	Junior Engineer	08394-224041	Prabhu S .Biradar	Junior Engineer	08394-224041	Manjunath T.A	Junior Engineer	08394-224041	Uday Singh D.	Junior Engineer	08394-224041		Junior Engineer	08394-224041	Shashibhushan Hiremath	Senior Health Inspector	08394-224041	Basavaraj Hubli	Accountant	08394-224041	T. Raghunath Rao	Health Inspector (OOD)	08394-224041	Garadi kalaka Mellecha	Health Inspector	08394-224041
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Nazeer Ahmed	Health Inspector	08394-224041
H.N. Guruprasad	SDA	08394-224041
K. Anand Kumar	SDA	08394-224041
Sharmas	SDA	08394-224041
Dalavai Manjunath	SDA	08394-224041
B. Krishnamurthy	SDA	08394-224041
M. Thippeswamy	SDA	08394-224041
K.A. Azeez	SDA	08394-224041
Obanna	SDA	08394-224041
K. Suresh Babu	SDA	08394-224041
S. Suresh	SDA	08394-224041
S. Khaja ali	SDA	08394-224041
Smt. Girija	SDA	08394-224041
P. Noor Mahamed	R.I	08394-224041
Smt. D.R. Geeta	Typist	08394-224041
Mallesi	Cashier (OOD)	08394-224041
Parameshwarappa	SDC (OOD)	08394-224041
M. Ravi Kumar	Bill Collector	08394-224041
H. Virupanna	Bill Collector	08394-224041
V.H. Pattar	Bill Collector	08394-224041
Hurkunappa	Bill Collector	08394-224041
Jeelan Ahmad	Bill Collector	08394-224041
Mirja Sajid Alibaig	Bill Collector	08394-224041
Raghavendra	Bill Collector	08394-224041
A. Fayaz	Bill Collector (OOD)	08394-224041
Venkanna	Bill Collector (OOD)	08394-224041
G.Lakshmana	Bill Collector (OOD)	08394-224041
G.Prakash babu	Bill Collector (OOD)	08394-224041
D.Bhasha sab	Bill Collector (OOD)	08394-224041
Pampapathy	Bill Collector (OOD)	08394-224041
S.Nallappa	Bill Collector (OOD)	08394-224041
H.Shankar	Bill Collector (OOD)	08394-224041
B.K.Naganagowda	Bill Collector (OOD)	08394-224041
T.Madhusudhan Achar	Bill Collector (OOD)	08394-224041
Maranna	Bill Collector (OOD)	08394-224041
K.Lingappa	Bill Collector (OOD)	08394-224041
G.Neelakanta	Bill Collector	08394-224041

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The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Sl.No	Budget	Proposed Expdr	Disbursement (planwise)
1	1166.70	1166.70	207.25

		2	377.00	377.00	6.95
		3	14.00	14.00	2.73
11	The manner of execution of subsidy Programmes, including the amounts allocated and the details of beneficiaries of such programmes;				
12	Particulars of recipients of concessions, permits or authorizations granted by Municipality	<u>Name of the recipient</u>	<u>details of concessions/ Permits granted by Municipality</u>		
		i)			
		ii)			
		iii)			
13	Details in respect of the information available held or held by it, reduced in and electronic form;	Reduced information in and electronic form is available in the following areas:- i) www.hospetcity.gov.in Website.			
14	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;	The Municipality has the following facilities to help the citizens for obtaining information. i) www.hospetcity.gov.in Website ii) Through PGR module iii) Through Helpline			
15	The names, designations and other particulars of the Public information officers;	PRO/APRO& Appellate Authority	Name of the Officer	Designation	Telephone No.
		Appellate Authority	Sri. K. Rangaswamy	Commissioner	08394-224041
		PRO	Sri Ramesh Badiger	Office Manager	08394-224041
		APRO	Sri. Nagabhusan	Revenue Officer	08394-224041
16	Such other information as may be prescribed	-----			