

RIGHT TO INFORMATION ACT 2005

Section 4 (1)(b)

Municipal Council Santokhgarh District Una (HP) Department of Urban Development Himachal Pradesh.

1) Functions & Duties:-

- i) Maintenance of street light system.**
- ii) Maintenance of Sanitation System.**
- iii) Approval of building Plans.**
- iv) All development work including c/o streets/Drains /Community Centers & etc.**
- v) Registration of Death/Birth & Marriage.**
- vi) To attend the public complaints with regard to duties/functions of the Municipality.**
- vii) To maintain the sewerage system/Public taps etc. with the assistance of I&PH department.**
- viii) All the powers and duties envisaged under chapter IV of the H.P. Municipal Act, 1994.**

a) Power of President of the Municipality:-

- i) To Control the institution in all respect i.e. Call the meeting, Hold the meetings & make efforts to pass the resolution of development works and other works in public interest and development of Area.**
- ii) Accord sanction to execute the works, approve the rates after completing all coddle formalities and to attend the various meetings called by the State Govt. from time to time.**
- iii) To supervise all the development works being executed by the municipality & make payment of various bills.**
- b) Powers of Vice-President of the municipality : In the absence of President the Vice President shall have all the powers of President.**
- c) Powers of Members of the municipality :- To pass the resolution for execution of works in public interest and to assist the municipality to carry out its functions and duties. To bring the grievances of the public in the notice of the President/ Executive Officer.**

d) Powers & Duties of the Officers & Employees:-

- i) Executive Officer :- Exercise all the powers specifically imposed or conferred upon him by or under H.P. Municipal Act 1994 and any other law for the time being enforce,**
- ii) lay down the duties of and supervise and control offices and officials holding office under the H.P. municipality in accordance with the rules made by the Government,**
- iii) supervise and control the execution of the all works of the municipality,**
- iv) take necessary measures for the speedy execution of all works and developmental schemes of the municipality,**
- v) have custody of common seal and all papers and documents connected with the proceeding of the meetings of the municipality and of its standing committees and other committees,**
- vi) to draw and disburse money out of the municipality funds and exercise such other powers and discharge such other functions as may be prescribed,**
- vii) to attend every meeting of the municipality and shall have the right to attend the meeting of any committee thereof and to take part in the discussion but shall not have the right to move any resolution or to vote,**
- viii) Executive Officer/ Secretary is also Registrar Death/Birth & Marriages.**

e) Junior Engineer:-

- i) To prepare the Estimate of the development works passed by the Municipality in its meetings,**
 - ii) to call the tenders for execution of the works, preparation of bills for all development works & other Technical works,**
 - iii) and all other duties provided under the H.P. Municipal Act.**
- f) Work Supervisor :- To assist the Junior Engineer in carrying out development and other allied works.**
- g) Sanitary Supervisor :-**
- i) Cleaning of filthy building or land,**
 - ii) power to require hedges and trees to be trimmed,**
 - iii) removal of latrines etc. near any source of water supply,**
 - iv) removal of nuisance,**
 - v) and other duties provided under the H.P. Municipal Act, 1994.**
- h) Clerks and Community Organizer**
- i) To maintain the accounts and other official works for the proper and effective working of the municipality.**

3) The Procedure followed in the decision making process including channel of supervision and accountability.

All decision are taken at the meeting of the house unanimously /majority, and after completing all coddle formalities the decisions are executed. The execution being supervised by the president/E.O./JE & other concerned Members and staff.

4) Norms set by it for the discharge of its function:- As per H.P. Municipal Act 1994 & other instructions passed by the Government from time to time.

5) Rules, Regulation Instruction, Manuals and records, held by it or under its control or used by its employees for discharging its functions:-

Rules, Regulation Instruction, Manuals :-

- 1 The H.P. Municipal Act, 1994 .
- 2 The H.P. Municipal Account Code 1975
- 3 The H.P. Municipal Service Act, 1994.
- 4 The Public Service Guarantee Act,2011
- 5 Municipality Disclosure Act,2009
- 6 H.P. Urban Rent Control Act,1987
- 7 Public Premises Act,1988 Rules
- 8 H.P. Municipal Election Rules, 1994.
- 9 The Himachal Pradesh (Delimitation & Reservation of Wards) Rules, 1994.
- 10 The H.P. Municipal (Reservation and Election to the office of President & Vice-President) Rules, 1995.
- 11 Himachal Pradesh Municipality employees (Pension, Gratuity & General Provident Fund) Rules,2000.
- 12 The Leasing out of Shops / Stalls constructed by Municipalities in H.P. Rules, 2001.
- 13 CCS & CCA Rules
- 14 HPFR & SR Rules
- 15 Medical re-imbursement, General leave, Leave Travel Concession , House Building Advance and CCS Leave Rules

The following records are being kept with the municipal office for discharging its functions.

- i) Proceeding Book.
- ii) Death & Birth Register
- iii) Parivar register.
- iv) Marriage Register.
- v) Annual administrative report
- vi) Demand and collection register
- vii) House tax register
- viii) Rent Register
- ix) Cash book & Account Book.
- x) Stock register
- xi) dairy and Dispatch Register
- xii) Stamp Register
- xiii) Voucher Register
- xiv) All the records regarding development work that i.e. Measurement Books, stock registers, complaint book, tender register and other relevant record.

6. A Statement of the categories of documents that are held by it or under its control: -

As in Para No. 5

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 its policy or implementation there of:-

Every Act & Rules and formation of Bye- Laws and imposition of any tax in the municipal area is done only after inviting suggestions & objections from the public/affected parties.

8) Finance & Audit & Planning Committee:-

- i) General Standing Committee.
- ii) Finance Audit & Planning Committee.
- iii) Social Justice Committee.

Functions & power as per section 50 of Municipal Act 1994

9) Directory of its officers and Elected Body :-

Designation	Name	Telephone Number
President	Smt. Anju Bala	9857808001
Vice-President	Sh. Bhajan Singh Maan	9882185240
Executive Officer	Smt. Varsha Chaudhary	9816527714
Junior Engineer	Sh. Jitender Kaushal	9318607992
Member	Sh. Mehar Singh	9882141591
Member	Smt. Promila Rana	01975-256054
Member	Smt. Tripta	9805072139
Member	Smt. Vimla	9736487099
Member	Sh. Prem Chand	9882156142
Member	Sh. Dalip Dozi	9816980537
Member	Smt. Amravati	9882070072
Member	Sh. Vijay Kumar	9882458634
Member	Smt. Anjana Chabba	9876698966
Nominated Member	Sh. Sham Lal Chabba	9816365944
Nominated Member	Sh. Krishan Om Bali	9356715345
Nominated Member	Smt. Nirmla Devi	9816204599

10) Monthly remuneration received by its officers and employees:-

Sr.No	Name	Designation	Pay Scale
1	Smt. Varsha Chaudhary	Secretary	10300-34800+4600
2	Sh. Jitender Kaushal	Junior Engineer	15600-39100+5400
3	Smt. Suman	Community Organizer	5910-20200+2400
4	Sh. Karam Singh	Clerk	10300-34800+3200
5	Sh. Anil Kumar	Clerk	10300-34800+3200

6	Sh. Harjinder Singh	Clerk	10300-34800+3200
7	Sh. Jasvinder Singh	Works Supervisor	5910-20200+1950
8	Sh. Ashutosh Sharma	Sanitary Supervisor	5910-20200+1950
9	Sh. Santosh Kumar	Driver	5910-20200+2400
10	Sh. Yashpal	Peon	5910-20200+1900
11	Sh. Shingara	Safai Karamchari	4900-10680+1900
12	Sh. Balbir	-DO-	4900-10680+1900
13	Smt. Rajani	-DO-	4900-10680+1650

11) Budget :- Displayed at Budget section.

12) Not applicable

13) N/A

14) N/A

15) N/A

16) Name designation and other particulars of the Public Information Officers:-

Smt. Varsha Chaudhary Executive Officer –cum-PIO Municipal Council Santokhgarh.

Sh. Jitender Kaushal J.E.-cum-APIO Municipal Council Santokhgarh.