

SUO-MOTU DISCLOSURE, Kasganj

Information Handbook

[In pursuance of Chapter II, Section 4(1) (b) of the Right to Information Act 2005]

Nagar Palika Parishad Kasganj

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PREFACE

In order to provide greater transparency and accountability in the functioning of “Public Authorities”, The Right to Information Act, 2005(RTI) has been enacted by the Government of India. This Act entitles the citizens to obtain information pertaining to public authorities, subject to compliance with prescribed procedure under RTI Act, 2005. The Act has been notified on June 15, 2005. In compliance with the provisions of Section 4(1) (b) of the Act, this information manual is published for information of the general public.

CHAPTER 1 - INTRODUCTION

1.1. BACKGROUND

In order to ensure transparency and accountability in the functioning of public authorities and with a view to confer right on citizens for obtaining information pertaining to functioning of public authorities, the Information Act, 2005(hereinafter referred to as “RTI” or “Act”) has been enacted. Section 4(1)(b) of the Act confers right on citizens to obtain information pertaining to functioning of public authorities and for this purpose every public authority is required to appoint Public Information Officer(s) Assistant State Public Information Officer(s), Wherever applicable, for processing of information requests from citizens. Under any circumstances if the citizen could not get the information sought for by him, he may approach the appellate authority.

1.2. OBJECTIVE OF THE HAND BOOK

The essence of good governance is based on the premise that the laws and procedures are transparent, clearly defined & understood by those governed and the implementation is both quick and smooth. Transparency connotes the conduct of public business in a manner that affords stakeholders wide accessibility to the decision-making process and the ability to effectively influence it. In the context of urban governance, transparency assumes added significance. The Key objective behind publication of this information manual is to enable the public to understand the role played by the Department in the Urban Governance by the Government of Uttar Pradesh. The citizens are entitled under the Act, to obtain any information prescribed under the Act from the Department. The procedure for obtaining information from the Department is prescribed in the following paragraphs.

1.3. TARGETED USERS

This manual is meant for information of citizens, civil society organizations, public representatives, officers and employees of public authorities.

1.4. NAMES AND ADDRESSES OF KEY CONTACT OFFICERS

For facilitating information requests from citizens, the following officers are appointed as PIO and Appellate authority

Sr. No.	Officer Name / Designation	Appointed as per the Act.
1	Kulkamal Singh Yadav Executive Officer	Appellate Authority
2	Meera Devi Kar Nirdharan Adhikari	
3	Kulkamal Singh Yadav Executive Officer	Public Information Officer
4	Puspendra Kumar JE (Water Works)	Assessment Officer Appellate Authority

1.5. PROCEDURE FOR OBTAINING INFORMATION

The information request shall be made in writing. The information request can be in one of the following two languages.

- i. Hindi
- ii. English

Applicant shall pay the following prescribed fee for obtaining the information under the Act. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of Rs.10/- per each application by way of cash or by demand draft or by banker's cheque payable to the Accounts Officer or any other duly authorized officer of the Public Authority, against proper receipt at the following rates: Fee to be charged for providing information: For providing information under sub-section (1) or sub-section (5) of Section 7, a fee shall be charged by way of cash or demand draft or banker's cheque payable to the Accounts Officer or any other duly authorized officer of the Public Authority against proper receipt at the following rates:

(A) Priced Material:

Publications printed matter, text, maps, plans, floppies, CDs, samples, models or material in any other form, which are priced, the sale price thereof:

(B) Other than price material:

(1) An application for obtaining any information under sub-section (1) of section 6 shall be accompanied with a fee of rupees fifty.

(2) For providing information under sub-section (1) of section 7, the fee shall be charged from the applicant at the following rates namely:

(a) Rs. 10/- for each page in A-4 or A-3 size paper created or copied and

(b) If information is to be provided on a large size of paper than that of specified in clause (a), the actual cost price of such a paper shall be charged

(3) For providing information under sub-section (5) of section 7, the fee shall be charged from the applicant at the following rates namely: (a) Rs. 50/- for providing information in floppy; (b) Rs. 100/- for providing information in diskette; and (c) If information sought is of such a nature, which is contained in a printed document of which a price has been fixed, then that information will be provided after charging the price, fixed for that printed document. However, if only an extract or page of such a printed document is asked for, then a fee of Rs. 10/- per page shall be charged from the applicant.

(4) No fee for inspection of record shall be charged if such an inspection is made for one only. However, if inspection is made for a period more than one hour then a fee of rupees ten shall be charged for every fifteen minutes in excess of first hour. Every fraction of the period above fifteen minutes shall be construed as a complete period of fifteen minutes and it shall be charged as full period of fifteen minutes.

Applicants belonging to Below Poverty Line (BPL) category need not pay the fee. They will pay for material charges. For the issues claiming payment of exemption of fee under BPL category, the applicant shall attach a copy of Ration card/income certificate or any other proof under the BPL category. The request for information will be generally processed within the time period mentioned under the Act.

CHAPTER-II: Particulars of Organisation, Functions and Duties

PARTICULARS OF ORGANISATION FUNCTIONS AND DUTIES

Particulars of Organization:

Sr. No.	Name Of the Organization	Address	Functions	Duties
1	Nagar Palika Parishad Kasganj	Ashok Nagar, Soron gate, Kasganj (UP)- 207123	Detailed Description mentioned below	Detailed Description mentioned below

2.2. Functions of the Municipality: As per the Uttar Pradesh Municipal Corporation Acts, the corporation are entrusted broadly with the following functions.

A. General Functions of Corporation: –

(1) Subject to the provisions of this Act and the rules, regulations and bye-laws made there under the municipal Government of the City shall vest in the Corporation.

(2) Without prejudice to the generality of the provisions of sub-section (1) it shall be the duty of the Corporation to consider all periodical statements of the receipts and disbursements and all progress reports and pass such resolutions thereon as it thinks fit.

B. Obligatory Functions of Corporation. –

It shall be incumbent on the Corporation to make adequate provision by any means or measures which it may lawfully use or take for each of the following matters, namely :-

(1) The construction, maintenance and cleaning of drains and drainage works and of public latrines, urinals and similar conveniences;

(2) The construction and maintenance of works and means for providing supply of water for public and private purposes;

(3) The scavenging, removal and disposal of filth, rubbish and other obnoxious or polluted matters;

(4) The reclamation of unhealthy localities, the removal of noxious vegetation and generally the abatement of all nuisances;

(5) The regulation of places for the disposal of the dead and the provisions and maintenance of places for the said purpose;

(6) The registration of births and deaths;

(7) The construction and maintenance of municipal markets and slaughterhouses and the regulation of all markets and slaughter-houses;

(8) The regulation and abatement of offensive or dangerous trades or practices;

(9) The securing or removal of dangerous buildings and places;

(10) The construction, maintenance, alteration and improvements of public streets, bridges, culverts, causeways and the like;

(11) The lighting, watering and cleansing of public streets and other public places;

(12) The removal of obstructions and projections in or upon streets, bridges and other public places;

(13) The naming and numbering of streets and premises;

(14) The maintenance of municipal offices;

(15) The laying out or the maintenance of public parks, gardens or recreation grounds;

(16) The maintenance of a fire-brigade and the protection of life and property in the case of fire;

(17) The maintenance of monuments and memorials vested in a local authority in the city immediately before the commencement of this Act or which may be vested in the Corporation after such commencement;

(18) The maintenance and development of the value of all properties vested in or entrusted to the management of the Corporation; and

(19) The fulfillment of any other obligation imposed by or under this Act or any other law for the time being in force.

C. Discretionary functions of Corporation: -

The Corporation may in its discretion provide either wholly or in part for all or any of the following matters, namely:-

(1) The furtherance of education including cultural and physical education;

(2) The establishment and maintenance of, and aid to, libraries, museums, art galleries, botanical or zoological collections;

(3) The planting and care of trees on road sides and elsewhere;

(4) The surveys of buildings and lands;

(5) The taking of a census of population;

(6) The civic reception to persons of distinction;

- (7) The organization and management of fairs and exhibitions;
- (8) The acquisition of movable or immovable property for any of the purposes before mentioned, including payment of the cost of investigations, surveys or examinations in relation thereto for the construction or adaptation of buildings necessary for such purposes;
- (9) The construction and maintenance of –
 - a. rest-houses,
 - b. poor-houses,
 - c. infirmaries,
 - d. children's homes,
 - e. houses for the deaf and dumb and for disabled and handicapped children,
 - f. shelters for destitute and disabled persons,
 - g. asylums for persons of unsound mind;
- (10) The construction and maintenance of cattle ponds;
- (11) The building or purchase and maintenance of dwelling houses for corporation officers and other Corporation employees;
- (12) Any measures for the welfare of the Corporation officers and other Corporation employees or any class of them including the sanctioning of loans to such officers and employees or any class of them for construction of houses and purchase of vehicles;
- (13) The organization or management of chemical or bacteriological laboratories for the examination or analysis of water, food and drugs for the detection of diseases or research connected with the public health or medical relief;
- (14) The provision for relief to destitute and disabled persons;
- (15) The establishment and maintenance of veterinary hospitals;
- (16) The organization, construction, maintenance and management of swimming pools, public wash houses, bathing places and other institutions designed for the improvement of public health;
- (17) The organization and management of farms and dairies within or without the City for the supply, distribution and processing of milk and milk products for the benefit of the residents of the City;
- (18) The organization and management of cottage industries, handicraft centers and sales emporia;
- (19) The construction and maintenance of warehouses and godowns;

(20) The construction and maintenance of garages, sheds and stands for vehicles and cattle biers;

(21) The provision for unfiltered water supply;

(22) The improvement of the City in accordance with improvement schemes approved by the Corporation;

(23) The provision of housing accommodation for the inhabitants of any area or for any class of inhabitants;

(24) The establishment and maintenance of hospitals, dispensaries and maternity and child welfare centers and the carrying out of other measures necessary for public medical relief;

(25) Supply and distribution of electricity to the public; and

(26) Any measure not hereinbefore specifically mentioned, likely to promote public safety, health, convenience or general welfare.

(30) With reference to the functions referred to above, the following sections are provided in the municipalities

2.3 Duties- Sections in Municipalities:

Sr. No.	SECTION	DUTIES
1	Administration	To look after general administration, including school administration and council meetings
2	Revenue	To assess and collect various taxes and non-taxes and collection of rents from municipal properties
3	Accounts	To maintain accounts, prepare annual accounts, budget, and attend to audit of accounts
4	Public Health and Sanitation	To look after sanitation, public health and solid waste management including medical and maternity services
5	Engineering	To look after water supply and sewerage, public works like roads, drains, buildings, parks and play grounds, street lighting
6	Town Planning	To regulate town planning activities including land uses, layouts, building constructions and encroachments
7	Urban Poverty Alleviation (UPA)	To look after urban poverty alleviation programs.

CHAPTER-III : POWER DUTIES OF ITS OFFICER/ EMPLOYEES

S.NO.	Section	Name of the Officer	Duties	Officer In Charge
1	Municipal Council	Kulkamal Singh Yadav	Entire executive powers under U.P. Municipality Act.,	Executive Officer
2	Nirman (Civil)	Diwan Singh Yadav	All functions of Civil work	Junior Engineer
3	Account Branch	Awadhesh Verma	All functions of Account Branch	Account Officer
4	Property Tax	Meera Devi	All functions of Property Branch	KNA
5	Water Works & Street Light	Puspendra Kumar	All functions of Water Supply and Sewerage	JE
6	Sanitation & Health	Naurang Pal	All functions of Sanitation & Health	Clerk

CHAPTER IV: PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

Citizen can avail all the municipal services & raise grievances regarding Municipal Service Delivery through Public Grievance Portal Government of Uttar Pradesh (<http://up.gov.in>/link given on the ULB website (<http://kasganjmunicipality.in/>). On receipt of the same the Unique ID will be generated by the system a mail shall be received on ULB e-mail Id. The mail shall be forwarded to the concerned official.

- The concerned official will scrutinize the file and write his remarks, and pass on the file to the next higher authority and finally to the Executive Officer who is the final decision making authority

The entire workflow of ULB functions & functionaries are be digitized through a chain of innovative e-Governance initiatives of the Urban Development Department. Through this, all the Varied modes of governance namely,

- Government to Government
- Citizen to Government
- Government to Citizen

CHAPTER-V – Norms for discharge of functions Section 4 (1) (b) (iv)

5.1 THE NORMS SET BY THE DEPARMENT FOR THE DISCHARGE OF ITS FUNCTIONS.

The usual office hours are from 10:00 a.m. to 5.00 p.m. After punching at Biometric system / signing in the Attendance Register all staff must be in their seats and start work not later than the prescribed hour.

They will however be allowed grace time of ten minutes when there is real need. The secretary concerned will monitor the daily attendance.

The Service delivery time frame for the services rendered by the Department is given below.

Citizen Related: Complaints on civic amenities and other grievances

Routine matters	15 days
Other than routine matters	30 days (Ex. Policy decision files)