

**INFORMATION OF
CITY CORPORATION,
DAVANAGERE
UNDER SECTION 4(1)(a) 4(1)(b)
OF RIGHT TO INFORMATION
ACT**

1	Particulars of organization, functions and duties of Public Authority	<p>The Municipal Corporation of DAVANAGERE consists of 41 Corporators. The head of the Municipal Corporation Council is the Mayor elected from among the Corporators of the Wards. There is also a Deputy Mayor elected from among the Corporators to exercise such powers delegated to him by the Mayor. Also the standing committees are established. They are Revenue, Health, Finance and City Development chairman. The Commissioner appointed by the Govt. is the executive head of the Corporation. The Corporation has Deputy Commissioner, Executive Engineers/Asst. Executive Engineer/ Executive Engineers/, Health Officer /Environmental Engineer/ Chief Account Officer/ Revenue Officer/ Assistant Revenue Officer/ Manager/Revenue Inspectors/ Health Inspectors/Junior Engineers/FDA/SDA/Bill Collectors/Sanitary Supervisors and Pourakarmikas.</p> <p>The Corporation 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, hospitals, providing entertainment in public places, slum upgradations, promotion of cultural, educational 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><u>Commissioner :</u></p> <ul style="list-style-type: none"> • 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 Corporation 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 Municipal 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 Municipal Corporation. • He has powers to operate municipal Corporation funds, to receive, recover and credit to the municipal Corporation fund, all fees, taxes collected by the Municipal 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 can invite tenders through public notice for execution of works or procurements of materials required by the municipal Corporation. • He can entered into a contract on behalf of the Corporation. • He also has the powers to transfer rights of the properties in favour of the transferees in the municipal Corporation registers. • He has powers to enter and inspect buildings and to remove unauthorized constructions, encroachments, advertisements, prevent nuisance, hazardous activities etc., • He has powers to sanction leave, advances to the staff and to oversee their

work as controlling officer.

Health Officer : Supervision of sanitation taking preventive measures to control communicable diseases, supervision & granting permission to O&D trades. Works pertaining to SWM and Nirmala Nagara Scheme.

Revenue Officer : Taxation of all properties, lease and contract of municipal movable & immovable properties

Office Manager : Incharge of the whole section. Scrutiny of files submitted by the case worker as per the procedure of municipal Corporation manual

Asst. Exec. Engineer : Supervision, estimate sanctioning and execution of all development works. Supervising water supply distribution and street lights, Inspecting and granting permission of buildings construction, supervising movable and immovable properties of Corporation.

Accounts Superintendent : Supervision of all head of accounts,

Accountant : Accounting all receipts and expenditure, maintain cash book, vouchers, etc.,

Project Officer(SJSRY) : Implementing SJSRY and other poverty eradication programmes.

Community Organizers : Formation & functioning of community organizations

Asst. Engineer : Preparing estimate sanctioning and execution of all development works, maintaining water supply distribution and street lights

Junior Engineer : Preparing estimate sanctioning and execution of all development works, maintaining water supply distribution and street lights

Case Worker (FDA) : To attend to the work of case working as per the duties cast on them in the Corporation manual.

Case Worker(SDA) : Incharge of the work, Dairying, movements, distribution of receipts/files in the section

PA/Stenographer : Incharge of the receipts of tapals/files by Commissioner, section officer. Typing and stenography work entrusted by Commissioner/Office Manager

Typist : Typing all office correspondence

Health Inspector : Supervision of all sanitation work, take preventive measures to control communicable diseases and inspection and reporting in granting of O&D trades

Revenue Inspectors : Collection of property tax and water tax receipts, supervising Bill Collector work

Bill Collector : Property tax and water tax collection

Poura Karmika : Sweeping of streets, cleaning of drains

Malaria Field Worker : Eradication of Malaria, Dengue and Brain

		<p>Fever</p> <p>Sanitary Mastery: Supervision of PKs work.</p> <p>Peon: To keep the office neat and tidy.</p> <p>To deliver the files tapals to other section/departments as per the instructions of Corporation manual.</p> <p>Gangmen: Lifting of debris and repairing of roads, drains etc., as per the instructions of the work inspectors</p> <p>Gardener : Maintaining gardens</p> <p>Cleaners: Cleaning & Maintaining of vehicles in good condition.</p> <p>Drivers : Driving vehicles</p>
3	The procedure followed in the Decision making process, including channels of supervision and accountability:	The proposals received by the Municipal Corporation in the matters of execution / repairs of infrastructure works are processed and examine by the Commissioner in terms of the provisions of the Karnataka Municipal Corporation Act / the instructions of the Govt. and placed before the Corporation for approval. The Corporation ordinarily meets once in a month. In urgent matters it can meet frequently. The Commissioner is required to prepare the agenda for the meeting of the Corporation in consultation with the Mayor and send to all the members at least 7 days in advance. After approval of the proposal by the Corporation the Commissioner can implement the decision if such decisions are within the powers of the Corporation 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 Deputy Commissioner, the Director of Municipal Administration and the Secretary to UDD 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 Municipal Corporation Act 1976. The Corporation and the Commissioner are accountable for all happenings in the municipal Corporation.
4	The Norms set for the discharge of functions of the Municipal Corporation	The Municipal Corporation functions within the norms stipulated in the Karnataka Municipal Corporation Act 1976 and the Rules framed there under.
5	Rule, regulations, instruction manuals and records held by the Municipal Corporation or under its control or used by its employees for discharging its function	<ul style="list-style-type: none"> i) The Karnataka Municipal Corporation Taxation Rules, ii) Karnataka Municipal Corporation (Election of Corporators) Rules, iii) The Karnataka Municipal Corporation (Mayor and Deputy Mayor) Elections Rules. iv) The Karnataka Municipal Corporation (Powers and Expenditure) Rules, v) The Karnataka Municipal Corporation (Accounts) Rules vi) The Karnataka Municipal Corporation (Limitations on the powers of Contract) Rules, vii) The Karnataka Municipal Corporation (Preparation of Plans and Estimates and Execution of Municipal Corporation Works) Rules, viii) The Karnataka Municipal Corporation (Guidance of Officers, Grant of Copies and Miscellaneous Provisions) Rules

		<ul style="list-style-type: none"> ix) The Karnataka Municipal Corporation (Procedure and Conduct of Business) Rules. x) The Karnataka Municipal Corporation (Recruitment of Officers and Employees) Rules, xi) The Karnataka Municipal Corporation (Conditions of Service) Rules xii) The Karnataka Municipal Corporation Accounts Rules. 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 Municipal Corporation and the Corporation. xvi) The details such as extent, type of use and name of the owners of all the properties situated within the limits of the Municipal Corporation. xvii) Records of Births and Deaths of persons within the Municipal Corporation. 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 Municipal Corporation or under its control	<ul style="list-style-type: none"> a) Municipal Corporation Assessment Register containing the property details and assessment b) Cash Book Register indicating all receipts and expenditure c) Copies of the sanctioned plan of buildings d) Birth and Death Registers e) Register of the proceedings of the Municipal Corporation (link in website : http://www.davanagerecity.gov.in/council-members.html) f) Register containing Assets of the Municipal Corporation g) Project Reports and Maps of the roads, drainage, water supply 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 municipal Corporation who are none other than public representatives. The Municipal Corporation in certain occasions does consult the members of the public / local welfare association/ NGOs wherever necessary
8	A statement of the boards, Corporation, committees and	General election to the Municipal Corporation was held on 28/09/2007 and elected 41 Corporators from 41 wards. The first meeting of the Corporation was held on 28/02/2008 and elected as Mayor Smt. Madamma Muniswamy and Deputy Mayor Sri.Jayanna P S, and members to the four standing committees, each committee

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, Corporation, committees and other bodies are open to the public or the minutes of such meetings are accessible for public;

consisting of 7 members.

Sl. No.	Name of the Committee	Hon'ble Chairman	Committee Meeting conducted
1	Taxation, Finance and Appeals	Sri. M G Bakkesh	-
2	Public Health and Education and Social Justice	Sri. M P Krishnamurthy Powar	-
3	Town Planning and Improvement	Sri. H N Shivakumar	-
4	Accounts	Smt. T J Sudha Jayarudresh	-
5	Opposition Party Leader	Sri. K G Shivakumar	-

The Mayor and Deputy Mayor for second term are Smt. Uma Prakash and Sri. B Lokesh respectively. The new committees to deal with the matters as follows-

Sl. No.	Name of the Committee	Hon'ble Chairman	Committee Meeting conducted
1	Taxation, Finance and Appeals	Sri. H M Rudramuni Swamy	-
2	Public Health and Education and Social Justice	Sri. M P Krishnamurthy Powar	-
3	Town Planning and Improvement	Sri. Mahesh Raichur	-
4	Accounts	Smt. Jyoti Siddesh	-
5	Opposition Party Leader	Sri. R Ramesh Sivanahalli	-

The Mayor and Deputy Mayor for third term are Sri.Vasanth Kumar S and Smt. Pushpa Durugesh respectively. The new committees to deal with the matters as follows-

Sl. No.	Name of the Committee	Hon'ble Chairman	Committee Meeting conducted
1	Taxation, Finance and Appeals	Sri. B Lokesh	-
2	Public Health and Education and Social Justice	Sri. Gurunath H N	-
3	Town Planning and Improvement	Sri. G Suresh	-

		4	Accounts	Smt. Jyothi S Patil	-
		5	Opposition Party Leader	Sri. Dinesh K Shetty	-
		<p>Corporation General meetings held on the following dates :</p> <ul style="list-style-type: none"> - Special General meeting 10/03/2008 - General meeting 18/06/2008 - General meeting 29/08/2008 - General meeting 06/11/2008 - Budget meeting 19/02/2009 - General meeting 25/02/2009 - General meeting 29/07/2009 - General meeting 15/10/2009 - General meeting 12/01/2010 - General meeting 06/05/2010 - General meeting 06/05/2010 continued on 12/05/2010 			
9	A directory of its officers and employees	<p>Click here - http://davanagerecity.gov.in/ANNEXURE1.pdf</p>			
10	The monthly remuneration received by the officers and employees of the Municipal Corporation, including the system of compensation as provided in its regulations;	<p>Click here - http://davanagerecity.gov.in/ANNEXURE2.pdf</p>			
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	<p>Click here http://www.davanagerecity.gov.in/Budget.html</p>			

	including the working hours of a library or reading room, if maintained for public use;	<p>b) An agency selected through normal tender process called SAHARA AGENCY providing 24 hours service to the public through helpline number 08192-250684</p> <p>ii) 32 Reading Room for public use.</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 Department</th> <th>Assistant Public Information Officer</th> <th>Public Information Officer</th> <th>Appellate Authority</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>General Administration Department</td> <td>A D Manjappa Office Manager</td> <td>Ashwini B M Council Secretary</td> <td rowspan="7">H S Jayaprakash Narayan, Deputy Commissioner City Corporation Davanagere</td> </tr> <tr> <td>2</td> <td>Revenue Section</td> <td>A D Manjappa Assistant Revenue Officer</td> <td>Veerendra Kundagol Revenue Officer</td> </tr> <tr> <td>3</td> <td>Health Section</td> <td>J Jafar Sab Environmental Engineer</td> <td>T Venkatesh Naik Health Officer</td> </tr> <tr> <td>4</td> <td>Engineering Section (Central Zone)</td> <td>S S Biradar Assistant Executive Engineer</td> <td>B T Mohan Executive Engineer</td> </tr> <tr> <td>5</td> <td>Engineering Section (South Zone)</td> <td>M Nagaraj Assistant Executive Engineer</td> <td>B T Mohan Executive Engineer</td> </tr> <tr> <td>6</td> <td>Engineering Section (North Zone)</td> <td>K Manjunath Assistant Executive Engineer</td> <td>B T Mohan Executive Engineer</td> </tr> <tr> <td>7</td> <td>Accounts Section</td> <td>H Chennakeshava Murthy Accounts Superitendent</td> <td>T Anjaneya Chief Accounts Officer</td> </tr> </tbody> </table>				Sl. No.	Name of the Department	Assistant Public Information Officer	Public Information Officer	Appellate Authority	1	General Administration Department	A D Manjappa Office Manager	Ashwini B M Council Secretary	H S Jayaprakash Narayan, Deputy Commissioner City Corporation Davanagere	2	Revenue Section	A D Manjappa Assistant Revenue Officer	Veerendra Kundagol Revenue Officer	3	Health Section	J Jafar Sab Environmental Engineer	T Venkatesh Naik Health Officer	4	Engineering Section (Central Zone)	S S Biradar Assistant Executive Engineer	B T Mohan Executive Engineer	5	Engineering Section (South Zone)	M Nagaraj Assistant Executive Engineer	B T Mohan Executive Engineer	6	Engineering Section (North Zone)	K Manjunath Assistant Executive Engineer	B T Mohan Executive Engineer	7	Accounts Section	H Chennakeshava Murthy Accounts Superitendent	T Anjaneya Chief Accounts Officer
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17	Such other information as may be prescribed	-NIL-																																					

Sd/-
Commissioner
Davanagere City Corporation
DAVANAGERE