

CORPORATION OF THE CITY OF GULBARGA

MANUAL CONTAINING INFORMATION AS REQUIRED UNDER SECTION 4 (B) OF THE RIGHT TO INFORMATION ACT, 2005 IS HEREBY PUBLISHED FOR THE GENERAL INFORMATION OF THE PUBLIC OF GULBARGA

1. Particulars of organization functions and duties of public Authority.

The Corporation of the City of Gulbarga has been constituted on 2-10-1981 under Government Notification NO. HUD/52/TML/81 dated 30-9-1981. The City Corporation Gulbarga consists of 55 Councilors including the Mayor and Deputy Mayor elected from their respective wards and jurisdictional MP/MLA/MLC's as members. The head of the Council is the Mayor elected by the councilors. There is also a Deputy Mayor elected from among the Councilors to exercise such powers delegated to him by the Mayor. The Commissioner is appointed by the Government who is the executive head of the Corporation. The Corporation has the following sub-ordinate officers and officials.

 1. The Deputy Commissioner
 2. The Public Relation Officer
 3. The Assistant Commissioner (Adm.)
 4. The Asst. Commissioner (Rev.)
 5. The Chief Accounts Officer
 6. The Chief Auditor
 7. The Council secretary
 8. The Assistant Executive Engineer No. 1 & 2
 9. The Assistant Executive Engineer (Water Supply)
 10. Health Officer
 11. Deputy Revenue Officer
 12. Audit Supdt.
 13. Accounts Supdt.
 14. Office Manager
 15. Head Accountant

16. Health Inspectors
17. Revenue Inspectors
18. First Division Assistant's
19. Second Division Assistants
20. Bill Collectors
21. Health Assistants
22. Work Inspectors
23. Election Sheristedar
24. Assistant Engineers.
25. Junior Engineers.
26. Stenographers
27. Typists
28. Store keeper
29. Field Assistant
30. Data Entry Operators Gr.I & II
31. Drivers including DRR Driver
32. Fitters (Water Supply)
33. Linemen
34. Valvemen.
35. Head Operator (Water supply)
36. Asst.Operator “
37. Mechanic “
38. Electrician “
39. Helpers
40. Peons

41. Pourkarmikas.

The Corporation of the city of Gulbarga has the following obligatory functions as per section 58 of the KMC Act 1976 such as;

1. Erection of substantial boundary marks defining the limits of the city .
2. Watering and Cleaning of all Public streets & Public places.
3. Collection, removal, treatment and disposal of sewage
4. Construction and maintenance and cleaning of drains.
5. Lighting of Public streets
6. Maintenance of open space and other property vested by the Corporation.
7. Naming & numbering of streets.
8. Regulation and abatement of offensive and dangerous trades and practices
9. Disposal of unclaimed dead bodies.
10. Construction and maintenance of public markets and slaughters house
11. Maintenance of crematorium
12. Construction and maintenance of cattle pounds
13. Registration of Births and Deaths.
14. Implementation of Urban Poverty alleviation programmes sponsored by the Government from time to time.

**2. Powers & Duties of the Officers
& Employees.
Commissioner**

The executive powers for the purpose of carrying out the provisions of the K.M.C. Act 1976 are vested with the Commissioner.

- i) He shall have powers to grant, give or issue under his signature all licences and permissions.

- ii) He is also empowered to with hold or suspend or withdraw such licence, it found to be against the interest of the public.
- iii) He has powers to operate Corporation funds to receive , recover, credit to the Corporation funds and fees, taxes collected by the Corporation and to make payment towards execution of works and supplies, disbursement of salaries of staff and honorarium to the Councillors.
- iv) He can invite tenders as per the Karnataka Transparency public Procurement Act 1999.
- v) He can also enter into contract.
- vi) He has powers to remove the unauthorised construction and encroachments and prevent nuisance.
- vii) The Commissioner has the powers to sanction estimates up to Rs.15.00 Lakhs & enter into contract involving expenditure up to Rs. 30.00 Lakhs.

Powers and Duties of the other officers of the Corporation.

Deputy commissioner

Post is vacant.

Public Relation officer

Post is vacant.

Asst.Commissioner (Admn.)

Post is vacant.

Assistant Commissioner(Revenue) :-

The Powers of the Commissioner regarding transfer of Khata , Assessment of property tax and open land tax are delegated to the Assistant Commissioner(Rev.) The Assistant Commissioner(Rev) is the head of Revenue Branch of the Corporation who is assisted by the Deputy Revenue Officer, Revenue Inspectors and Bill Collectors who are vested with the powers to collect property tax, lease rent, Open Land Tax etc.

Chief Accounts Officer

:- He is a Financial Advisor to the Commissioner, He has to prepare the Budget Estimate and watch the Expenditure.

Accounts Supdt.

:- Who is an assistant to the Chief Accounts Officer. He has to scrutinise all the

bills, maintain the Registers viz. Advance Register , Deposit Register, Classified Receipts and Payments, check the Cash Book, watch the Bank balances and to supervise the work of subordinate officials of the Accounts Branch.

- Chief Auditor** :- The Chief Auditor is appointed by the Government under section 150 of the K.M.C. Act 1976 who shall conduct the audit of the Corporation accounts under the supervision and control of the Controller of the State Accounts Department.
- Council Secretary** :- He has to convene the meetings and record the minutes of the meetings of the General Body and Standing Committees of the Corporation.
- Asst.Ex.Engineer No. 1 & 2** :- They have to supervise the execution of Development works in the city.
- Asst.Ex.Engineer (W. S)** :- He has to supervise the maintenance of water supply and extension of pipelines etc.
- Health Officer** :- He has to look after the work of sanitation in the city and inspection of the trades etc.
- Health Inspectors** :- The Health Inspectors have to look after the work of sweeping/cleaning of roads, drains etc. in their respective areas with the help of the Pourakarmikas.
- Office Manager** :- He is incharge of over all supervision of the administration of the Corporation.
- J.E.Electrical** :- He has to look after the maintenance of street lights in the city.
- Assistant Engineers (Civil & Water Supply)** :- They have to prepare the estimates, record the Measurement Book's and supervise the Development works of their respective areas in the City.

3. The procedure followed in the decision making process, including channels of supervision and accountability :-

The proposals received by the corporation in the matters of execution/repairs of infrastructure works are processed and examined by the Assistant Executive Enigneers in terms of prevailing Act Rules and norms and placed before the Council for approval. The Council ordinarily meets once a month and in urgent matters it can meet frequently. The Council secretary required to prepare the agenda in consultation with the Mayor and Commissioner and send the agenda atleast before six days. After approval of the proposals , the Commissioner can implement the decision if such decision are within the powers of the Council in a reasonable time, if the proposal require higher sanction he may seek approval of the Government. The Government is

empowered to cancel the resolution if the same is against the provisions of law as required under section 98 of the K.M.C. Act 1976. The Corporation and the Commissioner and his all subordinate officers are accountable for all happenings in the Corporation.

4. The norms set for the discharge of functions of the Corporation :-

The Corporation of the city of Gulbarga functions with the norms stipulated in the Karnataka Municipal Corporations Act 1976 and Rules framed thereunder and the Government orders, Circulars, ordinances issued from time to time.

5. Rules, Regulations, Instructions, Manuals and Records held by the Corporation or under its control or used by its employees for discharging its functions :-

- 1) Karnataka Municipal Corporations Act 1976.
- 2) Rules of Procedure for conduct of Business of the Corporation and Committees.
- 3) Karnataka Municipal Corporations (Election) Rules.
- 4) Karnataka Municipal Corporations Rules 1977.
- 5) Karnataka City Corporation Employees Rules 1991.
- 6) Karnataka Civil Services Rules 1957.
- 7) Karnataka Civil Services (C.C.A.) Rules 1957.
- 8) Karnataka Civil Services (Conduct) Rules 1966.
- 9) Karnataka Civil Services (Seniority) Rules 1957.
- 10) Karnataka Civil Services (Kannada Language) Rules 1974.
- 11) Karnataka Civil Services (Performance) Rules.
- 12) Karnataka Municipal Corporations (Compounding of offences) Rules 1996.
- 13) Karnataka Municipal Corporations (Claims to Property by and against the Corporation) Rules 1996.
- 14) Karnataka (Transparency in Public Procurement) Act and Rules.
- 15) Karnataka (Preservations of Parks, Play fields and open spaces) Act 1985 and Rules.
- 16) Karnataka (Public Premises Eviction of unauthorized occupants) Act.
- 17) Karnataka Financial Code 1956.
- 18) Karnataka (Public Works) Departmental Code.
- 19) Registration of Births and Deaths Act and Rules.

6. A statement of the categories of documents that are held by the Corporation or its control :-

- 1) Corporation Assessment Registers containing the details of property and assessment.
- 2) Cash Book Register indicating all receipts and expenditures.
- 3) Classified register of receipts and payments.
- 4) Vouchers, Measurement Books advance and Deposit Registers.
- 5) Chitta Registers.
- 6) Treasury and Bank Pass Books.

- 7) Births and Deaths Registers.
- 8) Register of Proceedings (Minutes) of the Corporation and Standing Committees.
- 9) Corporation Property Register.
- 10) Ledgers of water tap consumers of the City.
- 11) Project reports of IDSMT, Garden Development project, Project report of SB Tank Lake development, Project report on Solid Waste Management, Project report on Chief Minister's Package and SFC Grants etc.
- 12) Scale register, Office order register, Vacancy Position register, Casual Leave register, Movement register.
- 13) Record register maintained in the Record Section.
- 14) Stock and Issue registers.
- 15) Inward and Outward registers.
- 16) Suit register.
- 17) Audit reports.

7. The particulars of any arrangement that exists for consultation with or representation by the Members of the Public in relation to the formation of the Policy of the Corporation or implementation thereof :-

The programmes and policies of the Corporation are formulated by the members of the Corporation who are none other than public representatives. The Corporation in certain occasions does consult the members of public / Local Welfare Associations / Lawyers / NGO's where ever necessary.

8. Statement of 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, Committees and other Bodies are open to the public or the minutes of such meeting are accessible for public :-

The Corporation is consisted with four Standing Committees :-

1) Standing Committee for Taxation and Finance and Appeals :-

The Committee consists of seven Councillors. The Committee deals with the matters relating to Finance Taxation and Appeals.

2) Standing Committee for Public Health and Social Justice :-

This Committee also consists of seven members deals with all matters relating to Public Health, Education and Securing the Social Justice to the persons belonging to SC/ST and other Weaker Sections of the Society and Women.

3) Standing Committee for Town Planning and Improvement :-

The Committee consists of seven Councilors which deals with the matters relating to public works Town Planning and Improvement of the City.

4) Standing Committee for Accounts: -

The Committee consists of seven members deals with the matters relating to Accounts and Audit, Supervise utilization of Budget grants, access to accounts of the Corporation and may conduct the monthly audit.

The minutes of the Council and above Committees are open to the public.

9) A directory of its officers and employees

10) The monthly remuneration received by the officers and employees of the Corporation including system of compensation as provided in its regulations.

Sl.No.	Name of the Officers/Officials	Designation	Gross Salary	Telephone Number
Group 'A'				
1	S. P. Mudhol	Commissioner	21,376/-	9448560904, 220053
2	Vacant	Deputy Commissioner		
3	Vacant	Asst.Commissioner(Adm.)		
4	Vacant	Asst.Commissioner (Rev.)		
5	Dr. Shamrao Patil	Health Officer	15,904/-	271089
6	Niyaz Ahmed Sharif	Chief Acct.Officer	20,102/-	9448400259
7	Vacant	Council Secretary		
8	Vacant	P. R. O		
9	M. B. Sipoy	Chief Auditor(Addl.Chg)	17,171/-	
10	Bandapa Akal	Asst.Ex.Engineer - I	13,034/-	9448333340
11	V. Mohan	Asst.Ex.Engineer - II	13,167/-	9448380053
12	Vacant	Dy.Direcot of Public Prosecutions		
Group 'B'				
13	Gurulingappa Sajjanshetty	Accounts Suptd.	10,072/-	9880056421
14	Veeranna	Audit Suptd.	11,879/-	240310
15	Mallikarjun Allipur	Asst. Engineer	11,109/-	9448042833
16	M. A. Majeed	Asst. Engineer	11,632/-	9448126271
17	Gopalkrishna Hosakeri	Asst. Engineer	6,000/-	9342331644
Group 'C'				
18	Mohd. Haji	Junior Engineer	8,877/-	9448133870
19	Mohd. Riyaz	Junior Engineer (Elect.)	9,626/-	241362 (o)
20	Mallikarjun Kokatnoor	Junior Engineer	9,407/-	9448595314
21	R. P. Jadhav	Junior Enigneer	8,317/-	9448594705
22	Arif Hussain	Junior Engineer	9,189/-	

23	S. S. Karnik	Office Manager	11,019/-	246001
24	Shankar Kollur	Dy. Rev. Officer	11,109/-	246834
25	Annarao Biradar	Head Accountant	15,032/-	240123
26	Ravindranath Chavan	Draughtsman	6,918/-	9448645213
27	Jagannath Patil	F. D. A.	12,326/-	9448114050
28	Vishnu Barad	F. D. A.	12,328/-	9886675936
29	Shankar Natikar	F. D. A.	13,328/-	597293
30	Bandappa Hulimani	F. D. A.	8,663/-	
31	Avadoot Deshpande	F. D. A.	8,445/-	
32	Abdul Hameed Ansari	F. D. A.	8,227/-	9845259345
33	Dhananjaya	F. D. A.	7,267/-	
34	Mohd. Khaliq	Revenue Inspector	8,971/-	9448022385
35	Vijay Kumar	Revenue Inspector	9,751/-	9845968629
36	Ashok Kollur	Revenue Inspector	6,310/-	9448043039
37	Vidya Sagar	Revenue Inspector	6,260/-	9448577457
38	H. Subhash	Sr. Sanitary Inspector	14,100/-	352689 (r)
39	D. Subhash	Sr. Sanitary Inspector	14,100/-	9242113102
40	Syed Khutbuddin	Sr. Sanitary Inspector	14,100/-	247467
41	Srikanth Shetty	Sr. Sanitary Inspector	13,053/-	9448650238
42	Subhash Kirani	Sr. Sanitary Inspector	12,443/-	9448577591
43	Arjun Natikar	Sr. Sanitary Inspector	12,704/-	9448586065
44	Ambadas	Sr. Sanitary Inspector	11,919/-	233516
45	Mohan Naik	Sr. Sanitary Inspector	13,412/-	9845478516
46	Jatteppa	Sr. Sanitary Inspector	11,134/-	570957
47	M. A. Raheman	Sr. Sanitary Inspector	10,087/-	9880892141
48	Basavaraj Patil	Jr. Sanitary Inspector	6,510/-	9844550515
49	Peerappa	Jr. Sanitary Inspector	6,510/-	
50	Ramkrishna	Jr. Sanitary Inspector	6,029/-	
51	Rajendra Kattimani	Jr. Sanitary Inspector (OOD)	6,395/-	9448652286
52	Farooq Baig	S.S.L.C. Assistant	5,260/-	
53	Gurunath	S. D. A.	7,442/-	241432
54	Kamalabai	S. D. A.	6,395/-	
55	Vidya	Health Assistant	5,431/-	
56	Gangadhar	Bill Collector	5,954/-	
57	Santosh Kumar	D.E.O. Grade-II	5,391/-	
58	Kanta C. N.	D.E.O. Grade-II	5,391/-	
59	Gangamma	D.E.O. Grade-II	5,391/-	

60	Laxmikant	Bill Collector	6,260/-	9845590260
61	Parameshwar	Bill Collector	5,431/-	
62	Deepak	Bill Collector	5,300/-	
63	Shivanand	Bill Collector	5,362/-	
64	Mahesh	Bill Collector	5,562/-	
65	Mahesh Deshpande	Bill Collector	6,260/-	
66	Rajendra Pattankar	Bill Collector	5,431/-	
67	Basavaraj	Bill Collector	5,300/-	
68	Arjun Manikappa	Bill Collector	5,562/-	246763
69	Naseer Ahmed	Bill Collector	6,435/-	
70	Mallikarjun	Bill Collector	5,431/-	9945209063
71	Soubhagyavati	Bill Collector	5,431/-	
72	Chandrakanth	Bill Collector	5,954/-	
73	Tukaram	SDA	6,569/-	211815
74	Babu Biradar	SDA	6,918/-	
75.	Sangunath	SDA	6,568/-	
76.	Dharmanna .P.	SDA	6220/-	
77.	Laxman Vithoba	SDA	6,918/-	
78.	Abdulo Nayeem	SDA	6,395/-	
79.	Shivaray Siddappa	SDA	6,395/-	
80.	NagappaBajantri	SDA	6,395/-	
81.	Channappa	SDA	5,914/-	
82.	Vijaykumar	SDA	5,914/-	
83.	Gururaj .J	SDA	6,918/-	
84.	Shivsharan Kallyani	SDA	6,046/-	
85.	ArvindPatil	SDA	5,653/-	
86.	Sudhabai	SDA	10,757/-	
87.	Nadeemulla Hussaini	SDA	5,525/-	
88.	ManmathC.	SDA	6,980/-	
89.	Shamkumar Bhure	SDA	6,046/-	
90.	Murulidhar	SDA	5,391/-	
91.	Ambar Prasad	SDA	5,391/-	
92.	Smt.RajeShwari	SDA	6,395/-	
93.	Mallappa Hatti	SDA	8,427/-	
94.	Pundalik Dhannur	SDA	10,495/-	
95.	Smt. Kavitaibai	SDA	9,536/-	
96.	Smt.Soubhaggyamma	SDA	8,445/-	

97.	Gururaj H.	SDA	12,938/-	
98.	V.S.Bellary	SDA	7,791/-	248514
99.	Devindra	HealthAssistant	5,824/-	
100.	Parvati	HealthAssistant	5,824/-	
101.	Shaik Mohammad	HealthAssistant	10,274/-	
102.	Sharn kumar	HealthAssistant	5,393/-	
103.	Gopal S.Kenchi	Driver	7,676/-	
104.	Basvaraj Shivaray	Driver	5,320/-	
105.	Mohd. Shakir	Driver	7,153/-	
106.	Siddappa Lokappa	Driver	5,713/-	
107.	Dattatreya	Work Inspector	6,860/-	
108.	Karbassayya	Work Inspector	5,824/-	
109.	Bhimraya Patil	Work Inspector	5,431/-	
110.	AdivappaChidri	SDA	12,938/-	
111.	Ravindra Patil	A.E	12,328/-	9448147069
112.	DeelipSingh	J.E	12,266/-	9448650051
113.	K.M.Joshi	J.E	9,878/-	270364
114.	Mohd .Aleemuddin	J.E.	8,277/-	9342188498
115.	Somappa Rathod	D.M.	9,536/-	9880968244
116.	Suryakant	Tracer	7,791/-	9880122073
117.	Sangappa	Tracer	7,891/-	9342240565
118.	Rasheedoddin Ansari	FDA	9,317/-	
119.	Gurulingappa Chatty	FDA	9,317/-	9945482273
120.	Ramachandra G.	SDA	7,442/-	
121.	Chandrashekhar	SDA	7,517/-	
122.	SureshMallappa	SDA	7,267/-	
123.	Babu Nijgunappa	SDA	7,267/-	
124.	Meer Ifteqar Ali	SDA	7,267/-	
125.	Shivaraya Veerpakshappa	SDA	7,442/-	
126.	Ganapathrao Bhimrao	SDA	6,046/-	
127.	Ashok Chandappa	SDA	6,569/-	
128.	Rachayya Gurulingayya	SDA	7,442/-	
129.	Shivaji Kishan	SDA	6,744/-	
130.	Shankar Sharanappa	SDA	6,744/-	
131.	Jagadevppa Chandrasa	SDA	7,267/-	
132.	Mahantayya Shantayya	SDA	6,569/-	
133.	AbdulGani Shaik Gudur	SDA	6,744/-	251914

134.	Aneel KumarAnantrao	SDA	6,220/-	245528
135.	Basavaraj Ramachandrappa	SDA	6,918/-	
136.	Gurunath Baburao	SDA	6,220/-	
137.	Ningappa Ranoji	SDA	6,744/-	
138.	Shivalingappa Kallappa	SDA	7,267/-	
139.	Sheshgiri V.	SDA	6,744/-	
140.	Sharanabasappa	SDA	7,267/-	
141.	Revansiddappa	SDA	5,914/-	
142.	Lokanath Chandulal	SDA	5,914/-	
143.	Mahadevppa	SDA	6,918/-	
144.	Malakappa R. Jaikar	SDA	6,569/-	
145.	Vijaykumar Mulage	SDA	6,819/-	
146.	Rajendra Kalal	SDA	7,267/-	
147.	Maheboob AmeerAli	SDA	6,744/-	
148.	Naganna Sangappa	SDA	6,918/-	593937
149.	Sidram Guruppa	Jr.Work Inspector	5,522/-	
150.	Annarao Gurappa	Jr.Work Inspector	6,918/-	
151.	Gurulingappa Sharanapp	Jr.Work Inspector	7,267/-	
152.	Vinayak Vamanrao	Jr.Work Inspector	9,753/-	
153.	Raviraj Ratan Singh	Jr.Work Inspector	9,972/-	
154.	Sharanabasappa	SDA	7,267/-	
155.	Mallikarjun K.	Literate Assistant	5,522/-	
156.	Vijaykumar M.	Literate Assistant	5,522/-	
157.	Gurulingayya S.	Literate Assistant	5,522/-	
158.	Shankar Narasappa	Literate Assistant	5,522/-	
159.	Suresh S.	Literate Assistant	5,391/-	
160.	Gopal A.	Literate Assistant	5,522/-	
161.	Gavisiddayya	Literate Assistant	5,522/-	
162.	Venkatesh B.	Literate Assistant	5,522/-	
163.	Niranjanappa S.	Literate Assistant	5,522/-	
164.	Prakash M.	Literate Assistant	5,597/-	
165.	Mohd. Mashaq	Literate Assistant	5,522/-	
166.	Channappa P.	Literate Assistant	5,522/-	

11. The Budget allocated to each of its agency indicating the particulars of all plans proposed expenditures and reports on disbursements made.

Sl. No.	Budget head	Proposed Budget 2005-06 (Rs in lakhs)	Expdt. upto Aug.2005 (Rs in lakhs)
1	Salaries	742.15	195.50
2	Salaries of water board employees	120.00	042.41
3	Maintenance of Corp. Vehicles	033.00	015.64
4	Women & Welfare	010.00	001.80
5	18%	100.00	024.36
6	Works	414.00	051.39
7	Water works	125.00	030.38
8	Adjustment at Govt. levels (KUWS& DB)	-	064.24
9	Eleventh Finance	200.00	144.42
10	Scarcity & flud damage	055.00	052.81
11	Hazrath Khaja Banda Nawaz 600 years annaversy.	1000.00	200.00
12	SFC development packages	500.00	310.00
13	Purchases	015.00	007.36
14	Electrical works	221.00	009.17
15	Nirmal Nagar	850.00	008.64
16	Sumptury allowances	000.25	000.08
17	Telephone bills	006.00	002.63
18	Furnitures	005.00	000.51
19	Postage	001.00	000.54
20	Refreshement	002.00	000.44
21	E.M.D's	050.00	007.80
22	Contract for cleaning	300.00	033.26
23	Pulse polio	010.00	003.91
24	Legal Fees	002.00	000.10
25	Water Supply Bulk charges	-	002.00
26	Advertisement charges	005.00	002.05
27	Misc.	005.00	001.52
28	Contributions	006.00	000.97
29	Fair and festivals	002.00	000.85
30	Punching Machine & Saksha Chitra	010.00	006.50
31	IDSMT	200.00	000.90

32	SJSRY	080.00	034.81
Total		5069.40	1257.03

12. The manner of execution of subsidy programmes including the amounts allocated and details of beneficiaries of such programmes.

Subsidy programmes (SJSRY)	Amount allotted (Subsidy)	<u>Beneficiaries</u>
Under ME DWCUA head subsidy is being released to the beneficiaries according to the Government guide lines.	9.00 lakhs (Out of which an amount of Rs.5.75 lakhs is spent upto Sept.2005.)	The subsidy amount is released to six DWCUA groups consisting of 10 beneficiaries in each group.

13. Particulars of receipt of concessions, permits or authorisations granted by the Corporation.

Sl. No.	Details of Scheme for SC/ST's	Budget Provision	Schmewise	Beneficiaries Expenditure
1	Construction and Maintainance of Community Hall	10.00	2.66	32 C.H. Maintainance Completed
2	Supply of various materials to Sanghas	15.00	-	Under Process
3	Development of Graveyards	05.00	0.45	Work in Progress
4	Drilling of Borewells and Laying of Pipeline	05.00	-	Praposal under process
5	Financial Assistance to Medical Treatment	03.00	0.81	10 Patients
6	Financial Assistance to The Poets	01.00	0.20	6 Poets
7	Lidkar Bunks (Sheds)	02.00	-	Under process
8	Supply of S.V. & Tube Light Lamps	05.00	1.00	200 Sets purchased
9	L.M.V/H.M.V./ Auto Training	20.00	1.57	500 Students LMV 250 Students Auto
10	S.V. Lamps with Fittings	12.00	-	Praposal under process
11	Supply of Hadh Magzines	15.00	-	Praposal under process
12	Purchase of sewing Machines	05.00	-	-do-
13	Financial Assistance for Subsidy Amount to I.G. M.S.S.	0.50	-	-do-
14	Supply of News Papers to the Committee Halls	02.00	0.80	32 CH (Supply Continued)
15	Financial Assistance to Higher Education	02.00	0.40	8 Students
16	Travelling Allowance	01.00	0.20	13 Students
17	Financial Assistance to the Natural Clamities	01.00	0.10	One Family
18	Financial Assistance to the Lawyers	02.00	0.23	3 Lawyers

19	Purchase of Sports Materials to the Sanghas	05.00	0.41	3 Sanghas
20	Purchase of various Function Materials	02.00	-	Under process
21	Errection of High mast Lamps	12.00	-	Work Progress
22	Computer Training (Software & Hardware)	15.00	4.53	5 Centres with 400 Students
23	Errection of Tins Sheds in the premises of the C.H.	08.00	-	Estimates prepared
24	Bhagyajyoti Scheme	05.00	-	
25	Running of Tailoring Centres	06.00	1.47	Work under progress
26	Supply of Uniforms to the Students, studying in 1st to 4 th	10.00	2.22	19 Centres
		08.40	3.79	2000 Students

14. Details in respect of the information available to or held by it, reduced in electronic form.

The Property Register of the Corporation is Computerised and day to day SAS property return forms are also being entered in it.

15. 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.

In order to provide informaiton to the public, a reception counter is already available in the Corporation. However , a Citizen Service center is also under complition and the same will start functioning within a short span of time.

16. The names, deisgnations and other partuculars of Public information officers.

Name & designation of PIO	Telephone	Name & designation of APIO	Telephone	Appellate authority	Tel. No.
Sriyuths:-					
1. Niyaz Ahmed Shariff Chief Accounts Officer	9448400259	Gurulingappa Accounts Supdt.	9880056421	S.P.Mudhol Commissioner	220053 9448560904
2. Sidram Karnik Office Manager	246001	Vishnu Barad FDA	9886675936	-do-	
3. Bandappa Akal AEE-1 CCG	9448333340	Sangappa D'man	9342240565	-do-	
4. Dilip Singh AEE (Water Supply)	9448650051	Gurulingappa C FDA(Water Supply)	9945482273	-do-	

Section 4(b) (ii) POWERS DUTIES OF THE OFFICERS /OFFICIALS

1. Pour Karmikas :- Sweeping of streets cleaning of Drains etc.
2. Sanitary peons :- To keep watch over the PKs. who have been entrusted with the work of sweeping etc.
3. Sanitary Inspectors :- Supervision of Sanitation work of their respective circles
4. Health Officer :- Over all Supervision of sanitation work of the City. Control over epedemics. Food adultration cases issue of Births & Death Certificates and Trade Licences & inspection of trades.
5. FDAs,SDAs & Case workers :- To attend the work of case working as per the duties cast on them as per the manual of office procedure.
6. PA/Stenographers :- Incharge of receipt of Tapals/files from the different sections Typing and stenography work entrusted by the Commissioner and Council Secretary.
7. Section Officer/Accounts Supdt./Manager :- Incharge of the whole section scrutainy of files submitted by the case workers as per the procedure of office manual.
8. Head of the Section, AEEs, CAO, CA, AC, CS. :- Branch officer , Officer incharge of whole section scrutiny of files submitted by the section officer & to get them approved by the Commissioner.
9. Commissioner :- Head of the organisation.

Section 4(b) (iii)The procedure followed in the decision making process including channels of supervision and accountability:-

1. Case worker :- Opening of a new file on receipt of a proposal or processing the receipt in the existing files.
2. Section Officer/Office Manager/
Superintendents :- Will scrutinise the proposals with all relevant facts and mark the file to the head of the section with a course of action to be adopted.
3. Head of the Section :- Will suggest and review the suitability or otherwise of the course of action suggested and define the same in the light of existing provisions of the Act & Rules.
4. Commissioner :- Will decide the final course of action to be taken on a proposal.

Section 4 (b) (iv) Norms set for the discharge of functions

1. Peons :- Carrying out the functions entrusted to them on the same day.
2. SDAs. :- Carrying out the functions entrusted to them on the same day.
3. Case Workers :- Submission of files /tappals (as per the manual)
4. Section Officer, Office Manager Superintendent :- Submission of files /tappals (as per the manual)
5. Head of the section.

Commissioner,
City Corporation, Gulbarga