

Town Panchayat, Ankola

1	Particulars of organization, functions and duties of Public Authority	<p>The Municipal Council of Ankola consists of 14 Councillors elected from the Wards, ...Nil.....Councillors nominated by Govt. and the jurisdictional MP/MLA/MLC as Members. The head of the Council is the President elected from among the Councillors of the Wards. There is also a Vice-President elected from among the Councillors to exercise such powers delegated to him by the President. The 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, streetlighting, 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>(i) The 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 licences 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 licences 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</p>

		<p>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 an estimate up to Rs.10,000/-</p> <p>(xiii) All other staff of the Municipal Council do not have individual powers but assist the Commissioner to carry out his duties and functions.</p>
3	<p>The procedure followed in the Decision making process, including channels of supervision and accountability:</p>	<p>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 provisions of the Karnataka Municipalities Act / the instructions of the Govt. and placed before the Council General body meeting for administrative approval.</p> <p>The council ordinarily meets once in a month. In urgent matters it can meet frequently. The chief officer is required to</p>

		prepare the agenda for the meeting of the Council in consultation with the President and send to all the members atleast 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 the 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 Councillors) Rules, iii) The Karnataka Municipalities (President and Vice president) Elections Rules. iv) The Karnataka Municipalities (Powers and Expenditure) Rules, 1986 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

		<p>to time with regard to implementation of Govt. sponsored programmes.</p> <p>xv) The Map/ Notifications with regard to Constitution of the Municipality and the Council.</p> <p>xvi) The details such as extent, type of use and name of the owners of all the properties situated within the limits of the Municipalities.</p> <p>xvii) Records of Births and Deaths of persons within the Municipalities.</p> <p>xviii) Basic data such as No. of streets length of roads, No. of properties, play grounds, schools, hospitals, post offices, banks, public offices etc.,</p>
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>
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 Municipality or implementation thereof;	The programmes and policies of the municipality are formulated by members of the municipality who are non otherthan 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	A Standing Committee consisting of ...11... No. of Councillors to deal with the matters of taxation, finance, public health, education, social justice, town planning and accounts is constituted on 30/01/2006..... 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

	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;																																																																	
9	A directory of its officers and employees	<table border="1"> <thead> <tr> <th>Name & Designation</th> <th>Telephone No.</th> </tr> </thead> <tbody> <tr><td>1. M. Shivaram Ganiga, Chief Officer</td><td>(08388)230268</td></tr> <tr><td>2. Arati anavekar, Junior Engineer</td><td>(08388)230268</td></tr> <tr><td>3. Bhaskar V. Gowda, Junior Engineer</td><td>(08388)230268</td></tr> <tr><td>4. D.Bindya Accountant</td><td>(08388)230268</td></tr> <tr><td>5. S. T. Talekar, F. D. A</td><td>(08388)230268</td></tr> <tr><td>6. Santosh S. Anishetter, Community Affairs Officer , ,</td><td></td></tr> <tr><td>7. Robert K. George, S.D.A</td><td>(08388) 230268</td></tr> <tr><td>8. Pushpa R. Bant, S.D.A</td><td>(08388) 230268</td></tr> <tr><td>9. D. R. Naik, Pump Operator</td><td>(08388) 230268</td></tr> <tr><td>10. Bhimashankar. H. Community Organizer</td><td>(08388)230268</td></tr> <tr><td>11. Saraswati S. Kaisare, Bill Collector</td><td>(08388) 230268</td></tr> <tr><td>12. G.N.Naik Bill Collector</td><td>(08388)230268</td></tr> <tr><td>13. P.R. Naik, typist</td><td>(08388)230268</td></tr> <tr><td>14. V. D. Naik, Driver</td><td>(08388)230268</td></tr> <tr><td>15. B. Somanath, Powra Karmikas</td><td>(08388)230268</td></tr> <tr><td>16. Vishnu T. Gowda, Sanitary Dafedar</td><td>(08388)230268</td></tr> <tr><td>17. A. M. Naik, peon</td><td>(08388)230268</td></tr> <tr><td>18. K.V. Kadwadkar, peon</td><td>(08388)230268</td></tr> <tr><td>19. R. R. Naik, peon</td><td>(08388)230268</td></tr> <tr><td>20. D. M. Naik, Valveman</td><td>(08388)230268</td></tr> <tr><td>21. Shanti Kanna, Powra Karmikas</td><td>(08388)230268</td></tr> <tr><td>22. Gajanan Ayatra, Powra Karmikas</td><td>(08388)230268</td></tr> <tr><td>23. Sumitra Narayan, Powra Karmikas</td><td>(08388)230268</td></tr> <tr><td>24. Soma Doddadurga, Powra Karmikas</td><td>(08388)230268</td></tr> <tr><td>25. Laxmi Ramu, Powra Karmikas</td><td>(08388)230268</td></tr> <tr><td>26. Salimappa Anjaneya, Powra Karmikas</td><td>(08388)230268</td></tr> <tr><td>27. Janardhan Sukru, Powra Karmikas</td><td>(08388)230268</td></tr> <tr><td>28. B. Y. Gowda, Powra Karmikas</td><td>(08388)230268</td></tr> <tr><td>29. Padma Gurava, Powra Karmikas</td><td>(08388)230268</td></tr> <tr><td>30. Rajesh Kumatakar, Powra Karmikas</td><td>(08388)230268</td></tr> <tr><td>31. Manjula Ballari, Powra Karmikas</td><td>(08388)230268</td></tr> </tbody> </table>	Name & Designation	Telephone No.	1. M. Shivaram Ganiga, Chief Officer	(08388)230268	2. Arati anavekar, Junior Engineer	(08388)230268	3. Bhaskar V. Gowda, Junior Engineer	(08388)230268	4. D.Bindya Accountant	(08388)230268	5. S. T. Talekar, F. D. A	(08388)230268	6. Santosh S. Anishetter, Community Affairs Officer , ,		7. Robert K. George, S.D.A	(08388) 230268	8. Pushpa R. Bant, S.D.A	(08388) 230268	9. D. R. Naik, Pump Operator	(08388) 230268	10. Bhimashankar. H. Community Organizer	(08388)230268	11. Saraswati S. Kaisare, Bill Collector	(08388) 230268	12. G.N.Naik Bill Collector	(08388)230268	13. P.R. Naik, typist	(08388)230268	14. V. D. Naik, Driver	(08388)230268	15. B. Somanath, Powra Karmikas	(08388)230268	16. Vishnu T. Gowda, Sanitary Dafedar	(08388)230268	17. A. M. Naik, peon	(08388)230268	18. K.V. Kadwadkar, peon	(08388)230268	19. R. R. Naik, peon	(08388)230268	20. D. M. Naik, Valveman	(08388)230268	21. Shanti Kanna, Powra Karmikas	(08388)230268	22. Gajanan Ayatra, Powra Karmikas	(08388)230268	23. Sumitra Narayan, Powra Karmikas	(08388)230268	24. Soma Doddadurga, Powra Karmikas	(08388)230268	25. Laxmi Ramu, Powra Karmikas	(08388)230268	26. Salimappa Anjaneya, Powra Karmikas	(08388)230268	27. Janardhan Sukru, Powra Karmikas	(08388)230268	28. B. Y. Gowda, Powra Karmikas	(08388)230268	29. Padma Gurava, Powra Karmikas	(08388)230268	30. Rajesh Kumatakar, Powra Karmikas	(08388)230268	31. Manjula Ballari, Powra Karmikas	(08388)230268
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10	The monthly remuneration received by the officers and employees of the Municipality, including the system of compensation as provided in its regulations;	<p style="text-align: center;">Name & Designation</p> <ol style="list-style-type: none"> 1. M. Shivaram Ganiga, Chief Officer 2. Arati anavekar, Junior Engineer 3. Bhaskar V. Gowda, Junior Engineer 4. D.Bindya Accountant 5. S. T. Talekar, F. D. A 6. Santosh S. Anishetter, Community Affairs Officer 7. Robert K. George, S.D.A 8. Pushpa R. Bant, S.D.A 9. D. R. Naik, Pump Operator 10. Bhimashankar. H. Community Organizer 11. Saraswati S. Kaisare, Bill Collector 12. G.N.Naik Bill Collector 13. P.R. Naik, typist 14. V. D. Naik, Driver 15. B. Somanath, Driver 16. Vishnu T. Gowda, Sanitary Dafedar 17. A. M. Naik, peon 18. K.V. Kadwadkar, peon 19. R. R. Naik, peon 20. D. M. Naik, Valveman 21. Shanti Kanna, Powra Karmikas 22. Gajanan Ayatra, Powra Karmikas 23. Sumitra Narayan, Powra Karmikas 24. Soma Doddadurga, Powra Karmikas 25. Laxmi Ramu, Powra Karmikas 26. Salimappa Anjaneya, Powra Karmikas 27. Janardhan Sukru, Powra Karmikas 28. B. Y. Gowda, Powra Karmikas 29. Padma Gurava, Powra Karmikas 30. Rajesh Kumatakar, Powra Karmikas 31. Manjula Ballari, Powra Karmikas 	<p style="text-align: center;">Amount</p> <ol style="list-style-type: none"> 11427=00 8627=00 7827=00 7412=00 9567=00 7263=00 6511=00 6371=00 6371=00 5665=00 7075=00 7942=00 5665=00 5285=00 6719=00 5685=00 5685=00 7659=00 5685=00 5685=00 8233=00 6577=00 6577=00 6256=00 8035=00 5704=00 5827=00 7095=00 5435=00 4973=00 4869=00
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	<p style="text-align: center;"><u>Budget</u> <u>Proposed Expdr</u> <u>Disbursement</u> (Planwise)</p> <p style="text-align: right;">(Rs. In lakhs)</p> <ol style="list-style-type: none"> 1. General Administraion & Collection 32.60 20.22 2. Public Safety ---- ---- 3. Public Health & Convenience ---- ---- 4. Public works carries out by Dept. of Govt. 27.20 46.70 5. Public works carried out by Municipality. (including Capital works) 79.87 58.89 6. 18% 4.00 4.00 	

		7. Contribution & Grant-in-Aid	5.00	4.25
		8. Extra ordinary Debt & Suspense Act	37.55	15.80
		Total	181.22	149.86
12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	<u>Subsidy Progrms</u>	<u>Amt allotted</u>	<u>Beneficiaries</u>
		i) M E	34315/-	20
		ii) Dacauwa	50000/-	10
		iii) T. C. G	54000/-	54
		iv) Wage Employment	152497/-	04
13	Particulars of recipients of concessions, permits or authorizations granted by Municipality - 97	<u>Name of the recipient</u>	<u>details of concessions/ Permits granted by Municipality</u>	
		i)		
		ii)		
		iii)		
14	Details in respect of the information, available to or held by it, reduced in an electronic form;	Reduced information in an electronic form is available in the following areas:-		
		i) Municipal Office		
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;	The Municipality has the following facilities to help the citizens for obtaining information.		

16	The names, designations and other particulars of the Public Information Officers;	<p style="text-align: center;">Name and Desgn Of the PRO/APRO & Appellate Authority</p> <p>i) Sri. S. T. Talekar, F. D. A</p> <p>ii) Sri Robert K. George, S. D. A</p> <p>iii) Sri. M. Shivaram Ganiga, Chief officer</p>	<p style="text-align: center;">Telephone No.</p> <p>(08388) 230268</p> <p>(08388) 230268</p> <p>9448629524</p>
17	Such other information as may be prescribed	-	