

RIGHT TO INFORMATION ACT 2005

Section 4 (1)(b)

Nagar Panchayat Chopal District Shimla (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/ Secretary.**

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

- i) **Secretary :- 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) **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/Secretary/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-imburement, General leave, Leave Travel Concession , House Building Advance and CCS Leave Rules

The following records are being kept with the Nagar Panchayat 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

SR. NO	Name of the President/ Vice President & elected councilors	Name of the Post	Address	Mobile No
1	Sh.KrishanChand Chandel	V.President	Ward No. 3 Nagar Panchayat Chopal	94181-42418
2	Sh.Hari Nand Mehta	Elected Member	Ward No. 1 Nagar Panchayat Chopal	94184-92920
3	Sh Deepak Sharma	Elected Member	Ward No. 2 Nagar Panchayat Kotkhai	9816168146
4	Smt.Sunita Devi	Elected Member	Ward no. 3Nagar Panchayat Kotkhai	
5	Smt Satya vati	Elected Member	Ward No. 4 Nagar Panchayat Kotkhai	8894415907
6	Sh Sandeep Kumar	Elected Member	Ward no.5 Nagar Panchayat Kotkhai	
7	Smt Sandya Chauhan	Elected Member	Ward No. 6 Nagar Panchayat Kotkhai	9816947542
8	Sh Chander Mohan Thakur	Elected Member	Ward No. 1 NagarPanchayat Kotkhai	8894372796
9	Sh Krishan Thakur	Nominated Member	Wardno.7NagarPanchayat Kotkhai	
10	Dr Balbir Singh Jalta	Nominated Member	Ward No. 2 Nagar Panchayat Kotkhai	9816654540
11	Adv Balbir Jhagta	Nominated Member	Ward No. 4 NagarPanchayat Kotkhai	9816261031

9 & 10) Directories of it's Officers and Elected Representative

Sr. No	Name Of Employees	Post	Phone/Mob. No
1	Sh. Anil Chauhan	Secretary	98160-58606
2	Sh Gopi Singh	Junior Engineer	9882774345
3	Sh Rajinder Singh	Clerk	9418005982
6	Smt Soda Devi	Sweeperies	

11)Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation :

Monthly remuneration received by each of its officers and employees including the system of compensation has been fixed as per Govt. norms which have been change time to time.

12)Budget allocated to each of its agency indicating the particulars of all plans proposed expenditure & reports on disbursement made:

Displayed at Budget Section)

13)The manner of execution of subsidy programmed including the amount allocated and details of beneficiary of such programmed:

The Nagar Panchayat is implementing the schemes for Urban Poor families as per the guidelines issued by the govt.

14)Details in respect of the information available to be held by it reduced in an electronic form:

Efforts are being made.

15)The detail in respect of information available to citizens for obtaining information including the working of a library or reading room if maintained for public use:

Not applicable

16)The names, designation & other particulars of the public information Officers:

- (i) Sh.Anil Chauhan, PIO-Cum- Secretary Nagar Panchayat, Chopal Distt ShimlaH.P. Phone no. 01783260104 Mobile no.9816058606.
- (ii) Sh.Gopi Singh, APIO- Cum- Junior Engineer, Nagar Panchayat,Chopal Distt. ShimlaH.P. Mobile no 9882774345
- (iii) First appellant authority: -Sh Anil Chauhan SDO©Chopal Distt.Shimla H.P. Phone no.017832600014.

17)Such other information as may be prescribed & thereafter updated these publication every year:

Not Applicable