

Suo Motu Disclosure under rti act

कार्यालय नगर पालिका परिषद, शामली

(जनपद-शामली)

पत्रांक नीमा

दिनांक: 29/3/2019

सूचना

सभी कर्मचारियों को सूचित किया जाता है कि विभाग में कार्य करने में किसी प्रकार की कोई समस्या आती है अथवा किसी भी तरह की शिकायत हैं। तत्क्रम में नगर पालिका परिषद शामली द्वारा उक्त शिकायतों के समाधान हेतु ऑनलाईन समाधान किया जाना सुनिश्चित किया गया है, तथा उक्त कार्य को सुचारु रूप से चलाये जाने हेतु श्री प्रदीप कुमार लिपिक मौ०नं०- 7500687897 pradeepbiralnpp@gmail.com को मनोनीत किया जाता है।

अतः किसी भी समस्या समाधान हेतु श्री प्रदीप कुमार लिपिक से सम्पर्क करे।

भवदीय,

अधिशायी अधिकारी
नगर पालिका परिषद, शामली

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/EMPLOYEES

Name	Contact	Designation
Sh. Surendra Singh	9412472627	Executive Officer
Sh. Mulchand	9639912880	JE
Sh. Vishal Tomar	9719155679	JE
Sh. Sukhpal Sharma	9760667282	Head Clerk

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 Organization	Address	Function	Duties
1	Nagar Palika Parishad Shamli	Mill Road, Shamli, UP	Detailed Description mentioned below	Detailed Description mentioned below

2.2. Functions of the Municipality:

As per the Uttar Pradesh Municipal Acts, the M.C. is 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 M.C..

(2) Without prejudice to the generality of the provisions of sub-section (1) it shall be the duty of the ULB 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 M.C. - It shall be incumbent on the ULB 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 ULB: -

According to the Government Municipality Act The M.C. 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 establishment and maintenance of, and aid to stadia, gymnasias, akharas and places for sports and games;

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

(5) The surveys of buildings and lands;

(6) The registration of marriages;

(7) The taking of a census of population;

(8) The civic reception to persons of distinction;

(9) The providing of music or other entertainments in public places or places of public resort and the establishment of theatres and cinemas;

(10) The organisation and management of fairs and exhibitions;

(11) 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; (12) 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;

(13) The construction and maintenance of ponds;

(14) The building or purchase and maintenance of dwelling houses for corporation officers and other Corporation employees;

(15) Any measures for the welfare of the ULB officers and other ULB 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;

- (16) The organisation 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;
- (17) The provision for relief to destitute and disabled persons;
- (18) The establishment and maintenance of veterinary hospitals;
- (19) The organisation, construction, maintenance and management of swimming pools, public wash houses, bathing places and other institutions designed for the improvement of public health;
- (20) The organisation 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;
- (21) The organization and management of cottage industries, handicraft centres and sales emporia;
- (22) The construction and maintenance of warehouses and godowns;
- (23) The construction and maintenance of garages, sheds and stands for vehicles and cattle biers;
- (24) The provision for unfiltered water supply;
- (25) The improvement of the City in accordance with improvement schemes approved by the ULB;
- (26) The provision of housing accommodation for the inhabitants of any area or for any class of inhabitants;
- (27) The establishment and maintenance of hospitals, dispensaries and maternity and child welfare centres and the carrying out of other measures necessary for public medical relief; (28) Supply and distribution of electricity to the public;
- (29) Any measure not hereinbefore specifically mentioned, likely to promote public safety, health, convenience or general welfare.

2.3 Duties- Sections in Municipalities:

With reference to the functions referred to above, the following sections are provided in the municipalities. The duties of each of these sections are listed below:

S.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 Sanitation 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

Sr.No.	Section	Name	Contact	Designation
1	Administration	Sh. Surendra Singh	9412472627	Executive Officer
2	Engineering	Sh. Mulchand	9639912880	JE
3	Engineering	Sh. Vishal Tomar	9719155679	JE
4	Head Clerk	Sh. Sukhpal Sharma	9760667282	Head 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://upi.gov.in/>) link given on the ULB website (<http://nppshamli.com>). On receipt of the same the Unique ID will be generated by the system a mail shall be received on ULB e-mail Id (nppshamli@gmail.com). 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 E.O. who is the final decision making authority. Citizens can also submit their grievance directly through Toll free No. : 1800-274-7047

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,

- i) Government to Government
- ii) Citizen to Government
- iii) Government to Citizen

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

5.1 THE NORMS SET BY THE DEPARTMENT 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)

Shamli City

Introduction

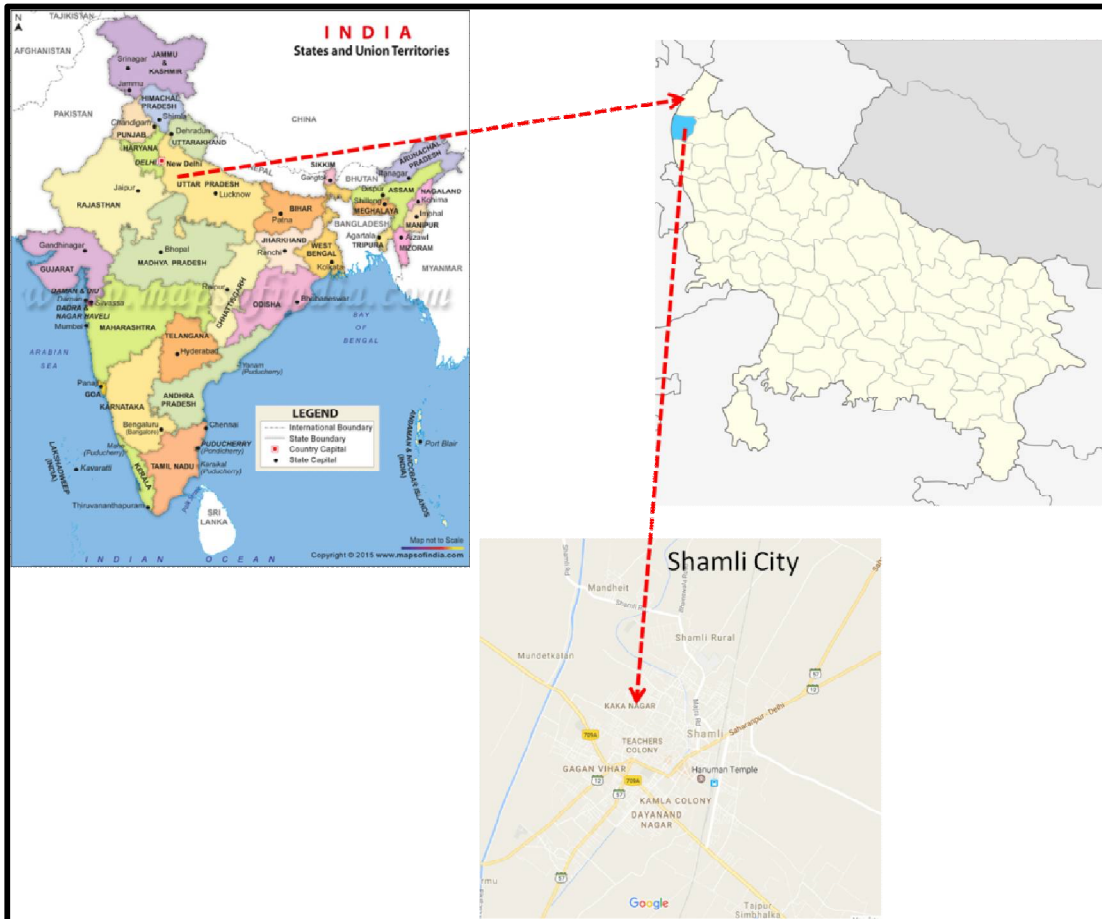
Shamli is a historical city and district headquarters in the Indian state of Uttar Pradesh and a major centre of the Sugar and Jaggery in Western Uttar Pradesh, also commonly known as the Upper Doab region. Shamli is the headquarters of the district.

PHYSICAL CHARACTERISTICS OF THE CITY

Location

Shamli city is lies in the western region of Uttar Pardesh. Shamli city is situated over plain area at an average height of 248 M above MSL. The town lies between 29.45°N North latitude and 77.32°E East longitude. Location Map of Shamli city is below.

Location of Shamli City



Location Map Shamli City

CONNECTIVITY

Shamli is well connected to the Capital and other major towns & cities of the Uttar Pradesh and Haryana state and the Country as well by Road, Rail and Airway.

Road: Road plays an important role in connecting Shamli town to other towns and cities of the country. National Highway (NH) and State Highway are passing through the center of the city connects the city to all major towns of States as well as capital city and other states of country. Panipat to Haridawar, Bijnor road is connected and pass through city. Meerut –Karnal road also major connectivity of City. Shali is well connected with National Capital through road.

Railway: The city is an important station on the broad gauge line. Shamli is connected to Delhi and Saharanpur.

Demography and Growth Patterns

2011 census shows that Shamli has a population of 107,233, of which 57,236 are male and 49,997 are female. The literacy rate is 81.97 per cent. City divided into 25 wards.