

CITY MUNICIPAL COUNCIL , UDUPI

1. Particulars of organization, functions and duties of Public Authority

The Municipal Council of Udupi consists of 35 Councillors elected from the Wards, 5 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 Commissioner appointed by the Govt. is the executive head of the Council. The Municipality has Engineer/Engineers/Health Inspectors/Manager/FDA/SDA/Bill Collectors meter Readers, Pourakarmikas and other staffs.

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.,

2. Powers and duties of the Officers

(i) The Commissioner 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

(ii) 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 Act.

(iii) He is also empowered to withhold or suspend or withdraw such licenses if found to be against the interest of public or the Municipality.

(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 procurements, disbursement of

salaries to the staff and the honorarium/Meeting fees etc., to the Members of the Council.

- (v) He can invite tenders through public notice for execution of works or procurements of materials required by the municipal council.
- (vi) He can enter into a contract on behalf of the council.
- (vii) He also has the powers to transfer rights of the properties in favour of the transferees in the municipal registers.
- (ix) He has powers to enter and inspect buildings and to remove unauthorized constructions, encroachments, advertisements, prevent nuisance, hazardous activities etc.,
- (x) He has powers to sanction leave, advances to the staff and to oversee their work as controlling officer.
- (xi) The Assistant Executive Engineers of the Municipality has powers to sanction an estimate up to Rs.10 lakhs.
- (vi) The Assistant Engineer has powers to sanction an estimate up to Rs.20,000/-
- (vii) The Junior Engineer has powers to sanction an estimate up to Rs.10,000/-
- (viii) All other staff of the Municipal Council do not have individual powers but assist the Commissioner to carry out his duties and functions.

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

The proposals received by the Municipal Council in the matters of execution / repairs of infrastructure works are processed and examine by the Commissioner in terms of the provisions of the Karnataka Municipalities Act / the instructions of the Govt. and placed before the Council for approval. The council 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 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 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 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 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

- (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 to time with regard to implementation of Govt. sponsored programmes.
- (xv) The Map/ Notifications with regard to Constitution of the Municipality and the Council.

- (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.
- (xvii) Records of Births and Deaths of persons within the Municipalities.
- (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 Municipality or under its control

- a) Municipal 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 Council.
- f) Register containing Assets of the Municipality.
- g) Project Reports and Maps of the roads, drainage, water supply and other infrastructure facility built by the Municipality.

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 other than 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 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;

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 yearly. 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

9 . A directory of officers and employees

Sl.No	Name	Designation	Telephone
1	Chikkanna	Commissioner	0820 - 2520446
2	S.K.Chandrashekar	A.E.E.	0820 - 4295923
3	Shreekanta Prasad	Senior programmer	0820 - 2520306
4	Ganesh K.	A. E.	0820 - 2520306
5	K.S.Lakshmeesha	Environment Engineer	0820 - 2520306
6	Kamalaksha Pai P.	Office Manager	0820-4294442
7	Mohan	A.S.	0820 - 2520306
8	Gopal krishna	R. O.	0820 - 2520306
9	D. Laxman Acharya	J. E.	0820 - 2520306
10	A. V. Anand	J.E.	0820 - 2520306
11	Nagashayana P.C	J. E.	0820 - 2520306
12	Manjunath	J. E.	0820 - 2520306
13	Ganesh Nayak	Senior Health Inspector	0820 - 4294440
14	Shobha. B. Raj	F.D.A.	0820 - 4294440
15	K. Sadananda Shetty	F.D.A.	0820 - 4294440
16	Venkataramanaiah	F.D.A.	0820 - 4294440
17	Narayana	Community affairs Officer	0820 - 4294440
18	Mohan das P.A.	Junior Health Inspector	0820 - 4294440
19	Vittal Sherigar	Junior Health Inspector	0820 - 4294440
20	Poornakala Y.K.	Community Organiser	0820 - 4294440
21	Balesh K.	Community Organiser	0820 - 4294440
22	Ashoka kumari	Community Organiser	0820 - 4294440
23	Sridhara. K	S.D.A.	0820 - 4294440
24	Baby	S.D.A.	0820 - 4294440
25	B. Yogeeshha	S.D.A.	0820 - 4294440
26	Narasimha Bhat	S.D.A.	0820 - 4294440

27	Shantharaj Rao	S.D.A.	0820 - 4294440
28	Godfry Pinto	S.D.A.	-
29	Dayananda	S.D.A.	0820 - 4294440
30	Sharada	S.D.A.	0820 - 4294440
31	Nathu Poojary	S.D.A.	0820 - 4294440
32	Jayaram	S.D.A.	-
33	H. Shiva Kumar	S.D.A.	0820 - 4294440
34	Ramesh Sherigar	S.D.A.	0820 - 4294440
35	Bella Naik	B. C.	0820 - 4294440
36	Appu Naik	B. C.	-
37	Panduranga	B.C.	0820 - 4294440
38	Anantha Padmanabha	M. R.	-
39	Shankar Poojary	M. R.	-
40	H. Karunakara	M. R.	-
41	Jayaprakash	B. C.	-
42	Sudhakar Kotian	B. C.	-
43	Mahesh Shetty	B. C.	-
44	Saraswathi	B. C.	-
45	Vasudeva Poojary	Driver	-
46	Udaya	Driver	-
47	Shashidhar Hegde	Assistant Water Supply Operator	-
48	Jhon Rathnakar	Sanitary Supervisor	0820 - 4294440
49	K. Ramesh	Sanitary Supervisor	-
50	K.Damodar	Sanitary Supervisor	-
51	P.V Radha	Sanitary Supervisor	0820 - 4294440
52	Eshwara	P.K.	-
53	B. Raghu	P.K.	-
54	Padma	P.K.	-
55	Shekar	P.K.	-
56	Sampa	P.K.	-
57	Ravindra	P.K.	-
58	Prabhakar	P.K.	-
59	Mahabala	P.K.	-
60	C. Madhava	P.K.	-
61	C. Rama	P.K.	-

62	C. Mutta	P.K.	-
63	Umesha	P.K.	-
64	Vittala	P.K.	-
65	C. Shekara	P.K.	-
66	Sindhu	P.K.	-
67	Sanjeeva	P.K.	-
68	Baby	P.K.	-
69	Lalitha	P.K.	-
70	Ravi	P.K.	-
71	Thejappa	P.K.	-
72	Raju	P.K.	-
73	Shankar	P.K.	-
74	Manju	P.K.	-
75	P.Karia	P.K.	-
76	Kuppa	P.K.	-
77	S.Rama	P.K.	-
78	Raju	P.K.	-
79	Sugandhi	P.K.	-
80	K. Raghu	P.K.	-
81	Vaman	P.K.	-
82	K.Thoma	P.K.	-
83	Vasu	P.K.	-
84	B. Rama	P.K.	-
85	Ravi	P.K.	-
86	Laxman	P.K.	-
87	Suresha	P.K.	-
88	Prabhakar	P.K.	-
89	Vasu	P.K.	-
90	Ranga	P.K.	-
91	Raghu	P.K.	-
92	Shyama	P.K.	-
93	Jalaja	P.K.	-
94	Ananda	P.K.	-
95	Shiva	P.K.	-
96	Soma	P.K.	-
97	Guruva	P.K.	-

98	Subba	P.K.	-
99	Thukra	P.K.	-
100	Krishna	P.K.	-
101	Aruna	P.K.	-
102	Rama	P.K.	-
103	Vamana	P.K.	-
104	Ganesh	P.K.	-
105	Guruva	P.K.	-
106	Shantha	P.K.	-
107	Meenakshi	P.K.	-
108	Sanju	P.K.	-
109	Udaya	P.K.	-
110	Raghu	P.K.	-
111	Udaya	P.K.	-
112	Gange	P.K.	-
113	Babu	P.K.	-
114	Thukra	P.K.	-
115	M.Sudhakar Rao	Attender	-
116	Keshava Shettigar	Attender	-
117	H. Shymaraya	Attender	-
118	U. Udaya	Attender	-
119	B. Udaya	Attender	-
120	Shakunthala	Attender	-
121	V. Kushala	Cleaner	-
122	Devaraya Shet	Gardner	-
123	David Wilson	Gardner	-
124	Ravindra Poojary	Gardner	-
125	Padmanabha Poojary	W.S.H	-
126	Narayan Kotian	W.S.H	-
127	Shivaram Shetty	W.S.H	-
128	Raghuraj Shetty	W.S.H	-
129	Karunakar Shetty	W.S.H	-
130	Srinivas Shervegar	W.S.H	-
131	A. Srinivas	W.S.H	-
132	Bhasha Saheb	W.S.H	-
133	Radhakrishna Nair	W.S.H	-

134	Krishna Sherigar	W.S.H	-
135	Ramesh Sherigar	W.S.H	-
136	Purushothama	W.S.H	-
137	R. Suresh	W.S.H	-
138	Sadhashiva Devadiga	W.S.H	-
139	Vittala	W.S.H	-
140	Gopala Poojary	W.S.H	-
141	Sadhashiva Kulal	W.S.H	-
142	Syed Ahamed Saheb	W.S.H	-
143	Subba	W.S.H	-
144	Ramesh Shettigar	W.S.H	-
145	Manohar	W.S.H	-
146	Bhaskar	W.S.H	-
147	Rama Naik	W.S.H	-
148	Ganapathi Prabhu	W.S.H	-
149	Umesh Naik	W.S.H	-
150	Udaya	W.S.H	-
151	Sadananda	W.S.H	-
152	Gopal	W.S.H	-
153	Ganesh	W.S.H	-
154	Udaya	W.S.H	-
155	Ganesh Amin	W.S.H	-
156	Suresh	W.S.H	-
157	Padmanabha	W.S.H	-
158	Immanuel Jathanna	W.S.H	-

A.E.E. :- Assistant Executive Engineer
A.S. :- Accounts Superintendent
R.O. :- Revenue Officer
J.E. :- Junior Engineer
F.D.A. :- First Division Assistant
S.D.A. :- Second Division Assistant
B.C. :- Bill Collector
M.R. :- Meter Reader
P.K. :- Poura Karmika
W.S.H :- Water Supply Helper

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

Sl.No	Name	Amount
1	Chikkanna	
2	S.K.Chandrashekar	
3	Shreekanta Prasad	13,000
4	Ganesh K.	
5	K.S.Lakshmeesh	10710
6	Kamalaksha Pai P.	12610
7	Mohan	10643
8	Gopal krishna	12610
9	D. Laxman Acharya	10076
10	A. V. Anand	9530
11	Nagashayana P.C	11806
12	Manjunath	8191
13	Ganesh Nayak	7433
14	Shobha. B. Raj	8861
15	K. Sadananda Shetty	8191
16	Venkataramanaiah	8291
17	Narayana	5250
18	Mohan das P.A.	9605
19	Vittal Sherigar	12442
20	Poornakala Y.K.	3700
21	Balesh	3700
22	Ashoka kumari	5355
23	Sridhara. K	7355
24	Baby	5782
25	B. Yogeesha	6362
26	Narasimha Bhat	9605
27	Shantharaj Rao	6791
28	Godfry Pinto	7865
29	Dayananda	5355
30	Sharada	5355
31	Nathu Poojary	5355
32	Jayaram	5355
33	H. Shiva Kumar	5355
34	Ramesh Sherigar	5355
35	Bella Naik	10295
36	Appu Naik	6382

37	Panduranga	6422
38	Anantha Padmanabha	12362
39	Shankar Poojary	10755
40	H. Karunakara	11023
41	Jayaprakash	5355
42	Sudhakar Kotian	5355
43	Mahesh Shetty	5355
44	Saraswathi	5355
45	Vasudeva Poojary	7357
46	Udaya	6551
47	Shashidhar Hegde	6124
48	Jhon Rathnakar	6397
49	Sri. K. Ramesh	6397
50	K.Damodar	6294
51	P.V Radha	6729
52	Eshwara	5293
53	B. Raghu	5045
54	Padma	3485
55	Shekar	4988
56	Sampa	4345
57	Ravindra	4988
58	Prabhakar	5123
59	Mahabala	4434
60	C. Madhava	5390
61	C. Rama	5256
62	C. Mutta	4500
63	Umesha	5123
64	Vittala	6055
65	C. Shekara	4877
66	Sindhu	4877
67	Sanjeeva	4877
68	Baby	4877
69	Lalitha	4544
70	Ravi	4988
71	Thejappa	4484
72	Raju	4484
73	Shankar	4484
74	Manju	6294
75	P.Karia	4826
76	Kuppa	5524
77	S.Rama	4030
78	Raju	4957

79	Sugandhi	4957
80	K. Raghu	6372
81	Vaman	4957
82	K.Thoma	4791
83	Vasu	4830
84	V. Rama	4627
85	Ravi	4988
86	Laxman	5045
87	Suresha	4544
88	Prabhakar	5123
89	Vasu	5139
90	Ranga	4652
91	Raghu	4916
92	Shyama	4834
93	Jalaja	5024
94	Ananda	4676
95	Shiva	5861
96	Guruva	4363
97	Subba	3737
98	Thukra	4744
99	Krishna	5003
100	Aruna	3372
101	Rama	4030
102	Vamana	4363
103	Ganesh	4363
104	Shantha	3927
105	Meenakshi	4463
106	Sanju	4463
107	Udaya	4463
108	Raghu	3454
109	Udaya	4463
110	Babu	4463
111	M.Sudhakar Rao	7820
112	Keshava Shettigar	6908
113	H. Shymaraya	6189
114	U. Udaya	5133
115	B. Udaya	5133
116	Shakunthala	7800
117	V. Kushala	6230
118	Devaraya Shet	6561
119	Ibrahim Byari	6949
120	David Wilson	4463

121	Ravindra Poojary	4463
122	Shivaram Shetty	5534
123	Raghuraj Shetty	7989
124	Karunakar Shetty	6739
125	Srinivas Shervegar	6382
126	A. Srinivas	7989
127	Bhasha Saheb	6382
128	Radhakrishna Nair	5534
129	Krishna Sherigar	5668
130	Ramesh Sherigar	6069
131	Purushothama	5668
132	R. Suresh	5133
133	Sadhashiva Devadiga	5668
134	Vittala	5133
135	Gopala Poojary	7989
136	Sadhashiva Kulal	7989
137	Syed Ahamed Saheb	7989
138	Subba	7989
139	Ramesh Shettigar	4363
140	Manohar	4363
141	Bhaskar	4363
142	Rama Naik	4363
143	Ganapathi Prabhu	4363
144	Umesh Naik	4363

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

Budget 2005-06 (Rs.in lakhs)

Sl.No.	Details	Proposed Expenditure	Disbursement
1	General Revenue Expenditure	871.67	249.23
2	Capital Expenditure	231.00	10.179
3	Extra ordinary loans And suspense accounts	95.26	15.527
	Total	1197.93	274.936

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

Subsidy Programmes	Amt allotted	Beneficiaries
a) Micro Enterprises	11.26 Lakhs	259
b) DWACUA	9.75 Lakhs	122

13. Particulars of recipients of concessions, permits or authorizations granted by Municipality :

Name of the recipient	Details of concessions/ Permits granted by Municipality
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i)

ii) Nil

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) Birth and Death Registration

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.

- 1) City Website: <http://www.udupicity.gov.in>
- 2) Public Grievances Redressal cell
- 3) Notice Board and Direction Boards.

16. The names, designations and other particulars of the Public Information Officers;

Name and designations of PRO/APRO and appellate Authority		Telephone No.
1) S.K.Chandrashekar A.E.E	P.R.O.	0820-4295923
2) Kamalaksha Pai P. Manager	A.P.R.O.	0820-4294442
3) Chikkanna Commissioner	Appellate authority	0820-2520446

17. Such other information as may be prescribed:

Public informations are being published in news papers and media.

Commissioner
City Municipal Council, Udupi.