

PROACTIVE DISCLOSURE UNDER RTI ACT

I.	Organization , Function & Duties	<ul style="list-style-type: none">✓ The organization of Surat Municipal Corporation consists of three authorities i.e. Surat Municipal corporation (General Board), Standing Committee & Municipal Commissioner. Standing Committee comes into existence as per the provisions of Sec.20 & 21 of the BPMC Act and the Rules and Regulations for conducting the meeting of General Board as well as Standing Committee are under the provisions of the BPMC Act,1949 are as mentioned in the book of the Rules & Regulations to conducting the meetings of General Board & Standing Committee Rules 1980. <u>Annexure-1</u> & <u>Annexure -1.1.</u>✓ Mayor shall be elected in the First General Board Meeting of SMC under the provision of Sec.19 (1) of BPMC Act, 1949, amongst the councilors elected in General Election as a Chairman of General Board. Simultaneously, 12 members of the Standing Committee shall be selected in the said meeting u/s.20 of the BPMC Act, 1949. Chairman of Standing Committee, shall be elected in the First Meeting of Standing Committee under the provision of Sec.21 (1) of BPMC Act, 1949, amongst the 12 councilors selected as the members of the Standing Committee. General Board, Standing Committee & Special/Adhoc Committees are the authorities to decide the proposals forwarded by the Municipal Commissioner. Municipal Secretary is the Administrative authority with regard to the administration of the Secretary Office.✓ Special Committees & Adhoc Committees of the Surat Municipal Corporation comes into existence under the provisions of Sec.30 of the BPMC Act, 1949 and the Rules of conducting the meeting of Special Committees are conferred by sub section 1 of section 457 of the BPMC 1949, under Section 457 (2) of the BPMC Act 1949, which are mentioned in the book of Rules & Regulations of conducting the meeting of various Special Committees, 1980. <u>Annexure-2</u> & <u>Annexure -2.1.</u>✓ Powers & Functions and duties of Special Committees are framed under the various sections of the BPMC Act, 1949 which are sanctioned by various resolutions of General Board of Surat Municipal Corporation and which are mentioned in the book known as the Function & Administration Rules of The Special committees 1980. <u>Annexure-3,</u> <u>Annexure -3.1,</u> <u>Annexure -3.2</u> & <u>Annexure -3.3.</u>
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<p>II.</p>	<p>The Powers and duties of its officers and employees</p> <p style="text-align: center;">-Conti..-</p>	<ul style="list-style-type: none"> ✓ Municipal Secretary is a Secretary of the Corporation as well as of the Standing Committee; Duties & powers of Municipal Secretary are as described under Section 48 of the BPMC Act.1949. Annexure – 4. ✓ Duties of the Section Officer are to supervise the General Establishment Administration. He shall have to control over all the staff of Secretary Office. He shall be directly responsible to his immediate reporting authority i.e. Municipal Secretary. He shall have to manage the day-to-day functions with regard to general administration & staff management etc. ✓ The Asstt. Secretary shall have to supervise over all the proceedings in respect of the General Board, Standing Committee, Special Committees & Adhoc Committees, such as, to publish agenda, conduct the meeting, drafting of resolutions as per the decisions taken in the meetings, to assist the Chairman/Chairperson of the Special Committees by the concerned proceeding writers etc. Personal Assistant shall have to discharge the duties as per the order of the Municipal Secretary from time to time. Normally, they will be put directly under the Office Bearers and responsible for the duties assigned to them either by the Office Bearers or by Municipal Secretary. ✓ Section Officer & Asstt. Secretary shall be responsible for the follow up of the smooth function and procedures of General Board, Standing committee and various Committees' meeting. ✓
<p>III.</p>	<p>The Procedure followed in the decision making process, including channels of supervision and accountability.</p>	<p>The procedure followed in the decision making process starts on the first meeting of the General Board of Surat Municipal Corporation held on the date & time fixed by the Municipal Commissioner after declaration of the results of General Election. The election of Mayor, Dy.Mayor and twelve members of the Standing Committee takes place in the said first meeting. Thereafter, in due course, the members of Special Committees and Adhoc Committees are elected in the General Board meeting. Commissioner forwards the proposals for the consideration and necessary sanction of General Board, Standing Committee and Special/Adhoc Committees as per the rules and regulations framed under the provisions of the BPMC Act, 1949 from time to time. Agenda of such proposals are prepared & published and finally as per the decision taken by the said authorities, resolutions are drafted to that effect. The Muni.Secretary as an authority to confirm the resolutions signs the draft and send it back to the Commissioner for implementation thereof. In general administration as well as Establishment of the Secretary Office, Municipal Secretary is the sole authority under the Standing Committee.</p> <p>Annexure – 5.</p>
<p>IV.</p>	<p>The norms set by it for the discharge of its functions.</p>	<p>The norms are set by the various provisions of the BPMC Act, 1949 for discharging the duties for its functions.</p>
<p>V.</p>	<p>The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions</p>	<p>The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.</p>

VI.	A Statement of the Categories of Documents That are held by it or under its control.	<i>Pakka</i> hand written minutes book containing the proceedings of the General Board, Standing Committee, Special Committees & Adhoc committees are maintained by Secretary Office. Normally, last two years minutes books are kept in the custody of Municipal Secretary. Minutes books of preceding years are sent to the Record Branch of SMC to maintain as a permanent record. Office copy of the resolutions of Board & Committees along with original proposal & the attachments thereto in respect of the proposal are kept in the custody of the Secretary Office. In the administration, the service books of the employees as well as office orders, notes, circulars are maintained by Secretary Office. Annexure – 6.
VII.	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 thereof	Not applicable
VIII.	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 advice, 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.	The General Board meets once in a month and the public can witness the proceedings through the public gallery with the written consent of Municipal Councilors & Municipal Secretary .Standing Committee and special/adhoc committees meet at regular intervals of time and it is not open to public participation. All the proceedings of these committees are public documents and are available to the public on the payment of prescribed fees from the Record Branch of SMC.
IX.	A directory of its officers and employees.	As mentioned in attached Annexure-7.
X.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	The details of monthly remuneration of each of the officers and employees are mentioned at : name of the website
XI.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	The budget allocated to Secretary office, indicating the particulars of proposed expenditures and disbursements.
XII.	The Manner of Execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	Not Applicable.

XIII.	Particulars of recipients of concessions, permits or authorizations grants by it.	Not Applicable.
XIV.	Details In Respect of The Information, Available to or held by it, reduced in an electronic form.	Agenda & resolutions of General Board, Standing Committee, Special/Adhoc Committees, Administrative Staff Structure, Duties & Functions of Municipal Secretary, Rules and Regulations of Conducting the meeting of General Board & Standing Committee, Special Committees, Powers and functions of Special Committees, Budget summary.
XV.	The particulars of facilities available to citizens for obtaining information, including the working hours of a library of reading room, if maintained for public use.	Normal facilities for obtaining information during the working office hours are available.
XVI.	The Names, Designations and other particulars of the public information officers.	As per attached Annexure-8 .
XVII.	Such other Information as may be prescribed and thereafter update these publications every year.	As mentioned above.

DISCLAIMER: The information of Agenda and Resolutions contained in this page has been provided solely for the purpose of information to the people/visitors , the same shall not be construed as a statement of law or used for any legal purposes. The details with Surat Municipal Corporation shall be final in this regard.