

PURI MUNICIPALITY SUO MOTO RTI DISCLOSURES
UNDER SECTION 4(1) OF RTI ACT, 2005

Mandatory Disclosure as per Section 4 1(b) of the RTI ACT 2005

In compliance to the stipulations under Section 4(1) of RTI Act, 2005 the following information for Puri Municipality is published under the following categories:

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1. Particulars of the Organization, Functions and Duties: Section-4.1(b)(i)

Puri Municipality was constituted on 1.4.1881 as per Bengal Municipal Act vide Notification dated 25.1.1881 duly published in the Calcutta Gazette on 26.1.1881, comprising an area of 16.84 Sq. km.

Puri is a place of pilgrims and tourists. It is famous for Lord Jagannath and golden Sea Beach. It attracts all the religious pilgrims as well as tourists of the country and abroad. Apart from permanent population of about 2.01 lakhs, floating population of Puri always remain about 1 lakh daily and more on festive occasions. The climate of Puri is also good for health due to geographical situation. It is situated on 19.28 North to 20.13 Latitude and 84.29 East to 86.25 Longitude. This town is surrounded by Bay of Bengal in South and Eastern side and it is the headquarter of the District Administration. Tourism, Fishing, Handicrafts are main income source of the inhabitants of the town. Income generation from tourists mostly flowing from West Bengal. Apart from that pilgrim all over India visit Puri throughout the year and mostly on the religious festive days.

Total population of this town is 2.01 Lakhs according to 2011 census. According to 2008 Municipal election, total no. of voters are 142,199.

As per the constitution and rule in force, Puri Municipality renders the following services:

- Urban Planning.
- Public Health, sanitation, conservancy and Solid Waste Management.
- Protection of environment.
- Slum Development and Up- gradation.
- Urban poverty alleviation.
- Promotion of culture, social, educational and aesthetic aspects.
- Burial and cremation ground.
- Cattle Pound.
- Vital statistics.
- Public amenities including street lighting, Bus stand, and public convenience.
- Slaughter house.
- Hoarding regulation

For more details, please visit <http://purimunicipality.nic.in/QLPdf/AboutUs.pdf>

2. Powers and Duties of Officers and Employers: Section-4.1(b) (ii)

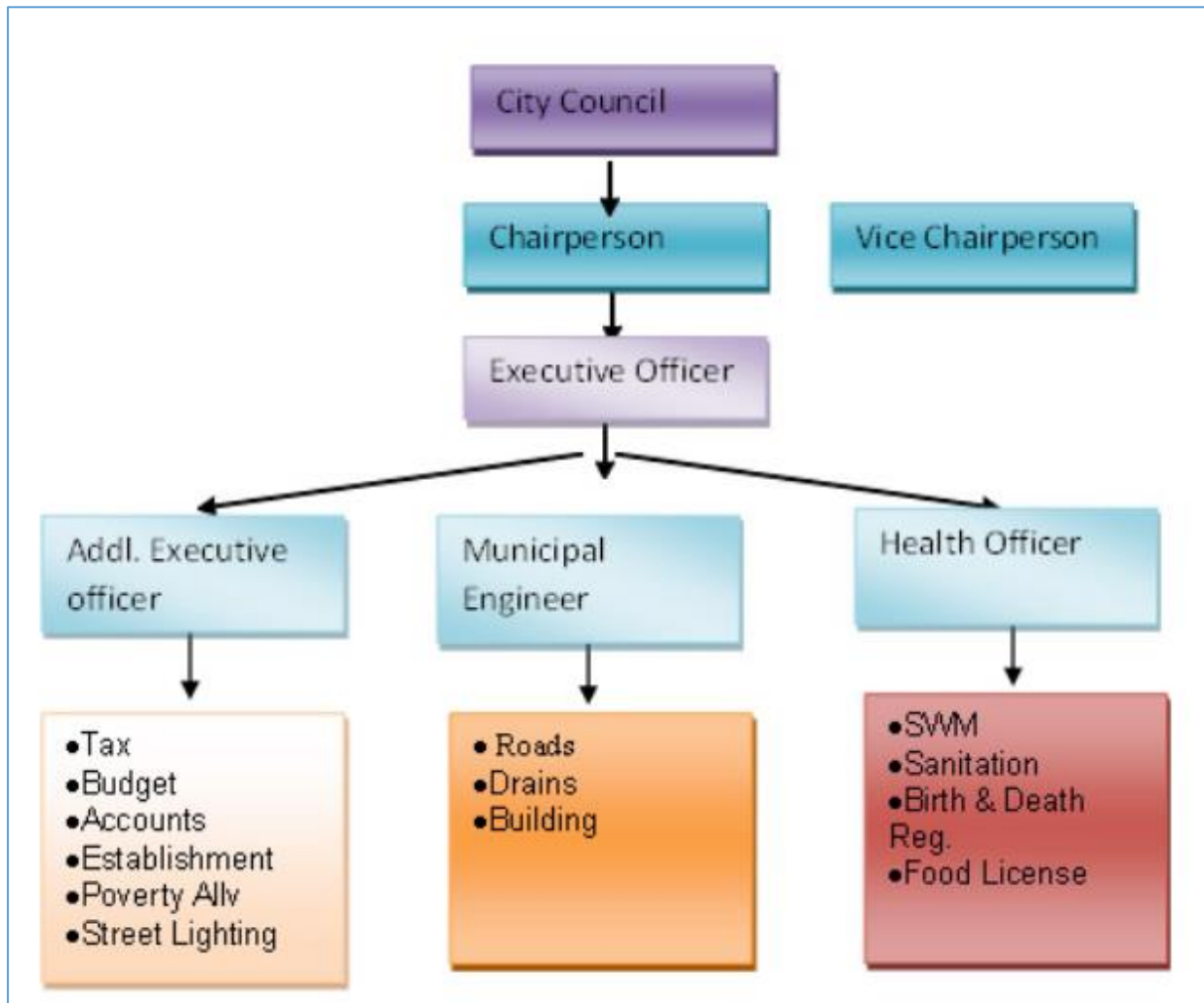
In accordance with the Orissa Municipal Act 1950, the powers and duties of the Executive Officer and other Officers & Employers of Puri Municipality are as follows:

1. To suspend, fine or otherwise punish or dismiss or discharge any employee appointed by them for any breach of departmental rules or discipline or misconduct [Reference: Section 76(3)]
2. To grant leave to officers and servants of a Municipality appointed by them [Reference: Section 78]
3. To carry out the resolution of Municipality in which the executive power of the Municipality are vested [Reference: Section 87]
4. To execute any work which requires the sanction of the Municipality immediately for the service or safety of the public [Reference: Section 88]
5. Power to receive, recover and credit to the Municipal Fund any sum due or tendered to the Municipality [Reference: Section 97]
6. To delegate by general or special order to a servant of the Municipality to exercise under his control any power conferred on or delegated to him under this Act [Reference: Section 99 (1)]
7. To enquire and inspect any building or land for the purpose of examination, survey, measurement or valuation [Reference: Section 102]
8. To examine and test the weights and measures used in markets and shops in the Municipal area with a view to the prevention and punishment of offences [Reference: Section 103]
9. To enter into and perform/execute contracts necessary for the purpose of this Act on behalf of the Municipality [Reference: Section 130 (1)]
10. To determine the location characteristics of the private street or pedestrian pathway on which any land or building is situated [Reference: 140(2)]
11. To assess the return file cases where the return on the basis of self-assessment has not been filed or found to be incorrect [Reference: Section 144(2)]
12. To amalgamate or separate, lands or buildings or portions thereof so as to ensure conformity with the laid provisions [Reference: Section 145 (5)]

For more details, please visit <http://www.urbanodisha.gov.in/ActsRules.aspx>

3. Procedure followed in the decision making process including channels of supervision and accountability: Section- 4.1 (b) (iii)

The tree-diagram below indicates the processes followed by Puri Municipality in decision-making, including channels of supervision and accountability:



For more details, please visit <http://purimunicipality.nic.in/organisation.html>

4. Norms set by Urban Local Body (ULB) for the Discharge of its functions: Section-4.1(b) (iv)

In accordance with the Orissa Municipal Act 1950, the norms set by Puri Municipality for the discharge of its functions are as follows:

1. Power to make bye-laws, and regulations not inconsistent with this act to discharge functions [Reference: Section 388]
2. To appoint Finance, Public Works, Education and other special subject committees to assist Municipality in discharge of the duties [Reference: Section 58]
3. To form a Joint Committee with one or more local authorities for any purpose in which they jointly interested or for any matter for which they are jointly responsible [Reference: Section 61]
4. Power of Municipality to frame regulation regarding establishment of grades of salaries, allowances, conduct regulations etc. [Reference: Section 84]
5. To frame regulations for the meetings, the business to be transacted, the conduct of proceedings at the meetings and other similar matters [Reference: Section 72]
6. To delegate the Chairperson or Executive Officer any of the powers, duties or functions conferred or imposed or assigned to a Municipality [Reference: Section 95]
7. To present complete account of its probable receipts and expenditure for the following financial year together with the actual of the current year before the Municipality [Reference: Section 104]
8. To sanction the budget estimate and submission of the before the expiration date [Reference: Section 107]
9. To raise loans and form the sinking fund subject to the provisions of any law [Reference: Section 111]
10. To apply Municipal Fund for construction and improvement of roads, conservancy and drainage, employment of vaccinators, training of teachers and the establishment of scholarships and other related purposes within the Municipal area [Reference: Section 117]
11. To incur expenditure beyond the limits of the Municipal area for any purpose mentioned in Section 117 or for measures affecting the health, comfort or convenience of the public and calculated to benefit of the resident [Reference: Section 118]
12. The power to levy the property, water, fire, entertainment, public spaces and other taxes [Reference: Section 131]

For more details, please visit <http://www.urbanodisha.gov.in/ActsRules.aspx>

5. Rules, Regulations, Instructions, Manuals and Records held by the ULB or under its control or used by its employees for discharging its functions: Section-4.1(b) (v)

The table below indicates the Acts, Rules, Regulations and Policy/ Manual/ Guidelines held by Puri Municipality or used by its employees for discharging its functions:

1.	Acts	<ul style="list-style-type: none"> • The Orissa Water Supply and Sewerage Act, 1991 • Odisha Municipality Act, 2003 • Odisha Development Authorities Act, 1982 • The Real Estate Regulation and Development Act, 2016 • Odisha Land Rights to Slum Dwellers Act, 2017 • The Street Vendors Protection of Livelihood and Regulation of Street Vending Act, 2014 • The Orissa Housing Board Act, 1968 • The Orissa Land Reforms Act, 1960
2.	Rules	<ul style="list-style-type: none"> • Odisha Municipal Service- General Rule, 2016 • Odisha Municipal Administrative Service Rules, 2016 • Odisha Municipal Planning Service- Method of Recruitment and Conditions of Service Rules, 2017 • Odisha Municipal Community Development Services Rules, 2017 • Odisha Municipal Ministerial Service Rules, 2017 • Odisha Municipal Finance Service Rules, 2017 • Odisha Municipal Engineering Service Rules, 2017 • Odisha Urban Sanitation, 2017 • Odisha Fire Prevention and Fire Safety Rules, 2017 • Odisha Municipal Accounts Rules, 2012 • The Orissa Land Reform General Rules, 1965
3.	Policy/Manual/Guidelines	<ul style="list-style-type: none"> • CDP Land and Implementation Policy, 2015 • Scheme for regularization of unauthorized layouts, 2017 • Odisha Urban Sanitation Strategy, 2017 • Odisha Urban Sanitation Policy, 2017 • Policy for Housing for All in Urban Areas, 2015 • Odisha Urban Septage Management Guidelines, 2016 • Advertisement Policy for Urban Odisha, 2013 • Odisha State Urban Water Supply Policy, 2013 • Odisha Urban Parking Policy, 2013 • Scheme for Affordable Urban Housing in Odisha, 2012
4.	Regulations	<ul style="list-style-type: none"> • Real Estate Regulatory Authority Regulations, 2017 • Puri-Konark Development Authority- Planning and Building Standard Regulations, 2017

For more details, please visit <http://www.urbanodisha.gov.in/ActsRules.aspx>

6. Categories of Documents that are held by the ULB or under its control: Section-4.1(b) (vi)

In accordance with the Orissa Municipal Act 1950, the documents held by Puri Municipality and/or controlled by it are as follows:

1. Audited Accounts of receipts and expenditure for the financial year [Reference: Section 104]
2. Valuation List determining the annual value of all holdings in the Municipal area [Reference: Section 143 (1)]
3. Assessment List including the name of the road in which the holding is situated, the number of the holding on the register, description of the holding etc. [Reference: Section 145]
4. Report exhibiting the grants-in-aid distributed to schools within its jurisdiction [Reference: Section 361]
5. A record of the minutes of the proceedings of each meeting [Reference: Section 71]
6. Minutes of the Meetings/ Orders/ Notifications
7. Budget Documents
8. Financial Statements
9. All other registers/ certificates/ billing records etc.

For more details, please visit <http://www.urbanodisha.gov.in/ActsRules.aspx>

7. Particulars of any arrangements that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof: Section-4.1(b) (vii)

In accordance with the Orissa Municipal Act 1950, Puri Municipality has constituted a Ward Committee that is supported by the Area Sabha. The Area Sabha, represented by member of the General Public, performs the following functions:

1. Evolve proposals and determine the priority of different schemes relating to development programmes of the area
2. Identify and prepare the lists of beneficiaries in different beneficiary oriented schemes
3. Verify the eligibility of persons getting different welfare assistance from the Government
4. Verify the eligibility of persons to get pensions and subsidies assistance in different schemes
5. Suggest the location of street lights, public water taps, public wells, public sanitation units and other public amenities within the Area
6. Identify the defects and deficiencies in water supply and street lighting within the area and suggest remedial measures
7. Assist the activities of the public health centres for prevention of disease and for family welfare in the area
8. Mobilize voluntary labour and contributions both in cash and kind for development works within the area
9. PlanPlus and Action Soft for Action Plan submission and monitoring of projects funded by 4th State Finance Commission (SFC) and 14th Central Finance Commission (CFC)

For more details, please visit <http://www.urbanodisha.gov.in/ActsRules.aspx>

8. 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: Section-4.1(b) (viii)

The list of the Standing Committees in Puri Municipality that consist of two or more persons and have been constituted as its part or for the purpose of its advice are follows:

1. Finance Committee
2. Work Committee
3. Health Committee
4. Light Committee
5. Medical Committee

For more details, please visit [http:// purimunicipality.nic.in/committee.html](http://purimunicipality.nic.in/committee.html)

9. Directory of Officers and Employers: Section-4.1(b) (ix)

The table below lists the names of the officers along with their contact details:

Sl. No.	Name of the Officer	Designation	Contact Number
1.	Sri Srikanta Tarai	Executive Officer	06752 222122
2.	Sri Shyama Sundar Mohapatra	Enforcement Officer	06752 222069
3.	Sarat Chandra Mishra	Municipal Engineer (in Charge)	06752 223597
4.	Dr. Prasanta Kumar Nayak	Health Officer	06752 222064
5.	Sri Debabrata Sarangi	Asst. Executive Engineer	06752 223642
7.	Sri Pramod Kumar Bhoi	Asst. Engineer	06752 222122
8.	Dr. Rajtarangini Rath	Medical Officer	06752 223414
9.	Sri Nilamani Panigrahi	Junior Engineer	06752 223431

For more details, please visit <http://purimunicipality.nic.in/QLPdf/keystaff.pdf>

10. Monthly Remuneration received by each of its officers and employees including system of compensation as provided on its regulations: Section-4.1(b) (x)

Puri Municipality has implemented the Human Resource Management System (HRMS). HRMS is the repository of all the service records of the employees of Puri Municipality; through HRMS, an employee can apply for leave, loan, or send their reports, requests or grievances. They can receive the sanction or reply online from their office. HRMS software automatically prepares all accounts and registers of an employee, like Service Book, Leave Account, Loan Account, Salary Account, Incumbency Chart etc., retrieving relevant data from transactions. It also helps the superannuating employees to prepare their pension papers on the click of buttons and help authorities to process pension papers easily and quickly. Past transactions are captured as legacy data and incorporated into the database, and subsequent transactions are recorded in real time. The Service Book of each employee is the most complete repository of such transactions. Hence, service data of each employee from the service book is the backbone of HRMS database.

The Monthly Remuneration details of Officers and Employees in Puri Municipality are as follows:

Sl. No.	Name Of Employee	Designation	Basic Pay
1	Alok Mohapatra	Manager, Town Hall	10200
2	Ashok Pradhan	Tax Collector	5200
3	Beleswar Sahinayak	Peon	8690
4	Bhabagrahi Biswal	Peon	8690
5	Chakradhar Bisoi	Helper To Electrician	8690

Sl. No.	Name Of Employee	Designation	Basic Pay
6	Khetramohan Mohanty	Driver	10750
7	Krushna Barik	Tax Collector	6110
8	Laxmidhar Nayak	Peon	8690
9	Madan Mishra	Peon	8690
10	Milton Pattanaik	Peon	8690
11	Prabhata Sinha	Peon	8690
12	Pratap Mohanty	Laboratory Assistant	13550
13	Purandar Pradhan	Helper To Electrician	8690
14	Purna Barik	Mali	5560
15	Purna Dalabehera	Tax Collector	9360
16	Purnendu Jena	Tax Collector	6110
17	Raj Behera	Watchman	5560
18	Ramesh Swain	Tax Collector	6110
19	Ranjit Rout	Field Worker	11880
20	S Reddy	Mali	4750
21	Sachidananda Panda	Tax Collector	9410
22	Sarat Patra	Peon	8690
23	Sarat Ray	Security Guard	5560
24	Satrughana Barik	Peon	8690
25	Sailabala Das	Tax Collector	6110
26	Subash Barik	Watchman	8690
27	Subash Mishra	Tax Collector	9550
28	Subhadarshini	Sr. Assistant	10590
29	Subrat Jena	Gang Collie	7020
30	Sudhakar Tripathy	Dresser	9470
31	Suresh Dash	Attendant	8690
32	Umesh Mohanty	Tax Collector	6110
33	Ajay Mohanty	Tax Collector	8850
34	Ardhendu Mohanty	Tax Collector	9360
35	Arjun Panda	Mali	8690
36	Bhagaban Sahoo	Peon	8690
37	Bhaskar Sahoo	Driver	10590
38	Bijay Kanungo	Peon	8690
39	Binayak Mohanty	Tax Collector	6110
40	Braja Mishra	Sr. Assistant	10200
41	Debabrata Sarangi	Assistant Executive Engineer (Civil)	18540
42	Dharmananda Kandi	Watchman	8690
43	Rajatarangini Rath	Ayurvedic Medical Officer	20640
44	Ganeswar Sarangi	Peon	5770
45	Jyoti Pradhan	Amin	6110
46	Kabindra Ojha	Blacksmith	10980
47	Kailash Chinara	Tax Collector	7040
48	Laxminarayan Mohapatra	Peon	8690
49	Madhusudan Das	Work Sarkar	9360

Sl. No.	Name Of Employee	Designation	Basic Pay
50	Murali Pattanaik	Gang Collie	8690
51	Narasingha Parida	Tax Collector	9360
52	Nimai Mohanty	Tax Collector	8850
53	Prabhat Mishra	Tax Collector	6110
54	Pradipta Das	Tax Collector	10740
55	Pramod Swain	Tax Collector	6110
56	Prasanta Nag	Helper To Electrician	8690
57	Purna Rath	Peon	8690
58	Rabinarayan Das	Driver	9560
59	Rabinarayan Mohapatra	Tax Collector	9360
60	Rabindra Behera	Tax Collector	9360
61	Ram Gurung	Watchman	4529
62	Sanjeeb Mohapatra	Tax Collector	10740
63	Sarbeswar Barik	Jr. Assistant	10750
64	Siba Pattanaik	Peon	8690
65	Subash Bhoi	Gang Collie	8690
66	Sabitri Chinara	Peon	8690
67	Alka Singh	Community Organizer	9300
68	Anirudha Mohanty	Electrician	11270
69	Balabhadra Gochhikar	Tax Collector	9360
70	Basanti Mangaraj	Peon	5820
71	Biswanath Mohanty	Peon	8690
72	Bishnupriya Tripathy	Peon	6040
73	Dipti Routaray	Jr. Assistant	6860
74	Dolagobinda Mohanty	Tax Collector	6110
75	Hara Sabat	Jr. Assistant	6350
76	Hayat Khan	Driver	11410
77	Jadabananda Mohanty	Sr. Assistant	10590
78	Jyostnarani Rath	Peon	5550
79	Kanakalata Moharana	Peon	8690
80	Keshab Madeli	Gang Collie	8690
81	Manaswini Mohanty	Jr. Assistant	6860
82	Narayan Moharana	Jr. Assistant	6860
83	Nilamani Panigrahi	Jr. Engineer (Civil)	9300
84	Paresh Mishra	Jr. Assistant	5200
85	Pradeep Nayak	Sr. Assistant	11000
86	Pradosh Swain	Pharmacist	13550
87	Pramod Bhoi	Assistant Engineer (Civil)	17920
88	Raghunath Jagdev	Tax Collector	9550
89	Raj Mishra	Driver	11390
90	Rajat Mishra	Jr. Assistant	6860
91	Ratnakar Bisoi	Peon	8690
92	Sailendra Barik	Work Sarkar	9360
93	Suryakanta Ghatuary	Typist	10590
94	Bijaya Barik	Helper To Electrician	8690

Sl. No.	Name Of Employee	Designation	Basic Pay
95	Gagan Pattanaik	Peon	8690
96	Kapila Sethi	Helper To Electrician	8690
97	Niranjana Parida	Jamadar	8890
98	Prana Das	Tax Collector	10740
99	Siba Jena	Malaria Supervisor	9550
100	Deepak Pattanaik	Driver	11390
101	Mamatajani Panda	Jr. Assistant	6600
102	Indira Routray	Jr. Assistant	5870
103	Mayadhar Dash	Jr. Assistant	5420
104	Swadhinata Rath	Community Organizer	16820

11. Budget allocated to each agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made: Section-4.1(b) (xi)

For year-wise details on the budget allocation by Puri Municipality, please visit <http://purimunicipality.nic.in/budget.html>

12. Manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs: Section-4.1(b) (xii)

For details on the manner of execution of subsidy programs including the amounts allocated and details of beneficiaries, please visit <http://purimunicipality.nic.in/budget.html>

13. Particulars of recipients of concessions, permits or authorizations granted by the ULB: Section-4.1(b) (xiii)

As per the Orissa Municipal Act 1950, the concessions, permits or authorizations granted by Puri Municipality are as follows:

1. Permission to erect building, wall or other structure over the water mains of the Municipality [Reference: Section 200 (1)]
2. Permission to enter upon land belonging to the Municipality with connectivity of pipe-runs or water supply [Reference: Section 199]
3. Permission to make any connections with Municipality cable, wire, pipe, drain or channel or with house connection of any other person [Reference: Section 219]
4. Permission to construct urinals or cesspool house drain near roads, tanks or water-course in the Municipality area [Reference: Section 229]
5. Permission to construct any building between a road alignment and a building line [Reference: Section 239 (2)]
6. Permission to take up or make any alteration in fences, posts, pavement flags or other such materials [Reference: Section 245]

7. Permission to make a hole or any such obstruction in the road area of the Municipality [Reference: Section 258 (1)]
8. Permission to construct or reconstruct buildings with prior approval of ground plans, elevations and sections of the building [Reference: Section 264 (1b)]
9. Permission to construct well, tank, pond, cistern or fountain in the Municipal Area [Reference: Section 278 (1)]
10. Permission to sale any animal or animal product in the market [Reference: Section 296 (1)]
11. Permission to slaughter cattle, horse, sheep, goats or pig in any place other than the public slaughterhouse in the Municipal Area [Reference: Section 314]
12. Permission to make or renew use of burial or burning grounds [Reference: Section 318]
13. Permission to keep public roads lighted for special purposes [Reference: Section 209]

For more details, please visit <http://www.urbanodisha.gov.in/ActsRules.aspx>

14. Details in respect of information, available to or held by the ULB reduced in an electronic form: Section-4.1(b) (xiv)

Puri Municipality provides the following e-Services through e-Municipality Application:

1. Issuance of Birth and Death Certificates
2. Trade License Issuances and Renewal
3. Property/ Holding Tax Registration
4. Water Connection Charges
5. Grievance Redressal
6. Building Permissions
7. Registration for Hospitals
8. Marriage Registration

For more details, please visit

<https://www.ulbodisha.gov.in/or/emun;jsessionid=3E44F46AEBCB0E2000C9034E27CEB592>

15. Particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained for public use: Section-4.1(b) (xv)

The particulars of facilities available to citizens for obtaining information in Puri has been detailed out in Odisha Right to Public Services Act (ORTPSA). A snapshot of the ORTPSA website has been provided below:

For more details, please visit <http://ortpsa.in/>

16. Name, Designation and Other Particulars of the Public Information Officer: Section-4.1(b) (xvi)

The contact details of the people which provide secure access to information to citizens, in order to promote transparency and accountability in the working of every public authority is given below:

Sl. No.	Name	Designation	Contact number
1.	Debabrata Sarangi	Public Information Officer, Assistant Executive Engineer	06752-222122

For more details, please visit <http://purimunicipality.nic.in/RTI.html>

17. Any other information that is prescribed: Section-4.1(b) (xvii)

For additional information, please visit <http://purimunicipality.nic.in/index.html>