

**BALASORE 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 Balasore Municipality is published under the following categories:

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

Balasore Municipality was constituted in the year 1876. It consists of 31 wards and 28 revenue villages having an area of 17.48 sq. km. The population of Balasore is 118,162 as per 2011 census.

The Election of Municipal Council was held on 19.09.2013. The present Council came into power with effect from 30.09.2013. Sri Alok Kumar Sahu was elected as Chairperson on 30.09.2013 & Smt. Rashmi Rekha Dev was elected as Vice-Chairperson on 21.10.2013.

Balasore Municipality renders the following services:

1. Construction & Maintenance of Civic Infrastructure
2. Poverty Alleviation
3. Sanitation & Public health
4. Mutation of Holdings
5. Removal of Encroachment
6. Creation of Vending Zones
7. Kine House Service
8. Issue of Birth Certificate and Death Certificate.
9. Issue of Trade & Carriage licence.
10. Issue of Marriage Certificate.
11. Post Disaster Management Relief & Rehabilitation.

For more details, please visit <http://balasoremunicipality.in/AboutUs.aspx>

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

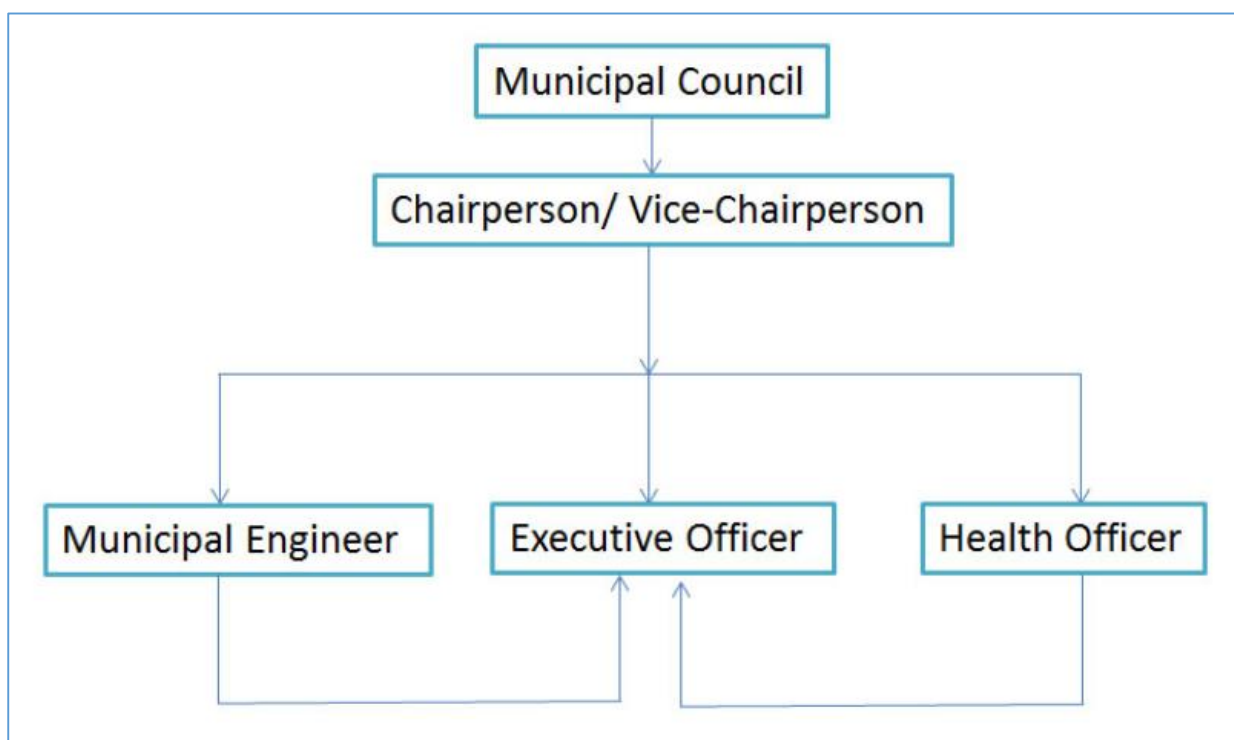
In accordance with the Orissa Municipal Act 1950, the powers and duties of the Executive Officer and other Officers & Employers of Balasore Municipality are as follows:

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 Balasore Municipality in decision-making, including channels of supervision and accountability:



For more details, please visit

<http://balasoremunicipality.in/OrganisationalStructure.aspx>

#### 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 Balasore 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 Balasore Municipality or used by its employees for discharging its functions:

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

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 Balasore 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, Balasore 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 4<sup>th</sup> State Finance Commission (SFC) and 14<sup>th</sup> 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 Balasore 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. Health Committee
2. Revenue Committee
3. Public Works Committee
4. Selection Committee
5. Education Committee
6. Contracts
7. Corporation Establishment
8. Grievance & Social Justice

For more details, please visit <http://balasoremunicipality.in/default.aspx>

## 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:

<b>Sl. No.</b>	<b>Name of the Officer</b>	<b>Designation</b>	<b>Contact Number</b>
1.	Nirakar Pani	Head Assistant	9777336144
2.	Himanshu Sekhar Mohapatra	Municipal Engineer	7205449633
3.	Baishalini Barik	Asst. Executive Engineer	9438771396
4	Er. Pradeep Ku. Nayak	Assistant Engineer	9437031000
5	Er. Deepika kumari Behera	Junior Engineer	8270149981
6	Dr. Sapan Mohanty	Health Officer	9439501050
7	Nirakar Pani	Tax Daroga	9777336144
8	Sangita Panigrahi	Nodal Community Organiser	9338688567
9	Chandrakanti Rout	Community Organiser	9338688567
10	Brajagopal Ghose Mohapatra	MIS	9853386750
11	Tapas Ranjan Mohapatra	Accountant (DEABAS)	9040970191
12	Nalinikanta Pati	Junior Assistant	9658107575

For more details, please visit

<http://balasoremunicipality.in/OrganisationalStructure.aspx>

## 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)

Balasore Municipality has implemented the Human Resource Management System (HRMS). HRMS is the repository of all the service records of the employees of Balasore 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 Balasore Municipality are as follows:

Sl. No.	Name of the Employee	Designation	Basic Pay
1	Kahnu Charan Malik	Executive officer	25210
2	Himanshu Sekhar Mohapatra	Municipal Engineer	21020
3	Baisalini Barik	Assistant Executive Engineer (Civil)	16230
4	Pradeep Kumar Nayak	Assistant Executive	19290
5	Nirakar Pani	Head Assistant	12360
6	Harendra Kumar Samal	Sr. Assistant	10600
7	Chakradhara Mohanty	Sr. Assistant	10220
8	Gadadhar Mishra	Sr. Assistant	10220
9	Dillip Kumar Pani	Jr. Assistant	8830
10	Nalinikanta Pati	Jr. Assistant	10340
11	Prasanta Kumar Malik	Jr. Assistant	6110
12	Sk. Abduk Siraz	Tax Collector	9050
13	Bijay Kumar Rana	Amin	9990
14	Manoj Kumar Biswal	Octroi Tax Collector	9570
15	Anuradha Bhuyan	Assistant Tax Collector	8790
16	Pitamber Salo	Assistant Tax Collector	4440
17	Bhagaban Murmu	Mali-cum-Peon	8830
18	Lepa Majhi	Watchman	8790
19	Dharmaraj Upadhaya	Watchman	8790
20	Subhasini Panda	Process server	8510
21	Sulochana Das	Octroi Tax Peon	8980
22	Sajid Ali Khan	Gang Collie	8340
23	Abdul Rasid Khan	Assistant Tax Collector	8980
24	Ashim Kumar Kar	Bill Moharir	8700
25	Ghanashyam Sathpathy	Assistant Tax Collector	8980
26	Kamal Lochan Behera	Road Roller Driver	13230
27	Mukta Behera	Gang Collie	8340
28	Sk. Afzalludin	Gang Collie	8340
29	Bulu Behera	Driver	11790
30	Susanta Kumar Das	Octroi Tax Peon	8980
31	Salek Alli Khan	Octroi Tax Collector	9720
32	Reeta Rathord	Octroi Tax Collector	8870
33	Jogendra Behera	Octroi Tax Peon	8510
34	Dibendu Kumar Dey	Octroi Tax Peon	8980

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-on-year details on the budget allocation by Balasore Municipality, please visit <http://balasoremunicipality.in/Budget.aspx>

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 the list of beneficiaries, please visit

<http://balasoremunicipality.in/Budget.aspx>

### 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 Balasore 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)

Balasore 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 Balasore has been detailed out in Odisha Right to Public Services Act (ORTPSA). A snapshot of the ORTPSA website has been provided below:

**Odisha Right to Public Services Act**  
Government of Odisha

Home Act Forms Departments Services IEC CMS Contacts FAQ Circulars **Self Certification** NEW

ଓଡ଼ିଆ English

### Welcome to Odisha Right to Public Services Act



Odisha Right to Public Services Act, 2012 in Odisha is an exemplary initiative by the State Government to check corruption in public service delivery. The law enables the citizens to demand public services as a right and also includes a provision for penal action against officials failing to provide the services within the stipulated time.

The idea is to generate a demand for services, and to provide citizens with a platform for getting their grievances redressed in a time bound manner.

Digitized acknowledgement. Citizen can check the status of application at any time and any where (24x7)

**Check Application Status**

Acknowledgement Number

**Check Status**

**CALL CENTER**

**Please contact Designated Officer, Appellate Authority and Revisional Authority of corresponding services.**

Visitor No: 460667

Photo Gallery

Media

Workshop

Events

Central Monitoring System

March 2018 Report

Total Application for Year 2014

Summary Report 2014

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:

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact Number</b>
1.	Mr. Chakradhar Mohanty	Public Information Officer, Sr. Assistant	9040365367

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

For additional information, please visit <http://balasoremunicipality.in/default.aspx>