

1. Particulars of the organization, Functions and duties:

The Nagar Panchayat Bhota was established on Dated 02-4-1988 and has fixed its office has been fixed at Bhota Distt. Hamirpur H.P. Pin 176041.

The General House takes all policy and strategic decisions within the ambit & regulations & provisions of H.P. Municipal Act 1994 and bye laws framed by the Nagar Panchayat Bhota. At the office the official hierarchy is headed by President, Vice President, and Secretary followed by other officials & subordinates.

General Department

Internal control & supervision of redressed of grievances. Personal/ establishment matters of all staff & elected members. To facilitate discharge of various duties and responsibilities. Perusing various court cases regarding Establishment. Preparation of pay bills, House tax bills, collection of Tehbazari, Shop Rent, Keeping record related to employees, maintenance of record GPF, GIS, BPL, Marriage, Birth & Death disposal of official **dak** etc.

Works Department

Preparation of estimates for development, Execution of the development work, Maintenance of Municipal Vehicles, Parks, Inviting tender, record keeping of concerned documents, Purchase and distribution of cement, various consumable, installation and maintenance of street light and fixed assets for use in and relating to Nagar Panchayat and other duties assigned by Secretary time to time.

Public Health:

To maintained sanitation arrangement in Nagar Panchayat Area. Ensure to keep hygienic conditions in **Nagar Panchayat area** by cleaning the road, drains and streets, Disposal of solid waste, organizing awareness program me for cleanness etc. and other duties assigned by Secretary time to time.

2. Powers and duties of its officers and employees:

All the officials has assigned powers & duties as per their post which are provided in the H.P. Municipal Act, 1994 and as per direction conveyed by the Director Urban Development .

3. Procedure in decision making process, Channels of supervision and accountability:

A clear and precise system of decision making has been devised in the Nagar Panchayat based on their position and also through the Council approach. The proposal of development works etc. Which are beyond the delegated sanctioning competency of the Secretary are being processed at the Meeting of the monthly general house of Nagar Panchayat. Accountability of each act done by the house lies on them.

4. Norms set by it for the discharge of its functions:

The core function of Nagar Panchayat is striving to find innovative and advanced technological solutions to urban problems of the State like; Sanitation, Solid Waste Management, Urban Infrastructure, Urban Poverty, Urban Housing, Urban Planning and general Urban Governance maintenance of Street Light approval of Building Plan, Sanitary arrangement registration of Birth & Death to attend public complaints and quick disposal and all powers and duties delegated in the HP Municipal Act, 1994. All the officials of the Nagar Panchayat are expected to discharge their duties and responsibilities within integrity and due diligence.

5. Rules regulations, instructions, manuals & records held by it or its control.

The Nagar Panchayat carries out its operations within the framework under H.P. Municipal act 1994 & registered different bye laws of the Nagar Panchayat / guidelines received from the Director Urban Development H.P.

6. A statement of the categories of documents that are held by it or under its control:

The general information regarding information of income and expenditure and other services offered by the Nagar Panchayat.

7. The particulars of any arrangement that exists for consultation with, or presentation by the members of the public in relation to the formulation of its policy or implementation thereof :

The Elected / nominated members of Nagar Panchayat are entitled to raise their issues, concerning policies in the monthly general house meeting.

8. A Statement of the board, council, committee & other bodies consisting of two or more persons constituted as its part of or for the purpose of its advice & as to whether meeting of those boards, board council, committees & other bodies are open to public or the meetings are accessible for public :

The management of the Nagar Panchayat is vested in the President, Vice president and elected members. President constitutes sub committees to carry out day to day and other specific functions of the Nagar Panchayat under the bye laws of Nagar Panchayat which meets more frequently for this purpose. The Nagar Panchayat draw its authority from the bye laws of Nagar Panchayat where the powers and the authority are defined and the functions and duties are also detailed.

9. Directory of is officers & employees:

| SR. NO | Name of the President/ Vice President & elected councilors | Name of the Post | Address | Mobile No |
|---------------|---|-------------------------|-----------------------------------|------------------|
| 1 | Smt. Sarvjeet Kour | President | Ward No. 3 Near Post Office Bhota | 98170-05088 |
| 2 | Smt Shama | V-President | Ward No. 5 Bhota near NP Office | 98055-44142 |

| | | | | |
|---|-------------------------|------------------|---|----------------------------|
| 3 | Sh. Arun Kumar | Elected Member | Ward No. 2 Bhota | 941877-17172 |
| 4 | | | | |
| 5 | Smt.Meera Devi | Elected Member | Ward No. 3 near NP Office Bhota | 94594-27200 |
| 6 | Sh. Saran Parsad | Elected Member | Ward no.4 Bhota | 98164-23238 |
| 7 | Smt. Rinka Devi | Elected Member | Ward No. 6 Bhota near Post Office Bhota | 01972-255189 |
| 8 | Sh. Asnwani Kumar | Elected Member | Ward No. 7 Bhota | 98161-11212 |
| 9 | | | | |
| 1 | Sh. Rakesh Kumar | Nominated Member | Ward No. 2Bhota | 98162-15515 |
| 2 | Dr. Lalit mohan Bhargav | Nominated Member | Ward No. 5 near NP Office | 98820-55321 94180-55321 |
| 3 | Sh. Sanjay Kumar | Nominated Member | Ward No. 5 Bhota | 94189-46351 |

LIST OF EMPLOYEES PHONE NOS:-

| Sr. No | Name Of Employees | Post | Phone/Mob. No |
|--------|-----------------------|------------------------------|---------------|
| 1 | Sh. Om Parkash Sharma | Secretary | 98162-76694 |
| 2 | Sh. Ashwani Kumar | Junior Engineer(Addl Charge) | 94181-14998 |
| 3 | Sh. Kamal Nain Dogra | Clerk | 97363-74757 |

10. Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation :

Monthly remuneration received by each of its officers and employees including the system of compensation has been fixed as per Govt. norms which have been change time to time.

11. Budget allocated to each of its agency indicating the particulars of all plans proposed expenditure & reports on disbursement made:

Information attached (Annexure I)

12. The manner of execution of subsidy programmed including the amount allocated and details of beneficiary of such programmed:

The Nagar Panchayat do implement the schemes for Urban Poor families as per the guidelines issued by the govt. But no funds received in the financial year 2015-16.

13. The particulars of recipients of concession permits or authorization granted by it:

Nagar Panchayat(vide its resolution) made a provision to give 10% rebate on the demand of House tax up to 31st march or deposited well in time.

14. Details in respect of the information available to be held by it reduced in an electronic form:

Efforts are being made.

15. The detail in respect of information available to citizens for obtaining information including the working of a library or reading room if maintained for public use:

Not applicable

16. The names, designation & other particulars of the public information Officers:

- (i) Sh. Om Parkash Sharma, PIO-Cum- Secretary Nagar Panchayat, Bhota Distt. Hamirpur H.P. Pin Code 176041 Phone no. 01972-255067 Mobile no.98162-76694.
- (ii) Sh. Ashwani Kumar, APIO- Cum- Junior Engineer, Nagar Panchayat, Bhota Distt. Hamirpur H.P. Pin Code 176041 Phone no. 01972-255067 Mobile no. 94181-14998.
- (iii) First appellat authority: - SDO© Barsar Distt. Hamirpur H.P. Pin Code 176041 Phone no. 01972-255067.

17. Such other information as may be prescribed & thereafter updated these publication every year:

Not Applicable