

Government of Karnataka
Directorate of Municipal Administration
Bangalore

Publication dated 31.12.2007 under Section 4(1)(B) of Right to information Act-2005.

I. The particulars of its organization, functions and duties:

The Directorate of Municipal Administration was established in Karnataka vide G.O No.HUD58MNY80 dt.4.12.1984 to oversee the affairs of Urban Local Bodies (ULBs) of the State, except Bangalore City Corporation. The office is located at 9th & 10th Floor of Vishveswaraiah Main Tower, Dr.B.R. Ambedkar Veedhi, Bangalore-560 001.

The Director is the Chief Controlling Authority and the main function of the Directorate is to have an effective co-ordination with the ULBs as well as with the Deputy Commissioner of each District on the one hand and the Secretariat in the Government on the other hand. (An IAS officer is working as Director who is the Head of the Department). The Directorate has the responsibility to supervise the function of the municipalities, work out suitable human resource policies, exercise disciplinary control over the staff of municipalities, monitor the tax collection of ULBs, lay down policies for transparency in expenditures, hear appeals against the decisions of municipalities. Release the Government grants to the ULBs, to implement schemes like SJSRY (for urban poverty alleviation), IDSMT, Nirmala Nagara etc., The Directorate also collects statistics from ULBs and helps in the preparation of municipal statistics. The details of various activities are as under:-

- a) The Director is exercising the powers delegated under K.M.Act, 1964 and other provision as stipulated in the Rules which are prescribed in Municipal Manual Volume I & II (except the powers delegated to Deputy Commissioner, Assistant Commissioner, Tahsildar and ULBs).
- b) Perform the duties as Chief Controlling Authority under Section 303 of K.M.Act, 1964.
- c) Exercise the powers of Disciplinary authority in respect of Group "C" Employees.
- d) Appointing authority of Group "C" Employees on compassionate grounds as per Rule 4(2)(b) of C&R rules.
- e) Supervision of the following centrally sponsored scheme. –
 - ⌚ UIDSSMT
 - ⌚ IDSMT

- ⌚ SJSRY
- ⌚ 12th & 11th Finance Commission grants
- ⌚ Nirmala Nagara programme, such as Computerization & GIS of all properties in the ULBs.
- ⌚ Solid Waste Management (SWM)
- ⌚ Providing civic amenities to the public.
- ⌚ Urban Stree Shakti.

f) Disbursement of various grants to individual municipal council on such terms and conditions as prescribed by Government from time to time.

g) Directorate is also required to draw up an Urban Development Policy programme and give necessary guidelines for building up of its assets, besides enforcing prompt collection of various taxes and fees.

II. The powers and duties of its Officers and Employees:

The following Officers & Employees are working under the control of Director.

The work distribution among the Officers are noted below:

S. N o	Designation	Work	Tel.Ph.No
1	Director of Municipal Administration, IAS Officer	Final decision on All matters which comes under the Administrative Control.	22866302
2	Joint Director (Admn) Senior scale Group 'A' (KAS officer)	Administration matters pertaining to the Department, Nirmala Nagar Programmes, Appellate authority of Right to Information Act, 2005 and any other works entrusted by the Director from time to time.	22867307
3	Joint Director (Dev) Senior scale Group 'A' (KMAS Officer)	Monitoring and implementation of Centrally Sponsored Schemes and any other works entrusted by the Director from time to time.	22863731

4	Joint Director (Finance) Group 'A' Senior scale (from KSAS)	Deal with all financial matters pertaining to Municipal Administration and any other works entrusted by the Director from time to time.	22867360
5	Superintending Engineer Group 'A' senior scale (from PWD)	Supervision of all types of works taken up by the ULBs. Scrutiny of estimates, technical sanction and put up the files for administrative approval to DMA and any other works entrusted by the Director from time to time.	22861611
6	HQA Group 'A' Senior scale (from KMAS)	Administration and all service matters of employees of ULBs and administrative matters of DMA's office and any other works entrusted by the Director from time to time.	22868386 22862299
7	Assistant Director (Admn) Group 'A' Junior Scale KAS	All enquiry matters related to ULB employees and any other works entrusted by the Director from time to time.	22863576
8	Assistant Director (Dev) Group 'A' Junior Scale KAS/KMAS	To assist JD(D) on implementation of Development Schemes and SAS matter and any other works entrusted by the Director from time to time.	22867728
9	Audit Officer	To assist Accounts Officer in all financial matters, service matters and any other works entrusted by the Director from time to time.	22863732

10	Assistant Director (Works)	To assist the Suptd. Engineer in supervision of works, scrutiny of technical proposal and administrative sanction of estimates and any other works entrusted by the Director from time to time.	22483609
11	Assistant Executive Engineer	Water supply matters of ULBs and any other works entrusted by the Director from time to time.	22868249
12	Law Officer	To assist DMA in all legal matters referred by DMA and monitor court matters pertaining to DMA/ Government/ULBs and any other works entrusted by the Director from time to time.	22867360
13	Ex.Engineer	Supervision and monitoring the implementation of Solid Waste Management activities in the ULBs.	

III. The Procedure followed in the decision making process, including channels of Supervision and accountability:

The proposals submitted by the ULBs through the Deputy Commissioner of respective District in the matters of Administration, Execution of works and schemes will be examined by this Directorate under the provision of K.M.Act and Rules and also on the instructions and guidelines of the Government, issued from time to time.

All proposals sent by the ULB for release of funds, sanctions, approvals, disciplinary matters are routed through Deputy Commissioner of the concerned district. Each case is examined by building up file by the caseworker. After examination of the case by concerned Officers file is put up to the Director for suitable decision. The decision taken is communicated to the concerned through a letter/email. The Joint Directors, generally supervise all the works carried out by the lower level officers and staff. Organisation Chart of Directorate is at Annexure-A.

IV. The norms set for the discharge of its functions:

The Directorate functions within the statutory norms prescribed in the KMAAct 1964 and the Rules framed there under and such instructions issued by competent authorities from time to time.

V. The rules, regulations, manuals and records, held by it or under its control or used by its employees for discharging its functions:

1. The Karnataka Municipalities Act 1964 and the Rules.
2. The K.M. Taxation Rules, 1965.
3. The K.M. Election of Councilors Rules, 1977.
4. The K.M. president / Vice president / Election Rules, 1995.
5. The K.M. power of Expenditure Rules, 2004.
6. The K.M. (Accounts) Rules, 1965.
7. The K.M. (Limitation on the powers of Contract) Rules, 2004.
8. The K.M. (preparation of plans and estimates and execution of works) Rules, 2004.
9. The K.M. (Recruitment of Officers and Employees) Rules, 2004.
10. The K.M. (payment of Audit charges) Rules, 1965.
11. The Karnataka Civil Service Rules, 1958.
12. K.C.S. (CCA) Rules, 1957.
13. K.C.S (conduct) Rules, 1966.
14. K.C.S (Seniority) Rules, 1957
15. Karnataka Govt. Servants (Family) Pension, Rules 2002.

16. K.C.S (Probation) Rules, 1977.
17. K.C.S (Performance Reports) Rules, 2000.
18. K.C.S (Appointment on compassionate grounds)., Rules 1996.

19. Determination of Age Act, 1973.
20. Karnataka Municipalities (Conditions of Service) Rules, 1987
21. K.C.S (Service & Kannada Language Examination) Rules, 1974.
22. K.C.S (Direct Recruitment by Competitive Examination) Rules, 2001.
23. K.C.S (General Recruitment) Rules, 1977.
24. K.C.S (Regulation of promotion, pay and pension) Rules, 1978
25. Karnataka Financial Code
26. Manual of Contingent Expenditure
27. Karnataka Treasury Code
28. Municipal Solid Waste (Management and handling) Rules, 2000
29. Karnataka Transparency in Public Procurement Act, 1999.
30. Karnataka Transparency in Public Procurement Rules, 2000.
31. Karnataka State Policy on Integrated Solid Waste Management (ISWM)
32. Karnataka Budget Manual
33. Karnataka Public Works Department code and standard tender document.
34. Karnataka Public Works Department Accounts Code.
35. Instructions or guidelines issued by Government by way of Orders, Circulars, Notification, O.M etc., from time to time.

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

- a) All register and other records pertaining to grant released to the ULBs under several schemes.
- b) Records pertaining to service matters of Group "C" employees of ULBs.
- c) Files pertaining to Transfer case of Group "C" employees.
- d) All correspondence with Govt. of Karnataka, ULBs and other authorities.
- e) Disciplinary proceedings initiated against the Group "C" employees (Final orders).
- f) Service particulars of the employees working in the Directorate.
- g) Inspection Reports submitted by Inspecting Authorities.

VII. The Particulars of any arrangement that exists for consultation with , or representation by the member of that public in relation to the information of its policy or implementation thereof:

Public interviews are being held everyday between 3 to 5 pm. Representations by the public are received and heard and consultation are also being taken up with the NGOs, RWAs and such other agencies on important matters of public interest such as drinking water, drainage, streetlights, sanitation, maintenance of roads etc. The Publics can address their grievances through email to www.municipaladmn.kar.nic.in and action are being redressed on the grievances promptly.

VIII. A Statement of the boards, 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:

The following committees are constituted -

I. Cadre Management Authority for Group "C" employees		
a)	Director of Directorate of Municipal Admn.	Chairman
b)	Director of Town Planning	Member
c)	Joint Director of Administration, DMA	Member
II. Department Promotion Review Committee (Promotions to C&D group officials)		
a)	Director of Directorate of Municipal Admn.	Chairman
b)	Join Director (Admn.)	Member
c)	Joint Director (Dev.)	Member
d)	Joint Director (Finance)	Member

IX. A directory of its officers and employees:

Sl. No	Name (Sriyuths)	Designation	Tel.Ph.Nos
1	Anjum Parwez	Director	22866302
2	B.B.Cauvery	Joint Director (Admn.)	22867307
3	C.G.Suprasanna	Joint Director (Dev.)	22863731
4	Shivarudrappa	Joint Director (Finance)	22867360

5	M.V.Sudha	HQA	22868386
6	Dr. Arundathi Chandrashekar	Asst. Director (Admn.)	22863732
7	Jayanthi	Asst. Director (Dev.)	22867728
8	N.Srinivasa	Suptd. Engineer	22861611
9	Rajesh Kalappa Munsu	Asst. Executive (Eng).	22861611
10	S.A.Prasad	Asst. Director (Eng).	22861611
11	K.S.Krishnamurthy	Audit Officer	22867360
12	S.Balaraju	Audit Officer	22867360
13	Shilendra Singh	Asst Statistical Officer	22864996
14	D.Ramalingappa	Accounts Suptd.	22867360
15	K.Suresh	Manager (Enquiry)	22863576
16	L.Anantharamu	Manager (Office Est.)	22862299
17	Vijaykumar S.Thippa	Manager (Accounts)	22867360
18	S.Ambika	Manager (Schemes)	22863731
19	M.D.Geetha	Manager (Est.)	22862299
20	D.Channarayappa	Manager (EMC)	25550923
21	D. Ramappa	Manager (LALC, 18% Right Information Act Misc.)	22867360
22	H.R.Sathyanarayana Rao	Manager (MRCon Contract)	25550923
23	Gurunanjamma	FDA, FGRI service matters.	22863576
24	H.V.Srinivasa	FDA (Administration section of directorate, Transfer section, Trainings)	22863576
25	C Shiva	FDA (Stores and Records)	22863576
26	B Narayanappa	FDA (LALC, JHI Services Matters,Public grievances)	22483609

27	Lakshminarayana	FDA(service matters of KMAS officers, Bill Collectors and Regularization daily wages employee's)	22863576
28	Malikarjunaiah	FDA (Enquiry matters of Bangalore and Misc)	22863576
29	G.B.Chandrashekar	FDA (Solid waste management scheme)	22863576
30	D.Dinesh	FDA (Account Section)	22863576
30	Shivakumar	SDA (Audit Reports)	22863731
31	Jaganathrao	FDA (Enquiries of Gulbarga Division)	22863576
32	B.L.Nagamani	Stenographer (PA to Director)	22866302
33	S.B.Rajashekar	Stenographer (PA to Director and Janatha Dharshan)	22866302
34	Shakuntalabai	Stenographer (PA to Suptd. Engineer)	22483608
35	Yashodha	Stenographer (MRC)	22867307
36	B.G.Sheelamani	Stenographer (PA to Joint Director (Fin) GPS and Services matter of RO and Managers)	
37	C.R.Sampathkumar	SDA(PA to Joint Director-and Services matters of SDC)	22867360
39	Anjanappa	Manager(Deputation) Pension Cases and accounts Matters.	22867360
41	B.K.VasanthaKumari	SDA(Receptionist)	22862299
42	G.K.Veena	SDA(Dispatch section& group Services matters)	22867307
44	T.L.Vinay	SDA	22863576
45	B.S.Somashekar	SDA (Urban Development)	22867360
46	Ganpathy Nayaka	SDA(RTI Act,)	22867360

47	Prasathan Karmadi	SDA(Compassionate Appointment and 18%)	22867360
48	Mahesh	SDA(Mysore Division Enquiry)	22867360
49	Ravishankar	Ex.Engineer	22867360
50	S.Vasanthalakshmi	Typist	22863576
51	M.Mahadeva	Typist	22863576
52	Shobha S	Typist & PA to HK	22863731
53	Renukadevi	Typist	22863731
54	M. Xavier	Driver	22862299
55	Srikanth	Driver	22862299
56	R.Mahendran	Driver	22867307
57	G.Venkataramana	'D' Group	22867360
58	K.Purushotam	'D' Group	22863576
59	K.H.Muniyappa	'D' Group	22867360
60	T.Balaraja	'D' Group (Generling Case Worker)	22862299
61	P.Kanthraju	'D' Group	22867360
62	M.Jayaram	'D' Group	22353940
63	Rangaraju	'D' Group	22353940
64	D.C.Ramachandra	'D' Group	22862299
65	Muniyappa	'D' Group	22862299
66	R.N.Muralidhar	'D' Group	22862299
67	Ramachandra	'D' Group	22862299
68	Vijayalakshmi	'D' Group	22862299
71	V.Manjunath	'D' Group	22863731
72	R.Siddaraju	'D' Group	22863576
73	Rajagopal	FDA(Enquiry of Belgaum Dividion and Engineer Service Matter)	22863576
	Officers on Contract Basis		
1	M.Mahadevaswamy	Deputy Law Officer (consolidated amount of Rs. 20,000/-)	22868249

2	Vinay Vijaydev	Nodal Officer (consolidated amount of Rs. 20,000/-)
3	Manasa Prasanna	System Analyst (Consolidated amount of Rs.20,000/-)

X. The Monthly remuneration received by each of its officers and employees, including the system of compensation.

The particulars are furnished in Annexure-B.

XI. The Budget allocated to each of its agency indicating the particulars of all plans, proposal expenditure and Reports on disbursal made.

The budget allocation of plans schemes of Municipal Administration are as follows:in lakhs/crores

Sl. No.	Name of the Scheme Head of Account	Allocation for 2007-08	Expenditure	Disbursement made (releases)
1	2217-80-001-02 (Plan) Centrally Sponsored Scheme for integrated Development of small and medium towns	658.88	1881.84	638.88
2	2217-80-001-4-03 (Plan) Repayment of Loan and Interest to HUDCO (50:50)	276.00	100.96	175.04
3	2217-80-191-1-01 (Non Plan) Grants to ULBs under TFC	11043	11043.00	11043.00
4	3475-00-108-1-01 (Plan) SJSRY, Urban Self Employment	2450.60	2058.18	2450.60

	Programme			
5	3475-00-108-1-02 (Plan) SJSRY, Urban Wage Employment Programme	763.28	578.49	763.28
6	UIDSSMT	48.66 Cr.	572.64 Lakh.	52.52 Cr.

XII. The Manner of execution of subsidy program including the amount allocated and the details of beneficiaries of such program:

Subsidy oriented programs are being implemented under the Urban self-employment Programme of SJSRY. Subsidies are given to beneficiaries under Micro Enterprise (ME) and DWACUA that are sub-components of Urban Self Employment programme. The Director does not release any subsidy to any beneficiaries. All subsidy oriented program such as Micro Enterprises, DWACUA etc., are implemented through the ULB under the supervision of Community Development Societies and Deputy Commissioner of the District.

XIII. Details in Respect of Information available to or held by it, reduced in electronic form :

The information is available on electronic form in the following areas

- About DMA and ULBs with Area, Population, Literacy & Organisation Chart.
- Citizen's Chart.
- FAQ (Frequently Asked Question)
- Telephone Numbers of ULBs.
- Obligatory & Discretionary functions.

- Grievances & Suggestions format.
- Self Assessment schemes.
- Nirmal Nagara programme (Component wise information)
- Schemes (SJSRY & IDSMT details)
- Forms & Procedures.
- Tenders / Procurements.
- SJSRY Expenditure entry (Web based data collection)
- Municipal information (entire statistical data & employees details of ULBs.

XIV. The Particulars of facilities available to citizen for obtaining information including the working hours of library or reading room, if maintained for public use :

Citizens can obtain information by logging on to **website**
www.municipaladmn.kar.nic.in

XV. The Names, Designations and others particulars of the Public Information Officers:

Sl.No	Name	Designation	Tel.Ph.Nos
1	Dr. Arundathi Chandrashekar ADA (Admn.)	Asst. Public Information Officer (APIO)	22863732
2	M.V.Sudha HQA	Public Information Officer (PIO)	22868386
3	B.B.Cauvery Joint Director (Admn.)	Appellate Authority	22867307

Date: 14.10.2005. **Director**
Directorate of Municipal Administration,
Bangalore.

ABBREVIATION

AD (ADMN.)	Assistant Director of Administration
AD (DEV.)	Assistant Director of Development
AD (ENG.)	Assistant Director of Engineer
AD (STATS.)	Assistant Director of Statistics
A/C SUPT.	Accounts superintendent
AE	Assistant Engineer
AEE	Assistant Executive Engineer
ALO	Assistant Law Officer

ASO	Assistant Statistical Officer
EE	Executive Engineer
FDA	First Division Assistant
SDA	Second Division Assistant
HQA	Head Quarters Assistant
JD (ADMN.)	Joint Director of Administration
JD (DEV.)	Joint Director of Development
OM	Office Manager

Annexure-B

Salaries Details of Officers/Officials of Directorate of Municipal Administration, Bangalore

Sl.No.	Name of the Officers/Officials	Designation	Gross Amount (in Rs.)
1	Anjum Parwez	Director	37603
2	B.B.Cauvery	Joint Director(A)	30054
3	Shivarudrappa	Joint Director(F)	34180
4	C.G.Suprasanna	Joint Director (D)	36460
5	M.V.Sudha	Head Quarters Assistant.	31501
6	Srinivasa N	Suptd.Engineer	29862
7	N. Jayanthi	Assistant Director (D)	23592
8	Dr. Arundathi Chandrashekar	Assistant Director (A)	
9	Rajesh Kallappa Munisi	Assistant Executive Engineer	21238
10	Prasad S.A	Asst.Ex.Engineer	21238
11	G.S.Krishnamurthy	Audit Officer	21914
12	Balaraju S	Audit Officer	21789
13	D. Ramalingappa	Accounts Suptd.	16417
14	L. Anantharam	Manager	17239
15	S. Ambika	Manager	16467
16	Vijayakumar S.Thippa	Manager	17293

17	Geetha M.D.	Manager	16592
18	K.Suresh	Manager	14270
19	D.Ramappa	Manager	17393
20	D.Channarayappa	Manager (MRC)	16125
21	H.R.Sathyanarayana Roa	Manager (MRC on Contract)	11487
22	Shilendra Singh	Assistant Statistical Officer	20687
23	Jagannatharao	First Division Assistant (MRC)	13436
24	Rajagopal	First Division Assistant	20812
25	Gurunanjamma	First Division Assistant	16680
26	C. Shiva	First Division Assistant	12692
27	G.B. Chandrashekar	First Division Assistant	13881
28	B. Narayanappa	First Division Assistant	12892

29	H.V. Shrinivasa	First Division Assistant	13781
30	Ravishankar	Ex.Engineer	34807
31	Lakshminarayana	First Division Assistant	13436
32	Mallikarjunaiah	First Division Assistant	13681
33	Ramkumari	First Division Assistant	12617
34	Dinesh D	First Division Assistant	10463
35	B.G. Sheelamani	Stenographer	13966
36	B.L. Nagamani	Stenographer	20296
37	Shakunthala Bai	Stenographer	16667
38	Yashoda (MRC)	Stenographer	16577
39	S.B. Rajashekar	Stenographer	16717
40	Mahesh	Second Division Assistant	8327
41	Prashanth Karamadi	Second Division Assistant	8327
42	B.K. Vasanthakumari	Second Division Assistant	8437
43	G.K. Veena	Second Division Assistant	8437
44	T.L .Vinay	Second Division Assistant	8327

45	Somashekhar B.S	Second Division Assistant	8465
46	C.R. Sampathkumar	Second Division Assistant	10704
48	Ganapathy Nayaka	Second Division Assistant	8327
49	S. Shoba	Stenographer	10311
50	M. Mahadev	Typist	13291
51	S. Vasanthalakshmi	Typist	13871
52	Renukadevi	Typist	8060
53	Xavier M	Driver	12717
54	Srikanth	Driver	9056
55	R. Mahendran	Driver	12557
56	Ramachandra	D' Group Employees	8385
57	Vijayalaksmi	D' Group Employees	8585
58	Siddraju R.	D' Group Employees	10100
59	G. Venkataramana	D' Group Employees	10824
60	Rangaraju	D' Group Employees	10583
61	M. Jayaram	D' Group Employees	10583

62	D.C. Ramachandra	D' Group Employees	10583
63	K. Purushothama	D' Group Employees	10854
64	Muniappa	D' Group Employees	10583
65	Muniappa K.H.	D' Group Employees	10633
66	P. Kantharaju	D' Group Employees	10433
67	R.S. Murulidar	D' Group Employees	10824
68	T. Balaraju	D' Group Employees	10383
70	V. Manjunath	D' Group Employees	7834

