

**VOLUNTARY DISCLOSURE OF INFORMATION UNDER
THE RIGHT TO INFORMATION ACT 2005**

*[A scoping study of information disclosed under Section 4 [1][b] of the RTI Act
by City Corporations in Karnataka]*



**Prepared by
Mr. Y.G. Muralidharan
Consultant, CIVIC Bangalore**

**Editorial support
Ms Kathyayini Chamaraj
Executive Trustee, CIVIC Bangalore**

Year of publishing: 2019

**Published by:
CIVIC Bangalore
18/2 Andree Road, Shanthinagar
Bengaluru - 560025
www.civicspace.in
Tel: 41144126; Mob: 9731817177
Email: info@civicspace.in ; kchamaraj@gmail.com**

CONTENTS

1. BRUHAT BENGALURU MAHANAGARA PALIKE [BBMP]
2. BRUHAT BENGALURU MAHANAGARA PALIKE [BBMP]
OFFICE OF JOINT COMMISSIONER – SOUTH
3. BELAGAVI CITY CORPORATION
4. DAVANAGERE CITY CORPORATION
5. BELLARY CITY CORPORATION
6. HUBBALLI-DHARWAD CITY CORPORATION
7. KALABURGI CITY CORPORATION
8. MANGALURU CITY CORPORATION
9. MYSURU CITY CORPORATION
10. SHIVAMOGGA CITY CORPORATION
11. TUMAKURU CITY CORPORATION
12. VIJAYAPURA CITY CORPORATION

BRUHAT BENGALURU MAHANAGARA PALIKE [BBMP]

Introduction

The website of the Bruhat Bengaluru Mahanagara Palike [BBMP] [www.bbmp.gov.in] was accessed on 14th November 2019. The RTI page in the website was analysed against the information disclosure requirements as mandated under Section 4[1][b] of the RTI Act. The following are the observations.

General Observations

Considered as one of the biggest municipal corporation in the country the BBMP's jurisdiction covers large area and a population of about 1 crore. The administrative structure of BBMP is different from other city corporations. The Pro-active disclosure under RTI Act has been prepared for different zones and within zones it is further sub-divided into sections/departments like administration, engineering etc. Further the manual is also prepared for each zonal offices. There are TEN offices for which the manual is prepared. The details are as follows

RTI details in section 4 (1) (b) - Indexing and cataloging

Commissioners	Headquarters
Additional / Joint Commissioner (East)	Additional / Joint Commissioner (West)
Additional / Joint Commissioner (South)	Additional / Joint Commissioner (Rajarajeshwari Nagar)
Additional / Joint Commissioners (Yalahanka)	Additional / Joint Commissioner (Dasarahalli)
Additional / Joint Commissioner (Mahadevapura)	Additional / Joint Commissioner (Bommanahalli)

- Though the heading is mentioned as 'indexing and cataloging' the contents are as per Section 4(1)(b). The words 'indexing and cataloging' needs to be deleted.
- The website has a general option for Kannada and English translations. In case of RTI, most of the information under Section 4 (1)(b) is available both in English and Kannada.
- Neither the website nor the RTI page in the website indicates the date when the RTI disclosure was originally uploaded or when it was updated.
- The present evaluation has been done only in respect of the suo-motu disclosure relating to the Office of the Commissioner [Head Quarters]

Observations on the disclosure made

The observations on the information provided under each Sub-section of Section 4[1][b] is summarized below.

Particulars of its organisation, functions and duties [Section 4(1) (b) (i)]

No	Particulars	Remarks/Observations
1	Name and address of the Organization	Indicated
2	Head of the organization	The head of the organisation is indicated as 'Commissioner'
3	Vision, Mission and Key objectives	NOT available
4	Function and duties	Indicated in detail
5	Organization Chart	Available as annexure

Power and duties of its officers and employees [Section 4(1) (b) (ii)]

No	Particulars	Remarks/Observations
1	Powers and duties of officers (administrative, financial and judicial)	The powers and duties of important officials are indicated
2	Power and duties of other employees	Indicated
3	Rules/ orders under which powers and duty are derived and Exercised	No such information disclosed
4	Work allocation	No such information disclosed

Procedure followed in decision making process [Section 4(1)(b)(iii)]

No	Particulars	Remarks/Observations
1	Process of decision making Identifying key decision making points	No information about the process of decision making. Instead the manual gives detailed description of how the work is carried out, handling of files, letters etc. in each of the departments
2	Final decision making authority	
3	Related provisions, acts, rules etc.	
4	Time limit for taking decisions, if any	
5	Channel of supervision and accountability	

Norms for discharge of functions [Section 4(1) (b)(iv)]

No	Particulars	Remarks/Observations
1	Nature of functions/ services offered	The manual gives the names of a few services rendered by the Revenue Department of the BBMP. No other information is available
2	Norms/ standards for functions/ service delivery	
3	Process by which these services can be accessed	
4	Time-limit for achieving the targets	
5.	Process of redress of grievances	

Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]

No	Particulars	Remarks/Observations
1	Title and nature of the record/ manual/instruction.	Indicated
2	List of Rules, regulations, instructions manuals and records.	NOT indicated
3	Acts/ Rules manuals etc.	
.4	Transfer policy and transfer orders	

Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]

No	Particulars	Remarks/Observations
1	Categories of documents	Four types of Registers that are held by BBMP is indicated
.2	Custodian of documents/categories	NOT Indicated

Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)]

There is no mention about the above arrangement. It appears that the public authority has not understood the above provision. It has merely stated that in case of any grievance, the public may contact the concerned officials or file complaints online.

Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

No	Particulars	Remarks/Observations
1	Name of Boards, Council, Committee etc.	The details of Standing Committees are indicated
2	Composition	NOT indicated
3	Dates from which constituted	NOT indicated
4	Term/ Tenure	NOT indicated
5	Powers and functions	NOT indicated
6	Whether their meetings are open to the public?	NOT indicated
7	Whether the minutes of the meetings are open to the public?	NOT indicated
8	Place where the minutes if open to the public are available?	NOT indicated

Directory of officers and employees [Section 4(1) (b) (ix)]

No	Particulars	Remarks/Observations
1	Name and designation	It is indicated that the directory is published by the relevant departmental heads
2	Telephone , fax and email ID	

Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations [Section 4(1) (b) (x)]

No	Particulars	Remarks/Observations
1	List of employees with Gross monthly remuneration	It is indicated that the directory is published by the relevant departmental heads
2	System of compensation as provided in its regulations	

Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made [Section 4(1) (b) (xi)]

No	Particulars	Remarks/Observations
1	Total Budget for the public authority	The Budget document is included as annex to the RTI Manual. However, the Budget is for the year 2009-2010
2	Budget for each agency and plan & programmes	
3	Proposed expenditures	
4	Revised budget for each agency, if any	
5	Report on disbursements made and place where the related reports are available	

Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

No	Particulars	Remarks/Observations
1	Name of the programme of activity	It is indicated that information pertaining to this item is published by the Zonal offices.
2	Objective of the programme	
3	Procedure to avail benefits	
4	Duration of the programme/ scheme	
5	Physical and financial targets of the programme	
6	Nature/ scale of subsidy /amount allotted	
7	Eligibility criteria for grant of subsidy	
8	Details of beneficiaries of subsidy programme (number, profile etc)	

Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]

No	Particulars	Remarks/Observations
1	Concessions, permits or authorizations granted by public authority	Names of the Schemes indicated
2	For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/permits or authorisations d) Date of award of concessions /permits of authorizations	NOT indicated

Information available in electronic form [Section 4(1)(b)(xiv)]

No	Particulars	Remarks/Observations
1	Details of information available in electronic form	Citizens are directed to the BBMP website
2	Name/ title of the document/record/ other information	Not indicated
3	Location where available	Not indicated

Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]

No	Particulars	Remarks/Observations
1	Name & location of the faculty	Only the URL of the website is indicated
2	Details of information made available	
3	Working hours of the facility	
4	Contact person & contact details (Phone, fax email)	

Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]

No	Particulars	Remarks/Observations
1	Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Indicated
2	Address, telephone numbers and email ID of each designated official.	Indicated

Such other information as may be prescribed under section 4(i) (b)(xvii)

No	Particulars	Remarks/Observations
1	Grievance redressal mechanism	Not Indicated
2	Details of applications received under RTI and information provided	
3	List of completed schemes/ projects/ Programmes	
4	List of schemes/ projects/ programme underway	
5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
6	Annual Report	
7	Frequently Asked Question (FAQs)	
8	Any other information such as a) Citizen's Charter b) Result Framework Document (RFD) c) Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter	

**Information to be disseminated as per other Sections of the RTI Act and
Official Memo/Notification issued by Government of India**

Form of accessibility of information manual/handbook [Section 4(1)(b)]

No	Particulars	Remarks/Observations
1	Information manual/handbook available in Electronic format/Printed format	Information NOT available
2	Whether information manual/handbook available free of cost or not	
3	Language in which Information Manual/Handbook Available - English//Vernacular/ Local Language	
4	When was the information Manual/Handbook last updated?	
5	Last date of Annual pupation	
6	Receipt & Disposal of RTI applications & appeals	
7	Details of applications received and disposed	
8	Details of appeals received and orders Issued	

Are the details of policies /decisions, which affect public, informed to them [Section 4(1) (c)]

No	Particulars	Remarks/Observations
	Policy decisions/ legislations taken in the previous one year	Information NOT available
	Outline the Public consultation process	
	Outline the arrangement for consultation before formulation of policy	

Replies to questions asked in the parliament and replies given [Section 4(1)(d)(2)]

This Information is NOT available

No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))

No	Particulars	Remarks/Observations
1	No. of employees against whom disciplinary action has been Pending for Minor penalty or major penalty proceedings	Information NOT available
2	No. of employees against whom disciplinary action has been finalized for Minor penalty or major penalty Proceedings	

Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

No such information provided

Programmes to advance understanding of RTI (Section 26)

No	Particulars	Remarks/Observations
1	Educational programmes	Information NOT
2	Efforts to encourage public authority to participate in these programmes	

3	Training of CPIO/APIO	available
4	Update & publish guidelines on RTI by the Public Authorities concerned	

Information related to procurements

No	Particulars	Remarks/ Observations
1	Notice/tender enquires, and corrigenda if any thereon	information NOT available
2	Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,	
3	The works contracts concluded – in any such combination of the above	
4	The rate /rates and the total amount at which such procurement or works contract is to be executed	

Discretionary and non-discretionary grants /CAG & PAC Paras

No	Particulars	Remarks/ Observations
1	Discretionary and non-discretionary grants/ allocations to State Govt./NGOs/other institutions	information NOT available
2	Annual accounts of all legal entities who are provided grants by public authorities	
3	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament	

**BRUHAT BENGALURU MAHANAGARA PALIKE [BBMP]
OFFICE OF JOINT COMMISSIONER - SOUTH**

Introduction

The website of the Bruhat Bengaluru Mahanagara Palike [BBMP] [www.bbmp.gov.in] was accessed on 14th November 2019. The RTI page in the website was analysed against the information disclosure requirements as mandated under Section 4[1][b] of the RTI Act. The following are the observations.

General Observations

Considered as one of the biggest municipal corporation in the country the BBMP's jurisdiction covers large area and a population of about 1 crore. The administrative structure of BBMP is different from other city corporations. The Pro-active disclosure under RTI Act has been prepared for different zones and within zones it is further sub-divided into sections/departments like administration, engineering etc. Further the manual is also prepared for each zonal offices and in some cases for each project. There are TEN offices for which the manual is prepared. The RTI manual in respect of the Office of the Joint Commissioner [South] was analysed and the observations are as follows.

Particulars of its organisation, functions and duties [Section 4(1) (b) (i)]

No	Particulars	Remarks/Observations
1	Name and address of the Organization	Indicated
2	Head of the organization	The head of the organisation is indicated as 'Joint Commissioner [South]
3	Vision, Mission and Key objectives	NOT available
4	Function and duties	Indicated in detail
5	Organization Chart	Not available

Power and duties of its officers and employees [Section 4(1) (b) (ii)]

No	Particulars	Remarks/Observations
1	Powers and duties of officers (administrative, financial and judicial)	The powers and duties of important officials are indicated
2	Power and duties of other employees	Indicated
3	Rules/ orders under which powers and duty are derived and Exercised	No such information disclosed
4	Work allocation	No such information disclosed

Procedure followed in decision making process [Section 4(1)(b)(iii)]

No	Particulars	Remarks/Observations
1	Process of decision making Identifying key decision making points	A general statement that all decisions are taken 'as per the KMC Act 1976' is indicated
2	Final decision making authority	
3	Related provisions, acts, rules etc.	
4	Time limit for taking decisions, if any	
5	Channel of supervision and accountability	

Norms for discharge of functions [Section 4(1) (b)(iv)]

No	Particulars	Remarks/Observations
1	Nature of functions/ services offered	A general statement that the 'norms as issued by the Commissioner is followed' is indicated
2	Norms/ standards for functions/ service delivery	
3	Process by which these services can be accessed	
4	Time-limit for achieving the targets	
5.	Process of redress of grievances	

Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]

No	Particulars	Remarks/Observations
1	Title and nature of the record/ manual/instruction.	A general statement that 'all rules, regulations etc. issued under the KMC Act is available for sale in Govt. Press or private sellers' is indicated.
2	List of Rules, regulations, instructions manuals and records.	
3	Acts/ Rules manuals etc.	
.4	Transfer policy and transfer orders	

Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]

No	Particulars	Remarks/Observations
1	Categories of documents	Fourteen types of registers that are held by the public authority is indicated
.2	Custodian of documents/categories	NOT Indicated

Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)]

There is no mention about the above arrangement. It appears that the public authority has not understood the above provision. It has merely stated that in case of any grievance, the public may contact the concerned officials or file complaints online.

**Boards, Councils, Committees and other Bodies constituted as part of the
Public Authority [Section 4(1)(b)(viii)]**

No	Particulars	Remarks/Observations
1	Name of Boards, Council, Committee etc.	It is indicated that this Section is 'NOT APPLICABLE' for the office of Joint Commissioner, BBMP, South.
2	Composition	
3	Dates from which constituted	
4	Term/ Tenure	
5	Powers and functions	
6	Whether their meetings are open to the public?	
7	Whether the minutes of the meetings are open to the public?	
8	Place where the minutes if open to the public are available?	

Directory of officers and employees [Section 4(1) (b) (ix)]

No	Particulars	Remarks/Observations
1	Name and designation	List of officials given with monthly remuneration
2	Telephone , fax and email ID	

Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations [Section 4(1) (b) (x)]

No	Particulars	Remarks/Observations
1	List of employees with Gross monthly remuneration	Included in directory of officers
2	System of compensation as provided in its regulations	

Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made [Section 4(1) (b) (xi)]

No	Particulars	Remarks/Observations
1	Total Budget for the public authority	Indicated as 'NOT applicable'
2	Budget for each agency and plan & programmes	
3	Proposed expenditures	
4	Revised budget for each agency, if any	
5	Report on disbursements made and place where the related reports are available	

Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

No	Particulars	Remarks/Observations
1	Name of the programme of activity	Indicated as 'NOT applicable'
2	Objective of the programme	

3	Procedure to avail benefits	
4	Duration of the programme/ scheme	
5	Physical and financial targets of the programme	
6	Nature/ scale of subsidy /amount allotted	
7	Eligibility criteria for grant of subsidy	
8	Details of beneficiaries of subsidy programme (number, profile etc)	

Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]

No	Particulars	Remarks/Observations
1	Concessions, permits or authorizations granted by public authority	Names of the Schemes indicated
2	For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/permits or authorisations d) Date of award of concessions /permits of authorizations	Indicated as 'NOT applicable'

Information available in electronic form [Section 4(1)(b)(xiv)]

No	Particulars	Remarks/Observations
1	Details of information available in electronic form	NO such information available
2	Name/ title of the document/record/ other information	
3	Location where available	

Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]

No	Particulars	Remarks/Observations
1	Name & location of the faculty	Details of office, telephone number etc, provided.
2	Details of information made available	
3	Working hours of the facility	
4	Contact person & contact details (Phone, fax email)	

Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]

No	Particulars	Remarks/Observations
1	Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Indicated
2	Address, telephone numbers and email ID of each designated official.	Indicated

Such other information as may be prescribed under section 4(i) (b)(xvii)

No	Particulars	Remarks/Observations
1	Grievance redressal mechanism	

2	Details of applications received under RTI and information provided	Not Indicated
3	List of completed schemes/ projects/ Programmes	
4	List of schemes/ projects/ programme underway	
5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
6	Annual Report	
7	Frequently Asked Question (FAQs)	
8	Any other information such as a) Citizen's Charter b) Result Framework Document (RFD) c) Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter	

Information to be disseminated as per other Sections of the RTI Act and Official Memo/Notification issued by Government of India

Form of accessibility of information manual/handbook [Section 4(1)(b)]

No	Particulars	Remarks/Observations
1	Information manual/handbook available in Electronic format/Printed format	Information NOT available
2	Whether information manual/handbook available free of cost or not	
3	Language in which Information Manual/Handbook Available - English//Vernacular/ Local Language	
4	When was the information Manual/Handbook last updated?	
5	Last date of Annual pupation	
6	Receipt & Disposal of RTI applications & appeals	
7	Details of applications received and disposed	
8	Details of appeals received and orders Issued	

Are the details of policies /decisions, which affect public, informed to them [Section 4(1) (c)]

No	Particulars	Remarks/Observations
	Policy decisions/ legislations taken in the previous one year	Information NOT available
	Outline the Public consultation process	
	Outline the arrangement for consultation before formulation of policy	

Replies to questions asked in the parliament and replies given [Section 4(1)(d)(2)]

This Information is NOT available

No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))

No	Particulars	Remarks/Observations
1	No. of employees against whom disciplinary action has been Pending for Minor penalty or major penalty proceedings	Information NOT available
2	No. of employees against whom disciplinary action has been finalized for Minor penalty or major penalty Proceedings	

Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

No such information provided

Programmes to advance understanding of RTI (Section 26)

No	Particulars	Remarks/Observations
1	Educational programmes	Information NOT available
2	Efforts to encourage public authority to participate in these programmes	
3	Training of CPIO/APIO	
4	Update & publish guidelines on RTI by the Public Authorities concerned	

Information related to procurements

No	Particulars	Remarks/Observations
1	Notice/tender enquires, and corrigenda if any thereon	information NOT available
2	Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,	
3	The works contracts concluded – in any such combination of the above	
4	The rate /rates and the total amount at which such procurement or works contract is to be executed	

Discretionary and non-discretionary grants /CAG & PAC Paras

No	Particulars	Remarks/Observations
1	Discretionary and non-discretionary grants/ allocations to State Govt./NGOs/other institutions	information NOT available
2	Annual accounts of all legal entities who are provided grants by public authorities	
3	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament	

BELAGAVI CITY CORPORATION

1. Introduction

The website of the Belagavi City Corporation [www.belguamcity.mrc.gov.in] was accessed on 24th October 2019. The RTI page in the website was analysed against the information disclosure requirements as mandated under Section 4[1][b] of the RTI Act. The following are the observations.

2. General Observations

- The website has a general option for Kannada and English translations. In case of RTI, most of the information under Section 4 (1)(b) is in English except a few details which are in Kannada.
- The name of the district has been changed from Belguam to Belagavi. However throughout the website the old name is retained.
- Neither the website nor the RTI page in the website indicates the date when the RTI disclosure was originally uploaded or when it was updated.
- The name of the Commissioner in the main page of the website is mentioned as shri. Jagadisha KH, whereas in the RTI Manual it is mentioned as Dr. Shashidhar Nadagouda.
- Before analyzing the information available on the website, telephone calls were made to ascertain whether changes, if any, could be taken into account. Mr.U.D.Mahantshetty, Law Officer, who is also one of the Public Information Officers, informed that the website is being maintained by the IT Cell of the Corporation and should be contacted for details. He also assured that he will direct the concerned IT Cell officer to get in touch with me.
- The list of officials/employees are large in number and the correctness of their name, designation and emoluments are not susceptible for verification.
- Apart from Section 4 (1)(b), there are other sections and also orders issued by the Government of India about the information to be uploaded in the website. The same is included in this report.

3. Observations on the disclosure made

The observations on the information provided under each Sub-section of Section 4[1][b] is summarized below.

Particulars of its organisation, functions and duties [Section 4(1) (b) (i)]

No	Particulars	Remarks/Observations
1	Name and address of the Organization	The website mentions only the name of the public authority. Contact details like telephone number, email ID and website is not available. However contact details are available in the main page of the website.
2	Head of the organization	The head of the organisation is mentioned as 'Commissioner'. However the name of the Commissioner is different from the main page of the website to that of the RTI Manual. This indicates that the RTI Manual has not been updated.
3	Vision, Mission and Key objectives	This information is not disclosed either under RTI page or in any other page of the website. However under the heading 'About Us' in the main page of the website the following declaration is found. The meaning is not clear <p style="text-align: center;">Our firm stances</p> <p style="text-align: center;">Our organization's stance, hiring, monitoring and oversight have helped us achieve this. The various departments perform their function: perfectly and the supervisory section does all the work Monitor . Belgaum Municipal Corporation of the organization and the environment in a transparent perspective looks . Our Organizational structure for different tasks, responsibilities and share the opportunity to make and branches , departments Processes various components for staff and individuals</p>
4	Function and duties	The functions and duties of the Commissioner is indicated in detail
5	Organization Chart	Not available either under RTI or in other pages of the website though the heading 'organisation set up' is indicated in the website.

Power and duties of its officers and employees [Section 4(1) (b) (ii)]

No	Particulars	Remarks/Observations
1	Powers and duties of officers (administrative, financial and judicial)	No such classifications made or information disclosed. But the powers and duties of officials under each designation is indicated
2	Power and duties of other employees	No such information disclosed
3	Rules/ orders under which powers and duty are derived and Exercised	No such information disclosed
4	Work allocation	No such information disclosed

Procedure followed in decision making process [Section 4(1)(b)(iii)]

No	Particulars	Remarks/Observations
1	Process of decision making Identify key decision making points	The process of decision making is explained in three paragraphs wherein the steps involved and the officials concerned is indicated
2	Final decision making authority	Indicated as per 3.1. above
3	Related provisions, acts, rules etc.	No reference is made to the provisions of any Act or Rules
4	Time limit for taking decisions, if any	No time limits are indicated
5	Channel of supervision and accountability	Indicated as per 3.1. above

Norms for discharge of functions [Section 4(1) (b)(iv)]

No	Particulars	Remarks/Observations
1	Nature of functions/ services offered	The list of 16 types of services offered is furnished.
2	Norms/ standards for functions/ service delivery	The norms for service delivery are indicated along with the relevant Act/Rules like Sakala.
3	Process by which these services can be accessed	It is indicated that services can be accessed through/as per Citizens Charters
4	Time-limit for achieving the targets	Not indicated
5.	Process of redress of grievances	Not indicated. But available in Citizens Charter

Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]

No	Particulars	Remarks/Observations
1	Title and nature of the record/ manual/instruction.	Indicated
2	List of Rules, regulations, instructions manuals and records.	Indicated
3	Acts/ Rules manuals etc.	Indicated
.4	Transfer policy and transfer orders	Not indicated

Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]

No	Particulars	Remarks/Observations
1	Categories of documents	Indicated
.2	Custodian of documents/categories	NOT Indicated

Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)]

It is mentioned that Citizen Committees have been constituted within the Zonal areas and monthly meetings are held to discuss various problems of the citizens. But the method of constituting the Citizen Committees, the structure, composition, tenure, mode of selection, the present members etc. are not available.

**Boards, Councils, Committees and other Bodies constituted as part of the
Public Authority [Section 4(1)(b)(viii)]**

No	Particulars	Remarks/Observations
1	Name of Boards, Council, Committee etc.	Details of five committees indicated
2	Composition	Indicated
3	Dates from which constituted	Not indicated
4	Term/ Tenure	Not indicated
5	Powers and functions	Indicated [only in Kannada]
6	Whether their meetings are open to the public?	Yes, with permission
7	Whether the minutes of the meetings are open to the public?	Citizens should use RTI route
8	Place where the minutes if open to the public are available?	Citizens should use RTI route

Directory of officers and employees [Section 4(1) (b) (ix)]

No	Particulars	Remarks/Observations
1	Name and designation	Indicated
2	Telephone , fax and email ID	Mobile number and email ID of each of the officers indicated

**Monthly remuneration received by each of its officers and employees,
including the system of compensation as provided in its regulations
[Section 4(1) (b) (x)]**

No	Particulars	Remarks/Observations
1	List of employees with Gross monthly remuneration	Indicated
2	System of compensation as provided in its regulations	Not indicated

**Budget allocated to each of its agency, indicating the particulars of
all plans, proposed expenditures and reports on disbursements
made [Section 4(1) (b) (xi)]**

No	Particulars	Remarks/Observations
1	Total Budget for the public authority	Not indicated
2	Budget for each agency and plan & programmes	Proposed receipts and expenditure for each plan/Program is indicated separately.
3	Proposed expenditures	indicated
4	Revised budget for each agency, if any	Indicated
5	Report on disbursements made and place where the related reports are available	Indicated as available in the Budget Book uploaded in the website.

Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

No	Particulars	Remarks/Observations
1	Name of the programme of activity	Indicated
2	Objective of the programme	Indicated
3	Procedure to avail benefits	Not indicated
4	Duration of the programme/ scheme	Not indicated
5	Physical and financial targets of the programme	Not indicated
6	Nature/ scale of subsidy /amount allotted	Indicated
7	Eligibility criteria for grant of subsidy	Indicated
8	Details of beneficiaries of subsidy programme (number, profile etc)	Not indicated

Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]

No	Particulars	Remarks/Observations
1	Concessions, permits or authorizations granted by public authority	Indicated under various heads
2	For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/permits or authorisations d) Date of award of concessions /permits of authorizations	NOT indicated

Information available in electronic form [Section 4(1)(b)(xiv)]

No	Particulars	Remarks/Observations
1	Details of information available in electronic form	Indicated in detail
2	Name/ title of the document/record/ other information	Indicated in detail
3	Location where available	Indicated in detail

Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]

No	Particulars	Remarks/Observations
1	Name & location of the faculty	Only the URL of the website is indicated
2	Details of information made available	
3	Working hours of the facility	
4	Contact person & contact details (Phone, fax email)	

Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]

No	Particulars	Remarks/Observations
1	Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Indicated
2	Address, telephone numbers and email ID of each designated official.	Indicated

Such other information as may be prescribed under section 4(i) (b)(xvii)

No	Particulars	Remarks/Observations
1	Grievance redressal mechanism	Not Indicated
2	Details of applications received under RTI and information provided	
3	List of completed schemes/ projects/ Programmes	
4	List of schemes/ projects/ programme underway	
5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
6	Annual Report	
7	Frequently Asked Question (FAQs)	
8	Any other information such as a) Citizen's Charter b) Result Framework Document (RFD) c) Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter	

**Information to be disseminated as per other Sections of the RTI Act and
Official Memo/Notification issued by Government of India**

Form of accessibility of information manual/handbook [Section 4(1)(b)]

No	Particulars	Remarks/Observations
1	Information manual/handbook available in Electronic format/Printed format	Information NOT available
2	Whether information manual/handbook available free of cost or not	
3	Language in which Information Manual/Handbook Available - English//Vernacular/ Local Language	
4	When was the information Manual/Handbook last updated?	
5	Last date of Annual pupation	
6	Receipt & Disposal of RTI applications & appeals	
7	Details of applications received and disposed	
8	Details of appeals received and orders Issued	

Are the details of policies /decisions, which affect public, informed to them [Section 4(1) (c)]

No	Particulars	Remarks/Observations
	Policy decisions/ legislations taken in the previous one year	Information NOT available
	Outline the Public consultation process	
	Outline the arrangement for consultation before formulation of policy	

Replies to questions asked in the parliament and replies given [Section 4(1)(d)(2)]

This Information is NOT available

No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))

No	Particulars	Remarks/Observations
1	No. of employees against whom disciplinary action has been Pending for Minor penalty or major penalty proceedings	Information NOT available
2	No. of employees against whom disciplinary action has been finalized for Minor penalty or major penalty Proceedings	

Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

No such information provided

Programmes to advance understanding of RTI (Section 26)

No	Particulars	Remarks/Observations
1	Educational programmes	Information NOT available
2	Efforts to encourage public authority to participate in these programmes	
3	Training of CPIO/APIO	
4	Update & publish guidelines on RTI by the Public Authorities concerned	

Information related to procurements

No	Particulars	Remarks/Observations
1	Notice/tender enquires, and corrigenda if any thereon	information NOT available
2	Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,	
3	The works contracts concluded – in any such combination of the above	
4	The rate /rates and the total amount at which such procurement or works contract is to be executed	

Discretionary and non-discretionary grants /CAG & PAC Paras

No	Particulars	Remarks/Observations
1	Discretionary and non-discretionary grants/ allocations to State Govt./NGOs/other institutions	information NOT available
2	Annual accounts of all legal entities who are provided grants by public authorities	
3	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament	

BELLARY CITY CORPORATION

1. Introduction

The website of the Bellary City Corporation [www.bellarycity.mrc.gov.in] was accessed on 9th November 2019. The RTI page in the website was analysed against the information disclosure requirements as mandated under Section 4[1][b] of the RTI Act. The following are the observations.

2. General Observations

- The website has a general option for Kannada and English translations. In case of RTI, most of the information under Section 4 (1)(b) is available both in Kannada and English
- Neither the website nor the RTI page in the website indicates the date when the RTI disclosure was originally uploaded or when it was updated.
- The name of the Commissioner is mentioned in the main page of the website. However it is NOT mentioned in the RTI Manual
- The list of officials/employees are large in number and the correctness of their name, designation and emoluments are not susceptible for verification.
- Apart from Section 4 (1)(b), there are other sections and also orders issued by the Government of India about the information to be uploaded in the website. The same is included in this report.

3. Observations on the disclosure made

The observations on the information provided under each Sub-section of Section 4[1][b] is summarized below.

3.1. Particulars of its organisation, functions and duties [Section 4(1) (b) (i)]

No	Particulars	Remarks/Observations
1	Name and address of the Organization	The website mentions only the name of the public authority. Contact details like telephone number, email ID and website is mentioned in the main page of the website, but NOT in the RTI Manual
2	Head of the organization	The head of the organisation is mentioned as 'Commissioner'.
3	Vision, Mission and Key objectives	This information is not disclosed either under RTI page or in any other page of the website.
4	Function and duties	The functions and duties of the Commissioner is indicated in detail
5	Organization Chart	Not available either under RTI or in other pages of the website

3.2. Power and duties of its officers and employees [Section 4(1) (b) (ii)]

No	Particulars	Remarks/Observations
1	Powers and duties of officers (administrative, financial and judicial)	No such classifications made or information disclosed. But the powers and duties of officials under each designation is indicated
2	Power and duties of other employees	No such information disclosed
3	Rules/ orders under which powers and duty are derived and Exercised	No such information disclosed
4	Work allocation	No such information disclosed

3.3. Procedure followed in decision making process [Section 4(1)(b)(iii)]

No	Particulars	Remarks/Observations
1	Process of decision making Identify key decision making points	The process of decision making is explained in detail including the process and the final authority
2	Final decision making authority	Indicated
3	Related provisions, acts, rules etc.	No reference is made to the provisions of any Act or Rules
4	Time limit for taking decisions, if any	No time limits are indicated
5	Channel of supervision and accountability	Indicated

3.4. Norms for discharge of functions [Section 4(1) (b)(iv)]

No	Particulars	Remarks/Observations
1	Nature of functions/ services offered	The list of 10 types of services offered is furnished.
2	Norms/ standards for functions/ service delivery	The norms for service delivery are indicated along with the relevant Act/Rules like Sakala.
3	Process by which these services can be accessed	It is indicated that services can be accessed through/as per Citizens Charters
4	Time-limit for achieving the targets	Not indicated
5.	Process of redress of grievances	Not indicated. But available in Citizens Charter

3.5. Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]

No	Particulars	Remarks/Observations
1	Title and nature of the record/ manual/instruction.	Indicated
2	List of Rules, regulations, instructions manuals and records.	Indicated
3	Acts/ Rules manuals etc.	Indicated
.4	Transfer policy and transfer orders	Not indicated

3. 6. Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]

No	Particulars	Remarks/Observations
1	Categories of documents	Indicated
2	Custodian of documents/categories	NOT Indicated

3.7. Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)]

Names of the Four different committees have been mentioned. But no other details are available.

8. Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

No	Particulars	Remarks/Observations
1	Name of Boards, Council, Committee etc.	Details of five Standing committees indicated
2	Composition	Indicated
3	Dates from which constituted	Not indicated
4	Term/ Tenure	Not indicated
5	Powers and functions	Indicated [only in Kannada]
6	Whether their meetings are open to the public?	Yes, with permission
7	Whether the minutes of the meetings are open to the public?	Citizens should use RTI route
8	Place where the minutes if open to the public are available?	Citizens should use RTI route

9. Directory of officers and employees [Section 4(1) (b) (ix)]

No	Particulars	Remarks/Observations
1	Name and designation	URL link is indicated.
2	Telephone , fax and email ID	URL link is indicated

10. Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations [Section 4(1) (b) (x)]

No	Particulars	Remarks/Observations
1	List of employees with Gross monthly remuneration	URL link is indicated. Information is not updated since December 2017
2	System of compensation as provided in its regulations	URL link is indicated

11. Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made [Section 4(1) (b) (xi)]

No	Particulars	Remarks/Observations
1	Total Budget for the public authority	URL link indicated
2	Budget for each agency and plan & programmes	Budget for six years provided
3	Proposed expenditures	Indicated
4	Revised budget for each agency, if any	Indicated
5	Report on disbursements made and place where the related reports are available	Indicated as available in the Budget Book uploaded in the website.

12. Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

No	Particulars	Remarks/Observations
1	Name of the programme of activity	Indicated
2	Objective of the programme	Indicated
3	Procedure to avail benefits	indicated
4	Duration of the programme/ scheme	Not indicated
5	Physical and financial targets of the programme	Not indicated
6	Nature/ scale of subsidy /amount allotted	Indicated
7	Eligibility criteria for grant of subsidy	Indicated
8	Details of beneficiaries of subsidy programme (number, profile etc)	Not indicated

13. Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]

No	Particulars	Remarks/Observations
1	Concessions, permits or authorizations granted by public authority	Indicated under various heads
2	For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/permits or authorisations d) Date of award of concessions /permits of authorizations	NOT indicated

14. Information available in electronic form [Section 4(1)(b)(xiv)]

No	Particulars	Remarks/Observations
1	Details of information available in electronic form	Indicated in detail
2	Name/ title of the document/record/ other information	Indicated in detail
3	Location where available	Indicated in detail

**15. Particulars of facilities available to citizen for obtaining information
[Section 4(1)(b)(xv)]**

No	Particulars	Remarks/Observations
1	Name & location of the faculty	Only the URL of the website is indicated
2	Details of information made available	
3	Working hours of the facility	
4	Contact person & contact details (Phone, fax email)	

**16. Name, designation and other particulars of public information officers
[Section 4(1) (b) (xvi)]**

No	Particulars	Remarks/Observations
1	Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Indicated. But not updated since 2017-18
2	Address, telephone numbers and email ID of each designated official.	Indicated

17. Such other information as may be prescribed under section 4(i) (b)(xvii)

No	Particulars	Remarks/Observations
1	Grievance redressal mechanism	Not Indicated
2	Details of applications received under RTI and information provided	
3	List of completed schemes/ projects/ Programmes	
4	List of schemes/ projects/ programme underway	
5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
6	Annual Report	
7	Frequently Asked Question (FAQs)	
8	Any other information such as a) Citizen's Charter b) Result Framework Document (RFD) c) Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter	

**Information to be disseminated as per other Sections of the RTI Act and
Official Memo/Notification issued by Government of India**

Form of accessibility of information manual/handbook [Section 4(1)(b)]

No	Particulars	Remarks/Observations
1	Information manual/handbook available in Electronic format/Printed format	Information NOT available
2	Whether information manual/handbook available free of cost or not	
3	Language in which Information Manual/Handbook Available - English//Vernacular/ Local Language	
4	When was the information Manual/Handbook last updated?	
5	Last date of Annual pupation	
6	Receipt & Disposal of RTI applications & appeals	
7	Details of applications received and disposed	
8	Details of appeals received and orders Issued	

**Are the details of policies /decisions, which affect public, informed to them
[Section 4(1) (c)]**

No	Particulars	Remarks/Observations
	Policy decisions/ legislations taken in the previous one year	Information NOT available
	Outline the Public consultation process	
	Outline the arrangement for consultation before formulation of policy	

Replies to questions asked in the parliament and replies given [Section 4(1)(d)(2)]

This Information is NOT available

**No. Of employees against whom Disciplinary action has been proposed/ taken
(Section 4(2))**

No	Particulars	Remarks/Observations
1	No. of employees against whom disciplinary action has been Pending for Minor penalty or major penalty proceedings	Information NOT available
2	No. of employees against whom disciplinary action has been finalized for Minor penalty or major penalty Proceedings	

Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

No such information provided

Programmes to advance understanding of RTI (Section 26)

No	Particulars	Remarks/Observations
1	Educational programmes	Information NOT available
2	Efforts to encourage public authority to participate in these programmes	
3	Training of CPIO/APIO	
4	Update & publish guidelines on RTI by the Public Authorities concerned	

Information related to procurements

No	Particulars	Remarks/ Observations
1	Notice/tender enquires, and corrigenda if any thereon	information NOT available
2	Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,	
3	The works contracts concluded – in any such combination of the above	
4	The rate /rates and the total amount at which such procurement or works contract is to be executed	

Discretionary and non-discretionary grants /CAG & PAC Paras

No	Particulars	Remarks/ Observations
1	Discretionary and non-discretionary grants/ allocations to State Govt./NGOs/other institutions	information NOT available
2	Annual accounts of all legal entities who are provided grants by public authorities	
3	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament	

DAVANAGERE CITY CORPORATION

1. Introduction

The website of the Mysuru City Corporation [www.davanagerecity.mrc.gov.in] was accessed on 13th November 2019. The RTI page in the website was analysed against the information disclosure requirements as mandated under Section 4[1][b] of the RTI Act. The following are the observations.

2. General Observations

- The website has a general option for Kannada and English translations. In case of RTI, most of the information under Section 4 (1)(b) is available both in Kannada and English
- The RTI Manual is provided for the past Five year separately.
- Neither the website nor the RTI page in the website indicates the date when the RTI disclosure was originally uploaded or when it was updated.
- Apart from Section 4 (1)(b), there are other sections and also orders issued by the Government of India about the information to be uploaded in the website. The same is included in this report.

3. Observations on the disclosure made

The observations on the information provided under each Sub-section of Section 4[1][b] is summarized below.

Particulars of its organisation, functions and duties [Section 4(1) (b) (i)]

No	Particulars	Remarks/Observations
1	Name and address of the Organization	The RTI Manual indicate the address, telephone number etc. of the Public Authority. But in the main page of the website the name of the public authority is mentioned 'Davanagere Metropolitan Railway Station'. .
2	Head of the organization	There is no mention of the name of the head of the organisation. The Commissioner's photograph is available but not the name.
3	Vision, Mission and Key objectives	This information is not disclosed either under RTI page or in any other page of the website.
4	Function and duties	The functions and duties of the public authority is indicated in detail.
5	Organization Chart	Not available either under RTI Manual or in the main page.

Power and duties of its officers and employees [Section 4(1) (b) (ii)]

No	Particulars	Remarks/Observations
1	Powers and duties of officers	No such classifications made or information

	(administrative, financial and judicial)	disclosed. But the powers and duties of officials under each designation is indicated
2	Power and duties of other employees	No such information disclosed
3	Rules/ orders under which powers and duty are derived and Exercised	No such information disclosed
4	Work allocation	No such information disclosed

Procedure followed in decision making process [Section 4(1)(b)(iii)]

No	Particulars	Remarks/Observations
1	Process of decision making Identify key decision making points	The process of decision making is explained and the steps involved and the officials concerned is also indicated
2	Final decision making authority	Indicated
3	Related provisions, acts, rules etc.	No reference is made to the provisions of any Act or Rules
4	Time limit for taking decisions, if any	No time limits are indicated
5	Channel of supervision and accountability	Indicated

Norms for discharge of functions [Section 4(1) (b)(iv)]

No	Particulars	Remarks/Observations
1	Nature of functions/ services offered	List of 12 Services indicated
2	Norms/ standards for functions/ service delivery	Indicated
3	Process by which these services can be accessed	Details NOT indicated. Reference is made to Sakala or Citizens Charter
4	Time-limit for achieving the targets	Not available
5.	Process of redress of grievances	NOT available

Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]

No	Particulars	Remarks/Observations
1	Title and nature of the record/ manual/instruction.	indicated
2	List of Rules, regulations, instructions manuals and records.	Indicated
3	Acts/ Rules manuals etc.	Indicated
.4	Transfer policy and transfer orders	Not indicated

Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]

No	Particulars	Remarks/Observations
1	Categories of documents	Indicated
.2	Custodian of documents/categories	NOT Indicated

Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)]

Entire Chapter NOT available

Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

No	Particulars	Remarks/Observations
1	Name of Boards, Council, Committee etc.	NOT indicated But list of Standing Committee members indicated for the year 2018-19 only.s
2	Composition	
3	Dates from which constituted	
4	Term/ Tenure	
5	Powers and functions	
6	Whether their meetings are open to the public?	
7	Whether the minutes of the meetings are open to the public?	
8	Place where the minutes if open to the public are available?	

Directory of officers and employees [Section 4(1) (b) (ix)]

No	Particulars	Remarks/Observations
1	Name and designation	Indicated
2	Telephone , fax and email ID	Mobile numbers of the officials indicated. Email/fax details NOT available

Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations [Section 4(1) (b) (x)]

No	Particulars	Remarks/Observations
1	List of employees with Gross monthly remuneration	Indicated
2	System of compensation as provided in its regulations	Not indicated

Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made [Section 4(1) (b) (xi)]

No	Particulars	Remarks/Observations
1	Total Budget for the public authority	NO information available
2	Budget for each agency and plan & programmes	
3	Proposed expenditures	
4	Revised budget for each agency, if any	
5	Report on disbursements made and place where the related reports are available	

Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

No	Particulars	Remarks/Observations
1	Name of the programme of activity	Not indicated
2	Objective of the programme	
3	Procedure to avail benefits	
4	Duration of the programme/ scheme	
5	Physical and financial targets of the programme	
6	Nature/ scale of subsidy /amount allotted	
7	Eligibility criteria for grant of subsidy	
8	Details of beneficiaries of subsidy programme (number, profile etc)	

Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]

No	Particulars	Remarks/Observations
1	Concessions, permits or authorizations granted by public authority	Schemes under which concessions etc. are given is indicated.
2	For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/permits or authorisations d) Date of award of concessions /permits of authorizations	NOT indicated

Information available in electronic form [Section 4(1)(b)(xiv)]

No	Particulars	Remarks/Observations
1	Details of information available in electronic form	INDICATED
2	Name/ title of the document/record/ other information	
3	Location where available	

Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]

No	Particulars	Remarks/Observations
1	Name & location of the faculty	NOT indicated
2	Details of information made available	
3	Working hours of the facility	
4	Contact person & contact details (Phone, fax email)	

Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]

No	Particulars	Remarks/Observations
1	Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate	NOT Indicated But list for the year 2018-19

	Authority	contains the list of PIOs and AAs.
2	Address, telephone numbers and email ID of each designated official.	NOT Indicated

Such other information as may be prescribed under section 4(i) (b)(xvii)

No	Particulars	Remarks/Observations
1	Grievance redressal mechanism	Not Indicated
2	Details of applications received under RTI and information provided	
3	List of completed schemes/ projects/ Programmes	
4	List of schemes/ projects/ programme underway	
5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
6	Annual Report	
7	Frequently Asked Question (FAQs)	
8	Any other information such as a) Citizen's Charter b) Result Framework Document (RFD) c) Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter	

Information to be disseminated as per other Sections of the RTI Act and Official Memo/Notification issued by Government of India

Form of accessibility of information manual/handbook [Section 4(1)(b)]

No	Particulars	Remarks/Observations
1	Information manual/handbook available in Electronic format/Printed format	Information NOT available
2	Whether information manual/handbook available free of cost or not	
3	Language in which Information Manual/Handbook Available - English//Vernacular/ Local Language	
4	When was the information Manual/Handbook last updated?	
5	Last date of Annual pupation	
6	Receipt & Disposal of RTI applications & appeals	
7	Details of applications received and disposed	
8	Details of appeals received and orders Issued	

Are the details of policies /decisions, which affect public, informed to them [Section 4(1) (c)]

No	Particulars	Remarks/Observations
	Policy decisions/ legislations taken in the previous one year	Information NOT available
	Outline the Public consultation process	
	Outline the arrangement for consultation before formulation of policy	

Replies to questions asked in the parliament and replies given [Section 4(1)(d)(2)]

This Information is NOT available

No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))

No	Particulars	Remarks/Observations
1	No. of employees against whom disciplinary action has been Pending for Minor penalty or major penalty proceedings	Information NOT available
2	No. of employees against whom disciplinary action has been finalized for Minor penalty or major penalty Proceedings	

Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

No such information provided

Programmes to advance understanding of RTI (Section 26)

No	Particulars	Remarks/Observations
1	Educational programmes	Information NOT available
2	Efforts to encourage public authority to participate in these programmes	
3	Training of CPIO/APIO	
4	Update & publish guidelines on RTI by the Public Authorities concerned	

Information related to procurements

No	Particulars	Remarks/Observations
1	Notice/tender enquires, and corrigenda if any thereon	information NOT available
2	Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,	
3	The works contracts concluded – in any such combination of the above	
4	The rate /rates and the total amount at which such procurement or works contract is to be executed	

Discretionary and non-discretionary grants /CAG & PAC Paras

No	Particulars	Remarks/Observations
1	Discretionary and non-discretionary grants/ allocations to State Govt./NGOs/other institutions	information NOT available
2	Annual accounts of all legal entities who are provided grants by public authorities	
3	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament	

HUBBALLI-DHARWAD CITY CORPORATION

1. Introduction

The website of the Belagavi City Corporation [[www. http://www.hdmc.mrc.gov.in/](http://www.hdmc.mrc.gov.in/)] was accessed on 9TH November 2019. The RTI page in the website was analysed against the information disclosure requirements as mandated under Section 4[1][b] of the RTI Act. The following are the observations.

2. General Observations

- The website has a general option for Kannada and English translations. In case of RTI, most of the information under Section 4 (1)(b) is in English AND Kannada, except a few details which are in Kannada only.
- Neither the website nor the RTI page in the website indicates the date when the RTI disclosure was originally uploaded or when it was updated.
- The name of the Commissioner is not mentioned in the main page though his photograph and message appears.
- The list of officials/employees are large in number and the correctness of their name, designation and emoluments are not susceptible for verification.
- Apart from Section 4 (1)(b), there are other sections and also orders issued by the Government of India about the information to be uploaded in the website. The same is included in this report.

3. Observations on the disclosure made

The observations on the information provided under each Sub-section of Section 4[1][b] is summarized below.

3.1. Particulars of its organisation, functions and duties [Section 4(1) (b) (i)]

No	Particulars	Remarks/Observations
1	Name and address of the Organization	The website mentions only the name of the public authority. Contact details like telephone number, email ID and website is not available. However contact details are available in the main page of the website.
2	Head of the organization	The head of the organisation is mentioned as 'Commissioner'. The name of the Commissioner is indicated in the RTI manual but not in the main page.
3	Vision, Mission and Key objectives	This information is not disclosed either under RTI page or in any other page of the website. However under the heading 'About Us' in the main page of the website the following declaration is found. The meaning is not clear
4	Function and duties	The functions and duties of the Commissioner is indicated in detail

5	Organization Chart	Not available either under RTI or in other pages of the website though the heading 'organisation set up' is indicated in the website.
---	--------------------	---------------------------------------------------------------------------------------------------------------------------------------

3.2. Power and duties of its officers and employees [Section 4(1) (b) (ii)]

No	Particulars	Remarks/Observations
1	Powers and duties of officers (administrative, financial and judicial)	No such classifications made or information disclosed. But the powers and duties of officials under each designation is indicated
2	Power and duties of other employees	No such information disclosed
3	Rules/ orders under which powers and duty are derived and Exercised	No such information disclosed
4	Work allocation	No such information disclosed

3.3. Procedure followed in decision making process [Section 4(1)(b)(iii)]

No	Particulars	Remarks/Observations
1	Process of decision making Identify key decision making points	The process of decision making is explained in detail and the steps involved and the officials concerned is indicated
2	Final decision making authority	Indicated
3	Related provisions, acts, rules etc.	No reference is made to the provisions of any Act or Rules
4	Time limit for taking decisions, if any	No time limits are indicated
5	Channel of supervision and accountability	Indicated

3.4. Norms for discharge of functions [Section 4(1) (b)(iv)]

No	Particulars	Remarks/Observations
1	Nature of functions/ services offered	The list of 17 types of services offered is furnished.
2	Norms/ standards for functions/ service delivery	The norms for service delivery are indicated along with the relevant Act/Rules like Sakala.
3	Process by which these services can be accessed	It is indicated that services can be accessed through/as per Citizens Charters
4	Time-limit for achieving the targets	Not indicated
5.	Process of redress of grievances	Not indicated. But available in Citizens Charter

3.5. Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]

No	Particulars	Remarks/Observations
1	Title and nature of the record/ manual/instruction.	Indicated
2	List of Rules, regulations, instructions manuals and records.	Indicated
3	Acts/ Rules manuals etc.	Indicated
.4	Transfer policy and transfer orders	Not indicated

3. 6. Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]

No	Particulars	Remarks/Observations
1	Categories of documents	Indicated
2	Custodian of documents/categories	NOT Indicated

3.7. Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)]

It is mentioned that Citizen Committees have been constituted within the Zonal areas and monthly meetings are held to discuss various problems of the citizens. But the method of constituting the Citizen Committees, the structure, composition, tenure, mode of selection, the present members etc. are not available.

8. Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

No	Particulars	Remarks/Observations
1	Name of Boards, Council, Committee etc.	Details of standing committees indicated
2	Composition	Indicated
3	Dates from which constituted	Not indicated
4	Term/ Tenure	Not indicated
5	Powers and functions	Indicated [only in Kannada]
6	Whether their meetings are open to the public?	Yes, with permission
7	Whether the minutes of the meetings are open to the public?	Citizens should use RTI route
8	Place where the minutes if open to the public are available?	Citizens should use RTI route

9. Directory of officers and employees [Section 4(1) (b) (ix)]

No	Particulars	Remarks/Observations
1	Name and designation	Indicated
2	Telephone , fax and email ID	Telephone number of each of the officers indicated

10. Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations [Section 4(1) (b) (x)]

No	Particulars	Remarks/Observations
1	List of employees with Gross monthly remuneration	Indicated
2	System of compensation as provided in its regulations	Not indicated

11. Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made [Section 4(1) (b) (xi)]

No	Particulars	Remarks/Observations
1	Total Budget for the public authority	Not indicated
2	Budget for each agency and plan & programmes	Proposed receipts and expenditure for each plan/Program is indicated separately.
3	Proposed expenditures	indicated
4	Revised budget for each agency, if any	Indicated
5	Report on disbursements made and place where the related reports are available	Indicated as available in the Budget Book uploaded in the website.

12. Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

No	Particulars	Remarks/Observations
1	Name of the programme of activity	Indicated
2	Objective of the programme	Indicated
3	Procedure to avail benefits	Not indicated
4	Duration of the programme/ scheme	Not indicated
5	Physical and financial targets of the programme	Not indicated
6	Nature/ scale of subsidy /amount allotted	Indicated
7	Eligibility criteria for grant of subsidy	Indicated
8	Details of beneficiaries of subsidy programme (number, profile etc)	Not indicated

13. Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]

No	Particulars	Remarks/Observations
1	Concessions, permits or authorizations granted by public authority	Indicated under various heads
2	For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/permits or authorisations d) Date of award of concessions /permits of authorizations	NOT indicated

14. Information available in electronic form [Section 4(1)(b)(xiv)]

No	Particulars	Remarks/Observations
1	Details of information available in electronic form	Indicated in detail
2	Name/ title of the document/record/ other information	Indicated in detail
3	Location where available	Indicated in detail

15. Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]

No	Particulars	Remarks/Observations
1	Name & location of the faculty	

2	Details of information made available	indicated
3	Working hours of the facility	
4	Contact person & contact details (Phone, fax email)	

16. Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]

No	Particulars	Remarks/Observations
1	Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Indicated
2	Address, telephone numbers and email ID of each designated official.	Indicated

17. Such other information as may be prescribed under section 4(i) (b)(xvii)

No	Particulars	Remarks/Observations
1	Grievance redressal mechanism	Not Indicated
2	Details of applications received under RTI and information provided	
3	List of completed schemes/ projects/ Programmes	
4	List of schemes/ projects/ programme underway	
5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
6	Annual Report	
7	Frequently Asked Question (FAQs)	
8	Any other information such as a) Citizen's Charter b) Result Framework Document (RFD) c) Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter	

Information to be disseminated as per other Sections of the RTI Act and Official Memo/Notification issued by Government of India

Form of accessibility of information manual/handbook [Section 4(1)(b)]

No	Particulars	Remarks/Observations
1	Information manual/handbook available in Electronic format/Printed format	Information NOT available
2	Whether information manual/handbook available free of cost or not	
3	Language in which Information Manual/Handbook Available - English//Vernacular/ Local Language	
4	When was the information Manual/Handbook last updated?	
5	Last date of Annual pupation	
6	Receipt & Disposal of RTI applications & appeals	
7	Details of applications received and disposed	
8	Details of appeals received and orders Issued	

Are the details of policies /decisions, which affect public, informed to them [Section 4(1) (c)]

No	Particulars	Remarks/Observations
	Policy decisions/ legislations taken in the previous one year	Information NOT
	Outline the Public consultation process	

	Outline the arrangement for consultation before formulation of policy	available
--	-----------------------------------------------------------------------	------------------

Replies to questions asked in the parliament and replies given [Section 4(1)(d)(2)]

This Information is NOT available

No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))

No	Particulars	Remarks/Observations
1	No. of employees against whom disciplinary action has been Pending for Minor penalty or major penalty proceedings	Information NOT available
2	No. of employees against whom disciplinary action has been finalized for Minor penalty or major penalty Proceedings	

Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

No such information provided

Programmes to advance understanding of RTI (Section 26)

No	Particulars	Remarks/Observations
1	Educational programmes	Information NOT available
2	Efforts to encourage public authority to participate in these programmes	
3	Training of CPIO/APIO	
4	Update & publish guidelines on RTI by the Public Authorities concerned	

Information related to procurements

No	Particulars	Remarks/Observations
1	Notice/tender enquires, and corrigenda if any thereon	information NOT available
2	Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,	
3	The works contracts concluded – in any such combination of the above	
4	The rate /rates and the total amount at which such procurement or works contract is to be executed	

Discretionary and non-discretionary grants /CAG & PAC Paras

No	Particulars	Remarks/Observations
1	Discretionary and non-discretionary grants/ allocations to State Govt./NGOs/other institutions	information NOT available
2	Annual accounts of all legal entities who are provided grants by public authorities	
3	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament	

KALABURGI CITY CORPORATION

The website of the Belagavi City Corporation [www.gulbargacity.mrc.gov.in] was accessed on 9th November 2019. The RTI page in the website was analysed against the information disclosure requirements as mandated under Section 4[1][b] of the RTI Act. The following are the observations.

The website has a general option for Kannada and English translations. In case of RTI, most of the information under Section 4 (1)(b) is in Kannada.

Neither the website nor the RTI page in the website indicates the date when the RTI disclosure was originally uploaded or when it was updated.

The RTI Manual as required under Section 4[1][b] has not been prepared by the Corporation and except the list of PIO and the functions of a few officials none of the other information is available.

MANGALURU CITY CORPORATION

1. Introduction

The website of the Mangaluru City Corporation [www.mangalorecity.mrc.gov.in] was accessed on 4th November 2019. The RTI page in the website was analysed against the information disclosure requirements as mandated under Section 4[1][b] of the RTI Act. The following are the observations.

2. General Observations

- The website has a general option for Kannada and English translations. In case of RTI, the information under Section 4 (1)(b) is in Kannada only.
- The name of the district has been changed from Mangalore to Mangaluru. However throughout the website the old name is retained.
- Neither the website nor the RTI page in the website indicates the date when the RTI disclosure was originally uploaded or when it was updated.
- The name of the Commissioner of the Corporation in the main page of the website is mentioned as Shri. Ajith Kumar Hegde Shanady whereas in the RTI Manual it is mentioned as Shri/ Mohammad Nazir. This indicates that the website is not updated for long.
- The whole RTI Manual required to be maintained as per Section 4 [1][b] is just FOUR pages and does not contain any specific information.

3. Observations on the disclosure made

The observations on the information provided under each Sub-section of Section 4[1][b] is summarized below.

Particulars of its organisation, functions and duties [Section 4(1) (b) (i)]

Particulars	Remarks/Observations
Name and address of the Organization	The website mentions only the name of the public authority. Contact details like telephone number, email ID and website is not available. However contact details are available in the main page of the website.
Head of the organization	The head of the organisation is mentioned as 'Commissioner'. However the name of the Commissioner is different from the main page of the website to that of the RTI Manual.
Vision, Mission and Key objectives	Not available
Function and duties	The functions and duties of the Commissioner are

	indicated
Organization Chart	Not available either under RTI or in other pages of the website

Power and duties of its officers and employees [Section 4(1) (b) (ii)]	NOT indicated
Procedure followed in decision making process [Section 4(1)(b)(iii)]	The process of decision making is explained in three paragraphs
Norms for discharge of functions [Section 4(1) (b)(iv)]	NOT indicated
Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	Only nomenclature of 9 types of registers indicated
Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	Only nomenclature of 8 types of registers indicated
Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)]	It is mentioned that the elected members are citizen representatives and Citizens and NGOs are involved whenever required
Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	Mention of Standing Committees is made, Other details NOT available
Directory of officers and employees [Section 4(1) (b) (ix)]	NOT AVAILABLE
Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations [Section 4(1) (b) (x)]	NOT AVAILABLE
Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made [Section 4(1) (b) (xi)]	NOT AVAILABLE
Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	NOT AVAILABLE
Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	NOT AVAILABLE
Information available in electronic form [Section 4(1)(b)(xiv)]	NOT AVAILABLE
Particulars of facilities available to citizen for obtaining information [Section 4{1)(b)(xv)]	Helpline number is indicated

Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	NOT AVAILABLE A general statement that Manager of the respective departments are the PIOs is indicated. The details like name, phone number, email ID etc is NOT indicated.
Such other information as may be prescribed under section 4(i) (b)(xvii)	NOT AVAILABLE
Form of accessibility of information manual/handbook [Section 4(1)(b)]	NOT AVAILABLE
Are the details of policies /decisions, which affect public, informed to them [Section 4(1) (c)]	NOT AVAILABLE
Replies to questions asked in the parliament and replies given [Section 4(1)(d)(2)]	NOT AVAILABLE
No. Of employees against whom Disciplinary action has been proposed/ taken Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	NOT AVAILABLE
Programmes to advance understanding of RTI (Section 26)	NOT AVAILABLE
Information related to procurements	NOT AVAILABLE
Discretionary and non-discretionary grants /CAG & PAC Paras	NOT AVAILABLE

MYSURU CITY CORPORATION

1. Introduction

The website of the Mysuru City Corporation [www.mysorecity.mrc.gov.in] was accessed on 13th November 2019. The RTI page in the website was analysed against the information disclosure requirements as mandated under Section 4[1][b] of the RTI Act. The following are the observations.

2. General Observations

- The website has a general option for Kannada and English translations. In case of RTI, most of the information under Section 4 (1)(b) is in Kannada, thereby making the language option irrelevant.
- The name of the district has been changed from Mysore to Mysuru. However throughout the website the old name is retained. This shows that the website is not updated.
- Neither the website nor the RTI page in the website indicates the date when the RTI disclosure was originally uploaded or when it was updated.
- The name of the Mayor and the Commissioner is not mentioned in the main page. However, under the heading 'Commissioner's Message', the name of the Commissioner is mentioned as Shilpa Nag. Whereas in the RTI Manual, the name of the Commissioner is indicated as Jagadeesha G.
- Apart from Section 4 (1)(b), there are other sections and also orders issued by the Government of India about the information to be uploaded in the website. The same is included in this report.

3. Observations on the disclosure made

The observations on the information provided under each Sub-section of Section 4[1][b] is summarized below.

Particulars of its organisation, functions and duties [Section 4(1) (b) (i)]

No	Particulars	Remarks/Observations
1	Name and address of the Organization	The RTI Manual does not indicate the address, telephone number etc. of the Public Authority though it is indicated in the main page of the website.
2	Head of the organization	The head of the organisation is mentioned as 'Commissioner'. However the name of the Commissioner is not indicated. Under this head the name/address of all the elected representatives is mentioned which is not required.
3	Vision, Mission and Key	This information is not disclosed either under RTI page or

	objectives	in any other page of the website.
4	Function and duties	The functions and duties of the public authority is not indicated in detail. Only a few functions are listed.
5	Organization Chart	Not available either under RTI Manual. However the chart is available in the main page of the website .

Power and duties of its officers and employees [Section 4(1) (b) (ii)]

No	Particulars	Remarks/Observations
1	Powers and duties of officers (administrative, financial and judicial)	No such classifications made or information disclosed. But the powers and duties of officials under each designation is indicated
2	Power and duties of other employees	No such information disclosed
3	Rules/ orders under which powers and duty are derived and Exercised	No such information disclosed
4	Work allocation	No such information disclosed

Procedure followed in decision making process [Section 4(1)(b)(iii)]

No	Particulars	Remarks/Observations
1	Process of decision making Identify key decision making points	The process of decision making is explained in three paragraphs wherein the steps involved and the officials concerned is indicated
2	Final decision making authority	Indicated
3	Related provisions, acts, rules etc.	No reference is made to the provisions of any Act or Rules
4	Time limit for taking decisions, if any	No time limits are indicated
5	Channel of supervision and accountability	Indicated

Norms for discharge of functions [Section 4(1) (b)(iv)]

No	Particulars	Remarks/Observations
1	Nature of functions/ services offered	Information NOT available
2	Norms/ standards for functions/ service delivery	
3	Process by which these services can be accessed	
4	Time-limit for achieving the targets	
5.	Process of redress of grievances	

Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]

No	Particulars	Remarks/Observations
1	Title and nature of the record/ manual/instruction.	indicated
2	List of Rules, regulations, instructions manuals and records.	Indicated
3	Acts/ Rules manuals etc.	Indicated
.4	Transfer policy and transfer orders	Not indicated

Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]

No	Particulars	Remarks/Observations
1	Categories of documents	Indicated
.2	Custodian of documents/categories	NOT Indicated

Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)]

A general statement that that citizens and NGOs will be consulted wherever necessary is indicated

Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

No	Particulars	Remarks/Observations
1	Name of Boards, Council, Committee etc.	NOT indicated
2	Composition	
3	Dates from which constituted	
4	Term/ Tenure	
5	Powers and functions	
6	Whether their meetings are open to the public?	
7	Whether the minutes of the meetings are open to the public?	
8	Place where the minutes if open to the public are available?	

Directory of officers and employees [Section 4(1) (b) (ix)]

No	Particulars	Remarks/Observations
1	Name and designation	Indicated
2	Telephone , fax and email ID	Only the general telephone number of the public authority indicated. Individual phone numbers are NOT available.

Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations [Section 4(1) (b) (x)]

No	Particulars	Remarks/Observations
1	List of employees with Gross monthly remuneration	Indicated
2	System of compensation as provided in its regulations	Not indicated

Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made [Section 4(1) (b) (xi)]

No	Particulars	Remarks/Observations
1	Total Budget for the public authority	

2	Budget for each agency and plan & programmes	NO information available
3	Proposed expenditures	
4	Revised budget for each agency, if any	
5	Report on disbursements made and place where the related reports are available	

Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

No	Particulars	Remarks/Observations
1	Name of the programme of activity	Not indicated
2	Objective of the programme	
3	Procedure to avail benefits	
4	Duration of the programme/ scheme	
5	Physical and financial targets of the programme	
6	Nature/ scale of subsidy /amount allotted	
7	Eligibility criteria for grant of subsidy	
8	Details of beneficiaries of subsidy programme (number, profile etc)	

Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]

No	Particulars	Remarks/Observations
1	Concessions, permits or authorizations granted by public authority	NOT indicated
2	For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/permits or authorisations d) Date of award of concessions /permits of authorizations	

Information available in electronic form [Section 4(1)(b)(xiv)]

No	Particulars	Remarks/Observations
1	Details of information available in electronic form	NOT indicated
2	Name/ title of the document/record/ other information	
3	Location where available	

Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]

No	Particulars	Remarks/Observations
1	Name & location of the faculty	NOT indicated
2	Details of information made available	
3	Working hours of the facility	
4	Contact person & contact details (Phone, fax email)	

Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]

No	Particulars	Remarks/Observations
1	Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Indicated
2	Address, telephone numbers and email ID of each designated official.	Indicated

Such other information as may be prescribed under section 4(i) (b)(xvii)

No	Particulars	Remarks/Observations
1	Grievance redressal mechanism	Not Indicated
2	Details of applications received under RTI and information provided	
3	List of completed schemes/ projects/ Programmes	
4	List of schemes/ projects/ programme underway	
5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
6	Annual Report	
7	Frequently Asked Question (FAQs)	
8	Any other information such as a) Citizen's Charter b) Result Framework Document (RFD) c) Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter	

Information to be disseminated as per other Sections of the RTI Act and Official Memo/Notification issued by Government of India

Form of accessibility of information manual/handbook [Section 4(1)(b)]

No	Particulars	Remarks/Observations
1	Information manual/handbook available in Electronic format/Printed format	Information NOT available
2	Whether information manual/handbook available free of cost or not	
3	Language in which Information Manual/Handbook Available - English//Vernacular/ Local Language	
4	When was the information Manual/Handbook last updated?	
5	Last date of Annual pupation	
6	Receipt & Disposal of RTI applications & appeals	
7	Details of applications received and disposed	
8	Details of appeals received and orders Issued	

Are the details of policies /decisions, which affect public, informed to them [Section 4(1) (c)]

No	Particulars	Remarks/Observations
	Policy decisions/ legislations taken in the previous one year	Information NOT available
	Outline the Public consultation process	
	Outline the arrangement for consultation before formulation of policy	

Replies to questions asked in the parliament and replies given [Section 4(1)(d)(2)]

This Information is NOT available

No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))

No	Particulars	Remarks/Observations
1	No. of employees against whom disciplinary action has been Pending for Minor penalty or major penalty proceedings	Information NOT available
2	No. of employees against whom disciplinary action has been finalized for Minor penalty or major penalty Proceedings	

Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

No such information provided

Programmes to advance understanding of RTI (Section 26)

No	Particulars	Remarks/Observations
1	Educational programmes	Information NOT available
2	Efforts to encourage public authority to participate in these programmes	
3	Training of CPIO/APIO	
4	Update & publish guidelines on RTI by the Public Authorities concerned	

Information related to procurements

No	Particulars	Remarks/Observations
1	Notice/tender enquires, and corrigenda if any thereon	information NOT available
2	Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,	
3	The works contracts concluded – in any such combination of the above	
4	The rate /rates and the total amount at which such procurement or works contract is to be executed	

Discretionary and non-discretionary grants /CAG & PAC Paras

No	Particulars	Remarks/Observations
1	Discretionary and non-discretionary grants/ allocations to State Govt./NGOs/other institutions	information NOT available
2	Annual accounts of all legal entities who are provided grants by public authorities	
3	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament	

SHIVAMOGGA CITY CORPORATION

Introduction

The website of the Belagavi City Corporation [www.shimogacity.mrc.gov.in] was accessed on 12th November 2019. The RTI page in the website was analysed against the information disclosure requirements as mandated under Section 4[1][b] of the RTI Act. The following are the observations.

General Observations

- The website has a general option for Kannada and English translations. In case of RTI, most of the information under Section 4 (1)(b) is in English except a few details which are in Kannada.
- Neither the website nor the RTI page in the website indicates the date when the RTI disclosure was originally uploaded or when it was updated.
- The name of the Commissioner is not mentioned in the RTI Manual.
- The list of officials/employees are large in number and the correctness of their name, designation and emoluments are not susceptible for verification.
- Apart from Section 4 (1)(b), there are other sections and also orders issued by the Government of India about the information to be uploaded in the website. The same is included in this report.

Observations on the disclosure made

The observations on the information provided under each Sub-section of Section 4[1][b] is summarized below.

Particulars of its organisation, functions and duties [Section 4(1) (b) (i)]

No	Particulars	Remarks/Observations
1	Name and address of the Organization	The website mentions only the name of the public authority. Contact details like telephone number, email ID and website is not available. However contact details are available in the main page of the website.
2	Head of the organization	The head of the organisation is mentioned as 'Mayor', though a picture of the Mayor is available on the website, her name is not mentioned.
3	Vision, Mission and Key objectives	This information is not disclosed either under RTI page or in any other page of the website.
4	Function and duties	The functions and duties of the Commissioner and other 65 officials is indicated in detail The name of the Commissioner is indicated as Charulata Somal, I.A.S in the RTI manual. But in the main page of

		the website, a different photograph is uploaded. The name of the Commissioner is NOT known.
5	Organization Chart	Not available in the RTI Manual. However the main page of the website contains the organisation chart under the heading 'organisation set up'.

Power and duties of its officers and employees [Section 4(1) (b) (ii)]

No	Particulars	Remarks/Observations
1	Powers and duties of officers (administrative, financial and judicial)	The powers and duties of important officials are indicated
2	Power and duties of other employees	Indicated
3	Rules/ orders under which powers and duty are derived and Exercised	No such information disclosed
4	Work allocation	No such information disclosed

Procedure followed in decision making process [Section 4(1)(b)(iii)]

No	Particulars	Remarks/Observations
1	Process of decision making Identifying key decision making points	The process of decision making is explained for a few important issues.
2	Final decision making authority	Indicated
3	Related provisions, acts, rules etc.	No reference is made to the provisions of any Act or Rules
4	Time limit for taking decisions, if any	No time limits are indicated
5	Channel of supervision and accountability	Indicated

Norms for discharge of functions [Section 4(1) (b)(iv)]

No	Particulars	Remarks/Observations
1	Nature of functions/ services offered	The list of 10 types of services offered is furnished.
2	Norms/ standards for functions/ service delivery	The norms for service delivery are indicated along with the relevant Act/Rules like Sakala.
3	Process by which these services can be accessed	It is indicated that services can be accessed through/as per Citizens Charters
4	Time-limit for achieving the targets	Not indicated
5.	Process of redress of grievances	Not indicated.

Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]

No	Particulars	Remarks/Observations
1	Title and nature of the record/ manual/instruction.	Indicated
2	List of Rules, regulations, instructions manuals and records.	Indicated
3	Acts/ Rules manuals etc.	Indicated
.4	Transfer policy and transfer orders	Not indicated

Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]

No	Particulars	Remarks/Observations
1	Categories of documents	Six types of documents that are held are Indicated
2	Custodian of documents/categories	NOT Indicated

Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)]

There is no mention about the above arrangement. It appears that the public authority has not understood the above provision. It has merely indicated the officials concerned with delivery of certain services.

Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

No	Particulars	Remarks/Observations
1	Name of Boards, Council, Committee etc.	Details of Standing Committees indicated
2	Composition	Indicated
3	Dates from which constituted	Not indicated
4	Term/ Tenure	Not indicated
5	Powers and functions	Indicated [only in Kannada]
6	Whether their meetings are open to the public?	Not indicated
7	Whether the minutes of the meetings are open to the public?	Not indicated
8	Place where the minutes if open to the public are available?	Not indicated

Directory of officers and employees [Section 4(1) (b) (ix)]

No	Particulars	Remarks/Observations
1	Name and designation	Indicated
2	Telephone , fax and email ID	Telephone number of each of the officers indicated . Telephone number of the Commissioner is NOT indicated

Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations [Section 4(1) (b) (x)]

No	Particulars	Remarks/Observations
1	List of employees with Gross monthly remuneration	Indicated The remuneration of the Commissioner is NOT indicated
2	System of compensation as provided in its regulations	Not indicated

Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made [Section 4(1) (b) (xi)]

No	Particulars	Remarks/Observations
1	Total Budget for the public authority	Not indicated
2	Budget for each agency and plan & programmes	Proposed receipts and expenditure for the public authority is indicated
3	Proposed expenditures	indicated
4	Revised budget for each agency, if any	NOT indicated
5	Report on disbursements made and place where the related reports are available	NOT indicated.

Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

No	Particulars	Remarks/Observations
1	Name of the programme of activity	Name of the program NOT Indicated
2	Objective of the programme	Indicated
3	Procedure to avail benefits	Not indicated
4	Duration of the programme/ scheme	Not indicated
5	Physical and financial targets of the programme	Not indicated
6	Nature/ scale of subsidy /amount allotted	Indicated
7	Eligibility criteria for grant of subsidy	NOT indicated
8	Details of beneficiaries of subsidy programme (number, profile etc)	Names of the beneficiary for the year 2015 is indicated

Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]

No	Particulars	Remarks/Observations
1	Concessions, permits or authorizations granted by public authority	Only the Vajypayee Housing Scheme is indicated
2	For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/permits or authorisations d) Date of award of concessions /permits of authorizations	NOT indicated

Information available in electronic form [Section 4(1)(b)(xiv)]

No	Particulars	Remarks/Observations
1	Details of information available in electronic form	Indicated in detail
2	Name/ title of the document/record/ other information	Indicated in detail
3	Location where available	Indicated in detail

**Particulars of facilities available to citizen for obtaining information
[Section 4(1)(b)(xv)]**

No	Particulars	Remarks/Observations
1	Name & location of the faculty	Only the URL of the website is indicated
2	Details of information made available	
3	Working hours of the facility	
4	Contact person & contact details (Phone, fax email)	

**Name, designation and other particulars of public information officers
[Section 4(1) (b) (xvi)]**

No	Particulars	Remarks/Observations
1	Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Indicated
2	Address, telephone numbers and email ID of each designated official.	Indicated

Such other information as may be prescribed under section 4(i) (b)(xvii)

No	Particulars	Remarks/Observations
1	Grievance redressal mechanism	Not Indicated
2	Details of applications received under RTI and information provided	
3	List of completed schemes/ projects/ Programmes	
4	List of schemes/ projects/ programme underway	
5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
6	Annual Report	
7	Frequently Asked Question (FAQs)	
8	Any other information such as a) Citizen's Charter b) Result Framework Document (RFD) c) Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter	

**Information to be disseminated as per other Sections of the RTI Act and
Official Memo/Notification issued by Government of India**

Form of accessibility of information manual/handbook [Section 4(1)(b)]

No	Particulars	Remarks/Observations
1	Information manual/handbook available in Electronic format/Printed format	Information NOT available
2	Whether information manual/handbook available free of cost or not	
3	Language in which Information Manual/Handbook Available - English//Vernacular/ Local Language	
4	When was the information Manual/Handbook last updated?	
5	Last date of Annual pupation	
6	Receipt & Disposal of RTI applications & appeals	
7	Details of applications received and disposed	
8	Details of appeals received and orders Issued	

**Are the details of policies /decisions, which affect public, informed to them
[Section 4(1) (c)]**

No	Particulars	Remarks/Observations
	Policy decisions/ legislations taken in the previous one year	Information NOT available
	Outline the Public consultation process	
	Outline the arrangement for consultation before formulation of policy	

Replies to questions asked in the parliament and replies given [Section 4(1)(d)(2)]

This Information is NOT available

**No. Of employees against whom Disciplinary action has been proposed/ taken
(Section 4(2))**

No	Particulars	Remarks/Observations
1	No. of employees against whom disciplinary action has been Pending for Minor penalty or major penalty proceedings	Information NOT available
2	No. of employees against whom disciplinary action has been finalized for Minor penalty or major penalty Proceedings	

Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

No such information provided

Programmes to advance understanding of RTI (Section 26)

No	Particulars	Remarks/Observations
1	Educational programmes	Information NOT available
2	Efforts to encourage public authority to participate in these programmes	
3	Training of CPIO/APIO	
4	Update & publish guidelines on RTI by the Public Authorities concerned	

Information related to procurements

No	Particulars	Remarks/Observations
1	Notice/tender enquires, and corrigenda if any thereon	information NOT available
2	Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,	
3	The works contracts concluded – in any such combination of the above	
4	The rate /rates and the total amount at which such procurement or works contract is to be executed	

Discretionary and non-discretionary grants /CAG & PAC Paras

No	Particulars	Remarks/ Observations
1	Discretionary and non-discretionary grants/ allocations to State Govt./NGOs/other institutions	information NOT available
2	Annual accounts of all legal entities who are provided grants by public authorities	
3	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament	

TUMAKURU CITY CORPORATION

1. Introduction

The website of the Tumakuru City Corporation [*www.tumkurcity.mrc.gov.in*] was accessed on 17th October 2019. The RTI page in the website was analysed against the information disclosure requirements as mandated under Section 4[1][b] of the RTI Act. The following are the observations.

2. General Observations

- The website has a general option for Kannada and English translations. However, in case of RTI, the pro-active disclosure/details is in Kannada. Only the headings of the relevant RTI sections are in English.
- Neither the website nor the RTI page in the website indicates the date when the RTI disclosure was originally uploaded or when it was updated.
- Before analyzing the information available on the website, several efforts was made to contact the PIO over phone [Number given in the website] to ascertain the correctness of the data. None of the officials answered the phone call. I had to take the assistance of one journalist friend of mine for this purpose. It was understood that the PIO list given in the website is outdated and many changes have taken place. The concerned official promised that the changed list is under preparation and will be uploaded by 20th October 2019. However the website remains the same today [25th October 2019] while writing this report.
- It is doubtful whether the list of employees and their designation, salary etc. is correct.
- Apart from Section 4 (1)(b), there are other sections and also orders issued by the Government of India about the information to be uploaded in the website. The same is included in this report.

3. Observations on the disclosure made

The observations on the information provided under each Sub-section of Section 4[1][b] is summarized below.

3.1. Particulars of its organisation, functions and duties [Section 4(1) (b) (i)]

No	Particulars	Remarks/Observations
1	Name and address of the Organization	The website mentions only the name of the public authority. Contact details like telephone number, email ID and website is not available
2	Head of the organization	The head of the organisation is mentioned as 'Commissioner'. Enquiries were made over phone and was informed that the post is vacant

3	Vision, Mission and Key objectives	This information is not disclosed either under RTI page or in any other page of the website
4	Function and duties	The functions and duties of the Commissioner is indicated in detail. However in case of other officials, the names of the officials and the departments only are indicated. A general statement that the functions and duties are as per Karnataka Town and Municipalities Act is indicated.
5	Organization Chart	Not available either under RTI or in other pages of the website though the heading 'organisation set up' is indicated in the website.

3.2. Power and duties of its officers and employees [Section 4(1) (b) (ii)]

No	Particulars	Remarks/Observations
1	Powers and duties of officers (administrative, financial and judicial)	No such classifications made or information disclosed
2	Power and duties of other employees	No such information disclosed
3	Rules/ orders under which powers and duty are derived and Exercised	No such information disclosed
4	Work allocation	No such information disclosed

3.3. Procedure followed in decision making process [Section 4(1)(b)(iii)]

No	Particulars	Remarks/Observations
1	Process of decision making Identify key decision making points	The process of decision making is explained in three paragraphs wherein the steps involved and the officials concerned is indicated
2	Final decision making authority	Indicated as per 3.1. above
3	Related provisions, acts, rules etc.	No reference is made to the provisions of any Act or Rules
4	Time limit for taking decisions, if any	No time limits are indicated
5	Channel of supervision and accountability	Indicated as per 3.1. above

3.4. Norms for discharge of functions [Section 4(1) (b)(iv)]

No	Particulars	Remarks/Observations
1	Nature of functions/ services offered	Not indicated
2	Norms/ standards for functions/ service delivery	The norms for service delivery is said to be 'as per neither Citizens 'Charters' However a copy of the Charter is not be found under this head. However a copy of the Charter indicating the services offered, time limits and the concerned official to be contacted is available in the main page under 'Citizens Charter'
3	Process by which these services can be accessed	Not indicated under RTI but shown separately under 'Citizens Charter' page
4	Time-limit for achieving the targets	- Do -
5.	Process of redress of grievances	- Do -

3.5. Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]

No	Particulars	Remarks/Observations
1	Title and nature of the record/ manual/instruction.	Indicated
2	List of Rules, regulations, instructions manuals and records.	Indicated
3	Acts/ Rules manuals etc.	Indicated
4	Transfer policy and transfer orders	Not indicated

3.6. Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]

No	Particulars	Remarks/Observations
1	Categories of documents	Indicated
2	Custodian of documents/categories	Indicated

3.7. Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)]

Details not indicated. A general statement that the public and NGOs will be involved wherever required is mentioned.

8. Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

No	Particulars	Remarks/Observations
1	Name of Boards, Council, Committee etc.	A mention about Standing Committee is made. Details not available in RTI but names of members with photographs is available elsewhere in the website
2	Composition	Not indicated
3	Dates from which constituted	Not indicated
4	Term/ Tenure	Not indicated
5	Powers and functions	Not indicated
6	Whether their meetings are open to the public?	Not indicated
7	Whether the minutes of the meetings are open to the public?	Citizens should use RTI route
8	Place where the minutes if open to the public are available?	Citizens should use RTI route

9. Directory of officers and employees [Section 4(1) (b) (ix)]

No	Particulars	Remarks/Observations
1	Name and designation	Indicated
2	Telephone , fax and email ID	Only the general telephone number of the Public Authority provided. Fax and email ID not provided

10. Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations [Section 4(1) (b) (x)]

No	Particulars	Remarks/Observations
1	List of employees with Gross monthly remuneration	Indicated
2	System of compensation as provided in its regulations	Not indicated

11. Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made [Section 4(1) (b) (xi)]

No	Particulars	Remarks/Observations
1	Total Budget for the public authority	Not indicated
2	Budget for each agency and plan & programmes	Not indicated
3	Proposed expenditures	Not indicated
4	Revised budget for each agency, if any	Not indicated
5	Report on disbursements made and place where the related reports are available	Not indicated

12. Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

No	Particulars	Remarks/Observations
1	Name of the programme of activity	Not indicated
2	Objective of the programme	Not indicated
3	Procedure to avail benefits	Not indicated
4	Duration of the programme/ scheme	Not indicated
5	Physical and financial targets of the programme	Not indicated
6	Nature/ scale of subsidy /amount allotted	Not indicated
7	Eligibility criteria for grant of subsidy	Not indicated
8	Details of beneficiaries of subsidy programme (number, profile etc)	Not indicated

13. Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]

No	Particulars	Remarks/Observations
1	Concessions, permits or authorizations granted by public authority	Not indicated
2	For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/permits or authorisations d) Date of award of concessions /permits of authorizations	None of this information is available on the website

14. Information available in electronic form [Section 4(1)(b)(xiv)]

No	Particulars	Remarks/Observations
1	Details of information available in electronic form	The whole section is missing in RTI disclosure page
2	Name/ title of the document/record/ other information	
3	Location where available	

15. Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]

No	Particulars	Remarks/Observations
1	Name & location of the faculty	The whole section is missing in RTI disclosure page
2	Details of information made available	
3	Working hours of the facility	
4	Contact person & contact details (Phone, fax email)	

16. Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]

No	Particulars	Remarks/Observations
1	Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	The notification containing the list of PIO/APIO and AA is given in a separate sheet, but not as part of pro-active disclosure. The notification does not indicate the names of the PIO, but designation indicated
2	Address, telephone numbers and email ID of each designated official.	Not indicated

17. Such other information as may be prescribed under section 4(i) (b)(xvii)

No	Particulars	Remarks/Observations
1	Grievance redressal mechanism	This entire section is not indicated
2	Details of applications received under RTI and information provided	
3	List of completed schemes/ projects/ Programmes	
4	List of schemes/ projects/ programme underway	
5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
6	Annual Report	
7	Frequently Asked Question (FAQs)	
8	Any other information such as a) Citizen's Charter b) Result Framework Document (RFD) c) Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter	

**Information to be disseminated as per other Sections of the RTI Act and
Official Memo/Notification issued by Government of India**

Form of accessibility of information manual/handbook [Section 4(1)(b)]

No	Particulars	Remarks/Observations
1	Information manual/handbook available in Electronic format/Printed format	Information NOT available
2	Whether information manual/handbook available free of cost or not	
3	Language in which Information Manual/Handbook Available - English//Vernacular/ Local Language	
4	When was the information Manual/Handbook last updated?	
5	Last date of Annual pupation	
6	Receipt & Disposal of RTI applications & appeals	
7	Details of applications received and disposed	
8	Details of appeals received and orders Issued	

Are the details of policies /decisions, which affect public, informed to them [Section 4(1) (c)]

No	Particulars	Remarks/Observations
	Policy decisions/ legislations taken in the previous one year	Information NOT available
	Outline the Public consultation process	
	Outline the arrangement for consultation before formulation of policy	

Replies to questions asked in the parliament and replies given [Section 4(1)(d)(2)]

This Information is NOT available

No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))

No	Particulars	Remarks/Observations
1	No. of employees against whom disciplinary action has been Pending for Minor penalty or major penalty proceedings	Information NOT available
2	No. of employees against whom disciplinary action has been finalized for Minor penalty or major penalty Proceedings	

Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

No such information provided

Programmes to advance understanding of RTI (Section 26)

No	Particulars	Remarks/Observations
1	Educational programmes	Information NOT available
2	Efforts to encourage public authority to participate in these programmes	
3	Training of CPIO/APIO	
4	Update & publish guidelines on RTI by the Public Authorities concerned	

Information related to procurements

No	Particulars	Remarks/Observations
1	Notice/tender enquires, and corrigenda if any thereon	information NOT available
2	Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,	
3	The works contracts concluded – in any such combination of the above	
4	The rate /rates and the total amount at which such procurement or works contract is to be executed	

Discretionary and non-discretionary grants /CAG & PAC Paras

No	Particulars	Remarks/Observations
1	Discretionary and non-discretionary grants/ allocations to State Govt./NGOs/other institutions	information NOT available
2	Annual accounts of all legal entities who are provided grants by public authorities	
3	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament	

VIJAYAPURA CITY CORPORATION

Introduction

The website of the Belagavi City Corporation [www.bijapurcity.mrc.gov.in] was accessed on 12th November 2019. The RTI page in the website was analysed against the information disclosure requirements as mandated under Section 4[1][b] of the RTI Act. The following are the observations.

General Observations

- The website has a general option for Kannada and English translations. In case of RTI, most of the information under Section 4 (1)(b) is in English except a few details which are in Kannada.
- Neither the website nor the RTI page in the website indicates the date when the RTI disclosure was originally uploaded or when it was updated.
- The list of officials/employees are large in number and the correctness of their name, designation and emoluments are not susceptible for verification.
- Apart from Section 4 (1)(b), there are other sections and also orders issued by the Government of India about the information to be uploaded in the website. The same is included in this report.

Observations on the disclosure made

The observations on the information provided under each Sub-section of Section 4[1][b] is summarized below.

Particulars of its organisation, functions and duties [Section 4(1) (b) (i)]

No	Particulars	Remarks/Observations
1	Name and address of the Organization	The website mentions only the name of the public authority. Contact details like telephone number, email ID and website is not available in the RTI Manual. However the same is available in the main page of the website.
2	Head of the organization	In the absence of the Mayor, only the Commissioner's photograph is available on the Main page
3	Vision, Mission and Key objectives	This information is not disclosed either under RTI page or in any other page of the website.
4	Function and duties	The functions and duties of the officials is listed according to the activity/service offered
5	Organization Chart	Not available in the RTI Manual. However the main page of the website contains the organisation chart under the heading 'organisation set up'.

Power and duties of its officers and employees [Section 4(1) (b) (ii)]

No	Particulars	Remarks/Observations
1	Powers and duties of officers (administrative, financial and judicial)	The powers and duties of important officials are indicated
2	Power and duties of other employees	Indicated
3	Rules/ orders under which powers and duty are derived and Exercised	No such information disclosed
4	Work allocation	No such information disclosed

Procedure followed in decision making process [Section 4(1)(b)(iii)]

No	Particulars	Remarks/Observations
1	Process of decision making Identifying key decision making points	The process of decision making is explained for a few important issues.
2	Final decision making authority	Indicated
3	Related provisions, acts, rules etc.	No reference is made to the provisions of any Act or Rules
4	Time limit for taking decisions, if any	No time limits are indicated
5	Channel of supervision and accountability	Indicated

Norms for discharge of functions [Section 4(1) (b)(iv)]

No	Particulars	Remarks/Observations
1	Nature of functions/ services offered	The list of 10 types of services offered is furnished.
2	Norms/ standards for functions/ service delivery	The norms for service delivery [number of days] are indicated.
3	Process by which these services can be accessed	Not indicated
4	Time-limit for achieving the targets	Not indicated
5.	Process of redress of grievances	Not indicated.

Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]

No	Particulars	Remarks/Observations
1	Title and nature of the record/ manual/instruction.	Indicated
2	List of Rules, regulations, instructions manuals and records.	Indicated
3	Acts/ Rules manuals etc.	Indicated
.4	Transfer policy and transfer orders	Not indicated

Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]

No	Particulars	Remarks/Observations
1	Categories of documents	five types of documents that are held are Indicated

.2	Custodian of documents/categories	NOT Indicated
----	-----------------------------------	---------------

Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)]

There is no mention about the above arrangement. It appears that the public authority has not understood the above provision. It has merely indicated the officials concerned with delivery of certain services.

Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

No	Particulars	Remarks/Observations
1	Name of Boards, Council, Committee etc.	Details of General Meetings indicated
2	Composition	Not indicated
3	Dates from which constituted	Not indicated
4	Term/ Tenure	Not indicated
5	Powers and functions	Unable to decipher
6	Whether their meetings are open to the public?	Not indicated
7	Whether the minutes of the meetings are open to the public?	Not indicated
8	Place where the minutes if open to the public are available?	Not indicated

Directory of officers and employees [Section 4(1) (b) (ix)]

No	Particulars	Remarks/Observations
1	Name and designation	Indicated
2	Telephone , fax and email ID	Telephone number of each of the officers indicated . FAX and Email ID not indicated

Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations [Section 4(1) (b) (x)]

No	Particulars	Remarks/Observations
1	List of employees with Gross monthly remuneration	NOT indicated
2	System of compensation as provided in its regulations	NOT indicated

Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made [Section 4(1) (b) (xi)]

No	Particulars	Remarks/Observations
1	Total Budget for the public authority	Not indicated
2	Budget for each agency and plan & programmes	Proposed receipts and expenditure for the public authority for the year 2017-18 is indicated

3	Proposed expenditures	indicated
4	Revised budget for each agency, if any	NOT indicated
5	Report on disbursements made and place where the related reports are available	NOT indicated.

Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

No	Particulars	Remarks/Observations
1	Name of the programme of activity	NOT indicated
2	Objective of the programme	
3	Procedure to avail benefits	
4	Duration of the programme/ scheme	
5	Physical and financial targets of the programme	
6	Nature/ scale of subsidy /amount allotted	
7	Eligibility criteria for grant of subsidy	
8	Details of beneficiaries of subsidy programme (number, profile etc)	

Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]

No	Particulars	Remarks/Observations
1	Concessions, permits or authorizations granted by public authority	Names of the Schemes indicated
2	For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/permits or authorisations d) Date of award of concessions /permits of authorizations	NOT indicated

Information available in electronic form [Section 4(1)(b)(xiv)]

No	Particulars	Remarks/Observations
1	Details of information available in electronic form	Indicated in detail
2	Name/ title of the document/record/ other information	Indicated in detail
3	Location where available	Indicated in detail

Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]

No	Particulars	Remarks/Observations
1	Name & location of the faculty	Only the URL of the website is indicated
2	Details of information made available	
3	Working hours of the facility	
4	Contact person & contact details (Phone, fax email)	

Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]

No	Particulars	Remarks/Observations
1	Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Indicated
2	Address, telephone numbers and email ID of each designated official.	Indicated

Such other information as may be prescribed under section 4(i) (b)(xvii)

No	Particulars	Remarks/Observations
1	Grievance redressal mechanism	Not Indicated
2	Details of applications received under RTI and information provided	
3	List of completed schemes/ projects/Programmes	
4	List of schemes/ projects/ programme underway	
5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
6	Annual Report	
7	Frequently Asked Question (FAQs)	
8	Any other information such as a) Citizen's Charter b) Result Framework Document (RFD) c) Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter	

Information to be disseminated as per other Sections of the RTI Act and Official Memo/Notification issued by Government of India

Form of accessibility of information manual/handbook [Section 4(1)(b)]

No	Particulars	Remarks/Observations
1	Information manual/handbook available in Electronic format/Printed format	Information NOT available
2	Whether information manual/handbook available free of cost or not	
3	Language in which Information Manual/Handbook Available - English//Vernacular/ Local Language	
4	When was the information Manual/Handbook last updated?	
5	Last date of Annual pupation	
6	Receipt & Disposal of RTI applications & appeals	
7	Details of applications received and disposed	
8	Details of appeals received and orders Issued	

Are the details of policies /decisions, which affect public, informed to them [Section 4(1) (c)]

No	Particulars	Remarks/Observations
	Policy decisions/ legislations taken in the previous one year	Information NOT available
	Outline the Public consultation process	
	Outline the arrangement for consultation before formulation of policy	

Replies to questions asked in the parliament and replies given [Section 4(1)(d)(2)]

This Information is NOT available

No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))

No	Particulars	Remarks/Observations
1	No. of employees against whom disciplinary action has been Pending for Minor penalty or major penalty proceedings	Information NOT available
2	No. of employees against whom disciplinary action has been finalized for Minor penalty or major penalty Proceedings	

Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

No such information provided

Programmes to advance understanding of RTI (Section 26)

No	Particulars	Remarks/Observations
1	Educational programmes	Information NOT available
2	Efforts to encourage public authority to participate in these programmes	
3	Training of CPIO/APIO	
4	Update & publish guidelines on RTI by the Public Authorities concerned	

Information related to procurements

No	Particulars	Remarks/Observations
1	Notice/tender enquires, and corrigenda if any thereon	information NOT available
2	Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,	
3	The works contracts concluded – in any such combination of the above	
4	The rate /rates and the total amount at which such procurement or works contract is to be executed	

Discretionary and non-discretionary grants /CAG & PAC Paras

No	Particulars	Remarks/Observations
1	Discretionary and non-discretionary grants/ allocations to State Govt./NGOs/other institutions	information NOT available
2	Annual accounts of all legal entities who are provided grants by public authorities	
3	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament	