

BARIPADAMUNICIPALITYSUO MOTO RTI DISCLOSURES
UNDER SECTION 4(1) OF RTI ACT, 2005

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

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

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

Baripada municipality is one of the oldest ever Municipality under state of India. As per City Census 2011 data, population of Baripada in 2011 is 1,09,743; of which male and female are 56,676 and 53,067 respectively. Although Baripada city has population of 1,09,743; its urban / metropolitan population is 1,16,849 of which 60,489 are males and 56,360 are females.

Hinduism is majority religion in Baripada city with 93.91 % followers. Islam is second most popular religion in city of Baripada with approximately 4.49 % following it. In Baripada city, Christianity is followed by 0.56 %, Jainism by 0.02 %, Sikhism by 0.11 % and Buddhism by 0.11 %. Around 0.69 % stated 'Other Religion', approximately 0.22 % stated 'No Particular Religion'.

Baripada Municipality is consists of 28 wards with relevant more enforced councillors. Always taking council resolutions to take steps to resolve the complaints from the public. The council took various initiatives which are really helpful for the public, like online grievance system where public can put their complaint online and can check about the process and steps taken for that complain. Introduced a 24/7 help desk system and 24/7 public help line system. People can call directly to Help line with provided help line no and will be benefited. People does not have to wait in queue as there is help desk to guide and for the People inside the premises.

Baripada Municipality is the seat for North Orissa University at Takatpur. It is home to the Maharaja Purna Chandra Junior College and to the MPC Autonomous College. The erstwhile Mayurbhanj Palace building houses are Maharaja Purna Chandra Junior College with more than 2,000 students and Government Women's College with about 500 students.

For more details, please visit <http://baripadamunicipality.in/about.php#abtBpdMun>

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

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

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

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

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

For details on the procedure followed in the decision making process please visit <http://baripadamunicipality.in/index.php>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8. Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public: Section-4.1(b) (viii)

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

1. Health Committee
2. Revenue Committee
3. Public Works Committee
4. Selection Committee
5. Education Committee
6. Contracts
7. Corporation Establishment
8. Grievance & Social Justice

For more details, please visit <http://baripadamunicipality.in/index.php>

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

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

Sl. No.	Name of the Officer	Designation	Contact Number
1.	Smt. Babita Das	Chairperson	
2.	Shri JeetendraMohanty	Vice Chairperson	
3.	SubashisMansingh, O.A.S.- A (SB)	Executive Officer	8658492784
4.	Sri Gourahari Sahu	Municipal Engineer	8895341401
5	Sri Nilakantha Das	Head Assistant	8328932740
6	Pankaj Ku. Mishra	Steno	9437136374
7	SumanKhandelwal	Accountant	7873686700
8	Subhash Rout	Amin	9437380618
9	JeebanjaySamal	Amin	9937974585

For more details, please visit http://baripadamunicipality.in/staff_info_detail.php

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

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

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

Sl. No.	Name of the Employee	Designation	Basic Pay
1	Nilakantha Das	Head Assistant	11930
2	Manmohan Mohapatra	Assistant Engineer (Civil)	9300
3	Debasish Swain	Jr. Engineer (Civil)	11940
4	TaramaniMohapatra	Community Organizer	18770
5	Suchitra Das	Community Organizer	17100
6	Rupak Kumar Das	Sr. Assistant	11830
7	Namita Giri	Sr. Assistant	11600
8	RamakantaPalai	Sr. Assistant	10590
9	Gopal Krushna Pradhan	Jr. Assistant	6860
10	Sarbesh Chandra Nanda	Jr. Assistant	6350
11	Tapan Kumar Singh	Jr. Assistant	5870
12	Pankaj Kumar Mishra	Jr. Steno (Typist)	15650
13	Chakradhar Das	Bill Moharir	10620
14	Rabindra KumarNath	Bill Moharir	10250
15	SubashChandra Rout	Amin	10400
16	JibanjaySamal	Amin	9990
17	Pradeep Kumar Rout	Tax Collector	9360
18	Anup Giri	Octroi Tax Collector	10970
19	Balaram Majhi	Octroi Tax Collector	10970
20	AkshayaKumarBehera	Octroi Tax Collector	10760
21	Pankaj Kumar Mohanty	Octroi Tax Collector	6428
22	UmakantaDey	Octroi Tax Collector	10610
23	Tarun Kumar Barik	Octroi Tax Collector	10250

Sl. No.	Name of the Employee	Designation	Basic Pay
24	RabindraNath Sahu	Octroi Tax Collector	10620
25	Ujwal Kumar Behera	Octroi Tax Collector	10610
26	Bhabani Prasad Sethi	Octroi Tax Collector	9890
27	SatyabanSethi	Octroi Tax Collector	10050
28	Rama Chandra Naik	Octroi Tax Collector	9890
29	SagramHansdah	Octroi Tax Collector	9700
30	RamakantaBehera	Octroi Tax Collector	9890
31	Dillip Kumar Singha	Octroi Tax Collector	10050
32	Sanat Kumar Behera	Octroi Tax Collector	9700
33	Tapan Kumar Behera	Octroi Tax Collector	9900
34	Sobhakar Rout	Octroi Tax Collector	9700
35	Kartikeswar Sharma	Octroi Tax Collector	9700
36	BabulalPalei	Octroi Tax Collector	9700
37	ChandrasekharBhadra	Octroi Tax Collector	9700
38	SanjitKumar Singh	Octroi Tax Collector	9700
39	Subrat Kumar Dash	Octroi Tax Collector	9700
40	Sanjay Kumar Das	Octroi Tax Collector	9700
41	BijaykUmarSaibabu	Driver (L.V)	12990
42	Ajay Kumar Palei	Driver (L.V)	10950
43	Gopal Giri	Driver (H.V)	11130
44	Haripada Jena	Watchman	9970
45	RadhakrushnaNath	Warrant Peon	9970
46	SadanandaBehera	Peon	9970
47	NilamadhabKuanrbabu	Peon	9630
48	Rabindra Kumar Das	Peon	9970
49	JayantiPani	Peon	9410
50	Bijay KumarMahakud	Peon	8310
51	Ramchandra Panda	Peon	9970
52	Bhuban Chandra Hembram	Octroi Tax Peon	9970
53	SrikrushnaTripathy	Octroi Tax Peon	9970
54	BirendraNathMohanta	Octroi Tax Peon	8980
55	Prafulla Kumar Ram	Octroi Tax Peon	9300
56	Dillip Kumar Dey	Octroi Tax Peon	9300
57	Dillip Kumar Bisoi	Octroi Tax Peon	7530
58	Sanjay Baitha	Octroi Tax Peon	9300
59	GyanaranjanBhuyan	Octroi Tax Peon	9270
60	Bharat Chandra Das	Electrician	2348
61	AtulMukhi	Sweeper	9620
62	KanheiMukhi	Sweeper	9970
63	ManmathBiswal	Sweeper	5621
64	NuruBaitha	Sweeper	9630
65	JaduMukhi	Sweeper	9100
66	BisweswarMukhi	Sweeper	8480
67	DurgaMukhi	Sweeper	8480
68	DebananadaMukhi	Sweeper	9430

Sl. No.	Name of the Employee	Designation	Basic Pay
69	MahadevMukhi	Sweeper	8084
70	JayantaBehera	Sweeper	9410
71	GobindaBehera	Sweeper	9410
72	BabajiMukhi	Sweeper	9400
73	DubarajHembram	Sweeper	8200
74	PaguluMukhi	Sweeper	8200
75	BinodMukhi	Sweeper	9090
76	PratapMukhi	Sweeper	8780
77	KaliaMukhi	Sweeper	8251
78	DebendraMukhi	Sweeper	8200
79	DuryadhanMukhi	Sweeper	7630
80	Rabi Mukhi	Sweeper	9410
81	Asha Dei	Sweeper	9730
82	Manguli Dei	Sweeper	9730
83	PurnaMukhi	Sweeper	9300
84	BhanuMukhi	Sweeper	9300
85	RebatiMukhi	Sweeper	9410
86	FuldeviMukhi	Sweeper	9090
87	JhuniMukhi	Sweeper	9410
88	BadalMukhi	Sweeper	5443
89	PramilaMukhi	Sweeper	6241

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

For year-on-year details on the budget allocation by BaripadaMunicipality, please visit http://baripadamunicipality.in/fin_statement.php

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

For details on the manner of execution of subsidy programs including the amounts allocated and details of beneficiaries, please visit http://baripadamunicipality.in/fin_statement.php

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

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

1. Permission to erect building, wall or other structure over the water mains of the Municipality [Reference: Section 200 (1)]
2. Permission to enter upon land belonging to the Municipality with connectivity of pipe-runs or water supply [Reference: Section 199]
3. Permission to make any connections with Municipality cable, wire, pipe, drain or channel or with house connection of any other person [Reference: Section 219]
4. Permission to construct urinals or cesspool house drain near roads, tanks or water-course in the Municipality area [Reference: Section 229]
5. Permission to construct any building between a road alignment and a building line [Reference: Section 239 (2)]
6. Permission to take up or make any alteration in fences, posts, pavement flags or other such materials [Reference: Section 245]
7. Permission to make a hole or any such obstruction in the road area of the Municipality [Reference: Section 258 (1)]
8. Permission to construct or reconstruct buildings with prior approval of ground plans, elevations and sections of the building [Reference: Section 264 (1b)]
9. Permission to construct well, tank, pond, cistern or fountain in the Municipal Area [Reference: Section 278 (1)]
10. Permission to sale any animal or animal product in the market [Reference: Section 296 (1)]
11. Permission to slaughter cattle, horse, sheep, goats or pig in any place other than the public slaughterhouse in the Municipal Area [Reference: Section 314]
12. Permission to make or renew use of burial or burning grounds [Reference: Section 318]
13. Permission to keep public roads lighted for special purposes [Reference: Section 209]

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

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

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

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

For more details, please visit

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

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

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

Odisha Right to Public Services Act
Government of Odisha

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

ଓଡ଼ିଆ English

Welcome to Odisha Right to Public Services Act

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

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

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

Check Application Status

Acknowledgement Number

Check Status

CALL CENTER

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

Visitor No: 460667

Photo Gallery

Media

Workshop

Events

Central Monitoring System

March 2018 Report

Total Application for Year 2014

Summary Report 2014

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

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

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

Sl. No.	Name	Designation	Contact Number
1.	Mr. Nilakantha Dash	Public Information Officer, Head Assistant	9437987059

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

For additional information, please visit <http://baripadamunicipality.in/index.php>