## SUO-MOTU DISCLOSURE, LONI

Information Handbook [In pursuance of Chapter II, Section 4(1) (b) of the Right to Information Act 2005]



## Nagar Palika Parishad Loni, Ghaziabad

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### **PREFACE**

In order to provide greater transparency and accountability in the functioning of "Public Authorities", The Right to Information Act, 2005(RTI) has been enacted by the Government of India. This Act entitles the citizens to obtain information pertaining to public authorities, subject to compliance with prescribed procedure under RTI Act, 2005. The Act has beennotifiedonJune15, 2005. In compliance with the provisions of Section 4(1) (b) of the Act, this information manual is published for information of the general public.

#### **CHAPTER 1 - INTRODUCTION**

### 1.1. BACKGROUND

In order to ensure transparency and accountability in the functioning of public authorities and with a view to confer right on citizens for obtaining information pertaining to functioning of public authorities, the Information Act, 2005(hereinafter referred to as "RTI" or "Act") has been enacted. Section 4(1)(b) of the Act confers right on citizens to obtain information pertaining to functioning of public authorities and for this purpose every public authority is required to appoint Public Information Officer(s) Assistant State Public Information Officer(s), Wherever applicable, for processing of information requests from citizens. Under any circumstances if the citizen could not get the information sought for by him, he may approach the appellate authority.

### 1.2. OBJECTIVE OF THE HAND BOOK

The essence of good governance is based on the premise that the laws and procedures are transparent, clearly defined & understood by those governed and the implementation is both quick and smooth. Transparency connotes the conduct of public business in a manner that affords stakeholders wide accessibility to the decision-making process and the ability to effectively influence it. In the context of urban governance, transparency assumes added significance. The Key objective behind publication of this information manual is to enable the public to understand the role played by the Department in the Urban Governance by the Government of Uttar Pradesh. The citizens are entitled under the Act, to obtain any information prescribed under the Act from the Department. The procedure for obtaining information from the Department is prescribed in the following paragraphs.

### 1.3. TARGETED USERS

This manual is meant for information of citizens, civil society organizations, public representatives, officers and employees of public authorities.

### 1.4. NAMES AND ADDRESSES OF KEY CONTACT OFFICERS/EMPLOYEES

Sr.	Name	Designation	Contact No.
No.			
1	Shalini Gupta	Executive officer	7800411808
2	Dinesk Kumar	S.I	9758620554
3	Pankaj Gupta	J.E	9891067226
4	C.P. Morya	J.E	8755092517
5	Parnav Rai	Accountant/Clerk	9910521454
6	Tapsi Snigh	Tax Collector	7060144035

### 1.5 PROCEDURE FOR OBTAINING INFORMATION

The information request shall be made in writing. The information request can be in one of the following two languages.

### i. Hindi

### ii. English

Applicant shall pay the following prescribed fee for obtaining the information under the Act. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of Rs.10/- per each application by way of cash or by demand draft or by banker's cheque payable to the Accounts Officer or any other duly authorized officer of the Public Authority, against proper receipt at the following rates:

### Fee to be charged for providing information:

For providing information under sub-section (1) or sub-section (5) of Section 7, a fee shall be charged by way of cash or demand draft or banker's cheque payable to the Accounts Officer or any other duly authorized officer of the Public Authority against proper receipt at the following rates:

### (A) Priced Material:

Publications printed matter, text, maps, plans, floppies, CDs, samples, models or material in any other form, which are priced, the sale price thereof:

### (B) Other than price material:

- (1) An application for obtaining any information under sub-section (1) of section 6 shall be accompanied with a fee of rupees fifty.
- (2) For providing information under sub-section (1) of section 7, the fee shall be charged from the applicant at the following rates namely: (a) Rs. 10/- for each page in A-4 or A-3 size paper created or copied and (b) If information is to be provided on a large size of paper than that of specified in clause (a), the actual cost price of such a paper shall be charged
- (3) For providing information under sub-section (5) of section 7, the fee shall be charged from the applicant at the following rates namely: (a) Rs. 50/- for providing information in floppy; (b) Rs. 100/- for providing information in diskette; and (c) If information sought is of such a nature, which is contained in a printed document of which a price has been fixed, then that information will be provided after charging the price, fixed for that printed document. However, if only an extract or page of such a printed document is asked for, then a fee of Rs. 10/- per page shall be charged from the applicant.
- (4) No fee for inspection of record shall be charged if such an inspection is made for one only However if inspection is made for a period more than one hour then a fee of rupees ten shall be charged for every fifteen minutes in excess of first hour Every fraction of the period above fifteen minutes shall be construed as a complete period of fifteen minutes and it shall be charged as full period of fifteen minutes.

Applicants belonging to Below Poverty Line (BPL) category need not pay the fee. They will pay for material charges. For the issues claiming payment of exemption of fee under BPL category, the applicant shall attach a copy of Ration card/income certificate or any other proof under the BPL category. The request for information will be generally processed within the time period mentioned under the Act.

## CHAPTER-II: Particulars of Organisation, Functions and Duties PARTICULARS OF ORGANISATION FUNCTIONS AND DUTIES

**Particulars of Organization:** 

S.No.	Name of Organisation	Address		Function	Duties
1	Nagar Palika Parishad Loni	Khanna	Nagar	Detailed	Detailed
		Loni Ghaz	iabad	Description	Description
				mentioned	mentioned
				below	below

### 2.2. Functions of the Municipality:

As per the Uttar Pradesh Municipal Acts, the M.C. are entrusted broadly with the following functions.

### A. General Functions of Corporation: –

- (1) Subject to the provisions of this Act and the rules, regulations and bye-laws made there under the municipal Government of the City shall vest in the M.C..
- (2) Without prejudice to the generality of the provisions of sub-section (1) it shall be the duty of the ULB to consider all periodical statements of the receipts and disbursements and all progress reports and pass such resolutions thereon as it thinks fit.
- **B.** Obligatory Functions of M.C. It shall be incumbent on the ULB to make adequate provision by any means or measures which it may lawfully use or take for each of the following matters, namely:-
- (1) The construction, maintenance and cleaning of drains and drainage works and of public latrines, urinals and similar conveniences;
- (2) The construction and maintenance of works and means for providing supply of water for public and private purposes;
- (3) The scavenging, removal and disposal of filth, rubbish and other obnoxious or polluted matters;
- (4) The reclamation of unhealthy localities, the removal of noxious vegetation and generally the abatement of all nuisances;
- (5) The regulation of places for the disposal of the dead and the provisions and maintenance of places for the said purpose;
- (6) The registration of births and deaths;
- (7) The construction and maintenance of municipal markets and slaughterhouses and the regulation of all markets and slaughter-houses;
- (8) The regulation and abatement of offensive or dangerous trades or practices;
- (9) The securing or removal of dangerous buildings and places;
- (10) The construction, maintenance, alteration and improvements of public streets, bridges, culverts, causeways and the like;
- (11) The lighting, watering and cleansing of public streets and other public places;
- (12) The removal of obstructions and projections in or upon streets, bridges and other public places;
- (13) The naming and numbering of streets and premises;
- (14) The maintenance of municipal offices;
- (15) The laying out or the maintenance of public parks, gardens or recreation grounds;
- (16) The maintenance of a fire-brigade and the protection of life and property in the case of fire;

- (17) The maintenance of monuments and memorials vested in a local authority in the city immediately before the commencement of this Act or which may be vested in the Corporation after such commencement;
- (18) The maintenance and development of the value of all properties vested in or entrusted to the management of the Corporation; and
- (19) The fulfillment of any other obligation imposed by or under this Act or any other law for the time being in force.

### C. Discretionary functions of ULB: -

According to the Government Municipality Act The M.C. may in its discretion provide either wholly or in part for all or any of the following matters, namely:-

- (1) The furtherance of education including cultural and physical education;
- (2) The establishment and maintenance of, and aid to, libraries, museums, art galleries, botanical or zoological collections;
- (3) The establishment and maintenance of, and aid to stadia, gymnasia, akharas and places for sports and games;
- (4) The planting and care of trees on road sides and elsewhere;
- (5) The surveys of buildings and lands;
- (6) The registration of marriages;
- (7) The taking of a census of population;
- (8) The civic reception to persons of distinction;
- (9) The providing of music or other entertainments in public places or places of public resort and the establishment of theatres and cinemas;
- (10) The organisation and management of fairs and exhibitions;
- (11) The acquisition of movable or immovable property for any of the purposes before mentioned, including payment of the cost of investigations, surveys or examinations in relation thereto for the construction or adaptation of buildings necessary for such purposes;
- (12) The construction and maintenance of a. rest-houses, b. poor-houses, c. infirmaries, d. children's homes, e. houses for the deaf and dumb and for disabled and handicapped children, f. shelters for destitute and disabled persons, g. asylums for persons of unsound mind;
- (13) The construction and maintenance of ponds;
- (14) The building or purchase and maintenance of dwelling houses for corporation officers and other Corporation employees;
- (15) Any measures for the welfare of the ULB officers and other ULB employees or any class of them including the sanctioning of loans to such officers and employees or any class of them for construction of houses and purchase of vehicles;
- (16) The organisation or management of chemical or bacteriological laboratories for the examination or analysis of water, food and drugs for the detection of diseases or research connected with the public health or medical relief;
- (17) The provision for relief to destitute and disabled persons;
- (18) The establishment and maintenance of veterinary hospitals;
- (19) The organisation, construction, maintenance and management of swimming pools, public wash houses, bathing places and other institutions designed for the improvement of public health;
- (20) The organisation and management of farms and dairies within or without the City for the supply, distribution and processing of milk and milk products for the benefit of the residents of the City;
- (21) The organization and management of cottage industries, handicraft centres and sales emporia;
- (22) The construction and maintenance of warehouses and godowns;

- (23) The construction and maintenance of garages, sheds and stands for vehicles and cattle biers;
- (24) The provision for unfiltered water supply;
- (25) The improvement of the City in accordance with improvement schemes approved by the ULB;
- (26) The provision of housing accommodation for the inhabitants of any area or for any class of inhabitants;
- (27) The establishment and maintenance of hospitals, dispensaries and maternity and child welfare centres and the carrying out of other measures necessary for public medical relief; (28) Supply and distribution of electricity to the public;
- (29) Any measure not hereinbefore specifically mentioned, likely to promote public safety, health, convenience or general welfare.

### **2.3 Duties- Sections in Municipalities:**

With reference to the functions referred to above, the following sections are provided in the municipalities. The duties of each of these sections are listed below:

S.No.	Section	Duties			
1	Administration	To look after general administration, including school			
		administration and council meetings			
2	Revenue	To assess and collect various taxes and non-taxes and collection of			
		rents from municipal properties			
3	Accounts	To maintain accounts, prepare annual accounts, budget, and attend			
		to audit of accounts			
4	<b>Public Health</b>	To look after sanitation, public health and solid waste Sanitation			
	and Sanitation	management including medical and maternity services			
5	Engineering	To look after water supply and sewerage, public works like roads,			
		drains, buildings, parks and play grounds, street lighting			
6	<b>Town Planning</b>	To regulate town planning activities including land uses, layouts,			
		building constructions and encroachments			
7	<b>Urban Poverty</b>	To look after urban poverty alleviation programs			
	Alleviation				
	(UPA)				

### **CHAPTER-III: POWER DUTIES OF ITS OFFICER/ EMPLOYEES**

S.No.	Section	Name	Duties	Designation	
1	Administration	Shalini Gupta	Entire Executive powers	Executive officer	
	Administration	Shaiiii Gupta	under municipality Act		
2	Health and	Dinesk Kumar	All function of Health and	S.I.	
	Sanitation		Sanitation		
3	Engineering	Donlesi Cunto	All function of civil	J.E	
	Engineering	Pankaj Gupta	works/SBM/AMRUT		
4	Engineering	C.D. Morrio	All function of water supply	J.E	
	Engineering	C.P. Morya	and sewerage /civil works		
5	A	Parnav Rai	All function of Account	Accountant/Clerk	
	Accounts	ramav Kal	branch		
6	Property Tax	Tapsi Singh	All function of Property tax Tax Collector		

### CHAPTER IV: PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

Citizen can avail all the municipal services & raise grievances regarding Municipal Service Delivery through Public Grievance Portal Government of Uttar Pradesh (http://upi.gov.in/) link given on the ULB website (http://npploni.com). On receipt of the same the Unique ID will be generated by the system a mail shall be received on ULB e-mail Id (npploni@gmail.com). The mail shall be forwarded to the concerned official.

The concerned official will scrutinize the file and write his remarks, and pass on the file to the next higher authority and finally to the E.O. who is the final decision making authority. Citizens can also submit their grievance directly through Toll free No.: 1800-274-7047

The entire workflow of ULB functions & functionaries are be digitized through a chain of innovative e-Governance initiatives of the Urban Development Department. Through this, all the Varied modes of governance namely,

- i) Government to Government
- ii) Citizen to Government
- iii) Government to Citizen

### CHAPTER-V – Norms for discharge of functions Section 4 (1) (b) (IV)

## 5.1 THE NORMS SET BY THE DEPARMENT FOR THE DISCHARGE OF ITS FUNCTIONS.

The usual office hours are from 10:00 a.m. to 5.00 p.m. After punching at Biometric system / signing in the Attendance Register all staff must be in their seats and start work not later than the prescribed hour. They will however be allowed grace time of ten minutes when there is real need. The secretary concerned will monitor the daily attendance.

The Service delivery time frame for the services rendered by the Department is given below. Citizen Related:

Complaints on civic amenities and other grievances Routine matters - - 15 days Other than routine matters; 30 days (Ex. Policy decision files)

## **CHAPTER-VI** List of Employees and Public Representatives

## List of permanent centralized and non-centralized employees of ULB:

	नाम कर्मचारी		केन्द्रीयित / अकेन्द्रीयित	
कम सं0	(अ)सामान्य प्रशासन	- पदनाम		
1	सुश्री शालिनी गुप्ता	अ०अधि०	केन्द्रीयित	
2	श्री प्रणव राय	लिपिक	अकेन्द्रीयित	
3	श्री प्रवीन कुमार	चपरासी	अकेन्द्रीयित	
4	श्री निर्मल सिंह	चपरासी	अकेन्द्रीयित	
5	श्री शेखर	चपरासी	अकेन्द्रीयित	
6	प्रेम कुमार	चपरासी	अकेन्द्रीयित	
	(ब) टैक्स विभाग			
1	श्री पंकज गुप्ता	अवर अभियन्ता	केन्द्रीयित	
2	श्री चन्द्रपाल मौर्य	अवर अभियन्ता	केन्द्रीयित	
	(स) टैक्स विभाग			
1	श्री राजपालसिंह	ना० मौ०	अकेन्द्रीयित	
2	श्री तपसीसिंह	ना० मौ०	अकेन्द्रीयित	
3	श्री सरूपचन्द	ना० मौ०	अकेन्द्रीयित	
4	श्री ऐशवीरसिंह	ना० मौ०	अकेन्द्रीयित	
	(द) जलकल विभाग			
1	श्री इन्द्रकुमार बरनी	प०ओ०	अकेन्द्रीयित	
2	श्री छोटे लाल	प0ओ0	अकेन्द्रीयित	
3	श्रीमति धर्मवती	प०ओ०	अकेन्द्रीयित	
4	श्री मायाकान्त	प0 चौ0	अकेन्द्रीयित	
5	श्री मधुकान्त	प0 चौ0	अकेन्द्रीयित	
6	श्री सुभाष	प0 चौ0	अकेन्द्रीयित	
7	श्री दिगम्बर सिंह	फीटर	अकेन्द्रीयित	
8	श्री विश्राम सिंह	प0 चौ0	अकेन्द्रीयित	
9	श्री दीपक कुमार	प0 चौ0	अकेन्द्रीयित	
	(ई) इलै० विभाग			
1	श्री नन्दूराम शर्मा	इलै0	अकेन्द्रीयित	
	(उ) सफाई विभाग			
1	श्रीमति लक्ष्मी	स0कर्म0	अकेन्द्रीयित	
2	श्रीमति मैमो	स0कर्म0	अकेन्द्रीयित	
3	श्रीमति जगवती	स0कर्म0	अकेन्द्रीयित	
4	श्रीमति सावित्री	स0कर्म0	अकेन्द्रीयित	
5	श्रीमति लीला	स0कर्म0	अकेन्द्रीयित	

6	श्री सतीश	स0कर्म0	अकेन्द्रीयित
7	श्री राजेन्द्र	स0कर्म0	अकेन्द्रीयित
8	श्री मनोज कुमार	स0ना0	अकेन्द्रीयित
9	श्री सुभाष चन्द	स0कर्म0	अकेन्द्रीयित
10	श्री अमित कुमार	स0कर्म0	अकेन्द्रीयित
11	श्रीमति सुमित्रा	स0कर्म0	अकेन्द्रीयित
12	श्री रवि कुमार	स0कर्म0	अकेन्द्रीयित
13	श्री सन्नी	स0कर्म0	अकेन्द्रीयित
14	श्रीमति बबीता	स0कर्म0	अकेन्द्रीयित

List of Public Representatives of ULB नगर पालिका परिषद, लोनी (गाजियाबाद) के पंचम निर्वाचित/गठित बोर्ड की स्थिति श्रीमति रंजीता धामा अध्यक्ष 9717956104

71 110 (310) 31 11 330104					
वार्ड	वार्ड का नाम	सभासद का नाम	मोबाइल	आरक्षण की	
सं0			नम्बर	स्थिति	
01	मिलक, विकासनगर,	श्री चरण सिंह	9717313938	अनुसूचित जाति	
	सालेनगर				
02	उत्तरॉचल कालोनी,	श्रीमति मिनाक्षी	9818193643	अनुसूचित जाति	
	पंचवटी				
03	राजनगर	श्रीमति मोनिका	9654060738	महिला	
04	उत्तरॉचल विहार	श्रीमति नेकशी देवी	9818106508	अनुसूचित जाति	
				महिला	
05	न्यु0 विकासनगर	श्रीमति अंजली	9899008028	अनुसूचित जाति	
				महिला	
06	बेहटा हाजीपुर पश्चिमी	श्रीमति सुमन	9958974899	अनुसूचित जाति	
07	संगम विहार	श्री इन्द्रजीत सिंह	9818393180	अनुसूचित जाति	
80	परमहंस विहार उत्तरी	श्रीमति सरीता	9136440885	अनुसूचित जाति	
		कुमारी		महिला	
09	परमहंस विहार दक्षिण	श्रीमति भारती शर्मा	9990562011	महिला	
10	राजीव गार्डन पश्चिमी	श्रीमति नीरज शर्मा	9312367093	अनारक्षित	
11	गिरी मार्किट	श्री विजयपाल	9313922331	अनारक्षित	
12	धामा इंकलैव	श्री निशान्त धामा	9540049242	अन्य पिछड़ा वर्ग	
13	सुनीता विहार	श्रीमति लोकेश	9818667510	अन्य पिछड़ा वर्ग	
				महिला	
14	सोसायटी	श्री सतपाल शर्मा	8802434094	अनारक्षित	
15	सोनिया नगर	श्रीमति सुषमा देवी	9899722075	महिला	
16	बलरामनगर एक्स0	मौ० महबूब	9555124219	अनारक्षित	
17	अमितविहार	श्री प्रेम शंकर दूबे	9899078711	अनारक्षित	
18	ईन्द्रापुरी ए०बी०सी०	श्रीमति ज्योति	9540720041	महिला	
	ब्लाक				

19	राजीव गार्डन पूर्वी	श्री रोहित	9310879849	अनारक्षित
20	नसबन्दी कालोनी	मौ0 इकबाल	9990066658	अन्य पिछड़ा वर्ग
21	राहुल गार्डन	श्री मॉंगे राम	9811908262	अन्य पिछड़ा वर्ग
22	लक्ष्मी गार्डन, विष्णु	श्री अमित	9871856321	अनारक्षित
	गार्डन			
23	कृष्णा विहार	श्री मनीष भाटी	9311111180	अनारक्षित
24	नाईपुरा	श्री कृष्णकुमार	9818343834	अनारक्षित
25	जवाहरनगर दक्षिण	श्रीमति मोनू	9313549553	महिला
26	नवीन कॅूज	श्री जगत सिंह	9350222816	अनारक्षित
27	गढ़ी सबलू	श्री विजयपाल	9999136710	अनारक्षित
28	डी०एल०एफ० अकॅूर विहार	श्रीमति निशा सिंह	8447996028	महिला
29	रूपनगर इन्ड्0 एरिया	मौ0 याकीन	8130403262	अनारक्षित
30	बाग राणप	श्रीमति पूनम	9891743856	अन्य पिछड़ा वर्ग
				महिला
31	आर्यनगर	श्रीमति शहनाज	9990824630	अन्य पिछड़ा वर्ग
				महिला
32	मैन बाजार, इन्दिरा	मौ० अरशद	9899387628	अनारक्षित
	मार्किट			
33	जवाहर नगर उत्तरी	श्री प्रमोद कुमार शर्मा	9871410216	अनारक्षित
34	पुनित इंकलैव, किदवई नगर	श्री प्रमोद	9871171697	अन्य पिछड़ा वर्ग
35	गढ़ी जस्सी	श्रीमति शाईन	9821902408	महिला
36	विकास कूँज	श्रीमति उर्मिला	9891240609	महिला
37	इन्द्रा एनक्लैव	श्रीमति सुषमा	9999484950	महिला
	बलराजनगर			
38	बलरामनगर,लालबाग	श्रीमति प्रीति	8700585771	महिला
39	खन्नानगर गढ़ी कटैईया	श्री राजेश बॅसल	9555380008	अनारक्षित
40	राजधानी इंकलैव, कासिम विहार	मौ० सरफराज	9818150396	अनारक्षित
41	सादुल्लाबाद	श्री विजयसिंह	9312903362	अन्य पिछड़ा वर्ग
42	पावीं सादकपुर	श्री अनिल	9811673411	अनारक्षित
43	गौरी पट्टी	मौ0 इसरार बेग	9313094148	अनारक्षित
44	पूजा कालोनी	श्री अनूप सिह भडाना	9643858510	अनारक्षित
45	चमनविहार	श्रीमति पिंकी देवी	9871854090	महिला
46	खुशहाल पार्क	मौ0 नदीम खान	7827730193	अनारक्षित
47	अशोक विहार उत्तरी	श्रीमति नरगिस	9818344976	महिला
48	बेहटा हाजीपुर पूर्वी	श्री आकाश धामा	9911492468	अन्य पिछड़ा वर्ग
49	आदर्श मण्डी प्रेमनगर	मौ0 सलाउदृीन	9910844562	अन्य पिछड़ा वर्ग
	पश्चिम	ū		

50	अशोक विहार दक्षिण	मौ0 अब्दुल गफ्फार	9899927970	अनारक्षित
51	राशिदनगर	मौ0 रहीस	9350395129	अन्य पिछड़ा वर्ग
52	अपरकोट	चौ० कम्मन	9873995370	अन्य पिछड़ा वर्ग
53	इकरामनगर	श्रीमति नाजमा	7011587569	अन्य पिछड़ा वर्ग
				महिला
54	कंचन पार्क	श्रीमति बानो	9015433387	अन्य पिछड़ा वर्ग
				महिला
55	पूर्वी मुस्तफाबाद	मौ0 निसार सैफी	9555459344	अनारक्षित

# Brief Description of City (शहर का विवरण)

City Name: Loni

Tehsil Name: Loni

District: Ghaziabad

Division: Meerut

State: Uttar Pradesh

Language: Hindi

Time Zone: **IST** (**UTC+5:30**)

Elevation/Altitude: 212 meters, Above Sea Level

Pin Code: 201102

Post Office: Loni City & Tronica City

Total No. of Ward; - 55

Total Population: 512296 (Census-2011)

Total Area of City: 34.68 Km<sup>2</sup>