



**Suomoto Disclosure Under Section
4(1)(b) of RTI Act 2005
Sri Vijaya Puram Municipal Council**

(i) The particulars of its Organisation, function and duties

OBJECTIVES:

The SVP Municipal Council typically focuses on good governance, efficient service delivery, and inclusive community development. These objectives set forth the targets and goals for the Municipal Council to achieve its vision and mission, ensuring that it meets the essential needs of citizens efficiently and responsibly.

- Efficient Delivery of Public Services - Extending essential services such as Solid waste management, water supply, sanitation in a time-bound and cost-effective manner.
- Enhance Infrastructure and Public Facilities - Developing and maintaining public infrastructure like Footpaths, roads, , parks, recreational spaces, and Community buildings to meet the needs of residents and support community activities.
- Public Health and Safety - Enhance the well-being of residents by promoting health initiatives, maintaining public spaces, creating more play grounds, indoor sports facilities and open Gym
- Sustainable Development and Planning - Effective implementation of Schemes of GOI such as Amrut, SBM, PMAY, NULM , Street Vending Policy and Smart City ensuring that the facilities /services benefits the last mile Citizen.
- Promote environmentally responsible practices, such as waste reduction (Plastic free), energy efficiency (LED Street Lights), and conservation of natural resources (Water Conservation), to protect the local ecosystem for future generations.
- Good Governance and Transparency- Ensuring decision-making processes are open, transparent, and accountable to the public and also encouraging community participation in council activities. Additionally, ensure transparency by making information about all governmental pro-cesses readily accessible and understandable

VISION:

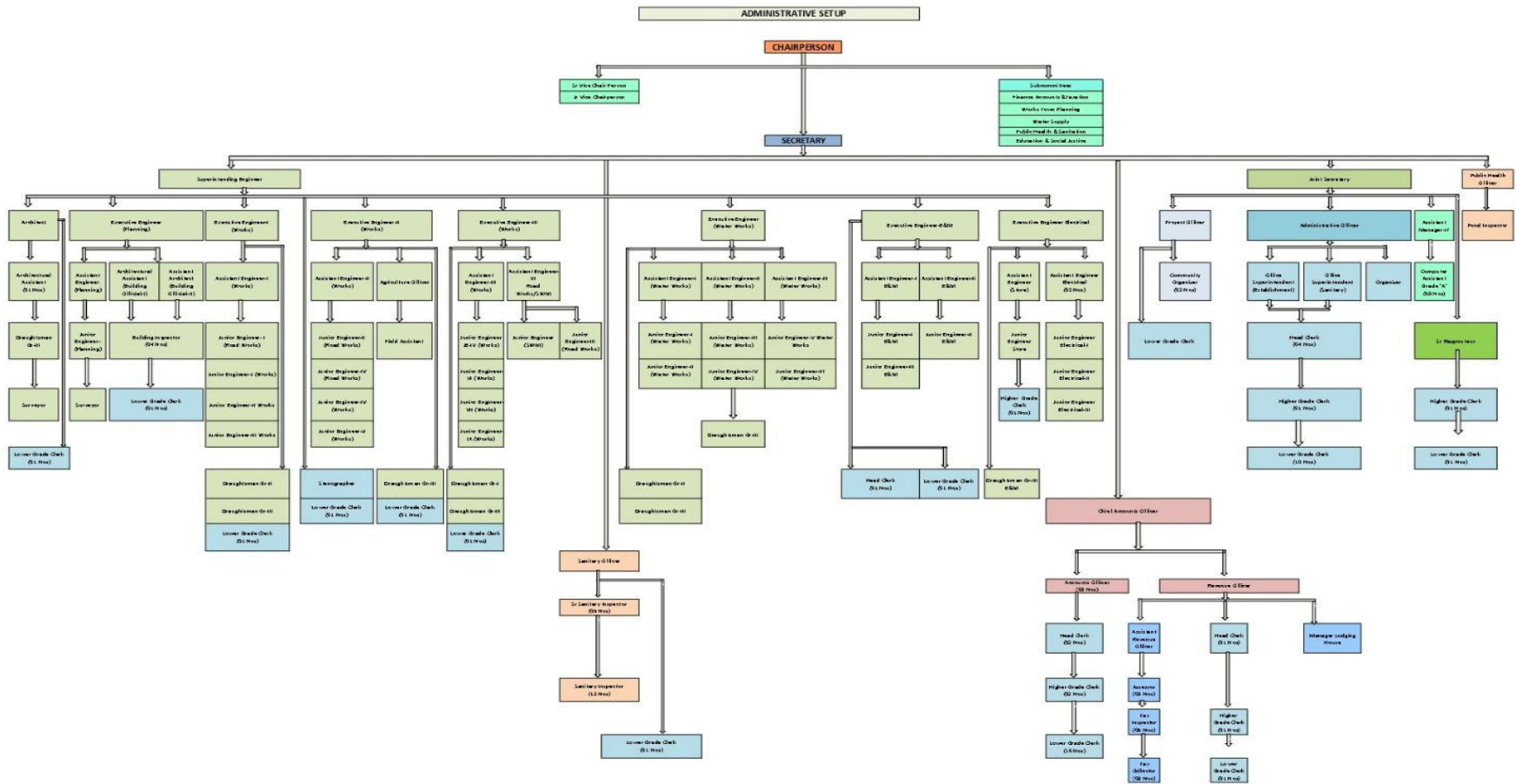
"SVPMC's vision is to be progressive and inclusive, with environmentally sustainable developmental activities where citizens enjoy a high quality of life. SVPMC strives to be a model of good governance and innovation, creating a vibrant, safe city." Mission

(ii) The power and duties of its officers and employees:-

SNo	Name & Designation	Work Allocation
1	Azharuddin Zahiruddin Quazi, IAS Secretary	Head Of the Department
2	Rakesh Das, DANICS Joint Secretary	Administration, Vigilance, SWM
3	Dr. Avijit Roy Public Health Officer	Public Health & Sanitation
4	Avinash Kumar Singh Executive engineer(Civil), Superintending Engineer (i/c)	Technical/Engineering
5	V Jaya Kumar Architect	Architectural Planning/Designing
6	Ashim Kumar Paul Executive Engineer(Civil)	Engineering/Civil Works
9	Zaki Ahmed Executive Engineer (E&M)	E&M, SWM
11	S Asha Assistant Engineer (Civil) Executive Engineer Water(i/c)	Water works
7	Probir Nag Assistant Engineer (Civil)	Engineering/Civil Works/Parks
8	Avinash Kumar Singh Executive Engineer-III	Engineering/Civil Works
10	P R Karuppaiah Assistant Engineer (Civil) Executive Engineer Planning-(i/c)	Engineering/Civil Works/Planning/Building Cell
12	Deepak Behari lall Chief Accounts Officer	Account Head
13	Siva Kumar Accounts Officer-I Account Officer II (i/c)	DDO /Salary/Pension /
15	V Ravi Assistant Engineer- E&M Executive Engineer Electrical(i/c)	Electrical Division Head
16	Abdul Jaleel Junior Engineer Electrical Assistant Engineer-Store (CDC)	Purchase and issue of store material on the basis on indent.

17	Stenly James Junior Engineer-Electrical Assistant Engineer-Electrical (CDC)	Electrical/Streetlight
18	Abdul Wahab Junior Engineer (Civil) Assistant Engineer (i/c)	Engineering/Civil Works
19	Arobindo Mondal Assistant Engineer (Planning)	Engineering/Planning/Building Plan
21	Jepson Daniel Assistant Engineer(Civil)	Water works
22	Nambi Rajan Junior Engineer(Civil) Assistant Engineer(i/c)	Water works
23	Ashok Mohan Nath Assistant Manager-IT/ Nodal Officer- IT	EDP
24	Abdul Arif Architectural Assistant Building Officer-I	Building Related matters
25	Goutam Dutta Assistant Architect Building Officer-II	Building Related matter
26	Santhi Jeevaraj Administrative Officer (i/c)	Administrative related matter
27	Santhi Jeevaraj Revenue Officer (i/c)	Revenue related matters
28	Krishnendu Das Gupta Sr. Rapporteur (i/c)	Preparation of Council proceedings

(iii) the procedure following in the decision making process, including channels of supervision and accountability: -



(iv) **The norms set by it for the discharge of its function:-**

REVENUE SECTION

1. Nature of services:

Nature of work	Time
Assessment of property tax in ward no. 01 to 24	8.30 am to 01.00 pm in all working days
Payment of taxes / fees, water charges, market rent, conservancy fees and property tax etc.	On all working days from 08.30 am to 01.00 pm and 1.30 pm to 4.30 pm at Municipal Head Office and Bathu Basti Municipal Office Ward No.19 (Old Panchayat Office)

2. The Offices and officials to be contacted for the above job:

Sl.No.	Name of Officials	Designation	Telephone No.
1	Smti. Santhi Jeevaraj	Revenue Officer (i/c)	03192-235314
2	Shri. Venkat Ratnam	Assessor, Assistant Revenue Officer (i/c)	03192-246748
3	Shri. A Marudu Pandian	Assessor, Manager (Lodging House) (i/c)	03192-235159/ 235961

3. Type of Service / certificate

Sl. No.	Type of service/ certificate	Procedure & documents required	No of days
1	Sanction of domestic and commercial water tap connection	Apply for online @ pbmc.gov.in Documents – 1.Land record Form F 2.Aadhaar Card 3.NDC certificate from SVPMC	15 days
2	No Dues Certificate	1.Vacating Quarter- Allotment order copy, Aadhaar Copy Payment receipts 2.Building Plan approval- Form F, Aadhaar Card, latest Payment receipt of SVPMC, Self declaration. 3.Bank Loan- Form F, Aadhaar Card, latest Payment receipt of SVPMC, Self declaration. 4.Sale deed - Form F, Aadhaar Card, all Payment receipt of SVPMC, Self declaration 5.Sale permission - Form F, Aadhaar Card, all Payment receipt of SVPMC, Self declaration 6.Grant and renewal of bar license - Form F, Aadhaar Card, all Payment receipt of SVPMC, Self declaration	1-2 days -do- -do- -do- -do- 7 to 15 days -do-

		7.Electric connection in the municipal market – Aadhar Card, Market Rent receipts and others receipts of SVPMC	
3	Transfer of ownership	1.Property and water – both applicants Aadhaar Card, land record, latest payment receipts of SVPMC, No Objection certificate from the join property owners. 2. Municipal Shop – do- 3.Hotel owner name transfer ship – do-	15 to 20 days -do- -do-
4	Booking of community halls/ Auditorium and Tiranga Park	Booking community hall Orders, Cancellation & Reschedule- Application, Payment receipts, DD for security deposit	3 to 4 days

The payment of domestic and commercial water charges, Property tax, market rent, community halls rents are collected through <https://pbmc.gov.in> website online and through NEFT.**Sri Vijaya Puram Municipal Council Parking places:**

Sl.No.	Area of Parking place
1	Y Narayan Parking near JE Electrical site office
2	Y Narayan Parking near Swimming Pool Netaji Stadium
3	Goalghar opposite ANIIDCO Petrol Pump
4	Junglighat opposite Durga pandal
5	Bathu Basti parking place
6	Haddo Parking place near Govt. School
7	Delanipur near teal house parking place
8	Delanipur opposite Mansha Palace parking place
9	Carbin's Cove Parking place
10	Children Park and entrance of Marina Park
11	Junglighat School to Durga Pandal and opposite petrol pump
12	Near Old CRF Barrack at Atlanta Point
13	Raj Niwas opposite Gandhi park parking place
14	Opposite Pay and Accounts office

BUILDING CELL

- Regulating the building construction activity according to Building Bye-laws
- Checking unauthorized construction
- Identifying and issuing notices to unsafe buildings

THE SERVICES, THE TIMING AND THE CONTACT OFFICIALS

Nature of work	Time for Attending
Enquires including advice on deficiencies in applications	Between 10.00 am and 12 Noon on working days
Communication of deficiencies	Within 30 days
Challans for fee deposit	Between 10.00 am and 3.30PM on all working days
Payment of fees/other charges through challans will be received at Tax Section	Between 8.30 am and 3.30 PM on all working days at Revenue Section
Sanction of Building plans	60 days
Decision on revalidation of buildings plans	30 days
Decision on completion certificate /plans	Within 30 days

INFORMATION ON BUILDING PLAN SANCTION

The sanctions are accorded as per the development control rules specified in the Sri Vijaya Puram building bye-laws 1999 & Master plan for Sri Vijaya Puram Planning Area.

The requisite documents required for obtaining approval of the building plan to be submitted online through OBPAS - "<https://www.pbmc-obpas.com/>"

Documents required for approval

- 1) Record entry of proposed land (Form-F) (record entry & map of landed property, not more than 3 months old)
- 2) Latest Municipal Tax Receipt (viz. property tax, water tax, conservancy etc.)
- 3) Aadhaar Card
- 4) PAN Card
- 5) Police Clearance Certificate
- 6) Building plan
- 7) Structural drawing.

Intimate at the following stages of construction and get it verified/certified from the Building Cell to avoid violation in construction.

- Upon commencement of works
- Upon completion of footing and before erection of foundation walls.
- Upon total completion of the works

THE OFFICIALS TO BE CONTACTED:

S.No.	Official In-Charge	Designation	Telephone No.	Ward No.
1.	Shri Abdul Arif	Building Officer-I		01 – 12
2.	Shri Gautam Dutta	Building Officer-II		13 – 24
3.	Shri N Shaji	Building Inspector-1		01 – 06
4.	Shri Ifthakar Ali	Building Inspector-2		07 – 12
5.	Shri R Sunil	Building Inspector-3		13 – 18
6.	Shri Janak Lall	Building Inspector-4		19 - 24

WATER SUPPLY

SVPMC receives treated water from APWD, stores it in clear water reservoirs/ overhead tanks and distributes to households/ business establishments/hotels etc. Presently every alternate days 130 LPCD water is supplied. In case of failure of regular distribution the water is supplied through tankers on request.

WATER TAP CONNECTION:

Application are to be submitted online through CSC

Nature of work	Time
Intimation of deficiency in application	Within 15 days of receipt of application
Intimation for depositing connection charges	Within 7 days of receipt of application
Providing tap connection	Within 2 weeks

DOCUMENTS REQUIRED:

	Recorded Land	Encroached Land
1.	Land records (Revenue map & record entry) & clearance of all municipal dues up-to date.	Councilor's certificate regarding residence proof/encroachment.
2.	Proof of Permanent address with contact number	Proof of Permanent address with contact number
3.	NOC from the property owner	Self-Affidavit registered by Notary/Executive Magistrate

REQUESTS:

Supply of water through tanker	Within 6 hrs of request on failure of regular supply through pipeline
Water tanker booking for marriages/ other functions	One day in advance

COMPLAINTS: 03192-230237, 03192-232161

Nature of work	Time for Attending
Leakage in main water supply line	1-2 days
Complaint of contaminated water	6 hrs
Failure of pumping system	1 working day
Complaint of water pressure	2-3 days
Repair of public hydrant	2-3 days

THE OFFICIALS TO BE CONTACTED:

Sl. No.	Official In-Charge	Telephone No.	Ward No.
1.	Executive Engineer	235317	Total 24 wards
2.	Assistant Engineer-I	230237	1,2,3,4,5,6(Part),7,8,10,11,12(Part),13,21(Part)
3.	Assistant Engineer-II	232161	6(Part),9,14,15,16
4.	Assistant Engineer-III		17,18,19,20,21(Part),22,23,24
5.	Junior Engineer-I	232732	4,5,6(Part),10,11,12(Part),16
6.	Junior Engineer-II	232754	1,2,3,6(Part),7,8
7.	Junior Engineer-III	234713	6(Part),9,14,15,16
8.	Junior Engineer-IV	244947	24, Wells
9.	Junior Engineer-V	219378	20,21(Part),22,23(Part), CCS
10.	Junior Engineer-VI		17,18,23(Part),24 & Attam Pahad

ELECTRICAL WING

- Installation/repair & maintaining of street lights alongside roads and foot paths.
- Installation and maintenance of Electrical wiring and its fixtures in all Municipal buildings.
- EEI and maintenance work of lights of parks/fountains and maintenance of Electrical pumps.

Description of Work	Time period required
Installation of street lights alongside all roads and foot path	3 working days
Repair & maintenance of street lights along roads	3 working days
Repair & maintenance of street lights along foot path	4 working days
Installation and maintenance of Electrical wiring and its fixtures in all Municipal buildings	3 working days
Maintenance of Electrical wiring and its fixtures in municipal buildings like shops, community hall, Auditorium etc.	3 working days
Maintenance work of lights of parks/fountains and maintenance of Electrical pumps	3 working days

THE OFFICIALS TO BE CONTACTED:-

Name	Designation	Landline No.	Area
Shri. V Ravi	Executive Engineer (Elect./Store) i/c		Ward No. 1 to 24
Shri. Abdul Jaleel	Assistant Engineer (Store) i/c		Ward No. 1 to 24
Shri. Stenly James	Assistant Engineer (Electrical) i/c		Ward No. 1 to 24
Shri. Abdul Jaleel	Junior Engineer Store section		Ward No. 1 to 24
Shri. Subrato Bachaar	Junior Engineer (Elect. Sec-I) i/c (Maintenance of street lights sets)		Ward No. 1 to 24
Shri. Stenly James	Junior Engineer (Elect. Sec-II) EEI & IEI work of Buildings		Ward No. 1 to 24
M/s T Nasreen	Junior Engineer (Elect. Sec-III) i/c EEI work of parks, fountain & pumps		Ward No. 1 to 24

(v) **The rules, regulation, instructions, manuals and records, held by or its control or used by its employees for discharging its functions:-**

NOTIFIED REGULATIONS, RULES & BYELAWS

1.	A & N Islands (Municipal) Regulation, 1994
2.	A & N Islands (Municipal) Amendment Regulation 2018
3.	A & N I(Municipal Preparation of Electoral Rolls & Conduct of Election) Rules, 1995
4.	Municipal Council Building Bye-laws
5.	Municipal Council Octroi Tax Bye-laws
6.	Municipal Council Property Tax Byelaws
7.	Municipal Council Water Byelaws
8.	Municipal Council Solid Waste (Handling and Management) bye laws 2017
9.	Municipal Council Business Byelaws
10.	Municipal Council Advertisement Bye laws
11.	Municipal Council Hair-cutting Saloon Byelaws
12.	Municipal Council Grant of License for sale of food byelaws
13.	Municipal Council Accounts and Financial Rules
14.	Street Vendors (Protection of Livelihood and regulation of Street vending Act) 2014
15.	A & N Islands Municipal Services Classification rules, 2008

(vi) A statement of the Categories of documents that are held by it or under its control:-

Categories of file	Held by
Administrative Related Files	Administrative wing
Engineering and planning related files	Engineering Wing
Accounts Related files	Accounts Wing
Sanitation	Administrative Wing
Order/Circulars	Record room

(vii) The particulars of any arrangement that exist for consultation with or representation by the member of the public in relation to the formulation of its policy or implementation thereof:-

Policy-making decisions in the Sri Vijaya Puram Municipal Council are formulated based on Council resolutions adopted in the Council meeting, which are convened as per the Council's discretion. These proceedings provide a platform for deliberation, discussion and decision-making on various Municipal matters, ensuring effective governance and the welfare of the community.

(viii) A statement of the boards, Council, 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 meeting of those boards, councils, committees and other bodies are open to public, or the minutes of such meetings are accessible for public:-

Chairperson

1. **Shri. Sudeep Rai Sharma**

Sr Vice Chairperson

1. **Shri. V Ravichandran**

Junior Vice Chairperson

1. **Smti. Pandi Selvi**

Sub Committee for Education and Social Justice

1.	Shri. Y Joga Rao	Chairperson
2.	Shri. S Shahul Hameed	Member
3.	Smti. Amar Devi	Member
4.	Smti. A Selva Rani	Member
5.	Shri. Abdul Islam	Member

Sub Committee for Finance Taxation and Accounts

1.	Smti. T Mangayarkarasi	Chairperson
2.	Shri. Rajesh Ram	Member
3.	Shri. Ramzan Ali	Member
4.	Shri. Aziz Ur Rahman	Member
5.	Smti. Amar Devi	Member

Sub Committee for Public Health and Sanitation

1.	Shri. Sanjeev Reddy	Chairperson
2.	Shri. C Karunanidhi	Member
3.	Shri. V Vetrivelu	Member
4.	Shri. R Someswara Rao	Member
5.	Smti. Laxmi Ganeshan	Member

Sub Committee for Water Works

1.	Smti. Vasantha	Chairperson
2.	Shri. Rajesh Pal Govind	Member
3.	Smti. Laxmi Ganeshan	Member
4.	Smti. S Selvi	Member
5.	Shri. Abdul Islam	Member

Sub Committee for Work Town Planning & Improvement

1.	Smti. D Radhika	Chairperson
2.	Shri. Aziz Ur Rahman	Member
3.	Shri. Abdul Islam	Member
4.	Shri. Rajesh Pal Govind	Member
5.	Shri. V Vetrivelu	Member

Ward Councillors

S No	Name of Elected Representatives	Ward No	Designation
1.	Shri. S Shahul Hameed	01	Councillor
2.	Shri. R Someswara Rao	02	Councillor
3.	Shri. Ramzan Ali	03	Councillor
4.	Shri. Abdul Islam	04	Councillor
5.	Smti. S Selvi	05	Councillor
6.	Shri. Aziz Ur Rahman	06	Councillor
7.	Smti. Amar Devi	07	Councillor
8.	Smti. Laxmi Ganeshan	08	Councillor
9.	Shri. V Ravichandran	09	Councillor
10.	Smti. T Mangayarkarasi	10	Councillor
11.	Shri. Sanjeev Reddy	11	Councillor
12.	Smti. Vasantha	12	Councillor
13.	Shri. Sudeep Rai Sharma	13	Councillor
14.	Shri. Y Joga Rao	14	Councillor
15.	Shri. B Padmanabhan	15	Councillor
16.	Shri. C Karunanidhi	16	Councillor
17.	Shri. Dharmendra Narayan	17	Councillor
18.	Shri. Rajesh Pal Govind	18	Councillor
19.	Shri. V Vetrivelu	19	Councillor
20.	Smti. Pandi Selvi	20	Councillor
21.	Smti. A Selva Rani	21	Councillor
22.	Shri. Rajesh Ram	22	Councillor
23.	Smti. D Radhika	23	Councillor
24.	Smti. U Kavitha	24	Councillor

(ix) A directory of its officers and employees:-

	Name	Designation	Division	Office #/ Fax #
1	Azharuddin Zahiruddin Quazi, IAS	Secretary	Administrative	232576
2	Rakesh Das, DANICS	Joint Secretary	Administrative	234507
3	Dr. Avijit Roy	Public Health Officer	Health	NA
4	Avinash Kumar Singh	Superintending Engineer (i/c)	Engineering	243247
5	V Jaya Kumar	Architect	Architecture	234513
6	Ashim Kumar Paul	Executive Engineer-I	Engineering	231161
7	Probir Nag	Executive Engineer-II (i/c)	Engineering	231161
8	Avinash Kumar Singh	Executive Engineer-III	Engineering	243247
9	Zaki Ahmed	Executive Engineer (E&M)	E&M	232431
10	P R Karuppaiah	Executive Engineer Planning-(i/c)	Engineering	242642
11	S Asha	Executive Engineer (i/c)	Water Works	230237
12	Deepak Behari lall	Chief Accounts Officer	Accounts	230141
13	Siva Kumar	Accounts Officer-I	Accounts	230690
14	Siva Kumar	Account Officer II (i/c)	Accounts	230690
15	V Ravi	Executive Engineer (i/c)	Electrical	246740
16	Abdul Jaleel	Assistant Engineer- Store (CDC)	Electrical	231316

17	Stenly James	Assistant Engineer-Electrical (CDC)	Electrical	-
18	Abdul Wahab	Assistant Engineer (i/c)	Solid Waste Management	-
19	Arobindo Mondal	Assistant Engineer (Planning)	Engineering	-
20	S Asha	Assistant Engineer-I	Water Works	230237
21	Jepson Daniel	Assistant Engineer-II	Water Works	219385
22	Nambi Rajan	Assistant Engineer-III(i/c)	Water Works	-
23	Ashok Mohan Nath	Assistant Manager-IT/ Nodal Officer-IT	Information Technology	245996
24	Abdul Arif	Building Officer-I	Building Cell	-
25	Goutam Dutta	Building Officer-II	Building Cell	-
26	Santhi Jeevaraj	Administrative Officer (i/c)	Administrative	235314
27	Santhi Jeevaraj	Revenue Officer (i/c)	Revenue	235314
28	Krishnendu Das Gupta	Sr. Rapporteur (i/c)	Administrative	237584

(x) **The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation:-**

Sl No	Code	Employee Name	Designation	Pay Level
1.	R2032	Azharuddin Zahiruddin Quazi	Secretary	12
2.	R1638	V JAYA KUMAR	Architect	12
3.	R2031	Deepak Behari Lall	CHIEF ACCOUNTS OFFICER	11
4.	R1650	Ashim Kumar Paul	Executive Engineer (Civil)	11
5.	R1269	Zaki Ahmed	Executive Engineer (E & M)	11
6.	R2006	Siva Kumar	Accounts Officer	9
7.	R1664	Gautam Dutta	Assistant Architect	8
8.	R1952	Asha Shekhar	Assistant Engineer (Civil)	8
9.	R0984	P R Karuppaiah	Assistant Engineer (Civil)	8
10.	R1187	Probir Nag	Assistant Engineer (Civil)	8
11.	R1653	Vandana George	Assistant Engineer (Civil)	8
12.	R1654	Jepson Daniel	Assistant Engineer (Civil)	8
13.	R1717	V Ravi	ASSISTANT ENGINEER (E & M)	8
14.	R1687	Ashok Mohan Nath	Assistant Manager (IT)	8
15.	R1662	N Shajee	Building Inspector	8
16.	R1806	Abdul Wahab	Junior Engineer (Civil)	8
17.	R2003	Ashish Tripathi	Architectural Assistant	7
18.	R2004	Abdul Arif	Architectural Assistant	7
19.	R0346	Imran Khan	Assistant Engineer (Civil)	7
20.	R1644	Arobinda Mondal	Assistant Engineer (Civil)	7
21.	R0429	Avinash Kumar Singh	Executive Engineer (Civil)	7
22.	R0218	Maya Sarkar	Junior Engineer (Civil)	7
23.	R0594	Nambi Rajan	Junior Engineer (Civil)	7
24.	R1647	Mary Bhutto	Junior Engineer (Civil)	7
25.	R0985	A K Athikesavan	Junior Engineer (Civil)	7
26.	R1320	Priti Roy	Junior Engineer (Civil)	7
27.	R1376	ZAHIR ALI	Junior Engineer (Civil)	7
28.	R1649	Ashis Mandal	Junior Engineer (Civil)	7
29.	R1700	N Abdul Jaleel	JUNIOR ENGINEER (E & M)	7
30.	R1971	Vijay Prasad Tiwari	Sanitary Officer	7
31.	R1128	Y Venkat Ratnam	Assessor	6
32.	R1110	Anita Ashok	Computer Assistant Gr 'A'	6
33.	R1149	Subhashini	Computer Assistant Gr 'A'	6
34.	R1203	Parwati Dutta	Computer Assistant Gr 'A'	6
35.	R1670	V Indira	Computer Assistant Gr 'A'	6
36.	R1112	Fabianus Dung Dung	Computer Assistant Gr 'A'	6
37.	R1640	Ajmer Singh	Computer Assistant Gr 'A'	6
38.	R1491	P Sundara Rao	Computer Assistant Gr 'A'	6

39.	R1663	Raj Kumar	Draughtsman Gr-II (Civil)	6
40.	R1478	Shailaja Ravindran	Head Clerk	6
41.	R1107	P Balakrishnan	Head Clerk	6
42.	R1466	Arifa Mahe	Head Clerk	6
43.	R1730	Hassan Shah	Head Clerk	6
44.	R1743	Krishnendu Das Gupta	Head Clerk	6
45.	R1148	Namita Bhakta	Head Clerk	6
46.	R1758	Abdul Gafoor	Head Clerk	6
47.	R0347	Anit Saha	Junior Engineer (Civil)	6
48.	R0431	P Umamaheswara Rao	Junior Engineer (Civil)	6
49.	R0432	Anil Bahadur Rai	Junior Engineer (Civil)	6
50.	R0595	Ashish Ram	Junior Engineer (Civil)	6
51.	R0863	Mohammed Nadeem	Junior Engineer (Civil)	6
52.	R1204	Rohit Kumar	Junior Engineer (Civil)	6
53.	R1699	E Laxmi Priya	Junior Engineer (Civil)	6
54.	R1880	Supriya Roy	Junior Engineer (Civil)	6
55.	R2019	SAMEERA RAHIM	Junior Engineer (Civil)	6
56.	R2027	B Permila	JUNIOR ENGINEER (CIVIL)	6
57.	R2028	Rashique Ali	JUNIOR ENGINEER (CIVIL)	6
58.	R1251	Stenly James	JUNIOR ENGINEER (E & M)	6
59.	R1271	Shibayan Ghosh	JUNIOR ENGINEER (E & M)	6
60.	R1519	T Nasreen	JUNIOR ENGINEER (E & M)	6
61.	R1968	D VINAY KUMAR	JUNIOR ENGINEER (E & M)	6
62.	R2017	P HISHAM HUSSAIN	Junior Engineer (E&M)	6
63.	R2018	MOHAMMED SHAMEER	Junior Engineer (E&M)	6
64.	R1044	Santhi Jeevaraj	Office Superintendent	6
65.	R1170	John Mathew	Organiser	6
66.	R1357	T Kamala	Personal Assistant	6
67.	R1042	Rita Sil	Personal Assistant	6
68.	R1051	Nook Raj G	SCD SP GRADE	6
69.	R0021	Ajay Kishen	Senior Sanitary Inspector	6
70.	R1975	Vijay Kumar	Senior Sanitary Inspector	6
71.	R1889	DEEPAK BEHARI CHAKRABORTHY	Senior Sanitary Inspector	6
72.	R1171	Sanjeev Raghavan	Videographer Cum Photographer	6
73.	R1172	DEEPAK KUNDU	Videographer Cum Photographer	6
74.	R1273	Suresh Kumar	Chargeman	5
75.	R1665	Ifthakar Ali	Draughtsman Gr-II (Civil)	5
76.	R1781	R Sunil	Draughtsman Gr-II (Civil)	5
77.	R1635	T S Sunita	Draughtsman Gr-III (Civil)	5
78.	R1642	P Venkata Lakshmi	Draughtsman Gr-III (Civil)	5
79.	R1862	Rupesh Narayan	Draughtsman Gr-III (Civil)	5
80.	R1660	S Rama Rao	Higher Grade Clerk	5
81.	R1121	Suzi Anil	Higher Grade Clerk	5
82.	R1079	SHYAM LALL	Higher Grade Clerk	5

83.	R1732	S Kamaraj	Horticulture Supervisor	5
84.	R0122	Sameer Chandra Das	Sanitary Inspector	5
85.	R1821	Sudeep	Sanitary Inspector	5
86.	R0667	Thomas Varghese	Sanitary Inspector	5
87.	R1827	Pradeep Kumar Chowdhary	Senior Sanitary Inspector	5
88.	R1828	Jatan Lall	Senior Sanitary Inspector	5
89.	R1499	M Senchaiah	Surveyor	5
90.	R1641	Deepak Ch More	Surveyor	5
91.	R1130	Rajesh Prasad Tiwari	Tax Collector	5
92.	R1131	Rajesh Narayan	Tax Collector	5
93.	R1133	Benedict Thomas	Tax Collector	5
94.	R1134	Naushad Ali	Tax Collector	5
95.	R1136	R Venket Ramana	Tax Collector	5
96.	R1139	Swapan Mistry	Tax Collector	5
97.	R1141	K Santa Rao	Tax Collector	5
98.	R1147	Shakir Hussain	Tax Collector	5
99.	R1359	Sammed Ali	Tax Collector	5
100.	R1943	K Mani	Tax Collector	5
101.	R1137	A Marudupandian	Tax Inspector	5
102.	R1109	K Shekhar	Tax Inspector	5
103.	R1129	Musheer Ahmed	Tax Inspector	5
104.	R1138	Jay Kumar	Tax Inspector	5
105.	R1837	Janak Lall	Draughtsman Gr-II (Civil)	4
106.	R1497	Devi K	Draughtsman Gr-III (Civil)	4
107.	R1655	C Abdul Rehman	Draughtsman Gr-III (Civil)	4
108.	R1708	Biswajit Ghosh	Draughtsman Gr-III (Civil)	4
109.	R1198	Dorothy	Draughtsman Gr-III (Civil)	4
110.	R1841	Neha Nath	Draughtsman Gr-III (Civil)	4
111.	R2024	VIBHA RAO	Draughtsman Gr-III (Civil)	4
112.	R2025	AMBIKA DUTT	Draughtsman Gr-III (Civil)	4
113.	R2026	DEEPIKA MINJ	Draughtsman Gr-III (Civil)	4
114.	R1113	Sanjeev Kumar	Higher Grade Clerk	4
115.	R1462	Mohammed Ashraf	Higher Grade Clerk	4
116.	R1450	P Rama Krishnan	Higher Grade Clerk	4
117.	R1461	G THUMBANATHAM	Higher Grade Clerk	4
118.	R0694	S Shailendra Behari	Sanitary Inspector	4
119.	R1973	Satish Kumar	Sanitary Inspector	4
120.	R1813	Umran Ali	Sanitary Inspector	4
121.	R1852	Satyajit Naskar	Sanitary Inspector	4
122.	R0833	B Rudraiah	Sanitary Inspector	4
123.	R0092	Kamal Pal	Sanitary Supervisor	4
124.	R0635	Bhola Raj Banshi	Sanitary Supervisor	4
125.	R0763	Sabita	Sanitary Supervisor	4
126.	R0090	Sethuraman K	Sanitary Supervisor	4

127.	R0181	Sethuraman	Senior Sanitary Supervisor	4
128.	R2016	R SHIVANI	STENOGRAPHER (OG)	4
129.	R1503	Hameeda Bibi	Surveyor	4
130.	R1755	Habibul Rehman	Lower Grade Clerk	2
131.	R1766	Ranjita Roy	Lower Grade Clerk	2
132.	R1718	Beena Biswas	Lower Grade Clerk	2
133.	R1719	S Nadeem Mohideen	Lower Grade Clerk	2
134.	R1721	Mohd Shoaib	Lower Grade Clerk	2
135.	R1722	Raja Sekhar Vanka	Lower Grade Clerk	2
136.	R1725	Haniel	Lower Grade Clerk	2
137.	R1728	Snehajit Chakraborty	Lower Grade Clerk	2
138.	R1738	Sanjib Hawlader	Lower Grade Clerk	2
139.	R1751	Saket Kumar	Lower Grade Clerk	2
140.	R1752	Shahruk Khan	Lower Grade Clerk	2
141.	R1760	Mohammed Abbas Ansari	Lower Grade Clerk	2
142.	R1768	Shahul Mohammed	Lower Grade Clerk	2
143.	R1785	Agnetha Tee Leacock	Lower Grade Clerk	2
144.	R1795	Bharat Mridha	Lower Grade Clerk	2
145.	R1846	UDHAYA KUMAR	Lower Grade Clerk	2
146.	R2029	Manisha Mohan Das	Lower Grade Clerk	2
147.	R1767	Deepika Chetry	Lower Grade Clerk	2
148.	R1739	JYOTIRMAY ACHARIA	Lower Grade Clerk	2
149.	R2008	S ATUL NARAYAN	Lower Grade Clerk	2
150.	R2009	P THULASI RAO	Lower Grade Clerk	2
151.	R2011	POOJA CHOURASIA	Lower Grade Clerk	2
152.	R2012	PUSHPENDRA RATHORE	Lower Grade Clerk	2
153.	R2013	BIDHAN DUTTA	Lower Grade Clerk	2
154.	R2015	RAVIN BAHADUR	Lower Grade Clerk	2
155.	R2030	H Joseph	Lower Grade Clerk	2

(xi) The budget allocated to each of its agency, indicating the particulars of all, plans, proposed expenditures and report on disbursement made:-

Budget Details:-

**DETAILS OF GIA APPROVED AND RECEIVED FROM THE ADMINISTRATION
FROM THE YEAR 2023-24**

(Rs.in

lakhs)

Sector/Particulars	Budget Estimate for 2023-24	Revised Estimate Approved by admin for 2023-24	GIA received for 2023-24	Remarks
Water Supply	1000.00	1720.00	1635.00	
Urban Development	4500.00	0.00	0.00	
Roads & Bridges	1500.00	791.00	756.00	
Swachata Action Plan	1300.00	1200.00	1200.00	
Budgetary Provision to meet the salary/wages of the employees of PBMC and other committed liabilities.	20500.00	20500.00	24800.00	Release of DRM arrears wages of PBMC included
Total	28800.00	24211.00	28391.00	

(xii) The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiary of such programmes:-

Not applicable

(xiii) Particulars of recipient of concessions, permits or authorisations granted by it:-

Not applicable

(xiv) Details in respect of the information, available to or held by it reduced in an electronic form:-

Sri Vijaya Puram Municipal Council maintains various types of information in electronic form to ensure transparency and ease of access. This includes records related to municipal governance, policy decisions, budget allocations, public welfare schemes, taxation, property records, and other civic services. The electronically stored information is systematically managed and made available through designated online portals or upon request, as per applicable rules and regulations.

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:-

At the Sri Vijaya Puram Municipal Council, we strive to provide citizens with various means of obtaining information. While we currently do not maintain a library or reading room, we do offer several alternative ways for the public to access vital information.

Facilities Available:

- Online Information Portal: Citizens can access a variety of municipal services, announcements, forms, and other relevant information through our official website(<https://pbmc.gov.in>).
- Public Notice Boards: Located at strategic places within the municipal council offices and other public spaces, these boards display important updates, notices, and information about community events, services, and municipal policies.
- Information at sections offices : At the Municipal office, citizens can inquire about services, obtain documents, and receive assistance.

Working Hours of the Sri Vijaya Puram Municipal Council Office:

- Monday to Friday: 8:30 AM to 5:00PM
- Sunday: Closed

Further citizens can obtain more information through RTI

RTI fee details:-

1. A citizen who desires to seek some information from a public authority is required to send, along with the application, a demand draft or a bankers cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed

for seeking information. The payment of fee of Rs. 10/- can also be made by way of cash to the public authority against a proper receipt.

2. If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim for belonging to the below poverty line.

THE RIGHT TO INFORMATION (REGULATION OF FEE AND COST) RULES, 2005¹

In exercise of the powers conferred by clauses (b) and (c) of sub-section (2) of section 27 of the Right to Information Act, 2005 (22 of 2005), the Central Government hereby makes the following rules, namely:—

1. Short title and commencement.—(1) These rules may be called the Right to Information (Regulation of Fee and Cost) Rules, 2005.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions.—In the rules, unless the context otherwise requires,—

(a) 'Act' means the Right to Information Act, 2005;

(b) 'section' means section of the Act;

(c) all other words and expressions used herein but not defined and defined in the Act shall have the meanings assigned to them in the Act.

3. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority.

4. For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the following rates:—

(a) rupees two for each page (in A4 or A3 size paper) created or copied;

(b) actual charge or cost price of a copy in larger size paper;

(c) actual cost or price for samples or models; and

²[(d) for inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof).]

5. For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the following rates:—

(a) for information provided in diskette or floppy rupees fifty per diskette or floppy; and

(b) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

1. *Vide* G.S.R. 336, dated 16th September, 2005, published in the Gazette of India, Pt. II, Sec. 3(i), dated 1st October, 2005.

2. Subs. by G.S.R. 649(E), dated 27th October, 2005, for clause (d) (w.e.f. 28-10-2005). Clause (d), before substitution, stood as under:

"(d) for inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter."

To file a Right to Information (RTI) application online through RTI Online portal.

Here's the direct link to the submission form:

<https://rtionline.gov.in/request/request.php>

The physical form is provided below.

THE ANDAMAN AND NICOBAR EXTRAORDINARY GAZETTE, NOVEMBER 24,
2005.

FORM 'A'

Form of Application for seeking information

I.D.No.....
(For official use)

To,

.....
.....
.....

1. Name of the Applicant :
2. Address :

3. Particulars of information :

4. Particulars of Information required:

- i. Details of Information required:
- ii. Period for which information asked for:
- iii. Other details:

5. I state that that information sought does not fall within the restrictions contained in section of the Act and to the best of my knowledge it pertains to your office.

6. A Fee of Rs,..... Has been deposited in the office of the Competent Authority vide No....., dt.

Date:

Signature of Applicant
Ph No.

(xvi) **The names, designation and others particulars of the Public Information Officers:-**

Particulars of Appellate Authority/Nodal Officer/PIO and APIO of Municipal Council

AUTHORITY/ APPELLATE AUTHORITY

Sl No	Name of the Department	Public Authority/ Appellate Authority	Email-ID	Phone No.	Official Address with pin code
1.	Sri Vijaya Puram Municipal Council	Secretary	secypbmc@gmail.com	03192-232576	Secretary, Municipal Council, Indira Bhawan, Mohanpura, Sri Vijaya Puram, South Andaman-744101.

NODAL OFFICER FOR RTI PORTAL

Sl No	Name of the Department	Designation	Email-ID	Phone No.	Official Address with pin code
1.	Sri Vijaya Puram Municipal Council	Executive Engineer (Plg.) (i/c)	prkaruppaiah.pbmc@pbmc.gov.in	9679 508764	Municipal Council, Indira Bhawan, Mohanpura, Sri Vijaya Puram, South Andaman-744101.

PUBLIC INFORMATION OFFICER (PIO)

Sl No	Name of the Department	Designation of PIOs	Name of Division/ Unit	Email-ID	Phone No.	Official Address with pin code
1.	Sri Vijaya Puram Municipal Council	Executive Engineer (Plg.) (i/c)	Engineering Wing	prkaruppaiah.pbmc@pbmc.gov.in	9679 5087 64	Municipal Council, Indira
2.	Sri Vijaya Puram Municipal Council	Chief Accounts Officer	Accounts Wing	dblall.and@gov.in	0319 2-2301 41	Bhawan, Mohanpura, Sri Vijaya
3.	Sri Vijaya Puram Municipal Council	Administrative Officer (i/c)	Administrative Wing	santhi.pbmc@pbmc.gov.in	0319 2-2313 34	Puram, South Andaman-744101.

ASSISTANT PUBLIC INFORMATION OFFICER (APIO)

Sl No	Name of the Department	Designation of APIOs	Name of Division/ Unit	Email-ID	Phone No.	Official Address with pin code
1.	Sri Vijaya Puram Municipal Council	Assistant Engineer (Plg.)	Engineering Wing	arobinda.pbmc@and.nic.in		Municipal Council, Indira
2.	Sri Vijaya Puram Municipal Council	Chief Accounts Officer	Accounts Wing	dblall.and@gov.in	03192 -23014 1	Bhawan, Mohanpura, Sri Vijaya Puram,
3.	Sri Vijaya Puram Municipal Council	Administrative Officer (i/c)	Administrative Wing	santhi.pbmc@pbmc.gov.in	03192 -23133 4	South Andaman -744101.