સુરત મહાનગરપાલિકા

અસેસમેન્ટ અને રીકવરી, સેન્ટ્રલ સેવા

આર.ટી.આઈ.અસ્ક્રેટ-૨૦૦૪

પ્રો-અસ્ક્રેટિવ રિક્વલોજર (પિ.અ.ટી.)

૨૦૨૧

ઓક્કિસ:-
સેન્ટ્રલ જોન, વલ્લિવટીબાંગ,
ત્રીજો માળન, ભુગલીસાર,
સુરત.
The Particulars of its Organization, functions and duties:

The Powers and duties of its Officers and Employees:

<table>
<thead>
<tr>
<th>A.N.</th>
<th>Position</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Financial Officer</td>
<td>Financial, Accounts, Administration.</td>
</tr>
<tr>
<td>2</td>
<td>Accountant</td>
<td>Bookkeeping, Accounts, Administration.</td>
</tr>
<tr>
<td>3</td>
<td>Program Officer</td>
<td>Program planning, implementation.</td>
</tr>
<tr>
<td>4</td>
<td>Social Worker</td>
<td>Social welfare, counseling.</td>
</tr>
<tr>
<td>5</td>
<td>Administrative Officer</td>
<td>Administrative support.</td>
</tr>
<tr>
<td>6</td>
<td>Supervisor</td>
<td>Supervision, monitoring.</td>
</tr>
</tbody>
</table>
ITEM No.3  THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION ACCOUNTABILITY
The norms set by it for the discharge of its functions:

- The rules, regulations, Instructions, manuals and records held by it or under its control or used by its Employees for discharging its functions:

- The particulars of any arrangement that Exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or Implementation thereof:

- The statement of the boards, councils, committees and other bodies, consisting of two or more persons constituter 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.
The Budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditure and reports on disbursements made:

- The manner of Execution of subsidy programmers, including the amount allocated and the details of beneficiaries of such programmers:

- Particulars of recipients of concessions, permits or authorisations granted by it:

Details in respect of the information, available to or held by it reduced in an Electronics form:
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:

Such other information as may be prescribed and thereafter update these publications every year: