સુંદર મહાનગરપાલિકા

ગાંધી સમૃદ્ધિ ભવન

અર.ટી.આર.એક્ટ-2004

પ્રો-એક્ટિવ ડિસ્કલોજર (પી.એ.ડી.)

2018

ઓફિસ:-
ગાંધી સમૃદ્ધિ ભવન,
નાનપુરા, ટીમલિયાપાડા,
સુરત.

જાહેર મહિતી અધિકારી અને
પ્રોજેક્ટ શ્રેણી કાબાઈ
ગાંધી સમૃદ્ધિ ભવન
સુંદર મહાનગરપાલિકા.
Sr.No.1- The Particulars of Organisation, Functions of Gandhi Smruti Bhavan

Gandhi Smruti Bhavan is situated in the heart of the Surat City and is one of the most important building which host theatrical shows. It is a centrally air-conditioned theatre with a drama stage and an audience hall to seat over 800 person.

It is an appropriate place where at citizens of Surat can amuse themselves by engaging into various shows. This hall is an ideal place to host various events as listed on [www.suratmunicipal.gov.in](http://www.suratmunicipal.gov.in) and is available on rental basis for various time slots detailed on website.

Interested Organization or Persons shall contact The Manager, Gandhi Smruti Bhavan, Nanpura, Surat Tel no. 91-261-2472643 for booking or reserving the hall for their programmes etc. can be done online [www.suratmunicipal.gov.in](http://www.suratmunicipal.gov.in) & offline mode Five Months in advance as per Rules.
(II) The powers and duties of its officers and employees;

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Nature and extent of the powers delegated</th>
<th>Relevant Section of the RPMC Act, 1949</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Power to grant leave of any kind up to 180 days to the staff working under his control.</td>
<td>Sec. 57(1)</td>
</tr>
<tr>
<td>2</td>
<td>Power to initiate correspondence with the members of public for redress of their grievances, officials’ non-official institution etc. as well as other sections of Municipal Corporation in respect of any matters pertaining to the department placed under his control.</td>
<td>General</td>
</tr>
<tr>
<td>3</td>
<td>Power to supervise and keep general control over all the matters, acts and proceedings of the department placed under his control.</td>
<td>General</td>
</tr>
<tr>
<td>4</td>
<td>Power to issue memo or ask for explanation from the staff below his rank working under his control.</td>
<td>General</td>
</tr>
<tr>
<td>5</td>
<td>Power to warn or censure any employee whose pay scale does not exceed 5500-9000 or such equivalent pay scale as may be revised from time to time, for reasons to be recorded in writing after due process of law.</td>
<td>Sec. 56(3) (c)</td>
</tr>
<tr>
<td>6</td>
<td>Power to fix any employee of the department whose pay scale does not exceed 5500-9000 or such equivalent pay scale as may be revised from time to time, subject to a maximum of 5 days pay at a time after due process of law of the department placed under his control.</td>
<td>Sec. 56(2) (d)</td>
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<tr>
<td>No.</td>
<td>Power Description</td>
<td>Section</td>
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<td>-----</td>
<td>-----------------------------------------------------------------------------------</td>
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<tr>
<td>7</td>
<td>Power to grant casual leave upto 7 days at a time to the staff working under his control</td>
<td>67(3)(b)</td>
</tr>
<tr>
<td>8</td>
<td>Power to grant regular increment to the member of the staff whose pay scale does not exceed 6500-10500 or such equivalent pay scale as may be revised from time to time, subject to the condition that there shall be no order under section 56 of the M.P.M.C. Act., 1940 with holding the same.</td>
<td>67(3)(b)</td>
</tr>
<tr>
<td>9</td>
<td>Power to sign daily diary, certificate for vehicle allowances of all the staff working under his control.</td>
<td>67(3)(b)</td>
</tr>
<tr>
<td>10</td>
<td>To prepare and pass all salary bills, LTC, TA bills of the departments staff under his control for which funds have been provided under grants sanctioned for the current year.</td>
<td>67(3)(b)</td>
</tr>
<tr>
<td>11</td>
<td>Power to write confidential reports of the members of the staff under his control.</td>
<td>67(3)(b)</td>
</tr>
<tr>
<td>12</td>
<td>Power to sign indent of stationary articles and dead stock articles, stock articles and materials for the requirements of the departments.</td>
<td>72(c)</td>
</tr>
<tr>
<td>13</td>
<td>Power to sign all pay bills for departments placed under his control sanctioned by the competent authority for which funds have been provided under grants sanctioned for the current year.</td>
<td>73(c)</td>
</tr>
<tr>
<td>14</td>
<td>Power to sanction all contingency expenditure not exceeding Rs.1000/- provided funds are available under grants sanctioned for the current year.</td>
<td>73(c)</td>
</tr>
<tr>
<td>15</td>
<td>Power to purchase materials at market rates when the same is not available in stock and its urgently required at a cost not exceeding Rs.1000/- in each instance, reasons to be recorded for in writing.</td>
<td>73(c)</td>
</tr>
<tr>
<td>16</td>
<td>Power to sanction all type of utility services bills viz. Electricity, fuel, water, telephone, Gas, etc. of the department placed under his control provided that funds are available under relevant budget head sanctioned for the current year.</td>
<td>73(c)</td>
</tr>
<tr>
<td>17</td>
<td>Power to invite and open quotation of materials required for maintenance of his departments of the amount not exceeding Rs. 5000/- (Rs.Five thousand only) and sanction the quotation upto Rs.2000/- in each instance.</td>
<td>73(c)</td>
</tr>
<tr>
<td>18</td>
<td>Power to maintain accounts in respects personal advance and draw the amount upto Rs.1000/- from personal advance incurred for miscellaneous expenditure provided that funds are available under the relevant budget head and the grant is sanctioned for the current year for his department.</td>
<td>73(c)</td>
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<td>19</td>
<td>Power to recoup of personal advance upto Rs.2000/- and General advance upto Rs.25,000/-</td>
<td>Sec.86</td>
</tr>
<tr>
<td>20</td>
<td>Power to grant refund of only Booking Deposit upto Rs.25,000/-</td>
<td>Sec. 86(2)(d)</td>
</tr>
<tr>
<td>21</td>
<td>Power to give &quot;AUDITORIA, INDOOR STADIUM * on rent after taking necessary fees subject to rules in this behalf and in case of disputes regarding fees with the previous sanction of Commissioner on fees to be charged.&quot; *</td>
<td>79(a)</td>
</tr>
<tr>
<td>22</td>
<td>Power to give a written notice under clause (b) of the proviso of Section 138 of the Negotiable Instrument Act, 1881.</td>
<td>481</td>
</tr>
<tr>
<td>23</td>
<td>Power to file a complaint u/s 142 of the Negotiable Instrument Act, 1881.</td>
<td>481</td>
</tr>
</tbody>
</table>

SURAT
Date: 14-10-2013

(M. K. DAS)
Municipal Commissioner
Surat Municipal Corporation

Copy w.o.s. to: All Divisional Heads for information pl.
Copy to: All Heads of Departments/All Zonal Officer...for information & n.a.pl.
<table>
<thead>
<tr>
<th>क्रम नंबर</th>
<th>ग्रंथी</th>
<th>क्रमग्रंथीनी दृष्टि विषय</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>मेनेजर</td>
<td>ग्रंथी स्वति भवन/रंग उपवन आते क्रज बहावता अविकरी / क्रमवारीनांत बोझ की क्रज अगंती विषय :—</td>
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<td>2</td>
<td>कर्ज क्रजस ही. सुपरवाइजर</td>
<td>सेक्टरीक्षक साधुनी व्यवस्थित गोड़की की क्रमक्रम दर्श्यानुक्रम सुपरवाइजर नी क्रमग्रंथी</td>
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<td>3</td>
<td>वापरयोग / आसी.अ.सी. प्लांट(पीडी) अंत स.स.आ. ओपरेटर</td>
<td>ग्रंथी स्वति भवन तथा रंगउपवन आते क्रमक्रम दर्श्यानुक्रम बाक्ष, साउन तथा अ.सी. प्लांट मेंटने करें क्रमग्रंथी</td>
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<td>4</td>
<td>सौनियर क्रजार</td>
<td>ग्रंथी स्वति भवन तथा रंगउपवन आते क्रमक्रम दर्श्यानुक्रम बाक्ष, साउन तथा मेरकोर्टने करें क्रमग्रंथी</td>
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<td>5</td>
<td>सौनियर क्रजार</td>
<td>सारीनां क्रमक्रम समय ग्रंथी अवपी,परसंता बेंझराजांना पीया तथा स्टोरनी क्रमग्रंथी संबांधी</td>
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<tr>
<td>6</td>
<td>प्रवानाना</td>
<td>टॉप वोल्विय महात्त, तथा सारीनां क्रमक्रम समय आक्षेपती क्रमग्रंथी तथा टप्पा मृध्व वसे मारक बाबत बाबत जैविक मादे</td>
</tr>
<tr>
<td>7</td>
<td>बेंधार / अर्डिमेचर बेंधार</td>
<td>ग्रंथी स्वति भवन/रंगउपवन आते क्रज बहावता अविकरी संबांधी विषय :—</td>
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<tr>
<td>8</td>
<td>सेक्टर क्रमधार</td>
<td>क्रमक्रम दर्श्यानुक्रम बेंधार तथा अन्य क्रमग्रंथी</td>
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</tbody>
</table>

RTIPAD-GSB-16doc 6
(III) The procedure followed in the decision making process, including channels of supervision and accountability

SURAT MUNICIPAL CORPORATION

Gandhi Smruti Bhavan

ORGANIZATIONAL STRUCTURE DIAGRAM

CHAPTER – 2 (MANUAL – 1)
(IV) The norms set by it for the discharge of its functions:

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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. :-

https://www.suratmunicipal.gov.in/Content/Documents/Services/AuditoriaAndStadium/GandhiSmruti_SMC_Rules.pdf
(VI) A Statement of the categories of documents that are held by it or under its control :-

<table>
<thead>
<tr>
<th></th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>संयुक्तना वटीवटने वगती निति— विषयक कार्यवाहिनी वि.</td>
</tr>
<tr>
<td>B</td>
<td>भारतना कर्मचारीओना मदरकम दक्तर तथा फस्ग्र रजीस्टरनी नकल वि.</td>
</tr>
<tr>
<td>C</td>
<td>भीव पेमेन्ट वार्शर कार्यवाहिनी, संयुक्तना संयुक्तनने वगती अन्य परम्परा कार्यवाहिनी वि.</td>
</tr>
<tr>
<td>D</td>
<td>ईनवर्ड— आउटवर्ड रजीस्टर, भीव रजीस्टर, सीईड रजीस्टर, भारतामां आवाना परिपत्र— नॉएड—उराव, भरत्स्टर रजीस्टर, संयुक्तना तथा नियमाना करोनी टेंडर कार्यवाहिनी वि.</td>
</tr>
<tr>
<td>E</td>
<td>भुजेंग्ड लेट्स, भरस्टर पटरक वि.</td>
</tr>
</tbody>
</table>
VII The particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of its policy or implementation thereof

1. Cultural Committee
2. Standing Committee
3. General Board
(VIII) A 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
A directory of its officers and employees:

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(X) The monthly remuneration received by each of its Officers and Employees, including the system of compensation as provided in its regulations:

The monthly remuneration received by each of its Officers and Employees, including the system of compensation as provided in its regulations:

Bose Estate, Vardhaman, Ahmedabad, Gujarat, India

www.suratmunicipal.gov.in for more details.

The remuneration is available at the Municipal website www.suratmunicipal.gov.in.
The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:-

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:-

अत्र ना भावनी अवाजपी माहिती नबही।
(XIII) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme:

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme:—
(XIV) Details in respect of the information, available to or held by it, reduced in an electronic form:

Surat Municipal Corporation's website www.suratmunicipal.gov.in for the said information is available.
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:

SURAT MUNICIPAL CORPORATION WEBSITE www.suratmunicipal.gov.in उपर प्रसारित करवामां आवेद छे.
(XVI) The names, designation and particulars of the Public Information officers. :-

<table>
<thead>
<tr>
<th>अ. नं.</th>
<th>जाहेर माहिती अधिकारीतूने नाम / क्रम.नंबर</th>
<th>डोंगर</th>
<th>जोन/ भागातूने नाम</th>
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<th>डी-मेल</th>
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<td>१.</td>
<td>श्री भान शहीदमान राजीवमान क्रम. नं. २२०७०</td>
<td>मंत्री हार</td>
<td>गाढी स्मृति भवन</td>
<td>क्रेट-४०३, वाल पेंसेंस, रायगढ सेवा, शासकार, सुरत</td>
<td>९७२४३४५५४९</td>
<td><a href="mailto:gandhismrutib@surat.municipal.org">gandhismrutib@surat.municipal.org</a></td>
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<td>१.</td>
<td>श्रीमत नैसानिक अभ्य. महिमना क्रम. नं. १२१०८</td>
<td>सोनेरी हाउस</td>
<td>गाढी स्मृति भवन</td>
<td>८०४, राजा भवन, सोआसोपेशीक खेळाडू पासे, एक्स्प्रेस रोड, सुरत.</td>
<td>२४७२५७४३</td>
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</tr>
</tbody>
</table>

त्वा सुरत महानगरपालिकनी वेबसाईट www.suratmunicipal.gov.in उपर उपलब्ध र जे अवलोकनमां वेळा विनंती.
(XVII) Such other information as may be prescribed and thereafter update the publications every year :

जाहेदे सता मंडण साये संयुक्त छे. अत्रेना भातानी अवायवी माहिती नथी.