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GOVERNMENT OF GUJARAT
URBAN DEVELOPMENT AND URBAN HOUSING DEPTT.
NO:- NPL - 4507 - 954 - M
SACHIVALAYA, GANDHINAGAR
DATE - 08 / 05 / 2007

PREFACE :-

5 B MAY 2007

Urban Local Bodies are third tier in the democratic system of administration. The municipal administration is being run by the elected representatives of the citizens of the town. It is essential to see that all details of municipal administration are disclosed and are available to the public at large. Further the Government of India has recently introduced the Jawahar Lal Nehru National Urban Renewal Mission and as a part of implementation of State Level Mandatory reform initiatives it was proposed to disclose different information's regarding municipal administration to the public so as to bring in the transparency and accountability thereby improving the administration of the Urban Local Bodies. The Government of India has sent a copy of Model Municipality Disclosure Bill which seeks to prescribe details of mandatory provisions of Municipalities and the manner of disclosure of information to the general public and other stakeholders by the Municipalities.

RESOLUTION:-

In view of what is stated above in the preamble. It is resolved that:-

- (1) Every municipality shall maintain and publish all its records duly catalogued and indexed, in a manner so as to disclose the required information as specified below:
 - (A)
 1. Particulars of the municipality;
 2. A statement of the boards, councils, committees and other bodies consisting of two or more person constituted as its part or the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meeting are accessible for public;
 3. A directory of its officers and employees;
 4. The particulars of officers who grant concession, permits or authorization for each activity;
 - (B)
 1. Audited financial statements of Balance Sheet, Receipts and Expenditures, and Cash Flow on a quarterly basis, within two months of end of each quarter; and statutorily audited financial statements for the full financial year, within three months of the end of the financial year.
 2. The service levels being provided for each of the services being undertaken by the municipality;

3. Particulars of all plans. Proposed expenditures, actual expenditures of major services provided or activities performed and reports on disbursements made;
4. Details of subsidy programmers on major services provided or activities performed by the municipality, and manner and criteria of identification of beneficiaries for such programmers;
5. Particular of the Master plan, City Development Plan or any other plan concerning the development of the municipal area;
6. The particulars of major works to be made together with information on the value of works, time of completion, and details of contract;
7. The details of the municipal funds i.e. income generated in the previous year by the following:-
 - (a) Taxes, duties, cess and surcharge, rent from the properties, fees from licenses and permission;
 - (b) Taxes, duties cess and surcharge, rent from the properties, fees from licenses and taxes that remain uncollected and the reasons thereof;
 - (c) Share of taxes levied by the State Government and transferred to municipality and the grants released to the municipality;
 - (d) Grants released by the State Government for implementation of the schemes, projects and plans assigned or entrusted to the municipality the nature and extent of utilization;
 - (e) Money raised through donation or contribution from public or non Governmental agencies;

8. Annual budget allocated to each ward.

Such other information as may be prescribed by the State Government.

- (2) The municipalities shall publish the information at quarterly intervals.
- (3) The manner of disclosure shall be the news paper, website, notice boards of the municipality, ward offices and any other mode as the municipality finds appropriate.
- (4) For the purpose of this resolution, assets means all immovable assets vest in the municipality.

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