

1. Particulars of the organization, Functions and duties:

Theog Town was notified as Notified Area committee in the year 1949 & upgraded in the status of Small Town committee in the year 1962. Thereafter the boundaries of the jurisdiction of the committee was extended & the area merged up to 4 square Kilometers .The status of the committee was further upgraded to the IInd class Municipality in the year 1968. In pursuance to the 74th constitutional amendment Act,1993 the Governor of H.P. has promulgated the H.P. Municipal Ordinance No.2 of 1994 on 30.5.94 .Under section 3 of the ordinance every Municipality existing at the commencement of this ordinance was designated as Municipal Council. Accordingly this Municipal committee was designated as Municipal council. Accordingly to 2001 census , the population of the Municipality has gone up to 3754. This Municipality is situated 32 Km far from the Distt. Headquarter Shimla on the National High way -22 which is called Hindustan Tibbut road & the height of the town from the sea level is about 7500 Ft.The Municipality has also provided rent free accommodation for the housing of Distt. Library .The Municipal Council ,Theog consists seven No wards named as:-

1-Janog 2.Premghat 3.Naya bazaar 4.Ram bazaar 5.Krishana Galli 6.Shalli Bazar 7.Rahighat

General Department

Internal control & supervision of redressed of grievances. Personal/ establishment matters of all staff & elected members. To facilitate discharge of various duties and responsibilities. Perusing various court cases regarding Establishment. Preparation of pay bills, House tax bills, collection of Tehbazari, Shop Rent, Keeping record related to employees, maintenance of record GPF, GIS, BPL, Marriage, Birth & Death disposal of official **dak** etc.

Works Department

Preparation of estimates for development, Execution of the development work, Maintenance of Municipal Vehicles, Parks, Inviting tender, record keeping of concerned documents, Purchase and distribution of cement, various consumable and fixed assets for use in and relating to Municipal council and other duties assigned by executive Officer time to time.

Public Health:

Ensure to keep hygienic conditions in **the** Municipal council by cleaning the road and streets, Disposal of solid waste, Organising awareness programme for cleanness etc. and other duties assigned by executive Officer time to time.

2. Powers and duties of its officers and employees:

All the officials has assigned powers & duties as per their post which may revised time to time depending upon the requirement of the Municipal Council.

3. Procedure in decision making process, Channels of supervision and accountability:

A clear and precise system of decision making has been devised in the Municipal Council based on their position and also through the Council approach. The proposal of development works etc. Which are beyond the delegated sanctioning competency of the Executive officer are being processed at the Meeting of the monthly general house of Municipal Council. Accountability of each act done by the house lies on them.

4. Norms set by it for the discharge of its functions:

The core function of Municipal Council is striving to find innovative and advanced technological solutions to urban problems of the State like; Sanitation, Solid Waste Management, Urban Infrastructure, Urban Poverty, Urban Housing, Urban Planning and general Urban Governance. All the officials of the Municipal Council are expected to discharge their duties and responsibilities within integrity and due diligence.

5. Rules regulations, instructions, manuals & records held by it or its control.

The Municipal Council carries out its operations within the framework of H.P. Municipal act 1994, registered by laws of the Municipal Council/ guidelines received from the Director Urban Development H.P.

6. *A statement of the categories of documents that are held by it or under its control:*

The general information regarding information of income and expenditure and other services offered by the Municipal council.

7. *The particulars of any arrangement that exists for consultation with, or presentation by the members of the public in relation to the formulation of its policy or implementation thereof :*

The Elected / nominated members of Municipal Council are entitled to raise their issues, concerning policies in the monthly general house meeting.

8. *A Statement of the board, council, committee & other bodies consisting of two or more persons constituted as its part of or for the purpose of its advice & as to whether meeting of those boards, board council, committees & other bodies are open to public or the meetings are accessible for public :*

The management of the Municipal Council is vested in the President, Vice president and elected members. President constitutes sub committees to carry out day to day and other specific functions of the Municipal Council under the bye laws of Municipal Council which meets more frequently for this purpose. The Municipal Council draw its authority from the bye laws of Municipal Council where the powers and the authority are defined and the functions and duties are also detailed.

9. Directory of is officers & employees:

Sr. N O	Name of the President/ Vice President & elected councilors	Name of the Post	Mobile No
1	Sh. Hem Raj Verma	President	98160-22343
2	Sh.Vivek Thapar,	V-President	98160-93660
3	Sh. Satish Kumar	Elected Member Ward No.1	98165-94216
4	Sh.Nirmal Thakur	Elected Member Ward No.2	94597-42737
5	Smt.Arun Prabha	Elected Member Ward NO.3	98172-91910
6	Sh.Kashmir Singh Rana	Elected Member Ward No.4	98161-73055
7	Sh.Vikrant Seth	Elected Member Ward No.5	94186-85322
8	Smt.Bhagwati Sharma	Elected Member Ward No.6	98170-36684
9	Sh.Vipin Verma	Elected Member Ward No.7	98170-71341
1	Sardar Gian Singh	Nominated member	98171-94480
2	Smt. Kamla Sharma .	Nominated	98161-53514
3	Smt. Kalpna Kanwer .	Nominated	98054-93007

List of Employees with designation and Phone Nos

2	Sh. Vijay Dogra	Junior Engineer	
1	Smt.Kanchan Bala	Executive Officer	94184-83739
2	Sh Vijay Dogra	Junior Engineer	
3	Sh. Rajener Pall	Accounts Clerk	94188-41547
4	Smt. Shakuntla Verma	Clerk	94185-90248
5	Sh.Rajinder Kumar	Sanitary Supervisor	98576-46488
6	Smt. Manohar Lal	Driver	98170-17088
7	Sh. Ravinder Singh	Peon	98822-60070
8	Shri Ishwar Dass	Mali	98170-80333

10.Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation :

Monthly remuneration received by each of its officers and employees including the system of compensation will be as per Govt. of H.P. rules which vary time to time.

11.Budget allocated to each of its agency indicating the particulars of all plans proposed expenditure & reports on disbursement made:

Information attached

12.The manner of execution of subsidy programmed including the amount allocated and details of beneficiary of such programmed:

The Municipal Council do implement the schemes for Urban Poor families as per the guidelines issued by the govt. But no funds received in the financial year 2015-16.

13.The particulars of recipients of concession permits or authorization granted by it:

N.A

14.Details in respect of the information available to be held by it reduced in an electronic form:

Efforts are being Made.

15.The detail in respect of information available to citizens for obtaining information including the working of a library or reading room if maintained for public use:

Not applicable

16.The names, designation & other particulars of the public information Officers:

- (i) Smt.Kanchan Bala , PIO-Cum- Executive Officer Municipal Council, Theog,Distt. Shimla H.P. Pin Code 171201 Phone no. 01782238203 Mobile no.94184-83739
- (ii) Sh.Vijay Dogra , APIO- Cum- Junior Engineer, Municipal Council, Theog Distt Shimla Ha H.P. Pin Code 171201 Phone no. 01783238203 Mobile NO..... Office 01783238203.
- (iii) First appellat authority :- SDO© Theog Pin Code 171201 Phone no.01783238502.
- (iv) Nodal Officer: Adtl.Director,Urban Development,HP Shimla-2 Phone NO.01772626516

17.Such other information as may be prescribed and thereafter update these publication every year:-

The Council is to meant to adjudicate upon matters brought before its by the litigants /residents of Municipal area as well as General public. Also council has to implement the policies and programme of the Govt. (Urban Development) to the grass route level Also it has to redress the grievances of the people resides MC area as well as General public . The Council does the benevolent works to the General public/residents of MC area .It has multifarious assignments /duties in development activities ,Providing civic amenities to the public resides in the Municipal Area.

Public Information Officer Cum Executive Officer,
Municipal Council,Theog Distt. Shimla HP