

Disclosure under Section 4(1)(b)

- (i) the particulars of its organisation, functions and duties;
- (ii) the powers and duties of its officers and employees;
 - The Chief Executive Officer
 - The Chief Security Officer
 - Chief Operating Officer (COO)
- (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
- (iv) the norms set by it for the discharge of its functions;
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- (vi) a statement of the categories of documents that are held by it or under its control;
- (vii) 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;
- (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;
- (ix) a directory of its officers and employees;
- (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- (xiii) particulars of recipients of concessions, permits or authorisations granted by it;
- (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
- (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;
- (xvi) the names, designations and other particulars of the Public Information Officers;
- (xvii) such other information as may be prescribed and thereafter update these publications every year;

(i) the particulars of its organisation, functions and duties;

“Electronics City Industrial Township Authority” (ELCITA) is a township functioning under the Karnataka Municipal Act, 1964 created under the Vide Notification No. UDD/69/MLR/2010 dated 18th March 2013.

ELCITA is responsible for the following services within its jurisdiction:

- a) Maintenance of municipal services of township including: maintenance, safety, traffic management, and regulation.
- b) Granting approvals relating to building, Khata, and trade licenses.
- c) Town planning & ensuring a ‘future safe’ township.
- d) Collect all statutory and other levies such as property tax and service charges for Safety & Traffic Management and other services.

The executive authority of ELCITA is exercised by the CEO, either directly or through Officers subordinate to him. Requisite staff to perform the functions of ELCITA will be appointed and will report to the Chief Executive Officer. The Authority will be supported by expert committees in the areas of Governance, Estate Maintenance, Security, and Town Planning in the planning and decision process.

Committee: The Industrial Township Authority shall consist of the following members

- (a) a Chairperson
- (b) five members elected from amongst the owners of Industrial establishments
- (c) one representative of the Commerce and Industries Department nominated by the Government
- (d) one representative of the Urban Development Department nominated by the Government;
- (e) an officer of the Town Planning Department not below the rank of an Assistant Director nominated by the Government;
- (f) one person nominated by the Government from among the residents of the Industrial Township having special knowledge and experience in municipal administration Urban management or town planning.
- (g) One representative of the local authorities from the areas of which the area of Industrial township is carved out, nominated by the Government.

Expert Committees: The following committees are constituted to recommend strategies and solutions:

1. Governance, Finance & Legal
2. Town Planning
3. Estate Management
4. Security and Traffic Management

(ii) the powers and duties of its officers and employees;

The Chief Executive Officer

The Chief Executive Officer of ELCITA carries out the provisions of the KMC Act subject to the powers conferred by the Act on the Authority. The CEO is responsible for the general conduct, supervision and management of the day-to-day business and affairs of ELCITA.

S/He will have to give effect to every resolution passed by the Authority. S/He can attend the meetings of the Authority and any committee and take part in the discussions as a matter of right. But s/he cannot take part in the voting.

The CEO's responsibilities include:

1. To plan operational strategy for maintenance of the township.
2. To build and institutionalize systems and processes for efficient management of the Authority and its activities.
3. To act as the Finance Officer for the township:
 - a. To prepare of the annual administration report and the budget estimates of receipts and expenditure of the Authority.
 - b. To endorse and transfer promissory notes, government and other securities and to endorse, sign, negotiate cheques and other negotiable instruments on behalf of ELCITA subject to such limits as set by the Authority.
 - c. To sign all deposit receipts and operate on the account of ELCITA with the bank/s with which ELCITA operates account/s.
 - d. To make arrangements for the proper maintenance of various books and records of the authority to arrange correct preparation and timely submission of periodical statements and returns to various agencies, as is required;
4. To be the Officer of Responsibility for ELCITA and to sign all bonds and agreements in favour of ELCITA as its authorized representative;
5. To create posts in addition to those provided in the Bye-Law and to appoint, promote, suspend or terminate them in accordance with the regulations framed by the Committee under the ELCITA Bye-laws.
6. To determine powers, duties and responsibilities of the employees/contractor of ELCITA;
7. To delegate all or any of the powers, authorities and discretions vested in him/her to any employee or employees of ELCITA subject to the ultimate control and authority being retained by him;
8. To undertake and implement any other responsibility given by the Authority, from time to time.
9. To direct the execution of any work, In case of emergency, as is necessary for the interests and safety of the members and/or public

The Chief Security Officer

The CSO ensures that the common security needs of ELCITA members are fulfilled. S/he also has the following responsibilities:

1. To be responsible for the general conduct, supervision and management of the day-to-day business and affairs of ELCIA - Security Operations;
2. To plan operational strategy to maintaining the peace and harmony and maintain complete security in the Estate and to assist CEO in the promoting and formulation of policies, objectives and planning for the consideration of the Security set-up and cooperation as required.
3. To manage and coordinate all issues with respect to Traffic Control, NHAI/Elevated Highway, Common Transport System, Authority Website, E-Surveillance, Maintenance of vehicles and other security related equipments and Disaster Management.
4. To have a control over entire Security set-up including CISF unit.
5. To interact with the Police Department and other government agencies such as Intelligence Bureau, Home Guard, Fire Services and other relevant corporate and private agencies to deliver the best possible security arrangements in the township.
6. To interact with the government - local, state and national, the local panchayat boards, government agencies and other relevant corporate and private agencies in locating and procuring facilities and services for the member industries

Chief Operating Officer (COO)

The COO ensures that the operational needs of the member industries are fulfilled. S/He has the following responsibilities:

1. To ensure that the infrastructure within the township including roads, pavements, drains, electric lines, water supply lines etc are maintained up to a high standard of operational readiness.
2. Provide support in all construction and development activities within the township
3. To monitor housekeeping activities within the township.

(iii) the procedure followed in the decision making process, including channels of supervision and accountability;



Procedure for Transaction of Business

The Industrial Township Authority shall ordinarily hold at least one meeting in a month for the transaction of its business. Quorum for the meeting of the Authority shall be five. Decisions regarding any business transacted at such meeting shall be taken by a simple majority.

No act or proceeding of the Authority shall be questioned or shall be invalid on the ground merely of the existence of any vacancy in, or any defect in the Constitution of the Authority or any defect in the nomination of any member or any irregularity in the procedure of the Authority not affecting the merits of the matter.

Activity	Description	Decision making process	Final Authority
Tax Collection	The authority notifies property, safety and CISF tax rates every year during March of the previous year broadly based on prevailing BBMP rates and budget requirements. Accounts manager will send demand for taxes and collect the	The Industrial Township Authority ratifies the notification	ELCITA Industrial Township Authority

	taxes within the date stipulated in the tax notification.		
Accounts and Auditing	<p>Internal auditors will audit the financial statements by 10th of every month for the previous month and provide the report to Chief Executive Officer, who in turn will send the report to ELCITA committee and publish on the website.</p> <p>Government will appoint auditors to audit accounts of ELCITA within 4 months of completion of the financial year.</p>		CEO, ELCITA
Preparation of budget	<p>Budgeting process will start in December of every year with inputs from expert committees and requirements envisaged for maintenance and development of the Township. It will also take into account income from all sources and expenditure in the areas of municipal functions, ELCITA security, and CISF.</p> <p>Budget allocations will also be made for projects approved by ELCITA committee.</p>	Budget will be approved by the Industrial Township Authority and submitted to UDD, Govt of Karnataka	Elcita Industrial Township Authority
Public Services including issuing Trade License, Building Plan Approval, Khata, Water/Drainage connection	As per Citizen Charter	Applications will be processed by concerned department and approved by CEO	CEO
Complaints redressal	Members can register complaints regarding Street Sweeping, street lighting and sanitation.	Complaints processed by concerned department and signed off by COO	CEO

	It is logged in an online register, and assigned to the concerned department to resolve.		
Purchase Process	As per Purchase Policy. All E Procurement system has been introduced for every purchase made above Rs. 2 lakhs.	<p>All purchases shall be made by the authorized personnel only if the same is within the sanctioned budget by the ELCITA Committee and submitted to the relevant statutory authorities.</p> <p>Any purchases that are expected to exceed the approved budget have to be pre-approved by the ELCITA Committee even before the purchase process is commenced. Once the same is approved, the same shall be considered as part of the budget.</p>	CEO

(iv) the norms set by it for the discharge of its functions;

Function/Service	Norms	Timeframe	Reference Document
RTI application	As per Citizen Charter	45 days	www.elcita.in
Trade license application	As per Citizen Charter	7 working days	www.elcita.in
Trade license Renewal	As per Citizen Charter	3 working days	www.elcita.in

Building Plan Approval	As per Citizen Charter	30 days	www.elcita.in
Commencement Certificate	As per Citizen Charter	15 days	www.elcita.in
Occupancy Certificate	As per Citizen Charter	30 days	www.elcita.in
Khata Extract	As per Citizen Charter	7 days	www.elcita.in
Khata - registration/Transfer/Bifurcation/Amalgamation	As per Citizen Charter	45 days	www.elcita.in
Self Declaration for Property Tax payment	As per Citizen Charter	3 working days	www.elcita.in
Change of property name	As per Citizen Charter	10 days	www.elcita.in
Civic complaints (Streets/Drains cleaning, street light, tree falling, repair work etc)	As per Citizen Charter	Daily basis	www.elcita.in
Water connection application	As per Citizen Charter	3 days	www.elcita.in

(v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

- Karnataka Municipalities Act, 1964
- Elcita Bye-laws, 2013-15 (dated 30th April, 2014)
- The Map/Notification with regard to constitution of the municipality
 - UDD/69 /MLR/2010, Bangalore, Dated:18.03.2013
 - Proceedings of 14-05-2013
- Circular instructions issued by the Govt from time to time with regard to implementation of Govt sponsored programmes.

(vi) a statement of the categories of documents that are held by it or under its control;

Property Tax

Self Declaration Info register containing the property details and assessment.

Accounts

Cash book register indicating all receipts and expenditure.

Tally books

Property Tax Payments Database

Town planning

Copies of the Building Plan Sanctions

Allotment Letter, Possession Certificate, Lease cum Sale Deed, Sale Deed,

Clearances/NOCs,

Tax paid receipts

Governance

Register of the proceedings of the Industrial Township Authority and its resolutions, circulars and notifications.

Register containing assets of the municipality.

Project reports and maps of the roads, drainage, water supply and other infrastructure facility built by the Municipality Building Construction, Maps and order Development works

Admin

Service Register of Municipal Employees

Estate Management

Registry of Water Connections

Complaint Register

Register of empaneled vendors

(vii) 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;

Facility	Venue	Schedule
Public Interaction	Electronics City Industrial Township Authority 7(P) ELCIA Complex, West Phase, Electronics	Elcita officers are available for public interaction on the First Friday of each quarter, 10 am to 2 pm

	City, Bangalore – 560 100. Tel: 080-4660 2222 / 080-2852 8333/334/335 – Fax: 080-2852 8335.	
Committee meetings	As above	The Industrial Township Authority Committee meets once in a month and the public can witness the proceedings with the written consent of Chairperson. Standing Committee and special/adhoc committees meet at regular intervals of time and it is not open to public participation.
Electronic communication	Listen Tool (http://www.elcita.in/?page_id=549)	Members can register complaints through Public grievance and redressal cell regarding their basic needs such as water supply, Street light, Sanitation, Road development etc.
Electronic communication	elcita@elcita.in	For all policy or execution discussions

(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;

Name of Board	Compositions	Meeting Schedule	Whether open to public
Industrial Township Authority	11 member body constituted As per KM Act 1964	3rd Friday of Month	Yes
Expert Committee	Advisory subgroups to look at: Governance, Finance and Legal, Estate Management, Sustainability &	Need basis	No

	Environment and Security & Traffic.		
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Names & Designation of the ELCITA Members.

1	Mr. Kiron D Shah	Chairman
2	Mr. Ramdas Kamat	Member
3	Mr. Hari Prasad Hegde	Member
4	Mr. Nagaraj MV	Member
5	Mr. Raj Narayan G	Member
6	Mr. Aijaz Ahmed	Member
7	Mr. Prakash H	Member – Urban Development Department
8	Mr. R. Ramesh.	Member - Industries and Commerce Department
9	Mr. Anil Kumar,	Member - President Doddathogur Grama Panchayat
10	Ms. Aruna C Newton	Invited Member – Immediate Past President ELCIA
11	Mr. Ramachandran R	Invited Member – President ELCIA
12	Mr. Babu Rangaswamy	Invited Member

(ix) a directory of its officers and employees;

Sl. No.	E-mail ID	Designation	Name
1	ceo@elcia.in	Chief Executive Officer	Rama N.S.
2	cso@elcita.in	Chief Security Officer	N.N. Aiyappa
3	coo@elcita.in	Chief Operating Officer	Ramesh Kumar

(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

Officers	Chief Executive Officer	2,00,000
Officers	Chief Security Officer	76,507
Officers	Chief Operating Officer	1,34,167

(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Budget and Finance Reports are available at http://www.elcita.in/?page_id=737

Activity	Proposed Budget 2013-14	Expenditure Details
Municipal Functions	Rs 844 Lakhs	
Safety, Security & Traffic	Rs 961 Lakhs	
Projects (Roads & other works)	Rs 1079 Lakhs	

(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

Not applicable.

(xiii) particulars of recipients 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;

Electronic Media	Description	Content	Custodian of information
Township Website	www.elcita.in	The Electronic City Township Authority has its website with all public information. <ul style="list-style-type: none"> • RTI, Public Disclosure Schedule • Tender and other notifications, • Committee details, Staff/employee details, Meeting proceedings • Budget details • Links to the online applications such as public grievance system, municipal services like Building Plan Approval, Khata, Khata extract, Property tax payment and Trade licenses 	CEO, Elcita
Accounts System	Tally	Details of Payments and Receipts	CEO, Elcita

(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;

Facility	Desc	Details
Township Authority website	www.elcita.in	The Electronic City Township Authority has its website with all public information. <ul style="list-style-type: none"> • RTI, Public Disclosure Schedule • Tender and other notifications, • Committee details, Staff/employee details, Meeting proceedings • Budget details

		<ul style="list-style-type: none"> Links to the online applications such as public grievance system, municipal services like Building Plan Approval, Khata, Khata extract, Property tax payment and Trade licenses
Office	Electronics City Industrial Township Authority 7(P) ELCIA Complex, West Phase, Electronics City, Bangalore – 560 100. Tel: 080-4660 2222 / 080-2852 8333/334/335 – Fax: 080-2852 8335.	The office is open to the public Mon - Fri, between 3-5pm.

(xvi) the names, designations and other particulars of the Public Information Officers;

Appellate Authority

Name	Designation	Office No	Email id
Rama NS	Chief Executive Officer (CEO)	Tel: 080-4660 2222 / 080-2852 8333/334/335 – Fax: 080-2852 8335.	ceo@elcia.in

Public Information Officer

Name and designation of PIO	Designation	Office No	Email id
N.N. Aiyappa	Chief Security Officer (CSO)	Tel: 080-4660 2222 / 080-2852 8333/334/335 – Fax: 080-2852 8335.	cso@elcita.in

(xvii) such other information as may be prescribed and thereafter update these publications every year;

For more details, please check www.elcita.in or email elcita@elcita.in