

ಮದ್ದೂರು ಗ್ರಾಮಾಂತರ ವೃತ್ತ ಕಛೇರಿ

ಮಾಹಿತಿ ಹಕ್ಕು ಅಧಿನಿಯಮ-2005 ರ ಕಾಯ್ದೆಯಡಿ ಕಲಂ-4(1)(ಎ) ಮತ್ತು 4(1)(ಬಿ) ರೀತ್ಯಾ ಮಾಹಿತಿ-2022

| ಕ್ರ. ಸಂ. | ಕಡತ ಸಂಖ್ಯೆ | ವಿಷಯ | ಕಡತದ ಪುಟ ಸಂಖ್ಯೆ | ಕಡತ ವಿಲೇವಾರಿ ಮಾಡಿದ ದಿನಾಂಕ | ಕಡತದ ವರ್ಗೀಕರಣ | ಕಡತ ನಾಶ ಗೊಳಿಸಿದ ದಿನಾಂಕ | ಷರಾ |
|----------|----------------------|--|-------------------------|---------------------------|--|------------------------|-----|
| 1. | 1 | ಕ್ರೈಂ ರಿಜಿಸ್ಟರ್ | 1 ರಿಂದ 142 | - | ಕ್ರೈಂ ರಿಜಿಸ್ಟರ್ | - | - |
| 2. | 1 | ಸಾಮಾನ್ಯ ಅರ್ಜಿ ಪಸ್ತಕ | 01 ರಿಂದ 33 | - | ಅರ್ಜಿಗಳ ರಿಜಿಸ್ಟರ್ | - | - |
| 3. | 1 | ಸರ್ಕಾರಿ ಸ್ವತ್ತುಗಳ ರಿಜಿಸ್ಟರ್ | 37 ರಿಂದ 42 | - | ಸರ್ಕಾರಿ ಸ್ವತ್ತುಗಳ ರಿಜಿಸ್ಟರ್ | - | - |
| 4. | 1 | ಪ್ರೋಸೆಸ್ ರಿಜಿಸ್ಟರ್ | 85 ರಿಂದ 94 | - | ಪ್ರೋಸೆಸ್ ರಿಜಿಸ್ಟರ್ | - | - |
| 5. | 1 | ಗುರಿ ಅಭ್ಯಾಸ ಪುಸ್ತಕ | 51 ರಿಂದ 62 | - | ಗುರಿ ಅಭ್ಯಾಸ ಪುಸ್ತಕ | - | - |
| 6. | 1 | ಕ್ರೈಂ ಕೀ | 159ರಿಂದ 208 | - | ಕ್ರೈಂ ಕೀ | - | - |
| 7. | 1 | ಉನ್ನತ ಅರ್ಜಿಗಳ ರಿಜಿಸ್ಟರ್ | 38 ರಿಂದ 52 | - | ಉನ್ನತ ಅರ್ಜಿಗಳ ರಿಜಿಸ್ಟರ್ | - | - |
| 8. | 1 | ಐಎಂವಿ ಸ್ಟಾಟ್ ಫೈನ್‌ನ ಹಣವನ್ನು ಬ್ಯಾಂಕ್‌ಗೆ ಜಮಾ ಮಾಡಿರುವ ರಿಜಿಸ್ಟರ್ | 133ರಿಂದ 170 | - | ಐಎಂವಿ ಸ್ಟಾಟ್ ಫೈನ್‌ನ ಹಣವನ್ನು ಬ್ಯಾಂಕ್‌ಗೆ ಜಮಾ ಮಾಡಿರುವ ರಿಜಿಸ್ಟರ್ | - | - |
| 9. | 1 | ಸ್ಟಾಂಪ್ ರಿಜಿಸ್ಟರ್ | 66 ರಿಂದ 86 | - | ಸ್ಟಾಂಪ್ ರಿಜಿಸ್ಟರ್ | - | - |
| 10. | 1 | ಸಾರ್ವಜನಿಕ ಭೇಟಿ ಪುಸ್ತಕ | 55 ರಿಂದ 59 | - | ಸಾರ್ವಜನಿಕ ಭೇಟಿ ಪುಸ್ತಕ | - | - |
| 11. | 1 | ಪರಿವೀಕ್ಷಕರ ಗ್ರಾಮ ಸರದಿ ಪಟ್ಟಿ | 163ರಿಂದ 199 | - | ಪರಿವೀಕ್ಷಕರ ಗ್ರಾಮ ಸರದಿ ಪಟ್ಟಿ | - | - |
| 12. | 1 | ಸಂಯುಕ್ತ ದಾಖಲೆಗಳ ಪುಸ್ತಕ | 20 ರಿಂದ 30 | - | ಸಂಯುಕ್ತ ದಾಖಲೆಗಳ ಪುಸ್ತಕ | - | - |
| 13. | ಅನುಭಂಧ-1 ಅನುಭಂಧ-2 | ನ್ಯಾಯಾಲಯದ ವಿಚಾರಣೆಯ ನಿಗಾವಹಿಸುವ ಪುಸ್ತಕ | 22 ರಿಂದ 28 1 ರಿಂದ 18 | - | ನ್ಯಾಯಾಲಯದ ವಿಚಾರಣೆಯ ನಿಗಾವಹಿಸುವ ಪುಸ್ತಕ | - | - |

Chapter 1

Organization, Functions and Duties

[Section 4 (1)(b)(i)]

Particulars of the organization, functions and duties

| Sl.no | Name of the Organization | Address | Functions | Duties |
|-------|-----------------------------------|-------------|-----------|---|
| 1 | Mandya Maddur Rural circle Office | Maddur town | - | ಕಾನೂನು ಸುವ್ಯವಸ್ಥೆಯನ್ನು ಕಾಪಾಡುವುದು, ಅಪರಾಧಗಳ ಪತ್ತೆ ಮತ್ತು ನಿಯಂತ್ರಣ, ಸಾರ್ವಜನಿಕರಿಂದ ಹಾಗೂ ವಿವಿಧ ಸಂಘಟನೆಗಳಿಂದ ನಡೆಸುವ ಮುಷ್ಕರ, ಧರಣಿ ಪ್ರತಿಭಟಣಾ ಮೆರವಣಿಗೆಗಳಿಗೆ ಬಂದೋಬಸ್ತ್ ಒದಗಿಸುವುದು, ಗಣ್ಯ ವ್ಯಕ್ತಿಗಳು ನಗರಕ್ಕೆ ಆಗಮಿಸಿದಾಗ ಬಂದೋಬಸ್ತ್ ಒದಗಿಸುವುದು. ದೊಂಬಿ, ಗಲಭೆ, ಕಾನೂನುಬಾಹಿರ ಚಟುವಟಿಕೆಗಳನ್ನು ಹತ್ತಿಕ್ಕುವುದು. ಅಂತಹವರುಗಳ ವಿರುದ್ಧ ಕಾನೂನು ಕ್ರಮ ಕೈಗೊಳ್ಳುವುದು. ಕಳ್ಳತನವಾಗದಂತೆ ಎಚ್ಚರ ವಹಿಸಿ ರಾತ್ರಿಗಸ್ತು ನಿರ್ವಹಿಸುವುದು. ಸಂಚಾರಿನಿಯಮಗಳನ್ನು ಉಲ್ಲಂಘಿಸುವವರ ವಿರುದ್ಧ, ಐವಿಂವಿ ಆಕ್ಟ್ ಅಡಿ ಸ್ಥಳದಂಡ ವಸೂಲಿ ಮಾಡುವುದು, ಉಪ-ವಿಭಾಗ ವ್ಯಾಪ್ತಿಯಲ್ಲಿ ಬರುವ ಶಾಣಿಗಳ ಉಸ್ತುವಾರಿ ಮತ್ತು ಮೇಲ್ವಿಚಾರಣೆ. |

Chapter 2

Powers and Duties of Officers and Employees

[Section 4 (1)(b)(ii)]

Please provide details of the powers and duties of officers and Employees of the authority by designation as follows

| Sl.no | Name of the office/ employee | Designation | Duties allotted | Powers |
|-------|------------------------------|-------------|-------------------------|--|
| 01 | Manojkumar | CPI | Maddur Rural circle | ಕಾನೂನು ಸುವ್ಯವಸ್ಥೆಯನ್ನು ಕಾಪಾಡುವುದು, ಅಪರಾಧಗಳ ಪತ್ತೆ ಮತ್ತು ನಿಯಂತ್ರಣ, ಸಾರ್ವಜನಿಕರಿಂದ ಹಾಗೂ ವಿವಿಧ ಸಂಘಟನೆಗಳಿಂದ ನಡೆಸುವ ಮುಷ್ಕರ, ಧರಣಿ ಪ್ರತಿಭಟನಾ ಮೆರವಣಿಗೆಗಳಿಗೆ ಬಂದೂಬಸ್ತ್ ಒದಗಿಸುವುದು, ಗಣ್ಯವ್ಯಕ್ತಿಗಳು ನಗರಕ್ಕೆ ಆಗಮಿಸಿದಾಗ ಬಂದೂಬಸ್ತ್ ಒದಗಿಸುವುದು. ದೊಂಬಿ, ಗಲಭೆ, ಕಾನೂನುಬಾಹಿರ ಚಟುವಟಿಕೆಗಳನ್ನು ಹತ್ತಿಕ್ಕುವುದು. ಅಂತಹವರುಗಳ ವಿರುದ್ಧ ಕಾನೂನು ಕ್ರಮಕೈಗೊಳ್ಳುವುದು. ಕಳ್ಳತನವಾಗದಂತೆ ಎಚ್ಚರ ವಹಿಸಿ ರಾತ್ರಿಗಸ್ತು ನಿರ್ವಹಿಸುವುದು. ಸಂಚಾರಿ ನಿಮಯಗಳನ್ನು ಉಲ್ಲಂಘಿಸುವವರ ವಿರುದ್ಧ, ಐ.ಎಂ.ವಿ ಆಕ್ಟ್ ಅಡಿಸ್ಥಳದಂಡ ವಸೂಲಿ ಮಾಡುವುದು, ವೃತ್ತ ವ್ಯಾಪ್ತಿಯಲ್ಲಿ ಬರುವ ತಾಣಗಳ ಉಸ್ತುವಾರಿ ಮತ್ತು ಮೇಲ್ವಿಚಾರಣೆ. |
| 02 | Siddappa.M.C | CHC-129 | Writer | ಅರ್ಜಿ ವಿಚಾರಣೆ, ಚಾರ್ಜ್‌ಶೀಟ್‌ಗಳ ಪರಿಶೀಲನೆ, ದಾಖಲಾತಿಗಳ ನಿರ್ವಹಣೆ |
| 03 | Chiranjeevi Pujar | CPC-541 | Crime Duty | ಅಪರಾಧ ಪತ್ತೆ ಕರ್ತವ್ಯ ಮತ್ತು ಪೊಲೀಸ್ ಐ.ಟಿ. |
| 04 | Shruthi.M.N | CPC-592 | Asst.writer & Police IT | ಪೊಲೀಸ್ ಐ.ಟಿ, ಮೆಸೇಜ್ ರಿಪ್ಲೈ, ದಾಖಲಾತಿಗಳ ನಿರ್ವಹಣೆ ಮತ್ತು ಇತರೆ ಸಾಮಾನ್ಯ ಕರ್ತವ್ಯಗಳು. |

Chapter 3

Procedure Followed in Decision-making Process

[Section 4 (1)(b)(iii)]

Describe the procedure followed in decision-making by the public authority

(Deputy Commissioner Officer)

| Activity | Description | Decision making process | Designation of final decision authority |
|----------|-------------|-------------------------|---|
| - | - | - | - |

Chapter 4

Norms set for the Discharge of Functions

[Section 4 (1)(b)(iv)]

Please provide the details of the norms/standards set by the public authority for the discharge of its functions/delivery of services.

| Sl.No | Function/ service | Norms standards of performance set | Time frame | Reference document prescribing the norms (Citizen's Charter Service Chapter etc.) |
|-------|-------------------|------------------------------------|------------|---|
| - | - | - | - | - |

Chapter 5

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

[Section 4 (1)(b) (v) &(vi)]

Please provide list and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following format

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Chapter 6

Categories of Documents held by the Public Authority Under its Control

[Section 4 (1)(b) v &(i)]

Provide information about the official documents held by the public authority or under its control

-

Chapter 7

Arrangement for Consultation with, or Representation by the Members of the Public in relation to the Formulation of Policy or Implementation thereof

[Section 4 (1)(b) viii]

Describe arrangements by the public authority to seek consultation/participation of public or its representatives for formulation and implementation of policies.

| SL.No | Function/ Service | Arrangements for consultation with or representation of public in relation with policy formulation | Arrangements for consultation with or representation of public in relations with policy implementation |
|--------------|------------------------------|---|---|
| - | - | - | - |

Chapter 8

Boards, Councils, Committees and other Bodies

Constituted as part of Public Authority

[Section 4(1)(b) v(iii)]

Please provide information on boards, councils, committees and other bodies related to the public authority in the following format.

| Name of Board Council Committee, etc. | Composition | Powers and Functions | Whether its Meetings open to Public/Minutes of its Meetings accessible for Public |
|--|--------------------|---------------------------------|--|
| - | - | - | - |

Chapter 9

Directory of Officers and Employees

[Section 4(1)(b)(iX)]

Please provide information on officers and employees working in different units or offices at different levels and their contact.

| Sl.No | Name of the Officers/ Employees | Designation | Office Address | Contact Number/ E-mail ID |
|-------|------------------------------------|-------------|----------------|------------------------------|
| 01 | - | - | - | - |

Chapter 10

Monthly Remuneration received by Officers and Employees, including the System of Compensation as provided in Regulations.

[Section 4(1)(b)(X)]

Provide information on remuneration a compensation structure for officers and employees in the following format:

| Name of the Officer Working | Designation Organization | Remuneration per month |
|--------------------------------|-----------------------------|---------------------------|
| - | - | - |

Chapter 11

Budget Allocated to Each Agency including Plans etc.

[Section 4(1)(b)(Xi)]

Provide information about the details of the plans, program and schemes undertaken by the public authority for each agency.

| Agency | Plan/Program/ Scheme/Project/ Activity/Purpose for which budget is allotted | Proposed expenditure As on last year | Expected outcomes | Report on disbursements made or where such details are available (website, reports, notice board etc.) |
|---------------|--|---|------------------------------|---|
| - | - | - | - | - |

Chapter 12

Manner of Execution of Subsidy Program

[Section 4(1)(b)Xii]

1. Describe the activities/program/schemes being implemented by the public authority for which subsidy is provided.
2. Provide information on the nature of subsidy, eligibility criteria for accessing subsidy, and designation of officer competent to grant subsidy under various programmers/schemes.

| Name of program/Activity | Nature/Scale of subsidy | Eligibility criteria for grant of subsidy | Designation of officer to grant subsidy |
|-------------------------------------|------------------------------------|--|--|
| - | - | - | - |

Chapter 13

Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority

[Section 4(1)(b)Xiii]

Provide the names and addresses of recipients of benefits under each program/scheme separately in the following format.

Institutional Beneficiaries :

| Name of program scheme | | | | |
|------------------------|--|-----------------------------------|---------------|--|
| Sl.No | Name & address of recipient institutions | Nature/quantum of benefit granted | Date of grant | Name & designation of granting authority |
| - | - | - | - | - |

3. Describe the manner of execution of the subsidy programme

| Name of the programme/ Activity | Application procedure | Sanction procedure | Disbursement procedure |
|------------------------------------|-----------------------|--------------------|------------------------|
| - | - | - | - |

Chapter 14

Information Available in Electronic Form

[Section 4(1)(b)X (iv)]

Please provide the details of information related to the various schemes of the department which are available in electronic formats.

(Floppy, CD, VCD, Web Site, Internet etc)

| Electronic | Description (site adder/location where available etc.,) | Contents or title | Designation and address of the custodian of information held by whom? |
|-------------------|--|--------------------------|--|
| - | - | - | - |

Chapter 15

Particulars of Facilities available to Citizens for Obtaining Information

[Section 4(1)(b)xv]

Describe the particulars of information dissemination mechanisms in place/facilities available to the public for accessing of information:

| Facility | Description (Location of Facility/ name etc.) | Details of Information made available |
|-----------------|--|--|
| - | - | - |

Chapter 16

Names, Designations and other Particulars of Public Information Officers

[Section 4(1)(b)xvi]

Please provide contact information about the Public Information Officers and Assistant Public Information Officers designated for various

Offices/ administrative units and Appellate Authority/Officers(s) for the public authority in the following format.

Public Information Officer :

| Sl.No | Name of the Office / administrative Unit | Name and Designation of PIO | Office Tel. Residence Tel. Fax | E-mail |
|-------|--|-----------------------------|-----------------------------------|--------|
| 1 | - | - | - | - |

Asst. Public Information Officer :

| Sl.No | Name of the Office / administrative Unit | Name and Designation of PIO | Office Tel. Residence Tel. Fax | E-mail |
|-------|--|-----------------------------|--------------------------------------|--------|
| - | - | - | - | - |

Appellate Authority :

| Sl.No | Name of the Office / administrative Unit | Name and Designation of PIO | Office Tel. Residence Tel. Fax | E-mail |
|-------|--|-----------------------------|--------------------------------------|--------|
| - | - | - | - | - |

Chapter 17

Other Useful Information

[Section 4(1)(b)xvii]

Please give below any other information or details of publications which are of relevance or of use to the citizens.

-NIL-