



- ICMA is proposed provide US\$ 4000 for CMAO (yet to approve) December onwards. ICMA needs approval of the CMAO President / Executive body on how to use the amount.
- The options are each CMA will use the amount for various programmes or salary component of the coordinator or for both.
- The expenses for office operation will have to bear by each CMA.
- ICMA will identify some other international agencies which are working in urban sector to support the CMAO.
- Most of the CMAs are now operating on their membership fees and less dependent on the ICMA etc.

**to Phitshaluok Thailand**

- With the invitation of the CITYNET and UNESCAP the Coordinator participated in the workshop. In the workshop he presented the CMAO documented case study of BDA NICO Park. The case study was highly appreciated and asked to submit in detail for the international Best Practices award. A UNESCAP consultant will visit the city for more information.
- President CMAO and Vice Chairman BDA also invited to participate in the workshop.
- Among the other CMAs only CMAO was invited to take part in the workshop.

**Resolution:** Coordinator is asked to publish a synopsis in the Newsletter on the Thailand tour

**Item 4 Approval of Budget for proposed ICMA supports of 4000 US\$ from January 2004 to Dec 2004**

Budget for Utilization of Proposed 4000US\$ by ICMA from January 2004 to Dec 2004

	Item	Unit	Price	Total
<b>Salary Contribution</b>		12	10000	120000
<b>Urban Tools</b>		4	10000	40000
<b>Municipal Services Performance Indicator</b>		1	10000	10000
<b>Best Practices Documentation</b>		1	10000	10000
<b>Total</b>				<b>180000</b>
<b>1 US\$ @ Rs 45</b>				

**Resolution:** Approved

**Item 5 Fees for Coordinator**

- Reference to the 6<sup>th</sup> Executive Body Meeting of the CMAO. The executive committee approved the continuity of the Coordinator from July 9<sup>th</sup> to Sept 30<sup>th</sup> 2003. Executive committee decided and approved to hire the coordinator and will provide salary to the coordinator after 30<sup>th</sup> September 2003. It also took a decision to enhance the membership fees so that the association will be self sufficient enough to run the society.
- Approval for Fees of the Coordinator Piyush Ranjan Rout Rs 20,000 per month which includes all-in and includes therefore all taxes, service charges, etc.
- The coordinator will receive a monthly salary of Indian Rupees (Rs) 20,000.00 (Twenty thousand rupees only) per month by cheque issued by CMAO.

**Resolution:** Approved Rs 20,000 per month as fees of the coordinator.

**Item 6 Options for approval of the payment of salary to the Coordinator CMAO**

- Option 1 Full salary will be paid by CMAO
- Option 2 Full salary will be paid by ICMA from the proposed US\$ 4000 for CMAO
- Option 3 Fifty percent by CMAO and Fifty Percent by ICMA from the proposed US\$ 4000 for CMAO

**Resolution:** After detail discussion on the agenda 5 & 6 members approved to pay the fees to coordinator from December 2003 onwards.

- Option 3 of the item 6 is approved.
- Members requested USAID / ICMA to give special consideration to Orissa because of poor financial condition of members.

**Item 7 Hiring of Chartered Account as Auditor of CMAO**

- It is proposed to approve the MANAS DASH & Co. CHARTERED ACCOUNTANTS as the auditor of the CMAO. The audit firm has proposed Rs 6000/- plus service tax of 8% for audit works

**Resolution:** Approved with limitation at Rs4500.00

**Item 8 Telephone Connection**

- It proposed to approve the telephone connection for CMAO.
- Further it is proposed to take the service of the BSNL

**Resolution:** Approved along with 2<sup>nd</sup> B-phone for Internet. Authorized president and Secretary to take necessary steps

**Item 9 Monthly Expenditure Allowance for operation of CMAO secretariat**

- To met the day to day expenses of the CMAO a Rs 10000/= per month can be expended on necessary administrative expenses such as Conveyance, stationary, photocopying, Internet connectivity, telephone charges, mobile phone, for official purposes, local/regional transportation for official meetings and association business, refreshments etc as required for the association functioning.
- The coordinator of CMAO be authorized to spend Rs 10000 (Ten Thousand only) per month for the office operation
- Expenses above Rs 10000 will be required to get the approval of the president.
- The coordinator must submit detailed monthly accounts of all administrative expenses incurred with original receipts in template reports

**Resolution:** Above agenda approved with Rs 5000 limit instead of Rs 10000.

**Item 10 Regular Newsletter Publication**

- At present CMAO has received 15,000 supports from the Berhampur Development Authority for Newsletter. After debit of Rs 134 as clearing charge Rs 14994 is available in account.
- Further Rs 10000 of HUDCO may be used for the publication of the newsletter.
- Hence it is proposed to earmark Rs 24,994 for the newsletter account.
- Further its is proposed to use Rs 5000 on Newsletter in every three month (Quarterly) which will include editing, designing, printing and postage.
- It is proposed to authorize the Coordinator to collect information for the newsletter and publish it every quarter and after publication submit the bills and receipt for payment to the printer.
- The Newsletter will mentioned the support provider institution like "The Edition is Supported by Berhampur Development Authority" in case of the Berhampur Development Authority and in case of HUDCO money "The Edition is Supported by Housing & Urban Development Corporation".
- Like wise in feature edition if supports came for publication there name will be mentioned.

**Resolution:** Approved. Further it suggested if there is required the number of copies may be increased.

**Item 11 Accounts Transaction**

- CMAO account is opened in the UTI Bank Ltd Bhubaneswar.
- As per the bylaw of the CMAO The banking account of the Association shall be kept in the name of the Association and shall be operated upon jointly by any two of the following office bearers:

1. The President
2. A Vice President
3. The Treasurer
4. The Secretary

- Hence it is proposed all transaction of CMAO for payment and withdrawal will be done with the signature of any two of the above mentioned office bearers.
- The sixth executive body has authorized president and secretary as the signatory for the bank account.
- It is further proposed that a vice president or treasurer of the CMAO be authorized as one of the signatory for banking transaction.

**Resolution:** Managing committee authorized the President, Secretary and Treasurer as the signatory for banking transaction.

**Item 12 Authorization to President**

- The president of the association authorized with financial power to carry forward the resolution made by the executive body / Managing Committee for the smooth functioning of the CMAO.
- The president is authorized to take decision related to the appointment of the CMAO secretariat staff.
- The President authorized to use the Membership fees which include the Annual Fee and Corpus fees for the smooth functioning of the CMAO.

**Resolution:** Approved

**Item 13 Opening of the CMAO Programme Account**

- It is proposed to open a Bank account in the name of the CMAO Programmes.
- This account is required for smooth management of the accounts and conducting programmes.
- All programme related fees, grants etc will be transferred to this account from City Managers' Association Orissa Account.
- The bank account may be opened in the same bank as UTI Bank Ltd, Bhubaneswar.
- The account may be authorized to operate by the Coordinator of the CMAO.

**Resolution:** Deferred

**Item 14 New Members for executive Committee and Individual Members**

- The committee may nominate new members for the executive committee by using its power as mentioned in the bylaw.
- Members which were remaining absent may be replaced by the some new members.
- It is proposed to have Honorary Executive Members for outgoing Presidents or other executive member of the CMAO. This will help in the continuity of the activity of the CMAO.
- Mr Vishal Dev, IAS, District Magistrate and Collector of Balasore applied for the Individual member of the CMAO.

**Resolution:** Mr Vishal Dev, IAS, District Magistrate and Collector of Balasore application for the Individual member of the CMAO Approved

**Item 15 Authorization for FCR account opening to President and Secretary**

- CMAO needs to apply for FCR account. It will enable us to avail foreign grants funds etc from foreign countries.

- Further FCR account is required to receive the funds from USAID / ICMA.
- It is suggested to authorize the President and Secretary to take necessary steps to obtain CMAO FCR account immediately.

**Resolution:** Managing Committee Authorized the President and Secretary to take necessary steps for obtaining the FCR account.

**Item 16 Office setup and Infrastructure**

- Presently the CMAO office is functioning from the National Institute of Habitat Management, Bhubaneswar Marg, Bhubaneswar, Orissa, Pin – 751014, Orissa.
- The address of CMAO may be changed accordingly.
- Further it is time to decide where the CMAO will be placed and its infrastructure.

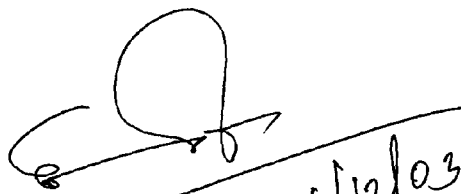
**Resolution:** The address of the CMAO changed to

- City Managers' Association Orissa, Orissa State Municipal Council Union Building, C/o National Institute of Habitat Management, Bhubaneswar Marg, Bhubaneswar, Orissa, Pin – 751014, Orissa.
- Further it is advised informed the IGR and other concerned for information and necessary steps.

**Item 17 Any other matter with the permission of chair**

Annual Programmes of CMAO for information

**Resolution:** Approved



President 26/12/03

City Managers' Association Orissa  
And  
Vice Chairman Bhubaneswar Development  
Authority

