

LAKE CONSERVATION AUTHORITY OF MADHYA PRADESH

**Right to Information Act 2005 Clause 4 (I)-B
Manual for obligations of public authorities**



Lake Conservation Authority of M.P.

(HOUSING & ENVIRONMENT DEPARTMENT, GOVT. OF M.P.)
PARYAVARAN PARISAR, E-5, ARERA COLONY,
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LAKE CONSERVATION AUTHORITY OF MADHYA PRADESH

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(A) Particulars of Organisation, Functions and Duties;

Lake Conservation Authority of Madhya Pradesh (MPLCA) under Housing & Environment Department, Government of M.P. was constituted on 20th May 2004 to facilitate conservation and management of water resources of the state in environmentally sustainable manner and to generate awareness among the people to conserve these precious water resources.

OBJECTIVES:

- i. To manage, maintain and conserve lakes, ponds, reservoirs, tanks and other surface & sub surface water resources such as watercourses, rivers, ground water etc in an environmentally sustainable manner.
- ii. To act to regulate and control all types of activities, which are detrimental to the conservation of the lakes and water bodies.
- iii. To generate awareness among the stake holders about the conservation of the lakes and other water resources.

FUNCTIONS & DUTIES:

- i. Prepare an inventory of lakes and other water bodies in the state.
- ii. Identify critical water resources and formulate conservation & management plans to prevent ruthless anthropogenic activities.
- iii. Regulate and control incompatible activities which adversely affect the water resources
- iv. Regulate the use and prevent abuse of surface and sub surface water resources
- v. Act to regulate exploitation of ground water and prevent its misuse.
- vi. Formulate policy guidelines for management of water resources.
- vii. Exercise superintendence over functions of management bodies
- viii. Act as clearing house for all technical matters.
- ix. Advise the state govt., its agencies, local authorities and autonomous agencies on matters pertaining to conservation and management of lakes or similar surface water resources.
- x. Prepare Basin Management (Catchment, Submergence and Command area) Plan.
- xi. Maintenance, Monitoring and Research
- xii. Identify and make recommendation to the State Government for the Declaration of Conservation areas.
- xiii. Prepare Status Report of Water resources
- xiv. Prepare and Publish Ecological Conservation Plan for water resources.
- xv. Review of Ecological Conservation Plan on own motion or through State Government.
- xvi. Prepare Environmental Management Projects, Conservation and Management Project etc.
- xvii. Act for synchronization of development, management and conservation plans to facilitate improvement of water sources.
- xviii. Resolution of trans-boundary, trans-catchment, and multi disciplinary conflicts.
- xix. Extend technical cooperation and advice in formulation of plan for Local Level Lake Management Committees.
- xx. Act as a bridge between State level and Local level Lake Management Committees in implementation and monitoring of conservation plans.
- xxi. Approach state government for enacting any regulation to fulfill above objectives.

- xxii. Provide consultancy services to national and international institutions/organizations for fund generation.
- xxiii. Any other functions which are incidental to or conducive to the fulfillment of above functions/ objectives.

(B) Powers and duties of its officers & employees;

Chief Executive Officer:

- Subject to the Rules, Regulations, Bye laws and Resolutions of the Executive Council of MPLCA the Chief Executive Officer is responsible for proper administration of the Authority and for the conduct of the staff.
- The Chief Executive Officer functions subject to the general superintendence, direction and control of the Chairman of the Executive Council of MPLCA. He is responsible for convening the meetings. He shall coordinate and supervise all the projects of the Authority and ensure their successful completion and implementation.
- The Chief Executive Officer performs day to day activities of the authority as an Administrative Head.

Technical & Scientific Officers:

- To perform all technical and scientific works to achieve objectives of the authority.

Account Officer:

- To maintain the accounts of the authority.

Employee:

- Supporting staff – give assistance to the officers.

(C) The procedure followed in the decision making process including channel of supervision and accountability;

The general superintendence of the affairs of the Authority is vested in the Executive Council of the Authority. Save as expressly provide all the duties, powers, functions and rights whatsoever consequential or incidental to carrying out of the objectives of the Authority is exercised by the Chairman. The Executive Council is bound to carry out any direction that the State Government in Housing and Environment Department gives from time to time.

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

1. The Executive body shall meet at least twice in a year to discuss and deliberate upon the activities of the Authority.
2. In particular and without prejudice to the generality of the fore-going provisions and subject to the provisions of the Memorandum of Association of MPLCA, the Executive Council may:-
 - i. Make, amend or repeal any Bye-law relating to the administration and management of the Affairs of the Authority subject to the observance of the provisions contained in the Registration of Societies Act, 1973.
 - ii. Receive grants and contributions and have custody of the funds of the Authority.
 - iii. Prepare the budget estimates of the Authority for each year and sanction the expenditure within the limits of the budget.
 - iv. Enter into any agreement for and on behalf of the Authority.

- v. Institute and defend all legal proceedings of the Authority.
- vi. Appoint committees for disposal of any business of the Authority or for tendering advice in any matter pertaining to the Authority.
- vii. Delegate to such extent as it may deem necessary its power to any officer or committees of the governing body i.e. Executive Council.
- viii. Consider and approve the annual reports, annual accounts and the financial estimates of the Authority.
- ix. Perform such additional functions and carry out such duties as may be assigned from time to time by the state Government in Housing & Environment Department.

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

1. The Executive Council may, from time to time, make rules for carrying out the purposes of these Regulations. The rules thus framed shall be placed before the General Body in its meeting next following and the General Body may make such modifications therein as it may deem fit.
2. Without prejudice to the generality of clause 1 and subject to the provisions of these Regulations, the rules may provide for all of the following matters, namely:
 - a) Powers and duties of the Chief Executive Officer and other employees of the Authority.
 - b) Scale of pay and rules of recruitment, promotion and other conditions of service of the employees of the Authority.
 - c) The constitution of a pension or provident fund and establishment of an insurance scheme and provision of gratuity and other benefits for the employees of the Authority.
 - d) The mode of execution of contracts or agreements by on or behalf of the Authority.

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

1. The Accounts of the Authority is audited once in a year by a Chartered Accountant who is appointed by the Authority. He prepares a balance sheet and also a report showing the exact state of financial affairs of the Authority.
2. Within 30 days after the holding of the Annual General Meeting following shall be filed, with the Registrar of Societies:
 - i. A list of the names, addresses and occupations of the members of the various committees, the Chairman, the Vice Chairman and of other office bearers of the Authority.
 - ii. An annual report of the previous year, and
 - iii. A copy each of the balance sheet and of the auditor's report certified by the auditor.
3. The list and the annual report shall be certified by the Chief Executive Officer.
4. The Authority shall keep its registered office proper books of the accounts in which following should be entered accurately.
 - a) All sums of money received and the source thereof and all sums of money expended by the Authority and the object or purpose for which such sums are expended.
 - b) The assets and liabilities of the Authority.

5. Every member of the Authority shall have the right of inspection of accounts and registers maintained by the Authority and the proceedings of the meetings of the Authority during office hours and after prior notice and consider the balance sheet and auditor's report for the previous year and the budget of the current year and place the same with its own recommendations before the Authority.
6. Accounting year of the Authority shall be from first April to thirty-first March of the next year, provided that the remaining part of the current financial year will be treated as a full accounting year.

(G) 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;

Two Member of Parliament, One nominated by the Vice-Chairman of Rajya Sabha and the other nominated by the Speaker of Lok Sabha, and Two Member of Legislature nominated by Speaker of the State Assembly are the members of the Governing Body of the MPLCA.

(H) 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;

The Management of the affairs of the MPLCA is entrusted by the Regulations of the society to the Governing Body, whose names, addresses and occupations are specified below:

S.No	Occupation	Post
1	Chief Minister, Madhya Pradesh	Chairman
2	Minister, Incharge of Housing & Environment Department	Vice Chairman
3	Minister, Water Resources Department	Member
4	Chief Secretary, Govt of M P	Member
5	Principal Secretary, Environment Department	Member
6	Principal Secretary, Urban Administration & Development	Member
7	Principal Secretary, Water Resource Department	Member
8	Principal Secretary, Public Health Engineering	Member
9	Principal Secretary, Finance	Member
10	Principal Secretary, Forest	Member
11	Principal Secretary, Agriculture	Member
12	Principal Secretary/ Secretary, Fisheries	Member
13	Joint Secretary, Govt of India, Ministry of Environment & Forests (NLCP and NRCP)	Member
14	One MP nominated by the Speaker of Lok Sabha, One MP nominated by the Vice-Chairman of Rajya Sabha, and Two MLAs to be nominated by Speaker of the State Assembly	Member
15	Two Scientists of National repute to be nominated by the State Govt	Member
16	Two representatives of non-govt organisations to be nominated by the State Govt	Member

The management of the conservation areas shall be through the Local Level Lake Management Committees, which shall be as below:

- 1) For every conservation area there shall be a Local Level Lake Management Committee.
- 2) The State Government in consultation with the State Level Conservation Authority shall constitute the Lake Management Committees.
- 3) The Lake Management Committee shall have representation of:
 - i. The Mayor / President of the Municipal Corporation / Municipal Council in which the conservation area is largely located.
 - ii. The Chairman, Jila Panchayat
 - iii. The MLA in whose constituency the conservation area largely lies.
 - iv. The Commissioner/ Collector of the District.
 - v. The Commissioner, Municipal Corporation / Chief Municipal Officer, Municipality.
 - vi. The District Heads of various Departments of Government deemed necessary for a specific conservation area.
 - vii. Two experts of the said field.
 - viii. Two NGOs to be nominated by the Authority in consultation with the State Government.
 - ix. Representative of Lake Conservation Authority of M.P.
- 4) The In-charge Minister of District shall be the Chairman of Local Level Lake Management Committee. While Divisional Commissioner / Collector will be vice chairman. For Bhopal Minister of Housing & Environment shall be Chairman & Principal Secretary, Environment will be Vice-Chairman.
- 5) There shall be a Chief Executive Officer for each Local Level Lake Management Committee; to be assisted by such staff as may be decided by Government from time to time.
- 6) Each Local Level Lake Management Committee shall have an Executive Committee of which the Commissioner/ Collector will be Chairman and Chief Executive Officer, Zila Panchayat/ Chief Municipal Officer will be the Member Secretary. For Bhopal Principal Secretary, Environment will be the Chairman & CEO, Authority will be the Member Secretary.
- 7) The Executive Committee shall have not more than 11 members, including the Chairman.
- 8) The Local Level Lake Management Committee shall be fully responsible for management of the conservation area, for which it is constituted, and will be accountable to the Lake Conservation Authority in this behalf.
- 9) The committees, CEO and officials shall enjoy such powers, decision making, in administrative and financial matters, as the Lake Conservation Authority of M. P. may prescribe from time to time.
- 10) The Lake Management Committee may co-opt experts and specialists in technical and scientific fields on the basis of its needs from time to time, that shall include
 - (a) Urban planning/ regional planning

- (b) Environment
- (c) Financial management,
- (d) Scientists
- (e) Any other as felt necessary

- 8) The Executive Committee shall decide all urgent cases for which Lake Management Committee cannot meet.
- 9) There shall be an Executive Council called the Board of Governors under the rules of the society.
- 10) The following persons shall constitute the Board of Governors and manage the affairs of the society as required under the M.P. Society Registration Act, 1973

1.	Principal Secretary, Environment Department	<i>Chairperson</i>
2.	Director/Commissioner, Urban Administration & Development Department or their representative	<i>Member</i>
3.	HOD, Water Resources Department or their representative	<i>Member</i>
4.	HOD, Public Health Engineering Department or their representative	<i>Member</i>
5.	Representative of Finance Department	<i>Member</i>
6.	HOD, Forest Department or their representative	<i>Member</i>
7.	HOD, Fisheries Department or their representative	<i>Member</i>
8.	Executive Director, Environmental Planning & Coordination Organisation (EPCO)	<i>Member</i>
9.	Director, Town & Country Planning Department	<i>Member</i>
10.	Chairman, M.P. Pollution Control Board	<i>Member</i>
11.	<i>Chief Executive Officer, Lake Conservation Authority of M.P.</i>	<i>Member Secretary</i>

The powers and duties of the Executive Council shall, in general, include all such powers necessary for discharge of the activities of the Authority in pursuance of its aims and objectives. The Executive Council may delegate any of its power for the day to day work to Chief Executive Officer or to any other officer of Authority.

(I) Directory of Officers and Employees;

S.No.	Name of Officer	Designation	Full Address & Phone Number
1.	Dr. Vinita Vipat	Sr. Research Officer	F-1/30, 1100 Qrts. Bhopal
2.	Dr. Mukesh Dixit	Jt. Director	EN-1/20, Char Imli, Bhopal
3.	Shri Alok Nayak	Research Officer	MIG-430, E-7, Arera Colony, Bhopal
4.	Shri Lokendra Thakkar	Research Officer	C/o F-91/74, Tulsi Nagar, 2 nd Stop, Bhopal
5.	Shri Manohar Patil	Assistant. Engineer	49, Amarnath Colony, Kolar Road, Bhopal
6.	Shri G.S. Jawade	Accounts Officer	G-107, Shweta Complex, E-8 Bharat Nagar, Bhopal
7.	Smt. Valsamma Thomas	Accountant	20/26, North T.T. Nagar, Bhopal.
8.	Smt. Saroja Warriar	Stenographer	MIG-97/A, "Shree Chhaya Parisar", Flat No. 104, Sonagiri, Bhopal-21.
9.	Shri. Ashutosh Pagare	Stenographer	S-3, Mandakini Society, Kolar Road, Bhopal.
10.	Shri. Rajneesh Sharma	Librarian	103, Sukh Sagar, Apartment, Naveen Nagar, Aishbagh, Bhopal
11.	Shri. Vithal Pawar	U.D.C.	215, Sudama Nagar, Bhopal.
12.	Shri. Uday Bhan Napit	U.D.C.	MIG-110, Fine Avenue, Phase-II Kolar Road, Bhopal.
13.	Smt. Madhu Mawar	U.D.C.	E-7/120, Park View Apartment, F-104, Arera Colony, Bhopal.
14.	Shri. Sharif Mohd. Khan	Jr. Assistant	D-39, Mayur Vihar, Ashoka Garden, Bhopal.
15.	Shri. Manoj Nikose	Jr. Assistant	I/6, Paryavaran Parisar, E-5 Arera Colony, Bhopal.
16.	Shri. Liyakhat Khan	Driver	Gali No.6, House No.214, Arif Nagar, Berasia Road, Bhopal
17.	Shri. Rohini Shukla	Driver	Q.No.1, Khatlapura Mandir, Jehangirabad, Bhopal
18.	Shri. Adhya Singh	Peon	I-4, Paryavaran Parisar, E-5 Arera Colony, Bhopal
19.	Shri. Kamlesh Rathore	Peon	13- Geeta Nagar Colony, Bhanpur, Bhopal
20.	Shri. Mangilal Malviya	Peon	LIG-26, Rajiv Nagar, Ayodhya Bypass Road, Bhopal.
21.	Shri Vijay Malviya	Peon	P-107, Rishipuram Phase II, Near BHEL, Bhopal.
22.	Shri. Rajendra Pawar	Peon	B-1, Aamra Vihar Phase-III, Nayapura, Kolar Road, Bhopal.

Staff on Contract as on 1st February 2009

1.	Dr. Subrata Pani,	Research Fellow	H No.3, Shri Ram Colony, Chattrashal-I, BEL, BHopal.
2.	Shri Amit Dubey,	Research Fellow	B-8, Surendra Garden, Ahmedpur, Bhopal. Ph.2418108
3.	Shri Santosh Shrivastava	Field Assistant	T-2/483/6, Jyoti Apartment, Sarvdharam, Kolar Road, Bhopal.
4.	Shri Dilip Gaur	Field Assistant	E-277, Arera Colony, Bhopal
5.	Dr. Bilquees Jahan Khan	Field Assistant	507, Achariya Narendra Dev Nagar, N-3, A Sector, Govindpura, Bhopal.
6.	Shri Chepil Samaiya	Field Assistant	F-22, Ganpati Enclave, Kolar Road, Bhopal.
7.	Shri Salman Ahmed	Data Entry Operator	House No. 58, Sector - 'H', Mayur Vihar Colony, New Ashoka Garden, Bhopal-23
8.	Shri Anil Agrawal	Data Entry Operator	471, Kalpana Nagar, BHEL, Bhopal.
9.	Shri. Arif Mirza Baig	Data Entry Operator	54-B, Lala Lajpat Rai Colony, Bagh Dilkusha, Bhopal
10.	Shri Sandeep Tiwari	Data Entry Operator	Qtr.No.G-2/53, 1100 Qtrs., Arera Colony, Bhopal.
11.	Shri Rajesh Yadav	Machine Operator	EWS/505, Saraswati Nagar, Jawahar Chowk, Bhopal.
12.	Shri Amit Biswas	Boatman	Jr. HIG-51, Katara Hills, Baghmugaliya, Bhopal
13.	Shri Ramkalesh Napit	Field Assistant	House No.226, Arjun Nagar, 1250 Qtrs., Bhopal

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

S No	Name of Employee	Designation	Total Salary In Rs
1.	Dr Vinita Vipat	Sr Research Officer	59,964.00
2.	Dr. Mukesh Dixit	Joint Director	
3.	Mr Alok Nayak	Research Officer	36,333.00
4.	Mr Lokendra Thakkar	Research Officer	37,430.00
5.	Mr. Manohar Patil	Assistant Engineer	30,022.00
6.	Mr. G. S Jawade	Accounts Officers	20,910.00
7.	Ms. Valsamma Thomas	Accountant	19,709.00
8.	Mr. Rajneesh Sharma	Library Assistant	16,884.00
9.	Ms. Madhu Mawar	UDC	14,405.00
10.	Mr. Vithal Pawar	UDC	14,381.00
11.	Ms. Saroja Warriar	Stenographer	16,380.00
12.	Mr. Ashutosh Pagare	Stenographer	16,380.00
13.	Mr. Uday Bhan Napit	UDC	13,869.00
14.	Mr. Mohd. Sharif Khan	Admn Asstt.	10,681.00
15.	Mr. Rohini Shukla	Driver	10,915.00
16.	Mr. Liyakat Khan	Driver	10,719.00
17.	Mr. Kamlesh Rathore	Peon	11,408.00
18.	Mr. Rajendra Pawar	Peon	10,992.00
19.	Mr. Vijay Malviya	Peon	10,992.00
20.	Mr. Mangilal Malviya	Peon	11,159.00
21.	Mr. Adhya Singh	Peon	11,714.00
22.	Mr. Manoj Nikose	Jr. Asstt.	11,343.00
23.	Mr. Ashok Khurdeliya	Cashier	13,848.00
24.	Mr. Indrajeet Singh Lonia	Driver	3,767.00
	TOTAL		4,14,205.00

List of Employees working on Contract

1	Dr. S. Pani	Research Fellow	8,800.00
2	Mr. Amit Dubey	Research Fellow	8,800.00
3	Mr. Anil Agrawal	Data Entry Operator	8,431.00
4	Mr. Arif Mirza	Data Entry Operator	7,762.00
5	Mr. Salman Ahmed	Data Entry Operator	7,762.00
6	Mr. Sandeep Tiwari	Data Entry Operator	7,762.00
7	Mr. Rajesh Yadav	Machine Operator	6,239.00
8	Mr. Chepil Samaiya	Field Assistant	5,280.00
9	Mr. S.K. Shrivastava	Field Assistant	5,361.00
10	Mr. Dilip K Gour	Field Assistant	5,280.00
11	Dr. Bilkees Jahan Khan	Field Assistant	5,280.00
12	Mr. Ram Kalesh Napit	Field Assistant	4,840.00
13	Mr. Amit Biswas	Boatman	3,520.00
	TOTAL		85,117.00

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

No budget head has been created yet by the State Government for discharging for functions of MPLCA.

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

Not applicable

(M) Particulars of recipients of concessions, permits of authorizations granted by it;

Not applicable

(N) Details in respect of the information, available to or held by it, reduced in an electronic form;

Under process.

(O) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, in maintained for public use;

1. "Jal Tarang" Interpretation Center, Near Boat Club, Van Vihar Road, Bhopal

- Equipped with latest modern technology based exhibits, to educate, disseminate the information and create awareness among the public about conservation and management of water resources.
 - Opening time – 2:00 pm to 8:00 pm, Tuesday & other national holiday – closed.
2. Library and Reading Room, Paryavaran Parisar, E-5, Arera Colony, Bhopal
- Information available about the water resources, wetlands and environment conservation.
 - Timing : 10 am to 5 pm all working days.

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

1. Dr. Vinita Vipat, Senior Research Officer
2. Mr Alok Nayak Research Officer
3. Mr. G.S. Jawade, Accounts Officer

(Q) Such other information as may be prescribed;

No

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