

Acknowledgments

The Centre for Good Governance, Hyderabad was entrusted with the preparation of a Manual of Role and Responsibilities of various functionaries in Urban Local Bodies in Andhra Pradesh in association with Strategy and Performance Innovation Unit, MA&UD Department, a project of SPIU for the year 2007-08 in G.O. Rt. No. 1403, MA, Dt:- 23-11-2007. The purpose of the manual is to codify the role and responsibilities of various functionaries working in ULBs. The manual is intended to assist various functionaries working in ULBs to understand their role and responsibilities in the functioning of ULBs. The manual does not cover the powers to be exercised by various Municipal Authorities as they are specifically stated in Municipal Laws and Rules.

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The manual is prepared under the overall guidance provided by Smt. Pushpa Subrahmanyam, IAS, Secretary to Government, MA & UD Department and Dr. Rajiv Sharma, IAS, Director General, Centre for Good Governance.

**MANUAL OF ROLE AND RESPONSIBILITIES OF VARIOUS FUNCTIONARIES IN
URBAN LOCAL BODIES IN ANDHRA PRADESH**

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MANUAL OF ROLE AND RESPONSIBILITIES OF VARIOUS FUNCTIONARIES IN URBAN LOCAL BODIES IN ANDHRA PRADESH

1. Introduction:

1.1. Andhra Pradesh is among the foremost states in India in promoting economic growth and development with a human face. The Government of Andhra Pradesh (GoAP) is pursuing wide ranging economic and governance reforms. The Government of A.P. has launched Governance Reform Program Phase II known as “Delivery of Improved Services in Administration (DISA)” from 1-4-2006 with financial assistance from DFID. The twin objectives of this program are:

1. Effective and sustained poverty reduction in AP.
2. Improvement in service delivery to the poor through implementation of institutional and governance reforms.

1.2. The program will be driven by carefully designed and implemented Change and Delivery (C & D) Plans addressing long-term and short-term reforms in governance, public management and pro-poor service delivery. In order to achieve greater success in initiating and implementing the governance reform agenda, the GoAP has instituted Strategy and Performance Innovation Units (SPIU) in 11 key departments of Secretariat including MA & UD Department. Each SPIU will be supported by a technical support team (TST) consisting of a Director / Consultants who will work on a project basis against agreed deliverables.

1.3. Change and Delivery Plan of MA & UD Department approved for the year 2007-08 consists of, among other projects, preparation of *“Manual of Role and Responsibilities of various functionaries in Urban Local Bodies in Andhra Pradesh”* to enable municipal functionaries to discharge their functions effectively and thereby improve service delivery in Urban Local Bodies. There are several municipal authorities and various functionaries in ULBs. Though the functions and powers of municipal authorities are specified in municipal laws, the functions to be performed by various municipal functionaries are not specified clearly at one place. Consequently, it is

becoming difficult to fix accountability and responsibility among various municipal functionaries as also providing role clarity to the functionaries concerned.

1.4. A study was entrusted to Center for Good Governance to codify the Role and Responsibilities of various functionaries in ULBs in association with SPIU, MA&UD Department on G.O. Rt. No. 1403, MA, dt:- 23-11-2007. Based on various Statutory Rules, Orders and Circulars issued by the Government and Heads of Departments, a draft manual was prepared on the subject. This study does not cover the powers to be exercised by various Municipal Authorities as they are specifically stated in Municipal Laws and Rules.

1.5. MA & UD Department conducted a workshop on this subject on 29-09-2008 with Heads of Departments, Municipal Commissioners and various categories of officers in ULBs. 71 officers have attended the workshop. All the participants have been divided into four groups and subjects are allotted as follows for discussion among themselves and to make presentation to the entire house.

1. Administration – and UPA
2. Revenue and Accounts
3. Engineering
4. Public Health and Town Planning

1.6. Accordingly, the groups have discussed the subjects assigned to them and made a power point presentation to the entire house. The manual is finalized keeping in view the recommendations made at the workshop held on 29-09-2008.

2. Overview of Urban Local Bodies:

2.1. Andhra Pradesh has experienced rapid growth of urbanization during the last four decades. As per 2001 census, urban population is 205 lakhs out of the state total population of 762 lakhs and the percentage of population living in urban areas in the State, stood at 27.08 compared to 27.78 for the country. The urban population has

increased from 62 lakhs in 1961 to 205 lakhs in 2001 registering a growth rate of 230 percent. Andhra Pradesh is the sixth most major urbanized state in the country.

2.2. Urban Local Bodies (ULBs) in Andhra Pradesh are traditionally mandated to undertake certain basic civic functions like water supply, sanitation, roads, drains and street lighting. They also perform certain regulatory functions like, regulation of land use, issue of building permissions, issue of trade license and removal of encroachments etc. After the advent of Constitution 74th Amendment Act (CAA), 1992, the functional domain of urban local bodies has been expanded to include development programmes along with traditional civic functions. Added to this, happening globalization, liberalization and more critically, the urban explosion has increased the volume of services to be delivered by the urban local bodies.

2.3. There are 15 municipal Corporations, and 109 municipalities (inclusive of 6 Nagar Panchayats) in Andhra Pradesh. The municipalities have been graded into five categories on the basis of annual income as stated below:

Grade	Annual Income	No. of Municipalities
Selection Grade	Rs. 8 crores and above	3
Special Grade	Rs. 6 crores and above - below Rs. 8 crores	11
First Grade	Rs. 4 crores and above - below Rs. 6 crores	21
Second Grade	Rs. 2 crores and above - below Rs. 4 crores	33
Third Grade	Rs. 1 crore and above - below Rs. 2 crores	35
Nagar Panchayats	Below Rs. 1 crore	6
Total:		109

2.4. Functions of Municipalities:

As per the provisions of the Municipal Acts, the municipalities are entrusted broadly with the following functions.

1. Public health, sanitation, conservancy and solid waste management.
2. Provision of water supply, drainage and sewerage.
3. Construction and maintenance of roads, drains, culverts and bridges.
4. Provision of street lighting.
5. Urban poverty alleviation programmes.
6. Slum improvement and upgradation.
7. Provision of public parks and play grounds.

8. Construction and maintenance of public markets, slaughter houses.
9. Urban planning including town planning.
10. Regulation of land use and construction of buildings.
11. Maintenance of secondary and elementary schools.
12. Urban development programmes.
13. Vital Statistics including Registration of Births and Deaths.
14. Maintenance of burial grounds.

2.5. Sections in Municipalities: With reference to the functions referred to above, the following sections are provided in the municipalities.

S. No.	Section	Broad functions
1.	Administration	To look after general administration, including school administration and council meetings.
2.	Revenue	To assess and collect various taxes and non-taxes and collection of rents from municipal properties
3.	Accounts	To maintain accounts, prepare annual accounts, budget, and attend to audit of accounts
4.	Public Health and Sanitation	To look after sanitation, public health and solid waste management including medical and maternity services
5.	Engineering	To look after water supply and sewerage, public works like roads, drains, buildings, parks and play grounds, street lighting
6.	Town Planning	To regulate town planning activities including land uses, layouts, building constructions and encroachments
7.	Urban Poverty Alleviation (UPA)	To look after urban poverty alleviation programmes

2.6. Existing staff in Municipalities:

The following officers and staff are working in all ULBs excluding PH and Non-PH workers, Class IV employees, drivers, attenders and exclusive of the staff working in Greater Hyderabad Municipal Corporation (GHMC):-

Sl. No	Section	Existing posts (Nos)
1	2	3
1	Administration	2688
2	Revenue	1097
3	Accounts	78

Sl. No	Section	Existing posts (Nos)
1	2	3
4	Public Health and Sanitation	1726
5	Engineering	1065
6	Town Planning	485
7	UPA	244
Total		7383

A total of 34,035 employees inclusive of PH and Non-PH workers, Class IV employees, drivers, attenders are working in all ULBs except the staff working in Greater Hyderabad Municipal Corporation

2.7. Financial status of ULBs:

All ULBs inclusive of GHMC have realized revenue of Rs. 2062/- crores during the year 2005-06 as shown hereunder:

Receipts profile of ULBs:

Sl. No	Item	Amount (Rs. in crores)	%age to Total Receipts
1	Taxes	545.12	26
2	Non-Taxes	415.67	20
3	Assigned Revenues	443.56	22
4	Non-plan Grants	209.45	10
5	Loans	75.01	4
6	Plan Grants	204.00	10
7	Other Income	168.91	8
Total:		2061.72	100

Expenditure profile of ULBs:-

Similarly all ULBs inclusive of GHMC have incurred an expenditure of Rs. 2034/- crores during the year 2005-06:-

Sl. No	Item	Amount (Rs. in crores)	%age of Total Expenditure
1	Establishment	529.02	24
2	Maintenance of Civic Service	535.17	25
3	Capital Works	562.39	26
4	Expenditure on Schemes	162.20	8
5	Loan Repayment	172.10	8
6	Management Expenditure	199.14	9
Total:		2034.25	100

3. Need for a Manual:-

3.1. The role and responsibilities of various municipal functionaries working in municipalities are not codified and provided at one place. The functions and powers to be performed by various municipal functionaries are specified at various places namely, Municipal Laws, Statutory Rules, Government Orders, Municipal Office Manual, Municipal Accounts Code and Functionary Manuals prepared by the Department. Consequently, it is becoming very difficult for municipal functionaries especially the new recruits to understand their role and responsibilities in the functioning of municipalities and to perform their duties in an effective and efficient manner.

3.2. Preparation of the Manual of Role and Responsibilities of various functionaries in ULBs is mainly intended to assist various functionaries working in ULBs to understand their role and responsibilities in the functioning of ULBs.

3.3. Purpose of the Manual:-

1. To codify the role and responsibilities of various functionaries working in ULBs at one place.
2. To assist various functionaries working in ULBs to perform their duties in an effective and efficient manner.
3. To enable higher authorities to fix accountability among various officers and staff of ULBs.
4. To enable Heads of Departments and Heads of sections in ULBs to review the work of various officers and staff in ULBs in a systematic manner.

4. Functionaries working in Municipalities:-

4.1. The following functionaries are working in municipalities excluding Senior Assistants, Junior Assistants and Class IV staff:

I. Administration Section

1. Municipal Commissioner
2. Manager
3. School Supervisor
4. Shroff

II. Revenue Section

1. Revenue Officer
2. Revenue Inspector
3. Bill Collector

III. Accounts Section

Accountant

IV. Public Health and Sanitation Section:

1. Municipal Health Officer
2. Sanitary Supervisor
3. Sanitary Inspector
4. Health Assistant/Birth and Death Sub-Registrar

V. Engineering Section

a. Selection, special and first grade Municipalities

1. Municipal Engineer Grade-I(Executive Engineer)
2. Deputy Executive Engineer.
3. Municipal Assistant Executive Engineer/ Assistant Engineer

b. Grade – II Municipalities

1. Municipal Engineer Grade-II (Deputy Executive Engineer)
2. Municipal Assistant Executive Engineer/ Assistant Engineer

c. Grade – III Municipalities

1. Municipal Engineer Grade-III (Assistant Executive Engineer/ Assistant Engineer)
2. Work Inspector

VI. Town Planning Section:

1. Town Planning Officer (Sel. / Spl./ Ord. Grade)
2. Town Planning Supervisor
3. Town Planning and Building Overseer
4. Town Surveyor

VII. Urban Poverty Alleviation Section:

1. Town Project Officer
2. Community Organizer
3. Data Entry Operator - cum – Junior Assistant (UPA)

5. Main Activities of various functionaries in ULBs

5-1. Municipalities

5-1-1. Municipal Commissioner:

To conduct a review meeting on the work of all sections and all functionaries working in the Municipality once in a month by devising suitable format for each activity / functionary. To issue minutes of the review meeting as soon as the meeting is over and ensure follow up action on the said minutes.

5-1-2. Manager:

Supervision over the work of ministerial employees as provided in the Manual and verification of chitta collection daily and its remittance in the bank / treasury through Shroff.

5-1-3. Shroff:

Receipt of cash in the municipal treasury, maintenance of chitta and remittance of cash in the bank / treasury.

5-1-4. Revenue Officer

Timely and proper assessment of all buildings and lands to property tax without any leakages and ensure collection / collection of taxes and non-taxes as per the targets / timelines fixed from time to time.

5-1-5. Revenue Inspector:

Initiating timely action on assessment of all buildings and lands to property tax without any leakages and ensure collection / collection of taxes and non-taxes as per the targets / timelines fixed from time to time.

5-1-6. Bill Collector:

Submission of proposals for timely assessment of all new buildings and lands to property tax, detection of un-assessed/under assessed properties and ensure collection / collection of taxes and non-taxes as per the targets fixed from time to time.

5-1-7. Accountant:

Preparation of accounts, budget estimates, maintenance of cash book, cheque book, pass book and ensure that payments from municipal funds are

made as per principles of Municipal Accounts Code and existing rules on the subject.

5-1-8. Municipal Health Officer

To keep the city / town clean and to ensure proper implementation of public health activities including implementation of all statues relating to public health, food adulteration, registration of births and deaths and solid waste management.

5-1-9. Sanitary Supervisor

Supervision of the work of the staff working under his control, and to ensure that all public health materials are procured properly and supplied to the PH staff within the stipulated timeline.

5-1-10. Sanitary Inspector

To maintain proper sanitation in the division allotted and to take prompt action in respect of all public health activities in the division.

5-1-11. Health Assistant / Birth and Death Sub-Registrar:

Proper maintenance of vital statistics of public health section.

5-1-12. Selection, Special and First Grade Municipalities

a. Municipal Engineer Grade – I (Executive Engineer)

Formulation of proposals for developmental works and their proper and timely execution and proper maintenance of all urban infrastructure.

b. Deputy Executive Engineer

Proper and timely execution of all developmental works and proper maintenance of all urban infrastructure in his sub-division.

c. Municipal Asst. Executive Engineer / Asst. Engineer

Proper and timely execution of all developmental works and proper maintenance of all urban infrastructure in his section.

5-1-13. Grade – II Municipalities

a. Municipal Engineer Grade – II (Deputy Executive Engineer)

Formulation of proposals for developmental works and their proper and timely execution and proper maintenance of all urban infrastructure.

b. Municipal Asst. Executive Engineer / Asst. Engineer

Proper and timely execution of all developmental works and proper maintenance of all urban infrastructure in his section.

5-1-14. Grade – III Municipalities

a. Municipal Engineer Grade – III
(Asst. Executive Engineer / Asst. Engineer)

Formulation of proposals for developmental works and their proper and timely execution and proper maintenance of all urban infrastructure.

b. Work Inspector

Assistance to Assistant Engineer in technical and non-technical matters relating to execution of developmental works.

5-1-15. Town Planning Officer – Sel. / Spl. / Ord. Grade

Planning the integrated development of the town and implementation of all rules relating to building constructions, layouts, zoning regulations and town planning.

5-1-16. Town Planning Supervisor

Preparation and implementation of general town planning schemes and enforcement of regulations relating to layouts, installations and advertisements.

5-1-17. Town Planning and Building Overseer

Enforcement of regulations relating to construction of buildings and prompt detection and taking of action against all unauthorized constructions and violations to sanctioned plans.

5-1-18. Town Surveyor

Proper maintenance of records relating to street survey, Government / Municipal lands.

5-1-19. Town Project Officer (UPA)

Proper implementation of all activities relating to poverty alleviation programme.

5-1-20. Community Organizer (UPA)

Assistance to Town Project Officer (UPA) for proper implementation of all activities relating to poverty alleviation programme.

5-1-21. Data Entry Operator-Cum-Junior Assistant (UPA)

In-charge of secretarial work of UPA section and maintain database

5-2. MUNICIPAL CORPORATIONS:

5-2-1. Municipal Commissioner

To exercise supervision over the activities and functions of all Municipal Officers and staff, to conduct review meeting once in a month in this regard and to issue minutes of the review meeting and ensure follow up action on the said minutes.

5-2-2. Additional Commissioner (Administration)

To be in-charge of general administration in the Corporation and supervision over the sections allotted.

5-2-3. Public Relations Officer

To conduct press briefings and to disseminate the activities of the Corporation to the general public.

5-2-4. Education Officer

To inspect all schools regularly and ensure that instructions of Education Department for proper functioning of the schools are complied with.

5-2-5. Manager

To supervise and control the work of all ministerial employees working in his section.

5-2-6. Superintendent

To supervise and control the work of all ministerial employees working in his section.

5-2-7. Shroff

Receipt of cash in the Municipal treasury, maintenance of chitta and remittance of cash in the bank / treasury.

5-2-8. Secretary

Preparation of agenda and maintenance of minutes book for the meetings of the Corporation and standing committee. To make arrangements for conducting the meetings of the Corporation and standing committee.

5-2-9. Additional Commissioner / Deputy Commissioner
(Revenue – Main Office)

To ensure timely and proper assessment of all buildings and lands to property tax without any leakages and ensure collection / collection of taxes and non-taxes as per the targets / timelines fixed from time to time.

5-2-10. Deputy Commissioner / Assistant Commissioner –
Circle Office

Timely and proper assessment of all buildings and lands to property tax without any leakages and ensure collection / collection of taxes and non-taxes in the circle allotted as per the targets / timelines fixed from time to time.

5-2-11. Revenue Officer

Timely and proper assessment of all buildings and lands to property tax without any leakages and ensure collection / collection of taxes and non-taxes in the area allotted as per the targets / timelines fixed from time to time.

5-2-12. Tax Inspector

Initiating timely action on assessment of all buildings and lands to property tax without any leakages and ensure collection / collection of taxes and non-taxes as per the targets / timelines fixed from time to time.

5-2-13. Bill Collector

Submission of proposals for timely assessment of all new buildings to property tax, detection of un-assessed/under assessed properties and their prompt assessment. Ensure collection / collection of taxes and non-taxes as per the targets / timelines fixed from time to time.

5-2-14. Examiner of Accounts

To conduct pre-audit of all the bills claimed in the Corporation, weekly examination and audit of municipal accounts.

5-2-15. Deputy Examiner of Accounts

To assist the Examiner of Accounts in the pre-audit of bills and in auditing of municipal accounts.

5-2-16. Accounts Officer

Preparation of accounts, budget estimates, maintenance of cash book, cheque book, pass book and ensure that payments from municipal funds are made as per principles of Municipal Accounts Code and existing rules on the subject.

5-2-17. Accountant

Preparation of accounts, budget estimates, maintenance of cash book, cheque book, pass book and ensure that payments from municipal funds are made as per principles of Municipal Accounts Code and existing rules on the subject.

5-2-18. Chief Medical Officer of Health

To keep the city / town clean and to ensure proper implementation of public health activities including implementation of all statues relating to public health, food adulteration, registration of births and deaths and solid waste management.

5-2-19. Assistant Medical Officer of Health

To keep the city / town clean and proper implementation of public health activities including implementation of all statues relating to public health, food adulteration, registration of births and deaths and solid waste management in the circle.

5-2-20. Urban Malaria Officer / Biologist

Proper implementation of urban malaria scheme.

5-2-21. Sanitary Supervisor

Supervision of the work of the staff working under his control, and to ensure that all public health materials are procured properly and supplied to the PH staff within the stipulated timeline.

5-2-22. Sanitary Inspector

To maintain proper sanitation in the division allotted and to take prompt action in respect of all public health activities in the division.

5-2-23. Health Assistant / Birth and Death Sub-Registrar

Proper maintenance of vital statistics of public health section.

5-2-24. Chief Engineer

Formulation of proposals for developmental works in the entire city and to ensure their proper and timely execution and proper maintenance of all urban infrastructure.

5-2-25. Superintending Engineer

To oversee the execution of all developmental works in the circle allotted, supervision over the work of all engineers in the circle and ensure proper maintenance of urban infrastructure.

5-2-26. Executive Engineer

To oversee the execution of all developmental works in the division allotted, supervision over the work of all engineers in the division and ensure proper maintenance of urban infrastructure.

5-2-27. Deputy Executive Engineer

To be in-charge of the execution of all developmental works and maintenance of urban infrastructure in the sub-division allotted.

5-2-28. Asst. Executive Engineer / Asst. Engineer

Proper and timely execution of all developmental works and proper maintenance of all urban infrastructure in his section.

5-2-29. Work Inspector

Assistance to Assistant Engineer in technical and non-technical matters relating to execution of developmental works.

5-2-30. Chief City Planner / City Planner

Planning the integrated development of the city / town and to ensure the implementation of all rules relating to building constructions, layouts, zoning regulations and town planning.

5-2-31. Deputy City Planner / Asst. City Planner
Town Planning Officer – Sel. Grade

Integrated and planned development of the area allotted. Implementation of Building Rules, Zoning Regulations, Layout Rules and other rules of Town Planning.

5-2-32. Town Planning Supervisor

Enforcement of regulations relating to layouts, installations and advertisements. All items of work relating to preparation of general town planning schemes.

5-2-33. Town Planning and Building Overseer

Enforcement of regulations relating to construction of buildings and prompt detection and taking of action against all unauthorized constructions and violations to sanctioned plans.

5-2-34. Town Surveyor

Proper maintenance of records relating to street survey, Government / Municipal lands.

5-2-35. Project Director (UPA)

Planning and ensuring implementation of all urban poverty alleviation programmes.

5-2-36. Town Project Officer / Project Officer (UPA)

Proper implementation of all activities relating to poverty alleviation programme.

5-2-37. Community Organizer (UPA)

Assistance to Town Project Officer (UPA) for proper implementation of all activities relating to poverty alleviation programme.

5-2-38. Data Entry Operator-Cum-Junior Assistant (UPA)

To be incharge of secretarial work of UPA section and to maintain database

6. Role and Responsibilities of various Functionaries in Municipalities:-

Based on various Municipal Laws, Statuary Rules, Government Orders issued from time to time, plan schemes implemented by the municipalities, Municipal Account Code, and the circulars issued by Heads of the Departments from time to time, the role and responsibilities of various municipal functionaries in municipalities are specified below:-

MUNICIPALITIES:-

6-1. Administration Section:-

6-1-1. Municipal Commissioner:-

Role:-

- i) Municipal Commissioner is the Executive Authority of the municipality.
- ii) Municipal Commissioner is one of the municipal authorities charged with carrying out the provisions of the Andhra Pradesh Municipalities Act along with a council, a chairperson and a wards committee.

Responsibilities:

1. He is responsible for the due fulfillment of the purposes of A.P. Municipalities Act, 1965.
2. He shall undertake outdoor inspection daily for a minimum period of 3 hours in the forenoon to oversee the working of various sections in the municipality.
3. He shall carry into effect all the resolutions of the council.
4. He is responsible for assessment of property tax and disposal of revision petitions filed for reduction of property tax.
5. He shall exercise all powers in relation to collection of taxes and fees, the licenses and the removal of encroachments.
6. He shall be in charge of the municipality and **ensure the municipal records are properly protected.**
7. Supervision over maintenance of urban services namely sanitation, water supply, roads, drains, street lighting, parks etc.
8. Supervision over implementation of urban development schemes, urban poverty alleviation programmes, plan schemes etc.
9. Supervision and regular review of the activities of Administration Section, Revenue Section, Accounts Section, Engineering Section, Town Planning Section, Public Health Section, and UPA Section.
10. He shall attend the meetings of the council, and where he is required to do so by the chairperson, of any of its committees.
11. He is responsible for **placing the** budget before the municipal council before 15th November, of every year for approval.

- 12.** He has to ensure that all payments from Municipal funds are made as per the principles of Municipal Accounts Code, existing rules and instructions issued by Government from time to time on this subject.
- 13.** He is responsible for submission of annual accounts to audit department by 30th June of every year.
- 14.** He is responsible for preparation of administration report and placing it before the municipal council for approval.
- 15.** He is responsible for conduct of auction of the right of collection of fees in markets and slaughter houses and right of occupation of shop rooms.
- 16.** He is responsible for adjustment of entertainment tax, surcharge on stamp duty, plan & non-plan grants to municipal funds.
- 17.** He is responsible for conduct of elections to the municipal council under the superintendence, direction and control of State Election Commission.
- 18.** The agenda for the meeting of the municipal council shall be prepared by the Commissioner in consultation with the Chairperson.
- 19.** He shall inspect places of entertainment for the purpose of verification of the sale of tickets and to ensure that various statutory provisions are complied.
- 20.** Inspection of places in respect of which a licence or permission is granted to ensure the compliance of the conditions of licence/ permission.
- 21.** Implementation of programmes launched by Education department, Family Welfare department and other departments of Government as entrusted by the respective Departments at Government level.
- 22.** Implementation of statutory work entrusted by Government like population census, elections etc.
- 23.** Ensure that the Citizen Charter is properly implemented / ordinary letters.

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6-1-2. Manager:-

Role:-

1. He is the ministerial head of the municipal office.
2. He has to perform duties as per the directions given by the Commissioner from time to time.

Administrative Responsibilities:-

1. Supervision over the work of all ministerial employees in municipal office except sections where Municipal Engineer, Municipal Health Officer, Town Planning Officer, Revenue Officer are working as section heads.
2. To keep the municipal office clean and tidy.
3. To ensure that all currents received in municipal office are distributed to the concerned assistants on the day of receipt itself.
4. Maintenance of attendance register, movement register, office orders and a register showing Govt. tappals, D.O. Letters and important letters received from Heads of the Departments and District Collector.
5. Regular verification of personal registers and other registers related to R.T.I. Act & Citizen Charter.
6. Ensure prompt disposal of currents received in municipal office.
7. To route the files of all sections relating to service matters and other files of all sections where there are no section heads to the Commissioner except UPA section.
8. To act as a Public Information Officer under Right to Information Act, 2005.
9. Responsible for preparation of Administration Report.
10. Responsible for maintaining the register showing the casual vacancies in the council.
11. Responsible for submission of minutes of the council meetings to the higher authorities and to place it on the notice board of the office.
12. To assist the Commissioner in conducting the elections to the council.

13. Responsible for submission of all periodical reports of all sections to the higher authorities in time.
14. Responsible to attend the council meetings, and agenda preparation.
15. Ensure maintenance of Roster registers of all sections.
16. To verify the Stock Account of Books and forms, stationery and to issue wherever necessary.
17. Checking of Dispatch Register, Stamp Account, Distribution Register and fair copy register every day.
18. Responsible for monitoring of legal matters relating to statutory bodies namely, SC, ST Commission, Lokayukta and HRC etc.
19. All other responsibilities as per the Act and Rules thereof.
20. Perform any responsibility delegated by the Commissioner.

Financial Responsibilities:

1. He is responsible to verify the chitta collection daily and also the remittances in the bank or treasury through Shroff.
2. He is responsible to verify E-seva collection through Accountant when there is no post of Revenue Officer.
3. He is responsible to sign the daily challans for bank remittances on behalf of the Municipal Commissioner.
4. To check the challans every day showing the amount deposited into the bank by the Shroff after the payments are remitted in the bank.
5. Preparation of monthly accounts, annual accounts when there is no post of Accountant.
6. Preparation of budget estimates, when there is no post of Accountant.
7. To discharge the roles and responsibilities of Revenue Officer, when there is no post of Revenue Officer.
8. He is responsible to send the cheques, demand drafts, bankers cheques etc., received in the office to bank the next day and ensure that they are adjusted to municipal funds without delay.

9. He is responsible to verify petty cash book for receipt of cash through self-cheques drawn by the Shroff.
10. He is responsible to maintain double lock-system (iron chest) with the Shroff and to have the custody of second key of iron chest.
11. Responsible for verification of Bills Issue Registers when there is no post of Revenue Officer.
12. To verify money value forms periodically.
13. To verify the postal stamp register every day.
14. To sign all miscellaneous fees receipts of animal and vehicle tax for which payments are made into the municipal treasury, when there is no post of Revenue Officer.
15. Ensure reconciliation of accounts regularly, where there is no post of Accountant.

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6-1-3. School Supervisor:

Role:

1. He plays a key role in the functioning of municipal schools particularly elementary schools.
2. He plays a key role in maintaining the educational standards of Municipal Schools in the Municipality.

Responsibilities:

1. He shall undertake outdoor inspection daily in the forenoon for a period of 4 hours to attend to the responsibilities entrusted to him.
2. He is responsible to inspect all schools particularly elementary schools and suggest corrective measures for improving the educational standards.
3. He is responsible to supervise the midday meals scheme, and submit reports to the Commissioner and District Collector as may be necessary.
4. He is responsible to convene meetings of Municipal Education Committees once in a month
5. He is responsible to supervise the functioning of School Education Committees and ensure proper utilization of Vidya Committees funds.
6. He is responsible to organize awareness training programmes for the members of School Education Committees periodically.
7. He is responsible to coordinate the activities of DPEP for construction of additional rooms in schools and kitchen sheds.

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6-1-4. Shroff

Role:

Shroff is the only authorized employee in municipal office to receive the cash.

Responsibilities:

1. To receive the cash in the municipal treasury and make spot entries in the chitta.
2. Maintenance of chitta.
3. To remit the cash including cheques / DDs into bank / treasury on the day of receipt or next day through challan.
4. To produce the challans after remitting the amount in the bank to the Manager for verification on the same day.
5. Encashment of the self-cheques drawn in favour of the Commissioner and disbursal of the encashed amount to right persons after obtaining the acknowledgement.
6. Maintenance of Petty Cash Book.
7. Maintenance of Permanent Advance Register.
8. Maintenance of revenue stamp account.
9. Maintenance of Register of cheques, demand drafts, bankers cheques, money orders received and preparation of provisional receipts for them.
10. Maintenance of Register of Double lock Iron chest.
11. To have the custody of first key of the iron chest.
12. To handover all vouchers to the Accountant at the end of every month duly obtaining receipt in the Petty Cash Book.
13. He shall discharge all the duties assigned to the Shroff in the rules relating to municipal councils and also treasury code.

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6-2. Revenue Section:

6-2-1. Revenue Officer:

Role:

1. Revenue Officer is the head of the Revenue section.
2. Revenue Officer plays a key role in the assessment and collection of taxes and non-taxes.

Responsibilities:

1. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to supervise the work of Revenue Inspectors, Bill Collectors and to attend to the assessment and collection of taxes and non-taxes.
2. He shall maintain the record of MLs and furnish the list of buildings without plan / deviation to Town Planning Section for taking necessary further action and counter check.
3. To initiate action for conducting of auctions of markets, shop rooms, cycle stand etc.
4. He is responsible for initiating timely action for assessment of all new buildings and additions to buildings to property tax by submitting monthly lists on or before 10th day of every month.
5. He is responsible for assessment of property tax on all vacant lands (VLT).
6. He is responsible for assessment of animal and vehicle tax (A & V Tax).
7. Detection of under assessed and un-assessed buildings and buildings where there is change of usage or occupation and assessment of these buildings to property tax without delay.
8. Ensure timely collection of taxes and non-taxes and to achieve 100% collection of Taxes and non Taxes.
9. He is responsible to ensure that entertainment tax and surcharge on stamp duty are adjusted to municipal funds promptly.
10. To ensure the preparation and issue of demand notices/ bills of all taxes and non-taxes including water charges as per the stipulated time.
11. To verify Register of Bills Issued regularly.
12. To test check 10% of bills prepared.

13. To attest the corrections in the supplementary bills or reductions in the amounts of the original bills.
14. To ensure necessary corrections are made in property tax demand register on account of transfer of title of properties.
15. To test check the bill receipts, demand notices, memoranda and to append a certificate to that effect as prescribed in the rules.
16. To supervise the work of Bill Collectors, Revenue Inspectors and office assistants working in Revenue Section.
17. To scrutinize the diaries of all the bill collectors and revenue inspectors and submit them to the commissioner daily.
18. Preparation of Demand Register (DR), Arrear Demand Register (ADR) of taxes and non-taxes within the stipulated time.
19. To maintain the record of verification of money value forms.
20. To place list of taxes likely to become time barred within one year before the Municipal Council for necessary action
21. To ensure that the prosecutions / civil suits are filed for the recovery of dues in time as required under section 365 of the Act.
22. To furnish monthly demand, collection, balance statement (DCB) by 5th of every succeeding month and annual DCB by 30th April to the Accountant
23. To check the register showing the taxes and non-taxes due from the elected representatives and to take necessary action.
24. To get the list of remittances made in e-seva centers and ensure necessary postings in the relevant registers.
25. Maintenance of all registers prescribed for revenue section.
26. Responsible to attend the Council meetings and for preparation of agenda of Revenue section.
27. Responsible for implementation of Suvidha project in Revenue Section.
28. All other responsibilities as per the Act and Rules thereof.
29. Perform any responsibility delegated by the Commissioner.

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6-2-2. Revenue Inspector:-

Role:-

1. Revenue Inspector is the initial officer for initiating proposal for assessment of property tax and its collection in the circle.
2. Revenue Inspector plays an important role in the assessment and collection of taxes and non-taxes.

Responsibilities:-

1. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to supervise the work of Bill Collectors and to attend to the assessment and collection of taxes and non-taxes.
2. He is responsible for initiating timely action on assessment of all new buildings and additions to the buildings to property tax of his circle by submission of monthly lists on or before 10th of every month.
3. He shall maintain the record of MLs and furnish the list of buildings without plan/deviation, to Town Planning Section for taking necessary further action and counter check.
4. He is responsible for proper conducting of auctions of markets, shop rooms, cycle stand etc.
5. He shall attend to the collection of water supply charges and to detect the unauthorized water tap connections, if any.
6. He is responsible for assessment of tax on all vacant lands (VLT) of his circle.
7. He is responsible for assessment of animal and vehicle tax (A & V Tax) of his circle.
8. Detection of under assessed and un-assessed buildings and buildings where there is change of usage or occupation and include them in the monthly lists for assessment of these buildings to property tax of his circle.
9. He is responsible for prompt servicing of demand notices of property tax/ water charges half yearly through the Bill Collectors of his circle.
10. He is responsible for collection of monthly rentals of municipal shops and shopping complexes, vegetable market (Thai Bazar), slaughter house including all leases of his circle.

11. Ensure timely collection of taxes and non-taxes and to achieve collection of 100% taxes and non-taxes of his circle.
12. He is responsible for collection of all arrears or to ensure that they are covered by prosecutions and civil suits.
13. To check the daily collections by the Bill Collectors, collections received at municipal treasury and collections made at e-seva centers and ensure to make necessary postings in the relevant registers.
14. To check ten percent of the receipts issued by Bill Collectors with reference to entries made in the memoranda and submit a monthly report.
15. To ensure that the Bill Collectors make spot entry in the memoranda of the bill book immediately after the collection is received from the tax payer.
16. To ensure that Bill Collectors remit the collection of the day into municipal treasury on that day itself, as per the entries made in the memoranda and the Challan Register/Irsalnama.
17. To submit diary together with the diaries of the Bill Collectors of his circle to the Revenue Officer.
18. To submit a list of tax arrears which are likely to become time barred within one year to the Revenue Officer.
19. To initiate action for distraint of property, when any tax payer defaults payment of tax.
20. To initiate action for institution of prosecutions / civil suits for the recovery of dues as required under section 365 of the Act.
21. He should attend the office of the Municipal Standing Counsel (MSC) for obtaining information on the suits filed against the municipality and report to the Revenue Officer.
22. To attend the magistrate and civil courts on behalf of the municipality in connection with the prosecutions and suits filed by and against the municipality.
23. To maintain the register showing the taxes and non-taxes due from the elected representatives of his circle and submit to the Revenue Officer.
24. Maintenance of all registers prescribed for revenue section.
25. Perform any responsibility delegated by the Commissioner.

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6-2-3. Bill Collector:

Role:

Bill Collector plays an important role in assessment and collection of taxes and non-taxes in his ward.

Responsibilities:

1. He shall attend to outdoor work daily for a minimum period of 5 hours in the forenoon, among others, for assessment and collection of taxes and non-taxes.
2. He is responsible for proper service of bills for collection of taxes and non-taxes within the stipulated time.
3. He is responsible for collection and ensure collection of 100% of property tax and water charges by visiting door to door and maintaining a record of such visits.
4. He shall make spot entry in the memoranda immediately after collection from the tax payer.
5. He shall make entries of the daily collections in the daily collection book (hand book) as per the memoranda, and make necessary entries in the challan register / Irsal nama and remit it into the municipal treasury on that day itself, after due verification by the concerned assistant, Revenue Inspector and Revenue Officer.
6. He shall report the new constructions, additions to the existing buildings, usage changes etc., to the Revenue Inspector every month by submitting monthly lists.
7. Service of occupier notices and other notices to the concerned occupants and obtain acknowledgement from them.
8. Service of special notices within 7 days from the date of receipt and to obtain acknowledgement from the parties.
9. He should attend the office of the Municipal Standing Counsel (MSC) for obtaining the information regarding the suits filed against the municipality and report to the Revenue Inspector.
10. To attend the criminal / civil courts on behalf of the municipality in connection with the prosecutions and suits filed by and against the municipality.
11. Responsible for submission of lists of arrears every month relating to all taxes pertaining to the wards entrusted to him.
12. To maintain a register showing the addresses of tax payers residing outside the municipality.
13. Perform any responsibility delegated by the Commissioner.

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6-3. Accounts Section:

6-3-1. Accountant :

Role:

1. Accountant is the head of accounts section.
2. Plays a key role in maintenance of the accounts in the municipal office.

Administrative Responsibilities:

1. He is responsible for preparation of monthly and annual accounts.
2. He is responsible for preparation of budget estimate and revised budget estimate.
3. Preparation and consolidation of replies to objections raised in the audit.

Financial Responsibilities:

1. He is responsible for proper maintenance of cash book, cheque book, and treasury / bank pass book and their safe custody.
2. He is responsible that all payments from municipal funds are made as per the principles of Municipal Accounts Code, the rules and instructions issued by the Government from time to time on this subject.
3. To close the cash book every month by 10th of succeeding month.
4. To reconcile each cash book with chitta, bank remittances and subsidiary registers including e-seva remittances.
5. To reconcile the cash books with treasury / bank pass book every month.
6. To maintain Posting Register.
7. To keep all paid vouchers in safe-custody and produce the same before audit.
8. To ensure maintenance all subsidiary registers.
9. To maintain Register of Bills received, Establishment Audit Register, Transfer Entry Register and all registered prescribed for accounts section.
10. To check the closure of accounts of provident fund, family benefit fund, GIS, pensions etc.

11. To scrutinize and pass all bills including work bills.
12. To ensure recovery of Income tax from the bills paid to the contractors and its prompt remittance to income tax department.
13. To ensure relevant recoveries are made from employees, contractors, suppliers etc. and ensure their prompt remittance to the respective heads/departments without any delay.
14. To ensure prompt adjustment of assigned revenues, non-plan grants, plan grants etc. to the municipal funds.
15. To ensure prompt payment of loan annuities.
16. To ensure adjustment /recovery of all kinds of advances pending over three months.
17. He is responsible for all the investments made by municipality and ensure prompt realization / renewal of interest / investment.
18. To ensure prompt maintenance of Budget allocation register to avoid excess expenditure on budget head.
19. Responsible for placing the financial position of the municipality before the Council every month.
20. Responsible to attend the council meetings and preparation of agenda of accounts section.
21. All other responsibilities as per the Act and Rules thereof.
22. Perform any responsibility delegated by the Commissioner.

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6-4. Public Health Section:

Public Health wing can be divided into (i) Health and (ii) Solid Waste Management(SWM). While MHO takes care of Health activities, Environmental Engineer takes care of SWM wherever this post is sanctioned. In the absence of Environmental Engineer, both the activities will be looked after by MHO.

6-4-1. Municipal Health Officer:

Role:

1. He is the head of public health section in the municipality.
2. He plays a key role in public health activities and solid waste management of the municipality.
3. He is also responsible for proper implementation of Public Health Act, Registration of Births and Deaths Act, Prevention of Food Adulteration Act.

Responsibilities:- Out-door:

1. Primary responsibility is to keep the town / city clean and tidy.
2. He shall attend to outdoor inspection daily for a minimum period of 4 hours in the forenoon to supervise the work of Sanitary Inspectors and Health Assistants and also to perform the responsibilities entrusted to him.
3. He has to ensure that appropriate action is taken for prevention and control of communicable diseases namely G. E. cases, J. E. cases and Malaria.
4. To inspect markets, hotels, restaurants, boarding and lodging houses, cafes and bars and licensable places, factories, cinema theatres educational institutions, hostels and cattle yards, and ensure that the said establishments comply with P.H. regulations and sanitary requirements.
5. To inspect frequently slum areas and hutting grounds, all backward areas and places where night soil and garbage are deposited to ensure their proper cleaning and maintenance of proper sanitation.
6. He has to ensure proper implementation of AP (Andhra Area) Public Health Act.
7. He has to ensure proper implementation of Prevention of Food Adulteration Act.
8. He has to ensure proper implementation of Registration of Births and Deaths Act.

9. To implement Registration of Marriages Act.
10. He is responsible for implementation of Municipal Solid Wastes (Management & Handling) Rules, 2000 including:
 - a. Infrastructure development for collection, storage, segregation, transportation, processing and disposal of municipal solid wastes (MSW).
 - b. Apply for grant of authorization for setting up of waste processing and disposal facilities including landfills from the state board or committee.
 - c. Notify the waste collection and segregation schedule to the generators of these wastes, to help them comply.
 - d. Organize awareness programmes with citizens to promote re-use or recycling of segregated materials and community participation in waste segregation.
 - e. Write an annual report and submit to higher authorities.
11. To inspect places where dangerous & offensive trades are carried on to ensure that public health regulations and sanitary requirements are complied with.
12. To inspect all dispensaries, maternity centers under the control of the municipality to ensure that they function properly.
13. To inspect all slaughter houses regularly to ensure that they are functioning satisfactorily.
14. To cause statutory action to be taken against offences affecting public health.
15. To cause such action to be taken as may be necessary for control of stray animals and elimination of dogs affected by rabies etc.
16. To monitor the work of Sanitary Inspectors, Health Assistants and other public health establishment working in PH section.
17. To take such steps as are necessary about education and propaganda in respect of public health matters.
18. To plan and monitor the execution of anti-larval, anti-adult (mosquito) measures to control malaria.
19. To plan and prepare indents for procurement of conservancy materials, sanitary consumables and tools, ORS packets, medicines etc., for placing before the

council for sanction and also to ensure sufficient availability of these materials in advance.

20. To ensure prompt supply of uniforms, footwear, soaps and coconut oil to public health workers.
21. To issue trade licenses in consultation with Town Planning section with reference to land use / permitted use of building.
22. To take action on unauthorized trades.
23. To ensure implementation of Citizen Charter pertaining to Health Section.
24. All other responsibilities as per relevant Acts and the Rules issued there under.
25. Perform any responsibility delegated by the Commissioner.

Responsibilities – Indoor:

1. To administer the office work of public health section.
2. To deal with all matters relating to public health establishment.
3. Responsible to attend the council meetings and preparation of agenda of public health section.

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6-4-2. Sanitary Supervisor :

Role:

To supervise the activities of public health section in a municipality

Responsibilities:

1. He shall attend to outdoor work daily for a minimum period of 4 hours in the forenoon to supervise the work of Health Assistants, Sanitary Maistries and PH workers and to perform the responsibilities entrusted to him.
2. To assist the Municipal Commissioner / Municipal Health Officer in keeping the city clean and tidy.
3. To supervise the sanitation in respect of the circle allotted to him.
4. To ensure that all the materials required for sweeping of roads, cleaning of drains, transport of garbage etc. are sufficiently stored and distributed.
5. To ensure that prompt action is taken for supply of uniforms, footwear, soaps and coconut oil to public health workers.
6. He shall assist the MHO / Commissioner in matters relating to prevention and control of communicable diseases.
7. To arrange for disinfection of infected areas.
8. To implement Solid Waste Management Rules.
9. Responsible to attend the council meetings and preparation of agenda of public health section.
10. All other responsibilities as per the relevant Acts and the Rules issued there under.
11. Perform any responsibility delegated by the Commissioner.

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6-4-3. Sanitary Inspector:-

Role:-

He plays a key role in keeping the town neat and tidy.

Responsibilities:-

1. He shall attend to outdoor work daily for a minimum period of 4 hours in the forenoon to supervise the work of Health Assistants, Sanitary Maistries and PH workers and also to perform the responsibilities entrusted to him.
2. He is responsible for proper sanitation in the division allotted to him.
3. To ensure door to door collection of garbage from households and establishments.
4. To ensure segregation of waste at source in to three categories i.e.
 - i. Organic waste
 - ii. Recyclable
 - iii. Others
5. To take muster of public health workers at prescribed hours both in the morning and afternoon.
6. To allot a beat for each PH worker (sweeping / drain cleaning / loading the garbage to the vehicles).
7. To ensure regular sweeping of streets, cleaning of drains and cleaning of public toilets.
8. To ensure that all the garbage and debris is transported to dumping yard on the same day without getting accumulated.
9. To inspect and identify the existence of filthy material near public stand posts and organize its removal.
10. To ensure that appropriate action is taken for prevention and control of communicable diseases namely G. E. cases, J. E. cases and Malaria.
11. To ensure that all public markets, private markets mutton stalls and slaughter houses are kept neat and clean.
12. To inspect hotels, restaurants, lodges, cinema halls, function halls, educational institutions and hostels regularly and ensure that they maintain their establishments as per PH regulations and sanitary requirements.

13. To ensure that all D & O trades are licensed and comply with conditions of license.
14. To act as Food Inspector, wherever he is appointed as such and lift food samples as per target fixed every month and send them for analysis.
15. To organize anti-larval operations by spraying of disinfectants like Nuvan, Baytex in the drains daily.
16. To dispose the un-claimed dead bodies after receipt of information from Police Department.
17. To implement Solid Waste Management Rules.
18. All other responsibilities as per the relevant Acts and the Rules issued there under.
19. Perform any responsibility delegated by the Commissioner.

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6-4-4. Health Assistant / Birth and Death Sub-Registrar:

Role:

He plays a key role in maintenance of vital statistics of public health section properly.

Responsibilities:

1. He shall attend to outdoor work daily for a minimum period of 4 hours in the forenoon to perform the responsibilities entrusted to him.
2. He is responsible for registration of institutional births and deaths.
3. He is responsible for authenticity of the births and deaths reported by individuals and their registration.
4. He is responsible to prepare the birth & death certificates for issue.
5. He is responsible for submission of vital statistics every month.
6. He is responsible to dis-infect the infected areas.
7. To make regular visits in his area and interact with the members of SHGs, NHCs, and also with ANM for obtaining information regarding the G.E. cases if any and report to the Municipal Health Officer.
8. To organize I.E.C. activities in the area.
9. To implement Registration of Marriages Act.
10. To visit the hospitals (both govt. & private) and collect G.E. cases particulars (if any) and verify the same cases in the field and collect the particulars of infected persons etc., and submit a report to the Municipal Health Officer.
11. In case of out-break of epidemic, he has to assist the Sanitary Inspector in organizing special sanitation measures like clearing of debris, cleaning of drains, spraying of disinfectants, assisting the residents for shifting the patients to the nearby hospital etc.
12. He has to ensure that data entry of births and deaths are entered in the computers within stipulated time.
13. Perform any responsibility delegated by the Commissioner.

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6-5. ENGINEERING SECTION :

Selection, Special and First Grade Municipalities

6-5-1. Municipal Engineer Grade - I (Executive Engineer)

Role:

Executive Engineer is the technical head of the Engineering Section and plays a key role in formulation of proposals for town development, execution of works and maintenance of urban infrastructure.

Responsibilities:

1. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to oversee the work of Deputy Executive Engineers, and Assistant Engineers in the execution of all engineering works and maintenance of all urban services
2. Responsible for initiating proposals in respect of urban infrastructure consisting of water supply, drainage, sewerage, roads, bridges, street lights, parks etc.
3. Preparation of detailed project reports for urban infrastructure.
4. Overall In-charge of execution of engineering works.
5. Accords technical sanction for engineering works costing up to Rs. 10.00 lakhs with not more than 5% excess over administrative sanction subject to sanction of excess amount by the Council.
6. Responsible for the rates in the estimates prepared and the engineering features for works sanctioned by him.
7. Responsible for technical features and designs for all engineering works under his competency.
8. Responsible for invitation of tenders, evaluation and finalization of tenders and obtaining technical opinion from SE/CE, whenever necessary, and placing them before Council for approval.
9. Responsible for preparation of revised estimates.
10. Responsible to prepare work slips in case of work done in excess over estimates.
11. Closure of work accounts and preparation of completion report.

12. Inspection and check measurement of engineering works under his control.
13. Authorizing payments for works under execution.
14. He has to ensure that all bills for payment are presented duly satisfying the APPWD code, relevant rules and instructions of the Government on the subject and ensure quality control in execution of all works.
15. Operation and maintenance of water supply, drainage, sewerage, roads, parks, street lights, electrical installations and other urban infrastructure under his control.
16. Purchase, maintenance and disposal of material required for maintenance.
17. Annual budget estimate preparation for all works.
18. Periodical checking of attendance register of the staff under his control.
19. Review of progress of works.
20. Review of complaints received on water supply / storm water drainage / underground drainage, pot hole filling, road cutting, replacing of missing manhole covers etc.,
21. Review of DCB statement of water charges.
22. Review of legal cases.
23. Review of employee's grievances and pension cases.
24. Annual inspection of municipal buildings, storm water drains, bridges and important structures.
25. Preparation of confidential reports of subordinate officers in the section.
26. Registration of contractors in the municipality.
27. Attends the council meetings, preparation of agenda of engineering section.
28. All other responsibilities as per APPWD Code.
29. Any other duty entrusted by the Commissioner.

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6-5-2. Deputy Executive Engineer:-

Role:-

Technical head and in charge of execution of engineering works pertaining to his subject/ jurisdiction allocated.

Responsibilities: -

- 1) He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to oversee the work of Assistant Engineers and also in the execution of all engineering works and maintenance of all urban services in his sub-division.
- 2) Responsible to Executive Engineer for management and execution of engineering works under his control.
- 3) Inspection and check measurement of all engineering works under his competency.
- 4) Operation and maintenance of roads/buildings/water supply/ sewerage / drainage / street lights under his control.
- 5) Responsible for checking the calculations etc., recorded in measurement books.
- 6) All other responsibilities as per APPWD Code.
- 7) Any other duties entrusted by Executive Engineer/ Commissioner.

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6-5-3. Municipal Assistant Executive Engineer / Assistant Engineer:-

Role:-

Technical head and in charge of execution of engineering works pertaining to his subject/ jurisdiction allocated.

Responsibilities:-

1. He shall undertake outdoor work daily for a period of 4 hours in the forenoon to supervise the execution of all engineering works and maintenance of all urban services in his jurisdiction.
2. Responsible to Deputy Executive Engineer for management and execution of engineering works pertaining to his subject/ jurisdiction allocated.
3. Investigation and preparation of designs and estimates of all engineering works and maintenance works.
4. Execution of all engineering works and maintenance works and recording measurements and preparation of bills.
5. Operation and maintenance of roads/buildings / water supply/ sewerage / drainage, electrical installations etc., under his control.
6. He should bring to the notice of Executive Engineer any deviation from sanctioned estimates and designs & design assumptions while executing, and attend to deficiencies pointed out by the quality control staff and report to his Deputy Executive Engineer & Executive Engineer.
7. Responsible for relief operations during calamities & adverse seasonal conditions.
8. Responsible for correctness and trueness of measurements recorded in MBs and checking and supervision of centre lines marking as per approved plans, levels, quality of materials and their quarries, quality of the work as per standard specifications and IS codes, sizes of materials etc.
9. Responsible to maintain accounts for materials at site, cement, bitumen, paint etc., logs for departmental vehicles, departmental stores, tools and plant, rainfall data etc., NMR reports, departmental properties etc.

10. Responsible for proper preparation and maintenance of records - timely recording of measurements, safe custody of measurement books and field books, preparation of estimates, bills, work-slips etc., property registers, fortnightly progress reports (FNPRs) etc.
11. He is responsible for preparation of all bills as per APPWD Code Rules and instructions of the Government issued on the subject from time to time.
12. He should not allow any deviation from the approved plans and agreements without written instructions from higher authorities.
13. Inspection of complaint register pertaining to water supply / storm water drains / sewerage / sanitation / roads / replacing of missing manhole covers and ensure that complaints are redressed as per the stipulated time.
14. All other responsibilities as per APPWD Code.
15. Any other responsibilities entrusted by the Commissioner / Executive Engineer / Deputy Executive Engineer.

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Grade - II Municipalities:-

6-5-4. Municipal Engineer Grade - II (Deputy Executive Engineer):-

Role:-

Deputy Executive Engineer is the technical head of the engineering wing and plays a key role in formulation of proposals for town development and maintenance of urban infrastructure.

Responsibilities:-

1. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to oversee the work of Assistant Engineers and execution of all engineering works and maintenance of all urban services
2. Responsible for initiating proposals in respect of urban infrastructure consisting of water supply, drainage, sewerage, roads, bridges, street lights, parks etc.
3. Preparation of detailed project reports for urban infrastructure.
4. Overall In-charge of execution of engineering works.
5. According technical sanction for engineering works costing upto Rs. 2.00 lakhs.
6. Obtain technical sanctions and approvals for engineering works costing beyond his competency from respective PH divisions /circles / Chief Engineer.
7. Responsible for technical features, data rates and designs for all engineering works under his competence.
8. Responsible for invitation of tenders and evaluation and finalization of tenders on obtaining technical opinion from PH divisions / circles / CE wherever necessary and placing the tenders before the Council for approval.
9. Responsible for preparation of estimates and revised estimates.
10. Prepare work slips in case of work done in excess over estimates.
11. Closure of works accounts & preparation of completion report.
12. Inspection and check measurement of all engineering works under his control.
13. Authorizing payments for works under execution.
14. Attends Council meetings and preparation of agenda for engineering section.

15. Operation and maintenance of water supply, drainage, sewerage, roads, parks, street lights electrical installations and other urban infrastructure under his control.
16. Purchase, maintenance and disposal of material required for maintenance.
17. Responsible for safe custody of all engineering records, MBs, estimates and agreements under his control.
18. Annual budget estimate preparation for all works and to advise the Council for budget allocation.
19. Responsible for imposing penalty on delays in execution of works.
20. Responsible for correctness and trueness of measurements recorded in MBs.
21. Preparation of work bills in accordance APPWD Code, Accounts Code, Rules and instructions of Government on this subject and submission to the Commissioner.
22. Preparation of confidential reports of subordinate officers in the section.
23. Annual inspection of municipal buildings / storm water drains / bridges and other important structures.
24. Inspection of complaint register pertaining to water supply / storm water drains / sewerage / sanitation / roads / replacing of missing manhole covers and ensure that complaints are redressed as per the stipulated time.
25. Perform any responsibility delegated by the Commissioner.

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6-5-5. Municipal Assistant Executive Engineer / Assistant Engineer:-

Role:-

He plays a key role in formulation of proposals for development and maintenance of urban infrastructure.

Responsibilities:-

1. He shall undertake outdoor work daily for a period of 4 hours in the forenoon to supervise the execution of all engineering works and maintenance of all urban services in his jurisdiction.
2. Responsible to Deputy Executive Engineer for management and execution of engineering works pertaining to his subject/ jurisdiction allocated.
3. Responsible for investigation and preparation of designs and estimates of all engineering works and maintenance works.
4. Execution of all engineering works and maintenance works and recording measurements and preparation of bills.
5. Operation and maintenance of roads/buildings/water supply/ sewerage / drainage, electrical installations etc., under his control.
6. He should bring to the notice of Executive Engineer any deviation from sanctioned estimates and designs & design assumptions while executing, and attend to deficiencies pointed out by the quality control staff and report to his Deputy Executive Engineer and Executive Engineer.
7. Responsible for relief operations during calamities & adverse seasonal conditions.
8. Responsible for correctness and trueness of measurements recorded in MBs.
9. Checking and supervision of centre lines, marking as per approved plans, levels, quality of materials and their quarries, quality of the work as per standard specifications and IS codes, sizes of materials.
10. Maintaining accounts for materials at site, cement, bitumen, paint etc., logs for departmental vehicles, departmental stores, tools and plant, rainfall data etc., NMR reports, departmental properties.
11. Preparation and maintenance of records - timely recording of measurements, safe custody of measurement books and field books.

12. Responsible for preparation of estimates, work-slips, etc., property registers, fortnightly progress reports (FNPRs) etc.
13. Preparation of work bills in accordance APPWD Code, Accounts Code, Rules and instructions of Government on the subject from time to time and submission to the Commissioner.
14. Inspection of complaint register pertaining to water supply / storm water drains / sewerage / sanitation / roads / replacing of missing manhole covers and ensure that complaints are redressed as per the stipulated time.
15. He should not allow any deviation from the approved plans and agreements without written instructions from higher authorities.
16. All other responsibilities as per APPWD Code.
17. Any other responsibilities entrusted by the Deputy Executive Engineer/ Commissioner.

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Grade - III Municipalities:-

6-5-6. Municipal Engineer Grade - III (Assistant Executive Engineer / Assistant Engineer):-

Role:-

Assistant Executive Engineer / Assistant Engineer is the technical head of the engineering wing and plays a key role in formulation of proposals for town development and maintenance of urban infrastructure.

Responsibilities:

1. He shall undertake outdoor work daily for a period of 4 hours in the forenoon to supervise the execution of all engineering works and maintenance of all urban services in his jurisdiction.
2. Responsible for initiating proposals in respect of urban infrastructure consisting of water supply, drainage, sewerage, roads, bridges, street lights, parks etc.
3. Preparation of detailed project reports for urban infrastructure.
4. Overall in-charge of execution of engineering works.
5. Responsible for investigation, preparation of designs and estimates of all engineering works and maintenance works.
6. Execution of all engineering works and maintenance works and recording measurements and preparation of bills.
7. Preparation of work bills in accordance APPWD Code, Accounts Code, Rules and instructions of Government from time to time on the subject and submission to Commissioner.
8. Operation and maintenance of roads, municipal buildings, water supply, drainage, sewerage, electrical installations, street lights etc., under his control.
9. Responsible for correctness and trueness of measurements recorded in MBs.
10. Checking and supervision of centre lines, marking as per approved plans, levels, quality of materials and their quarries, quality of the work as per standard specifications and IS codes, sizes of materials etc.
11. Maintaining accounts for materials at site, cement, bitumen, paint etc., logs for departmental vehicles, departmental stores, tools and plant, etc., NMR reports, departmental properties.

12. Preparation and maintenance of records - timely recording of measurements, safe custody of measurement books and field books, safe custody of estimates and work-slips, property registers, fortnightly progress reports (FNPRs) etc.
13. He should not allow any deviation from the approved plans and agreements without written instructions from higher authorities.
14. Inspection of complaint register pertaining to water supply / storm water drains / sewerage / sanitation / roads / replacing of missing manhole covers and ensure that complaints are redressed as per the stipulated time.
15. Responsible for relief operations during calamities & adverse seasonal conditions.
16. Attends the Council meetings, preparation of agenda for engineering section.
17. All other responsibilities as per APPWD Code.
18. Any other responsibilities entrusted by the Commissioner

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6-5-7. Work Inspector:-

Role:-

To assist the engineering superiors in technical and non-technical matters

Responsibilities:-

- 1) Responsible to AEE / AE / Municipal AEE / Municipal AE for management and execution of engineering works under his control.
- 2) Assistance to AEE / AE / Municipal AEE / Municipal AE in investigation and preparation of estimates of all engineering works.
- 3) Attendance of labour working under him.
- 4) Checking and supervision of water curing on CC roads, building & bridge works, checking of measuring boxes, screening of materials, cement mix, sizes of materials, quality of materials, quality of work (plumb, levels, corners etc.), clearance of site etc.
- 5) Maintaining accounts for cement, bitumen, paints, daily labor reports, materials issued departmentally, and diary.
- 6) In case of departmental works he acts as storekeeper also for all materials, tools and plant.
- 7) Any other responsibilities entrusted by the AE / Commissioner.

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6-6. Town Planning Section:-

6-6-1. Town Planning Officer (Sel. / Spl. / Ord. Grade):-

Role:-

Town Planning Officer is the technical head of the town planning section and technical / professional adviser to Council, in planning the integrated development of the town.

Responsibilities:-

1. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to supervise the work of Town Planning Supervisors, Town Planning Building Overseers and to attend to the responsibilities entrusted to him.
2. He is responsible for the integrated and planned development of the town.
3. He is responsible for implementation of building rules, zoning regulations, layout rules, and other rules of town planning.
4. He has to initiate action against all unauthorized constructions, deviations to sanctioned plans, illegal layouts, sub-division of plots etc.
5. He has to ensure that Register of Application for house construction, re-construction, extension etc. is maintained properly.
6. He has to ensure that written permission is obtained in advance for erection of advertisements and hoardings.
7. He is responsible for preparation and implementation of GTP Schemes wherever such schemes are planned.
8. He is responsible for preparation of plans for road development, road-junctions, traffic islands etc.,
9. He is responsible to get all the details of immovable properties of the ULB, surveyed by the surveyors and get them recorded in Assets Register, duly ensuring that all other wings of the ULB provide the information on day to day developments.
10. He is responsible for protection of municipal lands and Government lands vested in the ULB free from encroachment.
11. He has to initiate action for acquisition and alienation of lands.
12. He has to ensure numbering of buildings as required u/s. 201 of the Act.

13. He has to ensure that prompt action is taken against all objectionable encroachments.
14. Administrative control of town planning staff, and supervision over the work of Town Planning Supervisors, TPBOs.
15. Responsible to attend the council meetings and preparation of agenda of town planning section.
16. Checking the daily diaries of the town planning staff and ensure that they perform their duties properly.
17. Checking various registers in town planning section every month to ensure their proper maintenance.
18. Maintenance of diary of the day to day work.
19. He is responsible for monitoring the Mortgage Register.
20. He can transfer the employees in town planning section with the approval of Commissioner.
21. He has to ensure that entries are made in the Property Watch Register of the Registration Department and obtain an acknowledgment from the Sub-Registrar in the duplicate register maintained by the ULB.
22. He is responsible for implementation of Citizen's Charter pertaining to town planning section.
23. All other matters relating to town planning as per the Acts and the Rules.
24. Any work assigned by the Commissioner / Regional Deputy Director of Town and Country Planning / Director of Town and Country Planning.

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6-6-2. Town Planning Supervisor:-

Role:-

1. He plays a key role in the enforcement of regulations relating to land uses, layouts, installations and advertisements.

Responsibilities:-

1. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to attend to the responsibilities entrusted to him.
2. He is responsible for discharging the duties of the Town Planning Officer where there is no such post.
3. Surveying, leveling, data collection and preparation of plans and reports for preparation and implementation of G.T.P. scheme and other schemes related to town planning.
4. Scrutiny of installations, land use changes, sub-division and layout applications and files pertaining to legal matters and processing thereof.
5. Prompt detection of and taking action against unauthorized layouts and sub-division of lands.
6. Detection of and taking action on encroachments in respect of layout open spaces.
7. Maintenance of diary of the work performed by him.
8. He is responsible for monitoring the Mortgage Register.
9. He has to ensure that entries are made in the Property Watch Register of the Registration Department and obtain an acknowledgment from the Sub-Registrar in the duplicate register maintained by the ULB.
10. To ensure that advertisement tax is paid by the advertisers as per the Act, Rules and notifications issued from time to time.
11. Maintenance of registers as specified under the Acts, Rules and Government orders.
12. Any other work assigned by the Commissioner / Town Planning Officer / Regional Deputy Director of Town & Country Planning.

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6-6-3. Town Planning and Building Overseer:-

Role:-

1. He plays a key role in the enforcement of regulations relating to construction of buildings.

Responsibilities:-

1. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to attend to the responsibilities entrusted to him.
2. Scrutiny of building applications, advertisement applications and files pertaining to court cases and legal matters and processing thereof.
3. Prompt detection of and taking action against all unauthorized constructions and violations to sanctioned plans.
4. Survey, data collection and drafting of plans for preparation and implementation of G.T.P Scheme and other schemes related to town planning wherever such schemes are planned.
5. Detection of and taking action against unauthorized hoardings and advertisements.
6. Detection and removal of objectionable encroachments.
7. Maintenance of registers as specified under the Acts, Rules and Government orders pertaining to town planning.
8. He has to ensure that all encroachments are licensed / removed.
9. Maintenance of diary of the work performed by him.
10. He is responsible for monitoring the Mortgage Register.
11. He has to ensure that entries are made in the Property Watch Register of the Registration Department and obtain an acknowledgment from the Sub-Registrar in the duplicate register maintained by the ULB.
12. After issuing notices to the occupiers of dilapidated structures and after obtaining the necessary orders, the matter be referred to Engineering Section for demolition.
13. To discharge the responsibilities of Town Planning Officer and Town Planning Supervisor, where there are no such posts.
14. Any work assigned by the Commissioner / Town Planning Section Head / Regional Deputy Director of Town & Country Planning.

6-6-4. Town Surveyor:-

Role:-

To keep the land records in a proper manner in the municipality.

Responsibilities:-

1. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to attend to the responsibilities entrusted to him.
2. Maintenance of records of street survey / Government lands / municipal lands as per the field measurement book (FMB).
3. Survey and demarcation of plans.
4. Collection of survey number details and cadastral plans for preparation and implementation of master plan.
5. Booking of encroachments on municipal lands and Government land vested in the ULB.
6. To assist the Town Planning Officer in acquisition and alienation of lands.
7. Any work assigned by the Commissioner / Town Planning Section Head / Regional Deputy Director of Town & Country Planning.

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6.7 - Urban Poverty Alleviation:-

6.7.1: Town Project officer (TPrO) / Project officer (PO) / Poverty Resource Person (PRP):-

Role:-

The Town Project Officer is head of the Urban Poverty Alleviation and Livelihood Cell (UPA&LC) in Municipalities where there is no Project Director.

Town Project Officer is one of the Heads of sections in ULB charged with Urban Poverty Alleviation Programmes in facilitating, planning, and implementation of interventions directly under supervision of all the municipal authorities and also accountable on Urban Poverty Alleviation.

Responsibilities:-

Responsible for mobilizing the communities, strengthening the community based organizations and to plan and implement urban poverty programmes in the slums and areas inhabited by the poor.

The key functions broadly include:-

1. He shall be available in the office for a maximum period of 3 hours in a day and rest of the time in field work – related to strengthening of CBOs
2. Facilitate, strengthen and capacitate ULB to undertake all poverty related programmes of all convergent departments.
3. Preparation of community based action plans at SLF (NHC) & TLF (CDS) level covering
 - Program components like strengthening of CBOs, bank linkages, implement social initiatives, livelihoods ,disability , health etc.,
 - Convergent programmes separately.
4. Facilitate convergence of the activities of UPA with sectoral departments of the Government.
5. Social mobilization including constitution and strengthening of CBOs (Community Based Organizations), CDN (Community Development Network) etc.
6. Capacity building and training of CBOs (Community Based Organizations), COs, public representatives & sectoral departments and staff involved.
7. Coordinate social development issues - education, health, disability, vulnerability, etc.

8. Undertake community self-survey in poverty profiling through CBOs and update information periodically at slum level.
9. Facilitating implementation of infrastructure project in slums at all levels i.e., identification, prioritization, execution, monitoring and O &M by the community
10. Monitor UPA programmes and their implementation.
11. Assign tasks to UPA & L Cell and monitor their work.
12. Organize weekly review meetings with the CD staff and maintain Event Register in UPA
13. Ensure submission of reports on programme implementation.
14. Coordinate the activities of SHGs, their federations and COs.
15. Ensure convergence between TLF(CDS), CDN and the ULB.
16. To maintain back end data of the beneficiaries under various development programmes atleast for the last 3 years
17. Facilitate to involve other sections of the ULB in UPA meetings at town level.
18. To facilitate for preparing the **P. budget (Poverty budget)** and sub-plans for SC,STs and women.
19. Facilitating service delivery under improved housing, security of land tenure, sanitation, water supply, convergence of health & educational services, and social security (7 point charter).
20. To identify and develop resource pool of trained social capital on various aspects like IB, Book keeping, SWM / environmental hygiene etc., and ensure optimum utilization.
21. To facilitate for establishment of livelihood development centers /CRCs for poverty alleviation in ULBs
22. To ensure optimum utilization of existing Government buildings / others if any for organizing CBO related activities
23. To maintain resource material on concepts, guidelines and modules on various aspects of UPA programme and social development.

24. In ULBs wherever the UPA section is headed by PRP, he shall take the responsibility of sending the administrative sanction files to Commissioner through the Manager.

25. Facilitate social audit for poverty alleviation programmes.

26. Facilitate rehabilitation-resettlement processes of the projects being implemented in ULBs.

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6-7-2. Community Organizer (CO):-

Role:-

The Community Organizer plays a key role in the Urban Poverty Alleviation and Livelihood Cell (UPA &LC) in Municipalities.

Community Organizer is one of the field functionaries in UPA & L Cell in allotted poor settlements directly under supervision of Town Project Officer/ Project Director.

Responsibilities:-

1. Community Organizer shall be available in the office for a maximum period of 2 hours and rest of the time shall be spent in field work i.e., SHG (NHG), SLF (NHC) formation and strengthening etc;
2. Undertake regular visits to poor settlements.
3. Organize the community in the poor settlements to develop social contacts.
4. Facilitate the community in forming into groups.
5. Ensure all the households join the self-help groups.
6. Facilitate in formulation and implementation of all aspects related to SJSRY.
7. Facilitate and coordinate for the CDN (Community Development Network) in ULBs.
8. Disseminate information relating to development programmes.
9. Mobilize communities and ensure their full participation in development activities – planning, implementation and monitoring.
10. Develop community level comprehensive data base on infrastructure, assets and social aspects, update the data base periodically, at least once a year.
11. Support and strengthen SHGs and their federations including the SHGs of disabled persons in accessing convergent services.
12. Help CBOs in proper identification of beneficiaries under different development programmes.

13. Establish liaison with CBOs including NGOs and Government Departments for convergence.
14. Ensure the CBOs organize regular meetings and discuss common issues.
15. Organize periodic orientation to the members of CBOs on their role and responsibilities and development.
16. Identify local resources – human, financial and material and ensure optimum utilization.
17. Guide and assist in surveys and need assessment.
18. Support implementation of development works like community contracts, O & M of community assets etc.,
19. Document the working of CBOs and good practices, disseminate and discuss the good practices from outside.
20. Submit periodical reports as necessary.
21. Facilitate and promote voluntarism.
22. Organize community level training and information sharing.
23. To prepare and follow the calendar of SHG (NHG) / SLF (NHC) meetings in his/her jurisdiction.
24. Any other responsibility/duty as assigned from time to time by the ULB Unit / District Unit / State Unit of the MEPMA.

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6.7.3. Data Entry Operator (DEO)- cum- Junior Assistant In UPA cell:-

Role:-

The DEO cum Jr. Asst takes care of secretarial work of UPA & L cell and maintain database.

Responsibilities:-

1. Maintains MIS reports under various poverty interventions taken up by the ULB (IKP-Urban, SJSRY, line departments, other development programmes)
2. To collect field data from COs & CBOs and compile information at town level and updating under the control of TPrO / PRP and Commissioner.
3. To maintain back end data of the beneficiaries assisted under various development programmes at least for the last 3 years.
4. Maintains the record of files at municipal level.
5. Responsible for submitting information to DPMU and State office on time.

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7. Functions of Municipal Corporations:

The functions of the Corporation are broadly divided into two categories, obligatory and discretionary. Obligatory functions are those which need to be compulsorily performed, and discretionary are those which can be done at choice or will.

7.1 Obligatory functions:

- I. Provision of water supply for domestic, industrial and commercial purposes.
- II. Public health, sanitation, conservancy and solid waste management.
- III. Construction, maintenance and cleaning of drains and drainage works.
- IV. Provision of sewerage
- V. Construction, maintenance and improvement of roads, bridges, sub-ways, culverts.
- VI. Urban planning including town planning.
- VII. Regulation of land use and construction of buildings.
- VIII. Provision of public parks, gardens, play-grounds.
- IX. Slum improvement and upgradation.
- X. Urban poverty alleviation.
- XI. Provision of public markets, slaughter houses and regulation of all markets and slaughter houses.
- XII. Provision of burial grounds, cremation grounds and electric crematoriums.
- XIII. Vital statistics including registration of births and deaths.
- XIV. Regulation of offensive and dangerous trades.
- XV. Prevention of infectious diseases.
- XVI. Construction and maintenance of cattle pounds.
- XVII. Maintenance of secondary and elementary schools.
- XVIII. Removal of obstructions and projections in streets and other public places.

Twenty nine (29) obligatory functions are listed in section 112 of GHMC Act, 1955.

7.2 Discretionary functions:- Forty (40) discretionary functions are listed in section 115 of GHMC Act, 1955.

8. Sections in Municipal Corporations:- With reference to the functions referred to above, the following sections are provided in Municipal Corporations except GHMC.

S. No.	Section	Broad functions
1.	Administration	To look after general administration, including school administration.
2.	Revenue	To assess and collect various taxes and non-taxes and collection of rents from municipal properties.
3.	Accounts	To maintain accounts, prepare annual accounts, budget, and attend to audit of accounts.
4.	Secretary	To look after meetings of the Corporation and Committees.
5.	Public Health and Sanitation	To look after sanitation, public health and solid waste management including medical and maternity services.
6.	Engineering	To look after water supply and sewerage, public works like roads, drains, buildings, parks and play grounds, street lighting.
7.	Town Planning	To regulate town planning activities including land uses, lay outs, building constructions and encroachments.
8.	Urban Poverty Alleviation (UPA)	To look after urban poverty alleviation programmes.

In addition to the above functions, few additional sections are provided in major Municipal Corporations.

9. Functionaries working in Municipal Corporations:-

The following functionaries are working in Municipal Corporations except GHMC:

I. Administration

1. Municipal Commissioner
2. Additional Commissioner (Administration)
3. Public Relations Officer
4. Education Officer
5. Manager
6. Superintendent
7. Shroff

II. Secretary

Secretary

III. Revenue

1. Additional Commissioner / Deputy Commissioner - Main Office
2. Deputy Commissioner / Assistant Commissioner - Circle Office
3. Revenue Officer
4. Tax Inspector
5. Bill Collector

IV. Accounts

2. Examiner of Accounts
3. Assistant Examiner of Accounts
4. Accounts Officer
5. Accountant

V. Public Health and Sanitation:

1. Chief Medical Officer of Health
2. Assistant Medical Officer of Health.
3. Urban Malaria Officer/Biologist
4. Sanitary Supervisor
5. Sanitary Inspector
6. Health Assistant/Birth and Death Registrar

VI. Engineering

1. Chief Engineer
2. Superintending Engineer (SE)
3. Executive Engineer
4. Deputy Executive Engineer
5. Assistant Executive Engineer/ Assistant Engineer
6. Work Inspector

VII. Town Planning:

1. Chief City Planner / City Planner
2. Deputy City Planner / Assistant City Planner /
Town Planning Officer (Sel. Grade)
3. Town Planning Supervisor
4. Town Planning and Building Overseer
5. Town Surveyor

VIII. Urban Poverty Alleviation

1. Project Director
2. Town Project Officer
3. Community Organizer
4. Data Entry Operator-cum-Junior Assistant (UPA)

10. Need for a Manual on Role and Responsibilities of various functionaries in Municipal Corporation.

The role and responsibilities of various municipal functionaries working in municipal Corporation are not codified and provided at one place. The functions and powers to be performed by various municipal functionaries are specified at various places namely, Municipal Laws, Statuary Rules, Government Orders, Municipal Office Manual, Municipal Accounts Code and Functionary Manuals prepared by the Department. Consequently, it is becoming very difficult for municipal functionaries especially the new recruits to understand their role and responsibilities in the functioning of municipal Corporation and to perform their duties in an effective and efficient manner.

11. Role and Responsibilities of Municipal Functionaries in Municipal Corporations:-

As per section 117 (3) of Greater Hyderabad Municipal Corporations Act 1955, the Commissioner shall specify the duties of all municipal officers and servants other than the Secretary and the Examiner of Accounts. Based on various Municipal Laws, Statuary Rules, Government Orders issued time to time, Plan schemes implemented by Municipal Corporations, Municipal Accounts Code, and circulars issued by Heads of the Departments from time to time, the role and responsibilities of various municipal functionaries in Municipal Corporations except GHMC are specified below subject to the orders issued by the Commissioner under section 117 (3) of Greater Hyderabad Municipal Corporation Act, 1955:-

11-1. Administration Section :

11-1-1. Municipal Commissioner:

Role:

1. The Municipal Commissioner is the Executive Authority of the Municipal Corporation.
2. Municipal Commissioner is one of the municipal authorities charged with carrying out the provisions of the Corporation Act, along with a Corporation, a Standing Committee and the Wards Committee.

Responsibilities:

1. He shall perform all duties and exercise all powers specifically conferred upon him by the Corporation Act or by any other law for the time being in force.
2. He shall undertake outdoor inspection daily for a minimum period of 3 hours in the forenoon to oversee the working of various sections in the Corporation.
3. He shall specify the duties of all municipal officers and exercise supervision and control over the acts and proceedings of all municipal officers and servants except the Secretary and the Examiner of Accounts.
4. He shall take immediate action in any emergency for the service or safety of the public or the protection of the property of the Corporation as the emergency shall appear to him to justify or to require and to report to the Standing Committee and to the Corporation the action he has taken with reasons and the amount spent.
5. He shall carry into effect all the resolutions of the Corporation and the Standing Committee.
6. He shall maintain an assessment book containing all details relating to assessment of property tax of all buildings and lands.
7. He shall assess all buildings and lands to property tax and to dispose the complaints against the assessment.
8. He shall ensure preparation of budget of the Corporation and place it before the Standing Committee by tenth of November every year.
9. He shall ensure preparation of annual administration report and statement of accounts and furnish it to the Standing Committee.
10. He is responsible for maintenance of all public streets i.e. roads and municipal drains.

- 11.** He shall be in charge of the Municipal Corporation and ensure proper protection of municipal records.
- 12.** He shall inspect places of entertainment for the purpose of verification of the sale of tickets and to ensure that various statutory provisions are complied.
- 13.** He shall attend the meetings of the Corporation, and wherever he is required to do so by the Mayor, of any of its Committees.
- 14.** Supervision over maintenance of urban services namely sanitation, solid waste management (SWM), water supply, roads, drains, lighting, and parks etc.
- 15.** Supervision over implementation of centrally sponsored schemes, urban development schemes, urban poverty alleviation programmes, plan schemes etc
- 16.** Supervision over the work of all sections in the Municipal Corporation.
- 17.** Inspection of places in respect of which a license or permission is granted to ensure the compliance of the conditions of license / permission.
- 18.** He is responsible for conduct of elections to the Municipal Corporation under the superintendence, direction and control of State Election Commission.
- 19.** To ensure coordination among activities various sections in the Corporation.
- 20.** He shall make arrangements for registration of births and deaths.
- 21.** He shall prepare an action plan for meeting the natural disasters like floods, cyclones, fire accidents and major breakdown of water supply.
- 22.** Implementation of programmes launched by Education Department, Family Welfare Department and other Departments as entrusted by the respective Departments at Government level.
- 23.** Implementation of statutory work entrusted by other Departments like Census, Elections etc.

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11-1-2. Additional Commissioner:-

Role:-

He shall be in charge of the general administration in the Corporation

Responsibilities:-

1. He shall undertake outdoor inspection daily in the forenoon to attend to the responsibilities entrusted to him.
2. All establishment matters of the officers and staff working in the Corporation.
3. Supervision over various sections as per the delegation of powers given by the Commissioner.
4. He is responsible for preparation of Administration Report.
5. He is responsible for conduct of elections under the superintendence, direction and control of State Election Commission.
6. He shall act as coordinating officer of all the wings of Corporation.
7. All functions entrusted by the Commissioner from time to time.

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11-1-3. Public Relations Officer:-

Role:-

He plays a key role in publicizing various developmental activities undertaken by the Corporation.

Responsibilities:-

1. To disseminate the information about various activities of the Corporation to the general public.
2. To hold press briefings about the Corporation in the media.
3. To place the daily adverse clippings before the Commissioner and other Section Heads and to issue rejoinder by taking approval from the concerned officer.
4. Any other function entrusted by the Commissioner from time to time.

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11-1-4. Education Officer:-

Role:-

1. He plays a key role in the functioning of municipal schools.
2. He plays a key role in maintaining the educational standards of municipal schools maintained by the Corporation.

Responsibilities:-

1. He shall undertake outdoor inspection daily in the forenoon for a period of 4 hours to attend to the responsibilities entrusted to him.
2. He is responsible to inspect all schools and suggest corrective measures for maintaining the educational standards and maintenance of accounts relating to special fees and contingent expenditure.
3. He is responsible to supervise the midday meals scheme, and submit reports to the Commissioner and the District Collector as may be necessary.
4. He is responsible to put up proposals for sanction of expenditure from Municipal Education Fund to Commissioner through the Additional Commissioner.
5. He is responsible to convene meeting of Municipal Education Committee once in a month
6. He is responsible to operate permanent imprest relating to education section.
7. He is responsible to supervise the functioning of School Education Committees and ensure proper utilization of Vidya Committees Fund.
8. He is responsible to organize awareness training programmes for the members of School Education Committees periodically.
9. He is responsible to coordinate the activities of DPEP for construction of additional rooms in schools and kitchen sheds.

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11-1-5. Manager:-

Role:-

He is in charge of section dealing with general administration in Municipal Corporation.

Responsibilities:-

1. He has to supervise the work of all ministerial employees working in his section.
2. He should maintain Attendance Register, Movement Register, Register of Office Orders.
3. He should also maintain Register of Government tappals and register of important D.O. letters and ensure that the letters are received by the concerned ministerial employees and are promptly disposed.
4. He has to ensure that all currents received in tappal section are distributed to the concerned assistants every day.
5. He is responsible for timely disposal of currents received from time to time.
6. He should monitor proper maintenance of Personal Registers by the ministerial employees working under him and verify regularly as per the stipulated programme.
7. To act as Public Information Officer under RTI Act.
8. Responsible for submission of periodical reports relating to all sections to the Government.
9. Verify the stock account of books and forms, stationery and make issues wherever necessary.
10. Check the Dispatch Register, Stamp Account, Distribution Register and Fair Copy Register.
11. Verification of Roaster Register of all sections of the Corporation.
12. He is responsible for preparation of Annual Administration report.
13. He should attend to other items of work as entrusted by the Additional Commissioner / Commissioner from time to time

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11-1-6. Superintendent :-

Role:-

He is in charge of a designated section in the Corporation.

Responsibilities:-

1. He has to supervise the work of all ministerial employees working in his section.
2. He shall maintain Attendance Register, Movement Register and Register of Office Orders.
3. He has to ensure that all currents received in tappal section are distributed to the concerned assistants every day.
4. He should maintain a Register of Government tappals and Register of important D.O. letters, and ensure that the currents are delivered to the concerned ministerial employees and are promptly disposed.
5. He is responsible for timely disposal of currents received in the section.
6. He should monitor proper maintenance of Personal Registers by the ministerial employees working under him and verify as per the stipulated programme.
7. He is responsible for preparation of Annual Administration Report pertaining to his Section.
8. He should attend to other items of work as entrusted by the Additional Commissioner / Commissioner from time to time.

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11-1-7. Shroff:

Role:

He is the only authorized employee in Municipal Corporation office to receive the cash.

Responsibilities:

1. To receive cash in the municipal treasury and make spot entries in the chitta.
2. He should maintain Chitta.
3. To remit the cash into the bank on the day of receipt or the next day through challan.
4. To produce the challan through which cash was remitted in the bank to the concerned superintendent for checking on the same day.
5. Encashment of self cheques drawn in favour of the Commissioner and disbursal of the encashed amount to right persons after obtaining the acknowledgement.
6. Maintenance of Office Collection Register.
7. Maintenance of Petty Cash Book.
8. Maintenance of Permanent Advance Register.
9. Maintenance of Revenue Stamp Account.
10. Maintenance of Register of Valuables
11. Maintenance of Register of cheques / Demand Drafts / Bankers Cheques and Register of Money Orders and preparation of provisional receipts for them.
12. Maintenance of Register of Double lock Iron chest.
13. To have custody of first key of the iron chest.
14. To handover all vouchers to the Accountant at the end of every month duly obtaining acknowledgement in the Petty Cash Book.
15. He shall discharge all the duties assigned to the Shroff in the Rules relating to Municipal Corporations and also Treasury Code and the duties assigned by the Commissioner from time to time.

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11-2. Secretary:-

Role:-

He plays a key role in making arrangements for conducting the meetings of the Corporation and Standing Committee.

Responsibilities:-

1. He shall prepare agenda for the meetings of the Corporation, Standing Committee and special committees constituted if any.
2. Every meeting notice of the Corporation and Standing Committee and the business to be transacted there at, shall be given by the Secretary.
3. He shall maintain the minutes book of the Corporation and Standing Committee.
4. He is the custodian of all records and documents connected with the proceedings of the Corporation and Standing Committee.
5. He shall prepare list of all questions which have been admitted and forward the same to the Commissioner for being answered
6. He shall arrange the items of business of the meeting of the Corporation under the directions of the Mayor
7. He shall be responsible for maintenance of the register showing the casual vacancies in the Corporation.

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11-3. Revenue Section:-

11-3-1. Additional Commissioner / Deputy Commissioner – Main Office:-

Role:-

1. He is the head of Revenue Section.
2. He plays a key role in the assessment and collection of taxes and non-taxes.

Responsibilities:-

1. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to supervise the work of Revenue Officers, Revenue Inspectors and Bill Collectors and to attend to the responsibilities entrusted to him.
2. He is responsible for assessment of property tax on buildings and lands as per the powers delegated by the Commissioner.
3. Disposal of complaint petitions in respect of property tax as per the powers delegated by the Commissioner.
4. Supervision over the collection of taxes and non-taxes as per the targets fixed by the Commissioner.
5. Supervision over the work of Deputy Commissioners / Assistant Commissioners in respect of revenue matters.
6. Any other work delegated by the Commissioner in respect of revenue section.

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11-3-2. Deputy Commissioner / Assistant Commissioner – Circle Office:-

Role:-

He plays a key role in the assessment and collection of taxes and non-taxes in respect of the circle allotted to him.

Responsibilities:-

1. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to supervise the work of Revenue Officers, Revenue Inspectors and Bill Collectors and to attend to the responsibilities entrusted to him in his circle.
2. He is responsible for assessment of property tax on buildings and lands as per the powers delegated by the Commissioner.
3. Disposal of complaint petitions in respect of property tax as per the powers delegated by the Commissioner.
4. Supervision over collection of taxes and non-taxes as per the targets fixed by the Commissioner.
5. Supervision over the work of Revenue Officers, Revenue Inspector and Bill Collectors in respect of revenue matters.
6. To ensure the preparation and issue of demand notices / bills of all taxes and non-taxes including water charges within the stipulated time.
7. To ensure that necessary corrections are made in property tax demand registers on account of transfer of title of properties.
8. To ensure preparation of Demand Register and Arrear Demand Register (ADR) of taxes and non-taxes within the stipulated time.
9. To furnish monthly Demand, Collection, Balance statement (DCB) by 5th of every succeeding month and annual DCB by 30th April to the Accounts Officer.
10. To get the list of collections in e-seva centers and make arrangements for necessary postings in the relevant registers.
11. Maintenance of all registers prescribed for revenue section.
12. Any other work delegated by the Commissioner in respect of revenue section.

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11-3-3. Revenue Officer:-

Role:-

1. He is the head of Revenue section, where there is no post of Deputy Commissioner / Assistant Commissioner in the Circle.
2. Revenue Officer plays a key role in the assessment and collection of taxes and non-taxes.

Responsibilities:-

1. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to supervise the work of Revenue Inspectors and Bill Collectors and to attend to the responsibilities entrusted to him in his circle.
2. He is responsible for initiating timely action on assessment of all new buildings and additions to the buildings to property tax by submitting monthly lists on or before 10th day of every month.
3. He is responsible for assessment of property tax on all vacant lands (VLT).
4. He is responsible for assessment of animal and vehicle tax (A & V Tax).
5. Detection of underassessed and un-assessed buildings and buildings where there is change of usage or occupation and assessment of these buildings to property tax without delay.
6. To place the list of taxes likely to become time barred within one year before the competent authority for necessary action.
7. Timely collection of taxes and non-taxes and to achieve 100% collection.
8. To ensure the preparation and issue of demand notices / bills of all taxes and non-taxes including water charges as per stipulated time.
9. He shall test check 10% of the bills issued for collection of property tax.
10. To verify Register of Bills Issued as stipulated in the rules / instructions.
11. To attest the corrections in the supplementary bills or reductions in the amounts of the original bills as per the orders passed on the complaint petitions.

12. To ensure that necessary corrections are made in property tax demand registers on account of transfer of title of properties.
13. To test check the bill receipts, demand notices, memoranda and to append a certificate to that effect as prescribed in the rules.
14. To supervise the work of Revenue Inspectors and Bill Collectors, and office assistants in the revenue section.
15. To scrutinize the diaries of all Revenue Inspectors, Bill Collectors and submit them to the Assistant Commissioner / Deputy Commissioner daily.
16. Preparation of Arrear Demand Register (ADR) of taxes and non-taxes within the stipulated time.
17. To maintain record verification of Money Value Forms.
18. To ensure that property tax is collected before it becomes time barred as per the provisions of the GHMC Act to avoid financial loss to the Corporation.
19. To furnish monthly demand, collection, balance statement (DCB) by 5th of every succeeding month and annual DCB by 30th April to the Accounts Officer.
20. To check the register showing the taxes and non-taxes due from the elected representatives and to take necessary action.
21. To get the list of collections in e-seva centers and make arrangements for necessary postings in the relevant registers.
22. Maintenance of all registers prescribed for revenue section.
23. All other responsibilities as per the Act and Rules thereof.
24. Perform any responsibility delegated by the Commissioner / Deputy Commissioner / Assistant Commissioner.

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11-3-4. Tax Inspector:-

Role:-

1. Tax Inspector is the initial officer for initiating a proposal for assessment of property tax and its collection in the area allotted to him.
2. Tax Inspector plays an important role in the assessment and collection of taxes and non-taxes.

Responsibilities:-

1. He shall undertake outdoor work daily for a period of 4 hours in the forenoon to supervise the work of Bill Collectors and attend to the responsibilities entrusted to him in his jurisdiction.
2. He is responsible for initiating timely action on assessment of all new buildings and additions to the buildings to property tax in his jurisdiction by submission of monthly lists on or before 10th of every month.
3. He is responsible for assessment of property tax on all vacant lands (VLT) in his jurisdiction.
4. He is responsible for assessment of the animal and vehicle tax (A & V Tax) in his jurisdiction.
5. Detection of under assessed and un-assessed buildings and buildings where there is change of usage or occupation and include them in the monthly lists for assessment of these buildings in his jurisdiction to property tax.
6. He is responsible to ensure prompt service of demand notices of property tax / water charges half yearly through the Bill Collectors in his jurisdiction.
7. He is responsible for collection of monthly rentals of municipal shops and shopping complexes, vegetable market (Thai Bazar), slaughter house in his jurisdiction.
8. Timely collection of taxes and non-taxes and to achieve collection of 100% in his jurisdiction.
9. He should initiate distraint proceedings against tax defaulters.
10. He is responsible for collection of all arrears or to ensure that they are covered by civil suits.
11. To check daily collections of the Bill Collectors, collections received at municipal treasury and collections made at e-seva centers and ensure necessary postings relating to his jurisdiction.

12. To ensure that Bill Collectors make spot entry in the memoranda of the bill book immediately after the collection is received from the tax payer.
13. To check ten percent of the receipts issued by bill collectors with reference to entries made in the memoranda and submit a monthly report.
14. To ensure that Bill Collectors make entry of daily collections in the Challan Register / Irsalnama every day.
15. To ensure that Bill Collectors remit the collection of the day into municipal treasury on that day itself, as per the entries made in the Challan Register / Irsalnama, which are verified by himself / concerned Assistants.
16. To submit diary together with the diaries of the Bill Collectors of his jurisdiction to the Revenue Officer.
17. To ensure that property tax is collected before it becomes time barred as per the provisions of the GHMC Act to avoid financial loss to the Corporation.
18. He should attend the office of the Municipal Standing Counsel (MSC) for obtaining information regarding the suits filed against the Corporation and report to the Revenue officer.
19. To attend the civil courts on behalf of the Corporation in connection with the suits filed by or against the Corporation.
20. To maintain the register showing the taxes and non-taxes due from the elected representatives of his jurisdiction and submit it to the Revenue Officer.
21. All other responsibilities as per the Act and Rules thereof.
22. Perform any responsibility delegated by the Commissioner / Deputy Commissioner / Assistant Commissioner.

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11-3-5. Bill Collector:-

Role:-

Bill Collector plays an important role in assessment and collection of taxes and non-taxes in his Ward.

Responsibilities:-

1. He shall undertake outdoor work daily for a period of 5 hours in the forenoon to attend to the responsibilities entrusted to him.
2. He is responsible for proper service of bills for collection of taxes and non-taxes within the stipulated time.
3. He is responsible for collection / ensure collection of 100% of property tax and water charges by visiting door to door and maintain a record of such visits.
4. He shall make spot entry in the memoranda immediately after the collection from the tax payer.
5. He shall make entries of the daily collections in the Daily Collection Book (Hand Book) as per the memoranda, and make necessary entries in the Challan Register / Irsal nama in the office. The entries in the Challan Register / Irsalnama be got verified by the concerned Assistant and Revenue Inspector.
6. He shall remit the collections as entered in the Challan Register into the municipal treasury on that day itself and get acknowledgement of the Shroff in the Challan Register.
7. He shall report the new constructions, additions to the existing buildings etc. to the Tax Inspector by the 10th of every month through monthly lists.
8. Service of occupier notices and other notices to the occupants and obtain their acknowledgement.
9. Service of special notices and to obtain acknowledgement.
10. He should attend the office of the Municipal Standing Counsel (MSC) for obtaining information regarding the suits filed against the Corporation and report to his superiors.
11. To attend the civil courts on behalf of the Corporation in connection with the suits filed by or against the Corporation.
12. Responsible for submission of lists of arrears relating to all taxes pertaining to the ward every month to the Revenue Inspector / Revenue Officer.

13. To maintain a register showing the addresses of tax payers residing outside the municipal limits.

14. Perform any responsibility entrusted by the Commissioner / Deputy Commissioner / Assistant Commissioner.

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11-4. Accounts Section:-

11-4-1. Examiner of Accounts:-

Role:-

1. Examiner of Accounts plays a key role in the audit of the accounts of the Corporation.
2. He is independent as far as pre-audit functions are concerned.
3. He is partially independent as far as accounts and budgetary functions are concerned.
4. He is subordinate to the Standing Committee and shall report to the Standing Committee.
5. He is subordinate to the Commissioner in financial / accounts advisory functions.
6. He should not directly involve in preparation of budget and accounts as accounting and audit functions are separate and a single person cannot attend both functions.

Responsibilities:-

1. Pre-audit functions.
2. Accounts related functions.
3. Financial / Accounts advisory functions.
4. Other functions specifically assigned.

Pre-audit functions:-

1. He shall conduct pre-audit of all the bills claimed in the Corporation.
2. He should not make any pass / pay orders but signs only audit encasement on the bill. The pass / pay order has to be done by the Commissioner / Drawing and Disbursement Officer.
3. He may circulate guidelines in preparation and submission of claims among the municipal functionaries.
4. He has to exercise budgetary control over the entire expenditure of the Corporation.
5. He is a second signatory to all cheques issued for the payments made from municipal funds along with Commissioner.
6. While signing the cheque, he has to ensure that the bill is admitted by audit section, the cheque is written for the net amount admitted, sufficient balances

are available for the cheque amount in the bank, and net amount of the cheque all deductions, and other particulars are exhibited in the cash book.

Accounts related functions:-

1. He shall conduct weekly examination and audit of municipal accounts and report to the Standing Committee.
2. Audit the accounts of expenditure from the revenues of the Corporation, expenditure on account of loan works and expenditure out of Special Funds and ascertain whether money shown therein as disbursed were legally available for and applicable to the service / purpose applied / charged and whether expenditure conforms to the authority which governs it.
3. Audit accounts of debits, deposits, sinking funds, advances, suspense and remittance transactions of the Corporation and report upon the results of verification of the balances relating thereto.

Financial / Accounts advisory Functions:-

As soon as may be after commencement of financial year, Examiner of Accounts shall deliver to Standing Committee a report on whole of municipal accounts for previous year.

1. He shall report to the Standing Committee any irregularity which he may observe in the expenditure or in the recovery of money due to the Corporation or in the municipal accounts.
2. He shall play a proactive role in migrating the existing single entry cash based accounting system to the new double entry accrual based accounting system.
3. He shall insist on preparation of budget in new format and a new system.

Other functions specifically assigned:-

Maintenance of Registers:-

The Examiner of Accounts has to maintain the following registers for recording the transactions carried out by him in fulfillment of above mentioned functions.

1. Bills passed for payment register - head of account wise.
2. Register of objections in admitting the bills in pre-audit.
3. Office registers of Examiner of Accounts like Pay Bill Register, Acquaintance Register, C.L. Register.
4. Register of weekly reports submitted to Standing Committee.

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11-4-2 Assistant Examiner of Accounts:-

Role:-

He has to assist the Examiner of Accounts in the discharge of his functions.

Responsibilities:-

1. He has to assist the Examiner of Accounts in auditing the accounts of the Corporation.
2. He has to assist the Examiner of Accounts in maintenance of various registers prescribed.
3. He shall perform all functions assigned by the Examiner of Accounts from time to time.

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11-4-3. Accounts Officer / Financial Advisor-cum-Chief Accounts Officer:-

Role:-

1. Accounts Officer is the head of accounts section.
2. He plays a key role in maintenance of the accounts.

Administrative Responsibilities:-

1. He is responsible for preparation of monthly and annual accounts.
2. He is responsible for preparation of Budget Estimate and Revised Budget Estimate and re-appropriation of budgets whenever necessary.
3. Preparation and consolidation of replies to the objections raised in the audit.

Financial Responsibilities:-

1. He has to ensure proper maintenance of cash book, pass book and cheque book and their safe custody.
2. He has to ensure the closure of the cash book every month by 10th day of succeeding month.
3. He has to ensure reconciliation of each cash book with chitta, bank remittances, subsidiary registers and e-seva remittances.
4. He has to ensure reconciliation of all cash books with Treasury / Bank Pass Book
5. He has to ensure proper maintenance of Register of Bills received, Transfer Entry Register and the Posting Register.
6. He has to ensure proper maintenance and safe custody of vouchers to enable, to produce them before audit.
7. He has to ensure the proper maintenance of all subsidiary registers.
8. He has to ensure proper closure of accounts relating to provident fund, family benefit fund, GIS, pension fund etc.
9. He has to ensure proper maintenance of Establishment Audit Register.
10. Responsible to scrutinize and passing of all bills including work bills as per the principles of Municipal Accounts Code, existing rules and instructions issued by Government from time to time on this subject.

11. To ensure deduction of income tax from the bills paid to the contractors and others and prompt payment of such deductions to the Income Tax Department regularly.
12. To ensure that all recoveries are made from contractors, suppliers, employees as per rules and also to ensure that the recoveries are remitted to the respective institutions / Government Departments without any delay.
13. To ensure prompt adjustment of assigned revenues, non-plan grants, plan grants etc. to the Corporation funds.
14. To ensure prompt payment of loan annuities.
15. To ensure the adjustment / recovery of all kinds of advances drawn and pending over three months.
16. Responsible to attend the Corporation meetings, and preparation of agenda of accounts section.
17. He is responsible to act as custodian of all the investments and ensure prompt renewal / realization of investments / interest.
18. To prepare weekly accounts for scrutiny by the EOA / Standing Committee.
19. Responsible for reconciliation of DCBs obtained from the Revenue Section.
20. All other responsibilities as per the Act, the Rules and Government instructions issued from time to time.
21. Perform any responsibility delegated by the Commissioner.

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11-4-4. Accountant:-

Role:-

1. Accountant is the head of accounts section where there is no post of Accounts Officer.
2. He plays a key role in maintenance of accounts in the Corporation.

Administrative Responsibilities:-

1. He is responsible for preparation of monthly and annual accounts.
2. He is responsible for preparation of Budget Estimate and Revised Budget Estimate.
3. Preparation and consolidation of replies to objections raised in the audit.

Financial Responsibilities:-

1. He is responsible for maintenance and safe custody of cash book, pass book and cheque book.
2. To close the cash book every month by 10th of succeeding month.
3. To reconcile each cash book with chitta, bank remittances, subsidiary registers and e-seva remittances.
4. To reconcile the cash book with Treasury / Bank Pass Book.
5. To maintain the Posting Registers, Register of Bills received and Transfer Entry Register.
6. To maintain all subsidiary registers.
7. To maintain establishment Audit Register.
8. To maintain all vouchers and keep them in safe custody for producing them before audit.
9. To scrutinize and passing of all bills including work bills as per the principles of Municipal Accounts code, existing Rules and instructions issued by the Government from time to time on this subject.
10. To check the closure of accounts relating to provident fund, family benefit fund, GIS, pension fund etc.

11. To ensure recovery of Income tax from the bills paid to the contractors and its payment to Income Tax Department promptly.
12. To ensure that all recoveries are made from contractors, suppliers, employees as per Rules and are adjusted / remitted to the respective heads/ institutions, Government Departments without delay.
13. To ensure prompt adjustment of assigned revenues, non-plan grants, plan grants etc. to Corporation funds.
14. To ensure prompt payment of loan annuities.
15. To ensure adjustment / recovery of all advances drawn and pending over three months.
16. Responsible to attend Corporation meetings and preparation of agenda of accounts section.
17. He is responsible to act as custodian of all the investments and ensure prompt renewal / realization of investments and interest.
18. To prepare weekly accounts for scrutiny by the EOA / Standing Committee.
19. He is responsible for reconciliation of DCBs obtained from the revenue section.
20. All other responsibilities assigned as per the Act, Rules and Government instructions.
21. Perform any responsibility delegated by the Commissioner.

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11-5. Public Health and Sanitation Section:-

Public Health section can broadly be divided into (i) Health and (ii) Solid Waste Management wings, while CMOH / MHO takes care of health, the Environmental Engineer takes care of solid waste management, wherever the post is sanctioned. In the absence of the post of Environmental Engineer, both the wings will be dealt by CMOH / MHO.

11-5-1. Chief Medical Officer of Health:-

Role:-

1. He is the administrative and technical head of the public health section in the Corporation.
2. He is responsible for proper management of health section.
3. He shall generally assist the Commissioner in formulating and executing all developmental and sanitary schemes relating to public health in municipal limits.

Responsibilities:- Out-door

1. Primary responsibility is to keep the town / city clean and tidy.
2. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to oversee the work of Assistant Medical Officers of Health, - and Sanitary Inspectors and to attend to the responsibilities entrusted to him.
3. He is responsible for implementation of Municipal Solid Wastes (Management & Handling) Rules, 2000 which include:-
 - a. Infrastructure development for collection, storage, segregation, transportation, processing and disposal of municipal solid wastes (MSW).
 - b. Apply for grant of authorization for setting up of waste processing and disposal facilities including landfills from the State Board or Committee.
 - c. Notify the waste collection and segregation schedule to the generators of the wastes, and to help them to comply with the schedule.
 - d. Organize awareness programmes with citizens to promote re-use or recycling of segregated materials and community participation in waste segregation.
 - e. Write an annual report and submit to higher authorities.

4. He has to ensure that appropriate action is taken for prevention and control of communicable diseases namely G. E. cases, J. E. cases and Malaria.
5. To inspect markets, hotels, restaurants, boarding and lodging houses, cafes and bars and licensable places, factories, cinema theatres, educational institutions, hostels and cattle yards, to ensure that the said establishments comply with P.H. regulations and sanitary requirements.
6. To inspect frequently slum areas and hutting grounds, all backward areas and places where night soil and garbage are deposited to ensure their proper cleaning and maintenance of proper sanitation.
7. He has to ensure proper implementation of Public Health Act.
8. He has to ensure proper implementation of Prevention of Food Adulteration Act.
9. He has to ensure proper implementation of Registration of Births and Deaths Act.
10. He is responsible for implementation of Registration of Marriages Act.
11. To inspect places where dangerous and offensive trades are carried on to ensure that public health regulations and sanitary requirements are complied with.
12. To inspect all dispensaries, maternity centers under the control of the Corporation to ensure that they function properly.
13. To inspect all slaughter houses regularly to ensure that they are functioning satisfactorily.
14. To cause statutory action to be taken against offences affecting public health.
15. To cause such action to be taken as may be necessary for control of stray animals and elimination of dogs affected by rabies etc.
16. He is responsible to supervise the work of Assistant Medical Officers of Health, Sanitary Inspectors, Health Assistants and other public health establishment working in PH section.
17. Issue trade licences in consultation with town planning wing with reference to land use / permitted use of building.
18. He shall take action on un-authorized trades.

19. He shall ensure implementation of Citizen Charter pertaining to health section.
20. To take such steps as are necessary about education and propaganda in respect of public health matters.
21. All other responsibilities as per the relevant Acts, Rules and Government instructions on public health related matters.
22. Perform any responsibility delegated by the Commissioner.

Responsibilities – Indoor:

1. To administer the office work of public health section.
2. To deal with all matters relating to public health establishment.
3. He shall ensure that all the registers prescribed for public health section are properly maintained and that all returns from his subordinate officers are received in time and consolidated return for the whole Corporation is submitted to higher officers in time.
4. Responsible to attend the Corporation meetings and preparation of agenda of public health section.

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11-5-2. Assistant Medical Officer of Health / Municipal Health Officer:-

Role:-

1. He is the head of public health section in circle / Corporation (where CMOH and AMOHs are not positioned).
2. He is responsible for proper management of health section in the circle / Corporation.

Responsibilities:- Out-door:-

1. Primary responsibility is to keep the circle / town / city clean and tidy.
2. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to oversee the work of Sanitary Inspectors and also to attend to the responsibilities entrusted to him.
3. He is responsible for implementation of Municipal Solid Wastes (Management & Handling) Rules, 2000 which include:-
 - a. Infrastructure development for collection, storage, segregation, transportation, processing and disposal of municipal solid wastes (MSW).
 - b. Apply for grant of authorization for setting up of waste processing and disposal facilities including landfills from the State Board or Committee.
 - c. Notify the waste collection and segregation schedule to the generators of wastes, and to help them to comply with the schedule.
 - d. Organize awareness programmes with citizens to promote re-use or recycling of segregated materials and community participation in waste segregation.
 - e. Write an annual report and submit to higher authorities.
4. He has to ensure that appropriate action is taken for prevention and control of communicable diseases namely G. E. cases, J. E. cases and Malaria in his jurisdiction.
5. To inspect markets, hotels, restaurants, boarding and lodging houses, cafes and bars and licensable places, factories, cinema theatres educational institutions, hostels and cattle yards, to ensure that the said establishments comply with P.H. regulations and sanitary requirements.

6. To inspect frequently slum areas and hutting grounds, all backward areas and places where night soil and garbage are deposited to ensure their proper cleaning and maintenance of proper sanitation.
7. He has to ensure proper implementation of Public Health Act.
8. He has to ensure proper implementation of Prevention of Food Adulteration Act.
9. He has to ensure proper implementation of Registration of Births and Deaths Act.
10. He is responsible for implementation of Registration of Marriages Act.
11. To inspect places where dangerous and offensive trades are carried on to ensure that public health regulations and sanitary requirements are complied with.
12. To inspect all dispensaries, maternity centers situated in his jurisdiction to ensure that they function properly.
13. To inspect all slaughter houses regularly in his jurisdiction to ensure that they are functioning satisfactorily.
14. To cause statutory action taken against offences affecting public health.
15. To cause such action taken as may be necessary for control of stray animals and elimination of dogs affected by rabies etc.
16. He is responsible to supervise the work of Sanitary Inspectors, Health Assistants and other public health establishment working in his jurisdiction.
17. To take steps as are necessary about education and propaganda in respect of public health matters.
18. Issue trade licences in consultation with town planning section with reference to land use/ permitted use of building.
19. He shall take action on un-authorized trades.
20. He shall ensure implementation of Citizen Charter pertaining to health section
21. All other responsibilities as per the relevant Acts, Rules and Government instructions on public health related matters.

22. Perform any responsibility delegated by the Commissioner or Chief Medical Officer of Health.

Responsibilities – Indoor:

1. To administer the office work of public health section in his jurisdiction.
2. To deal with all matters relating to public health establishment in his jurisdiction.
3. He shall ensure that all registers prescribed for health section are properly maintained, and that all returns from his subordinate offices reached in time and consolidated report submitted to higher authorities in time.
4. Responsible to attend the Corporation meetings and to prepare agenda of public health section (if he heads the health section).

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11-5-3. Urban Malaria Officer / Biologist:-

Role:-

1. He is the head of Urban Malaria Section.
2. He plays a key role in the implementation of Urban Malaria Scheme.

Responsibilities:-

1. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to oversee the work of officers and staff working in Urban Malaria section and to attend to the responsibilities entrusted to him.
2. He has to ensure that the following anti-larval measures are taken up in the municipal limits:
 - a. He has to ensure that all water sources capable of supporting mosquito breeding are treated every week with relevant larvicides supplied by Government of India, State Government and ULBs.
 - b. He has to ensure that larvivorous fish *Gambusia-affinis* is released into un-used/fresh/permanent water bodies such as wells, sumps, ponds etc. at regular intervals.
 - c. He has to ensure that saw dust cotton balls soaked in MLO are prepared and introduced into ponds, low lying areas and other polluted stagnant water bodies to prevent mosquito breeding.
3. He has to ensure that the following anti-adult measures are taken in the municipal limits:
 - a) He has to ensure that space spray with pyrethrum is used to arrest disease transmission in and around houses wherever Malaria, dengue, viral fever positive cases are reported.
 - b) He has to ensure that thermal fogging is organized in almost all localities of the city once in a month during transmission season.
4. He has to ensure that water hyacinth in open breeding places such as ponds, tanks, rivers and nalas is removed regularly.
5. He has to ensure that IEC activities namely public contacts by A.L. teams, distribution of pamphlets, pasting stickers, and display posters are used regularly to educate the public and improve public co-operation in eradicating mosquito menace.
6. He has to supervise the work of officers and staff working in urban malaria section effectively by fixing targets and by periodical reviews.

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11-5-4. Sanitary Supervisor:-

Role:-

To supervise the activities of public health section in the area allotted to him.

Responsibilities:-

1. He shall attend to outdoor work daily for a minimum period of 4 hours in the forenoon to supervise the work of Health Assistants, Sanitary Maistries and PH workers and to perform the responsibilities entrusted to him.
2. To assist the Assistant Medical Officer of Health / Municipal Health Officer in keeping the city clean and tidy.
3. To supervise the sanitation in respect of the area allotted to him.
4. To ensure that all the materials required for sweeping of roads, cleaning of drains, transport of garbage etc. are sufficiently stored and distributed.
5. To ensure that prompt action is taken for supply of uniforms, footwear, soaps and coconut oil to public health workers.
6. He shall assist the AMOH / MHO in matters relating to prevention and control of communicable diseases.
7. To implement Solid Waste Management Rules.
8. To arrange for dis-infection of infected areas.
9. All other responsibilities as per the relevant Acts, Rules and Government instructions on the subject.
10. Perform any other responsibility delegated by the Commissioner / MHO / AMHO.

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11-5-5. Sanitary Inspector:-

Role:-

He plays a key role in keeping the town neat and tidy.

Responsibilities:-

1. He shall attend to outdoor work daily for a minimum period of 4 hours in the forenoon to supervise the work of Health Assistants, Sanitary Maistries and PH workers and to perform the responsibilities entrusted to him.
2. He is responsible for proper sanitation in the division allotted to him.
3. To ensure door to door collection of garbage from households and establishments.
4. To ensure segregation of waste at source in to three categories i.e.
 - i. Organic waste
 - ii. Recyclable
 - iii. Others
5. To take muster of public health workers at prescribed hours both in the morning and afternoon.
6. To allot a beat for each PH worker (sweeping / drain cleaning / loading the garbage to the vehicles etc.).
7. To ensure regular sweeping of streets, cleaning of drains and public toilets.
8. To ensure that all the garbage and debris is transported to dumping yard on the same day without accumulation.
9. To ensure that appropriate action is taken for prevention and control of communicable diseases namely G. E. cases, J. E. cases and Malaria.
10. To ensure that all public markets, private markets, slaughter houses and mutton stalls are kept neat and clean.
11. To inspect hotels, restaurants, lodges, cinema halls, educational institutions, hostels function halls etc. regularly and ensure that they maintain their establishments as per public health standards and sanitary requirements.
12. To ensure that all D & O Trades are licensed and comply with the conditions of license.

13. To act as Food Inspector, wherever he is appointed as such and lift food samples as per target fixed every month and send them for analysis.
14. To organize anti-larval operations by spraying of disinfectants like Nuvan, Bay-tax in the drains daily.
15. To dispose the un-claimed dead bodies after receipt of intimation from the Police Department.
16. To implement Solid Waste Management Rules.
17. All other responsibilities as per relevant Acts, Rules and Government instructions in the matter.
18. Perform any responsibility delegated by the Commissioner / MHO / AMOH.

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11-5-6. Health Assistant / Birth and Death Sub-Registrar:

Role:

He plays a key role in maintenance of vital statistics of public health section.

Responsibilities:

1. He shall attend to outdoor work daily for a minimum period of 4 hours in the forenoon to perform the responsibilities entrusted to him.
2. He is responsible for registration of institutional births and deaths.
3. He is responsible for authenticity of the births and deaths reported by individuals and their registration.
4. He is responsible to prepare the birth and death certificates for issue.
5. He is responsible for submission of reports relating to vital statistics every month.
6. He is responsible to dis-infect the infected areas in his jurisdiction.
7. To make regular visits in his area and interact with the members of SHGs, NHCs, and also with ANM for obtaining information regarding the G.E. cases if any and report to the Municipal Health Officer.
8. To organize I.E.C. activities in the area.
9. To implement Registration of Marriages Act.
10. To visit the Hospitals (both govt. & private) and collect the G.E. cases particulars (if any) and verify them in the field and collect the particulars of infected persons etc., and submit a report to the Municipal Health Officer.
11. In case of break out of epidemic, he has to assist the Sanitary Inspector in organizing special sanitation measures like clearing of debris, cleaning of drains, spraying disinfectants, assisting the residents for shifting the patients to the nearby hospital.
12. Perform any responsibility delegated by the Commissioner / HO / AMOH.

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11-6. Engineering Section:-

11-6-1. Chief Engineer:-

Role:-

1. Chief Engineer is the Technical Head of the Engineering section in the Corporation.
2. Technical / Professional Advisor to the Corporation in formulation of proposals for development and maintenance of urban infrastructure.

Responsibilities:-

1. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to oversee the execution of all engineering works and maintenance of urban services.
2. Administrative control of engineering staff including transfers and postings of sub-ordinate officers with prior approval of Commissioner wherever required as per Rules.
3. Accords technical sanction for all developmental works costing Rs. 50.00 lakhs and above after administrative sanction.
4. Responsible to attend the Corporation meetings, and preparation of agenda of engineering section.
5. Evaluation of tenders and placing them before the Corporation / Standing Committee / Commissioner for approval.
6. Preparation of annual budget estimate for all works in the Corporation and render advice to the Corporation for budget allotment.
7. Allocation and distribution of technical works among engineering divisions
8. Regular inspection and monitoring of all engineering works.
9. Registration of contractors at appropriate class.
10. Approval of all important structural designs and technical features for works under his competency.
11. Inspection of storm water drains / bridges / water supply / sewerage and major structures.

12. Preparation of confidential reports of subordinate officers.
13. Review of legal cases.
14. Review of employee grievances and pension cases
15. To attend the meetings of Corporation and Standing Committee.
16. All other responsibilities as per APPWD Code.
17. Perform any responsibility delegated by the Commissioner.

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11-6-2. Superintending Engineer (SE):-

Role:-

Technical head of engineering wing under his control, authority in formulation and execution of works under his competency.

Responsibilities:-

1. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to oversee the execution of all engineering works and supervise the work of Executive Engineers, Deputy Executive Engineers, Assistant Engineers in his jurisdiction and maintenance of urban services.
2. Responsible to Chief Engineer for administrative and general matters and professional control of engineering works under his control.
3. Responsible to attend the Corporation meetings, and preparation of agenda of engineering works.
4. Technical and administrative control of engineering staff under his control.
5. Accords technical sanction for works costing above Rs. 10.00 lakhs and up to Rs. 50.00 lakhs after administrative sanction.
6. Registration of contractors of appropriate class.
7. Invitation of tenders for sanctioned works
8. Evaluation and finalization of tenders by placing them before the Corporation / Standing Committee / Commissioner, as the cause may be.
9. Prepares annual budget estimates for engineering works under his control.
10. Responsible for technical features and designs of all works under his competency.
11. Monitoring and inspection of works under his competency.
12. Inspection, monitoring and check measurement of engineering works at random under his control as per rules in vogue.
13. Responsible for liaison with other Government departments.
14. Responsible to watch and control the rates paid for the works.
15. Redeployment of engineering staff under his control to accelerate the execution of special works.

16. Inspection of divisional offices and examine registers, accounts, MB's, estimates and agreements.
17. Imposing penalty for delay in execution of works under his competency.
18. Annual inspection of bridges and major culverts.
19. Annual inspection of storm water drains / water supply / underground drainage / major structures.
20. Preparation of Annual Administrative report.
21. Preparation of confidential reports of subordinate officers
22. Review of legal cases
23. Review of employee grievances and pension cases.
24. All other responsibilities as per APPWD Code.
25. Any other duty as assigned by Chief Engineer / Commissioner.

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11-6-3. Executive Engineer:-

Role:-

Technical head of the division and overall incharge of execution of engineering works pertaining to his subject/ jurisdiction allocated.

Responsibilities:-

1. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to oversee the work of Deputy Executive Engineers, Assistant Engineers, and execution of all engineering works and maintenance of all urban services in his jurisdiction.
2. Responsible to the Superintending Engineer for execution and management of all engineering works under his jurisdiction.
3. Accords technical sanction for engineering works costing upto Rs. 10.00 lakhs after administrative sanction
4. Responsible for technical features and designs for all engineering works under his competency.
5. Authorizing payments for works under execution.
6. Inspection, monitoring and check measurement of all engineering works under his control as per rules in vogue.
7. Closure of works accounts and preparation of completion report
8. He has to ensure that all bills for payment are presented duly satisfying the APPWD Code, relevant rules and instructions of the Government on this subject.
9. Preparation of work slips in case of works done in excess over estimates.
10. Responsible for preparation of revised estimates.
11. Invitation of tenders, evaluation, of tenders and placing them before the Corporation / Standing Committee / Commissioner for approval.
12. Operation and maintenance of water supply, sewerage, drains, roads and street lights under his jurisdiction.
13. Purchase, maintenance and disposal of material required for maintenance.

14. Approval of designs and rates in the estimates prepared and the engineering features for works sanctioned by him.
15. Responsible for safe custody of all engineering records, MBs, estimates and agreements under his jurisdiction.
16. All other responsibilities as per APPWD Code.
17. Any other duty as assigned by the Chief Engineer / Superintending Engineer / Commissioner.

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11-6-4. Deputy Executive Engineer:

Role :

Technical head of the sub-division and in-charge of execution of engineering works pertaining to his subject / jurisdiction allocated.

Responsibilities:

1. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to oversee the work of Assistant Engineers, execution of all engineering works and maintenance of all urban services in his jurisdiction.
2. Responsible to Executive Engineer for management and execution of engineering works under his jurisdiction.
3. Inspection and check measurement of all engineering works under his jurisdiction.
4. Operation and maintenance of roads, drainage, buildings, water supply, sewerage, electrical installations etc. under his control.
5. Responsible for checking the calculations etc., recorded in MBs.
6. All other responsibilities as per APPWD Code
7. Any other duty as assigned by the Executive Engineer / Superintending Engineer / Chief Engineer / Commissioner.

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11-6-5. Assistant Executive Engineer/ Assistant Engineer:-

Role:-

He plays a key role in formulation of proposals for development and maintenance of urban infrastructure.

Responsibilities:-

1. He shall undertake outdoor work daily for a period of 4 hours in the forenoon to supervise the execution of all engineering works and maintenance of all urban services in his jurisdiction.
2. Responsible to Deputy Executive Engineer for management and execution of engineering works pertaining to his subject/ jurisdiction allocated.
3. Investigation, preparation of designs and estimates of all engineering works and maintenance works.
4. Execution of all engineering works and maintenance works and recording measurements and preparation of bills.
5. Operation and maintenance of roads, drains, buildings, water supply, sewerage and street lighting etc., under his control.
6. He should bring to the notice of Executive Engineer any deviation from sanctioned estimates and designs & design assumptions while executing, and attend to deficiencies pointed out by the quality control staff and report to the Deputy Executive Engineer and Executive Engineer.
7. Responsible for relief operations during heavy rains, floods, natural calamities and adverse seasonal conditions.
8. Responsible for correctness and trueness of measurements recorded in MBs
9. Checking and supervision of centre lines marking as per approved plans, levels, quality of materials and their quarries, quality of the work and size of materials as per Standard Specifications and IS Codes.
10. Maintenance of accounts for materials at site, cement, bitumen, paint etc., log books for departmental vehicles, departmental stores, tools and plants, rainfall data etc., NMR reports and Departmental properties.
11. Proper preparation and maintenance of records - Timely recording of measurements, safe custody of measurement books and field books, preparation

of bills, preparation and safe custody of estimates, work-slips and Property Registers, FNPRs (Fortnightly progress reports) etc.

12. He is responsible for preparation of all bills as per APPWD Code the rules and instructions of the Government on the subject.

13. He should not allow any deviation from the approved plans and agreements without written instructions from higher authorities

14. All other responsibilities as per APPWD Code

15. Any other duty as assigned by the Deputy Executive Engineer / Executive Engineer / Superintending Engineer / Chief Engineer / Commissioner.

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11-6-6. Work Inspector:-

Role:-

To assist the AEE / AE in technical and non-technical matters.

Responsibilities:-

1. Responsible to AEE / AE for management and execution of engineering works under his jurisdiction.
2. Assists the AEE / AE in investigation and preparation of estimates of all engineering works.
3. Attendance of labour working under his jurisdiction.
4. Checking and supervision of water curing on CC roads, buildings and bridges works, checking of measuring boxes, screening of materials, cement mix, sizes of materials, quality of materials, quality of work (plumb, levels, corners etc.), clearance of site.
5. Maintenance of accounts for cement, bitumen, paints, daily labour reports, materials issued departmentally.
6. Write the dairy regularly for the functions performed.
7. In case of departmental works, he acts as storekeeper also for all materials, tools and plant.
8. Any other responsibility entrusted by the AEE / AE / Deputy Executive Engineer / Executive Engineer.

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11-7.Town Planning:-

11-7-1. Chief City Planner / City Planner:-

Role:-

1. He is the technical head of the Town Planning Section.
2. He offers professional advice to the Corporation in planning the integrated development of the city.

Responsibilities:-

1. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to supervise the work of all officers working in town planning section and to attend to the responsibilities entrusted to him.
2. He is responsible for the integrated and planned development of the city.
3. He has to ensure proper implementation of Building Rules, Zoning Regulations, Layout Rules, and other Rules of Town Planning.
4. He has to initiate action against all unauthorized constructions and land use changes, deviations to sanctioned plans, illegal layouts and sub-division of plots etc.
5. He has to ensure that all registers pertaining to town planning section are maintained properly.
6. He has to ensure that written permission is obtained in advance for erection of advertisements and hoardings wherever this subject is allotted to town planning section.
7. He has to ensure preparation and implementation of GTP Schemes where such schemes are planned.
8. He is responsible for preparation of plans for Road Development, Road-Junctions, Traffic Islands etc.,
9. He has to ensure that all the details of immovable properties of the Corporation are surveyed by the Surveyors and to get them recorded in Assets Register, provided all other wings of the Corporation supply the information on day to day developments.
10. He has to ensure protection of municipal lands and Government lands vested in the Corporation free from encroachment.

11. He has to initiate action for acquisition and alienation of lands.
12. He has to ensure numbering of buildings as required under GHMC Act 1955.
13. Administrative control of officers and staff working in town planning section and transfer of employees with in the section with the approval of Commissioner.
14. Responsible to attend the Corporation meetings and preparation of agenda of Town Planning Section.
15. He is responsible for monitoring the Mortgage Register.
16. He has to ensure that entries are made in the Property Watch Register of the Registration department and obtain an acknowledgment from the Sub-Registrar in the duplicate register maintained by the Corporation.
17. All other matters relating to town planning as per the Acts, Rules and Government instructions on the subject.
18. Any other work assigned by the Commissioner.

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11-7-2. Deputy City Planner / Assistant City Planner / Town Planning Officer (Sel. Grade):-

Role:-

1. In major Municipal Corporations Deputy City Planner / Assistant City Planner is kept in-charge of zone / circle.
2. In smaller municipal Corporations Assistant City Planner / Town Planning Officer – Sel. Grade are posted with specific jurisdiction in the Corporation limits.

(Note: As already stated there is no uniformity in the staffing pattern of various branches / sections in Municipal Corporations.)

3. He is the technical head of town planning section in the zone / circle / area allotted to him.

Responsibilities:-

1. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to supervise the work of Town Planning Supervisors, Town Planning and Building Overseers and to attend to the responsibilities entrusted to him.
2. He is responsible for the integrated and planned development of the area allotted to him.
3. He is responsible for implementation of land uses Building Rules, Zoning Regulations, Layout Rules and other Rules relating to Town Planning.
4. He is responsible for proper implementation of the terms and conditions of layouts.
5. He has to initiate action against all unauthorized constructions and land uses, deviations to sanctioned plans, illegal layouts, sub-division of plots etc.
6. He has to ensure that Register of Applications for house construction, re-construction, extension etc. is maintained properly.
7. He has to ensure that written permission is obtained by the applicants in advance for erection of advertisements and hoardings wherever the subject is allotted to him.
8. He is responsible for preparation and Implementation of GTP Scheme wherever such schemes are planned.

9. He is responsible for preparation of plans for Road Development, Road-Junctions, Traffic Islands etc.,
10. He has to ensure proper maintenance of the building line and street alignment etc., as per the field measurement book (FMB).
11. He is responsible to get all the details of immovable properties of the Corporation in his jurisdiction surveyed by the Surveyors and to get them recorded in Assets Register, provided that all other wings of the Corporation supply the information on day to day developments.
12. Protection of municipal lands and Government lands vested in the Corporation free from encroachment.
13. He has to initiate action for acquisition and alienation of lands.
14. He has to ensure numbering of buildings as required under GHMC Act 1955.
15. He has to ensure that prompt action is taken against all objectionable encroachments.
16. Administrative control of town planning staff in his jurisdiction.
17. Supervision over the work of Town Planning Supervisors, Town Planning and Building Overseers.
18. Transfer of employees within his jurisdiction with the approval of the Commissioner where he is a section head.
19. Responsible to attend the Corporation meetings and preparation of agenda of town planning section.
20. Checking the diaries of the town planning staff, to ensure that they perform their duties properly.
21. To ensure proper maintenance of various registers relating to town planning section and check them every month.
22. Maintenance of diary of the work performed.
23. Responsible for implementation of Citizen Charter pertaining to Town Planning Section.
24. All other matters relating to town planning as per the Act, Rules and Government instructions in the matter.

25. Responsible to monitor the Mortgage Register.

26. He has to ensure that entries are made in the Property Watch Register of the Registration department and obtain an acknowledgment from the Sub-Registrar in the duplicate register maintained by the Corporation.

27. Any other work assigned by the City Planner /Chief City Planner / Commissioner.

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11-7-3. Town Planning Supervisor:-

Role:-

He plays a key role in the enforcement of regulations relating to layouts, Installations and advertisements.

Responsibilities:-

1. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to attend to the responsibilities entrusted to him.
2. Surveying, leveling, data collection and preparation of plans and reports for preparation and implementation of G.T.P. Schemes and other schemes related to town planning in the areas other than those covered by UDA jurisdiction.
3. Scrutiny of installations, sub-divisions and layout applications and files pertaining to legal matters and processing thereof.
4. Prompt detection of and taking action against unauthorized land uses and layouts and sub-division of lands.
5. Detection of and taking action on encroachments in respect of layout open spaces.
6. Maintenance of diary of the work performed.
7. To ensure that advertisement tax is paid by the advertisers as per the Act, the Rules and notifications issued from time to time wherever this subject is allotted to him.
8. Maintenance of registers as specified under the Act, Rules and Government orders on town planning.
9. He is responsible for maintaining the Mortgage Register.
10. He is responsible for making entries in the Property Watch Register of the Registration department and to obtain an acknowledgment from the Sub-Registrar in the duplicate register maintained by the Corporation.
11. Any other work assigned by Assistant City Planner / Deputy City Planner / City Planner / Chief City Planner / Commissioner.

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11-7-4. Town Planning and Building Overseer:-

Role:-

He plays a key role in the enforcement of regulations relating to construction of buildings.

Responsibilities:-

1. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to attend to the responsibilities entrusted to him.
2. Scrutiny of building applications, advertisement applications and files pertaining to court cases and legal matters and processing thereof.
3. Prompt detection of and taking action against all unauthorized constructions and violations to sanctioned plans.
4. Survey, data collection and drafting of plans for preparation and implementation of G.T.P Schemes and other schemes related to town planning in the areas, other than those covered under UDA jurisdiction.
5. Detection of and taking action against unauthorized hoardings and advertisements wherever this subject is allotted to him.
6. Detection and removal of objectionable encroachments.
7. Maintenance of registers as specified under the Acts, Rules and Government Orders pertaining to town planning.
8. Regularization of encroachments and removal of unlicensed encroachments.
9. Maintenance of diary of the work performed.
10. Action against dilapidated structures. After issuing notices to the occupiers of dilapidated structures and after obtaining necessary orders, the case shall be referred to the Engineering Section for demolition.
11. Responsible for maintaining the Mortgage Register.
12. Responsible for making entries in the Property Watch Register of the Registration department and obtain an acknowledgment from the Sub-Registrar in the duplicate register maintained by the Corporation.
13. Any work assigned by Assistant City Planner / Deputy City Planner / City Planner / Commissioner.

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11-7-5. Town Surveyor:-

Role:-

To keep the land records in a proper manner in the Corporation.

Responsibilities:-

1. He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to attend to the responsibilities entrusted to him.
2. Maintenance of records of street survey / Government lands / municipal lands as per the Field Measurement Book (FMB).
3. Survey and demarcation of plans.
4. Collection of survey number details and cadastral plans for preparation and implementation of master plan.
5. Booking of encroachments on municipal lands and Government lands vested in the ULB.
6. To assist the Head of Town Planning Section in acquisition and alienation of lands.
7. Any work assigned by Town Planning Section Head / Commissioner.

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11-8. Urban Poverty Alleviation Section:-

11-8-1. Project Director (PD):-

Project Director (PD) in Municipal Corporations (Mission cities):

Role:-

Project Director is head of the Urban Poverty Alleviation and Livelihood Cell (UPA&LC) in Corporations.

Project Director is one of the Heads of sections in the Corporation charged with Urban Poverty Alleviation Programmes in facilitating, planning, and implementation of interventions directly under supervision of all municipal authorities and also accountable on Urban Poverty Alleviation programmes.

Responsibilities:-

Responsible for mobilizing the communities, strengthening the community based organizations and to plan and implement urban poverty programmes in the slums and areas inhabited by the poor. The key functions broadly include:

1. He/she shall be available in the office for a maximum period of 4 hours in a day and rest of the time in field work – related to strengthening of CBOs
2. Facilitate, strengthen and capacitate ULB to undertake all poverty related programmes of all convergent departments.
3. Preparation of community based action plans at SLF (NHC) & TLF (CDS) level covering
 - a. programme components like strengthening of CBOs, bank linkages, implement social initiatives, livelihoods ,disability, health etc.,
 - b. all convergent programmes.
4. Facilitate convergence of the activities of UPA with sectoral departments of the Government.
5. Social mobilization including constitution and strengthening of CBOs (Community Based Organizations), CDN (Community Development Network) etc.
6. Capacity building and training of CBOs (Community Based Organizations), COs, public representatives and sectoral departments and staff involved.
7. Coordinate social development issues - education, health, welfare, disability, vulnerability, etc.

8. Undertake community self-survey in poverty profiling through CBOs and update the information periodically at slum level.
9. Facilitating implementation of infrastructure project in slums at all levels i.e., identification, prioritization, execution, monitoring and O & M by the community
10. Monitor UPA programmes and their implementation.
11. Assign tasks to UPA & L Cell and monitor their work.
12. Organize weekly review meetings with the CD staff and maintain Event Register in UPA
13. Ensure submission of reports on programme implementation.
14. Coordinate the activities of SHGs, their federations and COs.
15. Ensure convergence between the TLF(CDS), CDN and the ULB.
16. To maintain back end data of the beneficiaries under various development programmes at least for the last 3 years.
17. Facilitate to involve other sections of the ULB in UPA meetings at town level.
18. Facilitate for preparing the **P. budget (Poverty budget)** and sub-plans for SCs / STs.
19. Facilitate service delivery under improved housing, security of land tenure, sanitation, water supply, convergence of health and educational services, and social security (7-point charter)
20. To identify and develop resource pool of trained social capital on various aspects like IB, book keeping, SWM / environmental hygiene etc., and ensure optimum utilization.
21. To facilitate for establishment of livelihood development centers/CRCs for poverty alleviation in the Corporation.
22. To ensure optimum utilization of existing Government buildings/others if any for organizing CBO related activities
23. To maintain resource material on concepts, guidelines and modules on various aspects of UPA programme and social development.
24. Facilitate social audit for poverty alleviation programmes.

25. Facilitate rehabilitation-resettlement processes of the projects being implemented in the Corporation.

26. Preparation of special projects for specific vulnerable issues of the city for accessing funds from various sources

27. Attend to any other work assigned by Commissioner.

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11-8-2. Town Project Officer/Project Officer/ Poverty Resource Person

(TPrO/PO/PRP):-

Role:-

The Town Project Officer is head of the Urban Poverty Alleviation and Livelihood cell (UPA&LC) in the municipal Corporation, where there is no Project Director.

Town Project Officer is one of the Heads of sections in ULB charged with Urban Poverty Alleviation Programmes in facilitating, planning, and implementation of interventions directly under supervision of all the municipal authorities and also accountable on Urban Poverty Alleviation programmes.

Responsibilities:-

Responsible for mobilizing the communities, strengthening the community based organizations and to plan and implement urban poverty programmes in the slums and areas inhabited by the poor. The key functions broadly include:

1. He/she shall be available in the office for a maximum period of 3 hours in a day and rest of the time in field work – related to strengthening of CBOs
2. Facilitate, strengthen and capacitate Corporation to undertake all poverty related programmes of all convergent departments.
3. Preparation of community based action plans at SLF (NHC)&TLF(CDS) level covering
 - Programme components like strengthening of CBOs, bank linkages, implement social initiatives, livelihoods ,disability, health etc.,
 - All convergent programmes.
4. Facilitate convergence of the activities of UPA with sectoral departments of the Government.
5. Social mobilization including constitution and strengthening of CBOs (Community Based Organizations), CDN (Community Development Network) etc.
6. Capacity building and training of CBOs (Community Based Organizations), COs, public representatives, sectoral departments and staff involved.
7. Coordinate social development issues - education, health, welfare, disability, vulnerability, etc.
8. Undertake community self survey in poverty profiling through CBOs and update the information periodically at slum level.

9. Facilitating implementation of infrastructure project in slums at all levels i.e., identification, prioritization, execution, monitoring and O & M by the community
10. Monitor UPA programmes and their implementation.
11. Assign tasks to UPA & L Cell and monitor their work.
12. Organize weekly review meetings with the CD staff and maintain Event Register in UPA
13. Ensure submission of reports on programme implementation.
14. Coordinate the activities of SHGs, their federations and COs.
15. Ensure convergence between the TLF(CDS), CDN and the ULB.
16. To maintain back end data of the beneficiaries under various development programmes at least for the last 3 years.
17. Facilitate to involve other sections of the ULB in UPA meetings at town level.
18. To facilitate for preparing the **P. budget (Poverty budget)** and sub-plans for SCs / STs.
19. Facilitating service delivery under improved housing, security of land tenure, sanitation, water supply, convergence of health and educational services, and social security (7-point charter).
20. To identify and develop resource pool of trained social capital on various aspects like IB, book keeping, SWM / environmental hygiene etc., and ensure optimum utilization.
21. To facilitate for establishment of livelihood development centers/CRCs for poverty alleviation in the Corporation.
22. To ensure optimum utilization of existing Government buildings/others if any for organizing CBO related activities.
23. To maintain resource material on concepts and guidelines and modules on various aspects of UPA programme and social development.
24. In the Corporations wherever the UPA section is headed by PRP – PRP shall take the responsibility of sending the administrative sanction files to the Commissioner through the Manager.

25. Facilitate social audit for poverty alleviation programmes.

26. Facilitates rehabilitation-resettlement processes of the projects being implemented in the Corporation.

27. Attend to the work entrusted by the Project Director / Commissioner.

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11-8-3. Community Organizer (CO):-

Role:-

The Community Organizer plays a key role in Urban Poverty Alleviation and Livelihood Cell (UPA &LC) in the Municipal Corporation.

Community Organizer is one of the field functionaries in UPA & L Cell in allotted poor settlements directly under supervision of Town Project Officer/ Project Director.

Responsibilities:-

1. CO shall be available in the office for a maximum period of 2 hours and rest of the time shall be spent in field work I.e., SHG (NHG),SLF (NHC) formation and strengthening etc.
2. Undertake regular visits to poor settlements.
3. Organize the community in the poor settlements to develop social contacts.
4. Facilitate the community in forming into groups.
5. Ensure that all the households join the self-help groups.
6. Facilitate in formulation and implementation of aspects related to SJSRY.
7. Facilitate and coordinate for CDN (Community Development Network) in place in the Corporation.
8. Disseminate information relating to development programmes.
9. Mobilize communities and ensure their full participation in development activities –planning, implementation and monitoring.
10. Develop community level comprehensive data base on infrastructure, assets and social aspects, update the data base periodically, at least once a year.
11. Support and strengthen SHGs and their federations including the SHGs of disabled persons in accessing convergent services.
12. Help CBOs in proper identification of beneficiaries under different development programmes.
13. Establish liaison with CBOs including NGOs and Government departments for convergence.
14. Ensure that CBOs organize regular meetings and discuss common issues.

15. Organize periodic orientation to the members of CBOs on their role and responsibilities and development.
16. Identify local resources – human, financial and material and ensure their optimal utilization.
17. Guide and assist in surveys and need assessment.
18. Support implementation of development works like community contracts, O & M of community assets etc.,
19. Document the working of CBOs and good practices, disseminate and discuss the good practices from outside.
20. Submit periodical reports to higher authorities.
21. Facilitate and promote voluntarism.
22. Organize community level training and information sharing.
23. To prepare and follow the calendar of SHG (NHG)/SLF (NHC) meetings in his jurisdiction.
24. Any other responsibility / duties as assigned from time to time by the ULB Unit / District Unit / State Unit of the MEPMA.
25. Any other responsibility assigned by Project Director / TPrO / Commissioner.

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11-8-4. Data Entry Operator (DEO)- cum- Junior Assistant in UPA cell:-

Role:-

1. The DEO cum Jr. Asst takes care of secretarial work of UPA & L cell and maintain database.

Responsibilities:-

1. Maintains MIS reports under various poverty interventions taken up by the Corporation (IKP-Urban, SJSRY, line departments, other development programmes).
2. To collect field data from COs & CBOs and compile information at town level and updating it under the control of TPrO / PRP and Commissioner.
3. To maintain back end data of the beneficiaries assisted under various development programmes at least for the last 3 years.
4. Maintains the record of files at the Corporation level.
5. Responsible for submitting information to DPMU and State Office on time.

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