

**DR. MGR HUMAN RESOURCE DEVELOPMENT  
INSTITUTE OF ANDHRA PRADESH HYDERABAD**



**MUNICIPAL  
ADMINISTRATION**



Dear Reader,

As part of its endeavour to provide a SMART (Simple, Moral, Accountable, Responsive and Transparent) administration, the State Government of Andhra Pradesh has launched a major Human Resource Development and Training initiative aimed at developing a large human resource base of well informed and responsive functionaries and officials.

The successful and effective implementation of any initiative or programmed in government is largely the result of the involvement and efforts put in by its functionaries at all levels. Obviously, the most fruitful way in which to bring this about is to make individual functionaries aware of their role functions and responsibilities. To achieve this, the Human Resource Development Institute of A.P, as the apex training institution of the State Government responsible for the overall implementation and co ordination of the state training initiative, has proposed to bring out department wise Manuals in two parts, namely

1. Departmental Manual

2. Functionary Manual

The Departmental Manual would indicate the role, responsibilities and functions of the department. The Functionary Manual will detail, as the nomenclature indicates, the functions and responsibilities of the functionaries within the department, at all levels. While doing so, the evolving role of governmental functionaries in being effective managers of change in a welfare state has been delineated. The Departmental Manual also details the department's organisational chart, the rules, regulations, legislations and enactments which govern its functioning and direct its activities and the various interdepartmental interactions it has to perform. The Manual also facilitates a definition of the Department's role in serving the general public as customer while drawing up a vision for its future development in the coming decades in line with the vision 2020 of the State.

The present manuals developed by the Municipal Administration Department, are in two parts. As is evident these publications are the out come of thorough study and analysis of the Department's role, functions and procedures. They are intended to serve as useful aid to each and every employee of the Department in the effective discharge of his/her functions. It may be noted, however that these two manuals do not replace the Codes and Orders of Government. on the subject but are at best, meant to provide guidance and assist functionaries in the effective discharge of their duties.

Any suggestions for the improvement of these Manuals may be sent directly to the Director General, Dr. MCR HRD Institute of Andhra Pradesh, Road No. 25, Jubilee Hills, Hyderabad - 500 033, for consideration and incorporation in subsequent updations and revisions of the Manuals.

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**&**

**Ex officio Spl. Chief Secretary to Government  
(HRD)**

# **MUNICIPAL ADMINISTRATION**

**FUNCTIONARY MANUAL  
VOLUME -1**



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# CHAPTER - 1

## 1. PRELIMINARY NOTE:

- 1.1 This functionary Manual is intended primarily for use in the office of the Commissioner & Director of Municipal Administration, offices of the Regional Director cum Appellate Commissioners, Municipal/ Nagarpanchayat offices in Andhra Pradesh.
- 1.2 There are many functionaries in Municipal Administration. The Commissioner & Director of Municipal Administration is the Head of the Department. He is assisted by Additional Director (UPA), Additional Director (Administration), Joint Director (Services), Joint Director (Administration), Joint Director (Planning), Joint Director (NRY) Joint Director (Elections) Deputy Director (Services), Deputy Director (Administration) Deputy Director (Planning), Chief Valuation Officer, Special Officer (Nutrition), Statistical Officer and Accounts Officer, Superintendents, Senior Assistants, Stenographers, Junior Assistants and other subordinates at the Head office. At the regional level he is assisted by 6 Regional Director cum Appellate Commissioners of Municipal Administration stationed at Hyderabad, Warangal, Anantapur, Guntur, Rajahmundry and Visakhapatnam. There are 110 Municipalities in the state as detailed below:

Section Grade	17
Special grade	11
First grade	23
Second grade	35
Third grade and	23
Nagarpanchayats	1
Total	<u>110</u>



- 1.3 In addition to the above officials, there are elected representatives (viz.,) Chairperson, Vice Chairperson, Member of the Council, Wards Committee. There are Statutory Committees (viz) Contract Committee, Panel Committee to run the day to day administration in the Municipalities. All the above functionaries are vested with certain powers.
- 1.4 At the Municipal level, the Commissioner is the Executive Authority and he is assisted by Municipal Engineer, Municipal Health Officer, Town Planning Officer, Medical Officer, Manager, Revenue Officer, Accountant Sanitary Supervisor, Town Planning Supervisor, Assistant Engineer Senior Assistants, Junior Assistants, Typists etc., to assist the Commissioner. The powers and functions of all these functionaries with reference to the provisions of Andhra Pradesh Municipalities Act, 1965 and the rules issued there under are compiled in this Manual.
- 1.5 The functionary Manual covers the origin of the post, reason for its creation and the role played by the functionary and its position within the organisation and span of interaction within the Department, functions to be discharged by each functionary (ie) field functions, desk functions, and statutory functions. The operational jurisdiction of each functionary, provisions of Act, rules and other enactment to be followed in the discharge of their duties and functions, critical and important provisions of enactment to be followed, administrative accountability, quantification of work out-put, periodicals and other registers to be maintained etc., are incorporated in this manual.
- 1.6 The functionary Manual is compiled covering all the powers and functions of all functionaries with reference to the provisions of the Andhra Pradesh Municipalities Act, 1965, rules issued thereunder and other enactments connected with the Municipal Administration. To adopt this Manual for use in the above offices, all that is necessary is to issue an office order indicating who should perform the functions assigned in the Manual to specified Officials. The Head of the office may however delegate his powers and functions to his subordinate officers to the extent of non-statutory powers.
- 1.7 All the functionaries have to go through the Manual and must make themselves conversant with the provisions of Act and rules contained in it.

- 1.8 Since the functionary Manual is prepared based on the provision of the Andhra Pradesh Municipalities Act, 1965 and the rules issued thereunder and other enactments connected with Municipal Administration, the amendments issued thereunder from time to time have to be carried out making necessary corrections in this Manual. It is the primary responsibility of the functionary to always correct the relevant provisions of this Manual as and when amendments are issued to the Acts and rules referred to above.
- 1.9 The Manual is not exhaustive with all the provisions of the Acts and rules, but is only a guide to discharge the duties of various functionaries. It is therefore necessary for the functionary to follow the various provisions of the Acts and rules and ensure maintenance of the various registers prescribed even if they are not maintained in this Manual.



## CHAPTER -2

### 2 THE ORIGIN OF THE POST, REASON FOR CREATION AND THE ROLE-PLAYED BY THE FUNCTIONARY

#### 2.1 COMMISSIONER AND DIRECTOR OF MUNICIPAL ADMINISTRATION:

2.2 At the time of formation of separate Andhra with its capital at Kurnool during 1953 and Andhra Pradesh State with its capital at Hyderabad during the year 1956, the Municipalities as well as grampanchayats used to be under the control of Local Administration Department headed by Inspector General of Local Administration. He was assisted by District Panchayat Officer in each District Headquarters in so far as Gram Panchayats are concerned and Regional Inspector of Local Administration located at Rajahmundry, Vijayawada and Cuddapah controlling the administration of Gram Panchayats and Municipalities also in Andhra and Rayalaseema areas. In respect of Telangana Region there used to be one Regional Inspector located at Hyderabad. Subsequently in the year 1961 the Local Administration Department was bifurcated as "Panchayat Raj" and "Municipal Administration" Departments with effect from 1.10.1961. The designation of Inspector General of Local Administration as far as Municipalities are concerned was changed as "Director of Municipal Administration" with administration and disciplinary control over all the Municipalities in the State. Subsequently taking into consideration the status of the Officer posted as Head of the Department, the designation of the Post of Director of Municipal Administration used to be changed as Commissioner and Director of Municipal Administration, Special Commissioner and Director of Municipal Administration. At present the post is being continued as "Commissioner & Director of Municipal Administration:

2.3 According to Section 63 (1) of APM Act 1965 the Government may appoint a Director of Municipal Administration and such number of Deputy Directors, Regional Directors and other Officers as may be required for the purpose of inspecting or superintending the operation of all or any of the councils established under the provisions of APM Act. 1965

2.4 All Schools, hospitals, dispensaries, vaccine stations, choultries and other institutions maintained by any council and all documents relating to there to shall, at all times, be open to the inspection of such officer as the Government may appoint in that behalf.

(Section 63 (2) of APM Act, 1965)

2.5 Municipal Authorities and Municipal Officers and servants shall be bound to afford to inspecting or superintending officers appointed under this Section such access at all reasonable times to Municipal Property or premises and to all documents which, subject to any rules made in this behalf- the inspecting and superintending officers may consider to be necessary to enable them to discharge their duties of inspection or superintendence.

(Section 63 (3) of APM Act, 1965).

2.6 Thus the origin and reason for creation of the Post of Director of Municipal Administration is for inspection and superintending the operation of the councils established under the provisions of APM Act, 1965.

## 2.7 THE POWERS AND FUNCTIONS OF THE COMMISSIONER DIRECTOR OF MUNICIPAL ADMINISTRATION ARE AS DETAILED BELOW:

- (i) Election Authority for conduct of ordinary and casual election in all Municipalities under the superintendence of State Election Commission.
- (ii) According to Section 10(A) of the APM Act, 1965- the preparation of electoral rolls for, and the conduct of elections to all Municipalities in the State shall be under the superintendence, direction and control of the State Election Commission.

- (iii) According to Andhra Pradesh Municipal Councils / Nagarpanchayats (conduct of Election ) Rules 1965 issued in G.O.Ms.No. 98 M.A., dated. 28.7.65 as amended in G.O.Ms.No. 41 MA, dt.3.2.95 " Election Authority" means the authority or authorities appointed by the State Election Commission.

(Rule 3 of the above rules)

- (iv) In exercise of the powers vested with the State Election Commissioner under clause (12) of Section 2 of A.P. Municipalities Act, 1965 as amended by Act No. 17 of 1994, the Commissioner and Director of Municipal Administration has been appointed as Election Authority to exercise such powers and to perform such functions assigned to him under the provisions of A.P. Municipalities Act, 1965 and rules issued thereunder in connection with the conduct of ordinary elections to the members of Municipal Councils, and Nagarpanchayats and their Chairpersons in Notification No.49/SEC/94, dated 30.11.1994 by the State Election Commission.

Further in Notification No. 690/ SEC 98.2, dated 21.05.1998, the State Election Commission has appointed the Commissioner & Director of Municipal Administration as Election Authority to exercise such powers and to perform such functions assigned to him under the provisions of A.P. Municipalities Act 1965 and rules issued thereunder in connection with the conduct of elections to the left over and casual vacancies of Chairpersons and Ward Members as indicated in Annexure -I of the said Notification.

The Election Authority may appoint one or more persons who shall be officer or officers of the local authority or the Government as Addl. Election Officer or Assistant Election Officer or Officers to assist the Election officer in the performance of these functions and every Addl. Election Officer of Assistant Election Officer shall subject to such control of the Election Officer, be competent to perform all or any functions of the Election Officer and the expression Election Officer shall be deemed to include such Assistant Election Officer also.

Provided that the Assistant Election Officer shall not perform any of the functions which relate to scrutiny of nominations unless the Election

Officer is unavoidably prevented from performing the said function. (Explanation and provision to rule 3 of Andhra Pradesh Municipal Councils/Nagarpanchayats (Conduct of Election) Rules 1965 issued in G.O.Ms. No. 938 MA, dt.28.7.75 as amended in G.O.Ms.No.41 MA, dt. 3.2.95)

- (viii) Where a Presiding Officer stops a poll under sub rule (1 )(a) of A.P. Municipal Council/Nagarpanchayats Conduct of Election) Rules 1965 he shall observe the procedure laid down in rule 52 of the said rules and forthwith make a full report of the circumstances to the Election Officer who shall forward the same expeditiously with his remarks thereon, if any, to the Election Authority.

(Rule 50 (2) of A.P.Municipal Councils/Nagarpanchayats (Conduct of Election) Rules 1965)

- (ix) The Election Authority (Commissioner & Director of Municipal Administration) shall there upon under the direction of the State Election Commissioner, order

- (a) That the poll be continued at the polling stations for the number of hours for which it was not held on the previous occasion provided that not less than 50% of the voters have cast their votes, or

- (b) That the proceedings at the poll held at the polling stations on the previous occasion be ignored and that a fresh poll be held at such polling stations for the full number of hours for which it should have been held on the previous occasion. Any order passed by the Election Authority under this sub rule shall be final.

- (c) Any order passed under sub-rule (3) shall state

- (i) The date on which and the hours between which the continuation poll or the fresh poll as the case may be shall be held and

- (ii) The date on which and the place and hour at which the Election Officer will commence the counting of votes under rule 54

(Rule 50 (3) and (4) of A.P. Municipal Councils/ Nagarpanchayats (Conduct of Election) Rules 1965)

- (iii) Whenever the election at any polling station or at any polling booth shall become void under sub rule (1) of rule 51 of the said rules ie/., if

a Ballot Box is unlawfully taken out of the custody of the Election Officer or the Presiding Officer and is in any way tampered with or is either accidentally or intentionally destroyed or lost, the Election Officer shall as soon as practicable after the act or event causing such violence has come to his knowledge, report the matter to the Election Authority (Commissioner & Director of Municipal Administration) who shall with the previous approval of the State Election Commissioner appoint a day for the taking of a fresh polling in such polling station or in such polling booth as the case may be and fix the hours for the taking of a fresh polling in such polling station or in such polling booths as the case may be and fix the hours for the taking of such poll.

(Rule 51 (2) of AP. Municipal Councils/Nagarpanchayats (Conduct of Election) Rules 1965)

**2. 8. ELECTION OF CHAIRPERSONS IN MUNICIPALITIES/NAGAR PANCHAYATS :**

2.9 As explained in the above paras if such circumstances occur in the case of election of Chairperson the Election Authority (Commissioner & Director of Municipal Administration) shall under the direction of State Election Commissioner order continuance of stopped poll or fresh poll as the case may be.

(Rules 49, (1) (a) (b) (2) (3) and (4) of A.P. Municipal Councils/ Nagarpanchayats Direct Election of Chairperson) Rules, 1986).

**2.10 SYMBOLS FOR ELECTION TO THE OFFICES OF CHAIRPERSONS AND MEMBERS :**

2.11 According to Section 5 A of the APM Act 1965, the Election Authority (Commissioner and Director of Municipal Administration ) shall by notification in Andhra Pradesh Gazette specify the symbols including the symbols reserved for a recognised political party for exclusive allotment to contesting candidates set up by that party that may be chosen by the candidates contesting at an election to the offices of Chairpersons and members and the restrictions to which their choice shall be subject.

2.12 Further, according to explanation to Section 5 A of the APM Act, 1965, the term recognised political party shall have the meaning



assigned to it in the Election Symbols (Reservation and Allotment) order 1968 issued under Article 324 of the Constitution of India.

**2.13 CONSTITUTION OF WARDS COMMITTEES :**

2.14 According to Section 5 B (1) of APM Act, 1965 in respect of a Municipality having population of three lakhs or more, there shall be constituted by the Commissioner and Director of Municipal Administration, by order such number of Wards Committees as may be determined by him, so however, that each Wards Committee shall consist of not less than five wards. Provided that in constituting Wards Committees, the Commissioner shall maintain geographical contiguity as far as possible. Provided further that the Commissioner & Director of Municipal Administration may in respect of Municipalities having a population of less than three lakhs constitute Wards Committees subject to such conditions and in accordance with such rules as may be made in this behalf.

2.15 According to Rule 3 (3) of the Andhra Pradesh Municipal Councils (Constitution of Wards Committees, Election of Chairpersons, Powers and Functions etc) Rules, 1995 issued in G.O.Ms. No. 144 M.A., dt. 18.3.1995, the Commissioner & Director of Municipal Administration may also constitute Wards Committees for a Municipality having a population of less than three lakhs provided the annual income of the said municipality is not less than rupees four crores.

**2.16 ELECTION AUTHORITY FOR CONDUCT OF ELECTION OF VICE - CHAIRPERSONS OF ALL MUNICIPALITIES UNDER THE SUPERVISION OF STATE ELECTION COMMISSION.**

2.17 Section 25(1) of the APM Act, 1965 lays down that every Council shall elect one of its elected members to be its Vice - Chairperson within fifteen days from the date of election of the Chairperson in the manner prescribed. Andhra Pradesh Municipalities ( Conduct of Election of Vice Chairpersons) Rules 1986 were issued in G.O.Ms.No. 653 M.A., dt. 3.12.1986 in which the manner of election of Vice Chairperson is prescribed.

2.18 The Commissioner of the Municipality/Nagarpanchayat shall immediately after the declaration of results of ordinary election or

occurrence of vacancy in the office of the Vice-Chairperson intimate the fact to the State Election Commission and Election Authority (Commissioner & Director of Municipal Administration) and on receipt of such intimation, the Election Authority with the approval of State Election Commission shall transmit the same to the Chairperson with a request to conduct the election of Vice-Chairperson to the Council. The Chairperson shall conduct the election of Vice-Chairperson duly convening a special meeting of the Council following the procedure laid down in A.P. Municipalities (Conduct of Election of Vice Chairperson) Rules, 1986 issued in G.O.Ms.No. 652 M.A., dated 3.12.1986.

**2.19 ELECTORAL AUTHORITY FOR PREPARATION OF ELECTORAL ROLLS IN ALL MUNICIPALITIES.**

2.20 Every person whose name is included in such part of the electoral roll for any Assembly Constituency as relates to the municipality or any portion thereof- shall be entitled to be included in the electoral roll for the municipality prepared for the purposes of this Act, and no other person shall be entitled to be included in such roll. Where in the case of any Assembly Constituency there is no distinct part of the electoral roll relating to the Municipality, all persons whose names are entered in such roll under the registration areas comprising the municipality and whose address as entered in such roll are situated in the municipality shall be entitled to be included in the electoral roll for the municipality prepared for the purposes of APM Act, 1965. As soon as may be after the electoral rolls for the Assembly Constituencies which consist of, or comprise, the municipality or any portion thereof, have been published revised or amended in pursuance of the Representation of the People Act, 1950 (Central Act 43 of 1950) any person authorised by the Election Authority in this behalf shall publish in such manner as the Government may direct, the portions of the said rolls which relate to the municipality or of the alterations therein, as the electoral roll for the municipality or as alterations to such roll, as the case may be:

Provided that any alterations made to the relevant portions of the Assembly Electoral roll within a period of thirty days prior to the date fixed for the poll for ordinary or casual elections to the council shall not

- be published as alterations to the electoral rolls for the municipality, until after the said elections are held.
- 2.21 After the electoral roll for a municipality or any alteration thereto has been published under clause (a), the Government may at any time for the reasons to be recorded, direct a special revision of the electoral roll for any municipality or part of a municipality in such manner as may be prescribed and thereafter the Election Authority shall effect the revision accordingly and publish the revised electoral rolls in the manner directed by the Government in this behalf.
- 2.22 When a municipality has been divided into wards, the electoral roll for the municipality shall be divided into separate lists for each ward.
- 2.23 Where after the electoral roll for a municipality or any alteration thereto have been published under sub - section (2), the Municipality is divided into wards for the first time or the division of the Municipality into wards is altered or the limits of the municipality are varied, the Election Authority shall, as soon as may be after such division or alteration or variation, as the case may be, in order to give effect to the division of the municipality into wards or to the alteration of the variation of the limits as the case may be, authorize a re-arrangement and republication of the electoral roll for the municipality or any part of such roll, in such manner as the Government may direct.
- 2.24 The electoral roll for the municipality published under sub section (2) of Section 11 as revised by any alteration thereto subsequently published under that subsection or under sub section (4) of section 11 shall remain in force until the publication of a fresh electoral roll for the municipality under sub section (2) of section 11 of APM Act.
- 2.25 Every person whose name appears in the electoral roll for the municipality as so revised, shall, so long as it remains in force, be entitled subject to the provisions of this Act, to vote at an election; and no person whose name does not appear in such roll shall vote at an election.
- 2.26 Notwithstanding any thing in this section, the Election Authority may, after making such enquiry as he thinks fit, either suo motu or on an application, correct any clerical error in the electoral roll for the

municipality or the alterations thereof as published.

Explanation :- In this section, the expression " Assembly Constituency" shall mean a constituency provided by law for the purpose of elections to the Andhra Pradesh Legislative Assembly.

(Section 11 of APM Act, 1965)

2.27 The Andhra Pradesh Municipalities and Nagar Panchayats ( Registration of Electors) Rules 1994 issued in G.O.Ms.No. 625 MA, dt. 14.12.95 are to be followed for the preparation of Electoral Rolls of Municipalities.

According to rule 9 (1) of the above rules the District Collector of every District shall be the Electoral Authority in respect of the Municipalities Nagarpanchayats in the District. The Commissioner & Director of Municipal Administration is the Electoral Authority of the State.

## **2.28 SUSPENSION OF COUNCIL RESOLUTION :**

2.29 In exercise of the powers delegated to him by Government the Commissioner & Director of Municipal Administration may suspend any resolution of the council which has been passed in excess of the powers conferred by the APM Act 1965 or any other enactment or the execution of such resolution is likely to cause financial loss to the Municipality, danger to human life, health or safety or likely to lead to riot or breach of peace or is against public interest.

2.30 The Notification issued in G.O.Ms. no 1024 M.A., dt. 20.11. 1965 is as follows : " In exercise of the powers conferred by sub Section (1) of Section 387 of Anhdra pradesh Municipalities Act, 1956, the Governor of Andhra Pradesh,here by dekegates to the Director of Municipal Administration, Andhra Pradesh the powers vested in the Government under sub - section (2) of Section 59 of the Said Act."

## **2.31 APPOINTING AUTHORITY UPTO THE POSTS OF SUPERINTENDENTS IN THE COMMISSIONERATE.**

2.32 The C & DMA is the appointing authority in respect of the following ministerial posts of the office of the Commissioner & Director of Municipal Administration :

Superintendent

Special Category Stenographer

Senior Assistant

Senior Stenographer

Junior Assistant

Typists

Telephone Operator

- 2.33 According to rule 8 of Chapter XXV of Andhra Pradesh Ministerial Service Rules issued in G.O.Ms. No. 1371 G.A. ( services-B) Department dated 17.10.1966 the appointing authority to the above posts is the Heads of the Department as detailed below :

**Posts**

**Appointing Authority**

Office of the Heads of Departments  
except the office of the Chief Conservator  
of Forests and Inspector General of Police

All Posts

The Gazetted Officer immediately below the rank of the Head of the Department nominated for the purpose by the Head of the Department or where there is no such Officer, the Head of the Department.

- 2.34 In the Office of the Commissioner & Director of Municipal Administration there are two posts of Additional Directors viz., Additional Director (Administration) and Additional Director (UPA) who are Gazetted Officers immediately below the rank of Head of the Department. But these officers are not nominated by the Head of the Department as appointing authorities. Therefore the Commissioner & Director of Municipal Administration who is the Head of the Department is making the appointments in the office of the Commissioner & Director of Municipal Administration.

- 2.35 The Commissioner & Director of Municipal Administration is also the appointing authority in respect of the following posts that come under A.P. General Subordinate Services:

Record Assistant

Roneo Operator

Driver (light vehicles)

2.36 According to rule 4 of A.P. General Subordinate Service Rules issued in G.O.Ms.No.965 G.A. (Services B) Department dated 21/10.95 in respect of above posts in any other department or office, the appointing authority in respect of Junior Assistant in these offices shall be the appointing authority in that department or office. In the office of the Commissioner & Director of Municipal Administration the appointing authority in respect of Junior Assistants is the Commissioner & Director of Municipal Administration. Therefore the Commissioner & Director of Municipal Administration is the appointing authority in respect of the above posts of Record Assistant, roneo Operator and Driver (light vehicle)

2.37 In respect of the following last grade service posts also, the Commissioner & Director of Municipal Administration is the appointing authority:

Jamedar

Attender

Night watchman

Sweeper

2.38 According to rule 6 of the A.P. Last Grade Service Special Rules issued in G.O.Ms.No. 565 G.A. (Services B) Department dated 24.10.1993 in the case of all the posts, the appointing authority shall be the Head of the office or institution or the gazetted officer of a department exercising jurisdiction over a District as the case may be and where the Head of the office or institution has a Gazetted Officer dealing with establishment matters, such officer.

2.39 As no officer in the Commissionerate of Municipal Administration is nominated or delegated with the powers of appointments to any of these posts, the Commissioner & Director of Municipal Administration is exercising the power of appointment to the posts of last grade service as mentioned above.

**2.40 APPOINTING AUTHORITY TO THE POSTS OF CATEGORIES I TO IV OF ANDHRA PRADESH MUNICIPAL MINISTERIAL SUBORDINATE SERVICES:**

2.41 The Andhra Pradesh Municipal Ministerial Subordinate Service Rules issued in G.O.Ms. No. 293 M.A. , dt. 16.5.92 envisages the procedure on the filling up of the posts covered under categories I to IV of APMMSS for which the Commissioner Director of Municipal Administration is the appointing authority as detailed below:

**2.42 THE ANDHRA PRADESH MUNICIPAL MINISTERIAL SUBORDINATE SHALL CONSIST OF THE FOLLOWING CATEGORIES NAMELY:-**

**Category I-**Managers of Special and Selection Grade Municipalities

**Category II-** Managers of First Grade Municipalities, Revenue Officers of special and Selection Grade Municipalities.

**Category II-** Managers of Second and Third Grade Municipalities, Revenue Officers of First Grade Municipalities and Accountants of Special and Selection Grade Municipalities.

**Category IV-**Accountants of First and Second Grade Municipalities

**Category V-** Upper Division Clerks (Senior Assistants) including Upper Division Revenue Inspectors and Upper Division Stenographers.

**Category VI-** Lower Division Clerks (Junior Assistants), including Lower Division Revenue Inspectors, Typists and Lower Division Steno Typists.

2.43 The posts of Upper Division Clerks, Upper Division Revenue Inspectors are equivalent posts and they are intertransferable. Similarly, the posts of Lower Division Clerks and Lower Division Revenue Inspectors are equivalent posts and they are intertransferable.

**2.44 THE PATTERN AND NORMS OF THIS SERVICE SHALL BE AS FOLLOWS:**

1. Categories I to IV Each Multi-zone will be a local unit
  - (a) Zones I to IV constitutes Multi Zone - I
  - (b) Zones V& VI constitutes Multi Zone - II

2. Category - V- Each Zone will be a local unit
3. Category- VI Each municipality will be a local unit.

Zones and their Jurisdiction

**Zone I-** All Municipalities in Srikakulam, Vizianagaram and Visakhapatnam districts

**Zone II -** All Municipalities in East Godavari, West Godavari and Krishna districts

**Zone III -** All Municipalities in Guntur, Prakasam and Nellore Districts

**Zone IV -** All Municipalities in Kurnool, Cuddapah, Ananthapur and Chittoor districts

Zone V-All Municipalities in Adilabad, Karimnagar, Warangal and Khammam Districts.

Zone VI - All Municipalities in Mahabubnagar, Nalgonda, Rangareddy, Medak and Nizamabad districts.

- 2.45 Appointing Authority in respect of categories I to IV

The Commissioner & Director of Municipal Administration shall be the appointing authority for categories I to IV.

- 2.46 Appointing Authority in respect of Categories V & VI:- The Regional Director cum Appellate Commissioner of Municipal Administration of the concerned region shall be appointing authority for categories V and VI.

- 2.47 Method of Appointments to Categories I to IV:- Category - I: By promotion from category -II working in the Municipalities of Multi zone -I or Multizone-II as the case may be with not less than 2 years of service in that category.

**Category-II:** By promotion from category-III working in the Municipalities of Multi Zone-I or Multi Zone-II as the case may be with not less than 2 years of service in that category.

**Category -III:** By promotion from category-IV working in the Municipalities of Multi Zone -I or Multi Zone -II as the case may be with not less than 2 years of service in that category.



Provided that whenever a Gram panchayat, Grade -I is constituted into a Municipality or the entire area or part of any Gram Panchayat is included in the limits of the neighbouring Municipality, the Executive Officers or Executive Officers Grade - I or Grade - II of the Gram Panchayat so constituted as a municipality or included in the neighbouring Municipality as the case may be shall on his exercising the option in writing to be absorbed into Andhra Pradesh Municipal Ministerial Subordinate Service be absorbed in category-III or category-V respectively of the Andhra Pradesh Municipal Ministerial Subordinate Service. The past services of the Executive Officers to be absorbed into Andhra Pradesh Municipal Ministerial Subordinate Service shall be considered for fixing of the inter -se-seniority in relevant categories of Andhra Pradesh Municipal Ministerial Subordinate Service.

**Category-IV-** By promotion from the category - V working in the Municipalities of Multi Zone - I or Multi Zone II as the case may be with not less than 2 years of service in that category.

2.48 Appointment by promotion to categories I to IV of this service shall be made by a committee consisting of the following members:-

1. Director of Municipal Administration
2. Director of Local Fund Audit
3. President of Chamber of Municipal Chairpersons or, in his absence the Secretary of the Chamber or in the absence of both, a Municipal Chairperson authorized by the Chamber, for the purpose.

2.49 The Director of Municipal Administration shall preside over the meetings of the Committee, which shall meet twice in a year ordinarily in the months of May and November every year at such time and place as the Director of Municipal Administration as Presiding Officer may fix:

Provided that the panels may be prepared by the two members namely the Commissioner & Director of Municipal Administration and the Director of Local Fund Audit, if the offices of President/Secretary/ Municipal Chairman authorized for the purpose are vacant, co-opting the Additional Director of Municipal Administration/Joint Director (Services) Office of the Director of Municipal Administration.

- 2.50 Temporary Appointment:- Where it is necessary in the public interest owing to an emergency which has arisen to fill immediately a vacancy in a post borne on a higher category to the service by promotion from a lower category and there would be undue delay in making appointment by promotion in accordance with these rules, the appointing authority may promote a person otherwise than in accordance with the rules purely on temporary basis until a person is promoted in accordance with the Rules.
- 2.51 No person who does not possess the qualifications, if any, prescribed for the said service shall ordinarily be promoted under sub-rule (1) of rule 11 of said rules.
- 2.52 A person temporarily promoted under sub-rule (1) whether or not possesses the qualifications prescribed for the service to which he is promoted, be replaced as soon as possible by the Member of the service who is entitled to the promotion under the Rules.
- 2.53 A person promoted under sub-rule (1) shall not be regarded as probationer in the higher category or be entitled by reason of only of such temporary promotion to any preferential claim to future promotion of such higher category.
- 2.54 If such person is subsequently promoted to the higher category in accordance with the rules, he shall commence his probation if any, in such category from the date of such subsequent promotion or from such earlier date as the appointing authority may determine
- 2.55 Seniority :- (1) The seniority of a Member of the service in each category and grade shall be determined by the date of his first appointment to the category in accordance with these Rules.

Provided, that if any portion of the service of a Member does not count towards his probation., his seniority shall be determined by the date of the commencement of his service which counts towards probation.

- 2.56 **THE COMMISSIONER & DIRECTOR OF MUNICIPAL ADMINISTRATION WHO IS THE APPOINTING AUTHORITY TO THE CATEGORIES OF I TO IV OF AP MMSS MAY IMPOSE THE FOLLOWING PENALTIES :**

- i) Withholding of promotion where such penalty is imposed on a ground of specific default or mis- conduct
- ii) Reduction to a lower rank in the seniority list or to a lower stage in a time scale
- iii) Compulsory retirement from service
- iv) Removal from service
- v) Dismissal from service

Provided that the appointing authority shall be the authority who can also suspend a member of this service pending enquiry into grave charges. The appointing authority is also competent to impose minor punishments viz., (i) censure (ii) withholding of increment and (iii) recovery from pay of the whole or any part of any pecuniary loss caused to the Municipal Council by negligence or breach of orders while working in the municipality.

2.57 An appeal against any order passed by the appointing authorities in respect of categories V & VI shall be to the Commissioner & Director of Municipal Administration and to the Government against the orders of Commissioner & Director of Municipal Administration in respect of categories I to IV.,

2. 58 All the transfers, Promotions, and suspensions made by the Municipal Commissioner and Commissioner & Director of Municipal Administration in pursuance of the orders issued in G.O.Ms.No.142 MA, dt. 12.3.84, and all acts, proceedings or things done or taken by the State Government or by any Officer of the State Government or by any other authority under the said orders shall be deemed to be and to have always been done or taken in accordance with APMMS rules.

(Rule 33 of APMMS Rules)

### **2.59 APPOINTING AUTHORITY TO THE POSTS OF SANITARY SUPERVISER**

2.60 The Commissioner & Director of Municipal Administration is the Appointing authority to the posts of Sanitary Supervisors by means of promotion from the post of Sanitary inspectors.

2.61 Previously, the Director of Medical and Health Services used to be the appointing authority to the posts of Sanitary Supervisors. This was transferred to the control of Commissioner & Director of Municipal Administration and ever since its transfer, the Commissioner & Director of Municipal Administration is exercising the said power as Appointing authority.

**2.62 SANCTION AND CONTINUANCE OF ALL NON TECHNICAL POSTS IN THE MUNICIPALITIES :**

2.63 Government in their G.O. Ms. No. 1310 MA, dt. 30.10.65 delegated the powers under section 73 of the APM Act, 1965 to the Commissioner & Director of Municipal Administration.

2.64 According to Section 73 (3) of the Andhra Pradesh Municipalities Act, 1965 not withstanding anything in sub sections (1) and (2), the Government shall have power to sanction and fix or alter the number , designation and grades of and the salaries, fees and allowances payable to the officers, and employees of any council or any class of such officers and employees and it shall not be open to the council to vary the number, designations, grades, salaries, fees or allowances as so fixed or altered except with the previous sanction of the Government.

2.65 The powers delegated to the Commissioner & Director of Municipal Administration in G.O.Ms.No.1310 MA,dt.30.10.65 are detailed below:

**Schedule**

<b>Provisions of the Act</b>	<b>(I)</b>	<b>Powers Delegated</b>
Section 73 (3) of the Andhra Pradesh Municipalities Act, 1965	(I)	Power to fix or alter the number, designations and grades of and the salaries, fees and allowances payable to the officers and servants of any class except the following: <ul style="list-style-type: none"> <li>(i) Municipal Engineers, Overseers, Draughtsmen and Tracers</li> <li>(ii) Teaching staff employed in Educational Institutions.</li> </ul>

(iii) Technical staff employed for Public Health works ( water supply and drainage branches)

II. Power to accord pervious sanctioned any Municipality to vary the number, designation, grades, salaries, fees or allowances as fixed or altered in pursuance of the power referred to in item I above.

2.66 Provided that the Commissioner & Director of Municipal Administration shall exercise the power delegated to him in consultation with the Director of Town Planning in respect of posts falling under Town Planning establishment who proposed to sanction the creation or continuance of any such post or posts as the case may be.

2.67. Provided further that in case of disagreement between the Commissioner & Director of Municipal Administration and the Director of Town Planning, the matter shall be referred to the Government for orders.

**2.68 POWER OF TRANSFER OF EMPLOYEES ABOVE THE CADRE OF SENIOR ASSISTANTS IN THE MINISTERIAL SECTION:**

2.69 The Andhra Pradesh Municipal Ministerial Subordinate service shall consists of the Following:

**Category I** - Managers of Special and Selection grade Municipalities

**Category II** - Managers of First grade Municipalities and Revenue Officers of Special and Selection grade Municipalities.

**Category III** - Managers of Second and Third grade Municipalities, Revenue Officers of first grade Municipalities and Accountants of Special and Selection grade Municipalities.

**Category IV** - Accountants of First and Second Grade Municipalities

**Category V**- U.D. Clerks including U.D. Revenue Inspectors and U.D.Stenographers.

**Category VI** - Lower Division Clerks including L.D. Revenue Inspectors, Typists and L.D. Stenographers.

According to rule 19 of A.P.Municipal Ministerial Subordinate Service rules issued in G.O.Ms.No.292 M.A., dt.16.5.92 the employees working in categories I to IV of APMSS are liable for transfer within the multi zone concerned. The authority competent to order the posting and transfers in respect of categories I to IV within the Multi Zone I and Multi Zone II as the case may be shall be the Director of Municipal Administration.

**2.70 FORWARDING OF BUDGET ESTIMATES OF MUNICIPALITIES TO GOVERNMENT:**

- 2.71 Section 126 of the Andhra Pradesh Municipalities Act, 1965 lays down that the Council in each year frame a budget showing the probable receipts and expenditure which it proposed to incur during the following year and submit a copy of the Budget to the Government before such date as may be fixed by them in that behalf. The Budget shall contain provisions adequate in the opinion of the Government, for the due discharge of all liabilities in respect of loans contracted by the council, for the maintenance of a working balances and for execution of such works as the Government may undertake or approve under Section 65. If the budget as submitted to Government fails to make those provisions, the Government may modify any part of the budget so as to ensure that such provisions are made.
- 2.72 The Andhra Pradesh Municipalities (Preparation of Budget Allotment and Transfer of Funds) Rules 1967 lay down the procedure to be adopted in the preparation of Budget.
- 2.73 According to rule 5 (2) of the said rules the Budget shall be placed by the Municipal Commissioner before the council, not later than 15<sup>th</sup> of November. Rule 8 of the said rules lays down that the Chairperson shall submit a copy of the Budget as approved by the council to the Government through the District Collector concerned and Director of Municipal Administration not later than 31<sup>st</sup> December.
- 2.74 On receipt of Budget from the District Collector, along with his remarks, the same has to be forwarded to Government by Commissioner & Director of Municipal Administration along with his remarks.

**2.75 FORWARDING OF ANNUAL ADMINISTRATION REPORTS OF THE MUNICIPALITIES TO THE GOVERNMENT:**

2.76 According to Section 34 (1) of Andhra Pradesh Municipalities Act, 1965 as soon as may be after the first day of April in every year, and not later than such date as may be fixed by Government through the District Collector a report on the administration of the Municipality during the preceding year in such form and with such details as the Government may direct. If the District Collector makes any remarks on the report. such remarks shall be forwarded to the Council and the Council shall be entitled, within such time as the Government may fix, to offer or make such explanation or observations as the Council thinks fit.

2.77 The Municipal Commissioner shall prepare the Annual Administration Report and submit to the Council. The Council shall consider the report and forward it to Government with its resolution through the District Collector and Commissioner and Director of Municipal Administration not later than 31st July of every year.

**2.78 SANCTION OF WATER TAP CONNECTION OUTSIDE THE MUNICIPAL LIMITS:**

2.79 The Council may with the sanction of the Government and shall on the direction of the Government supply water to local authority or other person outside the Municipality on such terms, if any, as may be approved by the Government.

(Section 143 of the Andhra Pradesh Municipalities Act, 1965)

2.80 Government in their G.O.Ms.No.589 M.A., dt. 7.6.1966 delegated to the Director of Municipal Administration the powers vested in the Government under Section 143 of the APM Act, 1965 subject to the condition that the powers shall be exercised by him in consultation with the Chief Engineer (PH).

**2.81 INSPECTING AND SUPERINTENDING THE MUNICIPALITIES:**

2.82 According to Section 63 of the APM Act, 1965, Government have appointed the Commissioner and Director of Municipal Administration along with other officers for the purpose of inspecting or superintending the operation of all or any of the councils established under this Act.

2.83 The subjects that are to be reviewed during the inspection of Municipalities by the Commissioner & Director of Municipal Administration and other officers are as follows:

**1 Municipal Revenue Collections:**

- i) Taxes and non-taxes-Under Non-taxes specially the water charges, market leases and shop rents be reviewed.
- ii) Amount collected under regularisation of unauthorized constructions
- iii) Steps taken to step up/increase the municipal revenues

**2 Review of Developmental Schemes:**

**a) Swarna Jayanthi Shahari Rojgar Yojana (SJSRY) Schemes:**

- i) Survey of slum households
- ii) Formation of Community Based Organizations i.e., NHGs, NHCs and CDSs.
- iii) Formation of DWCUA groups
- iv) Identification of shelf of works under SUWE

**b) National Slum Development Programme (NSDP):**

Preparation of proposals under the scheme of giving individual tap connections to slum house holds and other infrastructure works in slum areas.

**c) (LCS) Low cost sanitation**

Implementation of individual toilets under LCS programme and preparation of detailed project reports where the programme is not under implementation.

**d) Integrated Development of Small and Medium Towns (IDSMT)**

Utilisation of funds under Central and State shares and loans from Financial Institutions and progress of various works.

**e) Tenth Finance Commission (TFC)**

Implementation of schemes under drinking water supply

**f) Review of progress of comprehensive water supply schemes with**



- HUDCO loan assistance.
- g) **Drought Funds:** Utilisation of drought funds released by Government under drinking water supply
  - h) **Chief Minister's Empowerment of Youth (CMEY): Formation of groups and grounding of units**
  - i) **Janma Bhoomi Programme (JBP)**
    - i) Disposal of grievances from the first round of January, 1997, till now, under NFCNs and IFNs.
    - ii) Implementation of community works with public contribution and utilisation of Janma Bhoomi funds from Government.
3. Action taken by municipalities on the proposals under Solid Waste Management privatization of Sanitation, and cleaning of Drains
4. Submission of Utilisation certificates
5. Finalisation of Annual Accounts.
- 2.84 Regular annual inspection of Municipalities should cover the following aspects:
- a) Irregular resolutions if any passed by the Municipal Council.
  - b) Irregular appointments if any made by the panel committee
  - c) Whether the Municipal council exceeded its powers
  - d) Files relating to purchase of stationery articles, electrical material, fodder articles, public health materials, water supply material, bore well material etc.
  - e) Whether the articles required to be purchased from A.P. Small Scale Industries Development Corporation are purchased outside disobeying the orders of Government
  - f) Collection of taxes and non-taxes
  - g) Schemes EIUS, UBS, Construction of School Buildings, Low Cost sanitation, IDSMT, SJSRY etc.

## 2.85 ENVIRONMENTAL IMPROVEMENT IN URBAN SLUMS:

2.86 This is an important programme undertaken in the Municipalities under

State sector for environmental improvement of urban slums. The scheme is included in the 20 point programme. The scheme is being implemented in all the municipalities from 1974-75. This is mainly intended to secure healthy and orderly growth of slums in terms of improved communications, better drainage, adequate street lighting and sufficient water supply to weaker sections of the slum population, such as Scheduled Castes, Scheduled Tribes and Backward Classes who basically migrate to the Urban areas to evake out their livelihood.

2.87 Till March, 1998, Government have released an amount of Rs.4566.76 lakhs, of which an amount of Rs. 4526.26 lakhs was utilised leaving a balance of Rs. 40.50 lakhs. Upto now 15,05,435 slum dwellers were benefitted as against the target of 15,13,157.

2.88 During the year ie., 1997-98 an amount of R.50.00 lakhs has been provided in the Budget for the benefit of 9524 slum population at the rate of Rs.525/- per capita and an amount of Rs.25.00 lakhs has been released to the following Municipalities in G.O.Ms.No.46 MA, dt.20.1.98

Ichapuram

Salur

Tuni

Eluru

Samalkot

Bobbili

Bhimavaram

Nidadavole

Machilipatnam

Pedana

Mangalagiri

Sattenapalle

Macherla

Ongole

Kandukur

Chittoor

Anantapur

Rayadurg

Nandyal

Warangal

Kothagudem

Yellandu

Koratla

Vikarabad

Tandur

Sadasivpet

Nizamabad

Kamareddy

Mahaboobnagar

Gadwal

Wanaparthy

- 2.89 During the year 1998-99 an amount of Rs.50.00 lakhs has been provided in the budget for the benefit of 6250 slum population at the rate of Rs.800/- per capita (revised) ad proposals are submitted to Government which are under process.

**2.90 SPECIAL COMPONENT PLAN FOR SCHEDULED CASTES:**

- 2.91 A part of the Environmental Improvement scheme is also included under special component plan for the benefit of Scheduled Castes population and the scheme is being implemented in the municipalities form 1987-88. Under this programme slums having more than 50% of Scheduled Castes population are being taken up for development. This scheme is mainly intended to secure healthy and orderly growth of slums in terms of improved communications, better drainage adequate street lighting and sufficient water supply. From the year 1987-88 onwards separate

- amount are being released every year under this scheme.
- 2.92 Till March, 1998 Rs.741.68 lakhs was released and an amount of Rs.731.20 lakhs was spent leaving a balance of Rs.10.48 lakhs. Upto now 2,48,840 slum dwellers were benefitted of the scheme as against the target of 2,50,836.
- 2.93 During the year 1997-98, an amount of Rs.25.00 lakhs has been provided in the plan budget to take up this scheme for the benefit of 4762 slum scheduled castes population at the rate of Rs.525/- per capita and an amount of Rs.12.50 lakhs has been released to the 16 following municipalities in G.O.Rt.No.47 M.A., dt.20.1.98.
- Parvathipuram
  - Peddapuram
  - Pithapuram
  - Mandapeta
  - Kovvur
  - Gudivada
  - Nuzvid
  - Tenali
  - Markapur
  - Punganur
  - Guntakal
  - Proddutur
  - Karimnagar
  - Bhainsa
  - Medak
  - Bhongir
- 2.94 During the year 1998-99 an amount of Rs.94.00 lakhs has been provided in the budget estimates for the benefit of 11750 at the rate of Rs.800/- per capita (revised) and proposals are submitted to Government which are under process.

**2.95 CONSTRUCTION OF SCHOOL BUILDINGS IN MUNICIPALITIES:**

- 2.96 With a View to improve the school facilities, the Government are giving assistance in the form of grant-in-aid to Municipalities which are maintaining school buildings in the State ie., Andhra and Rayalaseema regions. The main objectives of assistance under this scheme is to improve the education facilities from elementary stage, to higher education by construction of new school buildings and improving the existing buildings. The students of municipal schools are the target group benefitted by this scheme.
- 2.97 This scheme was incepted from the year 1985-86. The scheme is totally financed by the State Government, and the assistance is being given in the form of grants. The Commissioner & Director of Municipal Administration is the monitoring agency for the scheme. The Director of Town and Country Planning is providing technical assistance for identification of sites and preparation of designs for new buildings.
- 2.98 Upto 1996-97, an amount of Rs. 1272.00 lakhs was utilised and 2200 numbers of classrooms were constructed. During 1997-98 an amount of Rs. 51.79 lakhs was provided in the Plan Budget under this head and an amount of Rs. 41.43 lakhs was released to the following Municipalities in G.O.Ms.No.81M.A., dt, 5.2.98:

Srikakulam

Vizianagaram

Pithapuram

Eluru

Tanuku

Kovvur

Nidadavole

Narsapur

Narsaraopet

Bapatla

Ananthapur

Guntakal

Tadipatri

Chittoor

Punganur

2.99 During the year 1998-99, an amount of Rs. 50.00 lakhs has been provided in the Budget estimates and an amount of Rs. 25.00 lakhs has been released in G.O.Ms.No.552 M.A., dt. 13.8.98 in respect of 28 Municipalities:

Amadalavalasa

Vizianagaram

Bobbili

Salur

Anakapalle

Peddapuram

Amalapuram

Ramachandrapuram

Mandapeta

Samalkot

Tadepalligudem

Palacole

Gudivada

Tenali

Chilakaluripet

Ponnur

Bapatla

Mangalagiri

Sattenapalle

Chirala

Srikalahasti

Punganur

Tirupathi

Gudur

Dharmavaram

Guntakal

Kadiri

Cuddapah

## **2.100 URBAN BASIC SERVICES FOR THE POOR (UBSP)**

### **OBJECTIVE:**

The main objective of UBSP is to enable the Urban Poor to have access to basic social services such as Non-formal Education, Immunisation, Health care, Nutrition supplementation assistance to needy sections of society and activities generated at promoting communal harmony, National Integration and Civic Consciousness. The scheme is being implementing in 19 Municipal towns including 1 Municipal Corporation In Andhra Pradesh as detailed below:

Amadalavalasa

Ichapuram

Vizianagaram

Bobbili

Parvathipuram

Salur

Guntakal

Hindupur

Nizamabad

Kamareddy

Adoni

Nandyal

Kurnool Municipal Corporation

Khammam

Yellandu

Kothagudem

Tandur

Vikarabad

Alwal

The scheme is under implementation since 1991-92.

### **2.101 FUNDING PATTERN:**

As per para 15.1 of the guidelines of the UBSP the sharing of funds between Central and State Governments is in the ratio of 60:40.

### **2.102 ACTIVITIES TAKEN UP UNDER THE SCHEME:**

1. Mother and Child health
2. Water Environmental Sanitation and Community facilities
3. Education
4. Special Assistance to aged, Handicapped and Juvenile delinquents
5. Women Development
6. Sports, Cultural and Scientific activities
7. Promotion of Pluralist Culture
8. Communal harmony, National Integration and civic consciousness.

2.103 The Government of India have introduced a new centrally sponsored scheme namely "SJSRY" with effect from 1.12.97 by replacing the earlier existing centrally sponsored scheme of NRY, PMIUPEP and UBSP.

Releases and utilisations upto the year 1997-98 are as detailed below:

Releases	Utilised
Rs. 1692.91 lakhs	Rs. 1572.81 lakhs

### **2.104 URBAN BASIC SERVICES:**

2.105 The scheme of Urban Basic Services is under implementation in 16 Municipal towns in five districts of the State from 1986 onwards. The



main objectives of the programme are to create awareness and uplift the slum dwellers duly involving them in health, education, sanitation and water facilities and income generation activities. At present this scheme is in operation in 16 Municipalities of 11 districts as follows:

1. Rayadurg
2. Anantapur
3. Cuddapah
4. Proddutur
5. Mahaboobnagar
6. Gadwal
7. Narayanpet
8. Wanaparthy
9. Bhongir
10. Bheemunipatnam
11. Kovvur
12. Jangaon
13. Bhainsa
14. Sadasivpet
15. Pedana
16. Peddapuram

The total releases and utilisation are as follows from 1986-87 to 1997-98.

Total Releases	Total Utilized
Rs.556.83 lakhs	Rs. 556.83 lakhs

#### 2.106 INTEGRATED LOW COST SANITATION CUM LIBERATION OF SCAVENGERS PROGRAMME STAGE-II GUIDELINES:

2.107. With a view to ameliorating the living conditions of scavengers, Government of A.P., have been making earnest efforts to implement various measures. One such measure is taking up schemes of conversion of dry latrines into water seal pour flush latrines and thus abolish the practice of manual handling of night soil. This programme is

popularly known as Low Cost Sanitation. This programme is implemented in Andhra Pradesh from 1982-83 under different heads:

1. Scavenging Elimination Programme
2. Vimukthi Programme
3. Integrated Low Cost Sanitation and Liberation of Scavengers, Stage-I
4. Integrated Low Cost Sanitation and Liberation of Scavengers Programme Stage-II

**2.108 SCAVENGING ELIMINATION PROGRAMME:**

2.109 This programme envisages conversion of dry type latrines, both household and community into water seal pour flush latrines. This programme is a Centrally sponsored scheme with 50% of the cost of the scheme as grant-in-aid by Government of India and balance 50% as interest free loan by State Government. This programme has been launched in 13 Municipalities.

2.110 The estimated cost of conversion of dry type latrines intended for five users is Rs.940/- at 1987-88 rates. 50% of the said amount is sanctioned by the Municipality as subsidy and remaining 50% of the amount as loan repayable without interest in 25 installments to the house owners. The work is executed through registered contractors/plumbers of the municipalities.

**2. 111 VIMUKTHI PROGRAMME:**

2.112 Vimukthi programme has been launched in the entire State of Andhra Pradesh since 1983-84 to improve sanitation in the municipalities. The programme consists of two stages namely: (a) conversion of dry type latrines in private houses and the community latrines into sanitary type and (b) provision of new latrines to latrineless houses and community latrines in all municipal towns.

2.113 This programme has been launched in 72 municipalities and two Municipal Corporations of Visakhapatnam and Vijayawada from 1983-84 to 1986-87 with an estimated cost of Rs.49946.863 lakhs. This scheme is sponsored by State Government wherein 50% of the cost of the scheme is sanctioned as grant in aid by State Government and the balance of 50% is raised as loan from HUDCO by the concerned

municipality. Under this programme also, 50% of the estimated cost of conversion of dry type latrine is sanctioned as subsidy to the beneficiaries and the remaining 50% of the amount is sanctioned as loan repayable at subsidised rate of interest in 25 installments by the house-owners.

2.114 Integrated low cost sanitation and liberation of scavengers programme stage-1

2-115 The objective of the scheme is totally eliminate manual scavenging involved in the cleaning of dry latrines and construct low cost sanitation units through sanitary two pit pour flush latrines with appropriate variations to suit local conditions. Under this programme the beneficiary has to contribute for construction of sanitary latrine depending on his income group. Subsidy will be sanctioned to the beneficiary based on his income group.

22 Schemes were cleared by Govt. of India during the year 1991-92 as per the revised guidelines and financial pattern as detailed below :

Income group	GOI subsidy	HUDCO loan	Beneficiary Contribution
1. E.W.S.	45%	50%	5%
2. L.I.G.	25%	60%	15%
3. M.I.G.	nil	75%	25%

The estimated cost of 22 schemes is Rs. 331.61 lakhs.

2.116 Integrated low cost sanitation cum liberation of scavengers programme Stage -ii

2.117 Rationale:

The dehumanising practice of physically carrying night soil as a head load continues in several municipalities in the State. The continuance and proliferation of dry latrines as well as the sizeable number of households without sanitation facilities are the chief contributing factors for continuance of manual scavenging. It is necessary to remove these contributing factors in order to make a dent of the problem of manual scavenging.

**2. 113 STRATEGY:**

This programme envisages construction of new sanitary latrines in latrine less households by adopting the low cost leach pit system and assistance in the form of loan and subsidy.

**2. 119. COVERAGE:**

This programme is launched in 29 Municipalities from the year 1993-94 at an estimated cost of Rs. 5,139.79 lakhs. The list of Municipalities are as follows.

2. 120. All the house holders in 29 Municipalities having no sanitation facilities have to be covered under this programme.

1. Bodhan
2. Sattenapalle
3. Tenali
4. Bapatla
5. Anakapalle
6. Srikakulam
7. Kavali
8. Khammam
9. Anantapur
10. Dharmavaram
11. Proddutur
12. Sadasivpet
13. Chittoor
14. Tuni
15. Palacole
16. Siricilla
17. Madanapalle
18. Narayanpet
19. Gadwal

20. Amalapuram
21. Mahaboobnagar
22. Bhimunipatnam
23. Peddapuram
24. Kovvur
25. Mancherial
26. Nandyal
27. Gudivada
28. Tirupathi
29. Machilipatnam.

#### 2. 121. SALIENT FEATURES :

Method of finance:

The construction of new sanitary latrines is to be financed through a mix of Central subsidy and loan from HUDCO at varying percentages depending on the income limit of the beneficiary category as per details furnished below:

Beneficiary category	Monthly income	Loan	Subsidy	Beneficiary contribution
EWS	Upto Rs.1250	50%	45%	5%
LIG	Rs.1251 to Rs.2650	60%	25%	15%
MIG	Rs. 2651 to 4450	75%	nil	25%
HIG	Above Rs.4450	75%	nil	25%

#### 2. 122. ESTIMATED COST OF CONSTRUCTION OF NEW SANITARY LATRINES:

All inclusive cost of construction of new sanitary latrines, HUDCO loan, Government of India subsidy, beneficiary contribution, cost of new latrines payable to the contractor/contracting agency, administrative and supervision charges including interest are furnished hereunder category-wise and number of user-wise: (in Rupees)

Income Category No.of uses	Hudco Loan	Govt. India subsidy	Beneficiary Contribution	All inclusive cost	Cost of constrn. of latrines	A&S Charges and interest
1	2	3	4	5	6	7
(A) E.W.S 5 users	1713/-	822/-	180/-	2715/-	2360/-	355/-
10 users	1872/-	964/-	196/-	3032/-	2640/-	392/-
15 users	2623/-	1400/-	273/-	4296/-	3744/-	552/-
(B)L.I.G 5 users	1879/-	459/-	412/-	2750/-	2360/-	391/-
10 users	2071/-	539/-	460/-	3070/-	2640/-	430/-
15 users	2914/-	783/-	652/-	4349/-	3744/-	605/-
(C) MIG 5 users	2070/-	-	690/-	2760/-	2360/-	400/-
10 users	2313/-	-	770/-	3083/-	2640/-	443/-
15 users	3276/-	-	1092/-	4368/-	3744/-	624/-

## 2. 123.PUBLICATION OF BYE-LAWS:

In Memo No. 2983/F1/81-44 M.A., dt. 2.2.83 Government have communicated draft bye-laws on regulating the construction, operation, maintenance and control of water closets, privies and latrines for adoption by all Municipal Councils. All the Municipal Commissioners shall take immediate action to adopt the bye-laws by Municipal Councils and to publish them in the District Gazette and local news papers, wherever this item of work is not completed.

## TIME-FRAME FOR COMPLETION OF THE SCHEME:

2. 124.The number of new latrines sanctioned to the Municipalities shall be completed within a period of two years from the date of drawl of subsidy. Hence all Municipal Commissioners shall prepare a time-bound programme for completion of target given to the Municipality. The Municipalities shall complete 1/24th of the targeted units every month.

## 2. 125.MOTIVATION OF BENEFICIARIES:

Motivation of the beneficiaries for construction of a new latrine is one of the vital factors for the success of the programme. The Government are very particular to rehabilitate all the scavengers by the year 1995

itself and to provide sanitary latrines to all the latrines less households. Hence the Municipal Commissioners shall arrange meetings in all the wards with beneficiaries and elders of the locality, duly involving voluntary organisations and explain the salient features of the scheme and the benefits of constructing of new sanitary latrines to improve the personal hygiene in the householders and to improve environment in the municipal areas. Wide publicity shall be given for implementation of the scheme through leaflets, cinema slides and advertisements in press. The Municipal Commissioner shall take up the motivation work with all the officers of municipality as a team and see that the programme is implemented as per the time-frame.

## **2. 126. NOTICE FOR CONSTRUCTION OF NEW SANITARY LATRINES :**

The Municipal Commissioner shall arrange to issue notices to the householders to provide a sanitary latrine as per specifications within one month from the date of service. Notices shall be issued to the house owners whose names are including in the survey register.

While issuing notice, the subsidy payable and the loan component and beneficiary contribution shall be indicated in the notice. If any person fails to submit application with all the requisite particulars for construction of new latrine, action as contemplated in the bye-laws shall be initiated against the owner.

## **2. 127 APPLICATIONS:**

The owner of latrine less house shall submit an application in the prescribed proforma for construction of a latrine to the municipality with the following documents:

- 1) Agreement on a non-judicial stamp paper worth Rs.10/- in the prescribed proforma.
- 2) Advance receipt in token of having received pan and "p" trap from municipality and willingness to entrust the work to a municipal Contractor/Plumber/Mason.
- 3) Latest property tax receipt.
- 4) Demand draft for the contribution payable by the beneficiary
- 5) An extract of ration card or certificate of income issued by M.R.O.

## **2. 128. PAYMENT TO THE CONTRACTOR:**

The Municipal Commissioner shall inspect personally atleast 20% of

new latrines before payment is made to the contractor. All the payments made to the contractor shall be entered in the register before issue of cheque to the Contractor.

**2. 129.RECOVERY OF THE LOAN:**

The loan shall carry an interest of 10 1/2% or as charged by HUDCO from time to time and the loan amount shall be repaid in 20 quarterly installments in a period of 5 years. After completion of new latrine and the payment is made to the contractor, the loan sanctioned to the beneficiary with interest thereon has to be worked out and a notice has to be issued to the beneficiary to make payment with number of installments and the amount per instalment. Receipt books shall be printed for issuing receipts to the beneficiaries while collecting loan instalment. The loan amount collectable for one instalment has to be printed on the receipt book. The receipt books shall be maintained as Money Value Form and it should be maintained in duplicate issuing original receipts to the beneficiaries and keeping the duplicate receipts in the receipt books for office record. The receipt books shall be issued to the Bill Collectors through Bill Issue Register as in the case of property tax bills. The collection work of loan installments shall be entrusted to the Bill Collectors in their respective wards. The repayment of the first instalment shall commence from immediate month in which construction work is completed. Penal interest at the rate of nine percent shall be charged on all the delayed payments of installments. In case of default in the payment of installments by the beneficiaries, the Municipal Commissioners shall recover the outstanding loan amount together with penal interest as arrears of property tax.

**2. 130.PURCHASE OF MATERIAL:**

All the Municipal Commissioners are instructed to purchase material required for implementation of the scheme for a period of three months at a time depending on the availability of funds. They should not resort to purchase of material required for entire scheme in one transaction under any circumstances.

**2. 131.OPERATION OF JOINT ACCOUNT BY THE REGIONAL DIRECTOR AND MUNICIPAL COMMISSIONER:**

A joint account shall be opened in the name of Municipal Commissioner and Regional Director cum Appellate Commissioner of Municipal Administration for the funds released under Integrated Low Cost



Sanitation and Liberation of Scavengers stage-II and the account shall be operated by both the officers jointly. The funds released under this scheme shall not be diverted under any circumstances for any other purpose.

### **2.132. SUBMISSION OF PROGRESS REPORT :**

- (i) All the Municipal Commissioners shall submit progress report in the prescribed proforma so as to reach the Regional Director cum appellate Commissioner of Municipal Administration and the Commissioner & Director of Municipal Administration.
- (ii) Pass port size photo to be affixed to the application. Applications shall be entertained from the house owners whose names are found in the survey register and who are served with notices for construction of new latrines.
- (iii) After receipt of application in full shape, the application with all enclosures shall be forwarded to the concerned Assistant Engineer for inspection and report. The Assistant Engineer shall inspect the premises and submit his report regarding construction of new latrine and the availability of space for construction of a new latrine. The Assistant Engineer shall submit his report in a form prescribed.
- (iv) After submission of the report by the Assistant Engineer all the applications shall be scrutinised by the Municipal Engineer to ensure that the application satisfies all the requirements for construction of new latrine.

### **2. 133. SANCTION OF LOAN AND SUBSIDY:**

- (i) All the applications which are in order shall be placed before the Municipal Council once in month for sanction of subsidy and loan for construction of new latrines.
- (ii) After sanction of the Municipal Council, the agreement shall be got signed by the Municipal Commissioner and proceedings shall be issued sanctioning loan and subsidy for construction of a new latrine and entrusting the work to registered contractor/plumber/mason for construction of a new latrine. The Municipal Commissioner shall take action for issue of licences to Technicians, Contractors, Plumbers in sufficient number for construction of new latrines as per the Bye-laws. The Municipal Commissioner may arrange for training of masons under NRY for construction of latrines and issue licences to them. After the proceedings are issued to the applicant sanctioning the unit, the

particulars of income category, type of latrine to be constructed, unit cost, subsidy, loan, A & S charges, amount repayable by the beneficiary shall be entered in a Register. Similarly the date of completion of the unit and the date of payment to the contractor also shall be entered in the said register. The register shall have sufficient number of pages with relevant columns for making entries, relating to the construction of new latrine and payment thereof.

#### **2.134. INSPECTION OF NEW LATRINES:**

- (i) The Assistant Engineer, Deputy Executive Engineer, Municipal Engineer shall inspect the construction of new latrines in all the cases and ensure that the latrines are constructed as per the type design approved by the Engineer in Chief (Public Health)
- (ii) After completion of the work by the contractor, he has to submit a completion report obtaining the satisfactory completion certificate from the owner of the house and submit it to the Assistant Engineer. The Assistant Engineer, Deputy Executive Engineer, Municipal Engineer have to inspect the work and certify for payment to the contractor.

#### Submission of Progress Report:

The Municipal Commissioner shall submit monthly progress report to the Director of Municipal Administration by 5<sup>th</sup> of every month so as to enable the Directorate to submit a consolidated report to State Government and Government of India by 10<sup>th</sup> of every month.

#### **2.135. INSPECTION OF NEW LATRINES BY REGIONAL DIRECTOR CUM APPELLATE COMMISSIONER**

- (i) Regional Director cum Appellate Commissioners of Municipal Administration, Superintending Engineers (PH), Executive Engineer (PH), should inspect every month all the Municipalities in their jurisdiction and ensure that the latrines are constructed as per the guidelines issued by Government, that the funds released under LCS scheme are utilized properly and indicate the balance of funds available with the Municipality as on the date of inspection. They should submit the inspection report municipality-wise in person to the Commissioner & Director of Municipal Administration at the monthly review meetings.
- (ii) In addition to the above 29 Municipalities the following Municipalities also have taken up implementation of ILCS:

1. Vizianagaram
2. Gajuwaka
3. Kakinada
4. Tanuku
5. Bhimavaram
6. Tadepalligudem
7. Jaggaiahpet
8. Chilakaluripet
9. Ongole
10. Tadipatri
11. Hindupur
12. Kothagudem
13. Adilabad
14. Suryapet

iii) The progress achieved for the month of September 98 is as follows :

Total No.of Mplts	Project cost (Rs.in lakhs)	Physical target (EWS)	No.of beneficiaries identified	Balance to be identified	Amount released (Rs.in lakhs)	Amount utilized (Rs.in lakhs)	Balance (Rs.in lakhs)	no.of units constructed	Balance to beconstructed
1	2	3	4	5	6	7	8	9	10
43	5528.62	162276	51763	110513	1611.65	1231.78	37988	39581	122695

### 2.136 SUGAR CANE GRANT:

Every year Government are releasing Sugar Cane grant to certain Municipalities for formation and improvement to roads damaged for carrying sugar cane to sugar factories.

### 2.137. NEHRU ROZGAR YOJANA (NRY)

#### OBJECTIVE:

The Nehru Rozgar Yojana is a centrally sponsored scheme being implemented from the year 1989-90 in all Municipalities (excluding PMIUPEP towns from 1995-96) in the State for alleviation of poverty in urban areas.

**2.138. FUNDING PATTERN:**

As per para 10.1. of the guidelines of NRY the sharing pattern of funds between Central and State Governments is in the ration of 60:40.

**2.139. DETAILS OF THE SCHEME:**

a) Scheme of Urban Micro Enterprises (SUME) The Scheme is being implemented in 82 Municipal bodies including 7 Municipal Corporations. This scheme provides for 25% subsidy and 75% bank loan for setting up of Micro Enterprises under self-employment. Beneficiaries belonging to SC,ST and Women will be provided maximum subsidy of Rs.5000/- and others Rs 4000/-. The annual income of the beneficiary should be below Rs 11,850/- as per 1991-92 prices.

b) Scheme of Urban Wage Employment (SUWE):  
The scheme is applicable to urban areas with a population below one lack. Under this scheme, socially useful and durable public assets can be created where material and labour components will be in the ratio of 60:40. This scheme is for creation of wage employment for urban poor. Under SUWE,47 municipalities are covered.

c) Scheme of Housing & Shelter Upgradation (SHASU):  
The scheme is applicable to all municipal towns and cities with a population below 20 lakhs. All families belonging to economically weaker sections having annual income not exceeding Rs.11,850 as per 1991-92 prices are eligible for assistance under this scheme. Financial assistance is sanctioned for construction of additional room, bathroom, toilet, flooring and electrification. Assistance given to the beneficiary is Rs.4000/-of which Rs.1000 /- as subsidy and Rs 3000/- as loan from HUDCO. The Scheme is being implemented in the State by the A.P. Urban Development & Housing Corporation.

d) Training & Infrastructure (Under SUME & SHASU): The Scheme is applicable to 75 municipalities excluding Municipal Corporations in the State. Under T & I training at a cost of Rs. 1200/- per capital for an average training course for 3 months can be undertaken.

e) Financial Support to Non Governmental Organisations (NGOs):

The active NGOs in the Municipal areas will be involved in the implementation of NRY scheme. There is provision for financial support to NGO, who are willing to implement the NRY scheme at the municipality.

f. **Strengthening of Urban Local Bodies (ULBs):**

Infrastructure Assistance can be provided to Municipal Bodies under NRY for effective implementation of the scheme by the State Level Committee, based on the specific proposals received from the Municipal Commissioners.

The Government of India have introduced a new centrally sponsored scheme namely "SJSRY" with effect from 1.12.97 by replacing the earlier existing centrally sponsored scheme of NRY, PMIUPEP and UBSP.

**2.140. NON-PLAN GRANTS:**

The details of grants released during 1997-98 and 1998-99 are as detailed below:

s.no	name of the Grant	1997-98	1998-99
		Rs.	Rs
1.	Per capital grant	58944000/-	118000000/-
2.	Road grant		
3.	Property tax compensation	14239000/-	14239000/-
4.	Profession tax compensation	206182000/-	302103000/-
5.	M.V. tax compensation (voted)	2476000/-	15331000/-
6.	Octroi compensation	919000/-	919000/-
7.	M.V.tax compensation (charged)	2069000/-	12544000/-
8.	Construction of school buildings under State Finance Commission (Non Plan) (Andhra and Rayalaseema Mpl )	150000000/-	
9.	Grant in aid under State Finance Commission (Non-Plan) (it is proposed to utilise this amount for drainage works)		43000000/-

2.141. Appellate authority for disposal of service appeals against the orders issued by the appointing authority in respect of categories V and VI of APMSS.

(i) According to Rule 32 (2) of the Andhra Pradesh Municipal Ministerial Subordinate Service Rules issued in G.O.Ms.No.292 MA,dt.16-5-92,an appeal shall lie to the director of Municipal Administration against the orders issued by the appointing authority in respect of categories V and VI viz., Senior Assistants and Junior Assistants and to the Government against the orders issued by the Commissioner & Director of Municipal Administration in respect of categories I to IV of APMSS.

2.142. Sanction of extraordinary expenditure above Rs.500/- in case of first ,second and third grade Municipalities and upto Rs.5000/- in respect of special and selection grade Municipalities:

Government in their G.O.Ms.No.881 MA., Dt 16-11-1971 have delegated the powers to Commissioner & Director of Municipal Administration and also regional Director - cum - Appellate Commissioner of Municipal Administration. The delegation of powers to the extent fo Commissioner & Director of Municipal Administration are given below:

<p>Rule 55 of the taxation and Finance rules contained in Schedule II</p>	<p>Power to accord previous sanction for incurring of extraordinary expenditure by Municipal Council as per the limits indicated below :</p> <p>a) Contribution mentioned in clause (1) In the case of I, II, and III grade Municipalities Above Rs. 500/- and upto Rs. 5000/-</p> <p>In the case of special and selection grade Municipalities Not exceeding Rs.5000/-</p> <p>b) contribution mentioned in clause (iii) in the case of I, II and IIIrd grade Municipalities Above Rs. 500/- and not exceeding Rs.5000/-</p> <p>In the case of special and selection grade Municipalities Not exceeding Rs.5000/-</p>	<p>Director of Municipal Administration</p> <p>Director of Municipal Administration</p> <p>Director of Municipal Administration</p> <p>Director of Municipal Administration</p>
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	<p>c) Other extraordinary charges as mentioned in clauses (v) but not pertaining to Education In the case of I, II, and III grade Municipalities Above Rs. 500/- and not exceeding Rs.5000/-</p>	<p>Director of Municipal Administration</p>
	<p>In the case of special and selection grade Municipalities Not exceeding Rs. 5000/-</p>	<p>Director of Municipal Administration</p>

### 2.143. REVIEW OF ALL PLAN SCHEMES :

The Commissioner & Director of Municipal Administration is reviewing the progress of the following plan schemes :

- i) Nehru Rozgar Yojana (NRY)
- ii) Prime Minister's Integrated Urban Poverty Eradication Programme (PMIUPEP)
- iii) Swarna Jayanathi Shahari Rozgar Yojana (SJSRY)
- iv) Water Improvement Schemes with HUDCO loan assistance.
- v) Integrated Development of Small and Medium Towns (IDSMT)
- vi) Integrated Low Cost Sanitation Scheme (ILCs)
- vii) National River Conservation Plan for Godavari (NRCP)
- viii) Under ground Drainage Scheme
- ix) Integrated Urban Development Projects
- x) Environmental Improvement in Urban Slums (EIUS)
- xi) Construction of School Buildings.
- xii) Urban Basic Services. (UBS)
- xiii) Urban Basic Services for Poor. (UBSP)

### 2. 144.SANCTION OF RETAINING FEES TO THE MUNICIPAL STANDING COUNSELS :

- (I) According to Rule 2 (1) of the Andhra Pradesh Municipalities (Appointment of Standing Counsels, Payment of Fees and Travelling Allowances and procedure for filing of appeal in civil cases) Rules 1968 issued in G.O. Ms. No. 706 M.A., dt. 3.8.1968, a Municipal counsel may appoint a Standing Counsel on a fixed remuneration per month as

retaining fee for a term not exceeding three years at a time for giving legal advice and for rendering services out of court in connection with the legal affairs of the Municipality and for attending civil and criminal cases where the engagement of a counsel is necessary. The counsel may appoint him for a second time if his work has been found satisfactory without calling for applications as laid down in sub rule (3) of rule 2 of the said rules.

- (ii) According to rule 2 (2) of the said rules the approval of the Director of Municipal Administration shall be obtained for the rate of retaining fee proposed to be paid to the Standing Counsels.

2.145. To accord permission to the Municipalities to engage or appoint two separate standing counsels one for civil and another for criminal cases. According to note under explanation to rule 2 (3) of the A.P. Municipalities (Appoint of Standing Counsels, payment of fees and travelling allowances and procedure for filing of appeals in civil cases) Rules 1968, with the previous sanction of the Commissioner & Director of Municipal Administration a Municipal council may

- i) Engage in exceptional cases any other counsel in civil and criminal cases and  
ii) Appoint if necessary two separate standing counsels one for civil cases and another for criminal cases.

Provided that such sanction shall be necessary where a counsel is engaged to appear at a station different from that where the standing counsel usually practices and the expenditure incurred is less than what it would have been if the standing counsel had been engaged.

## **2. 146. SANCTION OF T.A. BILLS TO THE MUNICIPAL STANDING COUNSELS :**

According to rule 14 (1) of A.P. Municipalities (appointment of standing counsels, payment of fees and travelling allowances and procedure for filing of appeal in civil cases) Rules 1968, A Municipal council may without outside sanction pay the travelling allowance to counsel for to and fro journey made by them to conduct cases in court on behalf of the councils at the rates not exceeding the following :

- a) a single second class fare for journeys by railway.



- b) actual fare paid for journey by public transport and
- c) Twenty five paise per kilometer for journeys by road not connected with railway or public transport.

According to rule 14 (2) of the said rules no daily allowance shall be paid by Municipal Councils of such journeys without the sanction of the competent authority mentioned in Rule 15 of the said rules.

2.147. According to rule 15 of the said rules the previous sanction of the Commissioner & Director of Municipal Administration shall be obtained whenever a municipal council proposes to pay

- a) Travelling allowance to a counsel in excess of the amount admissible at the rates specified in rule 14 or
- b) Any daily allowance to him (standing counsel)

2. 148. Sanction of remission above Rs. 1000/- and below Rs. 5000/- in the case of special and selection grade Municipalities, above Rs. 750/- and below Rs. 5000/- in the case of first grade Municipalities and above Rs. 500/- and below Rs. 5000/- in the case of second and third grade Municipalities where the markets and slaughter houses are closed Commissioner & Director of Municipal Administration is the competent authority.

i) Andhra Pradesh Municipalities (Grant of remission to Contractors and leases of Municipal councils Rules 1965 issued in G.O. Ms. No. 1323 MA, dt. 3.11.1965 lays down the following :

ii) All lessees of remunerative enterprises of Municipal Councils, all lessees of immovable property belonging to or vested in Municipal councils, and all persons who have entered into contracts with Municipal Councils shall be held strictly to the terms of their leases or contracts and no remissions shall be granted to them except in accordance with the provisions of rule 3 and 4.

(Rule 2 of G.O. Ms. No. 1323 MA, dt. 3.11.65).

iii) The grant of remission by the Municipal council to lessees and contractors shall be subject to the following restrictions and control namely :-

- a) remission shall be granted only in cases in which the lessee or contractor is prevented from carrying out his part of the leases or contract by reason of the occurrence of some extraordinary

event which could not have reasonably been anticipated, for example, the compulsory closing on account of the outbreak of an epidemic of a market which has been leased out;

- b) The remission granted shall bear a reasonable proportion to the loss actually sustained on account of such extraordinary cause; and-
- c) The Municipal Councils may sanction remissions as laid down below :

<b>Municipalities</b>	<b>Amount of remissions</b>
Special and Selection grade Municipalities	Not exceeding Rs. 1000/-
I grade Municipalities	Not exceeding Rs. 750/-
II and III grade Municipalities	Not exceeding Rs. 500/-

Provided that the remissions exceeding the said limits and not exceeding Rs. 5000/- may be granted with the prior approval of the Commissioner & Director of Municipal Administration;

Provided further that for all remissions exceeding Rs. 5000/- the prior sanction of the Government shall be obtained.

(Rule 3 and provision of G.O.Ms.No. 1323 MA, dt. 3.11.65)

## **2. 149. TO ACCORD PERMISSION TO CONFIRM THE BID OF CONDEMNED VEHICLES:**

According to rule 16 of A.P. Municipalities (Regulation of Receipts and Expenditure) Rules 1968 issued in G.O.Ms.No.686 MA, dt. 30-7-1968 the orders of authority competent to enter into contracts under section 43 of the Andhra Pradesh Municipalities Act, 1965 shall be taken for the disposal of old and unserviceable tools and plants, stores and materials and of sweepings, except for special reasons to be recorded by the Municipal council, such tools, plant, stores, materials and sweepings shall not be ordered to be sold otherwise than by public auction. The receipts from all such sales be shown in the Register of Miscellaneous sales.

- (ii) Provided that the auction sale of condemned motor vehicles shall be conducted after the Motor Vehicles Inspector inspects and fixes the upset

price of the condemned vehicles for which the Municipal council shall remit a sum of Rs. Twenty five per vehicle or more as may be fixed by Government from time to time to the transport Commissioner.

- (iii) Provided further that the Municipal Council shall obtain the approval of the Director of Municipal Administration before confirming the bid.

2. 150. To permit the lessee to put up any building or structure in the land belonging to council.

According to rule 5 (2) of the A.P. Municipalities (Acquisition and Transfer of Immovable Properties) Rules, 1967 issued in G.O.Ms.No.661 M.A., dt. 27.10.1967, whenever any lessee is permitted to put any building or structure whether of any masonry, brick, mud or metal in the land belonging to Municipal Council, the prior sanction of the Commissioner & Director of Municipal Administration shall be obtained therefor who may impose such conditions as he may think fit.

**2. 151. SANCTION OF COMMUTATION OF PENSION TO ALL MUNICIPALITIES:**

- (i) Government in their G.O.Ms.No.173 M.A., dated 7.2.1979 have delegated the power to accord sanction for commutation of pension with or without medical examination to various categories of non-teaching employees of Municipalities. The Director of Local Fund Audit will forward applications for commutation to the Commissioner & Director of Municipal Administration for according administrative sanction.

**2. 152. SANCTION OF T.A. AND D.A. TO THE CHAIRPERSONS IN SELECTION GRADE MUNICIPALITIES:**

- (i) As per the A.P. Municipalities (Payment of Travelling Allowance and Daily Allowance to the Chairperson, Vice-Chairperson and Members (including the Ex. Oficio Member) Rules 1988 issued in G.O.Ms.No.52 M.A., dt. 27.1.88 the Chairpersons of a council who attend the meetings of the Andhra Pradesh Chamber of Municipal Chairpersons or the meetings of the Executive Committees of the said chamber or on official visit with prior permission of the Director of Municipal Administration shall be entitled to draw travelling allowance and daily allowance under the said rules.

- (ii) Government in their G.O.Ms.No.278 MA, dt. 30.4.92 have delegated the power of sanction of T.A. Bills of Chairman and Councillors upto special grade to the Regional Director cum Appellate Commissioners concerned. Therefore the Commissioner & Director of Municipal Administration is vested with the power of sanction of T.A. Bills of the Chairperson and Vice-Chairperson and members of the councils of selection grade Municipalities.

**2. 153. SANCTION OF T.A. BILLS OF ALL EMPLOYEES OF SELECTION GRADE MUNICIPALITIES:**

- (i) According to rule 55 (iv) of Finance rules issued in Schedule II of the APM Act, 1965 a council may with the prior sanction of the Government pay the expenses of the Chairperson, members of the council and municipal officers and the employees, travelling on municipal business.
- (ii) Government in their G.O.Ms.No. 278 MA, dt. 30.4.92 delegated the powers of sanction of T.A. Bills of Municipal employees upto special grade to the Regional Director cum Appellate Commissioner concerned.

**2. 154.ROUTINE FUNCTIONS:**

- (i) Administrative control over recently constituted Municipal Corporations viz., Warangal, Guntur, Kurnool and Rajahmundry.
- (ii) Government in their G.O.Rt.No.611 MA, dt. 22.6.1996 have observed that Government are contemplating to have a close watch in monitoring and supervision over the day to day functioning of the recently upgraded Municipal Corporations of a) Guntur, b) Warangal, c) Kurnool and d) Rajahmundry in regard to the proposals which are being sent to Government directly and also in respect of implementation of programmes, that it is also felt necessary that the Head of the Department who is responsible for implementation of State and Central Sector developmental programmes is empowered to review and monitor implementation of the said programmes in regard to any proposals of non-statutory matters like sanction of staff, vehicles etc. Government therefore under Section 676 of Hyderabad Municipal Corporation Act, 1955 read with section 14 (1) of the Act 25 of 1994 empowered the Commissioner & Director of Municipal Administration to have administrative control in all non-statutory matters like welfare schemes,

developmental programmes, sanction of staff, vehicles etc. to monitor implementation of the schemes in respect of the Municipal Corporations of Guntur, Warangal, Kurnool and Rajahmundry before processing to Government.

## 2.155.ADMINISTRATIVE ACCOUNTABILITY:

- (i) The Commissioner & Director of Municipal Administration is accountable to Government in regard to administrative matters being dealt within the office of the Commissioner & Director of Municipal Administration, Regional Director cum Appellate Commissioners and all the Municipalities and Nagarpanchayats in the State.
- (ii) Under the overall control and guidance of the Government, the duties of Commissioner & Director of Municipal Administration involve reviewing monitoring and guiding the municipalities in their day to day operations in collection of taxes, and non-taxes, maintenance and audit of accounts and ensuring proper and adequate provision of civic amenities. Further the job involves planning, monitoring and implementing of urban poverty alleviation programmes and developmental programmes like low cost sanitation schemes, Nehru Rozgar Yojana, Environmental Improvement of Urban Slums etc in Municipalities. The duties of Commissioner & Director of Municipal Administration also cover implementation of proper personnel policies of various categories of employees working in the Municipalities in a manner that desired optimum services are achieved by involvement of each and every functionary in the department. The responsibilities also involve ensuring release of Plan and Non-Plan grants to various Municipalities as well as releasing of funds received from HUDCO for proper implementation of various developmental programmes in the Municipalities

2. 156.The quantification of work output expected from the Commissioner & Director of Municipal Administration and assessment of his performance will be done on the following lines:

- i) Achievements with reference to targets/objectives
- ii) Significantly higher achievements in relation to the targets and contribution there to
- iii) Shortfalls with reference to targets, objectives, constraints if any in

- achieving the targets
- iv) Officers quantify of performance having regard to standard of work and programme objectives and constraints if any
  - v) Level of knowledge of functions, related instructions and their application
  - vi) Capacity of the officer to set target and objectives, understand the environment, anticipate change and contribute new ideas and new methods of work towards achieving the targets and objectives.
  - vii) Officer's willingness to assume responsibility, organising capacity ability to motivate, ability to provide timely and proper guidance and regard for training and development of subordinates.
  - viii) Capacity and resourcefulness of the officer to anticipate problems and to plan in advance action to meet such situation. Capacity and resourcefulness of officer in handling unforeseen situations on his own, willingness to take additional and new areas of work.
  - ix) Officer's ability to take decisions and to weigh pros and cons of alternatives
  - x) Ability of the officer to communicate and his ability to present arguments
  - xi) Officer's skill and ability in evaluating and recording performance of subordinates in an impartial and objective manner.
  - xii) Quality of relationship with superiors, colleagues and subordinates on his capacity to work as a member of a team and to promote team spirit and optimise the output of the team.
  - xiii) Officer's accessibility to the public and responsiveness to their needs
  - xiv) Officer's understanding of the problems of Scheduled Castes and Scheduled tribes and his efforts to deal with them.

## 2.157 INTRA DEPARTMENTAL - INTER DEPARTMENTAL

The Commissioner & Director of Municipal Administration will deal with the following departments in respect of the subjects noted against each:

- (i) Director of town & Country Planning
  - i) Selection of E.I. Urban slums.
  - ii) Construction of School Buildings -

- Technical sanction Selection of Schools.
- iii) Integrated Development of Small and Medium Towns.
  - iv) Unauthorised Buildings and Lay outs.
  - v) Approval of type designs.
  - vi) Remarks on transfer of lands.
  - vii) Forwarding of proposals for creation and continuation of technical posts relating to Town Planning in Municipalities.
- (ii) Director of Treasuries and Accounts. Plan and Non Plan Grants obtaining authorisation.
  - (iii) M.D.A.P.Foods: For supply of Nutritious Food to children in select Municipalities.
  - (iv) Regional Centre for Urban and Environmental studies Training to elected representatives and officials of Municipalities.
  - (v) State Finance Commission Forwarding of information regarding finances required by the Municipalitiesre sources available and the total receipts and expenditure of all the Municipalities.
- (vi) Engineer-in-Chief Public Health Engineering- Department.
    - i) Water supply Schemes HUDCO Loans
    - ii) Tenth Finance Commission.
    - iii) Integrated Urban Development Plan.
    - vi) NRCP(National River Conservative Project)
    - v) LIC Loans under Water supply.
    - vi) Sanction of tap connections

## FUNCTIONARY MANUAL

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|---------|--|--|
| viii)   | Hyderabad Metro palitan Water Supply and Sewerage Board. | Mega city proposals  |
| ix)     | Municipal Corporation of Hyderabad                       | Mega City proposals  |
| x)      | HUDCO  | i) Water Supply loans<br>ii) Integrated Urban Developmet Plan loans<br>iii) Low cost Sanitation loans  |
| xi)     | State Bank of Hyderabad                                  | Obtaining of loans by APUFIDC for IDSMT.   |
| xii)    | Director of School Education                             | Transfer of Municipal Schools to Panchayat Raj Department and vice - versa.  |
| xiii)   | A.P. Small Scale Industrial Development Corporation      | Purchase of Electrical and other Material by the Municipalities - Advances paid by the Municipalities Non Supply of Material - Refund of Balance amount etc. |
| xiv)    | A.P. Technology Services.                                | Purchase of sophisticated material like Computers - Xerox - Fax Machines, etc.   |
| xv)     | A.P.S.E.B  | Issue of instructions to the Municipal Commisssioners for clearance of dues payable to APSEB by the Municipalities.  |
| xvi)    | Director of Fisheries                                    | Regarding lease of Municipal tanks   |
| xvii)   | Director of marketing                                    | Handing cver of Municipal Markets to the Market Committees.  |
| (xviii) | Engineer-in-Chief of R&B Department.                     | Transfer of Municipal Roads to R & B Department for their maintenance.   |



- (xix) Vigilance Commissioner  
Follow up action by the Commissioner & Director of Municipal Administration on the Report of Vigilance and Enforcement Department on various Municipal matters.
- (xx) Director of Libraries  
Regarding dues payable by the Municipalities under Library Cess and steps being taken by the Municipalities for clearance of dues.
- (xxi) Director General of Anti Corruption Bureau.  
Regarding complaints, trap cases and Disciplinary action against the Municipal Commissioners, Members of APMMSS - and employees of Municipalities.
- (xxii) Pay and Accounts Officer  
(i) Scrutiny and passing of Pay Bills T.A. Bills, House Building Advances, Motor Cycle, Car, Festival and Education advances and LTCs of Gazetted and Non Gazetted officers working in the office of the Commissioner & Director of Municipal Administration.
- (xxiii) Director of Local Fund Accounts.  
(i) Audit objections Annual Accounts of Municipalities.  
(ii) Verification of pension proposals of all employees of Urban Local bodies.  
(iii) Verification of Pension proposals of Class IV employees of Office of Commissioner & Director of Municipal Administration and Regional Directors.
- (xxiv) District Collectors  
(i) Administration Reports of Municipalities.  
(ii) Budget Estimates of Municipalities.  
(iii) Alienation and acquisition of lands

- (xxv) Institute of Administration
- (xxvi) Director of Printing & Stationery
- (xxvii) A.P. Public Service Commission
- (xxviii) I.G. Intelligence
- (xxix) District Employment Officer
- for the utilisation of Municipal institutions.
- Imparting training to the Municipal employees.
- (i) Obtaining Diaries to the Officers and Calenders and covers.
- (ii) Obtaining Gazettes.
- (iii) Printing of Ballot Papers at the time of ordinary Election and Casual elections to the Chairpersons and Members of the Council.
- (iv) Supply of uniform to Drivers and Attenders of the Office of the Commissioner & Director of Municipal Administration.
- (i) Notification of vacancies of Municipal Commissioners Gr. II and IIIrd Grade Direct recruitment Vacancies - Consultation on Imposition of Major penalties to the Municipal Commissioners of all Grades.
- (ii) Notification of Vacancies of Senior Assistants, Junior Assistants, Typists and Stenographers in the Office of Commissioner & Director of Municipal Administration and Regional Offices.
- Verification of antecedents of recruits of II and IIIrd Grade Commissioners and Junior Assistants, Senior Assistants, Stenographers and Typists of Office of Commissioner & Director of Municipal Administration and Regional Offices.
- Report on vacancies of Record Assistants, Attenders, Drivers and oth-

(xxx) P.W.D. Work shop

ers and sending of periodical reports of above vacancies.

Repairs to cars and Vehicles, Purchase of Tyres and Tubes, Batteries to the vehicles belonging to the office of Commissioner & Director of Municipal Administration.

(xxxi) Director of Bureau of Economics and Statistics

(i) All matters relating to Census, Building statistics, etc.

(ii) State Administration report.

(xxxii) B.C. Finance Corporation

Obtaining Backward Class population figures for reservation of seats of Charperons.

(xxxiii) Commissioner of Social Welfare

Furnishing of reports of Plan Schemes under Special Component Plan, Tribals Sub Plan. Utilisation of earmarked funds for SC & ST Welfare in municipal budget

(xxxiv) Post Master General

For obtaining service Postal stamps for usage in the office of the Commissioner & Director of Municipal Administration and Payment of Telegram charges.

(xxxv) Director General of Telephones

For installation of Telephones in the office of the Commissioner & Director of Municipal Administration and for payment of Telephone Charges.

(xxxvi) Accountant General

(i) Verification of pension papers of all Gazetted and Non Gazetted Officers of the Department.

(ii) Audit of the office of the Commissioner & Director of Municipal Administration and Regional Director Offices.

	(iii) Appropriation of Accounts of the office of the Commissioner & Director of Municipal Administration.
(xxxvii) LIDCAP	Clearance of bills payable to LIDCAP by the Municipalities against the supplies of chappals and Boots obtained from the Corporation.
(xxxviii) Pollution Control Board	Issue of instructions to the Municipalities on the reports of Pollution Control Board and referring the complaints received from public on pollution of ground water in certain areas of Municipalities on account of release of residue by certain Industries.
(xxxix) Inspector General of Registration and stamps	For solving the discrepancies reported by the Municipal Commissioners on payment of Surcharge on stamp duty to the Municipality.
(xxxx) Commissioner of Agriculture	(i) Compost Development. (ii) Vermi culture
(xxxxi) Director of Health Services	(i) Payment of Medical Bills to the Gazetted and Non-Gazetted Officers of the Department. (ii) Implementation of Pulse Polio. (iii) Campaign on AIDS. (iv) Registration of Births and Deaths and Vital Statistics.
(xxxixii) Director of Family Welfare	(i) Achieving the targets fixed under Family Planning Operations. (ii) Maintenance of Maternity and Child Welfare Centres.
(xxxixiii) Director of Women Development & Child Welfare	(i) Women Development and Child Welfare activities. (ii) Utilisation of earmarked funds for Women Development Child Welfare in Municipal budget.

(xxxxiv) UNICEF

Welfare programmes on Women &amp; Children.

## THE POINT OF APPROACHING IN CASE HELP IS NEEDED BY THE FUNCTIONARIES OF MUNICIPAL ADMINISTRATION DEPARTMENT.

1. Commissioner & Director of Municipal administration (Head of the Department).

In case help is needed in respect of matters connected with the administration, Commissioner & Director of Municipal Administration has to approach the Government

2. (i) Additional Director of Municipal Administration (Administration).

In case help is needed, these officers have to approach the Commissioner & Director of Municipal Administration.

(ii) Additional Director of Municipal Administration (UPA).

3. (i) Joint Director (Services)

These officers will work under the administrative control of Additional Director (Administration) or Additional director (UPA) as the case may be.

(ii) Joint Director (Administration)

(iii) Joint Director (Planning)

(iv) Joint Director (NRY)

All the files relating to their sections are to be routed through the Additional Directors concerned. In case help is needed they have to approach the Additional Director concerned or the Commissioner & Director of Municipal Administration through the Additional Director concerned

(v) Joint Director (Elections).

4. (i) Deputy Director (Services)

These officers will work under the administrative control of Joint Director concerned, Additional Director concerned and Commissioner & Director of Municipal Administration. In case any help is needed in respect of matters dealt with by them, they have to approach the Joint Di-

(ii) Deputy Director (Administration)

(iii) Deputy Director (Planning)

5. Chief Valuation Officer

rector, or Additional Director concerned and if needed the Commissioner & Director of Municipal Administration through the officers under whose administrative control they are working.

This post is in the cadre of Special Grade Municipal Commissioner. He will work under the administrative control of Joint Director ( Administration), Additional Director ( Administration) and finally Commissioner & Director of Municipal Administration. In case help is needed, he has to approach the Joint Director (Administration ) or additional director (Administration) and finally the Commissioner & Director of Municipal Administration .

6. Compost Development Officer

He will work under the administrative control of Joint Director ( Planning) and Additional Director ( UPA). In case Help is needed he has to approach the Joint Director (Planning ) or Additional Director (UPA) and finally Commissioner & Director of Municipal Administration.

7. Accounts Officer.

He is an independent officer. If any help is needed he has to approach the Commissioner & Director of Municipal Administration through Additional Director (Admn)

8. Statistical Officer

He will work under the administrative control of Joint Director ( NRY) and Additional Director (UPA). In case of help, he has to approach the above officers.

9. Special Officer ( Nutrition)

He will work under the administra-

tive control of Deputy Director ( Planning), Joint Director ( Planning ) and Additional Director ( UPA) and, In case of help , he has to approach the above officers.

10. Superintendent

The Superintendents will work under the administrative control of and Deputy Director, Joint Director and Additional Director, concerned . In case of help he has to approach the above officers and if needed the Commissioner & Director of Municipal Administration through the above officers.

11. i) Senior Assistant,  
ii) Junior Assistant

These Assistants will work under the immediate supervision and guidance of Superintendent concerned. In case of help they have to approach the Superintendent. If the Superintendent is not able to give guidance or clarification, the Superintendent will approach his immediate superior officers namely Deputy Director, Joint Director, Additional Director concerned

12. Stenographer

He will work under one officer to whom he is attached. In case help is needed he will approach the concerned officer.

13. Typist

He will work under the administrative control of Superintendent. In case of help he will approach the Superintendent. In case the Superintendent is not able to give guidance or clarification, the Superintendent will approach the concerned Deputy Director, Joint Director or Additional Director concerned.

14. (i) Record Assistant  
(ii) Roneo Operator

These employees work under the administrative control of Superintendent concerned. In case of help, they will approach the Superintendent and if necessary, the Deputy Director, Joint Director or Additional Director concerned.

- outside Municipality limits.
  - vii) Water supply tariffs and Bye-laws.
  - viii) Fixation of sale price for Allotment of LIGH quarters in Municipalities.
  - ix) Forwarding of proposals Regarding creation and continuance of technical posts in Engineering Department.
- vii) HUDA
- i) Megacity propals
  - ii) Unauthorised constructions and layouts in surrounding Municipalities of Hyderabad.

**Regional Director - Cum - Appellate Commissioner of Municipal Administration**

In case the Regional Director requires any help, guidance or clarification, he has to approach the Commissioner & Director of Municipal Administration.

15. Municipal Commissioner:

The Municipal Commissioner has to approach the Officers noted against each in respect of matters detailed below:

<b>Subject Matter</b>	<b>Designation of the officer to be approached</b>
(i) Town Planning matters.	(i) Regional Deputy Director of Town Planning concerned.
	(ii) Director of Country and Town Planning, Hyderabad.
(ii) Engineering Matters	(i) Executive Engineer (PH), concerned,
	(ii) Superintending Engineer (PH) concerned.



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|---|--|
|   | (iii) Executive Engineer (PH),<br>Hyderabad.             |
|   | (iv) Engineer-in-Chief (PH),<br>Hyderabad.               |
| (iii) Public Health   | (i) District Medical & Health Officer                    |
| (a) Pulse Polio   | (ii) Regional Director of Medical &<br>Health concerned. |
| (b) Family Planning Operation   |  |
| (c) AIDS  | (iii) Director of Health, Hyderabad.                     |
| (iv) (i) Accounts of the Municipality   | (i) Audit Officers concerned.                            |
| (ii) Audit of Municipality  | (ii) Director of Local Fund Accounts.                    |
| (iii) Clearance of pension<br>proposals of retired<br>employees of Municipality.  |  |
| (v) Release of Proceeds of<br>entertainment tax from<br>Cinema Hall   | Commercial Tax Officer<br>concerned.                     |
| (vi) Surcharge on transfers of<br>property.   | District Registrar.                                      |
| (vii) All monies released to Muni-<br>cipality (i.e.) grants, plan and Non-<br>plan and others intended to<br>Municipality.           | Deputy Director of Treasuries<br>concerned               |
| viii) Construction of Buildings beyond<br>2nd Floor in respect of Muni-<br>cipalities which fall under Urban<br>Development Authority | Urban development Authority<br>concerned.                |
| ix) Granting of Licence to certain<br>trades.   | District Fire Officer.                                   |
| x) For obtaining plants to grow shade<br>giving and other trees on road sides.<br>Clean and Green Programme.                          | District Forest Officer.                                 |

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|--|--|
| <ul style="list-style-type: none"> <li>xi) a) Getting grants under Elementary and Secondary Education.</li> <li style="padding-left: 2em;">b) For obtaining recognition and renewal of recognition of Schools maintained by the municipality.</li> <li style="padding-left: 2em;">c) Matters relating to inspection of elementary School, U.P.Schools and High Schools.</li> </ul> | <ul style="list-style-type: none"> <li>District Educational Officer</li> <li>Regional Director of School Education.</li> <li>Director of School education.</li> </ul>          |
| <ul style="list-style-type: none"> <li>(xii) i) Income Tax deducted from the Bills paid to the contractors.</li> <li style="padding-left: 2em;">ii) Furnishing of list of employees liable for Income Tax.</li> </ul>  | <ul style="list-style-type: none"> <li>Income Tax Officer concerned.</li> </ul>  |
| <ul style="list-style-type: none"> <li>xiii) a) Obtaining Fitness Certificates in respect of municipal vehicles viz., Tractors, Lorries, cars and jeeps, etc)</li> <li style="padding-left: 2em;">b) Obtaining Condemnation Certificates in respect of condemned vehicles and fixation of upset price in respect of condemned vehicles proposed for public auction.</li> </ul>     | <ul style="list-style-type: none"> <li>Regional Transport Officer.</li> </ul>  |
| <ul style="list-style-type: none"> <li>(xiv) a) Payment electricity charges for electricity consumption on Water Works, street lighting and buildings maintained by the Municipality</li> <li style="padding-left: 2em;">b) Erection of street lights, etc.</li> </ul>   | <ul style="list-style-type: none"> <li>Divisional Engineer (Electricity)</li> </ul>  |
| <ul style="list-style-type: none"> <li>(xv) Affixure of stamp on the slaughtered animals slaughtered in slaughter Houses maintained by the municipality.</li> </ul>  | <ul style="list-style-type: none"> <li>Veterinary Surgeon concerned.</li> </ul>  |
| <ul style="list-style-type: none"> <li>xvi) a) Law and order during conduct of ordinary elections to the Members of the Council and Chairperson.</li> <li style="padding-left: 2em;">b) conduct of Casual elections to the members and Chairperson</li> </ul>  | <ul style="list-style-type: none"> <li>Superintendent of Police.</li> <li>Deputy Superintendent of Police</li> <li>Circle Inspector</li> <li>Station House Officer.</li> </ul> |

- c) Removal of encroachments and demolition of unauthorised and deviated portions of buildings from sanctioned plan.
- xvii) Granting of licence for installation of Machinery under D & O Trades. Chief Inspector of Factories. District Medical & Health Officer.
- xviii) Arrangement of Publicity through Television, Radio and Press in respect of Welfare programmes like Family Planning, Pulse Polio, Janma Bhoomi, Prajala vaddaku Palana, Sramadanam, Clean & Green and other programmes taken up by Government and entrusted to municipalities. Public Relation Officer concerned.
- xix) Prevention of food adulteration, lifting of food samples, analysis of samples by Government Analyst. Director of Institute of Preventive Medicine, Public Health Labs and Food (Health) Administration.
- xx) Release of Magisterial fines. District Judge.
- xxi) Remittance of Library Cess collected by Municipality. Secretary, Zilla Grnadhlaya Samstha concerned.
- xxii) a) Disposal of Tax appeals. Regional Director - Cum - Appellate Commissioner concerned.  
 b) Disposal of services appeals.  
 c) Transfers of U.D. Clerks and L.D. Clerks.  
 d) Transfers of Health Assistants.  
 e) Appointment of U.D. Clerks and L.D. Clerks.  
 f) Submission of replies to the Inspection Notes of Municipality.  
 g) Action taken reports on the review of works relating to plan and Non-plan schemes.

- h) Other matters relating to administration of the office.
- xxiii) Administrative matters on which clarification is required. Commissioner & Director of municipal Administration.

### **Duties and Functions of Various officers at the municipal level**

#### **16. Municipal Engineer :**

- (i) Preparation of estimates.
- (ii) Getting the works executed according to specifications and estimates.
- (iii) Measurement and check measurement of works executed.
- (iv) Getting the works check measured by superior officers wherever necessary.
- (v) Maintenance of Water Supply.
- (vi) Checking of proper chlorination of drinking water.
- (vii) Getting over head tanks cleaned regularly.
- (viii) Detection of leakages of water through pipelines and to get them repaired immediately.
- (ix) Arrest of leakage of water through headless public fountains and to get them rectified by arranging water tap heads immediately.
- (x) Getting the drinking water checked through lab for detection of contamination of water and taking steps for avoidance.
- (xi) Maintenance of street lighting.
  - (a) Replacement of fused off tubes and bulbs on warfooting.
  - (b) Keeping sufficient number of bulbs, tubes and electrical material to attend repairs and replacement of fused off bulbs and tubes.
- (xii) Maintenance of roads and drains.
  - (a) To maintain all roads in good condition.
  - (b) Getting the pot holes detected and to get them repaired

immediately.

- (c) To carryout repairs to the open drains for free flow of sullage water to avoid stagnation.
- (d) Storm water drains are to be got cleaned in advance before monsoon.
- (e) To bring to the notice of the Commissioner the condition of roads, drains and street lighting and also the amounts required for carrying out repairs to obtain the sanction of the council.

(xiii) Any other matter connected with Engineering Department.

The Deputy Executive Engineers, Assistant Engineers and other Public Health Engineering Subordinates, if they need any help in the discharge of their official duties, may approach the Municipal Engineer for advice and instructions in regard to technical matters and Municipal Commissioners, through Municipal Engineer in regard to administrative matters.

In case the Municipal Engineer experiences any difficulty in the discharge of his official duties and needs any help he has to approach the Municipal Commissioner who is the Executive Authority of the Municipality in administrative matters and Executive Engineer (Public Health), Superintending Engineer (Public Health) and Engineer-in-Chief (Public Health) on technical matters through Municipal Commissioner.

17. Town planning officer.

**The duties and functions of the Town Planning Officer in brief are,**

- (i) Scrutiny of application along with plans received for construction of buildings apartments and shopping complexes and place them before the Commissioner along with specific recommendation for sanction or refusal of permission as the case may be.
- ii) Scrutiny of proposals for approval of layouts received and forward them to the Director of Town and Country Planning along with his remarks and endorsed by the Municipal Commissioner.
- iii) Detection of unauthorised construction, in deviation of approved plans,

- initiation of action for regularisation, issue of PO and CO Notices, filling prosecution and demolition of unauthorised constructions and portion deviated from the approved plans with the approval of Municipal Commissioner.
- iv) Detection of encroachments, classification of encroachments as objectionable and unobjectionable, removal of objectionable encroachments and collection of encroachment fee in respect of unobjectionable , encroachments with the approval of Municipal Commissioner.
  - v) According permission for erection of advertisements, removal of unauthorised advertisements and collection of Advertisement Tax with the approval of the Municipal Commissioner.
  - vi) Collection of encroachment fee and Advertisement Tax before the end of financial year
  - vii) Other matters connected with Town Planning section.

The Town Planning Officer will work under the administrative control of Municipal Commissioner who is the Executive Authority.

In case, the TPO experiences any difficulty in the discharge of his official duties and needs any help he may approach the Municipal Commissioner for his advice in administrative matters and the Deputy Director of Town planning and Director of Town & Country Planning in technical matters.

**Town Planning Supervisor :**

Where there is no Town Planning Officer and if the Town Planning Supervisor performs the functions and duties of Town Planning Officer, the above instructions will apply to Town Planning Supervisor also.

**Town Planning Building Overseer :**

The duties and functions of Town Planning Building Overseer in brief are,

- a) Scrutiny of applications for construction of buildings, apartments for formation of layouts and submit them along with his recommendations through Town Planning Officer to the Municipal Commissioner.

- b) Detection of unauthorised constructions and constructions made in violation of sanctioned plans and bring them to the notice of Commissioner through Town Planning Officer if such post exists or through Town Planning Supervisor for taking further action.
- c) Detection of encroachments and classification as objectionable or unobjectionable and collection of encroachment fee with the approval of Town Planning Officer and Commissioner.
- d) Granting of permission for erection of advertisements, collection of Advertisement Tax and the removal of unauthorised advertisements etc., all with the approval of Town Planning Officer and Commissioner.  
In case of help in the discharge of his official duties he may approach the Town Planning Officer or Town Planning Supervisor and the Commissioner.

**Municipal Health Officer :**

The duties and functions of the Municipal Health Officer in brief are,

- a) Heads of the P.H. section of Municipalities.
- b) Maintenance of sanitation in the town.
- c) Supervision of the work of Sanitary Supervisors, Sanitary Inspectors, Sanitary Jawans/ Sanitary Maistries, Public Health Workers in the upkeep of sanitation of the town.
- d) Surprise check of attendance of Public Health Workers, Sanitary Maistries and Sanitary Inspectors at the time of attendance in the mornings and evenings and report to the Commissioner against unauthorised absentees for taking disciplinary action.
- e) Registration of Births and Deaths and issue of Birth and Death extracts and supervision of the work of Births and Deaths Registrars and Health Assistants.
- f) Supervision on the working of Municipal Dispensaries, Maternity and Child Welfare Centres and to report to the Commissioner about the slackness of Medical Officer and Para Medical Staff if noticed for initiating disciplinary action.
- g) Surprise check of roads, drains for maintenance of sanitation , free

flow of sullage water and issue of instruction to the Sanitary Inspectors and Sanitary Maistries if the sanitation is found not satisfactory.

- h) Inspection of municipal markets for upkeep of sanitation by getting the Waste removed from the markets and for disinfection of fish market and mutton and chicken stalls.
- i) Inspection of Slaughter Houses for getting them cleaned daily and properly for maintenance of hygenic conditions and to arrange stamping by the local Assistant Veterinary Surgeon in token of fitness for consumption by human beings.
- j) Attending family planning operation programmes, pules polio programmes as and when notified by Government and District Collector.
- k) To attend to sanitary measures and inoculation in case of outbreak of epidemics.
- i) Supervision of implementation of provisions of Prevention of Food Adulteration Act through Food Inspectors ( Trained Sanitary Inspector) and filing of prosecutions against the persons whose samples are found adulterated.
- m) Booking of trades under D&O Trades and to licence them, detection of unauthorised trades, filing prosecutions and collection of D& O Trades licence fees before the end of financial year.

If the Municipal Health Officer experiences any difficulty in the discharge of his official matters and needs any help, he may approach the Municipal Commissioner in so far as administrative matters are concerned and the District Medical & Health Officer, Regional Director of Medical and Health and if necessary Director of Medical Health through the Municipal Commissioner in technical matters.

**Sanitary Supervisor :**

Duties and functions of Sanitary Supervisor in brief are,

- a) Upkeep of sanitation in the municipal area, public and private markets and slaughter houses.
- b) Maintenances of special sanitation and implementing preventive measures during out break of epidemics.



- c) Implementation of all Government programmes connected with sanitation, Family Planning, Pulse Polio, Vaccination.
- d) Lifting of Food samples.
- e) Implementation of Provisions of APM Act, 1965 Public Health Act, 1939, Places of public resort act 1888 and Cinematography Act. 1918.

If the Sanitary Supervisor needs help in the discharge of his official duties he may approach the Municipal Commissioners in administrative matters and the District Medical & Health Officer through the Municipal Commissioner in technical matters.

**Sanitary Inspector :-**

- a) To take the attendance of Public Health Workers everyday except on public holidays from 5.30 AM to 6.00 Am and from 1.30 PM to 2.00 PM.
- b) Supervision of sanitation work , i.e. cleaning of streets and drains and lifting of garbage, and to ensure that the Public Health Workers remain in duty during working hours, supervision of Cleaning of markets and slaughter houses and disinfection of fish stalls and mutton stalls.
- c) Implementation of Government programmes connected with Sanitation and Public Health.
- d) Lifting of food samples if he is a qualified Food Inspector for implementation of provisions of Prevention of Food Adulteration Act.
- e) Implementation of Provisions of Andhra Pradesh Municipalities Act, 1965, Public Health Act, 1939, PPR Act and Cinematography Act, etc. connected with Public Health.
- f) To follow the instructions of Municipal Health Officer and Commissioner issued from time to time.

If the Sanitary Inspector needs any help in the discharge of his official duties he may approach the Municipal Health Officer or Sanitary Supervisor if such posts exist or Municipal Commissioner.

**Health Assistant :-**

**Duties and functions**

- i) Registration of Births and Deaths and preparation of extracts of births and deaths.
- ii) To Attend to vaccination work.
- iii) To attend to control and preventive measures and surveillance during emergencies in case of out break of epidemic.
- iv) Implementation of all Government programmes connected with births and deaths and vaccination.

In case the Health Assistant experiences any difficulty in the discharge of his official duties and needs help he may approach the Municipal Health Officer or Sanitary Supervisor if those posts exist or the Municipal Commissioner.

**Medical Officer : ( Dispensaries)**

**Duties and functions :**

- i) To treat the out patients who attend the dispensary.
- ii) To keep the required quantity of medicines to treat out patients who are mostly from poorer and economically backward classes.
- iii) To prepare the periodical reports once in every month and once in a year for submission to the Municipal Health Officer and Municipal Commissioner.

if the Medical Officer experiences any difficulty in the discharge of his official duties and needs any help, he may approach the Municipal Health Officer if such post exists or the Municipal Commissioner.

**Woman Medical Officer : ( Maternity and Child Welfare Centre)**

**Duties and functions :**

- a) To supervise the maintenance of Maternity and Child Welfare Centres.
- b) To attend to antenatal and postnatal care of pregnant women.
- c) To conduct deliveries.
- d) To supervise the work of Health Visitors and Maternity Assistants.
- e) To attend Family Planning Programme, Pulse Polio Programme and other child development and women welfare programmes of

Government from time to time.

- f) To keep required quantity of Medicines for use in the centres.
- g) To submit monthly and annual reports on the working of Maternity and Child Welfare centres to the Municipal Health Officer and Municipal Commissioner.

In case the Woman Medical Officer experiences any difficulty in the discharge of her official duties and if needs any help, she may approach the Municipal Health Officer if such post exists or the Municipal Commissioner.

#### **Health Visitor :**

Duties and Functions :

- a) To Supervise the work of Maternity Assistants.
- b) To attend the duties in the Maternity and Child Welfare Centres.
- c) To prepare monthly progress reports on the work turned out by Maternity Assistants.
- d) To attend all programmes of Government like Family Planning, Pulse Polio, etc.

If the Health Visitor experiences any difficulty in the discharge of Official duties and needs help she may approach the Women Medical Officer or Municipal Health Officer or Commissioner.

#### **Compounder / Pharmacist : ( Dispensaries)**

Duties and functions :

- a) To Assist the Medical Officer in the treatment of patients.
- b) To give medicines to the patients as per the prescription of the Medical officer.
- c) To maintain the records of the dispensary.

#### **Manager : Duties and Functions :**

- a) Exercise general supervision of the Municipal office both in regard to the discharge of business and in regard to discipline.
- b) Passing all files relating to general administration to the Commissioner.

- c) Checking of Personal Registers, Periodical Registers regularly every month.
- d) Closing of attendance Register on all working days by 10.40 AM and to submit to the Commissioner.
- e) Sanction of Casual Leave to the Ministerial Staff and Class IV employees on delegation of powers by the Municipal Commissioner.
- f) Checking of Despatch Register, Stamp Account, Distributor Register and Fair Copy Register etc., everyday.
- g) Signing fair copies other than those intended to Government, Heads of Departments, District Collectors and Departmental superior officers on delegation by the Municipal Commissioner.
- h) Verification of stock accounts of Books and Forms, Stationary and to issue to the staff wherever necessary.
- i) Verification of credits of cheques received, adjustments made and attestation of entries in the Register of Cheques Received.
- j) Attestation of entries in the Service Registers and Verification Certificates on delegation by the Municipal Commissioner.
- k) Checking of Petty Cash Book, permanent Advance Register everyday and remittances of amount received in the Municipal Treasury into the Bank daily.
- l) Custodian of one key of double lock system of Cash chest.
- m) To receive the Court summons.
- n) To receive the Registered Tappals.
- o) Watch urgent tappals, incoming reminders and bring them to the notice of Municipal Commissioner.
- p) Assisting the Commissioner in the preparation of rough agenda to the meetings and their timely service to the Members.
- q) Assisting the Municipal Commissioner in the preparation of Budget Estimates, Monthly and Annual Accounts, Administration Report, replies to the Audit paras, etc.

In case the Manager experiences any difficulty in the discharge of his

official duties and needs any help he may approach the Municipal Commissioner.

### **SENIOR ASSISTANT/JUNIOR ASSISTANT :**

#### **Duties and Functions :**

- a) Atleast 15 currents per Assistants per day per an average shall be taken in to consideration for arriving at the number of Assistants required. This yardstick may not be taken in to consideration in respect of Assistants working in Accounts and Audit.
- b) The Senior Assistant/Junior Assistant shall register all the currents received in the personal Registers on the same day itself and attend urgent references on the same day. Top priority shall be given in case of Government references, LAQs, CMPs, references from Heads of Departments and Court cases.
- c) The Senior Assistants and Junior Assistants shall maintain Personal Registers Periodical Registers, Monthly Arrear Lists, Detailed Arrear List, Half Years Business Returns, etc.
- d) The Senior Assistant/Junior Assistant shall submit personal Register/ Periodical Register to the Manager, Head of the Section and the Commissioner regularly every month.
- e) The Senior Assistant/Junior Assistant is liable for disciplinary action if he delays the references and fails to follow the instruction of the Head of section and Municipal Commissioner.

If the Senior Assistant/Junior Assistant experiences any difficulty in the discharge of his official duties and needs any help, he may approach the Head of the Section under whom he is working or Manager for guidance and instructions.

#### **Stenographer: Duties and Functions:**

The Stenographer is responsible to the officer under whom he is working. He shall complete the work entrusted to him and then leave the office.

In case the Stenographer needs any help, he may approach the officer

under whom he is working on the Municipal Commissioner.

**Typist:**

**Duties and Functions:**

Each Typist has to type atleast twenty five pages per day. A Fair Copy Register shall be maintained by the Typist and it should be submitted to the Manager or Section Head under whom they are working daily. All the papers received have to be typed on the same day itself as far as possible or on the next day.

In case the Typist needs help, he may approach the Section Head under whom he is working or Manager.

**Record Assistant:**

**Duties and functions:**

- i) Receipt of tappals.
- ii) Despatch of tappals.
- iii) Maintenance of Record Room.

In case the Record Assistant needs any help, he may approach the Manager.

**Revenue Officer:-**

**Duties and functions:**

- a) Assist the Municipal Commissioner in the assessment and collection of property tax.
- b) Verification of arrears of taxes.
- c) Test check of 10% of Demand Notices, Receipts and Memorandum and verification of receipts given to Tax payers.
- d) Detection of unassessed and under assessed buildings and vacant lands and get them assessed to property tax to plug the leakage of revenue.
- e) Fixation of job charts to the Revenue Inspectors and Bill Collectors to ensure cent percent collection of taxes and Non-taxes.

- f) Inspection of buildings which are vacant and where vacancy remission is sought.
- g) Action to levy and collect taxes on carriages, carts and animals, etc.
- h) Assist the Commissioner in the conduct of auctions of Markets, Slaughter Houses, Ferries, Avenues, Fruit bearing trees and shop rooms.
- i) Attend to applications for transfer of title of property.
- j) Assist the Commissioner for inspection of places of entertainment for verification of sale of tickets, screening of slides, shorts and trailer films, etc.
- k) To see that taxes and non-taxes have not become time barred and to place them before the Council well in advance to approve filing of suits for recovery.
- l) Supervision over the Revenue Inspectors, Bill Collectors and tax clerks and ensure realisation of cent per cent of taxes and non taxes by invoking penal provisions, wherever necessary.

If the Revenue Officer experiences any difficulty in the discharge of his official duties he may approach the Commissioner.

**Revenue Inspector:**

**Duties and functions:**

- i) To attend courts on behalf of the Municipal Commissioner in tax suits.
- ii) To follow the Bill Collectors for supervision in collection of taxes and other dues pertaining to tax branch.
- iii) To check the outstanding bills, arrears as well as current once in a month, and to check whether there is any defalcation by the Bill Collectors and to bring to the notice of the Commissioner through Revenue Officer if there is such post or Manager.
- iv) To prepare monthly lists duly recording measurements in respect of buildings and vacant lands for getting them assessed to property tax.

- v) Inspection of buildings which are vacant once in a fortnight when its owner applies for vacancy remission.
- vi) Execution of warrants for distraining the properties of defaulting tax payers.
- vii) Disconnection of essential services to the houses of defaulting tax payers.
- viii) Maintenance of Diary.

If the Revenue Inspector experiences any difficulty in the discharge of his official duties and needs any help, he may approach the Revenue Officer if such post exists or Manager and also Commissioner.

**Bill Collector:**

**Duties and functions:**

- i) Services of Demand Notices.
- ii) Collection of taxes
- iii) Preparation of Monthly lists with the following information.
  - a) Buildings or portions newly constructed.
  - b) Under assessments, change of usage (viz.) Residential or non-residential, self occupied to rented, etc.
- iv) Inspection of buildings periodically along with Revenue Inspector which are covered by vacancy remission applications.
- v) Submission of daily DCB of taxes and non-taxes.
- vi) Listing of all cases which are likely to become time barred, and to place them before the Commissioner through Revenue Officer for taking further action.

If the Bill Collector experiences any difficulty and needs help in the discharge of his official duties, he may approach Revenue Officer or Manager.



**Accountant****Duties and functions:**

- i) Scrutiny of pay bills of all officers and employees paid from municipal treasury and passing of orders for the signature of the Commissioner.
- ii) To check whether the posts for which salaries are being paid are covered by sanction orders of competent authority.
- iii) To watch the recoveries of Festival Advance, GPF loan, House Building Advance, Motor Cycle Advance, APCO Cloth advance etc., through Monthly Pay Bills.
- iv) Scrutiny of Pension Payment Bills.
- v) Preparation of Annual and Monthly Accounts.
- vi) Transfer of adjustments.
- vii) Preparation and submission of replies to the Audit reports.
- viii) Preparation of Budget Estimates and Revised or Supplementary Budget.
- ix) Scrutiny of bills for payment under execution of works, supply of goods, stationary articles, electrical materials, etc.
- x) Scrutiny of arrears claim.
- xi) Any other work under the provisions of APM Act, 1965 and any work entrusted by the Municipal Commissioner.

If the Accountant experiences any difficulty in the discharge of his official duties and needs any help he may approach the Municipal Commissioner.

## 2.159. QUANTIFICATION OF WORK AND OUTPUT EXPECTED BY THE SUPERIORS FROM THE LOWER OFFICER

**Commissioner & Director of  
Municipal Administration**

The quantification of work and output expected from the Commissioner & Director of Municipal Administration and assessment of his performance has been given in detail in para 2.156 of Volume in Page 64. However the quantification of work expected from the Commissioner & Director of Municipal Administration will be on the following aspects the details of which are already given in Vol. I of Functionary Manual.

- i) Inspection and superintending the operation of the Councils established under the provisions of Andhra Pradesh Municipalities Act 1965.
- ii) Conduct of ordinary and casual elections in all Municipalities under the superintendence of State Election Commission.
- iii) Preparation of electoral rolls for and the conduct of election to all the Municipalities according to Section 10(A) of Andhra Pradesh Municipalities Act 1965, under the superintendence of State Election Commission.
- iv) Discharge of duties as Election Authority on appointment under the superintendence of State Election Commission.
- v) Election Authority for the conduct of election of Chairperson in Municipalities and Nagar Panchayats.
- vi) Constitution of wards committees in Municipalities according to Section 5 B (1) of Andhra Pradesh Municipalities Act 1965.
- vii) Election Authority for the conduct of Election of Vice Chairperson of Municipalities under the superintendence of State Election Commission.

- viii) Electoral Authority for preparation of Electoral rolls in all Municipalities/ Nagarpanchayats under the superintendence of State Election Authority.
- ix) Power to suspend irregular resolution passed by Municipalities/Nagar Panchayats.
- x) Appointing authority upto the posts of Superintendents in the Commissionerate.
- xi) Appointing authority to the posts of Categories I to IV of Andhra Pradesh Municipal Ministerial Subordinate Services.
- xii) Exercise the power of imposing the penalties on the members of categories I to IV of APMSS upto dismissal from service.
- xiii) Appointing authority to the posts of Sanitary Supervisors in municipalities.
- xiv) Authority for according sanction and continuance of all Non-Technical posts in the Municipalities.
- xv) Power of transfer of employees above the cadre of Senior Assistants in the Ministerial Section.
- xvi) Forwarding the Budget Estimates of Municipalities to Government.
- xvii) Forwarding the Annual Administration Reports of Municipalities to Government.
- xviii) Sanction of water Tap connection outside the Municipal limits.
- xix) Review of Municipal revenue collection in all the Municipalities.
- xx) Review of Developmental Schemes in all th Municipalities.
- xxi) Submission of proposals and release of Non-Plan grant to all Municipalities.
- xxii) Appellate Authority for disposal of Service matters against the orders issued by the appointing authority in respect of Categories V and VI

of APMSS.

- xxiii) Sanction of extraordinary expenditure not exceeding Rs.5000/- in the Municipalities.
- xxiv) Review of all plan schemes.
- xxv) Sanction of retaining fees to the Municipal Standing Councils.
- xxvi) Sanction of TA Bills to the Municipal Standing Councils.
- xxvii) Sanction of remission not exceeding Rs.5,000/- in the municipalities.
- xxviii) Permission to confirm the bid of condemned vehicles.
- xxix) To accord permission to the lessees to put up any building or structure in the land belonging to the Council.
- xxx) Sanction of commutation of pension to the municipal employees.
- xxxi) Sanction of T.A. & D.A. to the Chairpersons of Selection Grade Municipalities.
- xxxii) Sanction of T.A. Bills of all employees of Selection Grade Municipalities.
- xxxiii) Administrative control over recently constituted Municipal Corporations of Warangal, Guntur, Kurnool and Rajahmundry.

The Commissioner & Director of Municipal Administration is accountable to Government in regard to administrative matters being dealt with in the office of the Commissioner & Director of Municipal Administration, Regional Director cum Appellate Commissioners and all the Municipalities and Nagar Panchayats in the State.

In case help is needed in respect of matters connected with the administration, Commissioner & Director of Municipal Administration has to approach the Government.

**ADDITIONAL DIRECTOR (UPA)**

**JOINT DIRECTOR (PLANNING)**

**DEPUTY DIRECTOR (PLANNING)**

**SPECIAL OFFICER (NUTRITION)**

In respect of above officers there are no delegation of powers in the discharge of their official duties. The above officers will assist the Commissioner & Director of Municipal Administration in the following matters and are accountable to the Commissioner & Director of Municipal Administration in attending to these matters duly following the time limit prescribed.

- i) Annual Plan Grants ii) Five year plans iii) Release of grants-in-aid under E.I. Scheme, Special Component Plan for SCs, and Construction of School Buildings etc., iv) Budget of Regional Offices v) Declaration of slum areas vi) Watching of Utilisation Certificates in respect of plan grants and review of plan schemes vii) National slum Development Plan viii) release of Non-Plan Grants ix) Budget Estimates x) Appropriation of Accounts of Non Plan xi) Supplementary Budget proposals, Special Grants xii) Finance Commission xiii) Cyclone and Natural Calamities xiv) Regional Center for Urban and environmental Studies, Osmania University xv) Special Nutrition Programme xvi) Compost Development xvii) Balika Samrudhi Yojana xviii) Externally aided projects etc.,

It is the responsibility of above Officers to see that the ministerial staff working under them are discharging their duties satisfactorily by checking their Personal Registers, Periodical Registers, Arrear Lists and Detailed Arrear Lists every month and initiate disciplinary action against lethargic and erring employees duly bringing to the notice of Commissioner & Director of Municipal Administration.

**JOINT DIRECTOR (NRY)****STATISTICAL OFFICER**

The above officers are not having any delegation of powers in the discharge of their official duties. They will assist the Commissioner & Director of Municipal Administration in regard to following matters through Additional Director (UPA).

SJSRY Scheme, compilation and submission of progress reports to State and Central Governments, UBS. Watching the work of ministerial staff working under them by checking the Personal Registers, Periodical Registers and other Registers periodically once in a month.

### **ACCOUNTS OFFICER**

He is the drawing officer in respect of all Gazetted and non-Gazetted officers working in the office of the Commissioner & Director of Municipal Administration. He is accountable to the Commissioner & Director of Municipal Administration in the following matters.

- i) Preparation of pay bills of all Gazetted and Non-Gazetted Officers, all contingent bills, disbursement of salaries and maintenance of relevant records and registers.
- ii) Sanction of loans and advances, House Building Advance, Motor Cycle, Marriage, Car, Festival and Educational Advances, APCO loans to office staff, all Municipal Commissioners, all Regional Director-cum-Appellate Commissioners of Municipal Administration, and staff of all Regional offices, PAC Meetings, Estimates Committee meetings, Accountant General Audit in the office of Commissioner & Director of Municipal Administration, and all Regional offices, Office Budget Estimates, Appropriation of accounts, GPF, APGLI/FBF, GIS Schemes, Sanction of LTC, T.A. advances, T.A. Budget to all Municipal Commissioners in the State, other miscellaneous matters connected with accounts.
- iii) APMMSS - receipt of Leave Salary contribution and remittance into P.D. Account No. 1/32, APMMSS - Leave salary amounts, receipts, remittances and sanctions - LIC, GIC proposals to LIC. Maintenance of Cash books of P.D. Accounts and their reconcilliation.
- iv) Reconcilliation with pay and Accounts Officer and Accountant General of departmental figures on all appropriation of accounts under the control of Department.

The Accounts Officer is responsible for maintenance of all connected registers and records pertaining to Accounts Section and he should watch proper maintenance of all Registers by periodical checking of all registers once in a month. He is accountable to the Commissioner & Director of Municipal Administration in the above matters.

**ADDITIONAL DIRECTOR (Admn)****JOINT DIRECTOR (Services)****DEPUTY DIRECTOR (Services)**

There are no delegation of powers to the of above officers. They will assist the Commissioner & Director of Municipal Administration in the following subjects.

- i) All service matters relating to Additional Director, Regional Director-cum-Appellate Commissioners of Municipal Administration, Municipal Commissioners of Selection, Special, First, Second and Third Grade Municipalities, representations of Municipal Commissioners Association, Diaries of Regional Directors.
- ii) All matters relating to Andhra Pradesh Municipal Ministerial Subordinate Services in respect of Categories 1 to IV.
- iii) T.A. Bills of Municipal employees of Selection Grade Municipalities.
- iv) Creation and continuance of posts of Senior Assistants, Junior Assistants, Typists and other Non-technical municipal posts.
- v) Allegations and disciplinary cases of all employees Municipal Ministerial Services.
- vi) All establishment matters relating to Teachers, all establishment matters of Medical Officers, creation and continuance of posts of Medical Officers.
- vii) All establishment matters relating to Sanitary Supervisors and Sanitary Inspectors.
- viii) All establishment matters relating to NMRs and part-time and full time Contingent employees, Court cases of NMRs.
- ix) Establishment matters relating to Public Health and Non-Public Health workers and last grade service - Demands of Municipal employees and workers grievances of Public Health and Non-Public workers compassionate appointments to the dependents of deceased Public Health and Non-Public Health workers.
- x) All service matters of Ministerial Services and last grade services of the office of Commissioner & Director of Municipal Administration &

Regional Director-Cum-Appellate Commissioner of Municipal Administration.

- xi) Maintenance of all registers.
- xii) All pensionary and retirement benefits of Additional Directors, Regional Directors, Municipal Commissioners and Ministerial and last grade servants of Commissioner & Director of Municipal Administration & Regional Director-Cum-Appellate Commissioners of Municipal Administration.
- xiii) Creation and continuance of Public Health & Non-Public Health worker posts, non technical posts relating to Engineering and Town Planning sections and establishment matters of Engineering, Town Planning and Public Health sections of municipalities.
- xiv) All non statutory matters pertaining to newly constituted Corporations.

It is the responsibility of above officers to see that the timely action is taken on all the above matters entrusted to them without any delay. They should check the Personal Registers, Periodical Registers, Arrear and Detailed Lists regularly every month, watch the work of ministerial staff working under them and initiate disciplinary action against lethargic and erring employees duly bringing to the notice of the Commissioner & Director of Municipal Administration.

#### **JOINT DIRECTOR (Election)**

He is not delegated with any powers. He will assist the Commissioner & Director of Municipal Administration in the following subjects.

Constitution of Municipalities, inclusion and exclusion of areas from the Municipalities, upgradation of Municipalities, conduct of ordinary and casual elections in Municipalities - Wards Division - Reservation of seats-Constitution 74<sup>th</sup> Amendment Act-Amendments to Andhra Pradesh Municipalities Act 1965 - Allegations against Chairpersons and Ward Members - Chamber of Municipal Chairpersons - Amendments to Election Rules - and framing of rules - Extension of term of Special Officers - Sanction of continuance of election posts - Task Force Committee Report - State Election Commission - Printing and supply of Forms and rules, Ballot papers etc., Maintenance of Election stock files. Recovery of election expenses.



Release of Budget on elections maintenance of P.D. Account relating to Election (1/43) Council resolutions - Proceedings of the Council Meetings.

The Joint Director (Election) is accountable to the Commissioner & Director of Municipal Administration in all election matters and particularly conduct of ordinary and casual elections to the Chairpersons, Vice-Chairpersons, members and also Wards Committees. He should watch the work of his Assistants by regularly checking the Personal Registers, Periodical Registers atleast once in a month and initiate disciplinary action against the lethargic and erring employees duly bringing to the notice of Commissioner & Director of Municipal Administration.

**CHIEF VALUATION OFFICER:**

The object of appointing the Chief Valuation Officer is to supervise the work of Valuation Officers who are appointed for revision of property tax assessments under rule 9 (1) of Taxation and Finance Rules issued under Schedule II of APM Act, 1965.

**The functions and duties of Chief Valuation Officer are:**

- i) To supervise the work of Valuation Officers in the Municipalities.
- ii) To guide the Valuation Officers for proper discharge of their duties in the Municipalities.
- iii) To test check the assessments made by the Valuation Officers and to revise them wherever he feels necessary.

The quantification of work expected from the Chief Valuation Officer is that the revision of property tax assessments is completed within the stipulated time in the Municipalities where revision is ordered and Valuation Officers are appointed and that all formalities required under APM Act, 1965 and the rules issued thereunder are observed.

**COMPOST DEVELOPMENT OFFICER:**

There are no powers vested in the post of Compost Development Officer and any powers have been delegated to him. The duties of Compost Development Officer are to guide the Municipalities in the manufacture of compost, proper maintenance of compost yards on scientific lines

and Solid Waste Management. He is answerable to the Commissioner & Director of Municipal Administration. The quantification of work and output expected by him are proper maintenance of compost yards on scientific lines in all the Municipalities in the State and guide the Commissioners wherever necessary.

### **SUPERINTENDENT**

There shall be one superintendent for 4/5 Senior Assistants/Junior Assistants. The Superintendent shall supervise the work of senior Assistants/Junior Assistants working under him. The quantification of work and output expected by him are as follows.

### **PERSONAL REGISTER**

The Superintendent shall see that the Senior Assistants and Junior Assistants working under him maintain the personal Registers properly. All the references and reports received by the Assistants through Distribution Register are entered in the Personal Register on the same day. Clubbed currents received shall be noted in the Personal Register and filed in the concerned files. Urgent references marked by the superior officers should be attended on the same day and submitted to the concerned officers for orders. In any case no reference should be kept with the assistants without action beyond three days. If any reference or report requires time for examination with reference to the provisions of Act, rules issued thereunder or Government instructions etc., the office Superintendent should submit such case to the officer concerned seeking time for submission of the file.

The Superintendent shall see that files of previous year which remained undisposed on the 1st of April are entered by the Assistance in the personal register of the current year. The Assistant should see that sufficient blank pages are left for the purpose at the beginning of the year.

### **CHECKING OF PERSONAL REGISTER**

The Superintendent shall check the Personal Registers of Assistants working under him once in a month and see that no delays are made in attending to files. The Personal Registers should be submitted to the Officer for check periodically along with running note files.

## **MAINTENANCE OF PERIODICAL REGISTER, ARREAR LISTS, HALF YEARLY BUSINESS RETURNS.**

The Superintendent should see that the Assistants working under him maintain the above registers and he should check them periodically to enable disposal of files without delay.

### **CALL BOOK.**

The Superintendent should take action to see that files on which no action is needed upto six months or beyond are transferred to Call Book by the Assistants.

### **SENIOR ASSISTANTS/JUNIOR ASSISTANTS**

Atleast 15 papers (Currents) per day per Assistants on average should be taken into consideration for arriving at the number of Assistants required. This yard stick may not be restricted and may not also hold good in the case of sections dealing with Accounts and Audit where many registers have to be maintained.

The Senior Assistant/Junior Assistant should register the currents received in the Personal register on the same day itself and attend to urgent references on the same day. Top priority should be given in case of Government references L.A.Qs, C.M.'s Cell, Court Cases particularly contempt petitions and other references which are marked today by the Commissioner & Director of Municipal Administration and other officers of the Office of the Commissioner & Director of Municipal Administration. The Assistants should submit the Personal Register for check along with Run on Note File to the Superintendent and other superior officers for check according to the programme chalked out. They should maintain the Periodical register, Arrear List, Detailed Arrear List, Detailed Arrear List, Half Yearly Business Return and submit them for check regularly.

### **TYPIST**

Each Typist has to type atleast 25 pages per day. A Fair copy Register in the prescribed form has to be maintained in the fair copying section and the fair copy Superintendent has to maintain the said register. If there is no such post, the Typist has to maintain the Register. The Fair copy register should be submitted for check to the Superintendent daily.

## **STENOGRAPHER**

The Stenographer attached to the Commissioner & Director of Municipal Administration and other officers is responsible to the officer under whom he works. He should complete the work entrusted to him and then only leave office.

## **RECORD ASSISTANT**

The Services of Record Assistant in the office of the Commissioner & Director of Municipal Administration are being utilised in the Record Room, Tappals Section, Despatch Section and as Roneo Duplicate Operator, and Xerox Operator. He is responsible and answerable to the Superintendent of O.P. Section and Deputy Director (Services)

## **RONEO OPERATOR**

He should complete the work entrusted to him and then leave the office. He is answerable to the "OP" Superintendent and Deputy Director (Services).

## **REGIONAL DIRECTOR-CUM-APPELLATE COMMISSIONER**

The quantification of work and output expected by him are as follows:-

- i) Sanction of T.A. Bills of municipal employees upto special Grade Municipalities. Sanction of T.A. Bills of Chairperson and Members of councils upto Special Grade, Municipalities.
- ii) Sanction of extra-ordinary expenditure upto Rs. 2,500 in all municipalities.
- iii) Exercising appellate powers in service matters in respect of all categories of municipal employees upto Junior Assistants posts and P.H. employees upto Health Assistants posts upto Special Grade Municipalities.
- iv) Enquiries into the allegations against the Chairperson and Members of Councils upto Special Grade Municipalities.
- v) Enquiries against Municipal Commissioners and municipal employees upto Special Grade Municipalities.
- vi) Conduct of annual inspection of Municipalities upto Special Grade.
- vii) Review of Diaries of Municipal Commissioners of all grades.

- viii) Review of cases of Grievance Cell in all Municipalities.
- ix) Appointment authority in respect of Junior Assistants and Senior Assistants in all Municipalities in his jurisdiction.
- x) Exercise of powers of transfer of all employees upto Senior Assistant cadre under ministerial service and upto Health Assistant cadre under Public Health Service.
- xi) General supervision of functions of all municipalities.
- xii) Disposal of tax appeals in all municipalities.
- xiii) Review of collection of taxes and non-taxes in all municipalities.
- xiv) Review on revision of property tax/valuation in all municipalities.
- xv) Inspection and review of all Plan and Non-Plan Schemes and development schemes in all municipalities.
- xvi) Conducting of review meetings to supervise the implementation of all Plan and Non-Plans Schemes and development schemes in coordination with Superintending Engineer (P.H), Regional Deputy Director of Town Planning in all municipalities.
- xvii) Review of SJSRY Schemes in all municipalities.
- xviii) Review of all external aided projects in all municipalities.

#### **MUNICIPAL COMMISSIONER**

The quantification of work and output expected by him are as follows

The essential functions of the Municipal Commissioner in all grades of municipalities are as detailed below.

- i) As Electoral Registration Officer, he shall take action for preparation, revision and publication of Electrol Roll of the Municipality under the directions of the Electoral Authority (C&DMA) and District Electoral Authority (District Collector) who are appointed as such by the State Election Commission.
- ii) Preparation and submission of Ward Division proposals to Government through the Commissioner & Director of Municipal Administration.
- iii) As Election Officer he shall conduct the ordinary, casual elections of

Chairperson and Members of the Council as per the direction and orders of the election Authority (Commissioner & Director of Municipal Administration) and District Election Authority (District Collector) who are appointed as such by the State Election Commission.

- iv) To assist the Chairperson in the conduct of election of Vice-Chairperson.
- v) After constitution of Wards Committee by the Commissioner & Director of Municipal Administration in respect of any Municipality, the Municipal Commissioner within a week from the date of issue of such order shall specify one officer of the municipality each to be the Secretary of each Wards Committee.
- vi) The Municipal Commissioner shall take action within the prescribed time to call for applications from the eligible candidates by giving wide publicity in the local papers giving seven days time for submission of applications for co-option of members having special knowledge or experience in municipal administration, scrutinize them and place before the Municipal Council at its special meeting to be convened by the Chairperson.
- vii) To assist the Chairperson for co-option of member belonging to minorities.
- viii) To assist the chairperson in the conduct of election of a member of committees referred to in section 43 and 74.
- ix) Carrying the resolutions of the Council and Committees.
- x) Exercise disciplinary control over the staff.
- xi) Collection of taxes and non-taxes (including Destrains)
- xii) Issue of Building Permissions.
- xiii) Removal of encroachments, unauthorised constructions and unauthorised hoardings.
- xiv) Custody of municipal office and records.
- xv) Inspection of places of entertainment.
- xvi) Implementation of Urban Poverty Alleviation Schemes.
- xvii) Issue of Birth/Death Certificates, where there is no post of M.H.O.
- xviii) Issue of extracts of Demand Register (Ownership/Valuation of property)

- xix) Issue of Solvency Certificate.
- xx) Maintenance of civic amenities such as sanitation, water supply, roads, drains and street lighting.
- xxi) Maintenance of market, slaughter houses, cart stands, parks and play grounds.
- xxii) Maintenance of burial grounds.
- xxiii) Attend meetings of Council and Committees.
- xxiv) Preparation of Annual Administration Report.
- xxv) Assessing house tax
- xxvi) Preparation of Budget.
- xxvii) Issue of notification for rate of taxes/fixation of rental values.
- xxviii) Maintenance of Births and Death Registers.
- xxix) Institution of suits for recovery of taxes.
- xxx) Institution of prosecutions for non-payment of taxes and other statutory violations.
- xxxi) Work relating to prevention of Food Adulteration Act.
- xxxii) Improvement of finances of municipality by tapping all tax and non tax resources and plugging the leakage of revenue.
- xxxiii) Preparation of agenda for the council meetings in consultation with the Chairperson.
- xxxiv) Obtaining the concurrence of Chairperson in respect of transfer of indoor to outdoor collection staff and vice-versa.
- xxxv) To follow the instructions of Chairperson which are not inconsistent with the provisions of A.P.M. Act, 1965 and rules issued there under.
- xxxvi) To send copy of Casual Leave application to Chairperson and to forward other leave applications to Commissioner & Director of Municipal Administration through the Chairperson.
- xxxvii) Maintenance of current Demand and Arrear Demand Register of all taxes, and non taxes.
- xxxviii) Test check of 10% of demand notices, tax receipts and memorandum

and verification of receipts given to tax payers to an extent of 5%.

- xxxix) Grant of vacancy remissions duly following the provisions of Section 92 of A.P.M. Act, 1965.
- xl) Disposal of cent percent revision petitions so as to collect 100% taxes.
- xli) Submission of proposals on grant of remissions with council resolution to Commissioner & Director of Municipal Administration/Government.
- xlii) Lease of Municipal properties.
- xliii) Checking of Personal Register, Periodical Registers and other registers once in a month for proper working of the office.
- xliv) Preparation of monthly and annual accounts.
- xliv) Preparation of replies to the Audit reports and Inspection Notes.
- xlvi) Checking of diaries of out-door officers and staff periodically to assess their output.

#### **TOWN PLANNING OFFICER**

The quantification of work and out put expected by him are as follows.

The Town Planning Officer is the head of the Town Planning section of the Municipal Office. He is assisted by Town Planning Supervisors, Town Planning Building Overseers and Town Planning Tracers.

The Town Planning Officer has to supervise the work of Town Planning Supervisor, Town Planning Building Overseer and Tracer in respect of town planning matters and he is responsible for proper implementation of provisions of APM Act 1965, connected with town planning matters, building rules, removal of encroachments construction of buildings in accordance with the sanctioned building plans Master Plans and Zoning regulations, general Town Planning Schemes, Detailed Town Planning Scheme etc. He has to supervise the collection of encroachment fee and Advertisement tax and also regulation of Advertisements and hoardings, etc.

#### **The duties and functions of the Town Planning Officer in brief are.**

- (i) Scrutiny of application along with plans received for construction of buildings, apartments and shopping complexes and place them before the Commissioner along with sepcific recomondation for sanction or



refusal of permission and the case may be.

- (ii) Scrutiny of proposals for approval of layouts received and forward them to the Director of Town and Country Planning along with his remarks and endorsed by the Municipal Commissioner.
- (iii) Detection of unauthorised constructions, constructions in deviation of approved plans, initiation of action for regularisation, issue of PO and CO Notices, filing prosecution and demolition of unauthorised constructions and portions deviated from the approved plans with the approval of Municipal Commissioner.
- (iv) Detection of encroachments, classification of encroachments as objectionable and unobjectionable, removal of objectionable encroachments and collection of encroachment fee in respect of unobjectionable encroachments with the approval of Municipal Commissioner.
- (v) According permission for erection of advertisements, removal of unauthorised advertisements and collection of Advertisement Tax with the approval of the Municipal Commissioner.
- (vi) Collection of encroachment fee and Advertisement Tax before the end of financial year.
- (vii) Other matters connected with Town Planning section.

The Town Planning Officer will work under the administrative control of Municipal Commissioner who is the Executive Authority.

In case, the TPO experiences any difficulty in the discharge of his official duties and needs any help he may approach the Municipal Commissioner for his advice in administrative matters and the Deputy Director of Town Planning, and Director of Town & Country Planning in technical matters.

#### **BUILDING APPLICATIONS :-**

The Town Planning Officer has to scrutinize the building applications with reference to the provisions of APM Act 1965, connected with Town Planning matters, Building rules, Zoning regulations, Master Plan regulations etc and recommend to the Commissioner for grant or refusal of plan as the case may be within the permissible time, du'y collecting

the requisite building licence fee and other fees.

### **LAY OUTS**

The Town Planning Officer has to follow the Andhra Pradesh Municipalities Layout rules 1970 issued in G.O.Ms No. 62 M.A., dated 28.1.1970 with regard to the approval of layouts and forward it with the approval of Municipal Commissioner to the Director of Town and Country Planning for approval. After it is approved by the Director of Town and Country Planning it has to be placed before the Council through the Commissioner duly collecting the requisite fee and after getting the open places registered in favour of the Municipality for its sanction. After it is sanctioned by the Council, the layout has to be released. It is the responsibility of Town Planning Officer to see that no unauthorised layouts are formed and plots sold.

### **CHALKING OF PROGRAMME FOR OUT DOOR INSPECTION**

The Town Planning Officer should chalk out programme in such a way that the jurisdiction of all his subordinates i.e., Town Planning Supervisors, Town Planning Building Overseers is covered by way of inspections as frequently as possible and not less than twice in a month.

The Town Planning Officer is responsible for carrying out constructions in the municipal limits in accordance with the sanctioned plans and for detection of unauthorised constructions and also construction of buildings in deviation to the sanctioned plans. In such cases, he shall bring them to the notice of the Commissioner for taking further action like issue of provisional order notice, confirmation order notice and demolition order under section 217 and 228 of Andhra Pradesh Municipalities Act, 1965. The Town Planning Officer also should take action with the approval of the Commissioner to prosecute the owner duly following the provisions of Section 340 of Andhra Pradesh Municipalities Act, 1965. The provisions of Section 359, 360 and 361 are to be invoked wherever necessary.

### **TAX ON ADVERTISEMENTS**

The Town Planning Officer shall see that Advertisement tax is levied with the approval of the Commissioner on all the advertisements erected, painted and installed in the municipal limits and yearly tax

amount is collected duly following the provisions of Section 114 to 119 and also the Andhra Pradesh Municipalities (Advertisement Tax) Rules 1967 issued in G.O.Ms. No. 472 M.A., dated 24.7.1967 as amended from time to time.

The Town Planning Officer shall also take action for the removal of unauthorised hoardings, defacing of an unauthorised advertisements on the walls with the approval of the Commissioner.

The Town Planning Officer shall also assist the Municipal Commissioner in checking the Cinema Halls for the purpose of verification of slides, and advertisement shots etc being screened to find out whether they are covered by advertisement tax and to take action for their collection with the approval of the Commissioner.

### **DETECTION AND REMOVAL OF OBJECTIONABLE ENCROACHMENTS**

The Town Planning Officer shall take action for detection of encroachments, classification as objectionable or unobjectionable and for removal of objectionable encroachments with the approval of Commissioner duly following the provisions of Section 192 of Andhra Pradesh Municipalities Act, 1965. The Town Planning Officer shall also take action for collection of encroachment licence fee in respect of unobjectionable encroachments with the approval of Municipal Commissioner. Entire demand under encroachment fee shall be collected before the end of the financial year.

It is also the responsibility of the Town Planning Officer to see that all vacant lands belonging to Municipality and Government lands vested in the Municipality under Section 37 of Andhra Pradesh Municipalities Act, 1965 are free from encroachments.

### **OTHER DUTIES**

The Town Planning Officer shall also attend to finalisation of detailed Town Planning Schemes, General Town Planning Schemes, Slum improvement Schemes road widening programmes, preparation of Road Development Plans, improvement of road Junctions getting type designs from the Director of Town Planning for school buildings, shopping complexes etc. He shall also detect unauthorised constructions in Apartments, Commercial Complexes, unauthorised layouts, unauthorised sub division of plots, change of land uses etc.

He has to allot one or two days in a week to attend to original work like schemes Road Development Plans, Road Junction etc. He has to maintain diary and submit it to Municipal Commissioner in the first week of every month. The Town Planning Officer has to attend the meetings of the Council to assist the Commissioner in the matters relating to Town Planning Section that come up for discussions in the Council meetings.

In a nutshell the Town Planning Officer is responsible and answerable to his superiors in respect of all town planning matters.

### **TOWN PLANNING SUPERVISOR**

Quantification of work and out put expected by him are detailed below.

- (a) In the absence of the post of Town Planning Officer in the Municipality, the Town Planning Supervisor shall discharge and attend to the duties of Town Planning Officer. He is answerable and accountable to the Commissioner in all Town Planning matters and other matters as directed by the Commissioner. He shall assist the Commissioner in all town planning matters duly following the provisions of Andhra Pradesh Municipalities Act, 1965, Town Planning Act, Building Rules, Lay-out Rules and other instructions of Government and Director of Town and Country Planning.
- (b) In bigger Municipalities where there is a post of Town Planning Officer, the Town Planning Supervisor shall assist the Town Planning Officer and Commissioner in the finalisation of Town Planning Schemes, General Town Planning Schemes, Slum improvement schemes, Road Widening programmes (i.e.) preparation of Road development plans, improvement of road junctions, getting type designs from the Director of Town and Country Planning for construction of school buildings, shopping complexes etc. He shall also detect unauthorised constructions, deviations in apartments, unauthorised layouts besides scrutiny of Building applications entrusted by the Town Planning Officer and Commissioner. He should also detect unauthorised hoardings and advertisements and take action for collection of Advertisement Tax or to get them removed or defaced if the advertiser does not pay Advertisement tax.

Where there is no Town Planning Officer and if the Town Planning Supervisor performs the functions and duties of Town Planning Officer, the above instructions will apply to Town Planning Supervisor also.

### **TOWN PLANNING BUILDING OVERSEER**

The quantification of work and the output expected by him are as follows.

- (i) The Town Planning Building Overseer is answerable in respect of all the buildings being constructed, encroachments made, advertisements made in his jurisdiction.
- (ii) The Town Planning Building overseer shall inspect the wards allotted to him regularly and find out whether the constructions going on are covered by sanction of building plans and if so whether the constructions are in accordance with the sanctioned building plans etc.
- (iii) In respect of unauthorised constructions and constructions in deviation of building plans, he should initiate action for issue of provisional order notice, confirmation order notice and prosecution of the builder duly following the provision of section 217, 228, and 340 of the Andhra Pradesh Municipalities Act, 1965 with the approval of the Commissioner. If necessary the provisions of Section 359, 360 and 361 also are to be invoked. He should also initiate action for demolition of unauthorised constructions and constructions made in violation of building plans etc, and submit to the Commissioner seeking orders of demolition duly indicating the portions liable for demolition.

#### **The duties and functions of Town Planning Building Overseer in brief are,**

- (a) Scrutiny of applications for construction of buildings, apartments for formation of layouts and submit them along with his recommendations through Town Planning Officer to the Municipal Commissioner.
- (b) Detection of unauthorised constructions and constructions made in violation of sanctioned plans and bring them to the notice of Commissioner through Town Planning Officer if such post exists or through Town Planning Supervisor for taking further action.
- (c) Detection of encroachments and classification as objectionable or unobjectionable and collection of encroachment fee with the approval

of Town Planning Officer and Commissioner.

- (d) Granting of permission for erection of advertisements, collection of Advertisement Tax and the removal of unauthorised advertisements etc., all with the approval of Town Planning Officer and Commissioner.

In case of help in the discharge of his official duties he may approach the Town Planning Officer or Town Planning Supervisor and the Commissioner.

**MUNICIPAL ENGINEER:**

The quantification of work and output expected by him is as follows:

(i) Municipal Engineer

In respect of municipal buildings whose estimated cost exceeds Rs. 10,000/- and schemes for opening new roads, bypass roads, road widening and important road improvements works, the Director of Town & Country Planning shall be consulted for technical advice. Where there is no Town Planning Officer, the Director of Town & Country Planning shall be consulted in respect of all building schemes whose estimated cost exceeds Rs. 5,000/-

ii) Execution of works

The Municipal Engineer shall be in direct charge of all the works executed by the municipality. He will also conduct check measurement of works. He should inspect all the works periodically and satisfy himself that the execution is with reference to the specifications. Estimates should be within the budget provision and approved by the council. In respect of all works, whose estimated cost exceeds Rs. 2,000/- tenders should be called and lowest tenders got accepted by the competent authorities viz., Municipal Commissioner, Contract Committee or Council as the case

may be.

The Municipal Engineer shall supervise the protected water supply scheme duly taking the following precautionary measures :

- a) To inspect the water works daily.
- b) To see that the filters are cleaned periodically.
- c) To see that the water is chlorinated duly keeping the required quantity of chlorine and alum.
- d) To see that the overhead tanks are cleaned periodically.
- e) To see that the distribution lines are in good condition and leaks repaired immediately.
- f) To get the water tested by the laboratory periodically to ensure supply of water free from contamination.
- g) To see that the summer storage tanks are filled with required quantity of water to last during the period when the irrigation canals are closed during summer. The summer storage tanks are cleaned by applying alum in required quantity.
- h) During the course of distribution of water, the Municipal Engineer should see that the valves are operated in such a way that the entire town is supplied with drinking water.
- i) if tap heads are lost to public fountains, they should be replaced to

arrest wastage of water.

- j) Sanction of private taps should be within the bulk sanction of Superintending Engineer (Public Health)
- k) Pilferage of water through unauthorised motors should be detected and action should be taken to disconnect such taps.
- l) To see that the pumpsets in summer storage tanks and Head water works kept in working condition so that the supply of drinking water may not suffer on account of non functioning of pumpsets. Steps also should be taken to install alternate set of pumpsets for usage in case regular pumpsets fail.
- m) To conduct out door inspection of all roads and drains, got the potholes detected and see that the pot holes are filled up for free flow of vehicular traffic. Similarly damages to side drains should be detected and action taken for getting them repaired for free flow of sullage water.

#### Deputy Executive Engineer

In some municipalities the post of Municipal Engineer is in the cadre of Deputy Executive Engineer. The quantification of work and output expected from him is the same as in the case of Municipal Engineer. However his powers in technical matters will limit to the cadre he belongs.



In bigger municipalities, the Deputy Executive Engineer is entrusted certain specific tasks and he is expected to attend to those tasks under the supervision of Municipal Engineer and Municipal Commissioner.

**Assistant Executive Engineer**

In some smaller municipalities Municipal Engineer is in the cadre of Assistant Executive Engineer or Assistant Engineer. The quantification of work and output expected from him is the same as in the case of Municipal Engineer. However, his powers in technical matters will limit to the cadre he belongs.

In bigger municipalities, specific duties will be entrusted to the Assistant Executive Engineers or Assistant Engineers. They will discharge the duties entrusted to them to the satisfaction of his superiors viz., Municipal Engineer and Municipal Commissioner.

**Assistant Engineer**

The post is in existence in certain bigger municipalities. He will discharge the duties entrusted to him to the satisfaction of his superiors.

**Engineering Draughtsman**

The quantification of work and output expected by him is as follows :

- a) Preparation of estimates.
- b) Preparation of Tender Notices.
- c) Preparation of comparative statement of tenders received.

He is answerable and accountable to the Municipal Engineer and Municipal

Commissioner.

Tap Inspector

The quantification of work and output expected by him are as detailed below:

- a) To give tap connections from the distribution lines in respect of taps, sanctioned by the Chairperson within the bulk sanction of Superintending Engineer (Public Health).
- b) Disconnection of taps on the orders of the Municipal Commissioner when the tap holder fails to pay water charges or property tax and sucks water unauthorized by through motor pump.
- c) Detection of leakages in distribution lines and getting them repaired immediately to stop leakages of water and detection and replacement of tap heads to public fountains to avoid wastage of water.

Meter Mechanic

- a) To attend to the repair of meter connections to private taps and to recover the charges of repairs.
- (b) To report the details of meter not functioning and to get them repaired or replaced through new one.

Park Superintendent

Garden Supervisor

The quantification of work and output expected by him are as follows :

- i) To maintain all parks of the municipality.
- ii) To take action for plantation of flower plants and shade giving trees.
- iii) To get all the plants and greenery

watered daily.

- iv) To see that all the lights provided in the parks burn properly duly replacing the bulbs and tubes not burning immediately.
- v) To see that the children play equipment are functioning well and the needy repairs carried out immediately.

**Electrician-**

The quantification of work and output expected by him are as follows :

**If posted in Water Works :** - To see that all pumps and motors including stand-byes and generator if installed are in working condition.

**If entrusted with street lighting :** - To switch on and off the street lighting. Burning of street lights after sun rise should be avoided. To inspect the street lighting daily after sunset and to take action for replacement of fused off bulbs and tubes immediately to avoid inconvenience to the inhabitants of the town especially in slum areas. If entrusted in the maintenance of municipal office and other institutions maintained by the municipality:

He should check the electrical fittings regularly and take action for replacement of fused off bulbs and tubes and other electrical equipment to avoid inconvenience to the officers and staff.

**Lighting Superintendent:**

The output expected by him is as follows:

- a) Proper maintenance of street lighting.

- b) Timely action in the replacement of fused off tubes and bulbs.
- c) Carrying repairs to the lighting equipment and other duties entrusted by the Municipal Engineer and Commissioner.

**Line Inspector**

The output expected by him is as follows :

- a) To maintain raw water main pipe lines and drinking water distribution lines.
- b) Detection of leakages of pipe lines and getting them repaired immediately to avoid leakage of water.

**Pipeline Fitter -**

The output expected is as follows:

- a) To give private tap connections after sanction by the Chairperson and also fixing of public fountains.
- b) Detection of unauthorized tap connections and getting them disconnected with the approval of municipal Engineer and Municipal Commissioner.

**Tube well Mechanic-**

The output expected by him is as follows :

Operation of bore wells which are fitted through electric motor and to bring to the notice of the Municipal Engineer if the motors do not function and to see that water is supplied through the Bore well without interruption.

**Turn Cock-**

The output expected by him is as follows:

Operation of sluice valves duly maintaining timings for release of drinking water to

various areas of town without interruption. He should be very careful in maintaining timings to ensure supply of water to the entire town connected with distribution lines.

#### Municipal Health Officer

Health Officer Quantification of work and output expected by him is as follows :

#### **Maintenance of sanitation :**

The Municipal Health Officer should see that the sanitation of the town is maintained properly.

- a) To see that all the roads are kept clean and tidy.
- b) To see that all the drains are cleaned daily for free flow of sullage water.
- c) To see that all the rubbish heaps are cleared daily.
- d) To see that all the public latrines are cleaned daily.
- e) To see that all the markets are cleaned and wastage lifted in the early hours so that the visitors to the markets are not inconvenienced.
- f) To see that the fish and mutton stalls are cleaned with water and disinfected with phenyle and lime.
- g) To see that the urinals and latrines attached to the markets are kept clean and tidy.
- h) To see that all the slaughter houses are cleaned daily duly disinfected.
- i) To see that the animals after

slaughter are tested and stamped by the Veterinary Surgeon in token of fitness for human consumption.

- j) To see that all the storm water drains are cleaned, well in advance of onset of monsoon for free flow of drainage water and to avoid inundation of roads by rain water.

**Medical :**

- a) The Municipal Health Officer should inspect Maternity and Child Welfare Centres and Dispensaries maintained by the municipality and satisfy himself about their functioning.
- b) To see that the required medicines are stored for serving to the outpatients instead of asking them to purchase outside.
- c) To see that the doctors and other paramedical staff remain in the dispensaries during the prescribed timings and serve the patients to their satisfaction.
- d) To see that the required registers are maintained in the dispensaries and watch receipt of periodical reports, monthly and annually.
- e) To see that the Government programmes like Pulse Polio, Family Planning and others are attended to by his subordinates for successful completion of programmes.

Implementation of provisions of Prevention of Food Adulteration Act:

- a) To see that the Sanitary Inspectors who are qualified to lift the food samples reach the monthly targets without fail.
- b) To see that prosecutions are launched in respect of traders whose food samples are found adulterated.
- c) To inspect the Cinema Halls, Hotels, Lodges and other food centres and satisfy himself about the maintenance of sanitation.

**Registration of Births and Deaths :**

- a) To see that the Births and Deaths are recorded in the Births and Deaths Registers through Birth and Death Registrars and Health Assistants.
- b) To see that periodical returns on births and deaths are sent within the time.
- c) To see that the Births and Deaths extracts to the applicants are given without delay.

**Daily Inspection :**

The Municipal Health Officer has to make surprise check of Ward Offices in the early morning hours, check the attendance of workers and mark absent in respect of workers absent. Thereafter, he has to inspect certain areas and find out whether all the

workers who have attended during muster are attending to their allotted duties. If anybody is found absent in the spot (duty) disciplinary action should be initiated against them. He should see that all the roads, drains and public latrines are cleaned.

**Checking of diaries of sanitary staff:**

The Municipal Health Officer has to check and review the diaries of Sanitary Supervisor, Sanitary Inspector, Health Assistant, Births and Deaths Registrar, Sanitary Maistries and assess the work turned out by them. If any employee is not discharging the duties entrusted to him, he should initiate disciplinary action against the erring employee with the approval of the Commissioner.

In a nutshell, the Municipal Health Officer is responsible for upkeep of sanitation in the town and in all health matters. He should rise up to the occasion in case of outbreak of epidemics by taking immediate steps for its control. The Municipal Health Officer should follow the relevant provisions of Andhra Pradesh Municipalities Act 1965, P.H. Act, 1939, Prevention of Food Adulteration Act, places of Public Resort Act, 1888 and Cinematography Act, 1918, etc., which are connected with sanitation



**Sanitary Supervisor-**

and public health activities in municipalities.

Quantification of work and output expected by him are as follows :

- a) In the absence of the post of Municipal Health Officer, he is responsible for upkeep of sanitation in the entire municipal area.
- b) Upkeep of sanitation in public and private markets, slaughter houses.
- c) Maintenance of special sanitation, implementing control and preventive measures, surveillance etc., during emergencies i.e., outbreak of epidemics like gastroenteritis, cholera, etc.
- d) Implementation of Government programmes connected with sanitation, Family Planning, Pulse Polio, Vaccination, etc..
- e) Lifting of food samples under the provisions of prevention of Food Adulteration Act and filing prosecution against traders whose food samples are found to be adulterated.
- f) Supervision of recording of Births and Deaths and issue of extracts of Births and Deaths.
- g) Implementation of provisions of Andhra Pradesh Municipalities Act 1965, Public Health Act, 1939, Places of Public Resort Act, 1888 and Cinematography Act, 1918 to

the extent of sanitation and Public Health.

**Sanitary Inspector**

The quantification of work and output expected by him are as follows :

- a) To take the attendance of P.H. Workers both in the morning hours and afternoon hours in the ward offices.
- b) To supervise the sanitation of work of P.H. Workers in the areas concerned.
- c) To get the garbage lifted in all the streets, markets and public places.
- d) Getting the filth cleared in all the side drains through drain cleaners for free flow of sullage water.
- e) Getting the streets cleaned through sweepers.
- f) To see that all the P.H. Workers attend to their duties in the areas allotted to them.
- g) Getting the public latrines cleaned and getting them disinfected through Phenyle and lime.
- h) Getting the slaughter houses cleaned and disinfected.
- i) Implementation of Government programmes connected with sanitation and Public Health.
- j) If he is a qualified Food Inspector, lifting of food samples and to reach the target monthly.
- k) To write dairy every day and submit

to the Municipal Health Officer and if there is no such post to the Municipal Commissioner.

#### Health Assistant

The quantification of work and output expected by him are as follows:

- a) To register births and deaths and preparation of extracts of births and deaths to give to applicants after collection of requisite fee.
- b) To implement all Government programmes connected with births and deaths and vaccination.
- c) To attend to control and preventive measures and surveillance during emergencies like outbreak of epidemics like gastro enterities and Cholera, etc.

#### Medical Officer

The qualification of work and output expected by him are as follows :

- a) To treat the outpatients who attend the dispensaries.
- b) To keep the required quantity of medicines to treat the outpatients who are mostly from poorer and economically weaker sections of society.
- c) To see that the required registers and records are maintained and periodical returns submitted to the Municipal Health Officer and Commissioner.

#### Woman Medical Officer

- a) To supervise the working and functioning of Maternity and Child Welfare centres.
- b) To treat the pregnant women for pre-natal and post natal care.
- c) To conduct the deliveries who attend the centres.
- d) To supervise and check the work turned out by Health Visitors and Maternity Assistants.
- e) To attend Family Planning Programmes, Pulse Polio Programme and other programmes of Government initiated from time to time.
- f) To keep the required quantity of medicines for usage in the centres instead of asking the patients to get outside.

**Health Visitor**

- i) To supervise the work of Maternity Assistants.
- ii) To attend the duties in the Maternity and Child Welfare Centres.
- iii) To prepare monthly progress reports on the work turned out by Maternity Assistants.
- iv) To attend all programmes of Government like Family Welfare, Pulse Polio, etc.

**Compounder/ Pharmacist**

- a) Assisting the Medical Officer in the treatment of out patients.
- b) Giving medicines to the patients as per the prescription of the Medical Officer.
- c) To maintain the records of the dispensary.

**Manager**

Quantification of work and output expected by him are as follows:

**a) General supervision :**

The Manager has to exercise general supervision over the establishment section when there are separate section heads like Municipal Engineer, Municipal Health Officer, Town Planning Officer when there are no section heads, the Manager has to exercise general supervision over the whole office assisting the Municipal Commissioner.

**b) Checking of Personal and Periodical Register:**

The Manager has to check the Personal Register and Periodical Registers of Senior Assistants and Junior Assistants working under him through Running Note File and see that action is taken on all the references received and pending. He has to guide the ministerial staff in dealing with the files. If any Senior Assistant or Junior Assistant is not discharging his duties properly, he has to initiate disciplinary action against the lethargic and erring employee with the approval of the Commissioner.

**c) Maintenance of Monthly arrear list, detailed arrear list and half yearly business return.**

The Manager should see that all the Assistants working under him maintain, monthly arrear list, detailed arrear list and half yearly business, return check them

and place before the Commissioner. With the help of the above material, ..... the Manager has to assess the disposal and pending of files and take steps for their disposal.

d) Closing of Attendance Register The Manager should close the Attendance Register on every working day by 10.40 AM and place before the Commissioner along with late attendance register. On closure of every month the manager should take action for debiting one day casual leave for every three lates with the approval of the Commissioner. Action should be taken against the employees who attend the office late regularly causing inconvenience to the office work.

e) Granting of Casual leave : On delegation of powers by the Commissioner under Section 56 of A.P.M. Act 1965, the Manager can grant casual leave to the ministerial staff and class IV employees working in the Sections attached to him.

f) Passing of files : All files relating to the section allotted to the Managers should be routed through him and he shall thoroughly examine the said files with reference to the provisions of A.P.M. Act, 1965, rules issued thereunder, other rules and Government instructions etc. and submit them to the Commissioner for passing necessary orders.

g) Despatch Register, Stamp Account, Distribution Register & Fair copy Register The Manager has to check these register daily and satisfy himself that all references entered for dispatch are dispatched, stamp account tallied, all the references received

- are distributed to the concerned Assistants and all references given for typing are typed and handed over to the concerned Assistants.
- h) Signing of fair copies : On delegation of powers by the Commissioner the Manager can sign the fair copies other than those intended to Government Heads of Departments and Superior officers.
- i) Books, Forms & Stationery The manager has to verify the Stock Register of books, to and forms and stationery and arrange issue stationery to the staff. Verification statement should be appended and the signature of Commissioner obtained.
- j) Receipt of cheques : The Manager has to verify the credits of cheques received, the adjustments made and attest the entries in the Register of cheques received.
- k) Attestation of entries in the service books : On the delegation of powers by the Commissioner, the Manager can attest all entries in the Service Registers including service verification certificates of all employees on behalf of the Municipal Commissioner.
- l) Petty Cash Book, Permanent advance Register, Chitta. The Manager has to check these Registers every day and arrange remittances without delay.
- m) Double lock system: The Manager is custodian of one key out of double lock system of cash chest in municipal treasury. The other key will be with the shroff. The Manager shall check daily the cash received and undisbursed and satisfy himself that the total cash is

available and then lock the chest at the time of closure of office. On the next day, he shall open the chest by using his key and arrange for remittance into Treasury/ Bank the collections received on the previous day. The Manager is responsible for missing or misappropriation of money received in the municipal treasury but not remitted into the treasury/bank.

m) Receipt of Court Summons,  
Registered letters :

The Manager should receive the court summons to Municipal Commissioner, and Registered letters and he should bring them to the notice of the Commissioner on the same day itself.

n) Watching of urgent tappals :

All the references received should be got entered in the Urgent Tappal Register, L.A.Q. Register, Court Case Registers etc. and placed before the Commissioner on the same day itself and he should see that replies to the urgent references are prepared and entries made in the concerned register. If the urgent references relate to other section Heads, the concerned Section Heads are to be contacted and replies sent to the concerned with the approval of the Commissioner.

o) Preparation and service of  
agenda of Council meetings :

The Manager should assist the Commissioner in the preparation of rough agenda of the Council Meetings, fair copying the agenda after seen by the Chairperson and also for proper service on the Members of the Council including Exofficio members and co-opted members within the stipulated time.



p) Preparation of budget estimates : Where there is no post of Accountant, the Manager shall assist the Commissioner in the preparation and submission of budget estimates duly following the provisions of Section 126 of A.P.M. Act 1965 and the Andhra Pradesh Municipalities (Preparation of Budget Allotment and Transfer of Funds) Rules, 1967.

q) Preparation of monthly and annual accounts : In the municipalities, where there is no post of Accountant the Manager shall assist the Commissioner in the preparation and submission of monthly accounts, and annual accounts duly following the A.P. Municipalities (Preparation and Submission of Accounts and Abstracts) Rules 1970.

r) Preparation of Administration Report : The Manager shall assist the Commissioner in the preparation of Administration Report of preceding year duly following the provisions of Section 34 of A.P.M. Act, 1965. For this purpose, the Manager with the orders of the Commissioner obtain the required information from the Engineering, Public Health, Town Planning, Accounts, Taxation and General Establishment section.

The Manager is answerable and accountable to the Commissioner in the discharge of his official duties.

### **Senior Assistant/Junior Assistant**

Quantification of work and output expected by them is as follows:

Atleast 15 currents per day per Assistant on average shall be taken into consideration for arriving at the number of Assistants required.

This yardstick may not be applicable in the case of Assistants dealing

with Accounts and Audit where many registers have to be maintained. The Assistant should register the currents received in the Personal Register on the same day and attend to urgent references on the same day itself. Papers of ordinary nature and routine should be attended to within three days. In case further time is required in respect of certain cases which involve detailed examination, orders are to be obtained to submit the file late. Top priority should be given in respect of Government references, L.A.Qs C.M's Cell, C&DMA, RD -cum-AC references court cases particularly contempt petitions and other references, which are assigned "today" by the Commissioner or other heads of section viz Municipal Engineer, Municipal Health Officer, Town Planning Officer or Manager.

The Assistants shall maintain Personal Register, Periodical Register, Monthly Arrear list, Detailed Arrear List, Half Yearly Business Return and other registers and submit them for check to the Section Head and Commissioner regularly according to the programme issued by the Commissioner. They will be personally held responsible for the delays caused in the submission of files and their disposal.

**Typist :**

The quantification of work and out put expected by him are as follows: Each Typist has to type atleast twenty five pages per day. A Fair Copy Register in the prescribed form has to be maintained by the Typist. The Fair Copy Register should be submitted to the immediate superior officer or Section Head as the case may be for check daily. The drafts given for typing should be typed on the same day itself and at the most by the next day without fail.

**Stenographer:**

The Stenographer is responsible to the officer under whom he is working. He shall complete the work entrusted to him and then leave the office. He is liable for disciplinary action if he fails to do the work entrusted to him by the officer under whom he works.

**Record Assistant :**

Generally the duties entrusted to the Record Assistant are receipt of

tappals, despatch, maintenance of Record Room or any other work entrusted by the Commissioner.

### **Receipt of Tappals and Distribution Registers:**

All the references received after assignment to the concerned Assistant should be given current numbers and handed over to the concerned, Assistants with current Nos. duly obtaining their initials. Distribution of tappals should be completed before the closure of the office. Urgent references from Government and Registered tappals etc are to be recorded in the Urgent Tappals Register, Government References Register and Register of Registered post etc and current Nos. of D.R. should be recorded against each reference. This register should be submitted for check to the Section Heads daily for their information and to take further action.

### **Revenue Officer :**

The quantification of work and output expected by him are as follows:

- a) The Revenue Officer shall assist the Municipal Commissioner in the assessment and collection of property tax.
- b) Verification of arrears :

The Revenue Officer shall record a certificate of having satisfied himself all the entries in the Arrear Demand Register duly following the A.P. Municipalities (Collection of Taxes) Rules 1965 issued in G.O.Ms. No. 1468 M.A. , dt. 18.12.1965.

- c) Test check of 10% Demand Notices, Receipts and Memorandum and Verification of receipts given to tax payers duly following the Collection of Taxes Rules 1965.
- d) Detection of unassessed and under assessed buildings and vacant lands.

The Revenue Officer shall detect or cause to be detected with the assistance of Revenue Inspector and Bill Collectors working under him all unassessed and under assessed buildings, and vacant lands and assess them properly to property tax with the approval of Municipal Commissioner to improve the finances of the Municipality to plug the leakages of revenues.

- e) Fixation of job charts to the Revenue Inspectors and Bill Collectors to ensure cent percent collection of taxes and non-taxes.
- A job chart should be drawn up by the Revenue Officer fixing targets for each month to Revenue Inspector and Bill Collector in such a way that the entire demand both under arrears and currant is collected by the end of each half year to reach cent percent collections.
- f) Review of diaries of Bill Collectors and Revenue Inspectors:
- The Revenue Officer shall check and review the diaries of all Bill Collectors and Revenue Inspectors daily and find out whether the targets fixed are reached and initiate disciplinary action against the lethargic and erring employees with the approval of the Municipal Commissioner.
- g) The Revenue officer shall inspect all buildings put up by Bill Collectors and Revenue Inspectors through monthly lists, verify the measurements recorded therein and submit to the Commissioner for assessing them to property tax.
- h) The Revenue Officer shall arrange distraining the properties of tax defaulters for collection of taxes with the approval of Commissioner.
- i) The Revenue Officer shall inspect the buildings periodically when vacancy remission petitions are filed.
- j) The Revenue Officer shall take action for the collection of taxes on carriages carts and animals.
- k) The Revenue Officer shall assist the Commissioner in the conduct of auction of markets, slaughter houses, ferries, avenues, fruit bearing trees and shop rooms. He shall watch receipt of monthly list's from the lessess and bring to the notice of the Commissioner the cases of defaulters for placing before the Council for cancellation of lease and reaction at the cost of existing lessees.
- l) The Revenue Officer shall assist the Commissioner in getting the transfer of titles of property duly following the A.P. Municipalities (Alteration of Ownership of Property in Assessment Books) Rules 1968 issued in G.O.Ms No. 1059 M.A. dt. 15.12.1966.
- m) The Revenue Officer shall assist the Commissioner in the verification

of the sale of tickets, slides, Shorts, Trailer films for the purpose of advertisement tax Collection.

- n) The Revenue Officer shall get a list of amounts found irrecoverable prepared and placed before the Council through the Commissioner for instructions and further course of action.
- o) The Revenue Officer shall take action to get the lists of taxes due and going to be barred by limitation of time and place before the council through the Commissioner for obtaining approval for filing suits etc.
- p) The Revenue Officer shall maintain the diary and submit the same to the Commissioner periodically for review and for improvement of finances as well as collection of taxes and non-taxes cent percent.

#### **Revenue Inspector:**

The quantification of work and output expected by him are as follows:

- a) To attend the courts on behalf of the Commissioner in tax suits.
- b) To follow the Bill Collectors to improve the collection under tax and non-tax items.
- c) To check the outstanding bills, arrear as well as current once in a month.
- d) To prepare the monthly lists in respect of buildings duly recording the measurements with the assistance of Bill Collectors.
- e) To get the list of outstanding bills which are going to be barred by limitation of time prepared and place before the Municipal Commissioner through Revenue Officer.
- f) To execute the warrants for distraining the properties of tax defaulters.
- g) To inspect the buildings against which vacancy remission petitions are filed for verification whether the buildings in question are vacant or not.
- h) To take action for getting the tap of tax defaulters disconnected with the approval of the Commissioner.
- i) To get the list of chronic tax defaulters prepared and placed before the Commissioner for placing before the Council for obtaining the approval to file suits etc.
- j) To maintain the diary and submit to the Revenue Officer and if there is

not such post to the Commissioner through the Manager showing the progress of collections, whether the duly target fixed is reached or not, steps proposed to be taken to improve the collections etc. He shall also see that the Bill Collectors working under him reach the daily targets without fail. He shall be held responsible for misappropriation of tax collection by the Bill Collector working under him.

### **Bill Collector**

The quantification of work and output expected by him are as follows:

i) To collect tax bills.

If the tax due in respect of building or land is not paid within the specified time the Bill Collector shall take action for its recovery by distraint under warrant of the Commissioner and sale of movable property of the defaulter. If for any reason the distraint or sufficient distraint of the defaulter's movable property is impracticable, the Commissioner may prosecute the defaulter before a magistrate.

ii) Service of demand Notices:

The demand notices shall be served by the Bill Collector by the end of May and November for the first half year and second half year respectively as required under provision to rule 29(1) of the Taxation and Finance Rules issued in Schedule II of A.P.M Act 1965.

iii) Preparation of Monthly lists of properties:

The Bill Collector under the supervision of Revenue Inspector and Revenue Officer shall prepare the monthly lists of all buildings and vacant lands liable for assessment or reassessment covering the following aspects.

- a) Buildings or portions newly constructed.
- b) Under assessments, change of usage from residential to non residential, residential owner occupied or portion into rented buildings.
- c) Inspection of buildings on which vacancy revision petitions are filed for the purpose of verification whether they are vacant or not under the supervision of Revenue Inspector and Revenue Officer.
- d) To assist the Revenue Inspector in distraining the properties of tax

defaulter under warrant issued by the Commissioner.

- e) Disconnection of taps of tax defaulters with the permission of the Commissioner.
- f) Submission of daily collection reports to the Revenue Officer or if there is no such post to the Manager and finally to the Commissioner showing the D.C.B., target fixed, reasons if target is not reached and steps proposed to be taken to reach the target and to achieve cent per cent taxes.
- g) The Bill Collector shall list out all cases of amount found irrecoverable and place before the Commissioner through Revenue Inspector and Revenue Officer and if there is no such post through the Manager, for placing before the Council for instructions and directions.
- h) To avoid time barring of taxes, the Bill Collector shall prepare a list of arrears which are going to be barred by limitation of time at least one year before the expiry of the said period and place before the Commissioner, through Revenue Inspector, Revenue Officer or Manager if there is no post of Revenue Officer for placing before the Council.
- i) The Bill Collector is answerable and accountable to the Revenue Inspector, Revenue officer or Manager if there is no post of Revenue Officer and finally to the Commissioner.

**Accountant:**

The Quantification of work and output expected by him are as follows:

- i) Scrutiny of the pay bills of all officers and employees of the municipality paid from municipal treasury and passing of pass order for the signature of the Commissioner. The Accountant shall verify whether all the posts are covered by sanction orders of the competent authority.
- ii) Scrutiny of pension payment bills.
- iii) Preparation of Annual and Monthly Accounts. Monthly accounts and Annual accounts shall be prepared and forwarded to the Audit Officer

before the end of succeeding month and 15th June respectively.

- iv) Transfer of adjustment in Transfer Entry Register.
- v) To obtain proposals with the orders of the Commissioner for alteration of accounts from Municipal Health Officer, Municipal Engineer, Town Planning Officer and Municipal Educational Officer before proceeding for finalisation of accounts.
- vi) Maintenance of Posting Register.
- vii) To assist the Commissioner in getting the accounts audited by Audit Department preparation of replies to the Audit reports and submission to Audit Department.
- viii) Preparation of Budget and Revised Budget Estimates.

The Accountant shall assist the Commissioner in the preparation of Budget Estimates and Revised Budget Estimates duly obtaining the information from all the Section heads and it is the responsibility of Accountant and Manager to see that the Budget Estimate is placed before the Council not later than 15th November and submitted to Government, through District Collector and Commissioner & Director of Municipal Administration not later than 31st December of each year.

- ix) The Accountant shall scrutinize all bills for payment under execution of works supply of goods, stationery articles, electrical materials etc.
- x) Scrutiny of arrear claims.
- xi) The Accountant shall follow the following rules in the discharge of his official duties.
  - a) A.P. Municipalities (Regulation of Receipts and Expenditure) Rules 1968.
  - b) A.P. Municipalities (Check measurement of Works) Rules 1972.
  - c) A.P. Municipalities (Municipal Works) Rules 1967.
  - d) A.P. Municipalities (Payment of Arrears) Rules 1967.
  - e) A.P. Municipalities (Pension-cum-Gratuity Fund) Rules 1969.



- f) A.P. Municipalities Tender Rules 1967.
- g) A.P. Municipalities (Preparation and Submission of Accounts and Abstracts) Rules, 1970.
- h) A.P. Municipalities (Preparation of Budget, Allotment and Transfer of Funds) Rules 1967.
- i) Schedule II of A.P. Municipalities Act 1965.

In the municipalities where there is no post of Accountant, the Manager shall discharge the functions and duties of Accountant.

## CHAPTER - 3

### DUTIES AND FUNCTIONS OF OFFICERS:

3.1 As far as intra departmental officers are concerned, the following officers will work under the administrative control of Commissioner & Director of Municipal Administration. These officers will assist the Commissioner & Director of Municipal Administration in the discharge of his officials duties. These officers are not vested with any powers not they are delegated with any powers or functions.

- 1) Additional Director (UPA)
- 2) Additional Director (Administration)
- 3) Joint Director (Services)
- 4) Joint Director (Administration)
- 5) Joint Director (Planning)
- 6) Joint Director (NRY)
- 7) Joint Director (Election)
- 8) Deputy Director (Services)
- 9) Deputy Director (Administration)
- 10) Deputy Director (Planning)
- 11) Chief Valuation Officer
- 12) Compost Development Officer
- 13) Accounts Officer
- 14) Statistician Officer
- 15) Special Officer (Nutrition)

3.2 The duties and functions of the above officers are as follows.

## Powers and functions of

(i) Additional Director (UPA)

(ii) joint Director (Planning)

(iii) Deputy Director (Planning)

(iv) Special Officer (Nutrition)

- (a) In respect of above officers there are no delegation of powers in the discharge of their official duties. The above Officers will assist the Commissioner & Director of Municipal Administration in respect of following matters:
- (b) Annual Plan grants, Five Year Plans, release of grant in aid under E.I. Schemes. Special Component Plan for Scheduled Castes, Construction of School Buildings. Budget of Regional Offices, declaration of slum areas, watching of Utilisation Certificates in respect of plan grants and review of Plan Schemes. N.S.D.P., Tribal Sub Plan, release of Non-Plan grants, Budget Estimates, Appropriation of Accounts of Non-Plan, supplementary budget proposals. Special grants, Construction of School Buildings (Non-plan) X th Finance Commission, Cyclone and Natural Calamities, Regional Center for Urban & Environmental Studies, Osmania University, Special Nutrition Programme, Compost Development, Balika Samruddhi Yozana, Externally aided projects.

**Powers and functions of:**

(i) Additional Director (UPA)

(ii) Joint Director (NRY)

(iii) Statistical Officer

- (a) The above Officers do not have any delegation of powers in the discharge of their official duties. They will assist the Commissioner & Director of Municipal Administration in regard to the following matters.
- (b) PMI UPEP Scheme, NRY Scheme, SJSRY Scheme, compilation of progress reports, submission of progress reports of State and Central Governments, UBS, UBSP.

- (iv) Accounts Officer
- (a) The Accounts Officer deals with the following subjects. He is the drawing Officer in respect of Gazetted and Non-Gazetted Officers working in the office of the Commissioner & Director of Municipal Administration.
- (b) Preparation of pay bills of non-gazetted and gazetted, all contingent bills, etc., disbursement of salaries and maintenance of relevant records and registers.
- (c) Sanction of loans and advances, House Building Advance, Motor Cycle, Marriage, Car, Festival and Educational Advances, APCO loan to office staff, all Municipal Commissioners, all Regional Director-Cum-Appellate Commissioners of Municipal Administrations and staff of all Regional Director-Cum-Appellate Commissioner of Municipal Administration and staff of all Regional Director-Cum-Appellate Commissioner of Municipal Administration in the State. P.A.C. Meetings, Estimates Committee Meetings, Accountant General Audit in the Commissioner & Director of Municipal Administration Office, Accountant General Audit reports on all Regional Director-Cum-Appellate Commissioner of Municipal Administration, Office budget estimates. Appropriation of accounts, (Head quarters of Municipal Commissioners), correspondence on proposals for the GPF fresh numbers, sanction of GPF temporary advance, Part final withdrawals, APGLI/FBF, GIS Schemes, Correspondence on non fulfillment of formalities by the loan borrowers, sanction of LTC, T.A. advances, TA Budget to all Municipal Commissioners in the State, other miscellaneous correspondence.
- (d) AMSS receipts of contribution and remittances into P.D. Account No.1/32 AMSS-Leave salary amounts, Receipts, Remittances and sanctions, LIC-GIC proposals to LIC, Maintenance of Cash Books of P.D. Accounts (AMSS, NRY, Nutrition, Election Accounts) Reconciliation of P.D. Accounts of 1/32 (AMSS), 9/374 (NRY/SJSRY), 2/426 (SUDA) (other receipts) and 1/43 with State Bank of Hyderabad, District Treasury Officer, Hyderabad, Maintenance of Cheque Books, P.D. Accounts No. 1/32, 9/374, 2/426 and 1/43.

- (e) Reconciliation with Pay & Accounts Officer and Accountant General of departmental figures on all appropriation accounts under the control of the department.

### **3.3 STATUS OF ACCOUNTS OFFICER:**

The Status of Accounts Officers in the departments will be that of Deputy Head of Department irrespective of his pay or the pay of other Senior Officers in the department.

### **3.4 ADVISORY ROLE OF ACCOUNTS OFFICER:**

The Accounts Officer, being the financial adviser of the Head of the Department will work under the administrative control of the Head of Department, but will not be subordinate to other departmental officers of whatever rank.

As a representative of Finance Department the Accounts Officer will have right to express his opinion freely on all files involving financial implications. The Head of the Department and other departmental officers will seek advice of Accounts Officer in all cases involving expenditure of Government money. The Accounts Officer may also offer advice on his own initiative wherever he considers that such advice is necessary to prevent the commission of any financial irregularity.

- (i) **Fixation of Pay:** Fixation of pay of the employees of the department is to be approved by the Accounts Officer. His advice is to be taken in cases pertaining to fixation of pay on appointment, promotion, etc.
- (ii) **Internal Check Parties:** Accounts Officer has to conduct internal audit of offices under the control of the Head of the Departments including his own office in respect of departmental revenue/receipts and expenditure and supervise the work and performance of internal audit parties.
- (iii) **Disposal of Inspection Reports, Draft Paras & Objection Book Items**  
The Accounts Officer is responsible for timely compliance of audit inspection reports, clearance of Objection Book items and to assist

- the Head of the Department in the prompt disposal of audit paras.
- (iv) Budgeting: a) The Accounts Officer has to see that the budget estimates of revenue, expenditure and performance budget are prepared in time. He should also scrutinise proposals for new expenditure.
  - (b) The Accounts Officer has to assist the Head of the Department in allotment of funds and control of expenditure.
  - (c) The Accounts Officer is required to examine proposals for supplementary grants re-appropriation etc., and ensure timely preparation of statement of savings and excess.
  - (v) Member of Committees: The Accounts Officer should be a member of the departmental state purchase committee, where constituted, and also of condemnation/disposal and auction committee. He should tender advice regarding procedure to be adopted in these matters.
  - (vi) Stores Purchase: The Accounts Officer's advice is to be invariably obtained by the Head of Department and the committee constituted under powers delegated to the Head of Department in respect of purchase of articles.
  - (vii) Maintenance of Accounts : The Accounts Officer has to exercise control and ensure that complete accounts of the whole department are maintained. He is responsible to see that Detailed Contingent bills in support of Abstract Contingent bills are sent to the Accountant General in time and should bring the cases of delay to the notice of the Head of Department.
  - (viii) Disposal of pension cases: The Accounts Officer shall be responsible for watching expeditious disposal of the pension cases within the department. For this purpose, he should obtain periodical returns from all the offices under the control of Head of Department in the prescribed forms and to pursue them at every stage till their finalisation.
  - (ix) Other responsibilities: (a) The Accounts Officer is required to tender advice on pension, leave and other establishment cases referred to him.

- (b) The Accounts Officer will write the annual appraised and performance reports of the staff posted in accounts organisation of the department and those working in the subordinate offices.
- (c) The Accounts Officer is responsible for watching timely recoveries of Government dues and to bring the reasons for delay of the notice of the Head of Department periodically.
- (d) The Accounts Officer is responsible for proper operation of the Budget by keeping the expenditure within the grant, timely reconciliation of expenditure with Accountant General's office and comply with the directions and instructions issued by the Government in respect of budgetary control.
- (e) The Accounts Officer shall see that sanctions for grant of loan, scholarship and sanctions for payment out of the non-government funds etc., are issued according to the rules.
- (x) Reconciliation: The Accounts Officer will be responsible for reconciliation of departmental figures with Accountant General's figures.
- (xi) Accounts Branches : While the Director of Treasuries and Accounts is the administrative authority in so far as officers and staff of the Accounts Branches in the offices of the Head of Departments are concerned, the Head of Department concerned shall be the immediate administrative and controlling authority for regulating the movement of the officers and staff and the day-to-day work in the Accounts Branches. In other works, the general responsibility for the work in the Accounts Branch shall be that of the Head of Department concerned and the Accounts Officer shall furnish the information in financial and accounts matters.
- (xii) Reporting of serious irregularities: If, inspite of the advice tendered by the Accounts Officer or without tendering such advice, it comes to notice of Accounts Officer that some serious financial irregularity has been committed in the department in following provisions of the financial rules and procedures or with regard to the propriety of any expenditure

etc., then it shall be the duty of the Accounts Officer to report such facts to the Director of Treasuries and Accounts as soon as he comes to know of the irregularity. The Director of Treasuries and Accounts will consolidate such reports received from Accounts Officer and send a consolidated monthly report to the Government in Finance department for taking appropriate action in the matter.

### **3.5 POWERS AND FUNCTIONS OF**

- (i) Additional Director (Administration)
  - (ii) Joint Director (Services)
  - (iii) Deputy Director (Services)
- (a) There are no delegation of powers in respect of the above Officers. They will assist the Commissioner & Director of Municipal Administration in dealing with the following subjects:
  - (b) All service matters relating to Additional Directors, Regional Director-Cum-Appellate Commissioners of Municipal Administration, Commissioner of Selection Grade, Special Grade, First Grade, Second Grade and Third Grade, Representations of Municipal Commissioners Association, Diaries of Regional Directors.
  - (c) Preparation of panels of members of A.P.M.M.S.S. from category I to IV - all establishment matters relating to APMMSS members from category I to IV - Creation and continuance of posts of Category I to IV of APMMSS - APMMSS Association representations, T.A. Bills of Municipal Employees of Selection Grade Municipalities, Creation and continuance of Senior Assistants, Junior Assistants, Typists and Municipal Employees, Ministerial Employees Service Association and general matters of the Association.
  - (d) Allegations and disciplinary cases of all Municipal Ministerial Services.
  - (e) All establishment matters relating to Teachers, and Medical Officers, creation and continuation of posts of Medical Officers.
  - (f) All establishment matters relating to Sanitary Supervisors and Sanitary



- Inspectors - Constitution of unified service rules of Sanitary Supervisors and Sanitary Inspectors - Creation and Continuance of posts of Sanitary Supervisors, Sanitary Inspectors and Health Assistants - PFA Act - Pulse Polio and AIDS.
- (g) All establishment matters relating to NMRs, part time and full time contingent employees, Court cases of NMRs.
  - (h) Establishment matters relating to Public Health and Non-Public Health workers and last grade service - Demands of Municipal Employees and Workers, Grievances of Public Health and Non-Public Health Workers - Compassionate appointments to the dependents of deceased/P.H. Workers and Non-P.H. Workers.
  - (i) All service matters relating to Superintendents, Senior Assistants, U.D. Stenographers and Junior Assistants including inferior staff of the Offices of the Commissioner & Director of Municipal Administration and all Regional Director-Cum-Appellate Commissioners of Municipal Administration file disposal, Administrative Reforms.
  - (j) Accommodation of office of the Commissioner & Director of Municipal Administration and Regional Director-Cum-Appellate Commissioners of Municipal Administration. Maintenance of Attendance and allied Registers, Stationary Tools and Plants Telephones, Purchase, Maintenance of Vehicles, Payment of petrol and Telephone Bills.
  - (k) All service matters of Typists last Grade Employees of the offices of the Commissioner & Director of Municipal Administration and Regional Director-Cum-Appellate Commissioner of Municipal Administration.
  - (l) All pensionary and retirement benefits of Additional Director, Regional Directors and Municipal Commissioners of all grades, Officers and staff of Commissioner & Director of Municipal Administration Office - Commutation of pension cases of employees of all Municipalities and Municipal Corporations, Court cases relating to commutation of pension cases. G.P.F. Advance and final withdrawal of Municipal Commissioners and Officers.
  - (m) Creation and continuance of all P.H. Worker and Non-P.H. Workers

posts, technical engineering and Town Planning Establishment matters relating to Town Planning and Public Health, Engineering Departments, continuance of supernumerary posts.

- (n) All compassionate appointments except Workers in the Municipalities and pension cases in the Municipalities and court cases relating to pension cases - Payment of Salaries and pensions in the Municipalities. All matters pertaining to newly upgraded Municipal Corporations.

### **3.6 POWERS AND FUNCTIONS OF**

(i) Additional Director (Administration)

(ii) Joint Director (Administration)

(iii) Deputy Director (Administration)

- (a) The above Officers are not vested with any independent or delegated powers. They will assist the Commissioner & Director of Municipal Administration in the following subject matters.
- (b) Taxation - Restructuring of property tax - Library Cess - Study of Financial position of the Municipalities, Review of financial position of Municipalities, State Finance Commission.
- (c) Disciplinary cases and allegations against all the Commissioners of all grades - Reviews meetings and distribution of progress reports among office staff.
- (d) Budgets of Municipalities - Administration reports - Diversion of earmarked funds - Income and Expenditure statements - State Administration reports - Accounts training programme of Municipal Employees.
- (e) Audit objections and rectification of defects. Accounts and audit of Municipalities - Engagement of retired employees on contingent basis to update the accounts - Retaining fee to Municipal Standing Counsels.
- (f) Chief Minister Review files - Mukha-Mukhi with Chief Minister - Dial to Chief Minister - surprise inspection of Commissioner & Director of Municipal Administration - L.A.Qs - Assurances - Inspection of Municipalities - Indian stamps in all Municipalities - Diaries of all Municipal Commissioners - Review of advances drawn in Municipalities.

- (g) Leases - Constitution of Committees - Provision of amenities in Municipalities - Elementary and Secondary Education - Slaughter Houses.
- (h) Material management (all matters relating to purchase) registration of contractors - Sanction of telephones to Municipalities - Books and Forms - Payment of electricity dues to APSEB.
- (i) Assignment Acquisition and alienation of lands and Buildings Alienation of Government lands.
- (j) All matters relating to Town Planning -PPR Act - Extra ordinary expenditure.
- (k) Water Supply - LIC Loans - Water Supply - Bye laws - Water Tariff - Drought - all matters relating to Water Supply.
- (l) Sanitation, lighting - G.E. Cases - Implementation of Official language Telugu - Issues relating to Public Health.
- (m) Court cases and Lokayuktha cases - Consolidation and review, Loan annuities, watching repayment - reconciliation with Accountant General - Figures - watching DRB Statement - LIGH Quarters allotment.

### **3.7 POWERS AND FUNCTIONS OF JOINT DIRECTOR (ELECTIONS)**

- (a) The above Officer assists the Commissioner & Director of Municipal Administration in the following subjects.
- (b) Constitution of Municipalities, inclusion and exclusion of areas from the Municipalities Upgradation of Municipalities, Casual Elections, Wards division - Reservation of seats and other election matters - Constitution 74th Amendment Act - Amendments to A.P.M. Act - Allegations against Chairpersons and Ward members - Chambers of Municipal Chairpersons - Amendments to Election rules and framing of rules - Extension of terms of Special Officers - Sanction of Continuation of election posts - Task Force Committee reports - State Election Commission - Printing and supply of forms & Rules. Ballot Papers etc. Maintenance of Election Stock Files - Recovery of Election expenses - Release of Budget on election, maintenance of P.D Account relating to election (1/43) - Council Resolutions and other miscellaneous

matters - Proceedings of Council Meetings.

### **3.8 COMPOST DEVELOPMENT OFFICER**

There are no powers vested in the post of Compost Development Officer nor any powers delegated to him. The duties of Compost Development Officer are to guide the municipalities in the manufacture of Compost, proper manufacture of compost on scientific lines, Solid Waste Management.

### **3.9 CHIEF VALUATION OFFICER:**

- (a) Under rule 9 (1) of the Taxation and Finance rules issued in Schedule II of the A.P.M. Act 1965. The assessment books shall be completely revised by the Municipal Commissioner once in every five years and also at any time between complete revision and another if the Government so direct. The Government may by notification in the Andhra Pradesh Gazettee in the case of any specified Municipality, advance or postpone the date from which or fix the intervals at which such complete revision of assessment books shall be effected.
- (b) Under rule 9(1) of the said rules notwithstanding any thing in rule 8, Valuation Officers shall be appointed by the Government in the case of any municipality notified by Government. The Valuation Officer shall exercise the powers, discharge the duties and perform the functions of the Commissioner under these rules in so far as they relate to the complete revision of assessment books under rule 8. On the issue of such a Notification, for the term Commissioner wherever it occurs in these rules in so far as they relate to such complete revision and the hearing of revision petitions filed in connection there with, the term "Valuation Officer" shall be deemed to have been substituted.
- (c) The Government shall appoint the Valuation Officers and sanction to them such establishment, as the Government may deem necessary for the purpose of enabling the said officers to carryout their duties.
- (d) The Government shall pay out of the consolidated fund of the State, the salaries, allowances, leave allowances, cost of training, pensionary

contribution if any, towards the provident, provident-cum-pension fund of the Valuation Officers and their establishment.

- (e) The Government shall recover from the Council concerned the whole or such proportion of
  - (i) the salary and allowances paid to the Valuation Officers and to their establishment and such contribution towards the leave salary and allowances, pensions of provident or provident-cum-pension fund of the Valuation Officers and of their establishment and.
  - (ii) the cost of training the Valuation Officers and their establishment as the Government may, by general or special order, determine.

(Rule 9(2)(a), (b), (c), of Taxation and Finance rules issued in Schedule - II of A.P.M. Act)

- 3.10 The Commissioner shall, subject to the provision of Rule 26, maintain the assessment books relating to the poverty tax in accordance with the valuation fixed by the valuation officer.

(Rule 9 (3) of the Taxation rules)

- 3.11 Under Rule 10 (1) of the Taxation Rules issued under Schedule II of A.P. Municipalities Act 1965, when assessment books have been prepared for the first time and whenever a general revision of such books has been completed, the Commissioner shall give public notice stating that revision petitions will be considered if they reach the Municipal Office within a period of sixty days from the date of such notice in the case of Government or a Railway Administration or a Company and of thirty days from the said date in other cases. The notice shall be affixed to the Notice Board of the Municipal Office and on the same day be published in the Municipality by beat by drum.

- 3.12 Provided that in every case where there is an enhancement in the assessment the Commissioner shall also cause intimation thereof to be given by a special notice to be served on the owner or occupier of the property concerned.

3.13 Provided further that, in every case where a Special Notice is required to be served on the owner or occupier under the first proviso, the period of sixty days and thirty days referred to in this rule shall be calculated from the date of service of such Special Notice.

(Proviso 1 and 2 to Tule 10 (1) of Taxation Rules)

3.14 The object of appointing Valuation Officers by the Government and empowering the Valuation Officer to take up the revision instead of by the Commissioner is to make the valuation objective and independent of the interference of the Council through the Commissioner.

3.15 For the purpose of supervising the work of valuation Officers, the post of Chief Valuation Officer was created about 25 years back. The Valuation Officers appointed were in the cadre of Second Grade and Third Grade Municipal Commissioners and therefore the post of Chief Valuation Officer was in the cadre of Special Grade Municipal Commissioner.

**3.16 THE FUNCTIONS AND DUTIES OF CHIEF VALUATION OFFICER ARE**

(i) To supervise the work of Valuation Officers in the Municipalities.

(ii) To guide the Valuation Officers in the Municipalities.

(iii) To test check the assessment made by the Valuation Officers.

(Rule 10 (2) of Taxation and Finance Rules)

The Chief Valuation Officer is answerable and accountable to the Commissioner and Director of Municipal Administration in the discharge of his official duties.

**3.17 FIELD LEVEL:**

(i) Regional Director-Cum-Appellate Commissioner of Municipal Administration

(ii) Municipal Commissioner of Selection, Special, First, Second, and Third Grade Municipalities and Nagarpanchayats.

- 3.18 The officers in the office of the Commissioner & Director of Municipal Administration assist the Head of the Department in the discharge of official duties vested in him under the provisions of A.P.M. Act 1965, rules issued thereunder and executive instructions issued by Government from time to time.
- 3.19 The Regional Director-cum-Appellate Commissioner of Municipal Administration is responsible for supervision of the following items of duties to be discharged by the Municipal Commissioners and answerable to Commissioner & Director of Municipal Administration.
- (i) Collection of taxes and non-taxes.
  - (ii) Regularisation of unauthorised constructions.
  - (iii) To plug leakages of revenue and to improve financial position of the municipality by tapping all revenue sources.
  - (iv) Review of Developmental Schemes viz SJSRY, NSDP, ILCS, IDSMT, grants under Tenth Finance Commission.
  - (v) Review of progress of comprehensive Water Supply schemes with HUDCO loan assistance.
  - (vi) Drought and Cyclone relief funds.
  - (vii) Chief Ministers Empowerment of Youth (CMEY)
  - (viii) Janmabhoomi Programme
  - (ix) Solid Waste Management and privatisation of sanitation
  - (x) Finalisation of Annual Accounts.
- 3.20 The Municipal Commissioners are responsible for the discharge of their official duties as per the provisions of A.P.M. Act 1965, rules issued thereunder and instructions issued by Government and Commissioner & Director of Municipal Administration from time to time and answerable to Regional Director-cum-Appellate Commissioner of Municipal Administration, Commissioner & Director of Municipal Administration and Government in the discharge of their duties.

3.20 (I) Duties and functions of Special Officer (Nutrition)

The Special Nutrition Programme (S.N.P.) in Urban Slum Areas of Andhra Pradesh is being implemented through the Commissioner & Director of Municipal Administration. The programme is presently under implementation in 9 Municipalities including the Municipal Corporation of Hyderabad. An Officer, in the cadre of Second Grade Municipal Commissioner, is designated as Special Officer (Nutrition). The Special Officer (Nutrition) has to ensure effective implementation of the programme in Urban local Bodies. For this purpose the Special Officer (Nutrition) has to visit the Municipalities, where the programme is under implementation to have on the spot study of implementation of the programme and to give necessary suggestions. Obtaining periodical reports, utilisation certificate from implementing agencies is also one of the main duties of the Special Officer (Nutrition)

3.21 The duties, powers and functions of the Regional Director-Cum-Appellate Commissioner of Municipal Administration and Municipal Commissioners are given separately.

3.22 Superintendent:

Method of appointment:

- (i) By promotion from the post of Senior Assistants in the offices of the Heads of Departments, and Subordinate and the offices including posts in the basic scale of pay of Senior Assistants Differently designated.
- (ii) By conversion from the Special category Stenographer. The conversion of special category Stenographer shall be against 10th vacancy in a unit of 20 vacancies in the respective unit, the other vacancies shall be filled by promotion.

3.23 The first vacancy out of every eight successive vacancies excluding leave vacancies of Superintendents in the offices of Heads of Departments and Directorates shall on or after 23rd December 1980 shall be filled by transfer from the category of Superintendents working in the Subordinate Offices under the administrative control of the



concerned Heads of Department or the Directorate as the case may be and if any person so appointed by transfer faces reversion he shall be reverted to his parent unit of appointment.

**Appointing Authority:** The Head of Department or any Gazetted officer immediately below the rank of the Head of the Department nominated for the purpose by the Head of the Department. The Commissioner & Director of Municipal Administration has not nominated the Gazetted Officer immediately below his rank.

Therefore the Commissioner & Director of Municipal Administration is the appointing authority for the post of Superintendent.

**Method of appointment:**

Senior Assistant in the Offices of the Heads of Departments, Directorates and subordinate and other offices, including posts in the basic scale of pay of Senior Assistants differently designated.

- (i) By promotion from Junior Assistants in the offices of Heads of Departments, Directorates and other subordinate offices including the posts in the basic scale of pay as that of Junior Assistants and those differently designated like Assistant cum-Typist including Clerk-cum-Typist or Junior Assistant-cum-Storekeeper-cum-Typist in woman Development and Child Welfare Department. Furniture clerk in Raj Bhavan, Typist-cum-Clerk in Exercise and other Departments.
- (ii) By promotion from Typist/Junior Steno including posts in the basic scale of pay as that of Junior Assistant though differently designated such as Steno-typist, L.D. Steno, Steno-typist-cum-Telex Operator.
- (iii) By conversion of Senior Steno, U.D. Steno, Steno Grade - III U.D. Typist (Urdu, Hindi, Telugu, English)

Notes (2) (3) (7) (10) & (16) issued in A.P. Ministerial Service Rules 1998 shall have to be followed.

**Appointing Authority:** Commissioner & Director of Municipal Administration

**Junior Assistant :** (i) By direct recruitment

- (ii) By conversion of Assistant-cum-Typist/Telephone Operator and the posts included in category 4 of class B who are qualified as provided in Rule 14 and 16 of A.P. Ministerial Service Rules 1998.
- (iii) By appointment by transfer of Record Assistants, and other equivalent categories in A.P. General Subordinate Service.
- (iv) By appointment by transfer of A.P. Last Grade Service.

Category (4)	Assistant-cum-Typist including the posts categorised as such in rule 2.	<ul style="list-style-type: none"> <li>(i) By direct recruitment.</li> <li>(ii) By conversion of Junior Assistant/Typist/Junior Steno/Telephone Operator as provided in rule 14 and 16.</li> <li>(iii) By appointment by transfer of Record Assistants and other equivalent categories in Andhra Pradesh General Subordinate Service (See foot note under this table).</li> <li>(iv) By appointment by transfer of members of the Andhra Pradesh Last Grade Service.</li> </ul>
Category (5)	Telephone Operator including the posts included as such in rule 2.	<ul style="list-style-type: none"> <li>(i) By direct recruitment.</li> <li>(ii) By conversion as provided in rule 14, 16 and 17. (See also note (11)).</li> </ul>
Class -B	Category - (I) Special Category Stenographer	<ul style="list-style-type: none"> <li>(i) By promotion of Senior Stenographer.</li> <li>(ii) By promotion of U.D. Typist in any language who is qualified for appointment as Special Category Ste-</li> </ul>

	nographer, (See also note (6) and (12).
<p>Category - 2 Senior Stenographer including posts in the scale of pay of Senior Steno designated as in rule-2.</p>	<p>(i) By direct recruitment.</p> <p>(ii) By promotion of Junior Steno/Typist/Assistant-cum-Typist or other language Typist who are qualified.</p> <p>(iii) By transfer to U.D. Typist (Telugu) or (English) or (Hindi) or (Urdu) who is qualified for appointment to the post of Senior Steno. (see also note (6) (8) and (13).</p>
<p>U.D. Typist including posts in the scale of pay of U.D. Typist designated as:-</p> <p>(i) U.D. Typist (Urdu)</p> <p>(ii) U.D. Typist (Hindi)</p> <p>(iii) U.D. Typist (Telugu)</p> <p>(iv) U.D. Typist (English)</p>	<p>(i) By promotion of Typist in the relevant language.</p> <p>(ii) By Direct recruitment if no qualified person is available for promotion (see also notes (12) &amp; (13).</p>
<p>Typist/Junior Steno including post in the scale of pay of Junior Steno/Typist categorised in rule 2.</p>	<p>(i) By direct recruitment.</p> <p>(ii) By conversion of Junior Assistant/Telephone Operator as provided in rule 14 and 16.</p> <p>(iii) By appointment by transfer of Record Assistants and other equivalent categories in Andhra Pradesh General Subordinate Service. (see footnote under this rule)</p>

	(iv) By appointment by transfer from the members of Andhra Pradesh Last Grade Service.
(i) L.D. Typist (Telugu) (ii) L.D. Typist (Urdu) (iii) L.D. Typist (English) (iv) L.D. Typist (Hindi)	(i) By direct recruitment (ii) By appointment by transfer of Record Assistant and other equivalent categories in Andhra Pradesh General Subordinate Service (see foot note under this rules) (iii) By conversion of Junior Assistants/ Telephone Operators as Provided in rule 14 and 16. (iv) By appointment by transfer of members of Andhra Pradesh Last Grade Services (see also note (8) (14) (15) (17) & (18) of A.P. Ministerial Service Rules 1998.

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