

TIRUNELVELI CITY MUNICIPAL CORPORATION

Duties and Responsibilities of Assistant Commissioner's

(i) Out-door work – General :

a) He/She has to attend out-door work adequate and it should be systematically done.

Check over assessment work :

a) He/She has to check cases himself and checked cases put up by the Revenue staff in the monthly and half-yearly lists and taken further action wherever necessary where the assessments are likely to fluctuate.

b) He/She has to check any cases of undue leniency. He has to inspect a fair percentage of cases personally before Tax Appealate Tribunal disposing.

Check Over collection work :

a) He/She has to check the collection work of Revenue Assistants during his out-door inspection. Give the percentage of collection for the past Five years and offer your remarks. (G.O.No.21, L and M., dated 2nd January 1933, as amended by subsequent orders)

b) He/She will exercise effective control over the progress of collection by checking the returns on remittance days.

c) He/She has to supervise and remove encroachments adequately with the assistance of town surveyor and Junior Engineer/Assistant Engineer . He has to ensure substantial reduction in the number of encroachments.

(ii) Assistant Commissioner' office work :

a) He/She has to supervise and control the office properly (See his/her office orders, running note file, etc.,)

b) Have there been cases where he recommended emergency powers under Corporation Act. If so, are they really cases warranting the exercise of such powers.

c) There are any cases where he/she disagreed with the ward committee and took action, and state the nature of further action to head office.

d) He/She has to see that salaries are regularly paid to the staff.

- e) He/She has to maintain good relations with the Ward Committee Chairman and Heads of Departments. He/She has to guide the Chairman and Ward Committee properly.
- f) The nature of the guidance to the chairman can be judged from the notes he puts up in respect of important subjects that come up before the committee.

(iii) Property :

- a) The checkup inventory of immovable property maintained, of the tools and plant register are to be verified regularly once a year by the Assistant Commissioner.

(iv) Amenities :

(i) General :

(a) He/She has to ensure improvements in amenities of a permanent nature been carried out since last inspection. Ensure they are really useful to the public. Ensure a new amenity or scheme that have been initiated.

(b) He/She has to notice any amenities or institutions in any locality which may be transferred else where or closed down with advantage.

(ii) Roads :

(a) Ensure any increase in their mileage since the last inspection. Ensure the additional mileage, if any, under improved surface. Comment on the expenditure on roads and pavements with reference to the income and the needs of the town.

(b) Ensure any locality or road in any area left without electric/ordinary lighting take to improve this situation.

(iii) Educational Institutions :

(a) Ensure maintenance of all Corporation schools and toilets in Government schools and Corporation Schools.

(b) If any defects pointed out in the inspection in the notes of the Educational Officer been rectified and the improvements suggested carried out.

(iv) Public Health amenities :

(a) He/She has to ensure any serve epidemic in the Corporation area during the year, where prompt measures was taken to arrest the spread of the epidemic and did the Assistant Commissioner co-operate effectively with the Public Health staff. Ensure improvements have been effected since the last inspection

in the Public Health amenities, such as provision of modern type of latrines, opening of maternity and child-welfare centre, etc., Ensure necessity to improve or addition to the existing drinking water sources since the last inspection.

- (b) Ensure a protected water-supply scheme and drainage scheme. What are the steps, if any, taken to provide these amenities to the town or to those parts of the town which have not got them, but are urgently in need of them. Ensure steps taken for relieving congestion in crowded localities including those occupied by laboring classes and poor people.
- (c) Ensure a sewage farm maintained by the council. Ensure the parks maintained by the council. Ensure are maintained in good condition and are they popular with the help of Residential Welfare Association.
- (d) Ensure adequate arrangements have been made for treatment of infections/ diseases.

Medical relief :

- (a) Please examine the need either new construction or closing down or for the improvement of medical institutions with reference to the average number of patients treated daily and their cost of maintenance. Is there any area not provided with adequate medical relief. If so, where are your suggestions to meet this need. Examine the strength of menials employed in each of the institutions and offer your remarks, if any.

(v) **Remunerative Enterprises :**

- (a) Inspect all the remunerative enterprises. Checkup any scope for improvement of income there from.
- (b) Inspection of all markets and fair and festivals then and there.
- (c) Inspect Bus stands and the amenities provided for therein.
- (d) Ensure functioning of slaughter houses as per norms.
- (e) Ensure disposal of note on solid waste daily as per rules inforce. Ensure avoidance of open defection from in the zone.
- (f) Note to main office on new remunerative enterprises for increase of revenue.
- (g) Ensure tree planting of avenue maintained by the Corporation.

(vi) **Financial Administration :**

- (a) **General** : Give extracts from the Deputy Director, Local Fund Audit's last audit touching on the general aspects of financial administration and offer your comments on the improvements since the date of the Deputy Director Local fund audit. Reply to audit paras.
- (b) **Development of sources of income** : Ensure any large amounts of taxes written off or remitted. (Demand, Collection and balance statements will give the information)
- (c) **Appeals** : Give figures of appeals filed and refer to the successful cases and give an extract of the revenue loss as a result for the appeals preferring appeal against tribunal orders.
- (d) Ensure arrest of leakage of revenue both in tax sources as well as non-tax sources. Advance recoverable P.F. Advance.
- (e) Tax and Non-tax items other than remunerative enterprises : What are the sources tapped and what are the rates. Like Optic Fiber cable, Cable TV track rent and Advertisement.
- (f) **Expenditure** : Ensure tender rates for road and other materials and other works with those of previous years.
- (g) Examine the financial aspects of the increase or the reduction, if any called for in any branch.
- (h) Ensure all claims received from contractors and suppliers of goods received during the year been attended to
- (i) **Audit** : Examine the last annual audit of the Deputy Director, Local Fund Audit with reference to delays in disposal of audit objections.
- (j) **Grants** : Checkup Government grants duly drawn and utilized in time and fully to avoid undue delay in making payments of claims. Cases of arrear claims should be looked in to (D.Dis. of Inspection No.15727-41, dated 9 th December 1941 and No.2834, L.A. dated 16th October 1944 and G.O. No. 536, L.A. dated 9th March 1944) Pay of incumbents and probationers.
- (k) **Normal Budget** : Knowledge about the normal financial position of the Corporation. If it is one of recurring deficit what steps are necessary to wipe it off. Full use been made of, of all the available means or raising revenue and

retrenching expenditure. If the answer is in the negative, suggest ways and means for improving the position.

(vii) Establishment :

(a) Ensure any irregularities brought out in audit or otherwise in making fresh appointments and promotions.

(viii) General :

(a) Inspections : Ensure all the institution maintained by the Corporation are inspected adequately.

(b) Distribution of work : Ensure a proper distribution of work amongst the members of the staff in the different departments.

(ix) Office Management :

(a) Ensure accommodation for the establishment sufficient. Ensure the seats of the clerks properly arranged with proper light and ventilation. Ensure office clean and hygienic. Ensure a waste paper box for the use of every members of the staff. Ensure E-office or paperless office. Computers are all working promptly.

(b) Office order : Issue an office order indicating who should perform certain functions assigned in the District Office Manual.

(c) Distribution of work : Ensure the distribution of work proper. Examine the distribution list then and there.

(d) Corporation Act – Is a copy of the Tirunelveli City Municipal Corporation Act with relevant Acts supplied to every member of the establishment and is kept correct up to date.

(e) Attendance Register – Ensure register seen by the Assistant Commissioner daily. Do the entries appear to have been bonafide made at the time. Ensure late attendance dealt with as required by District office Manual.

(f) Casual leave register – Ensure maintenance in the prescribed form.

(g) Distribution Register – Ensure the prescribed form and in accordance with the instruction in the District office manual. Is there delay in acknowledgement by the subject clerk, tappal clerk, or record –keeper.

- (h) Personal Register** : Ensure these maintained in the prescribed form. Are replies to old cases entered and rounded off with the old current numbers noted against them. Are the title heads correctly chosen. Is there delay in taking orders. Are reminders systematically issued. Are there instances in which currents have been improperly closed. Is the nature of disposal (R.D.L. or N) correct. Have all the papers disposal of been sent to the record-keeper and acknowledged by him. Are the registers periodically checked. Is the check adequate and effective. Is a running note file maintained for each register. Are questions in this note file answered properly. Have the papers of the previous year remaining undisposed of on the 31st March been carried forward to the current year's register of April 1st and entered at the beginning of the first volume of the register.
- (i) Arrear List** : Ensure the monthly arrear list properly is prepared and submitted punctually, and along with it, the detailed list of papers pending for five or six months.
- (j) Fair Copy Register** : Ensure the Fair copy register is to be maintained in the prescribed form. Ensure there is no delay in fair-copying. Investigate the cause and suggest remedy.
- (k) Local delivery book and Despatch registers** : Ensure these are maintained in the prescribed form.
- (l) Periodical Register** : Ensure the register maintained by each clerk who has to receive or submit returns. Are the returns received and submitted punctually. Has effective action been taken against late receipts or submission of return.
- (m) Call book** : Ensure it is maintained in the prescribed form.
- (n) Security Register** : Ensure it is maintained in the prescribed form.
- (o) Record issue register** : Ensure it is maintained in the prescribed form. Is a monthly list of records absent from the record room for more than three months prepared and action taken as per instruction in paragraphs 88 and 89 of the District office manual.

- (p) **Suits register** : Ensure the register is maintained in the prescribed form. Are adequate steps taken to realize decreed amounts promptly monthly review to be done.
- (q) **Copy application register** : Ensure the register properly is maintained in the prescribed form. Are adequate steps taken to realize decreed amounts promptly.
- (r) **Half-years business statement** : Ensure the entries in the last half yearly business statement with the personal register and other register being made to see whether the statement is correct.
- (s) **Record room** : Ensure the record room is in good condition. Is it water-tight and protected from white-ants, kept clean and secure from entry at all points? Is it lighted sufficiently. Is there sufficient protection from fire. Are the several descriptive records arranged and kept separately. Is a rack register maintained. Note the state of maps and plan. Are the annual index list relating to R and D disposals prepared and maintained correctly.
- (t) **Stock Files** : Ensure stock file is maintained properly. Is there a table of contentant each file.
- (u) **Forms and Stationery** : Are registers of stock of forms and stationery properly maintained. Is the stock verified by the Assistant Commissioner periodically.
- (v) **Tools and Plant** : Has the certificate of annual verification of the tools and plant been given after and annual verification.
- (w) **Fire protection** : Are precautions against fire taken as laid down by the rules.
- (x) Have all the defects noticed in the office at the last inspection been rectified and if not, has action been taken against those responsible for the recurrence.
- (y) Is effective action taken to maintain discipline and efficiency.

- ❖ Periodical checkup of new water supply, Under ground drainage, Name transfer application registers. Undue delay has to be rectified as special work by ensuring staff deputation from other zones.
- ❖ Convening Weekly meeting with sub-ordinate staff to take stock of the situation.
- ❖ Inspection of one Amma canteen and noon-meal centre in a week. After inspection draw an inspection note for further action.
- ❖ Inspection of drinking water distribution once in a week to ensure equal distribution of drinking water. Draw an inspection note for further action.
- ❖ Inspection of door-to-door solid waste collection once in a week. Draw an inspection note for further action.
- ❖ Inspection of Community toilets and public toilets once in a week. Draw an inspection not for further action.
- ❖ Inspection of water tanks and chlorination once in a week. Draw an inspection notes for further action.
- ❖ Inspection of health centres. Draw an inspection notes for further action.
- ❖ Inspection of sanitary staff mustor once in a week. Draw an inspection notes for further action for regular absentees.
- ❖ Inspection of DBC works once in a week. Draw an inspection notes for further action.
- ❖ Inspection of bus stand and its toilets. Draw an inspection note for further action.
- ❖ Inspection of burning of street lights once in a week. Draw an inspection note for further action.
- ❖ Submission of Assistant Commissioner diary to the Corporation Commissioner with details of his/her daily work on fortnightly basis.

**Commissioner,
Tirunelveli City Municipal Corporation**