

Commissionerate of Municipal
Administration, Chennai – 5.

Roc. No: 24266/ P1/ 2011

Date:- 20. 06.2011

Circular

Sub :- Review – Urban Local Bodies – review of various services provided by the ULBs – review of progress report - particulars called for – regarding.

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The Urban Local Bodies provide a number of services which are necessary for Citizens in everyday life. Every day ULBs receive a number of requests for property tax assessment, name transfer, Birth / Death Certificate water supply house service connections, Building license, layout health service etc.,

Of late, several complaints are being received from the public, about the delay in providing these services.

Hence, all the Executive Authorities of Corporations and Municipalities are hereby instructed to ensure timely disposal of the applications.

In this connection, 18 formats are communicated for close follow up on these service.

All Municipal Commissioners and Executive Officers are instructed to send the weekly reports in the above formats (Part-B) with the review report by them to the concerned Regional Director of Municipal Administration only at every first working day of the week by E-Mail.

The weekly progress report submitted in the 18 formats with the review report should be reviewed by the Regional Director of Municipal Administration and the Corporation Commissioners without fail.

Further, all the Municipal Commissioners and Executive Officers are instructed that the monthly progress reports in the 100 formats (Part-A) and 18 formats (Part-B) should be sent to the concerned Regional Director of Municipal Administration on the third working day of the every month without

fail and the same should be sent to this Commissionerate along with 100 point review format.

The Corporation Commissioners and Regional Directors are also requested that the consolidated monthly progress reports in the prescribed formats (Part-A & Part-B) should be sent to this Commissionerate on or before 5th of every month without fail either through courier or special messenger in order to reach in this Commissionerate on or before the stipulated date.

Enclosure:- 18 Model formats. (Part-B)

**Sd/- P.Senthilkumar,
Commissioner of Municipal Administration**

To,

- 1] All the Corporation Commissioners.
(except Chennai)
- 2] All the Regional Directors of Municipal Administration.

Copy to:-

- 1] All the Municipal Commissioners.
- 2] All the Executive Officers of Grade-III Municipalities.
- 3] PC to CMA, JCMA, ADMAs, CE, FA, JD(C) & JC (A)
- 4] All other officers and concerned Section Superintendents.

// Forwarded By Order //


Superintendent.
