



# **MANUAL UNDER RIGHT TO INFORMATION ACT, 2005**

**Commissioner of Municipal Administration  
6<sup>th</sup> Floor Ezhilagam Annexe, Chepauk,  
Chennai -600 005.**

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## Introduction

- 1.1 In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India has enacted "The Right to Information Act, 2005". (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Commissionerate of Municipal Administration has brought out this manual for the information and guidance of the general public.
- 1.2 The purpose of this manual is to inform the general public about the organizational set-up of this Commissionerate, the functions and duties of its officers and employees details of Public Information Officers and Appellate Authorities etc.,
- 1.3 This manual is aimed at the public in general and users of the services and provides information about the schemes, projects and the programmes being implemented by the Commissionerate of Municipal Administration and the organizations under its administrative control.
- 1.4 The Commissionerate of Municipal Administration has appointed Tmt. Z. Mahaboobha, Joint Director (Corporation) Office of the C.M.A as its Public Information Officer (PIO) to furnish the information as and when sought for by the public concerning this Commissionerate  
1.5 Any person requiring information under the RTI Act on the subject matters dealt with by the Commissionerate of Municipal Administration may send his / her representation to that effect to Tmt Z. Mahaboobha, Joint Director (Corporation) Office of the C.M.A Chepauk, Chennai -5. Her Office telephone No. is 28513259.

1.6

The procedure for getting information and the fee to be paid are as mentioned below:-

- a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made in writing or through electronic means to the Public Information Officer mentioned in paragraph 1.4 above. The request must be accompanied by a fee of Rs. 10/ by cash or by affixing Court fee Stamp or by demand draft or banker's cheque. The Public Information Officer shall credit the amount in to the following head of account:-

**“0075.00 Miscellaneous General Services- 800.Other receiptsBK. Collection of fees under Tamil Nadu Right to Information (Fees) Rules 2005” (DPC 007500 800 BK 0006)**

The applicant may also remit the fee under the above head of account through Treasury /Pay and Accounts Office / State Bank of India / Reserve Bank of India and produce a Xerox copy of the chalan to the Public Information Officer along with his / her application as evidence for having remitted the fee.

- b) For providing the information under sub-section (1) of section 7 of the Right to Information Act, the request shall be made as at (a) above Additional fee as mentioned below will have to be paid following the method of payment mentioned above.
- i) Rupees two for each page (in A4 or A3 size paper) created or copied;
  - ii) actual charge or cost price of a copy in larger size paper
  - iii) actual cost or price for samples or models; and
  - iv) for inspection of records, no fee is charged for the first hour; and a fee of Rs. 5/-(five) for each fifteen minutes (or fraction thereof ) thereafter.
- c) For providing the information under sub-section (5) of section 7 of the Right to Information Act, a fee as indicated below should be paid following the method of payment mentioned above
- i) for information provided in diskette or floppy, Rs.50/-(fifty)per diskette or floppy; and

ii) for information provided in printed form , at the price fixed for such publication.

1.7 Persons below the poverty line need not pay the fee for getting the information under the Right to information Act, 2005. The list of persons below poverty line approved by the Gram Panchayat and local bodies will be the basis for claiming this concession. An extract of the list, duly certified, will be sufficient to avail this concession.

1.8 The Commissionerate of Municipal Administration has also appointed Thiru. V. Pitchai, Additional Director of Municipal Administration O/o the Commissionerate of Municipal Administration as the Appellate Authority under section 9 (1) of the Act. The Contact Address of the Appellate Authority is given below:-

Additional Director of Municipal Administration  
O/o the Commissionerate of Municipal Administration  
Ezhilagam Annexe , Chepauk , Chennai -600 005.

Telephone No 28515132

1.9 The details of all developmental activities schemes etc., implemented by the Commissionerate of Municipal Administration have been incorporated in the Website of the Commissionerate of Municipal Administration for access to the public :-

a) E- Mail address - [cma.tncma@nic.in](mailto:cma.tncma@nic.in)

b) Web site - <http://www.tn.gov.in.cma>

## **Commissionerate of Municipal Administration**

The State is undergoing rapid urbanization and is considered as one of the most urbanized States in the country. According to 2001 census the total population of the State is 6.21 crores, of which the urban population is 2.72 crores which accounts for 44% of the total population. The urban population require wide range of civic amenities, which can be delivered only through the Urban Local Bodies. Recently elections to the local bodies were conducted and the elected representatives have taken charge in the ULBs.

2. The Commissionerate of Municipal Administration is the Head of the Commissionerate of Municipal Administration, and is responsible for the efficient functioning of the ULBs coming under his administrative control. The Municipalities have been classified into different grades based on their annual income

Besides the above Municipalities the Corporations of Madurai, Coimbatore, Salem, Trichrappalli, Tirunelveli, Erode, Tiruppur, Vellore and Thoothukudi are also coming under the administrative control of the Commissioner of Municipal Administration.

The Commissionerate of Municipal Administration is assisted by the Joint Commissioner of Municipal Administration, Joint Commissioner (Admn), two Additional Directors of Municipal Administration, two Superintending Engineers and other Engineering as well as Administrative Officials in implementing through the

ULBs various schemes announced by the Government Apart from this, there are seven Regional Directors of Municipal Administration stationed at Chengalpattu, Vellore, Salem, Tiruppur, Madurai, Thanjavur and Tirunelveli and the Commissioners of Madurai, Coimbatore, Salem, Trichrappalli, Tirunelveli, Erode, Tiruppur, Vellore and Thoothukudi Corporations.

3. The Engineering wing of the Commissionerate of Municipal Administration, the office of the Regional Directors of Municipal Administration and the Corporations responsible for the implementation of the various schemes concerning, water supply, laying of roads, Under Ground Sewerage, Solid Waste disposal etc. The Commissionerate of Municipal Administration ensures that the benefits of the various schemes announced by the Government promptly reach the people including those at the cutting edge level.

4. The Commissionerate of Municipal Administration is the appointing authority for the municipal posts specified/mentioned classes/categories under the Tamil Nadu Municipal Services and also the appellate authority for any punishment imposed on the municipal employees for whom the Municipal Commissioners are the appointing authority. He is also the disciplinary authority. He is vested with the powers to transfer the Commissioners of Municipalities upto Senior grade ii municipal commissioners and municipal employees and also the disciplinary authority for these posts including senior grade I municipal commissioners and RDMA's. All service matters including preparation of panel in respect of the Commissioners of Municipalities are being looked into by the Commissioner of Municipal Administration. He has also been empowered to issue sanction for works upto Rs.1 Crore.

### TAMIL NADU URBAN DEVELOPMENT PROJECT III

Based on the recommendation of the State Finance Commission I, State Finance Commission II and 74<sup>th</sup> Constitutional Amendment Act 1992, urban sector reforms in Tamil Nadu have been formulated and expedited. Tamil Nadu has been a forerunner in urban sector reforms in the country with the introduction of accrual based accounting system, e-governance in urban local bodies, accounting and engineering reforms etc., abc

While TNUDP I was a launch pad for management improvements. TNUDP II envisaged a rapid expansion in management improvements by way of new accounting system, e-governance and skill transfer to all Urban Local Body staff with significant and positive results. The focus of the Government is to make life simpler to the citizens in respect of their living environment. In order to maintain the focus on improving urban infrastructure and to reduce poverty, the TNUDP III is being implemented as a follow on project with the assistance of World Bank for a period of five years. The TNUDP III was launched on 19.10.2005. This project has been mainstreamed with the Commissionerate of Municipal Administration under the administrative control of the Director of Municipal Administration.



## Objectives:

The objectives of the project are as follows:

- i) to develop TNUDF as financial intermediary to provide financing for infrastructure to ULBs on a sustainable basis.
- ii) to strengthen urban reforms and consolidate the achievements under TNUDF II in institutional strengthening and capacity building
- iii) to provide a grant to the CMDA to take up traffic and transportation sub-projects like road widening, Railway Over Bridges and Railway Under Bridges in the CMDA area.

### A. Institutional Development Component

- (1) Capacity Building of Municipal Staff
- (2) Information and Communication Technology
- (3) ULB Debt Monitoring Cell
- (4) Project Preparation Facility
- (5) Project Management, Incremental Operating Costs.

### B. Urban Investment through TNUDF

- (1) (a) Loans to ULBs
  - (b) Capital Grants to ULBs
  - (c) Project Development Advisory Facility
- (2) (a) Grants to CMDA for Traffic and Transport projects
  - (b) CMDA Project Management, Incremental Operating Costs.

## Funding

The First and Second State Finance Commissions established the deficit in urban infrastructure in Tamil Nadu at around Rs. 11250 crores (US\$2.5 billion), while studies undertaken during project preparation established the effective capacity of ULBs to invest in sustainable urban infrastructure over the next five years to be approximately Rs.4245 crores (US\$ 950 million). Recognizing the need for continuing the reforms in urban governance and service delivery arrangements and the capacity of the ULBs to absorb investment, TNUDF III has been designed.

The component - wise funding under the project will be as follows:

(Rs.in Crore)

A	Institutional Development Component	110.00
B	Urban Investment Component	1150.00
C.	Grants to CMDA	665.00
	Total	1925.00

The Institutional Development Component provides the technical assistance and training needed to build capacity to further the devolution process. UIC consists of Capital Grant and Loan to Urban Local Bodies. The Urban development Component will aim at developing sustainable urban investments such as water supply, waste water collection, solid waste management, storm water drains, roads and common facilities such as transportation networks and sanitation facilities, based on demand driven investment plans developed by Urban Local Bodies.

TNUDF provides various services including the project advisory services, financial advisory services and consultancy services to various Urban Local Bodies through its fund manager viz. Tamil Nadu Urban Infrastructure Financial Services Limited (TNUIFSL)

## Operation of Grant Fund I & II operated by TNUIFSL:

A. Grant Fund I: The Government on 03.06.2005 has prescribed the guidelines for the operation of Grant Fund I. The objectives of the GF I are as follows:

The Grant Fund-I will be used to assist urban Local bodies towards

- i. Financing projects which directly benefit urban low income population such as water supply, sanitation, storm water drain, street lighting, sewerage system, etc., financed under TNUDP- III.
- ii. To provide project Viability gap funding of sub-projects financed under TNUDP III.
- iii. Meeting the cost of resettlement and Rehabilitation for urban poor, related to sub -projects to be financed by the Tamil Nadu Urban Development Projects.

## B. Grant Fund II:

The Grant Fund II will be used to assist Urban Local Bodies / Statutory Bodies in /towards Preparation and or supervision of more complex and innovative projects such as PPPs and BOTs, for such projects and technologies which can reduce the cost of service, or for a variety of purposes based on TNUIFSL's assessment of global innovations, and the need from Municipalities, in support of sector sustainability.

### Fund Sanctioning Committees:

The Government has constituted the State Level Project Sanctioning Committee and Sub Committee the details of which are given below:

- a) Proposals in respect of works, consultancies, service and goods, costing over Rs. 1.00 cr. to be taken up under the TNUDP III

projects shall be examined and cleared by the State Level Project Sanctioning Committee under the chairmanship of Chief Secretary to Government

- b) In respect of proposals for all project components, excluding works items and including administrative sanction for consultancies, other services, and equipments under Tamil Nadu Urban Development Project III upto the value of Rs.1.00 Cr. may be approved by the Commissioner of Municipal Administration after being cleared by a Sub Committee under the Chairmanship of Commissioner of Municipal Administration.

### **ULB Debt Monitoring Cell**

Steps are being taken to create a Debt Monitoring Cell during this year in the office of the Commissioner of Municipal Administration with the objective of collecting financial information on individual Urban Local bodies and facilitating Urban Local Bodies access to financial markets by sharing financial information.

The Cell will act as an expert advisor to the Commissioner of Municipal Administration on issues relating to financial management of all the 5 Corporations (Madurai, Coimbatore, Salem, Trichy and Tirunelveli) and 152 Municipalities which are under the control of the CMA.

### **Project Preparation Facility**

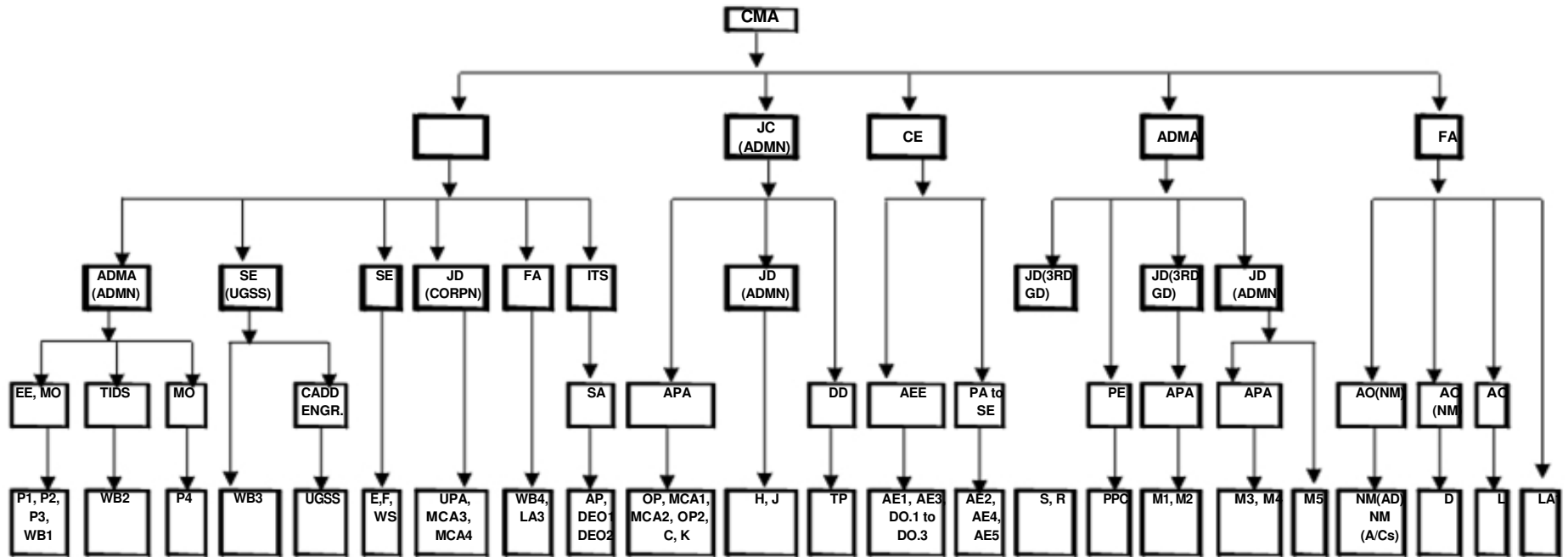
The Government has decided that an amount of Rs.30.00 crore will be made available to the Commissioner of Municipal Administration to undertake consultancies for design and supervision of urban infrastructure projects. The facility will be utilized for preparing technically and financially sound projects of the ULBs.

## **IMPLEMENTATION OF E-GOVERNANCE AT URBAN LOCAL BODIES**

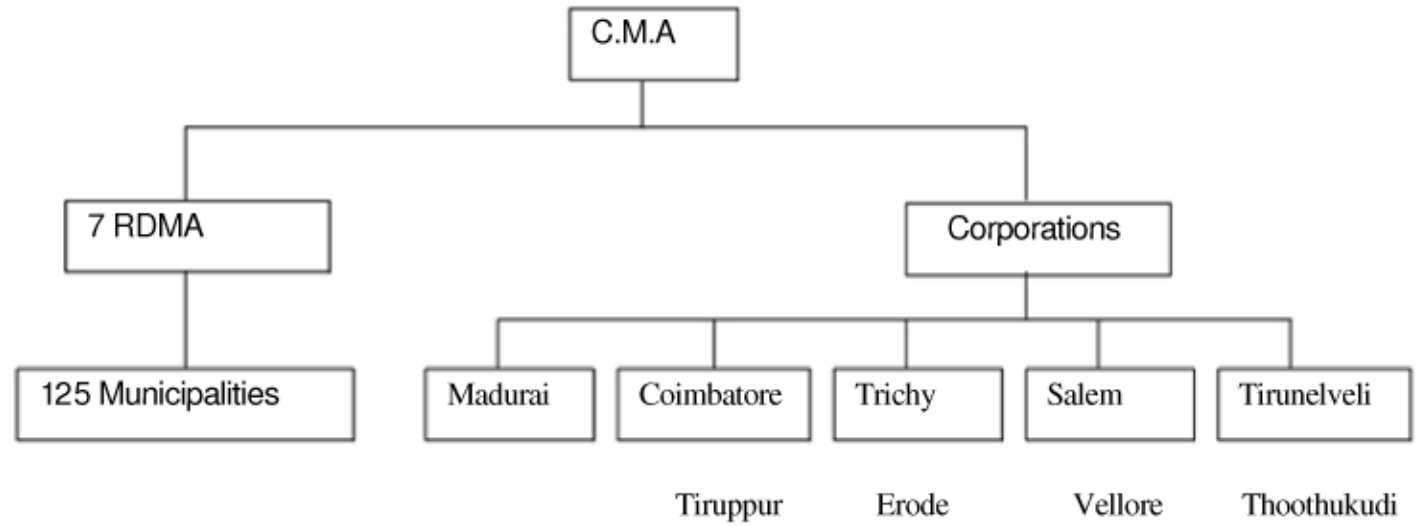
E- Governance has been implemented in all the ULBs to provide better services to the public at doorstep. The following steps have been taken in this direction under the Tamil Nadu Urban Development Project.

- To develop E-governance at ULBs, the Commissionerate of Municipal Administration has provided Computer Hardware, Software, UPS and Peripherals to all the ULBs.
- IT professionals have been appointed at the O/o the Commissioner of Municipal Administration, Regional Offices, Corporations and at each Municipality to implement e-governance.
- Local area network has been established at each ULB for developing reliable data source.
- To provide services to the public, basic application software modules have been developed and implemented at all ULBs.
- Wide area network connecting the Municipalities to their respective R.D.M.A's office has also been established, to monitor the performance of revenue collection.
- Issue of birth, death certificates etc is being done at each ULB's facilitation centers.
- To collect revenue / Tax, collection centers have been opened connecting them to the respective ULBs across the State.
- Further various bank branches have also been connected to the ULB network, enabling collection of dues/taxes.
- A dedicated website has been developed and put in public domain for the use of the public.

**ADMINISTRATION CHART  
COMMISSIONERATE OF MUNICIPAL ADMINISTRATION, CHEPAUK, CHENNAI-5**



A chart depicting the administrative units functioning under the Commissionerate of Municipal Administration is given below:



# WORK CHART

Designation	Subjects
Commissioner of Municipal Administration	Head of the <b>Commissionerate</b> of Municipal Administration and in charge of all the activities under taken by this Commissionerate
Joint Commissioner (Admn)	<ol style="list-style-type: none"> <li>1.All matters relating to Swarna Jayanthi Shahari Rozgar Yojana (SJSRY)</li> <li>2.All matters relating to Low Cost Sanitation Scheme</li> <li>3.Tamil Nadu Municipal Engineering Establishment Service matters and Corporation Engineering Service matters</li> <li>4.Plan and non-plan schemes/Central schemes</li> <li>5.Solid Waste Management</li> <li>6. TNUDP III matters</li> <li>7.Training</li> <li>8.Drought Relief/Tsunami</li> <li>9.Construction of Roads and Buildings</li> <li>10.Street lights/Water Supply and Drainage Schemes</li> <li>11.E.Governance</li> </ol> 1. All Establishment matters in respect of
Additional Director of Municipal Administration - I	<ol style="list-style-type: none"> <li>Municipal Commissioners Service</li> <li>2. Municipal Service</li> <li>3. Corporation General Service</li> <li>4. Corporation Medical Service</li> <li>5. Corporation public Health Service</li> <li>6. Municipal Corporation and Town Planning Service</li> <li>7.Office establishment and Land Acquisition/Encroachment/ Gr. III . Municipalities.</li> </ol> 1.Inspection of all the Regional Offices
	<ol style="list-style-type: none"> <li>2. Sanction of Loans and Advances of Staff - Sanction of increments, fixation of pay and</li> </ol>



	<ul style="list-style-type: none"> <li>3. Tax and Lease</li> <li>4. Pension and Retirement benefits of all employees</li> <li>5. Civic amenities/Election related subjects</li> </ul>
Additional Director of Municipal Administration -II	<ul style="list-style-type: none"> <li>1. Recognised service Association matters</li> <li>2. Sanctioning, creating of up-gradation of posts in Municipalities compassionate appointment</li> <li>3. Tamil Nadu Municipal Medical Service</li> <li>4. TN Municipal Public Health Service Establishment</li> <li>5. Schemes coming under Basic Amenities Programme/IDSMT</li> <li>6. Urban Compost Scheme-Constitution and Reclassification of Municipalities/Election/RTI.</li> </ul>
City Engineer	<ul style="list-style-type: none"> <li>1. Water Supply and Drainage Scheme</li> <li>2. Scrutinizing the estimates for technical sanction for all schemes</li> <li>3. Construction of Roads and Buildings</li> <li>4. Drought Relief/Tsunami</li> <li>5. Street lights</li> <li>6. Invitation of Tenders</li> </ul>
Financial Advisor of Municipal Administration	<ul style="list-style-type: none"> <li>1. Preparation of Budgets/Watching all grants 2.</li> <li>Family Benefit Fund, HBA in respect of all Municipalities and Corporations</li> <li>3. Budget Estimate Loans, Advances grants to Municipalities</li> <li>4. AG Audit Local Fund Accounts Report</li> <li>5. Loans Annuities.</li> </ul>
Joint Director (Corporation)	<ul style="list-style-type: none"> <li>1. Corporation General Service</li> <li>2. Public Health Service</li> <li>3. Plan and Non-plan Schemes and Central Schemes in respect of Corporations</li> <li>4. Unauthorised layouts, Buildings and subjects related to Town Planning</li> <li>5. Audit objections/SJSRY Schemes</li> <li>6. National Slum Development Programme</li> <li>7. Basic Services for Urban Poor</li> <li>8. Establishment and other matter in respect of grade</li> </ul>

J.D.(Grade-III)	Vacant
Executive Engineer (Monitoring and Evaluation Cell)	1. Schemes under Basic Amenities Programme 2. Five Year Annual and Part II Road Works 3. Preparation of Plan Schemes
Manure Officer	Urban Compost Scheme
Deputy Director (Planning)	1. Town Planning Scheme of Municipalities 2. Municipal Town Panchayat Establishment 3. CMDA 4. Encroachment 5. Advertisement and Hoardings/TV Cable 6. Uzhavar Santhai
Project Economist (Planning and Perspective Planning Cell)	1. Municipal Statistics and Perspective Planning Cell 2. Preparation of Policy Note and Performance budget
Personal Assistant to Commissioner of Municipal Administration	<b>Vacant</b>
Additional Personal Assistant to Director of Municipal Administration	<b>Vacant</b>
Senior Accounts Officer-1	1. Preparation of all salary bills 2. Noon Meal Salary Bills and other bills in respect of this office contingent bills 3. permanent Advance bills 4. Audit report 5. Tamil Nadu Municipal Employees Health Fund Scheme.
Personal Assistant to Superintending Engineer	1. Assisting the Superintending Engineer, 2. HSC Pipe line 3. Technical Sanction /Engineer works

Technical Officer	SJSRY matters
Assistant Executive Engineer	To assist Superintending Engineer in technical matters.
Assistant Engineer	1.Scrutinising and checking up the estimates 2.scrutinising of proposal seeking Technical Sanction 3.W.S. arrangements 4.Water Supply Byelaws.
Assistant Accounts Officer (TNUDP)	TNUDP Scheme Accounts.
System Analyst	IT/Computer Establishment
<b>UNDER TNUDP-III</b>	
Superintending Engineer (UGSS)	Under ground Drainage Schemes
CADD Engineer	1. Procurement of Consultants for Infrastructure works 2.Scretanizing Designs of All UGSS
SWMS	Over all i/c for Implementation of SWMS Programe
Design Engineer	Scretanizing Designs of All UGSS
Senior Financial Controller	Finance Related Matters
I.T.S	Computarisation of All ULB's
TIDS	Training needs of ULB Staff & Electral Repreentatives
UDS	City Development Plan
Accountant	A/C Maintance & Disbursement
Procurement & Administrative Officer	Procurement & Administration
Land Officer	To assist DMA in acquiring land for formation of STP/Compost yard

The Commissioner of Municipal Administration is assisted by field level officers, viz., the commissioners of Madurai, Coimbatore, Salem, Tiruchirappalli, and Tirunelveli, Tiruppur, Erode, Vellore & Thoothukudi Corporations and the 7 RDMA's with head quarters at Chengalpattu, Vellore, Salem, Thanjavur, Tiruppur, Madurai and Tirunelveli. The functions and powers of the Commissioners of Madurai, Coimbatore, Salem, Tiruchirappalli, and Tirunelveli, Tiruppur, Erode, Vellore & Thoothukudi Corporations have been specified in the following Acts.

- 1, Madurai City Municipal Corporation Act, 1971
- 2, Coimbatore City Municipal Corporation Act, 1981
- 3, Salem City Municipal Corporation Act, 1994
- 4, Tiruchirappalli City Municipal Corporation Act, 1994
- 5, Tirunelveli City Municipal Corporation Act, 1994
6. Tiruppur City Municipal Corporation Act
7. Erode City Municipal Corporation Act
8. Vellore City Municipal Corporation Act
9. Thoothukudi City Municipal Corporation Act

The Regional Directors of Municipal Administration have been delegated with sufficient financial and administrative powers by the Government. The R.D.M.As have the overall control of Regional office as well as the Municipalities in the Regions. The details of the powers of the R.D.M.As are given below:

1. Power to dispose appeals in disciplinary cases in respect of the staff in 1<sup>st</sup>, 2<sup>nd</sup> and Grade III Municipalities for whom the Commissioners are the appointing authorities and the powers to transfer the staff of 1<sup>st</sup>, 2<sup>nd</sup> and Grade III Municipalities within the unit.

2. Writing and maintenance of independent confidential Reports in the case of Municipal Commissioners Grade I and Grades-II Municipalities.

3. To exercise the powers to discharge the duties and perform the function of the Council, its Chairman, its Executive Authorities if there is any default and if so ordered by the Government in a particular case under section 39 of the TNDM Act 1920.

4. Powers of inspection and superintendence of operation of all the Municipalities within the Region.

5. Emanating from all the Commissioners of Municipalities of all Grades should be routed through the Regional Director of Municipal Administration.

6 The powers of transfer within the Region of certain category of the officials and employees under the Municipal Services inclusive of Last Grade serices and Public Health branch.

7. Empowered to permit all Municipalities to dispose of all compost accumulated for more than one year in public auction.

8. Designated as Budget scrutinising authority

9. To accord sanction for reappropriation of 20% and above

10 To exercise the following powers in respect of all the Municipal Commissioners.

(i) Fixation of Pay

(ii) Sanction of increments and Maintenance of Service Registers

(iii) Sanction of Festival Advance, Provident Fund Advances, Leave Travel concessions and Medical Reimbursement Bills

11. To exercise the following powers in respect of all staff working in the Regional Commissionerates

(i) Sanction of all kinds of Leave

(ii) Declaration of Probation, sanction of increments, sanction of Marriage Advance, Provident Fund Advances and Part final Withdrawals, Traveling and Daily Allowances

## 5. Financial Powers:

Powers to accord sanction to contributions by Municipality towards expenditure beneficials to the inhabitants of the Municipalities incurred by the State Government or by any other Municipalities or by any other Local Authority in the State for any purpose authorized by or under Part - II of Schedule IV to the Act	Section 123 (1) of TNDM Act 1920	Not exceeding Rs.5000/-
Powers to accord sanction to contribution by Municipalities towards expenses of any public exhibition, ceremony or entertainment not pertaining to education in the Municipalities	Rule 53 (1) Schedule IV	Not exceeding Rs.5000/-
Power to accord sanction to contribution by Municipality to any charitable purpose or for the defence of India or to the funds of any institution for the relief of poor or the treatment of deceases of infirmity, on the reception of diseased or infirm persons for the investigation of the causes of diseases	Rule 53 (3) of Schedule IV	Not exceeding Rs.5000/-
Powers to sanction payment by Municipalities of expenses of Chairman, Members of the Councils and Municipal Offices and servants traveling on Municipal business	Rule 53 (5) of Schedule IV	Without Monetary limit in respect of Municipal Commissioners Chairman and Councilors, Government Officials to all Mlties.
Power to sanction all item of extraordinary expenditure by Municipality not pertaining to education	Rule 53 (6) of Schedule IV	Without Monetary limit in the case of Bonus to Bill Collectors to all Mlties . and not exeeceeding Rs.500/- in other cases of extra ordinary expenditure

whom the Commissioner of Municipal Administration is the appointing authority.

13. Powers to sanction the retainer fees to Municipal Standing Counsels and also Legal Fees.

14 Fixation of Pay in respect of staff of Regional Commissionerates of Municipal Administration.

15 Regional Directors of Municipal Administrations are empowered under Sec. 40 A & 40 B of TNDMA to convene and preside over the Municipal Council on no confidence motion moved against Vice Chairman & Chairman respectively.

### **Procedure followed in decision making process**

The Commissionerate , as part of the Government follows the procedure as laid down in the Tamil Nadu Office Manual. The provisions available in the Tamil Nadu Financial Code, Tamil Nadu State and Subordinate Service Rules and the Tamil Nadu Government Servants' Conduct Rules, 1973 are also followed wherever applicable in the process of decision making.

The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the laid down procedures/ defined criteria/ rules maintained above. The process of examination is initiated by the Assistant, passes the same through the Superintendent / Accounts officer in the hierarchical order to get final orders from the C.M.A. In matters involving funds, Financial Adviser is invariably consulted. If a reply is required to be sent to any representations, the decisions so taken are communicated to the petitioners.



## Acts and Rules followed in this office

1. The provisions contained in the following Rules and Regulations and Manuals are followed.

- 1 The Tamil Nadu Office Manual
- 2 Tamil Nadu Budget Manual
- 3 Tamil Nadu State and Subordinate Service Rules
- 4 Tamil Nadu Civil Services (Discipline and Appeal) Rules
- 5 Tamil Nadu Government Servants Conduct Rules,1973
- 6 Tamil Nadu pension Rules
- 7 Fundamental Rules
- 8 Tamil Nadu Financial Code
- 9 Tamil Nadu Account Code
- 10 Tamil Nadu Treasury Code
- 11 Tamil Nadu District Municipalities Act, 1920
- 12 Madurai City Municipal Corporation Act, 1971
- 13 Tiruchirappalli City Municipal Corporation Act 1994
- 14 Tirunelveli City Municipal Corporation Act, 1994
- 15 Salem City Municipal Corporation Act,1994
- 16 Coimbatore City Municipal Corporation Act, 1981
- 17 Tamil Nadu Municipal Manual Volume I & II

**The details of the above listed Rules, Manuals and Acts are furnished below:-**

1 The Tamil Nadu Office Manual

The manual describes the system and procedures to be followed in conducting the office work in the Government Offices

2 The Tamil Nadu Budget Manual

This manual contains the rules framed by the Finance Department for the guidance of estimating officers and departments of Secretariat in regard to the budget procedure in general and to the preparation and examination of the annual budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorized grants or appropriation.

3 Tamil Nadu State and Subordinate Service Rules

The rules are made under the proviso to article 309 of the Constitution of India These rules govern the service conditions of members of State and Subordinate Services

4 Tamil Nadu Civil Services (Discipline and Appeal) Rules.

The rules are made under the proviso to article 309 of Constitution These rules govern the disciplinary action on the members of civil service of the State.

5 Tamil Nadu Government Servants Conduct Rules

The rules are made under the proviso to article 309 of the Constitution of India in relation to the conduct of the members of civil services of the State in the performance of duty with integrity and devotion to duty.

6 Tamil Nadu Pension Rules

The rules are made in relation to the pensionary benefits to the retired members of civil service of the State.

7 Fundamental Rules.

The rules are made under the proviso to article 309 of Constitution of India in relation to the pay, allowances, leave, joining time, foreign service etc., of the members of civil service of the State.

8 Tamil Nadu Financial Code

The code is published by the Finance Department outlining the procedure to be followed in incurring expenditure and delegation of powers.

9 Tamil Nadu Account Code.

The code published by the Finance Department outlines the accounting procedures to be followed by various departments while regulating expenditures.

- 10 Tamil Nadu Treasury Code.  
The code published by Finance department outlines the procedures to be followed in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto.
- 11 Tamil Nadu Distirct Municipalities Act, 1920  
It governs the Municipalities including the Grade III Municipalities in the State.
- 12 Madurai City Municipal Corporation Act,1971  
It governs the Madurai City Municipal Corporation.
- 13 Coimbatore City Municipal corporation Act, 1981  
It governs the Coimbatore City Municipal Corporation.
- 14 Tirunelveli City Municipal Corporation Act, 1994  
It governs the Tirunelveli City Municipal Corporation
- 15 Tiruchirappalli City Municipal Corporation Act, 1994  
It governs the Tiruchirappalli City Municipal Corporation.
- 16 Salem City Municipal Corporation Act, 1994  
It governs the Salem City Municipal Corporation.
- 17  
Tamil Nadu Municipal Manual Volume 1& II  
The Manual describes the procedures to be followed in the Municipalities relating to execution of works , administration etc., in detail.

The documents mentioned above are available with the Director of Stationery and Printing for sale to the public on payment of cost.

The suggestions and views on policy matters and programmes received from the public / Non Governmental Organisations are given due weightage by this Commissionerate in formulating policies and programmes. The recommendations/ observations made by the Public Accounts Committee / Public Undertakings Committee/ Assurance Committee/ Petitions Committee, etc. of the Legislative Assembly are also acted upon by this Commissionerate. Representation may be addressed to the Commissioner of Municipal Administration, Joint Commissioner of Municipal Administration and Joint Commissioner (Admin) of this Commissionerate for redressal. These officers can also be approached during office hours for presenting grievances petitions. Quick action is pursued on all the representations.

## Contacts

Municipal Administration Department,  
Ezhilagam Annex, 6th Floor, Chepauk, Chennai - 600 005.  
(PBX Nos 044- 28411364,28549921 & 28553112)

E-mail: [cma.tncma@nic.in](mailto:cma.tncma@nic.in) Fax: 044-28549924, 28411364

Name of the Officer	Designation and EMail ID.	Phone Nos. (STD Code: 044)
<b>Shri. Chandrakant B. Kamble, I.A.S.</b>	Commissioner of Municipal Administration E-mail id : <a href="mailto:cma.tncma@nic.in">cma.tncma@nic.in</a>	28513259, 28411364 Fax:28411364
Shri. Ajay Yadav, I.A.S.	Joint Commissioner of Municipal Administration, E-mail id : <a href="mailto:jcma.tncma@nic.in">jcma.tncma@nic.in</a>	28518079

### OFFICERS

Name & Designation	EMail ID.	Phone Nos. (STD Code: 044)
<b>Tmt. R.Jayalakshmi</b> Additional Director of Municipal Administration	<a href="mailto:admaa.tncma@nic.in">admaa.tncma@nic.in</a>	2859 4765
<b>Tmt. S. Amirtha Jothi</b> Joint Commissioner (Administration)	<a href="mailto:jcadmin.tncma@nic.in">jcadmin.tncma@nic.in</a>	28546529
<b>Thiru. R. Venkatachalam</b> Chief Engineer	<a href="mailto:ce.tncma@nic.in">ce.tncma@nic.in</a>	2841 2396
<b>Thiru. Mirza B.Farooq Ahmed Baig</b> Financial Advisor	<a href="mailto:fa.tncma@nic.in">fa.tncma@nic.in</a>	28410363
<b>Tmt. Z. Mahabooba</b> Joint Director of Municipal Administration (Corporation)	<a href="mailto:jdc.tncma@nic.in">jdc.tncma@nic.in</a>	28549392
<b>Thiru. S. Sebastine</b> Joint Director (Administration)		28554242

**SECOND LEVEL OFFICERS**

<b>Designation</b>	<b>Phone Nos. Office (PBX Nos. : 044- 28410363, 28549960, 28549921)</b>
Deputy Director (Town Planning)	Board No. Ext – 214
General Manager (Tech)	Board No. Ext – 217
P.A. to C.E.	Board No. Ext – 234
A.E (Schemes)	Board No. Ext – 235
PC to CMA	Board No. Ext – 201
Project Economist	Board No. Ext – 216
S.E (UGSS)	Board No. Ext – 215
World Bank	2855 0200 & Board No. Ext – 239

**REGIONAL DIRECTOR OF MUNICIPAL ADMINISTRATION**

<b>RDMA'S Office</b>	<b>E-Mail ID.</b>	<b>RDMA's Office Phone Nos.</b>
Chengalpattu Region	rdma.chengalpet@tn.gov.in	044-27424192
Vellore Region	rdma.vellore@tn.gov.in	0416-2220807
Salem Region	rdma.salem@tn.gov.in	0427-2353635
Thanjavur Region	rdma.thanjavur@tn.gov.in	04362-270364
Tiruppur Region	rdma.tiruppur@tn.gov.in	0421-2200308
Madurai Region	rdma.madurai@tn.gov.in	0452-2539821
Tirunelveli Region	rdma.tirunelveli@tn.gov.in	0462-2561998

<b>Sl. No.</b>	<b>Designation</b>	<b>Scale of pay</b>
<b>1</b>	<b>Commissioner</b> of Municipal Administration	CMA (12750-375-14,500)
<b>2</b>	Joint Commissioner (Administration)	J C (A) 12000-375- 16,500
<b>3</b>	Additional Director of Municipal Administration I	ADMA (15,000-400-18,600)
<b>4</b>	Additional Director of Municipal Administration II	ADMA (15,000-400-18,600)
<b>5</b>	Financial Adviser, O/o Commissioner of Municipal Administration	F.A (14,300-400-18,600)
<b>6</b>	<b>City</b> Engineer, O/o Commissioner of Municipal Administration	S.E (14,300-400-18,300)
<b>7</b>	Joint Director of Corporation, O/o the Commissioner of Municipal Administration	J.D ( C) 12,000-375-16,500
<b>8</b>	Deputy Director (Planning)(Vacant) O/o the Commissioner of Municipal Administration	D.D (10,000- 325-15,200)
<b>9</b>	Manure Officer O/o the Commissioner of Municipal Administration	M.O(10,000-325- 15,200)
<b>10</b>	Executive Engineer (Monitoring and Evaluation)	E.E(10,000-325- 15,200)
<b>11</b>	Assistant Executive Engineer	A.E.E (8,000-275=13,500)
<b>12</b>	Executive Engineer (Tsunami)	E.E(10,000-325- 15,200)
<b>13</b>	Assistant Executive Engineer(Tsunami)	A.E.E (8,000-275=13,500)



SCHEMES IMPLEMENTED BY THE COMMISSIONERATE OF  
MUNICIPAL ADMINISTRATION.

The following schemes are being implemented by the ULBs coming under the administrative control of the CMA.

**i) WATER SUPPLY:**

It is the aim of the Government to ensure Daily Supply in Corporations and Municipalities and to increase the hours of supply, to rehabilitate the existing infrastructure by interlinking various schemes executed at different points to increase supply coverage by identifying new sources, and to complete the ongoing water supply schemes in a specific time frame.

**ii) ROADS AND STORM WATER DRAINS**

The Department lays emphasis on the development and upgradation of roads in the ULBs. It is proposed to eliminate all the earthen and metal roads in the ULBs by converting them to bituminous surface on arterial roads and cement concrete surface on narrow roads during the next four years. Effort will be made to make all main roads pedestrian - friendly.

**iii) STREET LIGHTING:**

Providing streetlights is one of the main functions of ULBs for the benefit of the public. Emphasis is laid on providing additional streetlights wherever required based on the demands of the public in all the Municipalities and Corporations following the norms of one streetlight for every 30 meters for better illumination.

**iv) MODERN BUS STANDS:**

The ULBs aim to meet public utilities like bus stands.

The existing bus stands have been provided with adequate facilities in

addition to construction of new ones with modern facilities wherever required.

The Municipal Corporations and certain municipalities are taking steps to modernise the existing conventional crematorium as Gasifire crematorium. with Government grant and from their own funds.

#### vi) UNDERGROUND SEWERAGE SCHEME

During the last budget session, the Government has made an announcement in the floor of Assembly that Under Ground Sewerage work will be taken up in all the District Headquarters, towns and suburban areas in a phased manner and will be completed within the specified time frame. The works have been started as per the above announcement. The UGSS is a major item of work, which will help the public to improve their standard of living.

#### vii) SOLID WASTE MANAGEMENT

Solid Waste Management is one of the obligatory functions of all the ULBs. Under this scheme, the solid wastes are being removed every day and deposited in particular specified places earmarked for this purpose. The system of door-to-door collection of garbage has been started in all the ULBs. Privatization of Solid Waste Management is also encouraged in all the ULBs and Corporations by utilizing the services of self help groups.

Out of the 152 Municipalities and 5 Corporations about 45 Municipalities and 4 Corporations have adequate land for compost yards for the anticipated population for the year 2025. The Government has sanctioned an amount Rs.4.75 crores so far to 69 Municipalities for the purchase of land for compost yard. As a result of continuous efforts, 20

Municipalities have purchased land and in respect of others procurement of land is in progress. Some of the ULBs like Namakkal, Tiruppur and Solid Waste.

#### viii) SLAUGHTER HOUSES

It has been proposed to construct slaughter houses with modern facilities in all the District headquarters by the Municipalities and Corporations. The type design for these slaughter houses have been

prepared in consultation with the Tamil Nadu Pollution Control Board and Animal Welfare Board of India.

#### ix) MATERNITY AND CHILD HEALTH CARE

Maternity and Child health services are the most important of all the services provided by the ULBs. Action is being taken to reduce the infant mortality ratio and maternal morality ratio in ULB areas by improving the quality of services by the local bodies.

#### x) CLEANING OF WATER BODIES

In order to prevent the sewage and sullage water entering into water bodies, the ULBs will take up interception and diversion works in the channels wherever identified. Moreover, it is also proposed to take up desilting of the water bodies, lead channels as a pre-monsoon activity for prevention of inundation during monsoon.

#### xi) PROVISION OF RAIN WATER HARVESTING STRUCTURES. (RWH)

The provision of RHS structures has been made mandatory to all the constructions through amendments to the relevant building rules.

The public utility buildings of ULBs and that the Government also been provided with Rain Water Harvesting.

The water bodies like, tanks, ponds etc will be mad rainwater

bearing structures thereby enabling the ground water to rise.

### **Swarna Jayanthi Shahari Rozgar Yojana (SJSRY)**

The SJSRY scheme aims at providing gainful employment to the urban poor below poverty line. During 2005-06 the Government of India released a proportionate state share of Rs.308.12 lakhs.

Approximately 10000 urban poor will be benefited out of which 3000 will be women.

Self Help Groups of urban youth in the age groups of 18 to 35 will be formed and trained in useful occupations like Computer Operator, Electrician, Plumber , T.V. Mechanic etc.

District collectors are the chairman of District Urban Development Agencies and they are reviewing the progress of Urban Poverty Alleviation Programme bimonthly.

District Collectors will revitalize the District Urban Development Agencies and closely monitor the implementation of the urban self Employment Programme and Urban wage Employment Programme of SJSRY. This Government will endeavor to raise income of urban families who are below poverty line through various self-employment and wage employment ventures.

### **Nutritious Meal Programme:**

Noon Meal Centers in schools coming under the control of the ULBs maintained by this commissionerate. At present 1747 Noon Meal Centers are functioning in Municipalities and Corporations and 376693 children are benefited in this programme.

### **TSUNAMI**

Tsunami relief works are implemented by this Commissionerate of Municipal Administration. in 6 Urban Local Bodies i.e., Nagapattinam, Cuddalore, Colachel, Vedaranyam , Kathivakkam and Tiruvottriyur.

Public Information Officers and Appellate Authority in  
The O/o Commissionerate of Municipal  
Administration,  
Corporations, RDMA's and Municipalities.

**ANNEXURE-II**

**Details of Appellee Authority & Public Information Officer of the Commissioner of Municipal Administration**

Name of the Appellee Authority						Name of the Public Information Officer				
Sl.No.	Name of the office	Name of the Appellee Authority	CELL NOS	STD CODE	Office No.	Name of the Public Information Officer	CELL NOS	STD CODE	Office No.	
1	Commissionerate of Municipal Administration	Additional Director of Municipal <u>Administration</u>		O44	28549924 28549921	Tmt. Z. Mahabooba J D. (Corporation)	9444409796	O44	28549960	