

CORPORATION OF THE CITY OF BANGALORE

Library Issue Register

Sl. No.	Date of requisition	Name of Book	Accession Number	To whom issued	Date of issue	Signature of Borrower	Date of return	Initials of the Librarian

O. P. Form No. 28

CORPORATION OF THE CITY OF BANGALORE

Statement of Assets and Liabilities for the year 19....

1. Name of Officer
2. Present post held
3. Date of entry in Corporation Service
4. Present pay
5. Assets
 - (1) Immovable property :
 - Whether inherited or owned or held on lease or mortgage
 6. (a) Garden land and plantation land :
 - (i) Held in whose name (if not in own name, state in whose name held and his or her relationship to the Corporation servant)
 - (ii) Situation : (District, Taluk and Village or Town)
 - (iii) Survey Number

- (iv) Extent
- (v) Price paid
- (vi) Approximate value
- (vii) If owned, how acquired
(purchase, gift or inheritance)

OR

If held on lease or mortgage, the particulars of lease or mortgage

- (b) Wet Tari or irrigated land.
 - (i) Held in whose name (if not in own name state in whose name held and his or her relationship to the Corporation servant.
 - (ii) Situation :
 - (District, Taluk and Village or Town)
 - (iii) Survey Number
 - (iv) Extent (v) Income
 - (vi) Price paid
 - (vii) Approximate value
 - (viii) If owned, how acquired (Purchase, gift or Inheritance)

OR

If held on lease or mortgage, particulars

- of the lease or mortgaged.
- (c) Dry or Kushki land
- (i) Held in whose name (if not in own name state in whose name held and his or her relationship to the Corporation Servant)
- (ii) Situation
- (iii) Survey Number
- (iv) Extent
- (v) Income
- (vi) Price paid
- (vii) Approximate value
- (viii) If owned, how acquired (Purchase, gift or inheritance)

OR

If held on lease or mortgaged, particulars of lease or mortgage

- (a) House property and buildings.
- (i) Held in whose name (if not own name state in whose name held and his or her relationship to the Corporation Servant.

- (ii) Situation (District Taluk and Village or Town)
- (iii) Survey Number or door number
- (iv) Extent
- (v) Price paid
- (vi) Approximate
- (vii) If owned, how acquired (purchase, gift or inheritance)

OR

- If held on lease or mortgage particulars of mortgage of lease.
- (2) Shares, Debentures, Securities and Bank Deposits:
- In shares, debentures, securities cash and bank deposits (To be given separately)
- (i) In whose name held or made (If not in own name state in whose name held or made and his or her relationship to the Corporation servant)
 - (ii) Value (iii) Name of Bank or Company.

- (iv) How acquired.
- (v) Income
- (e) Movable properties excluding those specified paragraph (2)
- (a) Discription or kind
- (b) How acquired
- (c) Approximate value

Liabilities :

- (a) Name and address of the creditor.
- (b) Amount (c) Date of borrowing.
- (2) Other liabilities:—
- (a) Name and address of the creditor.
- (b) Amount
- (c) Nature of liability
- (d) Date

I,do hereby solemnly declare that the information stated in the foregoing paragraphs is true and correct and I do not own or hold or be subject, either in my own name or in the name of any other person assets or liabilities other than what is stated in the foregoing paragraphs.

STATION:

SIGNATURE:

DATE:

DESIGNATION:

O. P. Form No. 29.

**CORPORATION OF THE CITY OF
BANGALORE.**

(Details to be Given on the first page of every Confidential Report)

- (1) (a) Name
 - (b) Father's name (Husband's name, in case of married woman).
- (2) (a) Date of birth :
 - (b) Place of birth-Village and District :
- (3) Nationality
- (4) (a) Home Address :
 - (b) Village
 - (c) Taluk
 - (d) District, etc.
- (5) Relations in Corporation service with posts held by them :
 - Father or Son of the officer :
 - Wife or Daughter :
 - Brother or Sister :
 - Father-in-law or Mother-in-law :
 - Son-in-law or Daughter-in-law :
 - First Cousins :
- (6) Immovable property, giving full details, held by the officer or by his family :

(7) Full details of educational career :

Schools or Colleges attended	Period	Examinations passed	Year	Subjects	Class or divisions secured

(8) Languages he can read and write.

O. P. Form No. 29

**CORPORATION OF THE CITY OF
BANGALORE**

**Annual Confidential Report of Heads of Offices
and Heads of Departments for the year.....**

PART I - PERSONAL DATA

(To be filled by the Corporation Servant)

- | | |
|---|-------------------|
| 1. Name of Officer | |
| 2. The name of the service to which the Officer belongs. | |
| 3. Date of Birth | |
| 4. Post held from the date of continuous appointment to Gazetted cadre till the end of the year/period. | |
| | Post held From To |
| 5. Period of absence from duty on leave, training etc. during the year. | |

PART II-ASSESSMENT BY THE IMMEDIATE SUPERIOR OFFICER

- | | |
|--|-------|
| 1. State of Health | |
| 2. General Assessment:
(This should contain an overall assessment of the Officer's personality, his | |

good qualities and shortcomings and should in particular touch on the following points; viz, quality of mind (originality and comprehension) knowledge of work; power of expression (on paper and in discussion). power of acquiring general information; attention to detail; industry and conscientiousness, judgement: speed of disposal; willingness to accept responsibility and take decisions; relations with subordinates and colleagues; public relations.

If the Officer has been reprimanded for indifferent work or for other causes during the period under review: brief particulars should be given. If the Officer has done any outstanding notable work meriting commendation, brief mention should be made.

3. Integrity :

Date :

Signature

Name in Block Letters
Designation

PART III REMARKS OF THE HEAD OF DEPARTMENT

1. Length of service under the Head of Department.
2. Do you agree or disagree with the assessment of the Officer given in Parts II to IV? Is there anything you wish to modify or add ?
3. General remarks with specific comments about the general remarks given in Part II about the outstanding work of the Officer.
4. (a) Fitness for promotion to higher Grade(s) in his turn.
- (b) Has the Officer any special characteristics and/or any outstanding merits or abilities which would justify his advance-

Fit/Not yet
fit/Unfit

ment and special selection for higher appointment out of turn? If yes, please mention these characteristics briefly.

(c) Recommendation regarding suitability for other spheres of work.

Date :

Signature

Name in Block Letters
Designation

PART IV

Remarks of the Commissioner.

O. P. Form No. 30.

**CORPORATION OF THE CITY OF
BANGALORE.**

**Annual Confidential Report on Officials
for the year 19.....**

- (1) (a) Name
- (b) Father's name (Husband's name, in case of married woman).
- (2) (a) Date of birth :
- (b) Place of birth-Village and District :
- (3) Nationality
- (4) (a) Home Address :
- (b) Village
- (c) Taluk
- (d) District, etc.
- (5) Relations in Government service with posts held by them :
 Father or Son of the officer :
 Wife or Daughter :
 Brother or Sister :
 Father-in-law or Mother-in-law :
 Son-in-law or Daughter-in-law :
 First Cousins :
- (6) Immovable property, giving full details, held by the officer or by his family :

(7) Full details of educational career :

Schools or Colleges attended	Period	Examinations passed	Year	Subjects	Class or divisions secured
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- (8) Languages he can read and write.

**CORPORATION OF THE CITY OF
BANGALORE**

**Annual Confidential Report on Officials
for the year 19.....**

Name Rank

Appointment held Date of

(a) Birth (b) Entry to Corpora-
tion Service Present Grade

SECTION I

Performance of duties in present grade

1. Knowledge :
 - (a) of work of post held
 - (b) of Branch or Section
 - (c) of Department
2. Personality and Character
3. Judgement
4. Power of taking responsibility
5. Initiative
6. Accuracy
7. Promptness
8. Address and tact
9. Power of supervising staff
10. Zeal and industry
11. Health
12. Attendance
13. Official Conduct (Discipline)

14. Fitness to hold the present post, including in respect of ministerial staff, his capacity to note/draft.
15. General remarks (including a statement on integrity and reliability a note of any special qualifications not included above)

DEGREE OF FITNESS FOR PROMOTION

Delete all but one of the following :

Exceptionally well-qualified/highly qualified/
qualified/Not yet qualified.

Remarks :—

Signature of Reporting officer

Date..... Rank

Remarks by Countersigning Officer.

Signature of Head of Department

Date.....

NOTES

(SECTION I)

Note (1) Insert in this column A, B, C, D or E, against each item to the following appraisalment—

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2) An 'A' or 'B' marking is inappropriate to items 12 and 13.

Note (3) This report is to be regarded as confidential; but D and E markings against any item must be communicated to the officer concerned, except in the following circumstances:—

- (i) Where the marking is due to inexperience owing to less than one year's service in the grade (except in cases of unsatisfactory conduct, laziness, etc.)
- (ii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously made. Any

change, for better or worse, should be notified to the officer.

SECTION II

Note (4) The estimate of fitness for promotion should be related to the Officer's capacity, for the performance of the duties of the grade above. If he is marked "exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general, Reporting Officers should make the fullest use of the "Remarks" space.

GENERAL

Note (5) Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting Officers should rely on their own judgement and experience, and the current report should be written in the first place without reference to the previous reports. Thereafter the previous reports may be referred to, to the extent of either contradicting or lessening the effect of the adverse remarks made in the previous years' Confidential Reports.

O P. Form No. 31

**CORPORATION OF THE CITY OF
BANGALORE.**

Register to watch the Receipt and disposal of
Confidential Reports.

Sl. No.	Name of the Officer to be reported upon	Designation	Due Date	Date of receipt	Date when sent to Commissioner or Administrative Officer	Adverse remarks if any communicated on	Remarks
1	2	3	4	5	6	7	8

**CORPORATION OF THE CITY OF
BANGALORE**

**DUTIES AND RESPONSIBILITIES OF THE OFFICERS OF
THE ENGINEERING DEPARTMENT**

Duties of the Corporation Engineer :

The Corporation Engineer is the Administrative and Executive head of the works Department and is responsible to the Commissioner for its proper management the following are his principal outdoor duties :

1. Inspection and checking of all necessary masonry buildings and the works and road repair and reform works as often as if shall be necessary during the progress of the works.
2. Inspecting periodically the workshop and general stores and taking the stock of the stores before the end of the official year.
3. Making inspections with reference to complaints received by him or referred to him by the Commissioner for report and also for the purpose of checking the work of his outdoor staff.
4. Inspecting and submitting to the Commissioner schemes and proposals in regard to forming new roads, widening the existing roads and streets and other matters for the improvements of the City

5. Exercising control over the construction of private building with reference to building Bye-laws.
6. The responsibility for all important structural design under execution rests on the Corporation Engineer who should exercise careful control over the work of the designing and technical sections. The Corporation Engineer will attend Office daily and his work at the Office comprises the following items :—
7. To deal with all reports from his subordinates and correspondences with the public submitting to the Commissioner all important drafts.
8. To sanction estimates up to Rs. and submit all other estimates for the sanction of the Commissioner or the Standing Committee or the Council as the case may be.
9. To sanction all building plans including Commercial and Industrial on sites up to 75 squares.
10. To submit progress reports of works under his charge once a month to the Commissioner and the Annual Administration Report and Budget proposals with estimates for the Department.
11. To check the offices arrear lists and see that all registers are properly maintained

- and that all returns due from the Deputy Engineers, Workshop, the stores and his own offices are submitted in time.
12. The Corporation Engineer will inspect ^{the} and Deputy Engineer's office once in six months to satisfy that the initial accounts including that of stock, tools and plants and other registers and records, agreements, Contractors ledger, estimates etc., are maintained properly.
 13. It is the duty of the Corporation Engineer to recommend to the Higher Authorities, removals, transfers and postings of Deputy Engineers, Assistant Engineers, Accounts Superintendents and Junior Engineers.
 14. He ^{is} also empowered to transfer Accouts, Superintendents, Junior Engineers and other non-gazetted subordinates within the Engineering Department.
 15. He will see that the authorised system of accounts of stock and tools and plant is maintained throughout the Engineering Department and that the Deputy Engineers submit their accounts punctually.
 16. He will watch the progress of expenditure under all Heads of accounts of the Engineering Department with a view to see that the sanctioned grants are not exceeded and if an excess is, for unforeseen and unavoidable reason becomes

inevitable, prompt action is taken for applying for supplemental grant.

17. Before according sanction to the revised estimate or workshop or before submitting them to the Commissioner, standing Committee, Corporation or the Government for sanction, the Corporation Engineer should inspect the work, if it is an important major work and satisfy himself thoroughly that the excess have been reasonably incurred and could not have been foreseen at the time of preparation of the original estimate.

Duties of Deputy Engineers :

The Executive Unit of the Department is the zone, incharge of the Deputy Engineer, who is responsible for the Corporation Engineer for the efficient and prompt execution and management of all works within his zone. He is responsible that the proper measures are taken to preserve all buildings in his charge. It is his duty to report to the Engineer immediately any serious damage to or loss to immovable property of the Corporation occurred by any accident. He is responsible for correct assessment of such items of revenue as are collected through the Engineering Department and should maintain the necessary records. He should inspect work in his zone and see that they are maintained in efficient conditions.

He is responsible that all tools and plant articles-especially surveying and mathematical

instruments and also stock articles and materials at site of work are promptly cared for and will report on this conditions to the Corporation Engineer at the prescribed period.

The Deputy Engineer should not commence the construction of any work and incur expenditure without the sanction of the competent authority. He should take necessary step to obtain funds for the work under his control and keep his accounts and submit them punctually to the Central accounts Department as per rules. He should watch the progress of Expenditure under each sub-head of work in contract with a sanctioned estimate. He should examine at least once in a month the books of the subordinates to see that the primary accounts fairly represent progress of each work and the accounts are personally attended to by the Assistant Engineers. He should close the account immediately the work is completed and prepare completion report. The Deputy Engineer is personally responsible for affording information in cases of probability of excess over estimated cost of work and he is expected not to allow any delay to occur in reporting to the Corporation Engineer in any such probability. In such cases, as well as those relating to irregularities in the rates or cost of sub-head, the work slip should be submitted for orders.

He should exercise thorough and efficient control and checkover his Divisional Accountant and carefully examine the books, returns and

papers from which the monthly accounts are compiled.

He is responsible for the correctness in all respects of the original records of cash and stores, receipts and expenditure and for seeing that complete voucher are obtained.

In framing contracts if any description, the Deputy Engineer should take care to reserve to Government the right to supply materials of any description or to approve of the firm from which the materials should be brought and of the materials purchased.

He will investigate into complaints received direct or referred by the Corporation Engineer regarding the works in his charge, roads, encroachments, unauthorised buildings, conduct of subordinate etc.

He will submit diary regarding the work done to the Corporation Engineer at end of every week.

Duties of Assistant Engineers :

A zone is divided into Ranges which are placed in charge of Assistant Engineers who are responsible to the Deputy Engineer in-charge of the Zone for the efficient management and satisfactory execution of all original works and repairs and the collection of materials and for the correct maintenance of accounts pertaining to them. The Assistant Engineer is held personally responsible for the correctness of all initial

account records required to be maintained in his office. He should examine the transactions relating to all such accounts and other important records and see that they are correct and confirm to rule in all respects. It is his responsibility to see that all important records are maintained up-to-date and their extracts wherever necessary are submitted to the Deputy Engineer's Office on due dates. It is the primary duty of the Assistant Engineers to ensure that all subordinates working under him are well posted in the work of correctly maintaining their primary accounts of work, that is muster rolls, measurement books, material at site accounts, tools and plant accounts and progress report of all works, in their charge etc. The Assistant Engineers should also inspect periodically all tanks, buildings, roads, bridges, culverts, drains etc., in his charge and see their proper maintenance.

It is the responsibility of the Assistant Engineers to see that all revenues due in his charge is assessed and collected.

Some of the other duties of the Assistant Engineer are :

Outdoor :

- (1) Inspection and check measurement of all Engineering works under progress in his range.
- (2) Supervision and check of the work of the Junior Engineers and all other subordinates under them.

- (3) Periodicals inspection of all Corporation buildings and reporting on their condition.
- (4) Inspecting and reporting on the conditions of roads.
- (5) Inspection of private buildings or building sites with reference to plans submitted for sanction and also during progress of such works and reporting to the Deputy Engineer in cases of deviations or violations of the rules and by-laws framed under the Act.
- (6) Inspecting and reporting about dangerous buildings.
- (7) Investigating into complaints received direct or referred by the Deputy Engineer regarding the works in his charge, roads, encroachment, unauthorised buildings, conduct of subordinates etc.,
- (8) Checking once in every quarter materials at site account of Junior Engineers and reporting to the Deputy Engineer in case of irregularities.
- (9) Submission of diary regarding the work done to the Engineer at the end of every week.

Indoor :

- (10) Dealing with all reports from Junior Engineers and complaints from the

- public and submitting reports and drafts to the Engineer when called for.
- (11) Scrutinising building plans and application and according sanction in respect of plans on site area upto 24 squares except commercial and industrial and submitting to the Deputy Engineer the other plans for sanction or refusal giving reasons in the later case in pursuance of building By-laws.
 - (12) Checking the registers and diaries of Junior Engineer and other outdoor staff.
 - (13) Scrutinising estimates for budgetted works or other works ordered by the Commissioner and submitting them to the Deputy Engineer.
 - (14) Maintaining list of roads and streets in his range.
 - (15) Maintaining a progress report of works carried out in his ranges.
 - (16) Reporting to the Deputy Engineer about the irregularities of contractors and conduct of his subordinates etc.,
 - (17) He will send daily a statement of fushed-out lamps to the concerned Electrical Supervisor.
 - (18) He will send inspection notes of superior officers on the same day for their confirmation.

Duties of work Inspectors (Electrical) : -

- (1) To prepare sketches in respect of new street light proposals.
- (2) To follow up street lights estimates in K.E.B.
- (3) To deal with street lights correspondences pertaining to shifting of power lines and poles etc.,
- (4) To maintain statistics of street lights.
- (5) To be incharge of collection of electrical materials from the Central Stores.
- (6) To submit a diary of the work done by him at the end of every week to the Assistant Engineer.

DUTIES AND RESPONSIBILITIES OF JUNIOR ENGINEERS**A. Duties and responsibilities relating to execution of works :**

A Junior Engineer posted incharge of a Corporation Division or Divisions or to specific works as laid down in the posting order or modified from time to time by the Deputy Engineer or higher authority shall be responsible for to the extent within his charge :

- (a) the proper execution of all works in his Corporation Division are his charge. In particular this will include in the case of works given on contract.

(b) Setting out of checking the works to see that the works are carried out according to approved plans and specifications :

(c) Checking the quantity of materials on arrival at site and at time of usage on work to ensure that they comply with specifications.

(d) Watching the proportion of ingredients in mortars, concrete etc. and ensure that they are as per standards specified for the particular item of work.

(e) Checking that the workman-ship in the execution of work is to specification.

(f) Checking whether proper care and protection is taken to avoid accidents or danger to workmen or to third parties or to adjacent properties.

(g) Ensuring that all the conditions of contract are properly observed and take appropriate action to report violations and recommending suitable action and pursue the matter with higher authorities to see orders are received expeditiously.

(h) Keeping an account of the receipts, issues and use of departmental materials on the work.

(i) taking charge of unserviceable or dismantled materials obtained during the execution of a work and promptly report for their disposal or otherwise end till in his charge be responsible. A register shall be maintained in the prescribed

form indicating clearly the source of receipt with reference to Measurement Book number and page, Name of work, D.R. Nos and he should record in the M. B. and the bill that the dismantled materials and unserviceable materials are accounted in the register and extract of the same should be sent to the Assistant Engineer monthly to reach him by the 5th of the succeeding month in the prescribed form.

(j) Forecasting and reporting the requirements of materials, tools and plant etc. required for works sufficiently early so that they could be arranged for and got supplied in time.

(k) taking and recording measurements and assisting in check-measurements.

(l) preparing contractors' bills and recording details of quantity and cost of materials issued and Tools and Plant and machinery hired which are recoverable from the contractor.

In the case of works taken up for execution departmentally through departmental labour, he will be responsible for -

- (1) setting out the work;
- (2) sending timely intimation to the Assistant Engineer of the requirements of materials, tools, plant etc. so that there is no interruption or slackening of work due to lack of these;
- (3) receiving temporary storing, accounting and issuing departmental materials required for execution of the work;

(4) receiving temporarily storing and issuing departmental Tools and Plant to the labour and returning them to store or other place as directed by the Assistant Engineer when the tools and plants are no longer required;

(5) Mustering the labour and maintaining the muster roll as per rules;

(6) allotting work to the labour in such a manner as will ensure efficient performance of the work;

(7) maintaining a record of the out-turn of work every day, including issues of departmental materials, if any, was employed. All this should be noted in a book and the duplicate and triuplicate copies should be sent to the Assistant Engineer and the Deputy Engineer daily;

(8) assisting the Assistant Engineer is disbursing wages to the workmen after identifying them; and

(9) carrying out any instructions received from higher officers from time to time regarding execution of works.

B. Duties and responsibilities relating to maintenance of works, properties;

In respect of maintenance of roads, bridges, buildings or other structures that are entrusted, the Junior Engineer is responsible and his duties include;

(i) making a systematic examination of the works under his charge and reporting the condition and maintenance requirements to the Assistant Engineer and arranging for the proper up keep of the structure;

(ii) (a) the maintenance of a register in the prescribed form giving the details of all Corporation properties including buildings in his jurisdiction together with the revenue and engineering survey maps of each such property showing the structures and usage of the same, keeping the register upto date and noting in the register the dates of inspection by him and the condition and action taken to prevent occupation and encroachment. In case of further additions, indicating the source from which the property is acquired or obtained date of payment of award, date of taking over, purpose for which taken over and action taken to utilise the property;

(b) the maintenance of a register showing all roads, streets, lanes, footpaths belonging to the Corporation giving all details as required in the register and keeping it up-to-date;

(c) the maintenance of a register showing the location of all public water taps, maintained by the Corporation after giving numbers to the taps for facility of location;

(d) the maintenance of a register of street lights in the prescribed forms showing all street light fittings indicating the streetlight pole No. of K. E. B. and the nature of fitting;

(e) the maintenance of the following in the prescribed forms:—

(i) Register of applications for approval of sites and for permission to construct buildings;

(ii) Register of references received and disposed;

(iii) Register of programme of works and progress;

(iv) Register of subordinate staff and Jurisdiction;

(v) Register of bills submitted and disposal;

(vi) Register of Measurement Books;

(vii) Register of Building application licences.

(iii) the taking of urgent steps either for protection of property of life or restoring communications as for instance, prevention of breach of tanks, cutting and removing fallen trees from roads etc. These should be arranged then and there and the fact reported to the Assistant Engineer. Departmental labour should be employed as far as possible for such purpose;

(iv) Supervising maintenance of works and keeping accounts of materials used, departmental tools and plant employed etc.;

(v) reporting cases of buildings, tanks, trees, wells etc. that may be dangerous to the public

or to the inmates of such buildings and take such action as may be ordered;

(vi) They should submit a dairy of the work done by them at the end of every week to the Assistant Engineer.

C. Duties and Responsibilities relating to the Survey, Investigation and preparation of Estimates :

The Junior Engineer shall be responsible for the Survey, investigation and collection of all field data necessary for the construction of new works or alternations and additions to existing works or repairs, maintenance of existing works or repairs and maintenance of existing structures which fall within his jurisdiction and for the preparation and submission of estimates relating to them. He shall maintain a register in the prescribed form, showing details of estimates submitted and their final disposal.

D. Accounts and other duties relating thereto :

The Junior Engineer shall be responsible for the safe custody and rendering proper accounts, as per rules, of cash, materials, scientific instruments, tools and plants etc. entrusted to him or which pass through the Section accounts and the accounts shall be maintained in the forms prescribed.

E. The Junior Engineer shall furnish information required in so far as his section is

concerned to answer interpellations in the Corporation.

F. The Junior Engineer shall be responsible for making timely arrangements for the disposal of unserviceable or surplus tools and plant, scientific instruments etc. after obtaining the orders of Assistant Engineer.

G. The Junior Engineer shall make on the spot enquiries and submit reports on matter referred by the Superior Officers.

H. When directed to do so, the Junior Engineer shall prepare and submit valuation reports of buildings and structures.

I. Duties and Responsibilities relating to Prosecutions :

The Junior Engineer should make himself thoroughly conversant with the provisions of the Corporation Act and Rules thereunder so far as they relate to the Engineering Department and should promptly bring to notice all cases of violations of the Act and Rules and under orders he should issue notices or institute prosecutions

J. Responsibilities relating to the Scrutiny etc. of Plans :

On receipt of the application and plans, the Junior Engineer shall inspect the site and verify if the application satisfies all the conditions laid down in the Corporation Act its bye-laws and the rules and shall return the application form within three days to the Assistant Engineer clearly

stating the objections, if any, and if no objection to say so definitely and that they are strictly as per bye-laws and O. D. P. The Junior Engineer shall be responsible to see that no deviation from the sanctioned plan is allowed and if done to take prompt and effective action under law. Such inspections shall be made at least three times in a month and the dates of inspection and progress of work shall be noted in the Register of Building licences in the prescribed form. The Junior Engineer shall at once report all cases of deviations or breach of building regulations and make specific recommendations and pursue the matter. He shall also bring to notice all unauthorised constructions, and all cases of breach of the provisions of the Act in respect of Building regulations.

K. The Junior Engineer shall submit his Dairy in the prescribed form promptly as per standing orders.

L. Transfer of Charge :

Whenever a Junior Engineer is transferred or he proceeds on leave, he should handover all the registers and accounts referred above as also materials in the charge. Further a note relating to the works in progress and further action to be taken should also be given to the reliever. A statement of reference, cases, records etc. pending disposal should be prepared and handed over. Copies of the handing over notes should be submitted to the Assistant Engineer and Deputy Engineer concerned.

M. When a Junior Engineer is posted as Custodian of Stores, he is responsible for:—

(i) Receiving articles ordered to be stocked in stores, verifying the quality with specifications and quantity as per the order and keeping under safe-custody in suitable places in the stores;

(ii) Recording measurements of such receipts;

(iii) Ensuring proper storage of articles in the stores by taking necessary precautions to prevent deterioration due to storage, damages due to fire and other hazards and loss due to unauthorised removal of stores.

(iv) ensuring the accuracy of measuring instruments like weighing balances, tapes etc. by frequent checks and adjustments;

(v) ensuring that the articles covered by proper indents and approved by the Stores Officer are issued out of the stores and that the issue is made to the person authorised to receive the same and that acknowledgement of the party is obtained.

(vi) keeping proper accounts and submitted proper returns as per rules, of receipts, issues and balances of different articles;

(vii) arranging for taking delivery of goods consigned to the stores and authorised to be received therein from Railway Stations, transporting agents premises etc. without causing delay, demurrage or any avoidable expenses;

(viii) Controlling the work of labour employed in handling of stores within stores premises and keeping such account records as are necessary and prescribed from time to time for any payment that may have to be made to the labourers;

(ix) bringing to the notice of higher authorities articles which are in short supply so that action may be taken for procurement of the same in time;

(x) reporting to higher authorities of the availability of surplus articles which have not been indented for the last 6 months or more, so that steps may be taken for their early disposal;

(xi) bringing to the notice of higher authorities cases where articles are likely to get deteriorated;

(xii) Verifying bills of suppliers pertaining to store transactions and processing the same in according with rules.

Duties and Responsibilities of an Accounts Clerk

A. An Accounts Clerk entrusted with the duty of pre-audit of work/supply bills shall be responsible;

(i) for checking cent percent the arithmetical accuracy of the measurements of items of work/suppliers entered in the measurement book;

(ii) for tracing the quantities of items of work/supplies from the measurement books in to

bill and ensuring that the specifications of items of work/supplies as entered in the Measurement Book are correctly brought forward in to the bill;

(iii) for seeing that the measurements are checked by the Assistant Engineer and (Executive Engineer where necessary) and check certificate is recorded in the measurement book as per rules.

(iv) for checking to see that the specifications of items of work/supplies and rates claimed in the bill are as per agreement or supply order and or schedule of rate, approved data rate, as the case may be, and bring to notice deviations/discrepancies if any, and for noting on the agreement/supply order the fact of passing the bill with details of bill amount and its serial number, if on a running account;

(v) for seeing that the recoveries towards royalty, cost of stock and other materials issued to the contractor. Hire charges of plant, machinery hired to the contractor and such other recovery as may have been ordered by the Audit and by the Deputy Engineer are actually recovered and where there is non-recovery of postponement of the recovery, that orders of the Deputy Engineer or other competent authority are obtained for such non-recovery of postponement recovery, and where any item of work claimed in the bill relates to dismantling etc. for seeing that the certificate of Junior Engineer and Assistant Engineer is recorded that the dismantled materials are recovered and entered in folio..... of the

Register of dis-mantled materials / surplus / unserviceable materials ;

(vi) for seeing that the work is proceeding according the programme stipulated in the agreement and for obtaining orders of the Deputy Engineer regarding levy of penalty or otherwise for short fall in progress or delay in the completion of work ;

(vii) for bringing to notice cases of considerable delay between the date of measurement and the date of preparation of bill as also delays in check-measurement ;

(viii) for seeing that the estimate for the work is sanctioned or purchase sanction for supplies is received and comparing the total up-to-date quantity and amounts of items of work/supply claimed in the bill with the provisions in the sanctioned estimate/purchase sanction and bring to notice cases of excess over provision or deviations from the sanction. He should also note on the sanctioned estimate/purchase sanction, the No. and amount of bill passed for payment ;

(ix) for checking the up-to-date outly inclusive of the amount of the bill under check with the grants allotted and bring to notice excess over grant ;

(x) for seeing in the case of first and final bills or final bills on a running account, that they are accompanied by (a) statement showing materials required, materials issued and materials

consumed and (b) the completion report of the work. After payment the fact of final payment should be recorded on the sanctioned estimate (purchase sanction), agreement and work order/supply order, to prevent double payments :

(xi) when bills for the refund of Earnest Money Deposit and further Security Deposit are received for seeing that the Assistant Engineer has recorded certificate that the work/supply is completed in all respects satisfactorily, that the final bill is paid *vide* voucher No. dated that the contractor has accepted the final bill in full settlement of all demands, that the revised estimate is sanctioned by..... and that there are no dues recoverable from the contractor. Before passing the refund bill, he should also verify the deposit register. note the fact of refund against the concerned item :

(xii) similarly in the case of supply bills, for seeing that the certificate of receipt of articles in good condition (in the case of plant and machinery in addition, certificate that the plant and machinery are tested and found to be in good working order) reference to folio of the Register of Receipt of stock/Tools, Plant and M. B. No. and page is given on the bill by the stores officer and for checking the entries and making notes and payment in the register, M. B. and supply order/Agreement and purchase register to prevent double payment.

(xiii) In the case of muster rolls received in respect of works taken for execution depart-

mentally (i) for checking the N. M. Rs with daily labour reports (ii) for seeing that the attendance is marked as per rules, wages are computed correctly and paid without delay after identification by the Junior Engineer, (iii) that the out-turn is commensurate with the labour employed and (iv) that the account of materials received and issued, plant and machinery employed with details of sub-heads of work on which utilised are given for proper classification and posting in the Register of work;

B. An Accounts Clerk entrusted with the duty of handling cash is responsible for:—

(i) Posting in the cash book, the transactions of receipts and payments in the proper order of occurrence and as soon as they occur;

(ii) preparing the vouchers and receipts and returning the triplicate copy of voucher to the Assistant Engineer in case of work bills;

(iii) Securing reconciliation with the treasury in respect of receipts and payments in to the Treasury;

(vi) Keeping the Register and Measurement books posted up-to-date and keeping un-used measurement books in safe custody and keeping watch over the return of measurement books issued for use;

(v) Keeping the Register and cheque books and receipt books posted with details of cheque

books and Receipt books in use and of the blank books in custody un-used;

C. An Account Clerk entrusted with the work of compilation of Accounts, posting of registers is responsible for:—

(i) posting the general abstract with the cash, stock and transfer entry order transactions and for tallying the receipts, payments etc.;

(ii) the preparation of schedules accompanying the accounts;

(iii) keeping the postings in the Registers entrusted to him, up-to-date;

(iv) in the case of Deposit/Purchase Registers for posting the Registers and reviewing the balances and for taking action to laps old and unclaimed items;

(v) in the case of Register of M. P. W. Advances for posting the register and for reviewing the register monthly and to bring to notice items outstanding recovery since long;

(vi) in the case of Registers of Revenue, for keeping the register posted up-to-date, for seeing that demands are raised on the due dates and for bringing to notice cases where amounts due are not realised or brought to account and for issue of notices etc.:

(vii) checking the accounts of stock and tools, plant received and for posting them in the Annual Register of Stock and Register of Tools

and plant and for bringing to notice of the Deputy Engineer cases of delay in stock taking and when verification is done, discrepancies between the Book and ground balances ;

(viii) for keeping the Register of Buildings and Properties (including roads, street lights, water taps etc.) posted up-to-date and for reconciliation with the Books of the Assistant Engineer.

Duties of the Divisional Accountant

(1) The Divisional Accountant is treated as the senior members of the office establishment of the Division. His position in respect of accounts is analogous to that of a Assistant Engineer in respect of work.

2. The functions of the Divisional Accountant are three fold :

(i) as accountant is as the compiler of the accounts of the Division in accordance with prescribed rules.

(ii) as an internal auditors changed with the responsibility of applying certain preliminary checks to the initial Accounts vouchers, etc. ;

(iii) as financial assistant *i.e.*, as the general Assistant and adviser to the Deputy Engineer in all matters relating to Accounts and the budget estimates, or to the operation of financial rules generally.

3. He should advice the Deputy Engineer on the financial effect of all proposals for expenditure.

4. He should keep a watch over all the liabilities against the grants of the Division as they are incurred.

5. He should see that the rules and orders in force are observed in respect of all the transactional of the Division which comes within his sphere of duties.

6. If he considers that any transaction or order affecting receipts or expenditure is opposed to any rule or order, he should bring the fact to the notice of the Deputy Engineer with a statement detailing the reasons and to obtain his orders. If he is over ruled and he is not satisfied with the orders decision he should made brief note of the case in the Register of Divisional Accountant's Audit objections and lay the register before the Deputy Engineer for reconsideration of his advice and recording the reasons for disregarding the advice. This register may be placed before the Auditor during his inspections of the Division for review. If no inspection of the Auditor take places during any year an extract of the entries may be sent to him for review.

He should check the computed tenders for work.

8. He should inspect at least once a year the Accounts records of the Assistant Engineer's office and check a percentage of the initial accounts and to submit the report of inspection to the Deputy Engineer for orders.

9. He should maintain a register of Audit Notes and Inspection reports received and disposed off.

10. He should scrutinise the cheques with reference to the relative bills and other records before they are signed by the Deputy Engineer.

11. He will write up his report in part III of the half yearly Register of stock.

12. Before the transfer entry book is closed for the month he will see that no adjustments which are required to be made under any rule or order are omitted.

13. He will review a percentage of entries recorded in the measurement book in respect of all bills paid in the Division office.

14. All work bills or supply bills are paid in the Deputy Engineer's office after they are get Audited by the Divisional Accountant.

15. He will maintain a register of clearance of materials of site accounts and watch the clearance

16. He will check the works abstracts received from the Assistant Engineer and record a certificate of check.

17. He will be responsible for the correctness of the contractor's ledger and for securing agreement month by month between the balances detailed in the works abstracts and the corresponding balances of the accounts in the ledger.

18. He will be responsible for the correctness and completeness of all charges transferred to other departments or for accepting charges transferred from other departments in his Division.

19. He will scrutinise the cash and stock accounts of the entire Division and sub-Divisions as also all transfer transactions before they are incorporated in the monthly account.

20. He will see that service books, and leave Accounts of all subordinate are maintained in accordance with rules and that the annual establishment return in the prescribed form is accurately prepared.

21. He is required to sign not only the monthly account, but also all the schedule accompanying it.

22. He will take prompt action to settle all remittance transactions, original or responding early in March to bring to account all liabilities and assets awaiting settlement and to effect clearance in the accounts of March, of as many outstanding items as possible.

Duties of Maistries and Work Inspector

Each maistry or work inspector is responsible for entrusting work from road gang under his change and shall carryout all repairs etc., pointed out by the Junior Engineer of the Division to which he is attached. The Junior Engineer shall allot the day's work for the maistry or the Road Inspector who shall be responsible for getting

the work done by the gang. The work done by the road gang and the maistries and work Inspector shall be checked by the Junior Engineer every evening and any default brought to the notice of the Assistant Engineer. They will also assist the Junior-Engineer is supervising the civil works under progress.

The maistries and the Road Inspectors shall maintain diaries of work done every day and shall submit the same for the scrutiny of the Assistant Engineer through the Junior-Engineer concerned.

They will also bring to the notice of the Junior-Engineer all unauthorised creations in the Division and all other branches of the provisions of the Act and Bye-laws relating to the Works Department.

They will assist the Junior Engineers in maintaining the stock books and other registers.

Duties of the head Draftsman and the Draftsman

1. Checking all estimates received from the Assistant Engineers for sanction.
2. Preparing tender schedules with necessary specifications for executing the works.
3. Preparing plans and estimates for such works as may be directed by the Deputy Engineer.
4. Preparing the tracings for supplying copies of old building plans to private parties.

5. To maintain office plan files, estimates in order and to supply them for reference whenever they are required by the Engineer etc.

6. Scrutinising the plans submitted by the public for construction of houses etc in the respective divisions.

7. Scrutiny of data rates received from the Assistant Engineers for sanction.

8. Putting up draft notes for the Engineer, the Commissioner and the Standing Committee on subjects relating to Engineering works taken up for execution in the Division.

9. Taking action for calling of tenders in respect of all estimates costing Rs. 5,000/- and above.

10. Scrutinising the tenders and putting-up comparative statements.

11. Work connected with taking of agreements in respect of successful tenders and issue of work order.

12. Dealing with matters connected with programme of works for the year.

13. Looking into matters connected with budget estimates and re-appropriation.

14. Watching progress of works and receipt of completion reports.

15. He will maintain the following registers :

- (i) Data Register
- (ii) Re-appropriation register.
- (iii) Sanctioned estimate register..
- (iv) Tender and agreement register.
- (v) Piece work agreement register.

Duties of Tracers :

They are crutinisid with the work of tracing or copying the drawings prepared by the draftsmen and of assisting them in general.

Duties of Head Gangman :

1. They are required to assist the Junior Engineers in supervising the work of gangman.
2. They should extract work from the labourers at the workspot and see they do not work their time or neglect their work.

Duties of Gangman :

The gangmen will generally carryout the following types of work in the Division :

1. Filling the pot holes and road cuttings
2. Resetting the Curb stones
3. resetting the dislodged pavement slabs
4. Resitting the side drams
5. Resitting the main drams
6. Removing encroachments on Corporation lands.
7. Removing the overhandings and projectors on Corporation lands.

Intensive loity cleaning work along with Health gang in a specified area or locality.

Duties of Helpers :

They shall assist the Junior Engineers in maintaining all public taps, fountains, cattle troughs in their respective charge in a perfect state of working condition.

They will maintain a details of public taps in working condition in their respective Division.

They will maintain a list of public taps disconnected during the month and intimate the same to the Junior Engineer every day.

Duties of Assistant Engineer (Electrical) :—

He is incharge of Electrical Sub-Division which is attached to one of the Deputy Engineers to the works Department and he is responsible the Deputy Engineer for the proper management of his Sub-Division.

He will be incharge of the following items of work :—

1. Electric installations in all buildings belonging to the Corporation.
2. Installations of public fountains in the Corporation area and their maintenance
3. Corporation radio installations in buildings and parks.
4. Corporation Electrical cremetorium.

5. Illumination of Corporation buildings and parks during festive occasions

6. Procuring and issue of Electrical stores for the new installations and maintenance works.

7. Preparing estimates for new street light proposals and obtaining technical sanction thereto and passing of energy bills of K. E. B. and keeping proper ledger accounts.

The following are his principal outdoor duties:—

1. Insection of streets, parks etc. for effecting street lightings.

2. Inspection of electric installations in buildings owned by the Corporation.

3. Inspection of the electric ceremeterium.

4. Inspection of motors installed at various public conveniences to pump out water.

5. Inspection with reference to complaints received by him or referred to him by the Deputy Engineer for report and also for the purpose of checking the work of the outdoor staff.

6. Inspection for all new proposals regarding electrical installations.

7. Half yearly verification of electrical materials in the Electrical sub-stores and tools and plant with reference to stock and Tip registers.

His work at the office comprises the following:

1. To deal with all reports from his subordinates and correspondences with the public and councillors submitting to the Deputy Engineer all important drafts and notes.

2. To submit monthly progress reports of work, under his charge annual administration report and budget, proposals with estimates for his department.

3. Maintaining a list of all electrical installations in the Corporation.

4. Scrutinising estimates in respect of electrification of Corporation buildings and for installation of public fountains and submitting them to the Deputy Engineer.

5. Checking the registers and diaries of Junior Engineers and other outdoor staff.

6. Reporting to the Deputy Engineer about irregularities of contractors and the conduct of his subordinates etc.,

7. To prepare draft contract agreements and to keep them in his custody after they have been accepted by the Deputy Commissioner.

8. To submit weekly diary of his work to the Deputy Engineer.

9. To check measure all works carried out by the outdoor staff.

10. To send inspection notes of superior officers on the same day for their confirmation.

Duties of Radio Supervisor :

1. To prepare the monthly orchestra programme list and issuing the same to the orchestra parties and attending to the correspondence therewith.

2. Arranging loud speakers for orchestra programme.

3. Arranging loud speakers for Corporation functions and officers meetings etc.,

4. Checking the Radio Rooms and orchestra programmes.

5. Carrying out minor repairs to amplifiers, Radios etc.,

6. Passing of orchestra bills and the correspondence thereto.

7. Alloting works to Radio assistant, Radio operators and helpers and to supervise their work.

8. To be responsible to the Assistant Engineer (Electrical)

Duties of Radio Assistant Operators and Helpers :

1. To carryout the instructions of the Radio supervisor in attending to the orchestra programmes and functions.

Duties of the Stores Superintendent :

1. He is jointly responsible for the physical custody of all stores.

2. He will maintain correct and up-to-date account of stores as prescribed in the financial and Departmental rules of the Corporation.

3. He will inspect all stores received from the suppliers and check the quantities with their invoices and record the measurements of such receipts in the measurement Book.

4. He will issue materials as per indents received drawing up invoices and obtaining acknowledgements of indenting officers.

5. He will assist in the quarterly and annual verification of stores.

6. He should examine everyday all stores accounts or ledgers and initial and date them.

7. When new folios or new registers are opened he should check the opening entries with the closing balance and initial with date.

8. He will test check very frequently at the time consignments are about to pass the date with a view to ensuring that there are no excess issues.

9. He will hand over and take over of stores during his absence on leave for a period exceeding one month.

10. He will be primarily responsible for the receipt preservation, custody and issue of all stores and will attend to all correspondence relating thereto promptly.

11. He will ensure proper storage of materials by taking necessary precautions to prevent deterioration due to shortage, damage, due to fire or other hazards and loss due to unauthorised removal of stores.

12. He will bring to notice of higher authority articles which are in short supply, availability of supplies articles and cases of articles which are likely to get deteriorated.

13. He will arrange for taking delivery of goods consigned to the stores and authorised to be received therein from Railway stations, transporting agents premises etc., without causing delay, demurrage for any avoidable expenses.

Duties and Responsibilities of Clerks attached to the Stores :

1. They will write up the day to day transactions of all receipts and issues of stock, tools and plant in the respective prescribed registers under the directions of the Stores Superintendent.

2. They will prepare and submit on due date the stock and tools and plant returns due to higher authorities.

3. They will attend to any other work entrusted to them by the Assistant Engineer, stores.

Duties of Assistant Engineer (Stores) :

1. He will be in direct charge of all the items of stores along with the stores Superintendent.

2. He will be held responsible for seeing that proper arrangements are made for their safe custody proper maintenance of accounts and physical verification.

3. He will be responsible for all initial stock accounts required to be maintained in the stores and to send extracts wherever necessary to higher officers on due dates.

4. He will check the ledgers and registers daily to see that the items of receipts and issues are properly entered therein.

5. He will arrange to indent for and supply all items of stock to the various Departments without delay.

6. He will inspect all the supplies made by the various firms and see if they conform to the specifications or samples given by them.

7. He will varify all items of stores every quarter and make a report of his findings.

8. He will see that all perishable articles in stock are properly stored and that proper precautions are taken to prevent them from perishing.

9. He will take prompt action for the disposal of any article of stock found to be deteriorating.

10. He will be present punctually at the stores at the opening hours to check attendance of the staff and allot them work for the day. He

will also be present in the stores during the closing hours and see that all the stores, godowns etc. have been properly locked and will take possession of one key of all double locks.

11. He will control the entry and exit of stock into and from stores.

12. He will maintain a check measurement register and will indicate the date, time and items of stock checked by him.

Duties of Assistant Engineer (Workshop):

1. He will be in direct charge of all plant and machinery in the workshop including the Corporation vehicles.

2. He will be responsible for seeing that proper arrangements are made for their safe custody proper maintenance of account and physical verification.

3. He will be responsible for all initial accounts required to be maintained in the workshop and to send extracts wherever necessary to higher officers on due dates.

4. He will inspect all works in progress everyday expediting the same and checking completion of works.

5. He will see that full complement of lorries is marched out for services of the various Departments.

6. He will inspect the sick vehicles and arrange for their repairs.

7. He will check the mileage per litre given by each lorry examining the brakes of lorries periodically and maintenance of lorries in good working condition.

8. He will scrutinise estimates for repairs to machinery and submit them for orders of the Corporation Engineer.

9. He will arrange for half-yearly stock taking of all machinery and tools and plant and intimate the results to the Deputy Engineer.

N. When a Junior Engineer Posted to be incharge of workshop :

1. Supervising all repair works carried out in the workshop.

2. Checking the report of the foreman and to make sure that the various parts reported for replacement are necessary.

3. Scrutinising estimates for repairs to machinery or budgetted works and submit them to the Deputy Engineer through the Assistant Engineers (Workshop).

4. Drawing the materials from the stores and to superwise such materials are properly utilised for the works.

6. Forecasting and reporting the exact requirement of spare materials etc., required for the normal and frequent repairs during the

year so that the materials may be procured well in time.

7. Keeping an account of all receipts and issues of all materials purchased, drawn from stores and issued to works.

8. Maintenance of job registers and job cards for all works carried out in the workshop and recording the cost of labour and materials involved in each Job.

9. See to equal distribution of work to mechanics, Helpers, Carpenters, Welders, Tinkers, Electrician and Painters etc., and to see that no labour is made to idle,

10. Maintaining accounts pertaining to the hire charges of machines, Tools and Plant, etc., supplied to persons outside and inside the Corporation and to watch the recovery of cash from the concerned.

11. Maintaining released articles account and submission of the same by 5th of every month to the Assistant Engineer.

12. Maintaining and submitting monthly Tools and Plant account.

13. Inspection of vehicles allotted to Divisions.

14. Verification of the daily logsheets of the vehicles and to report on the action proposed for rectification of the defects.

15. Fixing up a programme for servicing to all the Corporation vehicles regularly and to report on the misuse if any of the original spares and accessories such as tyres, batteries etc. issued to the vehicles.

16. Entering the bills of firms in the measurement books, History books etc.

17. Submission of monthly statement of repairs effected to sick vehicles in the workshop and outside the workshop.

18. He will see to the maintenance of work register of permanent, advice register, fuel consumption register, Battery and Tyre performance records.

Duties of the Foremen:

1. He will work under the immediate control of the Assistant Engineer, Workshop.

2. He is responsible for the efficient and proper upkeep of the fleet of lorries.

3. He should see that the lorries are all oiled, greased and cleaned and their bodies washed and kept in tidy condition every Saturday.

4. He will see that the requisitions received from several departments are estimated for as early as possible and the work is put on hand and the job is completed without delay,

5. After completion of the job he should inspect them to see that the repairs have been carried out properly.

6. Scrutinising all indents to stores and to see that the materials drawn are fitted properly to vehicles.

7. Returning the materials released from the repaired vehicles to stores and preparing and submitting a monthly return.

8. He will see to the equal distribution of repair work to workshop staff and supervise the work allotted.

9. He will see to the daily deployment of Engineering Department vehicles to various Divisions.

10. Maintaining Tools and Plant register and procuring Tools and plant required to the workshop under orders of the Assistant Engineer.

11. Checking of job cards.

Duties of Electric Mechanic, Welder, Carpenter, Blacksmith, Hammerman, Bellowsboy, Tinker, and Painter :

1. They will carry out the work entrusted to them by the foreman.

2. They will draw the materials from the stores on indents scrutinised by the foreman and Junior Engineer and approved by the Assistant Engineer.

3. Before starting the work they will inform the job card section, details of vehicle No. and the nature of work that is being carried out on that day.

4. They will return the released materials to stores on return indents signed by foreman or the Junior Engineer.

5. They will keep their section clean and tidy.

6. They will attend to any other work entrusted to them by the foreman and Junior Engineer.

Duties of Junior Mechanic :

1. He will carry out the work entrusted to him by the foreman.

2. He will return all the unserviceable materials to store on return indent.

3. He will draw the required materials from the stores on indents with the instructions of the Foreman and the Junior Engineer.

4. After repairs he will test the vehicle and report to the Foreman about the condition.

5. Any other work entrusted by the Foreman and Junior Engineer to be carried out.

Duties of Helper :

1. He will carry out the work entrusted by the mechanic.

2. He will assist the mechanic while repairing the vehicle.

3. He will take care of Tools taken for repairs.

4. He will clean the materials removed from the vehicles.

5. He will keep the workshop clean and tidy.

6. He will carryout any other work entrusted by the Foreman or the Junior Engineer.

Duties of Watchman :

1. He will not allow any person inside the workshop during non working hours without the orders of the Junior Engineer.

2. He will not allow any working staff to go outside the workshop during working hours without the orders of the Junior Engineer.

3. He will completely check every person both at the time of entry in to the workshop and at the time of leaving the workshop.

4. He will not call any person to carry his personal belongings at the time of entry to workshop.

5. He will initiate the vehicle movement register and get the following particulars noted in the register.

(a) Vehicle No.

(b) Time of incoming,

(c) Time of outgoing.

(d) name of the Driver.

(e) Signature of the Drivers.

CORPORATION OF THE CITY OF BANGALORE

DUTIES AND RESPONSIBILITIES OF THE OFFICERS OF THE HEALTH DEPARTMENT.

Duties of the Health Officers :

He deals with all the questions which effect the Public Health of the City including inquiry into the causes of the outbreak of infectious diseases and formulate all sanitary measures in connection therewith.

Outdoor :

He inspects the various institutions of the Health Department from time to time and checks the work of the staff incharge of sanitation, medical, relief, registration of birth and deaths, vaccination, and medical inspection of schools etc.

He periodically inspects market and other places where article of food are sold, inspects cattle yards, restaurents and hotels add important licensable places, factories, theatres, schools etc. with reference to sanitary requirements.

He inspects slums and all backward areas frequently with regard to their proper cleaning and sanitary improvements.

Indoor :

He scrutinise all papers requiring his orders and instructions, correspondents with outside offices, relating to the following subjects and

submits to the Commissioner, notes on important matters:—

- (1) Vaccination
- (2) Vital statistics
- (3) Cholera and other Infectious Diseases
- (4) Anti-malarial operations
- (5) Conservancy
- (6) Licensable trades
- (7) Dispensaries and Hospitals
- (8) Medical inspection of schools
- (9) Disposal of pay bills of the Department and suppliers bills.

He deals with all papers relating to the Health Department, establishment, appointments, transfers, leaves etc.

He visits periodically the different Sections of his office as well as the subordinate offices of the Health Department and ensures that the work is carried on methodically and that the officer are maintained tidily.

He attends every meeting of the Standing Committee (Health) and the Council and meetings of other Committees whenever necessary.

Deputy Health Officers:

He supervises the Sanitary work and trades of the ranges including Infections Diseases, Vaccination, Medical Inspection, Food adulteration and Burial Grounds.

He periodically inspects markets, important licensable places etc., with reference to sanitary requirements.

He periodically inspects Maternity Home and centres in his jurisdiction.

He looks after the management of the Health Department vehicles.

He is incharge of all aided programmes, Mosquito Control and Family Planning and Stores.

He attends to the meetings of the Standing Committee (Health) and any other committee as directed by the Health Officer.

He supervises the work carried out in the Corporation Laboratory and in respect of prevention of Food Adulteration Act.

Medical Officers:

The duties of the Range Medical Officers are supervision of the Sanitary work of the range including Infectious Diseases, Vaccination, Medical inspections, Medical relief, Food adulteration and Burial and Burning grounds etc. The following are the important duties of each Medical Officer:—

1. He investigates all important complaints regarding the Sanitary work of this range or the conduct of any of the subordinates of the Department.

2. He inspects every case of infectious diseases and investigate the cause of the outbreaks of epidemic diseases and reports upon the same to the Health Officer.

3. He inspects places where offensive trades are carried on and submits a weekly report to their respective Deputy Health Officers.

4. He inspects all cases of applications for licences for offensive trades etc.,

5. He inspects all lodging houses and disposes of all applications for licences in connection therewith.

6. He verifies primary vaccination performed by the vaccination staff and checks the outdoor vaccination in his range.

7. He supervises the work at the Registration Office in his range as also at the burial grounds and burning grounds.

8. He inspects all the records maintained by the Health Inspectors, vaccinators and Medical Officers.

9. He accompanies the Health Committee members in their inspections in his range.

10. He inspects the Factories, Cattle yards and Dhobighats etc. in his range and supervises the conservancy work in his range.

11. He prepares a monthly advance programme and submits the same to the respective Deputy

Health Officers before 25th of the preceding month.

12. He will check at least four mustors per day at 6 A. M., 10.45 A. M., 2.30 P. M. and 5 P.M. and submit daily reports in the prescribed form to the Deputy Health Officer.

13. He shall maintain the following special registers:

- (a) Complaint register showing the disposal of complaints received by him.
- (b) Register of nuisances and offences committed showing how they have been disposed off.
- (c) Register of trade licences issued Division wise.
- (d) Register of Health facilities available in each Division.

14. He should maintain daily a diary of the work done by him and submit it on the first day of the succeeding week to the Health Officer.

Medical Officers of Health (Malaria Control):

He is directly incharge of the Urban Malaria and Filaria Control programme.

He will co-operate with the N. M. E. P. work in respect of detection radical treatment and follow up of Malaria and Filaria cases in the Corporation.

He will inspect tanks, wells, drains and low lying areas in the City.

He will attend to complaints from the public relating to mospusto nuisance.

He will prepare estimate for cleaning tanks and wells Departmentally.

He will supervise and check the work relating to oiling drains tanks, cesspits and low lying lands in the city.

He will maintain daily a diary of work done and submit progress reports weekly, monthly and quarterly and the Annual Administration Report to the Corporation.

Medical Officer of Health (Maternity and Child Health) :

She is directly responsible for proper functioning of all the maternity Homes and Child Health centres and Creches of the Corporation and all programmes connected with these institutions.

She will prepare an advance programme for each month and submit the same to the Health Officer not later than 25th of the previous month.

She should exercise close supervision over the working of the entire staff.

She should make frequent visits to the different Centres and see that every member of the staff attends to his or her allotted duties regularly and without complaint.

She should maintain daily diary of the work done by her and submit a copy of it to the Health Officer at the end of every week.

She should maintain proper records of drugs, linen, disinfectants, detergents, equipments, etc., received and should submit half yearly certificate of stock verification to the Health officer.

She will send weekly statement of conducted labour to the H. O. at the end of every week.

Lady Doctor :

She is in direct charge of the staff and work in the centre to which she is attached.

She will make recommendation to the Superintendent on all matters relating to the work and staff and obtain latter's instructions, proper conduct and work of the centre.

She shall attend the centre every morning between 8 A.M. to 1 P.M. and in the afternoon between 3 P.M. to 5 P.M. She will always be available for emergency cases.

The pattern of work for the lady Doctor is 8 A.M. to 9 A.M. ward rounds and 9 A.M. to 1 P.M. attending to out patient section. She will be directly responsible for all the cases admitted into the maternity Homes.

She should see that the records and registers to be maintained are kept properly and that the prescribed returns are submitted correctly and in time.

She will conduct ante-natal clinics three days in a week and maintain the relevant records and see will also participate actively in the family

welfare planning programme and achieve the targets fixed for her institution.

She is responsible for maintenance of proper stores and ensure a steady flow of supplies both to the outpatients and inpatients in respect of linen, drugs, diet, ward equipment instruments etc.

She should check and certify diet articles bills.

She will send birth and death reports pertaining to the maternity Home to the sub-Registrars of the Ranges.

She will hold clinics regularly on particular days of the week at the centre for pre-natal and nursing mothers and infants and maintain relevant records and register.

She is responsible for submission of monthly statement of work done in the maternity Homes and Child Health Centres and Family Planning Centres attached to the Maternity Homes.

She will attend to any other work that will be allotted to her by the Superior Officers from time to time.

Senior Health Inspectors :

He is in overall charge of the Sanitation of the whole circle.

He will supervise the work of the Junior Health Inspectors in the Circle.

He will maintain such records and work in Co-ordination with officer of the other Department at circle level.

He will prepare a weekly advance programme of work to be carried out in the circle and submit the same to the health officer through the Range Health Officer and adhere to the same.

He will inspect a minimum of ten licensed trades per day.

He will investigate all the complaints referred to him within twenty four hours and submit his report to the Range Medical Officer.

He will arrange for issuing special notices in case of nuisances and violations of Bye-laws and other offences under the Act within three days, of detection by them and other higher officers.

He will superwise all the works connected with national programmes except family planning

He will review the sanitary needs of his circle from time to time and submit specific recommendations to the Range Medical Officer with regard to the requirement of dust bins, Public urinals, latrines conservancy articles and the stores required for the proper maintenance of circle level stores for conservancy articles, disinfectants, detergents etc, and maintenance of stock accounts

He will periodically varify tools and plant and sundry articles in his circle.

He will attend office in the afternoon and dispose of all the conservancy papers, leave application of gangmen, public complaints etc.,

He will maintain daily a diary of work done and submit on the first working day of the succeeding week to the Range Health Officer.

He will maintain the following registers:

1. Register of papers received and disposed of.
2. Register of house Inspections.
3. Register of Infectious diseases.
4. Register of prosecutions.
5. Register of licenced trader in the circle.
6. Register of unauthorised trades.
7. Register of food destruction.
8. Register of improvements.
9. Register of Tanks and wells.
10. Register of notice and prosecutions.

Junior Health Inspectors:

He will be incharge of a Division. All the Pourakarmikaru Sanitary Daffedars, Drivers, Cleaners and lorry Pourakarmikaru will directly work under his supervision

He will check the musters four times a day viz., 6 A.M., 10-30 A.M., 2-30 P.M. and 5 P.M.

He will supervise the street sweeping, drain cleaning collecting and transporting of rubbish from his Division to the disignated place of disposal. He will impound all stray stray cattle

and other animals. He is responsible for prevention of sale of unhealthy and exposed food articles, cut fruits etc., He is responsible for prevention of leading sewage and sullage in the storm water drain and abatement of all types of nuisances.

He will organise intensive gang work in his Division accordingly to advance programme drawn.

He will record the relevant entries regarding trips made, fuel consumed etc., in the daily log sheet of the lorry and dog catching van.

He will be incharge of Sanitation in his Division.

He will maintain daily a diary of work done and submit the same on the first day of the succeeding week to the Range Health Officer.

He will maintain the following registers:

1. Register of papers received and disposed of.
2. Register of House Inspections.
3. Register of Infectious Diseases.
4. Register of food destruction.
5. Register of notice and prosecutions.
6. Register of Tanks and wells.

He will maintain a register in form (HD 117) of all low grounds, pits and tanks filled up with rubbish or silf in his Division, noting the date of Commencement of alling and of completion of work.

Public Analyse :

He will analyse samples of foods sent to him under the provisions of P.F.A. Act and issue certificates of analysis for the same.

He will be in administrative charge of the laboratory equipment and laboratory staff.

He will attend to the indents for apparatus, chemicals and other laboratory requirements.

He will prepare monthly, quarterly and annual reports on the working of the laboratory.

He will submit weekly diary of the daily work done by him on the first day of the succeeding week to the Health Officer.

Assistant Public Analyse :

He will assist the Public Analytic in the analysis of all samples of foods and other articles received in the laboratory.

He will assist generally in the administration of the laboratory and the preparation of indents for apparatus and chemicals.

He will be incharge of stores and maintain the various stock books.

Public Analyse :

He shall maintain the following register :-

- (1) Register of Samples.
- (2) Register of T. & P.
- (3) Register of apparatus.

(4) Register of miscellaneous articles.

(5) Register of Chemicals.

(7) Register of Laboratory books.

Food Inspectors :

He will take samples of articles of food such as ghee, butter, milk gingelly oil, groundnut oil, coconut oil, tea, coffee powder etc. and conduct presecutions in the case of adulterated samples.

He will seize articles of food, which are suspected to be adultrated such as ghee, butter. oils etc., and take them before the Magistrate if found adultrated for orders to forfeit the stuff or to destroy the same.

He will seize unwholesome and noxious food stuffs found on road sides and destroy the same immediately.

He will inspect all licensable places, such as Hotels, restaurants, Boarding and Lodging Houses, Aerated water shops, Bakeries etc. for action under the prevention of Food Adultration Act.

He will file charge sheets within fifteen days from the receipt of certificates in respect of adultrated samples from the public Analyse.

He will submit monthly, quarterly, half yearly and annual reports in the prescribed proformas to the public Analytic on or before 3rd of succeeding month.

He will submit weekly diary of work done daily to the public Analyst on the first day of the succeeding month.

Unit Officers, Malaria Control :

He will supervise the work of the Junior Health Inspectors M. C. and gangmen.

He will check the breeding places in their units.

He will be in charge of the stock of the unit and will maintain necessary stock books.

He will be present in the respective unit between 8 A.M. to 9 A.M. everyday and in the office of the Medical Officer of Health M. C. between 4 P.M. and 5 P.M. and they must be in the field during working hours.

He will watch the oil position and make arrangements for the stock in advance.

He will maintain daily the diary of work done and forward the same to the Medical Officer M.C. on the first day of the succeeding week.

Mosquito Control Inspectors :

He will supervise the work done by the sub-unit consisting of one Head gangmen and 12 gangmen.

He will check the musters four times a day viz 6 A.m., 10-45 A m. 2-30 P.m. and 5 p.m.

He will maintain daily a diary of work done and submit on the first working day of the

succeeding week to the Health Officer M. C. through the unit officer.

He will maintain the blockmap of his sub-unit and tanks and breeding places etc.

He will arrange to keep sufficient stock of oil required by the sub-unit.

Head Gangemen :

He will keep record of breeding places in his area.

He will allot work to his gangmen and supervise the work done by them.

He will be punctual in attending to his duties.

Sub-Registrars cum Assistant Surgeons Incharge of Sub-Health Officer :

He will draw up a monthly advance programme of work to be carried out and submit a copy of the same to the Range Medical Officer of Health.

He will attend to field work daily and supervise the work of the Executive staff as per the advance programme drawn up.

He will check 25% of primary vaccination and 5% of revaccinations done by the vaccinators.

He will check at least 50% of deaths registered by Sub-Registrations and all infant and maternal deaths and not reported by a Registered Medical Practitioner. He will investigate all deaths not certified by a Registered medical practitioner.

He will investigate all cases of infectious and communicable diseases and keep a record of the same in a register.

He will check the work of Cynogas gangment in the field during their visits.

He will visit Nutritious programme at least one month and see that the programme is run satisfactorily.

He will carefully watch, the mortality rate of his range and submit a report to the Range Medical Officer of Health whenever there is an unusual rise in the number of deaths with probable reasons for the same.

He will verify every case of death reported to him during epidemics and also furnish a list of deaths registered by him every day to the Range Medical Officer.

Lady Health Visitors :

She will be incharge of the Maternity Home and the Child Welfare Center attached to the Maternity Home

She will be supervise the Staff attendance and the work allotted to them.

She will assist the Lady Doctor in conducting various clinics of the Maternity Home.

She will be incharge of linen account.

She will prepare monthly statement of Maternity Home, Milk Centre and Welfare Centres.

She will send a daily report to the Lady Doctor about any case or cases requiring the latter's immediate attention.

She will attend to any other duty that may be entrusted by the Lady Doctors.

The duty hours of the Lady Health Visitor will be 8-00 A.M. to 1-00 P.M. and 3-00 P.M. to 5-00 P.M.

Midwives :

The hours of duty will be 8 A.M. to 8 P.M. and 8 P.M. to 8 A.M.

She will be present in the Institution half an hour earlier for taking over charge.

She will see to the cleanliness of the linen used in the Maternity Homes.

She will be in-charge of the equipment articles and other instruments used in the Maternity Homes.

She will be in-charge of the cases admitted for confinement during her duty hours till she hand over charge,

She will give baby bath daily

She will conduct neo-natal vaccination and B.C.G. etc.,

She will assist the Lady Doctors in the ante natal and other clinics.

She will assist the Lady Doctor in maintaining the following registers:

1. Admission Register
2. Parturition register
3. Milk and bread register
4. Live birth register
5. Death reports.

She will attend to any other work entrusted by her superiors.

Centre Midwife:

The duty hours are from 8 A. M. to 1 P. M. and 3.00 P. M. to 5.00 P. M.

She is incharge of the child welfare centre and the Nutrition Programme wherever it is attached to the centre.

She will bathe the centre Childern daily.

She will receive and distribute fresh milk and other drugs supplied under the nutrition programme.

She will assists in conducting Ante Natal and immunisatory programme in the Child Welfare Centre.

She will visit the Division in the afternoons.

She will prepare monthly reports of the various activities of the centre and the various receipts and distributions made during the month.

Wherever creches are run, she will be responsible for the cleanliness of the centre, maintenance of records, articles, preparing daily reports, ununisation, maintaining and submission of monthly reports.

She will carryout any other duties that will be entrusted by the superior officers.

Medical Officer In Charge of a Corporation Dispensary:

To examine diagonise and treat patients and to give general advice and directions for cases needing treatment at other centres.

To attend to preventive inoculation of patients attending the dispensary.

To perform vaccination or re-vaccination of unprotected children and persons visiting the dispensary.

He should maintain the following registers:

1. Nominal register of out patients.
2. Stock book of Medicines.
3. Stock book of surgical instruments.
4. Stock book of tools and plant.
5. Stock book of sundry articles.
6. Indent book of drugs and miscellaneous articles.
7. Indent book for tools and plant.
8. Attendance register.
9. Contingent register.

10. Nominal register of primary vaccinations and revaccinations.

11. He should furnish the following statements :

- (1) Work done
- (2) Vaccination
- (3) Malaria
- (4) Tuberculosis
- (5) Skin diseases

Vaccinators :

He will systematically go round his respective divisions, trace all unprotected children over 6 months old including those born at the hospitals and issue notices to their parents or guardians to get them vaccinated at once.

He will trace all unprotected children born outside the City but brought in to it subsequently and issue notices for their vaccination.

He will report to the medical officer in charge of Registration and vaccination all cases where the notices are not obeyed.

He will assist the Medical Officer in charge of Registrators and vaccination in vaccination persons during the prevalence of smallpox; and on other special occasions.

He will maintain the following registers :

- (1) Nominal register of primary vaccinations and re-vaccinations.
- (2) Nominal list of all unprotected children

CORPORATION OF THE CITY OF BANGALORE

DUTIES AND RESPONSIBILITIES OF THE OFFICIALS ON THE EDUCATION DEPARTMENT

Corporation Education Officer

Out-door duties :

1. He will inspect one or two schools every day.

2. He will occasionally visit the Corporation Play Grounds and Reading Rooms.

3. He will make surprise visit to the mid-day meal centre.

4. He will attend meetings of Corporation Teacher's Associations.

5. He will accompany the members of the Standing Committee (Education) during their visits to the places of inspection, whenever wanted.

In-door :

He will deal with correspondence relating to the following subjects :-

1. Construction of Buildings for schools.
2. Maintenance in good repair of school buildings owned by the Corporation.
3. The grant of permission to use school buildings to outside bodies.
4. Supply of furniture, books, maps, apparatus, forms, stationary and store articles to the schools

and necessary equipment to the Corporation Reading Rooms and the Corporation play-grounds and seeing that proper accounts are kept for all these things.

5. All matters relating to schools and Teachers Associations.

6. Conducting inquiries on complaints from parents or other members of the public and from teachers and other subordinate of the Department

7. Correspondence with Government Educational authority and submission to them of statistical and other particulars.

8. Taking action on medical Inspection Reports.

9. Maintenance of Corporation Reading Rooms and Libraries.

10. Maintenance of play-grounds.

11. Mid-day meal service.

12. Organisation of scouting in Corporation Schools and play-ground demonstrations.

13. Receipt and check of several periodical returns.

14. Inter-department references.

15. Preparation Budget and maintenance of accounts.

16. Administration report of the Educational Department.

17. Granting interviews to the public.

He will maintain and submit weekly diary to the Commissioner.

Heads of High and Primary Schools :

The Head Masters of Schools have to act in three different directions, viz. : -

1. Towards the management which has started the school.

2. Towards the staff members.

3. Towards the Government Education Departments

He will maintain discipline, punctuality and superwise the work of the teaching staff.

He will see to the proper maintenance of all the accounts and statistical registers as contemplated in the Government Grant-in-Aid Code.

He will submit punctually the various returns prescribed both to the Education Officer and to the Education Department.

He will submit a monthly programme of work to the Education Officer for approval.

He will be responsible to the Education Officer for bringing about improvements in the methods of teaching.

He will see that the school is properly equipped.

He will be responsible for the proper maintenance of tools and plants and stock registers and

will verify every quarters, the actual stock in schools with the stock register and shall report with his remarks any shortage or excess in stock found on verification.

He will attend to all papers referred to him by the Head Office carefully without delay.

He will keep himself informed of the needs and requirements of the school such as repairs to buildings, furniture and equipment etc ,

He will arrange for the parent's day in the school and shall enlist their sympathy and co-operation with the school work.

He will bring to the notice of the Education Officer by confidential reports, the work and conduct of all teachers either for appreciation or for disciplinary action.

He will with the previous sanction of the Commissioner arrange for sale in public auction of all articles declared unserviceable.

He will be responsible for the maintenance of the following accounts registers in the school.

List of Accounts Registers to be maintained by Heads of Institutions: --

1. Cash book.
2. Register of fund and the deductions.
3. Acquittance Roll.
4. Register of contingent charges
5. Account book of postage.

6. Stock and Issue of stationery articles.
7. Register of permanent stock.
8. Register of Audit objections.
9. Attendance register of staff initials.
10. Register of valuable and valuable documents.
11. Admission Fee collection register.
12. Tuition and other fee collection register.
13. Fee abstract.
14. Stock register of printed Receipt book.
15. Register of fee and half fee studentship.
16. Register of refund fees.
17. Register of miscellaneous receipts like Donations, Laboratory fees, Union fees etc.,
18. Register of collections towards Examination fees, printing answer books etc ,
19. Accounts Register of sports and R. R. Fund
20. Stock account of sports articles.
21. Issue register of sports articles.
22. Register of Magzines and papers subscribed for.
23. Account Register of poor boys Fund.
24. Library Accession Register.
25. Catalogue of Library Books.
26. Library issue Register.
27. Order book of appointments, grant of leave etc.. of staff.
28. Register of breakages.

29. Register of increment sanctioned.
30. Register of service books.
31. Account register of loss of fee income.
32. Register of special charges.
33. Rent Register.
34. Register of advances recoverable.

Teaching Staff:

He will maintain discipline among the students.

He will be punctual to the school and follow the teaching methods and procedures carefully and efficiently.

He will arrange for extra curricular activities and for physical education.

He will help in the fee collection work.

Physical Education Officer :

(To be drafted)

CORPORATION OF THE CITY OF BANGALORE

DUTIES AND RESPONSIBILITIES OF THE OFFICERS OF THE REVENUE DEPARTMENT

Revenue Officer :

The Revenue Officer is the chief administrative and executive head of the department dealing with revenues of the Corporation and is mainly responsible to the Commissioner for the proper assessment and prompt collection of all municipal taxes, for the levy and collection municipal licence fees and for keeping a proper account of the same. He is also incharge of the collection of rents for the occupation of municipal lands and buildings and all items of miscellaneous revenue.

He supervises the work of both the out-door and the in-door staff of the Revenue Department. He has a large amount of out-door work to do in connection with the following items :

Test inspection of assessments in connection with the quinquennial revision ; inspection of places in connection with revision petitions and appeals against assessments ; inspection of licences in regard to Vehicles, pandals, hotels, saloons etc ; checking the work of Revenue Inspectors and Tax Inspector. He shares this work with the Deputy and Assistant Revenue officers who relieve him of much of his routine work in the office.

As regards office work he has to attend to the work relating to the transfers, punishments leave, etc., with regard to the staff by virtue of the powers delegated to him by the Commissioner, and to exercise close supervision over the staff in the matter of maintenance of the various registers and the disposal of papers in the different Sections under him. He has to scrutinise the diaries of the assessors and the Revenue Inspectors and the areas lists of Tax Inspectors and take all possible steps to ensure prompt collection of the revenues of the Corporation. He has to carefully peruse and pass papers which go to the Commissioner, the Standing Committee and the Council. He should submit to the Commissioner at the end of every week a diary of the work done by the week.

Assistant Revenue Officer :

There are at present seven Assistant Revenue Officers. The principal duty of the Assistant Revenue Officer is the supervision of the assessment and collection work. He is expected to check the daily collections under all taxes. He has to carefully scrutinise all outstandings and if necessary report to the Revenue Officer slackness on the part of the Revenue inspectors and Tax Inspectors in this connection. His other duties are :

Out-door Work :

He inspects 10 percent of the buildings in case of all new assessments and also along with the Revenue Officer a percentage of the cases of

assessment of property Tax in connection with quinquennial revision of assessment. He should also visit inspect every property with regard to which appeal or revision petition is preferred and note remarks for disposal, calling for rental returns wherever necessary, hearing parties and recording their statements and submitting his recommendations. He also attends the meetings of Taxation Appeals Committee, and gives all information required by it. He should make a surprise inspection in a few cases of vacant buildings and interview important persons and holders of several properties for purpose of collection. He should check by surprise strata survey relating to the vehicles and animal taxes and scrutinise the work of the Revenue Inspectors and Tax Inspectors in general. The Assistant Revenue Officer should check the godown in which the distrained property is stored every month and look into the godown keeper's registers.

In-door Work :

The Assistant Revenue Officer should attend to the disposal of all correspondence pertaining to the Revenue Department. They should scrutinise and pass all assessment papers hear parties who prefer appeals. They should obtain from the office lists of irrecoverable items periodically and submit them with their remarks to the Revenue Officer. They also grant casual leave to the establishment of the Revenue Department both indoors and outdoor and do such work as may be assigned to them from time to time by

the Revenue Officer. Each Assistant Revenue Officer should submit to the Revenue Officer at the end of every week a diary of the work done by him in the week.

The following are some of the important registers that will be maintained in his office:—

1. Assessment Register of Buildings and Lands (R.D. form No. 34)
2. Building License Register (R.D. form No. 29)
3. Demand collection and Balance Registers.
4. General register of vehicle and animal tax payments (R.D. form No. 74)
5. Register of write off and remissions.
6. Register of.
7. Register of refunds.
8. Register of warrants.
9. Dstraint Register.
10. Prosecution Register.
11. Civil suit Register.
12. Register of Buildings and Lands belonging to the Government.
13. Register of notice of vacancy of Buildings.
14. Register of Remissions of property Tax.
15. Register of Deposits received from Licensed advertisers.
16. Demand register of Advertisement Tax.
17. Register of Revenue yielding properties.

18. Register of Lands and Buildings given on lease.
19. Register of Tenements.
20. Register showing the particulars of sale of lands and buildings.
21. Register of cheque received in payment of Corporation Taxes.

Range Managers

Every range is under the direct supervision of a Manager who is the head ministerial officer of the Range. He is responsible for the proper working of the Range office. He is expected to see that all the prescribed registers are maintained, posted and kept up-to-date. All the files of the range which go to the Assistant Revenue officer should pass through him and he should attend to drafting of the important correspondence. He should see that no delay occur in dealing with the various papers received in his range. He should see that the Tax collectors do their work properly and he should scrutinise their diary, before submission to the Revenue officer. He should deal with the Audit Report and see that the observations are promptly attended to.

Divisional Accountant

He is incharge work connected with one Division. He receives all papers regarding khata transfers bifurcations, Vacancy remissions, assessment, reduction of assessments appeals etc. pertaining to one Division and he deals with them according to rules and procedures laid down and

put up for orders of the Assistant Revenue officer through the Manager.

He checks up the day's collection of T. I. with receipt book and kirdi before remittance.

He posts the collections in arrears and current D.C.B. Registers.

He compares the original deeds with copies before the parties submit applications for katha transfer.

Duties of Assessors

The assessors are responsible for both assessment and collection of all the taxes in their respected Divisions. The extents of their jurisdiction and the taxes which each assessor shall be required to deal with may be valid from time to time by the Revenue Officer according to the exigencies. Generally the duties of assessors are as follows:—

1. At the commencement of every half year the assessor shall begin his vehicle and animal tax street survey with the aid of the copy of the previous half year's register of assessment and complete his survey, visiting every house in his division removing such of the vehicles and animals as are not found and inserting such as are newly found and noting all changes of ownership and also noting in the remarks column as far as possible particulars regarding the whereabouts of the vehicles and animals that were found to be removed from the place. The survey shall be

complete and the register returned to the office before the close of the first week of the third month of the half year.

2. He should also be on the watch throughout the half year for fresh cases of assessment and shall book them supplementary lists which should be furnished monthly to the office.

3. He has to attend to the general survey to the portions if any in his Division which have been selected for the quinquennial survey.

4. During the first two months in the half year the assessor shall besides doing the street surveys, attend to collection of arrears (list where of will be furnished by the office) and expedite it by closely supervising the work of the tax collectors by the execution of warrants and other summary process by resort to prosecutions etc., He shall make every endeavour to show a nil balance sheet of arrears by the time fresh notices, begin to issue.

5. Along with his other work the assessor shall inspect vacant premises in his rounds to make a note of these premises with a view to certify to the fact of vacancy in the register. His being a check over the report submitted by the tax inspectors once a fortnight.

6. The assessor shall carefully and steadily batch all new buildings in his Division which bear no assessment whether constituted with or without licence and shall submit proposals for

assessment as soon as they are completed or occupied whichever is earlier, so that they may not escape the half year's tax.

7. In case of additions to or alterations in, or improvements to the existing buildings, the liability to enhanced assessment arises from the earliest date in the half year on which the circumstances justifying the amendment existed. The assessor shall not delay reporting on such cases until the close of the half year. He shall submit his report and return the licence as soon as any addition alteration or improvement is made. At the close of the half year the assessor shall return to the office with his remarks all licence with regard to which no work has been done. The permit will after scrutiny in the office be re-issued to the assessor at the beginings of the next half year for further action.

8. It is one of the most important duties of the assessor to enquire about the actual rents fetched by houses and buildings in his Division and to report for enhancement or reduction of the stading valuation as the case may be, of all premises the rents of which greatly differ from their standing valuation.

9. The assessor shall report as for as possible changes of ownership of buildings and lands in his Division with a view to bring the property tax registers up-to-date.

10. He should report on all items to be exempted from taxation.

11. The Assessor is responsible for the demand and collection of the taxes of in his Division. He shall also check some of the house tax counterfoil receipts with the receipts issued by the tax inspectors in order to see that the tax inspectors do not commit fraud.

12. The assessor shall report on all appeals and objections against taxes and rates within a week from the date on which they are referred to him. The réport should be full and clear.

13. He should recommend cases for filling sites when collection is not possible by other means.

14. The assessor will write his diary from day to day and submit it to the Assistant Revenue officer who after scrutiny will submit the same to the Revenue officer for the perusal and remarks.

Duties of Tax Inspectors :

The Tax Inspectors are under the immediate control and directions of the assessors in charge of the respective taxes and they should follow their instructions promptly. Each tax collector should devote his whole attention to the collection of Corporation dues for which he is responsible. The duties of the Tax Inspectors are generally as follows:—

1. The receive damand notices from office and acknowledge receipt of the same in the register. They should note all the necessary particulars of service correctly in a hand book supplied to them. This book shall be shown to

the assessors once a month and obtain their signature in the hand book in taken of their scrutiny.

2. Service of notice and summons shall be made as far as practicable on the assesses themselves so that the question of improper service may not be raised in the courts.

3. The Tax Inspectors shall as a rule serve notices within a week from the date of issue.

4. The Tax Inspectors shall accompany the assessors during their street war survey so as to identify the assesses easily at the time of the service of the bills and the execution of the warrants.

5. They should inspect all vacant premises and note the result of their inspections in the vacancy register maintained in the office in respect of those cases for which notices of vacancy have been received.

6. After service of notices the tax inspectors shall collect taxes and shall note all such collections in their kiridi when warrants are issued, they shall execute them as a rule within a fortnight of their issue taking the help of assessors or the help of distraint assistants. Such of the warrants as could not be executed shall be transmitted at once to the assessors concerned with endorsements written on their back explaining the cause of non-execution. When a distraint is actually made on a warrant the tax collector shall enter

the correct description of the articles distrained in the inventory book and give the counterfoil to the owners of the property distrained. The tax Inspector shall also make proper arrangements for the safe transmission of the distrained articles to the Corporation godown. When payment of tax is tendered after distraint, warrant fee must be collected.

7. For every payment received by the tax inspector correct receipt (stamped if necessary) shall be issued. All moneys for which receipts are granted shall be correctly entered in the counter foils.

8. All collections made by tax-inspectors shall be punctually remitted in the office next day with remittance challans.

9. The tax inspectors shall maintain a register showing the amount covered by the notices the amounts collected each day and those remaining to be collected this register shall be inspected by the assessor from time to time.

10. The tax-inspectors should also attend to such other miscellaneous works as may be entrusted to them by the Assistant Revenue Officer.

11. On every alternate day they shall submit their dairies through their respective assessors to the Assistant Revenue Officer. Concerned who will scrutinise them.

12. He shall get the receipt-book audited and return the completed receipts to records section.

Duties of Distrain Assistant.

He will enter all the daily collection in the daily collection statement.

He will prepare monthly D. C. B. of property tax duly reconciled with the collection book and submit before 5th of every month.

He will render assistance to tax collections in collecting taxes.

He will maintain daily diary of work done and submit the same on the first working day of the week to the Assistant Revenue Officer for his scrutiny.

Duties of Dafter Bands.

He will be incharge of receipt books given to the executive staff and will maintain issue register for obtaining acknowledgements. He will transtrict counterfoils of these receipt books after they are duly audited.

He will be incharge of receipt issue of all stationery articles, furniture and reference books and will maintain the registers properly.

He will be incharge of seized articles and issue these as and when taxes are cleared after they are identified by the concerned Tax Inspector.

Duties of Revenue Inspectors.

He will put up assessment proposals in respect of newly constructed buildings.

He will examine and put up bifurcation proposals in respect of sites and buildings as and when they are received.

He will inspect the spot and put up proposals in respect of khatha transfer applications referred to him.

He will deal with all appeal petitions, remission papers and tax reduction cases referred to him.

He will check up and report cases of additional constructions of buildings unauthorised construction of buildings and unassessed buildings.

He will execute warrant of distress for non-payment of taxes.

He will attend to any other work entrusted to him by the Assistant Revenue Officer.

He will maintain weekly diary of work done by him and submit it on the first working day after the close of the week to the Assistant Revenue Officer.

Duties of Examiners :

(1) He will supervise the establishment work viz. preparation of salary bills, sanction of leave, watching recoveries. etc.,

(2) He will supervise the work of daily collections remittances and furnishing daily and monthly statement of collection to the Head Office and the C. A. O.

(3) He will maintain dishonoured cheque register watch the collections in respect of those dishonoured cheques.

(4) He will supervise the work of Divisional Accountants with regard to the postings of D.C.B. registers.

(5) He will look to the disposal of Audit objections pertaining to his Range Office.

CORPORATION OF THE CITY OF BANGALORE

DUTIES AND RESPONSIBILITIES OF THE OFFICERS OF THE OCTROI DEPARTMENT

Duties of the Revenue Officer (Octroi) :

The Revenue Officer (Octroi) is the Chief Executive head of the Octroi Department dealing with the Octroi revenue of the Corporation and he is responsible to the Commissioner for the proper assessment and prompt collection of Octroi and for keeping a proper account of the receipts and the refunds.

He supervises the work of both the outdoor and the indoor staff of the Octroi Department. He has a large amount of outdoor work to do in connection with the following items :—

- (1) He will carryout surprise inspection of at least one Ookad a day.
- (2) He will carryout inspection of all Bonded Ware Houses and Transport Companies to whom rule so facilities have been given at least once a month.
- (3) He will inspect the Stores once a week and pay special attention to the classification of goods and the rate of - levy of - storage on these goods.
- (4) He will test check at least 1% of assessment made by assessors every day.

- (5) He will review the clearance of pending missing export passes.
- (6) He will be directly incharge of the activities of the detection squad.

As regards the Office work he exercises close supervision over the staff in the matter of maintenance of the various registers and the disposal of papers in the different Sections including establishment under him. He scrutinises the diaries of the Deputy Revenue Officers, Assistant Revenue Officers and the Octroi Superintendents and take all possible steps to ensure prompt collection of Octroi Revenue and the prompt remittance of the same to the authorised Banks.

He will submit to the Commissioner through the Deputy Commissioner at the end of every week a diary of the work done by him during the week.

Duties of Deputy Revenue Officers (Octroi) :

There are at present two Deputy Revenue Officers in the Octroi Department. The principal duty of the Deputy Revenue Officers is the supervision of the assessment and prompt collection of Octroi Revenue by the subordinates in the Octroi Department. He has to check the daily collection and carefully scrutinise all outstanding and if necessary report to the Revenue Officer slackness or indifference on the part of the subordinates in this connection. His other duties are —

Out-Door :

1. Surprise inspection of Ookads Verification of Lavana Registers - Clearance of pending Memos - Maintenance of Baramarga Register as to its correct postings of export passes received from other Ookads. Test check of assessment made at the Ookads with reference to documents of the Transport Companies. They will initial all the records looked into by them. They will check the progressive totals noted in the Cash Receipt Book and initial the receipt.
2. Surprise Check of Transport Vehicles carrying dutiable goods after they are checked and cleared by the Ookads.
3. Surprise check of cash balance at the Ookads with reference to the movement registers of Ookad staff declaring personal cash.
4. Surprise inspection of Bonded Ware House - look to maintenance of various registers and accounting of memoes received and disposed.
5. Surprise check of export passes issued at Central Octroi Office with reference to the contents of the Transport Vehicles brought to the Central Octroi Office for being escorted to the exit Ookad.
6. Surprise check of the cash balance in the Treasury with reference to the receipts issued during the Treasury working hours.
7. Review of pending in the missing memo Section-monthly statement of pendency and fixing responsibility for the same.

8. Scrutiny of refund claims and their prompt disposal.

9. Inspection of statements given by Railway Parcel Office, Airlines Cargo Office and Post Offices and verification of Memos issued and cleared.

10. Inspection of Transport Companies to whom rule 10 facilities are provided and look to the prompt clearance of Memos.

11. Inspection of Records Room with a view to ensuring that the records are being taken proper care of and that there is punctual restoration of papers and records.

In-door Work

The Deputy Revenue Officers will attend to the disposal of all correspondence pertaining to Octroi Department they will obtain from the Assistant Revenue Officers lists of all missing memos relating to several offices viz. (1) Missing Memo Section (2) Bonded Warehouses (3) Export Section (4) Railway Parcel Office (5) Airline Cargo Office and (6) Post Offices and see that timely action is taken effectively to collect the Octroi Revenue in these cases. They will exercise close supervision over the staff in the matter of maintenance of prescribed registers and see to the timely despatch of the various returns due to the Revenue Officer and the Commissioner. They will scrutiny the diaries of all the Assistant Revenue Officers and the Octroi Superintendents. They will submit to the Deputy Commissioner

at the end of every week a diary of the work done by them during the week through the Revenue Officer.

So far as the office work is concerned one of the Deputy Revenue Officer will be incharge of the City Octroi Office and the other Deputy Revenue Officer will be incharge of Civil Area and the T.V.S. Office assessments.

Duties of Assistant Revenue Officers :

There are at present five Assistant Revenue Officers in the Octroi Department. The main duty of the Assistant Revenue Officer is the supervision and prompt collection of Octroi Revenue by the subordinate staff of the Octroi Department.

Assistant Revenue Officer incharge of collection of action on goods coming through Railways, Post Offices and the Air Lines.

He will varify the dutiable articles received with reference to the R. R. Register of the Railways, Postal Registers and the Air Consignment Notes and the Memos issued in respect of the same and the Octroi collected against these memos. He will ensure escorting dutiable goods to the Central Octroi Office in all cases where spot payments are not made. In the case of post parcels since spot payments are not possible he will ensure prompt issue of memos in this behalf and collection of octroi within 24 hours. He will test check 5% of post parcels with reference to insurance made and the relevant in view to avoid loss of revenue.

With regard to goods received through Railways he will ensure that Octroi is paid before the goods are cleared from Railway premises. He will supervise the check of goods carried by passengers on the Railway Platforms. He will inspect the records in the parcel office to ensure that memos are issued in respect of all the items in the list of parcels maintained by the Railways. He will verify the baramarga register to see to its prompt postings. He will pass exemption orders in respect of non-dutiable items.

Assistant Revenue Officers in charge of Tumkur Road and Assistant Revenue Officer in charge of Hosur Road Ookad, one Assistant Revenue Officer of Bellary Road, Mysore Road, Old Madras Road and other minor gates of Civil area. He will supervise the daily transactions such as receipts, assessments made various types of memos issued and proper postings to the relevant registers. He will look into all refund claims and correspondence relating to the same. He will see that Lavana Register and Baramarga registers are posted up-to-date and initial these registers every day. He will check the cash balance every day with reference to receipts issued. He will test check lorries carrying dutiable goods with reference to the transport documents and if necessary with reference to sales tax, check post entries in case of discrepancies.

He will ensure that memos are correctly written with all the columns properly filled in. Whenever inadequate information is furnished by transporters and where documents are not forth-

coming such goods should be escorted to the Central Octroi Office.

He will see that missing export passes are cleared after recovering appropriate octroi from the defaulters.

He will attend to exemption on non-dutiable goods.

He will ensure prompt submission of statement of pending memos to the Central Octroi Office at the end of every month.

He will also be in charge of minor gates viz.

Asst. Revenue Officer in charge of Tumkur Road Ookad will also be in charge of Sampige Road Ookad and Magadi Road Ookad.

Assistant Revenue Officer in charge of Hosur Road Ookad will also be in charge of Bannaraghatta Road Ookad and Kankanahalli Road Ookad.

He will see that all records in the Ookads are maintained properly and up-to-date and look to the clearance of all audit objections.

He will attend to public grievances promptly by taking spot decisions.

He will maintain a register in which all test inspections of goods done by him will be noted for inspection of higher officers.

He will submit weekly diaries to the Revenue Officer on the last working day of the week.

Assistant Revenue Officer Incharge of Bonded Ware Houses:

He will be incharge of all tyre companies, Indian Tobacco Company and all Octroi Godowns viz. Shivaji Talkies Godown and the Central Octroi Office Godown.

He will ensure proper maintenance all the registers required to be kept in the Bonded Ware Houses.

He will look to the proper accounting of collection of storage against belated memos issued and reconciliation and submission of accounts to the Revenue Officer through the Deputy Revenue Officer.

He will record his presence in the Bonded Ware House in a separate register to be kept there.

He will ensure that the stock register and the deposit registers are properly posted and particularly see that the classification of goods is made correctly and the rate of levy of storage is properly assessed as per classification of goods.

He will submit weekly diaries to the Revenue Officer on the last working day of the week. With regard to the Indian Tobacco Company the Assistant Revenue Officer will ensure that the vehicles carrying dutiable goods will stop at the office of the Assistant Octroi Superintendent and produce all documents and memos issued at the various Ookads so as to enable the Assistant

Octroi Superintendent to note down any omissions or commissions.

He will ensure that the opening and closing of the Bonded Ware House of the factory in the presence of the Assistant Octroi Superintendent at fixed times. The Assistant Octroi Superintendent will initial the register kept for this purpose at the time of opening and closing.

He will ensure that wherever value is declared at a lower rate on the goods not followed by invoices. Correct value is fixed with reference to market values.

He will ensure proper appointment of manufactured items against receipt of raw materials when refunds are made against refund rahadaries.

Duties of Assistant Octroi Superintendents:

There are about thirty two Assistant Octroi Superintendents at present working in the Octroi Department of the Corporation. Their main duty is the assessment and collection of Octroi Revenue as per the Bye-laws. They are posted at the several key points at which the dutiable goods made their entry into the Corporation Area. The following are some of the important duties of the Assistant Octroi Superintendents.

Assistant Octroi Superintendent posted working in Import and Export Sections at the Central Octroi Office and Civil Area and the Assistant Octroi Superintendent working in T. V. S. Bonded Ware House.

For purpose of assessment he will varify the invoices and the G. C. Notes with particular reference to the kind of goods, their weight and quantity and their value and also look to the consignor and the consignee. In case of discrepancy or inadequate information he should get the contents of the vehicle varified with reference to the invoice produced and other documents of the importers. In case improper appraisement of value he will revise the value as per market rates. He will make a record of his inspection on the memos either accepting or revising the value

When the goods are taken to stores and at the time of levy of storage fee he will record specific details on the memos as to the kind of goods, its quantity weight and value etc., under his initials. At the time of releasing the goods when assessment order is to be recorded on the storage slip he will test check to see if storage charges have been recovered correpoding to the classification of goods, and the number of days delayed.

In the case of exports he will ensure presence of vehicle with the goods together with the connected documents and then pass order for issue export passes. He will ensure that all the

vehicles with contents are escorted to the Ookad of exit. He will look into the acknowledgement of the escortee on the counterfoil of the export passes and record his initial thereto.

Assistant Octroi Superintendent working in Ookads:

The moment vehicle with goods stop near the Ookad, he will take charge of all the tappal accompanying the goods and varify them with reference to trip sheets of the vehicle. If any omission in this regard is noticed the vehicle with goods should be escorted to the Central Octroi Office or physical varification may be carried out at the Ookad if possible. He will classify the tappal according to the consignee viz., (1) Goods ment for use in Corporation Area; (2) Goods ment for export (3) Goods pertaining to account current holders.

He will then pass on the tappal to Muthsaddies for writing the memos as per classification. In the case of goods ment for local consumption assessment of octroi will be made strictly conforming to the genuine documents produced. In the case of goods transported by rule 10 facility holders white memos are prepared and issue of such memos are detailed in a statement to be prepared transporter wise and sent to the Central Octroi Office for follow up action. All the non-dutiabale goods will got exempted under his signate or the signature of the Assistant Revenue Officer as the case may be. He will ensure that all relevent document are stamped with the

Ookad seal and initialed. In case of assessment made on declaration the Assistant Octroi Superintendent will ensure as to the correctness of the declaration with reference to the quantity, quality and the nature of goods.

Regarding export passes proper care should be taken to see whether the goods intended are really ment for export before issuing export passes. He will see that all the vehicles with goods ment for export should invariably be escorted to the Ookad of exit and the duplicate export pass duly endorsed by the exit Ookad is brought back by the escortee and pasted to the counterfoil of the export pass with the initials of the Assistant Octroi Superintendent.

Regarding the export passes received from the other Ookads, he will see that they are presented to him by the escortee. He will guague if the time taken for producing the export pass is reasonable. If it is otherwise he may physically varify the goods with reference to the documents accompanying it. He will invariably initial the export pass received with time and date and see that they are entered in the Bara-marga Register.

He will ensure that Lavana Registers are written up simultaneously with the issue of memos during his shift.

He will see that periodical statements of pending memos are prepared and placed before the Assistant Revenue Officer. He will see that

all the disposed off memos received from the Central Octroi Office are immediately noted in the Lavana Register and rounded off.

He will ensure that 'C' Forms are written up as the transactions are made during his shift period so as to facilitate handing over of cash balance to his successor.

He will see that short collections are recovered immediately. He will attend to all audit observations on top priority basis.

He will see that the old records are sorted out and maintained properly and they are regularly handed over to Central Records at fixed intervals under acknowledgement after the annual audit is over.

Assistant Octroi Superintendent Indian Tobacco., Ltd.

He will ensure that all vehicles carrying dutiable goods will stop at the Office of the Assistant Octroi Superintendent and he will look into all documents and memos issued at the various Ookads and he will note down any omissions and commissions.

He will ensure that the bonded ware house is opened and closed in his presence at fixed times. He will initial in the register kept for this purpose at the time of opening and closing.

He will ensure that whenever value is declared at lower rates on the goods not followed

by invoices correct value is fixed with reference to market values.

He will ensure proper appraisalment of manufactured items against receipts of raw materials when refunds are claimed against refund rahadaries.

Assistant Octroi Superintendent Incharge of Account Current Section.

He will maintain ledgers in respect of all the Account Current holders and will ensure that posting of memos received from all the Ookads are made in it every day columnwise and also with reference to daily statements received from the Ookads

He will take action to trace the missing memos.

He will take action for 'cancellation of memos issued on non-dutiabale goods based on genione documents produced by the Account Current Holders.

He will carefully scrutinise the memos issued in respect of returned goods with reference to the geunine documents.

He will compile monthly accounts in respect of all the Account Current Holders with reference to the monthly statements of accounts furnished by the Account Current Holders and the statement of memos issued from various Ookads and see that octroi due is collected before 5th of every month.

He will attend to refund rahadaries and ensure that goods are exported in tact (without breaking bulk) within the prescribed time. He will physically varify the goods for the purpose.

He will make it a point to inspect and test check the goods received by the Account Current Holder at their godowns for ensuring the correctness as to the value declared with reference to invoices and accounts in respect of all the goods received with reference to trip sheet entries.

In respect of goods received as stock transfer he will ensure proper appraisalment of value as against the quantity imported and he will take care to see that no discount is allowed in such cases.

He will initiate action against defaulting firms.

He will promptly attend to audit observations.

Assistant Octroi Superintendent Incharge of Missing Memo Section.

He will see that transporterwise registers are maintained and prompt posting are made in these registers of all the memos issued by the various Ookads and the statements received from the Ookads every day. He will also ensure that octori payments in respect of these memos are posted in these registers from the information furnished on the duplicate octroi memos received from the various collection centres.

He will see that in case of exports necessary entries are made against these memos with export pass numbers and date.

He will test check at least 5% of the postings made in these registers.

At the close of the month he will see that a statement of undisposed off memos is prepared and issue notices to all concerned transporters calling upon them to make immediate payments and in respect of all goods remaining undisposed beyond 30 days directing them to deposit the goods in the Central Octroi Office.

He will initiate action against defaulters for cancellation of facilities extended to them under the terms of agreement executed by them.

He will prepare monthly statement of undisposed off memos and place them before the Deputy Revenue Officer or the Assistant Revenue Officer as the case may be for follow up action.

He will promptly attend to all the Audit observations.

Assistant Octroi Superintendent Detection :

He will work directly under Revenue Officer (O).

Every morning he will chalkout programme for the day arrange the staff into different teams and send them for detective rounds in the Jeeps.

He will carryout surprise inspection of vehicles carrying dutiable goods after they have

left the Ookads and see if any omissions are made at the Ookads.

He will arrange to keep watch at all terminal stations of mofusal buses to see if any of the passengers have brought dutiable goods unauthorisedly.

Similar arrangements should be made at the time of arrival of all trains at City Railway Station, Cantonment Railway Station, Bangalore East Raily Station and Yeshvanthpur Railway Station.

He will look out for vehicles after obtaining export passes are unnecessarily parked or stationed within the Corporation limits without valid reasons and see that they are moved out.

He will arrange for night shifts in a systematic manner and see that they are effectively carried out.

Whenever mahazars are drawn during the course of investigation he will see that it is done in his presence and that he initials in all the documents to avoid legal complications at a later date.

Whenever prosecutions have to be launched he will see that the cases are filed before the Judicial Officer before the time prescribed by law.

He will be on the look out for the group of habitual tax evaders and see that arrangements are made for plugging all loopholes.

He will be responsible for the proper utilisation of all the vehicles provided for detection work.

He will submit his weekly diary and the diaries of his subordinates to the Revenue Officer (O) at the end of last working day of the week.

Octroi Inspector Working in the Export Section of Central Octroi Office :

He will scrutinise all applications received from the transporters for export passes. He will look in to the memos produced relating invoices, G. C. Notes and the trip sheets and after being satisfied issued export passes after making a clear note of the vehicle number, details of goods loaded in the vehicle and the relating memo numbers and the time of issue.

He will see that the vehicles are escorted by a peon to the exit Ookad and he brings back the duplicate export pass duly attested by the Assistant Octroi Superintendent of the outer Ooked and see that the same is pasted to the counterfoil of export pass. At the close of the transactions for the day he will verify if all the duplicate export passes are received back and in case of any missing passes he will make necessary enquiries and issue notices to the transporters besides fixing responsibility on the escortee. A monthly statement of missing export passes should be prepared and submitted to the Revenue Officer (O) indicating therein the notices issued to the transporters.

He will be responsible to see that all the peons posted for the purpose of escort are properly utilised.

He will see that no advance timing is indicated in export passes.

Octroi Inspector Incharge of Trade Licences :

He will carryout systematic survey of all business places dealing in octroiable goods with a copy of the previous years register of license holders and see if the licenses have been renewed periodically.

He will detect new cases which require the taking out of license and issue notices calling them to obtain necessary licenses after payment of license fee at the Central Octroi Office. If licenses are not obtained in respect of such cases inspite of notices, he will report for instituting prosecutions against them.

He will inspect at least ten shops dealing in octroiable goods per day.

He will maintain weekly diary of the work done by him and submit it on the first working day after the close of the week to the Revenue Officer (O) through the Deputy Revenue Officer.

Octroi Inspection In Charge of Railway Stations :

He will verify whether octroi memos are prepared by the muthsaddies against all octroiable items transported through goods traffic and parcel service with reference to the list furnished by the Railways.

He will see that goods are escorted to the Central Octroi Office for payment of octroi.

With regard to passengers carrying dutiable goods, he will make proper arrangements to check them at the platform without causing delay.

He will keep watch on Railway retiring rooms where dutiable goods are some times taken by passengers with malafide intentions of evading tax.

He will carry out the duty of assessing octroiable goods up to the limit empowered under the Act.

Octroi Inspector Working in Detection Department :

Drawing up of daily programme of detective work to detect unauthorised introduction of dutiable goods into the Corporation limits under instructions from the Assistant Octroi Superintendent.

He will report all cases of detection to the Assistant Octroi Superintendent for further action.

He will assist the Assistant Octroi Superintendent for launching prosecution where-ever necessary.

He will maintain a register to contain details of cases detected and a weekly statement of such case should be admitted to the Revenue Officer through the Assistant Octroi Superintendent.

He will draw local mahazars whenever the unauthorised introduction of octroiable goods are

detected, and will submit reports along with goods to the Assistant Octroi Superintendent for necessary further action.

He will be incharge of the detectives posted to work under him and he will draw up programme of work for the day and extract proper work from them.

He will maintain and submit weekly diary of work done to the Revenue Officer through the Assistant Octroi Superintendent.

Octroi Inspector Incharge of Post Offices :

He will take extracts from the postings from registers of all parcels received and list out all dutiable items.

He will arrange to get memos prepared in all such cases and see they are all served on the parties concerned on the same day.

He will assess and collect Octroi based on relevant invoices up to the limit provided to them under the rules.

He will prepare a statement of undisposed off memos every week and get the notices prepared and after they are signed by the Assistant Octroi Superintendent arrange them for proper service.

He will initiate octroi under co-ercive measures wherever necessary.

Octroi Inspector Incharge of Bonded Warehouses:

He will maintain registers of memos issued from various Ookads in favour of the bonded warehouses (Tyre Companies) with all the details such as quantity, value, rate etc.

He will collect octroi on all sales effected during the day and remit the same to the Corporation Treasury every day.

He will issue export passes to all outgoing goods under refund rahadarya system as per rules and noting all such disposals in the register maintained for the purpose.

He will scrutinise refund claims with reference to the entries made in the relevent registers and recommend refunds after deduction of statutory amount as per rules.

He will submit monthly pending statement of memos to the Assistant Revenue Officer for further appropriate action.

He will issue export passes and arrange for the vehicles being escorted by a peon to the exit Ookad.

Octroi Inspector In Charge of Minor Ookads.

When the vehicle with goods arrive at the Ookad he will scrutinise the documents accompanying the goods with the trip sheet of the vehicle.

He will classify the records according to the consignee viz.

1. Goods ment for consumption in the Corporation area.
2. Goods ment for export.
3. Goods pertaining to account current holders.

He will then arrange to issue memos as per classification of goods. In the case of goods ment for local consumption assessment of octroi will be made strictly conforming to the genuine documents produced. In the case of goods transported by rule 10 facility holders, white memos are issued. He will prepare a statement of such memos issued and send the same to the Central Octroi Office for follow up action. All non-dutiabale goods will be got exempted.

He will ensure that all relevant documents are stamped with the Ookad seal and initialled.

In case of assessments made on declaration, he will ensure the correctness of the declaration with reference to the quantity, quality and nature of goods.

In case of export passes he will see that all the vehicles with goods ment for export are invariably escorted to the Ookad of exit and the duplicate export passes duly endorsed by the exit Ookad is brought back by the escortee and pasted to the counterfoil of the export pass with his initials.

Regarding the export passes received from other Ookads, he will see that they are received with reasonable time of their issue and he will initial the pass received with time and date and see that they are entered in the baramarga register.

He will ensure that Lavana Registers are written up simultaneously with the issue of memos during his shift.

He will prepare monthly statement of pending memos and place it before the Assistant Revenue Officer.

He will see that all disposed off memos received from the Central Octroi Office are immediately noted in the Lavana Register and rounded off.

He will ensure that 'C' forms are written up as the transactions are made during his shift to facilitate handing over of cash balance to his successor.

He will attend to all audit observations on top priority basis.

He will see that the old records are sorted out and maintained properly and they are regularly handed over to Central records at fixed intervals.

Octroi Inspector Incharge of Cash Collection from various Ookads (Petty Officer) :

He will visit all Ookads at the fixed hours and collect cash based on 'C' forms prepared by

the Assistant Octroi Superintendent or the Octroi Inspectors as the case may be and make an entry in a register maintained by him for this purpose.

He will collect the shift reports and 'C' Forms in duplicate and other reports in the Ookad and hand them over to the Cashier in the Central Octroi Office, obtaining his acknowledgement on the counterfoils of 'C' Forms and arrange to return these signed 'C' Forms to the Ookads for records next day.

He will arrange all cash collected denominationwise, bundle them and remit the same to the Canara Bank in the Main Office.

Muthsaddies Working in Import Section and in Ookads :

He will calculate octroi payable in each case where assessments are made by assessors, classifying the different categories of goods according to rate schedule.

He will prepare octroi receipts and forward the same for signature of Assistant Octroi Superintendent through the examiner in case of import section and directly to the Assistant Octroi Superintendent when working in Ookads.

He will be responsible for the proper calculations and classification of octroi-able goods.

He will attend to all audit objections and for prompt recovery of short collections.

He will maintain registers to show the receipt issue and balance of receipt books.

He will return the used receipts books to the records under proper acknowledgement after the audit is completed.

Muthsaddies Working in Post Offices :

He will prepare memos based on lists furnished by the parcel Department service and the various consignees.

He will prepare a statement of memos issued daily and serve on the consignee.

He will assist the enquiry officer by serving the prosecution notices and coercive measures wherever necessary.

Muthsaddies working in stores :

He will calculate the storage fee as per classification and storage schedule based on the assessment orders made by the Assistant Octroi Superintendent and get them scrutinised by the Store Keeper before collections are made.

He will remit the storage collected through the Store Keeper after the day's transactions is over.

He will maintain register of storage collected.

He will receive dutiable goods when they are brought for storage in the Central Octroi Office under orders of the Assistant Revenue Officer or the Assistant Octroi Superintendent and post the

registers with the arrival and disposal of goods every day.

He will prepare a statement of closing stock of Stores every day and obtain the signature of the Assistant Revenue Officer for the same.

Muthsaddies working at Railway Stations and Railway Parcel Offices :

He will prepare octroi memos for all the dutiable goods received through the Railway goods service based on the lists furnished by the Railway Department.

He will arrange for escorting all such goods to the Central Octroi Office.

He will post the Lavana Registers of the different category of memos.

He will prepare statement of missing memos at the end of every month and place it before the Assistant Revenue Officer for further action.

Muthsaddies Working in Railway Platforms :

He will keep watch on the dutiable goods carried by passengers.

He will prepare and issue receipts for octroi collected after getting the receipts signed by the inspector or Assistant Octroi Superintendent according to the powers vested in them.

He will remit the collections to the authorised Bank promptly every day.

He will prepare and submit collection statistics every week to the Assistant Revenue Officer for information.

Muthsaddies In Charge of Trade Licenses :

He will carryout survey of all business places dealing in octroi goods as per phosed programme.

He will prepare and serve notices on such trades who have failed to obtain licences.

He will prepare a statement of all unlicensed trades every month end and place it before the Assistant Revenue Officer through, the Inspector for taking appropriate action.

He will maintain a list of all licensed dealers in his jurisdiction and watch for their timely renewals.

He will bring to the notice of Inspection such trades who have failed to renew the licenses.

Duties and Responsibilities of Detective.

He will submit diary of duties performed by him every day to the Assistant Octroi Superintendent through the Inspector.

He will keep careful watch on the unauthorised introduction of dutiable goods in to Corporation limits and bring the same to the notice of Inspector or higher officers for taking needful action.

Duties of Peons Working in Ooka's.

He will stop all vehicles carrying dutiable goods at the points specified and allow them to pass through after inspection are conducted and memos are issued or export passes obtained.

Under instructions from Assistant Octroi Superintendent he will escort vehicles carrying octroi goods where export passes are issued and bring back the counterfoil of the pass after obtaining endorsement of the exit Ooka on the pass.

He will carryout any other work entrusted to him by the superior officer.

Duties of Store Keepers.

He will receive all dutiable goods intended for deposit in the Octroi Stores.

He will simultaneously make entries in the register of store receipts and issue acknowledgment to the deposits noting down clear discription of articles.

He will calculate storage charges after the assessment is made by the Assistant Octroi Superintendent and issue receipts for the amount received.

He will take special care to see that storage is charged properly for the days goods were deposited and in accordance with the classification of goods.

At the close of the day he will reconcile goods received goods delivered and the goods in stores and obtain attestation of the Assistant Revenue Officer incharge to the final figures.

He will take prompt action to dispose off time barred goods in auction after giving wide publicity.

He will arrange to open and close the godowns in the presence of the Assistant Revenue Officer at the prescribed timings.

Deposit receipts and collection receipts should be filed properly with all columns properly filled in.

He will take care to see that goods are not deposited in the godown without a proper receipt.

He will affix date stamp on all goods indicating the serial number in the receipt register.

He will prepare daily statement of goods received delivered and balance in the godown.