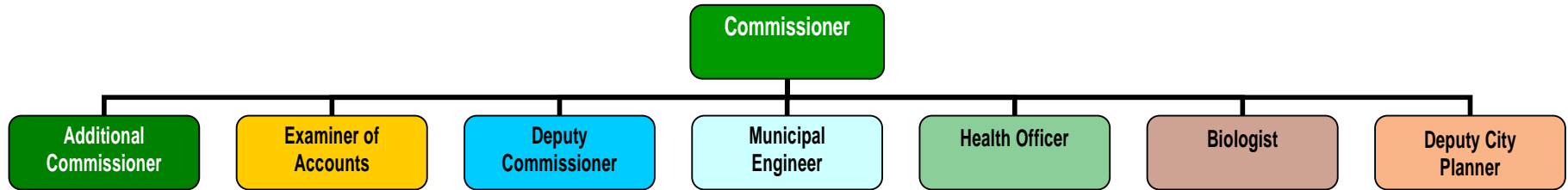




General Administration

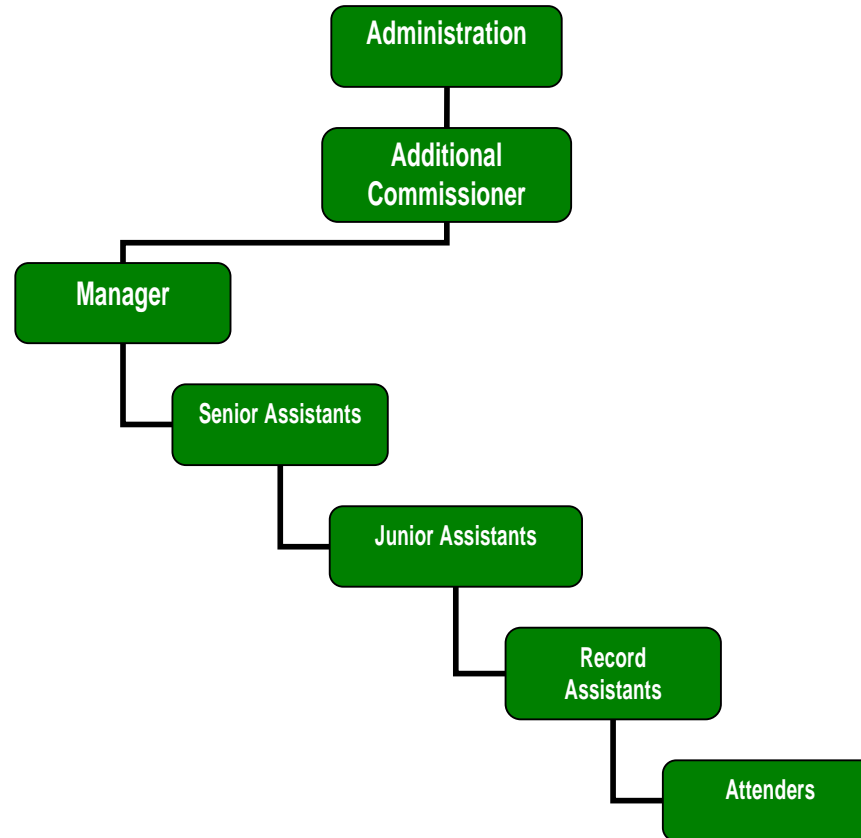
Supporting Officers





General Administration

Administrative Structure





General Administration

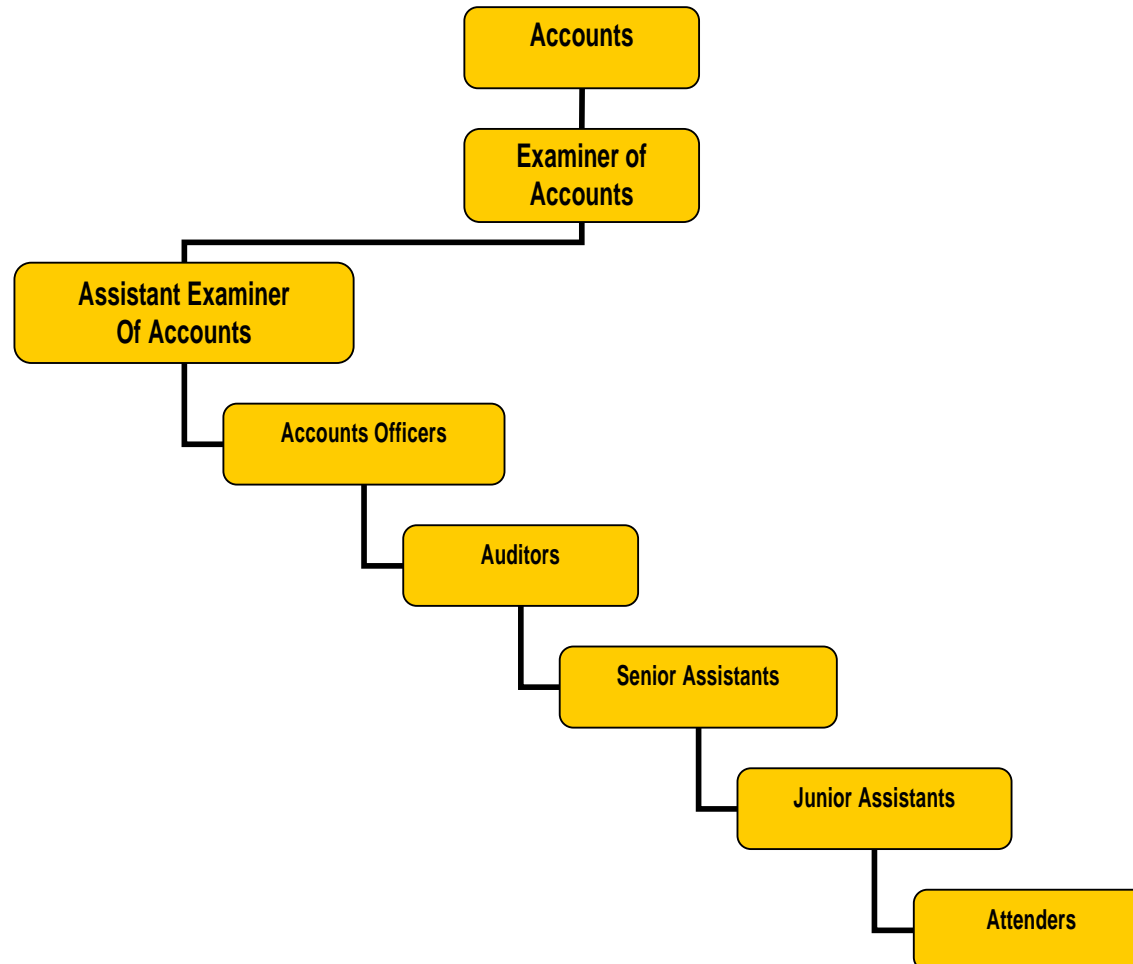
Administrative Structure

- Maintenance of Service Records of Employees.
- Sanction of Annual Increments, Leaves.
- Initial disciplinary action against employees working in Municipal Corporation.



General Administration

Accounts Structure





General Administration

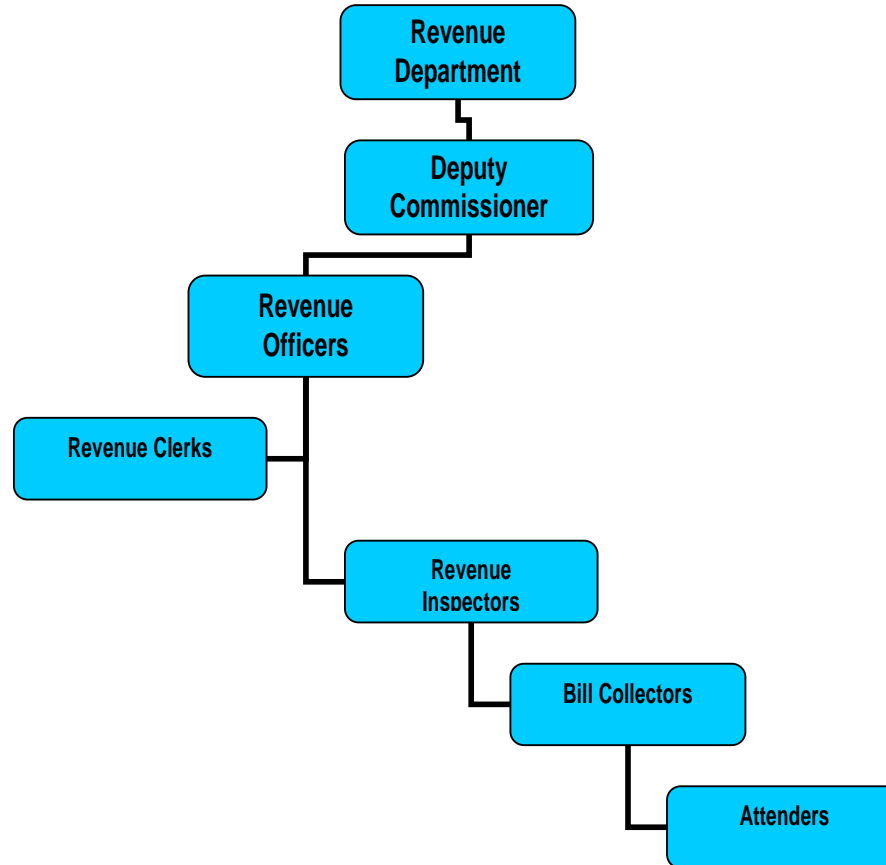
Accounts Structure

- Maintenance of GMC Accounts
Receipt – Expenditure.
- Maintenance of Cash Books.
- Preparation of Annual Budget.
- Reconciliation of Accounts.
- Payment of Salaries, Bills.



General Administration

Revenue Structure





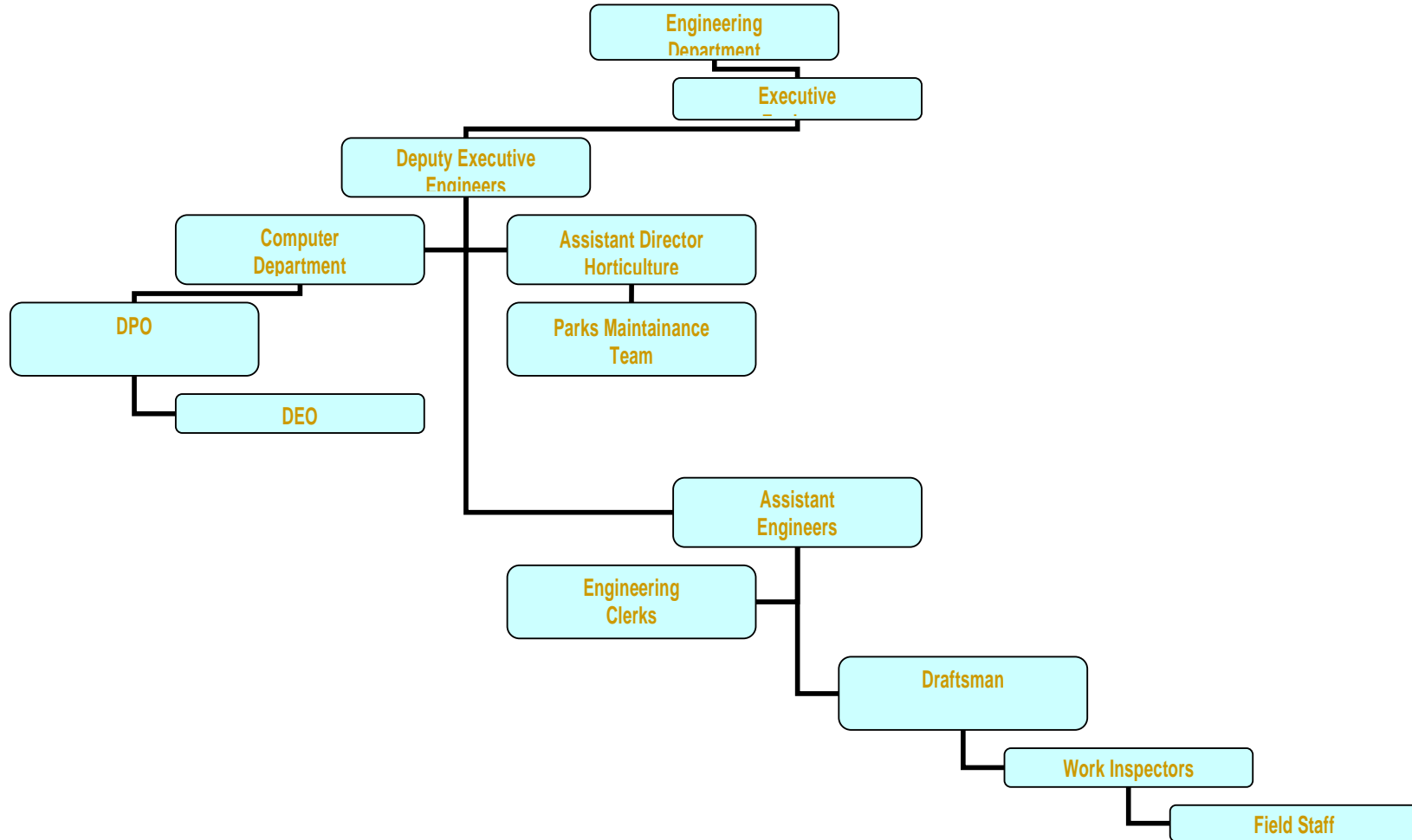
General Administration

Revenue Structure

- **Collection of Property Tax, Water Tax, Drainage Cess, Primary Service Charges.**
- **Responsible for Collection of Lease amounts of Shopping Complexes, Markets**
- **Conduct of auctions and renewals for Remunerative Enterprises.**
- **Collection of Vacant Land Tax, Shopping Complex Leases, Metered Water Tax.**
- **Assessment of Tax, Title Transfers, Bifurcation of Property Tax.**



General Administration Engineering Structure





General Administration

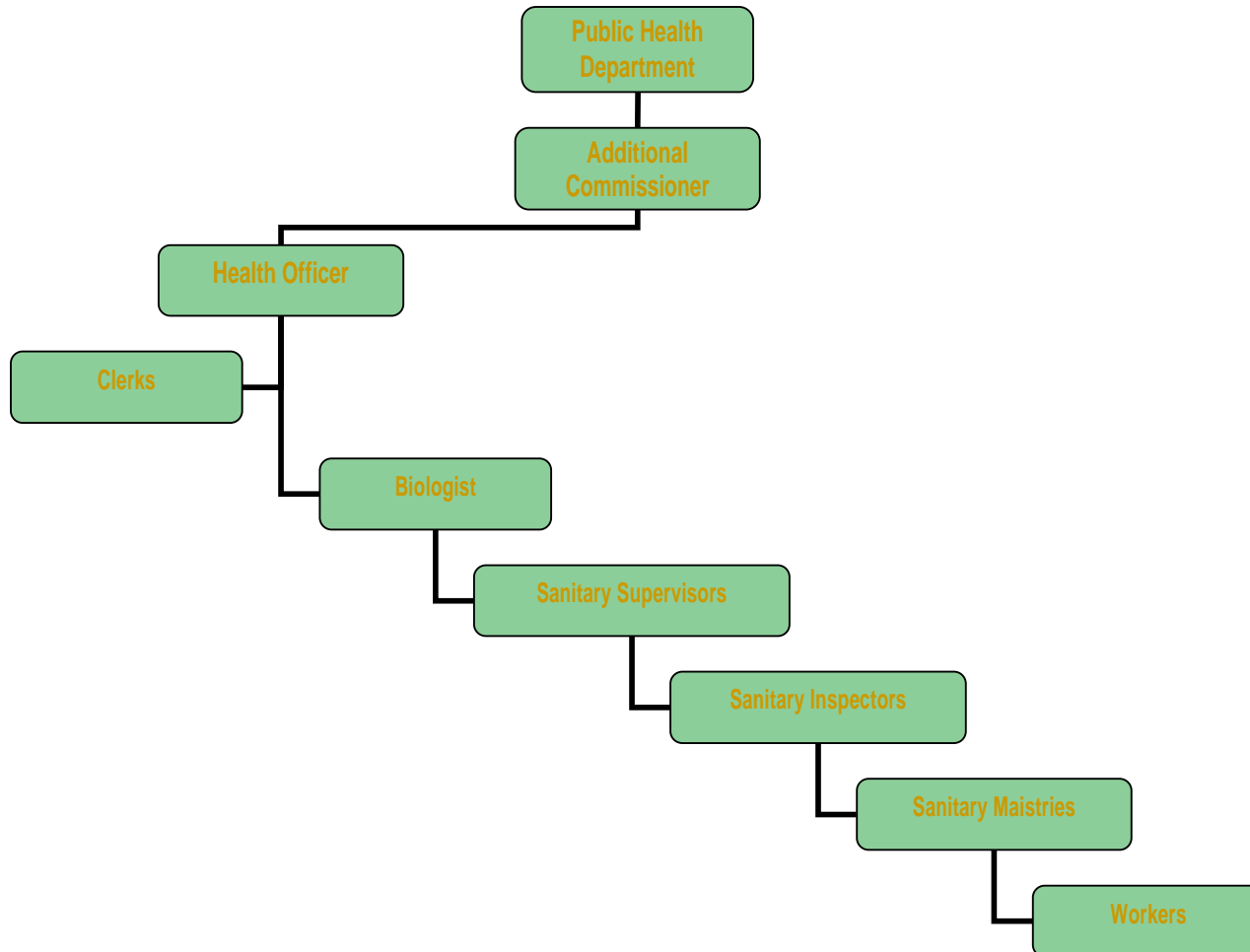
Engineering Structure

- Maintenance of Water Supply.
- Laying and Maintenance of Roads and Drains.
- Maintenance of Street Lighting.
- Construction and Maintenance of Municipal Buildings.
- Maintenance of Parks.



General Administration

Public Health Structure





General Administration

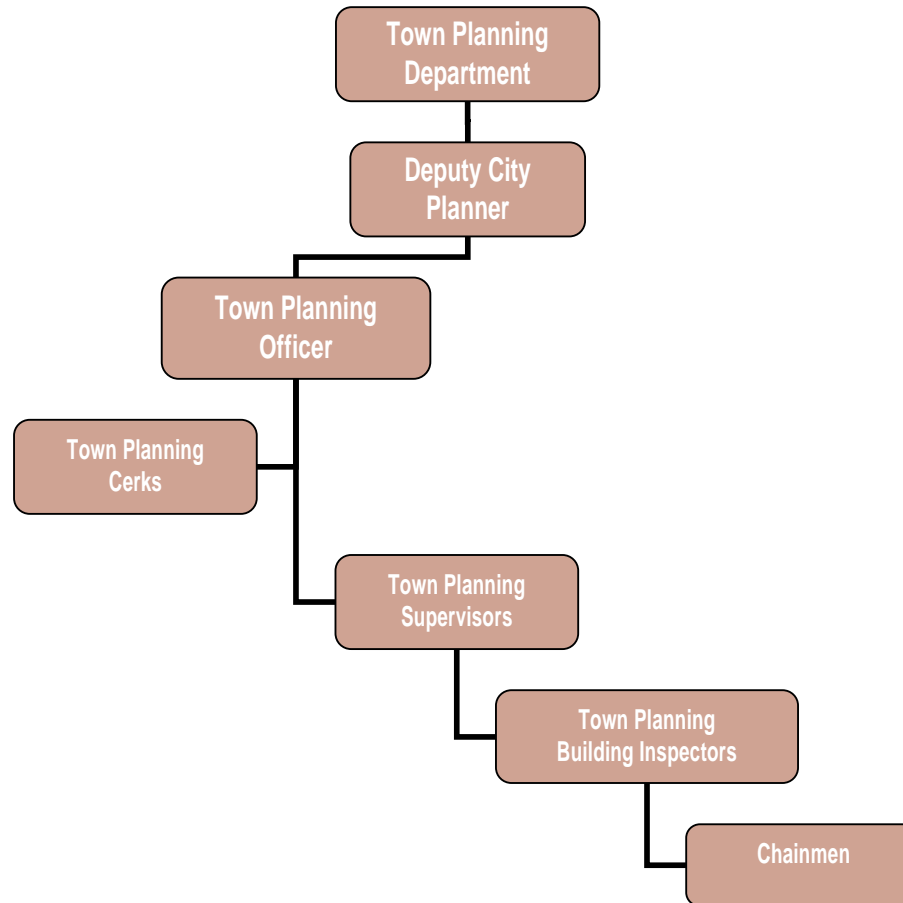
Public Health Structure

- To maintain Solid Waste Management.
- To prevent Food Adulteration.
- To maintain sanitation.
- To Achieve the goals of National Health programs like Family Planning, Tuberculosis, Malaria, Leprosy, AIDS, Pulse Polio
- To Control Malaria incidence .
- To lift water samples.



General Administration

Town Planning Structure





General Administration

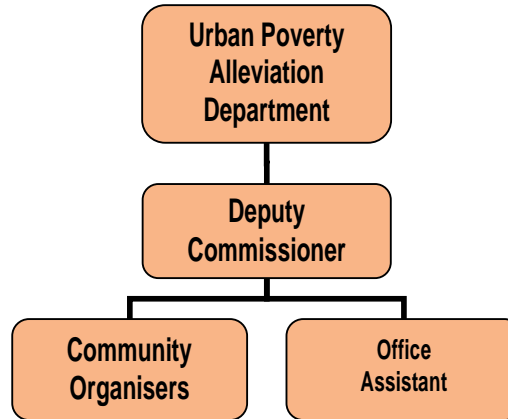
Town Planning Structure

- Road Widening & Junction Improvement.
- Preparation of Slum Plans & Notification.
- Implementation of Master Plan, Land Uses and Layout patterns.
- Issue of Building Permits.
- Enforcement on Private Building Activity.
- Collection of Advertisement Tax on hoardings, Wall Paints Glow sign Boards etc, collection of Encroachment Tax.
- Assignment of Government / Municipal Lands Regularisation of Encroachments.
- Protection of Government / Municipal Corporation Properties.
- Regularization & Enforcement on Hawkers / Vendors to overcome the traffic problem.
- Preparation of project report on Housing Programmes taken up by Government agencies.



General Administration

Urban Poverty Alleviation Structure





General Administration

Urban Poverty Alleviation Structure

- Take up Self Employment Schemes like Rajiv Yuva Shakthi (Individual), Rajiv Yuva Shakthi (Group), Rajiv Yuva Shakthi (Petty Business).
- Sanction Loans for Urban Self Employment Schemes.
- Sanction loans to DWCUA Groups
- Sanction loans to T & C Societies.
- Sanction & Distribution of Pension for Government Social Service Schemes like National Old Age Pensions, Widow Pensions, Disabled Pensions, Unemployment Pension for Disabled and National Family Benefit Schemes.
- Organize training for Youth and Women who are in BPL Group.