

S. No.	Particulars	Details
(ii)	<b>The Powers and duties of its officers and employees</b>	<p><b><u>Executive Officer</u></b> Overall administrative and Financial Control of the MC</p> <p><b><u>Junior Engineer</u></b> Overall control, supervision and implementation of development works being carried out by the MC, Building Plan Applications Technical scrutiny, Issue of NOCs of Electric and water supply connections.</p> <p><b><u>Junior Assistant</u></b> Overall control of finance and accounts of MC and deal with pension and gratuity of retired employee of MC, Auction, lease and rent recovery of Municipal properties.</p> <p><b><u>Sr. Clerk</u></b> Overall control of Taxes and fee e.g. Property Tax, Gramophone license fee, Dog Tax, Animal registration fee, Tehbazari fee, Parking fee, Job Porter license fee, Income Tax, Sale Tax, Labour welfare cess deposit record, Census and Election matters, court cases of MC, Death, Birth and marriage registration and issue of certificates, BPL families and welfare schemes, Central/State Govt. Schemes and GIA received.</p> <p><b><u>Work Supervisor</u></b> Supervision of ongoing development works, Supervision of sanitation of town, attending complaints regarding sanitation, street light and water supply (only maintenance), Diary and dispatch of Municipal correspondence.</p> <p><b><u>Driver cum clerk</u></b> Overall control of Municipal vehicles: i) Tata Sumo HP 24 A 2723 and garbage Tipper HP 69 1484 Maintaining record of receipt and expenditure vouchers and maintenance of cashbooks.</p>