

The Powers and Duties of its Officers and Employees.

1) **Commissioner:**

The Commissioner is the overall administrative head of the Corporation. He shall exercise all such powers and perform all the duties specifically conferred or imposed upon him under H.P. Municipal Corporation Act, 1994 or by any other law for the time being in force. He is assisted by various Heads of Departments of the Corporation. He shall prescribe the duties of and exercise supervision and control over the Acts and proceedings of the Corporation Officers and other Corporation employees. All the executive powers for the purpose of carrying out the provisions of Himachal Pradesh Municipal Corporation Act, 1994 shall vest in the Commissioner.

2) **Joint/Assistant Commissioner:**

Subject to the approval of the Corporation the JC/AC appointed in the Corporation shall be subordinate to the Commissioner and shall exercise such powers and perform such duties as may be conferred and imposed upon the Commissioner under the Act and further delegated to them by the Commissioner. He is the Drawing and Disbursing Officer of the Corporation. He act as Collector under the provisions of H.P. Public Premises Act, 1971. He exercise the powers of Special Judicial Magistrate, 1st Class under the provision of H.P. Municipal Corporation, Act, 1994. He also exercise the powers of the Executive Magistrate. He is also Incharge of the General Deptt., Accounts Branch, Tax Deptt., Estate Branch, & Cash Branch of the Municipal Corporation, Shimla.

3. **Legal Advisor-cum-Law Officer:**

The Corporation has appointed Legal Advisor-cum-Law Officer to aid and advice the Corporation in all legal matters as per provisions of the Himachal Pradesh Municipal Corporation Act, 1994. The role of the Legal Advisor-Cum-Law Officer is to aid and advise the Corporation in all legal matters pertaining to the Corporation and to pursue the Court cases of the Corporation in various Courts.

4) **Executive Engineers:**

The post of Executive Engineer is being filled up on secondment basis from amongst the Executive Engineer working in the Department of Himachal Pradesh Public Works Department. He is heading the Roads & Building Department of the Corporation. He is responsible for implementation of development works being carried out by MC Shimla within the Corporation limits. The various projects and schemes such as Jawahar Lal Nehru National Urban Renewal Mission are being carried out by the Executive Engineer-Cum-Project Director, JNNURM.

5) **Municipal Engineer:**

The post of the Municipal Engineer is being filled up from amongst the Executive Engineer on secondment basis from I&PH. Department of H.P. Govt. The Municipal Engineer is the head of Water Supply & Sewerage Deptt. of the Corporation and is also responsible for maintaining the water supply distribution and sewerage system within

the Corporation limit in a proper manner.

6) **Corporation Health Officer:**

The post of Corporation Health Officer is being filled up on secondment basis from MBBS Doctor having degree/diploma in public health from the department of Health Services to the Govt. of H.P. He is the head of Corporation Health Department. He also function as Registrar, Birth & Deaths within the jurisdiction of Municipal Corporation, Shimla. He is also the local health authority for the Corporation area under the provisions of Prevention of Food Adulteration Act and he is the enforcing agency for sanitation and public health activities within the M.C. limits.

7) **Architect Planner:**

The post is being filled up on secondment from amongst the Architect Planner working in the Govt. Departments, Boards and Corporation. The A.P. is incharge of the Architect Planner Branch of the Corporation. All matters relating to building regularization are being processed/monitored by the A.P. Branch. He is responsible to ensure enforcement of building regulations within the limits of the Corporation.

8) **Accounts Officer:**

The post of the Accounts Officer is being filled up on secondment basis from the Department of Finance & Accounts to the Govt. of H.P. The Accounts Branch is headed by the Accounts Officer and he is the nodal officer to settle Audit paras/PAC paras. The Accounts Officer is responsible for the correctness of every voucher presented for payment and also for the accuracy of Accounts Books. He is also responsible for preparation of annual budget in consultation with the various heads of the Corporation. The Accounts Officer is responsible for overall supervision and maintenance of the accounts of the Corporation under the control of the Assistant Commissioner and Commissioner.

9) **Assistant Engineers:**

The Assistant Engineers are on secondment basis from H.P.PWD. and I&PH. Deptt., of HP. Govt. These Assistant Engineers assists the Municipal Engineer/Executive Engineers for operation and maintenance of Water Supply distribution & Sewerage System and construction & maintenance of buildings/roads within the Municipal limits.

10) **Veterinary Public Health Officer/Market Superintendent:**

The post of Market Superintendent is being filled up from the Veterinary Public Health Officer of Animal Husbandry Department to the Govt. of H.P. on secondment basis. The VPHO is overall incharge of the Slaughter House, Meat Market and Fish/Egg Market etc. The VPHO is also responsible to carry out Animal Birth Control Programme within the Corporation limits and also responsible to carry out other functions related to their department as prescribed in the Himachal Pradesh Municipal Corporation Act.

11) **Private Secretary:**

He is attached with the Hon'ble Mayor in day to day working.

12) **Secretary (Tax):**

The post of the Secretary (Tax) is being filled up from amongst the Superintendent Grade-I of the Corporation. The functions of tax department, M.C. Shimla are looked after by him under the overall control and supervision of the Assistant Commissioner. Assessment cases/list of M.C. taxes and notices are issued by him. He is also the Registrar of Marriages within the jurisdiction of M.C. Shimla under the provisions of H.P.

Registration of Marriage Act, 1996.

13) **Assistant Secretary (Tax):**

The Asstt. Secretary assist the Secretary (Tax) in day to day functions of the Tax Department. He performs all the duties as are assigned to him in the absence of Secretary (Tax). All the cases, files relating to tax, assessment cases are routed through him to the Secretary (Tax), Assistant Commissioner and Commissioner for order or decision.

14) **Superintendent General:**

The Supdt. General is immediate incharge of General Department. He functions under the direction of the Commissioner and Assistant Commissioner. All the administrative matters, establishment matters, purchasing of Articles, meetings, various functions assigned to the Corporation and other day to day work of the General Deptt. are routed through the Supdt. General.

15) **Superintendents:**

In the Municipal Corporation, there are 6 other Superintendents in various department/branches of the Corporation, such as Supdt.(Estate), Health, R&B., WS&SD., Establishment, Cash. They are responsible to deal with the matters/cases pertaining to concerned departments and submit the same to the H.O.D.'s of the respective department.

16) **Senior Assistant:**

There are 36 posts of Sr. Assistants in the Municipal Corporation. These posts have been divided in various departments/sections according to work load of the respective department/sections. These Sr. Assistants deal cases of respective department and put up the same with noting drafting for order of their superiors. These Sr. Asstts. are further designated as Tax Inspectors, Rent Inspector, License Inspector, Tehbazari Inspector, General Assistant, Reader, Record Keeper, Cashier, Store Keeper and Revenue Assistant.

17) **Junior Engineers:**

In the M.C. Shimla, the J.Es are on secondment basis from H.P.PWD., and I&PH.Deptt. These Junior engineers are working under the control of Assistant Engineer and Executive Engineers, Municipal Engineer & Architect Planner. Some of J.Es are on contract basis. In the WS&SD., the role of the J.Es are to ensure maintenance of regular water supply and sewerage system. They also prepare estimates of new proposals/ projects with respect to their departments.

In the Roads & Bldg., Deptt. The J.Es are looking after the work of maintenance of Roads, construction works, repair of Municipal colonies, & quarters etc.. Their job is to prepare estimates, proposals etc. They also prepare estimates for new proposals, colonies etc.

In the Architect Planer Branch, the role of the J.Es to process the building maps and to keep check on the illegal construction.

18) **Chief Accountant:**

He is working under the control of Accounts Officer. All the accounts matter, establishment matters, Budget estimates, salary bills and other payments are routed through the Chief Accountant to his superiors.

19) **Personal Assistant to Commissioner:**

He is attached to the Commissioner to assist the Commissioner in day to day work.

20) **Stenographer:**

He is under direct control of the Joint Commissioner/ Assistant Commissioner and to assist the Joint Commissioner/ Assistant Commissioner in day to day work.

21) **Clerks:**

They are assisting to their Sr. Assistant and kept the record under their control and put up the P.U.Cs. on the respective files. These Clerks are working such as Meter reader Establishment Clerks, General Clerks, Tax Clerks, Accounts Clerks, Purchase Clerk, Record Clerk, Ahalmad, and Typist etc.

22) **Secretary(SJSRY):**

The Secretary (SJSRY) is working under the direct control of Supdt. General. She is dealing with the Scheme sponsored by the Central/State Govt. for the SC, ST and urban poor who falls below the poverty line. She is responsible to maintain the record in a proper manner with regard to the aforesaid schemes.

23) **Computer Assistant:**

She is doing the function/job of computers installed in the Corporation and is responsible for maintenance and proper functioning of these Computer operated machines installed in different section of the Corporation.

24) **Draftsman/Asstt. Draftsman:**

The draftsman's are on secondment basis from H.P.PWD. and I&PH. Deptt. They have to prepare/check the estimates of various projects & schemes relating to Corporation and keep record of buildings plans etc.

25) **Surveyor:**

They are on secondment basis from H.P.PWD., & I&PH. Deptt. Their job is to assist the Drafts man's/A.D.M. and to prepare estimates and drawings and to conduct survey in respect of the Projects relating to the Corporation.

26) **Patwari:**

He is on secondment basis from Settlement/ D.C. Office, Shimla. His job is to assist the Corporation authorities/deptts. in connection with all the revenue matters.

27) **Electrician:**

They are responsible to look after all the electrical works of Municipal Building and residential accommodation under the control of J.E. Electrical.

28) **Chief Sanitary Inspector/Sanitary Inspector:**

All the C.S.I. and S.I. are responsible for maintaining sanitation work within the Municipal limits under the overall control of C.H.O.

29) **Male/Female Health Worker:**

They are on deputation from the Department of Health Services of HP and further deployed in Health Wing of the M.C. Shimla.

30) **Daftri:**

One Daftri is working in the record to maintain files in a regular way to put up files to Record Keeper on demand and keep the record in record room. One Daftri working in the Accounts Branch to maintain voucher, salary bills, Muster Rolls and other payments bills in a proper manner.

31) **Zamadars:**

One Zamadar is attached with the Hon'ble Mayor, one with Commissioner and one is attached with the Assistant Commissioner.

32) **Peons:**

To disburse the outdoor dak, water bills, tax bills, rent bills, lease bills, notices within Municipal limits and also to distribute the dak in the different department of the Govt. as well as M.C. They also deliver the agenda to the members of the Corporation.

33) **Chowkidars:**

The job of the Chowkidars is to keep watch and ward in the offices, stores, moveable and immoveable items kept in offices, stores and other places. They are responsible for keeping National Flag in proper manner as per prescribed norms.

34) **Notice Server:**

To deliver the Notices pertaining to A.P. Branch.

35) **Ronio Operator:**

To operate and maintain the cyclostyle machine and photostate machine installed in the General Branch.

36) **Drivers:**

To Drive the Municipal Vehicles and maintain them properly.

37) **Laboratory Assistant:**

He make tests of blood, stool, urine, siemens and to collect the drinking water sample from various sources drinking water and have been deployed in Corporation Health Laboratory.

38) **Ferro Printer:**

To make out the Ferro copy of building plan maps.

39) **Pharmacist:**

He is assigned the job of Pharmacist in slaughter House and Meat/Fish/Egg Market. He is attached with the Market Superintendent.

40) **Mates:**

To check and mark the attendance of the Labourers deployed for development works.

41) **Sanitary Jamadar:**

To check and mark the attendance of Saffai Karamchari deployed in various wards and also to check on sanitation work in the respective wards.

42) **Saffai Staff:**

To clean the Municipal roads, toilets, offices, paths, drains etc. Within Municipal Limits.

43) **Foreman (Electrical):**

To keep control of pump house installed at various places to lift water. He look after all the electrical works.

44) **Foreman(Mech.):**

He look after all the mechanical works related to WS&SD such as maintenance of all mechanical installation such as water pumps installed various pump houses. His job includes checking and repairing all the mechanical installation.

45) **Foreman/Asstt.Foreman(Meter Workshop :**

His basic job to test all the water meters which are being installed at various places in the town by M.C. Shimla or by Private consumers. His job include repair and maintenance of all the bulk meters installed at various main lines in the town.

46) **Fitter Grade-I:**

To lay/joint the main M.C. Line and also to repair them and also to attend the various type of complaints related to water supply. Their services are also taken to make water/sanitary fitting in the construction work.

47) **Fitter Gr.II/Asstt.Pump Driver:**

To repair/lay/joint branch lines, installation of water meters and attending of complaints related to water supply. There services are also being used as keyman in various zones of M.C. to open and stop the water supply as per schedule fixed and as a Asstt. Pump Driver in various pump houses.

48) **Mason:**

The job of masons are to do construction works like drain, retaining walls, breast walls, crate walls, culverts, Nullahas and repair works, plastering etc. as per his trade.

49) **Black Smith:**

The job of blacksmiths are to sharp the tools used for various type of repair and maintenance of water/sewer line/excavation and construction works.

50) **Carpenter:**

The job of a carpenter is as per his trade. There services are being used to repair the various type of furniture, doors and windows of the construction works done by M.C. Shimla.

51) **Mazdoors:**

The services of Mazdoors are being used as laborers in connection with day to day labour work and are deployed in different departments of the Corporation.