Chapter III

Organisation

From the time immemorial people used to live in some organized form because it is natural instinct of human beings which cultivate a cult of togetherliness among human beings. In order to meet various requirements people are engaged in different Activities which sometimes are planned and sometime unplanned, but if the Activities are coordinated and directed properly, human energy can be channelized for result oriented works and optimum utilization of material resources can be ensured.

A structure of roles must be designed and maintained so that people work effectively towards the accomplishment of goals. It is the organisation which provides necessary equipment for work (place, labour, machine, money) and supervise the work. In the words of John M. Gauss, “Organisation is the arrangement of personnel for facilitating the accomplishment of some agreed purpose through allocation of functions and responsibilities.”

Louis A. Allen defined organisation as “Mechanism or structure that enables living things to work effectively.” He enunciated the following three principles of an organisation which should be taken into account at the time when an organisation takes place:

1. Division of labour;
2. Identification of the source of authority; and
3. Establishment of relationship.

Herbert G. Hicks and C. Ray Gullet are of the view that it is the process by which the structure of an organisation is created and maintained. The process includes determination of specific Activities that are necessary to accomplish the objectives according to some logical pattern and assignment of those Activities to a responsible position or persons.

Pfiffner and Sherwood have defined the term 'organisation' as the pattern of ways in which large number of people, too many have intimate face to face
contact with all other who are engaged in complexity of tastes, relate themselves in conscious systematic establishment and accomplishment of mutually agreed purposes. According to E.N. Gladden, "Organisation is concerned with pattern of relationship between persons on an enterprise so contrived, as to fulfill the enterprise function". Herbert A. Simon says that, "it is a complex pattern of communication and other relations in a group of human beings". Thus the organisation consists of structure as well as human beings and aims at achievements of concisely devised and pre-conceived objectives. The history of organisation is as old as human society. There is no doubt that our ancestors had some sort of organisation in one form or another. The fact that it is universal is an ample proof of its necessity as well as its utility. We cannot even imagine a peaceful and orderly life of community without organisation. Soundness of organisation and its technique determines the efficiency of the administration.

It is against the above mentioned theoretical background that a study of the organisational set up of Municipal Corporation, Shimla has been made in the following pages. Municipal Government was first introduced in Shimla in December, 1851 under the provisions of Act XXVI of 1850. It was with the view to manage the local needs (watersupply, sanitation, public health, etc.) that the Municipal Committee was converted into Municipal Corporation vide government notification No.2-1/69 LSG dated 1st September 1970. The pattern of Municipal Corporation, Shimla in regard to structure and organisation is more or less uniform in all the states in India. The power to determine and alternate the jurisdiction of the corporation rests with concerned State Government. The Municipal Corporation is set up under a special statute, which is passed by state legislature, with the power to hold and dispose of property and capacity to sue and be sued in its corporate name. It consists of councillors and its some state alderman.
Usually, in a corporation there are two wings namely: deliberative and executive wing. Essentially organisation grown out of the human need for cooperation. Human beings are faced to cooperate to achieve personal goals because of physical, biological, psychological and social limitations. Cooperation can be more productive and is costly in most instances with some kinds of organisational structures.

The organisational setup of Executive and Deliberative Wings operative in Municipal Corporation is as follows:

**Deliberative Wing:**

Deliberative wing which has 25 elected, 3 nominated, and 2 coopted members. Nominated members have no right to vote in the meeting of the corporation. The Municipal Corporation unless sooner dissolved under section 404 of Himachal Pradesh Municipal Corporation Act, 1994, shall continue for five years from the date appointed for its meeting. The deliberative wing is headed by Mayor and has one Deputy Mayor, and assisted by Secretary to the Corporation. The organisation chart is as follows:

**Chart No. 3.1**

**Organisation Chart of Deliberative Wing of Municipal Corporation, Shimla**

- Mayor
- Deputy Mayor
- Secretary
- Municipal Councilors
  - a) Elected
  - b) Nominated
  - c) Associated
- Standing Committees — 3
- Adhoc Committees — 2
- District Planning Committee — 1
- Assistants
- Clerks
- Driver
- Peon
Committee System:

The Deliberative wing has three standing committees for the smooth working of the corporation which are following:

a) General Function Committee;
b) Finance, Contracts and Planning Committee; and
c) Social Justice Committee.

The Mayor shall be the 'ex-officio' member and also chairman of General functions Committee and Finance, Contracts and Planning Committee. The Deputy Mayor shall be the 'ex-officio' member and chairman of Social Justice Committee. Provided that if the Deputy Mayor Acts as the Mayor of the Corporation, the members of the Social Justice Committee or any other standing committee of which the Deputy Mayor, is the 'ex-officio' member and the Chairman, the members of the Committee shall elect its Chairman from amongst themselves. No elected members of the Corporation shall be eligible to serve on more than two Standing Committees at a time. A Standing Committee may with the approval of the Corporation, co-opt not more than two persons who are not councillors possess special qualification for serving on such a committee. Provided that such co-opted members shall not to be deemed to be councillors of the corporation and shall have no right to vote in any capacity whatsoever but shall be entitled to participate in all the proceedings of the committee in an advisory capacity. The Corporation may frame regulations relating to elections of members of the standing committee, conduct business therein, and all other members relating thereto. The Commissioner, or Assistant Commissioner appointed under section 46 of Himachal Pradesh Municipal Corporation Act, 1994, shall be the 'ex-officio' member-secretary of the Standing Committee.
Each Standing Committee shall consist of not less than three and not more than five councillors including the Mayor or the Deputy Mayor, as the case may be, elected by the councillors of the Municipal Corporation from amongst elected councillors: Provided that Social Justice Committee shall include at least one member who may be a woman or a member of a Scheduled Caste or of a Scheduled Tribe.

Table No. 3.1

a) General Functions Committee

(1) Chairman
Shri Manoj Kumar (Mayor)

(2) Member
Smt. Mala Singh, Councillor

(3) Member
Ms Sulakshana Arya, Councillor

(4) Member
Shri Inder Lakhan Pal, Councillor

(5) Member
Shri Vijay Chauhan, Councillor

(6) Secretary
Commissioner, Municipal Corporation, Shimla

Table No. 3.2

b) Finance, Contracts and Planning Committee

(1) Chairman
Shri Manoj Kumar, Mayor;

(2) Member
Shri Roop Chand, Councillor;

(3) Member
Shri Ashok Sood, Councillor;

(4) Member
Shri Sanjay Sharma, Councillor;

(5) Member
Shri Ravinder Thakur, Councillor;

(6) Secretary
Commissioner, Municipal Corporation, Shimla.
Table No. 3.3

(c) Social Justice Committee

(1) Chairman
Shri Durga Singh Verma, Deputy Mayor;

(2) Member
Smt. Kusum, Councillor;

(3) Member
Shri Yadupati Sood, Councillor;

(4) Member
Shri Sohan Lal, Councillor;

(5) Member
Smt. Uma Kaushal, Councillor;

(6) Secretary
Commissioner, Municipal Corporation, Shimla.

The Standing Committee of Corporation are constituted vide Himachal Pradesh Municipal Corporation Act, 1994, under section 40. sub section 1.

These standing committees of Municipal Corporation, Shimla, has specific functions to perform, which are specified in Himachal Pradesh Municipal Corporation Act, 1994, under section 40 . sub section 3 , 4 & 5. Functions of Standing Committees:

The General Functions Committee shall perform functions relating to the establishment matters, communications, constructions of buildings and roads, urban housing, relief against natural calamities, water supply, sewerage-disposal, health and sanitation and miscellaneous residuary matters.

The Finance, Contracts and Planning Committee shall perform the functions relating to the finances of the Corporation, preparation of budget, scrutinising proposals for increase of revenue including taxes, examination of receipts and expenditure statement, sales and leases of Corporation properties, recovery of loans, examination of schedule of rates, consideration of all proposals affecting the finances of the Corporation and general supervision of revenue and
expenditure of the Corporation and any other function relating to the
development of municipal area.

The Social Justice Committee shall perform functions relating to:
(a) Promotion of education, social, economic, cultural and
other interests of Schedule Castes, Scheduled Tribes, Backward
classes; and weaker sections of the society;
(b) Protection from social injustice and all other forms of
exploitation;
(c) Amelioration of the Scheduled Castes, Scheduled Tribes
and Backward Classes including other weaker sections of the society;
(d) Securing Social Justice to the Scheduled Castes, Scheduled
Tribes, women and other weaker sections of society.

The Corporation shall prepare every year a development plan for
its area and submit it to the District Planning Committee, constituted
by the State Government under Section 185 of Himachal Pradesh
Panchayati Raj Act, 1994 shall consolidate the development plan
prepared and submitted to it by the municipalities in the District
Planning Committee, under clause (d) of sub-section (2) of section 185
of the Panchayati Raj Act, 1994, shall be chosen by the elected
members of the municipalities in the prescribed manner from
amongst themselves.

Every District Planning Committee shall in preparing the draft
development plan—

a) have regard to—
(i) matters of common interest between the municipalities and
panchayats including spatial planning, sharing of water and
other physical and natural resources, the integrated development
of infrastructure and environmental conservation;
(ii) the extent and type of available resources whether financial or
otherwise.
(b) consult such institutions and organisations as the State Government may specified.

The Chairperson of every District Planning Committee shall forward the development plan, as recommended by such committee, to the State Government.

**Adhoc Committees:**

The Deliberative wing has power to constitute two Adhoc Committees for the smooth working of the corporation constituted under section 94(5) and under section 340 of Himachal Pradesh Municipal Corporation Act, 1994.

(i) House Tax Assessment Committee; and
(ii) Tree Authority, respectively

**Table No. 3.4**

(i) **House Tax Assessment Committee**

i) Shri Hari Krishan, Councillor

ii) Shri Satish Verma, Councillor

iii) Secretary, Municipal Corporation Shimla

**Table No. 3.5**

(ii) **Tree Authority**

a) the Mayor;
b) the Commissioner;
c) the Tree Officer;
d) the District Horticulture Officer;
e) One Councillor to be nominated by the Mayor

(Shri Shashi Shekhar, Councillor)

**Functions of House Tax Assessment Committee:**

The objections shall be inquired into and investigated and the persons making them shall be allowed an opportunity of being heard either in by person or by authorised agent, by the committee. When all objections have been disposed of, and the rateable value has been completed, the assessment list shall be authenticated.
Functions of the Tree Authority:

Notwithstanding anything in the Act, the Tree authority shall subject to any general or special order of the State Government be responsible for—

a) the preservation of all trees within its jurisdiction;

b) obtaining declaration from all owners or occupants about the number of trees in their lands;

c) specifying the standards regarding the number and kind of trees in each locality, type of land and premises shall have;

d) assisting private and public institutions connected with planting and preservation of trees;

e) undertaking such schemes or measures as may be directed from time to time for achieving the objectives of these provisions;

f) Under section 345(3) of Himachal Pradesh Municipal Corporation Act, 1994, has power for permission for felling tree; and can refuse permission under section 345(1) of Himachal Pradesh Municipal Corporation Act, 1994.

Election of the Mayor:

Under section 36(1) of Himachal Pradesh Municipal Corporation Act, 1994, the Corporation at its first meeting and thereafter at the expiration of every year elect one of its councillor to be chairperson to be known as the Mayor and another councillor to be the Deputy Mayor: Provided that during the duration of the Corporation the Office of the Mayor shall be reserved for the Scheduled Castes, Scheduled Tribes and women; rotation or by lots in the manner prescribed:
Provided further that where the population of any class of persons referred to in the foregoing proviso is less than fifteen percent of the population of municipal area, the office of the Mayor shall not be reserved for that class.

Initially, the term of office of the Mayor or Deputy Mayor of the Corporation shall be one year from the date of his/her election, as such, unless in the mean time he/she resigns his/her office of Mayor or Deputy Mayor or unless in the case of Deputy Mayor is elected as the Mayor and he shall cease to hold his office on the expiry of his term of office:

Provided that if the office of the Mayor and Deputy Mayor is vacated or falls vacant during the tenure on account of death, resignation or no-confidence motion, a fresh election within a period of one month of the vacancy shall be held from the same category, for the remainder period: Provided further that the election of the new Mayor or the Deputy Mayor, as the case may be, at the end of every term, shall be held before the expiry of the term specified above.

Through an Amendment Himachal Pradesh Municipal Corporation Act, 1994, in the year 1998 the Government of Himachal Pradesh enhanced the term of Mayor or Deputy Mayor from one year to two and half years.(Refer to Annexure v) Under section 37(2) of Himachal Pradesh Municipal Corporation Act, 1994, a councilor holding office of a Mayor or Deputy Mayor may be removed from his office by a resolution of the corporation passed by a majority of a elected councillors present and voting at its general or special meeting, the quorum of which is not less than one half of its total elected members, the Mayor or the Deputy Mayor against whom such resolutions is passed shall cease to hold office forthwith. The Mayor or Deputy Mayor of the corporation shall not preside over a meeting in which a motion of no confidence is discussed against him/her.
Such a meeting shall be presided over by such a person, and convened in such manner, as may be presided and the person against whom a motion of no confidence is moved, shall have no right to vote to take part in the proceedings of such a meeting.

Under Section 37(4) of Himachal Pradesh Municipal Corporation Act, 1994, it is clear that motion of no-confidence under this section shall not be maintainable within six months of the date of his election to such office and any subsequent motion of no confidence shall not be maintainable within the interval of six months of the last motion of no confidence. When the office of the Mayor is vacant, the Deputy Mayor Acts as Mayor until a new Mayor is elected, this is stated in section 38(l) of Himachal Pradesh Municipal Corporation Act, 1994. The Mayor and Deputy can submit resignation under section 39 of Himachal Pradesh Municipal Corporation Act, 1994.

**Powers of the Mayor:**

Under section 51(l) of Himachal Pradesh Municipal Corporation and the Mayor may at any time require the Commissioner –

a) to produce any record, correspondence, plans or other documents which is in his possessions or under his control as Commissioner or which is recorded or filed in his office or in the office of any Corporation offices or other Corporation employee subordinate to him;

b) to furnish any return, plan, estimate, statement, account of statistics concerning or connected with any matter pertaining to the administration of this Act or any municipal authority;

c) to furnish a report by himself or to obtain from any Corporation officer or other employee subordinate to him and furnish with his own remarks thereon, a report upon any subject concerning or connected with the administration of this Act or any municipal authority.
Under section 51(2) of Himachal Pradesh Municipal Corporation Act, 1994, the Mayor has full access to all the records of the corporation and can obtain records. Every such requisition shall be complied with by the Commissioner without any unreasonable delay; and it shall be incumbent of every Corporation officer and other Corporation employee to obey any order made by the Mayor or Corporation or Commissioner in pursuance of any such requisition.

Provided that the Commissioner shall not be bound to comply with any such requisition if with the previous approval of the Mayor, he makes a statement that such compliance would be prejudicial to public interest or to the interest of the Corporation.

On the recommendations of the Mayor, leave (except casual leave) may be granted to the Commissioner by the Government and the casual leave shall be granted by the Mayor, and whenever the Commissioner is on leave, or on training another officer may be appointed by the Government on his place.

The deliberative wing is headed by the Mayor with the following staff for the smooth working of the Corporation.

**TABLE No. 3.6**

**Table Showing Details of Vacancies of Deliberative Wing of Municipal Corporation, Shimla.**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Designation</th>
<th>No. of Vacancies</th>
<th>Vacancies filled in</th>
<th>No. of Vacant post</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Secretary</td>
<td>2</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>2</td>
<td>Steno Typist</td>
<td>2</td>
<td>2</td>
<td>--</td>
</tr>
<tr>
<td>3</td>
<td>Jamadar</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>4</td>
<td>Peon</td>
<td>2</td>
<td>2</td>
<td>--</td>
</tr>
</tbody>
</table>

**SOURCE:** ACCOUNTS DEPARTMENT, MUNICIPAL CORPORATION, SHIMLA.
Executive Wing:

Municipal Corporation, Shimla functions under the control of local self-government department, which is headed usually by a Cabinet rank minister, but presently it is headed by Chief Parliamentary Secretary. Secretary local self-government assists the minister in administration. Local self-government is in fact a creature of the state government having been ushered into existence by an Act passed by Himachal Pradesh Legislative Assembly namely Himachal Pradesh Municipal Corporation Act, 1994 (H.P Act No.12 of 1994) repeating the previous Act i.e. Himachal Pradesh Municipal Corporation Act, 1979 under 74th Amendment of the Constitution of India.

Under the 74th Amendment of the Constitution, local bodies have been given the status of third organ of the government. The purpose of decentralisation at grass root level institutions. This will eventually culminate into distribution of subjects between the State Government and the Local Authorities. The Government of Himachal Pradesh has already created new institutions viz. “State Election Commission” and “State Finance Commission”. Apart from it, the Directorate of Urban Development has been reorganised and given satisfactory powers. The Directorate has now a staff strength of 60 personnel, which is headed by an I.A.S officer designed as the Director.

In accordance with the provision of Capital of Himachal Pradesh (Development and Regulation) Act, 1968, the Corporation was headed by an I.A.S officer designated as Administrator which was changed according to the Himachal Pradesh Municipal Corporation Act, 1979 to that of Commissioner. Under new Himachal Pradesh Municipal Corporation Act, 1994, the designation of Commissioner has been retained. Following Chart will give an idea about the administration of the municipal corporation, Shimla. (Refer to Chart No. 3.2)
CHART No. 3.2

ADMINISTRATIVE STRUCTURE OF MUNICIPAL CORPORATION, SHIMLA

COMMISSIONER

ASSISTANT COMMISSIONER

A.P.  C.H.O.  M.E.  Suptt(E)  Suptt(G)  A.O.  L.A.P.  Suptt(Cash)  E.E.  D.F.O.  SECRETARY
         (WS&SD)                     (R&B) (i) & (ii)


Sanitary Inspector  J.E.'s

J.E.'S  D.R.O.'S Tax Branch

A.P. = Architect Planner
C.H.O. = Corporation Health Officer
M.E. = Municipal Engineer
Suptt. = Superintendent
A.O. = Accounts Officer
L.A.P. = Legal Adviser and Prosecutor
E.E. = Executive Engineer
D.F.O. = Divisional Forest Officer
A.E. = Assistant Engineer
J.E. = Junior Engineer
R.O. = Range Officer
D.R.O. = Deputy Range Officer
Municipal Commissioner:

At the top of the administrative hierarchy in the Municipal Corporation, Shimla, stands the Chief Executive known as the Commissioner. The Municipal Commissioner is appointed by the State Government by notification in the official gazette under section 45(I) of Himachal Pradesh Municipal Corporation Act, 1994. According to the Act, 1994, "The Government shall, by notification, in the Official Gazette, appoint a class I officer of the Government having a service as such of ten years, as the Commissioner of the Corporation. The Commissioner so appointed shall hold the office for term of three years in first instance provided that his appointment may be renewed for a term not exceeding three years.

The Commissioner shall be paid out of the Corporation Fund such monthly salary and such monthly allowances, as may from time to time fixed by the Government and may be given facilities in relation to residential accommodation conveyance and the like as may from time to time be fixed by the Government.

The Commissioner is the pivotal point around which the Municipal Administration revolves. His/her power can be classified as:

(a) Administrative Powers;
(b) Powers relating to Deliberative Wing;
(c) Executive Powers; and
(d) Extra Ordinary Powers

(a) Administrative Powers:

Administration of Municipal Corporation is headed by Municipal Commissioner and as such all the Officials including heads of various departments are his/her subordinate; he/she can create a post besides those falling in Section 67 of Himachal Pradesh Municipal Corporation Act, 1994. The disciplinary powers over certain categories of employees rest in him/her. He/she can withhold the annual increment, can fix or even remove or suspend an official. He/she has
the powers to grant leave to the employees and can appoint other persons to fill the leave vacancies. Except the Assistant-Commissioner, Corporation Health Officer, Municipal Engineer and Executive Engineer, he can suspend all Corporation employees which are referred under sub-section (2) of section 67 of Himachal Pradesh Municipal Corporation Act, 1994 irrespective of their pay. The Commissioner can transfer all employees of municipal corporation within the corporation for the effective functioning of various departments. Besides these above powers relating to administration, the Commissioner is empowered to check the functioning of subordinate staff.

(b) Powers relating to Deliberative Wing:

Although in theory the Commissioner is vested with power relating to deliberative wing, yet in practice, there is nothing as deliberative powers. Hence, the deliberative powers exist nothing but in name. However there nothing in practice as in some occasions he/she has to exercise his/her powers relating to deliberative wing. Under Section 50(c) of Himachal Pradesh Municipal Corporation Act, 1994, the Commissioner in consultation with the Mayor, on the occurrence or threatened occurrence of any sudden accident or any unforeseen event or natural calamity involving or likely to involve extensive damage to any property of the Corporation or damages to human life can take immediate action and make a report forthwith to the Corporation of the action he/she has taken and the reasons for the same as also of the amount of cost, if any, incurred or likely to be incurred in consequence of such action which is no covered by a budget grant.

According to Section 50(d) of Himachal Pradesh Municipal Corporation Act, 1994, “the Commissioner shall bring to the notice of the Corporation any Act or resolution of the Corporation which may be in violation of any Government instructions or the provisions of
this Act, provided that if such Act or omission of the directions of
the Government or the provision of this Act, as the case may be,
is not rectified within 15 days of the communication it shall be the
duty of the Commissioner to bring such omission or violation to the
notice of the Government

c) Executive Powers:

The Commissioner sanctions the plans for constructions of
houses and other buildings. Nobody is allowed to erect and re-erect
any building without his/her approval. Generally, he/she sanctions or
rejects such plans on the reports of Architect Planner's Department.
For the proper maintenance of Public health and sanitation, the
Commissioner can depute Inspectors to inspect the places where food
or drinks, drugs and meat required for human beings is used for
sale. If its maintenance is not proper or it is adulterated, the
Commissioner can order the inspector for the challans of such
shops, market and stall, etc. Similarly, the proper maintenance of
slaughter-houses is done by the Commissioner through Sanitary
Inspectors. He/she sanctions the commercial water connections.

According to section 50 of Himachal Pradesh Municipal
Corporation Act, 1994, "Save as otherwise provided in this Act, and
subject to supervision and control of the Corporation and its Mayor,
the executive powers for the purpose of carrying out the provisions
of this Act, shall vest in the Commissioner who shall also—

(a) Exercise all the powers and perform all the
duties specifically conferred or imposed upon him by this Act or by
any other law for the time being in force;

(a) Prescribe the duties of and exercise supervision
control the Acts and proceedings of all Corporation officers and other
Corporation employees and subject to any rules that may be made in
this behalf dispose of all questions relating to the service of the
said officers and other employees and their pay, privileges allowances and other condition of service.

(d) **Extra-Ordinary Power:**

The Commissioner has extraordinary powers to be used in terms of emergencies. According to the Himachal Pradesh Municipal Corporation Act, 1994, the entire executive power for the purpose of carrying out the provisions of this Act and of any other Act for the time being is the force which confers any power or imposes any duty on Corporation is vested in Commissioner to (i) exercise all the powers and perform all the duties specifically conferred or imposed upon him by the Act, (ii) prescribe the duties of any exercise supervision and control over the Acts and proceedings of all the Corporation officers and other Corporation employees and subject to any rules that may be made under section 50(6) on the occurrence of any sudden accident or any unforeseen event or natural calamity involving or likely to involve extensive damage to any property of the Corporation or danger to human life, take such immediate Action as considers necessary and make a report forthwith to the Corporation of the action he/she has taken and the reasons for the same as also of the amount of cost, if any, incurred or likely to be incurred in consequence of such Action which is not covered by a budget grant.

**Assistant Commissioner:**

Assistant Commissioner is next to the Commissioner in administrative hierarchy of Municipal Corporation, Shimla. Assistant Commissioner is also appointed by the State Government by a notification in the official gazette. He should be an officer from Himachal Administrative Services. The Assistant Commissioner is paid out of the Corporation Funds such monthly salary and allowances, if any, from time to time be fixed by the Government and is given facilities like accommodation, and conveyance, etc.
All powers vest in the Commissioner therefore, he/she further delegates the powers to the Assistant Commissioner as provided under section 405(1) & 405(2) of Himachal Pradesh Municipal Corporation Act, 1994. After this notification Assistant Commissioner exercises and perform all the powers and duties of the Commissioner under overall supervision, directions and control of the Commissioner except for the powers of the Corporation as specified under section 46 of Himachal Pradesh Municipal Corporation Act, 1994. Assistant Commissioner is overall in charge for the administration of the Corporation. He is also the drawing and disbursing officer of the Municipal Corporation, Shimla and leave to the subordinate staff is also sanctioned by the Assistant Commissioner.

The Assistant Commissioner of Municipal Corporation, Shimla also works as Special Judicial Magistrate vide High Court of Himachal Pradesh notification no. HHC/Admin.6(18)/74-III-216 dated 2nd January 1987. The Chief Justice and Judges of High Court of Himachal Pradesh under section 13 of code of criminal procedure, 1973 (Amendment Act No. 45 of 1978) appointed him as Special Judicial Magistrate in respect of the offences detailed in Second Schedule of Section 383, offences detailed in Section 92 and 352 of the Himachal Pradesh Municipal Corporation Act 1994 and summarily under section 260 of the code of Criminal Procedure. As Judicial Magistrate 1st Class, he decides different types of cases under Himachal Pradesh Municipal Corporation Act, 1994, under section 250, 266, 302, 325, 326, 327, 328, 352 and 412. Section wise subject matter and penalty Assistant Commissioner can impose on the defaulters are discussed in Table No. 3.7

Although the Commissioner is the top executive, yet all his/her powers are exercised by the Assistant Commissioner. All powers of the Commissioner relating to transfers of employees within the corporation and leave etc., are exercised by the Assistant Commissioner in practice.
<table>
<thead>
<tr>
<th>Section, Sub-Section, Clause, or Proviso</th>
<th>Subject Matter</th>
<th>Fine or Imprisonment which may be imposed (Rs)</th>
<th>Daily fine which may be imposed (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>250 (I)</td>
<td>Erection of buildings on new streets without levelling.</td>
<td>1000</td>
<td>50</td>
</tr>
<tr>
<td>266 (I)</td>
<td>Keeping rubbish or filth for more than twenty-four hours, etc.</td>
<td>500</td>
<td>50</td>
</tr>
<tr>
<td>266 (2)</td>
<td>Allowing filth to flow in streets</td>
<td>500</td>
<td>50</td>
</tr>
<tr>
<td>280</td>
<td>Failure to give information of dangerous diseases.</td>
<td>500</td>
<td>--</td>
</tr>
<tr>
<td>302(1)(2)(3)</td>
<td>Commission of Nuisances</td>
<td>500</td>
<td>--</td>
</tr>
<tr>
<td>324</td>
<td>Certain things not to be kept and certain trades and operations not to be carried on without a licence.</td>
<td>500</td>
<td>100</td>
</tr>
<tr>
<td>327</td>
<td>Hawking articles for sale without a licence, etc.</td>
<td>500</td>
<td>--</td>
</tr>
<tr>
<td>328</td>
<td>Keeping a lodginghouse, eating house, tea shop, etc., without licence or contrary to licence.</td>
<td>500</td>
<td>50</td>
</tr>
<tr>
<td>329</td>
<td>Keeping open theatre, circus or other place of Public amusement without licence or contrary to the terms of licence.</td>
<td>1000</td>
<td>100</td>
</tr>
<tr>
<td>352</td>
<td>Falls or abets the falling of any tree or causes any Tree to be felled in contravention of the provisions. In such cases on conviction the convict will be punished with imprisonment which may extend to three months or with fine which may extend to five hundred rupees or with both.</td>
<td>500</td>
<td>--</td>
</tr>
<tr>
<td>412</td>
<td>Unlawful removal of earth, sand or other material or deposit of any matter or making of any encroachment from any land vested in the Corporation.</td>
<td>700</td>
<td>--</td>
</tr>
</tbody>
</table>
absence of Commissioner the Assistant Commissioner officiate as the Commissioner of Municipal Corporation, Shimla. Although the office of the Assistant Commissioner does not appear to be office of much importance, because Assistant Commissioner is next to the Commissioner in administrative hierarchy, therefore, the Commissioner discharges his duties to Assistant Commissioner. The Commissioner performs mainly supervisory functions, as the Assistant Commissioner is overall incharge of the administration of Municipal Corporation, Shimla in Actual practice.

The affairs of the Municipal Corporation, Shimla are lodged after by the cabinet minister at the ministerial level and the Secretary is responsible to the affairs of municipal corporation at Secretariat level. For actual functioning the Commissioner is responsible, who is assisted by the Assistant Commissioner, who belongs to Himachal Pradesh Administrative Services cadre and was designated as Executive Officer. The functions of various authorities of Municipal Corporation, Shimla are listed below:

**General Department:**

The General Department is the Administrative Department of the Municipal Corporation, Shimla. The Department controls and co-ordinates the working of various departments of the corporation. This department is divided into different departments such as Accounts, Estate, Cash, Record.

This department deals with all general matters, which includes correspondence with the government, grant-in-aid cases, public grievances, meeting cases which are held at government level, etc., arrangements of function like 15th August, 26th January, and 2nd October and other various kinds of permissions under the Himachal Pradesh Municipal Corporation Act, 1994, vigilance cases, establishment cases of the Corporation and new recruitment and promotion cases, as well as other staff matters. The department also deals with all purchases, etc. General Department also looks after the work of various meetings of the Municipal Corporation. The meeting assistant is responsible to place before the House and the Sub-Committees various items for their consideration.
The following organisational chart will give an idea about the administrative hierarchy of General Department of Municipal Corporation, Shimla:

**Chart No. 3.3**

ORGANISATION CHART OF GENERAL DEPARTMENT OF MUNICIPAL CORPORATION, SHIMLA

COMMISSIONER

| ASSISTANT COMMISSIONER
| CUM
| JUDICIAL MAGISTRATE
| SUPERINTENDENT
| ASSISTANT
| MEETING ASSISTANT/READER CUM ASSISTANT
| STENO-TYPIST
| EPBX OPERATOR, COMPUTER OPERATOR
| CLERK/TELEPHONE ATTENDENT/RONEO OPERATOR
| DRIVER
| DAFTARY/NOTICE SERVER
| PEON/JAMADAR/CHOWKIDAR
The Table No. 3.8 shows the staff position of the general department of municipal corporation, Shimla.

**Table 3.8**

**Table Showing Details of Vacancies of General Department of Municipal Corporation, Shimla.**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Designation</th>
<th>No. of Vacancies</th>
<th>No. of Vacancies filled in</th>
<th>No. of Vacant Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Commissioner</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>2</td>
<td>Assistant Commissioner</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>3</td>
<td>Superintendent</td>
<td>3</td>
<td>3</td>
<td>--</td>
</tr>
<tr>
<td>4</td>
<td>Assistant</td>
<td>5</td>
<td>5</td>
<td>--</td>
</tr>
<tr>
<td>5</td>
<td>Meeting Assistant</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>6</td>
<td>Steno Typist</td>
<td>2</td>
<td>2</td>
<td>--</td>
</tr>
<tr>
<td>7</td>
<td>Clerk</td>
<td>19</td>
<td>19</td>
<td>--</td>
</tr>
<tr>
<td>8</td>
<td>Telephone Attendant</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>9</td>
<td>Roneo operator</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>10</td>
<td>Daftari</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>11</td>
<td>Notice Server</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>12</td>
<td>Chowkidar</td>
<td>2</td>
<td>2</td>
<td>--</td>
</tr>
<tr>
<td>13</td>
<td>Driver</td>
<td>2</td>
<td>2</td>
<td>--</td>
</tr>
<tr>
<td>14</td>
<td>Reader cum Assistant</td>
<td>10</td>
<td>10</td>
<td>--</td>
</tr>
<tr>
<td>15</td>
<td>Jamadar</td>
<td>2</td>
<td>2</td>
<td>--</td>
</tr>
<tr>
<td>16</td>
<td>Neon</td>
<td>7</td>
<td>7</td>
<td>--</td>
</tr>
<tr>
<td>17</td>
<td>EPBX Operators</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>18</td>
<td>Computer Operator</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
</tbody>
</table>

*(SOURCE: ACCOUNTS DEPARTMENT, MUNICIPAL CORPORATION, SHIMLA.)*
Estate Department:

The Estate Department of Municipal Corporation, Shimla, was carved out of the Tax Department in the year 1982, when the work load relating to assessment in the Tax Department increased. The Estate Department is handed by the Assistant Commissioner with the following organisational chart:

Chart No. 3.4

ORGANISATION CHART OF ESTATE DEPARTMENT OF MUNICIPAL CORPORATION, SHIMLA

ASSISTANT COMMISSIONER
   |
SUPERINTENDENT
   |
ASSISTANT
   |
CLERK
   |
PEON

The Estate Department is responsible for the issuance of various types of licences under section 324 specified in First Schedule Part 1 and Part 2 of Himachal Pradesh Municipal Corporation Act, 1994 namely Purposes to which premises may not be used without a licence and Article which may not be stored in any premises without a licence respectively. This Department is also responsible for collection of lease money and rent of nearly 900 shops/stalls located in different parts of the town, besides collection of rent of different parts of the town, besides collection of rent of residential buildings/quarters which have been let out to the Corporation employees/officers. Also deals with the cases relating to the leasing out of land and collection of lease money thereof.

It is also pertinent to mention here that the Estate Department is also charged with the control of working women hostel at Sanjauli, where
accommodation for 46 head is available. In addition to above, this department has also oversees 5 labour hostels located in different parts of the town where coolies can stay an payment of nominal rent of Rs. 20/- per month inclusive of water and electricity charges. Besides these function, the department also looks after the job of removal of posters, car parking, etc.

The licence fee is being charged as per the schedule of Himachal Pradesh Municipal Corporation Act, 1994. As many as 938 Food Licences under the provisions of prevention of Food Adulteration Act and 730 other licences were issued during the year 1996-97. Similarly, lease money for leasing out of land is also received under the Himachal Pradesh Municipal Corporation Act 1994, read with alienation of Municipal Property Rules, 1971. It is also pertinent to mention here that this department pursues cases for recovery and eviction of municipal properties being rented out or leased out.

The Estate Department is headed by the Assistant Commissioner with following staff:

**TABLE No. 3.9**

Table Showing Details of Vacancies of Estate Department of Municipal Corporation, Shimla.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Designation</th>
<th>No. of Vacancies</th>
<th>Vacancies filled in</th>
<th>No. of Vacant post</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Superintendent Estate(Gr.-II)</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>2</td>
<td>Licence Inspector</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>3</td>
<td>Rent Inspector</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>4</td>
<td>Rent Clerk</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>5</td>
<td>Licence Clerk</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>6</td>
<td>Diariest</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>7</td>
<td>Peon</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
</tbody>
</table>

SOURCE: ACCOUNTS DEPARTMENT, MUNICIPAL CORPORATION, SHIMLA.
**Tax Department:**

Taxes are one of the important sources of revenue of the corporation. To look after the works relating to taxes, there is provision of Tax Department of the Corporation, which is headed by Secretary who is assisted by Assistant Secretary and other staff. The Assistant Commissioner of the Municipal Corporation, Shimla is the collector but Assistant secretary (Tax) uses his powers in actual practice. Chapter 8 (Section 84 to Section 143) of the Himachal Pradesh Municipal Corporation Act, 1994 deals with his and other officials powers regarding taxes of the Corporation. The organisational chart of the department as follows:

**CHART No. 3.5**

**ORGANISATION CHART OF TAX DEPARTMENT OF MUNICIPAL CORPORATION, SHIMLA**

```
SECRETARY

ASSISTANT SECRETARY (TAX)

ADDITIONAL TAX SUPERINTENDENT

LICENCE INSPECTOR  RENT ASSISTANT  TAX INSPECTOR  CLERK

PEON
```

The Tax Department of Municipal Corporation, Shimla is responsible for assessment and collection of taxes in the city. The work done by Tax inspectors is supervised by the Secretary and Assistant Secretary (Tax), who are authorised by the Commissioner, Municipal Corporation, Shimla to
perform the functions as contained in Chapter 8 of the Himachal Pradesh Municipal Corporation Act, 1994. The objections of the assesses are heard and finalised by a committee constituted under section 94(5) of Himachal Pradesh Municipal Corporation Act, 1994, consisting of two councillors elected by the corporation and the Secretary (authorised by the Commissioner, Municipal Corporation, Shimla). The tax department also maintains the revenue records of the corporation.

The Tax Department of Municipal Corporation, Shimla is responsible for assessment and collection of taxes in the city. For the purposes of tax assessment, the city has been divided into six wards, manned by a tax Inspector in each ward. In addition, one Tax Inspector is meant for the assessment and collection of taxes in respect of government properties. These Tax Inspectors are assisted by the tax clerks attached with them. A peon each in each ward has also been provided to assist the Tax Inspectors in their site inspection, services of bills, assessment notices and recovery notices, etc. The work done by all the seven Tax Inspectors is supervised by the Secretary and (Tax). Post-wise details of the Tax Department is as given below Assistant Secretary:

**TABLE No. 3.10**

Table Showing Details of Vacancies of Tax Department of Municipal Corporation, Shimla.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Designation</th>
<th>No. of Vacancies</th>
<th>Vacancies filled in</th>
<th>No. of Vacant post</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Assistant Secretary (Tax)</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>2</td>
<td>Additional Superintendent</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>3</td>
<td>Tax Inspector</td>
<td>7</td>
<td>7</td>
<td>--</td>
</tr>
<tr>
<td>4</td>
<td>Tax Clerks</td>
<td>7</td>
<td>7</td>
<td>--</td>
</tr>
<tr>
<td>5</td>
<td>Peon</td>
<td>7</td>
<td>7</td>
<td>--</td>
</tr>
</tbody>
</table>

SOURCE: ACCOUNTS DEPARTMENT, MUNICIPAL CORPORATION, SHIMLA.
Accounts Department:

This department is headed by Accounts Officer having designation of Deputy Controller (Finance). The following organisational chart shows administrative structure of accounts department of Municipal Corporation, Shimla.

Chart No.3.6

ORGANISATION CHART OF ACCOUNTS DEPARTMENT OF MUNICIPAL CORPORATION, SHIMLA

ACCOUNTS OFFICER (Deputy Controller)
(Finance)

CHIEF ACCOUNTANT

ASSISTANT ACCOUNTANT

ASSISTANT

CLERK

DAFTARI

PEON

This department deals with matters relating to payments of establishments works, purchases bills, contingency bills, petty purchases, maintenance of provident fund account and pension cases of employees and allied payments. This department functions under section 161 of Himachal Pradesh Municipal Corporation Act, 1994, are framed, the provisions of the Himachal Pradesh Municipal Accounts Code, 1975, presently in force in respect of the municipalities shall be applicable. Under section 161(3) of Himachal Pradesh Municipal Corporation Act, 1994, the accounts of the Municipal Corporation Fund shall be audited by a separate and independent audit agency, under the control of the Director of Urban Local Bodies.
The Accounts Officer is appointed by the state government by a notification from Subordinate Accounts Services, who is on deputation to the Municipal Corporation, Shimla. His salary is paid out of the municipal corporation fund.

This branch is headed by Accounts Officer is assisted by a Chief Accountant, senior Assistant, minor Assistants, clerks, daftary and peon. The details of staff is given below:

**Table No. 3.11**

**Table Showing Details of Vacancies of Accounts Department of Municipal Corporation, Shimla.**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Designation</th>
<th>No. of Vacancies</th>
<th>Vacancies filled in</th>
<th>No. of Vacant post</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accounts Officer</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>2</td>
<td>Chief Accountant</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>3</td>
<td>Assistant Accountant</td>
<td>6</td>
<td>6</td>
<td>--</td>
</tr>
<tr>
<td>4</td>
<td>Assistant</td>
<td>4</td>
<td>4</td>
<td>--</td>
</tr>
<tr>
<td>5</td>
<td>Clerk</td>
<td>3</td>
<td>3</td>
<td>--</td>
</tr>
<tr>
<td>6</td>
<td>Daftaries</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>7</td>
<td>Peon</td>
<td>2</td>
<td>2</td>
<td>--</td>
</tr>
</tbody>
</table>

SOURCE: ACCOUNTS DEPARTMENT, MUNICIPAL CORPORATION, SHIMLA.

**Audit Department:**

The Audit Department of Municipal Corporation, Shimla is headed by Resident Audit Officer, who is on deputation from Central Government Department i.e. Accountant and Auditor General, Himachal
Pradesh. His salary is paid out of the municipal corporation funds. The organisational chart is as follows:

**Chart No. 3.7**

**ORGANISATION CHART OF AUDIT DEPARTMENT OF MUNICIPAL CORPORATION, SHIMLA**

- **RESIDENT AUDIT OFFICER**
  - **AUDITORS**
  - **CLERKS**
  - **PEON**

The Audit Department of Municipal Corporation, Shimla is responsible for the auditing of the records, statement of accounts relating to the commercial services conducted in any department of the corporation, including trading, manufacturing and profit and loss accounts and balance-sheets. The Audit Department functions under section 162 to 165 of Himachal Pradesh Municipal Corporation Act, 1994. The auditors under 165 (1) of Himachal Pradesh Municipal Corporation Act, 1994 has power to make such queries and observations in relation to and of the accounts of the Corporation which is required to audit and call for such vouchers, statements returns and explanations in relation to such accounts as they may think fit. The powers of the auditors with regards to disapproval of, and the procedure with regards to the settlement of objections to the expenditure from the revenue of the corporation shall be such as may be prescribed in consultation with the auditors. The audit department shall have authority to frame standing orders and give directions on all matters relating to audit, and particularly in respect of the method and the raising and pursuing of objections”, as stated in the section 165(6) of Himachal Pradesh Municipal Corporation Act, 1994. The Audit department has following staff position for the smooth working of the municipal corporation, Shimla.
### TABLE No. 3.12

**Table Showing Details of Vacancies of Audit Department of Municipal Corporation, Shimla.**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Designation</th>
<th>No. of Vacancies</th>
<th>Vacancies filled in</th>
<th>No. of Vacant post</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Resident Audit officer</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>2</td>
<td>Auditors</td>
<td>5</td>
<td>5</td>
<td>--</td>
</tr>
<tr>
<td>3</td>
<td>Clerks</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>4</td>
<td>Peon</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
</tbody>
</table>

SOURCE: ACCOUNTS DEPARTMENT, MUNICIPAL CORPORATION, SHIMLA.

**Cash Department:**

The Cash Department is headed by Cashier with following organisational hierarchy.

### Chart No.3.8

**ORGANISATION CHART OF CASH DEPARTMENT OF MUNICIPAL CORPORATION, SHIMLA**

```
CASHIER
   |   
ASSISTANT CASHIER
   |   
CLERK
   |   
PEON
```

This Department has responsibility of collecting taxes and other revenues of the Municipal Corporation, Shimla. The following table will give an idea about staff position of the cash department of Municipal Corporation, Shimla.
Table No. 3.13

Table Showing Details of Vacancies of Cash Department of Municipal Corporation, Shimla.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Designation</th>
<th>No. of Vacancies</th>
<th>Vacancies filled in</th>
<th>No. of Vacant post</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cashier</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>2</td>
<td>Assistant Cashier</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>3</td>
<td>Clerk</td>
<td>2</td>
<td>2</td>
<td>--</td>
</tr>
<tr>
<td>4</td>
<td>Peon</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
</tbody>
</table>

SOURCE: ACCOUNTS DEPARTMENT, MUNICIPAL CORPORATION, SHIMLA.

Law Department:

The Corporation has its separate department of law headed by Law Officer having designation of Legal Advisor-Cum-Prosecutor, who is on deputation from the department of prosecution. According to section 46(3) of Himachal Pradesh Municipal Corporation Act, 1994, there shall be a Legal Advisor-cum-Prosecutor to aid and advice the Corporation in all legal matters, to be appointed by the Corporation, by deputation, on such terms and condition, as may be prescribed. His various powers are contained in Chapter XX1 (Power, Procedures, Offences And Penalties) under section 353 to section 392 of Himachal Pradesh Municipal Corporation Act, 1994, he files cases against those who violate bye laws of corporation. The following organisational chart shows the administrative structure of Law Department of the Municipal Corporation, Shimla:
The salary of law officer shall be paid out of Corporation Fund, as may from time to time be fixed by the government and may be given such facilities in relation to residential accommodation, conveyance and the like as may from time to time be fixed by the government. For speedy trials of cases of the corporation following staff has been provided to the law officer by the Municipal Corporation, Shimla.

**Table No. 3.14**

**Table Showing Details of Vacancies of Law Department of Municipal Corporation, Shimla.**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Designation</th>
<th>No. of Vacancies</th>
<th>Vacancies filled in</th>
<th>No. of Vacant post</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Law officer</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>2</td>
<td>Advocates*</td>
<td>12</td>
<td>12</td>
<td>--</td>
</tr>
<tr>
<td>3</td>
<td>Assistants</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>4</td>
<td>Clerk</td>
<td>3</td>
<td>3</td>
<td>--</td>
</tr>
<tr>
<td>5</td>
<td>Steno-typist</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>6</td>
<td>Peon</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
</tbody>
</table>

* Practicing Advocates Engaged on Contract basis.

SOURCE: ACCOUNTS DEPARTMENT, MUNICIPAL CORPORATION, SHIMLA.
**Library Department:**

At present Municipal Corporation Shimla has one library section which is headed by Librarian. The organisational chart of library department is as follows:

![Organisational Chart of Library Department]

The corporation library has two sections (1) children and (2) secondary. For the smooth working of the library, following staff has been provided to the librarian.

**Table No. 3.15**

**Table Showing Details of Vacancies of Library Department of Municipal Corporation, Shimla.**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Designation</th>
<th>No. of Vacancies</th>
<th>Vacancies filled in</th>
<th>No. of Vacant post</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Librarian</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>2</td>
<td>Assistant Librarian</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>3</td>
<td>Daftari</td>
<td>2</td>
<td>2</td>
<td>--</td>
</tr>
<tr>
<td>4</td>
<td>Peon</td>
<td>2</td>
<td>2</td>
<td>--</td>
</tr>
<tr>
<td>5</td>
<td>Library Attendant</td>
<td>3</td>
<td>3</td>
<td>--</td>
</tr>
</tbody>
</table>

**Source:** Accounts Department Municipal Corporation, Shimla.
Health Department:

The Health Department of Municipal Corporation, Shimla is headed by Corporation Health Officer, who is on deputation from Health Department of government of Himachal Pradesh. His salary is paid out of the municipal corporation funds. Though the powers delegated to Corporation Health Officer for performance of various functions seems to be impressive, in reality these are not effectively being used. Lack of disciplinary powers over his staff has made him ineffective. The organisational chart is as follows:

Chart NO. 3.11
ORGANISATIONAL CHART OF HEALTH DEPARTMENT OF MUNICIPAL CORPORATION, SHIMLA.
CORPORATION HEALTH OFFICER

<table>
<thead>
<tr>
<th>MARKET SUPERINTENDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOOD INSPECTOR</td>
</tr>
<tr>
<td>CHIEF SANITARY INSPECTOR</td>
</tr>
<tr>
<td>SANITARY INSPECTOR</td>
</tr>
<tr>
<td>LABORATORY ASSISTANTS</td>
</tr>
<tr>
<td>VACCINATOR</td>
</tr>
<tr>
<td>SANITARY ZAMADAR</td>
</tr>
<tr>
<td>SAFAI STAFF</td>
</tr>
<tr>
<td>SWEEPER</td>
</tr>
</tbody>
</table>

TEH BAZARI INSPECTOR
ASSISTANT

CLERK

PEON
Faced with the up-hill task of upkeep and maintenance of sanitation and protection of environments of Shimla Town, once known for its scenic beauty and cleanliness, the Health Department of Municipal Corporation, Shimla, despite its best endeavors to meet the challenging task entrusted to it could not meet the expectations of citizens of Shimla and the tourist alike. In recent past the Town like most of the other growing towns has suffered to consequences of urbanisation and the inherent ills like growing population and construction Activities.

The 74th Amendment to the Constitution and the consequential changes enacted in the Himachal Pradesh Municipal Corporation Act, 1994 has considerably widen and assigned comprehensive functions and responsibilities- statutory and obligatory, solid waste management, abatment of environment and promotion of ecological aspects.

Present Shimla is spread over about 1960 sq. K.M. having a population of about one Lac beside Urban Agglomeration population in the peripheries and tourist visiting Shimla almost throughout the year. Its area has population density of about 5000 person per sq. K.M. having approximately 2000 house-holds. It has about 8 Sq. K.M. Forest area, where Corporation is not faced with much of sanitation problem. Total length of road stretches is about 200 KM street sweeping is done on pucca-mattled stretches only and should be covered once a week except streets in thickly populated and largely visited areas where it is done on alternative days if not daily Increasing to the problem commercial Activities and lodging houses (200) contribute to the problem. Chapter-XVI and Chapter-XXVI11 of the Himachal Pradesh Municipal Corporation Act, 1994 contains the various functions of the Health Department of Municipal Corporation, Shimla.

The Corporation Health Officer is Registrar of Births and Deaths and Chief Sanitary Inspector is Sub- Registrar by virtue of their offices within the limits of Municipal Corporation Shimla. Late entries in the record is also permissible on submission of an affidavit within one year and on the
orders of the Magistrate 1st class there-after. Awareness campaign against the menace of sale of food articles exposed to Dust and Flies and sale of under ripe, over-ripe, rotten fruits and vegetable and proceeded against under the provision of Epidemic Diseases Act under section 188 l.P.C. Corporation Health officer is designated Local Health Authority under the Himachal Pradesh Municipal Corporation Act, 1994 for Municipal Local Area. The government of the Himachal Pradesh has delegated powers to the Health Department under the Prevention of Food and Adulteration Act. The samples seized under this Act are sent for analysis to the Food Laboratories at Kandaghat and Chandigarh. Wares, articles and structures are removed from the thoroughfares under section 232 of Himachal Pradesh Municipal Corporation Act, 1994. The Corporation Health officer has power to take Action under the H.P. Non-Biodegradable Garbage Control Act, 1995 to check Polythene Menace, but because of the non formulation of the scheme for implementation of the Act, the provisions have not so far been implemented. The health department carry and transport the garbage mechanically through dumper placers and garbage collected in the community dust bins is transported to the dumping site or otherwise the solid waste disposal system would have collapsed by now.

The Health Department is having a strength of one Chief Sanitary Inspector and five sanitary inspector trained and experienced doing the inspectoral jobs managing the conservancy and sanitation work besides other allied Activities in the field of public health inspection of hotels, lodging houses, food-vegetable, fruits, meats and fish shops, scrutinize the building plans, disinfection, deratting combating the stray dogs and cattle menace, removal and checking of un-authorised encroachments, un-authorised vending, prosecuting of vendors found littering the street and public places, ensuring maintenance of proper and effectual drainage, imparting health education besides preventing the sales of food exposed to dust and flies. A team of 27 sanitary zamadars to assist them in supervising the workforce of 459 Safai Karamcharis.
The Veterinary Surgeon designated as Market Superintendent is managing the Municipal Markets, Slaughter houses, poultry shops, dairies, bakeries, meat and fish shops, impounding of stray cattle’s and destruction of stray dogs, etc.

The Health Department is having a Senior Sanitary Inspector working as Food Inspector assisted by Laboratory Technicians, Disinfecting Orderly and Mate and D.D.T. and Rat destruction squad. The post wise details of staff is given in the Table No. 3.16.

**Water Supply and Sewerage Department:**

Provision of water is one of the most important functions being performed by the Municipal Corporation, Shimla. Municipal Engineer heads the water supply and sewerage department. The pumping system as well as treatment part is being looked after by the Irrigation and Public Health Department of the Government of Himachal Pradesh, from which the Municipal Corporation, Shimla purchases water in bulk @ Rs. 1.35 per 1000 litres for distribution to general public. It is a metered water supply system. The Municipal Engineer is on deputation from Irrigation and Public Health Department. Chart No. 3.12 shows the organisation of Water Supply and Sewerage Department:

**Chart No. 3.12**

**ORGANISATION CHART OF WATER SUPPLY AND SEWERAGE DEPARTMENT OF MUNICIPAL CORPORATION, SHIMLA.**

**Municipal Engineer**

- Assistant Engineer
- Junior Engineer
- Foreman
- Fitter
- Assistant Motor Mechanic
- Carpenter/Blacksmith/Mason
- Assistant Pump Driver
- Mali/Mazdoor/Safaistaff

**Superintendent**

- Assistant
- Clerk/Meter-Reader
- Steno-Typist
- Peon/Chowkidar

- Head Draughtsman
- Surveyor
- Peon
Table No. 3.16
Table Showing Details of Vacancies of Health Department of Municipal Corporation, Shimla.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Designation</th>
<th>No. of Vacancies</th>
<th>Vacancies filled in</th>
<th>No. of Vacantpost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Corporation Health Officer</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>2</td>
<td>Market Superintendent</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>3</td>
<td>Chief Sanitary Inspector</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>4</td>
<td>Food Inspector (Senior Sanitary Inspector)</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>5</td>
<td>Sanitary Inspector</td>
<td>5</td>
<td>5</td>
<td>--</td>
</tr>
<tr>
<td>6</td>
<td>Sanitary Zamadar</td>
<td>27</td>
<td>27</td>
<td>--</td>
</tr>
<tr>
<td>7</td>
<td>Safai Staff</td>
<td>7</td>
<td>7</td>
<td>--</td>
</tr>
<tr>
<td>8</td>
<td>vaccinator</td>
<td>2</td>
<td>2</td>
<td>--</td>
</tr>
<tr>
<td>9</td>
<td>Laboratory Assistant</td>
<td>2</td>
<td>2</td>
<td>--</td>
</tr>
<tr>
<td>10</td>
<td>Teh Bazari Inspector</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>11</td>
<td>Superintendent</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>12</td>
<td>Assistant</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>13</td>
<td>Clerks</td>
<td>3</td>
<td>3</td>
<td>--</td>
</tr>
<tr>
<td>14</td>
<td>Peon</td>
<td>4</td>
<td>4</td>
<td>--</td>
</tr>
<tr>
<td>15</td>
<td>Disinfecting Orderly</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>16</td>
<td>Disinfecting Mate</td>
<td>2</td>
<td>2</td>
<td>--</td>
</tr>
<tr>
<td>17</td>
<td>Food Oderly</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>18</td>
<td>Safai Karamchari</td>
<td>459</td>
<td>459</td>
<td>--</td>
</tr>
</tbody>
</table>

(Source: Accounts Department, Municipal Corporation, Shimla.)
The Municipal Engineer under section 170 and 171 of the Himachal Pradesh Municipal Corporation Act, 1994 has power to supply water to connected premises and non-domestic purposes respectively. He has power to control drains and sewerage works under section 193 and section 194 of Himachal Pradesh Municipal Corporation Act, 1994. He has the power to enter the premises to detect waste or misuse of water under section 180 of Himachal Pradesh Municipal Corporation Act, 1994. He has also the power under section 179 & section 181 of Himachal Pradesh Municipal Corporation Act, 1994, regarding provision of fire hydrants and to test water fittings respectively.

The department of water supply and sewerage is headed by the Municipal Engineer, who alongwith two Assistant Engineers and five Junior Engineers are on deputation from the Irrigation and Public Health Department, assist to maintain water supply distribution network alongwith sewerage system. The distribution of water is further handled by skilled, semiskilled workers on regular as well daily wages basis staff. The Table No. 3.17 shows the staff position to assist the Municipal Engineers to look after the various affairs.

**Forest Department:**

The Municipal Corporation, Shimla is responsible for looking after of forests within its jurisdiction which are located at two different area of forests and catchment area of forests. The municipal forests total area of 2818.4 acres are situated in Shimla town within municipal limits. These forests belongs to state government. The tree officer, who heads this department is on deputation from the Forest Department of government of Himachal Pradesh. The tree officer is responsible for maintenance of these forests. From section 339 to section 355 of Himachal Pradesh Municipal Corporation Act, 1994, on behalf of Commissioner, he looks after the forest department. He is responsible for preservation of trees under section 348 of Himachal Pradesh Municipal Corporation Act, 1994. He has power to “
Table No. 3.17

Table Showing Details of Vacancies of Water-Supply and Sewerage Department of Municipal Corporation, Shimla.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Designation</th>
<th>No. of Vacancies</th>
<th>Vacancies filled in</th>
<th>No. of Vacant post</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Municipal Engineer</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>2</td>
<td>Assistant Engineer</td>
<td>2</td>
<td>2</td>
<td>--</td>
</tr>
<tr>
<td>3</td>
<td>Junior Engineer</td>
<td>5</td>
<td>5</td>
<td>--</td>
</tr>
<tr>
<td>4</td>
<td>Head Draughtsman</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>5</td>
<td>Surveyor</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>6</td>
<td>Apprentice Draughtsman</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>7</td>
<td>Foreman</td>
<td>6</td>
<td>6</td>
<td>--</td>
</tr>
<tr>
<td>8</td>
<td>Carpenter</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>9</td>
<td>Mason</td>
<td>2</td>
<td>2</td>
<td>--</td>
</tr>
<tr>
<td>10</td>
<td>Blacksmith</td>
<td>2</td>
<td>2</td>
<td>--</td>
</tr>
<tr>
<td>11</td>
<td>Assistant Motor Mechanic</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>12</td>
<td>Assistant Pump Driver</td>
<td>9</td>
<td>9</td>
<td>--</td>
</tr>
<tr>
<td>13</td>
<td>Fitter Grade I</td>
<td>11</td>
<td>11</td>
<td>--</td>
</tr>
<tr>
<td>14</td>
<td>Fitter Grade II</td>
<td>20</td>
<td>20</td>
<td>--</td>
</tr>
<tr>
<td>15</td>
<td>Mazdoor</td>
<td>40</td>
<td>40</td>
<td>--</td>
</tr>
<tr>
<td>16</td>
<td>Safai Staff</td>
<td>10</td>
<td>10</td>
<td>--</td>
</tr>
<tr>
<td>17</td>
<td>Mali</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>18</td>
<td>Chowkidar</td>
<td>8</td>
<td>8</td>
<td>--</td>
</tr>
<tr>
<td>19</td>
<td>Superintendent</td>
<td>2</td>
<td>2</td>
<td>--</td>
</tr>
<tr>
<td>20</td>
<td>Assistant</td>
<td>4</td>
<td>4</td>
<td>--</td>
</tr>
<tr>
<td>21</td>
<td>Clerks</td>
<td>3</td>
<td>3</td>
<td>--</td>
</tr>
<tr>
<td>22</td>
<td>Meter Reader</td>
<td>11</td>
<td>11</td>
<td>--</td>
</tr>
<tr>
<td>23</td>
<td>Steno Typist</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>24</td>
<td>Peon</td>
<td>10</td>
<td>10</td>
<td>--</td>
</tr>
</tbody>
</table>

(SOURCE: ACCOUNTS DEPARTMENT, MUNICIPAL CORPORATION, SHIMLA.)
The recovery of expenditure on failure to comply with orders for planting trees." Following chart shows the organisation of Forest Department.

**Chart No. 3.13**

**ORGANISATION CHART OF FOREST DEPARTMENT OF MUNICIPAL CORPORATION, SHIMLA.**

```
TREE OFFICER

RANGE OFFICER

DEPUTY RANGER

FOREST GUARDS

MALI/AYA/MAZDOOR

SAFAI STAFF

SUPERINTENDENT

ASSISTANT

CLERKS

PEON

CHOWKIDAR
```

The forest department maintains the Ladies Park (Rani Jhansi Park), Daulat Singh Park, Ridge Garden, Khadi Board Park, Lala Lajpat Rai Park, Takka Bench Park, Craignano Rest House Compound, Corner House Compound and Forest Office Compound. Under section 340 of Himachal Pradesh Municipal Corporation Act, 1994, the State Government shall by notification, constitute the Tree Authority consisting of 1) the Mayor of the Corporation, 2) the Commissioner of the Corporation; 3) the Tree Officer of the Corporation; 4) the District Horticulture Officer having jurisdiction over the city and 5) one Councillor to be nominated by the Mayor; which is headed by the Mayor, and shall meet at least once in two months. Its quorum shall be one half of the total number of its member. The post-wise details of numbers of vacancies is as shown in table No. 3.18.
Table No. 3.18

Table Showing Details of Vacancies of Forest Department of Municipal Corporation, Shimla.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Designation</th>
<th>No. of Vacancies</th>
<th>Vacancies filled in</th>
<th>No.of Vacantpost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tree Officer</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>2</td>
<td>Range Officer</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>3</td>
<td>Deputy Range</td>
<td>5</td>
<td>5</td>
<td>--</td>
</tr>
<tr>
<td>4</td>
<td>Forest Guards</td>
<td>13</td>
<td>13</td>
<td>--</td>
</tr>
<tr>
<td>5</td>
<td>Superintendent</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>6</td>
<td>Assistant</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>7</td>
<td>Clerk</td>
<td>2</td>
<td>2</td>
<td>--</td>
</tr>
<tr>
<td>8</td>
<td>Peon</td>
<td>2</td>
<td>2</td>
<td>--</td>
</tr>
<tr>
<td>9</td>
<td>Chowkidar</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>10</td>
<td>Safai Staff</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>11</td>
<td>Mali</td>
<td>4</td>
<td>4</td>
<td>--</td>
</tr>
<tr>
<td>12</td>
<td>Mazdoor</td>
<td>7</td>
<td>7</td>
<td>--</td>
</tr>
<tr>
<td>13</td>
<td>Aya</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
</tbody>
</table>

(SOURCE: ACCOUNTS DEPARTMENT, MUNICIPAL CORPORATION, SHIMLA.)
Architect Planner Department:

The Architect Planner Department was created in the year 1989 with a view to regulate the building activities. Earlier to this, the work used to be looked after by the Executive Engineer of the Road and Building Department. The function of this department is to deal with cases relating to building permission and also to check the un-authorised construction and take action under the Himachal Pradesh Municipal Corporation Act, 1994 (under section 241 to section 260, chapter -XIV ) including their demolitions. This work entails field work and surveys by the officials of the department. Architect Planner, who also heads this department is on deputation from Architect wing of Himachal Pradesh Public Works Department. The following chart shows the organisation of Architect Planner Department:

Chart No. 3.14

ORGANISATION CHART OF ARCHITECT DEPARTMENT OF MUNICIPAL CORPORATION, SHIMLA

ARCHITECT PLANNER

JUNIOR ENGINEER

ASSISTANT

ASSISTANT DRAUGHTSMAN

CLERK

TRACER

PEON

SURVEYOR

The Architect Planner Department also took up the planning of projects entrusted to it by the government and other departments from time to time. Department also issues no objection certificate for taking
electricity, water and sewerage connections. In the year 1998, this department of Municipal Corporation, Shimla also entrusted the additional works of sanctioning building plans pertaining to Shimla Development Authority's merged area in the municipal limits. Under section 258 and section 259 of Himachal Pradesh Municipal Corporation Act, 1994 he has power for restrictions on user of building and removal of dangerous buildings and power to order building to be vacated in certain circumstances. The following table shows the postwise description of the Architect Planner Department:

Table No. 3.19

Table Showing Details of Vacancies of Architect Department of Municipal Corporation, Shimla.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Designation</th>
<th>No. of Vacancies</th>
<th>Vacancies filled in</th>
<th>No. of Vacant post</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Architect Planner</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>2</td>
<td>Junior Engineer</td>
<td>5</td>
<td>5</td>
<td>--</td>
</tr>
<tr>
<td>3</td>
<td>Assistant Draughtsman</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>4</td>
<td>Surveyor</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>5</td>
<td>Tracer</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>6</td>
<td>Assistant Clerk</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>7</td>
<td>Clerk</td>
<td>4</td>
<td>4</td>
<td>--</td>
</tr>
<tr>
<td>8</td>
<td>Peon</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
</tbody>
</table>

SOURCE: ACCOUNTS DEPARTMENT, MUNICIPAL CORPORATION, SHIMLA.

Roads and Building Department:
The Roads and Buildings Department is looking after the maintenance, repairs, widening of roads and buildings, rain shelters, labour
hostels, parks slaughter houses and Incinerators in the town. At present this department, is responsible for maintenance of 140 Kms of metalled roads, and kucha roads, 40 kms nallahs, drains and various lanes and alleys in the town. It also has to look after the public streets, paths, in different locality of town.

Executive Engineer is overall incharge of Roads and Building, Department. Executive Engineer, who is on deputation from H.P Public Works department. This department is mainly responsible for the development works with regard to construction of roads and buildings. The following chart shows the organisation of roads and buildings department of Municipal Corporation, Shimla.

Chart No. 3.15
ORGANISATION CHART OF ROADS AND BUILDINGS OF MUNICIPAL CORPORATION, SHIMLA

EXECUTIVE ENGINEER

ASSISTANT ENGINEER

SUPERINTENDENT

ASSISTANT

JUNIOR ENGINEER

TIME KEEPER

CEREPENTER

LINE MEN MATE

MASON BLACKSMITH

MAZDOORS

FERROPRINTER

PATWARI CLERK

PEON

DRIVERS

The Executive Engineer has power to prohibit use of public streets for certain kinds of traffic and setting back buildings of regular line of
street. Under section 224 of Himachal Pradesh Municipal Corporation Act, 1994, the executive engineers has power to alter or demolish the street made in breach of section 223 of the Himachal Pradesh Municipal Corporation Act, 1994. The functions on behalf of the commissioner, municipal corporation, Shimla as in contained in chapter 13 from section 208 to section 240 of Himachal Pradesh Municipal Corporation Act, 1994. The post-wise details of numbers of vacancies is shown in Table No. 3.20

**Evaluation**

Although the Commissioner is the top executive in the administrative hierarchy, he/she delegates his/her powers to the heads of different departments under various sections of the Himachal Pradesh Municipal Corporation Act, 1994 as given under section 405(2) of the aforesaid Act. Delegation of power means to delegate only the functions to perform but the responsibility lies with the commissioner himself. Although the Commissioner of Municipal Corporation, Shimla is vested with wide and diverse power in theory, yet in practices, he/she does not perform all the functions himself/herself, as he/she exercises only a fraction of these power in practice all his/her powers are exercised by the Assistant Commissioner in particular, and various heads of other departments in general. The powers which are generally exercised by the Commissioner are a), to approve the plans relating to construction or erection of buildings, b), powers relating to various sections of Himachal Pradesh Municipal Corporation Act, 1994, and c) to deal with minor forest, etc. To conclude, it can be said that the Commissioner is administrator of Municipal Corporation, Shimla.
Table No. 3.20

Table Showing Details of Vacancies of Roads and Buildings of Municipal Corporation, Shimla.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Designation</th>
<th>No. of Vacancies</th>
<th>Vacancies filled in</th>
<th>No. of Vacant post</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Executive Engineer</td>
<td>1+1</td>
<td>1+1</td>
<td>--</td>
</tr>
<tr>
<td>2</td>
<td>Assistant Engineer</td>
<td>2</td>
<td>2</td>
<td>--</td>
</tr>
<tr>
<td>3</td>
<td>Junior Engineer</td>
<td>10</td>
<td>10</td>
<td>--</td>
</tr>
<tr>
<td>4</td>
<td>Assistant Draughtman</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>5</td>
<td>Tracer</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>6</td>
<td>Surveyor</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>7</td>
<td>Time Keepers</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>8</td>
<td>Mates</td>
<td>6</td>
<td>6</td>
<td>--</td>
</tr>
<tr>
<td>9</td>
<td>Patwari</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>10</td>
<td>Superintendent</td>
<td>2</td>
<td>2</td>
<td>--</td>
</tr>
<tr>
<td>11</td>
<td>Assistant</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>12</td>
<td>Clerk</td>
<td>6</td>
<td>6</td>
<td>--</td>
</tr>
<tr>
<td>13</td>
<td>Linesman</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>14</td>
<td>Ferro-printer</td>
<td>1</td>
<td>1</td>
<td>--</td>
</tr>
<tr>
<td>15</td>
<td>Driver</td>
<td>3</td>
<td>3</td>
<td>--</td>
</tr>
<tr>
<td>16</td>
<td>Carpenters</td>
<td>4</td>
<td>4</td>
<td>--</td>
</tr>
<tr>
<td>17</td>
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(Source: Accounts Department, Municipal Corporation, Shimla.)
Notes and References:


