

8.21 Establishment – Town Panchayat Fixation of norms for various posts in Town Panchayats and Townships – Revised norms – Orders issued.

RURAL DEVELOPMENT DEPARTMENT

G.O. (Ms) No.92

Dated : 22.04.1993

Read :

1. G.O. (Ms) No.450, Rural development, dated 02-6-87.
2. From the Director of Town Panchayats, D.O. Letter No.23816 / 91 /A2, dated 03-9-92.

ORDER:-

In the G.O. Read above norms for creation of various posts in Town Panchayats / Townships were prescribed. But as the Government considered that norms fixed in the G.O. were very liberal, the Director of Town Panchayats was requested to send proposal for fixing revised norms. The Director of Town Panchayats has accordingly, sent proposal for fixing revised norms.

2. The revised norms proposed by the Director of Town Panchayats were examined by the Government in detail. The Government after careful consideration direct that the revised norms for creation of various pests in Town Panchayats / Townships should be as mentioned in the annexure to this order.

3. The Government also direct that prescription of norms would not tantamount to any entitlement to sanction of posts. Government will continue to exercise the power of sanction and renewal of posts in local bodies. Each staff sanction proposal from the local bodies under the revised norms shall come to the Government and processed as if it is a new posts creation proposal. It should be carefully scrutinised whether the local body can afford the staff it needs. The Director of Town Panchayats / Director of Rural Development should therefore send to the Government each proposal for creation of posts in Panchayat institution only after careful, scrutiny, taking into consideration the financial viability of the local body concerned

4. As regards maintenance staff for water supply schemes the Government considers that the staff required will depend upon the magnitude of the water supply scheme in relation to the source of supply as also over head and maintenance cost factor. The Government therefore, directs that any proposal in this regard should be examined case by case in detail and proposal sent to the Government only for the minimum of the staff required. The Director of Town Panchayats is however requested to examine the issue in prcater detail and send proposal in due course to the Government for fixing the norms for creation of posts in respect of water supply schemes.

5.This order issues with the concurrent of finance Department vids its U.O.No.23222/RD/93-1, dated 15-3-93

(By order of the Governor)

Secretary to Government

ANNEXURE
REVISED NORMS

1.	Junior Assistant	:	Town Panchayat having an income upto Rs.3 lakhs	One
		:	Town Panchayats having an income between 3 lakhs to 10 lakhs	Two
		:	Town Panchayats having exceeding Rs.10 lakhs and above	Three
2.	Head Clerk	:	Town Panchayats having three Junior Assistants and in all Special Grade Townships with annual income of Rs.15 lakhs and above	One
3.	Typists	:	All Town Panchayats where there are 3 Junior Assistants and one Head Clerk and in all Townships	One
4.	Record Clerk	:	Income of Rs.5 lakhs and above	One
5.	Office Assistant	:	For Town Panchayats with an income of Rs.5 lakhs and above and in all townships	One
6.	Watchman	:	For Town Panchayats with an income of Rs.5lakhs and above	One
7.	Bill Collector	:	For every 3000 bills (including all bills, House Tax, profession tax, water tax, Vehicle Tax and other taxes inforce in Town Panchayats)	One
8.	Reveenue Inspector	:	For 5 bill Collectors	One
9.	Sanitary Inspector	:	Town Panchayats with a population of 20,000 and above and with an annual income of Rs.15 lahs and in all Townships	One
10.	Sanitary Supervisor	:	To supervisor the work of 15 menials	
11.	Sweeper	:	One sweeper for one KM Road Distance in residential areas and 1.5 k.m. in other areas	One
12.	Scavenger	:	One scavenger for every 5 public latrines or for a population of 4000 (800 families)	Vanishing post no new post need be ceated
13.	Field assistant	:	No necessity for the posts of field Assistant in Town Panchayat / Township	
14.	Private Scavenger	:	For 75 scavenging latrines (This appointment must be renumurative post)	One Vanishing post no new post need be ceated
15.	Cesspool Cleaner	:	For Cleaning 50 cess pools	One
16.	Compost Mazdoors	:	For manufacture of 1000 metric tonnes per annum	One

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17.	Drainage Cleaner	:	For cleaning 500 metris of Katcha Channel or 1000 metres of masonry channai	One
18.	Town Planning and Building Inspector	:	For not less than 500 applications for building licences to be processed or 100 factory building to be licened	One
19.	Tractor driver and cleaner	:	Acquisition of tractor by Town Panchayats is hereby banned. The working condition of the vehicles in existance should be examined and steps taken to dispose of the unseviceable one	One
	Miscellaneous staff	:		
20.	Park Watchman / Gardener	:	Park watchman cum gardener for maintenance of parks and Garden in Town Panchayats	One
21.	Bull Attender	:	There is no need. The cartman himself can attend to this work	

Bus stand collection staff

22. If necessary this post can be created on renumerative basis

Avenue Cooli

Not necessary

Market Watchman

If necessary this post can be created on renumerative basis.