

GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION DEPARTMENT

O/o Commissioner & Director of
Municipal Administration
Department,
A.C., Guards, Hyderabad.

CIRCULAR

Sub:- Municipal Commissioners Establishment - Functional
instructions to Municipal Commissioners- Regarding.

()()

The attention of all Municipal Commissioners working in Municipal Corporations (except GHMC), Municipalities and Nagarapanchayaths are invited to the subject cited and they are informed that, it has come to the under signed notice that;

- a) Most of the Municipal commissioners are not attending the inspection of daily sanitation programme in their ULBs.
- b) In ordinary course, all the Municipal Commissioners shall have to avail their casual leaves/other leaves, after obtaining the prior permission from concerned Regional Director and Director. But, it is observed that, most of the Municipal Commissioners are informing their casual leaves and other leaves to the higher officials through 'whatsapp' which shows their negligence towards office procedures.
- c) Most of the Municipal Commissioners are leaving the headquarters by showing the cause to visit head office/high court/RTI Commission and other works in Secretariat, without prior permission of the concerned Regional Director and without notice of the concerned District Collectors.
- d) Visiting the head office without notice of the Director and other officials of Directorate.

2. In view of the above, the following functional instructions are issued to all the Municipal Commissioners with direction to follow the same scrupulously;

- e) All the Municipal commissioners shall have to attend the inspection of daily sanitation programme in their ULBs from morning 5.00/5.30 AM to 9:00 AM and inform the activities through 'whatsapp' in CDMA instructions group.
- f) All the Municipal Commissioners shall have to avail casual leaves/other leaves, after obtaining the prior permission of the concerned Regional Director and Director. Unless in emergency condition, they shall not inform the leaves through 'whatsapp'.
- g) In case of visit unavoidable to head office/DTCP/ENC/high

court/RTI Commission and other works in Secretariat, the Municipal Commissioners shall have to inform the same to the Director and concerned Regional Director/concerned District Collectors.

- h) In case of visit to Head Office they shall have to obtain prior permission of the Director and concerned higher officials for the purpose of visit well in advance. Without notice of the Director/Higher Officials of Head Office, no Municipal Commissioner shall visit Head Office.

3. Therefore, all the Municipal Commissioners are instructed to follow the above functional instructions scrupulously without deviation, notice of any deviation will be viewed seriously and action will be initiated as per the procedure in vogue.

To:

All the Municipal Commissioner in the State (except GHMC).

Copy to:

- 1) All the Mayors/ Chairpersons of ULBs in the State.
- 2) All the District Collectors in the State.
- 3) The Regional Directors of Municipal Administration, Warangal and Hyderabad regions.

Signature valid

Digitally signed by DR. T. K. SREEDEVI
Date: 2017.04.16 20:32:02 IST
Reason: Approved