



**PORT BLAIR MUNICIPAL COUNCIL  
GANDHI NAGAR, INDIRA BHAWAN  
PORT BLAIR**

**2013-14**

**(As per provision contained in the Right to Information Act, 2005)**

**Indira Bhawan, Gandhi Nagar  
Port Blair-744101  
Telephone No.03192-242576 Fax No.03192-234508**

## **INTRODUCTION**

The Hand Book has been prepared for information of the general public, as required under the Right to Information Act, information under the control of public authorities.

The main objective of this handbook is to provide information as required under Section 4 of the Right to Information Act, 2005.

As required under Act, the details of the officers who have been designated as Public Information Officer and Assistant Public Information Officer of the Municipal Council appointed by Andaman & Nicobar Administration vide 11-43/2008/09-AR/382 dated 28<sup>th</sup> November, 2011 & 21 June 2013.

## **I. PARTICULAR OF ORGANISATION, FUNCTION AND DUTIES**

### **INTRODUCTION:**

The Andaman & Nicobar Islands (Municipal Board's) Regulation, 1957 was promulgated by the President of India and published in the gazette of India on the 11th March, 1957 and the Port Blair Town which is the Capital of these Islands of Mari-gold sun was constituted as a Board and came into existence on 2nd day of October, 1957. Like all the Municipalities in other parts of India, the constitution of the Port Blair Municipal Board and its main functions were to provide basic amenities, street lighting & water distribution and maintenance of public streets, roads, drains, water tankers in the town and sub urban in any other manner.

The Port Blair Municipal Board started its function on 2nd October 1957 with a very nominal Govt. aid. It was only an infant-in the hands of the Administration. At that time services like cleaning of latrines of the civic population in the town areas, removal of garbage were done with limited men and machineries.

Services like supply of water by trucks in interior area of the town where pipe connections were lacking were its first task in providing civic amenities in the town area. At that time the municipal area was divided into seven wards. The first election to the Board was held in the year 1968 for the population of less than 10,000 with an area of 8 Sq Km.

The Board constituted 4 Sub-Committee to deal with matters connected with (i) Finance, (ii) Works (iii) Water and (iv) Public Health and Sanitation then the population of was more than 60,000 with an area of 14.14 Sq Km, apart from the mobile and casual visitors from others areas and Islands.

During the year 1994 the Municipal limit was extended by including its peripheral area initially the numbers of wards were and subsequently increased 9 wards and again the entire Municipal area was divided into 11 wards. Each ward was represented by an elected member besides apart from additional prominent citizen having knowledge in Municipal administration was nominated by the Administration.

After the 74th Amendment the Municipal Board was designated as Municipal Council. The Municipal limit was extended and the boundary of the Municipal wards was redefined and 18 wards were created. The first election to the Municipal council was held in September 1995 in which 18 members were elected from 18 wards, and 3 members were nominated by the administration. The council consists of 21 members (18 elected + 3 nominated). The Municipal limit spread out to an area of approximately 17.74 sq km covering approximately a population of 1, 32,000.

The Municipal Council constitutes five sub-Committees to deal with matters connected with (i) Finance Accounts and taxation (ii) Works town planning (iii) Water supply (iv) Public Health and Sanitation (v) Education & Social justice. The Port Blair Municipal Council gradually grows to the present stages by concerted, projection, planning and dedicated service. Since the Port Blair town has

become a place of cosmopolitan and there to growing demand of amenities, its potentiality is therefore unbeatable now to project more and more civic amenities.

## **Our Activities**

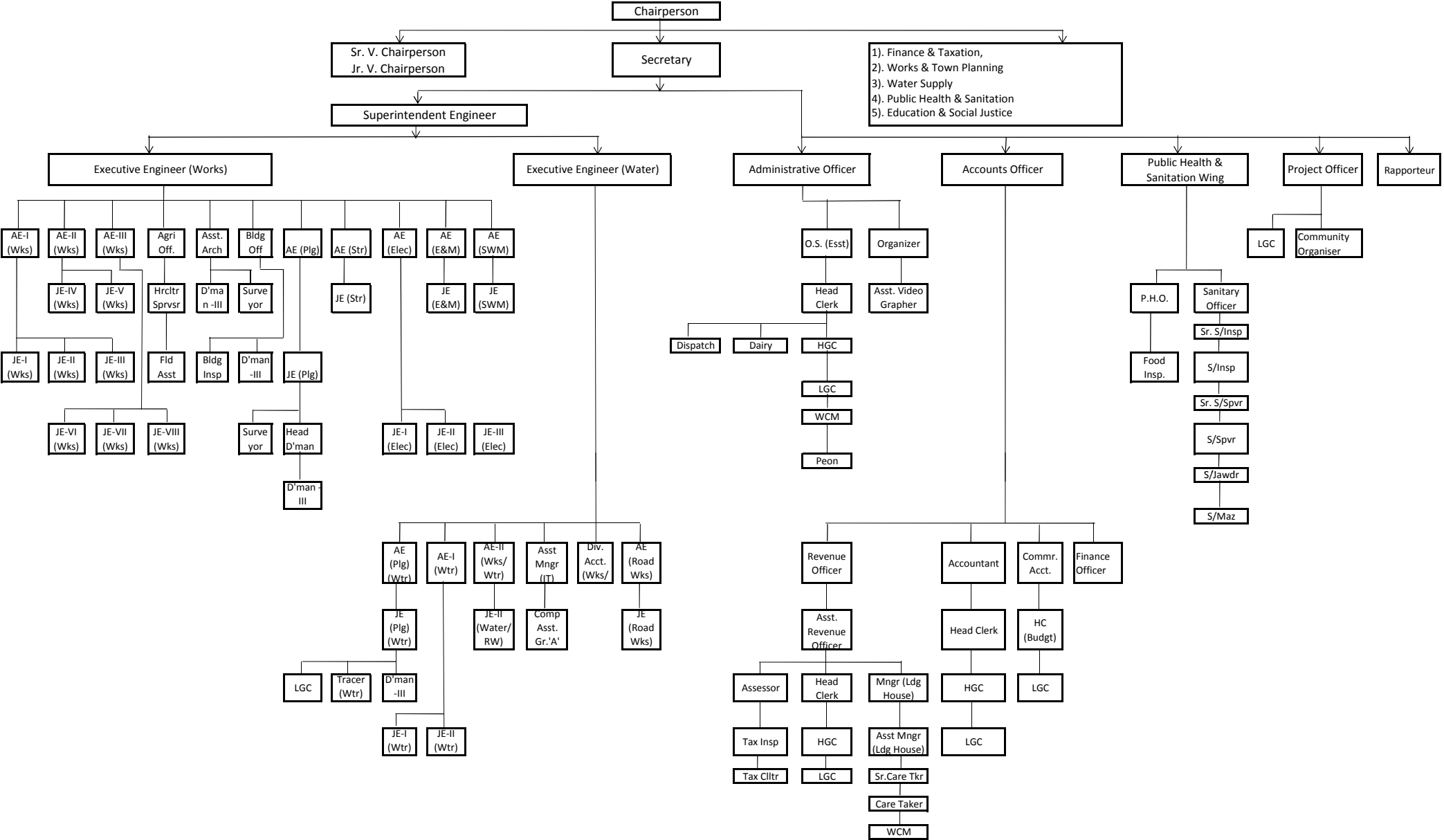
### **□ Providing basic Urban Services like**

- ▣ Hygiene & Sanitation
- ▣ Distribution of drinking water
- ▣ Street Lighting
- ▣ Civic amenities – development and maintenance of parks/gardens
- ▣ Social service centre's like community halls and auditorium
- ▣ Economical service centre's like shopping complex
- ▣ Community assets like internal roads , footpath , drains and retaining wall
- ▣ Urban poverty alleviation programmes like Integrated Housing slum development Project, Swarna Jayanti Shahri Rojgar Yojna , Rajiv Avas Yogna.
- ▣ Regulation of construction activities :
  - Sanction of building plans
- ▣ Maximum permissible height
- ▣ Maximum permissible floor
- ▣ - Designing of architectural projects
  - Housing Numbering
  - Coordination with town planning department
  - Regulation of hoarding and banners

## **Vision**

Transforming Port Blair into a World Class City with easy access to basic services for citizen and attractive destination for tourist.

ORGANIZATION CHART OF PORT BLAIR MUNICIPAL COUNCIL



## II. Functions and Duties/Responsibility of Officers and Employees

S.No.	Designation	Power and Duties
1.	<b>Secretary</b>	<p>Subject, whenever it is in this Regulation Expressly so directed, to the approval or sanction of the Municipality or the Sub-committee consent and subject also to all other restriction, limitation and condition imposed by this Regulation or by any other law for the purpose of carrying out of provisions of this Regulation and of any other law for the time being in force which Municipality shall vest in the Secretary, who shall also-</p> <p>Perform all the duties and exercise all the powers specifically imposed or conferred upon him by or under Regulation 51 or by any other law for the time being in force.</p> <p>In any emergency take such immediate action for the service or safety of the public or the protection of the property of the Municipality as the emergency shall appear to him to justify or to require, notwithstanding that such action cannot be taken under Regulation 51 without the sanction approval or authority of some other municipal authority or of the Administration.</p> <p>Provided that the Secretary shall report forthwith to the Sub-committee concerned and to the Municipal Council the action he has taken and the reason for taking the same and the amount of cost, if any incurred or likely to be incurred in consequence of such action which is not covered by a current budget grant under the provision of Regulation 51.</p> <p>Any powers, duties and functions conferred or imposed upon or vested in the Municipality by any other law for the time being in force shall subject to the provisions of such law, be exercised performed or discharged by the Secretary.</p> <p>All correspondence in relation to any matter dealt with by or under Regulation 51 or under any other law between the Municipality and the Government or other authority shall be conducted by the Secretary and the Secretary shall send copies of such correspondence to the Chairperson.</p>
2.	<b>Administrative Officer</b>	<p>To ensure strict discipline in the sections under his charge.</p> <p>To receive visitors so that their requests, complaints and grievances are attended to;</p> <p>To keep a watch over timely submission of weekly and monthly arrear statements and other returns and scrutinize them;</p> <p>To keep watch over pending court cases and progress on implementation of court orders on weekly basis and to submit monthly statements on progress to Secretary;</p> <p>To make surprise visits to the section to check attendance and to see that the various instructions issued from time to time are strictly observed;</p> <p>To keep himself acquainted with the moral and conduct of the staff working under him;</p> <p>To discuss with the section officer from time to time measures necessary for expeditious disposal of Government business;</p> <p>To do any other duty as may be assigned by the Secretary / Council from time to time in the interest of the Council.</p>
3.	<b>Accounts Officer</b>	<p>To carry out the duties of Drawing and Disbursing officer.</p> <p>Financial clearances to all files.</p> <p>To place all bills &amp; estimates submitted by accountant, divisional and</p>

		<p>commercial accountant to Finance Sub-committee.</p> <p>To scrutinize and submit budget estimates to Administration.</p> <p>To supervise all cash/bank/revenue related matters.</p> <p>Any other works assigned by superior officers from time to time.</p>
4.	<b>Public Health Officer</b>	<p>He Shall perform all the duties imposed upon him by By-Laws and Regulation of the Municipal Council in respect of any matter effecting public Health.</p> <p>He Shall keep himself as far as practicable, respecting all influences effecting or threatening to affect injuriously the Public Health in the Municipal Area. For this Purpose he will visit the areas to Locality Under his Jurisdiction, as occasion may require.</p> <p>He Shall enquire into the ascertain causes, origin, distribution of diseases within the Municipal area and ascertain to what extent the same depend on conditions capable of removable or mitigation.</p> <p>He Shall consult with the Officers of the Directorate of Health Service like the Deputy Director (Health), Deputy Director (Malaria) etc, whenever the circumstances may render this desirable.</p> <p>He shall Superintend the work of Sub-Ordinary staff posted under his control.</p> <p>On Receiving information of the Out –Break of any infections or epidemic disease of a dangerous character within the Municipal area, He shall visit without delay the locality where the outbreak has occurred and enquire into the causes and circumstances of such out-break and in case he is not satisfy that all due precautions are being taken, he shall advise the person competent to act as to the measures which appear to him to be required to prevent the extension of the disease, and shall take such measures for the prevention of disease as he is legally authorized to take under any law in force in the Municipal area or by any resolution of the Municipal Council.</p> <p>He shall pay particular attention to the water supply of the Municipal area, especially if it is derived from Public wells or reserved tanks. He shall report to the Chairperson or Secretary if the wells are not kept in good repair and if the reserved tanks are not properly fenced and kept free from contamination and he shall render every assistance to ensure the purity of the water supply.</p> <p>He Shall in co-ordination with the Deputy Director (Health).See that Vaccination is carried out thoroughly and efficiently by the Sub- ordinate Public health staff of the Municipal Council and report to the Chairman and Secretary and to the Dy. Director (Health) any discrepancies observed during his inspection tours.</p> <p>If he is of opinion that any trade or occupation the keeping of any goods or merchandise, by reason of its being injurious to the Public health, should be suppressed or removed or prohibited or that action should be taken regarding any public nuisance, he shall report the matter to Chairperson and Secretary and to the Dy.Director (Health) so that action may be taken under the provision of law.</p> <p>He shall monitor the Health condition of the Municipal area by organizing an Urban Health Statistical Bureau.</p> <p>He shall regularly conduct health check-up of children attending nursery school run by Municipal Council.</p> <p>He shall Function as Local (Health) Authority under the PFA Act and rules</p>

		<p>made there under for the entire local area of Port Blair Municipal area. He will assist in the implementation of Drug and cosmetic Act in liaison with the Director of Health Service/Dy. Director (Health).</p> <p>He shall ensure proper maintenance of slaughter houses, bathing wells and washing placed including cremation and burial grounds falling under his Jurisdiction.</p> <p>He shall be responsible for the implementation, maintenance and supervision of the birth and death acts in the Municipal area and shall submit the evaluation report to the Chief Register of Birth and Death, A&amp;N Islands, Port Blair.</p>
5.	<b>Project Officer</b>	<p>To be overall in-charge of UPA cell and responsible for implementation of all centrally sponsored schemes under the supervision of designated Nodal officer.</p> <p>To mobilize the community and strengthening the community based organization to involve their implementation of Urban Poverty Programmes in the slums and areas inhabited by the poor.</p> <p>To co-ordinate social development issues- education, health, disability, vulnerability etc.</p> <p>To undertake community self-survey in poverty profiling through CBOs &amp; update information periodically at slum level. To facilitate implementation of infrastructure project slums at all levels i.e. identification, prioritization, execution, monitoring and O&amp;M by the community.</p> <p>To facilitate social audit for poverty alleviation programmes.</p> <p>To do any other duty as may be assigned by the Secretary / Council from time to time in the interest of the Council.</p>
6.	<b>Rapporteur</b>	<p>To be overall- in-charge of the Section</p> <p>To supervise the work of subordinate staff posted under his control.</p> <p>To prepare draft proceedings, Agenda notice &amp; circulate the Notice of the Council /Sub Committees.</p> <p>To circulate agenda notices.</p> <p>To ensure that Action taken Report of the decision taken by the Council/Sub-Committees are received from the Officer Concerned.</p> <p>To be responsible for proper Maintenance of records, and Maintenance of Discipline and decorum.</p> <p>To do any duty assigned by the Secretary/ Council From time to time in the interest of Council and overall in- Charges of the Section.</p>
7.	<b>Executive Engineer (Works)</b>	Responsible for supervision and execution of works, according to the norms and standards laid down in designs, drawing and estimates.
8.	<b>Executive Engineer (Water)</b>	Responsible for supervision and execution of water related works, according to the norms and standards laid down in designs, drawing and estimates.
9.	<b>Assistant Engineer (Works)</b>	To Supervise the various Civil Construction Works executed by Junior Engineers Within the Jurisdictional area and other Works given by Organization as per the CPWD Works Manual.
10.	<b>Assistant Engineer (Water)</b>	To Supervise the various Water related works executed by Junior Engineers Within the Jurisdictional area and other Works given by Organization as per the CPWD Works Manual.
11.	<b>Assistant Engineer (Store)</b>	The Assistant Engineer (store) is attached with Executive Engineer (Works). Responsible for inviting Quotation, its finalization, test check of materials, processing of bills. He has to ensure the proper maintenance of



		the stores under his charge, their accounts both quantitatively as well as in monetary terms and weeding out un serviceable stores.
12.	<b>Assistant Engineer (Electrical)</b>	Over all Supervision new and Maintenance of work carried out under all the three electrical sections checking of maintenance and new work at site, test check ,Scrutiny of measurement book and material at site register, Hindrance register, stock register etc.
13.	<b>Assistant Engineer (E &amp; M)</b>	The Assistant Engineer (E&M) Has been assigned with the responsibilities for R&M of all the machineries of the council that inclusive of Heavy and Light vehicles, maintenance of water Pumps/Mud Pumps, Pump houses at Different locations of Municipal area, Clock at Aberdeen tower. Floral Clock near to Azad Hind Sarovar and the assessment of octroi to be levied on used machineries.
14.	<b>Assistant Engineer (SWM)</b>	The Assistant Engineer (SWM) has been assigned with the responsibilities for the vital activity which needs to plan and executed in an appropriate manner to maintain clean environment. Accordingly the tipper trucks and cargo auto and other machineries allocated to sanitary wing.
15.	<b>Agriculture Officer</b>	<p>To be responsible for implementation of various development and beautification Scheme in respect of Horticulture. Works (i.e. parks and gardens) in the Municipal area.</p> <p>To be responsible for administration and Supervision of all parks and gardens and other staff for the effective implementations of the Schemes.</p> <p>To monitor field visit, pest Surveillance in different plants in different seasons and assess the type of plants in different seasons and assess the type of plant protection measure needed for their control. Procurement of Seeds and pesticide (through store) for nursery purpose for the garden and park under them and their effective management.</p> <p>To assess and to take timely action for supply of inputs. Intensive and sorting out the field Problem on the spot. To be Responsible for providing the technical Know-how about the Horticultural plants in all the parks and gardens.</p> <p>To be Responsible for technical guidance on maintenance and upkeep of all Horticultural works and follow -up action of the beautification schemes. Propagation of ornamental plants through seeds and vegetative techniques.</p> <p>To supervise and guide the field functionaries in the field activities.</p> <p>To do any other duty as may be assigned by the Secretary/Council from time to time in the interest of the Council.</p>
16.	<b>Assistant Architect</b>	<p>Overall in- charge of the Architectural Wing, Design / Preparation of Architectural Projects / drawing of various Municipal projects such as: community halls, shopping complex, school building, multi-purpose hall, market, site offices, office extension, workshop, design of beautification projects like parks, garden landscaping &amp; statue installation, designing &amp; display of stall of Municipal Council at ITF every year.</p> <p>According permission for erection of advertisement hoardings boards.</p> <p>Identification and removal of unauthorized hoarding / boards</p> <p>Inspection of commercial building of PBMC to permit extension, renovation etc.</p> <p>Slum Free City Planning under RAY</p> <p>Project Coordination for Project under UIDSSMT-Urban renewal mission of Junglighat.</p>

17.	<b>Building Officer</b>	The Building cell of the council deals with various works such as routine inspection /Checking of construction at different stages of the building/Structure Checking of unsafe building court, cases Furnish the details in respect of RTI matter processing and many other works related to the construction of building within the municipal limit from W/No:1 to 8
18.	<b>Assistant Manager (IT)</b>	<p>To implementation of e-governance activities in the Municipal Council.</p> <p>To be responsible for maintenance of all such application software under implementation in the Municipal Council.</p> <p>To be responsible for generation of required reports as may be required by the Council.</p> <p>To be responsible for general up keep and maintenance of all computer hardware peripherals of Municipal Council.</p> <p>To be responsible for identification of keen areas of Municipal Council where application software could be developed.</p> <p>To be responsible for generation of system requirement study in consideration with the program implementing Officer of the Council and development and implementation of development software/e-governance solution.</p> <p>To be responsible for updating of website.</p> <p>To be responsible for periodic updating of the web page of Municipal Council in the administrative website.</p> <p>To do any other duties as may be assigned by Secretary of the Council time to time in the interest of the Council.</p>
19.	<b>Office Superintendent (Establishment)</b>	<p>To distribute work among the staff for optimum efficiency;</p> <p>To train, help and advise the staff;</p> <p>To manage and co-ordinate the work;</p> <p>To maintain order and discipline in the section;</p> <p>To maintain residential address of the staff;</p> <p>To go through the receipts and submit receipts which should be seen by the branch officer at the Dak stage;</p> <p>To scrutinize section's diary once a week to ensure that it is being properly maintained;</p> <p>To ensure that all corrections have been made in the draft before it is marked for issue and to check whether all the enclosures are attached;</p> <p>To indicate priority marking and mode of dispatch.</p>
20.	<b>Organizer</b>	<p>To procure and supply of Forms and stationery in accordance with the instructions on the Subjects.</p> <p>To supply and to be responsible for Custody and care of furniture and Office equipments to all Sections and Officers in the Council.</p> <p>To remove of un –serviceable equipments and furniture and arranging their repairs.</p> <p>To proper maintenance of stock register and submission to the branch officer.</p> <p>To procure and issue of liveries to class IV staff in the council, according to prescribed scales of supply.</p> <p>To ensure general cleanliness and tidiness of the Council buildings and premises.</p> <p>To ensure proper security and fire-fighting arrangements in the council.</p> <p>To do any other duty as may be assigned by the Secretary /Council from</p>

		time to time in the interest of the council.
21.	<b>Revenue Officer</b>	He is the head of the Revenue Section. He shall supervise the Tax Collectors, Tax Inspectors, Assessors Posted in Wards, Wharf, airport for collection of various municipal taxes apart from the clerical / ministerial staff attached to Revenue Section. He shall ensure that taxes are collected by the staff as per the provision contained in the bye- laws and Regulation. Also take steps for proper maintenance of records and accounts of the Revenue section. He shall also ensure for submission of various reports and return to higher authorities and also ensure to find out new source of taxes to enhance the Revenue to the council. He shall give training to the staff of Revenue Section to carryout out their work up to date and as per the rules. He shall conduct staff meeting to improve the system whenever and wherever necessary.
22.	<b>Accountant</b>	Yet to be Notified
23.	<b>Commercial Accountant</b>	Yet to be Notified
24.	<b>Finance Officer</b>	To scrutiny of income Tax /form 16 of all the employees. To submit Audit reports and final accounts. To scrutiny and supervision of revenue receipts. To scrutiny and supervision of departmental advances. To scrutiny and supervision of budget estimates.
25.	<b>Sanitary Officer</b>	To be Responsible for the deployment of Sanitary Staff/Mazdoors to various sections/Zones for smooth functioning of the sanitary works. To supervise the activities of Sr. Sanitary Inspectors, and other sanitary Supervisory staff in Municipal area. To be responsible for proper collection including road and street sweeping, transportation, processing and disposal of waste from Municipal area. To Co-Ordinate to ensure a high level of sanitation on all roads, lanes markets, parks, other Public and toilet Complex in the Municipal Area. To plan and organize interaction with community leaders for creating awareness about the cleanliness in town. To supervise the activities of Supervisory staff including Sr. SIs/ SIs to control stray cattle, stray dogs and pig menace in the Municipal area To assess the day –to –day requirement of sanitary tools and instruments in different Zone and take action foe prompt collection and distribution of the same. To supervise the maintenance of proper records and register maintained by Sr. Sanitary Inspectors and Sanitary Inspectors. To be responsible for collection of report on the day –to- day activities from the Sr. SIs and Sis its compilation analysis and its periodic Submission (weekly reports and monthly reports) to Secretary. To ensure up- to-date inventory and stock register of all the stores and equipments supplied to Sr. SIs and to be responsible for its correct accounting. To be responsible to prepare and display proper chart explaining clearly the geographical area distribution of man power and the nature of activities in the Municipal area. To do any other duty as may be assigned by the Secretary/ Council from time to time in the interest of the council.

26.	<b>Community Organizer</b>	To work in UPA cell charged with implementation of Urban Poverty Alleviation Programmes directly under the supervision of Project Officer. To organize the community in the poor settlements. To facilitate in formulation and implementation of aspects related to SJSRY. To mobilize communities and ensure their full participation in development activities – planning implementation and monitoring.
27.	<b>Junior Engineer (Works)</b>	Execution of Civil Construction Work within the Jurisdictional area and other Works given by Organization as per the CPWD Works Manual. He is the overall in-charge of Works section JE and his Duties include taking roll call of workers site Supervisor record entry of Work and he is main Custodian of Materials.
28.	<b>Junior Engineer (Water)</b>	Execution of Water related works within the Jurisdictional area and other Works given by Organization as per the CPWD Works Manual. He is the overall in-charge of Water section JE and his Duties include taking roll call of workers site Supervisor record entry of Work and he is main Custodian of Materials.
29.	<b>Junior Engineer (Electrical)</b>	Over all Supervision new and maintenance of work of Sodium Vapour lamps and High mast lights from ward No-1 to 18, maintenance of electrical crematorium .Preparation of estimates for new street light, high mast lights and analysis's of items required for estimates, preparation of estimates for running and maintenance of existing street lights and high mast lights provided in Municipal area, record keeping and entry of measurement book and material at site register, Hindrance register, Stock Register, indent register etc.
30.	<b>Junior Engineer (E &amp; M)</b>	The Junior Engineer (Mech) of the council is attached under the Assistant Engineer (E&M) Workshop Sub-Division and entrusted the Responsibilities of Running and Maintenance of all the machineries of the Council, he is also responsible in issuing of Mortuary van to the Citizens of Port Blair town as and When required so as to Fulfill their requirements in consultation with the Assistant Engineer (E&M).
31.	<b>Junior Engineer (SWM)</b>	The Junior Engineer (SWM) Of the council is attached under the Assistant Engineer (SWM), And entrusted the responsibilities of running and maintenance of all the machineries ,he is also responsible for allocation of vehicles, Dispose of Plastic pet bottles and glass bottles as and when required so as to fulfill their requirements in consultation with the Assistant Engineer (SWM).
32.	<b>Assistant Revenue Officer</b>	He shall assist the Revenue officer to carry out his duties and also to guide the field staff to perform their duties as per the provisions contained in the bye-laws in the Regulation. He shall inspect / supervise the Assessors / Tax Inspectors and Tax collectors in their day-to-day performance. He shall also ensure to the verification of day-to-day collection with reference to the receipt issued by the Tax collectors before the same is deposited with the Cashier. He will also ensure reconciliation of receipts; challan with demand registers and assessment register to ensure records of Revenue sections is maintained properly.
33.	<b>Manager (Lodging House)</b>	He is the overall in-charge of the day-to-day functioning of the municipal lodging house and Community halls. He shall maintain harmonious relations with the customers who visit the lodging house and also see that the staffs employed are well disciplined in their duties. He shall ensure/check the daily

		<p>room occupancy of the lodge, collection of room rent and deposit the same to the Cashier, PBMC on day- to- day basic. He shall also ensure that customer care is maintained in the guest house by all employees including Sr.care Taker, Care Takers.</p> <p>Further, the Community hall, Multipurpose halls, Kalyana Mandapam, Ratri Niwas and Dharmashala under his charge are checked periodically to ensure its better utilization, proper maintenance/cleanliness and up- keeping of its accounts/stock register, man management etc. are done with by the Manger, Lodging House. He shall report the daily activities to the Revenue officer.</p>
34.	<b>Assessor</b>	<p>They shall be responsible for assessment of octroi tax, property tax, water charges, conservancy charges, service charges, market rent etc. and shall make proper entries in the assessment registers concerned with the approval of the competent authority. They shall ensure that the above assessment is made strictly as per the provision prescribed in the relevant bye-laws and Regulation. They shall report to the Revenue officer on every working day about the progress of the assessment entrusted on them. They shall also work out the dues outstanding against property tax to ensure for rising of bills/notices of the defaulters.</p>
35.	<b>SDC</b>	<p>Responsible to work as per the orders of Assistant Engineer (Store). Checks the rates in the Supply Orders with the approved rate in respect of Civil, Water, Electrical, Sanitary and other general Quotation and put up before the Section in Charge with various aspects. Deals with Providing Information on Right to Information Act letters received from the APIO. Deals With all other Correspondence like Anti Corruption letters, Letters of A&amp;N Administration, General Correspondence etc.</p>
36.	<b>Draughtsman Gr-III</b>	<p>Preparation of Estimate and Civil Engineering Drawing. Engaged in assisting all drawing / drafting of the designs. Also assisting in measurement of various sites proposed for projects of PBMC. Preparation of list for violation of building &amp; unauthorized building.</p>
37.	<b>Draughtsman Gr-III (E &amp; M)</b>	<p>To be responsible for preparation of estimates and analysis, NIT's and scrutiny of Measurement Books.</p>
38.	<b>Surveyor</b>	<p>Engaged in site measurement, surveying of the land belonging to PBMC for various projects. The surveyor is also handling the maps of house numbering of wards.</p>
39.	<b>Building Inspector</b>	<p>To execute building bye laws for approvals of building plans &amp; to attend Complaints &amp; Grievances as per the direction of Building officials.</p>
40.	<b>Horticultural Supervisors</b>	<p>To be responsible for overall Supervisions in respect of Horticultural work in all parks and gardens among Municipal Limit.</p> <p>To be responsible for Maintenance of different records pertaining to their work in respect of inputs.</p> <p>To submit the muster roll of departmental mazdoors working under them with details of works extracted from them.</p> <p>To Submit reports and return pertaining to their work.</p> <p>To responsible to look after the plant protection works on various parks and gardens. To execute the field work.</p> <p>(Park and garden) of the approved schemes. To submit report to his immediate superiors for onward transmission.</p> <p>To collect various report reports from the zonal officer and its completion etc. to co-ordinate between the Officer- in- charge and the Sub -Ordinate</p>

		<p>field functionaries.</p> <p>To be responsible for arrangements for V.VIP Visits and special functions held from time to time.</p> <p>To carry out other works entrusted to him by Agricultural Officer from time to time</p> <p>To do any other duty as may be assigned by the secretary/Council from time in the interest of the council.</p>
41.	<b>Field Assistant</b>	<p>To Supervise the direct field work of the particular parks entrusted to him.</p> <p>To assist the Horticulture Supervisors /Technical Assistant in field Duties and carryout instruction given to him from time to time by the said Officer.</p> <p>To Supervise the work of field workers engaged in the field for maintenance and development of parks and Keep Superiors inform the progress day to day.</p> <p>To do any other Duty as may be assigned by the Secretary/Council from time to time in the interest of the Council.</p>
42.	<b>Head Clerk</b>	<p>To enter all receipts marked to him in his Day book and to provide file numbers in the section diary for each receipt shown therein within three days of the receipt of such receipts.</p> <p>To put up case after examination to the section officer on the dates required and where no date is specified within three days of the receipt of the cases.</p> <p>To submit to the branch officer , through the section officer, weekly arrear statements along with details of files and papers which remain pending for more than seven days.</p> <p>To maintain list of file he deals with and to watch their movements, maintain properly to standing guard files and other registers.</p>
43.	<b>Assistant Videographer</b>	<p>To be responsible to take Photograph / video coverage during any VVIP's visit in Andaman &amp; Nicobar Islands or the inauguration of any new building constructed by the Council.</p> <p>To co-ordinate with district administration office's i.e. DC's office, A &amp; N Administration for photography / videography organized in the national interest like photography of islander for issuing for Islander's Identity Card or election Identity Card, General Election / Municipal Election.</p>
44.	<b>Computer Assistant Gr-'A'</b>	<p>Responsible for various computer related a works like preparation of data details, all official letters, notice and correspondences, as and when required, assisting in preparation of presentation works, preparation of electoral roll every year. Data entry of the details pertaining to house numbering. Assisting in preparation of charts, reports for display in the ITF.</p>
45.	<b>Food Inspector</b>	<p>To inspect all establishments licensed for the manufacture, storage or sale of an article of food within the Municipal area.</p> <p>To ensure compliance of conditions of different licenses.</p> <p>To procure and send for analysis, if necessary sample of any article of food, which he has reason to suspect are being manufactured stocked or sold or exhibited for sale in contravention of the provision of the acts r rules framed there under.</p> <p>To investigate any complaint this may be made to him in writing in respect of any contravention of the PFA Acts&amp; Rules.</p> <p>To make such inquires and inspection as may be necessary to detect the manufacture storage or sale of any article of food in contravention of the PFA Acts &amp; Rules.</p>

		<p>Tom Assist the Public Health Officer in all matters and correspondence relation to Public Health and License Section.</p> <p>To perform all the other duties as may be entrusted to him by the higher authorities.</p> <p>To do any other duty as may be assigned by the Secretary by the Secretary/ Council from time to time in the interest of the Council.</p>
46.	<b>Sanitary Inspector</b>	<p>To be the overall in charge of all sanitary aspects of the area placed under his charge.</p> <p>To supervise the work of Sr. S. Supervisor and Sanitary supervisor under his charge.</p> <p>To ensure that the receipt book issued to him for imposition of fines on persons committing nuisance, is used in an appropriate manner.</p> <p>To take suitable steps for keeping the drains cleared of solid waste.</p> <p>To be responsible for regular cleaning of the sea beach and seashore of the town area during low tides.</p>
47.	<b>Sanitary Supervisor</b>	<p>To be responsible for cleanliness in his area, including sweeping of roads, lanes, public places, markets, parks and toilet complexes. He shall supervise the work of Jawabdoors and sanitary mazdoors placed under his charge.</p> <p>To ensure that garbage is regularly collected from all the community bins and transported safely to the dumping ground. To ensure that no nuisance is committed at public places and on roads. To ensure the building materials or wood logs etc. are not dumped on the roadsides by anybody.</p> <p>To ensure that Stray dogs, Cattle and other animals do not roam freely on the roads. All such animals should be immediately impounded and transported to Brookshabad Pig Shed.</p> <p>To ensure that drains in his area are kept free from solid waste and they are regularly cleaned.</p> <p>To ensure that adequate steps are taken for checking pollution of the sea and also seashore of the town area cleaned immediately during low tides.</p>
48.	<b>Tax Inspector</b>	<p>They shall supervise the field staff posted at their respective jurisdiction and shall guide them to work as per the provision contained in the relevant bye-laws /Regulation. They shall report to the Revenue officer every day about the progress of revenue collection of the ward allotted to them. They shall also ensure the report regarding illegal extension of Municipal market by any allotted and damages to the municipal properties if any noticed. They shall see that the Tax collectors are collected the Tax with reference to the rates for each items of material fixed as per Port Blair Municipal council octroi Bye-laws and Port Blair municipal council property Tax Bye-laws.</p>
49.	<b>Tax Collector</b>	<p>They shall collect municipal taxes as per the provisions contained in the relevant bye-laws and Regulation and issue receipts for the same. The money so collected shall be deposited with the Cashier of the council every day duly verified by their superiors. They shall maintain register for daily collections; the details of such collection shall be intimated to the respective Ledger Clerk attached to the Revenue Section for making proper entry in the demand register concerned. They shall also identify the Municipal tax defaulters and distribute bills, notice pertaining to Municipal taxes to the consumer/defaulters. They also maintain cordial relation with the consumers while approaching to receive taxes.</p>
50.	<b>Higher Grade</b>	<p>Responsible for handling of establishment matters and clerical job like diary</p>

	<b>Clerk</b>	dispatch, file opening, file movements, record keeping office correspondences etc.
51.	<b>Lower Grade Clerk</b>	<p>To place all receipts on the Section Officer's table as and when received.</p> <p>To submit to the officers concerned, files and receipts 'Dak Pads' for perusal at the dak stage as directed.</p> <p>To distribute the receipts / cases to the dealing clerks to whom they have been marked, after obtaining the initials of the respective dealing clerks in the section diary itself.</p> <p>To maintain proper maintenance of records kept on the section.</p> <p>To attend routine typing and comparison work as may be required by the section officer.</p> <p>To initiate action for preparation of weekly arrears statement and monthly statement at cases pending disposal for over a month.</p> <p>To attend to such other items of work as may be entrusted by the section officer or higher officer.</p>
52.	<b>Work Assistant</b>	He is assist to Junior engineer for the day to day work assigned to him by the Junior engineer related to site Supervision, Measurement of work and Survey of work .He is responsible to Maintain THE co-related between the worker and Junior engineer. He is responsible to make understand the engineering drawing to Fitter/Asst. Fitter. He is responsible for the Primary records of site (Includes inspection of complain and correspondence) and preparation of report.
53.	<b>Sr. Care Taker</b>	They shall work under the direct control the Manager, Lodging House and see the performance of Care Taker and other staff posted in the Lodging House and Community Halls are maintained properly. They shall ensure the sanitation and cleanliness of the Kitchen utensils, furniture etc of the lodging house and community halls neat and tidy with the help of other supporting staff.
54.	<b>Care Taker</b>	They are responsible for collection of room rent of lodging house and other Community halls, Lodging house and maintain proper accounts for the same. They should also maintain better coordination with their superiors and customers.
55.	<b>WCM</b>	Prepares the Supply Orders Consequent on receiving Indents From the Executing Sections - in- Charges on the basic of rate approved by the Council in Respect of Civil, Water, Electrical and Sanitary Separately on the basic of Approved estimates.
56.	<b>Fitter</b>	<p>Lying of Various sizes of pipe Line, work for GI And CI/DI of distribution and pumping line on as and when required by trenching the earth on the Supervision water Supply Sub-Division.</p> <p>He as to repair the pipe line where ever required.</p> <p>Lead Joints, spigot joints/gas cut Joints, Packing/Flanged joints with nut and bolt and other technical attachment for lying of pipe line shall also be carried out by them.</p>
57.	<b>Asst. Meter Reader</b>	He has to rectify the defective water flow meters besides installation of new water meter and to record the meter Reading being supplied Daily to the Consumers End .He also have the Perfect Knowledge to Connect the water meter with the pipe line and laying of pipes as well.
58.	<b>Line man</b>	He has to operate the Valve's to supply water to the consumers end and to repair the pipe line's if any leakages are developed during the operation of



		valves in view to stop the wastage of valuable water, as and when entrusted to him by concerned Junior Engineer and Assistant Engineer (Water Works)
59.	<b>Mason</b>	He is assigned to do the Masonary work which requires perfect finished and measurement of finished Masonary work He is also responsible for making layout at site. He is also responsible to make understand his /her subordinate for high finished/designed work.
60.	<b>Asst. Carpenter</b>	He is assigned to do the Carpentry work which requires perfect finishing and measurement of finished wood work. He is also responsible for making layouts at site.
61.	<b>Asst. Blacksmith</b>	Blacksmith's Work
62.	<b>Asst. Painter</b>	Painting Work
63.	<b>WCM</b>	He is engaged at site for various type of manual labour work for execution including head load, loading & unloading of vehicle, earth work, preparation of bitumen mixture and laying, mixing of cement with aggregate to prepare concrete and its placing etc.
64.	<b>Log Writer</b>	Log Writing and distribution of Sanitary Vehicles
65.	<b>Asst. Pump Operator</b>	Maintenance of Plasma Unit and Servicing Station at Brooksabad
66.	<b>Assistant Chargeman (Electrical)</b>	To assist the Junior Engineer and Supervision new and Maintenance work of Sodium Vapour lamps and High mast lights from ward No.1 to 18, Maintenance of electrical crematorium.
67.	<b>Lineman Cum Meter Reader</b>	To Check the energy meter reading for Proper Units Charged as per Consumption and if discrepancy found like Faulty meter or incorrect reading the same to be brought to the Knowledge of Junior Engineer and maintenance of work of sodium Vapour lamps and High mast lights from ward No-1 to 18.
68.	<b>Crematorium Operator</b>	To maintain and rectify the defect of electric crematorium and engaged for maintenance of work of sodium Vapour lamps and High mast lights from ward No-1 to 18.
69.	<b>Lineman (Electrical)</b>	Providing of new Sodium Vapour Lamps Ward No-1 to 18 and running and Maintenance work of Sodium Vapour Lamps and High Lights From ward No-1 to 18.
70.	<b>Assistant Wireman</b>	To Assist line in Providing of new of Sodium Vapour lamps ward No-1 to 18 and running and maintenance work of Sodium Vapour lamps and High mast lights from Ward No-1 to 18.
71.	<b>Amusement Equipment Operator</b>	Operation and maintenance of various amusement rides installed at Gandhi Park.
72.	<b>Ferro Printer</b>	Engaged for taking out blue prints of all the drawing being made by this Wing, operation of Gestetner machine in coping large number of documents.

**III. The Procedure Followed in the Decision Making Process, Including Channels of Supervision and Accountability:**

The single file system is followed for obtaining the orders and approvals of the Chairperson by the Secretary. The files are submitted by the Administrative Officer/Accounts Officer through the Secretary of the Council.

**IV. The Norms set by it for the discharge of its Functions:**

The norms set for the discharge of its functions are as vested under the Fundamental Rules and Service Rules of the Central Government Employees as well as Municipal Regulation.

**V. The rules, regulation, instructions, Manuals and records held by it or under its control or used by its Employees for discharging its Function:**

The Council follows the rules, regulations, instructions manuals as issued by the Central Government from time to time.

**VI. A statement of the Categories of documents that are held by it or under its control:**

All the Establishment matters and ACR/APR folders are under the control of Secretary/Administrative Officer of the Council.

**VII. The Particulars of any arrangement that exists for consultation with, or representation by, the members of the Public in relation to the formulation of its policy or implementation thereof:**

The Council having following sub – committees:

1. Finance & Taxation and Accounts
2. Works & Town planning
3. Water sub – committee
4. Education & Social Justice
5. Public Health & Sanitation

The elected members of general public and the members of the Council are passing the resolutions and follow it after approval of the Council.

**VIII. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meeting of those boards, councils, committees and other bodies are open to the Public, or the minutes of such meeting are accessible for Public:**

The Council having following sub – committees:

1. Finance & Taxation and Accounts
2. Works & Town planning
3. Water Supply sub – committee
4. Education & Social Justice
5. Public Health & Sanitation

The elected members of general public and the members of the Council are passing the resolutions and follow it after approval of the Council.

**IX. A directory of its Officers and Employees**

<b>Name</b>	<b>Designation</b>	<b>Office No.</b>	<b>Fax No.</b>	<b>Mobile No.</b>
Shri. Rakesh Bali	Secretary / CEO	232576	03192-234508	9434286182
Shri. S.Tej Bhadur	Superintending Engineer	246754		9434276690
Dr. Avijit Roy	Public Health Officer	234512		9434289163
Shri. A.Maheswar Rao	Executive Engineer (Works)	231161		9434274118
Shri. A.K. Paul	Executive Engineer (Water)	231161		9434274118
Shri. Jay Kumar	Assistant Architect	234513		9434280478
Shri. Bobby Gomez	Accounts Officer	234507		9434269855
Shri. Gautham Dutta	Building Officer	-		9933272120
Shri. Ali Akbar	Administrative Officer (I/c)	231334		9933288493
Shri. Malai Raj	Agriculture Officer	228073		9434283306
Shri. V.A.S. Nair	PS to Chairperson	232696		9434283821
Shri. Gopala Krishna	Rapporteur	237584		9434284694
Shri. Vijay Tiwari	Sanitary Officer	245034		9932083100
Shri. Zaki Ahmed	Assistant Engineer (Store)	237497		9434280342
Shri. Ram Chander	Assistant Engineer (Electrical)	246740		9434280339
Shri. Ashok Mohan Nath	Assistant Manager (IT)	245996		9474262131
Shri. P.R.Karupoaiah	Assistant Engineer-I (Works)	232216		9679508764
Shri. Probir Nag	Assistant Engineer-II (Works)	214952		9434264080
Shri. Abinash Kr. Singh	Assistant Engineer-III (Works) & AE (Planning)	240491		9434266168
Shri. Sanat Chakraboorthy	Assistant Engineer (EA to SE)	-		9434283119
Shri. Umananda Roy	Assistant Engineer, E&M & SWM	232431/234324		9434282613
Smti. S.Asha	Assistant Engineer-I (Water Works)	242970		9434282823
Shri. Jepson Daniel	Assistant Engineer-II (Water Works)	232161		9434287193

**X. The Monthly remuneration received by each of its Officers and Employees, including the system of Compensation as provided in its regulations:**

**XI. The Budget allocated to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursement made.**

**Budgeted Expenditure under PLAN 2013-2014:**

Major Head	Demand for Grants 2013-2014	(in Lakhs of Rupees) Budget Estimates 2013-2014	
		Plan	Total
2215 – M.H	Water Supply and Sanitation	500.00	500.00
2217 – M.H	Urban Development	2203 .00	2203 .00
3054 – M.H	Urban Roads and Bridges	400.00	400.00

**Budgeted Expenditure under NON-PLAN 2013-2014:**

Major Head	Demand for Grants 2013-2014	(in Lakhs of Rupees) Budget Estimates 2013-2014	
		Non-Plan	Total
EAD	Establishment & Administration	1200.00	1200.00
ROT	Revenue	250.00	250.00
PRB	Pension	660.00	660.00
PHS	Public Health & Sanitation	2700.00	2700.00
WTR	Water Supply	1055.00	1055.00
MCT	Machinery & Transport	890.00	890.00
LTP	Light & Power	710.00	710.00
PGN	Public Garden	436.00	436.00
BSG	Burning / Shemshan Ghat	30.00	30.00
LDS	Lodging House, Dharamsala, Shopping Complex & other Assests	350.00	350.00
EXE	Public Works (Execution)	1670.00	1670.00
RAB	Roads and Bridges	40.00	40.00
ESJ	Education and Social Justice	14.00	14.00
LON	Loans and Advances	50.00	50.00
SPC	Provision for 6 <sup>th</sup> Pay Commission/Arrears	5.00	5.00
MACP	ACP/MACP Arrears	100.00	100.00
	Provision for New Posts	100.00	100.00

**XII. The manner of execution of subsidy programmers, including the amounts allocated and details of beneficiaries of such programme.**

Subsidy is provided to the BPL families residing within Municipal Area at the rate of 25% of the Project cost of Maximum Rs. 2,00,000/- subject to a ceiling of Rs.50,000/- per beneficiaries under USEP of SJSRY, a Centrally Sponsored Scheme. 249 Nos. of beneficiaries have been provided subsidy under the Scheme.

**XIII. Particulars of recipients of concessions, permits or authorization granted by it:**

Not Available

**XIV. Details in respect of the information, available to or held by it, reduced in an electronic form:**

PBMC Website.

URL – [www.and.pbmc.in](http://www.and.pbmc.in)


**XV. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:**

Citizen desirous of obtaining information can do the same under the RTI Act of 2005.

**XVI. The Names, designations and other particulars of the public Information Officers.**

Secy PBM

अण्डमान तथा  
Andaman And  
निकोबार राजपत्र  
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असाधारण  
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Published by Authority

सं. 38, पोर्ट ब्लेयर, बुधवार, 12 मार्च, 2014  
No. 38, Port Blair, Wednesday, March 12, 2014

Office of the Municipal Council  
R.D. No. 5702  
Date 15-4-14  
Port Blair

SECRETARY / M COUNCIL

R.D. No. 110  
Date 16-4-14



अण्डमान तथा निकोबार प्रशासन  
ANDAMAN AND NICOBAR ADMINISTRATION  
सचिवालय / SECRETARIAT

**NOTIFICATION**

Port Blair, dated the 12<sup>th</sup> March, 2014.

No. 36/2014/F. No. 11-43/2013-AR(PF).— In exercise of the powers conferred under Section 2 (e) (v) of the Right To Information Act, 2005 (Act No. 22 of 2005) read with Section 5(1) & (2) thereof and in partial modification of A & N Administration's Notification No. 219/2011/F.No.11-43/2008/09-AR dated 5<sup>th</sup> October, 2011, published in the Extraordinary issue of A & N Gazette No. 229 dated 5<sup>th</sup> October, 2011, the Lt. Governor, A & N Islands hereby appoints the following PIOs, APIOs and Appellate Authorities in respect of the following department of A & N Administration as mentioned below:-

**1. A & N AIDS Control Society :—**

Under the heading Department of Health Services, Sl. No. 3 at page 15 of the Notification No. 219/2011/F.No.11-43/2008-09-AR dated 5/10/2011 published in the A & N Extraordinary Gazette Notification No. 229/2011, dated 5/10/2011, the following modifications are made.

The existing entries at Sl. No. 3 of page 15 under the heading Directorate of Health Services shall be substituted to read as under :

Ao(A2)  
EE(w)  
Sr. Ao(F)  
PS

882. Manoj (17)

**2. Office of Municipal Council, Port Blair :—**

Under the heading Officer of the Municipal Council, Port Blair at page 18, Sl. No. 23 of the Notification No. 219/2011/F.No. 11-43/2008-09-AR dated 5/10/2011, the following modifications are made :—

**2 THE ANDAMAN AND NICOBAR EXTRAORDINARY GAZETTE, MARCH 12, 2014**

The existing entries at Sl. No. 1 & 2 at page 18 of the Notification No. 219/2011/F.No.11-43/2008-09-AR dated 5/10/2011 and Notification No. 140/2013/F.No. 11-43/2013-AR dated 21/6/2013, the following modifications are made and substituted to read as under :—

Sl. No.	Designation of the Officials	Designated as (PIOs & APIOs)	Telephone/ Fax No./ e-mail and Official Address	Jurisdiction	Appellate Authority	Telephone/ Fax No./ e-mail and Official Address
1.	Executive Engineer	PIO	231161 (Tel.) 234508 (Fax)	For Engineering Wing of PBMC	Secretary (PBMC)	03192-232659 (Tel.) 03192-243508 (Fax)
2	Assistant Engineer (Plg.)	APIO	234513 (Tel.) 234508 (Fax)	For Engineering Wing of PBMC	-do-	-do-
3.	Sr. Accounts Officer	PIO	234507 (Tel.) 234508 (Fax)	For Accounts Wing only	-do-	-do-
4.	Finance Officer	APIO	234507 (Tel.) 234508 (Fax)	For Accounts Wing only	-do-	-do-
5.	Administrative Officer	PIO	231334 (Tel.) 234508 (Fax)	For Administrative Wing only	-do-	-do-
6.	Office Superintendent (Estt.)	APIO	231334 (Tel.) 234508 (Fax)	For Administrative Wing only	-do-	-do-

**Lt. General (Retd.) A.K. Singh, PVSM, AVSM, SM**  
Lieutenant Governor,  
Andaman & Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-  
**(Jagdish Prasad)**  
Assistant Secretary (AR & Trg.)/  
Nodal Officer (RTI)