

BARANAGAR MUNICIPALITY

Office Order No. 121

Date: 06.07.2015

In terms of Resolution of Chairman-In-Council dt: 06.07.2015 and in Terms of Section 16(3) of the West Bengal Municipal Act 1993, read with Rule 23(2) of West Bengal Municipality (Procedure & conduct of Business) Rules 1995 I, Srimati Aparna Moulik, Chairman Baranagar Municipality do hereby allocate businesses amongst the Members Chairman In Council as follows with immediate effect :-

1. Smt. Aparna Moulik, Chairman

Business Allotted

I. General Administration

1. Office of the Board of Councillors
2. Recruitment control and management of officers belonging to the cadre of common Municipal service and in relation with Directorate of Local Bodies and Municipal Service Commission
3. Delegation of power to officers
4. Broad personnel policy and planning and career management of all services
5. Recruitment and Management of all Officers of all categories and relation with Municipal Service Commission
6. Training of all services
7. Vigilance and anti-corruption
8. Grievance redressal and staff welfare.
9. Administrative reforms including organization and methods
10. Management consultation service
11. Determination of ceremonial procedure and proceedings
12. Conduct of activities involving relations with the Central and State Government and Local Bodies.
13. Municipal Press
14. Discharge of Functions not specifically allotted to any other departments
15. Legal matters
16. Information and public relations
17. Establishment and administration of Commercial Projects and Enterprises like Municipal Market and Shopping Complexes.
18. Establishment and Staff Matters

II. Accounts and Cash

1. Municipal Fund including cash
2. Annual, Interim and Revised Budget Estimates
3. Grants and loans
4. Maintenance of Accounts
5. Audit including internal Audit

6. Treasury and Bank
7. Provident Fund to Officers and employees
8. Pension and retirement benefits of Officers and employees
9. Group Insurance and Salary savings Insurance

III. Public Works Departments

1. Plan Sanctioning
2. Appeals against orders relating to buildings
3. Regulation of Building uses
4. Urban renewal , area development, spot development and commercial housing
5. Unauthorized Buildings and in secured buildings
6. Construction and maintenance of All Buildings, Roads , Pathways , Drains and Sewerage system
7. Execution and maintenance of general Developmental Works
8. Road- Rolling service
9. Survey
10. Preparation and Maintenance of Municipal Maps
11. Maintenance of Records of Municipal Property including Land
12. Town Planning
13. Land and land use control
14. Urban Renewal, area development, spot development and commercial housing
15. Bustee Development
16. Development of Fringe area
17. Beautification of the Municipal area including Municipal Property.

IV. Revenue Department

1. Mutation of Holding under Assessment Dept.

2. Sri Jayanta Roy, Vice Chairman

Business Allotted

Revenue Department

1. Assessment including assessment of Central and State Govt. Property and Railway property
2. Liaison with West Bengal Valuation Board
3. Assessment Tribunal / Review Committee
4. Collection of Property Tax and Service Charges including those in relation to Central Govt. and Railway property.
5. Collection of Advertisement Tax and Other Taxes (should be done in consultation with the Chairman)
6. Granting of Licenses

7. Collection of Fees and Service Charges
8. Collection of Rents from Municipal property and Toll from Municipal Ferries and Bridges
9. Advertisement (Hoarding) should be done in consultation with the Chairman

3. Smt. Alpana Naha, Member

Business Allotted

Water Supply Departments

1. Production of Filtered Water including filtration, Chlorination and slit cleaning, Storage and distribution
2. Management of Unfiltered Water including laying of pipelines and maintenance thereof
3. Operation of Pumping and Boosting Stations
4. Laying of Primary and secondary grids of filtered water and maintenance thereof
5. Water Connection – Domestic , Non Domestic and community
6. Sinking and Maintenance of Tube Wells
7. Water supply to the neighboring area
8. Supply of Extra Drinking Water on Special Occasions

4. Sri Dilip Narayan Bose, Member

Business Allotted

Public Health and Convenience

1. Conservancy and Solid Waste Management
2. Drainage and Sewerage Cleaning
3. House Drainage and Sewerage Connection
4. Burial Ground and Dumping ground
5. Other Sanitary requirement
6. Slaughter House
7. Control of Environment Pollution

5. Sri Brajendranath Mondol, Member

Business Allotted

Public Health and Convenience

1. Health Service
2. Health Establishment
3. Registration of Birth and Death
4. Burning Ghat
5. Family Welfare Planning
6. Vaccination
7. Health Immunization Programme
8. Nutrition Programme
9. Food Adulteration
10. Hospital
11. Dispensaries
12. Motor Vehicles including maintenance of Ambulance

6. Sri Amar Paul, Member

Business Allotted

Lighting Electricity and Stores

1. Street Lighting
2. Area Lighting
3. Maintenance of all types of Pumps and Motors (in relation to clean water and turbid water)
4. Lighting of Municipal Parks, Office Buildings and also other installations
5. Electrical Plants and Machineries including Photo electric and non Conventional Energy Sources
6. Purchase of Stores (All Kinds of Material below Rs. 5000 /-)
7. Supply of Stores to various Depts.
8. Disposal of Unserviceable Stores

7. Smt. Bina Das Jana, Member

Business Allotted

Education Dept. and Poverty Alleviation

1. Primary and Secondary Education
2. Technical Education
3. Adult and Non Formal Education
4. National Literacy Programme
5. Cultural Development including Music and Art Education
6. Sports, Youth Affairs and Physical Culture
7. Library
8. Creche
9. In Service Teachers' Training Programme
10. Computer Training
11. S.J.S.R.Y / NULM
12. IGNOAPS
13. B.P.L (Urban Household Survey)
14. Poverty Alleviation Oriented Scheme Loan (BSKP / SCO/ STCP / PMEGP etc.)


Chairman