

Roc.No.33314/06/F3.

Dated: 05.03.2007

CIRCULAR

Sub: Establishment – Corporations and Municipalities- Engagement of Section writers- Regularisation of their services certain instructions issued.
Ref: This office Circular Roc.No.33314/06/F4, dated.21.08.2006.

In many Municipalities and Corporations individuals were engaged to attend certain urgent works. i.e. writing of demand notices, preparation of electroll rolls etc., in General / Municipal Election for specified period by individual officers in their personal capacity without following any rules and regulations purely on adhoc basis. As and when, the work was over, these persons were to be asked to leave. But contrary to the rules, regulations and instructions, some of the individuals called Section Writers were allowed to continue by individual officers in connivance with these persons. Some of them have approached the Courts requesting directions to absorb them into service as in the case of NMRs who were regularized as per G.O.Ms.No.125, M.A.&W.S.,Dept., dated.27.05.99 and G.O.Ms.No.21, M.A.&W.S., Dept., dated.23.02.2006. In most of the cases it has been noticed by this office that, those whoever have approached the court has suppressed the facts and not provided any documentary proofs. Municipal Commissioners have also not contested these cases properly.

It is informed that basically, NMRs are totally different from Section Writers. NMRs were being paid daily wages fixed by the District Collector and the volume of works recorded in the measurement book, whereas the Section Writers are paid for quantum of work done by them, either by individual officers or from any particular scheme/projects. When section writers are approaching courts it has been noticed that Municipal Commissioners are also not providing proper facts to the courts and just simply submits to the court that they have send proposal to Commissioner of Municipal Administration for consideration. Most of the proposals are not in full shape. Hence while sending proposals for any matters related to Section writers, following particulars should be furnished to this office along with their proposal for onward transmission to the Government.

1	Whether Section Writers were appointed against any vacant posts? If yes, then provide particulars.	
2.	Whether proper procedure of appointment was followed ? i.e. calling for list from the Employment Exchange etc. Please provide list.	
3.	Whether competent authority issued necessary appointment order ? If yes furnish copies	
4.	Whether name of the recruitee was included in the staff register/ attendance register of that period ? If yes, then provide copy of the attendance register.	
5	Whether he/ she have been paid regular salary from the Municipal Pay and Salaries account Head ? If yes provide particulars.	
6.	Yearwise number of days worked by Section Writers in the proforma enclosed	
7	Provide information on salary paid to them. Who was making payment to them. Whether individuals or by Municipal employee by putting vouchers.	

Apart from above particulars the following particulars should also be furnished to this office.

The Executive Authorities of Municipality / Corporations are requested to ensure that these appointment of Section Writers should have been done by giving equal opportunities to every eligible person. Whether rule of reservation have been followed while making appointments?. They are also requested to inform why the Section writers were not regularized during earlier occasions when opportunity was given.

Proposals are received from the Municipal Commissioners to regularize section writers mentioning them as NMRs. All the proposal already sent to the Commissioner of Municipal Administration office should be obtained back by the concerned Municipal Commissioners and to send the revised proposals along with the above particulars to the Commissioner of Municipal Administration's office for examination. Within one month of time but not later not 5.4.2007.

The Executive Authorities of Corporations and Municipalities are requested to report immediately the name of Section Writer who filed cases in the court, case Number, when the counter affidavit filed, present stage of the case etc. to this

office. They are informed that if any of the Executive Authorities fails to file the counter affidavit in the court in time and any direction given by the court and not implemented then they will be held fully responsible in the event of filing of contempt of court by the Section Writers. Hence they are requested to deal such cases properly and to avoid unpleasant situation to the Commissionerate of Municipal Administration. All Municipal Commissioners are hereby informed that these Section Writers have been appointed by the Municipalities – Corporations in violation of Government rules and orders. Any deviation or relaxation proposal is the internal matter of the administrations.

The receipt of the circular should be acknowledged by return of post.

**Sd/ Niranjan Mardi,
Commissioner of Municipal
Administration.**

encl: proforma

To

- 1) All Executive Authorities of Municipalities / Corporations.
- 2) All Regional Director of Municipal Administrations.
- 3) OP Section / MCA Section / Jsection
- 4) To all the Officers of CMA Office.

/forwarded by order/

S. Revathy
Superintendent. 5/3/07

Proforma

SI N	Name of the individuals	Date of birth	Appointment order issued if any (Please provide copy)	Year since working	(Payment particulars) year wise		
					Year	No.of days	Payment
					No.of days worked per year		

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