

19 NOV 1996
Rec. No. 68712 /96/TP2

Date: 2.11.96.

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CIRCULAR

30858

Sub: Establishment - Municipal Councils -
Tamil Nadu Municipal Town Planning
Service Rules - Filling up of vacancies
for which the Municipal Appointment
Committee is the recruiting authority
General Instructions - issued.

Individual proposals from several Municipal Commissioners are being received requesting permission to fill up vacant posts in view of increased work load and expressing difficulties to run day to day administration without personnel in those posts. Consolidated particulars obtained from the Regional Director of Municipal Administrations reveal that there are vacancies in many categories of posts under Tamil Nadu Municipal Town Planning Service Rules and that some of the vacancies are as early as from March '90.

2. A decision has been taken to permit the Municipal Commissioners to fill up the vacancies for which the Appointment Committee is the recruiting Authority and the Municipal Commissioner is the Appointing Authority in view of repeated representations received from them.

3. The following instructions are therefore issued to Municipal Commissioners in regard to the filling up of existing vacancies in Municipalities.

(a) All the vacancies in posts other than O.A.s which have occurred after 1.1.96 can be filled up by the Municipal Commissioners strictly following the Municipal Town Planning Service Rules viz. calling for list from "the Employment Exchange scrutiny by the concerned Deputy Director of Town and Country Planning adhering to (i) communal rotation (ii) the priority and non-priority (iii) ratio for filling up by direct recruitment and promotion etc.

(b) The posts of Office Assistant which are vacant after 1.1.96 should not be filled up in view of the ban order issued by Government in G.O.Ms.No.666, Finance dated 24.8.92.

(c) Before filling up the post, it shall be ensured that sanction the continuance for the temporary posts, if any in these categories is available up to date.

(d) Since the Appointment Committee is to be constituted shortly in the Municipalities after election of one member among the councillors, all the required formalities for placing the subject before the Appointment

Committee should be ready and the post filled up as soon as the Appointment Committee is constituted.

(e) No complaints of any kind should be received in filling up these posts and any lapses in following the rules will be viewed seriously.

(f) For some of the posts in Municipal Town Planning Service which are vacant prior to 1.1.96, specific proposals should be submitted justifying the need for the post, according to norms and necessity and enclosing a copy of the resolution of Municipal Council. As some of the posts are vacant for a long time, the arrangements that were made to carry out the duties attached to the posts should also be furnished in detail.

(g) As compassionate appointments have been sponsored for some of the vacancies in this office letter No. 42461/96/H2 dated 23.10.96, those vacancies should not be filled up irrespective of the date from which the posts are vacant.

(h) These instructions are applicable to the vacancies as on 1.11.96. Future vacancies are to be filled up subject to applications for compassionate appointments sponsored from this office.

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

Sd/- Sanwat Ram,
Director of Municipal
Administration.

To

All the Municipal Commissioners concerned.
All the Regional Director of Municipal Administrations.

Copy to:

'TP' Superintendent.

'TP4'.

All Officers.

Joint Director(Administration)/Stock file.

//forwarded by order//

[Signature]
Superintendent.

21/5/96