

L.Dis. 25546/70

Salem Municipal Office,  
Dated 24.4.1970.

Circular.

Sub: Building - Appeals - Salem Municipality - Delay  
in forwarding - Instructions - Issued.

Ref: Deputy Director of Town Planning's letter  
No.7473/69/CCCR dated 18.4.1970.

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The Deputy Director of Town Planning's letter No. 7473/69/CC-CR dated 18.4.1970 is communicated to Building Inspectors and Building Clerks. In the above letter the Deputy Director of Town Planning has pointed out abnormal delay by the clerical staff and technical staff. To avoid delay at every stage in future the following instructions are issued for strict adherence.

Within a day of receipt of Building Appeals by the Clerks, they should arrange to send them to the Building Inspector and Municipal Health Officer respectively. In turn the Building Inspectors should return them with their remarks within 7 days positively. Within said time 7 days the Building Clerks should arrange to ascertain the remarks of Municipal Health Officer in case if they are not received. On receipt of remarks of Municipal Health Officer and the reports of Building Inspectors it is the ~~kw~~ look out of the Building ~~Inspectors~~ Clerks to ascertain orders and forward the appeal on the 15th day from the date of receipt of the appeals.

Any dereliction of duty in this regard will be viewed very seriously and defaulters will be punished very severely.

MKS/30.4a.

FOR COMMISSIONER.

To

The buildings Inspectors and Building Clerks.

G2. B.I.I.

G3. 2.

G4. 3.

G5. 4.

G7. 5.

Copy to Town Planning Officer and G1.

Copy to Deputy Director of Town Planning, Coimbatore with  
reference to his letter cited.

Spare copies.5.

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(p.t.o)

Copy of letter No.7473/69/CC-CR dated 18.4.1970 of the Deputy Director of Town Planning, 234, Diwan Bahadur Road, R.S.Puram, Coimbatore.2.

Sub: Town Planning - Appeals - Reg.

Ref: Your letter R.No.L.2349/70 dated 20.3.70.

On a perusal of the statement of building appeals it is observed that (1) prompt initial action has not been taken by the Clerks to put up files as per District Office Manual. In few cases, initial notes were put up by Clerks after a lapse of more than 15 days. In respect of the following C.Nos. B.A.96/68, B.A.260/69, B.A.48/68, B.A.193/69, B.A.144/69, G3.18497/69, G3.5291/69, G3.52213/69, G3.53287/69, G4.10925/68, G4.53680/69, G6.5299/69, G3.61248/69 initial action was abnormally delayed and requires detailed investigation of the cases.

2. There is abnormal delay in putting up remarks on appeals by the Technical staff. This is not at all satisfactory. In respect of C.No.G2.B.A.96/68, G2.1061/69, G2.B.A.260/69, G2.B.A.10/68, G2.B.A.48/68, G2.B.A.159/69, G3.B.A.147/69, G3.B.A.13817/69, G3.B.A.19475/69, G4.B.A.137/68, G4.3186/68, G4.16549/68, G4.266/69, G4.5885/69, the delay by the technical staff requires to be investigated.

3. When an appeal is preferred to the Director of Town Planning it should be forwarded with remarks as expeditiously as possible. In almost all the cases, more than a month is taken to forward the appeal. The remarks made in respect of the following references are not satisfactory, as it is not known as to what action had been taken for the delay.

G2/B.A.96/68, G2/35718/69, G2.B.A.10/68, B.A.48/69, B.A.183/69 B.A. 159/69, G3.17888/69, G3.54827/69, G3.61248/69.

4. When once the orders of Director of Town Planning are received on appeals, there should not be any delay in communicating the orders to the parties. For example, in the cases bearing C.No.G2.1061/69, B.A.269/69, more than a month has been taken to communicate the orders to the parties. You are requested to take steps to avoid such delay at every stage in future and also to take action on the staff responsible for the delays.

Sd. N.R.Venkatachalapathy,  
Deputy Director of Town Planning.

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