

COPY OF:

Government of Tamil Nadu

Abstract

Taxes-Collection of arrears of taxes and fixing of responsibilities-Instructions-Issued

Rural Development and Local Administration  
Department

G.O.Ms.No.419

Dated: 23.2.1974

Head:

- i) From the Director of Municipal Administration, Madras Circular No.15527/73 dt 1.4.70.
- ii) From the Director of Municipal Administration Letter No.L.Dis.No.8:949/73/F2 dt.16.10.73.

ORDER

It has been brought to the notice of Government that generally the Bill Collectors are mainly held responsible for the loss to the Municipal Councils due to the time-barred arrears of taxes. The collection staff consisting of Bill Collectors, Revenue Inspectors, the Tax Clerk, Revenue Officers, Managers, Chief Ministerial Officer incharge of collection work and the Executive Authorities are also responsible for any loss to the Municipal Councils due to the arrears of taxes becoming time-barred and for non-recovery of the amount in time.

2. Government therefore consider it necessary to prescribe a procedure to watch the collection of arrears and to fix the responsibility for failure to collect the taxes. They therefore direct that the procedure detailed in the annexure to this order should be adopted with immediate effect in addition to the general instructions issued by the Director of Municipal Administration.

3. All the Executive Authorities of Municipal Councils and Township Committees should follow the instructions embodied in the Annexure to this order strictly and send a quarterly report to the Regional Directors of Municipal Administration October and January of each year.

4. The Regional Directors of Municipal Administration should review cases relating to the I

/2/  
Grade, II Grade and III Grade Municipalities and send the review to Government through the Director of Municipal Administration who will forward them with his remarks to Government.

5. The Director of Municipal Administration should review cases of selected and special grade Municipalities and send copies of review to Government, succeeding month in each quarter.

6. The receipt of this order should be acknowledged.

/by order of the Governor/

Sd/L.G.Rangabashyan,  
Secretary to Government.

/true copy/

ANNEXURE

Every effort should be made frequently to effect the collection of arrears by issuing warrants and adopting coercive steps envisaged under Rule 12 of the rules prescribed in para 55 of Chapter V of the Municipal Manual. The collection of arrears may be entrusted to special staff as contemplated in EI-202-1(ii) of the Manual. At the end of each half year a thorough review should be made and in respect of all outstanding items which are kept pending for more than one year the following procedure may be adopted for collecting arrears on outstanding items.

At the end of each half year, the bill collectors should be asked to prepare a list of cases still pending to be collected for the corresponding half year relating to the previous year. For example in the first week of April '74/October '74 the list of defaulters upto the end of April '73/October '73 will have to be prepared by the Bill Collectors. The list should be handed over by the Bill Collectors. The list should be handed over by the Bill C

Collectors before 15th April/15th October of every year. The Executive authority of the Municipal Council should personally ensure that such defaulter lists are prepared on due dates.

A special notice by Registered post with acknowledgement due that failure to pay the dues before 31st May/30th November will result in coercive process being taken and that the special notice is being issued as a matter of courtesy eventhough such a notice is not called for legally, should be served on one of the defaulters. In the months of June/December coercive action should be taken against all defaulters after duly observing the formalities.

2. The Bill Collectors and office staff should take special efforts in respect of these old cases to collect the amount by visiting the defaulting persons as often as possible and send weekly reports to the particular ~~office~~ area completely collected. This report should clearly indicate the number of assesses to be contacted, the amount to be collected, the number contacted, the amount collected and the balance. It should be made the responsibility of the person in charge of the subject to obtain <sup>from</sup> the Bill Collectors. If any any Bill Collector fails to submit the list and periodicals, they should be dealt with then and there departmentally for their slakness.

3. The periodical reports to be submitted by the bill Collectors should be closely watched and checked by the Manager, Revenue Officer and the Executive Authorities. Prompt action should be taken to sort out difficulties and to ensure collection. A monthly meeting in the first week of every month should be held for the review of collection of arrears.

101  
4. In any case, all cases of defaults should be covered by coercive process by the end of the half year, in which the action is taken, for example all defaulters upto 31.3.73/30.9.73 should be covered by coercive process before 30.9.74/31.3.75.

5. In order to watch the action taken by the Executive Authorities as to whether they follow the proposed instructions, a quarterly report from the executive authorities may be sent to the Regional Director of Municipal Administration concerned on 25th July, 25th October, and 25th January of each year for review. The Regional Director of Municipal Administration should mark copies of review to the Government and the Director of Municipal Administration.

Sd/C.S. Rangabashyan,  
Secretary to Government.

True copy/

*M. J. Srinivasan*  
Superintendent 15/11/92