

CHAPTER -I:

INTRODUCTION

1.1 Background:

Indian Parliament has enacted an Act, viz; “The Right to Information Act,2005(Central Act No.22 of 2005) with a view to provide for setting out the practical regime of right to information for the citizens of India to secure access to information available under the control of public authorities, in order to promote transparency and accountability in the working of every Public Authority, the constitution of General Information Commission and State Information Commission and for matters connected therewith or incidental thereto. The Act received the assent of the President of India on 15th June, 2005.

As per clause (b) of sub – section (1) of section 4 of the said act, every public authority has got an obligation to publish an Information Hand Book containing the particulars of its organization, functions, duties, etc, Accordingly, this Handbook is published.

1.2 Objective:

Our country is a democratic republic established by the Constitution of India. Democracy requires an informed citizenry and transparency of information which are vital to its functioning, to curtail corruption and to hold Government and their instrumentalities accountable to the governed. It is, therefore, expedient to provide for furnishing certain information to citizens, who desire to have it and hence, this Handbook will achieve the above object.

1.3 Intended Users of this Handbook:

This Handbook will be highly useful to all the citizens, who desire to have any information about the public services provided by the Municipalities in urban areas and Panchayats in rural areas in the Union Territory of Pondicherry and as well as the Local Administration Department which is the controlling and administrative department for local bodies.

1.4 Organization Of Information:

This Handbook has been designed to give information about the Local Administration Department as well as the Local Bodies (Municipalities and Panchayats) in the same order as given in the Index/contents of this Handbook .

1.5 Definitions . –

- (a) “ information ” means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, model data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force :
- (b) “ prescribed ” means prescribed by rules made under this Act by the appropriate Government or the competent authority, as the case may be;

(c) “public authority ” means any authority or body or institution of self-government established or constituted –

(a) by or under the Constitution ;

(b) by any other law made by Parliament ;

(c) by any other law made by State Legislative

(d) by notification issued or order made by the appropriate Government, and includes any-

(i) body owned, controlled or substantially financed;

(ii) non-Government organization substantially financed, directly or indirectly by funds provided by the appropriate Government.

(d) “record” includes -

(a) any document, manuscript and file;

(b) any microfilm, microfiche and facsimile copy of a document.

(c) any reproduction of image or images embodied in such microfilm (whether enlarged or not) ; and

(d) any other material produced by a computer or any other device;

(e) “right to information ” means information accessible under the Act which is held by or under the control of any public authority and includes the right to –

(i) inspection of work, documents, records.

(ii) taking notes, extracts or certified copies of documents or records ;

(iii) taking certified samples of materials ;

(iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through print outs where such information’s is stored in a computer or in any other device;

(f) “ third party ” means a person other than the citizen making a request for information and includes a public authority.

1.6 **Whom To Contact to get information .-**

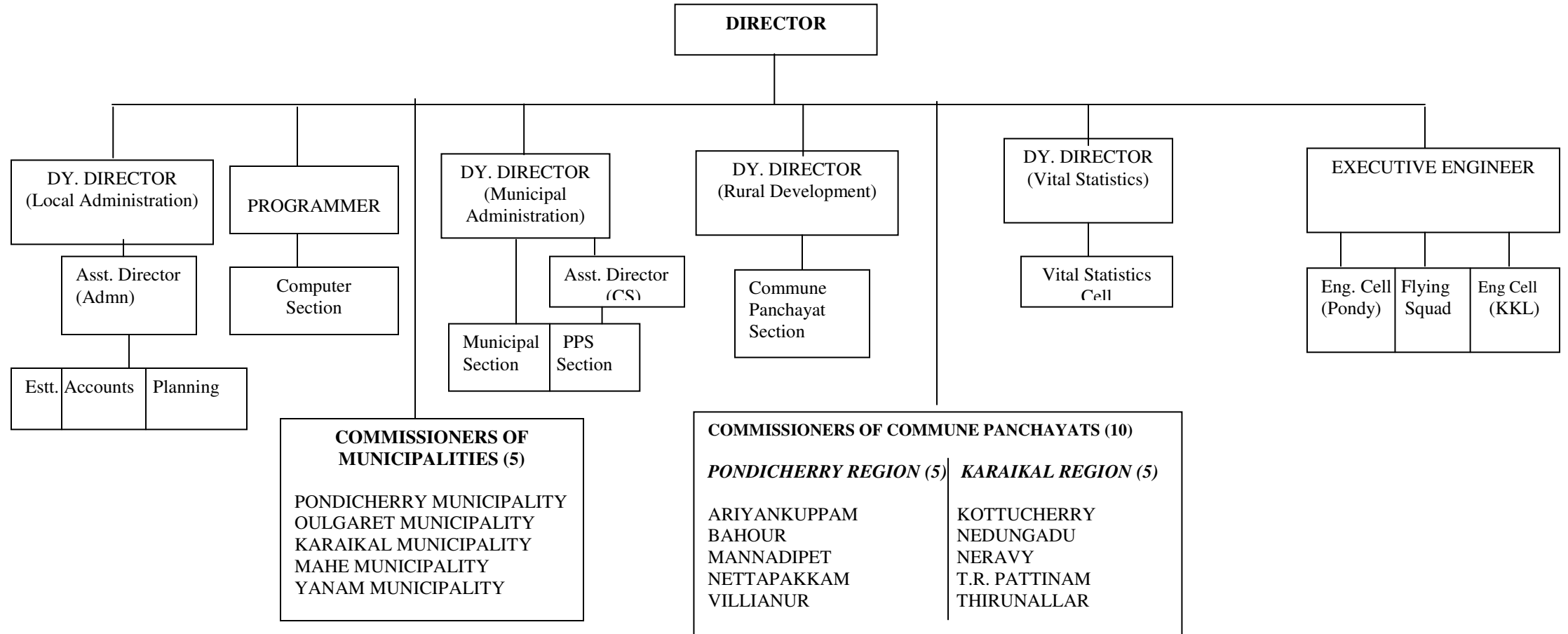
To get more information on the topics covered in the hand book as well as other information, the Director - cum - Public Information Officer and the Deputy Director (LA) – cum – Assistant Public Information Officer may be contacted.

1.7 **Procedure & Fee Structure For Getting Information :**

A person who desires to obtain any information not available in this Handbook under the Act, shall make a request in writing specifying the required information or through electronic means in English / Tamil accompanying such fee as may be prescribed , to the Public Information Officer or Assistant Public Information Officer of the Local Administration Department.

LOCAL ADMINISTRATION DEPARTMENT

ORGANIZATION CHART



CHAPTER –3

3.1 POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Director

The Director Local Administration Department is a bridge between the Local Bodies and the Government. He is the controlling authority appointed by the Government to inspect and to superintend the operations of all the local bodies. He shall exercise all the powers and duties as prescribed in the Pondicherry Village and Commune Panchayats Act, 1973 and the Pondicherry Municipalities Act, 1973 and the rules made thereunder. He is clothed with delegated Financial Powers to accord sanction wherever the financial limits fixed for the Municipal / Commune Panchayat Councils exceed and in case of any item which does not fall within the purview of the powers of councils. He may in cases of emergency direct or provide for the execution of any work or the during of any act which the Municipal / Commune Panchayat Council or the Commissioner is empowered the execute or to do, and immediate execution or the doing of which is, in his opinion / necessary for the safety of the public are and may direct that the expenses incurred in executing such work or doing such act as the emergency may require shall be paid from the Municipal / Commune Panchayat fund. He may also stop execution of any work if in his opinion it causes or is likely to cause danger to human life, health of safety.

Deputy Director

There are four Deputy Directors in the Local Administration Department to assist the Director as follows:

1. Deputy Director for Municipal Administration
2. Deputy Director for Rural Development (i.e for Panchayats)
3. Deputy Director (Local Administration)
4. Deputy Director (Vital Statistics)

Deputy Director (Municipal Administration) shall have to inspect the Municipalities and submit reports to the Director.

Deputy Director (Rural Development) is the Inspecting Officer for Panchayats. He is the prescribed authority to accord approval for the budget of the Village Panchayat / Commune Panchayat Council.

Deputy Director (Local Administration) is concerned with the release of grants in aid to Local Bodies and he is the Head of Office for the Directorate of Local Administration.

Deputy Director (Vital Statistics) has been designated as Additional District Registrar. He is empowered to give permission for the delayed Registration of Births and Deaths Events within a period of one year. He shall monitor the implementation of the Registration of Births & Deaths Act, and the Rules made thereunder. He has to submit periodical reports on the maintenance of Vital Statistics by the Local Bodies to the Government.

Assistant Directors:

Assistant Director (Administration) is the Section Officer for Accounts Section, Establishment Section & Grants – In – Aid Section.

Assistant Director (Common Service) He is the Section Officer for Policy and Programme Section which deals with Legislation Matters and Other Policy Matters relating to local bodies.

Executive Engineer

The Executive Engineer, Engineering Cell of this Department is in-charge of supervision of all the Civil Works executed by the Panchayats in Pondicherry Region. He shall exercise the Technical Powers to the extent of such limits as specified for his counter part in the Public Works Department. He is empowered to accord technical sanction to the estimates prepared by the Panchayats for the execution of civil works and he should test check atleast 10 % of the measurements relating to civil works.

Assistant Engineer:

There are two Assistant Engineers in the Engineering Cell of the Local Administration Department. They are next below the Executive Engineer and they should conduct second level inspection of all the civil works carried out by the Panchayats.

Employees :

There are 87 No. of supporting staff belonging to Ministerial / Technical Cadre. The Ministerial Staff have to perform their duties as prescribed in the Manual of Office Procedure.

CHAPTER – 4

Rules, Regulations, Instructions, Manual and Records, For Discharging Functions

Name / Title of the Document	Place where copy of the document can be obtained	Price of the document
<u>Acts, Rules, Bye – Laws, Regulations, Instructions, Manuals, etc., Relating to Municipalities</u>		
A. <u>ACTS</u>		
<u>1973</u>		
The Pondicherry Municipalities Act, 1973. (with amendments upto 30.08.1996)	Directorate of Stationery & Printing.	As fixed by the Director of Stationery & Printing.
<u>1999</u>		
(1) The Pondicherry Municipalities (Second Amendment Act, 1999 (Act, No. 9 of 1999) (7.6.1999)		
(2) The Pondicherry Municipalities (Amendment) Act, 1999 (Act No. 11 of 1999) (5.7.1999)		
<u>2001</u>		
The Pondicherry Municipalities (Amendment) Act, 2001 (Act No. 9 of 2001) (22.10.2001)		
<u>2002</u>		
The Pondicherry Municipalities (Amendment) Act, 2002 (Act No. 9 of 2002) (16.5.2002)		
<u>2004</u>		
The Pondicherry Municipalities (Amendment) Act, 2004 (Act No. 10 of 2004) (23.12.2004)		

B. RULES		
Municipal Manual (Vol.1)		
(2) Municipal Manual (Vol.II)		
<u>1988</u>		
The Pondicherry Municipal Services (Classification, Control and Appeal) (Amendment) Rules. 1988		
<u>1990</u>		
The Pondicherry Municipal Services (Classification, Control and Appeal) (Amendment) Rules, 1990		
<u>1992</u>		
The Pondicherry Municipal Subordinate Services (Festival Advances) (Amendment) Rules, 1992.		
<u>1994</u>		
(1) Pondicherry Municipalities Group 'D' posts Recruitment Rules, 1994		
(2) Pondicherry Municipalities (Recruitment) (Amendment) Rules, 1994.		
(3) Pondicherry Municipalities Panchayat Group 'D' posts Recruitment Rules, 1994		
<u>1995</u>		
4) The Pondicherry Municipal Councils (Conduct of Election of Councilors) (Amendment) Rules, 1995.		
5) The Pondicherry Municipalities (Registration of Electors) (Amendment) Rules, 1995.		
6) The Pondicherry Municipal Councils (Reservation of Seats for Other Backward Classes) Rules, 1995.		
<i>(NB) Repealed vide Notification issued in G.O.Ms. No. 3 dt. 17.4.2002 of the Local Administration Secretariat and published in the Extraordinary Gazette (Part-II) bearing No. 19 dt. 23.4.2002.</i>		
<u>1996</u>		
(1) The Pondicherry Municipal Councils (Reservation of Seats for Other Backward Classes) (Amendment) Rules, 1996.		
(2) The Pondicherry Municipal Councils (Conduct of Election of Councilors)(Amendment) Rules, 1996.		
(3) The Pondicherry Municipal Councils (Conduct of Election of Chairman) Rules, 1996.		
(4) The Pondicherry Municipalities (Election of Vice-Chairman) Rules, 1996.		

(5) The Pondicherry Municipalities (Allotment and Rotation of Reserved Seats and Offices) Rules, 1996.		
<u>1997</u>		
(1) The Pondicherry Municipalities (Powers and Procedure for Execution of Works and Purchase of Stores) Rules, 1997		
(2) The Pondicherry Municipalities (Tax on Procurement of Goods) Rules, 1997		
(3) The Pondicherry Municipal Subordinate Services (Revised Pay) Rules, 1997.		
<u>1998</u>		
(1) The Pondicherry Municipal Subordinate Services (Festival Advances) (Amendment) Rules, 1998.		
(2) The Pondicherry Municipalities (Grant of Motor Cycle Advance) (Amendment) Rules 1998.		
(3) The Pondicherry Municipal Subordinate Services (Grant of Fan Advance) (Amendment) Rules, 1998.		
(4) The Pondicherry Municipal Subordinate Services (Grant of Cycle Advance) (Amendment) Rules, 1998.		
(5) The Pondicherry Municipal Services (Classification, Control and Appeal) (Amendment) Rules, 1998.		
<u>1999</u>		
(1) The Pondicherry Municipal Taxation Appeals Committee (Transaction of Business) Rules, 1999.		
(2) The Pondicherry Municipal Councils (Election of Members to the Taxation Appeals Committee) Rules, 1999.		
(3) The Pondicherry Municipalities (Entertainment Tax) (Amendment) Rules, 1999.		
(4) The Pondicherry Municipalities (Compounding of Offences) Rules, 1999.		
(5) Pondicherry Municipalities Group A and B posts Recruitment Rules 1999.		
(6) Pondicherry Municipalities Group C posts Recruitment Rules 1999.		
(7) Pondicherry Municipalities (Recruitment) Rules 1999.		
<u>2000</u>		
(1) The Pondicherry Municipalities (Assessment of Annual Rental Value of Buildings/Houses) Rules, 2000.		
(2) The Pondicherry Municipalities (Powers and Procedure for Execution of Works and Purchase of Stores) (Amendment) Rules, 2000.		
(3) The Pondicherry Municipalities (Cattle Pound) (Amendment) Rules, 2000.		
(4) The Pondicherry Municipalities (Powers and Procedure for Execution of Works and Purchase of Stores) (Amendment) Rules, 2000.		

<u>2002</u>		
(1) The Pondicherry Municipalities (Powers and Procedure for Execution of Works and Purchase of Stores) (Amendment) Rules, 2002.		
(2) The Pondicherry Municipal Councils (Conduct of Election of Councillors) Amendment Rules, 2002.		
(3) The Pondicherry Municipalities (Cattle Pound) (Amendment) Rules, 2002.		
(4) The Pondicherry Municipalities (Grant of Licences and Permissions) Amendment Rules, 2002.		
(5) The Pondicherry Municipalities (Registration of Electors) Amendment Rules, 2002.		
<u>2003</u>		
(1) The Pondicherry Municipalities (Powers and Procedure for Execution of Works and Purchase of Stores) (Amendment) Rules, 2003.		
(2) The Pondicherry Municipalities (Powers and Procedure for Execution of Works and Purchase of Stores) Amendment Rules, 2003		
(3) Pondicherry Municipal Subordinate Services (Junior Assistant) Recruitment Rules, 2003		
(2) Pondicherry Municipal Subordinate Services (Assistant Revenue Officer Gr.II) Recruitment Rules, 2003		
<u>2004</u>		
(1) The Pondicherry Municipalities (Powers and Procedure for Execution of Works and Purchase of Stores) Amendment Rules, 2004.		
(2) The Pondicherry Municipal Councils (Conduct of Election of Councilors) Amendment Rules 2004		
Pondicherry Municipalities Group 'C' post of Electrician Recruitment Rules, 2004		
Pondicherry Municipalities Group 'C' post of Driver (Grades I, II & III) Recruitment Rules, 2004		
<u>2005</u>		
Pondicherry Municipalities Subordinate Service Group 'B' post of Data Processing Assistant Recruitment Rules, 2005		
Pondicherry Municipalities Subordinate Service Group 'D' post of Helper to Mechanic Auto Recruitment Rules, 2005		

<u>C. BYE – LAWS</u>		
<u>PONDICHERRY MUNICIPALITY</u>		
Bye-laws under sub-section (21) of section 443 of the Pondicherry Municipalities Act, 1973 to provide for the inspection of public markets and shops, stalls and other places therein and for the regulation of their use and control of their sanitation conditions, (Published in the Gazette No.42, dt. 19.10.1976.)		
Bye-laws under sub-section (16) of section 443 of the Pondicherry Municipalities Act, 1973 relating to premises used for preparing flour or articles made of flour for human consumption. (Published in the GazeetteNo.42, dt.19.10.76).		
Bye-laws under sub-section (12) of section 443 of the Pondicherry Municipalities Act, 1973 for the regulation of the use of Kalyanamandapams belonging to the Municipal Council, Pondicherry(Published in the Gazette No.42, dt.19.10.1976)		
Bye-laws under sub-section 12 of section 443 of the Pondicherry Municipalities Act, 1973 for the regulations of the use of Kabmban Kalai Arangam (Published in the Gazette No.4, dt.25.1.1977)		
Bye-laws under sub-section (12) of section 443 of the Pondicherry Municipalities Act, 1973 for the regulation of the use of Gandhi Thidal Anna Thidal and open air theater at Baharathidasan Thidal. (Published in the Gazette No.15, dt.12.4.1977).		
Bye-laws under sub-section (12) of section 443 of the Pondicherry Municipalities Act, 1973 for the regulation of the use of parks, gardens and squares (Published in the Gazette NO.21, dt.24.5.77)		
Bye-laws under sub-section (16) of section 443 read with schedule of the Pondicherry Municipalities Act, 1973 for sanitary and supervision of places used for washing soiled clothes keeping soiled clothes for the purpose of washing them keeping the washed clothes (Published in the Gazette No.29 dt.19.7.1977).		
Bye-laws under section 355 read with clause (14) of section 443 of the Pondicherry Municipalities Act, 1973 for the regulation of hotels lodging houses, boarding ;houses, choultries, rest houses, emigration depots, restaurants, eating houses, cafes, refreshment rooms, coffee houses and any premises to which the public are admitted for repose or for the consumption of any food or drink (Published in the Gazette No.36, dt,6.9.1977).		
Bye-laws under sub-section(2) of section 443 read with section of the Pondicherry Municipalities Act, 1973, relating to plying hand cart or carriage within the Pondicherry Municipal limits (Published in the Gazette No.41, dt.11.10.1977).		

Bye-laws made under section 443 (12) of the Pondicherry Municipalities Act, 1973 for the regulation of the use of Municipal Hall. (Published in the Gazette No.41, dt.11.10.1977)		
Bye-laws made under sub-section(24) of section 443 of the Pondicherry Municipalities Act,1973 for the prevention of sale or exposure for sale of unwholesome meat (Mutton) approved by Government Vide G.O.Ms. No.366/76/LAD/BI dt. 1.12.2976. published in the Gazette No.42 dt.18.10.1977)		
Bye-laws made under sub-section(16) of section 443 read with Schedule III of Pondicherry Municipalities Act, 1973 for the sanitary control and supervision of premises used manufacturing storing and selling of ice, approved by Government vide G.O.Ms. No.359/76/LAD/B1, dt.8.12.1976. (Published in the Gazette No.43, dt.25.10.1977		
Bye-laws made under section 339, 340 and 443 (33) of the Pondicherry Municipalities Act, 1973 regarding licensing of dogs (Published in the Gazette NO.43, dt.25.10.1977)		
Bye-laws made under section 43(24) of the Pondicherry Municipalities Act, 1973 to provide for the prevention of sale or exposure for sale of unwholesome provisions in maligai shops, approved by Government vide G.O. Ms.No.354/76/LAD/BI dt.8.12.1976 (Published in the Gazette No.43, dt.25.10.1977)		
Bye-laws made under sub-section(16) of section 443 read with Schedule III of Pondicherry Municipalities Act, 1973 for sanitary control and supervision of places used for manufacturing sugarcadny (Otherwise than as a cottage industry by tapers or persons in enjoyment if trees carried on in their own sites or places (Published in the Gazette No.47 dt.22.11.1977).		
Bye-laws made by the Municipal Council of Pondicherry under section 279 and 443(33) of the Pondicherry Municipalities Act, 1973 regarding making holes in public streets has been approved and confirmed by Government in G.O. No.174/78/LAD/BI dt.16.6.1978. (Published in the Gazette No.33, dt.15.8.1978)		
Bye-laws for regulating the use of the road portions for stacking building materials and for removal of debits, rubbish, filth etc, stacked thrown on road portions.		
Bye-laws for regulating the erection of banks on the road side and street margins.		
Bye-laws under Sub-section (16) of section 443 read with Schedule-III of the Pondicherry Municipalities act, 1973 for sanitary control and supervision of places used for dyeing clothes. (Published in the Gazette No.25, dt.21.6.1977)		
Bye-laws made under sub-section (16) of section 443 read with Schedule-III of the Pondicherry Municipalities Act, 1973 providing for sanitary control and supervision of premises used for storing and packing onions. (Published in the Gazette No.25, dt.21.6.1977)		

Bye-laws made under sub-section 11 (b) and (12) of section 443 of the Pondicherry Municipalities Act, 1973 for the protection of avenue trees, grass and other appurtenances of Public Streets and other places and for the regulation of the use of parks, gardens and other public or municipal places. (Published in the Gazette No.26, dt.28.6.1977)		
Bye-laws made under sub-section 16 of section 443 read with Schedule III of the Pondicherry Municipalities Act, 1973 providing for sanitary control and supervision of premises used for the manufacture of snuff. (Published in the Gazette NO.26. dt.28.6.1977)		
Bye-laws made under sub-section (16) of section 443 read with schedule III of the Pondicherry Municipalities Act, 1973 for the sanitary control and supervision of places used for boiling or pressing oil other by wooden country chekkus. (Published in the Gazette No.25, dt.21.6.1977)		
Bye-laws made under sub-section (16) of section 443 read with Schedule III of the Pondicherry Municipalities Act, 1973 for the Sanitary control and supervision of shaving and hair dressing saloon as approved by Government Vide. G.O. Ms.No.355/76/LAD/B1, dt.8.12..1976 (Published in the Gazette No.25, dt.21.6.1977)		
Bye-laws made under sub-section (16) of section 443 and read with Schedule III of the Pondicherry Municipalities Act, 1973 for the sanitary control and supervision of premises used for manufacturing aerated waters (Published in the Gazette No.26, dt.28.6.1977)		
Bye-laws made under sub-section (16) of section 443 of the Pondicherry Municipalities Act, 1973-Premises used for Paddy boiling schedule III of the Pondicherry Municipalities Act, 1973 approved and confirmed by the Government vide G.O.Ms.No.270/76/LADB1dt.15.9.1976 (Published in the Gazette NO.45, dt.9.11.1976)		
Bye-laws made under sub-section (15) of section 443 of the Pondicherry Municipalities Act, 1973 to provide for regulating the mode constructing stables, cattle sheds and cow-houses and connecting them with municipal drains (Published in the Gazette No.4, 25.1.1977)		
<u>OULGARET MUNICIPALITY</u>		
Bye-laws under section 320 of the Pondicherry Village and Commune Panchayats Act, 1973 regulating use of the V. Subbiah Thirumananilayam.		
Bye-laws under section 320 of the Pondicherry Village and Commune Panchayats Act, 1973 regarding conditions on which house connection with council mains may be made, their alterations and repair their being kept in proper order and supply of water of domestic consumption and use.		

Bye-laws under section 320 of the Pondicherry Village and Commune Panchayats Act, 1973 regulating the levy of fees to cut/dig the roads		
Bye-laws under section 320 of the Pondicherry Village and Commune Panchayats Act, 1973 regulating the Community Halls in Oulgaret Commune Panchayat.		
<u>KARAIKAL MUNICIPALITY</u> Bye - Laws under sub-section (16) of section 443 read with Schedule III of the Pondicherry Municipalities Act, 1973 for sanitary, control and supervision of places used for washing soiled clothes for the purpose of washing them and keeping the washed clothes.		
Bye-laws under sub-section (12) of section 443 of the Pondicherry Municipalities Act, 1973 for the regulation of the Travelers' Bungalow belonging to the Municipal Council, Karaikal.		
Bye-laws under sub-section (16) of section 443 read with Schedule III of Pondicherry Municipalities Act, 1973 for the sanitary control and supervision of premises used for manufacturing, storing and selling of ice.		
Bye-laws under sub-section (2) of section 443 read with section 284 of the Pondicherry Municipalities Act, 1973 relating to Plying Cycle Rickshaws in the Karaikal Municipal limits.		
Bye-laws under sub-section (16) of section 443 read with schedule III of the Pondicherry Municipalities Act, 1973 for the sanitary control and supervision of shaving and hair dressing saloons.		
Bye-laws under sub-section (16) of section 443 of the Pondicherry Municipalities Act, 1973 for premises used for paddy boiling. Schedule-III of the Pondicherry Municipalities Act, 1973 as under approved and confirmed by the Government vide G.O. Ms. No.270/76/LAD/BI, dated 15.9.1976.		
Bye-laws under sub-section (24) of section 443 Pondicherry Municipalities Act, 1973 to provide for prevention of sale or exposure for sale of unwholesome provisions in Maligai Shops.		
Bye-laws under sub-section (12) of section 443 of the Pondicherry Municipalities Act, 1973 for the regulations of the use of Murugaiyanadar Thidal.		
Bye-laws under section 443 (19) of the Pondicherry Municipalities Act, 1973 for enforcing the cleanliness of milk stores and milk shops and vessels and utensils used by the keepers thereof or by hawkers for containing or measuring milk of preparing any milk product and enforcing the cleanliness of persons employed in the milk trade.		
Bye-laws under sub-section (12) of the section 443 of the Pondicherry Municipalities Act, 1973, for the regulation of use of "Kalyana Mandapam" belonging to the Municipal Council, Karaikal.		

Bye-laws under section 340 read with sub-section 33 of section 443 of the Pondicherry Municipalities Act, 1973 regulating the licensing of pigs.		
Bye-laws under sections 339, 340 and 443 (33) of the Pondicherry Municipalities Act, 1973 regarding licensing of dogs.		
Bye-laws under sub-section (16) of section 443 of the Pondicherry Municipalities Act, 1973 relating to premises used for preparing flour or articles made of flour for human consumption. (Schedule II of the Pondicherry Municipalities Act, 1973.)		
Bye-laws under sub-section (2) of section 433 read with section 284 of the Pondicherry Municipalities Act, 1973 relating to plying hand-cart or carriage within the Karaikal Municipal limits		
Bye-laws under clause (e) of sub-section (8) and sub-section (9) of section 443 of the Pondicherry Municipalities Act, 1973 to provide for the construction and cleaning of cesspools.		
Bye-laws under sub-section (16) of section 443 read with Schedule III of the Pondicherry Municipalities Act, 1973 for sanitary control and supervision of places used for manufacturing sugarcandy (otherwise than as a cottage industry by tappers or persons in enjoyment of trees carried on in their own sites or places).		
Bye-laws framed by the Karaikal Municipal Council under section 355 read with sub-section (14) of section 443 of the Pondicherry Municipalities Act, 1973 for the regulation of hotels, lodging houses, boarding house, choultries, rest houses, emigration depots, restaurants, eating-houses, cafes, refreshment rooms, coffeeshouses and any premises to which the public are admitted for the repose or for the consumption of any food or drink.		
<u>MAHE MUNICIPALITY</u>		
Bye-laws by the Municipal Council of Mahe under section 443 (12) of Pondicherry Municipalities Act, 1973 regarding use of park, gardens and squares.		
Bye-laws under sub-section (2) of section 443 of the Pondicherry Municipalities Act, 1973 for the regulation of the use of Municipal Community Hall, Palloor.		
Bye-laws under sub-section (12) of section 443 of the Pondicherry Municipalities Act, 1973 for the use of Municipal Tourist Home, Mahe.		
<u>YANAM MUNICIPALITY</u>		
Bye-laws under sub-section (12) of section 443 of the Pondicherry Municipalities Act, 1973 for the regulation of the use of Municipal Retiring Rooms belonging to Municipal Council, Yanam.		

Bye-laws under section 348 read with sub-section (33) of section 443 of the Pondicherry Municipalities Act, 1973 regulating the licensing of pigs.		
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Name / Title of the Document	Place where copy of the document can be obtained	Price of the document
<p align="center"><u>Acts , Rules, Bye – Laws, Regulations, Instructions, Manuals, etc., Relating to Commune Panchayats</u></p>		
<p align="center"><u>1. ACTS</u></p> <p align="center"><u>1973</u></p> <p>The Pondicherry Village and Commune Panchayats Act, 1973. (with amendments upto 30.08.1996)</p>	Directorate of Stationery & Printing.	As fixed by the Director Stationery & Printing.
<p align="center"><u>1999</u></p> <p>The Pondicherry Village and Commune Panchayats Act, (Amendment) Act, 1999 (Act, No. 10 of 1999) (7.6.1999)</p>		
<p align="center"><u>2001</u></p> <p>The Pondicherry Village and Commune Panchayats Act, (Amendment) Act, 2001 (Act No. 10 of 2001) (22.10.2001)</p>		
<p align="center"><u>2002</u></p> <p>The Pondicherry Village and Commune Panchayats Act, (Amendment) Act, 2002 (Act No. 10 of 2002) (16.5.2002)</p>		
<p align="center"><u>2004</u></p> <p>(1) The Pondicherry Village and Commune Panchayats Act, (Amendment) Act, 2004 (Act No. 11 of 2004) (23.12.2004)</p>		
<p>(2) The Pondicherry Village and Commune Panchayats, (Second Amendment) Act, 2004 (23.12.2004) (Act No. 13/2004)</p>		

B. RULES		
Panchayat Manual (Vol.1)		
Panchayat Manual (Vol.II)		
<u>1988</u> The Pondicherry Commune Panchayats (Grant of Motor Cycle Advance) (Amendment) Rules, 1988.		
<u>1990</u> The Pondicherry Commune Panchayat Services (Classification, control and Appeal) (Amendment) Rules, 1990.		
<u>1992</u> The Pondicherry Commune Panchayat Subordinate services (Festival Advances) (Amendment) Rules, 1992		
<u>1994</u> The Election Commissioner of the Union Territory of Pondicherry (Conditions of Service and Tenure of Office) Rules, 1994.		
(1) Pondicherry Commune Panchayats (Recruitment) (Amendment) Rules, 1994.		
(2) Pondicherry Commune Panchayat Group 'D' posts Recruitment Rules, 1994		
(3) Pondicherry Commune Panchayat Group 'D' posts Recruitment Rules, 1994		
<u>1995</u> (1) The Pondicherry Village and Commune Panchayats (Inquiry of Election Petitions) (Amendment) Rules, 1995.		
(2) The Pondicherry Village Panchayats (Registration of Electors) (Amendment) Rules, 1995.		
(3) The Pondicherry Commune Panchayat Councils (Election of Vice- Chairman) (Amendment) Rules, 1995.		
(4) The Pondicherry Village and Commune Panchayats (Conduct of Election of Chairman of Commune Panchayat Councils and Presidents and Members of Village Panchayats) (Amendment) Rules, 1995		

(5) The Pondicherry Village and Commune Panchayats Councils (Reservation of Seats for Other Backward Classes) Rules, 1995.		
<u>1996</u>		
(1) The Pondicherry Village and Commune Panchayats (Allotment and Rotation of Reserved Seats and Offices) Rules, 1996.		
(2) The Pondicherry Village and Commune Panchayat Council (Reservation of Seats for Other Backward Classes) (Amendment) Rules, 1996.		
(3) The Pondicherry Village and Commune Panchayats (Conduct of Election of members of Commune Panchayats Councils and Presidents and Members of Village Panchayats) (Amendment) Rules, 1996.		
(4) The Pondicherry Commune Panchayat Councils (Election of Chairman and Vice-Chairman) Rules, 1996.		
(5) The Pondicherry Village and Commune Panchayats (Election of Vice-President) Rules, 1996.		
<u>1997</u>		
(1) The Pondicherry Commune Panchayats (Powers and Procedure for Execution of Works and Purchase of Stores) Rules, 1997		
(2) The Pondicherry Village and Commune Panchayats Subordinate Services (Revised Pay) Rules, 1997.		
(3) The Pondicherry Village Panchayat (Tax on Procurement of Goods) Rules, 1997.		
<u>1998</u>		
The Pondicherry Commune Panchayats Subordinate Services (Festival Advance) (Amendment) Rules, 1998.		
(1) The Pondicherry Commune Panchayats (Grant of Motor Cycle Advance) (Amendment) Rules, 1998.		

(2) The Pondicherry Commune Panchayats Subordinate Services (Grant of Fan Advance) (Amendment) Rules, 1998		
(3) The Pondicherry Commune Panchayats Subordinate Services (Grant of Cycle Advance) (Amendment) Rules, 1998.		
(4) The Pondicherry Village and Commune Panchayat Services (Classification, control and Appeal) (Amendment) Rules, 1998.		
<u>1999</u> The Pondicherry Commune Panchayats (Entertainment Tax) (Amendment) Rules, 1999.		
Pondicherry Commune Panchayat Group 'C' posts Recruitment Rules, 1999		
<u>2000</u> (1) The Pondicherry Village and Commune Panchayats (Assessment of Annual Rental Value of Buildings/Houses) Rules, 2000.		
(2) The Pondicherry Commune Panchayats (Powers and Procedure for Execution of Works and Purchase of Stores) (Amendment) Rules, 2000.		
(3) The Pondicherry Commune Panchayats (Powers & Procedure for Execution of Works and Purchase of Stores) (Amendment) Rules, 2000		
<u>2002</u> (1) The Pondicherry Commune Panchayats (Powers & Procedure for Execution of Works and Purchase of Stores) (Amendment) Rules, 2002		
(2) The Pondicherry Village Panchayats (Procedure for convening and conducting Gram Sabha Meeting) Rules, 2002		
(3) The Pondicherry Village and Commune Panchayats (Conduct of Election of Members of Commune Panchayat Councils and Presidents & Members of Village Panchayats) (Amendment) Rules, 2002		
(4) The Pondicherry Village Panchayats (Cattle Pound) (Amendment) Rules, 2002		

(5) The Pondicherry Commune Panchayats (Grant of Licences and Permissions) (Amendment) Rules, 2002.		
(6) The Pondicherry Village Panchayats (Registration of Electors) (Amendment) Rules, 2002		
<u>2003</u> B. The Pondicherry Commune Panchayats (Powers and Procedure for Execution of Works and Purchase of Stores) (Amendment) Rules, 2003.		
(2) The Pondicherry Commune Panchayats (Powers & Procedure for Execution of works and Purchase of Stores) (Amendment) Rules, 2003.		
Pondicherry Commune Panchayat Subordinate Services (Junior Assistant) Recruitment Rules, 2003		
<u>2004</u> (1) The Pondicherry Village and Commune Panchayats (Conduct of Election of Members of Commune Panchayat Councils & Presidents and Members of Village Panchayats (Amendment) Rules, 2004		
(2) The Pondicherry Commune Panchayats (Powers and Procedure for Execution of Works and Purchase of Stores) (Amendment) Rules, 2004.		
<u>2004</u> Pondicherry Commune Panchayat_Group 'C post of Driver (Grades I, II & III) Recruitment Rules, 2004		
Pondicherry Commune Panchayat_Group 'C post of Driver Revenue Inspector, Recruitment Rules, 2004		
Pondicherry Commune Panchayat_Group 'C post of Store Keeper Gr.II Recruitment Rules, 2004		

C. <u>BYE – LAWS</u>		
<u>VILLIANUR COMMUNE PANCHAYAT</u>		
Bye-laws under section 320 of the Pondicherry Village and Commune Panchayats Acts, 1973 regulating the levy of the higher charges to the Community Halls in Villianur Commune Panchayat.		
Bye-laws under section 320 of the Pondicherry Village and Commune Panchayats Acts, 1973 regulating the prohibition of advertisement of alcohol/intoxicants and of cigarettes		
Bye-laws under section 320 of the Pondicherry Village and Commune Panchayats Act, 1973, regulating the levy of fees to cut/dig the roads		
<u>NEDUNGADU COMMUNE PANCHAYAT</u>		
Bye-laws under section 320 of the Pondicherry Village and Commune Panchayats Act, 1973 for grant of permission for digging of Commune Panchayat Roads/Streets.		
Bye-laws under section 320 of the Pondicherry Village and Commune Panchayats Act, 1973 read with the Pondicherry Commune Panchayats (Procedure for framing of Bye-laws) Rules, 1975 for the grant and control of water supply house service connection, approved by the Director of Rural Development, Local Administration Department, Pondicherry vide Memorandum No.13042/181/79/LAD/C.4, dt.29.10.1979.		
Bye-laws under section 320 of the Pondicherry Village and Commune Panchayats Act, 1973 regulating the licensing of dogs		
<u>KOTTUCHERRY COMMUNE PANCHAYAT</u>		
Draft Bye-laws under section 320 of the Pondicherry Village and Commune Panchayats Act, 1973 regulating the conditions on which house connections from the main pipes of the Commune Panchayat Council may be made, their alteration and repairs and their up-keep in proper order shall be kept and supply of water for consumption, use etc., shall be made		
<u>NERAVY COMMUNE PANCHAYAT</u>		
Bye-laws under section 320 of the Pondicherry Village and Commune Panchayats Act, 1973 regarding conditions on which house connections from the main pipes of the Commune Panchayat Council may be made, their alterations and repairs and their upkeep in proper order shall be kept, and supply of water for domestic consumption use etc., shall be made.		
Bye-laws made under section 320 of the Pondicherry Village and Commune Panchayat Act, 1973 in respect of issuing licence for dogs.		

Bye-laws under section 320 of the Pondicherry Village and Commune Panchayats Act, 1973 regulating the prohibition of advertisement of alcohol/intoxicants and cigarettes.		
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Name / Title of the Document	Place where copy of the document can be obtained	Price of the document
<u>Acts , Rules, Bye – Laws, Regulations, Instructions, Manuals, etc., Relating to Municipalities & Commune Panchayats</u>		
<u>1969</u> Registration of Births and Deaths Act, 1969 (Central Act) (Act No. 18 of 1969)	Directorate of Stationery & Printing.`	As fixed by the Director of Stationery & Printing.
<u>1994</u> The Pondicherry District Planning Committee Act, 1994 (Act No. 6 of 1994)	Directorate of Stationery & Printing.`	As fixed by the Director of Stationery & Printing.
<u>1999</u> The Pondicherry Registration of Births and Death Rules 1999	Directorate of Stationery & Printing.`	As fixed by the Director of Stationery & Printing.
<u>2003</u> Pondicherry Commune Panchayat Subordinate Services (Junior Assistant) Recruitment Rules, 2003		
<u>2004</u> Pondicherry Commune Panchayat_Group 'C post of Driver (Grades I, II & III) Recruitment Rules, 2004		
Pondicherry Commune Panchayat_Group 'C post of Driver Revenue Inspector, Recruitment Rules, 2004		
Pondicherry Commune Panchayat_Group 'C post of Store Keeper Gr.II Recruitment Rules, 2004		

CHAPTER -5

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF THE POLICY OR IMPLEMENTATION THEREOF

1.1. Formulation of Policy

Sl No.	Subject/Topic	Is it Mandatory to ensure Public Participation	Arrangements for seeking public participation
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
	By Government		
1.	Formation of Panchayat Villages	Yes	Through the Notification in Newspaper & Gazette.
2.	Formation of Commune Panchayats.	Yes	Through the Notification in Newspaper & Gazette.
3.	Delimitation of territorial constituencies of Panchayat Village and Commune Panchayat	Yes	Through the Notification in Newspaper & Gazette.
4.	Constitution of Municipalities	Yes	Through the Notification in Newspaper & Gazette.
5.	Abolition of Municipalities	Yes	Through the Notification in Newspaper & Gazette.
6.	Delimitation of Municipal Wards	Yes	Through the Notification in Newspaper & Gazette.
	By Panchayats		
1.	The Gram Sabha shall consider the following matters and may make recommendations and suggestions to the village panchayat:-	Yes	Through meetings of Gram Sabha
	(i) Consideration of the budget of the village panchayat for the next financial year	Yes	Through meetings of Gram Sabha
	(ii) Consideration of the actual income and expenditure of the village panchayat for each preceding financial year;	Yes	Through meetings of Gram Sabha
	(iii) Consideration and scrutiny of the existing schemes and the activities of the village panchayat in relation thereto;	Yes	Through meetings of Gram Sabha
	(iv) Scrutiny of the completed schemes and activities of the village panchayat in relation thereto;	Yes	Through meetings of Gram Sabha
	(v) Recommendations regarding the places where schemes for economic development and social justice and other related works are to be located in the panchayat village.	Yes	Through meetings of Gram Sabha
	(vi) Formation of one or more vigilance committees, executive committees and such other committees, as may be necessary, to supervise the works being executed by the village panchayat and to put up reports	Yes	Through meetings of Gram Sabha

	concerning them in its meeting;		
	(vii) Consideration of audit reports of village panchayat and their compliances;	Yes	Through meetings of Gram Sabha
	(viii) Consideration of the progress reports of the works being executed by the village panchayat;	Yes	Through meetings of Gram Sabha
	(ix) Consideration of the recommendations of its various committees.	Yes	Through meetings of Gram Sabha
	(x) Directions to the village panchayat or to the executive committees or any other committees with regard to the execution of the policy framed by it;	Yes	Through meetings of Gram Sabha
	(xi) Consideration of such activities as are vested in it by the Government from time to time; and	Yes	Through meetings of Gram Sabha
	(xii) Exercise of such other powers and performance of such other functions, as the Government may authorize.	Yes	Through meetings of Gram Sabha
2	Matters relating to levy of taxes	Yes	Through the Notification in Newspaper & Gazette.
3	Grant of permission for establishment of factories, industries etc.,	Yes	Through the Notification in Newspaper & Gazette.
4.	Framing of Bye-Laws	Yes	Through the Notification in Newspaper & Gazette.
	By Municipalities		
1	Matters relating to levy of taxes	Yes	Through the Notification in Newspaper & Gazette.
2	Grant of permission for establishment of factories, industries etc.,	Yes	Through the Notification in Newspaper & Gazette.
3.	Framing of Bye-Laws	Yes	Through the Notification in Newspaper & Gazette.

5.2 Implementation of Policy

Sl No.	Subject/Topic	Is it Mandatory to ensure Public / their representatives Participation	Arrangements for seeking Public participation
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
1.	All matters relating to Municipal Administration	Municipal Councillors	
2.	All matters relating to Commune Panchayats	Commune Panchayat Members	
3.	All matters relating to Village Panchayats	Village Panchayat Members	

CHAPTER – 6

6.1. STATEMENT OF THE CATEGORIES OF DOCUMENTS

Sl. No.	Name of the document	Procedure to Obtain the document	Held by / Under Control of
1.	Annual Budget Estimates of Local Bodies	Not for public issue	Local Administration Department / Local Body concerned.
2.	Monthly Demand, Collection & Balance Statement submitted by local bodies	Not for public issue	Local Administration Department / Local Body concerned.
3.	Monthly Progress Report on execution of development works furnished by local bodies	Not for public issue	Local Administration Department / Local Body concerned.
4.	Monthly Report on important activities submitted by the local bodies	Not for public issue	Local Administration Department / Local Body concerned.
5.	Statistical Report on Registration of Births & Deaths carried out by local bodies	Not for public issue	Local Administration Department / Local Body concerned.
6.	Copies of minutes of the meetings of Municipal Councils and Commune Panchayat Councils	Commissioner of the local body concerned may grant copies to public on payment of such fees as a the Municipal / Commune Panchayat Council may by general or Special Order determine.	Local Administration Department / Local Body concerned.

CHAPTER – 7

A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART

Name and Address of the affiliated body	Type of affiliated Body	Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)	Role of the Affiliated Body (Advisory / Managing/Executive / Others)	Structure and Member Composition	Head of the Body	Frequency of meetings	Can public participate in the meetings	Are minutes of the meetings prepared	Are minutes of the meetings available to the public? If yes please provide information about the produce to obtain them
<p><u>Municipal Councils</u></p> <p>1. Pondicherry Municipality #1, Dumas Street, Pondicherry.</p>	<p>Corporate</p>	<p><u>Establishment Year</u> : 1880</p> <p><u>Objective</u> : To function as a vibrant and self sustained Third Tier Local Self Governmental institution to make their own planning and budgeting for the self sufficient development programme for their areas in terms of providing all the basic civic amenities to their citizens, to mobilize their own finance by way of levying authorized taxes, fees, etc., to execute developmental plans and also to make civic regulatory measures.</p>	<p>Managing and Executive</p>	<p>1. 42 Councilors 2. Two persons (not less than 25 years of age) who have special knowledge or experience in the Municipal Administration to be nominated by the Government 3. Member of Parliament (Lok Sabha) 4. MLAs representing constituencies which comprise wholly or partly the Municipality. 5. Member of Parliament (Rajya Sabha) who is registered as an elector within Municipality</p>	<p>Chairman (At present Special Officer.)</p>	<p>Atleast once in every month</p>	<p>The public can witness the proceedings of all the meetings of the council but they are not permitted to take part in any proceedings / discussion</p>	<p>Yes</p>	<p>The Commissioner may grant copies of proceedings and records of the council on payment of such fee as the council may, by general or special order, determine.</p>

		<p><u>Main Activities:</u> 1. Levy of authorized taxes and fees 2. Provision of Civic Amenities like provision of roads, water supply, drains, streetlights, laboratory blocks and sanitary measures.</p>		<p>But since Elections to local bodies have not yet been conducted in his Union Territory, there is council with peoples elected representatives. The Government have appointed Special Officers to exercise all the power and functions as the Chairperson and as well as the council.</p>					
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Name and Address of the affiliated body	Type of affiliated Body	Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)	Role of the Affiliated Body (Advisory / Managing/Executive / Others)	Structure and Member Composition	Head of the Body	Frequency of meetings	Can public participate in the meetings	Are minutes of the meetings prepared	Are minutes of the meetings available to the public? If yes please provide information about the produce to obtain them
<p><u>Municipal Councils</u></p> <p>1.. Oulgaret Municipality Jawahar Nagar, Pondicherry.</p>	<p>Corporate</p>	<p><u>Establishment Year</u> : 1994</p> <p><u>Objective</u> : To function as a vibrant and self sustained Third Tier Local Self Governmental institution to make their own planning and budgeting for the self sufficient development programme for their areas in terms of providing all the basic civic amenities to their citizens, to mobilize their own finance by way of levying authorized taxes, fees, etc., to execute developmental plans and also to make civic regulatory measures.</p> <p><u>Main Activities:</u></p> <p>1. Levy of authorized taxes and fees</p> <p>2. Provision of Civic Amenities like provision of roads, water supply, drains, streetlights, laboratory blocks and sanitary measures.</p>	<p>Managing and Executive</p>	<p>1. 37 Councilors</p> <p>2. Two persons (not less than 25 years of age) who have special knowledge or experience in the Municipal Administration to be nominated by the Government</p> <p>3. Member of Parliament (Lok Sabha)</p> <p>4. MLAs representing constituencies which comprise wholly or partly the Municipality.</p> <p>5. Member of Parliament (Rajya Sabha)</p>	<p>Chairman (At present Special Officer.)</p>	<p>Atleast once in every month</p>	<p>The public can witness the proceedings of all the meetings of the council but they are not permitted to take part in any proceedings / discussion</p>	<p>Yes</p>	<p>The Commissioner may grant copies of proceedings and records of the council on payment of such fee as the council may, by general or special order, determine.</p>

			<p>who is registered as an elector within Municipality</p> <p>But since Elections to local bodies have not yet been conducted in his Union Territory, there is council with peoples elected representatives. The Government have appointed Special Officers to exercise all the power and functions as the Chairperson and as well as the council.</p>						
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Name and Address of the affiliated body	Type of affiliated Body	Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)	Role of the Affiliated Body (Advisory / Managing/Executive / Others)	Structure and Member Composition	Head of the Body	Frequency of meetings	Can public participate in the meetings	Are minutes of the meetings prepared	Are minutes of the meetings available to the public? If yes please provide information about the produce to obtain them
<p><u>Municipal Councils</u></p> <p>1.. Karaikal Municipality Karaikal.</p>	Corporate	<p><u>Establishment Year</u> : 1880</p> <p><u>Objective</u> : To function as a vibrant and self sustained Third Tier Local Self Governmental institution to make their own planning and budgeting for the self sufficient development programme for their areas in terms of providing all the basic civic amenities to their citizens, to mobilize their own finance by way of levying authorized taxes, fees, etc., to execute developmental plans and also to make civic regulatory measures.</p> <p><u>Main Activities:</u></p> <p>1. Levy of authorized taxes and fees 2. Provision of Civic Amenities like provision of roads, water supply, drains, streetlights, laboratory blocks and sanitary measures.</p>	Managing and Executive	<p>1. 18 Councilors 2. Two persons (not less than 25 years of age) who have special knowledge or experience in the Municipal Administration to be nominated by the Government 3. Member of Parliament (Lok Sabha) 4. MLAs representing constituencies which comprise wholly or partly the Municipality. 5. Member of Parliament (Rajya Sabha) who is registered as an elector within Municipality</p>	Chairman (At present Special Officer.)	Atleast once in every month	The public can witness the proceedings of all the meetings of the council but they are not permitted to take part in any proceedings / discussion	Yes	The Commissioner may grant copies of proceedings and records of the council on payment of such fee as the council may, by general or special order, determine.

				<p>But since Elections to local bodies have not yet been conducted in his Union Territory, there is council with peoples elected representatives. The Government have appointed Special Officers to exercise all the power and functions as the Chairperson and as well as the council.</p>					
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Name and Address of the affiliated body	Type of affiliated Body	Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)	Role of the Affiliated Body (Advisory / Managing/Executive / Others)	Structure and Member Composition	Head of the Body	Frequency of meetings	Can public participate in the meetings	Are minutes of the meetings prepared	Are minutes of the meetings available to the public? If yes please provide information about the produce to obtain them
<p><u>Municipal Councils</u></p> <p>1. Mahe Municipality Mahe-Tellicherry Main Road, Mahe.</p>	Corporate	<p><u>Establishment Year</u> : 1880</p> <p><u>Objective</u> : To function as a vibrant and self sustained Third Tier Local Self Governmental institution to make their own planning and budgeting for the self sufficient development programme for their areas in terms of providing all the basic civic amenities to their citizens, to mobilize their own finance by way of levying authorized taxes, fees, etc., to execute developmental plans and also to make civic regulatory measures.</p> <p><u>Main Activities:</u></p> <p>1. Levy of authorized taxes and fees 2. Provision of Civic Amenities like provision of roads, water supply, drains, streetlights, laboratory blocks and sanitary measures.</p>	Managing and Executive	<p>1. 15 Councilors 2. Two persons (not less than 25 years of age) who have special knowledge or experience in the Municipal Administration to be nominated by the Government 3. Member of Parliament (Lok Sabha) 4. MLAs representing constituencies which comprise wholly or partly the Municipality. 5. Member of Parliament (Rajya Sabha) who is registered as an elector within Municipality</p>	Chairman (At present Special Officer.)	Atleast once in every month	The public can witness the proceedings of all the meetings of the council but they are not permitted to take part in any proceedings / discussion	Yes	The Commissioner may grant copies of proceedings and records of the council on payment of such fee as the council may, by general or special order, determine.

				<p>But since Elections to local bodies have not yet been conducted in his Union Territory, there is council with peoples elected representatives. The Government have appointed Special Officers to exercise all the power and functions as the Chairperson and as well as the council.</p>					
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Name and Address of the affiliated body	Type of affiliated Body	Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)	Role of the Affiliated Body (Advisory / Managing/Executive / Others)	Structure and Member Composition	Head of the Body	Frequency of meetings	Can public participate in the meetings	Are minutes of the meetings prepared	Are minutes of the meetings available to the public? If yes please provide information about the produce to obtain them
<p><u>Municipal Councils</u></p> <p>1.. Yanam Municipality Market Street, Yanam.</p>	Corporate	<p><u>Establishment Year</u> : 1880</p> <p><u>Objective</u> : To function as a vibrant and self sustained Third Tier Local Self Governmental institution to make their own planning and budgeting for the self sufficient development programme for their areas in terms of providing all the basic civic amenities to their citizens, to mobilize their own finance by way of levying authorized taxes, fees, etc., to execute developmental plans and also to make civic regulatory measures.</p> <p><u>Main Activities:</u></p> <p>1. Levy of authorized taxes and fees 2. Provision of Civic Amenities like provision of roads, water supply, drains, streetlights, laboratory blocks and sanitary measures.</p>	Managing and Executive	<p>1. 10 Councilors 2. Two persons (not less than 25 years of age) who have special knowledge or experience in the Municipal Administration to be nominated by the Government 3. Member of Parliament (Lok Sabha) 4. MLAs representing constituencies which comprise wholly or partly the Municipality. 5. Member of Parliament (Rajya Sabha) who is registered as an elector within Municipality</p>	Chairman (At present Special Officer.)	Atleast once in every month	The public can witness the proceedings of all the meetings of the council but they are not permitted to take part in any proceedings / discussion	Yes	The Commissioner may grant copies of proceedings and records of the council on payment of such fee as the council may, by general or special order, determine.

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Name and Address of the affiliated body	Type of affiliated Body	Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)	Role of the Affiliated Body (Advisory / Managing/Executive / Others)	Structure and Member Composition	Head of the Body	Frequency of meetings	Can public participate in the meetings	Are minutes of the meetings prepared	Are minutes of the meetings available to the public? If yes please provide information about the produce to obtain them
<p><u>Commune Panchayat Councils</u></p> <p>Ariyankuppam Commune Panchayat. Cuddalore Main Road, Pondicherry.</p>	Corporate	<p><u>Establishment Year:</u> 1880</p> <p><u>Objective:</u> To function as a vibrant and self sustained Third Tier Local Self Governmental institution in rural areas to make their own planning and budgeting for the self sufficient development programme for their areas in terms of providing all the basic civic amenities to their citizens, to mobilize their own finance by way of levying authorized taxes, fees, etc., to execute developmental plans and also to make civic regulatory measures.</p> <p><u>Main Activities:</u></p> <p>1. Levy of authorized taxes and fees</p> <p>2. Provision of Civic Amenities like provision of roads, water supply, drains, streetlights, laboratory blocks and sanitary measures.</p>	Managing and Executive	<ol style="list-style-type: none"> 1. 11 Councilors 2. Presidents of village panchayats (11 Nos.) 3. One non - official member of each township committee 4. . Member of Parliament (Lok Sabha) 5. MLAs representing constituencies which comprise wholly or partly the Municipality. 6. Member of Parliament (Rajya Sabha) 7. who is registered as an elector within the Commune Panchayat. But since Elections to local bodies 	Chairman (At present Special Officer.)	Not more than 60 days shall lapsed between any two meetings	The public can witness the proceedings of all the meetings of the council but they are not permitted to take part in any proceedings / discussion	Yes	The Commissioner may grant copies of proceedings and records of the council on payment of such fee as the council may, by general or special order, determine.

				have not yet been conducted in his Union Territory, there is council with peoples elected representatives. The Government have appointed Special Officers to exercise all the power and functions as the Chairperson and as well as the council.						
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Name and Address of the affiliated body	Type of affiliated Body	Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)	Role of the Affiliated Body (Advisory / Managing/Executive / Others)	Structure and Member Composition	Head of the Body	Frequency of meetings	Can public participate in the meetings	Are minutes of the meetings prepared	Are minutes of the meetings available to the public? If yes please provide information about the produce to obtain them
<p><u>Commune Panchayat Councils</u></p> <p>Bahour Commune Panchayat. Marie Street, Pondicherry.</p>	Corporate	<p><u>Establishment Year</u> : 1880</p> <p><u>Objective</u> : To function as a vibrant and self sustained Third Tier Local Self Governmental institution in rural areas to make their own planning and budgeting for the self sufficient development programme for their areas in terms of providing all the basic civic amenities to their citizens, to mobilize their own finance by way of levying authorized taxes, fees, etc., to execute developmental plans and also to make civic regulatory measures.</p> <p><u>Main Activities:</u></p> <p>1. Levy of authorized taxes and fees</p> <p>2. Provision of Civic Amenities like provision of roads, water supply, drains, streetlights, laboratory blocks and sanitary measures.</p>	Managing and Executive	<ol style="list-style-type: none"> 1. 15 Councilors 2. Presidents of village panchayats (15 Nos.) 3. One non - official member of each township committee 4. . Member of Parliament (Lok Sabha) 5. MLAs representing constituencies which comprise wholly or partly the Municipality. 6. Member of Parliament (Rajya Sabha) 7. who is registered as an elector within the Commune Panchayat. But since Elections to local bodies 	Chairman (At present Special Officer.)	Not more than 60 days shall lapsed between any two meetings	The public can witness the proceedings of all the meetings of the council but they are not permitted to take part in any proceedings / discussion	Yes	The Commissioner may grant copies of proceedings and records of the council on payment of such fee as the council may, by general or special order, determine.

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Name and Address of the affiliated body	Type of affiliated Body	Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)	Role of the Affiliated Body (Advisory / Managing/Executive / Others)	Structure and Member Composition	Head of the Body	Frequency of meetings	Can public participate in the meetings	Are minutes of the meetings prepared	Are minutes of the meetings available to the public? If yes please provide information about the produce to obtain them
<p><u>Commune Panchayat Councils</u></p> <p>Mannadipet Commune Thirubuvanai, Pondicherry.</p>	Corporate	<p><u>Establishment Year</u> : 1880</p> <p><u>Objective</u> : To function as a vibrant and self sustained Third Tier Local Self Governmental institution in rural areas to make their own planning and budgeting for the self sufficient development programme for their areas in terms of providing all the basic civic amenities to their citizens, to mobilize their own finance by way of levying authorized taxes, fees, etc., to execute developmental plans and also to make civic regulatory measures.</p> <p><u>Main Activities:</u></p> <p>1. Levy of authorized taxes and fees 2. Provision of Civic Amenities like provision of roads, water supply, drains, streetlights, laboratory blocks and sanitary measures.</p>	Managing and Executive	<ol style="list-style-type: none"> 1. 16 Councilors 2. Presidents of village panchayats (16 Nos.) 3. One non - official member of each township committee 4. . Member of Parliament (Lok Sabha) 5. MLAs representing constituencies which comprise wholly or partly the Municipality. 6. Member of Parliament (Rajya Sabha) 7. who is registered as an elector within the Commune Panchayat. But since Elections to local bodies 	Chairman (At present Special Officer.)	Not more than 60 days shall lapsed between any two meetings	The public can witness the proceedings of all the meetings of the council but they are not permitted to take part in any proceedings / discussion	Yes	The Commissioner may grant copies of proceedings and records of the council on payment of such fee as the council may, by general or special order, determine.

				have not yet been conducted in his Union Territory, there is council with peoples elected representatives. The Government have appointed Special Officers to exercise all the power and functions as the Chairperson and as well as the council.						
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<p><u>Commune Panchayat Councils</u></p> <p>Nettapakkam Commune Panchayat. Nettapakkam Pondicherry.</p>	Corporate	<p><u>Establishment Year</u> : 1880</p> <p><u>Objective</u> : To function as a vibrant and self sustained Third Tier Local Self Governmental institution in rural areas to make their own planning and budgeting for the self sufficient development programme for their areas in terms of providing all the basic civic amenities to their citizens, to mobilize their own finance by way of levying authorized taxes, fees, etc., to execute developmental plans and also to make civic regulatory measures.</p> <p><u>Main Activities:</u></p> <p>1. Levy of authorized taxes and fees</p> <p>2. Provision of Civic Amenities like provision of roads, water supply, drains, streetlights, laboratory blocks and sanitary measures.</p>	Managing and Executive	<ol style="list-style-type: none"> 1. 11 Councilors 2. Presidents of village panchayats (11 Nos.) 3. One non - official member of each township committee 4. . Member of Parliament (Lok Sabha) 5. MLAs representing constituencies which comprise wholly or partly the Municipality. 6. Member of Parliament (Rajya Sabha) 7. who is registered as an elector within the Commune Panchayat. But since Elections to local bodies 	Chairman (At present Special Officer.)	Not more than 60 days shall lapsed between any two meetings	The public can witness the proceedings of all the meetings of the council but they are not permitted to take part in any proceedings / discussion	Yes	The Commissioner may grant copies of proceedings and records of the council on payment of such fee as the council may, by general or special order, determine.

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<p><u>Commune Panchayat Councils</u></p> <p>Villianur Commune Panchayat. Villupuram Main Road, Pondicherry.</p>	Corporate	<p><u>Establishment Year</u> : 1880</p> <p><u>Objective</u> : To function as a vibrant and self sustained Third Tier Local Self Governmental institution in rural areas to make their own planning and budgeting for the self sufficient development programme for their areas in terms of providing all the basic civic amenities to their citizens, to mobilize their own finance by way of levying authorized taxes, fees, etc., to execute developmental plans and also to make civic regulatory measures.</p> <p><u>Main Activities:</u></p> <p>1. Levy of authorized taxes and fees</p> <p>2. Provision of Civic Amenities like provision of roads, water supply, drains, streetlights, laboratory blocks and sanitary measures.</p>	Managing and Executive	<ol style="list-style-type: none"> 1. 18 Councilors 2. Presidents of village panchayats (18 Nos.) 3. One non - official member of each township committee 4. . Member of Parliament (Lok Sabha) 5. MLAs representing constituencies which comprise wholly or partly the Municipality. 6. Member of Parliament (Rajya Sabha) 7. who is registered as an elector within the Commune Panchayat. But since Elections to local bodies 	Chairman (At present Special Officer.)	Not more than 60 days shall lapsed between any two meetings	The public can witness the proceedings of all the meetings of the council but they are not permitted to take part in any proceedings / discussion	Yes	The Commissioner may grant copies of proceedings and records of the council on payment of such fee as the council may, by general or special order, determine.

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<p><u>Commune Panchayat Councils</u></p> <p>Kottucherry Commune Panchayat. Karaikal.</p>	Corporate	<p><u>Establishment Year</u> : 1880</p> <p><u>Objective</u> : To function as a vibrant and self sustained Third Tier Local Self Governmental institution in rural areas to make their own planning and budgeting for the self sufficient development programme for their areas in terms of providing all the basic civic amenities to their citizens, to mobilize their own finance by way of levying authorized taxes, fees, etc., to execute developmental plans and also to make civic regulatory measures.</p> <p><u>Main Activities:</u></p> <p>1. Levy of authorized taxes and fees</p> <p>2. Provision of Civic Amenities like provision of roads, water supply, drains, streetlights, laboratory blocks and sanitary measures.</p>	Managing and Executive	<p>1. 5 Councilors</p> <p>2. Presidents of village panchayats (5 Nos.)</p> <p>3. One non - official member of each township committee</p> <p>4. . Member of Parliament (Lok Sabha)</p> <p>5. MLAs representing constituencies which comprise wholly or partly the Municipality.</p> <p>6. Member of Parliament (Rajya Sabha)</p> <p>7. who is registered as an elector within the Commune Panchayat. But since Elections to local bodies have not yet</p>	Chairman (At present Special Officer.)	Not more than 60 days shall lapsed between any two meetings	The public can witness the proceedings of all the meetings of the council but they are not permitted to take part in any proceedings / discussion	Yes	The Commissioner may grant copies of proceedings and records of the council on payment of such fee as the council may, by general or special order, determine.

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<p><u>Commune Panchayat Councils</u></p> <p>Nedungadu Commune Panchayat. Nedungadu Karaikal.</p>	Corporate	<p><u>Establishment Year</u> : 1880</p> <p><u>Objective</u> : To function as a vibrant and self sustained Third Tier Local Self Governmental institution in rural areas to make their own planning and budgeting for the self sufficient development programme for their areas in terms of providing all the basic civic amenities to their citizens, to mobilize their own finance by way of levying authorized taxes, fees, etc., to execute developmental plans and also to make civic regulatory measures.</p> <p><u>Main Activities:</u></p> <p>1. Levy of authorized taxes and fees</p> <p>2. Provision of Civic Amenities like provision of roads, water supply, drains, streetlights, laboratory blocks and sanitary measures.</p>	Managing and Executive	<p>1. 4 Councilors</p> <p>2. Presidents of village panchayats (4Nos.)</p> <p>3. One non - official member of each township committee</p> <p>4. . Member of Parliament (Lok Sabha)</p> <p>5. MLAs representing constituencies which comprise wholly or partly the Municipality.</p> <p>6. Member of Parliament (Rajya Sabha)</p> <p>7. who is registered as an elector within the Commune Panchayat. But since Elections to local bodies have not yet</p>	Chairman (At present Special Officer.)	Not more than 60 days shall lapsed between any two meetings	The public can witness the proceedings of all the meetings of the council but they are not permitted to take part in any proceedings / discussion	Yes	The Commissioner may grant copies of proceedings and records of the council on payment of such fee as the council may, by general or special order, determine.

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<p><u>Commune Panchayat Councils</u></p> <p>Neravy Commune Panchayat. Karaikal.</p>	<p>Corporate</p>	<p><u>Establishment Year</u> : 1880</p> <p><u>Objective</u> : To function as a vibrant and self sustained Third Tier Local Self Governmental institution in rural areas to make their own planning and budgeting for the self sufficient development programme for their areas in terms of providing all the basic civic amenities to their citizens, to mobilize their own finance by way of levying authorized taxes, fees, etc., to execute developmental plans and also to make civic regulatory measures.</p> <p><u>Main Activities:</u></p> <p>1. Levy of authorized taxes and fees</p> <p>2. Provision of Civic Amenities like provision of roads, water supply, drains, streetlights, laboratory blocks and sanitary measures.</p>	<p>Managing and Executive</p>	<p>1. 4 Councilors</p> <p>2. Presidents of village panchayats (4 Nos.)</p> <p>3. One non - official member of each township committee</p> <p>4. . Member of Parliament (Lok Sabha)</p> <p>5. MLAs representing constituencies which comprise wholly or partly the Municipality.</p> <p>6. Member of Parliament (Rajya Sabha)</p> <p>7. who is registered as an elector within the Commune Panchayat. But since Elections to local bodies have not yet</p>	<p>Chairman (At present Special Officer.)</p>	<p>Not more than 60 days shall lapsed between any two meetings</p>	<p>The public can witness the proceedings of all the meetings of the council but they are not permitted to take part in any proceedings / discussion</p>	<p>Yes</p>	<p>The Commissioner may grant copies of proceedings and records of the council on payment of such fee as the council may, by general or special order, determine.</p>

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<p><u>Commune Panchayat Councils</u></p> <p>T.R. Pattinam Commune Panchayat. Karaikal.</p>	Corporate	<p><u>Establishment Year</u> : 1880</p> <p><u>Objective</u> : To function as a vibrant and self sustained Third Tier Local Self Governmental institution in rural areas to make their own planning and budgeting for the self sufficient development programme for their areas in terms of providing all the basic civic amenities to their citizens, to mobilize their own finance by way of levying authorized taxes, fees, etc., to execute developmental plans and also to make civic regulatory measures.</p> <p><u>Main Activities:</u></p> <p>1. Levy of authorized taxes and fees</p> <p>2. Provision of Civic Amenities like provision of roads, water supply, drains, streetlights, laboratory blocks and sanitary measures.</p>	Managing and Executive	<p>1. 5 Councilors</p> <p>2. Presidents of village panchayats (5 Nos.)</p> <p>3. One non - official member of each township committee</p> <p>4. . Member of Parliament (Lok Sabha)</p> <p>5. MLAs representing constituencies which comprise wholly or partly the Municipality.</p> <p>6. Member of Parliament (Rajya Sabha)</p> <p>7. who is registered as an elector within the Commune Panchayat. But since Elections to local bodies have not yet</p>	Chairman (At present Special Officer.)	Not more than 60 days shall lapsed between any two meetings	The public can witness the proceedings of all the meetings of the council but they are not permitted to take part in any proceedings / discussion	Yes	The Commissioner may grant copies of proceedings and records of the council on payment of such fee as the council may, by general or special order, determine.

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<p><u>Commune Panchayat Councils</u></p> <p>Thirunallar Commune Panchayat. Karaikal.</p>	Corporate	<p><u>Establishment Year</u> : 1880</p> <p><u>Objective</u> : To function as a vibrant and self sustained Third Tier Local Self Governmental institution in rural areas to make their own planning and budgeting for the self sufficient development programme for their areas in terms of providing all the basic civic amenities to their citizens, to mobilize their own finance by way of levying authorized taxes, fees, etc., to execute developmental plans and also to make civic regulatory measures.</p> <p><u>Main Activities:</u></p> <p>1. Levy of authorized taxes and fees</p> <p>2. Provision of Civic Amenities like provision of roads, water supply, drains, streetlights, laboratory blocks and sanitary measures.</p>	Managing and Executive	<p>1. 9 Councilors</p> <p>2. Presidents of village panchayats (9 Nos.)</p> <p>3. One non - official member of each township committee</p> <p>4. . Member of Parliament (Lok Sabha)</p> <p>5. MLAs representing constituencies which comprise wholly or partly the Municipality.</p> <p>6. Member of Parliament (Rajya Sabha)</p> <p>7. who is registered as an elector within the Commune Panchayat. But since Elections to local bodies have not yet</p>	Chairman (At present Special Officer.)	Not more than 60 days shall lapsed between any two meetings	The public can witness the proceedings of all the meetings of the council but they are not permitted to take part in any proceedings / discussion	Yes	The Commissioner may grant copies of proceedings and records of the council on payment of such fee as the council may, by general or special order, determine.

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<p><u>Committees</u></p> <p>District Planning Committee</p>	<p>Statutory</p>	<p><u>Establishment Year</u> : As elections to local bodies have not yet been conducted , this committee has not yet been constituted.</p> <p><u>Objective</u> : To consolidate the plans prepared by the Commune Panchayat Councils and the municipal councils and to prepare a draft development plan for the union territory as a whole.</p>	<p>Advisory</p>	<ol style="list-style-type: none"> 1. MP (Lok Sabha) 2. MP (Rajya Sabha) 3. Chairman of each Commune Panchayat Councils. 4. Chairman of each Municipal Councils. 5. Such No. of persons, not less than four-fifth of the total no. of members of the committee as may be specified by the Government, elected in the prescribed manner by, and from amongst, the elected members of Commune Panchayat Councils and of the municipal councils in proportion to the ratio between the population of rural areas and of urban areas in the U.T. 6. Two MLAs nominated by speaker. 7. Secretary to Govt., (Local Administration) 8. Secretary to Govt., (works) 	<p>Chairman.</p>	<p>As may be prescribed by rules.</p>	<p>No</p>	<p>-</p>	<p>-</p>

				<p>9. Secretary to Govt., (Planning)</p> <p>10. Collector</p> <p>11. Such No. of persons as may be nominated by the Government having special knowledge and experience in matters relating to local self government and other allied subjects.</p> <p>12. Director (Local Administration) ... Member - Secretary</p>					
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<p><u>Committees</u></p> <p>State Level Work Advisory Board (Ref. G.O.Ms. No.135 dt. 4.5.87 of the Development Department (LA))</p>	Board	<p><u>Establishment Year:</u> 1987.</p> <p><u>Objective:</u> To accord technical sanction for estimates and to advise for acceptance of tenders in respect of civil works under taken by local bodies, when the powers of engineering officers exceed.</p>	Others / advisory	<p>1. Secretary (Local Administration Department) Chairman</p> <p>2. Director (Public Works Dept.,) Member</p> <p>3. Director (Local Administration Department) Member</p> <p>4. Executive Engineer incharge of the work. ... Member Secretary</p>	Chairman.	As an when necessity arises	No	Yes	No

Name and Address of the affiliated body	Type of affiliated Body	Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)	Role of the Affiliated Body (Advisory / Managing/Executive / Others)	Structure and Member Composition	Head of the Body	Frequency of meetings	Can public participate in the meetings	Are minutes of the meetings prepared	Are minutes of the meetings available to the public? If yes please provide information about the produce to obtain them
<p><u>Committees</u></p> <p>Regional Work Advisory Boards (G.O.Ms. No. 36 dt. 14.7.98 of the Local Administration Sect.,)</p>	Board	<p><u>Establishment Year:</u> 1998.</p> <p><u>Objective:</u> To accord technical sanction for estimates and to advise for acceptance of tenders in respect of civil works under taken by local bodies, when the powers of engineering officers exceed.</p>	Others / advisory	<p><u>Pondicherry Region</u></p> <p>1. Director (Local Administration Department) Member</p> <p>2. The Superintending Engineer Local Administration Dept ... Member</p> <p>3. The Executive Engineer Local Administration Dept., ... Member Secretary.</p>	Chairman.	As an when necessity arises	No	Yes	No

Name and Address of the affiliated body	Type of affiliated Body	Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)	Role of the Affiliated Body (Advisory / Managing/Executive / Others)	Structure and Member Composition	Head of the Body	Frequency of meetings	Can public participate in the meetings	Are minutes of the meetings prepared	Are minutes of the meetings available to the public? If yes please provide information about the produce to obtain them
<p><u>Committees</u></p> <p>Regional Work Advisory Boards (G.O.Ms. No. 36 dt. 14.7.98 of the Local Administration Sect.,)</p>	Board	<p><u>Establishment Year:</u> 1998.</p> <p><u>Objective:</u> To accord technical sanction for estimates and to advise for acceptance of tenders in respect of civil works under taken by local bodies, when the powers of engineering officers exceed.</p>	Others / advisory	<p><u>Karaikal Region</u></p> <p>1. Collector Chairman</p> <p>2. The Executive Engineer Local (Buildings & Roads) PWD, Karaikal ... Member</p> <p>3. The Executive Engineer Karaikal Municipality ... Member Secretary.</p>	Chairman.	As an when necessity arises	No	Yes	No

Name and Address of the affiliated body	Type of affiliated Body	Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)	Role of the Affiliated Body (Advisory / Managing/Executive / Others)	Structure and Member Composition	Head of the Body	Frequency of meetings	Can public participate in the meetings	Are minutes of the meetings prepared	Are minutes of the meetings available to the public? If yes please provide information about the produce to obtain them
<p><u>Committees</u></p> <p>Regional Work Advisory Boards (G.O.Ms. No. 36 dt. 14.7.98 of the Local Administration Sect.,)</p>	Board	<p><u>Establishment Year:</u> 1998.</p> <p><u>Objective:</u> To accord technical sanction for estimates and to advise for acceptance of tenders in respect of civil works under taken by local bodies, when the powers of engineering officers exceed.</p>	Others / advisory	<p><u>Mahe Region</u></p> <p>1. The Regional Administrator , Mahe Chairman</p> <p>2. The Executive Engineer PWD, Mahe ... Member</p> <p>3. The Commissioner Mahe Municipality ... Member Secretary.</p>	Chairman.	As an when necessity arises	No	Yes	No

Name and Address of the affiliated body	Type of affiliated Body	Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)	Role of the Affiliated Body (Advisory / Managing/Executive / Others)	Structure and Member Composition	Head of the Body	Frequency of meetings	Can public participate in the meetings	Are minutes of the meetings prepared	Are minutes of the meetings available to the public? If yes please provide information about the produce to obtain them
<p><u>Committees</u></p> <p>Regional Work Advisory Boards (G.O.Ms. No. 36 dt. 14.7.98 of the Local Administration Sect.,)</p>	Board	<p><u>Establishment Year:</u> 1998.</p> <p><u>Objective:</u> To accord technical sanction for estimates and to advise for acceptance of tenders in respect of civil works under taken by local bodies, when the powers of engineering officers exceed.</p>	Others / advisory	<p><u>Yanam Region</u></p> <p>1. The Regional Administrator, Yanam Chairman</p> <p>2. The Executive Engineer PWD, Yanam ... Member</p> <p>3. The Commissioner Yanam Municipality ... Member Secretary.</p>	Chairman.	As an when necessity arises	No	Yes	No

Name and Address of the affiliated body	Type of affiliated Body	Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)	Role of the Affiliated Body (Advisory / Managing/Executive / Others)	Structure and Member Composition	Head of the Body	Frequency of meetings	Can public participate in the meetings	Are minutes of the meetings prepared	Are minutes of the meetings available to the public? If yes please provide information about the produce to obtain them
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<p><u>Committees</u></p> <p>Taxation Appeal Committee</p>	<p>Statutory</p>	<p><u>Establishment</u> <u>Year:</u> 1999.</p> <p><u>Objective:</u> To hear the appeals against any claim for taxes or other dues included in a bill presented to any person</p>	<p>Executive / Others</p>	<p>Chairman of the Municipal Council ... Chairman</p> <p>Two Councillors Elected by the council Members</p> <p>(Now in the absence of the Municipal Council the following is the composition)</p> <p>Special Officer Chairman Executive Engineer Member (Buildings) PWD Dy. Collector (Revenue)Member</p>	<p>Chairman.</p>	<p>Depending upon the No. of Appeals</p>	<p>Yes</p>	<p>Yes</p>	<p>Yes</p>
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CHAPTER – 8

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

8.1 Name of the Public Authority: Local Administration Department

Assistant Public Information Officer :

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	M. Kalaimani	Deputy Director (LA)	0413	2336084 2334017 2336469		2336469	lad@pon.nic	2, Eveche Street, Pondicherry-1

Public Information Officer :

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	E. Vallavan	Director	0413	2336084 2334017 2336469		2336469	lad@pon.nic	2, Eveche Street, Pondicherry

Appellate Authority:

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	A.K. Chaturvedi	Secretary	0413	2334082		2334082		Chief Secretariat, Pondicherry.

8.1 Name of the Public Authority: Pondicherry Municipality

Assistant Public Information Officer :

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	P. Jayakumar	Senior Accounts Officer (AC in-charge)	0413	2336354	-	-	-	Goubert Avenue, Pondicherry.

Public Information Officer :

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	G. Malarkannan	Commissioner	0413	2334074	2203666	2334074	-	Goubert Avenue, Pondicherry.

Appellate Authority:

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	M. Arunachalam	Special Officer	0413	2333608	2602291	2334074	-	Goubert Avenue, Pondicherry.

Name of the Public Authority: Oulgaret Municipality

Assistant Public Information Officer :

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	A. Jayabal	Assistant Revenue Officer (AC in-charge)	0413	2200812	2236777	2201142	-	Jawahar Nagar, Pondichery.

Public Information Officer :

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	T. Thiyagarajan	Commissioner	0413	2201142	2203961 2202433	2201142	-	Jawahar Nagar, Pondichery.

Appellate Authority:

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	M. Arunachalam	Special Officer	0413	2333608	2602291	2334074	-	Jawahar Nagar, Pondichery.

Name of the Public Authority: Ariyankuppam Commune Panchayat

Public Information Officer :

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	A.V. Rajendiran	Commissioner	0413	2601376	224891	-	-	Cuddalore Main Road, Ariyankuppam

Appellate Authority:

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	P. Mathew Samuel	Special Officer	0413	2203601 2205794 (DRDA)	2257465	2205794	-	Pondicherry Housing Board Complex, Annanagar, Pondicherry.

Name of the Public Authority: Bahour Commune Panchayat

Public Information Officer :

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	A. Morris Antony	Commissioner	0413	2633438	2275875	-	-	North Street, Bahour.

Appellate Authority:

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	P. Mathew Samuel	Special Officer	0413	2203601 2205794 (DRDA)	2257465	2205794	-	Pondicherry Housing Board Complex, Annanagar, Pondicherry.

Name of the Public Authority: Mannadipet Commune Panchayat

Public Information Officer :

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	B. Prabakaran	Commissioner	0413	2640161	2226737	-	-	Thirubuvanai, Pondicherry.

Appellate Authority:

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	P. Mathew Samuel	Special Officer	0413	2203601 2205794 (DRDA)	2257465	2205794	-	Pondicherry Housing Board Complex, Annanagar, Pondicherry.

Name of the Public Authority: Nettapakkam Commune Panchayat

Public Information Officer :

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	A. Rajarathinam	Commissioner	0413	2699108	2210253	-	-	Nettapakkam Pondicherry.

Appellate Authority:

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	P. Mathew Samuel	Special Officer	0413	2203601 2205794 (DRDA)	2257465	2205794	-	Pondicherry Housing Board Complex, Annanagar,

								Pondicherry.
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Name of the Public Authority: Villianur Commune Panchayat

Public Information Officer :

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	R. Seetharaman	Commissioner	0413	2666326/ 2660401	2255370	-	-	Villianur Pondicherry.

Appellate Authority:

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	P. Mathew Samuel	Special Officer	0413	2203601 2205794 (DRDA)	2257465	2205794	-	Pondicherry Housing Board Complex, Annanagar, Pondicherry.

8.1 Name of the Public Authority: Karaikal Municipality

Assistant Public Information Officer :

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	R. Rajaraman	Assistant Revenue Officer Gr.I (AC in-charge)	04368	221412	236156-	-	-	Karaikal

Public Information Officer :

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	Jose Battan	Commissioner	04368	221412	222213	221412	-	Karaikal

Appellate Authority:

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	Dr. S. Sundaravadivelu	Special Officer	04368	222025	223303	222444	-	Karaikal

Name of the Public Authority: Kottucherry Commune Panchayat

Public Information Officer :

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	T. Kumaravelu	Commissioner	04368	265451	231118	-	-	Kottucherry, Karaikal

Appellate Authority:

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			

1.	Dr. S. Sundaravadivelu	Special Officer	04368	222025	223303	222444	-	Karaikal
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Name of the Public Authority: Nedungadu Commune Panchayat

Public Information Officer :

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	R. Vedhachalam	Commissioner	04368	261382	265777	-	-	Nedungadu Karaikal

Appellate Authority:

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			

Name of the Public Authority: Neravy Commune Panchayat

Public Information Officer :

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	R. Chandrasekar	Commissioner	04368	238584	2206243 (Pondy)	-	-	Neravy Karaikal

Appellate Authority:

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			

Name of the Public Authority: Thirunallar Commune Panchayat

Public Information Officer :

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	R. Durairajan	Commissioner	04368	236630	223490	-	-	Thirunallar Karaikal

Appellate Authority:

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	Dr. S. Sundaravadivelu	Special Officer	04368	222025	223303	222444	-	Karaikal

Name of the Public Authority: T.R. Pattinam Commune Panchayat

Public Information Officer :

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	G. Aneetchan	Commissioner	04368	233479	94433-64961	-	-	T.R. Pattinam Karaikal.

Appellate Authority:

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	Dr. S. Sundaravadivelu	Special Officer	04368	222025	223303	222444	-	Karaikal

8.1 Name of the Public Authority: Mahe Municipality

Public Information Officer :

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	K.K.Santhosh Kumar,	EE,PWD Commissioner i/c.	0490	2332324 2332223	2371140	-	-	Goubert Avenue, Pondicherry.

Appellate Authority:

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	Krishnakumar Singh	SO/RA	0490	2332720	2332720	2334074	-	Goubert Avenue, Pondicherry.

8.1 Name of the Public Authority: Yanam Municipality

Public Information Officer :

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	M.V.Subhramanyam.	Commissioner	0884	2321268 2323035	2321947	-	-	Goubert Avenue, Pondicherry.

Appellate Authority:

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	E- Mail	Address
				Office	Home			
1.	Suryanarayanamurthy	Special Officer	0884			-	-	Regional Administrator Office, Yanam

CHAPTER-9

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

91. **Procedure followed to take a decision
For various matters:**

*(Reference to Secretariat Manual and Rules
of Business Manual, and other rules/ regulations
etc can be made)*

As per the Procedures prescribed in the Acts, Rules, etc., as listed out in Chapter – 4.

9.2 **Different levels through which a
Decision process moves:**

As far as Local Administration Department is concerned, the decision process is taken by the Director at the first level and the Government (Local Administration) at the second level.

In respect of local bodies, the decision is taken by the Commissioner at the first level and the Special Officer at the Second Level. After the formation of Village Panchayats, Commune Panchayat Councils and Municipal Councils the decision will be taken by the Executive Officer/ Commissioner of the Local Body concerned at the first level and the final decision will rest with the council.

93. **Arrangements to Communicate
the decision to the public**

Through News Paper and Gazette Notification.

9.4 **Officers at various levels whose opinions
are sought for the process of decision making.**

In respect of Local Administration Department, the opinions of Assistant Director(s), Deputy Director (s) and the Law Department (if considered necessary) are sought for the process of decision-making.

As regards local bodies, opinion of the Legal Advisor for local bodies or Municipal / Commune Panchayat Pleader (Counsel) concerned is sought for before taking any decision.

9.5 **Final Authority that wets the decision**

In respect of Local Administration Department, the Director/ Secretary to Government (Local Administration)/ Minister in charge of Local Administration / Chief Minister /Council of Minister/Lt Governor as the case may be is the final authority to take decision

As the regards Local Bodies, Commissioner/Council (Now, Special Officer) is the final authority to take any decision.

DIRECTORY OF OFFICERS AND EMPLOYEE

Sl. No	Name of staff	Designation	STD code	Phone No.		Fax	E-mail
				Office	Home		
1	E.Vallavan	Director		2336469	2257801		
2	Karnure	Executive Engineer		2204721	2240708		
3	N.K.Kalaimani	Deputy Director(LA)		2334017	2255038		
4	R.Jayaraman	Deputy Director(MA)	0413	2334017	2600942	26336469	
5	T.Selvaraj	Deputy Director(RD)		2334017	2224957		
6	Arthur	Deputy Director(E&S)		2334017	2292165		
7	R.Anbalagan	Assistant Engineer		2334017	2356303		
8	B.Kalaimaran	Asst. Surveyor of Works		2334017			
9	V.Nagarajan,	Assistant Director (Common Service)		2334017			
10	P.Dharamalingam	Assistant Director (Admn)		2334017	2273047		
11	C.Revathi	Superintendent Gr.I		2334017	9894479132		
12	R.Seethalakshmi	Stenographer Gr.I		2334017	2353373		
13	Pandian	Stenographer Gr.I		2334017			
14	G.Murugesan,	Programmer	0413	2334017	5534069		ravimuruges@yaho.com
15	Alamelu	Data Processing Assistant	0413	2334017	2242949		

16	Rajasekaran	Superintendent Gr.II		2334017			
17	V.Ravisankar	Superintendent Gr.II		2334017			
18	Mahalingam	Municipal Officer Gr.I		2334017	2256338		
19	M.Thamilarasi	Stenographer Gr.II		2334017			
20	R.Adhikesavan	Store Keeper Gr.I		2334017			
21	N.Soundirarajan,	Streno Gr.II		2334017			
22	R.Datchanamourthy	Assistant		2334017	2660083		
23	Mourouguessine	Upper Division Clerk		2334017			
24	S.Rangasamy	Upper Division Clerk		2334017			
25	V.Ramesh,	Upper Division Clerk		2334017	2100149		
26	GULAZAR MARIE	Upper Division Clerk		2334017	2332729		
27	K.Shanmugasundari	Upper Division Clerk		2334017			
28	Lakshminarayanan.A	Upper Division Clerk		2334017	5502370		
29	D.SATTIAMOURTHY	Upper Division Clerk		2334017	2655092		
30	M.DURAIPIANDIAN	Upper Division Clerk		2334017	2236951		
31	BASKARAN	Upper Division Clerk		2334017			
32	J.DAYALAN	Upper Division Clerk		2334017			
33	Lakshmenarayanan.B	Upper Division Clerk		2334017			

34	C. JAYALATCHOUMY	Upper Division Clerk		2334017			
35	G.Savounduarajan,	Upper Division Clerk		2334017	2354135		
36	LAVANYA	Upper Division Clerk		2334017	2342129		
37	V. KAMALAKUMARI	Upper Division Clerk		2334017	2290844		
38	S.BAGISWARI	Upper Division Clerk		2334017			
39	GOVINDARAJALU	Upper Division Clerk		2334017	2254705		
40	SAMINATHAN	Upper Division Clerk		2334017	2225301		
41	M.VIJAYA	Upper Division Clerk		2334017	2601063		
42	C.VARATHARAJAN	Lower Division Clerk		2334017			
43	M. FELICIA JANVIER	Lower Division Clerk		2334017	2330316		
44	VIHISHA	Lower Division Clerk		2334017			
45	T. MOUROGANE	Lower Division Clerk		2334017			
46	K.SIVASANAKARAN	Lower Division Clerk		2334017	2238294		
47	M.KALIAPERUMAL	Lower Division Clerk		2334017			
48	P.BHASKARAMANI	Lower Division Clerk		2334017	9443468477		
49	SUNDARARAJAN	Lower Division Clerk		2334017			
50	PARKUNAN	Lower Division Clerk		2334017			
51	SHYJU	Lower Division Clerk		2334017	9894040461		

52	S.Arumugham,	Lower Division Clerk		2334017	2660373		
53	Ayanarappan,	Lower Division Clerk		2334017			
54	A. Lourdussamy	Binder		2334017	2250770		
55	S. PALANI	Driver.Gr.II		2334017	2279832		
56	L.ANIAPPAN	Driver Gr.I		2334017			
57	S.POUGAJARASSOU	Driver Gr.II		2334017			
58	R.MALAYALATHAN	Driver Gr.II		2334017			
59	VEERAPPAN	Driver Gr.II		2334017			
60	B.TAMILSELVI	Junior Engineer		2334017			
61	K.BHAVANISIGNH	Junior Engineer		2334017	2251746		
62	J.C.L Marianathan	Statistical Officer		2334017	2339070		
63	R.Gopalakirshnan	Statistical Assistant		2334017	2226132		
64	R.MOHANE	Statistical Assistant		2334017			
65	P.Poongavanam	Draughtsman Gr.II		2334017			
66	E.SARAVANAN	Draughtsman Gr.II		2334017			
67	K.MOHANRAJ	Mechanic		2334017			
68	T.GURUMURTHY	Mechanic		2334017			
69	K.Sathayanathan	Wireman		2334017			
70	V.ELANGO	Wireman		2334017			
71	P.RAMADOSS	Attender		2334017			
72	R. Natesan	Peon		2334017			

73	S.Sivapragasam	Attender		2334017			
74	VENMANIAMMAL	Peon		2334017			
75	S.RAMADOSS	Peon		2334017	2002481		
76	T.THANMATHIBAI	Peon		2334017	2244460		
77	P.HOMNATH SHARMA	Peon		2334017			
78	K.KALAIYARASAN	Peon		2334017			
79	GAVOUSALYA	Peon		2334017	2250373		
80	B.SUBRAMANIAN	Peon		2334017			
81	N.DEENADAYALAN	Peon		2334017			
82	P.HARISIVAM	Peon		2334017			
83	Brema rajarathinam	Attender		2334017			
84	a.muhammed basurudden	Peon		2334017			
85	V.Kasiviswanathan	Peon		2334017			
86	K.Djealatchoumy	Peon		2334017			
87	K.MADOURE	Helper		2334017			
88	S.Amalarpavanathan	Helper		2334017			
89	S.YESSAYA	Helper		2334017	2222976		
90	R.SIVAKUMAR	Helper		2334017			
91	V.Premkumar	Data Entry Operator		2334017	2640055		vv Premkumar @ readdif.com
92	Pandian,	Store Keeper Gr.II		2334017	2228897		
93	Rajaraman,	Mechanic		2334017			
94	Sundarapandian	Helper		2334017			
95	Thirunavukarasu	Watchman		2334017			
96	K.Bharathi,	Watchman		2334017			

CHAPTER – 11

The Monthly Remuneration Received By Each Officers and Employees of Local Administration Department

Sl. No	Name	Designation	Monthly Remuneration	Compensation Compensatory Allowance	The Procedure to determine the remuneration as given in the regulation
GROUP – A					
Tvl					
1.	E. Vallavan	Director	Rs. 18721/-	NIL	As per the Central Civil Services Revised Pay Rules, 1997.
2.	B.R. Karnure	Executive Engineer	Rs. 22230/-	NIL	”
GROUP – B					
3.	N.K. Kalaimani	Deputy Director (LA)	Rs. 18171/-	NIL	”
4.	R. Jayaraman	Deputy Director (MA)	Rs. 22137/-	NIL	”
5.	T. Selvaraj	Deputy Director (RD)	Rs. 20595/-	NIL	”
6.	J. Arthur	Depty Director (E&S)	Rs. 16568/-	NIL	”
7.	R. Anbazhagan	Assistant Engineer	Rs. 22230/-	NIL	”
8.	B. Kalaimaran	Asst. Surveyor of Works	Rs. 14327/-	NIL	”
9.	V. Nagarajan	Asst. Director (CS)	Rs. 17870/-	NIL	”
10.	P. Dharmalingam	Asst. Director (Admn)	Rs. 18809/-	NIL	”
11.	C. Revathi	Supdt. Gr.I	Rs. 14850/-	NIL	”
12.	G. Murugesan	Programmer	Rs. 15996/-	NIL	”
GROUP – C					
13.	R. Seethalakshmi	Stenographer Gr.I	Rs. 12905/-	NIL	”
14.	T. Pandiyan	Stenographer Gr.I	Rs. 12755/-	NIL	”
15.	G. Rajasekaran	Supdt., Gr-II	Rs. 12101/-	NIL	”
16.	Ravisankar	Supdt.Gr.II	Rs. 10793/-	NIL	”
17.	G. Mahalingam	Municipal Officer Gr.I	Rs. 17813/-	NIL	”
18.	J.C.L. Marianathan	Stat. Officer	Rs. 14061/-	NIL	”
19.	M. Thamilarasi	Stenographer Gr.II	Rs. 11008/-	NIL	”
20.	N. Soundirarajan	Stenographer Gr. III	Rs. 7852/-	NIL	”
21.	R. Adhikesavan	Store Keeper Gr.I	Rs. 11774/-	NIL	”
22.	R. Pandiyan	Store Keeper Gr.II	Rs. 8786/-	NIL	”
23.	R. Datchinamurthy	Assistant	Rs. 10753/-	NIL	”
24.	K. Shanmugasundari	U.D.C	Rs. 9533/-	NIL	”
25.	D. Sattiamourthy	U.D.C	Rs. 9346/-	NIL	”
26.	M. Duraipandian	U.D.C	Rs. 9159/-	NIL	”
27.	J. Dayalan	U.D.C	Rs. 9858/-	NIL	”
28.	K. Baskaran	U.D.C	Rs. 8226/-	NIL	”
29.	A. Lakshminarayanan	U.D.C	Rs. 8412/-	NIL	”
30.	J. Lavanya	U.D.C	Rs. 9720/-	NIL	”
31.	S. Mourogussine	U.D.C	Rs. 9346/-	NIL	”
32.	B. Lakshminarayanane	U.D.C	Rs. 8786/-	NIL	”
33.	A. Gulizar Maria	U.D.C	Rs. 8786/-	NIL	”
34.	M. Vijaya	U.D.C	Rs. 9533/-	NIL	”
35.	V. Ramesh	U.D.C	Rs. 8412/-	NIL	”

36.	R. Bagiswari	U.D.C	Rs. 9533/-	NIL	”
37	C. Jayalatchoumy	U.D.C	Rs. 9720/-	NIL	”
38	V. Kamalakumary	U.D.C	Rs. 8786/-	NIL	”
39	S. Saminadan	U.D.C	Rs. 8226/-	NIL	”
40	P. Govindarajalu	U.D.C	Rs. 10023/-	NIL	”
41	G. Sundararajan	U.D.C	Rs. 8973/-	NIL	”
42	S. Rangasamy	U.D.C	Rs. 8226/-	NIL	”
43.	C. Varatharajan	L.D.C	Rs. 7945/-	NIL	”
44.	M. Felicia Janvier	L.D.C	Rs. 6536/-	NIL	”
45.	T. Mourougane	L.D.C	Rs. 5836/-	NIL	”
46.	A.C. Vihisha	L.D.C	Rs. 5977/-	NIL	”
47.	M. Kaliaperumal	L.D.C	Rs. 7452/-	NIL	”
48.	P. Bhaskaramani	L.D.C	Rs. 7237/-	NIL	”
49.	K. Sivasankaran	L.D.C	Rs. 7852/-	NIL	”
50.	K. Sundararajan	L.D.C	Rs. 7237/-	NIL	”
51.	K. Parkunan	L.D.C	Rs. 6256/-	NIL	”
52.	Shyju Chakkalakkandaiyil	L.D.C	Rs. 6116/-	NIL	”
53.	P. Ayyanarappane	L.D.C	Rs. 6752/-	NIL	”
54.	A. Lourdessamy	Binder	Rs. 9421/-	NIL	”
55.	L. Aniappan	Driver Gr.I	Rs. 10105/-	NIL	”
56.	S. Pougajarassou	Driver Gr.II	Rs. 8337/-	NIL	”
57.	R. Malayalathan	Driver Gr.II	Rs. 8517/-	NIL	”
58.	K. Veerappan	Driver Gr.II	Rs. 9264/-	NIL	”
59.	S. Samson	Driver Gr.II	Rs. 9264/-	NIL	”
60	S. Palani	Driver	Rs. 8256/-	NIL	”
61.	K. Bhavanisingh	Junior Engineer	Rs. 13735/-	NIL	”
62.	B. Tamijeselvy	Junior Engineer	Rs. 12614	NIL	”
63.	R. Mohan	Stat. Assistant	Rs. 12894/-	NIL	”
64.	R. Gopalakrishnan	Stat. Inspector	Rs. 12334/-	NIL	”
65.	K. Manokaran	D’Man Gr.II	Rs. 11214/-	NIL	”
66	P. Poongavanam	D’Man Gr.II	Rs. 10193/-	NIL	”
67	E. Saravanan	Tracer	Rs. 8699/-	NIL	”
68	K. Mohanraj	Mechanic	Rs. 8442/-	NIL	”
69	T. Gurumurthy	Mechanic	Rs. 7182/-	NIL	”
70	M. Rajaram	Mechanic	Rs. 6708/-	NIL	”
71	K. Sathayanathan	Wireman	Rs. 7388/-	NIL	”
72	V. Elango	Wireman	Rs. 7421/-	NIL	”
73	L. Alamelu	Data Processing Asst.	Rs. 12176/-	NIL	”
74	V. Premkumar	Data Entry Operator	Rs. 9533/-	NIL	”
GROUP – D					
75	S. Sivapragasam	Attender	Rs. 7546/-	NIL	”
76	P. Ramadoss	Attender	Rs. 6624/-	NIL	”
77	Brama Rajarathinam	Attender	Rs. 7407/-	NIL	”
78	P. Homnatha Sharma	Attender	Rs. 6324/-	NIL	”
79	S. Ramadoss	Attender	Rs. 5922/-	NIL	”
80	R. Natesan	Attender	Rs. 6518/-	NIL	”
81	K. Djealatchomy	Attender	Rs. 5922/-	NIL	”
82	T. Thanamathibai	Attender	Rs. 6594/-	NIL	”
83	J. Venmaniamal	Attender	Rs. 6593/-	NIL	”
84	K. Kalaiyarasan	Peon	Rs. 6463/-	NIL	”
85	A.MD. Basurudeen	Peon	Rs. 6518/-	NIL	”
86	E. Gavousalya	Peon	Rs. 6649/-	NIL	”
87	B. Subramanian	Peon	Rs. 6508/-	NIL	”
88	N. Deenadayalan	Peon	Rs. 6463/-	NIL	”

89	P. Harisivam	Peon	Rs. 6971/-	NIL	”
90	V. Kasiviswanathan	Peon	Rs. 5556/-	NIL	”
91	K. Madoure	Helper	Rs. 5977/-	NIL	”
92	N. Subramanian	Helper	Rs. 5810/-	NIL	”
93	S. Yessaya	Helper	Rs. 5922/-	NIL	”
94	R. Sivakumar	Helper	Rs. 5922/-	NIL	”
95	K. Sundarapandiyan	Helper	Rs. 5922/-	NIL	”
96	K. Bharathi	Watchman	Rs. 5595/-	NIL	”
97	D. Thirunavukarasu	Watchman	Rs. 5595/-	NIL	”

CHAPTER – 12

The Budget Allocated to Each Agency

Details of Budget Allocation made to the Local Administration Department for the Purpose of Release of Grants – in – Aid to the Local Bodies and the Amount Released to Them

PLAN SCHEMES – 2004-2005

(Rupees in lakhs)

Sl. No.	Name of the Scheme	NON-BUILDING			
		Outlay 2004-2005	Total Expenditure	Physical Target	Physical Achievement
Sector: URBAN DEVELOPMENT					
1	Financial Assistance to Municipalities for Construction and improvement of buildings.	131.39	131.39	25 works	35 works
2.	MLA's Local Area Dev. Scheme	1020.00	1019.98	225 works	216 works
3	Construction of Staff Quarters for Municipal Employees	30.00	30.00	4 works	3 works
4.	Training and Visits	0.20	0.10	4 Programmes	1 Programmes
5	Swarna Jayanthi Shahari Rozgar Yojana	31.28	31.28	5 Municipalities	5 Municipalities
6	Integrated Dev. Of Small and Medium Towns	145.78	145.78	4 Municipalities	5 Municipalities
7	Financial Assistance for Sanitation, Solid and Liquid Waste Management	471.26	471.26	3 Municipalities	3 Municipalities
8	National Slum Development Programme	100.00	100.00	5 Municipalities	5 Municipalities
9	Financial Assistance to Municipalities to meet the operational cost of water supply system and street lights.	30.22	30.22	3 Municipalities	3 Municipalities
10	Revival of burial ground/ cremation ground	76.51	76.51	25 works	20 works
11	Financial Assistance to Municipalities for construction of Municipal Office Building	2.36	2.36	1 work	1 work
12	Grants to Municipalities for development of villages under Perunthalaivar Kamarajar Village Renaissance Scheme	119.00	119.00	5 Municipalities	5 Municipalities
13	Urban Reforms Incentive Fund to Municipalities	50.00	50.00	-	5 Municipalities
Total		2208.00	2207.88		
			99.99%		

(Rs.in lakhs)

Sl. No.	Name of the Scheme	NON-BUILDING			
		Outlay 2004-2005	Total Expenditure	Physical Target	Physical Achievement
Sector: COMMUNITY DEVELOPMENT					
1	Strengthening of Directorate of Rural Development.	27.14	26.92	Salary component	Salary component
2	Strengthening of Vital Statistical Cell	6.20	6.18	Salary component	Salary component
3	Grant for MLA's Local Area Development scheme	780.00	779.99	220 works	212 works
4	Grant for composite scheme for basic civic amenities in the under developed areas.	23.00	23.00	10 works	15 works
5	Grant to meet the operational cost of water supply system and Rural Electrification facilities	27.00	27.00	10 CPs.	10 CPs.
6	Grant for Panchayat building and community center	28.81	28.81	10 works	9 works
7	Grant for Integrated Dev. Of villages of Religious importance	10.00	10.00	6 works	7 works
8	Grant for Construction of Village Panchayat Offices.	23.85	23.85	10 works	6 works
9	Grant for Revival of burial/ cremation ground/Constn. of market.	26.00	26.00	25 works	15 works
10.	Grant for Commune Panchayats for development of villages under Perunthalaivar Kamarajar Village Renaissance Scheme	91.00	91.00	10 CPs	10 CPs
	Total	1043.00	1042.75		
			99.98%		

Sl. No.	Name of the Scheme	NON-BUILDING			
		Revised Outlay 2004-2005	Total Expenditure	Physical Target	Physical Achievement
Sector: ROADS AND BRIDGES					
1	Grant for Panchayat Rural Roads and Local Development Works	160.00	160.00	75 works	47 works
2	Grant for Municipalities for improvement of roads and Local Development works	240.00	240.00	75 works	56 works
	Total	400.00	400.00		
			100%		

Sector: WATER SUPPLY AND SANITATION					
1	Grant for Panchayat Rural Water Supply	80.00	80.00	45 works	46 works
2	Grant for Public Health and Rural Sanitation	20.00	20.00	20 works	17 works
Total		100.00	100.00		
			100%		

NON-PLAN SCHEMES (2004-2005)

As on 31.03.05

Sl. No.	G.O. No & Date	Amount		Name of the Local Body
		General	SCP	
ABOLITION OF OCTROI				
1.	121/LAS/2004 dt.19.10.2004	1,55,94,000	-	Pondicherry Municipality
		33,59,000	-	Karaikal Municipality
		86,81,000	-	Mahe Municipality
		32,57,000	-	Yanam Municipality
		35,000	-	Pondicherry Municipality
Total		3,09,26,000	-	
HOUSE TAX MATCHING GRANT				
1.	G.O.Ms.No.242/LAS/2004-05 dt.08.03.05	9,41,280	-	Ariankuppam C.P
		22,28,747	-	Bahour C.P
		1,66,881	-	Mannadipet C.P
		21,93,345	-	Nettapakkam C.P
		75,69,747	-	Villianur C.P
		4,93,965	-	Kottucherry C.P
		5,32,192	-	Nedungadu C.P
		4,06,146	-	Neravy C.P
		35,18,202	-	Thirunallar C.P
		11,14,359	-	T.R.Pattinam C.P
Total		1,91,64,864	-	
ROAD MAINTENANCE GRANT				
1.	G.O.Ms.No.256/LAS/2004-05 dt.11.03.05	4,53,009	-	Ariankuppam C.P
		14,62,122	-	Bahour C.P
		15,40,596	-	Mannadipet C.P
		3,55,105	-	Nettapakkam C.P
		14,23,030	-	Villianur C.P
		2,97,134	-	Kottucherry C.P
		2,78,806	-	Nedungadu C.P
		1,66,112	-	Neravy C.P
		5,66,689	-	Thirunallar C.P
		2,92,726	-	T.R.Pattinam C.P
Total		68,35,329	-	
OPERATIONAL COST OF WATER SUPPLY SYSTEM AND CURRENT CONSUMPTION CHARGES				
1.	G.O.Rt.No.263/LAS/2004-05 dt.16.03.05	1,50,00,000	-	Pondicherry Municipality
Total		1,50,00,000	-	

KUDIMARAMATHU GRANT				
1.	G.O.Rt.No.267/LAS/2004-05 dt.18.03.05	3,712 5,528 2,664 21,496 11,728 8,232 40,880	- - - - - - -	Pondicherry Municipality Oulgaret Municipality Ariankuppam C.P Bahour C.P Mannadipet C.P Nettapakkam C.P Villianur C.P
		23,008 9,168 19,188 6,168 33,016 11,812	- - - - - -	Karaikal Municipality Kottucherry C.P Nedungadu C.P Neravy C.P Thirunallar C.P T.R.Pattinam C.P
Total		1,96,600	-	
TOLL TAX				
1.	G.O.Rt.No.271/LAS/2004-05 dt.21.03.05	39,000 63,000 4,000	- - -	Pondicherry Municipality Mahe Municipality Yanam Municipality
Total		1,06,000	-	
REIMBURSEMENT OF THE PROPORTIONATE COST OF THE POST OF DIRECTOR OF FIRE SERVICE/DIVISIONAL FIRE OFFICER(01.03.03 TO 28.03.04)				
1.	G.O.Rt.No.272/LAS/2004 dt.22.03.05	2,29,724	-	Pondicherry Municipality
Total		2,29,724		
PRESTATION AWARD				
1.	G.O.Rt.No.280/LAS04-05 dt.30.03.05	3,500	-	Sri.Thirukameshwarar Devasthanam, Villianur.
Total		3,500	-	

GRAND TOTAL = Rs.7,24,62,017/-

CHAPTER – 13

The Manner of Execution of Subsidy Programme

There is no subsidy programme implemented by this Department

CHAPTER – 14

Particulars of Recipients of Concessions, permits or authorization granted by it

There is no programme implemented by this Department for grant of concessions, permit or authorization.

CHAPTER – 15

Norms set by it for the discharge of its functions

**Details of Norms / Standards set by the
Department for execution
of various activities / Programmes**

In respect of Local Administration Department, the functions are discharged in accordance with the procedures / norms prescribed in the **Manual of Office Procedure** issued by the Personnel and Administrative Reforms Wings, Pondicherry. in June, 1987. Grants in aid to local bodies is released in accordance with the procedures/norms prescribed in the Grants in Aid Rules notified in G.O.Ms. No. 87 dt. 15.7.1973 of the Local Administration Department.

As far as local bodies are concerned, the civil works are executed by them in accordance with the norms / standards as prescribed in the CPWD Manual / Order bearing No. 11799 / D1/1983/LAD dt. 16.3.1984 of the Local Administration Department. In respect of Purchase of Stores, the procedures prescribed in the Memorandum bearing No. 6756/D1/83/LAD dt.6.8.1983 of the Local Administration Department and the Pondicherry Municipalities (Procedure for Execution of works and Purchase of Stores) Rules, 1997. (with amendments) and the Pondicherry Commune Panchayats (Procedure for Execution of Works and Purchase of Stores) Rules, 1997 (with amendments) are, followed. Further, other various functions of local bodies are carried out according to the procedures prescribed in the in the statutes listed out in Chapter – 4.

CHAPTER – 16

Information Available in an Electronic Form

Details of Information Related to the various schemes which are available in the Electronic Format

At present there is no Electronic Format Available for furnishing information relating to various schemes.

CHAPTER – 17

Particulars of the Facilities available to citizens for obtaining Information

17.1 Means, methods or facilitation available to the public, which are adopted by the department for dissemination of information

Local Administration Department

- Through Newspaper
- Notice Board
- Printed Manual Available
- Website

Local Bodies

- Through Newspaper
- Notice Board
- Inspection of Records in the Office
- System of issuing of copies of documents
- Website

Chapter-18

OTHER USEFUL INFORMATION

Please see the **citizen charters** of our Department <http://www.pon.nic.in/citizen>.