

COPY OF:

Office of the Commissioner of
Municipal Administration, Madras-5.

Rec.No.19592/OP1/96

Dated:20.3.96

CIRCULAR

Sub: Delegation of powers of the Executive Authorities of
Personal Assistant to Municipal Commissioners under
section 18A of the T.N.D.M.Act 1920 as amended -Rega

The posts of Personal Assistant to Municipal
Commissioners have been created with a view to assist the Municipal
Commissioners in all administrative matters both within the
Municipal Office as well as in outdoor activities. Proper delega
of functions of the Municipal Commissioners under sec.18-A of the
Tamil Nadu District Manual Act 1920 will only serve the above
purpose.

Of late, it has come to the notice of this Commission
rate that certain Municipal Commissioners have not delegated
adequate powers to the Personal Assistant to Municipal
Commissioners and thereby not utilising their services effectively

In some places, though delegations have been given, the
Personal Assistants to Municipal Commissioners are not being
allowed to exercise the delegated powers in letter and spirit.
Both these shortcomings, i.e., non-delegation of adequate powers
and non-utilisation of the services of the Personal Assistant
Municipal Commissioners will not be conducive to better
administration. Therefore, the Municipal Commissioners concerned
are requested to avoid the above shortcomings and well utilise
the services of the Personal Assistant to Municipal Commissioners
atleast in future.

Sd.M.DEVARAJ,
Commissioner of Municipal
Administration.

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