

Roc.No.55654/65-B.4

Dt: 5-8-1965

Subs- Establishment - Town Planning - Municipal Councils -
Inspection of buildings etc. - instructions issued:

CIRCULAR

The following instructions are issued for strict observance by the Executive Authorities of Municipal Councils and Township Committees and Town Planning Officers of Municipalities.

It has been observed that in several cases replies to references, from Government, Chief Electoral Officer, Director of Town Planning and other Heads of Departments are based on the reports of inspection by subordinate Town Planning staff such as Building Inspectors and that such replies do not invariably reflect complete views of the Town Planning Officer or the Commissioner. Very often the reports of the Town Planning and Building Inspectors are forwarded without reference to senior technical Officer such as Town Planning Officer for his personal contribution. The Executive Authorities also do not seem to inspect the places in such cases and the reports of the Executive Authorities appear to be merely based on the inspection reports of the subordinate town planning staff. This procedure does not help proper appreciation of the matter to the required extent and is also not conducive to efficiency. The Executive Authorities of Municipal Councils and Township Committees should realise the responsibility enjoined on them under the rules and should arrange to inspect the places themselves besides arranging such inspections by the Town Planning Officer himself or by the chief technical assistant of the Town Planning Branch, in places where there are no Town Planning Officers, instead of sending the references for inspection and report by the subordinate town planning technical staff such as Building Inspectors and they should furnish reply embodying the views of Town Planning Officer and their own in respect of all cases referred to them.

In cases where the Municipalities have appointed Assistant Town Planning Officers the services of the Assistant Town Planning Officers should be utilised for works connected with the preparation of the schemes, processing variations etc., besides such other technical work, such as land acquisition, connected with town planning schemes. They should not be ordinarily burdened with the scrutiny of building applications, verification of encroachments, temporary and permanent etc. to the detriment of the work for which they are specifically sanctioned.

Sd. x x x x x x x
for Chief Electoral Officer.

To
All Executive Authorities of Municipal Councils.

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R.F.5/39277/65/C.20

Municipal Office, Coimbatore,
Dt. 4-3-1966.

Endorsement

Copy of Circular Roc.No.55654/65/B.4 dt. 5-8-65 of the Joint Development Commissioner, Madras-1 is communicated to Town Planning Officer, Asst. Town Planning Officers, H.1, H.15 and Manager (General) for information.

Sd. R.Lakshmanan,
for Commissioner.

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SVR/10.3.