

**Office of the Commissioner of Municipal
Administration, Chepauk, Chennai- 5**

Roc.No: 66744/2006/OP-1

Dated: 30.11.2006

CIRCULAR

Sub:- Establishment – Office of the Regional Director of Municipal Administrations – Delegation of Powers – Regarding transfer and postings in respect of Municipal Employees – Orders – Issued.

Ref:- 1] G.O.Ms.No: 10, Municipal Administration and Water Supply Department, dated: 09.01.1992
2] This Office Circular Roc.No: 77772/97/OP1 dated: 17.4.98
3] This Office Circular Roc.No: 59284/01/OP1 dated: 05.09.2001, 4.1.2002 and 4.3.2002
4] This Office Circular Roc.No: 59284/01/OP-1 dated:22.4.02

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In supercession of the orders issued in the circulars cited above, the following orders are issued.

The Government in G.O. first cited, among other powers have delegated the following powers to Regional Directors of Municipal Administration. The powers of transfer within the Region of all categories of Officers and employees under all Municipal Service inclusive of last Grade Service and Public Health Branch shall be exercised by the Regional Directors. Further in this office circulars cited above certain instructions were issued regarding the transfer and postings of Municipal Employees within the Region and also from one Region to another Region.

Subsequently the instructions issued in this office circular Roc.No: 5,9,01,3,1,02 and 4.3.02 were withdrawn vide this office circular Roc.No: even No. dated: 22.4.2002 due to administrative reasons.

Hence, in order to ensure better administration, all the Regional Directors of Municipal Administration are directed to exercise the powers of transfer and postings in respect of Municipal Employees in respect of the following categories.

- 1] Tamil Nadu Municipal General : Assistant and below cadres
Service Rules
- 2] Tamil Nadu Municipal : Overseers / 'D' Man including Wire
Engineering and Water works Man/ Electrician etc., and below
Service Rules cadres
- 3] Tamil Nadu Municipal Town : Town Planning Inspector and below
Planning Services Rules cadres

- 4] Tamil Nadu Municipal Medical : Maternity Assistant and below cadres Service Rules
- 5] Tamil Nadu Municipal Last : All Categories Grade Service
- 6] Tamil Nadu Municipal Public : Sanitary Supervisor and below cadres Health Service Rules

While making transfers and postings they should adhere the guidelines issued by the Government in G.O.Ms.No: 10, P & AR Department, dated: 07.01.1994, consolidated guidelines issued by Government in Lr.No: 23847/S/98-1, P & AR Department, dated: 8.5.98 and also various instructions issued by the Government in this regard.

1] The transfer and postings should be made within the Region

2] In the case of transfers requesting from one Region to another, the Municipal Commissioner should forward the applications to the concerned Regional Director in which the Municipality is situated and the Regional Director in turn forward the same to this office along with his specific remarks in the prescribed proforma.

3] The transfer and posting of Municipal Employees should be subject to the orders issued by Government / this office then and there

4] Persons who have completed a service of 3 years or who would complete a service of 3 years as on 30th June shall be transferred

5] Mutual transfer and transfers to the place where the spouse is working can be effected during the non transfer period also but the applicant should have completed one year of service in the present station.

The receipt of this circular should be acknowledged by return of post.

**Sd/- Niranjan Mardi,
Commissioner of
Municipal Administration**

To
All Regional Directors of Municipal Administration

Copy to:- All Municipal Commissioners
All Officers of this Office
All Superintendents

copy submitted to: The Secretary to Government,
MA&WS Department,
Chennai-9.

// Forwarded by order //

Superintendent