

Roc.No.42074/2009/C3

Dated : 12.09.09.

CIRCULAR

- Sub Establishment - Tamil Nadu Municipal Commissioners' Service –
Municipal Commissioners Proceeding on leave by handing over
the charge of the post to subordinates without prior intimation –
Modification of instruction – Regarding.
- Ref : 1. This Office Circular No.12506/2000/C1, dated 17.04.2000.
2.This Office letter Roc.No.20224/2001/C4, dated 30.03.2001..
3.This Office Circular Roc.No.61365/2004/C4 dated 29.12.2004

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It has been brought to the notice of the Director of Municipal Administration that the Municipal Commissioners are in the practice of handing over the charge of their post to their subordinates suo moto while leaving the head quarters or proceeding on long leave, without obtaining the prior permission of the Director of Municipal Administration.

2. The Director of Municipal Administration recently made a visit to a Municipality along with the RDMA concerned and it has found that the Municipal Commissioner has stayed away from duty and was absent without obtaining prior permission from the Director of Municipal Administration or the Regional Director of Municipal Administration concerned in violation of the instructions issued by this office in the circulars cited.

3. The Municipal Commissioners are frequently availing leave without obtaining prior approval of their higher authorities as already instructed in the circulars cited. The action of the Municipal Commissioners frequently entering on leave without getting prior permission from higher authorities hamper the administrative machinery and such activities will not be tolerated at any cost. In future, if such attitude on the part of the Municipal Commissioners continues and unauthorized absence is noticed, severe disciplinary action will be initiated and where ever warrants suspension of those erring officers will be ordered.


4. It has also been observed that many commissioners or Executive Officers are leaving their headquarters and head to their home towns without getting any orders or permissions from higher authorities. Such irresponsible behavior cannot be tolerated.

5. All the Regional Directors of Municipal Administration are hereby instructed to monitor the leave and movements of the Municipal Commissioners / Executive Officers within their region and to report to the Director of Municipal Administration about the Municipal Commissioners who are disobeying the instructions issued by this office.

6. Finally all the Municipal Commissioners and Executive Officers of Grade-III Municipalities are hereby instructed to obtain prior permission from the Director of Municipal Administration before entering on leave or leaving their head quarters . They are also instructed that they should not hand over the charge of the post of Municipal Commissioner / Executive Officer to the subordinates suo moto, without obtaining the prior permission of the Director of Municipal Administration. Whenever they are leaving their headquarters for official purposes they shall intimate the same by fax to the Director of Municipal Administration. In case of urgency, orders can be obtained over phone from the Director of Municipal Administration. Further, copies of all such permissions obtained, shall also be marked to the RDMA's concerned. However, the written permission will be issued only by the DMA. The RDMA's shall watch this and permit the officer to leave the headquarters only after getting the written permission of the Director of Municipal Administration.

The above revised instructions should be followed by all concerned scrupulously and any failure will be viewed seriously. The receipt of this Circular should be acknowledged by return of post.

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Director of Municipal Administration.
16.9.09

To
All Corporation Commissioners.
All the Municipal Commissioners.
All the Executive Officers of the Grade III Municipalities.
All Regional Director of Municipal Administration.
Stock File – C4 / C1 / OP / F.