



### ABSTRACT

W.P.No.28216/2006 (arising out of O.A.No.989/95) - Filed by the Tamil Nadu State Municipal Sanitary Inspectors Association, represented by its President - Orders of the High Court - Duties and Responsibilities of Sanitary Inspectors - Orders issued.

### Municipal Administration and Water Supply (ME:III) Department

G.O.(D)No.549

Dated: 28.10.2010

Read:-

1. G.O.(Ms)No.238, Municipal Administration and Water Supply Department, dated 14.09.1994.
2. Orders of the High Court of Madras dated 28.06.2007 in W.P.No.28216/06 (O.A.No.989/95).
3. From the Director of Municipal Administration letter Roc.No.37404/2007/J1, dated 28.09.2010.

### ORDER:

In the G.O. first read above, orders were issued, merging the posts of Health Assistants with the posts of Sanitary Inspectors in compliance of the orders of the Tamil Nadu Administrative Tribunal in O.A.No.1921/90, dated 02.04.1991, and thereof the post of Health Assistant is not in existence.

2. Aggrieved by the orders of the Government, the Tamil Nadu State Municipal Sanitary Inspectors Association filed an O.A.No.989/ 95 since converted as W.P.No.28216 of 2006. The grievance of the petitioner is that, because of the merger of the posts of Health Assistant and Sanitary Inspector, the status of the Sanitary Inspectors has been reduced.

3. The High Court of Madras in its order second read above, in the said W.P., directed the Government to consider the request of the petitioner-Association regarding the Administrative changes in the performance of duties and job chart of the Sanitary Inspector.

4. The Director of Municipal Administration in the letter third read above has sent the draft job chart for Sanitary Inspectors and request to approve the same.

5. The Government after careful examination of the proposal of the Director of Municipal Administration have decided to accept the same and accordingly approve the job chart of Municipal Sanitary Inspectors, as in the Annexures to this order.

6. The Director of Municipal Administration is requested to communicate this order to all the Regional Directors of Municipal Administration / Commissioners of Municipalities.

(BY ORDER OF THE GOVERNOR)

KASHOK VARDHAN SHETTY,  
PRINCIPAL SECRETARY TO GOVERNMENT.

To

The Director of Municipal Administration, Chennai-600 005.

All Regional Directors of Municipal Administration. (Through Director of Municipal Administration)

All Commissioners of Municipalities. (Through Director of Municipal Administration)

The Director of Local Fund Audit, Chennai 600 106.

Copy to:-

The Senior Personal Assistant to Hon'ble Deputy Chief Minister, Chennai- 600 009.

The Personal Secretary to Principal Secretary to Government, Municipal Administration & Water Supply Department, Chennai- 600 009.

The Municipal Administration & Water Supply (OP.2) Department, Chennai- 600 009.

(Forwarded by Order)

*[Signature]*  
Section Officer.

*[Signature]*  
02/11/2010

% Director of Municipal Administration  
Chennai - 600005.

*21/*  
*not on*  
*12/11/2010*  
*12/11/10*  
*31*

Endf (Roc) NO: 37404/2007/JI

dt: 11.11.2010

The copy of G.O (D) NO: 549, Municipal Administration and water supply Dept. Dt: 28/10/2010 is communicated for necessary action.

Annexure to G.O.(D)No.549, Municipal Administration and Water Supply

Department, Dated 28.10.2010

Duties of Sanitary Inspectors:-

**Solid Waste Management:-**

1. To check the attendance and supervise the work of the Sanitary Workers/Sanitary supervisors, to oversee the cleanliness of the area under his jurisdiction including all aspects of Solid Waste Management.
2. To supervise the removal of all organic manure, wastes, house hold refuse and street sweepings from the inhabited areas and till their disposal.
3. To supervise the cleaning of vehicles after use daily and are maintained in a serviceable condition. Any repair requiring to be done should be reported to the Executive Authority and the work got carried out within the minimum time, in addition to ensuring the usage of adequate reserve vehicles, implements, so that there is no let in the transportation.
4. To ensure that the Public Health vehicles such as lorry/tractor etc., carry garbage to the full load and number of trips per day are completed as scheduled for each vehicle.
5. To supervise the cleaning of all public latrines, urinals and street cesspools daily and the Sanitary Inspector shall be responsible for their maintenance in good sanitary condition, and also for the cleanliness of all roads, street, lanes, vacant spaces, tanks, pits, low lying lands and public utilities etc.
6. To inspect dhobi ghanas, conservancy depot, trenching grounds, sewage farms and garbage depots, compost yard and land fill site, periodically and other similar facilities belonging to or maintained by the Municipality, to ensure cleanliness.
7. To inspect Public places like bus stand, market, all religious buildings situated areas, school and college locations, all public institutions, various Government and public office areas, to ensure that these places are kept clean.
8. To maintain records regarding the ward map with important locations marked, the vehicles route chart and the details of the area allotted to the Sanitary workers and timings for supervision and programme for mass cleaning.
9. To ensure that the sanitary workers quarters maintained by the Municipality are kept in proper sanitary condition with safe water supply and proper street lighting. Any sickness among the sanitary staff should be attended to and the patients advised to resort to the hospital for treatment and arrange to claim their wages systematically and they are promptly paid.
10. To visit the compost yard daily as he is responsible for the correct and systematic stocking of garbage and the maintenance of compost yard in good order.

11. To ensure that the areas under privatization are cleaned properly and the weighing of garbage by the private party is done correctly as per agreement provision.
12. To ensure the removal of garbage from cinema theatres, marriage halls, big hotels and other commercial places on payment of service charges at the rates approved by the local body.
13. To assist scrutiny of schemes for town extension and the initiation of proposals for the relief of congestion.
14. To promptly investigate any complaints regarding conservancy and conservancy staff and report to the higher authorities.
15. In general, to implement Municipal Solid Waste (Management and Handling) Rules 2000 in letter and spirit.

**Sanitation:-**

**Dwelling houses** – The Sanitary Inspector should update himself and ensure

1. that all rules and regulations under the Tamil Nadu District Municipalities Act, 1920 and the Tamil Nadu Public Health Act, 1939, with regard to new buildings are carefully enforced;
2. that all buildings within the area are systematically inspected, and are kept in good sanitary condition. A register should be maintained on the houses inspected showing the date of inspection; the number of the house with the name of the street; the name of the owner, the nature of the defects noticed, action taken and final result;
3. that all encroachments made upon public roads and streets are promptly reported for action;
4. that all bathing ponds and slum areas are systematically inspected and defects if any, brought to the notice of the Commissioner; and
5. that proposals are made for draining or filling up of low lying portions in sanitary areas, widening of narrow streets, cutting side drains, etc.,
6. the proper functioning of under ground drainage system and report to the concerned authority in case of any default.

**Water Supply:-**

1. The Sanitary Inspector should inspect places where there is protected water supply, and all reservoirs, sumps, wells and tanks set apart for drinking purposes, periodically to see that their surroundings are kept clean and all sources of pollution are removed.
2. The Sanitary Inspector shall report, the circumstances which might affect the efficient working of the mains and fountains or which are likely to pollute or render the supply impure at its source or during distribution, where protected water supply is maintained.

3. To ensure that no bathing, washing or cleaning of clothes near hand pumps or drinking water-wells and all accumulations of water in the vicinity of hand pumps or wells are removed.
4. Should verify the chlorine content of the water supplied by the Urban Local Body and to ensure proper chlorination of the drinking water and should also maintain chlorination register.

#### **Food and Drink**

1. To inspect all sources of milk supply, periodically, to ensure that sheds of milk cattle is well lighted, ventilated, kept clean and provided with impervious floors and drainage and as far as possible be well away from the dwelling house and to enforce all rules with regard to cattle yards.
2. To visit all milk shops and dairies, systematically, to see that they are maintained in good sanitary condition and all regulations and by-laws in force with regard to them are enforced.
3. All articles of food unfit for human consumption exposed or stored for the purpose of sale should be promptly seized and dealt with according to the law in force.
4. To inspect all aerated water factories from time to time to see that they are kept clean and that the water used is from approved source.
5. To inspect slaughter-houses so as ensure the refuse is promptly removed and the entire slaughter house washed thoroughly after use and no sick animal is allowed into the slaughter house. To inspect all animals intended for slaughter and mark them as passed in such manner as may be prescribed. To visit the slaughter house after slaughtering is done, for the purposes of check and verification and should exclude from the market the carcasses which do not bear the authorized mark.
6. To inspect all restaurants, hotels, lodges, coffee shops, food malls, bakeries, sweet stalls and all food manufacturing or sale places etc., periodically, to see that they are kept clean and all the provisions supplied are fit for human consumption.

#### **Dangerous and Offensive Trade:-**

1. To inspect all places where dangerous and offensive trades are carried on to see that the sanitary conditions under which they are licensed are carried out. He should scrutinize all applications for licenses for markets, slaughterhouse, hotels, bake houses, aerated water factories, bakeries, lodging and places for carrying on offensive and dangerous trades.
2. To inspect all installations of machineries, factories, industries etc., which are use electric motors etc.,
3. No washing of clothes in any but licensed places should be permitted and all sanitary rules in force regarding washing of clothes should be carefully enforced.

4. To give opinion to the Municipal Council for granting of license for installation of factory under section 250 of the Tamil Nadu District Municipalities Act, 1920, as regards the suitability of the site of the factory, workshop, work place or premises for the purposes specified in the application.

#### Control of Communicable diseases:-

The management of communicable diseases forms one of the important duties of the Sanitary Inspector.

1. To arrange to collect data regarding occurrence of communicable diseases (like ADD, cholera, infective hepatitis, J.E, STD etc.) notified diseases, epidemics and natural calamities and to take suitable preventive, control and management measures.
2. To mobilize manpower in time and also to procure disinfectants, insecticides, drugs etc..
3. To carry out anti-mosquito work and vector-borne disease prevention and control measures including anti-malarial work, active and passive surveillance and presumptive treatment.
4. Ensure regular surveillance in detecting communicable diseases as per the Tamil Nadu Public Health Act and arrange to take appropriate measures to notify the authorities concerned and initiate necessary control and preventive measures. In short, should carry on surveillance activities and organize containment measures for communicable diseases, including vaccine-preventable diseases.
5. Ensure to arrange for the referral of suspected cases of leptospirosis to the medical officers of the nearby health facility.
6. Ensure that no occurrence of cases of food poisoning takes place in the food establishments and feeding centers, especially, in noon meal and other nutrition centers, such cases are promptly reported and necessary control and preventive measures are organized and instituted in such instances, promptly.
7. Check the conditions of hygiene and sanitation in respect of storage of food articles, the cooking, serving, the food handlers and the surroundings and advise / educate the concerned to take such measures to prevent the instances of food poisoning and spread of water and food-borne diseases.
8. Plan, organize and coordinate the conduct of various health education sessions and health programs by way of lectures, exhibitions and such other forms of propaganda as may be necessary.
9. To coordinate the organizing of school health services, including immunization of school children.

#### Disposal of the dead

To inspect the burial and burning grounds or Gasifier / Electric crematorium and to take steps for proper maintenance and the observance of the conditions under which they are licensed.

All bodies of dead animals that may be found in any of the public roads should be promptly removed and disposed of properly.

#### **Fairs and Festivals**

To carry out such duties as may be assigned to him by the Sanitary Officer / Health Officer and the Executive authorities during fairs and festivals. It is during these times that increased attention should be paid by him to his routine sanitary duties and greater vigilance exercised in respect of water supply, conservancy, food, drink etc.

- (i) To maintain a register of fairs and festivals in the Municipality, submission of statement in the prescribed form to the authorities concerned and to make necessary arrangements for the sanitary control of all such festivals.
- (ii) To prepare the reports, in forms I, II and III pertaining to notified fairs and festivals.

#### **Prosecutions**

It is the duty of the Sanitary Inspector to institute and conduct all prosecutions for any infringement of the sanitary provisions of all Acts and by-laws framed there under.

#### **Vital statistics i.e., Birth and Death Registrar**

Sanitary Inspector shall be the Registrar of Births and Deaths of the respective Division of the Municipality and he should carry out the duties of the Registrar of Births and Deaths, as assigned in section 18 of the Registration of Births and Deaths Act, 1969 and 2000, (G.O.Ms.No.630, Municipal Administration and Water Supply Department, dated 05.7.1990) and also to maintain the following registers:-

1. Birth and Death detection register
2. Late fee collection register
3. Notice issuing register
4. Prosecution register
5. Monthly and annual vital statistics returns.

#### **General**

1. To maintain a diary and submit it daily to the Sanitary Officer/ Health Officer and if there is no Health officer, to the Executive Authority of the municipality concerned.
2. To attend all correspondences, issue of notice, etc. relating to sanitary duties and the maintenance of registers of stores, plants and accessories, disinfectants, etc. in his charge.
3. To co-operate and coordinate with officers and subordinates of others departments of the Municipality, by bringing to their notice any conditions unconnected with sanitation, dangerous to human life and safety which he may have observed during his daily rounds in the town.

4. He shall be the Authorized Officer under Section 2(b) and section 10 of the Tamil Nadu Prevention of Smoking and Spitting Act 2002 and Rules 2003, to enforce the provisions of the said Act and Rules. (G.O.(Ms)No.91, Health and Family Welfare Department, dated 14.05.2003.)
5. To help in the work of registration of Births, by enquiry, during his inspections and by bringing into account, cases of unreported births and deaths.
6. To co-ordinate the preparation and submissions of monthly immunization returns.
7. To check the work and registers of Midwives and Health visitors, employed by the Municipal Council.
8. To supervise the maternity and child-welfare centers established by the Council and co-ordination of the activities of all such centers maintained by private individuals or bodies.
9. To inspect all Government and Municipal Schools, including Private school's in the Municipality, as part of their duties, for the issue of sanitary certificates for the purpose of recognition.
10. Every Sanitary Inspector will acquaint himself with all provisions of the TNDM Act, 1920 and the Tamil Nadu Public Health Act and all the rules and by-laws framed there under, relating to Public Health Administration. He will keep a constant watch over all circumstances and conditions affecting the Public Health and advise the council for improvements that should be carried out. A register will be maintained embodying proposals of important nature and the register will be placed before the council at its budget meeting.
11. For submitting Annual report to the Municipal Commissioner, every Sanitary Inspector shall submit an annual report to the Municipal Council comprising summary of the activities of the department during the year, the steps taken to prevent the spread of the diseases on account of the general condition of the town in the year, in relation to the public health.
12. To implement Animal Birth Control programme, as per the guidelines in force.

**Prevention of Food Adulteration Act**

To discharge the duties of the Food Inspector of the Municipality, if qualified under rule 8 of the Prevention of Food Adulteration Rules, 1955.

**K.ASHOK VARDHAN SHETTY,  
PRINCIPAL SECRETARY TO GOVERNMENT.**

//True Copy//

*A. J. Ramani*  
22/11/2010  
Section Officer.