

મુદ્દા નં.૪(ખ)(૨)અધિકારીઓ અને કર્મચારીઓની સત્તાઓ અને ફરજો
(II) The powers and duties of its officers and employees;

ગાંધી સ્મૃતિ ભવન ખાતે ફરજ બજાવતા અધિકારી / કર્મચારીઓનાં હોદ્દા દીઠ સત્તાઓ અંગેની વિગત :-

SURAT MUNICIPAL CORPORATION

POWERS DELIGATED TO " THE MANAGER - AUDITORIA, INDOOR STADIUM " WITH THE PRIOR APPROVAL OF STANDING COMMITTEE
VIDE ITS RES.NO.2219/2013 DTD.03/10/2013

ORDER NO.DP / ૮૨/2013-14

For the Administrative convenience and in replacement of the previous orders No. DP/01/2006-07 issued vide No. CMF/16, Dtd.25/09/2006 and No.DP/05/2010-11 issued vide No. CMF/16, Dtd.09/11/2010 **I, M. K. DAS**, IAS, Municipal Commissioner, Surat Municipal Corporation, Surat, hereby delegate under Section 69 (1) read with 69 (2) of the Bombay Provincial Municipal Corporations Act, 1949, subject to my revision and general control, the powers, duties and functions conferred or imposed upon or vested in me under the said Act as per schedule appended hereunder to The Manager - Auditoria, Indoor Stadium pertaining to Auditorium place under his control time to time.

No.CMF/ 1૩
 DATE: 11/10/2013


[M. K. DAS]
 Municipal Commissioner
 Surat Municipal Corporation

SCHEDULE

POWERS DELEGATED BY MUNICIPAL COMMISSIONER U/S.69 (1)

Sr No.	Nature and extent of the powers delegated	Relevant Section of the BPMC Act. 1949
1	Power to grant leave of any kind upto 180 days to the staff working under his control.	Sec. 57(1)
2	Power to initiate correspondence with the members of public for redressal of their grievances, officials' non-official institution etc. as well as other section of Municipal Corporation in respect of any matters pertaining to the department placed under his control.	General
3	Power to supervise and keep general control over all the matters, acts and proceeding of the department placed under his control.	General
4	Power to issue memo or ask for explanation from the staff below his rank working under his control.	General
5	Power to warn or censure any employee whose pay scale does not exceeds 5500-9000 or such equivalent pay scale as may be revised from time to time, for reasons to be recorded in writing after due process of law.	Sec.56(2) (c)
6	Power to fine any employee of the department whose pay scale does not exceeds 5500-9000 or such equivalent pay scale as may be revised from time to time, subject to a maximum of 5 days pay at a time after due process of law of the department placed under his control.	Sec. 56(2) (d)

**POWERS DELEGATED BY MUNICIPAL COMMISSIONER U/S 69(2) WITH
THE PRIOR APPROVAL OF THE STG. COMM. VIDE ITS RES.
NO.2219/2013 DTD.03/10/2013.**

7	Power to grant casual leave upto 7 days at a time to the staff working under his control.	Sec.67(3)(b)
8	Power to grant regular increment to the member of the staff whose pay scale does not exceeds 6500-10500 or such equivalent pay scale as may be revised from time to time, subject to the condition that there shall be no order under section 56 of the B.P.M.C. Act, 1949 with holding the same.	Sec.67(3)(b)
9	Power to sign daily diary, certificate for vehicle allowances of all the staff working under his control.	Sec.67(3)(b)
10	To prepare and pass all salary bills, LTC, TA bills of the departments staff under his control for which funds have been provided under grants sanctioned for the current year.	Sec.67(3)(b)
11	Power to write confidential reports of the members of the staff under his control.	Sec.67(3)(b)
12	Power to sign indents of stationery articles and dead stock articles, stock articles and materials for the requirements of the departments.	73 (c)
13	Power to sign all pay bills for departments placed under his control sanctioned by the competent authority for which funds have been provided under grants sanctioned for the current year.	Sec. 73 (c)
14	Power to sanction all contingency expenditure not exceeding Rs.1000/- provided funds are available under grants sanctioned for the current year.	Sec. 73 (c)
15	Power to purchase materials at market rates when the same is not available in stock and its urgently required at a cost not exceeding Rs.1000/- in each instance, reasons to be recorded for in writing.	73 (c)
16	Power to sanction all type of utility services bills Viz. Electric energy bill & Gas consumption Bill etc. of the department placed under his control provided that funds are available under relevant budget head sanctioned for the current year.	Sec. 73(c)
17	Power to invite and open quotation of materials required for maintenance of his departments of the amount not exceeding Rs. 5000/- (Rs.Five thousand only) and sanction the quotation upto Rs.2000/- in each instance.	Sec. 73(c)
18	Power to maintain accounts in respects personal advance and draw the amount upto Rs.1000/- from personal advance incurred for miscellaneous expenditure provided that funds are available under the relevant budget head and the grant is sanctioned for the current year for his department.	Sec. 73(c)

19	Power to recoup of personal advance upto Rs.2000/- and General advance upto Rs.25,000/-	Sec.86
20	Power to grant refund of only Booking Deposit upto Rs.25,000/-	Sec. 86(2)(d)
21	Power to give " AUDITORIA, INDOOR STADIUM " on rent after taking necessary fees subject to rules in this behalf and in case of disputes regarding fees with the previous Sanction of Commissioner on fees to be Charged. . "	79(a)
22	Power to give a written notice under clause (b) of the proviso of Section 138 of the Negotiable Instrument Act, 1881.	481
23	Power to file a complaint u/s 142 of the Negotiable Instrument Act, 1881.	481

SURAT
Date: 11-10-2013


(M. K. DAS)
Municipal Commissioner
Surat Municipal Corporation

Copy w.cs. to : All Divisional Heads for information pl.
Copy to : All Heads of Departments/All Zonal Officer...for information & n.a.pl.

ગાંધી સ્મૃતિ ભવન/રંગ ઉપવન ખાતે ફરજ બજાવતા અધિકારી / કર્મચારીઓનાં હોદ્દા દીઠ ફરજ અંગેની વિગત :-

ક્રમ નંબર	હોદ્દો	કામગીરીની ટૂંકી વિગત
૧	મેનેજર	ગાંધી સ્મૃતિ ભવન/રંગઉપવનનાં બુકીંગ, રીફંડ અંગેની મંજૂરી તથા વહીવટી સંચાલનની કામગીરી
૨	ફર્સ્ટ ક્લાસ ઈલે. સુપરવાઈઝર	ટેકનીકલ સ્ટાફની વ્યવસ્થિત ગોઠવણી કરી કાર્યક્રમ દરમ્યાન સુપરવીઝનની કામગીરી
૩	વાયરમેન / આસી.એ.સી પ્લાન્ટ(મીકે) એન્ડ સા.લા. ઓપરેટર	ગાંધી સ્મૃતિ ભવન તથા રંગઉપવન ખાતે કાર્યક્રમ દરમ્યાન લાઈટ, સાઉન્ડ તથા એ.સી. પ્લાન્ટ મેઈન્ટેનન્સ વગેરે કામગીરી
૪	સીનીયર ક્લાર્ક	ગાંધી સ્મૃતિ ભવન તથા રંગઉપવનનું બુકીંગ/રીફંડ ચકાસણી તથા મહેકમ એકાઉન્ટને લગતી કામગીરી
૫	જુનીયર ક્લાર્ક / તાલીમાર્થી ક્લાર્ક	રાત્રીના કાર્યક્રમ સમયે હાજરી આપવી, પર્સનલ એડવાન્સના બીલો તથા સ્ટોરની કામગીરી સંભાળવી
૬	પટાવાળા	ટપાલ વહેંચણી તથા રાત્રીના કાર્યક્રમ સમયે ઓફીસની કામગીરી તથા ટપાલ મુખ્ય કચેરી લાવવા લઈ જવાની માટે
૭	બેલદાર / તાલીમાર્થી બેલદાર	ગાંધી સ્મૃતિ ભવન/રંગઉપવનમાં સ્ટેજની કામગીરી સંભાળવી વિગેરે
૮	સફાઈ કામદાર	કાર્યક્રમ દરમ્યાન સ્ટેજ તથા અન્ય કામગીરી