

The Tamil Nadu Town Panchayats, Third Grade Municipalities, Municipalities and Municipal Corporations (Public Disclosure) Rules, 2009

TAMILNADU

India

The Tamil Nadu Town Panchayats, Third Grade Municipalities, Municipalities and Municipal Corporations (Public Disclosure) Rules, 2009

Rule

THE-TAMIL-NADU-TOWN-PANCHAYATS-THIRD-GRADE-MUNICIPALITIES-AND-MUNICIPAL-CORPORATIONS-PUBLIC-DISCLOSURE-RULES-2009

- Published on 9 June 2006
- Commenced on 9 June 2006
- [This is the version of this document from 9 June 2006.]
- [Note: The original publication document is not available and this content could not be verified.]

The Tamil Nadu Town Panchayats, Third Grade Municipalities, Municipalities and Municipal Corporations (Public Disclosure) Rules, 2009 Published vide Notification G.O.(Ms) No. 95, Municipal Administration and Water Supply (Election), dated 9th June, 2006 S.R.O. A-15(a)/2009. - In exercise of the powers conferred by Section 347 of the Chennai City Municipal Corporation Act, 1919 (Tamil Nadu Act IV of 1919), Section 303 of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920), Section 431 of the Madurai City Municipal Corporation Act, 1971 (Tamil Nadu Act 15 of 1971) and Section 430 of the Coimbatore City Municipal Corporation Act, 1981 (Tamil Nadu Act 25 of 1981), read with Section 8 of the Tiruchirappalli City Municipal Corporation Act, 1994 (Tamil Nadu Act 27 of 1994), Section 8 of the Tirunelveli City Municipal Corporation Act, 1994 (Tamil Nadu Act 28 of 1994), Section 8 of the Salem City Municipal Corporation Act, 1994 (Tamil Nadu Act 29 of 1994), Section 8 of the Tiruppur City Municipal Corporation Act, 2008 (Tamil Nadu Act 7 of 2008), Section 8 of the Erode City Municipal Corporation Act, 2008 (Tamil Nadu Act 8 of 2008), Section 8 of the Vellore City Municipal Corporation Act, 2008 (Tamil Nadu Act 26 of 2008) and Section 8 of the Thoothukudi City Municipal Corporation Act, 2008 (Tamil Nadu Act 27 of 2008), the Governor of Tamil Nadu hereby makes the following Rules:-

1. Short title and commencement.

(1)These Rules may be called the Tamil Nadu Town Panchayats, Third Grade Municipalities, Municipalities and Municipal Corporations (Public Disclosure) Rules, 2009.(2)They shall come into force on the first day of September, 2009.

2. Application.

- These Rules shall apply to all Town Panchayats, Third Grade Municipalities, Municipalities and Municipal Corporations in the State.

3. Definitions.

- In these Rules, unless context, otherwise requires,-(a)"Act" means, the Chennai City Municipal Corporation Act, 1919 (Tamil Nadu Act IV of 1919), the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920), the Madurai City Municipal Corporation Act, 1971 (Tamil Nadu Act 15 of 1971), the Coimbatore City Municipal Corporation Act, 1981 (Tamil Nadu Act 25 of 1981), the Tiruchirappalli City Municipal Corporation Act, 1994 (Tamil Nadu Act 27 of 1994), the Tirunelveli City Municipal Corporation Act, 1994 (Tamil Nadu Act 28 of 1994), the Salem City Municipal Corporation Act, 1994 (Tamil Nadu Act 29 of 1994), the Tiruppur City Municipal Corporation Act 2008 (Tamil Nadu Act 7 of 2008), the Erode City Municipal Corporation Act, 2008 (Tamil Nadu Act 8 of 2008), the Vellore City Municipal Corporation Act, 2008 (Tamil Nadu Act 26 of 2008) and the Thoothukudi City Municipal Corporation Act, 2008 (Tamil Nadu Act 27 of 2008);(b)"municipality" means the town panchayats, third grade municipalities, municipalities and municipal corporations in the State.

4. Maintenance of records and publication of information.

- Every municipality shall maintain all its records duly catalogued, indexed and disclose the information as specified in Appendix-I, Appendix-II to these Rules, at such intervals as specified therein, in the manner specified in Rule 5.Explanation. - Wherever the information is specified to be disclosed once in six months, it shall be on the first day of the months of January and July of every year and in respect of once in a year, it shall be on the first day of the month of October.

5. Manner of disclosure.

- The information required to be disclosed under Rule 4 shall be published in such forms appended to these Rules in any one or more manner specified as follows:-(a)Website of the municipality;(b)Notice Boards of the municipal office, wards committee offices, and ward offices, if any; and(c)Any other mode as may be directed by the Government, by order.Appendix-1

S.
No. Details of information

Periodicity of
disclosure

(1)	(2)	(3)
1.	Particulars of the Municipality	Once in a year
	(a) Formation of the Municipality	
	(b) Brief history	
	(c) Significant events/ persons	
	(d) Characteristics and importance of the town including tourist attractions	
2.	(a) Directory of its Chairperson, Vice-chairperson, Councillors, officers and employees with specific particulars of officers by designation who grant concessions, permits, licences or No Objection Certificates or authorisations.	Once in a year or whenever changes are made
	(b) Party position in the council	
3.	The minutes of the meetings of the council	Within a month of the meeting
4.	Citizen's Charter	Once in a year
5.	Details of Land owned by or vested with the municipality---	Once in a year
6.	The service level being provided for each of the following services undertaken by the Municipality---	Once in six months
	(i) Water supply;	
	(ii) Sewerage;	
	(iii) Street lights;	
	(iv) Solid Waste management.	
7.	Details of subsidy programmes on major services. Achievement	Once in a year
	(i) Swama Jayanthi Shahari Rozgar Yojana	
	(ii) Jawaharlal Nehru National Urban Renewal Mission	
	(iii) Solid Waste Management	
	(iv) Water supply	
8.	Procedure for availing various services, obtaining licences from the municipality including the fees, if any, to be remitted, (e.g.)	Once in a year
	(i) Water supply connection	
	(ii) Sewerage connection	
	(iii) Assessment of tax	
	(iv) Payment of tax, fees	
	(v) All licences including trade, building licences	
	(vi) Lay out approval	
	(vii) Repairs to various services provided by the municipality	
	(viii) Solid and liquid waste removal	
	(ix) Water supply for special occasions	
	(x) Reservation for Travellers' Bungalow, Kalyana mantapam and other	

- similar services Animal Control - to avoid nuisance created by
- (xi) stray animals like dogs, pigs, etc. Registration of Births and deaths
 - (xii) Crematorium, Burial and burning ground
 - (xiii) Services
 - (xiv) Others

- For any specific grievance relating to the municipal services, details of officers and staff who can be approached and their jurisdiction together with the names and contact details of controlling officers who can be approached in case of default or undue delay.
9. Once in six months
- The particulars of all works including procurement together with information on the value of works, time of completion, and details of contract etc.
10. Once in six months
11. Such other information as may be directed by the Government. Whenever necessary

Appendix-II

S.No.	Details of information	Periodicity of disclosure
(1)	(2)	(3)
1.	Annual budget	Once in a year, within a month of approval of budget by the council.
2.	Audited financial statements	Once in a year, within a month of the receipt of the audit report
3.	Particulars of the Master Plan, City Development Plan or any other plan concerning the development of the municipal area including City Corporate/ Business Plan/ City Development Plan in respect of Municipal Corporations :	Once in a year
	For other cities	Whenever updated
4.	Publication of amendments to the Municipal Acts, Rules, bye-laws, regulations and notifications of public interest	Once in a year during the financial year or as and when necessary
5.	Disclosure of such other information as may be directed by the Government	As may be directed by the Government.

Form 1 Particulars of Municipality (See Rule 5 and Serial Number 2 of Appendix I) Part-1
 Directory (A) Details of Elected Chairperson, Vice-Chairperson and Councillors or Members
 Serial Number Name Position and ward Contact Number
 Residence Mobile

(B) Details of Officers

S.	Name of the	Designation	Contact Number	Mobile	E-mail	Entrusted
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No.	officer	Residence/ Office	Web	Responsibility
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Part-II Political Party/ Vacancy Position(A)Political Party Position in the Council

S. No. Political party or Independents Number of Councillors Members

(1)	(2)	(3)
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(B)Vacancy in the Position of Councillor

Total Strength of Council Number in position Number of seats of Councillors or members vacant

(1)	(2)	(3)
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Form-2Details of Land Owned by/ Vested with Municipality(See Rule 5 and Serial Number 5 of Appendix I)(A)Total Extent of Land Owned by Municipality and its Current Status

S. No. Ward Number Survey Number Extent Usage

(1)	(2)	(3)	(4)	(5)
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(B)Total Extent Of Land, Vested with the Municipality and its Current Status

S. No. Ward Number Survey Number Extent Usage

(1)	(2)	(3)	(4)	(5)
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Form-3Minutes of the Council Meetings(See Rule 5 and Serial Number 3 of Appendix I)

Date of meeting of the Council Serial Number and subject in the Agenda Decision of the Council

(1)	(2)	(3)
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Form-4Details of Municipal Services Provided(See Rule 5 and Serial Number 6 of Appendix I)

S. No.	Details of Municipal Services including Licences/permits in respect of	Officer Responsible	Contact Numbers
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- 1 Property Tax Assessment
- 2 Profession Tax Assessment
- 3 New House Service Connection - Water/ Sewerage
- 4 Repairs to House Service Connection-Water/Sewerage
- 5 Septic Tank clearing
- 6 Water Supply Service Problem
- 7 Sewerage Service --- problem
- 8 Road --- complaints
- 9 Sanitation - Rubbish Removal Complaints
- 10 Building Licence
- 11 Trade Licence
- 12 Birth Certificate

- 13 Death Certificate
- 14 Street lights services --- complaints
- 15 Maternity services --- complaints
- 16 Drainage services --- complaints

Form-5 Level of Municipal Services Provided (See Rule 5 and Serial Number 6 of Appendix I) Part-I
Water Supply

Total requirement as per norm and population Million Litres per day	Total quantity supplied Million Litres per day	Frequency of supply/ once in 2 days/ once in 3 day, etc.	Supply Hours (Approximate)	Water treatment method
(1)	(2)	(3)	(4)	(5)

Present per capital supply (Litres Per capital Daily)	Rate of Water charges (Domestic)	Rate of Water Charges (Non-Domestic)	Whether Bylaws have been approved and Gazetted	Percentage of coverage of population through protected supply
(6)	(7)	(8)	(9)	(10)

Part-II Sewerage

Percentage of municipal area covered with under Ground Drainage System	Per Capital Generation of Waste Water	Number of House Service Connections	Monthly rate of Sewerage Charges (Domestic)	Monthly rate of Sewerage Charges (Non-Domestic)	If any Under Ground Drainage System Scheme is ongoing briefly indicate its status
(1)	(2)	(3)	(4)	(5)	(6)

If there is no Under Ground Drainage System, Number of Septic Tanks	Quantity of Sewerage pumped	Quantity treated	Method of treatment	Source where treated water is disposed	Organisational arrangement available to redress people's grievances
(7)	(8)	(9)	(10)	(11)	(12)

Part-III Street Lights

Total Number of Street Lights and the Types of Lights	Number of additional Street Lights installed during the last 6 months	Annual Electricity consumption charges for the last year	Organizational arrangements in the Municipality for redressal of public grievances
No.	Cost		
(1)	(2)(a)	2(b)	(3) (4)

Part-IV Solid Waste Management

Total Solid waste generated per day in the town	Total Solid waste cleared per day	Number of compost yards available and extent	Number and type of vehicle used Lorry/ Tractor/Compactor
(1)	(2)	(3)	(4)

Carrying capacity of all vehicles per trip	Average Number of Trips per day	Whether privatization has been attempted and if so in how many wards
(5)	(6)	(7)

Form-6 Details of Subsidy Programmes on Major Services (See Rule 5 and Serial Number 7 of Appendix I) Part-I Central Government Sponsored

S. No.	Name of the Programme	Number of beneficiaries	Total amount of subsidy in the year (Rs.)	Amount of subsidy per beneficiary (Rs.)
(1)	(2)	(3)	(4)	(5)

Part-II State Sponsored

S. No.	Name of the Programme	Total outlay	Annual outlay	Funding Source
(1)	(2)	(3)	(4)	(5)

Details of programme	Nature of Beneficiaries	Total amount of subsidy	Amount of subsidy per beneficiary
(6)	(7)	(8)	(9)