

Staffing Pattern for Municipal Councils in the State of Rajasthan

RAJASTHAN

India

Staffing Pattern for Municipal Councils in the State of Rajasthan

Rule

STAFFING-PATTERN-FOR-MUNICIPAL-COUNCILS-IN-THE-STATE-OF- of 1966

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1.

In pursuance of Rule 4 of the Rajasthan Municipal Service Rules, 1963 and Rule 5 of the Rajasthan Municipal Subordinate Ministerial Service Rules, 1963, the Government is pleased to fix in consultation with the Councils, the strength of the Administrative Technical, Subordinate and Ministerial staff in the Municipal Councils In the State, as shown in the schedule attached hereto, with effect from 1-11-1966. The strength of the staff has been fixed keeping in view the existing strength of staff in some of the bigger Councils in the State. It shall be open to the smaller Councils to adopt the pattern in such restricted manner as may be considered expedient keeping in view the work-load, financial position and need for economy. It shall, however, not be a ground for any financial aid from the Government. Staffing Pattern for Municipal Councils in the State of Rajasthan

Schedule

Rajasthan Municipal Service

(A) Administrative
Officers.

1. Commissioner 1

(B) Technical Officers.	2.	Secretary 1	After prior approval of Government.
	1.	Health Officer 1	
	2.	Executive Engineer (1	for Jaipur and Ajmer only)
	3.	Asstt. Engineer (Civil or Mechanical) 1	for Municipal Council other than Jaipur and Ajmer.
	4.	Asstt. Engineer Water Works 1	With prior permission of the State Government incase of Councils which are running their own Water Works.
	5. [[Substituted by Notification No. F. 10(1) LSG/63/79 dated 14-2-1980, Published in Rajasthan Gazette, Part IV-C(1), dated 8-5-1980 page 40]	Accounts Officer		Where the budget estimate of a Municipal Councilare 1 crore or above, the post of Accounts Officer shall bedeemed to have been created and
	6.	Asstt. Accounts Officer		Where the budget estimates of a MunicipalCouncil/Board are above 15 lacs but less than 1 crore the post ofAsstt. Accounts Officer shall be deemed to have been created.]
Note.-In Councils where the pre-audit system is invague, these posts should not ordinarily be provided.	6.	Revenue Officer Grade I1	for Boards having an income of Rs. 50 lacs or above.
	7.	Revenue Officer Grade II4	

(1)	for Octroi in case income is 5 lacs or above.	
(2)	one for House Tax and one for other Revenues in case income is 4 lacs under each item.	1+1
(3)	for Water Works realisation provided the income is 5 lacs or above.	1
8.	Statistician 1
9.	Fire Officers1
	for Jaipur, Ajmer, Jodhpur, Kota & Udaipur, where fire services are maintained by Municipal Councils.	

[X X X] [Deleted by Notification No. Tax/F.2(36) LSG/68/ 14188-14438, dated 28-5-1968]The Rajasthan Municipal Subordinate and Municipal Service, Subordinate Services.(A)Revenue

- 1 for every 1 lac population subject to maximum of three and if work load is less, then Municipal Councils can utilise less staff.
1. Assessor
 2. Revenue Inspector.
 - (a) House Tax ... 1 for every 30,000 population
 - (b) Octroi ... 2 for revenue of 5 lacs or below
 - 1 additional for each 4 lacs subject to maximum of 4.
 - (c)[X X X] [Deleted by Notification No. Tax/F.2(36) LSG/68/ 14188-14438, dated 28-5-1968]other revenue 1 for one lac population or below.
 3. Nakerdar/Moharrirs As per Appendix 'I'
 - [Sub-Nakerdar] [Corrected by Corrigendum No. F.24(2) Integ/DLB/66/65094-65104, dated 23-12-1966]Naib Moharrirs. As per Appendix 'I'
 - (B)Health

1. Chief Sanitary Inspector ... 1 for each Municipal Council.

2. Sanitary Inspector[Grade 1]
[Inserted by Notification No. 1 for 25
Tax/F.2(36) LSG/68/ 14188-14438, thousand
dated 28-5-1968]or Asstt. Sanitary population.
Inspector..

[Note.-The ratio between the posts of
SanitaryInspector Grade I and the posts of
Asstt. Sanitary Inspectorshall be nearly 50-
50.] [Substituted by Notification No.
Tax/F.2(36) LSG/68/ 14188-14438, dated
28-5-1968]

3. Compost Inspector[X X X] [Deleted
by Notification No. Tax/F.2(36) 1 where work
LSG/68/ 14188-14438, dated load justifies.
28-5-1968]...

(C)Legal Affairs.

1. Parokar (Municipal Prosecutor) Grade I ... 1 (1 addl. for Jaipur).

(D)Public Works Department

1. For construction works of Municipalities

1. One Overseer |
2. One Draftsman | RegularPermanent.
One Mistry/Surveyor[or Gajadhar] [Added by Notification No.
3. Tax/F.2(36) LSG/68/ 14188-14438, dated 28-5-1968] |

2. For Approval of Building Plans etc.

1. Overseer | PermanentRegular.
2. Draftsman |

Besides this, if any increase is required in the staff this should be in accordance with the schedule
fixed by the Public Works Department on its schedule of works.(E)Motor Garage.

1. Garage Superintendent-cum-Chief Mechanic ... 1 where the number of vehicle
is more than 5.
2. Mechanic ... 1, additional where number of
vehicles is more than 10.
3. Driver[Motor Vehicle] [Added by Notification No. Tax/F.2(36)
LSG/68/ 14188-14438, dated 28-5-1968]... 1 for each vehicle.

(F)Garden and Parks.

1. [Garden Superior Inspector] 1 where Municipal Council
[Added by Notification No. maintain gardens
Tax/F.2(36) LSG/68/ involvingexpenditure of
14188-14438, dated 28-5-1968] 25,000/- annually or more;
2. [[Added by Notification Driver (Pum)/Pump Operator ... 1 -do-]
No. Tax/F.2(36) LSG/68/

14188-14438, dated
28-5-1968]

(G)Street Lighting.

1. Light Inspector.....

2. Asstt.[Light] [Inserted by Notification No. Tax/F.2(36) LSG/68/ 1 additional for areas on one
14188-14438, dated 28-5-1968]Inspector lac population each.

(H)[Fire Lighting.] [Substituted by Notification No. Tax/F.2(36) LSG/68/ 14188-14438, dated
28-5-1968]

Ancillary Fire Staff like :

- | | | |
|---|--|---|
| 1. [[Inserted by
Notification No.
Tax/F.2(36) LSG/68/
14188-14438, dated
28-5-1968] | Assistant Fire Officer
[Inserted by Notification No.
Tax/F.2(36) LSG/68/
14188-14438, dated
28-5-1968] | 1 for the Councils except Jaipur,
Ajmer,Jodhpur, Kota & Udaipur,
wherever fire services are maintained by
them.] [Inserted by Notification No.
Tax/F.2(36) LSG/68/ 14188-14438, dated
28-5-1968] |
| 2. [] [Renumbered by
Notification No.
Tax/F.2(36) LSG/68/
14188-14438, dated
28-5-1968] | Tindal/Leading Fireman | As per scale prescribed by Home
Department in places where Fire Services
are maintained by Municipal Councils. |
| 3. [] [Renumbered by
Notification No.
Tax/F.2(36) LSG/68/
14188-14438, dated
28-5-1968] | Fireman, and | |
| 4. [] [Renumbered by
Notification No.
Tax/F.2(36) LSG/68/
14188-14438, dated
28-5-1968] | Driver[(Fire)] [Added by
Notification No. Tax/F.2(36)
LSG/68/ 14188-14438, dated
28-5-1968] | |

Ministerial Service Section

1. General Administration

2. Accounts and Audit/Establishment

3. Revenue

4. Public Health and Sanitation

5. Public Works

6. Water Works

7. Law

8. Garage and workshop

9. Education

10. Public Library

11. Garden

12. Fire

13. Urban Community Development

General Administration Section

- | | |
|--|---|
| 1. Office Superintendent | 1 |
| 2. Head Clerk | 1 in case the number of clerks is 8 or more. |
| 3. Stenographer[Senior] [Substituted by Notification No. Tax/F.2(36) LSG/68/ 14188-14438, dated 28-5-1968] | 1 for President |
| 4. Stenographer[Junior] [Substituted by Notification No. Tax/F.2(36) LSG/68/ 14188-14438, dated 28-5-1968] | 1 for Commissioner |
| [Stenographer Junior or Steno-Typist] [Substituted by Notification No. Tax/F.2(36) LSG/68/ 14188-14438, dated 28-5-1968] | 1 for Council (Agenda and Proceedings). |
| 5. UDC (Correspondence) etc. | 1 |
| 6. UDC (Miscellaneous) | 1 |
| 7. UDC (General States) | 1 |
| 8. LDC (General States) | 1 |
| 9. LDC (Records) | 1 for 500 consigned files. |
| 10. LDC (Typist) | 1 for full scape 25 pages per day. |
| 11. LDC (Diarist) | 1 |
| 12. LDC (Despatch) | 1 |
| 13. UDC & LDC (Leave Reserve) | |

10% of the total number of clerical staff of Council.

2. Accounts and Establishment Section

- | | |
|---|--|
| 1. Accountant Gr. I | 1 in case budget is over 20 lack with a minimum of 6lacs. |
| 2. Accountant Gr. II | 1 where there is no pre-audit. |
| 3. Internal Auditor[XXX] [Deleted by Notification No. Tax/F.2(36) LSG/68/ 14188-14438, dated 28-5-1968] | 1 |
| 4. Accounts Clerk[XXX] [Deleted by Notification No. Tax/F.2(36) LSG/68/ 14188-14438, dated 28-5-1968] | 1 |
| 5. Cashier (UDC) | 1 in case budget is over 20 lacs. |
| 6. LDC with Cashier | 1 for disbursement. |
| 7. PF Clerk (LDC) | 1 for every 500 accounts. |
| 8. Diarist-Cum-Despatcher (LDC) | 1 |
| 9. UDC, (Establishment) | 1 |
| 10. LDC (Establishment) | 1 for every 250 to 300 employees. |

3. Revenue Section

(A) Octroi

- | | |
|-------------------------------|--|
| 1. UDC | 1 |
| 2. Cashier (LDC) | 1 |
| 3. LDC (or check of Revannas) | 1 for every 300 Revannas |
| 4. LDC (Current account) | 1 within a minimum of 10 account |

(B) House Tax

- | | |
|--|--|
| 1. LDC for House Tax (demand & collection) | 1 for every assessment of 50,000/- |
| 2. Cashier (LDC) | 1 |

(C) Other Revenues

- | | |
|---|--|
| 1. Demand and collection clerks for LDC | |
| (1) Rent of Markets or buildings | 1 LDC for every assessment of Rs. 50,000/- |
| (2) Rent of lands leased | |
| (3) Rent of Cabins/Tharies | |

- (4) Sale of Garden produce |
- (5) Sale of manure Sepage or
sullage |
- (6) Conservancy fee |
- (7) Licence of offensive
traders |
- (8) Sale of Water |
- (9) Tehbazari |
- (10) Hackney Carriage etc. |

- 2. Moharir for Cattle Pound 2 for each Cattle pound.

4. Public Health and Sanitation Section

- 1. UDC 1
- 2. [LDC (typist)] [Substituted by Notification No. Tax/F.2(36) LSG/68/
14188-14438, dated 28-5-1968] 1
- 3. LDC (Food or other Licences) 1 for every 2500 to
3000 licences
- 4. LDC (Case work) 1 for every 1000 case
files
- 5. LDC (Store-cum-purchases) 1
- 6. LDC (Compost) 1

5. Public Works Section

- 1. [XXX] [Deleted by Notification No. Tax/F.2(36) LSG/68/
14188-14438, dated 28-5-1968]Accounts Clerk 1
- 2. [LDC (Typist to Engineer)] [Substituted by Notification No.
Tax/F.2(36) LSG/68/ 14188-14438, dated 28-5-1968] 1 to Executive Engg. only
per annum
- 3. LDC 1 for 250 land
applications per annum.
- 4. PWD Store keeper LDC 1

6. Law Section

- 1. [LDC (Typist)] [Substituted by Notification No. Tax/F.2(36) LSG/68/
14188-14438, dated 28-5-1968] 1 for Jaipur & Ajmer.
- 2. [LDC (Typist to Pairokar)] [Substituted by Notification No.
Tax/F.2(36) LSG/68/ 14188-14438, dated 28-5-1968] 1
- 3. LDC (Registration work etc.) 1 for every 3000
cases per month

7. Garage and Workshop

1. LDC 1

2. Time-keeper 1

[Uxjikfydk Js.kh fOnrh; ls iape Js.kh rd dh fu/kkZfjr LVzsUFk esa vkDVzk; ,ao lQkbZ LVkQ 16&1@2 izfr'kr LVkQ fjtOZ j[kk x;k gS- Bhd blh izdkj 17&1@2 izfr'kr LVkQ uxjifj"knksa ds vkDVzk; ,ao lQkbZ esa lkIrkfgd vodk'k fjtOZ j[kk x;k gS- [Partially modified vide Corrigendum No. 24(2) Integ/DLB/66/65094-65104, dated 23-12-1966.]]Staffing Pattern for Municipal CouncilsAppendix T'Octroi Staff

S. No.	Out-Posts with monthly revenue	[Nakedar] [Corrected by Corrigendum No. F.24(2) Integ/DLB/66/65094-65104, dated 23-12-1966]	Sub-Nakedar	Naka-guard (Literate)
1	2	3	4	5
1.	Upto Rs. 1000/-	—	2	1
2.	Upto Rs. 5000/-	1	2	2
3.	Upto Rs. 10000/-	2	2	2
4.	Upto Rs. 30000/-	3	1	2

Note. - Number of Out-post will vary from place to place according to number of routes but they should be minimum at pivotal points with a view to reducing collection charges.(2)In case of Out-posts yielding monthly revenue of more than Rs. 30,000/-, one extra LDC may be provided, if necessary.Staffing Pattern for Class IV Service in Municipal Councils[Notification No. F. 24(2)/Integ/DLB/66/4044, dated 6-2-1967, Published in Rajasthan Gazette, Part IV-C, dated 3-8-1967].In pursuance of Rule 3 of the Rajasthan Municipal (Class IV Services) Rules, 1964 the Government is pleased to fix in consultation with the Councils, the strength of the class IV services in the Municipal Councils in the State, as shown in the schedule attached hereto with effect from the 1-3-1967. The strength of staff has been fixed keeping in views the existing strength of staff in some of the bigger Councils in this State. It shall be open to the smaller councils to adopt the pattern in such restricted manner as may be considered expedient keeping-in-view the work load, financial position and need for economy. It shall, however, not be a ground for any financial aid from the Government.Staffing Pattern for Class IV Service in Municipal Councils

1. General Administration Section.

(1)	Orderly	President	...2
(2)	Orderly	Vice-President	...1
(3)	Orderly	Commissioner	...2
(4)	Record Lifter	1 for each Municipal Council.	

(5) Waterman		...1
(6) Watchman		...3
(7) Office Peons ..	As per scale prescribed by O. & M. Department vide Appendix 'A'	
(8) Peon	Store	...1
(9) Machineman/Daftari		...1
(10) Peon (leave reservist)..	5% of the total number of peons	

2. Accounts and Establishment Section.

(1) Peon (Orderly)	Accounts Office	...1
(2) Chowkidar for Treasury		...3
(3) Daftari		...1
(4) Peon ..	As per scale of O. & M. Department vide Appendix 'A'	

3. Revenue Section.

(1) Peon (Orderly)	For each Revenue Officer	...1
(a) Octroi		
2. Naka-guards	...3 guards for each out-post working for 24 hours	
3. Weekly rest staff	...16 1/2%	
4. Leave Reserve	...5%	
5. Chowkidar, Octroi	Head Office	1
(b) House Tax		
1. Peon (Orderly) to	Assessor provided he is in the grade of Revenue Officer.	
2. Other persons	As per Scales of O. & M. Department vide Appendix 'A'	
3. Process Servers	One for every 30 to 40 notice per day.	
4. Jamadars for out-door collection	1 for each House Tax Inspector.	
(c) Other Revenue		
1. Process Peons	As per scales of O. & M. Department vide Appendix 'A'	
2. Process Servers	1 for every 30 to 40 notices per day.	
3. Encroachment Gang (Revenue)	Seven gangman (gang consists of 7 Gangman)	
–Do–	One Jamadar	
4. Jamadar for out door Collection	1 for each Inspector.	
5. Naka-guards for cattle pound	3 for each cattle pound.	
6. Cattle Impounders	1 gang for population upto two lacs.	

(A Gang consists of 7 gangmen and one Jamadar).

7. Scavengers 1 for each cattle pound.

4. Public Health & Sanitation Section.

1.	Orderly to Health Officer	..1
2.	Peon Health to Officer	..1
3.	Peon to A.H.O./O.V.S.	..1
4.	Peon to C.S.I.	...1
5.	Office peons	As per Scales of O. & M. Department vide Appendix 'A'
6.	Peons for Inspectors working as Food Inspector	..1 for each Inspector.
7.	Sanitary Jamadar	.. 1 for every 25 sweepers.
8.	Sweepers	.. 4 for over all 1,000 population.
9.	Bhisties for drains calculating the total strength	..1 for every 8 sweepers.

OR

According to U.P. pattern as given in Appendix 'B' whichever is less for S.No. 7, 8 & 9.

10.	Dog Impounders	.. 1 gang for population upto 2 lacs.
(1 gang consists of 7 men and 1 Jamadar).		
11.	Rat Catchers where arrangements exist	.. 1 gang for population upto 2 lacs.
(1 gang consists of 7 men and 1 Jamadar).		
12.	Peon for Public Health Laboratory wherever it exists	..1
13.	Malaria/Mosquito Gang	..1 gang for population upto 2 lacs.
(1 gang consists 7 men and 1 Jamadar).		
14.	Peon Vaccination Where Municipal Councils are doing this work	... 1 peon for each Vaccinator.

15.	Chowkidar Compost Ground	.. 2 for each compost ground.
16.	Compost Jamadar	.. 1 for 25 Sweepers.
17.	Sweepers for composin	.. 6 for 500 cub. feet of refugees.
18.	Bhisty	.. 2 for each trenching ground.
19.	Chowkidar	.. 1 for each sewage farm.

5. Public Works Section.

(1)	Orderly for Executive Engineer	.. 1
(2)	Peon for Executive Engineer	.. 1
(3)	Peon for Asstt. Engineer	.. 1
(4)	Office Peons	.. As per scale of P. & M.
(5)	Peon	.. 1 for each Overseer.
(6)	Demolition gang	... 1 gang for every population of 2 lacs.
(Gang consisting of seven men and 1 Jamadar).		
(7)	Works Gangs	.. 1 Gang for 25,000 population.
(Consisting of 1 mason, 1 mate and 7 men).		
(8)	Peon Store	..1
(9)	Chowkidars for store	.. 3 for each store.
(10)	Peons for lighting section	.. 1

6. Law Section.

1.	Peon for L.A. where it exists	.. 1
2.	Peon	.. 1 for each Pairokar.
3.	Process Servers	..1 for each 30 to 40 notices.
4.	Office peon.	As per scale of O. & M.

7. Garage and Workshop.

1.	Cleaner	.. 1 for 3 vehicles.
2.	Fitter	.. 1 for 4 vehicles.
3.	Helper	.. 1 for 2 fitters.

4. Blacksmith .. 1 for 10 vehicles.
5. Blacksmith .. 1 for 100 working wheel harrow.
6. Helper .. 1 for each Blacksmith.
7. Carpenter .. 1 for 10 vehicles.
8. Carpenter .. 1 for 100 plying carts.
9. Painter .. 1
10. Time Keeper .. 1
11. Chowkidar .. 3
12. Peon to Garage Suptdt. ...1
13. Peon to Storekeeper Leave Reserve .. 10%

Appendix 'A' Pattern of peons for offices.

1. Containing eighteen men or less on the clerical establishment. One peon for every six men or fraction of six men;
2. Containing more than eighteen but not more than thirty five men on the clerical establishment. One peon for every seven men or fraction of seven men.
3. Containing more than thirty five men on the clerical establishment. One peon for every eight men or fraction thereof.

Appendix 'B' Extracts from the United Provinces Public Health Manual Appendix 'V' Standard of establishment for nature borne area

1. On Latrines (1) One sweeper for every 24 seats preferably a female.
2. (a) On roads with side drains. (2) (a) One sweeper for 15,000 Sq. ft. of road and 1,500 I Ft. of drain to 20,000 Sq. ft. of road and 2,000 I ft. of drain.
- (b) On roads without side drains. (b)(i) In congested areas one sweeper on 30,000 to 50,000 Sq. ft.
- (ii) In sparsely populated areas one sweeper on 50,000 to 1,00,000 Sq. ft. of road.
3. Lanes, (a) with surface drains. (3)(a) One sweeper for 10,000 to 15,000 Sq. ft. of lane & 1,000 to 1,500 I. ft. of drain.
- (b) Without surface drains. (b) In ordinary populated areas one sweeper on 20,000 to 30,000 Sq. ft. of lane.
4. On surface drains (Ordinarily size). (4) One sweeper and Bhisty on 3,000 to 4,000 I ft. of drain.
5. On pail depots. (5) One beldar sweeper on each pail depot.
6. On detritus pits. (6) One beldar, one Coolie and one cart-driver for every 12 detritus pits.
- For sewerage (including flus hina tanks, manholes, traps and detritus pits). (7) Will vary according to the requirements of the place.
8. On rubbish carts. (8) One cart-driver for every 20,000 of population.

9. Silt carts (including those required for detritus pits). (9) Will vary according to the requirement of the place.
10. On slaughter house. (10) One sweeper, one Bhisty and one Cart driver for every slaughter house.
11. Jamadars. (11) One Jamadar for every 20 sweepers i.e. two jamadars on general cleanliness and one jamadar on sewers for a population of 10,000.

Staff required per 10,000 of population

1. Latrines. (a) Sweepers, calculate their number as mentioned above.
- 2.(a) Road lanes with drains. (2)(a) 15 to 20 sweepers. (b) Ten sweepers.
3. Drains. (3) Eight Bhisties.
4. Cart-drivers on rubbish carts (4) Five drivers.
5. Cart-drivers on slit cart. (5) Will vary.
6. Staff on sewers (including flushing tanks, detritus pits, manholes and traps.) (6) Will vary.
7. Slaughter-houses. (7) Two sweepers, two Bhisties and two Cart-drivers on two slaughterhouses.
8. Jamadars Staff of Sweepers. (8) Three jamadars. One sweeper per 125 to 150 of population.

Summary of sweepers for 10,000 of population.

	Minimum	Maximum
1.	3	4
2.	15	20
3.	5	5
4.	5	5 Will vary
5.	30	40
6.	4	4
Total Sweepers	62	78

Conservancy establishment for un-sewered towns

1. Latrine seats (1)(a) One seat for every 60 to 80 of the population where privies do not abound.
(b) Calculate as mentioned above for places where privies abound.
2. Urinals. (2) One seat for every 500 to 600 the population.
3. Night Soil carts. (3) One single cart for every 2,500 of the population or one double cart for every 5,000 of the population.
4. Sullage carts. (4) Calculate as stated above.
5. Rubbish cats. (5) One cart for every 2,000 of the population.