

CENTRAL GOVT. RIGHT TO INFORMATION ACT, 2005
Department : Jt.Municipal Commissioner (Vigilance)
Details of 17 manuals as per Clause No. 4 (1)(b)
Chapter-2 (Manual-1)

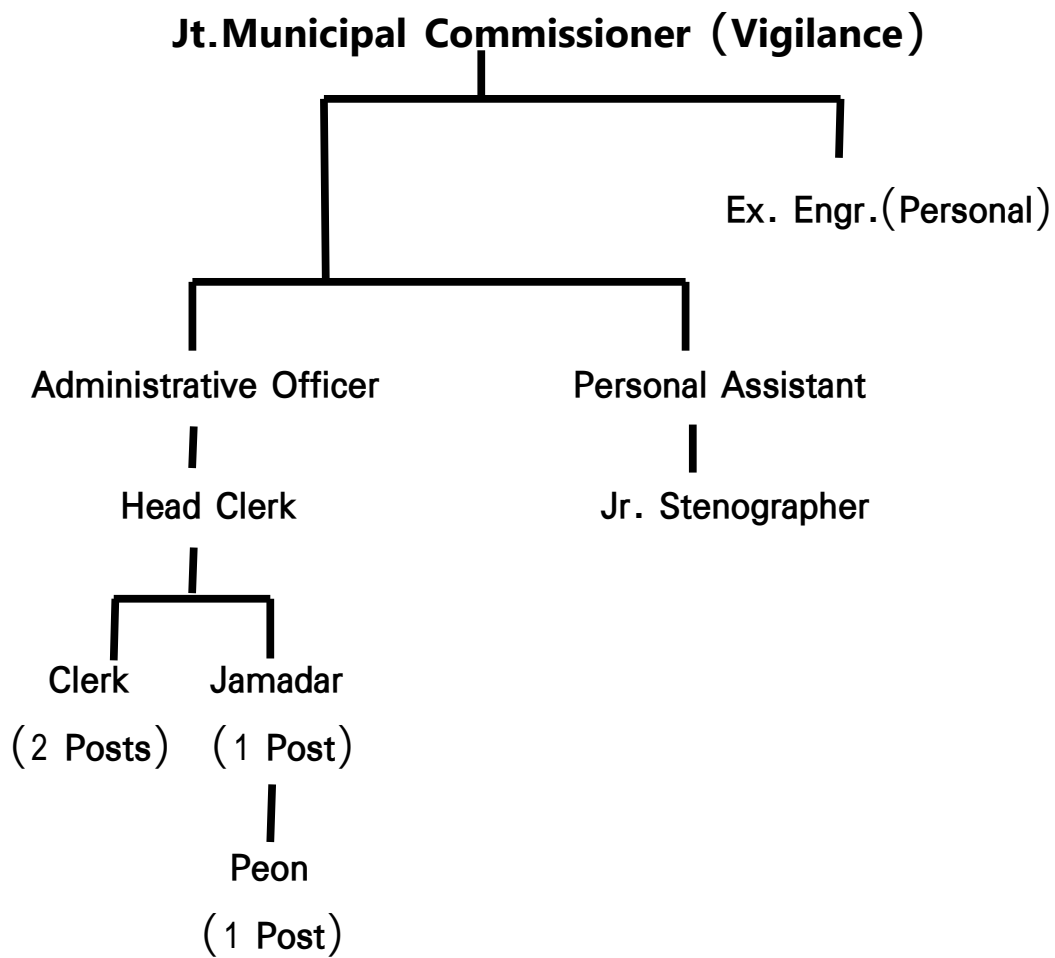
4 (1) (b) (i)

This Handbook is prepared as per the provision of Right to Information Act 2005 and it contains manuals 1 to 17.

The particulars of its organization, functions and duties :

A) Organizational Details :

1. The post of Jt.Municipal Commissioner (Vigilance) is included in the establishment schedule of Chief Personnel Officer and the administrative section of Jt.M.C.(Vig) is on the establishment of City Engineer office, working directly under Jt.M.C.(Vigilance).
2. Administrative department is under the charge of a technical head designated as Jt.M.C. (Vigilance).
3. The staff pattern is as under .



(B) Functions:-

- 1. As per prevailing policy and specifications as mentioned in the contract, to keep a vigil check on technical matters mainly pertaining to Civil, Mech.& Elect. engineering works being executed by contracting agencies of various departments of M.C.G.M., and if necessary to give orders to inspect these works.**
- 2. The civil works include Road construction, Bridges & building construction, Drainage construction, water supply Project & Sewerage Project works and various maintenance works executed by the Astt. Commissioners of the wards through C.W.C. contractors.**
- 3. The M. & E. Section have been asked to keep vigil check on operation and maintenance of Electrical and Mechanical installations provided by Project Departments. Necessary Orders are given to Chief Engineer(Vigilance) to visit & keep vigil check on working of machineries in S.W.M. Departments, Hospitals, wards etc. as per prevailing policy.**
- 4. To rigorously investigate the complaints in which disciplinary action is proposed on the concerned, and to submit its report as directed by M.C./A.M.C.'s .**
- 5. Necessary orders are given to Chief Engineer (Vigilance) to monitor the visits to Municipal Stores to check store articles and to inspect disposal of scrap or unused material, as per prevailing policy.**