

Chapter 3 (Manual 2)

Powers and Duties of Officers and Employees

The administrative powers, the financial powers and duties, etc. of officers and employees are as detailed below: -

A) DUTIES OF SUPERINTENDENT OF LICENCES

1. Overall supervision over the department and giving instructions and guidance to the staff for day-to-day work.
2. Framing of policies and procedures.
3. Fixing of Schedule of Licence and Permit fees.
4. Framing of Departmental Budget.
5. Visits to Wards, Inspection of sites.
6. Attending to Mayor/Municipal Commissioner, Addl. Municipal Commissioners and Dy. Municipal Commissioners.
7. Attending the meetings of Works Committee, L.R.G.P. Committee, Health Committee and other committees, if necessary.
8. Attending High Courts and Supreme Courts as and when required by the administration.
9. Power of incurring expenditure upto Rs.10000/- per items.
10. Authorize to sanction leave to employees working under him upto the grade of Sr. Inspectors (Licence) subject to rules and provision.

B) DUTIES OF JOINT SUPERINTENDENT OF LICENCES**(City, Western and Eastern Suburbs).**

1. Overall supervision over the department and give instructions and guidance to the staff for day to day work.
2. Framing of policies of floating tenders of display of advertisement sites, property.
3. Preparing and framing of departmental budget.
4. Attending to Municipal Commissioner, Additional Municipal Commissioner and Deputy Municipal Commissioner.
5. Attending High Court and Supreme Court as and when required by the administration.
6. Authorized to sanction leave of employees working under him upto the grade of Sr. Inspector (Licence) subject to rules and provisions.
7. Overall supervision on the establishment of the department.
8. Visiting to wards, inspection of sites.
9. To express opinion in the enquiry matters.
10. Power to incur expenditure upto Rs.10,000/- per item.
11. In the absence of Superintendent of Licence, he will perform all the duties of Superintendent of Licence for City / Suburbs.

C) DUTIES OF DY. SUPERINTENDENT OF LICENCES
(CITY/SUBURBS)

1. In the absence of S.L./ Jt. S.L., he will perform all the duties of S.L. for City/Suburbs.
2. He will administer the provisions of section 313,313A, 313B, 314. 328,328A, 393, 394, 313 (i)(b)(c) and 490.
3. He will supervise the work of A.S.Ls and the Vigilance for the City/Suburbs.
4. He will visit the Ward Offices in the City/Suburbs to see whether working of the Outdoor as well as clerical staff of Licence Department is carried on satisfactorily.
5. He will sign, the pay sheets, sanction P.F. Advances etc.
6. He will attend to correspondence work of his wards excepting policy matters.
7. He will control, guide and supervise the work of Head Office as per Supdt. Licence's instructions.
8. He will attend works Committee (City/Suburbs), Health Committee, LRGP meetings & rounds during absence and pre occupation of S.L.
9. He will supervise the working of the Licensing Units in City Wards/Suburban Wards and give guidance to the staff.
10. He will supervise the Encroachment Removal Work in the City Wards/Suburban Wards in general and Encroachment Removal Van (Vigilance) City/Suburbs in particular.

11. To conduct enquiries of staff including labour, clerical and inspectorial and Sr. inspector (Licence)
12. He will see that auction of non-perishable goods are held periodically.
13. He will arrange Special Raids for Encroachment Removal Work in the City with the help of A.S.L's periodically.
14. He will perform any other duties that will be assigned to him by Supdt. of Licences from time to time.
15. Attending High Court, and Supreme Courts as and when required by the Municipal administration.
16. Power of incurring expenditure upto Rs.3000/- per item.
17. Authorize to sanction of leave in respect of lower staff upto the level of Clerks and Inspectors (Licence) for period upto 4 months.

D) DUTIES OF THE ASSTT. SUPERINTENDENT OF LICENCES

1. To administer the provisions of Sections 313, 313A /313 B, 313 (i) (b) (c), 314, 314B, 314C, 328, 328A, 394, 412A and 490 of the Bombay Municipal Corporation Act and work under the direct control, supervision and orders of the Superintendent of Licences.
2. To see that Inspector (Licence) and Senior Inspectors(Licence) and the Recovery Assistants (RAs) perform their duties as laid down and ensure compliance of orders and to supervise and control the work of the Inspectors (Licence) who are entrusted with

the work of licensing and/or encroachment and/or stall boards and/or advertisements.

3. To see that the reserved areas are periodically checked by the Inspectors, ensure proper observance of licence conditions, detect cases of sub-letting and pursue them vigorously.
4. To attend to cases of serious complaints personally and to keep an overall check over the working of the Sr. Inspectors(Licence) and guide them in their difficulties.
5. To keep the work of the preventive squads posted in the different parts of the city under constant vigil.
6. To fix enquiries within a week into complaints received from the public against the removal action taken by the encroachment removal staff and report the findings to the Superintendent of Licences for orders immediately thereafter.
7. To attend to all correspondence work, control, guide and supervise the work of the Head Office and Ward Office Clerks and assure prompt disposal of papers.
8. To attend to prompt disposal of confidential cases, which should be in his personal custody as, may be entrusted to him by Supdt. of Licence.
9. To see that the seized perishable and non-perishable articles are auctioned off as per schedule laid down attend personally auction sales and see that sale proceeds are credited to the Municipal Treasury.

10. To see that licence fees of the department are regularly recovered and the licensed hawkers are not allowed doing their business if they have failed to pay their licences fees by getting prompt action taken.
11. To arrange weekly mass raids inspection by all Inspectors (Licence) in different parts of City, specially congested parts & supervise such mass raids.
12. They will maintain field books and submit weekly abstracts to Supdt. of Licences. They will also check up the field books of their Senior Inspector (Licences) and Inspectors (Licences).
13. Their field work should be effective, extensive and driving with a view to preventing risk and danger to the life and property of the citizens and seeing that Municipality is not put to any monetary loss of dues of taxes, fees, ground rent, cheques on account of carelessness on the part of the staff under them.
14. Power of incurring expenditure upto Rs.3,000/- per item.
15. May grant casual leave to their subordinates within the limit of prescribed restrictions laid downs in M.C.'s circular on the subject.
16. Any other duties that may be assigned from time to time.

E) DUTIES OF SR.INSPECTORS (LICENCE) UNDER SECTION 313,

313 (i) (b) (c), 313 A / 313 B, 328, 328 A, 393 and 394

1. Sr.Inspectors (Licence) are in overall charge of the Licence Department in the ward office and will control, guide and supervise the working of the Inspectors (Licence) under them.
2. To see that the staff under them do work according to the scheduled programme.
3. To see that the quantum of the field work by the Inspectorial staff under there is done according to the quota lay down.
4. To see that the renewal work is done every year in accordance with the instructions issued in this connection from time to time.
5. To inspect the premises for the purpose of declaring the suitability or otherwise of the premises with regard to the issue of Licences subject to powers delegated to them within their respective areas.
6. To attend personally to the complaints received from the public within 24 hours, take actions for the irregularities noticed during inspection, reply the complainants on the spot if possible, otherwise within 24 hours and report compliance to the Asstt.M.Cs. or Asstt. Supdt. Licence or Supdt. of Licence as the case may be.
7. They are personally responsible for prompt and effective disposal of cases and applications received in their Asstt.M.Cs. office / Ward office / in their respective ward.

8. They should interview the visitors and guide them properly and see that the visitors are not required to come to the ward office again and again.
9. They should submit their abstracts or outdoor and indoor work of their ward offices on dates prescribed by Asstt. M.Cs.
10. They have to report the names on the members of the staff under them whose outdoor as well as indoor work is not up to the mark to the higher authorities.
11. To see personally that the duties prescribed for Inspector (Inspector) are properly discharged by them and instructions issued to them from time to time are complied with scrupulously.
12. To see personally that no cases are kept pending for more than a week and if they have any difficulties, they should see Asstt. Supdt. of Licences or Dy.Supdt. of Licences or Supdt. of Licences for guidance.
13. For any Municipal loss on account of licence fees of any kind or ground rent arising out of carelessness or slackness in supervising on their part, they are personally responsible and hence, it is necessary that they should keep proper watch over the recoveries of Municipal dues.
14. They should personally comply with inspection notes of M.C.'s rounds, works committee agenda/items and Councillor's necessary and immediate inspections to the officer within four days from the date of round or receipt as the case may be. They should also see that expected date cases are submitted well in time to H.O.

15. They should take through inspection of place affected in a fire, immediately after the fire and submit their reports taking actions wherever necessary immediately as per C.F.O's observation.
16. They should keep watch on hot spots from fire risk point of view and see that effective actions against licensees at these places are taken with a view to prevent any mishap.
17. To see personally that effective actions are taken against storages / trades whose premises are totally rejected by the Fire Brigade Department from fire risk point of view.
18. Sr.Inspectors (Licence) are responsible for effective enforcement of licensing provisions which are administered by the department.
19. They should attend to court work of their wards and see that convictions are ensured in cases of all prosecutions launched. For any judgments which require appeals to higher courts, they should obtain copies of judgments and personally see that appeals to higher courts are filed before appeal period is time-barred.
20. For all purposes, they are under immediate control and command of Asstt.M.Cs. concerned.
21. They will maintain field books and submit weekly abstracts thereof to A.S.Ls. They will check up the field books of their Junior Inspectors.
22. Their field work should be effective, extensive and driving with a view to preventing risk and danger to the life and property of the citizens and seeing that Municipality is not put to any monetary loss

of dues of taxes, fees, ground rent, cheques on account of carelessness on the part of the staff under them.

23. May grant casual leave to their subordinates within the limits of prescribed restrictions laid down in M.C.'s circular on the subject from time to time.
24. To dispose of C.A. / M.C.A. audit notes in stipulated time.

To ensure that concerned Advertisement Inspector has :-

25. Maintain permit registers and keep them up-to-date and see that action for non-renewal and for unauthorized advertisement is taken promptly and effectively.
26. It is his overall responsibility to see that unauthorized advertisements are not allowed to continue.
27. He has to process applications for grant of advertisement permits in the ward.
28. He is fully responsible for removal of unauthorized banners, posters, boards and all kinds of advertisements.
29. He is fully responsible to follow the orders of all Courts and take immediate follow up actions and to remove hoardings as directed by Court, Zonal D.M.C. in hearing matters or by another higher authority.
30. To reply to the application received under Right To Information Act, 2005.

F) DUTIES OF SR.INSPECTORS (ENCROACHMENT)

(Encroachment removal action taken against unauthorized hawkers.)

1. Except specific duties regarding licences under sections, other general duties prescribed above are vis-à-vis applicable to the Senior Inspectors in charge of encroachment removal.
2. They should check all the reserved areas by surprise and ensure regular payment of fees and compliance with the licence conditions.
3. For unauthorized encroachments, hawkers, Senior Inspector is expected to take rigorous actions.
4. They are responsible for proper arrangements of vehicles, equipments on Roads/ footpath etc. and regular marking of muster rolls of labour staff under them.
5. They are responsible for prompt removal of unauthorized encroachments from Public Street by supervising the encroachment removal work of the Lorry Inspectors.
6. They are fully responsible to prepare reports required for hawking / non hawking zone scheme as per Hon'ble Supreme Court's judgments under Special Leave Petition No. 4156-4157 of 2002.
7. They have to follow instructions / directions as per Hon'ble Supreme Court's judgments dated 9.12.2003, 30.7.2004, 1.4.2005 and orders of S.L. / D.M.C. / A.M.C. (City).
8. To reply to the applications received under Right To Information Act 2005.

The following are section wise duties prescribed for the Inspectors of all sections arranged singly or in groups by way of working arrangement.

A) Duties of Inspectors (Licence) (Advertisement)

1. He will maintain permit registers and keep them up-to-date and see that action for non-renewal and for unauthorized advertisement is taken promptly and effectively.
2. It is his overall responsibility to see that unauthorized advertisements are not allowed to continue.
3. He has to process applications for grant of advertisement permits in the ward.
4. He is fully responsible for removal of unauthorized banners, posters, boards and all kinds of advertisements.
5. He is fully responsible to follow the orders of all Courts and take immediate follow up actions and to remove hoardings as directed by Court, zonal D.M.C. in hearing matters or by another higher authority.

B) Duties of Lorry Inspector (Encroachment Removal)

1. He should attend to complaints promptly and report compliance within 24 hours to the Sr. Inspectors (Licence).
2. He should remove unauthorized banners, posters, board, etc. daily with the help of Advertisement Inspector of respective ward.
3. He should take vigorous actions against unauthorized hawkers and keep the areas under his jurisdiction clean. His fieldwork should be

of active, extensive and driving with a view to preventing nuisance of unauthorized hawkers on Municipal Roads and Footpaths.

4. He should see that all the goods seized by encroachments removal action are properly weighed and entered into the register before the redemption.
5. He should attend to auctions sales.
6. He should see that the Labour staff under him work properly and attend to the duties regularly.
7. To maintain separate register to enter complaints received regarding encroachment of unauthorized hawkers and to take removal action.
8. He should keep field book of day-to-day work of encroachment removal action.

C) Duties of Inspector (Licences)

1. He will scrupulously comply with instructions issued in connection with the renewal of licences every year.
2. He must be so well acquainted with an area and so much so alert that he must be in a position to find out unauthorized / authorized storages of dangerous and hazardous goods and take prompt action.
3. He should bring cases in which question of licence is not finalized to the notice of Asstt. Supdt. of Licences / Sr.Inspector (Licence) / Asstt. Commissioner immediately.

4. He is supposed to be vigilant and always on move, in respect of commodities and storages of dangerous and hazardous nature during seasonal periods and take stringent actions frequently for unauthorized activities, infringement of licence conditions.
5. It is his overall responsibility to see that the unauthorized storages and trades are not allowed to continue and undetected and to launch prosecutions.
6. He should see that all the licences are renewed after expiry and comply with the instructions for renewal of licences issued from time to time.
7. He should take prompt action against unauthorized stall boards, projections, etc.
8. It is his overall responsibility to see that unauthorized projections are not allowed to continue undetected.
9. He should process applications for grant of licence under section 313 (i)(b)(c) of MMC Act promptly as per the procedure.

G) DUTIES OF ADMINISTRATIVE OFFICER IN LICENCE DEPARTMENT

1. To supervise and control over the Head Clerks, Clerks, Peons and Labours.
2. To check day to day muster, to sign and check all wards as well as Head Office paysheet, to check the day to day papers, to mark the papers to concerned Head Clerks and guidance to the Head Clerks and Clerks for their day to day work.

3. To draft the proposals, to check the draft put up by Head Clerks and sign the same.
4. To check and sign the daily remittance and cash book and to check the bills, imprest accounts and advance accounts, etc.
5. To send the daily report submitted to D.M.C. / A.M.C., to send the Resolutions, Reports,
6. To check and sign the leave papers of employees working in Licence Department as well as outside employees which Service Record are maintained in Licence Department.
7. To check the pension claims, NCPF claims, and D.C.R.G. claims of retired employees.
8. To conduct inquiries of labour and clerical staff as per the instructions of Jt.S.L./Dy.S.L./S.L. for misbehaviour, inefficiency and misconduct.
9. Supervision over all inquiry matters.
10. Authorize to sanction leave of employees working under him upto the grade of Sr.Inspector (Licence) / Sr.Inspector (Ench.)

H) DUTIES OF HEAD CLERK (ESST.I) IN LICENCE DEPARTMENT

1. Overall supervision over LST, LRC, LCH and SR (Sup.) Section and giving guidance to the clerk working in Establishment-I section and to attend all correspondence work, control, guide and supervise the work of Estt.1.

2. Verification of leave papers, pay fixation and increment certificate certified by Service Record Clerk from Service Record.
3. Verification of Pension and NCPF claims prepared by LRC Clerk and verification of P.T. cases, to check Confidential History Sheets submitted by staff working under Licence Department.
4. Verification of various registers maintained by the Clerk i.e. Confidential History Sheets, P.T. case, Superannuation, Seniority, Office Order, Enquiry, Pension, Roster Muster, etc.
5. Preparing Establishment Budget.
6. Submission of various reports to the superiors and submission of proposals regarding extension of service after completing 55 years of age, suspension allowance to the suspended employee, scholarship.
7. To conduct P.E. and D.E. of employees.
8. Look after the work of Transfer, Promotion and Examination for recruitment in vacant post.
9. Work get done by the Clerk working in Establishment 1 section.
10. To prepare a draft for the applications received under Right To Information Act 2005 and to preserve record.

I) DUTIES OF HEAD CLERK (ESST.II) IN LICENCE DEPARTMENT

1. To supervise and control over Clerks and all peons of Head Office.
2. All work related to pay sheets of Licence Department.

3. To check and endorse certification of leave papers of Labour, Peon and R.A. from their Service Record and other work related to their S.Rs. [Total S.R. maintained : 427 (Labour+Peon+R.A.)].
4. All work related to Income Tax calculation of employees of Licence Department.
5. To conduct inquiry and submit report to A.O. / S.L.
6. To supervise and control over the work of Despatch Section.
7. To prepare report of Outstanding Resolutions.
8. To prepare report of Right to Information Act, 2005 and to preserve the same record.

J) DUTIES OF HEAD CLERK (ENCROACHMENT) IN LICENCE DEPT.

1. To supervise and control the work of Clerks and Peon.
2. Collect the information required under Right to Information Act, 2005 and reply accordingly and to preserve the same record.
3. To conduct inquiries and submit report to A.O. / S.L.
4. Draft letters to general public.
5. Prepare D.L. to M.S.
6. Correspondence with Mantralaya./ Hawker Policy/Hawking Zone / Supreme Court Order.
7. To reply to short notice questions raised by Municipal Councilors , Hon'ble Deputy Mayor and Hon'ble Mayor.

K) DUTIES OF HEAD CLERK (ADVERTISEMENT) IN LICENCE DEPT.

1. To put up various proposals to higher authorities (Hon'ble D.M.C., A.M.C. & M.C.) as mentioned below.
 - a. for calling tender / re-tender to display advertisement on Municipal Tender sites.
 - b. for calling tender / re-tender to display advertisement on mobile hoardings at City, Eastern and Western limits./Municipal tender site.
 - c. for recovery of advertisement fees in Ganeshotsav and Navratrotsav festivals.
 - d. for proposals regarding new hoardings, kiosks, bus queue shelters, bus panel, etc.
2. To attend the meeting of tender opening.
3. To reply audit notes received from Municipal Chief Account, Chief Account and Government.
4. To reply Audit Notes received from Test Audit & Vigilance Officer.
5. To put up draft reply to Municipal Secretary regarding Corporation Resolution and various Committees.
6. Correspondence with Mantralaya.

7. To put up reply for application received under Right to Information Act, 2005 and preserve the same record.
8. To reply Notice of Motions, Point of Orders etc. which are raised by Corporators.
9. All other works related with Advertisement Section as directed by the Superiors.
10. To supervise and control the work of Clerks and Peon.

L) DUTIES OF HEAD CLERK (ACCOUNTS) IN LICENCE DEPT.

1. Inward and Outward of daily papers received by the department.
2. Sending papers to concerned clerks.
3. To maintain Imprest Account.
4. Tabulation of bills.
5. Certify the bills, indenting of various stationery and other articles.
6. Demanding and Distribution of stationery and other articles from Municipal Printing Press. i.e. I.R. Book filed book etc.
7. To conduct inquiries and to submit report to A.O. / S.L.
8. Placing work orders, maintaining dead stock register, submitting proposals for articles and distribute of Uniform, Umbrella Rain Coat, Measuring Tape.
9. To prepare Budget proposals, Revision of Schedule of fees, Correspondence, any other proposals given by the superiors.

10. Any other works given by the superiors from time to time.
11. To prepare the report of Right To Information Act 2005 and to preserve the same record.

M) DUTIES OF CLERK (ESST.1) IN LICENCE DEPARTMENT

1. To prepare the proposals of the P.T. cases
2. To prepare proposals of extension for the employees who have completed 55 years of age.
3. To invite Confidential History Sheets from all the employees and take entry in register.
4. To send the proposals of scholarship to C.A.
5. To issue retirement notices to the employees who are going to be retired.
6. To issue punching cards, Identity card memos to the employees and necessary work connected with it.
7. To maintain and upto date Roaster Register and send proposals for cast validity.
8. The work connected with various exams held by the department with the help of senior clerk and head clerk.
9. To prepare N.C.P.F., Pension, Gratuity, Family Pension claims of superannuated, voluntarily retired, expired, unfit, compulsorily retired employees. For that purpose, obtained No Dues Certificate from respective branch of Municipal banks. Also remarks of

recovery of Housing loan are asked for if employee stays in municipal quarters, remarks of A.O. (Estate) are taken.

10. To prepare and submit family pension claims in case of pensioners who expire.
11. To calculate revised grade, family pension in favour of pensioners, family pensioners.
12. To do the needful in respect of applications made by employees in case of loss of pension book or change in bank or bank account also issuing service certificate.
13. To calculate balanced E.L. / H.P.L. in case of retiring / expired employees.
14. To restore pension after 15 years of retirement.
15. To prepare monthly reports also reports as and when required by superiors.
16. To maintain S.R. and claims and also make available as and when required.
17. To do the leave calculation of the employees (superior), increment, to take noting of punishment order, warning memo, etc. in the Service Book.
18. To take entries in the Service Book and maintain Service Record upto date.
19. To do the fixation of the new promoted employees.
20. Maintain and update the muster.

21. To update the card punching machine.
22. To do all work of the punching e.g. entering new employees names, deleting employees name who are transferred, etc.
23. To do the work related to the Service Book of employee.

N) DUTIES OF CLERKS ESTT-II IN LICENCE DEPARTMENT

1. To maintain the Service Record of total 427 nos. of employees i.e. R.A., Labour and Peon.
2. The leave for examination, EL, HPL, LWP, AWL, T.B. leave, Dog bit leave has to be certified and to be taken note in the S.R. maintained by this office or the papers have to be sent to other department whether S.R. is maintained.
3. To prepare the increment certificate of the employees and send the same for verification to various department.
4. The duly filled in nomination and declaration form by the employee have to be taken note in S.R. thereafter send to CAPF for necessary action.
5. To take noting of different types of leave taken by the employee and then send it to the concerned Pay sheet Clerk for noting in the GPS.
6. To prepare the Pay Fixation statement of Labour, R.A., Peon and taking note in S.R. and send it to CARL for audit.

7. Work of input and output of 26 pay sheets of 24 Wards as well as Head Office.
8. To maintain effective registers and to take entries on original pay sheet as per the effective sent by the Administrative Officer of respective 24 Wards.
9. Noting of leave papers and increments on the pay sheet.
10. To prepare SPS of LTA, SPS of subsistence allowance, P-12 Form, P.C. Certificate, etc.
11. To prepare SPS of balance E.L. / H.P.L. of retired and expired employees.
12. To calculate balance establishment dues of retired and expired employees.
13. Preparing Income Tax Registers for Licence Department staff.
14. Maintaining the Income Tax Registers.
15. Preparing Income Tax declaration for the investments made by the Licence Department staff.
16. Sending circulars to all wards related to Income Tax purposes whenever necessary.
17. Working on computer for doing most of the Income Tax work.
18. Preparing Form 24 and Form 16 on the computer.
19. Issuing Form 16 to all the Licence Department staff.
20. Working with the Pay sheet Clerk while calculating the Income Tax of retired employees.

21. If asked, guiding the employees for making investments, etc.

O) DUTIES OF CLERKS (ENCROACHMENT) IN LICENCE DEPT.

1. Prepare reply for Short Notice Question, Star Question, Notice of Motion, general letters
2. Prepare D.L. to M.S.
3. Submission of information and reports required by higher authorities.
4. Collecting reports of daily action taken on unauthorized eatable stalls, plastic bags from all the wards and consolidate it and submit the report to D.M.C. (Special)'s office.
5. Keeping records of all papers regarding implementation of Hawking / Non-Hawking Zone scheme and prepare reports accordingly.
6. Any other work relating to Court case of Hawking / Non-Hawking Zone scheme such as submitting reports to Legal Department, etc.
7. To carry out the dispatch work – registration of incoming papers and outgoing papers.
8. Submission of papers to concerned officers.

P) DUTIES OF CLERKS (ADVERTISEMENT) IN LICENCE DEPT.

1. To call tender for municipal tender sites twice in a year at City, Eastern and Western limits after getting sanction of the competent authorities.

2. To call tender for mobile hoardings once in a year at City, Eastern and Western limits after getting sanction of the competent authorities.
3. To issue press notes in local newspapers and to send intimations to the advertisers through Courier.
4. To attend the E-Tender opening programme.
5. To prepare and issue allotment letters to the highest bidder after proper sanction.
6. To call report of payment position of tender sites as well as advertisement permit given by Supdt. Of Licence centrally record is made at ward level and mobile hoardings from concerned wards and to take proper note in tender register of the same.
7. To put up refund memo, adjustment memo and forfeiture memo for tender sites as well as for mobile hoardings.
8. To dispose off old cases.
9. To put up letters to the concerned advertisers who have not submitted Bank Guarantee, Undertaking, etc.
10. To contact Sr. Inspector (Licence), Advertisement Inspector (Licence) and Head Clerk (Revenue) for various reports as and when required and to consolidate and to submit to higher authorities.
11. To reply MCA, CA and Government audit notes.
12. To attend City Civil Courts, High Court alongwith Dy. Supdt. of Licences with relevant papers.

13. To take proper notes in internal inward and outward register.
14. To collect the information from 24 wards and to prepare monthly report every month.
15. To collect information regarding revenue received in Ganeshotsav and Navratrotsav and to consolidate the same and submit to the higher authorities.
16. To collect information regarding authorized, unauthorized cloth banners, boards, cut-outs, etc. displayed by political, commercial and religious parties and to consolidate and submit to the higher authorities.
17. To put up free permission and temporary permission proposals of banners, road show for D.M.C. (Special) / A.M.C. (C)'s sanction.
18. To put up proposals for sanctioning new hoardings.
19. To put up papers for sanctioning kiosks, bus queue shelters, bus panel, etc.
20. To put up files, papers for extension of contract period of Municipal Tender Sites well in time.
21. To collect information from ward staff regarding any issue related with advertisement as and when required.
22. All other works related with Advertisement section as directed by the Superiors.

Q) DUTIES OF CLERKS (ACCOUNTS) IN LICENCE DEPT.

1. Inward and Outward of daily papers received by the Accounts department.
2. To maintain Imprest Account.
3. Tabulation of bills.
4. Certify the bills, indenting of various stationery and other articles.
5. Distribution of stationery and other articles.
6. Placing work orders, maintaining dead stock register, submitting proposals for articles.
7. To prepare Budget proposals, Revision of Schedule of fees, hiring of vehicles, Correspondence, any other proposals given by the superiors.
8. Any other works given by the superiors from time to time.
9. To prepare M.C.A. Audit Note Report and sent to A.M.C.(P)'s office.
10. To collect the daily collection reports of each ward and prepare monthly revenue report.
11. To reply the audit notes received from T.A.V.O.

Sd/-

Supdt. of Licence