

Chapter 15 (Manual 14)

Norms set up by it for the discharge of its functions

A. Norms for Deputy Superintendent of Licence

1. To supervise and control over Assistant Superintendent of Licence, Senior Inspectors (Licence).
2. To guide the staff working in the ward regarding policy matters and the procedure of the entire outdoor as well as indoor work.
3. To attend various meetings convened by administration and Chairmen of various Committees of the Corporation.
4. To attend important Court matters.
5. To scrutinize the proposal received from the wards regarding grant of permission under section 328/328A of the M.M.C. Act and Licence under section 394.
6. To attend the day to day correspondence letters, etc. received from the concerned DMC, A.M.C., M.C. and Corporators and various Committees as well as from general public.
7. To attend various meetings conducted by M.C.G.M. and other works assigned by Superintendent of Licences.

B. Norms for Assistant Superintendent of Licence

1. To supervise and control over Senior Inspectors (Licence) and Inspectors (Licence) of Licence and Encroachment.
2. To guide them in their day to day work.
3. To give opinion / remarks etc. on the day to day papers received from the respective Sr. Inspectors (Licence) of the ward viz. hoardings, stall transfer, etc.
4. To inspect the godowns.
5. To inspect the premises as and when ordered by Supdt. of Licences and Dy. Supdt. of Licences.
6. To inspect the banners and hoardings.
7. Staff working in the ward regarding policy matters and the procedure of the entire outdoor as well as indoor work.

C. Norms of Administrative Officer

1. To supervise and control over the Head Clerks and Clerks, peons and labour.
2. To get the work done from the Head Clerks and Clerks.
3. To draft the proposals.
4. To submit the reports to Supdt. of Licences, D.M.C., A.M.C. and M.C., etc.

D. Norms for Inspector (Licence)

1. To sort out the complaints and other papers pertaining to his section and to take entry in relevant register.
2. To take action against the unauthorized hawkers in his section.
3. He has to take a round in his section and to inspect the premises. If any licence holder violated the licence conditions then he has to launch prosecution. If necessary, the security deposits to be forfeited. In case of unauthorized trades and storages, the prosecutions under section 394 / 471 of the MMC Act are to be launched.
4. In the afternoon, he has to attend the office work, entries in his field book and attend day to day work and attend the work as assigned by his superiors.
5. To reply the letters received from the general public as well as from Chairmen, Mayor, Councillors, etc. to attend the complaints.

E. Norms for Sr. Inspector (Licence)

1. To supervise and control over the work of Inspectors (Licence), to guide them for their day to day work to keep the watch on godowns, to organize the removal encroachment action against unauthorized hawkers with the help of Lorry Inspectors and Labourers working under him. To inspect the premises of trades and storages and advice the inspectors to take actions if any, infringement of licence.

2. He will see that the auction of Non-perishable goods and materials are held periodically and arrangement for the same should be made.
3. To attend the court matters as and when necessary.
4. To attend the meetings arranged by Chairmen, Councillors, D.M.C. and Assistant Commissioners.
5. All the documents and corresponding papers shall be signed by him. All the correspondence to the sections and department and letters should be sent under his signature only.
6. To check and submit the reports to the higher authorities under his signature.

Sd/-

Supdt. of Licence