

MUNICIPAL CORPORATION OF GREATER MUMBAI

No. CHOE/DE/GEN/3815

Date : 3.4.2000

C I R C U L A R

The prevailing procedure of holding Departmental Enquiry under Summary Procedure has been laid down in Para 24 of Manual of Departmental Enquiries. The said Para 24 reads thus :-

"In all other cases, the procedure should be such as will give reasonable opportunity to the Municipal Servant that is to say, he should be informed in writing and also explain personally of the allegations of charges levelled against him and he should be given an opportunity to submit his explanation in the presence of another person. The explanation so given should be considered before the final order is passed."

However, it has been observed that compared to State Government procedure of holding Departmental Enquiries under Summary Procedure, our Corporation procedure consumes more time. Therefore, it is decided to adopt the State Government procedure for holding Departmental Enquiry under Summary Procedure. The salient features of the Government procedure are that for imposing a minor penalty on employee, it shall be essential to inform him of the proposal in writing and of the imputation of misconduct or misbehaviour on which the action is proposed and giving him an opportunity of making such representation as he may wish to make against the proposal. His representation, if any submitted, has to be considered by the Competent Authority before the penalty is imposed. In State Government procedure, a competent authority frames the charges, calls for the representation from the accused employee and in the event any of the charges are held as proved, imposes one of the minor penalties by passing a speaking order therefor.

....2..

As per Rule 41 of Municipal Servant's Conduct and Discipline Rules and Para 45 of Manual of Departmental Enquiries, the minor penalties which can, for sufficient reasons, be imposed upon an employee have been enumerated as under :-

- i) Withholding of increments or promotion either permanently or for a specified period.
- ii) Fine.
- iii) Suspension for three days or less.
- iv) Recovery of pay of loss or damage suffered by the Municipal Corporation on account of breach of rules or misconduct or negligence.
- v) Censure.

(1) As stated above, the State Government procedure of holding Departmental Enquiry under Summary Procedure has been decided to be implemented in the Corporation. Therefore, the competent authority has to prepare Memorandum, a specimen of which (both in English and Marathi) has been attached herewith.

(2) Also, a statement of the imputations of misconduct or misbehaviour (charge) has to be prepared and attached with the Memorandum, such statement of imputations should be drawn clearly and precisely, care being taken to avoid vagueness. If any Departmental Rule or any service conditions or any regulations or orders or circulars have been disregarded or contravened, the same should be specifically stated therein.

(3) The competent authority to issue Memorandum under his signature and no copies of documents or oral evidence need to be attached therewith. The accused employee is to be given ten days time to submit his representation in response to the Memorandum from the receipt of it. After the stipulated period of ten days is over, the competent authority should consider such representation and should after giving a personal hearing to the accused employee, if specially requested for, pass a speaking order (A format of such speaking order is appended herewith). In the event, the accused employee fails to submit his representation within the stipulated period, the competent authority should pass a speaking order by suitably modifying the said draft and should not delay the proceedings). From the date of decision

of initiating Summary Departmental Enquiry proceedings, within ten days the Memorandum etc. should be prepared and issued ; within the next ten days the representation from the accused employee should be awaited and in the following next ten days, a speaking order should be passed by the competent authority. Thus, barring exceptional circumstances, such exercise should be completed within a month. It is pertinent to note that, as the competent authority is initiating the Summary Departmental Enquiry proceedings on its own, no findings are to be prepared. Competent authority is expected to pass speaking orders directly.

(4) On passing the speaking order by the competent authority in the new Summary Departmental Enquiry Procedure, the concerned Department should prepare and issue an order of punishment including in the case of exoneration and to take note thereof in the Service Record of the accused employee and the same be got audited by C.A.(R.L) by the concerned department.

(5) As to the appeal against the order of punishment, the existing provisions of Para 53 and 54 of Manual of Departmental Enquiries will be adhered to.

(6) The introduction of the new procedure of holding Summary Departmental Enquiry is intended with a thrust to avoid delay. Therefore, when one of the minor penalties is likely to be imposed, the competent authority instead of referring the matter of Chief Officer (Enq.) for holding preliminary enquiry, should invariably conduct the Summary Departmental Enquiries itself as per new procedure. However, on considering the representation of the accused employee and holding detailed enquiry and if the competent authority is convinced that one of the major penalties is likely to be imposed, the matter should be referred to Chief Officer (Enquiries) for holding Full-fledged Departmental Enquiry as per Para 25 of Manual of Departmental Enquiry.

(7) As to the delegation of powers in the matter of ordering Departmental Enquiries and awarding minor punishments, M.C.'s circular under No.DPAR/40 (MOM/7549) dated 16.1.1992 may be referred (Copy attached).

....4..

J:10907(3)

(8) Summary Departmental Enquiries are quasi-judicial proceedings and therefore, rules of natural justice need to be followed.

(9) As per prevailing practice, the Departmental Enquiry (both F.F.D.E. and S.D.E.) in respect of unauthorised absentism will be continued to be conducted by the respective Departments. As far as other minor offences in which it is likely that one of the minor penalties is to be imposed, the new procedure of Summary Departmental Enquiry is to be adopted by the concerned department.

The Director (E.S.& P.), D.M.C.s, Director (Medical Education and Major Hospitals), H.O.D.s, Deans and W.O.s are hereby directed to peruse the guidelines containing the circular and to ensure that all their concerned subordinates are well acquainted with the new procedure of holding Summary Departmental Enquiries. This new procedure is to be implemented with immediate effect.

Sd/-7.2.
(P.G.Dhuri)
Chief Officer (Enq.)

Sd/-1.3.
(A.K.Jain)
Addl.M.C.(City)

Sd/-3.3.
(K.Nalinakshan)
Municipal Commissioner

.....

No.CHOE/DE/GEN/3815
3.4.2000

Copy to _____ for information and
necessary action please.


Chief Officer (Enquiries)

ANNEXUREForm for Memorandum of Charges for imposing
minor penaltiesMEMORANDUM

Shri/Smt. _____ (Name
and Designation _____ (office in which working)
_____ is hereby informed that
it is proposed to take action against him/her. A statement of
imputations of misconduct/misbehaviour on which action is
proposed to be taken as mentioned above is enclosed.

2. Shri/Smt. _____ is hereby
given an opportunity to make such representation as he/she may
wish to make against the proposal.

3. If Shri/Smt. _____ fails
to submit his/her representation within 10 days of the receipt
of this Memorandum, it will be presumed that he/she has no
representation to make and orders will be liable to be passed
against Shri/Smt. _____ exparte.

4. The receipt of the Memorandum should be acknowledged
by Shri/Smt. _____.

Signature
Name and Designation of the
Competent Authority

To

Shri/Smt. _____

J.10907(s)

(Final Order imposing a minor penalty)

O R D E R

WHEREAS Shri/Smt. _____ (name and designation of the charged employee), in the office of the _____ was informed of the proposal to take action against him/her vide this office Memorandum No. _____ dated _____. The statement of imputation of misconduct or misbehaviour on which the action was proposed to be taken was also enclosed with the abovesaid Memorandum dated _____ and Shri/Smt. _____ was given an opportunity to make such representation as he/she may wish to make against the proposal. The misconduct on the part of Shri/Smt. _____ related to _____ (mention the allegations briefly).

AND WHEREAS Shri/Smt. _____ in his/her representation dated _____ submitted that the _____ (here bring out the defence made by the charged employee). The representation of Shri/Smt. _____ has been considered carefully and it has been found that _____ (here give your analysis of the points raised by the charged employee).

NOW, THEREFORE, after taking into account the representation of Shri/Smt. _____ and the facts and circumstances of the case, the undersigned, is satisfied that the allegations against Shri/Smt. _____ are correct. The undersigned has, therefore, decided to impose the penalty of _____ on Shri/Smt. _____.

The penalty of _____ is accordingly imposed on Shri/Smt. _____.

A copy of this order shall be placed in the service record of Shri/Smt. _____ (the charged employee).

Signature
Name and designation of
competent authority

To
Shri/Smt. _____
(charged employee)

J-10907(6)

बृहन्मुंबई महानगरपालिकाजोडपत्रकिरकोळ शिक्षा लादणा-या दोषारोपांच्या जापनाचा नमुना

क्रमांक -

दिनांक -

जापन

श्री. / श्रीमती _____

[पदनाम]

[जेथे तो/ती काम करीत आहे

त्या कार्यालयाचे नांव] यांना याद्वारे असे कळविण्यात येत आहे की, त्यांच्याविषय
कारवाई करण्याचे प्रस्तावित करण्यात आले आहे. ज्याबाबतीत प्रस्तावित
कारवाई करण्याचे योजिले आहे त्या शेरशिस्तीच्या/ शेरवर्तणुकीच्या दोषारोपाचे
विवरणमत्र सोबत जोडले आहे.

२. श्री. / श्रीमती _____

यांना

या प्रस्तावाविषय जे कोणतेही अभिप्रेदन करावयाची इच्छा असले ते करण्याची
संधी त्यांना याद्वारे देण्यात येत आहे.

३. श्री. / श्रीमती _____

यांनी हे

जापन मिळाल्यापारून १० दिवसांच्या आत त्यांनी अभिप्रेदन सादर करण्यास कसूर
केली तर, त्यांना कोणतेही अभिप्रेदन करण्याची इच्छा नाही असे गृहित धरण्यात
येईल आणि श्री. / श्रीमती _____
यांच्याविषय एकतर्फी आदेश काढण्यात येईल.

४. श्री. / श्रीमती _____

यांनी या जापनाची पोच घावी.

राहती _____

राक्षस अधिका-याचे नांव व पदनाम

प्रति,

श्री. / श्रीमती _____

J-10907(7)

□ किरकोळ शिक्षा लायल्याबाबतचे अंतिम आदेश □

क्रमांक -

आदेश

दिनांक -

ज्याअर्थी श्री. / श्रीमती

[आरोपित

कर्मचा-याचे नांव व पदनाम] यांना या कायलियाचा झापन क्र. _____
दिनांक _____ अन्वये, त्यांच्याविरुद्ध करावयाच्या कारवाईबाबतचा
प्रस्ताव _____ या कायलियामार्फत कळविण्यात
आला होता. दिनांक _____ च्या उपरोक्त झापनासोबत, गैरशिस्त /
गैरवतणूकीबाबत करावयाच्या प्रस्तावित कारवाईबाबतच्या दोषारोपाचे विवरणसत्र
जोडण्यात आले होते, आणि श्री. / श्रीमती _____
यांना सदर प्रस्तावाविरुद्ध अभिवेदन करावयाचे असल्यास त्यांनी ते करावे अशी संधी
त्यांना देण्यात आली होती. श्री. / श्रीमती _____
यांच्याकडून घडलेली गैरवतणूक खालीलप्रमाणे होती. [दोषारोपाचा तपशील जोडण्यात
नमूद करावा.]

ज्याअर्थी श्री. / श्रीमती

यांनी

त्यांच्या सादर केलेल्या दिनांक _____ च्या अभिवेदनामध्ये असे
नमूद केले आहे की, [आरोपिताने नमूद केलेला बयाव जोडण्यात नमूद करावा.]

श्री. / श्रीमती

यांच्या अभिवेदनाचा

काळजीपूर्वक विचार केल्यानंतर असे आढळून आले की, [आरोपिताने उपस्थित] केलेल्या
केलेल्या मुद्द्याचे फेरे विवेचन करावे.]

त्याअर्धी आता, श्री. /श्रीमती _____

याचि अभिवेदन तशेच सदर पुकरणातील वस्तुस्थिती व परिस्थिती विचारात घेऊन श्री. /श्रीमती _____ यांच्याविरुध्द ठेवण्यात आलेले दोषारोप योग्य आहेत या निष्कर्षाप्रत निम्नस्वाक्षरीकार आले आहेत. आणि म्हणून श्री. /श्रीमती _____ यांना _____ शिक्षा करण्याचे निम्नस्वाक्षरीकाराने ठरविले आहे.

त्यानुसार, श्री. / श्रीमती _____ यांना

_____ शिक्षा करण्यात येत आहे.

श्री. /श्रीमती _____

[आरोपित कर्मचारी] यांच्या सेवाभिनेखा सोबत सदर आदेशाची प्रत ठेवण्यात येईल.

सही

रक्षक प्राधिका-याचि नाव व पदनाम

प्रति,

श्री. /श्रीमती _____

[आरोपित कर्मचारी]

MUNICIPAL CORPORATION OF GREATER BOMBAY

No. DPAR/40 (MOM/7549) Dated 16-01-1992.

C I R C U L A R

**Subject :- Delegation of power in the matter of
awarding punishments to employees.**

M. C. vide his order under No. MOM/7549 of 30.11.1991 has approved the proposal regarding delegation of powers to the H. Ds /D. M. Cs., etc., in the matter of awarding punishment to employees working in the various departments as indicated in the statement enclosed. (Page 1-15).

H. Ds./W. Os. are requested to deal with the cases of awarding punishments to the employees in the light of instructions given in the enclosed statement.

V. S. Nadkarni
P. O.

V. W. Joshi
D. M. C. (P)

J-10907 (11)

T.10907(12)

**POWERS DELEGATED TO A.M.C./D.M.C./DIRECTOR/H.D.S. UNDER SECTION 68 of
THE B.M.C. ACT IN THE MATTER OF AWARDING PUNISHMENTS.**

Gen-1070-551

Sr. No.	Department	Category	Appointing authority	Authority ordering Departmental Enquiry	Authority to award minor punishment as given under Rule No.45 (IV) (V) (VI), (VII) & (VIII) of the manual of Departmental Enquiry.	Authority to award major punishment as given under Rule No. 45. (I) (II) & (III) of the manual of Departmental Enquiries.	
1	2	3	4	5	6	7	
1.	Office of Municipal Commissioner	D.M.C	Corporation	M.C.	Corporation	Corporation	
		P.O.	Corporation	A.M.C	D.M.C.	A.M.C.*	
		Dy.P.O.	M.C.	D.M.C.	D.M.C.	D.M.C.*	
		A.O./ O.& M.O./ O.S.	M.C.	D.M.C.	D.M.C.	D.M.C.	
		Head Cleak/ and below	M.C.	P.O.	P.O.	D.M.C.*	
2.	C.O.(E)'s Department	C.O. (E)	Corporation	A.M.C	D.M.C.	A.M.C.*	
		Addl.C.O.(E))				
		Dy.C.O. (E) &)	M.C.	D.M.C.	D.M.C.	D.M.C.*
		C.I.C.E.)				
		Insp. (E)/)	M.C.	C.O.(E)	C.O.(E)	D.M.C.*
		Head Cleak & below)				

1.	2.	3.	4.	5.	6.	7.
3.	Labour Office	L.O. Dy.L.O./ A.L.O./ Welfare Officer/O.S. Head Cleark and below.	Corporation M.C. M.C.	A.M.C. D.M.C. L.O.	D.M.C. D.M.C. L.O.	A.M.C.* D.M.C. D.M.C.
4.	C.A.'s Office	C.A. Jt. C.A. Dy. C.A. Sr. A.A./ A.A. I, II Grade, P.O. Sr. A.A. & A. and below	Corporation Corporation Corporation M.C. M.C.	M.C. A.M.C. A.M.C. C.A. C.A.	Corporation A.M.C. D.M.C. C.A. C.A.	Corporation M.C.* A.M.C.* D.M.C. D.M.C.
5.	Engineering including M & E	C.E./H.E.	Corporation	M.C.	Corporation	Corporation
6.	C.E./H.E.	Chief Eng. Dy.C.E. Dhy.City Eng. E. Eng. A.E./S.E. J.E. Bldg.Mukadam & Tech. Staff below the cadre of Bldg. Mukadam Adm. Staff A.O. and below	Corporation Corporation M.C. M.C.	A.M.C. Dir.(E.S & F) Dir. (E.S. & F)/ D.M.C./C.E./ H.E./Chief Engineer C.E./H.E./ Chief Eng.	A.M.C. DIR. (E.S.& F) C.E./H.E./ Chief Engineer C.E./H.E./ Chief Engineer	M.C.* A.M.C.* Director/ D.M.C. Director/ D.M.C.

M-1070 - 551

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1.	2.	3.	4.	5.	6.	7.
7.	E.O.'s Department	E.O. Dy.E.O. Supdt./R.O./ S.S.F.I. A.O. (S) and belcw Administrative) Staff, A.O.) and below)	Corporation Corporation M.C. M.C. M.C.	A.M.C. D.M.C. E.O. E.O. E.O.	Corporation D.M.C. E.O. E.O. E.O.	Corporation A.M.C.* D.M.C. D.M.C. D.M.C.
8.	Controller of Stores Department. Administrative Staff	C.S. A.E. A.O. and below	Corporation M.C. M.C.	D.M.C. C.S. C.S.	D.M.C. C.S. C.S.	A.M.C.* D.M.C. D.M.C.
9.	<u>Fire Brigade</u> Operational Staff Administrative Staff	C.F.O. Dy. C.F.O. Divisional Officer and below Fireman and other Class IV categories O.S.and below	Corporation M.C. M.C. C.F.O. M.C.	A.M.C. D.M.C. C.F.O. C.F.O. C.F.O.	A.M.C. D.M.C./A.M.C. C.F.O. C.F.O. C.F.O.	A.M.C.* A.M.C. D.M.C./A.M.C C.F.O D.M.C./A.M.C
10.	Security Office Administrative Staff	S.O. Addl. S.O.Dy.S.O. A.S.O. and below Jamaadar, Head) Security Guard) and Security Guard) O.S.and below	Corporation M.C. M.C. S.O. M.C.	A.M.C. D.M.C. S.O. S.O. S.O.	D.M.C. D.M.C. S.O. S.O. S.O.	A.M.C.* D.M.C./A.M.C. D.M.C./A.M.C. S.O. D.M.C.

T.10907 (14)

Gen-1070-551

1.	2.	3.	4.	5.	6.	7.
11	Deoner Abattoir	G.M.D.A.	Corporation	A.M.C.	D.M.C.	A.M.C.*
		Executive Engineer	Corporation	D.M.C.	D.M.C.	A.M.C.*
		Chief Inspector	Corporation	D.M.C.	D.M.C.	A.M.C.*
		Production Manager	M.C.	D.M.C.	D.M.C.	A.M.C.
		Dy. Supdt. (SL House) and below	M.C.	G.M.	G.M.	D.M.C.
		A.E./S.E. and below	M.C.	G.M.	G.M.	D.M.C.
		Administrative Staff	A.O. and below	M.C.	G.M.	G.M.
12.	Health Office	Ex.h.o.	Corporation	M.C.	Corporation	Corporation
		Dy. H.O.	Corporation	D.M.C.	D.M.C.	A.M.C.*
		Medical Supdt.	Corporation	D.M.C.	D.M.C.	A.M.C.*
		A.H.O./M.O. I/c. (Dispensaries)/				
		A.M.O., Jr. A.M.O.	M.C.	H.O.	H.O.	D.M.C.
		M.O. (Scholls)				
		Sr. M.O. and below				
Administrative Staff	A.O. and below	M.C.	H.O.	H.O.	D.M.C.	
12.A	Peripheral Hospital	Director (PH)	Corporation	A.M.C.	A.M.C.	A.M.C.*
		M.S.	Corporation	D.M.C.	D.M.C.	A.M.C.*
		M.O./A.M.O.	M.C.	D.M.C.	D.M.C.	D.M.C.
		Jr. A.M.O.				
		Administrative Staff of P.H.	A.O. and below	M.C.	Director (PH)	Director (PH)

7.10907(15)

T. 10907 (16)

1.	2.	3.	4.	5.	6.	7.
13.	Licence Department	S.L.	Corporation	A.M.C.	D.M.C.	A.M.C.*
		Dy.S.L., A.S.L.	M.C.	D.M.C.	D.M.C.	D.M.C.
		Sr. Inspector)				
		(Licence))	M.C.	S.L.	S.L.	D.M.C.
		Jr. Inspector)				
	Administrative Staff	O.S. and below	M.C.	S.L.	S.L.	D.M.C.
14.	Legal Department	Law Officer	Corporation	A.M.C.	A.M.C.	M.C.*
		Dy. Law Officer)				
		Asstt. Law Officer)	M.C.	D.M.C.	D.M.C.	D.M.C./A.M.C.
		Legal Asstt.)	M.C.	Law Officer	Law Officer	D.M.C./A.M.C.
		Sr. Legal Asstt.)				
		Chief Enquiry Officer)				
		Enquiry Officer)				
		Jr. Law Officer)				
		Supdt. Courts)				
		Managing Clerk and below)				
	Administrative Staff	O.S. and below	M.C.	Law Officer	Law Officer	D.M.C.
15.	Garden Deptt.	Supdt. of Garden	Corporation	A.M.C.	D.M.C.	A.M.C.*
		Dy.S.G., Asstt.S.G.	M.C.	D.M.C.	D.M.C.	D.M.C.
		Horticultural Assistant and below	M.C.	S.G.	S.G.	D.M.C.
			Administrative Staff	O.S. and below	M.C.	S.G.

1.	2.	3.	4.	5.	6.	7.
16.	Swimming Pools, open Air Theatres & Natyagrih	Manager	M.C.	Respective Ward Officer	Respective Ward Officer	D.M.C.
	Administrative Staff	Head Clerk and below)	M.C.	Respective Ward Officer	Respective Ward Officer	D.M.C.
		Other Technical and Lab. Staff)				
17.	Museum	Curator	M.C.	D.M.C.	D.M.C.	D.M.C.
		Asstt. Curator)				
		Research Asst.)				
		Museum Asstt. & other Technical & Lab. Labour Staff)	M.C.	D.M.C.	D.M.C.	D.M.C.
Administrative Staff	Clerks and below	M.C.	D.M.C.	D.M.C.	D.M.C.	
18.	Shops & Estt.	C.I.S.E.	M.C.	D.M.C.	D.M.C.	A.M.C.
		Dy. C.I.S.E.	M.C.	D.M.C.	D.M.C.	D.M.C.
		Sr. Inspector)	M.C.	C.I.S.E.	C.I.S.E.	D.M.C.
		Jr. Inspector)				
		Administrative Staff	Head Clerk and below including S.A.	M.C.	C.I.S.E.	C.I.S.E.
19.	Public Relation Office	P.R.O.	M.C.	M.C.	D.M.C.	A.M.C.
		Dy.P.R.O.)	M.C.	D.M.C.	D.M.C.	D.M.C.
		Asstt. P.R.O.)				

100907 (17)

4-10907(18)

1.	2.	3.	4.	5.	6.	7.
19.	contd....	A.O./O.S	M.C.	D.M.C.	D.M.C.	D.M.C.
		Photographer)				
		Projectionist)	M.C.	P.R.O.	P.R.O.	D.M.C.
		Commercial Artists)				
		Dark Room Asstt.)				
	Administrative Staff	Head Clerk and below)	M.C.	P.R.O.	P.R.O.	D.M.C.
20.	A.C.A.	A.C.A.	Corporation	A.M.C.	A.M.C.	M.C.*
		Dy. C.A.	Corporation	A.M.C.	D.M.C.	A.M.C.*
		A.A.I.				
		Sub Accountant)				
		Sr. A. & A. A.)	M.C.	A.C.A.	A.C.A.	D.M.C.
		Jr. A. & A.A. and below)				
21.	M.M.P. and Rota Printing Untl	M.M.P.	M.C.	D.M.C.	D.M.C.	A.M.C.
		Addl. M.M.P.)				
		Dy.M.M.P.)	M.C.	D.M.C.	D.M.C.	D.M.C.
		Supdt. (Rota))				
		Production Asstt.)	M.C.	D.M.C.	D.M.C.	D.M.C.
		Probationary Officer &)				
		Other Operational & Technical Staff)	M.C.	M.M.P.	M.M.P.	D.M.C.
		below P.O.)				
		Administrative Staff - O.S.)	M.C.	D.M.C.	D.M.C.	D.M.C.
		Administrative Staff of M.C. and below)	M.C.	M.M.P.	M.M.P.	D.M.C.

Gen-1070-551

1.	2.	3.	4.	5.	6.	7.
22.	Head Supervisor	H.S. Dy. H.S.) A.H.S.) Supervisor) Jr. Overseer) Mukadam) Labourer) Administrative Staff-A.O./O.S.) Administrative Staff - Head Clerk and below)	Corporation M.C. M.C. M.C.	A.M.C. Ch. E.(SWM) H.S. Ch.E(SWM) H.S.	D.M.C. Ch. E.(SWM) Ch.E.(SWM) Ch.E(SWM)	A.M.C.* D.M.C. D.M.C. D.M.C. D.M.C.
23.	Market	W.O.(Market) Dy. S.M. Head Inspector) Inspector) Jr. Inspector) Labour &) Technical Staff) Administrative Staff - O.S.) Administrative Staff - H.C. and below)	Corporation M.C. M.C. M.C. M.C.	A.M.C. D.M.C. W.O.(Market) D.M.C. W.O.(Market)	D.M.C. D.M.C. W.O.(Market) D.M.C. W.O.(Market)	A.M.C.* D.M.C. D.M.C. D.M.C. D.M.C.
24.	W.O.(Estates)	W.O.(Estates) Asstt. Engineer) Sub Engineer) Jr. Engineer) and below) Administrative Staff - A.O./O.S.) Head Clerk)	Corporation M.C. M.C. M.C. M.C.	A.M.C. D.M.C. W.O.(Estates) D.M.C. W. O. (Estates)	D.M.C. D.M.C. W.O(Estates) D.M.C. W. O. (Estates)	A.M.C.* D.M.C. D.M.C. D.M.C. D. M. C.

7.10907(19)

1.	2.	3.	4.	5.	6.	7.
25.	Insecticide Office	I.O. Pest Control Officer Jr. Overseer and below Administrative Staff - O.S Head Clerk and below	Corporation M.C. M.C. M.C. M.C.	A.M.C. D.M.C. I.O. D.M.C. I.O.	D.M.C. D.M.C. I.O. D.M.C. I.O.	A.M.C.* D.M.C. D.M.C. D.M.C. D.M.C.
26.	A. & C.'s Department	A & C. Addl. A. & C. Dy. A. & C. Asstt. A. & C. Supdt. Dy. Supdt. and below Administrative Staff - A.O. and below	Corporation Corporation M.C. M.C.	A.M.C. A.M.C. A.&C. A. & C.	A.M.C. A.M.C. A.&C. A. & C.	A.M.C.* A.M.C.* D.M.C. D.M.C.
27.	Major Hospitals	Dean, Prof. Assoc. Prof, Reader Asstt. Dean W.O. (Hosp) Lecturer Eng. Staff Ex. Eng. (Civil) A.E. and below Nursing Staff Matron and below Supdt. of Pharmacists	Corporation Corporation Corporation M.C. Corporation M.C. M.C. M.C.	M.C. A.M.C. D.M.C. Dean Dean Dean Dean Dean	M.C. A.M.C. D.M.C. Dean D.M.C. Dean Dean Dean	M.C.* M.C.* A.M.C.* D.M.C. D.M.C. D.M.C. D.M.C.

J-10907(20)

1.	2.	3.	4.	5.	6.	7.
		Dy. Pharmacists)	M.C.	Dean	Dean	D.M.C.
		Head Pharmacists)				
		Sr. Pharmacists)				
		and Pharmacists)				
		M.R.O./M.R.P.)	M.C.	Dean	Dean	D.M.C.
		Sr. R.A. & R.A.)				
		Para-Medical)				
		Staff)	M.C.	Dean	Dean	D.M.C.
		Sr. Bio-Chemist)				
		and below)				
		A.M.O./Jr. A.M.O.)	M.C.	Dean	Dean	D.M.C.
		Residents)				
		Administrative)				
		Staff)				
		A.O. and below)	M.C.	W.O. (Hosp)	Dean	D.M.C.
29.	G.T.B. Hospital	M.S.)	Corporation	A.M.C.	D.M.C.	A.M.C.*
		Dy. M.S., A.M.O.)	M.C.	D.M.C.	D.M.C.	D.M.C.
		M.O., M. Asst.,)	M.C.	M.S.	M.S.	D.M.C.
		Jr. M.A., R.A.M.)				
		Administrative)	M.C.	M.S.	M.S.	D.M.C.
		Staff - A.O.)				
		and below)				
29.	Data Processing Office	D.P.O.)	Corporation	D.M.C.	D.M.C.	A.M.C.*
		System Analyst)	Corporation	D.M.C.	D.M.DC.	A.M.C.*
		Sr. Programmer)				
		Jr. Programmer)				
		Trainee)	M.C.	D.P.O.	D.P.O.	D.M.C.
		Programmer)				
	Administrative Wing	Asstt. Acctt.)				
		Sr. A. & A.A.)	M.C.	S.P.O.	A.C.A.	D.M.C.
		Jr. A. & A.A.)				
	Operational Wing	Job Control)				
		Supervisor)				

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7.10407 (21)

1.	2.	3.	4.	5.	6.	7.
		Job Control)				
		Assistant)	M.C.	D.P.O.	D.P.O.	D.M.C.
		Shift Leader)				
		Punch Operator)				
	Computer	Sr. Computer)				
		Operator)				
		Computer)	M.C.	D.P.O.	D.P.O.	D.M.C.
		Operator)				
		Tech. Asst.)				
30.	Ward Officer	Ward Officer)	Corperation	D.M.C.	D.M.C.	A.M.C.*
		Asstt. Engineer)				
		M.O.H./Sr. S.I./)	M.C.	D.M.C.	D.M.C.	D.M.C.
		S.E./O.S.)				
		Jr. Engineer)				
		Sr. Inspector (Lic))				
		Jr. Inspector (Lic))				
		Sanitary Insp.)	M.C.	W.O.	W.O.	D.M.C.
		C.O.)				
		Administrative)				
		Staff - Head)				
		Clerk and below)				

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* For awarding punishment of removal/dismisal prior approval of S.C./E.C. (as the case may be) is necessary) sd/- D.M.C. (P) sd/- A.M.C. (S) sd/- M.C.

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