

SURAT MUNICIPAL CORPORATION  
 POWERS DELEGATED TO LAW OFFICER OF SURAT  
 MUNICIPAL CORPORATION  
ORDER NO.DP/9/1997-98

The Municipal Commissioner of Surat Municipal Corporation, Surat, hereby delegates under section 69(1) read with 69(2) of the Bombay Provincial Municipal Corporation Act, 1949, subject to his revision and control, the powers, duties and functions conferred or imposed upon or vested in him under the said Act as per schedule attached herewith to the LAW OFFICER of Surat Municipal Corporation of the city of Surat.

| Sr.  | Powers, duties and function conferred  | Relevant Section of BPMC Act,1949 |
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| <b>POWERS DELEGATED BY MUNICIPAL COMMISSIONER UNDER SECTION 69 (1)</b>   |  |                                   |
| 1.   | Power to Censure and fine Rs.1-/- to any employee of class IV working in the department under his control after due procedure of Law if any.   | 56(1)                             |
| 2.   | Power to sanction leave of any kind upto 30 days admissible to the staff working under his control.  | 57(1)                             |
| 3.   | Power to distribute administrative work to the staff working under his department.   | General                           |
| 4.   | Power to issue memo or ask explanation from staff under his control.   | General                           |
| 5.   | Power to convey correspondence with the members of Public for redressal of grievances.   | General                           |
| 6.   | Power to carry correspondence with the head of department of surat Municipal Corporation and advocates of local and high court/SC/Courts.  | General                           |
| 7.   | Power to give legal opinion on various issues pertaining to SMC.   | General                           |
| 8.   | Power to provide legal Assistances and guidance to various deptt. of SMC   | General                           |
| <b>POWERS DEPUTED BY MUNICIPAL COMMISSIONER UNDER SECTION 69 (2) PRIOR APPROVAL OF THE STANDING COMMITTEE RESOLUTION NO. 1574 DATE - 4-9-1997.</b> |  |                                   |
| 9.   | Power to grant casual leave not exceeding 7 days at a time to the staff member of his department.  | 67(3) (b)                         |
| 10.  | Power to sanction regular increments to the member of the staff of his department excluding EB Crossing.   | 67(3) (b)                         |
| 11.  | Power to prepare and pass bills, contingency bills, TA Bills of his department,  | 67(3) (b)                         |
| 12.  | Power to purchase and sanction contingency expenditure upto Rs. 5000/- provided that funds are available under the grants sanctioned for the current year for his department.              | 73 (c)                            |
| 13.  | Power to sign indents of stationary articles and dead stock articles, stock materials for the requirement of the department if available as per budget provision.                          | 73 (c)                            |
| 14.  | Power to sign certificate of cycle allowance in respect of staff under his control   | 67(3) (b)                         |
| 15.  | Power to sanction LTC to the member of the staff working under him out of relevant budget provision if available and leave is sanctioned for the same and the LTC is otherwise admissible. | 67(3) (b)                         |