

<p>II</p>	<p>The powers and duties of its officers and employees</p>	<p>The powers of Chief Curator and Section Officer is attached Separately</p> <p><u>Officers & employees duties is as under :</u></p> <p>Chief Curator</p> <ul style="list-style-type: none"> ○ To use the power which are delegate by Standing Committee & Municipal Commissioner Shri ○ To take care of every type of work related Science Centre Surat ○ To do new Exhibitions & workshop ○ To promote sales in Souvenir Shop & to purchase all necessary things for sale ○ To do publications ○ To purchase antiquities ○ To plan National Exhibition and play an active role in National & International Exhibition ○ To give attention to visitors & to guide them ○ To keep records of Auditorium, Art Gallery & Amphi Theatre in Science Centre if given on rent ○ To follow all kind of written & oral instructions given by authority higher <p>Curator (Museum)</p> <ul style="list-style-type: none"> ○ To use the power which are delegate by Standing Committee & Municipal Commissioner Shri ○ One has to work under director central of Chief Curator & Divisional head ○ Organize an exhibition, development of the Museum get grants for the Museum from Govt. ○ Arrange School tours in consultancy with various Schools ○ To do Preservation, Conservation of the Museum Object ○ To do publications etc. ○ Take part in indoor- out door exhibitions ○ Documentation of Museum Objects. ○ Give guidance to the visitors in the Museum ○ Display of Museum exhibits, of press note one has one has to remain present at Art Gallery & Auditorium as and when there is any program ○ Work as on when orders are issued by the higher Authority <p>Curator (Science)</p> <ul style="list-style-type: none"> ○ To use the power which are delegate by Standing Committee & Municipal Commissioner Shri ○ One has to work under director central of
-----------	--	---

		<p>Chief Curator & Divisional head</p> <ul style="list-style-type: none"> ○ Organize an exhibition, development of the Museum get grants for the Museum any from Govt. ○ Arrange School tours in consultancy with various Schools ○ Check the Fun Science exhibits and as on when needed maintain the exhibits ○ Arrange work shop related to Science ○ Arrange Science fair ○ Attend/ arrange various exhibits in SMC fairs ○ Prepare new exhibits for Fun Science Gallery ○ As and when new galleries like diamond, textile & space gallery are developed one has to take care of that galleries <p>Assistant Engineer (Electrical)</p> <ul style="list-style-type: none"> ○ Supervise the activities of different Electrical equipment Installation and Maintenance at Science Centre Surat ○ Correspondence with different types of Supplier Company like Torrent Power Ltd., Gujrat Gas Co.Ltd., B.S.N.L. etc. ○ To do the process for purchasing the equipment / spare-parts concern with electrical and air conditioning at Science Centre. ○ To do the sanctioning process of tenders concern with electrical and air conditioning for Science Centre. ○ Supervise the activities of electrical and air conditioning by remain present at the time of public function in Art Gallery, Auditorium and Amphi theater at Science Centre. <p>To obey the written/ verbal Instruction given by Superior Officers</p> <p>Gallery Assistant</p> <ul style="list-style-type: none"> ○ To take care of showcases in Museum to do & change display, provide guide to visitors ○ To do every work related documentation & perform necessary help for Exhibition ○ To check museum on closing time <p>To follow all kind of written & oral instruction given by officers.</p> <p>Personal Officer</p> <ul style="list-style-type: none"> ○ One has to work as per the power delegated by standing committee & Municipal Commissioner Shri ○ One has to work on Science Centre establishment schedule and recruitment
--	--	---

		<p>Dy Accountant</p> <ul style="list-style-type: none"> ○ One has to work as per the power delegated by standing committee & Municipal Commissioner Shri ○ One has to look all accounts related activities which includes income, expenditure etc. ○ Prepare budget for the Science Centre <p>Section Officer</p> <ul style="list-style-type: none"> ○ One has to work as per the power delegated by standing committee & Municipal Commissioner Shri ○ Administration setup of the Science Centre, Stock checking, Sales, Museum out look, Personal advance, Stock book, records etc. ○ One has to check regular attendance arrangement of staff in various exhibitions, ○ One has to work under direct control of departmental head. ○ Prepare various notes, check files keep papers in proper manner office-work, preparing of press note, Annual report, Invitation Card etc. ○ One has to remain present in various exhibits and issue orders for the program carried out at Art Gallery & Auditorium, ○ Arrange security present in the setup and dismantle of the indoor & outdoor exhibitions. ○ Work as per the instructions given by Curator, Chief Curator and Divisional Head <p>Maintenance Assistant (Electrical)</p> <ul style="list-style-type: none"> ○ Supervision of different electrical equipment installation, operation and maintenance of air conditioning system at Science Centre Surat. ○ To assist in different activities/ work with superior officers/ Assistant Engineer (Ele) regarding electrical/ air conditioning at Science Centre and give instruction supervision of different activities of Sub-Ordinate staff. ○ Supervision of electrical/ air conditioning work by remain present as per instruction in public function of Art Gallery, Auditorium, Amphi theater at Science Centre ○ To obey the written/ verbal instructions given by Superior Officers. <p>Head Clerk</p> <ul style="list-style-type: none"> ○ One has to work as per the order issued by Dept. Head and higher authority ○ Maintain dead stock register, ticket window, check the fees received and submit it for the
--	--	---

		<p>accounts depart, check the audit objection, receive grants and information all files regularly and submit the reports immediately</p> <ul style="list-style-type: none"> ○ Maintain Annual report, make press notes of the exhibitions, Arrangement of out door exhibitions, remain present during the programme carried out at Amphi Theater, Auditorium and Art Gallery. ○ One has to work as Section Officer as and when the Section Officer is on leave <p>Steno</p> <ul style="list-style-type: none"> ○ One has to work under the direct Control of Departmental / Divisional head and take care of the visitors entering to Museum <p>Planetarium Guide/ Operator</p> <ul style="list-style-type: none"> ○ He has to take care of the visitors who are entering to the planetarium has to explain regarding the show which will be shown and take care of the equipment and if there is any fault he has to inform the higher authority organize group show, store gathering, do experiments for school children, prepare exhibits panels etc. for display and has to work with departmental head and higher authority as and when required <p>Senior Clerk</p> <ul style="list-style-type: none"> ○ Science Centre related various works like payment of insurance premium, insurance policy renewal, submission of proposals, budget work, to maintain service book, leave data, pay data maintain muster, establishment register and give information as on when required to the Science Centre visitors, Bill payment, maintain stock book, dead stock, central store requirement, Souvenir Shop stock book, etc. <p>Clerk cum Photo grapher</p> <ul style="list-style-type: none"> ○ To do job work related photography, catalogue cards, Documentation, Exhibition photography, Display, out door photography and to maintain photograph album and register, to do museum exhibition, layout, display. to maintain press register. To check museum on closing time. ○ To follow all kind of written & oral instruction given by officers. <p>Third Grade Clerk</p> <ul style="list-style-type: none"> ○ Preparing of house keeping bills, to update Heritage list, insurance policy, float tenders, release & take security deposits etc.
--	--	--

		<ul style="list-style-type: none"> ○ Display in Museum Shop, sale Souvenirs at the Shop, maintain receipt and take cash and do the payment to the accounts dept ○ Issue of tickets, receipt of payment of fees, rent for Auditorium, Art Gallery and Amphi Theatre ○ Entertain visitors at Fun Science Gallery explain the visitors regarding the Science through the exhibitions, maintenance of the exhibits etc. ○ Receive the rent of Art Gallery, Auditorium, Amphi Theatre and remain present during the program at the above said venue, making of bills etc. ○ Inward – outward of the papers, checking of the binders, R.T.I. selected things <p>Senetary Sub Inspector</p> <ul style="list-style-type: none"> ○ To take work from the housekeeping persons for cleaning of the Science Centre Complex, water tank cleaning etc and has to work as an when required <p>Technical Assistant</p> <ul style="list-style-type: none"> ○ One has to take care of all civil maintenance work and submit the report regarding the completion of the work <p>Wireman</p> <ul style="list-style-type: none"> ○ To perform the different electrical / air conditioning equipment operation and maintenance work by contractor's employee and supervision on their activities at Science Centre ○ Operation of equipments regarding electrical/ air conditioning / Sound by remain present as per instruction in Fun Science Gallery, Art Gallery, Auditorium, Amphi Theater functions at Science Centre ○ To obey the written/ Verbal instructions given by Superior Officers <p>Jamadar/ Peon/ Gallery Attendant / Beldar cum Pagi</p> <p>Take care of the office, filing of papers as per the advise given by the higher authority bring keys form the Athwazone and open the Science Centre Complex, being and take files, papers to main office and bring them back for the office, arrange the visitors in the line, take care of the visitors in the Museum, Art Gallery, Planetarium, Fun Science Gallery etc. Help in the Museum for display of exhibits etc. and work as per the advise by the higher authorities</p>
--	--	---

SURAT MUNICIPAL CORPORATION

POWERS DELIGATED TO THE "CHIEF CURATOR" (SCIENCE CENTRE, SURAT) OF SURAT MUNICIPAL CORPORATION WITH THE PRIOR APPROVAL OF STANDING COMMITTEE VIDE ITS RES. NO.2019 DTD. 14/12/2010.

ORDER NO.DP /06/2010-11

I, S.APARNA, IAS, The Municipal Commissioner of Surat Municipal Corporation of the city of Surat hereby delegate under Section 69 (1) read with 69 (2) of the Bombay Provincial Municipal Corporations Act, 1949, subject to my revision and general control the powers, duties and functions conferred or imposed upon or vested in me under the said Act as per schedule appended here under to the " CHIEF CURATOR" (SCIENCE CENTER, SURAT) of Surat Municipal Corporation. W.E.F. 17/07/2009.

No.CMF/19
Date : 27-12-2010


(S. APARNA)
Municipal Commissioner,
Surat Municipal Corporation.

SCHEDULE OF POWERS

Sr. No.	Powers Delegated U/S 69 (1)	Relevant Section of the BPMC Act. 1949.
1.	Power to allow the persons to take photographs or sketches of the articles on terms and conditions approved by the Commissioner from time to time.	General
2.	Power to carry out correspondence with the members of the public as well as with other departments of the SMC in the matters pertaining to his / her department.	General
3.	Power to ask explanation of any employee of the staff of the department place under his / her control.	Sec. 56
4.	Power to warn or censure any employee up to the level of Section officer or equivalent in technical cadre, for the reasons to be recorded in writing after due process of law.	Sec.56(2)(a)
5.	Power to fine any employee up to the level of Section Officer in clerical cadre or equivalent of it in technical cadre subject to maximum of 5 days pay at a time after due process of law.	Sec.56(2)(d)
6.	Power to grant leave of any kind upto 240 days to the members of staff of the department placed under his / her control upto the level of the Asst. Engineer in technical cadre or the equivalent of it in clerical cadre.	Sec. 57 (1)

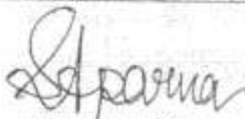
2012/12/27
2012/12/27
2012/12/27
2012/12/27
2012/12/27

7.	Power to grant leave of any kind up to 30 days at a time to the members of staff up to the level of Beldar / Peons or equivalent category subject to its admissibility an looking to the works.	Sec. 57 (1)
8.	Power to give Auditorium, Amphi Theater & Art Gallery (Science Centre) on rent after taking necessary fees subject to rules in this behalf.	Sec.79 (a)
9.	Power to fix rates for the products made at Souvenir Shop Science Centre which should not exceed Rs. 1000/-.	Sec. 79 (b)
10.	Power to accept gift of antiquities to Science Centre composite project of and acknowledge the receipt on behalf of Surat Municipal Corporation after other process.	Sec. 82
11.	Power to give a written notice under clause (b) of the proviso of Section 138 of the Negotiable Instrument Act, 1881.	Sec. 481
12.	Power to file a complaint u/s 142 of the Negotiable Instrument Act, 1881.	Sec. 481
13.	Power under section 481(1) (a) of BPMC Act in respect of proceedings to be taken etc., against any person who is charged with any offence against this act or any rule, regulation or by-law in respect of the department placed under his / her control.	Sec.481(1) (a)
POWER DELEGATED BY THE MUNICIPAL COMMISSIONER U/S 69 (2) WITH THE PRIOR APPROVAL OF STANDING COMMITTEE RESOLUTION NO.2019/2010 DTD.14/12/2010		
14.	Power to grant casual leave up to 7 days at a time to the members of staff placed under his / her control subject to general rule in this regard.	Sec.67(3)(b)
15.	Power of granting regular increment to all members of the staff under his / her control up to the level of Asst. Engineer in technical cadre or the equivalent of it in clerical cadre subject to the condition that there is no order to taking action under section 56 of the BPMC Act 1949 withholding the same.	Sec.67(3)(b)
16.	Power to write confidential report of the staff of the department placed under his / her control And power to review confidential report up to the level of Section officer in clerical cadre or the equivalent in technical cadre	Sec.67(3)(b)
17.	Power to issue memo, ask explanation to the staff of his / her dept. up to the level of Curator or equivalent post of its pay scale in other cadre.	Sec.67(3)(b)
18.	Power to supervise and keep general control in the matter of all acts and proceedings of the department placed under his / her control including distributing administrative work to staff placed under his / her control.	Sec.67(3)(b)

19.	Power to sign daily diary, certificate for draw conveyance allowances of all the staff working under his / her control.	Sec.67(3)(b)
20.	To prepare and pass all salary bills, LTC, TA. Bills of the department's staff under his / her control for which funds have been provided under grants sanctioned for the current year.	Sec.67(3)(b)
21.	Power to sign all pay bills for departments placed under his / her control sanctioned by the competent authority for which funds have been provided under grants sanctioned for the current year.	Sec.67(3)(b)
22.	To prepare and pass all bills including running bills as well as final bills upto Rs. 40,000/- for execution of works, purchase of materials and works for maintenance sanctioned by the competent authority for the departments under his / her control provided budget grants for the current year are available.	Sec. 73 (c)
23.	Power to enter into contract agreements for the works upto Rs. 2 lac sanctioned by the competent authority for the departments under his / her control provided budget grants for the current year are available.	Sec. 73 (c)
24.	Power to sanction contingency Expenditure not exceeding Rs.5, 000/- for the department placed under his / her control provided funds are available under grants sanctioned for the current year.	Sec. 73 (c)
25.	Power to note verify and sign the completion reports of weeks which are sanctioned by the higher authority	Sec. 73 (c)
26.	Power to maintain impresset account and draw the amount there from for incurring miscellaneous expenditure provided that funds are available under the relevant budget head and the grant is sanctioned for the department placed under his / her control.	Sec.86
27.	Power to recoup of personal advance up to Rs. 5,000/-	Sec.86
28.	Power to sanction all adjustments effect recoupment (for the expenditure already booked to general advance and suspense account up to Rs. 2/- lacs and to prepare and pass journal vouchers therefore (transfer entry bills)	Sec.86(2) (a)
29.	Power to sanction refund of earnest deposit of the tenderes whose tenders have not been considered including power to refund E.M.D. as well as security deposit on due and satisfactory performance.	Sec.86 (2) (b)
30.	Power to book expenditure to general advance subject to the limit of Rs. 25,000/- When the expenditure has been sanctioned by the competent authority and a certificate to this effect is enclosed or for such purposes where in the absence of final bills, adhoc payment is required to be made for the departments under his / her control.	Sec.86 (2) (d)

31.	Power to grant refund bill up to Rs.25,000/- of Auditorium, Amphi Theater & Art Gallery(Science centre) which given on rent.	Sec.86(2) (d)
-----	--	---------------

SURAT
Date: 27 - 12 - 2010


(S. APARNA)
Municipal Commissioner
Surat Municipal Corporation

Copy w.cs. to	:	Advisor / All Divisional Heads / MCA / Muni.Secy. / Dean(Smimer) / I/C MS (Smimer) / I/C MS&D(MCH) for information pl.
Copy to	:	Zonal Chief (CZ)... for information.
Copy to	:	All HODs/All ZOs...for information & n.a.pl.

SURAT MUNICIPAL CORPORATION
POWERS DELEGATED TO SECTION OFFICERS OF
ALL ZONES / DEPARTMENTS / SECTIONS

ORDER NO. / 13 / 1996-97

The Municipal Commissioner of Surat Municipal Corporation hereby delegates under section 69(1) read with 69(2) of the Bombay provincial Municipal Corporation Act, 1949, subject to his revision and general 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 "SECTION OFFICERS" of all the Department & Zones of the Municipal Corporation of the city of Surat.

The earlier DP orders No.17/80-81 (CMF-36-dt. 1-8-80) Commissioner's order No.C/99/1990, DP/8/84-85 (CMF-45-dt.1-10-84) DP No.9/90-91 (CMF-43-dt.24-8-90), DP No.5/91-92 (CMF/10-dt.7-5-91), DP No.6/91-92 (CMF/11-dt.5-91), DP No.11/92-93 (CMF/11 dt.30-4-94). regarding delegation of power to Section Officer of various zones/departments/sections are hereby superceeded.



(D. K. RAO)
Municipal Commissioner
Surat Municipal Corporation

No. CMF/ 51
dt. 23-1-1997

Sr. No.	Powers duties and functions delegated.	Relevants Section of the B.P.M.C. Act, 1949.
1	2	3

POWERS DELEGATED BY MUNICIPAL COMMISSIONER U/S 69(1) :-

- Power to issue memo and ask explanation of any employee upto the level of IInd-grade clerk in clerical cadre post. 56(2)(A)

.. / 2 / ..

1.....2.....3.....

- 2. Power to fine Rs.5/- to the member of the Staff of the deptt. up to the level of IInd Grade Clerk. after due process of law. 56(2) (1)
- 3. Power to grant leave of absence of any kind of leave upto 60 days to any employee of the department/zone up to the level of IInd Grade Clerk in clerical cadre and/or its equivalent of pay in technical cadre. 57(1)
- 4. Power to carry out inter department/ Zone correspondence in official and matters with their counter parts as and when required for effective and smooth functioning of the department/ Zone. General
- 5. Power to distribute clerical work to the member of the staff for smooth running of the zone/department/ section. General

POWERS DELEGATED BY THE MUNICIPAL COMMISSIONER U/S 89(2) WITH THE PRIOR APPROVAL OF STANDING COMMITTEE RESOLUTION NO.2374 DTD. 19/12/1996.

- 1. Power to grant Casual Leave upto 7-day at a time to the member of his staff below his rank in clerical cadre. 67(3)(b)

..13/..

1. 2. 3.
2. Power of granting regular increment to the member of the staff of the Zone/Department/Section up to level of IInd Grade Clerk in the clerical cadre. 67(3)(b)
3. Power to draw and disburse salary & other dues to the staff of the Zone/Department/Section. 67(3)(b)
4. Power to prepare and pass all salary bills, contingency bills, merchants bills, electric city bills and T.A. bills of the staff of the Zone/Dept./Section when the same is otherwise admissible and provided funds are available under grants sanctioned for the current year. 67(3)(b)
5. Power to sanction leave travel concession (LTC) to the member of staff of the Zone/Department/Section out of the relevant budget provision provided sufficient budget grant is available leave is sanctioned for the very purpose and the LTC is otherwise admissible. 67(3)(b)
6. Power to write confidential report of the member of the clerical staff of the Zone/Department/Section. 67(3)(b)

1. 2. 3.
7. Power to sign indent of material 73 (c)
stationary articles, and dead stock
articles for requirement of the Zone/
Department/Section.
8. Power to sanction contingency expenditure 73(c)
not exceeding Rs.500/- for the Zone/
Department/Section provided that funds
are available under the budget grant
sanctioned for the current year.
9. Power to operate, maintain Imprest 86
Account of the Zone/Department/Section
where there is no post of deputy
Accountants.

SURAT
21-1-77

(D. K. RAO)
Municipal Commissioner
Surat Municipal Corporation.

Copy f.w.cs.to : Deputy Commissioner...for information pl.
Copy f.w.cs.to : All Divisional Heads...for information pl.
Copy f.w.cs.to : Municipal Chief Auditor...for information pl.
Copy w.cs.to : All Departmental Heads...for information pl.
Copy w.cs.to : All Zonal Officers...for inf.& n.a.pl.
Copy .cs. to : Section Officer's (All Deptt. & Zones)....
for information pl.

10//

સુરત મહાનગરપાલિકાની સ્થાયી સમિતિ-૧૧-૧૦-૧૨-૯૬
ના રજિ મળેલ સભામાં નીચે મુજબનો ઠરાવ પસાર થયો હતો.

.....

આગી.કમિશનરી(કા.)ના તા.૯-૧૨-૯૬ના પત્ર નં.સી.સ્થા.સ./૧૧૧૮
થી વિદિત થઈ, તેમાં જણાવ્યા મુજબ ઈ.બી.બી.બી.એમ.સી. એક્ટ, ૧૯૪૯ની
કલમ-૬૯ (૨) હેઠળ આવતો પેટા કલમો-૧૭(૩) (બી) તથા ૧૭-સી તથા ૭૬
મુજબની દરખાસ્ત સાથે સામેલ મોડરનમાં જણાવેલ સત્તાઓ તમામ ખાતાઓ,
વિભાગો તથા ઝોનના સેક્શન ઓફિસરોને સુપ્રત કાવવાની મંજૂરી આપવામાં
આવે છે.

ઠરાવ નં.૨૩૧૧/૯૬ સવાનિમતે મંજૂર.

પરી નકલ

૩૦-૧૨-૯૬

ઓફિસ સુપ્રિન્ટેન્ડન્ટ(સે.)
સુરત મહાનગરપાલિકા, સુરત.

નં.સી.સ્થા.સ./૬/૧૦૬૬
તા. ૩૦-૧૨-૧૯૬૬

er
ation.

l. +
3 pl.
pl.

10/11