

SL. NO.	NAME OF THE DEPARTMENT	FUNCTION
1	<b>GENERAL ADMINISTRATION DEPARTMENT</b>	<ol style="list-style-type: none"> <li>1. Recruitment, control &amp; management of officer belonging to the cadre of common municipal service &amp; relation with DLB &amp; municipal service commission</li> <li>2 Board personnel policy &amp; planning &amp; career management of all service.</li> <li>3. Recruitment &amp; management of all officers of all categories &amp; relation with Municipal service commission .</li> <li>4. Administrative reforms including organization &amp; methods.</li> <li>5. Establishment &amp; staff matter</li> </ol>
2	<b>ASSESSMENT &amp; COLLECTION</b>	<ol style="list-style-type: none"> <li>1.Assessment including assessment of central &amp; state govt. properties &amp; railway properties .</li> <li>2.Collection of property tax &amp; service charges including those in relation to central govt. railway properties.</li> <li>3. Collection of advertisement tax &amp; other taxes .</li> <li>4. Granting of licenses</li> </ol>
3	<b>PUBLIC WORKS DEPARTMENT</b>	<ol style="list-style-type: none"> <li>1.Construction &amp; maintenance of all buildings roads, drains &amp; sewerage. (S.A.E&amp; Over Sear) both.</li> <li>2. Execution &amp; maintenance of general development works.</li> <li>3. Road rolling service .4. Preparation &amp; maintenance of municipal map.</li> <li>5. Regulation of building uses.</li> </ol>
4	<b>Water Supply</b>	<ol style="list-style-type: none"> <li>1. Water connection – domestic, non-domestic &amp; community.</li> <li>2. Sinking &amp; maintenance of tube well .</li> <li>3. Laying of primary &amp; Secondary grids of filtered water &amp; maintenance there of .</li> <li>4. Operation of pumping &amp; boosting Station.</li> </ol>
5	<b>Public Health &amp; Sanitation</b>	<ol style="list-style-type: none"> <li>1. Conservancy &amp; solid waste management .</li> <li>2. Registration of birth &amp; deaths .</li> <li>3. Motor vehicles &amp; ambulance.</li> <li>4. Family welfare &amp; planning .</li> <li>5. Other sanitary requirements</li> <li>6. Vaccination</li> </ol>

6	<b>LIGHTING &amp; ELECTRICITY DEPARTMENT</b>	<ol style="list-style-type: none"> <li>1. Street lighting.</li> <li>2. Maintenance of electric crematorium</li> <li>3. Lighting of municipal parks, buildings &amp; other installation</li> <li>4. Area lighting.</li> </ol>
7	<b>Education Department</b>	<ol style="list-style-type: none"> <li>1. Primary &amp; secondary Education</li> <li>2. Technical education</li> <li>3. Adult &amp; non-formal education</li> <li>4. Sports &amp; physical culture</li> </ol>
8	<b>Accounts and Cash Dept.</b>	<ol style="list-style-type: none"> <li>1. Keeping books of accounts, maintaining A/C s of the project separately.</li> <li>2. Maintain separate Cash Book- head of A/C s for each type of expenditure is to be recorded in the Cash Book quoting voucher no., narration of the expenditure stating the name of the party to whom paid and cheque no. etc.</li> <li>3. Scrutinize all the bills submitted by the parties for placement before the Competent Authority for Passing and issuance of Pay order .</li> <li>4. Prepare Statement of Expenditure and requisition of fund .</li> </ol>
9	<b>STORE DEPARTMENT</b>	<ol style="list-style-type: none"> <li>1. Purchase &amp; maintenance of store .</li> <li>2. supply of stores to various dept .</li> </ol>