CORPORATION OF CHENNAI

CITIZEN CHARTER

2012

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CORPORATION OF CHENNAI

CITIZEN CHARTER

INTRODUCTION

Preparation of Citizen Charter is an endeavour towards providing a frame work for the organization and its employees to render various services to the citizens. It also acts as a very important reference for the citizens to know about the various services that can be availed by them; the procedures that are to be followed and time with in which the work could be done.

The Citizen Charter is based on the following four components:

a. Accountability
b. Standards
c. Transparency
d. Feedback

Corporation of Chennai takes all efforts to provide essential services efficiently to the citizens. At the same time, co-operation and feed back of the general public is also very crucial in achieving the high level of efficiency that is expected of Corporation.

This charter provides the details of those services that are directly relevant to the citizens of the city and the officials in charge of delivery of various services, contact phone numbers of important departments and zones and other relevant information's.

HEALTH DEPARTMENT

The Health Department of Corporation of Chennai deals with the following major items that are directly connected to the Public 1. **Health care delivery system** 2. **Clinical Laboratory Services** 3. **Burial and Cremation grounds** 4. **Registration of Births and Deaths** 5. **Anti – Malaria Operations** 6. **School Health Services** 7. **Veterinary** 8. **Food Handlers Certificate** 9. **Enforcement of Public Health Act.** **BIRTH AND DEATH CERTIFICATES**		**(1)**	**(2)**	**(3)**	**(4)**
Details To be Needed **(1)**	**Contact Officer** **(2)**	**B) Respective Zonal officers (for births/deaths pertaining to post 1-1-1991**	**Date of Birth/Death, Place of Birth/Death form**	**Zonal Health Officer(or) Birth and death Registrar**	SINCE 7.9.2008 Public can downloaded this birth & Death Certificate through on line in our official website www. Chennai Corporation Gov. in
Date of Birth/ Death. Place of Birth/Death Name of the father / Mother in respect Birth and Name of the deceased in respect of death	Zonal Health Officer (Vital Statistics) Ripon Building and Respective Zonal Health Officer				

Burial and Cremation Grounds

FREE (No Charges) for Burial and Cremation in the Corporation of Chennai Burial Grounds

Incase of complaints relating to Burial / Cremation grounds,

Kindly contact the Zonal Health Officer of the concerned zone or the City Health Officer.

S.No.	Zone	Division	Name of the Burial Ground	Convention/ Gasifier/ Electrical	S.No.	Zone	Division	Name of the Burial Ground	Convention/ Gasifier/ Electrical
1	I	1	Sathiyavani Muthu Nagar	Convention	28	II	17	Vadaperumpakkam Colony	Convention
2	I	2	Periyakuppam	Convention	29	II	17	Vinayagapuram	Convention
3	I	2	Sastri Nagar	Convention	30	II	17	Chettimedu	Convention
4	I	3	Ernavoor	Convention	31	II	17	Kathakuzhi	Convention
5	I	3	Ernavoor	Convention	32	II	17	Gandhi Nagar	Convention
6	I	7	Karimedu	Convention	33	II	17	Kosapur	Convention
7	I	9	Pattinathar Gasifier Cremetorium	Gasifier	34	II	17	Kosapur Gramam	Convention
8	II	15	Old Colony	Convention	35	II	17	Arilalur	Convention
9	II	15	Old Napalayam	Convention	36	II	17	Theeyampakkam	Convention
10	II	15	China Edayanchavadi	Convention	37	II	17	Ambetkar Nagar & Thiyaki Viswanatha	Convention
11	II	15	Edyanchavadi	Convention	38	II	18	Harikrishnapuram	Convention
12	II	15	Periya Edayanchavadi	Convention	39	II	18	Bharathiyar Street	Convention
13	II	15	Manali New Town	Convention	40	II	18	Labbaimedu	Convention
14	II	15	Kanni Kovil medu	Convention	41	II	18	CPCL Layout	Convention
15	II	15	New napalayam	Convention	42	II	19	Manjambakkam	Convention
16	II	16	Andarkuppam	Convention	43	II	19	manjambakkam	Convention
17	II	16	Kanniamman pet	Convention	44	II	19	Periyamathur athikulam	Convention
18	II	16	Kanniamman pet colony	Convention	45	II	19	Ponniamman Koil Street	Convention
19	II	16	Kamaraj Puram	Convention	46	II	19	Chinnamathur	Convention
20	II	16	Kulakarai	Convention	47	II	20	Periyathoppu	Convention
21	II	16	Sivasakthi Nagar	Convention	48	II	20	Kamarajar Salai	Convention
22	II	16	Kadapakkam	Convention	49	II	22	K.S.Nagar Bg-Kavankarai	Convention
23	II	16	Elathanheri	Convention	50	III	22	Kanndapalayam Puzal	Convention
24	II	16	Barmanagar	Convention	51	III	23	GNT Road, Puzal	Convention
25	II	16	Sadayankuppam Colony	Convention	52	III	24	Murgambedu Surapet	Convention
26	II	16	Sadayankuppam village	Convention	53	III	24	Bharathidasan Nagar Surapet	Convention

S.No.	Zone	Division	Name of the Burial Ground	Convention/ Gasifier/ Electrical	S.No.	Zone	Division	Name of the Burial Ground	Convention/ Gasifier/ Electrical
27	II	16	ST Colony	Convention	54	III	24	Surapet Near Vellammal Eng. College	Convention
55	III	24	Surapet Main Road	Convention	82	VII	79	Oragadam-Yadava Street	Convention
56	III	24	Kadappa Road Puthakaram	Convention	83	VII	79	Oragadam-Ayya Koil Street	Convention
57	III	25	Bharathiar Nagar	Convention	84	VII	80	Oragadam-Pudur	Convention
58	III	25	Padmavathi Nagar	Convention	85	VII	82	Kallikuppam	Convention
59	III	25	Subramanian Street, Vinayagapuram	Convention	86	VII	82	Menambedu	Convention
60	III	26	Vinayagapuram	Convention	87	VII	83	Madhanankuppam	Convention
61	III	27	Edaima Nagar	Convention	88	VII	83	Agraharam	Convention
62	III	27	MMGCT, Madhavaram	Gasifier	89	VII	83	Thathankuppam (SRB Nagar)	Convention
63	III	27	Telungu Colony	Convention	90	VII	84	Kakkapallam	Convention
64	III	28	Kumaran St, Periyachekkadu	Convention	91	VII	84	Pattravakkam	Convention
65	III	28	Sastri Nagar	Convention	92	VII	84	Vanagaram (Muslim)	Convention
66	III	28	Kamaraj Salai	Convention	93	VII	84	Mangalapuram	Convention
67	III	29	Karunanithi Street, Chinna Sekkadu	Convention	94	VII	86	Vanagaram Road (Dunlop)	Gasifier
68	III	31	Thiruvalluvar Street	Convention	95	VII	86	Vanagaram Road (Chiristian)	Convention
69	III	33	Ponniamman Medu	Convention	96	VII	86	Vanagaram (Near Athipet)	Convention
70	IV	34	Seetharam Nagar	Gasifier	97	VII	86	Athipet periya colony	Convention
71	IV	37	Vyasarpadi	Gasifier	98	VII	88	Pandurangapuram (MTH Road)	Convention
72	IV	43	Kasimedu (Hindu)	Gasifier	99	VII	89	Officer Colony	Convention
73	IV	43	Kasimedu (Muslim)	Convention	100	VII	92	Mogappair Eri Scheme-Christian	Convention
74	IV	43	Kasimedu (Christian)	Convention	101	VII	93	Mogappair Eri Scheme-Muslim	Convention
75	V	53	Washermenpet	Gasifier	102	VII	94	Mogappair Road	Convention
76	VI	64	Thangal Sembium	Gasifier	103	VII	93	Padi Kuppam	Convention
77	VI	64	Battumedu (GKM Colony)	Convention	104	VIII	93	Golden George Nagar	Convention
78	VI	65	Makkaram Thottam	Convention	105	VIII	94	Villivakkam	Gasifier
79	VI	65	Kolathur	Convention	106	VIII	100	Arumbakkam	Convention

S.No.	Zone	Division	Name of the Burial Ground	Convention/ Gasifier/ Electrical	S.No.	Zone	Division	Name of the Burial Ground	Convention/ Gasifier/ Electrical
80	VI	70	Melpatti Ponnappa Mudali Street	Gasifier	107	VIII	101	Velangadu	Gasifier
81	VII	79	Oragadam (Puzhal Er)	Convention	108	VIII	102	Kilpauk Cemetry	Convention
109	VIII	104	Ottery	Gasifier	134	X!	155	Thiruvalluvar Salai, Ramapuram	Convention
110	IX	110	Numgambakkam	Electrical	135	X!	155	Bharathi Salai, Ramapuram	Convention
111	IX	120	Krishnampet	GAsifier	136	XII	156	Mugalivakkam	Convention
112	IX	110	St. Mary's Cemetry Mandaveli	Convention	137	XII	156	Colony	Convention
113	IX	125	Mylapore	Gasifier	138	XII	156	Madhanandapuram	Convention
114	X	128	Virugambakkam	Convention	139	XII	157	Manapakkam, Grama Mayanam, Defence Land	Convention
115	X	127	Koyambedu	Convention	140	XII	157	Adayar River (Colony)	Convention
116	X	132	Kodambakkam	Convention	141	XII	157	Sathya Nagar	Convention
117	X	137	Nesapakkam	Convention	142	XII	158	Nandhambakkam	Convention
118	X	138	Saidapet	Gasifier	143	XII	158	Thulasingapuram	Convention
119	X	139	Annai Sathiya Nagar	Convention	144	XII	159	Meenambakkam	Convention
120	X	141	Kannamapet	Electrical	145	XII	162	Kannan Colony	Gasifier
121	X!	143	Madha Koil Nagar, Nolambur	Convention	146	XII	162	Thillai Ganga Nagar 1 Main Road	Convention
122	X!	144	Om Sakthi Nagar, Maduravoyal	Convention	147	XII	162	Thillai Ganga Nagar 2nd Main Road	Convention
123	X!	145	Valliammal Nagar, Nerkundram	Convention	148	XII	163	Bala Krishna Puram	Gasifier
124	X!	145	P.H. Road, Nerkundram	Convention	149	XII	165	Vanuvampettai	Convention
125	X!	147	Alapakkam Main Road, Valasaravakkam	Convention	150	XII	165	New Colony, Adambakkam	Convention
126	X!	147	Mettukuppam High Road, Maduravoyal	Convention	151	XIII	170	Arulayanpet	Convention
127	X!	148	Mettukuppam High Road, Nerkundram	Convention	152	XIII	170	Ekkattuthangal	Convention
128	X!	149	Brindhavanan Nagar 6th St., Valasaravakkam	Convention	153	XIII	170	Guindy Industrial Estate	Convention

S.No.	Zone	Division	Name of the Burial Ground	Convention/ Gasifier/ Electrical	S.No.	Zone	Division	Name of the Burial Ground	Convention/ Gasifier/ Electrical
129	X!	150	Gandhi Nagar, Karambakkam	Convention	154	XIII	170	Dhanakodiraja	Convention
130	X!	150	Thundalam, Anna Nagar, Karambakkam	Convention	155	XIII	172	Jameen Adayar	Convention
131	X!	150	Sivabootham, Karambakkam	Convention	156	XIII	172	Kottur	Convention
132	X!	151	Arcot Road, Porur	Gasifier	157	XIII	174	Velachery	Convention
133	X!	154	Shanthi Nagar, Ramapuram	Convention	158	XIII	176	Besant Nagar	Gasifier
159	XIII	178	Velachery (Taramani Road)		183	XV	192	Periya Neelankarai Kuppam	Convention
160	XIII	180	Kanagam Taramani		184	XV	192	Neelankarai Village	Convention
161	XIII	181	Thiruvanmiyur		185	XV	192	Neelankarai Colony	Convention
162	XIV	168	Usha Nagar		186	XV	193	Subrayan Nagar 4th Street, Thoraipakkam	Convention
163	XIV	169	Ramalinga Nagar Main Road		187	XV	193	B-Canal Bedside	Convention
164	XIV	169	Adhi Diravidar Burian Ground		188	XV	194	Mettupakkam Burial Ground	Convention
165	XIV	183	Venkateswara Nagar Colony		189	XV	194	Mettupakkam Burial Ground	Convention
166	XIV	183	Kaveri Nagar Kuppam		190	XV	195	Kannagi Nagar Burial Ground (Hindu)	Convention
167	XIV	183	Jaganathan Street		191	XV	195	Kannagi Nagar Burial Ground (Christian)	Convention
168	XIV	184	Perungudi (Hindu)		192	XV	195	Kannagi Nagar Burial Ground (Muslim)	Convention
169	XIV	184	Perungudi (Muslim)		193	XV	195	Kannagi Nagar Burial Ground (Marvadies)	Convention
170	XIV	184	Perungudi (Christian)		194	XV	196	Injampakkam Burial Grond	Convention
171	XIV	185	Palavakkam		195	XV	197	Burial Ground Salai, Karapakkam, Chennai	Convention
172	XIV	186	Seevaram		196	XV	197	Burial Ground Salai, Karapakkam, Chennai	Convention
173	XIV	188	Velachery Main Road		197	XV	198	Sathiyavani Muthu Street, Sozhanganallore	Convention

S.No.	Zone	Division	Name of the Burial Ground	Convention/ Gasifier/ Electrical	S.No.	Zone	Division	Name of the Burial Ground	Convention/ Gasifier/ Electrical
174	XIV	188	Sadasivam Nagar 5th Main Road		198	XV	198	Sathiyavani Muthu Street, Sozhanganallore	Convention
175	XIV	189	Ruthira Poomi		199	XV	198	Sathiyavani Muthu Street, Advent Christ	Convention
176	XIV	189	Narayanapuram		200	XV	198	Tamil Nadu Housing Board, Sozhanaganallore	Convention
177	XIV	190	Periya Colony		201	XV	198	Akkarai Hindu Burial Ground	Convention
178	XIV	190	Padasalai		202	XV	198	Panayur Kuppam, Sivan Koil Hindu Burial Ground	Convention
179	XIV	190	Citheri		203	XV	198	panayur Kuppam, Muslim Mosque	Convention
180	XIV	191	Grama mayana Salai		204	XV	198	Gudumiyandi Thoppu, Muslim Mosque	Convention
181	XIV	191	Pudhu Nagar		205	XV	199	VGP layout	Convention
182	XV	192	Chinna Neelankarai Kuppam		206	XV	199	Rajiv Gandhi Nagar, Sozhanganallur	Convention

S.No.	Zone	Division	Name of the Burial Ground	Convention/Gasifier/ Electrical
207	XV	200	Pondichery Pattai Cremation shed	Convention
208	XV	200	Veeravancheri Nagar Colony	Convention
208	XV	200	Village Burial Ground OMR	Convention
209	VII	80	Sithu Oragadam	Convention
210	XV	200	Tsunami Nagar Housing Board	Convention

Registration of Births and Deaths

<table>
<tr><th rowspan="2">Zone</th><th rowspan="2">Registration of Birth and Death</th><th rowspan="2">Contact Officer</th><th colspan="2">Documents to be produced for</th><th rowspan="2">Birth and Death Certificates</th></tr>
<tr><th>Name inclusion</th><th>Name Correction</th></tr>
<tr><td rowspan="2">I. For Zone No: 4,5,6,8,9,10 and 13</td><td>Before 31-12-1990</td><td>Zonal Health Officer (VS), Ripon Building</td><td rowspan="3">Declaration of the Parents, Copies of School/College T.C./driving licence/PAN card and Ration Card so as to prove the Date of Birth of the individual and parents name</td><td rowspan="3">Supportive documents related to the corrections</td><td rowspan="3">Public can down load the Birth and Death Certificates free of cost from Corporation of Chennai web portal

“www.chennaicorporation.gov.in”</td></tr>
<tr><td>After 01-01-1991</td><td>Zonal Health Office, of the concern Zone</td></tr>
<tr><td>II. For Zone No: 1,2,3,7,11,14 and 15</td><td>All Registration of Birth and Death</td><td>Zonal Health Officer, of the concern Zone</td></tr>
</table>

DISTRICT FAMILY WELFARE BUREAU

I. HEALTH CARE DELIVERY SYSTEM:

A) Hospitals:

No.of Health Posts Functioning in erstwhile Chennai	-	93
No.of Health Post functioning is expanded Chennai	-	16
Total Health Posts Functioning	-	109
New Health Post proposed in expanded areas	-	40
24 Hours Emergency Obstetric Care Hospitals functioning	-	12
Proposed EOCs in expanded areas	-	8

II. SERVICES RENDERED:

Maternal and child care services:

- UHN does AN Registration in the field in her area as soon as a woman misses her perioeds.
- PICME to be entered for AN mothers at the time of registration by UHN.
- The woman is referred to Health Post for further check up where she will be checked by Medical Officer.
- Laboratary investigation including HIV counseling & Testing and Inj. TT will be done in (Ist trimester) first 3 months of pregnancy.
- Scan is done atleast 3 times (1 in each trimester) and more when necessary.
- Prophylactic Iron tablets are given to the mothers for adoption of Family welfare methods after delivery.
- Counseling and Health Education are given to the mothers for adoption of Family welfare methods after delivery.
- Mother can avail natal services in all EOC's free of cost (Normal or assisted or Caesarian deliveries).
- After deliveries, the mother is provided with special nutritious diet.
- Babies are given good care and provided with warm bed, with mosquito net and baby gift set.
- 'O' dose polio and birth dose Hep B are given within 24 hours of birth.

III. CHILD CARE SERVICES:

1) Immunization Programme

VACCINE	PERIODS	DISEASES PREVENTED
a) B.C.G. Immunization	At Birth	Prevention of Primary Complex
b) Oral Polio Vaccine	At Birth	Prevention of Polio
C) 'O' dose Hepatitis 'B'	At Birth	
d) Pentavalent Vaccine Injection along with Oral Polio Vaccine.		To protect against 5 Vaccine Preventable diseases:- (Diphtheria, Pertussis, Tetanus, Hepatitis B and H. Influenza – B.
I dose	6th Week	
II dose	10th Week	
III dose	14th Week	
e) DPT Booster injection with Oral Polio Vaccine	18 months	
f) Measles Injection		
I dose	After 9 months	Prevention of Measles
II dose	at 18 months	
g) Immunization of School Children		
DPT Injection	at 5 years	
T.T. Injection	10 and 16 yrs.	Prevention of Tetanus

2) Vitamin A administration (from 6 months to 5 years) twice a year in March and September.

IV. SCHEMES:

1. Dr. Muthulakshmi Reddy Maternity Benefit Scheme:

- An amount of Rs.12.000 is given in 3 installments to mothers who deliver their first and second child.
- Rs. 4000/- after completion of AN Registration in Health Post and Laboratory investigation and getting TT injection.
- Rs. 4000/- after delivery in Government Hospital or Corporation Hospital.
- Rs. 4000/- when the child is 6 months old and after completion of Immunisation schedule

2. Janani Surakasha Yojana scheme:

- An amount of Rs. 600/- is given to all mothers who deliver in the Corporation EOCs / Government Hospital within 7 days of delivery.

V. D. Details of Zones

Sl.No.	Zone No.	Name of the Zone	Telephone No.
1.	I	Thiruvotriyur	9445190721
2.	III	Madhavaram	9445190722
3.	IV	Tondiarpet	9445190713
4.	V	Royapuram	9445190712
5.	VI	Thiru.Vi.Ka.Nagar	9445190714
6.	VII	Ambattur	9445190723
7.	VIII	Anna Nagar	9445190717
8.	IX	Teynampet	9445190716
9.	X	Kodambakkam	9445190719
10.	XII	Alandur	9445190724
11.	XIII	Adyar	9445190720

E. 12 Emergency Obstetric Care Hospitals Address with Phone No.

Sl. No.	Zone No.	Name of the E.O.C.	Address	Phone No.
1.	4	Dr. R.K. Nagar(S)	60, Basin Bridge Road, Now functioning at Kondithope Health Post, Chennai-79	25203004
2.	5	Sanjeevarayanpet	110, Solaiappan Road, Old Washermanpet, Chennai-21	25951219
3.	5	Perumalpet	30, Kariappa Road, Purasaiwakkam, Chennai-12	26422106
4.	6	Pulianthope	40, Thiruvenkatasamy Street, Pulianthope, Chennai-12	26670557
5.	8	Ayanavaram	29, United India Nagar, Ayanavaram, Chennai-23	26749758
6.	8	Shenoy Nagar	43, Pulla Reddy Street, Chennai-30	26263240
7.	9	Mirsahibpet	11, Begum Sahib Street, 5th Lane, Royapettah, Chennai-14	28474147
8.	10	Vadapalani	65, Arcot Road, Kodambakkam, Chennai	24801539
9.	10	Saidapet	51, Jeenis Road, Saidapet, Chennai-15	24358465
10.	13	Adayar	Venkatarathinam Nagar, L.B. Road, Adayar, Chennai-20	24469662

Revenue Department:

The major source of income is derived from this Department Property Tax continues to be the main source of revenue for the Corporation of Chennai since its inception. The revenue out of Property Tax is increasing every year with the simultaneous increase in the number of properties. The Corporation is also trying to improve its tax collection within its ambit of existing powers for implementing the various welfare measures in the City of Chennai and providing basic amenities to make it a green city. Apart from this, this department deals with conduct of elections for (Parliamentary, Legislative Assembly and Local body.) This department is also attending election related works such as Summary revision, Intensive revision of electoral rolls etc. During natural calamities the Revenue Department's involvement is most dependable.

Census work will also be taken

This Department is governed by The Chennai City Municipal Corporation Act 1919. Section 98 to 109 and Schedule IV of the MCMC Act deals with the rules and regulations of this department.

This department deals with the following subjects.

- Property tax
- Profession Tax
- Timber Tax
- Company Tax
- Advertisement tax
- Trade License, Booking of Community centers and
- Miscellaneous

The total strength of the out door complement staff is as follows:

1	Revenue Officer	01
2	Addl.Revenue Officers	02
3	Asst.Revenue Officers	29
4	Assessors	85
5	Licence Inspectors	50
6	Tax Collector	288

Property Tax Assessment
Revenue Department

METHOD OF ASSESSMENT

As per section 100 of Chennai City Municipal Corporation Act 1919, concept of reasonable letting value (R.L.V.) has been adopted for arriving at annual rental value

and Half yearly tax for any property in Chennai City limits. The monthly rental value (M.R.V.) is fixed with reference to Basic Rate per Sq.feet for Residential and Non-Residential properties separately.

Method of fixing Annual Value of any Property:

Example

The Council in its Resolution No.470/2008,dated 27.08.2008 has resolved to adopt the following method for arriving half yearly tax:

Half yearly tax = Plinth Area x Basic Rate x 135%

(135% = 10.92 x 12.40%)

Simply stated, 10.92 is the common factor for calculating annual value for all buildings. To arrive at Annual value of any building, multiply monthly rental value with 10.92.

For Vacant Land:

The Council in its Resolution No.405/2009, dated 29.10.2009 has resolved to levy property tax for the vacant land at the following rates:

	Minimum	Maximum
Streets in Residential area	Rs.0.30P per Sq. ft	Rs.50p
Main Roads and Bus Route Roads other than those which leads to arterial road	Rs.0.40	Rs.75p
Arterial roads,main roads and Bus Route Roads	Rs.0.50	Rs.1.50p

which lead
to arterial
roads

Half Yearly Property Tax for any property is calculated as percentage of annual rental value as per table given below.

HALF YEAR TAX(as % of A.V)

Gen.Tax	Edu.Tax	Total	Lib.(Less)	Total
9.00%	2.50%	11.50%	0.90%	12.40%

Note:

Library cess: 10 paise per Rupee as per the G.O.No.92,Education Department,dated 23.04.2008.

Concession Allowed:

- 25% rebate over the monthly rental value is allowed to residential and 25% for non-residential buildings for owner occupied buildings / Portions in old Chennai area. No concession in the extended area.

Example:

T.Nagar	Basic Rate Rs.1.50 per Sq.feet.
Total Plinth area	1000 Sq.ft.
Usage of the Building	Tenant Residential

Calculation of Property Tax:

1000 Sq.ft x Rs.1.50 per sq.ft. x 135%

Half Yearly tax is Rs.2025/-

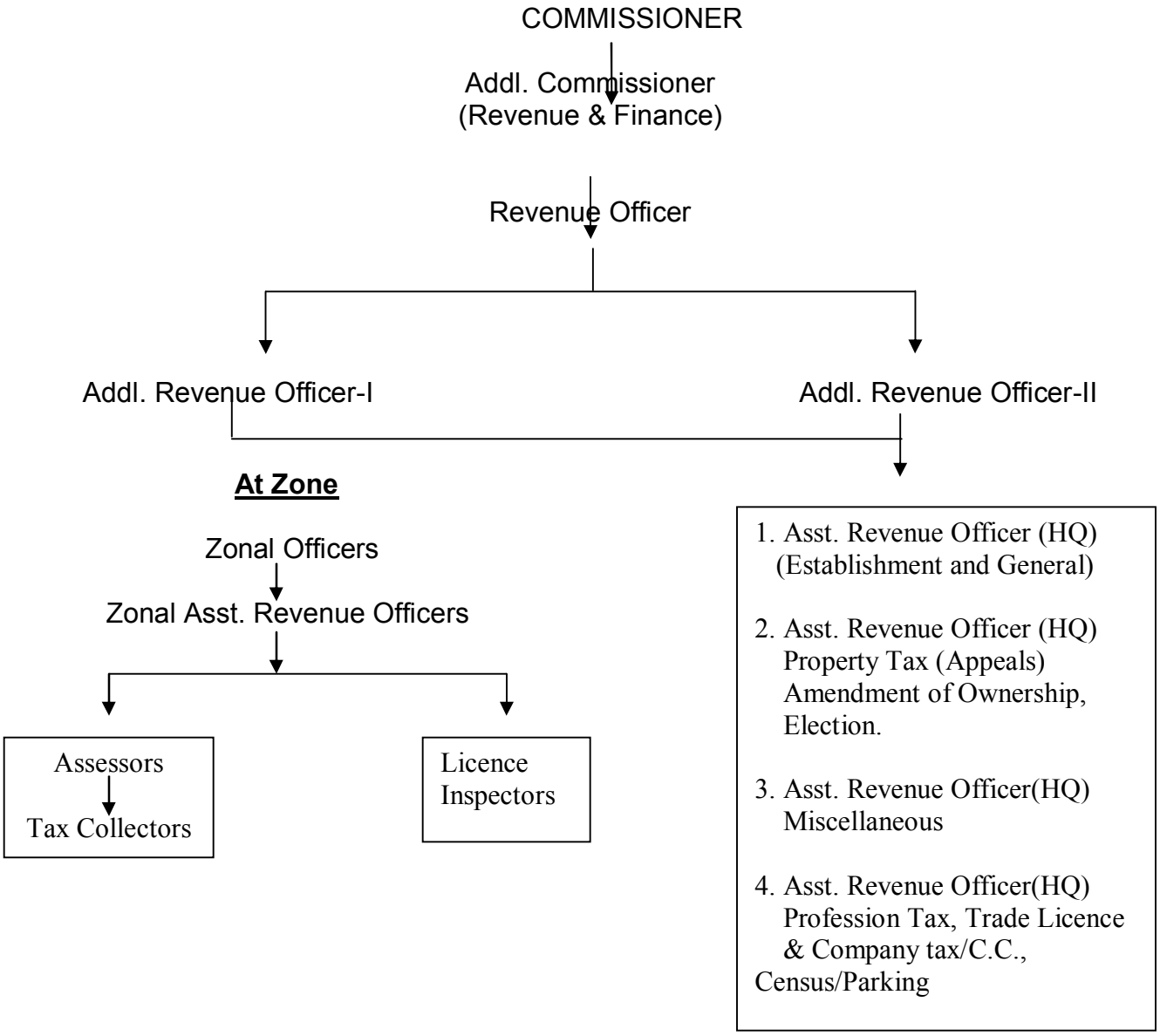
Method of Assessment for Special Type of Buildings:

Sl. no	Special Type of Buildings	Details of Special Type Buildings
1	Nursing Home / Hospital	• For Nursing Home portion in any buildings Annual rental value shall be arrived at 13.5% of the Total income calculated as per the tariff rate per room per year.(Total number of room x tariff rate per day x 365 days.) Annual rental value ¸ 12 is monthly rental value. • Rental Value for Other Commercial portions such as Pharmacy and consulting rooms tax shall be calculated like any other Commercial buildings. • The monthly rental value for the Nursing Home portion and monthly rental value for other Commercial portions if any put together is total monthly rental value. Monthly rental value X 10.92 = Annual Value. • Consequently half yearly tax is calculated as percentage of annual value as per table given above.
2	Star Hotels & Lodging House	As per G.O. MS No.855/0f R.D.L.A. Department. Dt:19.4.1972 Government has suggested assessment of lodging houses in following manner. All lodging houses in city have been classified into following categories. 1) Posh Hotels / Lodges All Star Hotels fall in this category. 2) 'A' Class Hotels/Lodges Non Star Hotels / Lodges situated in Posh localities. 3) All other Hotels/Lodges. **Posh Hotels and Lodging Houses** All star Hotels in the city will be considered as posh Hotels. <u>Annual Rental Value shall be fixed at 10% of the total room tariff per year (Total rooms x tariff per room per day x 365 days).</u> **Calculation of Half Yearly Property Tax**. **Step I**: ARV for Lodging portion ¸ 12 + MRV for other area used as Commercial portion such as Bar, shops. Restaurant etc. Calculated as for any Commercial building = Total MRV **Step II**: MRV x 10.92 = Annual Value. **Step III**: Half yearly tax shall be calculated as percentage of annual rental value as per table give above.

		"A" Class Hotels and Lodging Houses Annual Rental Value shall be fixed at 20% of the total room tariff per year (Total rooms x tariff per room per day x 365 days). **Calculation of Half Yearly Property Tax.** **Step I**: ARV for Lodging portion ¸ 12 + MRV for other area used as Commercial portion such as Bar, shops. Restaurant etc. Calculated as for any Commercial building = Total MRV **Step II**: MRV x 10.92 = Annual Value. **Step III**: Half yearly tax shall be calculated as percentage of annual rental value as per table give above. **"B" Class Hotels & Lodges** Annual Rental Value shall be fixed at 25% of the total room tariff per year (Total rooms x tariff per room per day x 365 days). Annual rental value ¸ 12 is monthly rental value. **Calculation of Half Yearly Property Tax.** **Step I:** ARV for Lodging portion ¸ 12 + MRV for other area used as Commercial portion such as Bar, shops. Restaurant etc. Calculated as for any Commercial building = Total MRV **Step II**: MRV x 10.92 = Annual Value. **Step III**: Half yearly tax shall be calculated as percentage of annual rental value as per table give above.
3	Cinema Theatre	Cinema Theatres are classified into "A" and "B" Out of Total annual income calculated as per seating capacity of the theatre and tariff rate for each class, 15% shall be set aside towards entertainment tax. Remaining 85% shall be calculated as gross income. Out of total gross income, 53% shall be treated as annual income. For 'A' class theatres, 7.5% of the annual income shall be treated as annual rental value. For 'B' class theatres, 6.5% of the annual income shall be treated as annual rental value. **Calculation of Half Yearly Property Tax.** **Step I**: ARV of theatre portion ¸ 12 + MRV of Commercial portion = Total MRV **Step II**: MRV x 10.92 ¸ Annual Value **Step III**: Half yearly tax for the theatre shall be calculated as percentage of annual value as per table given above. Annual Rental value ¸ 12 is monthly Rental Value.

4	Kalyana Mandapam	The Council in its Resolution No.454/2009,dated 30.11.2009 has resolved to adopt uniform method for all class kalyanamandapams. As per the Council Resolution,50 Nos.of functions is being taken uniformly for all class of kalyanamandapams for arriving annual rental value. ARV Kalyana Mandpam Portion = 50% of Gross charges in the Kalyana Mandapam with vessels and 60% without vessels. Annual rental value ¸ 12 = Monthly rental value **Gross Income:**Rate charged per function x 50 of marriages fixed annually as per category. Calculation of Half Yearly Property Tax **Step I**: =ARV Kalyana Mandapam Portion ¸ 12 + MRV for other Commercial areas calculated like any other commercial building = TOTAL MRV **Step II**: MRV x 10.92 = Annual Value **Step III**: Half yearly Property Tax shall be calculated as percentage of Annual rental value as per table given above.

ORGANISATIONAL CHART



Collection of Tax

MODE OF PAYMENT OF TAX

1. The existing mode of collection of property tax is follows:

a) Through Tax Collectors
b) Through CollectionCounters at Revenue Department (HQ)
c) Through Collection Counters at Zonal Offices
d) Through Collection Counters at Division Offices
e) Through IVRS(Integrated Voice Responding System)
f) Walkin payment through banks

Profession Tax

The Profession Tax assessment and collection is coming under the provision of tax on professions, trades, calling & employments, under the Tamilnadu Municipal Laws (Second Amendment) Act 1998 Profession Tax is higher source of income next to Property Tax. The Profession Tax assessment is calculated based of the Half Yearly gross income for the following categories.

- Individuals
- Private Establishment
- Salaried People (Central and State Govt.)
- Company

Every Company transacts business and every person who is engaged actively or otherwise in any Profession, Trade, Calling and Employment with the Chennai Corporation city limits has to pay half-yearly Profession Tax, as per section 138C of Tamilnadu Municipal Laws Second Amendment Act 59 of 1998. The tax rates are given below in the table in Form-2. for assessment of Profession Tax has to make an application for registration. The Corporation of Chennai will assign a permanent number in the style of PTNAN.

Based on the gross income declared by the Half Yearly Profession Tax will be calculated as per the Table given below:

Sl.No.	Average half yearly Income From To	Half yearly Profession Tax
1	Upto Rs.21,000/- -	NIL
2	Rs.21,001,/- to Rs.30,000/- -	Rs.100/-
3	Rs. 30,001/- to Rs.45,000/- -	Rs.235/-
4.	Rs.45,001/- to Rs.60,000/- -	Rs.510/-
5	Rs.60,001/- to Rs.75,000/- -	Rs.760/-
6	Rs. 75,001/- and above -	Rs.1095/-

Company Tax

The assessment and collection of Company Tax are coming under the Provisions of tax section 110 and Schedule IV of the C.C.M.C. Act 1919.

If the Council by a resolution determine that a tax on companies shall be levied, every company which, after the date specified in the notice published under sub-section(2) of section 98-A transacts business within the city any half year not less then sixty days with aggregate shall pay, in addition to any licence fee that may be leviable under this Act, a half yearly tax assessed in accordance with the rules Schedule-IV, but in no case exceeding rupees one Thousand.

Assessment of Companies (See section 110)
Companies shall be assessed by the Commissioner on the following scale:

	Paid-up capital Lakhs of rupees	**Half-yearly Tax (Rs.)**
A.	Less than one	100
B.	One and more than one, but less than two	200
C.	Two and more than two, but less than three	300
D.	Three and more than three, but less than five	400
E.	Five and more than five, but less than ten	500
F.	Ten and above	1000

Provided that any company, the head or a principal office of which is not in the city and which shows that its gross income received in or from the city in the year immediately preceding the year of taxation:

(a)	has not exceeded Rs.5,000	shall pay only 25 rupees per half-year.
(b)	has exceeded Rs.5,000 but has not exceeded Rs.10,000	shall pay only 50 rupees per half-year:
(c)	has exceeded Rs.10,000 but and has not exceeded Rs.20,000	shall pay only 100 rupees per half-year.
(d)	has exceeded Rs.20,000	shall pay per half year 100 rupees together with a sum calculated at the rate of 25 rupees per half year for every 5000 rupees of part thereof of gross income in excess of Rs.20,000 subject to a maximum half-yearly tax of 1,000 rupees.

Provided further that when a company, the head or a principal office of which is not in the city becomes liable to tax for the first time, it shall pay in the first year at tax of 25 rupees; but if the gross income of the company during such year is subsequently found to have exceeded 5,000 rupees, it shall pay the tax calculated in accordance with the above mentioned scale less the initial payment of 25 rupees.

Trade Licence:

The Chennai Corporation can control the following:

1) Food Control (U/s.279 of CCMC Act, 1919)
2) Animal Control (U/s.280 of CCMC Act, 1919)
3) Trade Control (U/s.287 of CCMC Act, 1919) and
4) Industrial Control (U/s.288 and 289 of CCMC Act, 1919).

For each, separate Bye-laws have been framed with the approval of the State Government.

Trade Licenses should be obtained before any place within the limits of the City is used for any of the purposes mentioned in Schedule VI of CCMC Act, 1919.

Procedure

- The applications for license with photographs of the applicant should be addressed to the Zonal Revenue Department, which will forward the application to the Zonal Health Department for remarks,
- After making personal inspection, the Sanitary Inspector will offer his remarks,
- The Zonal Health Officer will forward the application to the Zonal Revenue Department with his recommendations,
- The Zonal Revenue Department shall grant license to the applicant.

Zonal A.E. remarks

Renewal of trade license

Rules / Procedure

Property Tax

When a Property has to be assessed and Property tax to be fixed for it, the following procedures are to be followed.

FORMS AVAILABLE AT	Office of the Revenue Officer Office of the Asst. Revenue Officer of the Zonal Offices I to XV
DOCUMENTS TO BE ENCLOSED	• Title deed/Approved Plan copy • Copy of Receipt of Tax last paid • For lease Lands, a NOC From the owner of the Land for the Assessment
CONTACT OFFICER'S	Assistant. Revenue Officer's Zones - I to XV
OTHER DETAILS	• For new buildings Form No.6 to be used • For Addl. Construction Form No.7 to be used • For sub-Division of Buildings Form No.8 To be used • According to MCMC Act, 1919 under Section 107, the Property Owner should give Notice on Completion or Occupation of the building

APPEAL

FORMS AVAILABLE AT	Chairman, Taxation Appeal Tribunal, Corporation of Chennai
DOCUMENTS TO BE ENCLOSED	• Application To enclose Any documents Based on the Appeal • Application to be Submitted in Person in Duplicate • Copy of Receipt showing Existing tax + 50 % of the difference between the existing tax and the tax revised.
CONTACT OFFICER	Chairman, Taxation Appeal Tribunal, Corporation of Chennai.

NAME TRANSFER IN PROPERTY TAX RECORDS

FORMS AVAILABLE AT	Zonal Officers 1 to 15
DOUMENTS TO	Registered Documents In the name of The Transferee

BE ENCLOSED	Registered Sale Deed Will probated with High Court Death Certificate of The deceased And legalheir Certificate Issued by the Tahsildar Concerned Registered Settlement Deed Records Relating to Right to Ownership Property Tax Book and Updated tax Paid receipt. 1 Rupee Court Fee Stamp to be Affixed on the Name Transfer Application
CONTACT OFFICER	Zonal Assistant Revenue Officers Corporation of Chennai
OTHER DETAILS	Application should be Submitted Within 3 Months from The date of Registration And within 12 months from the date of obtaining legal heirship Certificate failing which a minimum fine of Rs.50/- will be charged. Name Transfer Will be Completed Within 15 days. If any Delay, Appeal may be Made to the Officer Concerned.

Rules / Procedure

Profession Tax

FORMS AVAILABLE AT	Public Information Centre, Ripon Buildings Corporation of Chennai and Zonal Assistant Revenue Officers Office
DOCUMENTS TO BE ENCLOSED	1. Application' Form 2. Certificate From the Registrar of Trades
CONTACT OFFICER	Revenue Officer & Asst. Revenue Officer (Profession Tax Section), Corporation of Chennai and Zonal Assistant Revenue Officers Office
REMARKS	Duly filled in Application Along with the Required Certificates Should be Submitted to Revenue Officer (or) Divisional License Inspector Within 60 days. Slab for Profession Tax Amount is Mentioned in The Application Form.

Rules / Procedure

Trade Licence

APPLICATION FORMS AVAILABLE AT	Zonal Assistant Revenue Officers Office.

DOCUMENTS TO BE ENCLOSED WITH THE APPLICATION	1. Application Form 2. Approved Plan of the Building (or) A certificate From the Zonal Exe.Engr. Confirming That the Buildings is Atleast 15 years old. 3. No objection Certificate From the HouseOwner. 4. Copy of the updated receipt of Property Tax. 5. Copy of the Receipt of Profession Tax 6. No objection Certificate From the Officer of the District Fire Service 7. A Certificate From the Factory Inspector 8. No objection Certificate From the Neighbourhood HOTELS & RESTAURANTS ONLY 1. Report on Drinking Water from a Recognised Institute 2. Fitness Certificate of Cook 3. Annual renewal of licence is during Feb.1 to 14. 4. Application Form can be Had by Sending Demand Draft for of Rs.50/- Drawn In favour of Revenue Officer, Corporation Of Chennai. 5. Licence Fee can also paid by way of Demand Draft Drawn In favour Of Revenue Officer, Corporation Of Chennai. 6. If the Licence can Not renewed Within the Stipulated Period,such Cases shall Be treated As a new One.
CONTACT OFFICER	Zonal Assistant Revenue Officers Office.
DETAILS	The enclosed Documents Will be Forwarded To the Executive Engineer (Town Planning) for Proper Verification And to Certify the Location for Trade Purpose and For issue of Licence.

Rules / Procedure

Company Tax

Under Section 110 of the City Municipal Corporation Act 1919 every Private Limited Company and Limited Company which transacts business within the City in any half year for not less than 60 days in aggregate shall pay Company Tax every half year to the Corporation of Chennai The Company Tax is liable to be paid twice (Half Yearly) in a financial year. It is based on the paid up capital of the company. The Schedule Rates for the Company Tax are furnished below:

	Category paid up Rate of Company Capital in Lakhs	Rate of Company Capital in Lakhs Tax from 1-4-93 onwards (per half year)
A.	Less than 1 Lakh	Rs.100/-
B.	One Lakh & more but less than 2 lakhs	Rs.200/-
C.	Two Lakhs and more but less than 3 lakhs	Rs.300/-
D.	Three Lakhs and more but less than 5 lakhs	Rs.400/-
E.	Five Lakhs and more but less than 10 lakhs	Rs.500/-
F.	Ten Lakhs and more but less than 20 Lakhs	Rs.1000/-
G.	Twenty Lakhs and more	Rs.1000/-

Declaration

I ……. Proprietor / Managing Director / Partner / Director/ Secretary/ Manager is hereby declared that the particulars called for by the Revenue Officer, Corporation of Chennai, Ripon Buildings, Chennai - 600 003 are furnished as follows:

1.	Name and Address of the Company	:
2.	Paid up capitals of the above company in lakhs	:
3.	Date and commencement of the above company	:

Signature
Name & Address of the Company
(Affix Office Seal)

DUTIES OF THE REVENUE OFFICER

1. He Is the Chief Administrative and executive head of the department.
2. He will be mainly responsible for the proper assessment and prompt collection of all Municipal taxes and under the control of Addl.Commissioner (R & F) and the Commissioner.
3. He supervises the work of both the out door and the indoor staff of the Revenue Department.

4. He has out- door work to do in connection with the following items.
   (i) Test inspection of assessment in connection with the Quinquennial revision.
   (ii) Inspection of Properties in connection with revision petitions and representations against the provisional assessment.
   (iii) Inspection of certain percentage of cases of properties in respect of which civil suits have to be filed for recovery of property tax.
   (iv) Secrutinising the work of A.R.Os, the assessors, and tax collectors.
5. In respect of Office work he has to attend to the following works.
   (a) postings, transferes, punishments, leave and terminal benefits etc..
   (b) To exercise close supervision over the staff in the matter of maintenance of the Various registers and disposal of papers in different sections under him.
   (c) He has to secrutinise the diaries and arrear list of the assessors and lax collectors and take all possible steps to ensure prompt collection of Ire revenue of the corporation.
   (d) He has to carefully peruse and pass files and papers which go to the Dy.Commissioner / Commissioner and Special Officer.
6. He is designated as Electoral Registration Officer and he is incharge of preparation of Electoral Rolls of the entire City of Madras and issue Certificates.
7. Revenue Officer is overall incharge of policy matters pertaining to Revenue Department.

ADDL. REVENUE OFFICER-I (CLASS I-B)

1. Incharge of all taxes and fees.
2. Responsible for the assessment and collectioon of all taxes and fees which are
   mentioned in the section relating to miscellaneous revenue.
3. Incharge of collection of Advertisement taxes.
4. Co-ordinates to control the erection of Hoardings in the city along with collectorate authority.

ADDL REVENUE OFFICER-II (CLASS-I B)

Incharge of all taxes and fees.

1. He has to Collect Profession Tax under the Act, from individuals, traders without
   omission.
2. He has to ensure and collect profession Tax from all Offices and Establishments
   of Central and State Government, quasi Government, private companies and individuals.

ASST. REVENUE OFFICER (CLASS-II)

1. The Principal duty of the Asst. Revenue Officer is the supervision of the assessment and collection of all Taxes in his jurisdiction. He is responsible for prompt and timely assessment of all new buildings and the buildings which underwent addition or alteration in the existing structure.
2. He is responsible to check the daily collection under all taxes.
3. He has to be carefully scrutinize all outstanding and, if necessary, report to the Revenue Officer the slackness on the part of the assessors and tax collectors in this connections.

4. He is designated as Asst. Electoral Registration Officer and he has to scrutinise the claims for inclusion and deletion within his jurisdiction.

OUT-DOOR WORK

1. He inspects buildings in case of all new assessments of properties and also along with Revenue Officer certain percentage of cases if assessment of properties in connection with quinquennial revision.
2. He also attends the meetings of the taxation tribunal and gives all the information required by it.
3. He should make a surprise inspection in a few cases of vacant buildings and interview important persons and holders of several properties for the purpose of collection.
4. He should check by Surprise Street - war survey relating to the profession tax.
5. He should inspect the dhobhikana in his circle by surprise visit.
6. He should also check the work of Licence Inspectors and make inspections in connection with the levy of advertisement tax, timber tax and entertainment tax.

INDOOR WORK

1. The Asst. Revenue Officer should attend to the disposal of all correspondence pertaining to the Revenue Department and reserve important papers for the Revenue Officer & Addl. Commissioner (R & F).
2. They should record the representation made at the time of personal hearing granted to the Assessees and submit his finding to the Revenue Officer.
3. They also attend establishment matters including terminal benefits of the staff of the Revenue Department both Indoor & out door.
4. They assist the Revenue Officer in the disposal of Office work.
5. Each Asst. Revenue Officer should submit advance programme of their inspection to the Revenue Officer and also the diary of the work done by him at the end of the week.

ASSESSORS: CLASS - III

1. The assessors are responsible for both assessment and collection of all taxes in their respective divisions.
2. He has to attend the General survey of the portions, if any, in his division.
3. During the first two months in the half year the assessor shall, besides doing the street war surveys, attend the collection of arrears of property tax closely supervising the work of the tax collectors by the execution of warrants and launching of prosecution etc.
4. The assessor shall inspect vacant premises in his rounds to make a note of these premises with a view to certify the vacancy.
5. The assessor shall also carefully and steadily watch all new buildings in his division which bear no assessment whether constructed with or without permit and shall submit proposals for their assessment as soon as they are completed or occupied whichever is earlier, so that there may not be any escape of assessment.
6. In case of addition or alternations or improvements to the existing buildings, the liability to revise the assessment arises from the earliest date in the half year on which the circumstances justifying the amendment existed. The assessor shall not delay reporting on such cases until the end of the half year.
7. It is one of the most important duties of the Assessor to enquire about the actual rents, accommodation and usage of the buildings in his division and to report for enhancement/reduction of the standing value as the case may be.
8. The assessor shall report as for as possible the changes of ownership of buildings and lands in his division, with a view to bring the property tax registers upto date.
9. The assessor is responsible for the demand and collection of all taxes and fees in his division.

10. The assessor should promptly make the necessary inspections and submit report on all papers referred to him for enquiry and report.
11. He should recommend cases for filing suits when collection is not possible by other means.
12. The assessor shall write his diary from day to day and submit it to the Revenue Officer' through Asst., Revenue Officer at the beginning of the following week. This diary will be scrutinized by the Asst. Revenue Officer and submitted to the Revenue Officer for perusal and remarks.
13. The Assessor shall scrutinize the claims for inclusion or deletion in the Electoral roll.

DUTIES OF THE LICENCE INSPECTORS: (CLASS - III)

1. He shall attend to all the work relating to enrollment and collection of taxes under new tax Act on Profession, trade callings & employment both street war and establishment.

2. He shall attend all the work relating to Company tax.
3. He shall attend to all the work relating to Booking for trades.
4. He shall collect fees from the authorised towers.

DUTIES OF THE TAX COLLECTORS: (CLASS -III)

1. The tax collectors are under the immediate control and direction of the assessor's incharge of the respective taxes and they should follow their instructions promptly.
2. Each tax collector should devote his whole attention to the collection of Municipal tax dues for which he is responsible.
3. They have to receive provisional notices, final orders, and tax demand cards for service to the Assesse from the office and acknowledge the same in the register. At the same time they will maintain a hand book wherein they should note all the necessary particulars of service, truly and correctly, and also on the notices and demand cards served and in their next waiting day they should write up the process and return the office copy to the office with date and signature of the owner/occupier.
4. Service of demand cards and notices and summons should be made as far as possible on the assessees themselves so that the question of improper service may not be arised in courts.
5. Whenever substituted service is resorted to the signature of atleast literate persons should be obtained in token of service.
6. The Tax Collectors shall accompany the Assessors and Licence Inspectors during their street - war survey so as to identify the assessees easily.
7. The Tax Collectors shall, prepare complete lists of cases in their divisions where taxes are to be collected from the tenants for such reasons as the absence of landlord from Madras etc. and submit the lists to the office within a fortnight so as to enable the office to issue/tenants notices promptly under Rule 29 of the Taxation Rules.
8. Tax Collectors shall collect taxes after l5days from the commencement of the half year with the aid of their handbooks without waiting for the issue of warrants and shall note all si.ch collections in their handbooks. When warrants are issued, they shall execute them as per rule within a fortnight from date of service with the help of the assessors / the bailiffs.
9. In cases where the defaulters keep their premises closed to escape payment of tax, tax collectors shall obtain orders to break open the door of premises under Rule 23 of the Taxation Rules and distraint articles in the presence of withnesses.
10. For every payment received by the Tax collector a correct receipt shall be issued. Al) cheques and Demand Draft for which receipts are granted shall be correctly entered in the counterfoils.
11. All collections made by tax collectors shall be punctually remitted in the office on the next day with remsittance chalans. The tax collectors are liable to be prosecuted for temporary misappropriation if they fail to remit the collection on the next day.

12. On every day tax collectors shall check their warrants with the registers in the office and note the paid items in their hand books so that they may not execute the warrants in paid cases.
13. They should also attend to such other miscellaneous work as may be entrusted
to them by the revenue Officer.
14. The Tax Collectors should maintain Demand, Collection and Balance statement
forthe taxes and fees for which they are incharge.

On every day they shall submit their diaries through their respective assessors to the Asst. Revenue Officer concerned who will scrutinize their collection and the work turned out in the work list to be submitted to the Revenue Officer.

COLLECTION OF FEES FOR VEHICLE PARKING

Corporation of Chennai has been identified 155 places for collection fees for vehicle parking for which licence has been issued to Tamil Nadu Ex-servicemen Corporation. Accordingly Texco is being collected fees for vehicle parking.

ADVANCE BOOKING OF COMMUNITY CENTRE

Advance booking of Community Centre for I to XV there are 52 centres is being booked in Revenue Department (HQ) Ripon Buildings. The person who wish to book the Community Centre has to submit filled in application along with residential proof further for birth day, pupperty function two photto graphs of the individual should be enclosed. Marriage and receiption two sets of photographs of bride and bridegrooms has to be enclosed and Bank Demand Drafts drawn in favour of Revenue Officer, Corporation of Chennai towards rent, service tax and caution deposit with respect to the Community Centres. After scrutinising necessary orders will be applicant. Separate proceedure for Sir pitty Thiyagaraya Auditorium.

CENSUS & SOCIO ECONOMIC AND CASTE CENSUS 2011

Once in ten year, the Census work is being carried out in our country. Accordingly the census work has been taken up by the Revenue Department, Corporation of Chennai during the year 2010 and the work was completed in the month of November 2011.

Based on the data of the census of 2011, SECC work is being carried out by the Revenue Department and the work is in progress.

Electrical Department

STREET LIGHTS

Sl.No.	Nature of Complaint	Duration for Rectification
1	Complaints regarding Non-burning of Street Lights	Cable fault will be attended within 3 days. Accessories fault will be attended within 24 hours.
2	Complaints regarding leakage of Electricity	Will be rectified within 24 Hrs.
3	Accident of lamp posts	Removal within a day Replacement within a month.
4	Shifting of Lamp Posts	Advice will be given within 7 days and the work will be completed within 15 days of receipt of shifting charges.
5	Public Resort Licence	Inspection will be carried out within 7 days and the licence will be issued after 7 days of inspection.

Superintending Engineer (Elec.)	:	5383694, Extn.371, 9445190739
Divisional Electrical Engineer / HQ	:	5384510, Extn.275, 9445190912
Complaint Cell	:	5384530, 5384670
EPBX	:	5384510, Extn.352, 371
DEE / North	:	9445190044
DEE / Centre	:	9445190049
DEE / South	:	9445190054
ADE / Technical	:	9445191488

SOLID WASTE MANAGEMENT

Conservancy

1. Cleaning of roads and streets

Removal of garbage in bus routes and interior roads on all days including Sundays from 6.30 a.m. to 10.30 am and 2.30 p.m. to 5.00 p.m. by giving weekly off on rotation basis, except on May Day holiday on Compensation and other holidays including National Holidays only fore-noon service from 6.30 a.m. to 10.30 a.m. engaged.

2. **Collection and removal of garbage from Municipal garbage Municipal Rubbish bins**

Removal of garbage on all days including Sundays from 6.30 a.m. to 10.30 am and 2.30 p.m. to 5.00 p.m. by giving weekly off on rotation basis, except on May Day holiday on compensation and other holidays including national holidays only fore-noon service from 6.30 a.m. to 10.30 a.m. engaged.

3. **Collection / removal of garbage on receipt of complaint on non-lifting.**

Within 24 hours on receipt of the complaint of routine nature like backlog etc., For Kalyanamandapams and Commercial Institutions, Services are to be rendered by collecting user charges as approved by the Council recently during July 2012.3

4. **Fines for indiscriminate deposit of garbage**

Fines are collected by the Zonal Officers for indiscriminate deposit of garbage and debris.

5. **Transfer Stations**

Garbage collected daily from all roads and streets are transferred to Transfer Stations and it is ensured that they are transported to Dumping Grounds thereafter within 24 hours. After the expansion of the Chennai City from November 2011, it is proposed to construct some more transfer stations for the extended Chennai area.

6. **Dumping Ground**

There are two dumping grounds for garbage disposal one at Kodungaiyur and another at Perungudi in the erstwhile Chennai City. In the extended areas there are a few dumping grounds in small areas.

7. **Privatization of garbage collection work**

Conservancy Operations of new Zone IX, X and XIII are carried out by a private operator viz. M/s. Ramky Enviro Engineers Ltd., through their special purpose vehicle M/s. Chennai MSW P. Ltd.,

8. **Future Plans**

Chennai Corporation is taking initiatives to set up waste processing facilities to avoid disposal of garbage on land and to protect the environment.

Phone Nos.

Joint Commissioner (Health)	-	25383734
EPBX	-	25384510 Extn: 336
Superintending Engineer (SWM)	-	25367821 25384510 Extn: 228
Executive Engineer (SWM)	-	25384510 Extn: 302

EDUCATION DEPARTMENT

Corporation of Chennai provides free education in Tamil, English, Urudu & Telugu languages in 284 schools located at various places under Corporation limits. Corporation runs Nursery, Primary, Middle, High and Higher Secondary Schools. Also 131 school buildings of extended Chennai are maintained.

No. of Primary Schools	:	122
No. of Middle Schools	:	94
No. of High Schools	:	38
No. of Higher Secondary Schools	:	32
No. of Schools in Extended Area	:	132 (building maintenance)

Free admissions are made to classes K.G. to XII Std.

Nursery School admissions are made annually during June, July and August. Corporation of Chennai provides refreshment to Nursery Children. No fees charged to students up to XII Std except English Medium. For English Medium students Rs. 200/-, Rs. 300/- and Rs. 500/- are charged as Tution fees for VI to VIII, IX & X and XI & XII respectively.

Payment of special fees is exempted for all children.

Computer fees of Rs. 200/- is collected for Higher Secondary students who have opted Computer Science as one of the subjects.

Important Phone Numbers:-

Joint Commissioner (Edn.,)	-	25383693
Educational Officer	-	25384232
EPBX	-	25384510 Extn., 205, 386

PARKS DEPARTMENT

Chennai Corporation maintains 260 Parks, 103 Center Medians and 154 Traffic Islands. Chennai Corporation is also in the process of creation of 100 New Parks in the extended areas. These Parks are open to public for recreation and entertainment.

Parks Department at the Head Office is headed by Superintending Engineer (BRR/P) under whom there is one Executive Engineer (p) and one Asst. Executive Engineer. In the Decentralized system the parks and other greeneries are created and maintained by Zonal Officers.

Park Overseers are positioned in Zonal level, under the control of Zonal Officer, to assist in Park Works. The Park Overseers under the control of Zone also Cut & Remove the Trees that are fallen due to natural calamities like wind flood.

The Park Department at the head office offers technical guidance to Zone and coordinates with Zonal Staff for creation & maintenance of Parks.

STADIA OFFICE

Corporation of Chennai maintains 260 Play grounds, 20 play grounds are standardized to play cricket, foot ball, volley ball, Basket ball and Kabbadi, and Gymnasiums are attached to certain play grounds for body buildings.

Corporation play grounds are made available conducting sports day functions at the following rates.

(i) Sports Day function Rs. 200/- per day.

(ii) Other Sports Rs. 150/- per day.

(iii) For conducting cricket Matches Rs. 600/-

(iv) Shuttle Practice in indoor stadium Rs.100/- per month.

SWIMMING POOL

Open between 6.00 am and 5.45 pm and entrance fee Rs. 15/- charged per hour.

Deputy Commissioner (Works)

Stadia Officer - 25384510
Extn- 294

WORKS DEPARTMENT

Works Department is headed by City Engineer in the rank of Superintending Engineer and there are three sections under Works Department.

TOWN PLANNING:

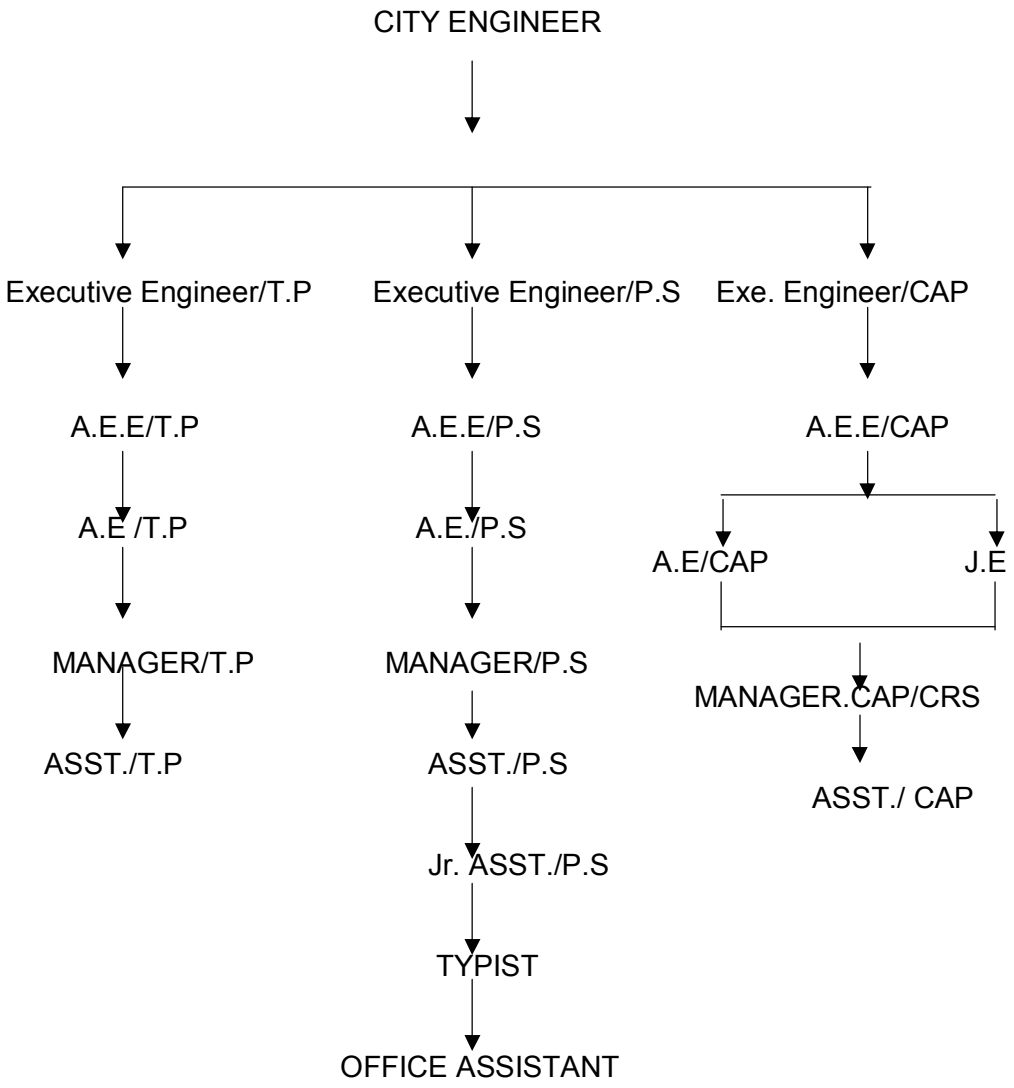
1. a. Issue of Planning Permission for developments other then special building, group developments, and multistoried building gaining access from 9 corridors.
   b. Change of Activity in any land or building excluding special buildings group developments or multistoried buildings.
2. Monitor the sanction and refusal of the Planning Permission Application admitted at the Zonal Offices through online system.
3. Co-ordination with CMDA regarding planning permission applications and furnishing details regarding enforcement actions and other details as and when required by CMDA.
4. Scanning, Archiving the Sanctioned Building Plans of Town Planning Section and Providing Software for Retrieval (1,00,000 Lakh Nos, A1 Equivalent Size at a cost of 11.97 lakhs)

PRIVATE STREET:

1. a. Preparation of Schedule of Rates for Road works and road cut restoration.
   b. Co-ordinate with Highways Departments for Technical Data and Specification regarding Road Works.
2. Conducting programs regarding Disaster Reduction in Chennai City and Co-ordination with institutions in Disaster Risk Reduction Programs.
3. GIS Applications in Chennai City.

CENTRAL ASPHALTIC PLANT:

. Production and distribution of HOT MIX for attending patch works in Chennai City roads.


CITY ENGINEER
Executive Engineer/T.P
Executive Engineer/P.S
Exe. Engineer/CAP
A.E.E/T.P
A.E.E/P.S
A.E.E/CAP
A.E /T.P
A.E./P.S
A.E/CAP
J.E
MANAGER/T.P
MANAGER/P.S
MANAGER.CAP/CRS
ASST./T.P
ASST./P.S
ASST./ CAP
Jr. ASST./P.S
TYPIST
OFFICE ASSISTANT

CORPORATION OF CHENNAI

Important Telephone Numbers:

Corporation of Chennai **Ripon Buildings,** **E.V.R. Salai,** **Chenai-600 003.**	25384510	
Complaint Cell	25619299	
Control Room (24 hrs)	1913	
Commissioner's Office	25381330 25619200	
Corporation Fax	25383962	
Thiru. Saidai Duraisamy **Worshipful Mayor**	9840048944 044–25384438 044–25381328 044–25619300 044–25366755	இல்லம் 044–24330095 044–24330952
Mayor@chennaicorporation.gov.in.	தொலை நகல் எண் 044–25384436	
Thiru. P. Benjamin **Deputy Mayor**	9445467145 044–25382979 044–25619210	இல்லம் 044–26532222
Thiru. P. Rajasekar, Council Secretary (i.c.)	9445190226 044–25619323 044–25382357	
STANDING COMMITTEE		
Thiru. K. Santhanam Taxation Appeal committee	9444045746 044–25366754 044–25619326	
Thiru. E. Lakhsmi Narayanan, Works	9840953001 044–25388833 044–256193234	
Thiru. S.M.K. Mohamed Hali Jinna, Town Planning	9841428166 044–25361448 044–25619227	
Thiru. A. Palani, Health and Family Welfare	9840633322 044–25384396	

Thiru. M.C. Munusamy Accounts and Audit	9444362975 044–25619345	
Thiru. T. Mazhianban, Education	9962562587 044–25386203 044–25619327	
APPOINTMENT COMMITTEE MEMBERS		
Tmt. A. Noorjahan, No. 3, Thiruveethiamman Koil Street, Mylapore, Chennai – 600 004	9381004236 9884470808	
Thiru. Sathyanarayanan (a) P. Sathya No. 11/16, Parameswari Colony, Kodambakkam, Chennai – 600 024	9841026424 9444926424	
CORPORATION HIGH OFFICIALS		
Vikram Kapur, I.A.S., Principal Secretary & Commissioner	9445419966	044–25381330 044–25619200
Thiru. C. Vijayarajkumar, I.A.S., Additional Commissioner (R & F)	9445190995	044–25369444 044–25619306
Thiru. Brajendra Navnith, I.A.S., Additional Commissioner (Works)	9445190998	044–25384231 044–25619351
Thiru. T.N. Venkatesh, I.A.S. Joint Commissioner (Education)	9445190997	044–25383693 044–25619205 044–24792828
Dr.C.N.Maheshvaran, I.A.S., Deputy Commissioner (Health)	9445190996	044–25619336
Dr. R. Anandakumar, I.A.S., Regional Joint Commissioner (South)	9445190150	
Tmt. P. Mageswari, I.A.S. Regional Deputy Commissioner (Central)		
Thiru. T. Anbalagan, District Revenue Officer & Asst. Commissioner (G.A&P)	9445190300	044–25383732
Thiru. G. Leela Revenue Officer (i.c.)	9445190742	044–25383614
Thiru. R. Kumaresan Chief Engineer (General) (i/c)	9445190200	044–25383692
Thiru. R. Kumaresan Chief Engineer (Blgs & Bridges)	9445190500	044–25383781 044–25619260

Thiru. R. Kumaresan Superintending Engineer (Planning & inspection)		044–25383735
Thiru. M. Mony, Taxation Appeal Committee		044–25619211
Thiru. V. Sundar, Financial Advisor	9445190741	044–25383694
Thiru. J. Venugopal Superintending Engineer (Elecl.) (i.c.)	9445190739	044–25367821 044–25619228
Thiru. A. Vincent Superintending Engineer (swm) (i.c.)	9445190738	044–25384439
Thiru. V.C. Rajasekaran Superintending Engineer (Mech.)	9445190732	044–25391225 044–25619280
Thiru. K. Yadukularao City Engineer	9445190736	044–25619281
Thiru. K. Yadukularao Superintending Engineer(B.R.R.)(i.c.)	9445190735	044–25383964
Thiru. C. Charles Superintending Engineer (SWD)	9445190733	044–25383964
Thiru. V.C. Rajasekaran Superintending Engineer (SWM) (South) (i.c.)	9445190736	044–25382432 044–25619353
Thiru. R. Srinivasan Superintending Engineer (Bridges)	9445190731	044–25381580 044–25619353
Thiru. A. Vincent Superintending Engineer (Blgs.)	9445190734	044–25383611
Dr. G.T. Thangaraj City Health Officer, i.c.	9445190744	044–25619378
Dr. N. Jayaraman Asst. Vetenary Surgeon	9445190746	044–25369422 044–25619331
Tmt. C. Kaliamudha Chief Vector Control Officer	9176627221	044–25369422
Dr. G.T. Thangaraj Additional City Health Officer	9445190745	044–25383736 044–25619269
Dr. S. Hemalatha Co.ordinator	9445190857	044–25383736 044–25619269
	9445190858	044–25383736 044–25619269
Dr.T.M.Sumathy District Family Welfare Officer	9445190936	044–25611130

Thiru. Karuppasamy District Revenue Officer (Election)	9445191471	044–25366370
Thiru. G. Leela District Revenue Officer (L&E)	9445190740	044–25383785 044–25619256
Thiru. S, Vignesh Public Relation Officer	9445190944	044–25384510 044–25384232
Thiru. K. Ravichandran Educational Officer (i.c.)	9445190747 9445194761 9444810592	044–25383614
Tmt. G. Leela Revenue Officer	9445190742	044–25362180
Thiru. Lakhsmikantham Addl. Revenue Officer	9445190743	044–25362180
Thiru. Divakar Addl Revenue Officer	9444266116	044–25383733 044–25619307
Thiru. C. Jacob Rajan Babu Law Officer	9445190222	044–25619318
Thiru. P. Rajasekar Additional Law Officer	9445190226	
Thiru. V. Kumaresan Assistant Law Officer	9445194771	
Tmt. M. Muthumani Assistant Law Officer	9445194772	044–25368073
Thiru. V. Subburaj Vigilance Officer	9445190748	044–25381666
Thiru. Padar Nisha Rahman Deputy Director, Small Savings		044–25382357 044–25619323
Thiru. P. Rajasekar Council Secretary	9445190226	044–25381815 044–25619202
Thiru. P. Ramachandran Deputy Collector (Admin.)	9445191451	
Thiru. T. Arjunan Project Director, Arivoli Iyakkam	9962277275	
Thiru. S. Pugazhendhi, Project Coordinator Arivoli Iyakkam	9841689387	044–26627945
Thiru. Pitchandi Project Officer, S.J.S.R.Y	9444171800	044–25383021
Thiru. S. Selvaraj Stadia Officer	9941371484	

Zonal Office Address

ZONE – 1 Thiruvotriyur, No. 947, T.H.Road,Thiruvotriyur, Chennai – 19
ZONE – 2 Manali No.112, Dr. Ambedkar Street,Manali, Chennai – 68
ZONE – 3 Madavaram No.1, Thattankulam Salai, Bazaar Road, Madavaram,Chennai – 60
ZONE – 4 Tondiarpet No.266. T.H.Road,Tondiarpet, Chennai – 21
Regional Office (North) & ZONE – 5 Royapuram No.105, Basin Bridge Salai,Royapuram, Chennai – 79
ZONE – 6 Thiru.vi.Ka.Nagar No.5, Anderson Salai,Ayanavaram, Chennai – 23
ZONE – 7 Ambattur Thiruvallur Main Road,Ambattur, (Dunlop Opp.) Chennai – 53
Regional Office (Central) & ZONE – 8 Shenoy Nagar, No. 13B / 36B, Pulla Avenue, Chennai – 30
ZONE – 9 Teynampet, No.4, 4th Cross Street,Lakvew Salai, Chennai – 34
ZONE – 10 Kodambakkam No.64, N.S.K. Salai,Kodambakkam, Chennai – 24
ZONE – 11 Vallasaravakkam 33, Arcot Salai,Valasaravakkam, Chennai - 87

ZONE – 12 Alandur No.1, New Street, Near G.S.T. Salai, Alandur, Chennai – 16
Regional Office (South) & ZONE – 13 Adyar No.115, Dr. Muthulakshmi Salai, Chennai – 20
ZONE – 14 Perungudi No.6/64, Puzhuthivakkam Main Salai, Chennai – 91
ZONE – 15 Sholinganallur No.120, Rajiv Gandhi Salai (Old Mahabalipuram Salai) Sholinganallur, Chennai - 119

Zonal Office – 1, Unit 1, 2 & 3 Divisions 1 to 14

Zonal Office -1	25993494
Unit – 1	25993494
Unit – 2	25993494
Unit – 3	25993494
Division - 1	25993494
Division – 2	
Division – 3	
Division – 4	
Division – 5	
Division – 6	
Division – 7	
Division – 8	
Division – 9	
Division – 10	
Division – 11	
Division – 12	
Division – 13	
Division – 14	

Zonal Office –2, Unit 4, 5 Divisions 15 to 21

Zonal Office -2	25941079
Unit – 4	25941079
Unit – 5	25941079
Division – 15	9445190516
Division – 16	9445190516
Division – 17	9445190518
Division – 18	9445190518
Division – 19	9445190519
Division – 20	9445190520
Division – 21	9445190521

Zonal Office – 3, Unit 6, 7 & 8 Divisions 22 to 33

Zonal Office -3	25530427
Unit – 6	26590036
Unit – 7	
Unit – 8	
Division – 22	26590036
Division – 23	
Division – 24	
Division – 25	
Division – 26	
Division – 27	
Division – 28	
Division – 29	25940631
Division – 30	
Division – 31	
Division – 32	
Division – 33	

Zonal Office – 4, Unit 9, 10 & 11 Divisions 34 to 48

Zonal Office -4	25951083
Unit – 9	9445190109
Unit – 10	9445190110
Unit – 11	9445190111
Division – 34	9445190334
Division – 35	9445190335
Division – 36	9445190335
Division – 37	9445190337
Division – 38	9445190334
Division – 39	9445190340
Division – 40	9445190340
Division – 41	9445190341
Division – 42	9445190342
Division – 43	9445190343 25951359
Division – 44	9445190344 25514366
Division – 45	9445190346
Division – 46	9445190346
Division – 47	9445190348
Division – 48	9445190348

Zonal Office – 5, Unit 12, 13 & 14 Divisions 49 to 63

Zonal Office -5	9445190005
Unit – 12	9445190112
Unit – 13	9445190113
Unit – 14	9445190114
Division – 49	
Division – 50	
Division – 51	

Division – 52	
Division – 53	
Division – 54	
Division – 55	
Division – 56	
Division – 57	
Division – 58	
Division – 59	
Division – 60	
Division – 61	
Division – 62	
Division – 63	

Zonal Office – 6, Unit 15, 16 & 17 Divisions 64 to 78

Zonal Office -6	9445190006
Unit – 15	9445190115
Unit – 16	9445190116
Unit – 17	9445190117
Division – 64	9445190564
Division – 65	9445190565
Division – 66	9445190566
Division – 67	9445190567
Division – 68	9445190568
Division – 69	9445190569
Division – 70	9445190570
Division – 71	9445190571
Division – 72	9445190572
Division – 73	9445190573
Division – 74	9445190574
Division – 75	9445190575
Division – 76	9445190576

Division – 77	9445190577
Division – 78	9445190578

Zonal Office – 7, Unit 18, 19 & 20 Divisions 79 to 93

Zonal Office -7	26250231
Unit – 18	9445190118
Unit – 19	9445190119
Unit – 20	9445190120
Division – 79	9445190379
Division – 80	9445190380
Division – 81	9445190381
Division – 82	9445190382
Division – 83	9445190383
Division – 84	9445190383
Division – 85	9445190119
Division – 86	9445190393
Division – 87	9841449956
Division – 88	9841449956
Division – 89	9841449956
Division – 90	9445190390
Division – 91	9445190392
Division – 92	9445190391
Division – 93	9841234067

Zonal Office – 8, Unit 21, 22 & 23 Divisions 94 to 108

Zonal Office -8	9445190008
Unit – 21	9445190121
Unit – 22	9445190122
Unit – 23	9445190123
Division – 94	9445190394
Division – 95	9445190399
Division – 96	9445190396

Division – 97	9445190396
Division – 98	9445190398
Division – 99	9445190399
Division – 100	9445190400
Division – 101	9445190401
Division – 102	9445190398
Division – 103	9445190403
Division – 104	9445190404
Division – 105	9445190406
Division – 106	9445190406
Division – 107	9445190404
Division – 108	9445190406

Zonal Office – 9, Unit 24, 25, 26 & 27 Divisions 109 to 126

Zonal Office -9	28174775
Unit – 24	9445190124
Unit – 25	9445190125
Unit – 26	9445190126
Unit – 27	9445190127
Division – 109	9445190409
Division – 110	9445190410
Division – 111	9445190411
Division – 112	9445190412
Division – 113	9445190413
Division – 114	9445190414
Division – 115	9445190415
Division – 116	9445190416
Division – 117	9445190417
Division – 118	9445190418
Division – 119	9445190419

Division – 120	9445190420
Division – 121	9445190421
Division – 122	9445190422
Division – 123	9445190423
Division – 124	9445190424
Division – 125	9445190425
Division – 126	9445190426

Zonal Office – 10, Unit 28, 29, 30 & 31 Divisions 127 to 142

Zonal Office -10	24838968
Unit – 28	
Unit – 29	
Unit – 30	24335839
Unit – 31	24817590
Division – 127	
Division – 128	
Division – 129	
Division – 130	
Division – 131	
Division – 132	24894477
Division – 133	24740889
Division – 134	
Division – 135	24714080
Division – 136	24344527
Division – 137	
Division – 138	
Division – 139	23712618
Division – 140	
Division – 141	
Division – 142	24851160

Zonal Office – 11, Unit 32, 33 & 34 Divisions 143 to 155

Zonal Office -11	9445190011
Unit – 32	9445190132
Unit – 33	9445190133
Unit – 34	9445190134
Division – 143	9445190444
Division – 144	9445190444
Division – 145	9445190445
Division – 146	9445190446
Division – 147	9445190446
Division – 148	9445190445
Division – 149	9445190449
Division – 150	9445190450
Division – 151	9445190451
Division – 152	9445190452
Division – 153	9445190453
Division – 154	9445190454
Division – 155	9445190455

Zonal Office – 12, Unit 35, 36 & 37 Divisions 156 to 167

Zonal Office -12	22342355
Unit – 35	9445190135
Unit – 36	9445190136
Unit – 37	9445190137
Division – 156	9445190756
Division – 157	9445190757
Division – 158	9445190758
Division – 159	9445190759
Division – 160	9445190760
Division – 161	9445190761

Division – 162	9445190762
Division – 163	9445190763
Division – 164	9445190764
Division – 165	9445190765
Division – 166	9445190766
Division – 167	9445190767

Zonal Office – 13, Unit 38, 39 & 40 Divisions 170 to 182

Zonal Office -13	9445190013
Unit – 38	9445190138
Unit – 39	9445190139
Unit – 40	9445190140
Division – 170	9445190770
Division – 171	9445190772
Division – 172	9445190772
Division – 173	9445190775
Division – 174	9445190777
Division – 175	9445190775
Division – 176	9445190776
Division – 177	9445190777
Division – 178	9445190778
Division – 179	9445190778
Division – 180	9445190780
Division – 181	9445190776
Division – 182	9445190780

Zonal Office – 14, Unit 41, 42 & 43 Divisions 168, 169, 183 to 191

Zonal Office -14	9445190014
Unit – 41	9445190141
Unit – 42	9445190142

Unit – 43	9445190143
Division – 168	9445190769
Division – 169	9445190769
Division – 183	9445190783
Division – 184	9445190474
Division – 185	9445190141
Division – 186	9445190786
Division – 187	9445190787
Division – 188	9445190788
Division – 189	9445190790
Division – 190	9445190790
Division – 191	9445190834

Zonal Office – 15, Unit 44 & 45 Divisions 192 to 200

Zonal Office -15	9445190015
Unit – 44	9445190144
Unit – 45	9445190145
Division – 192	9445190792
Division – 193	9445190793
Division – 194	9445190794
Division – 195	9445190795
Division – 196	9445190796
Division – 197	9445190797
Division – 198	9445190798
Division – 199	9445190799
Division – 200	9445190800 24501213