



GREATER CHENNAI CORPORATION

COUNCIL DEPARTMENT

FUNCTIONS & DUTIES OF COUNCIL DEPARTMENT

The Council Department is functioning under the control of Hon'ble Mayor and Commissioner, of Greater Chennai Corporation. The Commissioner is the administrative head of the Council Department and the services and rules are enforced subject to the rules or orders that may be passed by the Government from time to time.

The Council Secretary:

Pay matrix : 59300 - 187700

Duties : Council Secretary, Council Department shall functioning as Head of the Department, Drawing Officer and does the administration of the entire Council department, including Mayor, Deputy Mayor Office works and also conducting meetings such as monthly Council Meeting, Monthly Appointment Committee, monthly Standing Committee meetings and the said Committee are Standing Committee (Taxation & Finance), Standing Committee (Education), Standing Committee (Health), Standing Committee (Town Planning), Standing Committee (Works), Standing Committee (Accounts) these Committee meetings are conducted every month.

The Superintendent

Pay matrix : 36900 - 116600

Duties : The Superintendent, Council Department and Committees shall assist the Council Secretary, and assist to carry out the normal functions of department of establishment work and also assisting to convene the Council Meeting and 7 Standing Committees meetings. The Superintendent also deals C.M.Cell Grievance petitions, PGR Complains, Public Petitions, Audit Files, RTI Complaints, Court Cases of Political parties, and make arrangements to prepare Agenda to pass resolution in the meeting.

The Assistants :

Pay matrix : 20600 - 65500

Duties : The Assistant shall function assisting to the Superintendents for all administrative work and other routing departmental works, including the Seven Committees routine works.

(1)COUNCIL:

Elected Council is a body consisting of Mayor, Deputy Mayor and elected Councilors of Greater Chennai Corporation. The Greater Chennai Corporation Council consists of a Mayor and 200 Councillors. Among the 200 Councilors, a Councilor will be elected as Deputy Mayor.

As per CCMC Act 1919 Schedule II section 3(1)(a), every month Council Meeting is convened by Hon'ble Mayor and

discuss the Public issues, General development, execution of tenders and Corporation administration matters and pass the agenda placed before it. After passing the resolution by the Council the subjects are sent to concerned Head of Departments / Zonal Offices for taking further necessary action and to comply the resolution passed thereon.

(2)MAYOR:

The elected Mayor will assume office for a period of 5 years. The Mayor is the Presiding Officer in the Council Meeting.

The Mayor shall have full access to peruse all records of the Corporation and may obtain reports from the Commissioner on any matter connected with the administration of the Corporation. The Mayor will act as an intermediary between the Government and the Commissioner. The Mayor shall be the ex-office member of every Standing Committee, ward Committee and Joint Committees constituted under the provisions of the Act, but shall not be eligible to be elected as the Chairman of any Committee. Besides this he is also the Chairman of the Appointment Committee. Each Committee are convened every month and conduct it's meeting.

(3)DEPUTY MAYOR:

Deputy Mayor is elected from one among the Councillors, his tenure will be 5 years. Deputy Mayor will attend the meeting along with Mayor. When the office of the Mayor is vacant or if the Mayor is continuously absent from the city or is incapacitated shall devolve on the Deputy Mayor. The Mayor may, by an order in writing delegate any of his functions to the Deputy Mayor.

(4)WARD COMMITTEE:

The Greater Chennai Corporation consists of 15 Zones, Each Zone have a Ward Committee, the Councillors of respective zones shall be the members, they will elect one among them as the Chairman of Ward Committee. The tenure of the Members as well as Chairman of all the Committees shall be 5 years from the date of election. The Ward Committee shall pass resolution and send to Council meeting for approval.

(5)STANDING COMMITTEE:

As per the C.C.M.C. Act (1919) 6 standing Committees were constituted for efficient performance and functions of the Corporation.

All these Committees are functioning at Head Office, Ripon Buildings.

The Standing Committees are;

- 1) Taxation and Finance Committee
- 2) Works Committee
- 3) Health and Family Welfare Committee
- 4) Town Planning Committee
- 5) Education (Parks and Play fields) Committee.
- 6) Accounts and Audit Committee.

Each Standing Committee shall consist of 15 members, They are elected by the Councillors at the meeting specially convened for that purpose and the Chairman of each Standing Committee shall be elected from among the members of such Committee. The Standing Committee is convened every month, a meeting and pass Resolution and send to Council for Approval.

(6)APPOINTMENT COMMITTEE

Hon'ble Mayor is the Chairman of Appointment Committee, two elected Councillors and Commissioner are members of this Committee. This Committee is convened every month and deals with all Establishment subjects and specially placed subjects before it.

The Council Department is functioning as stated above.