

## **GREATER CHENNAI CORPORATION GENERAL DEPARTMENT**

### **The particulars of its organization , functions and duties;**

General Department is functioning under the direct control of the Commissioner, Greater Chennai Corporation. The Assistant Commissioner (General Administration and Personnel) is the Head of the Department for the General Department. This department is looking after the issues relating to establishment matters of corporation employees/ officials.

### **Functions of General Department**

- Filling up of vacancies by direct recruitment,
- Compassionate ground Appointments to the legal heirs of deceased employees
- Promotion, Transfer and Postings, Disciplinary action etc., for Class I, IA, IB, II, III & IV categories.
- To depute the Corporation employees (Ministerial Staffs) to undergo training programmes in Anna Institute of Management, Chennai, in order to improve the efficiency.

### **Pension Section**

- Sanction of pension to the retired staff,
- Sanction of family pension to deceased pensioners,
- Sanction of Group Insurance Scheme to the legal heirs of the staff, who expire while in service etc., are being attended to in Pension Section of General Department.

### **The powers and duties of its officers and employees;**

- Manpower Management - filling up of vacancies for various posts in different department of corporation by preparing panel in the crucial date.
- Appointments through Compassionate Grounds.

- Transfer and postings for employees of various departments of Corporation.
- Handling disciplinary proceedings files.
- Monitoring disposal of CM Cell petitions.
- Monitoring Public Grievance Redressal Cell 1913.
- Disbursement of Pension and Retirement benefits to the retired corporation employees.
- Managing Tapal disbursement system in Head Office.
- Dealing with purchase of books and magazines for Library.
- Coordinating with all departments in organizing functions like Independence Day, Republic Day.
- Conducting Monthly Review Meeting regarding Establishment, DP Case, Court case, CM Cell Petition, etc., in the Superintendent and ADO level with all Zones/ Departments.
- Conducting Monthly meeting with all Administrative Officers.
- Coordinating with other departments during the monsoon period in various types of work.

**The procedure followed in the decision making process, including channels of supervision and accountability;**

As prescribed in the Government Office Manual.

**The norms set by it for the discharge of the functions;**

As prescribed in the Government Office Manual.

**The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;**

- The Madras Corporation Service Rules 1970
- The Madras Corporation Engineering Rules 1969
- The Madras Corporation Officers Service Rules 1975
- The Chennai Corporation Servants' Conduct Rules, 1973
- GCC Class III & IV Subordinate Service Bylaw 2009

**A statement of the categories of documents that are held by it or under its control;**

<ul style="list-style-type: none"><li>• RTI Register</li><li>• CM CELL Petition Register</li><li>• Distribution Register</li><li>• Personal Register</li><li>• Reg. Post/ Ordinary Post Register</li><li>• Cheque Register</li><li>• Telephone Register</li><li>• Stock Register</li><li>• Disciplinary Proceedings Register</li><li>• Festival Register</li></ul>	<ul style="list-style-type: none"><li>• GPF Register</li><li>• Increment Register</li><li>• Attendance/Late Attendance Register</li><li>• Salary Register</li><li>• Leave Register</li><li>• Movement Register</li><li>• Panel Register</li><li>• Roster Register</li><li>• Suit Register</li></ul>
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**A directory of its officers and employees;**

Assistant Commissioner (G. A. & P)	- 044-25619231
Deputy Collector (Admn.)	- 044-25619202
Accounts Officer (Pension)	- 044-25303725

**The monthly remuneration received by each of its offices and employees, including the system of compensation as provided in its regulations;**

Details Enclosed.

**The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**

The budget for the General Department is published in the Greater Chennai Corporation website.

**Details in respect of the information, available to or held by it, reduced in an electronic form;**

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| • The Madras Corporation Service Rules 1970          | URL or Website |
| • The Madras Corporation Engineering Rules 1969      | “              |
| • The Madras Corporation Officers Service Rules 1975 | “              |
| • GCC Class III & IV Subordinate Service Bylaw 2009  | “              |

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

The Greater Chennai Corporation's website ([www.chennaicorporation.gov.in](http://www.chennaicorporation.gov.in)) provides information and guidelines for the public.

**The names, designation and other particulars of the public information officers;**

S.No.	Department	Public Information Officer	Appellate Authority
1	General Department	The Deputy Collector (Admin), General Department, Greater Chennai Corporation, Ripon Building Campus, Chennai - 600 003. Phone: 044-25619202	The Assistant Commissioner (G. A. & P) General Department, Greater Chennai Corporation, Ripon Building Campus, Chennai - 600 003. 044-25619231 <a href="mailto:acgap@chennaicorporation.gov.in">acgap@chennaicorporation.gov.in</a>

2	GD Pension Section	The Accounts Officer (Pension) Greater Chennai Corporation, Ripon Building Campus, Chennai - 600 003. Phone: 044-25303725	The Assistant Commissioner (G. A. & P) General Department, Greater Chennai Corporation, Ripon Building Campus, Chennai - 600 003. 044-25619231 acgap@chennaicorporation.gov.in
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