

MAHE MUNICIPALITY



***BOOKLET ON
RIGHT TO INFORMATION ACT, 2005***

**MANUAL OF MAHE MUNICIPALITY PREPARED UNDER SECTION
4(1) OF RIGHT OF INFORMATION ACT 2005.**

I. ORIGIN OF MUNICIPALITY

Mahe Municipality is in existence for about 200 years before since the French Regime. Mahe Municipal area comprises 9 Sq.Km. with 2 Assembly constituencies namely, Mahe Constituency and Palloor constituency. The last Mayor and the first Chairman of this Municipality is late.V.N.Purushothaman. The Municipal Election was conducted in the year 1968 and Municipal Council was dissolved with effect from 31.03.1978. Thereafter the Regional Administrator, Mahe used to exercise the powers of the Chairman in the capacity of Special Officer of Municipal Council. The first Special Officer of Mahe Municipality was Sri.D.S.Negi and the present Special Officer is Thiru.Krishna Kumar Singh, Regional Administrator, Mahe.

i). GEOGRAPHICAL STATUS

Geographical Status: Mahe District is located between 11 41" and 11 46" North latitudes. Mahe is a small piece of land in the west coast of India situated geographically in Kerala and Politically as a part of the Union Territory of Pondicherry. It is around 650Kms, away from Pondicherry the territory head quarter. It is surrounded on the South west by the Arabian sea on the north by the river Ponniyam (Moolakkadavu) and on the other sides by a stretch of calcareous hills of medium height which are linked to the western ghats by a series of forested hillocks. The river Mahe which flows towards the west divides the district into two parts. The District experiences rain during May-November (during the South West Monsoon) with winter season from December to February and hot weather season during march and April. The winter will be pleasant in this region. This district gets rain mostly by the south-west monsoon at the average of 2.458mm and annually, the normal rainfall is 3,191mm.

Mahe is constituent of the Pondicherry Union Territory which is inscribed in Kerala State and this region consists of 5Nos. village named as Mahe, Cherukallayi, Palloor, Chalakkara and Pandakkal. The biggest village is Palloor and smallest one is Cherukallyi.

This Mahe Municipality was established in 1880 dated:12.03.1880 by French decree. The Municipal Administration of the region was under the control of a Council consisting 12 members headed by a Mayor. The first Mayor of this Municipality was Advocate Paduvankutty, he was the Native of Mahe. Next Mayor was also native of Mahe named by Punna Ramootty, he retained his position for 17 years.

According to the Indian Municipal Act 1973 the Municipal Administration shall be vested in the Council. The term of the Council consisting of 12 members is of 5 years; the Council election one Chairman and Vice Chairman.

The Executive powers are exercised under section 14 of the Pondicherry Municipalities Act. At present, there is no Municipal Council, which was abolished by the Government in the year 1978 appointing Special Officer as Chairman of the Council under section 109A of the Pondicherry Municipalities (Amendment) Act. 1978.

ii) GENERAL INFORMATION OF MUNICIPALITY (INCLUDING HISTORICAL PERSPECTIVE)

The history of Mahe has certain special characteristics which clearly differentiate it from the history of the rest state, with an extent of area 9.00 Sq.Km. which is existing in western side of the Kerala State.

About the history of Mahe, History reveals that India had already been conquered by the English people and their trade was in full swing. Therefore the French people wanted to challenge the monopoly of trade of English people in India and also they wanted to control the movements of the English in the western side of India. The French wanted to establish a suitable colony in India. Hence they explored and reached Mahe.

Likewise in 1721 March French sailors arrived in Mahe, and subsequently they asked the dynasty of Mahe for few area of land in order to establish a colony. Many time, meeting were held between French people and dynasty of Mahe finally the dynasty granted certain land to the French with certain contracts and gradually the French started establishing trade between India and France. The French peoples all relations were completely connected with trade only. Therefore the trade became under their monopoly. According to the covenant between the dynasty of Mahe and English people in 1725 February, the French people left Mahe.

In the same year in the month of December the French sailors again came and Mahe become under their domination.

In 1726 the struggle started between these two forces and French were ultimately defeated. According the covenant between French and dynasty in the same year Mahe again become under their control.

When the war started between English and French at Europe, the effect of the war spread in Mahe and its provinces therefore the domination of the French again declined.

According to the relief contract between French and English and Paris, Mahe again came under the French supremacy.

Even though the violence and struggle happened between English and French, many time, from 1817 onwards , 'Mahe' became decisively under the control of French supremacy and they ruled Mahe upto 1954. Due to continuous agitation and violence for freedom Mahe became Independent in 1954 any the French People left Mahe in 1954 July 16th. During the periods of French supremacy at Mahe, they constructed present existing Government house, Church etc., and they established school, Municipalities etc., also they were keen on maintaining friendship with Mahe Native people. Moreover they forced Mahe native people to learn French language. Hence they included the Mahe Native people in French Government Service.

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iii) MUNICIPAL LIMITS

Mahe Municipal area comprises 9 Sq.Km. with 2 Assembly Constituencies namely, Mahe Constituency and Palloor Constituency. The area is sub-divided into 5 Revenue villages.

1. *Mahe.*
2. *Cherukallai.*
3. *Chalakkara.*
4. *Palloor.*
5. *Pandakkal.*

The above 5 Revenue villages further sub-divided into 15 wards.

iv) MAHE MUNICIPAL COUNCIL.

- a). *Name of the Commissioner* **Thiru.K.K.SANTHOSH KUMAR.**
Telephone Number. (Office) : 0490 – 2332233.
- b) *Whether the Chairman of the Municipal council l* : No.
is reserved for scheduled caste/women.
- c) *Total Number of wards.* : 15
- d) *Number of villages reserved for Scheduled caste/* : Nil.
women for election of presidents.

As per the provisions of the Pondicherry Municipalities Act., 1973 directed Local Administration Department is the Head of the Municipality.

Overall administration of the municipality is under the control of Municipal Commissioner. Since the elected body of Municipal council is not in function the Special Officer/Regional Administrator is in charge.

Powers & Duties of the Commissioner: In charge of all the records of the Municipality. The Commissioner has to control all the Departments mentioned below. Without the knowledge and consent of the Commissioner no papers shall be moved. All the administrative powers of the municipality are vested with the Commissioner and the powers of the elected body of the council is discharged by the Special Officer.

Commissioner and the Special Officer is discharging the duties of decision making process including channels of supervision and accountability. Both the Commissioner and the Special Officer are timely preparing the rules and regulations, manuals and record in consultation with L.A.D. For the administrative purpose maintaining following records: In Establishment Section Service Book, Budget Estimate, Important Files, Creation Files. In Revenue section Court case file, DCB, Profession tax and other important files. In Account Section Pay Bill Register, Budget Check Register, Contingent Bills, Bill Drawn Register. In Engineering Section M.Book register, Important files, Tender Notice other important work files. In Health Section Licence Register, Shops, Business, Industries etc.

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In Registration Section Birth, Death and Marriage Registers. In SJSRY Scheme, A.C.O. can handle Check book, Cash Register and files.

Public has to approach the Commissioner for the arrangements and redressal of any complaints and for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation therefore.

Since there is no elected body of council there is no advisory committee to the Municipality. Municipality has maintaining a separate directory of officers and employees. Municipality is maintaining separate records for the budget of Calendar year allotted to each agency with the approval of L.A.D. Separate records are keeping to show the execution of subsidy programs including the amount allocated and details of beneficiaries of such programs.

Separate Records are maintained regarding the recipients of concession, permits or authorization granted by the Municipality. All these details are separately kept and available for the public for the verification and information at the Office time. All these records are under the control and administration of Municipal Commissioner.

II. THE PARTICULARS OF MUNICIPALITY ITS ORGANIZATIONS, FUNCTIONS & DUTIES.

At present there is no elected body of council. Hence the Administration is under the control of Special Officer and the Commissioner. There are six organizations to this Municipality.

- 1. Establishment Section.*
- 2. Revenue section.*
- 3. Accounts section.*
- 4. Engineering section.*
- 5. Health section.*
- 6. Registration of Birth, Death and Marriage section.*

1. ESTABLISHMENT SECTION:

Establishment section headed by Thiru.K.P.Dineshan, Junior Assistant:

His duties and functions are : Registration of French Marriage and issue of certificate in French. Attached to establishment section, maintenance of service books, connected files, preparation of pension, creation and continuance of post, Budget, SB accounts proposals. House Building Advance and connected Registers, Cash Balance Statement and other miscellaneous subjects.

Selvi.Sheeja.P.P. (Stenographer on consolidated pay) : Confidential assistant to the Commissioner and Special Officer. Confidential Reports, typing work all sections except Engineering cell. Incharge of Computer, Photostat and Telephone.

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Selvi.Vijila.K.P.(Data Entry Operator on daily wages) : Data entry regarding Birth, Death and Paybill. All typing works of Engineering Section.

Thiru.K.Pushpan(Driver Gr.III) : His duties and functions are: Incharge of Municipal Armada Jeep – PY-03 G002 and to maintain log book and to function as Driver of Mahe Municipality.

2. REVENUE SECTION:

Revenue section headed by Thiru.O.P.Chandran, Junior Assistant:

His duties and functions are : All Legal Matters. Attached to Revenue Section, Assistance for Survey and identifying Municipal lands, Elections and preparation of D.C.B. Statement. Inspection of Revenue Collection Palloor and Pandakkal area. Furnishing Report/ Particulars about all Revenue matters, maintenance of tree register, asset register, profession tax, advertisement tax, entertainment tax, leasing out of Municipal land. Remission of building tax of Mahe, Palloor and Pandakkal area and other Revenue matters not allotted to others.

Bill Collector Gr.I -- Post-3 (Out of which one is vacant):

Duties and functions of Bill Collector Gr.I are:

Tmt.M.Pushpavalli (Bill Collector Gr.I) : Collection of all kinds of Revenue of Mahe area (including Cherukallayi) furnishing report of relating to issue of Door Number, Assessments Certificates, Remission of Municipal tax and verification of application for issuing non-remarriage certificate etc. particulars for furnishing D.C.B. etc. to the revenue sections.

Thiru.P.T.Rajeevan (Bill Collector Gr.I): Collection of all kinds of Revenue of Palloor, Pandakkal, Chalakkara and Chembra area. Furnishing report of relating to issue of Door Number, Assessments Certification. Remission of Municipal assets and property. Verification of applications for issuing non remarriage certificate etc. Particulars for furnishing D.C.B. etc. to the Revenue section. In charge of Etat-Civil, Palloor and Pandakkal area.

3. ACCOUNT SECTION:

Account section headed by Thiru.K.Ravindran, Senior Assistant and Tmt.K.T.Malu, Junior Assistant:

Their duties and functions are : Thiru.K.Ravindran is dealing : Attached to Accounts & Bill section. Inspection of Revenue Collection of Mahe area and Tourist Home, Mahe.

Tmt.K.T.Malu is dealing : To function as Cashier and to maintain all related books, registers and accounts custody of all Bank Pass books, Fixed Deposit and Loan Register.

Thiru.P.V.Valsalan is Store Keeper, his duties and functions are: Stores Stationery and accounts, physical verification of stocks. Issuing of Receipts books and Birth, Death and Marriage books and all direct purchase bitumen, cement, verification of log books, vehicles etc.

Tmt.O.Nalini (Peon): Her duties & functions are: To go outside and give Tapals in various Department in Mahe region, collect letters from Post Office, go to Bank and collect files from the A.E., J.E's, Office Manager, Senior Assistant and Junior Assistant and put in the Commissioner table. In addition to the normal duties she has entrusted the duties of Receipts and dispatch.

Tmt.M.Shyamala(Peon) : Her duties & Functions are : To go outside and give Tapals in various Department in Mahe region, collect letters from Post Office, go to Bank and collect files from the A.E., J.E's, Office Manager, Senior Assistant and Junior Assistant and put in the Commissioner table. In addition to the normal duties she has attached with the Cashier.

Thiru.P.J.Jijesh(Peon): To go outside and give Tapals in various Department in Mahe region, collect letters from Post Office, go to Bank and collect files from the A.E., J.E's, Office Manager, Senior Assistant and Junior Assistant and put in the Commissioner table. In addition to the normal duties he is attached with Registration section and Engineering section.

The above said three Departments are managed by **Tmt.P.Manorama, Office Manager Gr.II**. Who is also preparing the Contingent bills, Work bills, Audit reports and Fixed deposit. Checking Birth, Death, Marriage Registration, all Revenue Collections, duty arrangements of Watchman, Supervision of all sections other than Engineering cell and also accepts applications for the Certificates of Assessment, Door No. Certificate, Public petitions and all other matters connected with the public.

4. ENGINEERING SECTION:

Engineering section is headed by Thiru.A.Vijayan, Assistant Engineer: assisted by Two Junior Engineers (1) K.M.Jayaraman & (2) V.Anandan with Group 'C' employees: D'man – Post vacant, One Junior Assistant Thiru.K.Mohanan, One Road Roller Driver Thiru.K.B.Gopinathan and Four Technical Assistant on daily wages (1) Tmt.T.K.Sreeja (2).Thiru.Rajesh D'Silva (3) Tmt.Reena.K.A. & (4). Tmt.Asha.K and one Electrician Thiru.C.H.Sreenivasan, Electrician and 'D' group consisting of 4 Maistry (Works) (1). Thiru.A.Padmanabhan, (2). Thiru.V.P.Hemachandran, (3).Tmt.M.R.Komalavally & (4). Thiru.C.Rameesh And Thiru.Dasan Kany, Watchman Out of Four, three posts are vacant And the Post of Road Roller cleaner is vacant.

Duties and functions of Assistant Engineer(Thiru.A.Vijayan): Supervision and execution of all Municipal works. The services of the Junior Engineer, D'man, Site Maistries, Technical Assistant and Peon of Engineering section are placed at his disposal. He is also entitled to accept grievances from the public with respect to his work.

Duties and functions of Junior Engineer (Thiru.K.M.Jayaraman) : Execution of all Municipal works of Palloor and Pandakkal area, preparation of estimates, Work bills, Maintenance of M. Books and other related duties allotted by the Assistant Engineer.

Duties & functions of Junior Engineer (Thiru.V.Anandan) : Execution of all Municipal works of Mahe area, Preparation of estimates, Work bills, Maintenance of M. Books and other related duties allotted by the Assistant Engineer.

Duties and functions of D'man (Post Vacant) : Scrutiny of quotations and tenders. Scrutiny of estimates and other related work allotted by the Assistant Engineer.

Duties and Functions of Junior Assistant (Thiru.A.Mohanan) : Attached to Engineering section. All correspondence and to furnished reports relating to Engineering section. Inspection and Audit report pertaining to Engineering Section.

Duties and Functions of Road Roller driver Gr.I (Thiru.K.B.Gopinathan) : Incharge of Road roller of this Municipality and maintenance of log book and to function as Road roller driver as directed by A.E. and J.E .

Duties and Functions of Technical Assistants:

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| <ol style="list-style-type: none">1. Tmt.T.K.Sreeja.2. Thiru.Rajesh D'Silva.3. Tmt.Reena.K.A.4. Tmt.Asha.K. | } | Assistance to the AE / JE / D'man in related to Execution of works, Preparation of Estimates etc. |
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Duties and Functions of Electrician (Thiru.C.H.Sreenivasan): Incharge of Electric installation pertaining various building of Municipality including Municipal Office, Mahe, Tourist Home, Tagore Park, Etat Civil building, Latrine block of Colonies, Quarters, Municipal Market and Shopping complex. Joint inspection with Electricity Dept. Staff about non-burning of street light. Assistance to Junior Engineer about installation and maintenance of public taps. Proposal for new street light etc.

Duties & functions of Maistry (Works):

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|---|---|---|
| <ol style="list-style-type: none">1. Thiru.A.Padamanabhan.2. Thiru.V.P.Hemachandran.3. Tmt.M.R.Komalavally.4. Thiru.C.Rameesh. | } | Assistance to the A.E. and J.E. Supervision of Municipal works and other related works as directed by A.E. / J.E. |
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Duties & functions of Watchman (Thiru.Dasan Kany): Watch and ward Municipal office and Tourist home as per the duties arrangements issued every month.

5. HEALTH SECTION:

Health section is headed by Thiru.T.K.Rajeev Kumar (Sanitary Inspector Gr.II) : Assisted by three Sanitary Maistries Gr.II (1). Thiru.M.Balan, (2). Thiru.A.Nanjan & (3). Thiru.K.M.Padamanabha. And Thiru.K.K.Pushpakaran (Driver Gr.II) and C.T.Vinod Kumar (Driver Gr.III). And 24 Regular Sanitary workers out of Three are vacant with One Gangman And one Gardener. Besides these there are Five Sanitary Workers (On daily wages) now vacant.

Under this Sanitary Inspector 15 Casual labours for cleaning the lanes and roads during Pre-monsoon and Post-monsoon.

Duties and functions of Thiru.T.K.Rajeev Kumar(Sanitary Inspector Gr.II):
Supervisions of Health and Sanitation Section, allocation of duties of Maistries, Sanitary workers, Casual labourers, Issuing of all kinds of Licence / Permission such as Road cuttings, creation of pandals, incharge of power tiller. Correspondence related to Health and Sanitation, Maintenance of connected records and registers.

Duties and functions of Sanitary Maistries:

Thiru.M.Balan : Attached to Health and Sanitation of Pandakkal area.

Thiru.A.Nanjan : Attached to Health and Sanitation of Mahe area.

Thiru.K.M.Padmanabhan : Attached to Health and Sanitation of Palloor and Mahe area.

Duties and functions of Driver Gr.II (Thiru.K.K.Pushpakaran) : Incharge of Municipal Mini lorry Py-03-0008 and to maintain of log book.

Duties and functions of Driver Gr.III (Thiru.C.T.Vinod Kumar): Incharge of Swaraj Mazda Py-03-0502 and to maintain a log book.

Duties and functions of Gangman (Thiru.K.P.Karunakaran) : Incharge of safety of roads and cleanness.

Duties and functions of Gardener(Tmt.T.K.Jayalakshmi) : Maintenance of Park and gardens under Municipalities.

Duties & functions of Sanitary Workers:

TVL:

1. C.H.Kesavan.
2. N.K.Balan.
3. Ivy Fernandez.
4. N.K.Usha.
5. K.Leela.
6. T.Divakaran.
7. N.Mallika.
8. K.K.Pradeep Kumar.
9. T.Sanadanan.
10. V.P.Saseendran.
11. M.M.Babu.
12. T.Pushpavally.
13. P.Raman.
14. V.V.Anil Kumar.
15. C.M.Reghunathan.
16. V.K.Suresh Babu.
17. N.K.Ramakrishnan.
18. K.Baburaj.
19. A.Rajeendran.
20. K.Aneeshan.
21. K.Ameeshu Kumar.

Cleaning of roads and lanes under the control of Municipality and other concerned works addressed by Sanitary Inspector and Sanitary Maistries.

6. REGISTRATION OF BIRTH, DEATH AND MARRIAGE SECTION:

Registration section is headed by Tmt.P.Sudha Deaver, Junior Assistant :
Attached to the section of Registration of Birth, Death and Marriage. Furnishing related reports and statistics to the Department.

7. SJSRY SCHEME :

Assistant Community Organizer (Tmt.E.K.Reetha) appointed under Swarna Jayanthi Sahari Rosgar Yojana.
Duties and functions of ACO : Organise "Kudumba Sree Unit" for women and ascertain BPL families so as to sanction Financial assistance And to organize and conduct Educational Tuition Centres in 8 colonies under this Municipality.

III. SERVICE UNDER THIS MUNICIPALITY:

Street Lights:

1. SVL – 251 Nos.
2. 4 ft. single – 1893Nos.

Water supply:

Number of public taps provided - 220.

Number of wells - 32.

Number of Hand pumps - 35.

Road & Drains:

This Municipality maintain the roads and drains in 15 wards, the roads and drain works are undertaken based on the demand of the public.

Length of Roads in Kms.

W.B.M. surface : 0.035

B.T. surface : 85.963

Cement concrete : 0.034

Drains : 7.01

Public latrine:

This Municipality is maintaining 12 public toilets.

Sanitation:

Solid waste management:

- i. details of garbages generated every day is ten tons.
Method of removal of garbages from the street of Municipality.
- ii. Collected garbage is being removed from the street by two available mini lorries of Mahe Municipality.
- iii. Collected garbage is disposed by way of filling the Private land in Kerala adjacent to Mahe Municipality.
- iv. At present there is no dumping yard in Mahe region Acquisition proposal for scientific garbage disposal plant is under consideration.
- v. At present there is no such proposal to privatize the collection and disposal of garbages.

Burial ground / Cremation yard:

This Municipality is maintaining 3 burial grounds, One burial ground for Hindu Cemetery, One burial ground for Fishermen Community and one for Christian community.

Other Services:

Lavatory block : 12 Nos.

Market : 2 Nos.

Park : 1 No.

Tourist Home services: 2 Nos.

Maintenance of the above services are timely done by the Municipality.

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DETAILS OF OTHER FUNCTIONS OF MUNICIPALITY REGARDING THE FEE FOR CERTIFICATES, TAXATION & LICENCE

Fees for Issue of Certificate of Birth, Death and Marriage

a) Searching fee	: Rs.2.00(For one year).
b) Birth/Death Certificate	: Rs.5.00
c) Marriage Certificate	: Rs.15.00
d) Non Registration of Birth & Death	: Rs.2.00
e) Birth/Death/Marriage and Renunciation full extract	: Rs.25.00
f) Family book	: Rs.25.00
g) Marriage – Declaration – No objection certificate	: Rs.25.00

TAXATION AND LICENSE

This Municipality collects the following taxes from the Public / Industries / Societies.

1. Property tax.
2. Professional tax.
3. License fee.
4. Entertainment tax.
5. Advertisement tax.
6. Industrial license / Trade license / Food license are being issued to the applicants after due process under the concerned act and rules.

THE MOVABLE PROPERTIES OF THE MAHE MUNICIPALITY

1. TATA Mini lorry	: 1 No.
2. Swaraj Mazda Dumper	: 1 No.
3. Mahendra and Mahendra Armada jeep	: 1 No.
4. Generator	: 1 No.
5. Motor Cycle	: 2 Nos.

THE IMMOVABLE PROPERTIES OF THE MAHE MUNICIPALITY

1. Municipal Office building	: 1
2. Municipal Store	: 1
3. Municipal tourist home	: 1
4. Lorry shed	: 1
5. Municipal Shopping complex	: 2
6. Municipal Fish market	: 2
7. Etat-Civil building	: 2
8. Community hall	: 1
9. Scavengers quarters	: 1
10.Toilet blocks	: 12
