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**General Statutory Rules, Notifications, Orders, Regulations, etc.,
issued by Secretariat Departments.**

NOTIFICATIONS BY GOVERNMENT

MUNICIPAL ADMINISTRATION AND WATER SUPPLY (ELECTION) DEPARTMENT

THE TAMIL NADU URBAN LOCAL BODIES RULES, 2023

[G.O. Ms. No. 45, Municipal Administration and Water Supply (Election) Department, 12th April 2023,
பங்குனி 29, சுபகிருது, திருவள்ளூர் ஆண்டு-2054.]

No. SRO A-17(a)/2023.

In exercise of the powers conferred by section 198 of the Tamil Nadu Urban Local Bodies Act, 1998 (Tamil Nadu Act 9 of 1999), the Governor of Tamil Nadu hereby makes the following rules, namely:—

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RULES.**CHAPTER I.****DEFINITIONS.**

1. Short title, application and commencement.— (1) These rules may be called the Tamil Nadu Urban Local Bodies Rules, 2023.

(2) They shall apply to all the Town Panchayats, Municipal Councils and Municipal Corporations in the State.

(3) They shall come into force on the 13th April 2023.

2. Definitions.— (1) In these rules, unless the context otherwise requires,—

(a) "**Act**" means the Tamil Nadu Urban Local Bodies Act, 1998 (Tamil Nadu Act 9 of 1999);

(b) "**area**" means part of a ward as delimited under rule 179;

(c) "**by-laws**" and "**regulation**" means such of those by-laws and regulations framed by the Council for matters which are to be regulated in terms of the provisions of the Act or these rules;

(d) "**Election Commission**" means the Tamil Nadu State Election Commission;

(e) "**Executive Authority**" means the Executive Authority of the Council;

(f) "**fine**" means the amount levied by the Commissioner for belated payment of any tax or fees or charges or any other amount due to the municipality, under the provisions of the Act or these rules.

(g) "**Form**" means "form" appended to each of the Chapters in these rules;

(h) "**penalty**" means any penalty which is leviable on conviction by any court under the provisions of the Act or these rules;

(i) "**public holiday**" means any day which is a public holiday for the purposes of section 25 of the Negotiable Instruments Act, 1881 (Central Act XXVI of 1881);

(j) "**Schedule**" means the Schedule appended to each of the Chapters in these rules;

(k) "**Service**" means the Tamil Nadu Municipal Service, Tamil Nadu Town Panchayat Service, Tamil Nadu Municipal Council Service or Tamil Nadu Municipal Corporation Service, as the case may be;

(2) Words and expressions used but not defined in these rules shall have the meanings respectively assigned to them in the Act or in the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016), as the case may be. In the absence of such meaning, the Tamil Nadu General Clauses Act, 1891 (Tamil Nadu Act I of 1891) shall apply for the interpretation of these rules, as it applies for the interpretation of a Tamil Nadu Act.

CHAPTER II.**CLASSIFICATION OF URBAN LOCAL BODIES, DELIMITATION OF WARDS AND RESERVATION OF SEATS.**

3. Norms for classification of urban local bodies into various grades.— (1) The Government may, by notification, classify the urban local bodies into various grades for the purpose of effective administration based on the population in the case of a municipal corporation and based on the annual income for the last three consecutive years in the case of a municipal council and a town panchayat, as specified below:-

(a) Classification of Municipal Corporations.

	Grade	Population
(i)	Special Grade:	Exceeding ten lakh population;
(ii)	Selection Grade:	Exceeding five lakh but not exceeding ten lakh population;
(iii)	First Grade:	Exceeding three lakh but not exceeding five lakh population;
(iv)	Second Grade:	Not exceeding three lakh population.

(b) Classification of Municipal Councils.

	Grade	Annual Income
(i)	Special Grade:	Exceeding rupees fifteen crore;
(ii)	Selection Grade:	Exceeding rupees nine crore but not exceeding fifteen crore;
(iii)	First Grade:	Exceeding rupees six crore but not exceeding nine crore;
(iv)	Second Grade:	Not exceeding rupees six crore.

(c) Classification of Town Panchayats.

	Grade	Annual Income
(i)	Special Grade:	Exceeding rupees two crore;
(ii)	Selection Grade:	Exceeding rupees one crore but not exceeding two crore;
(iii)	First Grade:	Exceeding rupees fifty lakh but not exceeding one crore;
(iv)	Second Grade:	Not exceeding fifty lakh:

(2) The classification of the urban local bodies shall be reviewed every three years, based on the norms specified in sub-rule (1).

4. Norms for fixation of strength of council.— (1) The number of councillors for each municipal corporation, municipal council or town panchayat shall be fixed by the Director, taking into consideration the population of that municipal corporation, municipal council or town panchayat, as the case may be, based on the recommendation of the Delimitation Commission constituted under section 3 of the Tamil Nadu Delimitation Commission Act, 2017 (Tamil Nadu Act 23 of 2017) and accepted by the Government, as specified below:-

(a) Municipal Corporations.—

Sl. No.	Population	Number of Councillors
1.	Exceeding 80 lakh	230
2.	Exceeding 60 lakh but not exceeding 80 lakh	200
3.	Exceeding 50 lakh but not exceeding 60 lakh	180
4.	Exceeding 40 lakh but not exceeding 50 lakh	160
5.	Exceeding 30 lakh but not exceeding 40 lakh	140
6.	Exceeding 20 lakh but not exceeding 30 lakh	120
7.	Exceeding 15 lakh but not exceeding 20 lakh	100
8.	Exceeding 10 lakh but not exceeding 15 lakh	86
9.	Exceeding 8 lakh but not exceeding 10 lakh	72
10.	Exceeding 6 lakh but not exceeding 8 lakh	66
11.	Exceeding 4.5 lakh but not exceeding 6 lakh	60
12.	Exceeding 3 lakh but not exceeding 4.5 lakh	54
13.	Not Exceeding 3 lakh	48

(b) Municipal Councils.—

Sl. No.	Population	Number of Councillors
1.	Exceeding 2,25,000	52
2.	Exceeding 2,00,000 but not exceeding 2,25,000	51
3.	Exceeding 1,75,000 but not exceeding 2,00,000	48
4.	Exceeding 1,50,000 but not exceeding 1,75,000	45
5.	Exceeding 1,25,000 but not exceeding 1,50,000	42
6.	Exceeding 1,00,000 but not exceeding 1,25,000	39
7.	Exceeding 80,000 but not exceeding 1,00,000	36
8.	Exceeding 60,000 but not exceeding 80,000	33
9.	Exceeding 50,000 but not exceeding 60,000	30
10.	Exceeding 40,000 but not exceeding 50,000	27
11.	Exceeding 30,000 but not exceeding 40,000	24
12.	Not exceeding 30,000	22

(c) Town Panchayats.—

Sl. No.	Population	Number of Councillors
1.	Exceeding 25,000	21
2.	Exceeding 20,000 but not exceeding 25,000	18
3.	Exceeding 15,000 but not exceeding 20,000	15
4.	Exceeding 10,000 but not exceeding 15,000	12

Provided that the number of councillors so fixed under this rule shall not be altered until the next succeeding census figures are published by the Central Government:

Provided further that the number of councillors so fixed under this rule may be altered in case of any change in the jurisdiction of any municipality.

(2) Notwithstanding anything contained in sub-rule (1), the number of councillors of the municipalities on the date of coming into force of these rules, shall remain unaltered unless the Government otherwise direct.

5. Delimitation of wards.— (1) Every municipality shall be divided into such number of wards based on the recommendations of the Tamil Nadu Delimitation Commission constituted under the Tamil Nadu Delimitation Commission Act, 2017 (Tamil Nadu Act 23 of 2017).

(2) The Government shall after having consultation with the Director, publish the delimitation of wards of the municipalities in the *Tamil Nadu Government Gazette*, based on the recommendations of the Delimitation Commission.

6. Reservation of seats in municipalities.— (1) While reserving seats for Women belonging to the Scheduled Castes or the Scheduled Tribes, the wards having the highest percentage of population of Women belonging to such Scheduled Castes or the Scheduled Tribes, among the wards so selected for the Scheduled Castes and the Scheduled Tribes, shall be reserved.

(2) The reservation of seats for the Scheduled Castes and the Scheduled Tribes and Women shall be calculated in the manner specified below:-

(a) For the purpose of reservation of seats for the Scheduled Castes and the Scheduled Tribes, the number of seats to be reserved shall be the percentage of the Scheduled Castes and the Scheduled Tribes in the total population of the municipality.

(b) Seats shall be reserved for Women in the municipality and the number of seats so reserved shall be not less than fifty per cent (including the number of seats reserved for Women belonging to the Scheduled Castes and the Scheduled Tribes) of the total number of seats in the municipality.

(c) While reserving seats for the Scheduled Castes, the Scheduled Tribes and Women, the percentage of the Scheduled Castes, the Scheduled Tribes and Women population shall be arranged in the descending order and the wards having the highest percentage of the Scheduled Castes/the Scheduled Tribes and Women shall be taken for reservation according to the numbers required. While reserving seats for Women, the wards reserved for Scheduled Castes and Scheduled Tribes shall be left out and the wards having the highest percentage of Women population shall be reserved for Women.

(d) While determining the number of seats in every municipality for the purpose of reservation, any fraction which is less than half shall be disregarded and half or more than half, shall be regarded as one.

(e) The number of seats so reserved for the Scheduled Castes and the Scheduled Tribes as provided in sub-rule (1), shall be apportioned among the Scheduled Castes and the Scheduled Tribes having regard to the proportion of the population of such Scheduled Castes and Scheduled Tribes.

(f) Where there is no sufficient population of the Scheduled Castes or the Scheduled Tribes in a municipality for reservation of seats, a minimum number of one ward shall be reserved for the Scheduled Castes or the Scheduled Tribes which shall be having the highest percentage of population of the Scheduled Castes or the Scheduled Tribes in that municipality.

(3) After publication of the reservation of wards by the Government, the Commissioner shall also cause arrangements to publish the lists of the wards reserved for the Scheduled Castes, the Scheduled Tribes and Women in the municipal office and in one or two conspicuous places in all the wards for information of the public.

7. Reservation of office of Chairperson in a municipality.— (1) The Government shall, by notification, reserve the office of the Chairperson for the Scheduled Castes, the Scheduled Tribes and for Women.

(2) For the purpose of such reservation of the office of Chairperson, each of the municipal corporations, municipal councils and town panchayats in the State shall constitute as separate units. The percentage of the population of the Scheduled Castes, the Scheduled Tribes and Women in the municipal corporations, municipal councils and town panchayats shall be arranged in the descending order. Such number of the municipal corporations, municipal councils and town panchayats having highest percentage of population of the Scheduled Castes, the Scheduled Tribes and Women, in the descending order shall be reserved for the Scheduled Castes, the Scheduled Tribes and Women as required under the Act.

(3) While reserving office of the Chairperson for Women belonging to the Scheduled Castes or the Scheduled Tribes, the municipality having the highest percentage of population of Women belonging to such Scheduled Castes or Scheduled Tribes, among the municipalities so selected for the Scheduled Castes and Scheduled Tribes shall be reserved.

(4) While reserving office of the Chairperson for Women under sub-rule (1), the municipality already reserved for the Scheduled Castes, Scheduled Tribes shall be left out and the next municipalities having highest percentage of Women population shall be reserved. The number of seats reserved for Women Chairperson shall be not less than fifty per cent.

(5) The Commissioner of a municipality shall publish a notice containing information as to whether the office of the Chairperson of the municipality has been reserved for the Scheduled Castes, the Scheduled Tribes or for Women or not in the office of the municipality and in one or two conspicuous places of the wards for information of the public.

(6) While determining the number of offices of the Chairperson of municipalities for the purpose of reservation for the Scheduled Castes, the Scheduled Tribes and Women, any fraction which is less than half shall be disregarded and half or more than half shall be regarded as one.

CHAPTER III.**ELECTIONS.****PART I.**

8. Definitions.— For the purpose of this Chapter,—

(a) “**Ballot box**” includes any box, bag or other receptacle used for the insertion of ballot paper by electors;

(b) “**Contesting candidate**” means a candidate whose nomination has been duly accepted under sub-rule (9) of rule 33 and who has not withdrawn his candidature;

(c) “**Cost**” means all costs and expenses of, a trial of an election petition or incidental to it;

(d) “**District Election Officer**” means the officer specified in rule 13;

(e) “**Election Court**” means the court of the Principal Judge, City Civil Court, Chennai in respect of the Chennai City Municipal Corporation and the court of the District Judge, in respect of other municipal corporations, municipal councils and town panchayats under whose jurisdiction, the municipal corporation or the municipal council or the town panchayat is situated;

(f) “**Elector**” in relation to a ward of a town panchayat or a municipal council or a municipal corporation, means a person whose name is entered in the electoral roll of that ward of town panchayat or municipal council or municipal corporation for the time being in force;

(g) “**Electoral Registration Officer**” means the Executive Officer of a town panchayat or the Commissioner of a municipal council or of a municipal corporation, as the case may be, or any other officer authorised in this behalf by the Election Commission under rule 14 to prepare and publish electoral rolls under the Act;

(h) “**Electoral right**” means the right of a person to stand or not to stand as, or to withdraw or not to withdraw from being, a candidate, or to vote or refrain from voting at an election;

(i) “**Electoral roll**” means the electoral rolls of the wards in a town panchayat or a municipal council or a municipal corporation;

(j) “**Electoral roll number of a person**” means and includes—

- (i) the serial number of the entry in the electoral roll in respect of that person;
- (ii) the serial number of the part of the electoral roll in which such entry occurs;
- (iii) the serial number of the street in which such entry occurs; and
- (iv) the number and name of the ward of the town panchayat or municipal council or municipal corporation to which the electoral roll relates;

(k) “**Form**” means a form appended to these rules and includes a translation thereof in the language or languages in which the electoral roll of town panchayat or municipal council or municipal corporation is prepared;

(l) “**Marked copy of the electoral roll**” means a copy of the electoral roll set apart for the purpose of marking the entry relating to the electors to whom ballot paper or ballot papers are issued at an election;

(m) “**Person**” does not include a body of persons;

(n) “**Polling Officer**” means an officer appointed under rule 19 of these rules to assist the Presiding Officer in the performance of his duties;

(o) “**Polling station**” means a place fixed under rule 16 of these rules, for taking poll at an election or elections;

(p) "**Presiding Officer**" means an officer appointed under rule 19 for taking poll at a polling station;

(q) "**Qualifying date**" in relation to the preparation of every electoral roll under these rules means the first day of January of the year in which it is so prepared;

(r) "**Returned Candidate**" means a candidate who has been declared as elected and whose name has been duly published;

(s) "**Returning Officer**" means an officer appointed under rule 15;

(t) "**State Election Officer**" means the officer specified in rule 12;

9. Conduct of more than one election simultaneously.— When the offices to be filled up by election under this Chapter are vacant in a town panchayat or municipal council or municipal corporation, elections to fill up such vacancies may be held either separately or simultaneously at the same polling station or polling stations, as the Election Commission may direct from time to time. The Presiding Officers, Polling Officers and such other Officers appointed for the purposes of conducting one election shall be deemed to have been appointed for the purposes of holding the elections so held simultaneously at the polling station. Unless otherwise directed by the Election Commission, the polling materials like ballot boxes, voting machines, rubber stamps, distinguishing marks, etc., used for one election may also be used for the other elections.

10. Signing of an instrument.— For the purpose of this Chapter, a person who is unable to write his name shall, unless otherwise expressly provided for in this Chapter, be deemed to have signed an instrument or other paper, if—

(1) he has placed a mark on such instrument or other paper in the presence of the Returning Officer, Presiding Officer or such other officer as may be specified in this behalf by the Election Commission; and

(2) such officer, on being satisfied as to his identity, has attested the mark as being the mark of that person.

PART II.

CONDUCT OF ELECTIONS.

11. Powers and functions of the Election Commission.— (1) The preparation of electoral roll and the conduct of all elections under these rules, shall be held under the superintendence and control of the Election Commission and for this purpose it shall have power to give such directions, as it may deem necessary, to the State Election Officer or District Election Officer or any other officer or servant of the Government or the local bodies or Government undertakings and aided schools, who are engaged for the purpose, so as to ensure efficient conduct of the elections.

(2) The Election Commission may, subject to control and revision, delegate its powers to such officers as it may deem necessary.

(3) The State Election Officer, the District Election Officer, Electoral Registration Officer, Returning Officer, Assistant Returning Officer, Zonal Officer, Presiding Officer, Polling Officer and any other officer appointed under these rules for the time being, for the conduct of any election and any police officer posted for election duty shall be deemed to be on deputation to the Election Commission for the period commencing on and from the date of preparation of electoral rolls till its completion and from the date of notification calling for such elections and ending with the date of completion of such elections and such officer shall, during that period, be subject to the control, superintendence and discipline of the Election Commission.

(4) (a) The Election Commission may obtain from the Executive Officers of town panchayats or the Commissioners of municipal councils and municipal corporations, as the case may be, particulars of various casual vacancies to be filled up under these rules.

(b) It shall be the duty of the Executive Officers or the Commissioners, as the case may be, to report every casual vacancy within one week from the date of its occurrence to the Election Commission.

12. State Election Officer.— The Commissioner or the Director of town panchayats in the case of town panchayats and the Commissioner or the Director of Municipal Administration in the case of municipal councils and municipal corporations except Chennai City Municipal Corporation shall be the State Election Officer who shall co-ordinate and supervise the preparation and publication of electoral rolls and also the conduct of all elections, respectively, to the town panchayats, municipal councils and all municipal corporations, except Chennai City Municipal Corporation in the State. The State Election Officer shall also perform such other functions as may be entrusted to him by the Election Commission from time to time.

13. District Election Officer.— The respective District Collector shall be the District Election Officer, in respect of town panchayats, municipal councils and municipal corporations, except in the district of Chennai. The Commissioner of Chennai City Municipal Corporation shall be the District Election Officer, for the Chennai City Municipal Corporation. The District Election Officer shall co-ordinate and supervise the works in connection with the preparation and publication of electoral rolls and the conduct of elections. The District Election Officer shall also perform such other functions as may be entrusted to him by the Election Commission from time to time.

14. Electoral Registration Officer.— The Election Commission shall authorise the Executive Officer of the respective town panchayat or the Commissioner of the respective municipal council or municipal corporation or any other officer, as the case may be, as the Electoral Registration Officer, for the purposes of preparing and publishing the electoral rolls of the town panchayat or the municipal council or the municipal corporation and in respect of the Wards in their jurisdictions.

15. Returning Officer and his duties.— (1) The Election Commission or the State Election Officer or the District Election Officer except the District Election Officer of the Chennai City Municipal Corporation, if specifically directed by the Commission, shall appoint the Executive Officer of the town panchayat or the Commissioner of the municipal council or municipal corporation or any other officer of the Government as Returning Officer for the conduct of election under these rules.

(2) Subject to the superintendence, direction and control of the Election Commission, and under the supervision and guidance of the State Election Officer and the District Election Officer, the Returning Officer shall be responsible for the proper conduct of the elections in the manner provided in the Act, these rules or any other order issued by the Election Commission from time to time.

16. Provision of polling stations.— The Returning Officer shall, with the approval of the District Election Officer, provide sufficient number of polling stations for every ward of a town panchayat or municipal council or municipal corporation, as the case may be, in such manner as the Election Commission may direct and shall, publish at such place or places and in such manner as the Election Commission may direct, a list, in the language or languages in which the electoral roll of the area is prepared, showing the names of polling stations so provided and the polling area or areas or group of voters for which they have been provided.

17. Observers.— (1) The Election Commission may nominate an Observer who shall be an officer of the Government to watch the conduct of election or elections in a town panchayat or municipal council or municipal corporation or a part or a group thereof within a Revenue division or a part of Revenue division or a group of Revenue divisions or a district and to perform such other functions as may be entrusted to him by the Election Commission.

(2) The Observer nominated under sub-rule (1) shall have the power to direct the Returning Officer appointed for the conduct of the election for which he has been nominated, to stop the counting of votes at any time before the declaration of the result or not to declare the result, if in the opinion of the Observer booth capturing has taken place at a large number of polling stations or at places fixed for the poll or counting of votes or any ballot box or electronic voting machine used at a polling station or at a place fixed for the poll is unlawfully taken out of the custody of the Presiding Officer or the Returning Officer or if at any time before the counting of the votes is completed, ballot boxes or electronic voting machines used at a polling station are unlawfully taken out of the custody of the Returning Officer or are accidentally or intentionally destroyed or lost or damaged or tampered with to such an extent that the result of the poll at that polling station or place cannot be ascertained.

(3) Where an Observer has directed the Returning Officer under this rule to stop counting of votes or not to declare the result, the Observer shall forthwith report the matter to the District Election Officer, the State Election Officer and the Election Commission and thereupon the Election Commission or the State Election Officer, as the case may be, shall, after taking all material circumstances into account, issue appropriate direction as prescribed under rule 61 or 97.

Explanation.— For the purposes of sub-rule (2) and sub-rule (3), “Observer” shall include any officer of the Election Commission as has been assigned under this rule the duty of watching the conduct of election or elections in a town panchayat or municipal council or municipal corporation or a part or a group thereof within a Revenue division or a part of Revenue division or a group of Revenue divisions by the Election Commission.

18. Assistant Returning Officer.— (1) The Election Commission or the State Election Officer or the District Election Officer, if so specifically authorised by the Election Commission, may appoint one or more officers as Assistant Returning Officers to assist any Returning Officer in the performance of all or any of his duties and functions:

Provided that every such Assistant Returning Officer shall be an officer of the Government or of the town panchayat or municipal council or municipal corporation, as the case may be, not below the rank of an Assistant in respect of town panchayat and Superintendent in respect of municipal council or municipal corporation.

(2) Every Assistant Returning Officer shall, subject to the control of the Returning Officer, be competent to perform all or any of the duties and functions of the Returning Officer as may be directed from time to time, by the Election Commission or the State Election Officer or the District Election Officer, as the case may be.

19. Appointment of Presiding Officers and Polling Officers.— The Returning Officer shall appoint a Presiding Officer and Polling Officers in accordance with the scale as may be specified by the Election Commission for each polling station:

Provided that only officers or servants of the Government, undertakings owned by the State Government, aided schools or local authorities except the employees of the town panchayat or municipal council or municipal corporation concerned shall be appointed as Presiding Officers:

Provided further that the officer or servants of the Central Government may also be appointed as Presiding Officers or Polling Officers with the permission of the competent authority of that Government.

20. General duties of the Presiding Officer and Polling Officers.— (1) Subject to the provisions of these rules, it shall be the general duty of the Presiding Officer at a polling station to keep order thereat, and to ensure that the poll is freely and fairly taken. It shall be the duty of the Polling Officers to assist the Presiding Officer in the performance of his functions.

(2) If the Presiding Officer, owing to illness or any other unavoidable cause, is obliged to absent himself from the polling station, his duties and functions shall be performed by such Polling Officer as has been specifically authorised by the Returning Officer.

PART III.

PREPARATION AND PUBLICATION OF ELECTORAL ROLL.

21. Preparation of electoral roll.— (1) The Electoral roll of a ward of a town panchayat or municipal council or municipal corporation, as the case may be (hereinafter referred to as the roll), shall be prepared with reference to the qualifying date by the Electoral Registration Officer, by integrating the particulars in the various entries available in such part or portion thereof of the current electoral roll of the Tamil Nadu Legislative Assembly Constituency and the various amendments issued to it from time to time, as they relate to the ward of a town panchayat or municipal council or municipal corporation or portion thereof.

(2) The roll shall be divided into convenient parts which shall be numbered consecutively.

(3) There shall be a separate part or parts of the rolls for each ward of a town panchayat or municipal council or municipal corporation, as the case may be.

(4) The number of names included in any part of the roll shall not ordinarily exceed two thousand and four hundred and in case where it exceeds that number, it shall be prepared in more than one part in a convenient manner, in accordance with the directions issued by the Election Commission from time to time.

(5) The rolls of all wards so prepared, published and put together shall form the electoral roll of the town panchayat or municipal council or municipal corporation, as the case may be.

Explanation.— The electoral roll for a town panchayat or municipal council or municipal corporation need not be prepared or amended separately once the electoral rolls of all the constituent wards have been prepared or amended under rule 25.

(6) The electoral roll shall be prepared before every general or mid – term election.

22. Form and language of the roll.— The roll shall be prepared in the format adopted in the roll of Tamil Nadu Legislative Assembly constituency. The title and other particulars shall be in accordance with the directions of the Election Commission issued from time to time. The roll shall be prepared in such language or languages in which the roll of the Tamil Nadu Legislative Assembly Constituency within which the ward of the town panchayat or municipal council or municipal corporation is situated, is prepared.

23. Order of names.— (1) The names of electors in each part of the roll shall be arranged according to house numbers.

(2) The names of electors in each part of the roll shall be numbered consecutively with separate serial numbers beginning with number one.

24. Publication of copies of rolls.— (1) As soon as the roll is prepared in accordance with these rules, the Electoral Registration Officer shall get it printed or cyclostyled or written in manuscript as many copies of the roll as may be directed by the Election Commission from time to time. He shall then publish at the office of the town panchayat or municipal council or municipal corporation and in one or more conspicuous places of the ward, the roll along with a notice in Form 1, by making copies thereof available for inspection by public and political parties.

(2) The Electoral Registration Officer may also give further publicity to the roll so published as he may consider necessary.

(3) He shall supply, free of cost, if so directed by the Election Commission, two copies of the roll to each of the recognised political parties as notified by the Election Commission from time to time.

(4) Upon such publication under this rule, the roll shall be the electoral roll of the ward or of the town panchayat or municipal council or municipal corporation, as the case may be, and shall remain in force till a fresh roll is prepared and published.

25. Procedure in case of claims and objections.— Omissions of name in any part of the roll or objection to any entry in the roll, at any point of time after its publication under rule 24, shall be settled first by getting amended suitably the relevant portion of the electoral roll of the Tamil Nadu Legislative Assembly Constituency, based on which the roll of the town panchayat or municipal council or municipal corporation was prepared. Anybody wishing to raise a claim for inclusion of any name in the roll or any objection in respect of any entry in the roll so published, shall submit a claim or objection under the provisions of the Registration of Electors Rules, 1960, to the Electoral Registration Officer of the concerned Legislative Assembly Constituency. Subject to the provisions of the Act and based on the orders of the Electoral Registration Officer of the Assembly Constituency on such claims and objections, the Electoral Registration Officer shall amend the relevant portion of the town panchayat or municipal council or municipal corporation electoral roll, incorporating the changes by issuing an amendment. In case of any clerical or printing error or when the entries deviate from the particulars of the Assembly roll, the concerned Electoral Registration Officer may cause such errors, omissions or commissions rectified so as to bring it in conformity with the particulars of the Assembly roll concerned. The Electoral Registration Officer, shall not resort to *suo-motu* revision of the rolls by way of deletions, additions or modifications.

26. Special Provision for preparation of rolls on changes in jurisdiction and on consequential re-delimitation of wards.— (1) If there is any change in the jurisdiction of a town panchayat or municipal council or municipal corporation or if the ward of the town panchayat or municipal council or municipal corporation is delimited anew in accordance with law and if it is necessary to prepare the rolls urgently, the Election Commission may direct that the rolls shall be prepared,—

(a) by putting together the rolls of the existing wards or divisions comprising the new wards or divisions so formed; and

(b) by making appropriate alteration in the arrangements, serial numbers and headings of the rolls so compiled.

(2) The roll so prepared shall be published in the manner specified in rule 24 and on such publication, shall be the roll for the newly created town panchayat or municipal council or municipal corporation or delimited ward or division.

27. Sale of electoral rolls and custody of rolls.— (1) After its publication, copies of the rolls or portion or extract thereof, may be sold to the public at the prices determined by the Election Commission from time to time and the proceeds thereof shall be remitted to the funds of the town panchayat or municipal council or municipal corporation concerned.

(2) One copy of the roll relating to each ward of the town panchayat or municipal council or municipal corporation duly authenticated by the Electoral Registration Officer shall be kept in his office for a period of six years from the date of its final publication or till a new roll is published, whichever is earlier.

PART IV.

NOTIFICATION OF ELECTION AND NOMINATION OF CANDIDATES.

28. Notification of programme of election.— (1) For the purposes of filling up of ordinary and casual vacancies the Election Commission, shall, in pursuance of the Constitutional provisions and in consultation with the Government, publish one or more notifications in the manner specified below, calling upon the electors to elect Councillors on such date or dates as may be specified therein.

(2) The notifications referred to in sub-rule (1) shall specify,-

(i) the date on which the public notice of election shall be published;

(ii) the last date for making nominations, which shall be the seventh day after the publication of the public notice referred to in clause (i) or if that day is a public holiday, the next succeeding day which is not a public holiday, the hours between which the nomination can be made being 11.00 a.m. and 3.00 p.m. on each day;

(iii) the time and date for taking up the scrutiny of nominations, which shall be 11.00 a.m. of the day immediately following the last date for making nominations or, if that date is a public holiday, the next succeeding day which is not a public holiday;

(iv) the hour and date upto which the withdrawal of candidature can be made, which shall be 3.00 p.m. on the second day after the date for the scrutiny of nominations or, if that day is a public holiday, the next succeeding day which is not a public holiday;

(v) the date or dates on which the votes of electors will be taken, should there be a poll, shall be a date not earlier than the seventh day after the last date for the withdrawal of candidature and the hours during which the poll will be open being not less than ten hours between 7.00 a.m. and 5.30 p.m.;

(vi) the date before which the election shall be completed; and

(vii) the date on which the first meeting of the newly elected councillors shall be held in the case of general elections.

(3) The notifications referred to in sub-rule (1) shall be published in the *Tamil Nadu Government Gazette*. The Election Commission may also arrange to publish the notifications at such other places as it deems fit, to give further publicity to the notification.

29. Notice of Election.— (1) In pursuance of the notification of the Election Commission under rule 28, the Returning Officer shall cause to be published, on the appointed date, a notice of election in Tamil in Form 2 and also in any other language or languages in which the electoral roll is published for the election of Councillors, in the town panchayat or municipal council or municipal corporation office and also affix a copy of the notice in two conspicuous places in the concerned wards.

(2) The notice of election shall contain the following particulars, namely:—

- (a) the ward or wards for which elections are to be held;
- (b) whether the ward is reserved or not; if reserved, whether it is reserved for the Scheduled Caste, or the Scheduled Tribe or for Woman;
- (c) the dates on which, the place or places at which and the hours between which nomination papers shall be presented;
- (d) the person or persons by whom the nomination papers will be received;
- (e) the date on which and the hours at which and the place at which the nomination papers will be taken up for scrutiny;
- (f) the last date on which and the hours upto which the nomination papers can be withdrawn;
- (g) the date on which and the place or places at which and the hours between which the votes of the electors will be taken at the poll, should there be a poll;
- (h) the date on which and the place or places and hour at which the Returning Officer will commence the counting of votes;
- (i) the date before which the election shall be completed; and
- (j) the date on which the first meeting of the newly elected councillors shall be held in the case of general elections.

30. Presentation of Nomination Paper.— (1) The nomination of every candidate shall be made by means of a nomination paper in Form 3. Copies of the Form can be had from the offices specified in the notice of election on any working day.

(2) On the date or dates specified in the election notice for the presentation of nomination papers, each candidate qualified to contest the election shall, either in person or by his proposer, deliver to the Returning Officer at the place and during the hours specified in that behalf, a nomination paper completed in Form 3 and signed by the candidate and by a proposer who shall be an elector in the ward of the town panchayat or municipal council or municipal corporation, in the election of Councillors:

Provided that no nomination paper for election shall be delivered to the Returning Officer on a day which is a public holiday.

Explanation.— The candidate for a ward of a town panchayat or municipal council or municipal corporation need not be an elector of that ward. However, he should be an elector in that town panchayat or municipal council or municipal corporation.

(3) (a) Every candidate at the time of filing his nomination paper for any general election or mid-term election for electing a Councillor of any town panchayat/municipal council/municipal corporation shall furnish full and complete information in an affidavit in Form 4.

(b) The said affidavit shall be duly sworn before a Magistrate of the First Class or a Notary Public or a Commissioner of Oaths appointed by the High Court of Madras or before an officer competent for swearing an affidavit. The affidavit shall be prepared in a Non judicial stamp paper of a value of not less than Rs. 20/- (Rupees twenty only).

(c) Non-furnishing of the affidavit by any candidate shall be considered to be a violation of this rule and the nomination of the candidate concerned shall be liable for rejection by the Returning Officer at the time of scrutiny of nomination papers.

(d) If more than one nomination has been filed by a candidate for an election, the affidavit shall be annexed along with the first nomination and there is no need to furnish the affidavit with the other nomination papers.

(e) The information so furnished by each candidate in the affidavit shall be disseminated by the respective Returning Officers by displaying a copy of the affidavit on the notice board of his office and also by making copies thereof available to all other candidates on demand and to the representatives of the print and the electronic media.

(f) If any rival candidate has furnished any information to the contrary, by means of a duly sworn affidavit, then such affidavit of the rival candidate shall also be disseminated along with the affidavit of the candidate concerned in the manner prescribed in clause (e).

(g) All the Returning Officers shall ensure that the format of the affidavit in Form 4 shall be furnished to the candidates along with the Forms of nomination papers as part of the nomination papers.

(h) In case of furnishing of any false information by any candidate, the Returning Officer concerned may initiate criminal action against the candidate, for an offence punishable under section 177 of Indian Penal Code, 1860 (Central Act XLV of 1860) after providing reasonable opportunity of hearing and by following the procedure contemplated in section 195 of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974).

(4) If the seat is reserved for the Scheduled Castes or the Scheduled Tribes, a candidate shall furnish a declaration in the nomination Form, specifying the Caste or Tribe of which he is a member and the area in relation to which that Caste or Tribe is notified as a Scheduled Caste or Scheduled Tribe in the State.

(5) On the presentation of the nomination paper, the Returning Officer shall satisfy himself that the names and roll numbers of the candidate and his proposer as entered in the nomination paper are the same as those entered in the roll:

Provided that the Returning Officer shall permit any misnomer or inaccurate description or clerical or printing error in the nomination paper in regard to the names or numbers, to be corrected or to bring them in conformity with the corresponding entries in the electoral roll and wherever necessary, direct that any clerical or printing error in the said entries shall be overlooked.

(6) Not more than four nomination papers shall be presented by or on behalf of any candidate for any one election.

(7) An elector for whom nomination papers as a candidate are presented for an election shall not sign any nomination paper as a proposer for that election.

31. Deposits.— (1) A candidate shall not be deemed to be duly nominated for election unless at the time of delivery of the nomination paper he deposits or causes to be deposited with the Returning Officer in cash, or encloses with the nomination paper a receipt showing that the amount specified in the Table below has been deposited by him or on his behalf into the account of the town panchayat, municipal council or municipal corporation, concerned.

THE TABLE.

Sl. No.	Nature of Election	Amount	
		Other than for Scheduled Castes/Scheduled Tribes (Rs.)	For Scheduled Castes/Scheduled Tribes (Rs.)
(1)	(2)	(3)	
1	For election of Councillor of a town panchayat	1,000/-	500/-
2	For election of Councillor of a municipal council	2,000/-	1,000/-
3	For election of Councillor of a municipal corporation	4,000/-	2,000/-

Provided that where a candidate has been nominated for election as a Councillor by more than one nomination paper, not more than one deposit need be made.

(2) (a) The deposit made under sub-rule (1) shall unless forfeited under sub-rule (3) or (4) be returned as soon as practicable after the result of the election is declared:

Provided that where a candidate is not shown in the list of contesting candidates or dies before the commencement of the poll, the deposit shall be returned as soon as practicable after the publication of the list of contesting candidates.

(b) The deposit shall be returned to the candidate, his legal heirs, or a person authorised by him in this behalf.

(3) If a candidate is not elected and the number of valid votes polled by him does not exceed one sixth of the total number of valid votes polled by all the candidates in the ward, the deposit made by him or on his behalf, shall be forfeited to the town panchayat, municipal council or municipal corporation, concerned.

(4) The Returning Officer shall maintain in such Form as may be laid down by the Election Commission, an account of the deposits made.

32. Notice of nominations and the time and place for their scrutiny.— (1) The Returning Officer shall on receiving nomination paper under these rules, inform the person presenting the same, of the date, time and place fixed for the scrutiny of nominations and shall enter on the nomination paper its serial number and shall sign thereon a certificate stating the date on which and the hour at which the nomination paper has been presented to him.

(2) As soon as may be, after the close of the time fixed for receiving nomination papers on each day, the Returning Officer shall cause to be affixed in some conspicuous place in his office a notice in Form 5 of all the nomination papers presented to him on that day.

(3) On the last day, after the expiry of the time fixed for receipt of nomination papers, the Returning Officer shall cause to be affixed in the notice board of his office a consolidated notice in Form 6 of all the nomination papers presented to him and the date, time and place fixed for the scrutiny of nominations.

(4) If a candidate considers that his name is incorrectly spelt or is otherwise incorrectly shown in his nomination paper or is different from the name by which he is popularly known, he may, at any time before the list of contesting candidate is prepared, furnish in writing to the Returning Officer, the proper form and spelling of his name and the Returning Officer shall, on being satisfied as to the genuineness of the request, make necessary correction or alteration in the list in Form 6 and adopt that form and spelling in the list of contesting candidates.

33. Scrutiny of nominations.— (1) On the date and hour notified, the Returning Officer shall take up the scrutiny of nominations at the place fixed for scrutiny. The candidate, one of his proposers and one other person duly authorised by him, may attend the scrutiny. The Returning Officer shall provide them reasonable facilities for examining the nomination papers of all the candidates entered in the list in Form 6.

(2) If any person objects to any nomination, he shall do so in writing. The Returning Officer shall give a written acknowledgement for the receipt of objection.

(3) The Returning Officer shall then examine the nomination papers and decide, ward by ward, the objections which may be raised to any nomination and may either, on such objection, or on his own motion, after such summary inquiry, as he thinks necessary, reject any nomination on any of the following grounds, namely:—

(a) that on the date of filing of nomination papers, the candidate either was not qualified for being elected to fill up the vacancy under any of the provisions of the Act; or

(b) that there has been a failure to comply with any of the provisions contained in rule 30 or 31; or

(c) that the signature of the candidate or the proposer on the nomination paper is not genuine; or

(d) that, where the election is solely for a seat reserved for the Scheduled Castes or the Scheduled Tribes or Women, the candidate does not belong to such category.

(4) Nothing contained in clause (b) or (c) of sub-rule (3) shall be deemed to authorise the rejection of the nomination of any candidate, if the candidate has been duly nominated by means of another nomination paper in respect of which no defect has been noticed.

(5) The Returning Officer shall not reject any nomination paper on the ground of any defect which is not of a substantial character.

Explanation.— For the purpose of this sub-rule, failure to complete or any defect in completing the declaration as to symbols in a nomination paper shall not be a defect of a substantial character.

(6) Where a person has signed as a proposer in more than one nomination paper in respect of an election, only that nomination paper which has been first received shall be accepted if it is otherwise valid.

(7) The Returning Officer shall hold the scrutiny on the date and time notified in this behalf in the election notice and shall not allow any adjournment of the proceedings except when such proceedings are interrupted or obstructed by riot or open violence or by causes beyond his control:

Provided that if an objection is raised by the Returning Officer or by any other person, the candidate concerned may be allowed time to rebut it not later than 11.00 a.m. on the next day following the date fixed for scrutiny. The Returning Officer shall record his decision on that nomination on the adjourned date.

(8) The Returning Officer shall endorse on each nomination paper his decision accepting or rejecting the same. If the nomination paper is rejected, he shall record in writing a brief statement of his reasons for such rejection. A copy of the same may be furnished to the candidate concerned, if any application in this behalf has been made by him.

(9) Immediately after all the nomination papers are scrutinized and decisions accepting or rejecting the same are recorded, the Returning Officer shall prepare a list of validly nominated candidates, in the order of Tamil alphabet, in Form 7 and publish a copy thereof at the place notified for receipt of nominations.

34. Withdrawal of candidature.— (1) Any candidate may withdraw his candidature by a notice in Form 8 subscribed by him and delivered to the Returning Officer before the time fixed for the purpose. The notice may be delivered either by such candidate in person or by his proposer, who has been authorised in this behalf in writing, by such candidate.

(2) On receipt of such notice, the Returning Officer shall note thereon the date and time at which it was delivered to him.

(3) No person who has given notice of withdrawal of his candidature under sub-rule (1), shall be allowed to cancel the notice.

(4) The Returning Officer shall, on being satisfied as to the genuineness of the notice of withdrawal and the identity of the person delivering it under sub-rule (1), cause a notice showing the list of candidates who have withdrawn their candidature in Form 9 to be affixed in the notice board of his office.

35. Preparation of list of contesting candidates.— (1) Immediately after the expiry of the period within which candidature is allowed to be withdrawn under sub-rule (1) of rule 34, the Returning Officer shall prepare in Form 10, a list of contesting candidates, that is to say, candidates who are included in the list of validly nominated candidates and who have not withdrawn their candidature within the period allowed for the withdrawal.

(2) The said list shall contain,—

(a) the names, as corrected under sub-rule (4) of rule 32, and arranged in the order of Tamil alphabet;

(b) the addresses of the contesting candidates as given in the nomination papers; and

(c) other particulars set out in Form 10.

36. Procedure in contested and uncontested election.— (1) The Returning Officer shall immediately after the preparation of the list of contesting candidates referred to in rule 35, adopt the procedure specified hereunder and determine the seat in respect of which a poll is necessary:-

(a) if there is only one contesting candidate, the Returning Officer shall, after publishing the list in Form 10 at the places mentioned in sub-rule (4) of rule 39, declare such candidate to be duly elected.

(b) if there are two or more contesting candidates, the Returning Officer shall arrange for a poll to be taken.

(c) if there is no contesting candidate, a report shall be sent to the Election Commission, State Election Officer and the District Election Officer for starting the election proceedings afresh in all respects as if for a new election.

(2) The declaration referred to in clause (a) of sub-rule (1) above shall be made in Form 28. The Returning Officer shall also cause to be affixed in some conspicuous place in his office, a copy of the declaration.

37. Recognition of political parties.— Every political party recognised by the Election Commission of India as a National party or as a State party in the State under the Election Symbols (Reservation and Allotment) Order, 1968 shall be a recognised political party for the purpose of election under these rules.

38. Publication of a list of recognised parties and symbols.— For the purpose of these rules, the Election Commission shall publish by a notification a list of recognised political parties and symbols reserved to each such recognised political party and a list of free symbols.

39. Assignment of symbols and publication of list of contesting candidates.— (1) After expiry of the period for withdrawal of candidature, if a poll is found to be necessary, the Returning Officer shall, subject to such direction as may be issued by the Election Commission in that behalf, assign a distinctive symbol to each contesting candidate and also be supplied with a specimen thereof.

(2) The allotment by the Returning Officer of any symbol to a candidate shall be final except where it is inconsistent with any direction issued by the Election Commission under sub-rule (1). In such cases, the Election Commission may revise the allotment in such manner as it thinks fit.

(3) Notwithstanding anything contained in sub-rule (1), the Election Commission may by order rescind, revoke, amend or vary the direction issued under sub-rule (1) for the assignment of symbols to the contesting candidates, at any stage before the last date fixed for finalising the list of contesting candidates in Form 10.

(4) The Returning Officer shall then complete the list of contesting candidates in Form 10 and publish the same at the office of the town panchayat or municipal council or municipal corporation, as the case may be. The list shall also be displayed in two or more conspicuous places in the respective ward.

40. Death of candidate before poll.— If a candidate, set up by a recognised political party,-

(a) dies at any time after 11.00 a.m. on the last date for making nominations and his nomination is found valid on scrutiny under rule 33; or

(b) whose nomination has been found valid on scrutiny under rule 33 and who has not withdrawn his candidature under rule 34, dies, and in either case, a report of his death is received at any time before the publication of the list of contesting candidates under rule 39; or

(c) dies as a contesting candidate and a report of his death is received before the commencement of the poll, the Returning Officer shall, upon being satisfied about the fact of the death of the candidate, by order, adjourn the poll and report the fact to the Election Commission, the State Election Officer and the District Election Officer and all proceedings with reference to the election shall be commenced afresh in all respects, by the Election Commission, as if for a new election:

Provided that no order for adjourning the poll should be made in a case referred to in clause (a) except after the scrutiny of all the nominations including the nomination of the deceased candidate:

Provided further that no fresh nomination shall be necessary in the case of a person who was a contesting candidate at the time of the adjournment of the poll.

PART V.

POLL.

41. Appointment of polling personnel.— (1) If a poll has to be taken, the Returning Officer shall appoint for each polling station one Presiding Officer, as many Polling Officers as may be authorised by the Election Commission, and such other persons to assist the Presiding Officer.

(2) The Presiding Officer shall ensure that votes are recorded at the Polling Station with absolute secrecy and he shall regulate the number of electors to be admitted at one time and shall exclude all other persons except,-

(a) the contesting candidates, their election agents and one polling agent at a time for each contesting candidate;

(b) a child in arms accompanying an elector;

(c) a person accompanying a blind or infirm elector who cannot move without help;

(d) such other persons as the Returning Officer or the Presiding Officer may admit for the purpose of helping in the identification of the electors or in searching women electors or assisting him otherwise in taking the poll;

(e) public servants on duty in connection with elections; and

(f) such other persons as may be authorised by the Election Commission and the State Election Officer as well as the District Election Officer.

42. Appointment of election agents.— A candidate at an election may appoint any one person to be his election agent. Such an appointment may be made by the candidate by giving notice in Form 11 by forwarding the same in duplicate to the Returning Officer, who shall return one copy thereof after affixing thereon his seal and signature in token of his approval of the appointment.

43. Functions of election agent.— An election agent may perform such functions in connection with the election as are authorised by or under these rules to be performed by an election agent.

44. Appointment of polling agents.— (1) Each contesting candidate or his election agent may appoint one polling agent and one or two relief polling agents as may be specified by the Election Commission from time to time to act as the polling agent of such candidate at each polling station.

(2) Every such appointment shall be made in Form 12 and shall be handed over to the polling agent for production at the polling station.

(3) At every election where a poll is taken, each contesting candidate at such election, his election agent or his polling agent shall have a right to be present at the polling station.

(4) Where any act or thing is required or authorised by this rule to be done in the presence of the polling agent, the non-attendance of any such agent at the time and place appointed for the purpose shall not invalidate the act or thing done, if the act or thing is otherwise done lawfully.

45. Arrangements at polling station.— (1) At each polling station there shall be set up one or more voting compartments as the Election Commission may direct, from time to time in which electors can record their votes screened from the observation of all others.

(2) The Returning Officer shall provide at each polling station sufficient number of ballot boxes, copies of the relevant part of the electoral roll, ballot papers, instruments for stamping the distinguishing mark on ballot papers and instruments necessary for electors to mark the ballot papers.

(3) Every ballot box shall be so constructed that ballot papers can be inserted therein but cannot be withdrawn therefrom without the box being unlocked or opened.

(4) At the entrance to each polling station there shall be displayed prominently a notice showing the number and names of the contesting candidates as published in Form 10, the distinctive symbol assigned to each candidate in respect of the election for which poll is taken in that polling station and a notice showing the polling area and the groups of electors who are entitled to vote at that polling station.

46. Preparation of ballot boxes for poll.— (1) Where a paper seal is used in an election for securing a ballot box, the Presiding Officer shall affix his own signature on the reverse side of the paper seal and obtain thereon the signatures of such of the polling agents present as are desirous of affixing the same.

(2) The Presiding Officer shall thereafter fix the paper seal so signed in the space meant therefor in the ballot box and shall secure the seal in such a manner that the slit for the insertion of the ballot papers thereinto remains open. An account of the paper seals used shall also be maintained by the Presiding Officer as directed by the Election Commission. The Presiding Officer may also permit the polling agents to note down the serial numbers of the paper seals used.

(3) The paper seal used for securing a ballot box shall be affixed in such manner that after the box has been closed it is not possible to open it without breaking the seal.

(4) Where it is not necessary to use paper seals for securing the ballot boxes, the Presiding Officer shall secure and seal the ballot box in such manner that the slit for insertion of ballot papers remains open and allow the polling agents present to affix their seals, if they so desire.

(5) Every ballot box used at a polling station shall bear labels and address tags both inside and outside marked with,—

(a) the name of the town panchayat or municipal council or municipal corporation and number of the ward;

(b) the serial number and name of the polling station;

(c) the serial number of the ballot box (to be filled in, at the end of the poll on the label and address tag outside the ballot box only); and

(d) the date of poll.

(6) The Presiding Officer shall, immediately before the commencement of the poll, show ballot box empty to such contesting candidates, election agents, polling agents and other authorised persons as are present and then lock it up and place his seal upon it. The ballot box shall then be closed, sealed and secured and placed in full view of the Presiding Officer and the polling agents. The Presiding Officer shall also sign the declaration in Part I in Form 13 and also obtain the signatures of such of the polling agents who are present and are willing to affix their signatures. He shall repeat this process as and when another ballot box is prepared for use. At the end of the poll, a further declaration in Part II of Form 13 shall be recorded in the same manner.

(7) Before the polling station is opened for the recording of votes, the Presiding Officer shall read the relevant provision of the Act relating to the maintenance of secrecy of elections to such persons as may be present and shall also explain the substance thereof in Tamil.

47. Marked copy of electoral roll.— (1) There shall be as many marked copies of electoral rolls as may be specified by the Election Commission for a polling station.

(2) Immediately before the commencement of the poll, the Presiding Officer shall demonstrate to the polling agents and others present that the marked copy of the electoral roll or rolls to be used during the poll does not contain any entry other than those made in pursuance of these rules and other authorised corrections made by the Electoral Registration Officer.

48. Facilities for women electors.— (1) Where a polling station is for both men and women electors, the Presiding Officer may direct that they shall be admitted into the polling station alternately in separate batches.

(2) The Returning Officer or the Presiding Officer may engage the services of a woman to serve as an attendant at any polling station to assist women electors and also to assist the Presiding Officer, in taking the poll in respect of women electors generally, and in particular to help in searching any woman elector in case it becomes necessary.

49. Challenging of identity.— (1) Any polling agent may challenge the identity of a person claiming to be a particular elector by first depositing a sum of one hundred rupees in cash with the Presiding Officer for each such challenge.

(2) On such deposit being made, the Presiding Officer shall,-

(a) warn the person challenged of the penalty for personation;

(b) read the relevant entry in the electoral roll in full and ask him whether he is the person referred to in that entry;

(c) enter his name and address in the list of challenged votes in Form 14; and

(d) require him to sign in the said list.

(3) The Presiding Officer shall thereafter hold a summary inquiry into the challenge and may for that purpose,-

(a) require the challenger to adduce evidence in proof of the challenge and the person challenged to adduce evidence in proof of his identity;

(b) put to the person challenged any question necessary for the purpose of establishing his identity and require him to answer them on oath; and

(c) administer an oath to the person challenged and any other person offering to give evidence.

(4) If, after the inquiry, the Presiding Officer considers that the challenge has not been established, he shall allow the person challenged to vote and if he considers that the challenge has been established, he shall debar the person challenged from voting, besides taking appropriate action against him.

(5) If the Presiding Officer is of the opinion that the challenge is frivolous or has not been made in good faith, he shall direct that the deposit made under sub-rule (1) be forfeited to town panchayat or municipal council or municipal corporation, as the case may be, and in any other case, he shall return it to the challenger at the conclusion of the inquiry.

50. Identification of electors.— (1) The Presiding Officer may seek the assistance of such local persons as he thinks fit to help in the identification of the electors or to assist him otherwise in taking the poll.

(2) As each elector enters the polling station, the Presiding Officer or the Polling Officer authorised by him in this behalf, shall check the elector's name and other particulars with the relevant entry in the electoral roll and then call out the serial number, name and other particulars of the elector.

(3) In deciding the right of a person to obtain a ballot paper, the Presiding Officer or the Polling Officer, as the case may be, shall overlook mere clerical or printing error in any entry in the electoral roll, if he is satisfied that he is the elector to whom that entry relates.

51. Safeguards against personation.— (1) Every elector, shall before receiving the ballot paper allow,—

(a) the inspection of his left forefinger by the Presiding Officer or Polling Officer; and

(b) an indelible ink mark to be put on the back of left forefinger immediately above the root of the nail on skin or in such manner as the Election Commission may direct in special circumstances.

(2) If any such elector,—

(a) refuses to allow such inspection of his left forefinger by the Presiding Officer or Polling Officer as the case may be; or

(b) refuses to allow an indelible ink mark to be put on left forefinger; or

(c) persists in doing any act with a view to remove any such mark after it has been put, he shall not be entitled to be supplied with any ballot paper or to record his vote at the election.

(3) No person who has already such mark on the left forefinger shall be supplied with a ballot paper.

(4) Any reference in these rules to the left forefinger of an elector shall, in the case where the elector has his left forefinger missing, be construed as a reference to any other finger or fingers on his left hand, and shall in case where all the fingers of his left hand are missing, be construed as a reference to the forefinger or any other finger or fingers of his right hand, and shall in the case where all his fingers of both the hands are missing be construed as a reference to such extremity of his left or right arm as he possesses.

(5) With a view to prevent impersonation of electors and facilitating their identification at the time of poll, every elector shall produce documentary evidence establishing his identity as may be specified and in the manner directed by the Election Commission in this behalf, from time to time.

52. Right to vote.— (1) No person whose name is not entered in the electoral roll of any ward shall be entitled to vote.

(2) No person shall vote at an election if he is subject to any of the disqualifications referred to in section 16 of the Representation of the People Act, 1950 (Central Act 43 of 1950) or the relevant sections of the Act.

(3) No person shall vote in more than one ward in a town panchayat or a municipal council or a municipal corporation notwithstanding the fact that his name may have been registered in the electoral roll of more than one ward of the town panchayat or the municipal council or the municipal corporation and if a person votes in more than one ward, his votes in all such wards shall be void.

(4) No person shall at any election, vote in the same ward more than once, notwithstanding the fact that his name may have been registered in the electoral roll for that ward more than once and if he does vote more than once, all his votes in the ward shall be void.

(5) No person shall vote at any election if he is confined in a prison whether under a sentence of imprisonment or otherwise:

Provided that nothing in this sub-rule shall apply to a person subjected to preventive detention under any law for the time being in force.

53. Ballot papers.— (1) Every ballot paper for election of Councillor shall be in Form 15 with a counterfoil attached to it. The names of the contesting candidates with their respective distinctive symbols shall be printed in Tamil on the ballot papers in the same order in which the names appear in Form 10. The size and colour of the ballot paper and other matters relating thereto shall be, as directed by the Election Commission from time to time.

(2) Both the ballot papers and the counterfoils, shall be serially numbered and shall be stamped on their reverse by such distinguishing mark and in such manner as may be directed by the Election Commission from time to time.

54. Manner of voting.— At every election where a poll is taken, votes shall be given by ballot and all voters voting at an election shall do so in person at the polling station and no votes shall be received by proxy.

55. Issue of ballot papers and voting procedure.— (1) Before any ballot paper is delivered to an elector, the Presiding Officer shall affix his signature in full on the back of each ballot paper and affix the distinguishing mark of the polling station. The electoral roll number and other particulars of the elector shall be noted in the counterfoil, and the elector shall be required to sign it. The entry relating to the elector in the marked copy of the electoral roll shall be underlined. No person in the polling station shall note down the serial number of the ballot paper issued to a particular elector.

(2) Each elector shall be given only one ballot paper. The elector, on receiving the ballot paper, shall forthwith proceed to one of the voting compartments which is vacant, and there, with the aid of the instrument supplied for the purpose, make a mark on the ballot paper against the name or symbol of the candidate for whom he intends to vote. The mark may be made anywhere in the compartment within which the name and symbol, of such candidate is printed on the ballot paper. He shall then fold the ballot paper so as to conceal his vote and after showing to the Polling Officer the distinguishing mark stamped on its back, insert the folded ballot paper into the ballot box kept for the purpose.

(3) Every elector shall vote without undue delay and shall quit the polling station as soon as he has voted. He shall not place anything except ballot paper in the ballot box. Anything other than ballot papers found in the box at the time of counting of votes, shall be forfeited.

(4) No elector shall be allowed to enter a voting compartment when another elector is inside.

56. Voting procedure for electors on election duty.— (1) When an elector entitled to vote at an election is duly appointed for election duty at a polling station at which he is not ordinarily entitled to record his vote, or is drafted for other election duty and is unable to vote, he may send a request in Form 16 to the Returning Officer so as to reach him at least seven days, or such shorter period as the Returning Officer may allow, before the date of the poll. If the Returning Officer is satisfied that the applicant is so entitled to vote, he shall forward to the applicant, an election duty certificate in Form 17 along with a ballot paper from out of those meant for the polling station where the applicant is ordinarily entitled to record his vote. The Returning Officer shall stamp on the back of the ballot paper and the counterfoil the letters "EDC". He shall before forwarding such ballot paper, underline the entry and write the letters EDC against that entry relating to that

elector in the marked copy of the electoral roll relating to the polling station at which the elector is entitled to record his vote denoting that the elector has been issued with a ballot paper.

(2) On receiving the ballot paper, the elector on election duty shall record his vote by making a tick mark on the ballot paper against the name or symbol of the candidate to whom he intends to vote. The mark may be made anywhere in the compartment within which the symbol and name of such candidate is printed on the ballot paper. The elector shall sign a declaration in Form 18. He shall then enclose the ballot paper in an envelope provided for the purpose and stick the envelope and secure it by seal or otherwise. He shall then enclose the envelope containing the marked ballot paper in an outer cover provided for this purpose, as well as the election duty certificate and the declaration aforesaid and send it to the Returning Officer by post or by messenger so as to reach him or the person authorised by him before 8.00 a.m. on the day of counting of votes.

57. Recording of votes of blind and infirm electors.— (1) If the Presiding Officer is satisfied that owing to old age or blindness or other physical infirmity, an elector is unable to recognise the symbol on the ballot paper or to read the name of the candidate or to make mark thereon without assistance, the Presiding Officer shall permit the elector to take with him a companion of not less than eighteen years of age to the voting compartment for recording his vote on the ballot paper on his behalf and in accordance with his wishes, and if necessary, for folding the ballot paper so as to conceal the vote and inserting it into the ballot box:

Provided that no person shall be permitted to act as the companion of more than one elector at any polling station on the same day:

Provided further that before any person is permitted to act as the companion of an elector on any day under these rules, the companion shall be required to declare that he shall keep the secrecy of the vote recorded by him on behalf of the elector, and that he has not already acted as the companion of any elector at any polling station on that day.

(2) The Presiding Officer shall keep a record in Form 19 of all such cases under this rule.

58. Spoilt and returned ballot papers.— (1) If an elector after obtaining a ballot paper decides not to use it, he shall return it to the Presiding Officer and the ballot paper so returned shall be marked "Returned-cancelled", and signed by the Presiding Officer.

(2) If an elector has inadvertently dealt with his ballot paper in such manner that it cannot be conveniently used as ballot paper shall return it to the Presiding Officer, who if satisfied of the inadvertence, may issue another ballot paper and the ballot paper so returned shall be marked "Spoilt-cancelled" and signed by the Presiding Officer.

(3) If an elector to whom a ballot paper has been issued, refuses, after warning given by the Presiding Officer, to observe the procedure as laid down in rule 55, the ballot paper issued to him shall whether he has recorded his vote thereon or not, be taken back from him by the Presiding Officer or a Polling Officer under the direction of the Presiding Officer. After the ballot paper has been taken back, the words "Cancelled: voting procedure violated" shall be marked on its rear side and signed by the Presiding Officer.

(4) All ballot papers returned or taken back under sub-rules (1), (2) and (3) shall be kept in separate covers and put into the relevant packet referred to in sub-rule (4) of rule 62.

59. Tendered Votes.— (1) If a person representing himself to be a particular elector applies for a ballot paper after another person has already voted as such elector, he shall, on satisfactorily answering such questions relating to his identity as the Presiding Officer may ask, be entitled, subject to the following provisions of this rule, to mark a ballot paper (hereinafter referred to in these rules as a "tendered ballot paper") in the same manner as any other elector.

(2) Every person referred to in sub-rule (1) shall before being supplied with a tendered ballot paper, affix his signature against the entry relating to him in a list in Form 20 and in the counterfoil of the ballot paper.

(3) A tendered ballot paper shall be the same as the other ballot papers used at the polling station except that,—

(a) such tendered ballot paper, shall be serially the last in the bundle of ballot papers issued for use at the polling station; and

(b) such tendered ballot paper and its counterfoil shall be endorsed on the back with the words “tendered ballot paper” by the Presiding Officer in his own hand and signed by him.

(4) The elector, after marking a tendered ballot paper in the voting compartment and folding it, shall, instead of putting it into the ballot box, give it to the Presiding Officer, who shall place it in a separate cover superscribed as “Tendered votes”.

Explanation.— If the identity of the person who applies for the issue of a tendered vote is challenged, the provisions of rule 49 shall apply.

60. Adjournment of poll in emergencies.— (1) If at a poll, the proceedings at any polling station are interrupted or obstructed by any riot or open violence, or if at an election it is not possible to take the poll at any polling station on account of any natural calamity or any other sufficient cause, the Presiding Officer for such polling station shall stop the poll, inform through the Returning Officer to the Election Commission, State Election Officer and the District Election Officer. The fact, that the poll has been so stopped shall be immediately announced by the Presiding Officer to the persons present at the polling station.

(2) Where a Presiding Officer stops the poll under sub-rule (1), he shall observe the procedure laid down in rule 62 and make a full report of the circumstances to the Returning Officer who shall report the matter to the Election Commission, the State Election Officer and the District Election Officer. The ballot boxes and packets referred to in rule 62 shall also be sent to the Returning Officer, as soon as practicable.

(3) The District Election Officer shall thereupon order,—

(a) that the poll be adjourned and held at such polling station for the number of hours for which it was not held on the previous occasion; or

(b) that the poll be adjourned and held at such polling station for the full number of hours. An order passed by the District Election Officer under this sub-rule shall be final;

(c) when an order under clause (a) or (b) is passed, the Returning Officer shall not count the votes cast at such election until such adjourned poll shall have been completed.

(4) An order passed under clause (a) or (b) of sub-rule (3) shall state,—

(a) the date on which and the hours between which such adjourned poll, shall be held; and

(b) the date on which and the place and hour at which the Returning Officer shall commence the counting of the votes.

(5) On receipt of an order passed under sub-rule (3), the Returning Officer shall inform the contesting candidates or their election agents, of the date, time and place fixed for such adjourned poll and affix a notice on the notice board of the town panchayat or municipal council or municipal corporation, as the case may be, and in one or two conspicuous places in the ward specifying the date and time so fixed.

(6) Where an order is passed under these rules for the adjournment of the poll for the number of hours for which it was not held on previous occasion, the Returning Officer shall proceed further as stipulated under sub-rule (1) of rule 41 and return to the Presiding Officer, all the packets received by him under sub-rule (2). The Presiding Officer shall open the packets just before the commencement of such adjourned poll in the presence of such persons who may be present at the polling station and commence such adjourned poll precisely at the hour fixed therefor. At such adjourned poll, the Presiding Officer shall allow only such electors to vote who have not cast their vote on the previous occasion.

(7) Where an order is passed under clause (b) of sub-rule (3) for adjournment of poll for the full number of hours, the Returning Officer shall proceed afresh, under sub-rule (1) of rule 41 and such adjourned poll shall be held at the polling station concerned in accordance with the provisions of these rules in all respects, as if it were being held at such polling station for the first time:

Provided that fresh nomination need not be made.

(8) Notwithstanding anything contained in this rule, if a contesting candidate sponsored by a recognised political party in the election of a Councillor dies at any time before orders are passed by the District Election Officer under sub-rule (3) or at any time after the passing of such order but before the commencement of the such adjourned poll, the Returning Officer shall, upon being satisfied of the fact of the death of the contesting candidate, stop all further proceedings in connection with the election and inform the Election Commission, State Election Officer and the District Election Officer. The Election Commission shall thereupon start election proceedings afresh in all respects as if it were a new election:

Provided that for the election proceedings so started no fresh nomination shall be necessary in the case of the remaining contesting candidates.

61. Fresh poll in the case of destruction etc. of ballot boxes.— (1) If at any election,— (a) any ballot box used at a polling station or at a place appointed for counting of votes is unlawfully taken out of the custody of the Presiding Officer or the Returning Officer, or is accidentally or intentionally destroyed, or lost, or is damaged or tampered with to such an extent that the result of the poll at that polling station cannot be ascertained; or

(b) any such error or irregularity in procedure as is likely to vitiate the poll is committed at a polling station, the Returning Officer shall forthwith report the matter to the Election Commission, State Election Officer and the District Election Officer.

(2) Thereupon, the Election Commission or the State Election Officer shall, after taking all material circumstances into account, either—

(a) declare the poll at the polling station to be void, appoint a day and fix the hours for taking a fresh poll at that polling station and direct that the day so appointed and the hours so fixed be published in the manner laid down in sub-rule (5) of rule 60, besides intimating the contesting candidates or their election agents; or

(b) if satisfied that the result of a fresh poll at the polling station will not in any way affect the result of the election or that the error or irregularity in procedure is not material, issue such directions to the Returning Officer as he may deem proper for the further conduct and completion of the election.

(3) The provisions of these rules or orders made thereunder shall apply to every such fresh poll as they apply to the original poll.

62. Closing of poll.— (1) The Presiding Officer shall close the polling station at the hour fixed in that behalf under these rules and shall not thereafter admit any elector into the polling station:

Provided that unless the poll is stopped under sub-rule (1) of rule 60 all electors present at the polling station before it is closed shall be allowed to cast their votes.

(2) if any question arises whether an elector was present at the polling station before it was closed, it shall be decided by the Presiding Officer whose decision shall be final.

(3) The Presiding Officer of each polling station, as soon as practicable after the close of the poll, shall close the slit of the ballot box or boxes and where the box does not contain any mechanical device for closing the slit, he shall seal up the slit and also allow any candidate or polling agent present to affix his seal. The ballot box shall thereafter be sealed and secured. Where it becomes necessary to use a second ballot box by reason of the first ballot box getting full, the first ballot box shall be closed and sealed before another ballot box is put into use.

(4) The Presiding Officer shall then make up the following into separate packets and seal them with the seal supplied and allow the candidates or agents to affix their own seals if they so desire:-

- (i) the marked copy of the electoral roll;
- (ii) unused ballot papers and all cancelled ballot papers under rule 58;
- (iii) the tendered ballot papers and the tendered voters list;
- (iv) the unused and damaged paper seals;
- (v) receipt for challenge fee, statement of deposit on challenged votes and the list of challenged votes; and
- (vi) any other papers that may be specified by the Election Commission.

(5) The Presiding Officer shall also prepare separate covers as indicated below:-

- (a) Covers containing,—
 - (i) ballot paper account in Form 21;
 - (ii) paper seal account; and
 - (iii) presiding officer's diary;
- (b) Covers containing record of blind or infirm voters and declaration by companions of blind or infirm voters;
- (c) A Miscellaneous cover containing,—
 - (i) reference copy of electoral roll;
 - (ii) declaration by presiding officer;
 - (iii) appointment letters of polling agents;
 - (iv) unused stationery;
 - (v) pusher; and
 - (vi) other polling materials like drawing pins, badges with safety pin, gem-clips, etc.

(6) The Presiding Officer shall also prepare any other cover that may be specified by the Election Commission.

(7) The Presiding Officer shall furnish to every polling agent present at the close of the poll, a true copy of the entries made in the ballot paper account after obtaining a receipt from the said polling agent therefor and shall also attest it as a true copy.

63. Transmission of ballot boxes, etc. to the Returning Officer.— The Presiding Officer shall then deliver or cause to be delivered to the Returning Officer at such place as the Returning Officer may direct,—

- (a) the ballot boxes including unused ballot boxes;
- (b) the cover containing the ballot paper account, paper seal account and Presiding Officer's Diary;
- (c) the sealed covers referred to in rule 62;
- (d) all other papers and marking or stamping articles used at the poll; and
- (e) cash, if any forfeited under sub-rule (5) of rule 49.

PART VI.
COUNTING OF VOTES.

64. Admission to the place fixed for counting.— (1) The counting of votes shall take place on the day at the place and hour appointed in that behalf. The votes shall be counted by or under the supervision and direction of the Returning Officer. Each contesting candidate, his election agent and such number of his counting agents as may be specified by the Election Commission, shall have a right to be present at the time of counting. The counting agents shall be appointed in writing by the candidate or his election agent in Form 25. No other person shall be allowed to be present, except,—

(a) such persons hereinafter referred to as the “Counting Supervisor” or “Counting Assistant” whom the Returning Officer may appoint to assist him in the counting of votes;

(b) public servants on duty in connection with the election; and

(c) such persons as may be authorised by the Election Commission.

(2) No person who has been employed by or on behalf of any candidate for any purpose whatsoever connected with the election shall be appointed to assist in the counting of votes.

65. Maintenance of secrecy of elections.— The Returning Officer shall, before he commences to count the votes, read the provisions of the Act relating to the maintenance of secrecy of elections to such persons as may be present.

66. Counting of postal ballot papers and scrutiny and opening of ballot boxes.— (1) The Returning Officer shall first deal with the postal ballot papers received by him within the time prescribed therefor, as specified below:-

(a) No outer cover referred to in sub-rule (2) of rule 56 received by the Returning Officer after the expiry of the time fixed in that behalf shall be opened and no vote contained in any such cover shall be counted.

(b) The outer covers shall be opened one after another and the election duty certificates and declaration in Form 18 contained therein shall be collected together, counted and sealed in a separate packet.

(c) The envelopes containing the marked ballot papers shall then be opened one after another and the votes counted. If the declaration in Form 18 is not found or has not been duly signed or is otherwise substantially defective, in any envelope, after making an appropriate endorsement thereon, the Returning Officer shall reject the ballot paper contained therein.

(2) The ballot boxes relating to each of the polling stations shall then be taken up for counting. The Returning Officer may in his discretion have the ballot boxes used at more than one polling station opened and their contents counted simultaneously.

(3) Before any ballot box is opened at a counting table, the counting agents present at that table shall be allowed to inspect the paper seal and other seals on the ballot box and satisfy themselves that they are intact.

(4) The Returning Officer shall satisfy himself that none of the ballot boxes has been tampered with.

(5) If the Returning Officer is satisfied that any ballot box has been tampered with, he shall not count the ballot papers contained in that box and shall follow the procedure laid down in rule 61 in respect of that polling station.

(6) If a fresh poll is held under rule 61, the Returning Officer shall, after completion of that poll recommence the counting of votes on the date, at the time and place which have been fixed by the Election Commission or the State Election Officer in that behalf and of which notice has been previously given to the contesting candidates and their election agents. The provisions of this Part shall apply, so far as may be, to such further counting.

(7) The Returning Officer shall verify the ballot paper account prepared and delivered in Form 21 by the Presiding Officer under rule 63.

(8) The Returning Officer shall allow the candidates and their agents reasonable opportunity to inspect, without handling the ballot papers which in his opinion are liable to be rejected under rule 68. He shall endorse on every ballot paper which he rejects, the letter 'R' and the ground of rejection in abbreviated form either in his own hand writing or by means of a rubber stamp and shall initial such endorsement.

67. Destruction or loss of ballot papers at the time of counting.— (1) If at any time before the counting of votes is completed, ballot papers used at a polling station are unlawfully taken out of the custody of the Returning Officer or accidentally or intentionally destroyed or lost or damaged or tampered with, to such an extent that the result of the poll of that polling station cannot be ascertained, the Returning Officer shall forthwith report the matter to the Election Commission, the State Election Officer and the District Election Officer.

(2) Thereupon, the Election Commission or the State Election Officer shall after taking all material circumstances into account either,—

(a) direct that the counting of votes shall be stopped, declare the poll at the polling station to be void, appoint the date and fix the hour for taking a fresh poll at the polling station and notify the date so appointed and hour so fixed in such a manner as he may deem fit; or

(b) if satisfied that the outcome of a fresh poll at that polling station will not in any way affect the result of the election, the Election Commission or the State Election Officer shall issue such direction to the Returning Officer as he may deem proper for resumption and completion of the counting and for the further conduct and completion of the election in relation to which the votes have been counted.

(3) Provisions of these rules shall apply to every such fresh poll as they apply to the original poll.

68. Rejection of ballot papers.— (1) A ballot paper shall be rejected,—

(a) if it bears any mark or writing by which the elector can be identified; or

(b) if no vote is recorded thereon, or it bears a mark made otherwise than with the instrument supplied for the purpose; or

(c) if votes are given on it in favour of more than one candidate; or

(d) if the mark indicating the vote thereon is placed in such a manner as to make it doubtful to which candidate the vote has been given; or

(e) if it is a spurious ballot paper; or

(f) if it is so damaged or mutilated that its identity as a genuine ballot paper cannot be established; or

(g) if it bears a serial number, or is of a design, different from the serial numbers or design, as the case may be, of the ballot paper authorised for use at the particular polling station; or

(h) if it does not bear the distinguishing mark or the signature of the Presiding Officer which it should have borne under the provisions of sub-rule (1) of rule 55 or the letters "EDC" under the sub-rule (1) of rule 56; or

(i) if it is not the relevant ballot paper:

Provided that where the Returning Officer is satisfied that any such defect as is mentioned in clause (g) or clause (h) has been caused by any mistake or failure on the part of a Presiding Officer, the ballot paper shall not be rejected merely on the ground of such defect:

Provided further that a ballot paper shall not be rejected merely on the ground that the mark indicating the vote is not distinct or made more than once, if the intention that the vote shall be for a particular candidate clearly appears from the way the paper is marked.

(2) All ballot papers rejected under this rule shall be made into a separate bundle.

(3) The decision of the Returning Officer under this rule shall be final, subject only to the decision of the competent court on an election petition.

69. Counting of Valid votes.— (1) The vote recorded in every ballot paper which is not rejected under rule 68 shall be counted:

Provided that no cover containing the tendered ballot papers shall be opened and no vote recorded in such paper shall be counted.

(2) After the counting of the votes recorded in all ballot papers contained in all ballot boxes has been completed, the Returning Officer shall have the result of such counting entered in Part II of Form 21 and it shall be signed by the counting supervisor and the Returning Officer. The Returning Officer shall, then, make the entries relating thereto in a result sheet in Form 26.

(3) The valid ballot papers found in all the ballot boxes as well as the valid votes in the postal ballot boxes referred to in clause (c) of sub-rule (1) of rule 66 shall thereafter be bundled together and kept along with the bundle of rejected ballot papers in a separate packet which shall be sealed and on which shall be recorded the following particulars, namely:—

(a) the name of the town panchayat or municipal council or municipal corporation and the number of the ward;

(b) the particulars of the polling station where the ballot papers have been used; and

(c) the date of counting.

70. Counting to be continuous.— The Returning Officer shall as far as practicable proceed continuously with the counting and shall during any interval when the counting has to be suspended, keep the ballot papers, packets and all other papers relating to elections sealed with his own seal and the seals of such candidates or election agents as may desire to affix their seals and take sufficient precaution for their safe custody during such interval.

71. Recount of votes.— (1) After the completion of the counting and recording in Form 26 the total number of votes polled by each candidate under sub-rule (2) of rule 69, the Returning Officer shall announce the same. After such announcement and before the declaration of the result of the election, a contesting candidate or in his absence his election agent, may apply in writing to the Returning Officer for a recount of all or any of the votes already counted stating the grounds on which he demands such recount.

(2) On such application being made, the Returning Officer shall decide the matter and may allow the application in whole or in part, or may reject it in toto if it appears to him to be frivolous or unreasonable.

(3) Every decision of the Returning Officer under sub-rule (2) shall be in writing and contain the reason therefor.

(4) If the Returning Officer decides under sub-rule (2) to allow an application either in whole or in part, he shall,—

(a) count the votes again in accordance with his decision;

(b) amend the result sheet in Form 26 after such recount, if need be, to the extent necessary; and

(c) announce the amendment if any made by him.

(5) After the total number of votes polled by each candidate has been announced under sub-rule (1) or under sub-rule (4), the Returning Officer shall complete and sign the result sheet in Form 26 and no application for a recount shall be entertained thereafter:

Provided that no step under this sub-rule shall be taken on completion of the counting until the candidates or the election agents present at the completion thereof have been given a reasonable opportunity to exercise the right conferred under sub-rule (1).

72. Declaration of result of election.— (1) After the Returning Officer has completed the scrutiny and counting of votes, he shall declare the contesting candidate to whom the largest number of valid votes have been given as elected and complete and certify the 'Return of Election' in Form 27 and send the signed copy thereof to the Election Commission, the State Election Officer and the District Election Officer.

(2) The Returning Officer shall also forthwith cause to be affixed a copy of the declaration referred to in sub-rule (1) in the office of the town panchayat or municipal council or municipal corporation, as the case may be.

(3) If there is an equality of votes between two or more contesting candidates, and the addition of one vote will entitle any of these candidates to be declared elected, the Returning Officer shall decide between these candidates by lot and the candidate on whom the lot falls shall be deemed to have received an additional vote. The Returning Officer shall then declare the result accordingly.

(4) Any contesting candidate or his election agent or his counting agent on application be permitted to take a copy or an extract from the Result Sheet in Form 26.

73. Disposal of ballot papers.— (1) The Returning Officer, shall after declaring the results, retain in his custody or cause to be deposited in the custody of the officer as may be specified by the Election Commission, the packets of ballot papers, whether counted, rejected, cancelled or unused, the sealed packets containing the declarations made under sub-rule (2) of rule 56 and the marked copy of the electoral roll. These packets shall not be opened and their contents shall not be inspected or produced except under the orders of a competent court.

(2) The Returning Officer or the officer specified by the Election Commission under sub-rule (1), shall retain the packets and the marked copies of the electoral roll for six months and shall, thereafter, unless otherwise directed by the Court, cause them to be destroyed.

74. Publication of the names of successful candidates.— The names of the candidates duly elected shall be forwarded immediately after the declaration of results in Form 28 by the Returning Officer to the Election Commission, the State Election Officer or the District Election Officer, as the case may be. The State Election Officer in the case of town panchayat or municipal council or municipal corporation except Chennai City Municipal Corporation and the District Election Officer in the case of Chennai City Municipal Corporation shall arrange to publish the same in the *Tamil Nadu Government Gazette* in a consolidated form with the approval of the Election Commission and shall also arrange to publish it on the notice board of the office of the town panchayat or municipal council or municipal corporation, as the case may be.

PART VII.

VOTING BY ELECTRONIC VOTING MACHINES AND COUNTING OF VOTES.

75. Design of electronic voting machines.— Every electronic voting machine (hereinafter referred to as the voting machine) shall have a control unit and a balloting unit and shall be of such design as may be approved by the Election Commission.

76. Preparation of voting machine by the Returning Officer.— (1) The balloting unit of the voting machine shall contain such particulars and, in such language, or languages as the Election Commission may specify.

(2) The names of the candidates shall be arranged on the balloting unit in the same order in which they appear in the list of the contesting candidates in Form 10.

(3) If two or more candidates bear the same name, they shall be distinguished by the addition of their occupation or residence or in some other manner.

(4) Subject to the foregoing provisions, the Returning Officer shall,—

(a) fix the label containing the names and symbols of the contesting candidates in the balloting unit and secure that unit with his seal and the seals of such of the contesting candidates or their election agents present as are desirous of affixing the same; and

(b) set the number of contesting candidates and close the candidates set section in the control unit and secure it with his seal and the seals of such of the contesting candidates or their election agents present as are desirous of affixing the same.

77. Arrangements at polling station.— (1) At each polling station, there shall be set up one or more voting compartments, as the Election Commission may direct from time to time in which electors can record their votes screened from the observation of all others.

(2) The Returning Officer shall provide at each polling station, one or more voting machines, as may be specified by the Election Commission, and copies of relevant part of the electoral roll and such other election material, as may be necessary for taking the poll.

(3) Without prejudice to the provisions of sub-rule (2), the Returning Officer may, with the previous approval of the Election Commission, provide one common voting machine for two or more polling stations located in the same premises.

(4) At the entrance to each polling station, there shall be displayed prominently,—

(a) a notice showing the number and names of the contesting candidates as published in Form 10 and the distinctive symbol assigned to each candidate in the election for which poll is taken in that polling station; and

(b) a notice showing the polling area and the groups of electors who are entitled to vote at that polling station.

78. Admission to polling station.— The Presiding Officer shall ensure that votes are recorded at the polling station with absolute secrecy and he shall regulate the number of electors to be admitted at one time and shall exclude all other persons except,—

(a) the contesting candidates, their election agents and one polling agent at a time for each contesting candidate;

(b) a child in arms accompanying an elector;

(c) a person accompanying a blind or infirm elector who cannot move without help;

(d) such other persons as the Returning Officer or the Presiding Officer may admit for the purpose of helping in the identification of the electors or in searching women electors or assisting him otherwise in taking the poll;

(e) public servants on duty in connection with elections; and

(f) such other persons as may be authorised by the Election Commission and the State Election Officer as well as the District Election Officer.

79. Preparation of voting machine for poll.— (1) The control unit and balloting unit of every voting machine used at a polling station shall bear a label marked with,—

(a) the name of the town panchayat or municipal council or municipal corporation and number of the ward;

(b) the serial number and name of the polling station;

(c) the serial number of the unit; and

(d) the date of poll.

(2) Immediately before the commencement of the poll, the Presiding Officer shall demonstrate to such contesting candidates, election agents, polling agents and other authorised persons as are present that no elector has already recorded in the voting machine and it bears the label referred to in sub-rule (1).

(3) A paper seal shall be used for securing the control unit of the voting machine and the Presiding Officer shall affix his own signature on the paper seal and obtain thereon the signature of such of the polling agents present as are desirous of affixing the same.

(4) The Presiding Officer shall thereafter fix the paper seal so signed in the space meant therefor in the control unit of the voting machine and shall secure and seal the same.

(5) The seal used for securing the control unit shall be fixed in such manner that after the unit has been sealed, it is not possible to press the "result button" without breaking the seal.

(6) The control unit shall be closed and secured and placed in full view of the Presiding Officer and the Polling agents and the balloting unit placed in the voting compartment.

(7) Before the polling station is opened for recording of votes, the Presiding Officer shall read the relevant provisions of the Act relating to the maintenance of secrecy of elections to such persons as may be present and shall also explain the substance thereof in Tamil.

80. Marked copy of electoral roll.— Immediately before the commencement of the poll, the Presiding Officer shall demonstrate to the polling agent and others present that the marked copy of the electoral roll or rolls to be used during the poll does not contain any entry other than those made in pursuance of these rules and other authorised corrections made by the Electoral Registration Officer.

81. Facilities for Women electors.— (1) Where a polling station is for both men and women electors, the Presiding Officer may direct that they shall be admitted into the polling station alternately in separate batches.

(2) The Returning Officer or the Presiding Officer may engage the services of a woman to serve as an attendant at any polling station to assist women electors and also to assist the Presiding Officer, in taking the poll in respect of women electors generally, and in particular to help in searching any woman elector in case it becomes necessary.

82. Identification of electors.— (1) The Presiding Officer may seek the assistance of such local persons, as he thinks fit to help in the identification of the electors or to assist him otherwise in taking the poll.

(2) As each elector enters the polling station, the Presiding Officer or the Polling Officer authorised by him in this behalf, shall check the elector's name and other particulars with the relevant entry in the electoral roll and then call out the serial number, name and other particulars of the elector.

(3) At the time of poll, every elector shall produce documentary evidence establishing his identify as may be specified and, in the manner, directed by the Election Commission in this behalf, from time to time.

(4) In deciding the right of a person to cast his vote, the Presiding Officer or the Polling Officer, as the case may be, shall overlook mere clerical or printing error in an entry in the electoral roll if he is satisfied that he is the elector to whom such entry relates.

83. Challenging of identity.— (1) Any polling agent may challenge the identity of a person claiming to be a particular elector by first depositing a sum of one hundred rupees in cash with the Presiding Officer for each such challenge.

(2) On such deposit being made, the Presiding Officer shall,-

- (a) warn the person challenged of the penalty for personation;
- (b) read the relevant entry in the electoral roll in full and ask him whether he is the person referred to in that entry;
- (c) enter his name and address in the list of challenged votes in Form 14; and
- (d) require him to sign in the said list.

(3) The Presiding Officer shall thereafter hold a summary inquiry into the challenge and may for that purpose,-

(a) require the challenger to adduce evidence in proof of the challenge and the person challenged to adduce evidence in proof of his identity;

(b) put to the person challenged any question necessary for the purpose of establishing his identity and require him to answer them on oath; and

(c) administer an oath to the person challenged and any other person offering to give evidence.

(4) If, after the inquiry, the Presiding Officer considers that the challenge has not been established, he shall allow the person challenged to vote and if he considers that the challenge has been established, he shall debar the person challenged from voting, besides taking appropriate action against him.

(5) If the Presiding Officer is of the opinion that the challenge is frivolous or has not been made in good faith, he shall direct that the deposit made under sub-rule (1) be forfeited to town panchayat or municipal council or municipal corporation, as the case may be, and in any other case, he shall return it to the challenger at the conclusion of the inquiry.

84. Safeguards against personation.— (1) Every elector about whose identity the Presiding Officer or the Polling Officer, as the case may be, is satisfied, shall allow,-

(a) the inspection of his left forefinger by the Presiding Officer or Polling Officer; and

(b) an indelible ink mark to be put on the back of left forefinger immediately above the root of the nail on skin or in such manner as the Election Commission may direct in special circumstances.

(2) If any such elector persists in doing any act with a view to remove any such mark after it has been put, he shall not be entitled to record his vote at the election.

(3) No person who has already such mark on the left forefinger shall be allowed to record his vote.

(4) Any reference in these rules to the left forefinger of an elector shall, in the case where the elector has his left forefinger missing, be construed as a reference to any other finger or fingers on his left hand, and shall in case where all the fingers of his left hand are missing, be construed as a reference to the forefinger or any other finger or fingers of his right hand, and shall in the case where all his fingers of both the hands are missing be construed as a reference to such extremity of his left or right arm as he possesses.

85. Procedure for voting by voting machines.— Before permitting an elector to vote, the Polling Officer shall,-

(a) record the electoral roll number of the elector as entered in the marked copy of the electoral roll in a register of electors in Form 22;

(b) obtain the signature or the thumb impression of the elector on the register of electors; and

(c) mark the name of the elector in the marked copy of the electoral roll to indicate that he has been permitted to vote:

Provided that no elector shall be permitted to vote unless he has his signature or thumb impression on the register of electors.

86. Maintenance of Secrecy of voting by electors within the polling station and voting procedure.— (1) Every elector who has been permitted to vote under rule 85 shall maintain secrecy of voting within the polling station and for that purpose observe the voting procedure hereinafter laid down.

(2) Immediately on being permitted to vote, the elector shall proceed to the Presiding Officer or the Polling Officer in charge of the control unit of the voting machine who shall, by pressing the appropriate button on the control unit, activate the balloting unit, for recording of elector's vote.

(3) The elector shall thereafter forthwith,—

(a) proceed to the voting compartment;

(b) record his vote by pressing the button on the balloting unit against the name and symbol of the candidate for whom he intends to vote; and

(c) come out of the voting compartment and leave the polling station.

(4) Every elector shall vote without undue delay.

(5) No elector shall be allowed to enter the voting compartment when another elector is inside it.

(6) If an elector who has been permitted to vote under rule 85 or 89 refuses after warning given by the Presiding Officer to observe the procedure laid down in sub-rules (3) and (4), the Presiding Officer or a Polling Officer under the direction of the Presiding Officer shall not allow such elector to vote.

(7) Where an elector is not allowed to vote under sub-rule(6), a remark to the effect that voting procedure has been violated shall be made against the elector's name in the register of electors in Form 22 by the Presiding Officer under his signature.

87. Recording of votes of blind or infirm electors.—(1) If the Presiding Officer is satisfied that owing to old age or blindness or other physical infirmities, an elector is unable to recognise the symbol on the balloting unit of the voting machine or unable to record his vote by pressing the appropriate button thereon without assistance, the Presiding Officer shall permit the elector to take with him a companion of not less than eighteen years of age to the voting compartment for recording the vote on his behalf and in accordance with his wishes:

Provided that no person shall be permitted to act as the companion of more than one elector at any polling station on the same day:

Provided further that before any person is permitted to act as the companion of an elector on any day under these rules, the companion shall be required to declare that he shall keep secrecy of the vote recorded by him on behalf of the elector and that he has not already acted as the companion of any other elector at any other polling station on that day.

(2) The Presiding Officer shall keep a record in Form 19 of all such cases under this rule.

88. Elector deciding not to vote.— If an elector, after his electoral roll number has been duly entered in the register of elector in Form 22 and has put his signature or thumb impression thereon as required under rule 85 decided not to record his vote, a remark to this effect shall be made against the said entry in Form 22 by the Presiding Officer and the signature or thumb impression of the elector shall be obtained against such remark.

89. Tendered votes.— (1) If a person representing himself to be a particular elector seeks to vote after another person has already voted as such elector, he shall, on satisfactorily answering such questions relating to his identity as the Presiding Officer may ask, be instead of being allowed to vote through the balloting unit, supplied with a tendered ballot paper which shall be of such design, and the particulars of which shall be in such language or languages as the Election Commission may specify.

(2) Every such elector shall before being supplied with tendered ballot paper write his name and put his signature against the entry relating to him in Form 23 and put his signature on the counterfoil of the ballot paper.

(3) On receiving the ballot paper he shall forthwith,-

(a) proceed to the voting compartment which is vacant;

(b) with the aid of the instrument supplied for the purpose, make a mark on the ballot paper against the name or symbol of the candidate for whom he intends to vote;

(c) fold the ballot paper so as to conceal his vote;

(d) show to the Presiding Officer, if required, the distinguishing mark on the ballot paper;

(e) give it to the Presiding Officer who shall place it in a cover specially kept for the purpose; and

(f) leave the polling station.

(4) If owing to old age or blindness or physical infirmities, such elector is unable to record his vote without assistance, the Presiding Officer shall permit him to take with him a companion, subject to the same conditions and after following the same procedure as laid down in rule 87 for recording the vote in accordance with his wishes.

90. Presiding Officer's entry in the voting compartment during poll.— (1) The Presiding Officer may whenever he considers it necessary to do so, enter the voting compartment during poll and take such steps as may be necessary to ensure that the balloting unit is not tampered or interfered with.

(2) If the Presiding Officer has reason to suspect that an elector who has entered the voting compartment is tampering or otherwise interfering with the balloting unit or has remained inside the voting compartment for unduly long period, he shall enter the voting compartment and take such steps as may be necessary to ensure the smooth and orderly progress of the poll.

(3) Whenever the Presiding Officer enters the voting compartment under this rule, he shall permit the polling agents present to accompany him if they so desire.

91. Closing of poll.— (1) The Presiding Officer shall close the poll at the hour fixed in that behalf under these rules and shall not thereafter admit any elector into the polling station:

Provided that all electors present at the polling station before it is closed shall be allowed to cast their votes.

(2) If any question arises whether an elector was present to the polling station before it was closed, it shall be decided by the Presiding Officer and his decision shall be final.

92. Account of votes recorded.— (1) The Presiding Officer shall at the close of the poll prepare an account of votes recorded in Form 24 and enclose it in a separate cover with the words "Account of Votes Recorded" superscribed thereon.

(2) The Presiding Officer, shall furnish to every polling agent present at the close of the poll, a true copy of the entries made in Form 24 after obtaining a receipt from the said polling agent therefor and shall attest it as a true copy.

93. Sealing of voting machine after poll.— (1) As soon as practicable after the closing of the poll, the Presiding Officer shall close the control unit to ensure that no further votes are recorded and shall detach the balloting unit from the control unit.

(2) The control unit and the balloting unit shall thereafter be sealed and secured separately in such manner as the Election Commission, may direct and the seal used for securing them shall be so affixed that it will not be possible to open the units without breaking the seal.

(3) The polling agents present at the polling station, who desire to affix their seals, shall also be permitted to do so.

94. Sealing of other packets.— (1) The Presiding Officer shall then make up the following into separate packets:-

- (a) the marked copy of the electoral roll;
- (b) the register of electors in Form 22;
- (c) the cover containing the tendered ballot papers and the list in Form 23;
- (d) the list of challenged votes; and
- (e) any other paper directed by the Election Commission to be kept in a sealed packet.

(2) Each packet shall be sealed with the seal of the Presiding Officer and with the seal, either of the candidate or of his election agent or of his polling agent, who may be present at the polling station and may desire to affix his seal thereon.

95. Transmission of voting machines, etc. to the Returning Officer.— (1) The Presiding Officer shall then deliver or cause to be delivered to the Returning Officer at such place as the Returning Officer may direct,—

- (a) the voting machine;
- (b) the account of votes recorded in Form 24;
- (c) the sealed packets referred to in rule 94; and
- (d) all other papers used at the poll.

(2) The Returning Officer shall make adequate arrangements for the safe transport of the voting machine, packets and other papers for their safe custody until the commencement of the counting of votes.

96. Procedure on adjournment of poll.— (1) If the poll at any polling station is adjourned under sub-rule (1) of rule 60, the provisions of rules 92 to 95 shall, as far as practicable apply, as if the poll was closed at the hour fixed in that behalf.

(2) When an adjournment of the poll for the number of hours for which it was not held on the previous occasion is recommended under clause (a) of sub-rule (3) of rule 60, the electors who have already voted at the poll so adjourned shall not be allowed to vote again;

(3) The Returning Officer shall provide the Presiding Officer of the polling station at which such adjourned poll is held, with the sealed packet containing the marked copy of the electoral roll, register of electors in Form 22 and a new voting machine. The Presiding Officer shall open the sealed packet in the presence of the polling agents present and use the marked copy of the electoral roll for marking the names of the electors who are allowed to vote at such adjourned poll;

(4) The provisions of rules 75 to 95 shall apply in relation to the conduct of such adjourned poll.

(5) When an adjournment of the poll the full number of hours is recommended under clause (b) of sub-rule (3) of rule 60, the Returning Officer shall proceed afresh, under sub-rule (1) of rule 41 and such adjourned poll shall be held at the polling station concerned in accordance with the provisions of rules 75 to 95 in all respects, as if it were being held at such polling station for the first time:

Provided that fresh nomination need not be made.

97. Fresh poll in the case of destruction etc. of voting machine.— (1) If at any election,—

(a) any voting machine used at a polling station or at a place appointed for counting of votes is unlawfully taken out of the custody of the Presiding Officer or the Returning Officer, or is accidentally or intentionally destroyed or lost or is damaged or tampered with, to such an extent that the result of the poll at that polling station cannot be ascertained or any voting machine develops a mechanical failure during the course of the recording of votes; or

(b) any such error or irregularity in procedure as is likely to vitiate the poll is committed at a polling station, the Returning Officer shall forthwith report the matter to the Election Commission, the State Election Officer and the District Election Officer.

(2) Thereupon, the Election Commission or the State Election Officer shall, after taking all material circumstances into account either,—

(a) declare the poll at the polling station to be void, appoint a day and fix the hours for taking a fresh poll at that polling station and direct that the day so appointed and the hours so fixed be published in the manner laid down in clause (b) of sub-rule (4) of rule 60, besides intimating the same to the contesting candidates or their election agents; or

(b) if satisfied that the result of a fresh poll at the polling station will not in any way affect the result of the election or that the mechanical failure of the voting machine or the error or irregularity in procedure is not material, issue such directions to the Returning Officer as he may deem fit and proper for the further conduct and completion of the election.

(3) The provisions of these rules or orders made thereunder shall apply to every such fresh poll as they apply to the original poll.

98. Admission to the place fixed for counting.— (1) The counting of votes shall take place on the day at the place and hour appointed in that behalf. The votes shall be counted by or under the supervision and direction of the Returning Officer. Each contesting candidate, his election agent and such number of his counting agents as may be specified by the Election Commission, shall have a right to be present at the time of counting. The counting agents shall be appointed in writing by the candidate or his election agent in Form 25. No other person shall be allowed to be present, except,—

(a) such persons hereinafter referred to as the “Counting Supervisor” or “Counting Assistant” whom the Returning Officer may appoint to assist him in the counting of votes;

(b) public servants on duty in connection with the election; and

(c) such persons as may be authorised by the Election Commission.

(2) No person who has been employed by or on behalf of any candidate for any purpose whatsoever connected with the election shall be appointed to assist in the counting of votes.

99. Maintenance of secrecy of elections.— The Returning Officer shall, before he commences to count the votes, read the provisions of the Act relating to the maintenance of secrecy of elections to such persons as may be present.

100. Scrutiny and inspection of voting machines.— (1) The Returning Officer may have the control units of the voting machines used at more than one polling station taken up for scrutiny and inspection and votes recorded in such units counted simultaneously;

(2) Before the votes recorded in any control unit of a voting machine are counted under sub-rule (1), the candidate or his election agent or his counting agent present at the counting table shall be allowed to inspect the paper seal and such other vital seals as might have been affixed on the unit and to satisfy themselves that the seals are intact;

(3) The Returning Officer shall satisfy himself that none of the voting machine has been tampered with;

(4) If the Returning Officer is of the opinion that any voting machine has been tampered with, he shall not count the votes recorded in that machine and shall follow the procedure laid down in rule 97.

101. Counting of votes.— (1) After the Returning Officer is satisfied that a voting machine has not been tampered with, he shall have the votes recorded therein counted by pressing the appropriate button marked “Result” provided in the control unit whereby the total votes polled and votes polled by each candidate shall be displayed in respect of each such candidate on the display panel provided for the purpose in the unit.

(2) As the votes polled by each candidate are displayed on the control unit, the Returning Officer shall have, —

(a) the number of such votes recorded separately in respect of each candidate in Part II of Form 24;

(b) Part II of Form 24 completed in other respects and signed by the counting supervisor and also by the candidates or their election agents or their counting agents present;

(c) corresponding entries made in the Result Sheet in Form 26;

(d) the number of valid votes referred to in clause (c) of sub-rule (1) of rule 66 in respect of each candidate entered in the result sheet in Form 26;

(e) the cover containing the tendered ballot papers not opened and counted but number of tendered votes entered in the result sheet in Form 26; and

(f) the result in Form 26 completed and the particulars so entered in the result sheet announced.

102. Sealing of voting machines.— (1) After the result of the voting recorded in a control unit has been ascertained candidate-wise and entered in Part II of Form 24 and Form 26 under rule 101, the Returning Officer shall reseal the unit with his seal and the seals of such of the candidates or their election agents present who may desire to affix their seals thereon so however that the result of voting recorded in the unit is not obliterated and the unit retains the memory of such result.

(2) (i) The control unit so sealed shall be kept in specially prepared boxes on which the Returning Officer shall record the following particulars, namely:-

(a) the name of the town panchayat or municipal council or municipal corporation and number of the ward;

(b) the particulars of the polling station where the control unit has been used;

(c) serial number of the control unit;

(d) date of poll; and

(e) date of counting.

(ii) the provisions of sub-rule (6) of rule 66, rules 70, 71, 72 and 74 shall, so far as may apply in relation to voting by voting machines and any reference in those rules to,-

(a) ballot paper shall be construed as including a reference to such voting machine; and

(b) any rule shall be construed as a reference to the corresponding rule in Part VII or, as the case may be, to rule 100 or 101 or to this rule.

103. Custody of voting machines.— All voting machines used at an election shall be kept in the safe custody of the concerned District Election Officer or Returning Officer, if so authorized by the District Election Officer.

104. Production and inspection of control units.— The control units sealed under the provisions of rule 102 and kept in the custody of the District Election Officer or Returning Officer shall not be opened and shall not be inspected by, or produced before, any person or authority except under the orders of a competent court.

105. Retention of Voting Machines.— The voting machines kept in the custody of the District Election Officer or Returning Officer under rule 103 shall be retained intact for such period as the Election Commission may direct and shall not be used at any subsequent election without the previous approval of the Election Commission.

106. Fixing other dates of election for special reasons.— Notwithstanding anything contained in the foregoing rules, the Election Commission may, for special reasons, empower the State Election Officer to fix dates and periods other than those notified earlier under these rules, for all or any of the stages of any election under the Act:

Provided that before fixing a revised date for poll, the Election Commission shall consult the Government.

PART VIII.**ELECTION OF CHAIRPERSON, VICE-CHAIRPERSON, MAYOR, DEPUTY MAYOR, MEMBERS OF THE STATUTORY COMMITTEES AND CHAIRPERSON OF WARDS COMMITTEE.**

107. Election of Chairperson, Vice-Chairperson, Mayor and Deputy Mayor.— The Chairperson and Vice-Chairperson of a town panchayat or a municipal council or the Mayor and the Deputy Mayor of a municipal corporation Council shall be elected by and from among the Councillors of the wards of the town panchayat or the municipal council or the municipal corporation, as the case may be, in the manner prescribed in these rules, at a meeting specially convened by the Returning Officer:

Provided that where the office of the Mayor or the Chairperson of a Council is reserved for persons belonging to the Scheduled Castes or the Scheduled Tribes and/or for Women under the provisions of the Act, only persons belonging to that category shall be eligible to contest the election for such office:

Provided further that where no such reservation has been made, nothing contained in the above proviso shall be deemed to prevent any member belonging to the Scheduled Castes or the Scheduled Tribes or Women from contesting the election as Chairperson or Mayor.

108. Election of Members of Statutory Committee.— The Members of the Taxation Appeals Committee or the Contract Committee or the Appointment Committee or Standing Committees constituted under the relevant provisions of the Act, shall be elected by and from among the elected Councillors of the ward in the manner prescribed in these rules at an election meeting specially convened for this purpose.

109. Election of Chairperson of Wards Committee.— The Chairperson of the Wards Committee shall be elected by and from among the elected Councillors of the wards coming under the jurisdiction of the wards committee in the manner prescribed in these rules at an election meeting specially convened for this purpose.

110. Determination of number of members of the statutory committee to be elected.— The number of members to be elected to each one of the Statutory Committees, shall be as laid down in the relevant provisions of the Act.

111. Place of meeting for the election.— The election of the Chairperson and the Vice-Chairperson of the town panchayat or the municipal council or Mayor and Deputy Mayor of the municipal corporation council or the election of Members of a Statutory Committee or the election of Chairperson of Wards Committee shall be held in the office of the concerned town panchayat or municipal council or municipal corporation where the meetings of the town panchayat or municipal council or municipal corporation council are ordinarily held.

112. Convening and presiding over the meeting for election.— (1) The meeting for election of Chairperson and Vice-Chairperson of the town panchayat or the municipal council or of the Mayor and Deputy Mayor of the municipal corporation or Members of a Statutory Committee or the Chairperson of the Wards Committee shall be convened, presided over and conducted by the Returning Officer.

(2) In the case of an election to fill an ordinary vacancy of the Chairperson and Vice-Chairperson of the town panchayat or the municipal council or Mayor and Deputy Mayor of the municipal corporation, such meeting shall be convened on the date to be fixed by the Election Commission.

(3) In the case of ordinary vacancy of Members of a Statutory Committee or Chairperson of the Wards Committee such meeting shall be convened within thirty days from the date of reconstitution of the town panchayat or the municipal council or the municipal corporation, as the case may be, on the date to be fixed by the Election Commission.

(4) In the case of an election to fill a casual vacancy, such meeting shall be convened within sixty days of the date of the occurrence of such vacancy on the date to be fixed by the Election Commission.

(5) The Returning Officer shall give notice of the day, hour and place of the meeting atleast seven clear days prior to the date of meeting.

(6) The Returning Officer shall not start the process of election unless there be present a majority of the elected members on the council or wards committee as the case may be:

Provided that this sub-rule shall not apply, if the process of election could not be started at three consecutive meetings for want of such majority.

Explanation.— Notwithstanding anything contained in these Rules, for the purpose of this rule and rules 113 to 128, “members” means, the Councillors of a town panchayat or a municipal council or a municipal corporation, as the case may be and the Chairperson of a town panchayat or a municipal council and the Mayor of a municipal corporation, as the case may be.

113. Presentation of nomination.— (1) Every nomination for election under this Part, shall be in Form 29. The nomination paper must be signed by two members present at the meeting as proposer and seconder and delivered to the Returning Officer. The nomination shall also contain a declaration in writing expressing the candidate’s willingness to be elected under these rules and signed by the candidate. All the nominations which are duly proposed, seconded and accompanied with the declaration aforesaid, filed, and found valid shall be accepted. The nominations which are not found valid, shall be rejected. The Returning Officer shall record in writing his reason for such rejection.

(2) Where the office of the Chairperson or Mayor is reserved under the provisions of the Act to persons belonging to the Scheduled Castes or the Scheduled Tribes, the candidate shall give in writing a further declaration that he belongs to the Scheduled Caste or the Scheduled Tribe, as the case may be.

(3) The Returning Officer shall keep a record of the names of all the validly nominated candidates so proposed and seconded. The names of all candidates who have been proposed and seconded shall be read by the Returning Officer to the hearing of all members present at the meeting.

114. Declaration of result of election when there is no contest.— (1) (a) In case of an election under this Part, where there is only one candidate validly nominated, there shall be no ballot and the candidate shall be declared to have been duly elected.

(b) If the case of election of members of a statutory Committee, if the number of candidates referred to in sub-rule (3) of rule 113 is equal to or less than the number of Committee members to be elected, there shall be no ballot and all the candidates shall be declared to have been duly elected.

(2) When no nomination is presented within a reasonable time after the commencement of the meeting, the Returning Officer shall take necessary further action for the holding of a fresh meeting for the election in accordance with these rules. He shall also report the fact to the Election Commission and also to the State Election Officer, as the case may be.

115. Procedure of election when there is contest.— (1) In the case of an election under this Part, where the number of candidates is more than one, the votes of the members present at the meeting shall be taken by secret ballot in the manner laid down in rules 116 to 125.

(2) In the case of election of members of a statutory Committee, if the number of candidates is more than the number of members to be elected, the votes of the members present at the meeting shall be taken by secret ballot in the manner laid down in rules 116 to 125.

116. Arrangement of voting compartment.— The Returning Officer shall provide in the place where the meeting is held, a voting compartment in which the members present at the meeting can record their votes screened from the observation of all others.

117. Ballot Box.— The Returning Officer shall also place a ballot box for the receipt of ballot papers in full view of the members present at the meeting. The ballot box shall be so constructed that the ballot papers can be inserted therein but cannot be withdrawn therefrom without the box being unlocked or opened.

118. Preparation of ballot box.— The Returning Officer shall immediately before the votes are taken, demonstrate to such members as may be present that the ballot box is empty, lock it up, and place a seal upon it in such a manner as to prevent it being opened without breaking the seal.

119. Preparation and issue of ballot papers.— (1) Every member present at the meeting wishing to vote shall be supplied with a ballot paper in Form 30. Every ballot paper shall be of identical colour and size on which the names of all the candidates and the number of the ward of the town panchayat or municipal council or municipal corporation from which they are elected shall be legibly written or typewritten in Tamil in the order of Tamil alphabet.

(2) The ballot paper shall be assigned serial numbers and signed by the Returning Officer at the appropriate place and also on the reverse side before being handed over to the members, for voting.

120. Voting procedure.— Every Member shall, on receiving the ballot paper, proceed to the voting compartment for the purpose of recording his vote and put a mark on it with the help of the instrument provided for this purpose by the Returning Officer, on the ballot paper against the name of the candidate for whom he wishes to vote. He shall, before quitting the voting compartment fold up the ballot paper so as to conceal the mark and put the ballot paper so folded, into the ballot box in the presence of the Returning Officer.

121. Arrangements to ensure secrecy of ballot.— The Returning Officer shall cause such arrangements to be made as will ensure the secrecy of the ballot and prevent the members who have already voted, from voting for the second time and also from having access to the members who are yet to vote.

122. Recording of votes of illiterate, blind or infirm voters.— (1) If, owing to illiteracy or blindness or other physical infirmity, a member is unable to read the ballot paper and make a mark thereon and applies for assistance in doing so, the Returning Officer shall record the vote in the ballot paper in accordance with the wishes of the member and fold it so as to conceal the vote. The member shall then himself or with the assistance of the Returning Officer insert the ballot paper into the ballot box.

(2) While acting under this rule, the Returning Officer shall observe as much secrecy as is feasible and shall keep a brief record of each instance but shall not indicate therein for whom any vote has been given.

123. Counting of votes.— After the voting by the members is over, the Returning Officer shall open the ballot box in the presence of the members present, take out the ballot papers therefrom and record the number of votes obtained by each candidate in a statement.

124. Invalid ballot papers.— A ballot paper shall be invalid,—

- (a) if no vote is recorded thereon; or
- (b) if the vote is so recorded, as to render it doubtful to which candidate it is intended to apply; or
- (c) if the mark indicating the vote thereon is placed in such a manner as to make it doubtful to which candidate the vote has been given; or
- (d) if the votes are recorded in favour of more candidates than the number of members to be elected in the case of election of members of Statutory Committee; or
- (e) if some mark other than the one authorised, is recorded to the name of a candidate; or
- (f) if any mark is made by which the member may afterwards be identified; or
- (g) if the mark has been made by any instrument other than the one provided for this purpose under rule 120.

125. Declaration of result of election.— (1) (a) In the case of election under this Part, if the number of candidates is two, the candidate who obtains the highest number of votes shall be declared to have been duly elected. In the event of there being an equality of votes between the two candidates, the Returning Officer shall draw a lot in the presence of the member present and the candidate whose name is drawn shall be deemed to have the additional vote and shall be declared to have been duly elected.

(b) If the number of candidates is three and if any one of them secures more than one half of the total number of votes polled, he shall be declared to have been duly elected. If none of them secures more

than one half of the number of votes polled, the candidate who obtains the lesser number of votes shall be eliminated and a second ballot taken. In the event of there being an equality of votes among the three candidates, the Returning Officer shall draw lots in the presence of the members present and the candidates whose names are first and second drawn shall be retained and a second ballot taken.

(c) If there is an equality of votes between two candidates and if the third candidate secures a lesser number of votes he shall be eliminated and a second ballot taken. If there is an equality of votes between two candidates and if the third candidate secures a higher number of votes than the two, a lot shall be drawn between the two candidates who had secured equal number of votes and the candidate whose name is first drawn shall be retained and second ballot taken between him and the third candidate.

(d) If the number of candidates is more than three and if any of the candidates secures more than one half of the number of votes polled, he shall be declared to have been duly elected. If none of the candidate secures more than one half of the number of votes polled, the first candidate who secures the highest number of votes and the second candidate who secures the next higher number of votes shall be retained and the other candidates eliminated and a second ballot taken.

(e) In other cases, the principle enunciated in clause (b) above shall be adopted till there remain two candidates in the field.

(2) In case of election of members of statutory committee, after the counting of votes has been completed, the Returning Officer shall draw a list of contesting candidates arranged in descending order of votes secured by them. He shall then declare as many candidates from the top of the list as there are vacancies to be filled up as duly elected. In the event of there being an equality of votes between any two candidates, and the addition of one vote to anyone of such candidates will entitle him to be declared duly elected, the Returning Officer shall draw a lot in the presence of the members, and the candidate whose name is first drawn shall be deemed to have secured one additional vote and shall be declared elected.

126. Duties of the Returning Officer after completion of voting.— (1) Immediately after the meeting, the Returning Officer shall,—

(a) prepare a record of the proceedings of the meeting and sign it, attesting with his initials every correction made therein, and also permit any member present at the meeting to affix his signature to such record, if he expresses his desire to do so;

(b) send a report of the result of the election to the Election Commission and also to the State Election Officer or to the District Election Officer, as the case may be, and to such other officers or authorities as may be specified by the Election Commission;

(c) publish a list signed by him stating the name of the person elected on the notice board of the town panchayat or the municipal council or the municipal corporation, as the case may be.

(2) The Returning Officer shall forward a copy of the list referred to in the clause (c) of sub-rule (1), to the Election Commission and also to the State Election Officer, District Election Officer, as the case may be. The State Election Officer in the case of town panchayat or municipal council or municipal corporation except Chennai City Municipal Corporation and the District Election Officer in the case of Chennai City Municipal Corporation shall arrange to publish the same in the *Tamil Nadu Government Gazette* in a consolidated Form with the approval of the Election Commission.

127. Packing and sealing of ballot papers.— (1) The Returning Officer shall then bundle the ballot papers and all other records into a separate packet, seal the packet and note thereon a brief description of its contents, the election to which it relates and the date thereof.

(2) These packets shall not be opened and their contents shall not be inspected or produced except under the orders of a competent court.

(3) These packets shall be retained in safe custody in the office of the town panchayat or municipal council or municipal corporation, as the case may be, for a year and shall then, unless otherwise directed by the Court, be destroyed.

128. Power to postpone or advance the election.— Notwithstanding anything contained in the foregoing rules, the Election Commission may, for sufficient reason, direct, from time to time, the postponement of the meeting for the election under this Part, the advancement thereof or further postponement of the date so postponed and the Returning Officer shall give effect to such direction.

PART IX.

ELECTION EXPENSES.

129. Election expenses.— (1) Every candidate at an election shall, either by himself or by his election agent, keep a separate and correct account of all expenditure incurred in connection with the election or authorised by him or his election agent between the date on which he has been nominated and the date of declaration of the result thereof, both days inclusive.

(2) The account of election expenses to be kept by a candidate or his election agent under sub-rule (1), shall contain all the particulars required and in the format specified by the Election Commission.

(3) If so directed by the Election Commission, every contesting candidate at an election shall, within thirty days from the date of declaration of the result of the election, lodge with the Executive officer of the town panchayat or Commissioner of the municipal council or municipal corporation, as the case may be, or to any other officer specified by the Election Commission, an account of election expenses which shall be a true copy of the account kept by him or by his election agent under sub-rule (1).

(4) The Executive Officer or any officer specified in sub-rule (3), as the case may be, shall, within two days from the date on which the accounts of election expenses have been lodged by a candidate or his election agent under sub-rule (3), cause a notice to be affixed in the notice-board of his office, specifying,—

- (a) the date on which the account has been lodged;
- (b) the name of the candidate; and
- (c) the time and place at which such account can be inspected.

(5) Any person shall on payment of a fee of hundred rupees be entitled to obtain attested copies of such account or of any part thereof.

(6) As soon as possible, after the expiration of the period of time specified in sub-rule (3), for lodging of an account of election expenses at any election, the Executive Officer or any other officer specified under sub-rule (3), as the case may be, shall report to the Election Commission,—

- (a) the name of each contesting candidate;
- (b) whether such candidate has lodged his account of election expenses, and if so, the date on which such account has been lodged; and
- (c) whether such account has been lodged within the time and in the manner required by these rules and orders issued thereunder.

(7) Where the Executive Officer or any other officer specified under sub-rule (3), as the case may be, is of the opinion that the account of election expenses of any candidate has not been lodged in the manner required by these rules or orders issued thereunder, he shall with every such report, forward to the Election Commission the account of election expenses of that candidate and the vouchers lodged along with it.

(8) Immediately after the submission of the report referred to in sub-rule (6), the Executive Officer or any other Officer specified under sub-rule (3), as the case may be, shall publish a copy thereof by affixing the same to his notice board.

(9) As soon as possible, after the receipt of the report referred to in sub-rule (7), the Election Commission shall consider the same and decide whether any contesting candidate has failed to lodge the account of election expenses within the time and the manner required by these rules or orders issued thereunder.

(10) Where the Election commission decides that a contesting candidate has failed to lodge his account of election expenses within the time and in the manner required by these rules or orders issued thereunder, it shall by notice in writing, call upon the candidate to show cause why he should not be disqualified under relevant sections of the Act for the failure.

(11) The contesting candidate who has been called upon to show cause under sub-rule (10), may within twenty days of the receipt of such notice, submit in respect of the matter a representation in writing to the Election Commission and shall, at the same time send to the Executive Officer or the officer specified under sub-rule (3), as the case may be, a copy of his representation together with the complete account of his election expenses if he had not already furnished such an account.

(12) The Executive Officer or the officer specified under sub-rule (3), as the case may be, shall within five days of the receipt thereof forward to the Election Commission, a copy of the representation and accounts, if any, with such comments as he may wish to make thereon.

(13) If, after considering the representation submitted by the candidate and comments made by the Executive Officer or the officer specified under sub-rule (3), as the case may be, and after such inquiry as it thinks fit, the Election Commission is satisfied that the candidate has no reason or justification for the failure to lodge his account within the time and in the manner required by these rules or orders issued thereunder, it shall, by order declare him to be disqualified under relevant provisions of the Act for being chosen as, and for being a Councillor for a period of three years from the date of the order and cause the order to be published in the *Tamil Nadu Government Gazette*.

(14) The total of the expenditure of which account is to be kept under sub-rule (1) and which is incurred or authorized in connection with an election shall not exceed the amount fixed under rule 130.

130. Maximum Election Expenses.— (1) The total expenses which may be incurred or authorised in connection with an election under these rules shall not exceed the amount mentioned in the Table below:—

THE TABLE.

Sl. No.	Nature of election	Expenses (Rs.)
(1)	(2)	(3)
(1)	For election as Councillor of a Town Panchayat.	17,000/-
(2)	For election as Councillor of a Municipal Council (Second and First Grades).	34,000/-
(3)	For election as Councillor of a Municipal Council (Selection and Special Grades).	85,000/-
(4)	For election as Councillor of a Municipal Corporation (Other than Municipal Corporation of Chennai).	85,000/-
(5)	For election as Councillor of Municipal Corporation of Chennai.	90,000/-

(2) Any candidate either by himself or by his election agent, whose expenses has exceeded the amount mentioned above or who has not kept a separate and correct account of all expenses in connection with the elections as specified in sub-rule (1) of rule 129 or who fails to lodge an account of election expenses with the authority concerned within the period specified in sub-rule (3) of rule 129, shall be deemed to have indulged in a corrupt practice for the purposes of the Act.

PART X.

ADJUDICATION OF ELECTION DISPUTES.

131. Election Petitions.— Save as otherwise provided, no election held under the Act, shall be called in question except by an election petition presented in accordance with the relevant section of the Act and these rules, to the Principal Judge, City Civil Court, Chennai or the District Judge of the district concerned, as the case may be, (hereinafter referred to as the election court) under whose jurisdiction the town panchayat or municipal council or municipal corporation is situated, by any candidate or elector against the candidate who has been declared to have been duly elected.

Explanation.— In this rule 'elector' means a person who was entitled to vote at the election to which the election petition relates, whether he has voted at such election or not.

132. Time limit for presenting Election petition.— (1) An election petition shall be presented within forty five days from the date of publication of the result of the election.

Explanation.— If the Election Court is closed on the forty fifth day, the petition may be presented on the next following day on which the Court is open.

(2) Every election petition shall be accompanied by as many copies as there are respondents mentioned therein with three more additional copies and every copy including the additional copies should be attested either by the petitioner under his own signature or by his counsel to be the true copy of the petition. Any schedule or annexure to the petition shall also be signed either by the petitioner or his counsel and enclosed with each copy of the petition.

133. Grounds for presenting an election petition.— An election petition shall be presented on one or more grounds specified in the Act.

134. Contents of an election petition.— An election petition shall contain a statement in concise form of the material facts on which the petitioner relies. It shall set forth full particulars of any corrupt practice as specified in the Act which he alleges, and shall wherever necessary, be divided into paragraphs and numbered consecutively. The petition as well as its annexure or appendix if any, shall be signed by the petitioner or by his counsel and verified in the manner as laid down in the Code of Civil Procedure, 1908 (Central Act V of 1908), for the verification of pleadings.

135. Relief that may be claimed by the petitioner.— A petitioner may, in addition to claiming a declaration that the election of all or any of the returned candidates is void, claim a further declaration that he himself or any other candidate has been duly elected.

136. Parties to the petition.— A petitioner shall array as respondents to his petition,— (a) where the petitioner, in addition to claiming a declaration that the election of all or any of the returned candidates is void, claims a further declaration that he himself or any other candidate has been duly elected, all the contesting candidates other than the petitioner and where no such further declaration is claimed, all the returned candidates; and

(b) if allegation of corruption is made against any other candidate in the petition to the said candidate.

137. Security for costs.— (1) At the time of presentation of the petition, the petitioner shall deposit with the election court rupees two thousand five hundred in cash as security for the costs of the same. During the course of the trial of an election petition, the election court may, at any time, call upon the petitioner to give such further security for costs as it may direct. It may also call upon the petitioner to execute a bond for such amount and with such securities as it may require for the payment of any further cost.

(2) If the provisions of rules 132, 133, 134 or 136 or sub-rule (1) of this rule are not complied with, the Election Court shall dismiss the petition.

(3) Upon compliance with the provisions of the foregoing rules, the Court shall proceed to inquire into the petition. Where more election petitions than one are presented in respect of the same election, they may be tried individually or in one or more groups as the Election Court may deem fit.

138. Serving of copies.— The Election Court, shall, as soon as may be, cause a copy of the petition be served on such respondents and on the Executive Officer of the town panchayat or the Commissioner of the municipal council or municipal corporation concerned, as the case may be and on the Election Commission. Any candidate not already a respondent shall, upon application made by him to the Election Court within fourteen days from the date of commencement of the trial and subject to any order as to security for costs which may be made by the Court, be entitled to be joined as a respondent.

139. Trial of election petition.— (1) Every election petition shall be inquired into by the Election Court in accordance with the procedure applicable under the Code of Civil Procedure, 1908 (Central Act V of 1908) to the trial of suits:

Provided that it shall only be necessary for the Election Court to make a memorandum of the substance of the evidence of any witness examined by it:

Provided further that the Election Court shall have the discretion to refuse for reasons to be recorded in writing to examine any witness, if it is of the opinion that the evidence of such witness is not material for the decision of the petition or that the party tendering such witness is doing so on frivolous grounds or with a view to delay the proceedings.

(2) The provisions of the Indian Evidence Act, 1872 (Central Act I of 1872) shall be deemed to apply in all respects to the trial of an election petition.

(3) Notwithstanding anything contained in any Act to the contrary, no document shall be inadmissible in evidence at the trial of an election petition on the ground that it is not duly stamped or registered.

(4) No witness or other person shall be required to state for whom he has voted at an election.

(5) The reasonable expenses incurred by any person in attending to give evidence may be allowed by the Election Court to such person and shall, unless the said court otherwise directs, be deemed to be part of the costs.

140. Withdrawal of election petition.— (1) An Election petition may be withdrawn only by leave of the Election Court.

(2) If there are more petitioners than one in an Election petition, no application to withdraw the petition shall be made except with the consent of all the petitioners.

(3) When an application for withdrawal is made, notice thereof fixing a date for the hearing of the application shall be given to all other parties to the petition.

(4) No application for withdrawal shall be granted if the Election Court is of opinion that such application has been induced by any bargain or consideration which it considers ought not to be allowed.

(5) If the application for withdrawal is granted,—

(a) the petitioner shall be ordered to pay the cost of the respondents therefor incurred or such portion thereof as the Court may think fit; and

(b) such withdrawal shall be communicated by the Election Court to the Executive Officer of the town panchayat or to the Commissioner of the municipal council or municipal corporation, as the case may be, the State Election Officer and the Election Commission.

141. Abatement of Election petition.— An election petition shall abate only on the death of the sole petitioner or the petitioners, as the case may be, and such abatement shall be communicated by the Election Court to the Executive Officer of the town panchayat or the Commissioner of the municipal council or municipal corporation, as the case may be, the State Election Officer and the Election Commission.

142. Recrimination when seat claimed.— When in an inquiry into an election petition any candidate other than a returned candidate, claims the seat for himself, the returned candidate or any other party to the proceedings may give evidence to prove that the election of such claimant would have been void if he had been a returned candidate and a petition had been presented calling in question his election:

Provided that the returned candidate or such other party, as aforesaid, shall not be entitled to give such evidence unless he had within fourteen days from the date of commencement of the trial given notice to the election court of his intention to do so and has also given the security referred to in rule 137.

143. Decision of Election Court.— At the conclusion of the trial of an election petition, the Election Court shall make an order,—

(a) dismissing the election petition; or

(b) declaring the election of all or any of the returned candidates to be void; or

(c) declaring the election of all or any of the returned candidates to be void and the petitioner or any other candidate to have been duly elected.

144. Other orders of Election Court.— At the time of making an order under rule 143, the election court shall also make an order,—

(a) Where any charge is made in the petition, of any corrupt practice having been committed at the election, recording,—

(i) a finding whether any corrupt practice has or has not been proved to have been committed at the election and the nature of that corrupt practice; and

(ii) the names of all persons, if any, who have been proved at the trial to have been guilty of any corrupt practice and the nature of that practice;

(b) fixing the costs payable and specifying the persons by and to whom the costs shall be paid:

Provided that a person who is not a party to the petition shall not be named in the order under sub-clause (ii) of clause (a) unless,—

(a) he has been given notice to appear before the election court and to show cause why he should not be so named; and

(b) if he appears in pursuance of the notice, he has been given an opportunity,—

(i) of cross examining any witness who has given evidence against him;

(ii) of calling evidence in his defence; and

(iii) of being heard.

145. Grounds for declaring election to be void.— If the Election Court is of opinion,—

(a) that the existence of all or any of the grounds specified in the Act or rules has been established; or

(b) that on the date of his election a returned candidate was not qualified, to be chosen to fill the seat under this Act,

then the election court may declare the election of the returned candidate to be void.

146. Grounds on which a candidate other than the returned candidate may be declared to have been elected.— If any person who has lodged a petition has, in addition to calling in question the election of the returned candidate, claimed a declaration that he himself or any other candidate has been duly elected and the election court is of opinion that,—

(a) the petitioner or such other candidate received a majority of the valid votes; or

(b) but for the votes obtained by the returned candidate by corrupt practice, the petitioner or such other candidate would have obtained a majority of the valid votes, the election court shall, after declaring the election of the returned candidate to be void, declare the petitioner or such other candidate, as the case may be, to have been duly elected.

147. Procedure in case of an equality of votes.— If during the trial of an election petition it appears that there is an equality of votes between any of the candidates at the election and that the addition of a vote would entitle any of those candidates to be declared elected, then,—

(1) any decision made by the Returning Officer under the provisions of these rules, shall, in so far as it determines the question between those candidates, be effective also for the purposes of the petition; and

(2) insofar as that question is not determined by such a decision, the Election Court shall decide between them by lot and proceed as if the one on whom the lot then falls had received an additional vote.

148. Communication of orders of the election court.— The election court shall, as soon as may be, after the conclusion of the trial of an election petition, intimate the substance of the decision to the Executive Officer of the town panchayat or the Commissioner of the municipal council or municipal corporation, as the case may be and to the Election Commission and as soon as may be thereafter, shall send to the State Election Officer, the Election Commission and the Government an authenticated copy of the decision.

149. Transmission of order of the election court and its publication.— As soon as may be, after the receipt of any order made by the Election Court under rule 143 or 144, the Election Commission shall forward copies of the order to the Executive Officer of the town panchayat or the Commissioner of the municipal council or municipal corporation, as the case may be, who shall cause the order to be published in the office of the town panchayat or municipal council or municipal corporation concerned.

150. Effect of orders of the election court.— (1) Every such order shall take effect as soon as it is pronounced by the election court.

(2) Whereby an order under rule 143 or 144, the election of a returned candidate is held to be void, acts and proceedings in which that returned candidate has, before the date thereof, participated shall not be invalidated by reason of that order; nor shall such candidate be subjected to any liability or penalty on the ground of such participation.

PART XI.

MISCELLANEOUS.

151. Interpretation of these rules by the Government.— (1) If any question arises as to the interpretation of these rules, otherwise than in connection with an inquiry held under the rules for the decision of disputes as to the validity of an election, the question shall be referred to the Government who, after consulting the Election Commission, shall communicate their decision, which shall be final.

152. Removal of difficulties.— (1) The Election Commission may issue such general or special directions as may in its opinion be necessary, for the purpose of giving due effect to these rules.

(2) If any difficulty arises in giving effect to the provisions of these rules in holding any election, the Election Commission may pass such order as it considers necessary for the purpose of removing such difficulty.

153. Savings.— Notwithstanding anything contained in these rules, all orders, directions, etc., issued by the Government, the Election Commission or the State Election Officer, for the preparation of electoral rolls, or for the conduct of elections under these rules, shall unless repugnant to these rules, be deemed to have been issued or made under these rules.

FORM 1**NOTICE OF PUBLICATION OF ELECTORAL ROLL**

[See rule 24 (1)]

Notice is hereby given that the Town Panchayat/Municipal Council/Municipal Corporation* Electoral Roll has been prepared in accordance with the Tamil Nadu Urban Local Bodies Rules, 2023 by adopting the existing entries in the relevant part of the electoral roll of the Legislative Assembly Constituency. A copy thereof relating to theward/division of theTown Panchayat/Municipal Council/Municipal Corporation* has been published for inspection.

Any person who wishes to lodge any claim for including his/her name in the roll or any objection to the inclusion of a name or any objection to the particulars in any entry in the said roll, shall first get such claim or objection settled with reference to the corresponding entry in the Assembly Roll by lodging suitable claim or objection under the provisions of the Representation of the People Act, 1950 (Central Act 43 of 1950) and the Registration of Electors Rules, 1960 before the Electoral Registration Officer of the said Assembly Constituency located at

All orders of inclusion, deletion or corrections issued on the basis of these claims and objections by the Assembly Electoral Registration Officer till the last date fixed for making nomination for election of Councillors of the Town panchayat or municipal council or municipal corporation will be duly incorporated in the Town Panchayat/Municipal Council/Municipal Corporation* Electoral Rolls.

Place:

Date:

Electoral Registration Officer,
.....Town Panchayat/
Municipal Council/Municipal Corporation*.

[*strikeout whichever is not applicable.]

FORM 2

NOTICE OF ELECTION

[See rule 29 (1)]

Election of the Councillors to Wards/Divisions of Town Panchayat/ Municipal Council/Municipal Corporation*.

Notice is hereby given that,—

1. (a) elections are to be held to elect a Councillor(s) of Ward/ Divisions of Town Panchayat/Municipal Council/Municipal Corporation*.

(b) the ward/divisions which are reserved for persons belonging to Scheduled Castes/ Scheduled Tribes and/or Women are given below:--

Office	←=== Reserved for ===→					Unreserved
	Scheduled Castes	Scheduled Tribes	Women			
			Scheduled Castes	Scheduled Tribes	Open	
Councillor-ward/ division* 1						
ward/division* 2						
....						
Total						

2. Nomination papers may be delivered by a candidate or his proposer to the Returning Officer/Assistant Returning Officer at between a.m. and.....p.m. on any day (other than a public holiday) from to

3. Forms of nomination papers will be available in the office of the Town Panchayat/Municipal Council/Municipal Corporation* and at the office of the Assistant Returning Officer from this date on all working days.

4. The nomination papers will be taken up for scrutiny at a.m. on at.....

5. Notice of withdrawal of candidature may be delivered by a candidate or his proposer who has been specifically authorised in this behalf in writing by the candidate to the Returning Officer/Assistant Returning Officer upto p.m. on

6. In the event of the election being contested the poll will be taken on betweena.m. andp.m. at the polling stations notified for this purpose.

7. The counting of votes shall commence at a.m. on

8. The election shall be completed before

9. The first meeting of the newly-elected councillors shall be held on at the office of the Town Panchayat/Municipal Council/Municipal Corporation*.

Place:

Date:

Returning Officer,
..... Town Panchayat/Municipal
Council/Municipal Corporation*.

[*Strike out whichever is not applicable]

FORM 3**NOMINATION PAPER**

[See rule 30 (1) and (2)]

Election of the Councillor to Ward/Division No..... of Town Panchayat/Municipal Council/Municipal Corporation*

(To be filled in by the proposer)

I hereby nominate Thiru/Tmt/Selvi* as a candidate for the election as a councillor from Ward/Division* No.....of the Town Panchayat/Municipal Council/Municipal Corporation*.

His/Her* name is entered at Serial No. in Part No. /Street No..... of the electoral roll for Ward/Division* No. of Town Panchayat/Municipal Council/Municipal Corporation*.

My name is entered at Serial No. in Part No...../Street No..... of the electoral roll for Ward/Division* No. of Town Panchayat/Municipal Council/Municipal Corporation*.

Place:

Signature of the Proposer.

Date:

-2-

(To be filled by the candidate)

I, the above mentioned candidate assent to this nomination and hereby declare that,—

(a) I have completed years of age;

(b) the symbols I have chosen are in the following order of preference:-

(i).....

(ii)..... and

(iii).....

(c) ** I am a member of the..... caste/tribe which is a Scheduled Caste/Tribe in the State of Tamil Nadu in relation to(area).

(d) I am not employed as Village Administrative Officer or village servant or an officer or servant of the State or Central Government or of a Village Panchayat, Panchayat Union Council, District Panchayat, Town Panchayat, Municipal Council or Municipal Corporation or of any industrial Township or of Cantonment or of any body Corporate, owned or controlled by the State or Central Government.

Date:

Signature of the Candidate.

Note:

** Item (c) needs to be made only by a Scheduled Castes/Scheduled Tribes candidate.

(To be filled by the Returning Officer)

Serial No. of nomination paper:

The nomination was presented to me at my office at (hour) on
(date) by the candidate/proposer.

Place:

Returning Officer /Assistant Returning Officer.*

Date:

Receipt for nomination paper and notice of scrutiny

(To be handed over to the person presenting the nomination paper)

Serial No. of nomination paper:

The nomination paper of Thiru/Tmt/Selvi*, a candidate for election as Councillor
from ward/division* No..... of the Town Panchayat/Municipal Council/Municipal Corporation,*
was presented to me at my office at (hour) on(date) by the candidate/proposer.

All nomination papers will be taken up for scrutiny at..... a.m.(time) on (date) at
..... (place).

Place:

Returning Officer/Assistant Returning Officer.*

Date:

Decision of Returning Officer Accepting or Rejecting the Nomination Paper

I have examined this nomination paper in accordance with rule 33 of the Tamil Nadu Urban Local
Bodies Rules, 2023 and decided as follows:-

Accepted/Rejected*

Place:

Returning Officer/

Assistant Returning Officer.*

Date:

.....Town Panchayat/Municipal
Council/Municipal Corporation*.

[*strike out whichever is not applicable]

FORM 4

[See rule 30 (3)(a)(g)]

AFFIDAVIT TO BE FURNISHED BY THE CANDIDATE ALONG WITH NOMINATION PAPER BEFORE THE RETURNING OFFICER**ELECTION OF THE COUNCILLOR TO WARD/DIVISION NO.*OF TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION*.****PART A**

I son/daughter/wife* of Agedyears, resident of (mention full postal address including pincode), a candidate at the above election, do hereby solemnly affirm and state on oath as under:-

(1) I am a candidate set up by (name of the political party)/am contesting as an Independent candidate* .

(2) My name is enrolled in Ward/Division* No of Electoral Roll of Town Panchayat/Municipal Council/Municipal Corporation* at Serial No in Part No

(3) My contact telephone number (with STD Code)/mobile number (s) is/are and my e-mail id (if any) is.....

(4) Details of Permanent Account Number (PAN) and status of filing of Income Tax return:

Sl. No.	Name (s)	PAN No.	The financial year for which the last Income-tax return has been filed	Total income shown in Income – tax return (in Rupees)
(1)	(2)	(3)	(4)	(5)
1.	Self			
2.	Spouse			
3.	Dependent-1			
4.	Dependent-2			
5.	Dependent-3.....			

(5) I have not been sentenced/imprisoned for any offence(s) punishable with imprisonment for more than six months as provided under sub-section (4) of section 12 of the Tamil Nadu Urban Local Bodies Act, 1998 (Tamil Nadu Act 9 of 1999)/a case(s)/is/are pending against me in which a charge(s) has/have been framed by the court(s) of competent jurisdiction.

If the deponent is accused of any such offence(s) he shall furnish the following information:-

(i) The following case(s) is /are pending against me in which charges have been framed by the court for an offence punishable with imprisonment for six months or more:-

(a)	Case/First Information Report No./ Nos. together with complete details of concerned Police Station/District/State:	
(b)	Section(s) of the concerned Act(s) and short description of the offence(s) for which charged:	

(c)	Name of the Court, Case No. and date of order taking cognizance:	
(d)	Court(s) which framed the charge(s):	
(e)	Date(s) on which the charge(s) was/ were framed:	
(f)	Whether all or any of the proceedings(s) have been stayed by any Court(s) of competent jurisdiction:	

(ii) The following case(s) is /are pending against me in which cognizance has been taken by the court [other than the cases mentioned in item (i) above]:-

(a)	The details of cases where the court has taken cognizance, section(s) of the Act(s) and description of the offence(s) for which cognizance taken:	
(b)	Name of the Court, Case No. and date of order taking cognizance:	
(c)	Details of Appeal(s)/ Application(s) for revision (if any) filed against the above order(s):	

(6) I have not been convicted of an offence(s) and I have been/have not been removed/disqualified under Tamil Nadu Urban Local Bodies Act, 1998 (Tamil Nadu Act 9 of 1999).

If the deponent is convicted and punished as aforesaid, he shall furnish the following information:

(i) Cases in which, I have been convicted and sentenced to imprisonment by a court of law:

(a)	The Details of cases, section(s) of the concerned Act(s) and description of the offence(s) for which convicted:	
(b)	Name of the Court(s), Case No. and date(s) of order(s):	
(c)	Punishment imposed:	
(d)	Whether any appeal was/has been filed against the conviction order. If so, details and the present status of the appeal:	

(ii) If the deponent dismissed/disqualified from the post ofunder the Tamil Nadu Urban Local Bodies Act, 1998 (as in Sl.No.5 above), he shall furnish the following information:—

(a)	Removed/Disqualified under which Section(s) of Tamil Nadu Urban Local Bodies Act, 1998 (Tamil Nadu Act 9 of 1999):	
(b)	Period of punishment:	From to (..... Years)
(c)	Order No. and Date (i.e. Statutory Orders issued by the Tamil Nadu State Election Commission or Proceedings issued by the authority):	
(d)	Date of enforcement of removal/ disqualification:	
(e)	Whether any appeal was/has been filed against the removal/disqualification order. If so, details and the present status of the appeal:	

(7) That I give herein below the details of the assets (movable and immovable etc.) of myself, my spouse and all dependents:—

A. Details of movable assets:

- Note: 1. Assets in joint name indicating the extent of joint ownership will also have to be given.
2. In case of deposit/investment, the details including Serial Number, Amount, date of deposit, the scheme, Name of the Bank/Institution and Branch are to be given.
3. Value of Bonds/Share Debentures as per current market value in Stock exchange in respect of listed companies and as per books in case of non-listed companies should be given.
4. Dependent here means, a person substantially dependent on the income of the candidate.
5. Details including amount are to be given separately in respect of each investment.

Sl. No.	Description	Self	Spouse	Dependent-1	Dependent-2	Dependent-3
(i)	Cash in hand					
(ii)	Details of deposit in Bank accounts (FDRs, Term Deposits and all other types of deposits including saving accounts), Deposits with Financial Institutions, Non-Banking Financial Companies and Cooperative societies and the amount in each such deposit					
(iii)	Details of investment in Bonds, debentures/ shares and units in companies/ Mutual funds and others and the amount					
(iv)	Details of investment in NSS, Postal Savings, Insurance policies and investment in any Financial instruments in Post office or Insurance Company and the amount					
(v)	Personal loans/advance given to any person or entity including firm, company, Trust etc., and other receivables from debtors and the amount					
(vi)	Motor Vehicles/Aircrafts/Yachts/Ships (Details of Make, registration number etc. year of purchase and amount)					
(vii)	Jewellery, bullion and valuable thing(s) (give details of weight and value)					
(viii)	Any other assets such as value of claims/ interest					
(ix)	Gross Total Value					

B. Details of Immovable Assets:

Note: 1. Properties in joint ownership indicating the extent of joint ownership will also have to be indicated.

2. Each land or building or apartment should be mentioned separately in this format.

Sl. No.	Description	Self	Spouse	Dependent-1	Dependent-2	Dependent-3
(i)	Agricultural Land - Location(s) - Survey number(s)					
	Area (total measurement in acres)					
	Whether inherited property (Yes or No)					
	Date of purchase in case of self-acquired property					
	Cost of Land (in case of purchase) at the time of purchase					
	Any investment on the land by way of development, construction etc.					
	Approximate current market value					
(ii)	Non-Agricultural Land: - Location(s) - Survey number(s)					
	Area (total measurement in sq.ft.)					
	Whether inherited property (Yes or No)					
	Date of purchase in case of self-acquired property					
	Cost of Land (in case of purchase) at the time of purchase					
	Any investment on the land by way of development, construction etc.					
	Approximate current market value					
(iii)	Commercial Buildings (including apartments) - Locations(s) - Survey number(s)					
	Area (total measurement in sq.ft.)					
	Built-up Area (total measurement in sq.ft.)					
	Whether inherited property (Yes or No)					
	Date of purchase in case of self-acquired property					
	Cost of property (in case of purchase) at the time of purchase					

	Any investment on the property by way of development, construction etc.					
	Approximate current market value					
(iv)	Residential Buildings (including apartments):- - Location(s) - Survey number(s)					
	Area (total measurement in sq.ft.)					
	Built-up Area (total measurement in sq.ft.)					
	Whether inherited property (Yes or No)					
	Date of purchase in case of self-acquired property					
	Cost of property (in case of purchase) at the time of purchase					
	Any investment on the property by way of development, construction etc.					
	Approximate current market value					
(v)	Others (such as interest in property)					
(vi)	Total of current market value of (i) to (v) above					

(8) I give herein below the details of liabilities/dues to public financial institutions and government:-

(Note: please give separate details of name of bank, institution, entity or individual and amount before each item)

Sl. No.	Description	Self	Spouse	Dependent-1	Dependent-2	Dependent-3
(i)	Loan or dues to Bank/financial institution(s) Name of the Bank or financial institution, Amount outstanding, Nature of Loan					
	Loan or dues to any other individuals/entity other than mentioned above. Name(s), Amount outstanding, nature of loan Any other liability					
	Grand total of liabilities					
(ii)	Government dues: Dues to departments dealing with Government accommodation					
	Dues to department dealing with supply of water					
	Dues to department dealing with supply of electricity					
	Dues to department dealing with supply of telephone/mobile services					

	Dues to department dealing with government transport (including aircrafts and helicopters)					
	Income tax dues					
	Wealth tax dues					
	Service tax dues					
	Municipal/Property Tax dues					
	Sales tax dues					
	Any other dues					
(iii)	Grand total of all Government dues					
(iv)	Whether any other liabilities are in dispute, if so, mention the amount involved and the authority before which it is pending					

(9) Details of profession or occupation:

(a) Self

(b) Spouse

(10) My educational qualification is as under:-

.....(Give details of highest School/ University education mentioning the full form of the certificate/diploma/degree course, name of the School/College/University and the year in which the course was completed.)

PART B

(11) Abstract of the details given in (1) to (10) of Part-A:

1.	Name of the Candidate:	Thiru/Tmt/Selvi
2.	Full postal address:	
3.	Name of the Urban Local Body and District:	
4.	Name of the political party which set up the candidate (otherwise write 'Independent'):	
5.	(i) Total number of pending cases where charges have been framed by the Court for offences punishable with imprisonment for more than six months under section 12(4) of the Tamil Nadu Urban Local Bodies Act, 1998:	
	(ii) Total number of pending cases where the court(s) have taken cognizance [other than the cases mentioned in item (i) above]:	
6.	Total number of cases in which convicted and sentenced to imprisonment other than any offence(s) referred to Sl.No.5 above Dismissal/Disqualification period under the Tamil Nadu Urban Local Bodies Act, 1998:	From To (..... Years)

7		PAN No.	Year for which last income tax return filed	Total income shown		
	(a) Candidate					
	(b) Spouse					
	(c) Dependents					
8	Details of Assets and Liabilities in Rupees					
	Description		Spouse	Dependent-I	Dependent-II	Dependent-III
(1)	Movable Assets (Total Value)					
B(2)	Immovable Assets					
	I	Purchase price of self-acquired immovable property				
	II	Development/construction cost of immovable property after purchase (if applicable)				
	III	Approximate Current market price of -				
		(a) self acquired assets (Total value)				
		(b) inherited assets (Total value)				
9	Liabilities					
	(i)	Government dues (Total)				
	(ii)	Loans from Bank, Financial Institutions and others (Total)				
10	Liabilities that are under dispute					
	(i)	Government dues (Total)				
	(ii)	Loans from Bank, Financial Institutions and others (Total)				
11	Highest educational qualifications:- (Give details of highest School/University education mentioning the full form of the certificate/ diploma/ degree course, name of the School/College/ University and the year in which the course was completed.)					

VERIFICATION

I, the deponent, above named, do hereby verify and declare that the contents of this affidavit are true and correct to the best of my knowledge and belief and no part of it is false and nothing material has been concealed there from. I further declare that,—

- (a) there is no case of conviction or pending case against me other than those mentioned in items 5 and 6 of Parts A and B above;
- (b) I, my spouse, or my dependents do not have any asset or liability, other than those mentioned in items 7 and 8 of Part A and items 8, 9 and 10 of Part B above; and
- (c) I am aware that filing false affidavit, etc. is punishable with imprisonment for a term which may extend to six months, or with fine, or with both under relevant sections of the Act.

Verified at this the day of

DEPONENT

- Note:-
1. Affidavit should be filed along with the Nomination paper.
 2. Affidavit should be sworn before a Commissioner of Oaths or Magistrate of the First Class or before a Notary Public. The affidavit shall be prepared in a value of not less than twenty rupees (Rs.20) non judicial stamp paper.
 3. All columns should be filled up and no column to be left blank. If there is no information to furnish in respect of any item, either "Nil" or "Not applicable", as the case may be, should be mentioned.
 4. The Affidavit should be either typed or written legibly and neatly.

[*strikeout whichever is not applicable.]

FORM 5

NOTICE OF NOMINATION

[See rule 32 (2)]

Election of the Councillor to Ward/Division* No..... ofTown Panchayat/Municipal Council/Municipal Corporation*.

Notice is hereby given that the following nominations in respect of the above election have been received upto p.m. today:-

Serial No. of Nomination paper	Name of candidate	Name of father/husband	Age of candidate	Address	Gender	Caste/Tribe (in case of Scheduled Castes/ Scheduled Tribes candidates)	Electoral roll Serial No. of the candidate	Name of the proposer	Electoral roll Serial No. of the proposer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Note: The nomination papers will be taken up for scrutiny at 11.00 a.m. on the day of at (Place)

Place:

Date:

Returning Officer/
Assistant Returning Officer.*

[*strikeout whichever is not applicable.]

FORM 6**LIST OF NOMINATIONS RECEIVED**

[See rules 32 (3), (4) and 33 (1)]

..... **Town Panchayat/Municipal Council/Municipal Corporation***.List of nominations received for election of the Councillor to Ward/Division* No.....
of Town Panchayat/Municipal Council/Municipal Corporation*.

Sl. No.	Name of candidate	Name of Father/ Husband	Community (Scheduled Caste/ Scheduled Tribe or not)	Gender	Address
(1)	(2)	(3)	(4)	(5)	(6)

Note:- The nomination papers will be taken up for scrutiny at a.m. on at (place)

Place:

Date:

Returning Officer/
Assistant Returning Officer.*

[*strikeout whichever is not applicable.]

FORM 7**LIST OF VALIDLY NOMINATED CANDIDATES**

[See rule 33 (9)]

..... **Town Panchayat/Municipal Council/Municipal Corporation***.

List of nominations which are found valid among the nominations received for the election of the Councillor to Ward/Division* No..... of Town Panchayat/Municipal Council/Municipal Corporation*.

Sl. No.	Name of candidate	Name of Father/ Husband	Community (Scheduled Caste/ Scheduled Tribe or not)	Gender	Address
(1)	(2)	(3)	(4)	(5)	(6)

Place:

Date:

Returning Officer /
Assistant Returning Officer.*

[*strikeout whichever is not applicable.]

FORM 8**NOTICE OF WITHDRAWAL**

[See rule 34 (1)]

**Election of the Councillor to Ward/Division* No..... of Town Panchayat/
Municipal Council/Municipal Corporation*.**

To
The Returning Officer,

I,, a candidate nominated at the above election do hereby give notice that I withdraw my candidature.

2. I am fully aware that I cannot cancel this notice of withdrawal under sub-rule (3) of rule 34 of the Tamil Nadu Urban Local Bodies Rules, 2023.

Place:.....

Signature of Candidate.

Date:

(To be filled by the Returning Officer)

The notice was delivered to me at my office at (hour) on (date) by (name) the.....*

Date:.....

Returning Officer

RECEIPT FOR NOTICE OF WITHDRAWAL

(To be handed over to the person delivering the notice.)

The notice of withdrawal of candidature by, a candidate at the election of councillor to Ward/Division* No..... of Town Panchayat/Municipal Council/Municipal Corporation* was delivered to me by the **..... at my office at (hour) on(date).

Returning Officer.

NOTE:

[*strikeout whichever is not applicable.]

** Here insert one of the following alternatives as may be appropriate:-

(1) Candidate.

(2) Candidate's proposer who has been authorised in writing by the candidate to deliver it.

FORM 9**NOTICE OF WITHDRAWAL OF CANDIDATURE**

[See rule 34 (4)]

**Election of the Councillor to Ward/Division* No..... of Town Panchayat/
Municipal Council/Municipal Corporation*.**

Notice is hereby given that the following candidate/candidates at the above election has/have withdrawn his candidature/their candidature(s) today.

Name of candidate	Address of candidate	Remarks
(1)	(2)	(3)

Place:

Returning Officer.

Date:

[*strikeout whichever is not applicable.]

FORM 10

LIST OF CONTESTING CANDIDATES

[See rules 35 (1), (2) (c), 36 (1) (a), 39 (3) (4), 45 (4), 53 (1), 76 (2) and 77 (4) (a)]

..... Town Panchayat/Municipal Council/Municipal Corporation*.

List of contesting candidates for election of the Councillor to Ward/Division* No..... of
..... Town Panchayat /Municipal Council/Municipal Corporation.*

Sl. No.	Name of the Candidate	Gender	Whether the candidate belongs to Scheduled Caste, Scheduled Tribe or not	Address of Candidate	Distinctive symbol assigned to the candidate
(1)	(2)	(3)	(4)	(5)	(6)

Note:- The poll will be taken on between a.m. andp.m. at the polling stations notified for the purpose.

Place:

Returning Officer.

Date:

[*strikeout whichever is not applicable.]

FORM 11

APPOINTMENT OF ELECTION AGENT

[See rule 42]

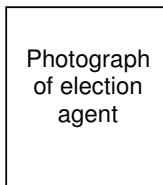
Election of the Councillor to ward/division* No..... of Town Panchayat/Municipal Council/Municipal Corporation*.

To

The Returning Officer,

I, of, a candidate at the above election do hereby appoint Thiru/Tmt/Selvi* of as my election agent from this day at the above election.

His/Her* recent photograph, duly attested by me, is pasted below.



Place:.....

Signature of Candidate.

Date:.....

I accept the above appointment.

Place:.....

Signature of Election agent.

Date:.....

[*strikeout whichever is not applicable.]

FORM 12

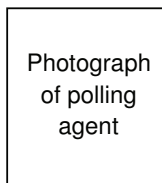
APPOINTMENT OF POLLING AGENT

[See rule 44 (2)]

Election of the Councillor to Ward/Division* No..... of Town Panchayat/Municipal Council/Municipal Corporation*.

I,, a candidate/election agent of who is a candidate,* in the above election do hereby appoint Thiru/Tmt/Selvi* of as polling agent to attend the Polling Station No..... at

His/Her* recent photograph, duly attested by me, is pasted below.



Date:

Signature of Candidate /
Election Agent.*

I agree to act as such polling agent.

Place:

Signature of Polling Agent.

Date:

[*strikeout whichever is not applicable.]

Declaration of polling agent to be signed before the Presiding Officer.

I hereby declare that at the above election I will not do anything forbidden by the relevant section of the Act which I have read/ has been read over to me.

Date:

Signature of Polling Agent.

Signed before me.

Date:

Signature of Presiding Officer.

-----><-----

(To be handed over to the polling agent for production at the polling station.)

FORM 13

[See rule 46 (6)]

PART I**DECLARATION BY THE PRESIDING OFFICER BEFORE THE COMMENCEMENT OF POLL****Election of the Councillor to Ward/Division* No..... of Town Panchayat/Municipal Council/Municipal Corporation*.**

Name of the Town Panchayat/Municipal Council/Municipal Corporation* :

No. and name of the polling station :

Date of poll :

I hereby declare,—

(1) that I have demonstrated to the polling agents and other persons present that the ballot boxes to be used for the poll are empty.

(2) that on the paper seal used for securing the ballot box, I have affixed my own signature and obtained thereon the signatures of such of the polling agents who are present and desirous of affixing the same.

(3) that I have demonstrated to the polling agents and others present that the marked copy of the electoral roll/ rolls to be used during the poll does/do not contain any marks other than those used for issuing election duty certificates, and

(4) that I have allowed the polling agents to note the first and the last of the serial numbers of the ballot papers and also the numbers on the paper seals which will be used at the polling station.

Signature of Presiding Officer.
Signature of Polling Agents.

- 1..... (of candidate.....)
2. (of candidate
3. (of candidate
4. (of candidate
5. (of candidate
6. (of candidate
7. (of candidate
8. (of candidate
9. (of candidate

The following agents declined to affix their signatures to this declaration:-

1. (of candidate
2. (of candidate
3. (of candidate
4. (of candidate

Signature of Presiding Officer.

PART II.

DECLARATION AT THE END OF POLL.

I have furnished to the polling agents, who were present at the polling station at the close of the poll and whose signatures are affixed below, an attested copy each of the entries in the ballot paper account in Form 21.

Date:

Signature of Presiding Officer.

Received an attested copy of the entries made in the ballot paper account.

Signature of Polling Agents.

- 1 (of candidate)
- 2. (of candidate)
- 3. (of candidate)
- 4. (of candidate)
- 5. (of candidate)
- 6. (of candidate)
- 7. (of candidate)
- 8. (of candidate)
- 9..... (of candidate)

The following polling agents who were present at the close of the poll declined to receive an attested copy of the ballot paper account and to give a receipt therefor and so an attested copy of the ballot paper account was not supplied to them.

- 1 (of candidate)
- 2. (of candidate)
- 3. (of candidate)
- 4. (of candidate)
- 5. (of candidate)
- 6. (of candidate)
- 7. (of candidate)
- 8. (of candidate)
- 9..... (of candidate)

Date:

Signature of Presiding Officer.

[*strikeout whichever is not applicable.]

FORM 14

LIST OF CHALLENGED VOTES

[See rules 49 (2) (c) and 83 (2) (c)]

**Election of the Councillor to Ward/Division* No..... ofTown
Panchayat/Municipal Council/Municipal Corporation*.**

No. and Name of Polling Station:

Sl. No.	Name of elector	Serial No. of part of roll or street in which the elector's name appears	Sl. No. of the Elector's name in that part or street	Signature or thumb impression of the person challenged.	Name and address of identifier, if any.	Name and address of challenger and his signature or thumb impression.	Order of Presiding Officer	Signature of challenger, on receiving refund of deposit.	Amount forfeited and to be handed over to the Returning Officer.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Date:

Signature of Presiding Officer

[*strikeout whichever is not applicable.]

FORM 15
BALLOT PAPER

[See rule 53 (1)]



Counter Foil

..... Town Panchayat/Municipal Council/Municipal Corporation*
Ward/Division* No.....

Electoral roll Part No. /Street Name

Sl. No. of the elector.....

Signature or thumb impression of the elector.





Ballot Paper

Ward/Division* No..... of Town Panchayat/Municipal
Council/Municipal Corporation.*

NAME	SYMBOL
NAME	SYMBOL
NAME	SYMBOL
NAME	SYMBOL
NAME	SYMBOL
NAME	SYMBOL
NONE OF THE ABOVE	NOTA

[*strikeout whichever is not applicable.]

FORM 16

APPLICATION BY AN ELECTOR ON ELECTION DUTY TO VOTE

[See rule 56 (1)]

To
 The Returning Officer,
 Town Panchayat/
 Municipal Council/Municipal Corporation*.

Sir,

(1) I intend to cast my vote in person at the ensuing election to of the Town Panchayat/Municipal Council/Municipal Corporation*. I have been enrolled under Serial No. of Part No. /Street Name. in the electoral roll of the Ward/Division* No..... of Town Panchayat/Municipal Council/Municipal Corporation*.

(2) I have been posted for election duty at the ensuing election of Councillor of Town Panchayat/Municipal Council/Municipal Corporation* but else where than the polling station at which I am entitled to vote.

(3) I request that a certificate in Form 17 with a ballot paper may be sent to me to the address given below to enable me to cast my vote at the above election.

My address:

.....

Date:

Signature of elector on election duty.

[*strikeout whichever is not applicable.]

FORM 17

ELECTION DUTY CERTIFICATE

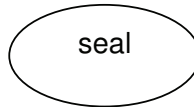
[See rule 56 (1)]

Certified that Thiru/Tmt/Selvi*..... is an elector in Ward/Division* No..... of Town Panchayat/Municipal Council/Municipal Corporation*. His/Her* electoral roll particulars are given below:

Serial No. :
Part No./Street Name :
Ward/Division No :
Town Panchayat/Municipal Council/ :
Municipal Corporation*

Certified also that by reason of being on election duty, he is unable to vote at the polling station where he is entitled to vote and that he is, therefore, hereby authorised to vote through postal ballot paper in the manner laid down in rule 56.

Date:



Returning Officer.

[*strikeout whichever is not applicable]

FORM 18**DECLARATION BY ELECTOR ON ELECTION DUTY**

[See rules 56 (2) and 66 (1) (b) and (c)]

**Election of the Councillor to Ward/Division* No..... of Town
Panchayat/Municipal Council/Municipal Corporation*.**

I hereby declare that I am the elector to whom the postal ballot paper bearing Serial No.
has been issued at the above election. I declare that I have marked my vote myself on the ballot paper.

Date:

Signature of Elector.

Address.....
.....
.....

[*strikeout whichever is not applicable.]

FORM 19**LIST OF BLIND AND INFIRM ELECTORS**

[See rules 57 (2) and 87 (2)]

Election of the Councillor to Ward/Division* No..... of Town Panchayat/ Municipal Council/ Municipal Corporation*.

Polling Station No. and Name:

Ward/Division* No. and Serial No. of elector	Full name of elector	Full name of companion	Address of companion	Signature of companion
(1)	(2)	(3)	(4)	(5)

Date:

Signature of Presiding Officer.

[*strikeout whichever is not applicable.]

FORM 20

LIST OF TENDERED VOTES

[See rule 59 (2)]

Election of the Councillor to Ward/Division* No..... of Town
Panchayat/Municipal Council/Municipal Corporation*.

Polling Station No. and Name:

Sl. No.	Serial No., Part No./ Street Name, Ward/Division* No. and Name of elector	Address of elector	Serial No. of tendered ballot paper	Signature or thumb-impression of person tendering vote
(1)	(2)	(3)	(4)	(5)

Date:

Signature of Presiding Officer.

[*strikeout whichever is not applicable.]

FORM 21

[See rules 62 (5) (a) (i), 66 (7) and 69 (2)]

Election of the Councillor to Ward/Division* No..... of Town Panchayat/Municipal Council/Municipal Corporation*.

PART I**BALLOT PAPER ACCOUNT**

Name of the Town Panchayat/Municipal Council/Municipal Corporation* Ward/Division* No.....

Polling Station No. and Name:

Ballot Paper details	Serial No.		Total No.
	From	To	
(1)	(2)	(3)	(4)
1. Ballot Papers received			
2. Ballot papers unused (i.e. not issued to voters),— (a) With the signature of Presiding Officer (b) Without the signature of Presiding Officer Total: (a+b)			
3. ** Ballot papers used at the polling station (1-2=3)			
4. ** Ballot papers used at the polling station but NOT INSERTED INTO THE BALLOT BOX: (a) Ballot papers cancelled for violation of voting procedure under rule 58 (b) Ballot papers cancelled for other reasons (c) Ballot papers used as tendered ballot papers Total: (a+b+c)			
5. ** Ballot papers to be found in the ballot box (3-4=5)			

[*strikeout whichever is not applicable.]

** Serial Nos. need not be given

Date:

Signature of Presiding Officer.

PART II**RESULT OF INITIAL COUNTING**

1. Total No. of Ballot Papers that should be found in the ballot box(es) as shown in item 5 of Part I:
2. Total No. of Ballot Papers actually found in the ballot box(es) as per initial counting:
3. Discrepancy, if any,.....

Date:

Signature of Counting Supervisor.

Signature of the Returning Officer.

FORM 22

REGISTER OF ELECTORS

[See rules 85 (a), 86 (7), 88, 94 (1) (b) and 96 (3)]

Election of the Councillor to Ward/Division* No..... of Town Panchayat/Municipal Council/Municipal Corporation*.

Polling Station No. and Name: -----

Sl. No.	Sl. No. of elector in the electoral roll	Signature/Thumb impression of elector	Remarks
(1)	(2)	(3)	(4)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Date:

Signature of the Presiding Officer

[*strikeout whichever is not applicable.]

FORM 23**LIST OF TENDERED VOTES**

[See rules 89 (2) and 94 (1) (c)]

**Election of the Councillor to Ward/Division* No..... of Town Panchayat/
Municipal Council/Municipal Corporation*.**

No. and Name of the Polling Station: -----

Sl. No.	Name of elector	Sl. No. of elector in electoral roll	Sl. No. in Register of electors (Form 22) of the person who has already voted in place of elector	Sl. No. of tendered ballot paper	Signature/Thumb impression of elector
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Date:

Signature of the Presiding Officer.

[*strikeout whichever is not applicable.]

PART II
RESULT OF COUNTING

Sl. No.	Name of Candidates	Symbol	Number of Votes recorded
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.	None of the above		
Total			

Whether the total number of votes shown above tallies with the total Number of votes shown against Sl. No. 5 of Part I or any discrepancy noticed between the two totals.

Date:

Signature of Counting Supervisor.

Sl. No.	Name of Candidate/Election Agent/Counting Agent	Full signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Date:

Signature of Returning Officer.

[*strikeout whichever is not applicable.]

FORM 25

APPOINTMENT OF COUNTING AGENTS

[See rules 64 (1) and 98 (1)]

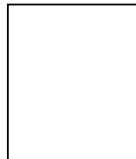
Election of the Councillor to Ward/Division* No..... of Town Panchayat/Municipal Council/Municipal Corporation*.

To
The Returning Officer,

I,, a candidate/the election agent* of, who is a candidate at the above election do hereby appoint the following person as my counting agent to attend the counting of votes at.....

Name of the counting agent	Address of the counting agent

His recent photograph, duly attested by me is pasted below:-



Date:.....

Signature of candidate/election agent.*

I agree to act as such counting agent.

Place:

Signature of counting agent.

Date:.....

Declaration of counting agent to be signed before the Returning Officer

I hereby declare that at the above election, I will not do anything forbidden by the relevant section of the Act, which I have read/has been read over to me.

Date:

Signature of counting agent.

Signed before me.

Date:

Signature of Returning Officer.

[*strikeout whichever is not applicable.]

-----X-----

(To be handed over to the counting agent for production at the counting centre.)

FORM 26

RESULT SHEET

[See rules 69 (2), 71 (1), (4) (b) and (5), 72 (4), 101 (2) (c), (d), (e) and (f) and 102 (1)]

**Election of the Councillor to Ward/Division* No..... of Town Panchayat/
Municipal Council/Municipal Corporation*.**

Sl. No.	Name of the candidate	Symbol	Votes secured through postal ballot	Votes secured at the polling stations	Total
1					
2					
3					
4					
5					
6					
7					
8					
9	None of the above				
	Total No. of valid votes polled				
	Rejected votes				
	Tendered votes				
	TOTAL				

Place:

Signature of Returning Officer.

Date:

[*strikeout whichever is not applicable.]

FORM 27

RETURN OF ELECTION

[See rule 72 (1)]

.....Town Panchayat/Municipal Council/Municipal Corporation*.

Election of the Councillor to Ward/Division* No..... of Town Panchayat/Municipal Council/Municipal Corporation*.

Sl. No.	Name of the candidate	Symbol	No. of valid votes polled
(1)	(2)	(3)	(4)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.	None of the above		
	Total No. of valid votes polled		
	Total No. of rejected votes		

I declare that Thiru/Tmt/Selvi*.....has been duly elected as the Councillor of the Ward/Division* ofTown Panchayat/Municipal Council/Municipal Corporation*.

Place:

Signature of Returning Officer.

Date:

[*strikeout whichever is not applicable.]

FORM 28**DECLARATION OF THE RESULT OF ELECTION**

[See rules 36 (2) and 74]

**Election of the Councillor to Ward/Division* No..... of Town Panchayat/
Municipal Council/Municipal Corporation*.**

DECLARATION

In pursuance of the provisions contained in rule 97 of the Tamil Nadu Urban Local Bodies Rules, 2023, I declare that,—

Thiru/Tmt/Selvi*.....(Name).....(Address) has
been duly elected as Councillor from Ward/Division* No. of..... Town Panchayat/
Municipal Council/Municipal Corporation*.

Place:

Signature of the Returning Officer.

Date:

[*strikeout whichever is not applicable.]

FORM 29**NOMINATION FORM**

[See rule 113 (1)]

**Election of Chairperson/Vice-Chairperson/Mayor/Deputy Mayor* of Town Panchayat/
Municipal Council/Municipal Corporation*.**

**Election of Chairperson of Wards Committee of Municipal Council/
Municipal Corporation*.**

**Election of Chairperson/Members of Committee.....Town Panchayat/
Municipal Council/Municipal Corporation*.**

I, Thiru/Tmt/Selvi* Councillor from Ward/Division* No., hereby nominate Thiru/Tmt/Selvi* Councillor from Ward/Division* No....., as a candidate for the election of Chairperson/Vice-Chairperson/Mayor/Deputy Mayor/Chairman* of Wards Committee/Chairperson/Member* of..... Committee of theTown Panchayat/Municipal Council/Municipal Corporation*.

Place:.....

Signature of the Proposer.

Date:.....

I, Thiru/Tmt/Selvi*Councillor from Ward/Division* No....., hereby second the above nomination.

Place:

Signature of the Seconder.

Date:

Declaration of the Candidate

I,.....Thiru/Tmt/Selvi* Councillor from Ward/Division* No hereby assent to this nomination.

** I am a Member of the caste/tribe which is a Scheduled caste/tribe in the State of Tamil Nadu in relation to (area).

Place:

Signature of the Candidate.

Date:

[*strikeout whichever is not applicable.]

**needs to be made only for Chairperson/Mayor Election by a Scheduled Castes/Scheduled Tribes candidate.

FORM 30

BALLOT PAPER

[See rule 119]

Election of Chairperson/Vice-Chairperson/Mayor/Deputy Mayor/Chairperson/Member* of the
.....Wards Committee Statutory Committee of Town Panchayat/
Municipal Council/Municipal Corporation*.

Serial No.:

NAME
WARD/DIVISION NO.

NAME
WARD/DIVISION NO.

NAME
WARD/DIVISION NO.

NAME
WARD/DIVISION NO.

Signature of the Returning Officer.

[*strikeout whichever is not applicable.]

CHAPTER IV.**PART I.****COUNCIL.**

154. Place of meeting.— (1) All meetings of the council shall be conducted in the main office building of the municipality.

(2) The Chairperson may allow any visitor to witness the proceedings of the council subject to the availability of space. The Chairperson may direct any visitor, whose conduct is in his opinion grossly disorderly, to withdraw immediately from the visitors hall.

155. Presidency of the meeting.— (1) Every meeting of the council shall be presided over by the Chairperson and in his absence by the Deputy Chairperson and, in the absence of both of them, one member from the panel of Councillors nominated under section 47 of the Act in the order of their names in the panel shall preside over the meeting:

Provided that in the case of special meeting convened by the Commissioner under sub-section (1) of section 34 of the Act, the Chairperson shall not preside over the meeting.

(2) In the absence of the Chairperson, the Deputy Chairperson or the presiding member, as the case may be, shall exercise the powers exercisable by the Chairperson as provided in the Act and the rules made thereunder.

156. Ordinary meeting.— (1) An ordinary meeting shall be convened by the Chairperson at least once in a month. The agenda for the meeting of the council and the standing committees shall be prepared by the Commissioner in consultation with the Chairperson. The Commissioner may include in the agenda any subject which in his opinion should be considered by the council or committee and shall include therein any subject specified by the Chairperson. On any subject included in the agenda, the Chairperson as well as the Commissioner shall have the right of recording their views in a note and such note shall be circulated to the Councillors or placed before the council before or at the time of the consideration of such subject by the council:

Provided that no meeting shall be conducted on holidays.

Explanation.— The expression “holiday” includes Saturday, Sunday and any other day declared by the Government, by notification to be a public holiday.

(2) The notice and the agenda for the meeting shall be in the name and with the signature of the Chairperson and shall be sent to all the members of the council at least six clear days before the date fixed for the meeting. For sufficient reasons, the Chairperson may, alter the date or the time of the meeting at any time by giving at least twenty four hours notice to the members.

(3) In cases of urgency, the chairperson may convene a meeting at shorter notice than that of days specified in sub-rule (2).

(4) Supplemental notice adding further items of business for consideration at a meeting may be issued before twenty four hours of the meeting.

(5) The business left over at an ordinary meeting shall be carried over to next ordinary meeting, and such left over business shall be taken up first for discussion in the next ordinary meeting.

(6) (a) (i) Where for any reason the ordinary meeting as required to be convened under this rule is not convened for two months consecutively; or

(ii) Where any business relating to execution of work for which financial allocation is already made or any other business of public importance, which in the opinion of the Commissioner cannot be delayed, is adjourned to next meeting without valid reason, the Commissioner shall immediately send a report to the Director.

(b) The Director on examining the report may issue directions to the Chairperson for convening the meeting and for passing of necessary resolutions for execution of works or to carry out the works which are of public importance. If the direction of the Director is not complied within the time specified in such direction, the Director may cause the work to be carried out through the Commissioner after sending a report to the Government in this regard, and the expenditure connected therewith shall be met from municipal funds.

157. Special meeting.— (1) On matters of urgent public importance which cannot be postponed till the convening of the next ordinary meeting the chairperson on his own motion or on the requisition in writing signed by not less than one-third of the members of the council may convene a special meeting of the council, after giving three clear days notice.

(2) In case of emergencies such as natural calamities, the Chairperson may convene a special meeting of the council on any day including a holiday at shorter notice. In such meetings, the subject relating to the specified emergency or natural calamity alone shall be discussed.

158. Quorum of a meeting.— (1) The quorum for ordinary or special meeting shall be one third of the total number of elected members, including the Chairperson of the council, as on the date of the meeting.

(2) If the required number of members constituting the quorum is not present at the meeting before the expiry of thirty minutes from the hour fixed for an ordinary meeting, such meeting shall be adjourned on that date by the Chairperson or Deputy Chairperson or Presiding member, as the case may be, and that adjourned meeting shall be conducted within seven days. A notice in this regard shall be sent to all members on the date on which the meeting has been adjourned.

(3) If there is no quorum as in sub-rules (1) and (2) for a special meeting, other than the special meeting convened under sub-section (1) of section 34 of the Act, the Chairperson shall have the power either to cancel or to adjourn such meeting.

159. Order of business to be transacted in the meeting.— (1) In any ordinary meeting convened, the minutes of the decisions taken in the previous meeting shall be placed and after recording of the minutes, the other items of business shall be taken up for discussion in the following order, namely:-

- (i) interpellations;
- (ii) papers to be laid on the table of the Council. (No discussion shall be allowed on these papers on that day);
- (iii) gist of the proceedings of committees, if any;
- (iv) matters relating to official business brought forward by the Chairperson as urgent ;
- (v) adjourned subjects of the previous meetings;
- (vi) left over business of the previous meetings; and
- (vii) resolutions on matters listed in the Agenda.

(2) The order of business for the day may, with the leave of the Council, be changed by moving a motion for a change by the Chairperson for this purpose.

160. Procedure to be followed in the meeting.— (1) The members of the Council who are attending the meeting, shall occupy the respective seats allotted to them and speak only from their seats.

(2) A member who desires to speak, shall first rise from his seat, and he shall speak only after the Chairperson calls his name. If two or more members rise simultaneously to speak, the Chairperson may call any one of such members to speak as the circumstances warrant. The other members shall immediately resume their seats. At any time when the Chairperson rises from his seat, the member speaking shall resume his seat. When any member is called to order by the Chairperson, such member shall immediately resume his seat.

(3) The business of the council shall be transacted in Tamil.

(4) A member, while speaking, shall not,—

(i) comment on any matter on which a judicial proceeding is pending;

(ii) make a personal charge against any member or chairperson or any employee of the Government or the local body:

Provided that such remarks, if any, made shall not be recorded either in the minutes or in the verbatim report;

(iii) indulge or interrupt by his speech or any other act so as to obstruct the proceedings of the council;

(iv) speak on any matter not connected with the subject matter of discussion; and

(v) ask any question, which has already been answered.

(5) Any member may raise any point of order. While raising such point of order, the member shall confine his speech only to the issues involved in the point of order. On all such points of order, the decisions given by the Chairperson shall be final and binding.

(6) Every subject included in the agenda of a meeting of a Municipal Council shall be read out at the meeting in full.

(7) The Chairperson, after having called the attention of the Council to the conduct of a Councillor who persists in irrelevance or in tedious repetition either of his own arguments or of the arguments used by other Councillors in debate, may direct him to discontinue his speech.

(8) (i) A member shall be guilty of breach of the rules governing the proceeding of the council, if he,—

(a) uses any objectionable or unparliamentary words or language in his speech and refuses to withdraw such words or refuses to tender apology as required by the Chairperson. Such part of the speech shall not be recorded in the proceedings of the council meeting;

(b) wilfully disturbs the peaceful and orderly conduct of the meeting;

(c) refuses to obey any order of the Chairperson;

(d) fails to resume his seat when the Chairperson rises from his chair or when he is called upon to do so by the Chairperson; or

(e) commits any other act or conducts himself in any disorderly manner, which may bring disrepute or discredit to the Council.

(ii) Where the Chairperson is of opinion that any member is guilty of any breach of order referred to in clause (i), he may order the member to withdraw from the meeting and to be absent for the remainder of the day's proceedings. In case such member is not withdrawing from the meeting, the Chairperson may evict such member from the council hall. The decision of the Chairperson shall be final.

(iii) If any member commits the breach of order referred to in clause (i) for the second or subsequent times, any member or the Chairperson may move a resolution for suspension of the member for any one or two ordinary meetings, and on the resolution being passed by the Council, the member concerned shall be deemed to be suspended as resolved by the Council.

161. Method of recording of votes.— (1) All resolutions of the council shall be caused to be read over in that meeting and where no objection is raised, all such resolutions shall be deemed to have been passed by the council.

(2) If two or more elected members of the council require for a poll to be taken before passing of a resolution, the Chairperson shall put the resolution for voting by the elected members. The Chairperson shall then ask the elected members who are in favour of the resolution to raise their hands and then ask the elected members who are against the resolution to raise their hands. After recording the names of the

elected members who are in favour and against the resolution, the Chairperson shall announce the result. When there is equality of votes, the Chairperson or the Presiding member may exercise a casting vote.

(3) The procedure for recording of votes on no confidence motion against Chairperson or Deputy Chairperson as referred to in section 51 of the Act, shall be by secret ballot in accordance with the procedure to be followed for the conduct of election to Chairperson and Deputy Chairperson.

162. Recording of the minutes of the meeting.— (1) The minutes of the proceedings of the council shall be recorded in the minutes book together with summary description of names of members of the council with their dissent and objections immediately after a meeting is over and shall be signed by the Chairperson or the presiding member of the meeting.

(2) The minutes book shall be in the custody of the Commissioner.

(3) The council may take a general decision as to whether the proceedings of the meeting shall be recorded verbatim in full or briefly in a summary way.

(4) The Commissioner shall send a copy of the minutes of the meeting within three days from the date of the meeting to the Collector, Regional Director in case of Municipal Council, Assistant Director in case of Town Panchayats and Director and authenticated copy of the minutes shall also be published in Municipality website.

163. Minutes Book.— The Minutes Book of the Municipality is a document to be placed in the municipal office in the custody of the Commissioner, which shall be made available for inspection by any registered elector of the municipality during office hours. An extract of the proceedings of the council can be granted to anybody who requires it on payment of fee fixed by the council. The minutes book of the municipality should not be sent out of the office of the municipality except when summoned by the Regional Director or the Collector or the Director or the Government or by a Court of Law.

164. Cancellation or modification of a resolution already passed by the council.— (1) Any resolution passed by the council which requires cancellation or modification may be placed before the council in an ordinary meeting within three months from the date of passing such resolution. No resolution shall be modified or cancelled beyond the period of three months from the date of passing such resolution without getting prior permission from the Director.

(2) The council after taking into consideration all the relevant factors prevailing on the date of the meeting may either cancel or modify the resolution accordingly.

(3) The Commissioner shall send a report to the Director along with a copy of the resolution subsequently passed within fifteen days from the date of passing of such resolution.

165. Inclusion of subjects in the agenda by the members for discussion in the meeting.— (1) Any member of the council who intends to bring any matter relating to the affairs of the municipality and not included in the agenda for discussion in the meeting, shall give a written request containing the subject matter with all details to the Chairperson at least three days before the date of the meeting. In case of urgent public importance, such written request may be given by the members of the Council one hour before the hour fixed for the meeting.

(2) Where the Chairperson is of opinion that any subject matter given by a member requires consideration of the council, he may allow the matter to be discussed in the same meeting or to include it in the agenda for the next meeting or he may disallow the inclusion of the matter for reasons to be recorded in writing and inform the member orally in the meeting.

(3) No subject shall however be admissible, which does not comply with the following conditions, namely:--

(a) it shall be clearly and precisely expressed and shall raise a definite issue;

(b) it shall not contain arguments, inferences, ironical expression or defamatory statements, nor shall it refer to the conduct or character of persons except in their official or public capacity.

(4) The Chairperson shall decide on the admissibility of a subject and shall disallow any subject which, in his opinion, contravenes the provisions of the Act or these rules and his decision shall be final:

(5) A subject which has been admitted by the Chairperson shall be entered in the list of business in the notice to be given under sub-rule (2) of rule 156.

(6) When any subject involving several points to be discussed, it shall be in the discretion of the Chairperson to divide the subject and put each or any point separately to the vote, as he may think fit.

166. Interpellation of Chairperson by Members of Councils.— (1) No question shall be asked or answered at a meeting of the council as to any matters not connected with the municipal administration, and no question shall be asked except as to matters of facts and the answer shall be confined to statements of facts only.

(2) A councillor, who wishes to ask a question shall give at least seven clear days notice in writing to the chairperson submitting in full the question which he wishes to ask:

Provided that the Chairperson may, if he thinks fit, allow a question to be asked with shorter notice than seven days.

(3) The question must satisfy the following conditions, namely:--

(a) it shall be precise and shall not refer names, statements, details etc., not relevant to the question;

(b) it shall not contain arguments, inferences, ironical expressions or defamatory statements;

(c) it shall not ask for an expression of opinion or the solution of an abstract legal question or of a hypothetical proposition;

(d) it shall not refer about the character or conduct of any person except in his official or public capacity;

(4) The Chairperson shall decide on the admissibility of a question before the date fixed for the next meeting and he may disallow any question when in his opinion, it contravenes the rules, and in such case the question shall not be entered in the proceedings of the council.

(5) Questions allowed by the Chairperson shall be entered in the agenda for the day and the Chairperson shall answer every question so entered, if not withdrawn by the concerned member, in the order in which it stands in the agenda, before any other business is transacted in the meeting:

Provided that the Chairperson may, at his discretion, on the ground of public interest, answer a question on the agenda, even though the question may have been withdrawn.

(6) Any councillor may put a supplementary question for the purpose of further elucidating any matter of fact regarding which an answer has been given:

Provided that the chairperson shall disallow any supplementary question, if in his opinion, it infringes the rules.

Provided further that he may decline to answer a supplementary question if in his opinion, it may be put only in the form of a fresh question at a subsequent meeting of the council.

(7) No discussion shall be permitted in respect of any question or of any answer given to a question asked under these rules.

(8) The question asked and the answer given to it shall be entered in the proceedings of the council.

167. Adjournment of meeting.— The Chairperson either *suo-motu* or on the representation made by one third of the total members of the council present in the meeting may adjourn the meeting to any future date. The reason for adjournment of that meeting shall be recorded in the minutes book.

168. Passing of budget by the council.— (1) When a budget estimate is placed before the council, the Chairperson shall arrange to read abstract of each item of receipts and expenditure as per the details given in the budget estimate and after discussion on each item or in general, approve the budget estimate item by item.

(2) If a member proposes to reduce or increase the amount provided for any item in the budget estimate, he shall give an amendment in writing at least twenty four hours in advance to the Chairperson before the budget is taken up for discussion. Such amendments shall be consolidated and copies of the same be given to the members in advance, if time permits or shall be placed on the Table of the council before the discussion is taken up.

(3) The Chairperson shall decide the question, as to whether the income or expenditure side of the budget estimate shall be taken up first.

(4) No amendment for making a budget estimate provision against the provisions of the Act and the rules shall be moved by any member.

(5) The budget estimate placed before the council shall be passed in the meeting in which it is introduced and shall not be postponed to subsequent meetings.

169. Reports and returns to be placed.— (1) In the ordinary meetings held in the months of April, July, October and January, in a year, the Commissioner shall cause to be placed before the council, a statement showing the details of receipt of grants, loans, execution of works, etc. The Chairperson shall permit the members of the council to discuss on such statement in the next ordinary meeting.

(2) The administration report for a financial year shall be prepared by the Commissioner in the format prescribed by the Director. It shall be placed before the council not later than July of every year. Copies of such report shall be sent to all members of the council at least seven days before the date of the meeting.

(3) The Commissioner shall also send a copy of the administration report placed before the council to the Director and the Regional Director.

170. Furnishing of copies on payment of fees.— The Commissioner may grant copies of any proceeding and records of the council on payment of such fees as fixed by the council, by general or special order. Copies shall be certified by the commissioner as provided in section 76 of the Indian Evidence Act, 1872 (Central Act I of 1872) and copies so certified may be used to prove the records of the council.

PART II.

THE STANDING COMMITTEES.

171. Composition of Standing Committees and connected matters.— (1) The council may fix the number of Councillors to each of the Standing Committee constituted by the Government with a minimum of six Councillors and with a maximum of fifteen Councillors, considering the nature of work to be entrusted to a Standing Committee and the total number of the members of the council.

(2) In every Standing Committee, not less than fifty percent of the members of the Standing Committee shall be reserved for Women Councillors.

(3) There shall be a Chairperson to each Standing committee who shall be elected by and from among the members of a Standing committee.

(4) The term of office of the members and Chairperson of a Standing committee shall be five years:

Provided that they shall hold office of the standing committee until they cease to be the elected members of the council.

(5) The election to the members and chairperson of a standing committee shall be conducted in accordance with the rules 107 to 128 in Part VIII of Chapter III of these Rules.

172. Procedure for convening meetings of the standing committee and wards committee.— (1) Each standing committee or wards committee (hereinafter called the committee) shall meet at least once in a month on such date and time as the committee may, from time to time, determine:

Provided that the committee shall meet as and when required.

(2) The meeting of the committee shall be presided over by the Chairperson of the committee and in his absence by a member chosen by the members present at the meeting from among themselves.

(3) The Chairperson of the committee may, at any time convene a special meeting either *suo-motu* or on a requisition from the Commissioner or any officer authorised by the Commissioner or the officer incharge of the zone or upon a written requisition signed by not less than one half of the total members of the committee stating the business to be transacted and after giving notice of not less than twenty four hours.

(4) The agenda for the meeting of the committee shall be prepared by the Commissioner or any officer authorised by him in this behalf or the officer incharge of the zone, as the case may be, in consultation with the Chairperson of the committee. The Chairperson may record his views in the form of a note on any subject included in the agenda and copies of such note shall be sent to the members of the committee or placed before the committee. All the subjects proposed by the Commissioner shall be included in the Agenda and the subjects included in the Agenda shall be discussed in the meeting without leaving any subject.

(5) No business shall be transacted at any meeting of the committee unless there is a quorum of one-third of the total number of the members of the committee.

(6) All questions placed before a committee at any meeting shall be decided by the majority of the members present and who have right to vote at the meeting and in case of equality of votes, the Chairperson of the committee or the presiding member may exercise a casting vote.

(7) The minutes of the proceedings of the committee shall be recorded in the minutes book during the meeting itself and shall be signed by the Chairperson of the committee or presiding member and other members present at the meeting and shall be submitted to the council. The minutes book shall be in the custody of the Commissioner of the municipality or the officer incharge of the zone, as the case may be.

(8) In the case of conflicting decisions passed by two or more standing committees and if such conflicting decisions have not been settled, the Commissioner shall submit a report to the Chairperson who shall place it before the meeting of the council and pending the resolution of the council, the Commissioner shall withhold all actions in regard to the matter at issue.

PART III.

WARD SABHA.

173. Composition of ward sabha.— (1) The ward sabha shall consist of as many members as the number of areas in the respective ward, as prescribed in rule 178.

(2) The council shall nominate to the ward sabha one member from each area.

(3) The councillor representing the ward shall be the chairperson of the ward sabha.

174. Qualifications and disqualifications of a member of ward sabha.— The qualifications and disqualifications prescribed for being elected and for being a councillor or member of a council under the Act shall apply *mutatis mutandis* for being elected and for being a member of a ward sabha.

175. Nomination of member of ward sabha.— (1) The council shall nominate one eligible person from among the persons registered in the electoral rolls pertaining to each area of the ward as a member of the ward sabha.

(2) Based on the nomination of the council, the Executive Authority shall obtain the willingness of the nominees in Form 1.

(3) The Executive Authority shall then verify the particulars furnished by the nominees.

(4) The list of all the eligible nominees shall be placed before the council in its next meeting for confirmation.

(5) On confirmation of the nomination by the council, the Executive Authority shall issue the declaration of nomination to the nominees concerned in Form 2.

(6) If an ineligible person is nominated by the council as a member of a ward committee, the Executive Authority shall place the fact before the council for making fresh nomination. In case of such fresh nomination, the Executive Authority shall verify the qualification of the nominees and place the list of eligible nominees before the council at its next meeting for confirmation.

176. Meetings of ward sabha.— (1) The chairperson of the ward sabha shall convene the meetings of the ward sabha.

(2) The meetings shall be convened once in three months.

(3) Every meeting of the ward sabha shall be presided over by the chairperson of the ward sabha.

(4) The quorum for the meeting shall be as follows:—

Municipal Corporations and Municipal Council:	Chairperson and 2 members
Town Panchayats:	Chairperson and 1 member

(5) If the chairperson of the ward sabha fails to convene the meeting, the Executive Authority shall convene the meeting of the ward sabha.

177. Rights and duties of ward sabha.— (1) The ward sabha shall make suggestions and submit projects for the ward or part thereof, to the council.

(2) The ward sabha can make representation about grievances and make suggestions on civic amenities, to the council.

(3) The ward sabha shall perform such other functions as may be assigned to it by the Executive Authority of the Municipality concerned.

PART IV.

AREA SABHA.

178. Area sabha.— Each ward in a municipal area shall be divided into the number of areas as specified in the Table below:—

THE TABLE.

Sl. No.	Category of Municipal area	Population	Number of areas in a ward
(1)	(2)	(3)	(4)
1.	Municipal Corporations	Upto 5 lakh	4 to 5
		Above 5 lakh, but below 10 lakh	6 to 9
		Above 10 lakh	10
2.	Municipal Councils	----	4
3.	Town Panchayats	----	3

Provided that the Government shall have the power to alter the number of areas in respect of any category of or individual municipal area.

179. Delimitation of areas.— (1) In respect of Chennai City Municipal Corporation, the Commissioner, Chennai City Municipal Corporation shall delimit each ward into areas and notify the boundaries of the areas in each ward in the District Gazette of Chennai, through the District Collector. In respect of other municipal corporations, municipal councils and town panchayats, the respective District Collectors in consultation with the Executive Authority of the respective municipal corporations, municipal councils and town panchayats shall delimit each ward into areas and notify the boundaries of the areas in each ward, in the District Gazette of the District concerned.

(2) The areas so delimited shall be numbered, suitably.

(3) The areas once notified shall remain in force until the boundaries of the ward are altered.

(4) Fresh delimitation of the areas may be done whenever there is a change in the boundaries of the ward.

180. Meetings of area sabha.— (1) The chairperson of the area sabha shall convene the meetings of the area sabha.

(2) The meetings shall be convened once in three months.

(3) The quorum for the meeting shall be as specified in the Table below:—

THE TABLE.

Sl. No.	Population of an area	Quorum for the meeting
(1)	(2)	(3)
1	Upto 500	50
2	501 to 3,000	100
3	3,001 to 10,000	200
4	Above 10,000	300

(4) The meeting of the area sabha shall be presided over by the chairperson of the area sabha.

(5) If the chairperson of the ward sabha fails to convene the meeting, the Executive Authority shall convene the meeting of the ward sabha.

181. Functions, duties and powers of area sabha.— (1) The area sabha shall make suggestions and submit projects for the area or part thereof, to the council.

(2) The area sabha can make representation about grievances and suggestions on civic amenities, to the council.

(3) The area sabha shall perform such other functions as may be assigned to it by the Executive Authority of the Municipality concerned.

182. Fees for attending meeting.— No fees shall be paid for attending the meeting of ward sabha or area sabha.

PART V.

CHAIRPERSON, DEPUTY CHAIRPERSON AND COUNCILLORS.

183. Furnishing of assets and liabilities.— (1) Every Chairperson, Deputy Chairperson and Councillor shall, within ninety days from the date of assumption of charge of office as Chairperson, Deputy Chairperson and Councillor, respectively, furnish to the Commissioner in Form 3 about the assets and liabilities in his name, his spouse and his dependent children.

(2) The Commissioner shall keep the records of assets and liabilities of the Chairperson, Deputy Chairperson and Councillor in safe custody.

184. Travelling allowance and daily allowance to Chairperson, Deputy Chairperson and councillors of council.— (1) The payment of travelling allowance and daily allowance to Chairperson, Deputy Chairperson and Councillors of the Council for official purpose shall be governed by the provisions of the Tamil Nadu Travelling Allowance Rules, subject to the following modifications and limitations:-

(a) Any claim for travelling allowance and daily allowance shall be supported by the prior sanction of the council;

(b) Any claim for travelling allowance and daily allowance outside the State and India shall have the prior sanction of the Government;

(c) The Chairperson, Deputy Chairperson and councillors of the council shall for the purposes of payment of travelling allowance and daily allowance may be classified as below:--

(i) Category - I

Mayor and Deputy Mayor of Municipal Corporations
(within the State by Railway AC First Class, Outside State by Air)

(ii) Category - II

Chairperson and Deputy Chairperson of Municipal Councils and Town Panchayats
(within the State by Railway AC Second Class, Outside State by Air)

(iii) Category - III

Councillors (First Class by Rail).

(2) Daily allowance and other allowance shall be paid to the Chairperson and Deputy Chairperson at the rates as applicable to Group A officers and to the councillors at the rates applicable to Group B officers of the Government.

185. Payment of honorarium to members of council.— Every councillor including the Chairperson and Deputy Chairperson of the council shall be paid honorarium, fees or allowance from out of municipal funds at the rates as determined by the Government, from time to time.

PART VI.

NAMING AND NUMBERING OF BUILDINGS AND STREETS.

186. Naming of public streets and municipal buildings.— (1) (a) The council may, with the approval of the Government, pass a resolution for giving names to newly created public streets, roads, parks, playgrounds, bus stands, arch bridges and other municipal properties.

(b) The council may, with the approval of the Government, pass a resolution for giving name or re-name or change the name of the existing public streets, roads, bridges, parks, playgrounds, bus stands, arch and other municipal properties.

(2) The name assigned to public streets, roads, parks, play grounds, bus stands, arch or other municipal properties shall be painted in Tamil and English and the same shall be displayed conspicuously on such roads, parks, play grounds, bus stands, arch or other municipal properties.

(3) No person shall, without lawful authority, destroy, pull down, or deface any such name or put up any name different from that put up by order of the Commissioner.

(4) Any layout approved or regularized by the council with any name for such layout as per the registered document, that name shall continue.

187. Numbering of buildings in a municipality.— (1) The Commissioner shall cause to assign numbers to all the buildings including the buildings which are tax exempted, situated within the municipal area. Such number shall be displayed at the outer door of the building or any conspicuous place at the entrance of such building.

(2) The numbering of a building in a lane or street or road shall commence from the left side of such lane or street or road from the starting point of a main road or a main street.

(3) The numbers assigned to the building may be revised once in ten years before the date of the commencement of the census operation. The numbers shall be assigned to the buildings in the following manner:-

(a) Odd number shall be assigned to the buildings situated on the left side of the lane or street or road and even number shall be assigned to the buildings situated on the right side of the lane or street or road in sequence as 1, 3, 5, 7, 9 and 2,4,6,8, respectively. For the purpose of easy reference, both the new number assigned and the old number shall be displayed in the front portion of the building as New number/Old number:

Provided that if the buildings are abutting only on one side of the street, continuous numbering may be followed instead of following odd and even numbers:

Provided further that after one year of assigning new number, the old number may be deleted from the assessment book.

(b) Where any new building is constructed after the assignment of numbers to all the buildings under this rule, such new building shall be assigned the sub-number in alphabets as A, B, C, D together with the numbers assigned to the preceding building.

(c) While assigning number for any multi-storeyed building in a lane or road or street one number shall be assigned to such multi-storeyed building. The owner of such building may exhibit the number assigned for that building along with sub- numbers like 18/1, 18/2, 18/3, etc., to any flat or portion of such multi-storeyed building. However, the owner of such building shall not assign any sub-number in English alphabets like 18-A, 18-B, etc.,

(d) For multiple blocks within single premise, the door number shall be assigned as follows: 18-A/1, 18-A/2 etc., 18-B/1, 18-B/2 etc., 18-C/1, 18-C/2 etc.,

(e) No number shall be assigned to any vacant land in a lane or street or road.

(f) The Director shall issue further instructions regarding the procedure to be followed for assigning house numbers.

(4) No person shall, without authority, destroy, pull down or deface any such number.

(5) When a number has been affixed under sub-rule (1), the owner of the building shall be bound to maintain such number and to replace it, if removed or defaced; and if he fails to do so, the Commissioner may, by notice, require him to replace it.

(6) The Commissioner shall prepare and maintain an asset register containing the names of such public streets, roads, parks, bridges, playgrounds, arch, bus stand and other municipal properties. Such register shall be updated on the 31st March of every year.

FORM 1

[See rule 175 (2)]

VERIFICATION FORM FOR NOMINEE OF WARD SABHA MEMBER......**Municipal Corporation/Municipal Council/Town Panchayat***.

Ward Sabha Member:

Area:

1. Full name of the candidate:
2. Father's/Husband's/Mother's* name:
3. Date of Birth:
4. Age (in years)
5. Gender
6. Community (SC/ST/MBC/BC/OC)
7. Residential Address:
Mobile No:
Landline Phone No.
E-mail I.D.:
8. Part No. in the Electoral Roll of the ward concerned:

NOMINEE'S WILLINGNESS AND DECLARATION.

I is willing to be nominated as ward sabha member of Area of Ward Number of Municipal Corporation/Municipal Council/Town Panchayat*.

I hereby declare that, the information furnished above is true to the best of my knowledge and belief. I am not disqualified to be an ward sabha member, as per the provisions of the relevant Acts and Rules.

Date:

Signature of the nominee

Place:

Verification by the Executive Authority of Municipal Corporation/Municipal Council/Town Panchayat*.

The nomination of Thiru/Thirumathi/Selvi* for Area Number of the Ward Sabha of Ward Number ofMunicipal Corporation/Municipal Council/Town Panchayat* was verified with reference to the nomination made by the council in its resolution number datedHe/She* is qualified/not qualified to be nominated as a ward sabha member.

Accordingly, his/her* nomination is hereby recommended/rejected*.

Reason(s) for Rejection (in case of rejection of nomination)

- 1.
- 2.
- 3.

Date:

Signature of the Executive Authority
ofMunicipal Corporation/
Municipal Council/Town Panchayat*

Place:

[*strikeout whichever is not applicable.]

FORM 2

[See rule 175 (5)]

DECLARATION OF THE NOMINATION OF WARD SABHA MEMBER......**Municipal Corporation/Municipal Council/Town Panchayat***.

Sub: Nomination of the ward sabha member for Area Number..... of Ward Number
..... of Municipal Corporation/Municipal Council/Town Panchayat* – Declared.

Ref: Municipal Corporation/Municipal Council/Town Panchayat* Council resolution
number dated.....

DECLARATION.

Under rule 175 (5) of the Tamil Nadu Urban Local Bodies Rules, 2023, it is hereby declared that
Thiru/Thirumathi/Selvi* residing at has been duly nominated as ward sabha
member for area number of ward number..... ofMunicipal
Corporation/Municipal Council/Town Panchayat*.

Date:

Place:

Signature of the Executive Authority
ofMunicipal Corporation/
Municipal Council/Town Panchayat*

[*strikeout whichever is not applicable.]

FORM 3

[See rule 183 (1)]

**ASSETS AND LIABILITIES FURNISHED BY THE CHAIRPERSON/
DEPUTY CHAIRPERSON/COUNCILLOR**

Ison/daughter/wife* of Aged years, resident of
..... (mention full postal address including pincode), elected as Chairperson/Deputy
Chairperson/Councillor* (Ward No. _____) do hereby solemnly furnish assets and liabilities for myself,
spouse and children:-

(1) Details of Permanent Account Number (PAN) and status of filing of Income Tax return:

(2) That I give herein below the details of the assets (movable and immovable etc.) of myself, my spouse
and all dependents:

A. Details of movable assets:

1. Assets in joint name indicating the extent of joint ownership will also have to be given.

2. In case of deposit/investment, the details including Serial Number, Amount, date of deposit, the
scheme, Name of the Bank/Institution and Branch are to be given.

3. Value of Bonds/Shares Debentures as per current market value in Stock exchange in respect of
listed companies and as per books in case of non-listed companies should be given.

4. Dependent here means a person, substantially dependent on the income of the Chairperson or
Deputy Chairperson or Councillor as the case may be.

5. Details including amount is to be given separately in respect of each investment.

Sl. No.	Description	Self	Spouse	Dependent-1	Dependent-2	Dependent-3
(i)	Cash in hand					
(ii)	Details of deposit in Bank accounts(FDRs, Term Deposits and all other types of deposits including saving accounts), Deposits with Financial Institutions, Non-Banking Financial Companies and Cooperative societies and the amount in each such deposit					
(iii)	Details of investment in Bonds, debentures/shares and units in companies/Mutual funds and others and the amount					
(iv)	Details of investment in NSS, Postal Savings, Insurance policies and investment in any Financial instruments in Post office or Insurance Company and the amount					
(v)	Personal loans/advance given to any person or entity including firm, company, Trust etc., and other receivables from debtors and the amount					

(vi)	Motor Vehicles/Aircrafts/Yachts/Ships (Details of Make, registration number etc. year of purchase and amount)					
(vii)	Jewellery, bullion and valuable thing(s) (give details of weight and value)					
(viii)	Any other assets such as value of claims/ interest					
(ix)	Gross Total Value					

B. Details of Immovable Assets:

1. Properties in joint ownership indicating the extent of joint ownership will also have to be indicated

2. Each land or building or apartment should be mentioned separately in this format

Sl. No.	Description	Self	Spouse	Dependent-1	Dependent-2	Dependent-3
(i)	Agricultural Land - Location(s) - Survey number(s)					
	Area (total measurement in acres)					
	Whether inherited property (Yes or No)					
	Date of purchase in case of self-acquired property					
	Cost of Land (in case of purchase) at the time of purchase					
	Any investment on the land by way of development, construction etc.					
	Approximate current market value					
(ii)	Non-Agricultural Land: - Location(s) - Survey number(s)					
	Area (total measurement in sq.ft.)					
	Whether inherited property (Yes or No)					
	Date of purchase in case of self-acquired property					
	Cost of Land (in case of purchase) at the time of purchase					
	Any investment on the land by way of development, construction etc.					
	Approximate current market value					
(iii)	Commercial Buildings (including apartments) - Locations(s) - Survey number(s)					

	Area (total measurement in sq.ft.)					
	Built-up Area (total measurement in sq.ft.)					
	Whether inherited property (Yes or No)					
	Date of purchase in case of self-acquired property					
	Cost of property (in case of purchase) at the time of purchase					
	Any investment on the property by way of development, construction etc.					
	Approximate current market value					
(iv)	Residential Buildings (including apartments):- - Location(s) - Survey number(s)					
	Area (total measurement in sq.ft.)					
	Built-up Area (total measurement in sq.ft.)					
	Whether inherited property (Yes or No)					
	Date of purchase in case of self-acquired property					
	Cost of property (in case of purchase) at the time of purchase					
	Any investment on the property by way of development, construction etc.					
	Approximate current market value					
(v)	Others (such as interest in property)					
(vi)	Total of current market value of (i) to (v) above					

C. Details of liabilities/dues to public financial institutions, Central Government, State Government and Municipality:-

Sl. No.	Description	Self	Spouse	Dependent-1	Dependent-2	Dependent-3
(i)	Loan or dues to Bank/ financial institution(s) Name of the Bank or financial institution, Amount outstanding, Nature of Loan					
	Loan or dues to any other individuals/entity other than mentioned above. Name(s), Amount outstanding, nature of loan. Any other liability					
	Grand total of liabilities					

(ii)	Central Government/ State Government/Municipality dues: Dues to departments dealing with accommodation					
	Dues to department dealing with supply of water					
	Dues to department dealing with supply of electricity					
	Dues to department dealing with supply of telephone/mobile services					
	Dues to department dealing with transport (including aircrafts and helicopters)					
	Income tax dues					
	Wealth tax dues					
	Service tax dues					
	Municipal/Property Tax dues					
	Sales tax dues					
Any other dues						
(iii)	Grand total of all Central Government/State Government/Municipality dues					
(iv)	Whether any other liabilities are in dispute, if so, mention the amount involved and the authority before which it is pending					
	Income tax dues					

D. Details of Profession or Occupation:

(a) Self

(b) Spouse

(c) Children.....

Sl. No.	Details of Assets and Liabilities in Rupees					
	Description	Self	Spouse	Dependent-I	Dependent-II	Dependent-III
(1)	Movable Assets (Total Value)					
(2)	I	Immovable Asset				
	II	Purchase price of self-acquired immovable property				
	III	Development/ construction cost of immovable property after purchase (if applicable)				
	IV	Approximate Current market price of -				
		(a) self acquired assets (Total value)				
		(b) inherited assets (Total value)				
(3)	Liabilities					

	(i)	Central Government/ State Government/ Municipality dues (Total)					
	(ii)	Loans from Bank, Financial Institutions and others (Total)					
(4)		Liabilities that are under dispute					
	(i)	Government dues (Total)					
	(ii)	Loans from Bank, Financial Institutions and others (Total)					

Signature of the Chairperson/
Deputy Chairperson/Councillor*

[*strikeout whichever is not applicable]

CHAPTER V.

URBAN LOCAL BODIES EMPLOYEES' SERVICE CONDITIONS.

PART I.

GENERAL RULES.

188. Applicability of General Rules.— (1) The rules in this Part shall apply to all the posts governed by the Special Rules in Parts II, III, IV and V of this Chapter and to the holders of every post in a municipality, whether temporary or permanent.

(2) If any provision in this Part is repugnant to a provision in the Special Rules in Parts II, III, IV and V of this Chapter, the latter shall prevail over the provision in the General Rules in this Part.

189. Definitions.— In this Chapter, unless the context otherwise requires,—

(1) "appointed by transfer" means appointment of a member of a service from one post to another post in the same service carrying identical level of pay or from one service to another service in the municipality in accordance with the provisions contained in the Special Rules in Parts II, III, IV and V;

(2) "appointed to a service" means when a person appointed in accordance with these rules or in accordance with the rules applicable at that time, as the case may be, discharges, for the first time the duties of a post borne on the cadre of such service or commences the probation, instruction or training prescribed for members thereof.

Explanation.— The appointment of a person holding a post borne on the cadre of one service to hold additional charge of a higher post in the same service or a post borne on the cadre of another service or to discharge the current duties thereof does not amount to appointment to the latter service;

(3) "appointment committee" means the Committee constituted by the Council under the Act;

(4) "approved candidate" means a candidate whose name appears in an authoritative list of candidates approved for appointment to any post of the service;

(5) "approved probationer" in a service, means a member of that service who has satisfactorily completed his probation and awaits appointment as a full member of such service;

(6) "Common Service committee" means a centralized committee constituted for preparing panels for promotion to the posts in the Tamil Nadu Municipal Service;

(7) "discharge of a probationer" means, in case the probationer is a full member or an approved probationer of another service, reverting him to such service and in any other case, dispensing with his services;

(8) "full member" of a service means a member of that service who has been appointed substantively to a permanent post borne on the cadre thereof;

(9) "General Rules" means the rules in Part I of this Chapter;

(10) "member of the service" means a person who has been appointed to the service and who has not retired or resigned or removed or dismissed or substantively transferred or reverted to another service or been discharged otherwise than for want of vacancy. He may be a probationer, an approved probationer or a full member of that service;

(11) "on duty" means a person as a member of a service,—

(a) when he is performing the duties of a post borne on the cadre of such service or is undergoing the probation, instruction or training prescribed for such service; or

(b) when he is on joining time; or

(c) when he is absent from duty during vacation or on authorised holidays or on casual leave taken in accordance with the instructions regulating such leave issued by the Government having been on duty immediately before and immediately after such absence; or

(d) when he has compulsorily to wait for orders of posting on return from leave.

(12) "probationer in the service" means a member of the service who has been placed on probation as prescribed in the special rules applicable to him and not completed his probation;

(13) "promotion" means the appointment of a member of any post of service to a higher post of such service;

(14) "recruited by transfer to the service" means,-

(a) if, at the time of his first appointment to a service, he is either a full member or an approved probationer in any other service, the rules for which prescribe a period of probation for member thereof; or

(b) in case, at the time of his first appointment thereto, he is the holder of a post which has been included in another service but for which no probation has been prescribed, if he has put in that post satisfactory service for a total period of two years on duty within a continuous period of three years;

(15) "recruited direct to a service" means when a candidate, at the time of his first appointment thereto, he is not a member of the service of the Municipality to which the direct recruitment is made;

(16) "reversion" means the reversion of a member of a service to lower post of the service for want of vacancy;

(17) "service" means any one of the Municipality services in Part II, III, IV or V of this Chapter;

190. Classification of posts and method of recruitment in Municipalities.— (1) All the posts in the municipalities shall be classified into various divisions and posts, as specified in Parts II, III, IV and V of this Chapter.

(2) Any appointment to the posts by direct recruitment or by promotion or by recruitment by transfer or by deputation or by transfer, as the case may be, shall be made by the competent authority in accordance with the provisions in Parts II, III, IV and V of this Chapter.

191. Selection of candidates for regular vacancies by Municipalities.— (1) For filling up of vacancies or appointment to the posts, for which the Commissioner of Municipality is the appointing authority, by direct recruitment, the Commissioner shall call for a list of names of the candidates from the Employment Exchange, besides inviting application by giving advertisements in two prominent dailies (one in vernacular language concerned). The list obtained from the employment exchange and the list of candidates applied in response to the advertisement shall be scrutinized and placed before the Appointment Committee (hereinafter referred to as "Committee"), in the order of merit by following the selection procedure prescribed by the Government from time to time.

(2) The Committee shall consist of the Chairperson of the Municipal Council, Commissioner of the Municipality and one Councillor elected by the Council in respect of town panchayats, municipal councils and all municipal corporations except Chennai City Municipal Corporation; and two Councillors in respect of Chennai City Municipal Corporation.

(3) No decision of the said Committee, shall be valid unless the Chairman (Mayor in case of municipal corporations and Chairman in the case of municipal councils and town panchayats) and at least two members of the Committee in the case of Chennai City Municipal Corporation and one member for all other municipal corporations, municipal councils and town panchayats, of whom, the Commissioner shall be the one agreed by majority.

(4) The Committee shall not consider any name other than those placed before it under sub-rule (1).

(5) While selecting names from the lists, the Committee shall follow the rule of reservation provided in section 27 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016).

(6) The Committee shall finalize the list of names for filling up of the post immediately on the same day, after the meeting for selection of candidates is over.

(7) No such list shall be prepared by the Committee under sub-rule (6) in regard to the appointment with respect to,—

(a) any temporary post existing for a period not exceeding one year; or

(b) such posts as may from time to time be specified by the Government in consultation with the Committee; or

(c) a post when at the time of such appointment, the person to be appointed thereto is in the service of the Central Government or State Government; or

(d) a permanent or temporary post, if the person to be appointed is not likely to hold that post for more than one year; or if such person is likely to hold the post for more than one year but not more than three years and if the Committee advises that the appointment need not be made from the list prepared by the Committee.

(8) Every candidate selected for appointment to any post by the Committee, shall possess the qualifications prescribed for the respective post and shall be physically and mentally found suitable on being sent for medical examination.

(9) Selection of candidates for regular vacancies by the Director.— For filling up of vacancies or appointment to the posts, for which the Director is the appointing authority, by direct recruitment, the Director shall call for a list of names of the candidates from the Employment Exchange, besides inviting application by giving advertisements in two prominent dailies (one in vernacular language concerned). The list obtained from the employment exchange and the list of candidates applied in response to the advertisement shall be scrutinized and selection of suitable candidates, in the order of merit, by following the prescribed selection procedure shall be done by the Director.

(10) The Government may, from time to time, issue any order or clarification or guidelines for selection of candidates by the Committee or the Director. In such cases, the Committee or Director shall follow such orders, clarifications and guidelines issued by the Government.

192. Filling of vacancies by promotion or by recruitment by transfer or by transfer or by deputation.— (1) Any vacancy in any service which should be filled up by promotion or by recruitment by transfer or by transfer or by deputation, shall not be filled up by the Committee.

(2) The absence of a member of the service from duty whether on leave or on foreign service or on deputation or for any other reason and whether his lien in a post borne in the cadre of such service is suspended or not, shall not, if he is otherwise fit, render him ineligible in his turn,-

(a) for re-appointment to a vacancy in the post in which he may be a probationer;

(b) for promotion from a lower to a higher post in the service, as the case may be, in the same manner as if he had not been absent. He shall be entitled for privileges in respect of appointment, seniority and probation which he would have enjoyed but for his absence, subject to satisfactory completion of the period of probation on his return.

(3) Transfer of employees to other equivalent posts.— (1) The competent authority shall transfer any employee in any equivalent post of same service in municipal corporations, municipal councils and town panchayats or other offices under the control of concerned Heads of Departments and *vice versa* in accordance with the Special Rules in Parts II, III, IV and V of this Chapter.

(4) The competent authority shall allow such employees temporarily for the period required to work in such posts under the Special Rules in Parts II, III, IV and V of this Chapter.

193. Preparation of panel.— (1) The competent authority shall prepare every year a panel in respect of each post, for which appointment is to be made by promotion or by recruitment by transfer or by deputation. Such panel shall be valid only for a period of one year from the date of approval. The panel for each post shall be prepared for every year by considering 15th of March as crucial date with the personnels in the feeder posts, who are qualified on the panel year in which the panel is prepared. The panel of names shall also be communicated to all persons whose names are found in such panel as well as to persons senior to the junior most person included in the list, whose names have not been included in the panel. The candidates in such panel shall be arranged in their order of seniority and appointments shall be made in such order.

(2) To arrive at the number of persons to be included in the panel, the appointing authority shall assess the number of vacancies that would occur by superannuation of existing incumbents and creation of new or additional posts within a period of one year and add to it a reserve of ten per cent of the total estimated vacancies under each category of the Service.

(3) The panel prepared under sub-rule (1) shall be in accordance with seniority in the feeder categories unless,-

(i) the member is under suspension on the crucial date for the preparation of panel or on the date of consideration of the panel;

(ii) the member is having undergoing punishment on the qualifying date for the preparation of panel;

(iii) the member does not possess the qualifications prescribed in the Special Rules for the post;

(iv) charge has been framed against the member under rule 17 (b) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules and the disciplinary action is pending;

(v) charge sheet has been filed against the member in criminal case of official capacity;

(vi) wherever the disciplinary proceedings under rule 17 (b) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules against municipal employees are merely stayed by a Court, their cases shall be deferred till the proceedings are concluded, unless a contrary order is passed by the Court and if it is decided not to challenge the same. If on the other hand, the Court quashes the charge memo, then the name of the Municipal employee concerned shall be considered for inclusion in the panel for appointment to the higher post by promotion / recruitment by transfer, if he is otherwise qualified. If specific charges are framed or charge sheet is filed in the criminal case before the date of actual promotion, the person concerned shall not be promoted notwithstanding the fact that his name has been included in the panel.

(vii) A member of a service who is on leave for a period of three years continuously for any reason except higher studies or for a period of four years continuously for higher studies shall not be considered for appointment to a higher post either by promotion or by recruitment by transfer unless he has served for a period of not less than one year after his return from such leave.

(viii) Any member of the service whose name has been overlooked for inclusion in a panel shall have the right to make a representation to the next higher authority within two months from the date of approval of such panel for redressal of his grievance. Such higher authority shall examine every such representation on merits and pass suitable orders.

(4) Common Service Committee.— (a) A Common Service Committee (hereinafter referred to as the CSC) shall be constituted under the Chairmanship of Additional Director of Municipal Administration and such Committee shall consist of the Assistant Commissioner (General Administration and Personnel) of Chennai City Municipal Corporation and the Joint Director of Town Panchayats.

(b) The CSC shall prepare panel for promotion to the following posts in the Tamil Nadu Municipal Service and send the same to the Government for approval through the Director of Municipal Administration:-

1. GENERAL WING

DIVISION I (Administration)	
1.	Zonal Officer
2.	Deputy Commissioner
3.	City Revenue Officer
4.	Additional City Revenue Officer
DIVISION II(Legal)	
1.	Senior Law Officer

2. ENGINEERING WING

DIVISION I (Civil and Mechanical)	
1.	Chief Engineer
2.	Superintending Engineer
DIVISION II (Electrical)	
1.	Superintending Engineer (Electrical)

3. MEDICAL, SANITATION AND PUBLIC HEALTH WING

DIVISION I (Medical)	
1.	City Medical Officer
DIVISION III(Public Health)	
1.	City Health Officer, Grade I

(c) The CSC shall prepare panel for promotion to the following posts in the Tamil Nadu Municipal Service and send the same to the Director of Municipal Administration for approval:-

1. GENERAL WING

DIVISION I (Administration)	
1.	Chief Accounts Officer
2.	Assistant Commissioner, Grade I (Zone)
3.	Assistant Commissioner, Grade II (Zone)
4.	Assistant Commissioner (Personnel)
5.	Assistant Commissioner (Accounts)
6.	Assistant Commissioner (Revenue)
7.	Assistant Commissioner, Grade III (Zone)
8.	Senior Revenue Officer
9.	Senior Accounts Officer
DIVISION II (Legal)	
1.	Law Officer, Grade I
2.	Council Secretary, Grade I

2. ENGINEERING WING

DIVISION I (Civil and Mechanical)	
1.	Executive Engineer
2.	Assistant Executive Engineer
DIVISION II (Electrical)	
1.	Executive Engineer (Electrical)
2.	Assistant Executive Engineer (Electrical)
DIVISION III (General)	
1.	Park Superintendent
2.	Sports Officer

3. TOWN PLANNING WING

1.	City Planner
2.	Assistant City Planner

4. MEDICAL, SANITATION AND PUBLIC HEALTH WING

DIVISION I (Medical)	
1.	Additional City Medical Officer
2.	Zonal Medical Officer
DIVISION II (Sanitation)	
1.	Chief Vector Control Officer
2.	Senior Entomologist
3.	Health Education Officer
4.	Sanitary Officer
DIVISION III (Public Health)	
1.	City Health Officer, Grade II
2.	City Health Officer, Grade III
3.	City Health Officer, Grade IV
4.	Chief Veterinary Medical Officer

5. INFORMATION TECHNOLOGY WING

1.	Senior System Manager
2.	System Analyst

(5) **Competent authority to prepare panel.**— (a) The competent authority for preparation of panel in respect of all the posts in the Tamil Nadu Municipal Corporation Service specified in rule 210, shall be the Commissioner of the Municipal Corporation concerned.

(b) (i) The competent authority for preparation of panel for the following posts in the Tamil Nadu Municipal Council Service shall be the Director of Municipal Administration:-

1. MUNICIPAL COUNCIL GENERAL WING

1.	Administrative Officer
2.	Assistant Administrative Officer
3.	Accounts Officer
4.	Revenue Officer
5.	Superintendent
6.	Assistant Revenue Officer
7.	Assistant Accounts Officer
8.	Assistant
9.	Revenue Inspector

2. MUNICIPAL COUNCIL ENGINEERING WING

1.	Assistant Engineer
2.	Junior Engineer
3.	Electrical Superintendent, Grade I
4.	Electrical Superintendent, Grade II
5.	Overseer
6.	Draughtsman
7.	Electrician, Grade I
8.	Fitter, Grade I

3. MUNICIPAL COUNCIL TOWN PLANNING WING

1.	Assistant Engineer (Planning)
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4. MUNICIPAL COUNCIL MEDICAL, SANITATION AND PUBLIC HEALTH WING

1.	Staff Nurse
2.	Sector Health Nurse
3.	Sanitary Inspector
4.	Field Assistant

5. MUNICIPAL COUNCIL INFORMATION TECHNOLOGY WING

1.	Programmer
2.	Assistant Programmer

(ii) The competent authority for preparation of panel for the following posts in the Tamil Nadu Municipal Council Service shall be the Commissioner of Municipal Council concerned:—

1. MUNICIPAL COUNCIL GENERAL WING

1.	Junior Assistant
2.	Revenue Assistant
3.	Typist
4.	Driver
5.	Record Clerk
6.	Office Assistant

2. MUNICIPAL COUNCIL MEDICAL, SANITATION AND PUBLIC HEALTH WING

1.	Sanitary Supervisor
----	---------------------

(c) (i) The competent authority for preparation of panel for the following posts in the Tamil Nadu Town Panchayat Service shall be the Director of Town Panchayats:—

1. TOWN PANCHAYAT ENGINEERING WING

1.	Assistant Engineer
2.	Junior Engineer
3.	Overseer

(ii) The competent authority for preparation of panel for the following posts in the Tamil Nadu Town Panchayat Service shall be the Executive Officer of the Town Panchayat concerned:—

1. TOWN PANCHAYAT GENERAL WING

1.	Driver
2.	Record Clerk

2. TOWN PANCHAYAT SANITATION AND PUBLIC HEALTH WING

1.	Sanitary Supervisor
----	---------------------

194. Probation.— (1) Every person shall, on his first appointment to any post of the service, be on probation for a total period of two years on duty within a continuous period of three years.

(2) Every person appointed by recruitment by transfer shall, from the date on which he joins duty, be on probation for a total period of one year on duty within a continuous period of two years.

(3) If the appointing authority is of the opinion that the probationer should continue to be on probation or if the probationer has not passed the prescribed test or not completed the training which the probationer should have passed/completed within the period of probation, he may be given time to enable him to pass the test or complete the training. In such cases, the appointing authority by using his discretion empowered, extend the period of probation with a view to enable the incumbent to acquire the said qualification within the extended period of probation. In such case, the maximum period up to which a probation of a municipal employee shall be extended so as to enable him to acquire the qualification be fixed as five years. If he does not acquire the qualification even within the maximum period of five years, he shall be reverted or his probation shall be terminated after giving a reasonable opportunity to the probationer for showing cause against the proposed termination:

Provided that, any employee of a municipality appointed by direct recruitment who fails either to pass prescribed Departmental Test or complete compulsory induction training conducted by the Tamil Nadu Institute of Urban Studies, within the period of three years, shall not be eligible for promotion. If completion of training is delayed, due to administrative reasons, the person may be considered as if he has completed his probation on the actual date of completion of probation:

Provided further that if he fails to pass the test at the end of the training he shall be reverted back to the feeder category.

(4) On completion of the period of probation or the extended period of probation as the case may be, if the appointing authority is satisfied that the probationer is not suitable for the post, or if the probationer has not passed the test or not completed the training prescribed within the period of probation including the extended period of probation, the appointing authority shall pass an order discharge him from service after giving a reasonable opportunity to the probationer for showing cause against the action proposed to be taken in regard to him:

Provided that, where a probationer has been given a reasonable opportunity for showing cause against the imposition on him of any of the penalties specified in clauses (iv), (vi), (vii) and (viii) of rule 8 of the Tamil Nadu Civil Service (Discipline and Appeal) Rules, 1955 and at the conclusion of the disciplinary proceedings, a tentative conclusion is arrived at to discharge him from the service, a further opportunity of showing cause specifically against such discharge need not be given to him.

(5) A probationer on his first appointment in any post of the service shall be deemed to have completed his probation, unless within a period of six months calculated from the date on which he had completed his period of probation or the extended period of probation, as the case may be,-

(i) the order for completion of probation has not been issued and served to the probationer.

(ii) a communication asking him to show cause why his probation should not be terminated is served on him; or

(iii) disciplinary proceedings are initiated against him for corruption or other serious misconduct and he is specifically informed in writing that the question of declaration of completion of his probation will be taken up only after the finalization of the disciplinary proceedings:

Provided that in all cases of completion of probation under this rule, a formal order declaring the period of probation shall be issued by the competent authority.

(6) Nothing in this rule shall be construed as entitling a probationer deemed completion of probation if he has not passed the tests which under the special rules he should pass within the period of his probation.

(7) Any delay in the issue of an order under sub-rule (2) or (3) shall not entitle him to be deemed to have satisfactorily completed his probation.

(8) Any delay in passing orders of completion of probation shall not monetarily affect the probationer and monetary benefits shall be allowed from the date of completion of probation as a matter of course, subject to the following conditions, namely:-

(i) that the probation would be declared to have been satisfactorily completed from the date of order, even if the question of declaration of probation had been taken up earlier;

(ii) that the declaration of satisfactory completion of probation is delayed by factors which would not in any case, change the date of such completion;

(iii) that the person whose probation is declared to have been satisfactorily completed was qualified as on the date ordered; and

(iv) that declaration of satisfactory completion of probation is not the result of any relaxation of rules.

(9) The probationer shall be reverted or discharged for want of vacancy in the order of juniority.

(10) In cases where the probation of a probationer is extended, a condition shall, unless there are special reasons to the contrary, be attached to the order of extension of probation that the probationer's increment shall be stopped until he is declared to have satisfactorily completed his probation. Such stoppage of increment shall not be treated as a penalty, but only as a condition of extension of probation and shall not have the effect of postponing future increments after he has passed the prescribed tests or examinations or after he is declared to have satisfactorily completed his probation.

(11) The provisions contained in the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016), pertaining to commencement of probation and counting of different service for probation shall also apply to the holders of the posts under these rules.

195. Relinquishment of right by members and consequences of resignation.— (1) Any person may, in writing, relinquish any right or privilege to which he may be entitled under this Part or the Special Rules in Parts II, III, IV and V if in the opinion of the appointing authority, such relinquishment is not opposed to public interest and nothing contained in this Part or the Special Rules shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished. Relinquishment of a right or privilege for a temporary period shall be accepted if it is made for a period of not less than three years, subject to the condition that after the expiry of the said period, the claim for the right or privilege relinquished will be with reference to the state of affairs that exist on the date of expiry of the period of relinquishment and without restoration of original seniority. If relinquishment of right or privilege is made permanently and is accepted, subsequent claim of the relinquished rights or privileges shall not be entertained.

(2) A member of the service shall if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation, but all his previous services. The resignation letter should contain an undertaking that the person concerned is aware of the consequences of the resignation. The resignation of a member of service shall not be accepted, if it has been withdrawn by him before orders accepting the resignation are issued. The appointing authority shall be the authority competent to accept the resignation. The resignation of a member of a service shall be accepted either prospectively or retrospectively as decided by the authority competent to accept the resignation.

196. Linguistic qualification, age limit, special qualification and reservation of appointment.—

(1) No person shall be eligible for appointment to any service by direct recruitment unless he possess an adequate knowledge in Tamil.

Explanation.— For the purpose of this rule, a person shall be deemed to have an adequate knowledge in Tamil if,—

(i) in the case of the post for which the educational qualification prescribed is SSLC and above, he should have studied Tamil as one of the Language in SSLC or above;

(ii) in the case of the post for which the educational qualification prescribed is VIII standard and above, he should have studied Tamil as one of the Language upto VIII standard;

(iii) in the case of a post for which the candidate should have completed minimum V standard or no educational qualification is prescribed, the appointing authority shall satisfy himself that the candidate is able to read and write Tamil.

(2) No person shall be eligible for direct recruitment to any post in the service by direct recruitment if he has not completed 18 years or completed or will complete 32 years of age on the 1st day of July in the recruitment year.

(3) The guidelines, orders, instructions or clarifications issued by the Government, from time to time, in regard to the age limit and suitability for appointment in Government service shall be applicable for appointment under these rules.

(4) In the case of a person belonging to Scheduled Castes, Scheduled Tribes, Backward Classes, Backward Classes (Muslim), Most Backward Classes and De-notified Communities or Ex-servicemen or any other deserving category as notified by the Government, the age limit prescribed by the Government, from time to time, shall be followed.

(5) A candidate who has rendered Military service is eligible to deduct from his age, the period of his Military service for the purpose of computing his age for appointment.

(6) Age relaxation for the specific category of candidates for direct recruitment shall be in accordance with the numbers of years prescribed in the existing rules of the Government or orders of the Government or orders or guidelines issued by the Government from time to time.

(7) No person shall be eligible for appointment to any class or category unless he possesses,—

(a) such qualifications and has passed such tests as may be prescribed, in that behalf in the Special Rules, or

(b) such other qualifications as may have been declared to be equivalent to the said qualifications or tests.

(8) No person shall be eligible for appointment to any service by direct recruitment, unless he satisfies the appointing authority that,—

(i) his character and antecedents are such as to qualify him for such service;

(ii) such person does not have more than one wife living or if such a person is a woman that she is not married to any person who has a wife living;

(iii) notwithstanding anything contained in the Special Rules, such a person also possesses the qualifications including experience prescribed for a post.

(9) No person shall be eligible for appointment to any service by direct recruitment unless he satisfies the appointing authority regarding his physical fitness for the post:

Provided that differently abled persons may be appointed if the defect is not such as it would render the candidates unfit for efficiently discharging the duties attached to the post and their fitness for service is

assessed on the basis of the nature and degree of their disability and their functional capacity relating to the job which they seek.

(10) Where the Special Rules lay down that appointment shall be made by direct recruitment, the rule of reservation for appointment prescribed by the Government, from time to time, shall apply to all the posts included in Parts II, III, IV and V of this Chapter.

197. Appointment on compassionate grounds.— (1) Notwithstanding anything contained in the General rules or in the Special Rules, the dependent of the deceased municipal employees, who die in harness while in service or retired from service on medical invalidation before attaining the age of fifty three years, shall be eligible for appointment on compassionate grounds.

(2) The Tamil Nadu Civil Services (Appointment on Compassionate Grounds) Rules, 2023 shall be applicable for such appointment on compassionate grounds, in this Chapter.

(3) Before appointing a person under sub-rule (1), the applications received by the Commissioner for appointment on compassionate grounds shall be arranged in the order of date of receipt of the applications and shall be placed before a Committee consisting of,-

- (i) the Commissioner of the municipal corporation;
the Assistant Commissioner (Personnel) of the municipal corporation;
the Executive Engineer of the municipal corporation;
and the City Health officer of the municipal corporation ... in the case of Municipal Corporations.
- (ii) the Commissioner of the municipal council;
the Manager of the municipal council;
the Engineer of the municipal council; and
the Health officer / Sanitary Officer, of the municipal council ... in the case of Municipal Councils.
- (iii) the Executive Officer of the Town Panchayat
and the Head Clerk / Junior Assistant of the Town Panchayat; and
the Assistant Engineer/Junior Engineer of the concerned Town Panchayat ... in the case of Town Panchayats.

(4) The Committee referred to in sub-rule (3) shall scrutinize the applications received for appointment on compassionate grounds and decide on the eligibility of the applicant as per the provisions in the Tamil Nadu Civil Services (Appointment on Compassionate Grounds) Rules, 2023.

198. Correction of date of birth.— (1) The date of birth of a member of the service shall be the date found on record in the S.S.L.C, in the case of persons passed Tenth Standard and above or military discharge certificate or true extract from the birth register which he produces at the time of his appointment to the service in the case of persons who have studied below Tenth Standard.

(2) After a person has entered into the service, if it is found that the date of birth entered in his service register is different from that entered in the S.S.L.C. or birth certificate or military discharge certificate, or in the birth register which may be due to some clerical error or otherwise wrong entries, application for correction of such clerical error or wrong entries shall be made to the appointing authority within five years from the date of entry into service. Such corrections in the service register shall be made straight away by the appointing authority. If the date of birth in the service register was entered on the basis of the record in the S.S.L.C, correction of clerical error or wrong entries shall be made only with reference to the record in the S.S.L.C. and if the date of birth in the service register was entered on the basis of the military discharge certificate, birth register or birth certificate, correction of clerical error or wrong entries shall be made only with reference to the military discharge certificate, birth register or birth certificate, respectively.

199. Application of Government rules to municipal employees.— (1) The provisions of the Tamil Nadu Civil Services (Discipline and Appeals) Rules, 1955, other than the rules, where the appointing authority, disciplinary authority and the appellate authority prescribed therein, shall *mutatis mutandis* apply to the holders of posts under this chapter.

(2) In matters of settlement of pension, regulation of pay and other allowances, leave benefits, claiming of travelling allowances and daily allowances and other allowances and conduct of the municipal employees, the Tamil Nadu Pension Rules 1978, the Fundamental Rules, the Tamil Nadu Leave Rules, 1933 and the

Tamil Nadu Travelling Allowance Rules, 2005 and the Manual of Special Pay and Allowances and the Tamil Nadu Government Servants' Conduct Rules, 1973 shall, respectively, apply to the municipal employees of status and standing similar to Government servants.

(3) In case of matters for which no express provision has been made in these rules, every member of the service shall be governed by the provisions contained in the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016) applicable to the Government servants of similar status and standing.

(4) Pay and allowances of the municipal establishment shall be fixed by the Government from time to time.

200. General transfer.— The CSC shall *suo-motu* or on an application, consider the feasibility of transfer of a member of the Tamil Nadu Municipal Corporation Service, the Tamil Nadu Municipal Council Service and the Tamil Nadu Town Panchayat Service and the employees of other offices under the control of the concerned Head of the Departments and *vice versa* and shall recommend the same to the competent authority.

201. Mutual transfer.— (1) Employees of Municipalities, who are approved probationers, shall be inter transferable to equal posts in any Municipal Corporations, Municipal Councils and Town Panchayats, subject to the following conditions, namely:—

(i) If the transfer from one Head of the Department to another, with the willingness of the member of service, both the employees who are willing to transfer mutually shall give their representation in writing to the CSC through the Head of the Department concerned. The CSC shall take a decision about this transfer and recommend the same to the competent authority.

(ii) Both the employees shall be mutually transferred and placed the juniormost in the posts in the Town Panchayat or Municipal Council or Municipal Corporation to which they are mutually transferred.

(2) Eventhough both of them are treated as the juniormost of those urban local bodies, their past services in such urban local bodies shall be taken for the purposes calculation of pay, increments, leave, pension and other benefits to which both of them are eligible.

(3) The mutual transfers under sub-rule (1) shall be made by the Government / Head of the Department concerned in accordance with the recommendation of the CSC.

(4) Any employee of municipalities, who is an approved probationer, shall also make an application to an equal post in any municipal corporation, municipal council or town panchayat, as the case may be, for transfer subject to the procedures laid down in sub-rules (1) to (3).

202. Savings.— (1) Nothing contained in the General Rules and Special Rules in this Chapter shall adversely affect any person who is a member of any service in a municipal corporation, municipal council or town panchayat, on the date of coming into force of these rules.

(2) The preparation of seniority lists and inter-se-seniority lists of all the employees under Parts II, III, IV and V of this Chapter, in respect of all posts in this Chapter shall be completed and then regular promotions, appointments by recruitment by transfer etc., shall be given effect from the date of notification of these rules.

(3) All disciplinary proceedings, appeals, reviews, etc., relating to conditions of service pending before the competent authority concerned immediately before the date of the commencement of these rules, shall be heard and disposed of by such authority in accordance with the relevant rules, bye-laws, regulations, etc., as if these rules had not been made.

(4) In any case, if no suitable candidates are available for filling the vacancies by promotion or by recruitment by transfer or by transfer or by deputation, such vacant posts shall be filled by direct recruitment.

(5) When suitable candidate is not available for appointment for any turn of the required category either by promotion or by recruitment by transfer or by transfer or by deputation, such turn will lapse and the vacancy shall be filled in by an incumbent from the other category, except direct recruitment.

(6) The post which are in existence in municipal corporations, municipal councils and non-provincialised posts of the Tamil Nadu Town Panchayat service, which are not included in this Chapter shall be continued until the retirement of present incumbents and such post shall vanish after their retirement.

PART II.**SPECIAL RULES.****THE TAMIL NADU MUNICIPAL SERVICE.****(Common for All Municipal Corporations, All Municipal Councils and All Town Panchayats)**

203. Classification of posts.— This Service shall consist of the following wings and shall be classified into various divisions and posts, namely:-

1. GENERAL WING

DIVISION I (Administration)	
Sl. No.	Name of the Post
1	Zonal Officer
2	Deputy Commissioner
3	City Revenue Officer
4	Additional City Revenue Officer
5	Chief Accounts Officer
6	Assistant Commissioner, Grade I (Zone)
7	Assistant Commissioner, Grade II (Zone)
8	Assistant Commissioner (Personnel)
9	Assistant Commissioner (Accounts)
10	Assistant Commissioner (Revenue)
11	Assistant Commissioner, Grade III (Zone)
12	Senior Revenue Officer
13	Senior Accounts Officer
DIVISION II (Legal)	
1	Senior Law Officer
2	Law Officer, Grade I
3	Council Secretary , Grade I
DIVISION III (Deputation Posts)	
1	Commissioner of Chennai City Municipal Corporation
2	Deputy Commissioner of Chennai City Municipal Corporation
3	Commissioner (other Municipal Corporations)
4	Financial Advisor
5	Personal Assistant to Mayor
6	Assistant Commissioner (General Administration and Personnel)
7	Public Relations Officer, Grade I
8	Vigilance Officer
9	Deputy Collector

2. ENGINEERING WING

DIVISION I (Civil and Mechanical)	
Sl. No.	Name of the Post
1	Chief Engineer
2	Superintending Engineer
3	Executive Engineer
4	Assistant Executive Engineer
DIVISION II (Electrical)	
1	Superintending Engineer (Electrical)
2	Executive Engineer (Electrical)
3	Assistant Executive Engineer (Electrical)
DIVISION III (General)	
1	Park Superintendent
2	Sports Officer

3. TOWN PLANNING WING

Sl. No.	Name of the Post
1	City Planner
2	Assistant City Planner

4. MEDICAL, SANITATION AND PUBLIC HEALTH WING

DIVISION I (Medical)	
Sl. No.	Name of the Post
1	City Medical Officer
2	Additional City Medical Officer
3	Zonal Medical Officer
4	Medical Officer
5	Anesthetist
6	Obstetrician
DIVISION II (Sanitation)	
1	Chief Vector Control Officer
2	Senior Entomologist
3	Health Education Officer
4	Sanitary Officer

DIVISION III (Public Health)	
1	City Health Officer, Grade I
2	City Health Officer, Grade II
3	City Health Officer, Grade III
4	City Health Officer, Grade IV
5	Assistant City Health Officer
6	Medical Officer (Allopathy)
7	Medical Officer (Homeopathy)
8	Medical Officer (Unani)
9	Medical Officer (Siddha)
10	Medical Officer (Ayurvedic)
11	Medical Officer (Tuberculosis)
12	Chief Veterinary Medical Officer
13	Veterinary Medical Officer

5. INFORMATION TECHNOLOGY WING

Sl. No.	Name of the Post
1	Senior System Manager
2	System Analyst

204. Method of appointment and qualifications.— Appointment to the posts specified in column (2) of the Tables below shall be made by the methods specified in the corresponding entries in column (3) thereof, by persons possessing the qualifications specified in the corresponding entries in column (4) thereof:-

**TABLE I
1. GENERAL WING**

Sl. No.	Name of the post	Method of Appointment	Qualifications
(1)	(2)	(3)	(4)
DIVISION I (Administration)			
1.	Zonal Officer	<p>(1) By promotion from among the holders of the post of Chief Accounts Officer and by transfer from Executive Engineer in the ratio of 1:5; and</p> <p>(2) By deputation from among the holders of the post of Joint Director of Municipal Administration in the Tamil Nadu Municipal Commissioners Service and District Revenue Officer in the Tamil Nadu Revenue Service in the ratio of 4:5: Provided that appointment to the post by promotion and by deputation shall be made in the ratio 6:9; or</p>	<p>Must have rendered service as Chief Accounts Officer or Executive Engineer for a period of not less than two years.</p> <p style="text-align: center;">--</p>

		(3) By transfer from among the holders of the post of Additional City Revenue Officer.	--
2.	Deputy Commissioner	(1) By promotion from among the holders of the post of Assistant Commissioner, Grade I (Zone); and	Must have rendered service as Assistant Commissioner, Grade I (Zone) for a period of not less than two years.
		(2) By deputation from among the holders of the post of Deputy Secretary to Government in the Tamil Nadu General Service, Joint Director of Municipal Administration in the Tamil Nadu Municipal Commissioners Service and District Revenue Officer in the Tamil Nadu Revenue Service in the ratio of 3:7:2: Provided that appointment to the post by promotion and by deputation shall be made in the ratio 10:12.	--
3.	City Revenue Officer	(1) By transfer from among the holders of the post of Zonal Officer, Additional City Revenue Officer and Deputy Commissioner; or	Must have rendered service as Zonal Officer or Additional City Revenue Officer or Deputy Commissioner for a period of not less than two years.
		(2) By deputation from among the holders of the post of Joint Director of Municipal Administration in the Tamil Nadu Municipal Commissioners Service or District Revenue Officer in the Tamil Nadu Revenue Service.	--
4.	Additional City Revenue Officer	(1) By promotion from among the holders of the post of Assistant Commissioner, Grade I (Zone); or	Must have rendered service as Assistant Commissioner, Grade I (Zone) for a period of not less than two years.
		(2) By transfer from among the holders of the post of Deputy Commissioner or Zonal Officer.	--
5.	Chief Accounts Officer	By promotion from among the holders of the post of Assistant Commissioner, Grade II (Zone), Assistant Commissioner (Accounts), Assistant Commissioner (Personnel) and Assistant Commissioner (Revenue)	(1) Must have rendered service as Assistant Commissioner, Grade II (Zone), Assistant Commissioner (Accounts), Assistant Commissioner (Personnel) and Assistant Commissioner (Revenue) for a period of not less than one year in each category; and (2) Must have passed Accountancy Higher Grade Examination conducted by the Directorate of Technical Examination.
6.	Assistant Commissioner Grade I (Zone)	(1) By promotion from among the holders of the post of Assistant Commissioner, Grade II (Zone), Assistant Commissioner	Must have rendered service as Assistant Commissioner Grade II (Zone), Assistant Commissioner (Accounts), Assistant

		(Personnel), Assistant Commissioner (Revenue) and Assistant Commissioner (Accounts); and	Commissioner (Personnel), and Assistant Commissioner (Revenue) for a period of not less than one year in each category.
		(2) By deputation from among the holders of the post of Special Grade Municipal Commissioner in the Tamil Nadu Municipal Commissioners Service: Provided that appointment to the post by promotion and by deputation shall be made in the ratio 1:1.	--
7.	Assistant Commissioner, Grade II (Zone)	(1) By transfer from among the holders of the posts of Assistant Commissioner (Personnel), Assistant Commissioner (Revenue), Assistant Commissioner (Accounts); and	Must have rendered service as Assistant Commissioner (Personnel) or Assistant Commissioner (Revenue) or Assistant Commissioner (Accounts) for a period of not less than two years.
		(2) By deputation from among the holders of the post of Selection Grade Municipal Commissioner in the Tamil Nadu Municipal Commissioners Service and from among the holders of the post of Section Officer in the Tamil Nadu General Service in the ratio of 2:1: Provided that appointment to the post by transfer and by deputation shall be made in the ratio 1:1.	(1) Must have rendered service as Section Officer in Municipal Administration and Water Supply Department of Secretariat for a period of not less than two years; (2) Must have passed the Account Test for Subordinate Officers, Part I and Part II; and (3) Must have passed the Tamil Nadu Government Office Manual.
8.	Assistant Commissioner (Personnel)	(1) By promotion from among the holders of the post of Assistant Commissioner, Grade III (Zone) and Senior Revenue Officer and Senior Accounts Officer; or	Must have rendered service as Assistant Commissioner, Grade III (Zone) or Senior Revenue Officer or Senior Accounts Officer for a period of not less than two years.
		(2) By transfer from among the holders of post of Assistant Commissioner (Accounts) or Assistant Commissioner (Revenue).	--
9.	Assistant Commissioner (Accounts)	(1) By promotion from among the holders of the post of Assistant Commissioner, Grade III (Zone) and Senior Accounts Officer; or	Must have rendered service as Assistant Commissioner, Grade III (Zone) or Senior Accounts Officer for a period of not less than two years.
		(2) By transfer from among the holders of the post of Assistant Commissioner (Personnel) or Assistant Commissioner (Revenue).	--
10.	Assistant Commissioner (Revenue)	(1) By promotion from among the holders of the post of Assistant Commissioner, Grade III (Zone) and Senior Revenue Officer; or	Must have rendered service as Assistant Commissioner, Grade III (Zone) or Senior Revenue Officer for a period of not less than two years.

		(2) By transfer from among the holders of the post of Assistant Commissioner (Personnel) or Assistant Commissioner (Accounts).	--
11.	Assistant Commissioner, Grade III (Zone)	(1) By recruitment by transfer from among the holders of the post of Accounts Officer, Administrative Officer and Revenue Officer of the Tamil Nadu Municipal Corporation Service; and	Must have rendered service as Accounts Officer, Administrative Officer and Revenue Officer for a period of not less than one year service in each category.
		(2) By deputation from among the holders of the post of Municipal Commissioner, Grade I of the Tamil Nadu Municipal Commissioners Service: Provided that appointment to the post by recruitment by transfer and by deputation shall be made in the ratio 1:1; or	--
		(3) By transfer from among the holders of the post of Senior Revenue Officer or Senior Accounts Officer.	--
12.	Senior Revenue Officer	By recruitment by transfer from among the holders of the post of Administrative Officer or Accounts Officer or Revenue Officer in the Tamil Nadu Municipal Corporation Service.	(1) Must have rendered service as Administrative Officer, Accounts Officer and Revenue Officer for a period of not less than one year service in each category; and (2) Must have passed Revenue Test Part I, Part II and Part III.
13.	Senior Accounts Officer	By recruitment by transfer from among the holders of the post of Administrative Officer, Accounts Officer and Revenue Officer in the Tamil Nadu Municipal Corporation Service.	(1) Must have rendered service as Administrative Officer, Accounts Officer and Revenue Officer for a period of not less than one year service in each category; and (2) Must have passed Accountancy Lower Grade Examination conducted by the Directorate of Technical Examination.
DIVISION II (Legal)			
1.	Senior Law Officer	(1) By direct recruitment; or	(1) Must possess a degree in Law; and (2) Must have 20 years of experience as advocate out of which 10 years in High Court, Madras as advocate and 3 years as Government Pleader in High Court, Madras.
		(2) By promotion from among the holders of the post of Council Secretary, Grade I or Law Officer, Grade I; or	Must have rendered service as Law Officer, Grade I or Council Secretary, Grade I for a period of not less than two years.
		(3) By deputation from among the holders of the post of Deputy Secretary to Government, Law Department in the Tamil Nadu General Service.	Must have rendered service as Deputy Secretary to Government, Law Department for a period of not less than four years.

2.	Law Officer, Grade I	(1) By recruitment by transfer from among the holders of the post of Law Officer, Grade II or Council Secretary, Grade II in the Tamil Nadu Municipal Corporation Service; or	(1) Must possess a degree in Law; and (2) Must have rendered service as Law Officer, Grade II or Council Secretary, Grade II for a period of not less than five years.
		(2) By deputation from among the holders of the post of Deputy Secretary to Government, Law Department in the Tamil Nadu General Service.	Must have rendered service as Deputy Secretary to Government, Law Department for a period of not less than two years.
3.	Council Secretary, Grade I	(1) By recruitment by transfer from among the holders of the post of Council Secretary, Grade II in the Tamil Nadu Municipal Corporation Service; (or)	(1) Must possess a bachelors degree in Law; and (2) Must have rendered service as Council Secretary, Grade II for a period of not less than five years.
		(2) By deputation from among the holders of the post of Deputy Secretary to Government, Law Department in the Tamil Nadu General Service.	Must have rendered service as Deputy Secretary to Government, Law Department for a period of not less than two years.
DIVISION III (Deputation Posts)			
1.	Commissioner of Chennai City Municipal Corporation	By deputation from among the cadre of I.A.S	--
2.	Deputy Commissioner of Chennai City Municipal Corporation	By deputation from among the cadre of I.A.S	--
3.	Commissioner [Other Municipal Corporations]	By deputation from among the cadre of I.A.S or from among the holders of the posts of Additional Director of Municipal Administration or Joint Director of Municipal Administration of the Tamil Nadu Municipal Commissioners Service.	--
4.	Financial Advisor	By deputation from the Post of Joint Secretary to Government, Finance Department in the Tamil Nadu General Service.	--
5.	Personal Assistant to Mayor	By deputation from among the holders of the post of District Revenue Officer in the Tamil Nadu Revenue Service.	--
6.	Assistant Commissioner (General Administration and Personnel)	By deputation from among the holders of the post of District Revenue Officer in the Tamil Nadu Revenue Service.	--

7.	Public Relations Officer, Grade I	By deputation from among the holders of the post of Public Relations Officer in Tamil Development and Information Department, Secretariat.	--
8.	Vigilance Officer	By deputation from an equivalent cadre post in Police Department.	--
9.	Deputy Collector	By deputation from an equivalent cadre post in Revenue Department.	--

TABLE II**2. ENGINEERING WING**

Sl. No.	Name of the Post	Method of Appointment	Qualifications
(1)	(2)	(3)	(4)
DIVISION I (Civil and Mechanical)			
1.	Chief Engineer	By promotion from among the holders of the post of Superintending Engineer.	Must have rendered service as Superintending Engineer for a period of not less than one year.
2.	Superintending Engineer	By promotion from among the holders of the post of Executive Engineer in Engineering service and City planner in Town Planning Service.	(1) Must have rendered service as Executive Engineer or City Planner for a period of not less than three years; and (2) Must have passed Account Test for Public Works Department, Subordinate Officers Part I and Part II.
3.	Executive Engineer	By promotion from among the holders of the post of Assistant Executive Engineer.	Must have rendered service as Assistant Executive Engineer for a period of not less than five years.
4.	Assistant Executive Engineer	By recruitment by transfer from among the holders of the post of Assistant Engineer (Civil) or Assistant Engineer (Mechanical) in the Tamil Nadu Municipal Corporation Service, the Tamil Nadu Municipal Council Service and the Tamil Nadu Town Panchayat Service.	(1) Must possess a B.E. degree in Civil or Mechanical Engineering or any other qualification recognized as equivalent thereto awarded by recognized University or Institution; (2) Must have rendered service as Assistant Engineer for a period of not less than five years; and (3) Must have passed the Account Test for Public Works Department Subordinate Officers Part I and Part II.
DIVISION II (Electrical)			
1.	Superintending Engineer (Electrical)	By promotion from among the holders of the post of Executive Engineer (Electrical).	Must have rendered service as Executive Engineer (Electrical) for a period of not less than three years.
2.	Executive Engineer (Electrical)	By promotion from among the holders of the post of Assistant Executive Engineer (Electrical).	Must have rendered service as Assistant Executive Engineer (Electrical) for a period of not less than five years.

3.	Assistant Executive Engineer (Electrical)	By recruitment by transfer from among the holders of the post of Assistant Engineer (Electrical) in the Tamil Nadu Municipal Corporation Service.	(1) Must possess B.E. degree in Electrical Engineering or its equivalent; (2) Must have rendered service as Assistant Engineer (Electrical) for a period of not less than five years; and (3) Must have passed the Accounts Test for Public Works Department Subordinate Officers Part I and Part II.
DIVISION III (General)			
1.	Park Superintendent	By deputation from the post of Assistant Director of Horticulture in the Tamil Nadu Agricultural Subordinate Service.	(1) Must possess a degree in Agriculture or Horticulture; (2) A pass in the Account Test for Subordinate Officers Part I or any other Accounts Test prescribed by the Government as equivalent thereto; and (3) Must have served in an equivalent cadre for a period of not less than five years in the Tamil Nadu Agricultural Subordinate Service.
2.	Sports Officer	(1) By direct recruitment; or	(1) Must possess a Bachelor's degree in Physical Education; and (2) Must possess a diploma in Coaching, of not less than ten months duration awarded by the National Institute of Sports, Sports Authority of India.
		(2) By recruitment by transfer from among the holders of the post of Assistant Sports Officer in the Tamil Nadu Municipal Corporation Service; or	(1) Must have rendered service as Assistant Sports Officer for a period of not less than two years; (2) Must possess a diploma in Coaching, of not less than ten months duration awarded by the National Institute of Sports, Sports Authority of India; and (3) Must have passed the Account Test for Executive Officers and Tamil Nadu Government Office Manual.
		(3) By deputation from Sports and Youth Welfare Department	Must have rendered service in an equivalent cadre post in Sports and Youth Welfare Department or Institution under the control of the Government for a period of not less than three years.

TABLE III.
3. TOWN PLANNING WING

Sl. No.	Name of the Post	Method of Appointment	Qualifications
(1)	(2)	(3)	(4)
1.	City Planner	By promotion from among the holders of the post of Assistant City Planner.	Must have rendered service as Assistant City Planner for a period of not less than five years.
2.	Assistant City Planner	By recruitment by transfer from among the holders of the post of Assistant Engineer (Planning) in the Tamil Nadu Municipal Corporation Service and the Tamil Nadu Municipal Council Service.	(1) Must have possess a degree in Planning or Civil Engineering or Architecture or its equivalent; (2) Must have passed the Account Test for Public Works Department Subordinate Officers Part I and Part II; and (3) Must have rendered service as Assistant Engineer (Planning) for a period of not less than five years.

TABLE IV.

4. MEDICAL, SANITATION AND PUBLIC HEALTH WING

Sl. No.	Name of the Post	Method of Appointment	Qualifications
(1)	(2)	(3)	(4)
DIVISION I (MEDICAL)			
1.	City Medical Officer	(1) By promotion from among the holders of the post of Additional City Medical Officer; or	Must have rendered service as Additional City Medical Officer for a period of not less than two years.
		(2) By deputation from the holders of the post in the rank of City Medical Officer or Additional Director in the Tamil Nadu Public Health Service or the Tamil Nadu Medical Service.	Must have rendered service in an equivalent cadre post in a Department or Institution under the control of the Government for a period of not less than two years.
2.	Additional City Medical Officer	(1) By promotion from among the holders of the post of Zonal Medical Officer; or	(1) Must have rendered service as Zonal Medical Officer for a period of not less than three years; and (2) Must have passed Accounts Test for Executive Officers and Medical Code.
		(2) By deputation from among the holders of post of Additional City Medical Officer in the Tamil Nadu Public Health Service or the Tamil Nadu Medical Service.	Must have rendered service in an equivalent cadre post in a Department or Institution under the control of the Government for a period of not less than two years.

3.	Zonal Medical Officer	(1) By direct recruitment; or	Must possess M.B.B.S. degree from a recognized university and must have been registered in the Tamil Nadu Medical Council.
		(2) By promotion from among the holders of the post of Medical Officer or Anesthetist or Obstetrician; or	(1) Must have rendered service as Medical Officer or Anesthetist or Obstetrician for a period of not less than five years; and (2) Must have passed Account Test for Executive Officers and Medical Code.
		(3) By deputation from among the holders of the post of Medical Officer in the Tamil Nadu Public Health Service or the Tamil Nadu Medical Service.	Must have rendered service in an equivalent cadre post in a Department or Institution under the control of the Government for a period of not less than two years.
4.	Medical officer	(1) By direct recruitment; or	Must possess M.B.B.S. degree and must have been registered in the Tamil Nadu Medical Council.
		(2) By deputation from among the holders of the post in an equivalent cadre in any Department or Institution under the control of the Government.	(1) Must possess M.B.B.S. degree and must have been registered in the Tamil Nadu Medical Council; and (2) Must have rendered service in an equivalent cadre for a period of not less than two years in a Department or Institution under the control of the Government.
5.	Anesthetist	(1) By direct recruitment; or	Must possess M.B.B.S degree with a Post graduate degree or diploma in Anesthetist or any other equivalent degree or diploma and must have been registered in the Tamil Nadu Medical Council.
		(2) By deputation from among the holders of the post in an equivalent cadre in any Department or Institution under the control of the Government.	(1) Must possess a M.B.B.S degree with a Post graduate degree or diploma in Anesthetist or any other equivalent degree or diploma and must have been registered in the Tamil Nadu Medical Council; and (2) Must have rendered service in an equivalent cadre for a period of not less than two years in a Department or Institution under the control of the Government.
6.	Obstetrician	(1) By direct recruitment; or	Must possess M.B.B.S. degree with a diploma in Obstetrics and Gynecology or Master's degree in Obstetrics and Gynecology or any other equivalent degree and must have been registered in the Tamil Nadu Medical Council.
		(2) By deputation from among the holders of the post in an equivalent cadre in any Department or Institution	(1) Must possess M.B.B.S. degree with a diploma in Obstetrics and Gynecology or Master's degree in Obstetrics and Gynecology or any

		under the control of the Government.	other equivalent degree and must have been registered in the Tamil Nadu Medical Council; and (2) Must have rendered service in an equivalent cadre for a period of not less than two years in a department or institution under the control of the Government.
DIVISION II (Sanitation)			
1.	Chief Vector Control Officer	(1) By promotion from among the holders of the post of Senior Entomologist; or	(1) Must possess a Master's degree in Zoology or its equivalent in Medical Entomology; and (2) Must have rendered service as Senior Entomologist for a period of not less than five years.
		(2) By deputation from among the holders of the post of Chief Entomologist or any other equivalent cadre in the Tamil Nadu Public Health Service.	Must have rendered service in an equivalent cadre of post for a period of not less than two years in a Department or Institution under the control of the Government.
2.	Senior Entomologist	(1) By recruitment by transfer from among the holders of the post of Entomologist in the Tamil Nadu Municipal Council Service	Must have rendered service as Entomologist for a period of not less than five years.
		(2) By deputation from among the holders of the post of Senior Entomologist in the Tamil Nadu Public Health Service.	Must have rendered service in an equivalent cadre for a period of not less than two years in a Department or Institution under the control of the Government.
3.	Health Education Officer	By promotion from among the holders of the post of Sanitary Officer.	(1) Must possess a Bachelor degree of Science in Health Education; and (2) Must have rendered service as Sanitary Officer for a period of not less than ten years.
4.	Sanitary Officer	By recruitment by transfer from among the holders of the post of Sanitary Inspector in the Tamil Nadu Municipal Corporation Service or the Tamil Nadu Municipal Council Service.	Must have rendered service as Sanitary Inspector for a period of not less than five years.
DIVISION III (Public Health)			
1.	City Health Officer, Grade I	(1) By promotion from among the holders of the post of City Health Officer, Grade II; or	Must have rendered service as City Health Officer, Grade II for a period of not less than two years.
		(2) By deputation from among the holders of the post of Additional Director of Public Health and	Must have rendered service in an equivalent cadre post in a Department or Institution under the control of the Government for a

		Preventive Medicine in the Tamil Nadu Public Health Service.	period of not less than two years.
2.	City Health Officer, Grade II	(1) By promotion from among the holders of the post of City Health Officer, Grade III; or	Must have rendered service as City Health Officer, Grade III for a period of not less than three years.
		(2) By deputation from among the holders of post of Deputy Director, Grade II in the Tamil Nadu Public Health Service or the Tamil Nadu Medical Service.	Must have rendered service in an equivalent cadre post in a Department or Institution under the control of the Government for a period of not less than two years.
3.	City Health Officer, Grade III	(1) By promotion from among the holders of the post of City Health Officer, Grade IV; or	(1) Must have rendered service as City Health Officer, Grade IV for a period of not less than three years; and (2) Must have passed Account Test for Executive Officers and Medical Code.
		(2) By deputation from the holders of post of Senior Health Officer in the Tamil Nadu Public Health Service or from the Tamil Nadu Medical Service.	Must have rendered service in an equivalent cadre post in a Department or Institution under the control of the Government for a period of not less than two years.
4.	City Health Officer, Grade IV	(1) By direct recruitment; and	Must possess M.B.B.S. degree with diploma in Public Health or M.D. Community Medicine or equivalent and must have been registered in the Tamil Nadu Medical Council.
		(2) By promotion from among the holders of the posts of Assistant City Health Officer, Medical Officer (Allopathy) and Medical Officer (Tuberculosis): Provided that appointment to the post by direct recruitment and by promotion shall be made in the ratio 1:2; or	(1) Must possess M.B.B.S. degree and diploma in Public Health or M.D in Community Medicine or equivalent and must have been registered in the Tamil Nadu Medical Council; and (2) Must have rendered service as Assistant City Health Officer or Medical Officer (Allopathy) or Medical Officer (Tuberculosis) for a period of not less than five years.
		(3) By deputation from among the holders of the post of Health Officer in the Tamil Nadu Public Health Service or from any other Service of the Government.	Must have rendered service in an equivalent cadre post in a Department or Institution under the control of the Government for a period of not less than two years.
5.	Assistant City Health Officer	(1) By direct recruitment; or	Must possess M.B.B.S. degree and diploma in Public Health or M.D. Community Medicine or equivalent degree and must have been registered in the Tamil Nadu Medical Council.

		(2) By transfer from among the holders of the post of Medical Officer (Allopathy); or	(1) Must possess M.B.B.S. degree and diploma in Public Health or M.D. Community Medicine or equivalent degree and must have been registered in the Tamil Nadu Medical Council; and (2) Must have rendered service in an equivalent cadre for a period of not less than two years in a Department or Institution under the control of the Government.
		(3) By deputation from among the holders of the post of Medical Officer in the Tamil Nadu Public Health Service.	(1) Must possess M.B.B.S. degree and diploma in Public Health or M.D. Community Medicine or equivalent degree and must have been registered in the Tamil Nadu Medical Council; and (2) Must have rendered service as Medical Officer for a period of not less than three years.
6.	Medical Officer (Allopathy)	(1) By direct recruitment; or	Must possess M.B.B.S. degree and must have been registered in the Tamil Nadu Medical Council.
		(2) By deputation from among the holders of the post in an equivalent cadre in any Department or Institution under the control of the Government.	(1) Must possess M.B.B.S. degree and must have been registered in Tamil Nadu Medical Council; and (2) Must have rendered service in an equivalent cadre for a period of not less than two years in a Department or Institution under the control of the Government.
7.	Medical Officer (Homeopathy)	(1) By direct recruitment; or	Must possess B.H.M.S., degree and must have been registered in the Tamil Nadu Homeopathy Medical Council.
		(2) By deputation from among the holders of the post in an equivalent cadre in any Department or Institution under the control of the Government.	(1) Must possess B.H.M.S., degree and must have been registered in the Tamil Nadu Homeopathy Medical Council; and (2) Must have rendered service in an equivalent cadre for a period of not less than two years in a Department or Institution under the control of the Government.
8.	Medical Officer (Unani)	(1) By direct recruitment; or	Must possess B.U.M.S., Degree and must have been registered in the Tamil Nadu Medical Council.
		(2) By deputation from among the holders of the post in an equivalent cadre in any Department or Institution under the control of the Government.	(1) Must possess B.U.M.S., degree and must have been registered in Tamil Nadu Medical Council; and (2) Must have rendered service in an equivalent cadre for a period of not less than two years in a Department or Institution under the control of the Government.

9.	Medical Officer (Siddha)	(1) By direct recruitment; or	Must possess B.S.M.S degree and must have been registered in the Tamil Nadu Siddha Medical Council.
		(2) By deputation from among the holders of the post in an equivalent cadre in any Department or Institution under the control of the Government.	(1) Must possess B.S.M.S., degree and must have been registered in the Tamil Nadu Siddha Medical Council; and (2) Must have rendered service in an equivalent cadre for a period of not less than two years in a Department or Institution under the control of the Government.
10.	Medical Officer (Ayurvedic)	(1) By direct recruitment; or	Must possess a B.A.M.S. degree and must have been registered in the Tamil Nadu Ayurveda Medical Council.
		(2) By deputation from among the holders of the post in an equivalent cadre in any Department or Institution under the control of the Government.	(1) Must possess a B.A.M.S. degree and must have been registered in the Tamil Nadu Ayurveda Medical Council; and (2) Must have rendered service in an equivalent cadre for a period of not less than two years in a Department or Institution under the control of the Government.
11.	Medical officer (Tuberculosis)	(1) By direct recruitment; or	(1) Must possess a M.B.B.S. degree and must have been registered in the Tamil Nadu Medical Council; and (2) Must possess a diploma in Tuberculosis Diseases (T.D.D.)
		(2) By deputation from among the holders of the post in an equivalent cadre in any Department or Institution under the control of the Government.	(1) Must possess M.B.B.S. degree and must have been registered in the Tamil Nadu Medical Council; (2) Must possess a diploma in Tuberculosis Diseases (T.D.D.); and (3) Must have rendered service in an equivalent cadre for a period of not less than two years in a Department or Institution under the control of the Government.
12.	Chief Veterinary Medical Officer	(1) By promotion from among the holders of the post of Veterinary Medical Officer; or	(1) Must have rendered service as Veterinary Medical Officer for a period of not less than five years; and (2) Must have passed the Account Test for Executive Officers and Animal Husbandry Department.
		(2) By deputation from among the holders of the post of Veterinary Officer or equivalent cadre in the Tamil Nadu Animal Husbandry Service.	Must have rendered service in an equivalent cadre for a period of not less than two years in the Tamil Nadu Animal Husbandry Service.
13.	Veterinary Medical Officer	(1) By direct recruitment; or	Must possess a B.V.Sc., degree or any equivalent degree.

	(2) By deputation from among the holders of the post of Veterinary Assistant Surgeon or an equivalent cadre in the Tamil Nadu Animal Husbandry Service.	Must have rendered service in an equivalent cadre of post for a period of not less than two years in the Tamil Nadu Animal Husbandry Service.
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TABLE V.

5. INFORMATION TECHNOLOGY WING

Sl. No.	Name of the Post	Method of Appointment	Qualifications
(1)	(2)	(3)	(4)
1.	Senior System Manager	(1) By promotion from among the holders of the post of System Analyst; or (2) By deputation from among the holders of the post in an equivalent cadre in any Department or Institution under the control of the Government.	Must have rendered service as System Analyst for a period of not less than five years. Must have rendered service in an equivalent cadre for a period of not less than two years with exposure in the field of Information Technology in the Government departments or State Public Sector Undertakings.
2.	System Analyst	(1) By direct recruitment; or (2) By recruitment by transfer from among the holders of the post of Programmer in the Tamil Nadu Municipal Corporation Service and the Tamil Nadu Municipal Council Service; or (3) By deputation from among the holders of the post in an equivalent cadre in any Government Department or State Public Sector Undertaking.	Must possess a B.E. degree in Computer Science or a B.Tech. degree in Computer Science Engineering or Information Technology (or) Master of Computer Applications or M.Sc. Information Technology or M.Sc. Computer Science with not less than two years of experience in the field of Computer Science or Information Technology. (1) Must possess a B.E. or B.Tech., degree in Computer Science or Information Technology or Master of Computer Applications or M.Sc., Information Technology or M.Sc. Computer Science; and (2) Must have rendered service as Programmer for a period of not less than five years. Must have rendered service in an equivalent cadre for a period of not less than 2 years with exposure in the field of Information Technology in the Government departments or State Public Sector Undertakings.

205. Appointing Authority, Disciplinary Authority and the Appellate/Reviewing Authority.—(1)

In respect of the posts specified in column (1) of the Table below, the appointing authority, the disciplinary authority and the appellate/reviewing authority shall be as specified in the corresponding entries in column (2), column (3) and column (4), respectively, thereof :-

THE TABLE.

Post (1)	Appointing authority (2)	Disciplinary authority (3)	Appellate/ Reviewing authority (4)
1. GENERAL WING			
DIVISION I (Administration)			
1. Zonal Officer	Government	Government	Government
2. Deputy Commissioner		Commissioner, Chennai City Municipal Corporation	
3. City Revenue Officer			
4. Additional City Revenue Officer		Director of Municipal Administration	
5. Chief Accounts Officer			
6. Assistant Commissioner, Grade I (Zone)			
7. Assistant Commissioner, Grade II (Zone)			
8. Assistant Commissioner (Personnel)			
9. Assistant Commissioner (Accounts)			
10. Assistant Commissioner (Revenue)			
11. Assistant Commissioner, Grade III (Zone)		Commissioner, Chennai City Municipal Corporation	
12. Senior Revenue Officer			
13. Senior Accounts Officer			
DIVISION II (Legal)			
1. Senior Law Officer	Government	Government	Government
2. Law Officer, Grade I		Commissioner, Chennai City Municipal Corporation/ Director of Municipal Administration, in other Municipal Corporations	
3. Council Secretary, Grade I			
2. ENGINEERING WING			
DIVISION I (Civil and Mechanical)			
1. Chief Engineer	Government	Government	Government
2. Superintending Engineer		Commissioner in Chennai City Municipal Corporation/ Director of Municipal Administration, in other Municipal Corporations	
3. Executive Engineer			
4. Assistant Executive Engineer			
DIVISION II (Electrical)			
1. Superintending Engineer (Electrical)	Government	Government	Government
2. Executive Engineer (Electrical)		Commissioner, in Chennai City Municipal Corporation/ Director of Municipal Administration, in other Municipal Corporations	
3. Assistant Executive Engineer (Electrical)			
DIVISION III (General)			
1. Park Superintendent	Government	Commissioner, Chennai City Municipal Corporation	Government
2. Sports Officer			

3. TOWN PLANNING WING			
1. City Planner	Government	Director of Municipal Administration	Government
2. Assistant City Planner			
4. MEDICAL, SANITATION AND PUBLIC HEALTH WING			
DIVISION I (Medical)			
1. City Medical Officer	Government	Government	Government
2. Additional City Medical Officer		Commissioner, Chennai City Municipal Corporation	
3. Zonal Medical Officer		Commissioner, in Chennai City Municipal Corporation/ Director of Municipal Administration, in other Municipal Corporations	
4. Medical Officer			
5. Anesthetist			
6. Obstetrician			
DIVISION II (Sanitation)			
1. Chief Vector Control Officer	Government	Commissioner, Chennai City Municipal Corporation	Government
2. Senior Entomologist			
3. Health Education Officer		Director of Municipal Administration	
4. Sanitary Officer			
DIVISION III (Public Health)			
1. City Health Officer, Grade I	Government	Government	Government
2. City Health Officer, Grade II		Director of Municipal Administration	
3. City Health Officer, Grade III			
4. City Health Officer, Grade IV		Commissioner, in Chennai City Municipal Corporation/ Director of Municipal Administration, in other Municipal Corporations	
5. Assistant City Health Officer			
6. Medical Officer (Allopathy)			
7. Medical Officer (Homeopathy)			
8. Medical Officer (Unani)			
9. Medical Officer (Siddha)			
10. Medical Officer (Ayurvedic)			
11. Medical Officer (Tuberculosis)		Commissioner, Chennai City Municipal Corporation	
12. Chief Veterinary Medical Officer			
13. Veterinary Medical Officer		Commissioner, in Chennai City Municipal Corporation/ Director of Municipal Administration, in other Municipal Corporations	
5. INFORMATION TECHNOLOGY WING			
1. Senior System Manager	Government	Commissioner, in Chennai City Municipal Corporation/ Director of Municipal Administration, in other Municipal Corporations.	Government
2. System Analyst			

(2) Notwithstanding anything contained in sub-rule (1), cases which warrant dismissal or removal from service and wherein the disciplinary authority is not the appointing authority, shall be remitted to the appointing authority for passing final orders.

206. Unit for appointment, transfer and posting.— The State shall be a single unit for appointment, promotion, reversion, transfer and discharge for all the posts in the Tamil Nadu Municipal Service.

207. The Competent authority for transfer and postings.— The Government shall be the authority competent for effecting transfer and posting for all the posts in the Tamil Nadu Municipal Service.

208. Refresher Trainings.— The holders of the posts specified in column (2) of the Table below shall undergo the refresher training programme conducted by the Tamil Nadu Institute of Urban Studies specified in the corresponding entry in column (3) thereof, for enrichment of their working skills and for promotion:-

THE TABLE.

Sl. No.	Name of the post	Training
(1)	(2)	(3)
1.	Senior Revenue Officer	Intensive Training programme
2.	Senior Accounts Officer	Intensive Training programme
3.	City Engineer, Grade III	One course of Technical Training programme
4.	Assistant Executive Engineer	One course of Technical Training programme
5.	City Planner	One course of Technical Training programme
6.	Assistant City Planner	One course of Technical Training programme
7.	Executive Engineer (Electrical)	One course of Technical Training programme
8.	Assistant Executive Engineer (Electrical)	One course of Technical Training programme
9.	Sanitary Officer	Refresher Training once in two years

209. Tests.— The holders of the posts specified in column (2) of the Table below shall within the period of their probation pass the tests specified in the corresponding entry in column (3) thereof:-

THE TABLE.

Sl. No.	Name of the post	Tests
(1)	(2)	(3)
1.	Zonal Medical Officer / Medical Officer / Medical Officer (Tuberculosis) / Obstetrician / Anesthetist / City Health Officer, Grade III and Grade IV / Medical Officer (Allopathy) / Assistant City Health Officer	Account Test for Executive Officers and Medical Code.
2.	Medical Officer (Homeopathy)/ Medical Officer (Siddha)/ Medical Officer (Unani)/ Medical Officer (Ayurvedic)	Account Test for Executive Officers.
3.	Veterinary Medical Officer	Account Test for Executive Officers and Animal Husbandry Department.

PART III.**SPECIAL RULES.****THE TAMIL NADU MUNICIPAL CORPORATION SERVICE.**

210. Classification of posts.— This Service shall consist of the following wings and shall be classified into various divisions and posts, namely:-

TABLE I**1. MUNICIPAL CORPORATION GENERAL WING**

DIVISION I (Administration)	
Sl. No.	Name of the Post
1	Administrative Officer
2	Accounts Officer
3	Revenue Officer
4	Superintendent
5	Assessor
6	Assistant Revenue Officer
7	Shorthand Typist, Grade I
8	Licence Inspector
9	Shorthand Typist, Grade II
10	Assistant
11	Personal Clerk
12	Shorthand Typist, Grade III
13	Junior Assistant
14	Tax Collector
15	Typist
16	Driver
17	Record Assistant
18	Jamedar
19	Office Assistant
20	Watchman
DIVISION II (Legal)	
1	Law Officer, Grade II
2	Council Secretary, Grade II
3	Assistant Law Officer
DIVISION III (Deputation posts)	
1	Public Relations Officer, Grade II
2	Vigilance Inspector
3	Tahsildar
4	Assistant Public Relations Officer
5	Sub Inspector of Survey
6	Head Constable

2. MUNICIPAL CORPORATION ENGINEERING WING

DIVISION I (Civil and Mechanical)	
1	Assistant Engineer
2	Junior Engineer
3	Junior Engineer (Automobile)
4	Draughtsman
5	Technical Assistant
6	Skilled Assistant, Grade I
7	Assistant Draughtsman
8	Skilled Assistant, Grade II
DIVISION II (Electrical)	
1	Assistant Engineer (Electrical)
2	Junior Engineer (Electrical)
3	Supervisor (Electrical)
4	Electrical Superintendent
5	Skilled Assistant, Grade I (Electrical)
6	Skilled Assistant, Grade II (Electrical)
DIVISION III (General)	
1	Assistant Sports Officer
2	Playground Instructor
3	Park Supervisor
4	Park Overseer

3. MUNICIPAL CORPORATION TOWN PLANNING WING

1	Assistant Engineering (Planning)
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4. MUNICIPAL CORPORATION MEDICAL, SANITATION AND PUBLIC HEALTH WING

DIVISION I (Medical)	
1	Statistical Assistant
2	Maternal and Child Health Officer
3	Nursing Superintendent
4	Assistant Nursing Superintendent
5	Medical Store Officer
6	Staff Nurse
7	Chief Pharmacist
8	Lab Technician, Grade II
9	Pharmacist
10	Sector Health Nurse
11	Urban Health Nurse
12	Attendant

DIVISION II (Sanitation)	
1	Entomologist
2	Sanitary Inspector
3	Conservancy Inspector
4	Field Assistant
5	Basic Health Worker
6	Sanitary Supervisor
7	Cleanliness Worker
5. MUNICIPAL CORPORATION INFORMATION TECHNOLOGY WING	
1	Programmer
2	Assistant Programmer
3	Data entry operator

211. Method of appointment and qualifications.— Appointment to the posts specified in column (2) of the Tables below shall be made by the methods specified in the corresponding entries in column (3) thereof, by persons possessing the qualifications specified in the corresponding entries in column (4) thereof:-

**TABLE I.
1. MUNICIPAL CORPORATION GENERAL WING**

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
DIVISION I (Administration)			
1.	Administrative Officer	(1) By promotion from among the holders of the post of Superintendent; or (2) By transfer from among the holders of the post of Accounts Officer or Revenue Officer; or (3) By deputation from among the holders of the post of Superintendent of Directorate, belonging to the Tamil Nadu Ministerial Service: Provided that not more than two Superintendents shall be appointed to the post at any given time.	(1) Must possess a degree; and (2) Must have rendered service as Superintendent for a period of not less than two years.
2.	Accounts Officer	By transfer from among the holders of the post of Administrative Officer or Revenue Officer of Tamil Nadu Municipal Corporation Service.	(1) Must possess a degree; (2) Must have rendered service as Superintendent for a period of not less than two years; and (3) Must have passed the Account Test for Subordinate Officers, Part I and Part II.
3.	Revenue Officer	(1) By promotion from among the holders of the post of Assistant Revenue Officer and Assessor; or	(1) Must possess a degree; (2) Must have rendered service as Assistant Revenue Officer in other municipal corporations or Assessor in Chennai City Municipal Corporation for a period of not less than two years; and

			(3) Must have passed Revenue Test Part I, Part II and Part III prescribed for municipal service.
4.	Superintendent	(1) By promotion from among the holders of the post of Assistant; or	(1) Must possess a degree; (2) Must have rendered service as Assistant for a period of not less than five years inclusive of two years of service in Zonal or Head Office and <i>vice-versa</i> ; and (3) Must have passed the Tamil Nadu Government Office Manual Test and Account Test for Subordinate Officers Part I and Part II.
		(2) By transfer from among the holders of the post of Assistant Revenue Officer.	--
5.	Assessor	By promotion from among the holders of the post of Licence Inspector.	Must have rendered service as Licence Inspector for a period of not less than two years.
6.	Assistant Revenue Officer	By transfer from among the holders of the post of Superintendent.	Must have rendered service as Superintendent for a period of not less than five years and within which should have served as Tax Collector for a period of not less than two years.
7.	Shorthand Typist, Grade I	By promotion from among the holders of post of Shorthand Typist, Grade II.	(1) Must have passed S.S.L.C. Examination; (2) Must have passed Government Technical Examination in Typewriting in Tamil and English both by Senior Grade; (3) Must have passed Government Technical Examination in Shorthand in English and Tamil both by Senior Grade or by Senior Grade in Tamil and by Junior Grade in English or by Senior Grade in English and by Junior Grade in Tamil; and (4) Must have passed a Certificate Course in Micro Soft Office (Windows).
8.	Licence Inspector	By promotion from among the holders of the post of Tax Collector and Assistant in the ratio of 1:1:1:3 as mentioned below:— (i) Non graduate Tax Collector. (ii) Graduate Tax Collector. (iii) Non-Graduate Assistant. (iv) Graduate Assistant.	(1) Must have rendered service as Tax Collector for a period of not less than seven years; or (2) Must have rendered service as Assistant for a period of not less than two years.
9.	Shorthand Typist, Grade II	By promotion from among the holders of the post of Shorthand Typist, Grade III.	(1) Must have passed S.S.L.C. Examination; (2) Must have passed Government Technical Examination in Typewriting in Tamil and English both by Senior Grade;

			<p>(3) Must have passed Government Technical Examination in Shorthand in English and Tamil both by Senior Grade or by Senior Grade in Tamil and by Junior Grade in English or by Senior Grade in English and by Junior Grade in Tamil; and</p> <p>(4) Must have passed a Certificate Course in Micro Soft Office (Windows).</p>
10.	Assistant	<p>(1) By promotion from among the holders of the post of Junior Assistant, Typist and Tax Collector.</p>	<p>(1) Must have rendered service as Junior Assistant or Typist for a period of not less than five years out of which must have rendered service as Tax Collector for a period of not less than two years or must have rendered service as Tax Collector for a period of not less than five years; and</p> <p>(2) Must have passed the Tamil Nadu Government Office Manual Test and Account Test for Subordinate Officers Part I.</p>
		<p>(2) By transfer from among the holders of the post of Personal Clerk.</p>	<p>(1) Must have rendered service as Personal Clerk for a period of not less than seven years; and</p> <p>(2) Must have passed the Tamil Nadu Government Office Manual Test and Account Test for Subordinate Officers Part I.</p>
11.	Personal Clerk	<p>(1) By direct recruitment; or</p>	<p>(1) Must have passed S.S.L.C. Examination;</p> <p>(2) Must have passed the Government Technical Examination in Tamil and English in Typewriting and Shorthand both by Senior Grades; and</p> <p>(3) Must have passed a Certificate Course in Computer Office Automation.</p>
		<p>(2) By transfer from among the holders of the post of Assistant.</p>	<p>(1) Must have passed the Government Technical Examination in Tamil and English in Typewriting and Shorthand both by Senior Grades; and</p> <p>(2) Must have passed a Certificate Course in Computer Office Automation.</p>
12.	Shorthand Typist, Grade III	<p>(1) By direct recruitment; and</p>	<p>(1) Must have passed S.S.L.C. Examination;</p> <p>(2) Must have passed Government Technical Examination in Typewriting in Tamil and English both by Senior Grade;</p>

			<p>(3) Must have passed Government Technical Examination in Shorthand in English and Tamil both by Senior Grade or by Senior Grade in Tamil and by Junior Grade in English or by Senior Grade in English and by Junior Grade in Tamil; and</p> <p>(4) Must have passed a Certificate Course in Microsoft Office (Windows).</p>
		<p>(2) By promotion from among the holders of the posts of Junior Assistant, Typist, Tax Collector, Record Assistant, Jamedar, Office Assistant, Watchman, Skilled Assistant Grade I, Skilled Assistant, Grade II, Skilled Assistant, Grade I (Electrical), Skilled Assistant, Grade II (Electrical), Conservancy Inspector, Cleanliness Worker, Basic Health Worker, Sanitary Supervisor and Attendant in all services: Provided that appointment to the post by direct recruitment and by promotion shall be made in the ratio 5:1.</p>	<p>(1) Must have passed S.S.L.C. Examination;</p> <p>(2) Must have passed Government Technical Examination in Typewriting in Tamil and English both by Senior Grade;</p> <p>(3) Must have passed Government Technical Examination in Shorthand in English and Tamil both by Senior Grade or by Senior Grade in Tamil and by Junior Grade in English or by Senior Grade in English and by Junior Grade in Tamil;</p> <p>(4) Must have passed a Certificate Course in Microsoft Office (Windows); and</p> <p>(5) Must have rendered a minimum period of two years service in any of the feeder category posts.</p>
13.	Junior Assistant	<p>(1) By direct recruitment; and</p> <p>(2) By promotion from among the holders of the post of Record Assistant: Provided that appointment to the post by direct recruitment and by promotion shall be made in the ratio 5:1.</p>	<p>Must have passed S.S.L.C. Examination.</p> <p>(1) Must have passed S.S.L.C Examination;</p> <p>(2) Must have rendered service as Record Clerk for a period not less than five years; and</p> <p>(3) Must have passed a Certificate Course in Computer Office Automation.</p>
14.	Tax Collector	<p>(1) By direct recruitment; and</p> <p>(2) By promotion from among the holders of the post of Record Assistant: Provided that appointment to the post by direct recruitment and by promotion shall be made in the ratio 5:1.</p>	<p>Must have passed S.S.L.C Examination.</p> <p>(1) Must have passed S.S.L.C Examination;</p> <p>(2) Must have rendered service as Record Assistant for a period not less than five years; and</p> <p>(3) Must have passed a Certificate Course in Computer Office Automation.</p>
15.	Typist	<p>(1) By direct recruitment; and</p>	<p>(1) Must have passed S.S.L.C. Examination;</p> <p>(2) Must have passed the Government Technical Examination in Tamil and English in Typewriting both by</p>

			Senior Grades; and (3) Must have passed a Certificate Course in Computer Office Automation.
		(2) By promotion from among the holders of the posts of Record Assistant, Jamedar, Office Assistant, Watchman, Cleanliness Worker, Basic Health Worker and Attendant: Provided that appointment to the post by direct recruitment and by promotion shall be made in the ratio 5:1.	(1) Must have passed S.S.L.C. Examination; (2) Must have passed the Government Technical Examination in Tamil and English in Typewriting both by Senior Grades; and (3) Must have passed a Certificate Course in Computer Office Automation.
16.	Driver	(1) By direct recruitment; and	(1) Must have passed S.S.L.C. or its equivalent examination; and (2) Must possess a driving licence for heavy transport vehicles.
		(2) By promotion from among the holders of the post of Record Assistant, Jamedar, Office Assistant, Watchman, Cleanliness Worker, Basic Health Worker and Attendant: Provided that appointment to the post by direct recruitment and by promotion shall be made in the ratio 1:1.	(1) Must have passed S.S.L.C. or its equivalent examination; (2) Must have rendered service for a period of not less than five years in the post of Record Assistant or must have rendered service for a period of not less than seven years as Jamedar, Office Assistant, Watchman, Cleanliness Worker, Basic Health Worker or Attendant; and (3) Must possess a driving licence for heavy transport vehicles.
17.	Record Assistant	By promotion from among the holders of the post of Jamedar, Office Assistant, Watchman, Cleanliness Worker, Basic Health Worker and Attendant.	(1) Must have passed S.S.L.C Examination; and (2) Must have rendered service for a period of not less than five years as Jamedar, Office Assistant, Watchman, Cleanliness Worker, Basic Health Worker or Attendant.
18.	Jamedar	By transfer from among the holders of the post of Office Assistant.	Must have passed VIII standard.
19.	Office Assistant	(1) By direct recruitment; or	Must have passed VIII standard.
		(2) By transfer from among the holders of the post of Watchman.	
20.	Watchman	By direct recruitment	Must have passed VIII standard.
DIVISION II			
(Legal)			
1.	Law Officer, Grade II	(1) By promotion from among the holders of the post of Superintendent; or	(1) Must possess a degree in Law; and (2) Must have rendered service as Superintendent for a period of not less than two years.
		(2) By transfer from among the holders of the post of Law Officer, Grade II.	--
		(3) By deputation from among the holders of the post of	Must have rendered service as Section Officer in Law Department of

		Section Officer, Law Department in the Tamil Nadu General Service.	Secretariat for a period of not less than two years.
2.	Council Secretary, Grade II	(1) By promotion from among the holders of the post of Superintendent; or	(1) Must possess a degree in Law; (2) Must have rendered service as Superintendent for a period of not less than two years.
		(2) By transfer from among the holders of the post of Council Secretary, Grade II.	--
		(3) By deputation from among the holders of the post of Section Officer, Law Department in the Tamil Nadu General Service.	Must have rendered service as Section Officer in Law Department of Secretariat for a period of not less than two years.
3.	Assistant Law Officer	(1) By direct recruitment; or	(1) Must possess a degree in Law; and (2) Must have an experience of not less than ten years as Advocate out of which five years of experience in High Court and two years experience as Government Advocate or Standing Counsel in any Municipality.
		(2) By promotion from among the holders of the post of Superintendent; or	(1) Must possess a degree in Law; and (2) Must have rendered service as Superintendent in legal cell in Chennai City Municipal Corporation for a period of not less than two years.
		(3) By deputation from among the holders of the post of Section Officer, Law Department in the Tamil Nadu General Service.	Must have rendered service as Section Officer in Law Department of Secretariat for a period of not less than two years.
DIVISION III (Deputation Posts)			
1.	Public Relations Officer, Grade II	By deputation from among the holders of the post of Public Relations Officer in Tamil Development and Information Department.	--
2.	Vigilance Inspector	By Deputation from the equivalent cadre post from Police Department.	--
3.	Tahsildar	By deputation from an equivalent cadre post from the Revenue Department.	--
4.	Assistant Public Relations Officer	By deputation from among the holders of the post of Assistant Public Relations Officer in Information and Public Relations Department.	--
5.	Sub Inspector of Survey	By deputation from an equivalent cadre post from the Revenue Department.	--
6.	Head Constable	By deputation from an equivalent cadre post from the police department.	--

TABLE II
2. MUNICIPAL CORPORATION ENGINEERING WING

Sl. No. (1)	Name of the Post (2)	Method of Appointment (3)	Qualifications (4)
DIVISION I (Civil and Mechanical)			
1.	Assistant Engineer	(1) By direct recruitment; and (2) By promotion from among the holders of the post of Junior Engineer : Provided that appointment to the post by direct recruitment and by promotion shall be made in the ratio 3:1.	Must possess B.E. degree in Civil or Mechanical Engineering or B.Tech degree in Civil or Mechanical Engineering or any other qualification considered equivalent. (1) Must have passed the Account Test for Public Works Department Subordinate Officer Part I and Part II; and (2) Must have rendered service as Junior Engineer for a period of not less than five years.
2.	Junior Engineer	By promotion from among the holders of post of Draughtsman and Technical Assistant.	(1) Must possess a diploma in Civil or Mechanical Engineering awarded by the Directorate of Technical Education, Government of Tamil Nadu or its equivalent; (2) Must have rendered service as Draughtsman or Technical Assistant or for a period of not less than three years; and (3) Must have passed Account Test for Public Works Department Subordinate Officers Part I and Part II.
3.	Junior Engineer (Automobile)	(1) By direct recruitment; and (2) By promotion from among the holders of the post of Draughtsman and Technical Assistant: Provided that appointment to the post by direct recruitment and by promotion shall be made in the ratio 1:1.	(1) Must possess a diploma in Mechanical or Automobile Engineering awarded by the Directorate of Technical Education, Government of Tamil Nadu or its equivalent; and (2) Must have passed Account Test for Public Works Department Subordinate Officers Part I and Part II (1) Must possess a diploma in Mechanical or Automobile Engineering awarded by the Directorate of Technical Education, Government of Tamil Nadu or its equivalent; (2) Must have rendered service as Draughtsman or Technical Assistant for a period not less than three years; and (3) Must have passed Account Test for Public Works Department Subordinate Officers Part I and Part II.
4.	Draughtsman	(1) By direct recruitment; and	Must possess a diploma in Civil or Mechanical Engineering awarded by

			the Directorate of Technical Education, Government of Tamil Nadu or its equivalent.
		(1) By promotion from among the holders of the post of Assistant Draughtsman: Provided that appointment to the post by direct recruitment and by promotion shall be made in the ratio 1:1.	(1) Must have rendered service in the post of Assistant Draughtsman for a period of not less than three years; and (2) Must have passed Account Test for Public Works Department Subordinate Officers Part I and Part II.
5.	Technical Assistant	(1) By direct recruitment; or	Must possess a diploma in Civil or Mechanical Engineering awarded by the Directorate of Technical Education, Government of Tamil Nadu or its equivalent.
		(2) By promotion from among the holders of the post of Skilled Assistant, Grade I and Skilled Assistant, Grade II in the ratio of 5:1: Provided that appointment to the post by direct recruitment and by promotion shall be made in the ratio 1:1.	(1) Must possess a diploma in Civil or Mechanical Engineering awarded by the Directorate of Technical Education, Government of Tamil Nadu or its equivalent; (2) Must have passed Account Test for Public Works Department Subordinate Officers Part I and Part II; and (3) Must have rendered service in the post of Skilled Assistant, Grade I or Skilled Assistant, Grade II for a period of not less than five years.
6.	Skilled Assistant, Grade I	(1) By direct recruitment; or	(1) Must have passed S.S.L.C. Examination; and (2) Must possess an ITI Trade Certificate.
		(2) By promotion from among the holders of the post of Skilled Assistant, Grade II.	(1) Must have passed S.S.L.C. Examination; (2) Must possess an ITI Trade Certificate; and (3) Must have rendered service as Skilled Assistant, Grade II for a period of not less than five years.
7.	Assistant Draughtsman	(1) By direct recruitment; and	Must possess a diploma in Civil Engineering or Mechanical Engineering awarded by the Directorate of Technical Education or its equivalent.
		(2) By promotion from among the holders of post of Skilled Assistant, Grade II and Skilled Assistant, Grade II (Electrical): Provided that appointment to the post by direct recruitment and by promotion shall be made in the ratio 1:1.	(1) Must possess a diploma in Civil or Mechanical Engineering awarded by the Directorate of Technical Education or its equivalent; and (2) Must have rendered service for a period of not less than two years in the feeder category posts.
8.	Skilled Assistant, Grade II	(1) By direct recruitment; or	(1) Must have passed S.S.L.C. Examination; and (2) Must possess an ITI Trade Certificate.

		(2) By promotion from among the holders of the post of Jamedar, Office Assistant, Watchman, Park Overseer, Cleanliness Worker, Basic Health Worker, Sanitary Supervisor and Attendant.	(1) Must have passed S.S.L.C. Examination; (2) Must possess an ITI Trade Certificate; and (3) Must have rendered service for a period of not less than two years in the feeder category posts.
DIVISION II (Electrical)			
1.	Assistant Engineer (Electrical)	(1) By direct recruitment; and	Must possess a B.E. degree in Electrical Engineering or any other qualification considered equivalent.
		(2) By promotion from among the holders of the post of Junior Engineer: Provided that the appointment by direct recruitment and by promotion shall be made in the ratio 3:1.	(1) Must have passed the Accounts Test for Public Works Department Subordinate Officers Part I and Part II; and (2) Must have rendered service as Junior Engineer for a period of not less than five years.
2.	Junior Engineer (Electrical)	By promotion from among the holders of the post of Supervisor (Electrical).	(1) Must possess a diploma in Electrical Engineering or Electrical and Electronics Engineering awarded by the Directorate of Technical Education or its equivalent; (2) Must have rendered service as Supervisor (Electrical) for a period of not less than two years; and (3) Must have passed the Accounts Test for Public Works Department Subordinate Officers Part I and Part II.
3.	Supervisor (Electrical)	(1) By direct recruitment; or	Must possess a diploma in Electrical Engineering or Electrical and Electronics Engineering awarded by the Directorate of Technical Education or its equivalent.
		(2) By promotion from Skilled Assistant, Grade I (Electrical)	(1) Must possess a diploma in Electrical Engineering or Electrical and Electronics Engineering awarded by the Directorate of Technical Education or its equivalent; (2) Must have rendered service for a period of not less than three years in the post of Skilled Assistant, Grade I (Electrical); and (3) Must have passed the Accounts Test for Public Works Department Subordinate Officers Part I and Part II.
4.	Electrical Superintendent	(1) By direct recruitment; and	Must possess a diploma in Electrical Engineering or Electrical and Electronics Engineering awarded by the Directorate of Technical Education or its equivalent awarded by any recognized Institutions.
		(2) By promotion from among the holders of the post of Skilled Assistant, Grade I (Electrical) and Skilled	(1) Must possess a diploma in Electrical Engineering or Electrical and Electronics Engineering awarded by the Directorate of Technical

		Assistant, Grade II (Electrical) in the ratio of 5:1: Provided that the appointment by direct recruitment and by promotion shall be made in the ratio 5:1.	Education or its equivalent; (2) Must have passed the Account Test for Public Works Department Subordinate Officers Part I and Part II; and (3) Must have rendered service as Skilled Assistant, Grade I (Electrical) for a period of not less than two years or as Skilled Assistant, Grade II (Electrical) for a period of not less than five years.
5.	Skilled Assistant, Grade I (Electrical)	By promotion from among the holders of the post of Skilled Assistant, Grade II (Electrical).	(1) Must possess a diploma in Electrical and Electronics Engineering or Electronics and Communication Engineering awarded by the Directorate of Technical Education or its equivalent; and (2) Must have rendered service for a period of not less than two years in the post of Skilled Assistant, Grade II.
6.	Skilled Assistant, Grade II	(1) By direct recruitment; or	(1) Must have passed S.S.L.C. Examination; and (2) Must possess an ITI Certificate in Electrical Trade.
		(2) By promotion from among the holders of the post of Jamedar, Office Assistant, Watchman, and Park Overseer, Cleanliness Worker, Basic Health Worker, Sanitary Supervisor and Attendant.	(1) Must have passed S.S.L.C. Examination; and (2) Must possess an ITI Certificate in Electrical trade.
DIVISION III (General)			
1.	Assistant Sports Officer	(1) By promotion from among the holders of post of Playground Instructor; or	(1) Must possess a degree in Physical Education; (2) Must possess a diploma in coaching of not less than ten months duration awarded by the National Institute of Sports, Sports Authority of India; and (3) Must have passed the Tamil Nadu Government Office Manual Test conducted by the Tamil Nadu Public Service Commission.
		(2) By Deputation from an equivalent cadre post from the Sports Development Authority of Tamil Nadu.	Must have rendered service in an equivalent cadre post for a period of not less than two years.
2.	Play Ground Instructor	(1) By direct recruitment; and (2) By promotion from among the holders of the posts of Jamedar, Office Assistant, Watchman, Skilled Assistant, Grade I, Skilled Assistant, Grade II, Skilled Assistant, Grade I (Electrical), Skilled	Must possess a diploma in coaching / Certificate course of not less than ten months duration awarded by the National Institute of Sports, Sports Authority of India; or a diploma in Physical Education or its equivalent.

		Assistant, Grade II (Electrical), Conservancy Inspector, Cleanliness Worker, Basic Health Worker, Sanitary Supervisor, and Attendant: Provided that the appointment by direct recruitment and by promotion shall be made in the ratio 1:1; or	
		(3) By Deputation from an equivalent cadre post from the Sports Development Authority of Tamil Nadu.	Must have rendered service in an equivalent cadre post for a period of not less than 2 years.
3.	Park Supervisor	(1) By promotion from among the holders of post of Park Overseer; or	Must have rendered service as Park Overseer for a period of not less than five years.
		(2) By Deputation from an equivalent cadre post from the department of Horticulture.	Must have rendered service in an equivalent category of post for a period of not less than two years.
4.	Park Overseer	(1) By direct recruitment; or	Must possess a diploma in Horticulture.
		(2) By Promotion from among the posts in Jamedar, Office Assistant, Watchman, Cleanliness Worker, Basic Health Worker, Sanitary Supervisor, and Attendant: Provided that the appointment by direct recruitment and by promotion shall be made in the ratio 1:1; or	(1) Must possess a diploma in Horticulture; and (2) Must have rendered service for a period of not less than five years in the feeder category post.
		(3) By deputation from an equivalent cadre post from the Department of Horticulture	Must have rendered service in an equivalent category of post for a period of not less than two years.

TABLE III.

3. MUNICIPAL CORPORATION TOWN PLANNING WING

Sl. No.	Name of the Post	Method of Appointment	Qualifications
(1)	(2)	(3)	(4)
1.	Assistant Engineer (Planning)	By direct recruitment	Must possess a degree in Planning or Civil Engineering or Architecture or any other qualification considered equivalent thereto awarded by any recognized University or Institution: Provided that preference shall be given to those who have completed Master degree in Planning.

TABLE IV.

4. MUNICIPAL CORPORATION MEDICAL, SANITATION AND PUBLIC HEALTH WING

Sl. No.	Name of the Post	Method of Appointment	Qualifications
(1)	(2)	(3)	(4)
DIVISION I (Medical)			
1.	Statistical Assistant	By direct recruitment.	(1) Must possess a degree in Statistics or in Mathematics with Statistics as allied subject; and (2) Must possess a Certificate Course in Computer Office Automation awarded by the Technical Education Department of the Government of Tamil Nadu.
2.	Maternal and Child Health Officer	By promotion from among the holders of the posts of Staff Nurse or Sector Health Nurse.	(1) Must possess B.Sc., (Nursing) from any Institutions recognized by Government of Tamil Nadu and Tamil Nadu Nursing Council; (2) Must have registered in the Tamil Nadu Nurses and Midwives Council; (3) Must have rendered service for a period of not less than five years as Sector Health Nurse or as Staff Nurse, as the case may be; and (4) Must possess a twenty-two months duration diploma course in Public Health Nursing.
3.	Nursing Superintendent	By promotion from among the holders of the post of Assistant Nursing Superintendent.	(1) Must possess B.Sc., (Nursing) from any Institution recognized by the Government of Tamil Nadu and the Tamil Nadu Nursing Council; (2) Must possess a Certificate of Registration in section 1A or 1B of the Register of Nurses under the Tamil Nadu Nurses and Midwives Act, 1926 (Tamil Nadu Act III of 1926); (3) Must possess a Certificate of Registration in section 1C of the Register of Midwives under the Tamil Nadu Nurses and Midwives Act, 1926 (Tamil Nadu Act III of 1926); and (4) Must have rendered service as Assistant Nursing Superintendent for a period of not less than one year.
4.	Assistant Nursing Superintendent	By promotion from among the holders of the post of Staff Nurse.	(1) Must possess B.Sc., (Nursing) from any Institution recognized by the Government of Tamil Nadu and the Tamil Nadu Nursing Council; (2) Must possess a Certificate of Registration in section 1A or 1B of the Register of Nurses under the Tamil Nadu Nurses and Midwives Act, 1926 (Tamil Nadu Act III of 1926); (3) Must possess a Certificate of Registration in section 1C of the

			Register of Midwives under the Tamil Nadu Nurses and Midwives Act, 1926 (Tamil Nadu Act III of 1926); and (4) Must have rendered service as Staff Nurse for a period of not less than three years.
5.	Medical Store Officer	By promotion from among the holders of the post of Chief Pharmacist.	(1) Must possess a diploma in Pharmacy from any recognized Institution approved by the Government of Tamil Nadu; (2) Must have registered in the Tamil Nadu Pharmacy Council; and (3) Must have rendered service as Chief Pharmacist for a period of not less than two years.
6.	Staff Nurse	(1) By direct recruitment; or	(1) Must possess B.Sc., (Nursing) from any Institution recognized by the Government of Tamil Nadu and the Tamil Nadu Nursing Council; (2) Must possess a Certificate of Registration in section 1A or 1B of the Register of Nurses under the Tamil Nadu Nurses and Midwives Act, 1926 (Tamil Nadu Act III of 1926); and (3) Must possess a Certificate of Registration in section 1C of the Register of Midwives under the Tamil Nadu Nurses and Midwives Act, 1926 (Tamil Nadu Act III of 1926).
		(2) By promotion from among the holders of the post of Urban Health Nurse.	(1) Must have passed Higher Secondary Examination in regular stream; (2) Must have completed eighteen months or twenty-four months duration training in Multi-Purpose Health Worker/ Auxiliary Nurse Midwife/Maternity Assistant Course in any recognized Government Institution; (3) Must have registered in the Tamil Nadu Nursing and Midwives' Council; and (4) Must have rendered service as Urban Health Nurse for a period of not less than five years.
7.	Chief Pharmacist	By promotion from among the holders of the post of Pharmacist.	(1) Must possess a diploma in Pharmacy from any recognized Institution approved by the Government of Tamil Nadu; (2) Must have registered in the Tamil Nadu Pharmacy Council; and (3) Must have rendered service as Pharmacist for a period of not less than two years.

8.	Lab Technician, Grade II	By direct recruitment.	(1) Must have passed Higher Secondary Examination in regular stream; and (2) Must possess a diploma in Medical Lab Technician Course of two years duration from an institution approved by the Government of Tamil Nadu.
9.	Pharmacist	By direct recruitment.	(1) Must have passed Higher Secondary Examination in regular stream; (2) Must have passed a diploma in Pharmacy from any recognized Institution approved by the Government of Tamil Nadu; and (3) Must have registered in the Tamil Nadu Pharmacy Council.
10.	Sector Health Nurse	By promotion from among the holders of the post of Urban Health Nurse.	(1) Must have passed Higher Secondary Examination in regular stream; (2) Must have completed eighteen months or twenty-four months duration training in Multi Purpose Health Worker/Auxiliary Nurse Midwife/Maternity Assistant Course in any recognized Government Institution; (3) Must have registered in the Tamil Nadu Nursing and Midwives' Council; and (4) Must have rendered service as Urban Health Nurse for a period of not less than five years.
11.	Urban Health Nurse	By direct recruitment: Provided that the post of Urban Health Nurse shall be reserved only for women candidates.	(1) Must have passed Higher Secondary Examination in regular stream; (2) Must have completed eighteen months or twenty-four months duration training in Multi Purpose Health Worker/ Auxiliary Nurse Midwife / Maternity Assistant Course in any recognized Government Institution; and (3) Must have registered in the Tamil Nadu Nursing and Midwives' Council.
12.	Attendant	By direct recruitment.	(1) Must have Passed V Standard; and (2) Must be able to read and write Tamil.
DIVISION II (Sanitation)			
Sl. No.	Name of the Post	Method of Appointment	Qualifications
(1)	(2)	(3)	(4)
1.	Entomologist	By direct recruitment.	Must possess Master degree in Zoology or Medical Entomology from any University recognized by the University Grants Commission.
2.	Sanitary Inspector	(1) By direct recruitment; and	(1) Must possess B.Sc. degree in Zoology allied with Chemistry or Biochemistry or Chemistry allied

			with Zoology; or B.Sc. Degree in Public Health or Environmental Science or Microbiology or Biochemistry; and (2) Must have completed Sanitary Inspector course from any institution approved by the Government of Tamil Nadu.
		(2) By promotion from among the holders of the post of Field Assistant: Provided that the appointment by direct recruitment and by promotion shall be made in the ratio 10:1; or	(1) Must possess B.Sc. degree in Zoology allied with Chemistry or Biochemistry; or Chemistry allied with Zoology or Public Health or Environmental Science or Bachelor degree in Microbiology or Biochemistry; (2) Must have completed Sanitary Inspector course from any institution approved by the Government of Tamil Nadu; and (3) Must have rendered service as Field Assistant for a period of not less than five years.
		(3) By deputation from among the holders of the post of Health Inspector in the Tamil Nadu Health Service.	(1) Must possess B.Sc. degree in Zoology allied with Chemistry or Biochemistry; or Chemistry allied with Zoology or Public Health or Environmental Science or Bachelor degree in Microbiology or Biochemistry; and (2) Must have completed Sanitary Inspector course from any institution approved by the Government of Tamil Nadu.
3.	Conservancy Inspector	By promotion from among the holders of the post of Sanitary Supervisor.	Must have rendered service as Sanitary Supervisor for a period of not less than three Years.
4.	Field Assistant	By promotion from among the holders of the post of Basic Health Worker.	(1) Must have passed S.S.L.C. Examination; (2) Must have rendered service as Basic Health Worker for a period of not less than five years; and (3) Must have completed the course of Field Assistant training (local bodies) conducted by the Director of Public Health and Preventive Medicine.
5.	Basic Health Worker	By direct recruitment; and (1) By promotion from among the holders of the post of Cleanliness worker: Provided that the appointment by direct recruitment and by promotion shall be made in the ratio 2:1.	Must have passed Higher Secondary Examination. (1) Must have passed Higher Secondary Examination; and (2) Must have completed Multipurpose Health Worker Training.
6.	Sanitary Supervisor	By Promotion from among the holders of the post of Cleanliness Worker.	(1) Must have passed VIII standard; and (2) Must have rendered service as Cleanliness Worker for a period of not less than three years.
7.	Cleanliness Worker	By direct recruitment	Must have passed V Standard.

TABLE V.
5. MUNICIPAL CORPORATION INFORMATION TECHNOLOGY WING

Sl. No.	Name of the Post	Method of Appointment	Qualifications
(1)	(2)	(3)	(4)
1.	Programmer	(1) By direct recruitment; or	Must possess B.E or B.Tech in Computer Science or Information Technology or Electronics and Communication or Master degree in Computer Science or Computer Applications.
		(2) By promotion from among the holders of the post of Assistant Programmer; or	(1) Must possess B.E or B.Tech in Computer Science or Information Technology or Electronics and Communication or Master degree in Computer Science or Computer Applications from any University; (2) Must have successfully completed training programmes in any three of the following subjects from a Government Institution or Certified Training Centres namely:- (a) MS. Share Point; (b) SQL; (d) Network Administration; (e) GIS; (f) Web Technologies; (g) Post Gress; (h) ASP Net; (i) LINUX; and (j) M.S. Project; and (3) Must have rendered service as Assistant Programmer for a period of not less than five years.
		(3) By deputation from among the holders of the post in an equivalent cadre in any Government department or State Public Sector Undertaking.	(1) Must possess B.E or B.Tech degree in Computer Science or Information Technology or Electronics and Communication or Master degree in Computer Science or Computer Applications; and (2) Must have rendered service for a period of not less than 2 years in an equivalent cadre with exposure in the field of Information Technology in any Government departments or State Public Sector Undertaking.
2.	Assistant Programmer	(1) By Direct recruitment; and	Must possess B.E or B.Tech degree in Computer Science or Information Technology or Electronics and Communication or Master degree in Computer Science or Computer Applications from any University.

		(2) By Promotion from among the holders of the post of Data Entry Operator: Provided that the appointment by direct recruitment and by promotion shall be made in the ratio 5:1.	(1) Must possess B.E or B.Tech degree in Computer Science or Information Technology or Electronics and Communication or Master degree in Computer Science or Computer Applications; and (2) Must have rendered service as Data Entry Operator for a period of not less than five years.
		(3) By deputation from among the holders of the post in an equivalent cadre in any Government department or State Public Sector Undertaking.	(1) Must possess B.E or B.Tech degree in Computer Science or Information Technology or Electronics and Communication or Master degree in Computer Science or Computer Applications; and (2) Must have rendered service for a period of not less than one year in equivalent cadre with exposure in the field of Information Technology in the Government departments or State Public Sector Undertaking.
3.	Data Entry Operator	By direct recruitment	(1) Must possess a degree; (2) Must have passed Government Technical Examination Typewriting in English both by Senior Grade; and (3) Must possess a diploma in Computer Applications or a Certificate in Data Entry Operator Course from a Certified Training Centre.

212. Appointing Authority, Disciplinary Authority and Appellate/Reviewing Authority.—(1) In respect of the posts in column (1) of the Table below, the appointing authority, the disciplinary authority and appellate/reviewing authority shall be as specified in the corresponding entries in column (2), column (3) and column (4), respectively, thereof:-

THE TABLE.

Post	Appointing authority	Disciplinary authority	Appellate and Reviewing authority
(1)	(2)	(3)	(4)
1. MUNICIPAL CORPORATION GENERAL WING			
DIVISION I (Administration)			
1. Administrative Officer	Commissioner of the Municipal Corporation Concerned	Deputy Commissioner in Chennai City Municipal Corporation/ Commissioner in other Municipal Corporations	Commissioner in Chennai City Municipal Corporation/Director of Municipal Administration, in other Municipal Corporations
2. Accounts Officer			
3. Revenue Officer			
4. Superintendent			
5. Assessor			
6. Assistant Revenue Officer			
7. Shorthand Typist, Grade I	Commissioner of the Municipal Corporation concerned	Deputy Commissioner in Chennai City Municipal Corporation/ Commissioner in other Municipal Corporations	Commissioner in Chennai City Municipal Corporation/ Director of Municipal Administration, in other Municipal Corporations
8. Licence Inspector			
9. Shorthand Typist, Grade II			

10.	Assistant			
11.	Personal Clerk			
12.	Shorthand Typist, Grade III			
13.	Junior Assistant			
14.	Tax Collector			
15.	Typist			
16.	Driver			
17.	Record Assistant			
18.	Jamedar			
19.	Office Assistant			
20.	Watchman			
DIVISION II (Legal)				
1.	Law Officer, Grade II	Commissioner of the Municipal Corporation concerned	Deputy Commissioner in Chennai City Municipal Corporation/ Commissioner in other Municipal Corporations.	Commissioner in Chennai City Municipal Corporation/Director of Municipal Administration in other Municipal Corporations.
2.	Council Secretary, Grade II			
3.	Assistant Law Officer			
2. MUNICIPAL CORPORATION ENGINEERING WING				
DIVISION I (Civil and Mechanical)				
1.	Assistant Engineer	Commissioner of the Municipal Corporation concerned	Deputy Commissioner in Chennai City Municipal Corporation/ Commissioner, in other Municipal Corporations	Commissioner in Chennai City Municipal Corporation/Director of Municipal Administration in other Municipal Corporations
2.	Junior Engineer			
3.	Junior Engineer (Automobile)			
4.	Draughts Man			
5.	Technical Assistant			
6.	Skilled Assistant, Grade I			
7.	Assistant Draughts Man			
8.	Skilled Assistant, Grade II			
Division II (Electrical)				
1.	Assistant Engineer (Electrical)	Commissioner of the Municipal Corporation concerned	Deputy Commissioner in Chennai City Municipal Corporation/ Commissioner, in other Municipal Corporations	Commissioner in Chennai City Municipal Corporation/Director of Municipal Administration in other Municipal Corporations
2.	Junior Engineer (Electrical)			
3.	Supervisor (Electrical)			
4.	Electrical Superintendent			
5.	Skilled Assistant, Grade I (Electrical)			
6.	Skilled Assistant, Grade II (Electrical)			
DIVISION III (General)				
1.	Assistant Sports Officer	Commissioner of the Municipal Corporation concerned	Deputy Commissioner in Chennai City Municipal	Commissioner in Chennai City Municipal Corporation/Director of Municipal Administration in
2.	Playground Instructor			

3. Park Supervisor		Corporation/ Commissioner, in other Municipal Corporations	other Municipal Corporations
4. Park Overseer			
3. MUNICIPAL CORPORATION TOWN PLANNING WING			
Assistant Engineering (Planning)	Commissioner of the Municipal Corporation concerned	Deputy Commissioner in Chennai City Municipal Corporation/ Commissioner, in other Municipal Corporations	Commissioner in Chennai City Municipal Corporation/ Director of Municipal Administration in other Municipal Corporations
4. MUNICIPAL CORPORATION MEDICAL, SANITATION AND PUBLIC HEALTH WING			
DIVISION I (Medical)			
1. Statistical Assistant	Commissioner of the Municipal Corporation concerned	Deputy Commissioner in Chennai City Municipal Corporation/ Commissioner, in other Municipal Corporations	Commissioner in Chennai City Municipal Corporation / Director of Municipal Administration, in other Municipal Corporations
2. Maternal and Child Health Officer			
3. Nursing Superintendent			
4. Assistant Nursing Superintendent			
5. Medical Store Officer			
6. Staff Nurse			
7. Chief Pharmacist			
8. Lab Technician, Grade II			
9. Pharmacist			
10. Sector Health Nurse			
11. Urban Health Nurse			
12. Attendant			
DIVISION II (Sanitation)			
1. Entomologist	Commissioner of the Municipal Corporation concerned	Deputy Commissioner in Chennai City Municipal Corporation/ Commissioner, in other Municipal Corporations	Commissioner in Chennai City Municipal Corporation / Director of Municipal Administration, in other Municipal Corporations
2. Sanitary Inspector			
3. Conservancy Inspector			
4. Field Assistant			
5. Basic Health Worker			
6. Sanitary Supervisor			
7. Cleanliness Worker			
5. MUNICIPAL CORPORATION INFORMATION TECHNOLOGY WING			
1. Programmer	Commissioner of the Municipal Corporation concerned	Deputy Commissioner in Chennai City Municipal Corporation/ Commissioner, in other Municipal Corporations	Commissioner in Chennai City Municipal Corporation/ Director of Municipal Administration, in other Municipal Corporations
2. Assistant Programmer			
3. Data Entry Operator			

(2) Notwithstanding anything contained in sub-rule (1), cases which warrant dismissal or removal from service and wherein the disciplinary authority is not the appointing authority, shall be remitted to the appointing authority for passing final orders.

213. Unit for appointment, transfer and posting.— Each Municipal Corporation shall be a single unit for appointment, promotion, reversion, transfer and discharge for all the posts in the Service.

214. Competent authority for transfer and postings.— (1) The Commissioner of the Municipal Corporation concerned shall be the authority competent for effecting transfer and posting for all the posts within the Municipal Corporation.

(2) The Director of Municipal Administration shall be the authority competent for effecting transfer and posting for all the posts among the Municipal Corporations, based on the recommendation of CSC.

215. Refresher Trainings.— The holders of the posts specified in column (2) of the Table below shall undergo the refresher training programme conducted by the Tamil Nadu Institute of Urban Studies specified in the corresponding entry in column (3) thereof, for enrichment of their working skills and for promotion:-

THE TABLE

Sl.No.	Name of the post	Training
(1)	(2)	(3)
1.	Assistant Engineer/Assistant Engineer (Planning)/Assistant Engineer (Electrical)	One course of Technical Training programme once in two years.
2.	Field Assistant	Training for three months in Entomology in the Public Health Department of Chennai City Municipal Corporation.
3.	Programmer	Training on MS. Share Point, SQL, Network Administration, GIS, Web Technologies, ASP Net, LINUX and M.S.Project
4.	Data Entry Operator	Training on MS. Share Point, SQL, Network Administration, GIS, Web Technologies, ASP Net, LINUX and M.S.Project

216. Test.— The holders of the posts of Junior Assistant, Tax Collector, Personal Clerk, Typist, Sanitary Inspector and Conservancy Inspector shall complete the Computer Office Automation Certificate Course within the period of their probation.

217. Foundational Training.— The holders of the posts of Junior Assistant, Tax Collector, Personal Clerk, Typist, Junior Engineer, Assistant Engineer, Assistant Engineer (Electrical), Assistant Engineer (Planning), Sanitary Inspector and Conservancy Inspector shall complete the Foundational Training Course Conducted by the Tamil Nadu Institute of Urban Studies.

PART IV.
SPECIAL RULES.

THE TAMIL NADU MUNICIPAL COUNCIL SERVICE.

218. Classification of posts.— This Service shall consist of the following wings and shall be classified into various posts, namely:-

1 MUNICIPAL COUNCIL GENERAL WING	
Sl. No.	Name of the Post
1.	Administrative Officer
2.	Assistant Administrative Officer
3.	Accounts Officer
4.	Revenue Officer
5.	Superintendent
6.	Assistant Revenue Officer
7.	Assistant Accounts Officer
8.	Assistant
9.	Accountant
10.	Revenue Inspector
11.	Steno Typist
12.	Junior Assistant
13.	Revenue Assistant
14.	Typist
15.	Record Clerk
16.	Office Assistant
2.MUNICIPAL COUNCIL ENGINEERING WING	
1.	Assistant Engineer
2.	Junior Engineer
3.	Electrical Superintendent, Grade I
4.	Electrical Superintendent, Grade II
5.	Public Works Overseer
6.	Draughtsman, Grade III
7.	Electrician, Grade I
8.	Fitter, Grade I
9.	Electrician, Grade II
10.	Fitter, Grade II
11.	Work Inspector
3. MUNICIPAL COUNCIL TOWN PLANNING WING	
1.	Assistant Engineer (Planning)
2.	Junior Engineer (Planning)
4. MUNICIPAL COUNCIL MEDICAL, SANITATION AND PUBLIC HEALTH WING	
1.	Staff Nurse
2.	Pharmacist
3.	Sector Health Nurse
4.	Sanitary Inspector
5.	Urban Health Nurse

6	Field Assistant
7	Sanitary Supervisor
8.	Cleanliness Worker
5.MUNICIPAL COUNCIL INFORMATION TECHNOLOGY WING	
1	Programmer
2	Assistant Programmer
3	Data Entry Operator

219. Method of appointment and qualification.— Appointment to the posts specified in column (2) of the Tables below shall be made by the methods specified in the corresponding entries in column (3) thereof, by persons possessing the qualifications specified in the corresponding entries in column (4) thereof:-

TABLE I.

1. MUNICIPAL COUNCIL GENERAL WING

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
1.	Administrative Officer	(1) By promotion from among the holders of the post of Assistant Administrative Officer, Accounts Officer and Revenue Officer.	Must have rendered service for a period of not less than one year in each of the following posts, namely:- (1) Assistant Administrative Officer; (2) Accounts Officer; and (3) Revenue Officer.
2.	Assistant Administrative Officer	(1) By promotion from among the holders of the post of Superintendent, Assistant Revenue Officer and Assistant Accounts Officer; or (2) By transfer from among the holders of post of Revenue Officer or Accounts Officer.	Must have rendered service for a period of not less than one year in each of the following posts, namely:- (1) Superintendent; (2) Assistant Revenue Officer; and (3) Assistant Accounts Officer. ---
3.	Accounts Officer	(1) By promotion from among the holders of the post of Superintendent, Assistant Revenue Officer and Assistant Accounts Officer; or (2) By transfer from among the holders of post of Assistant Administrative Officer or Revenue Officer.	Must have rendered service for a period of not less than one year in each of the following posts, namely:- (1) Superintendent; (2) Assistant Revenue Officer; and (3) Assistant Accounts Officer. ---
4.	Revenue Officer	(1) By promotion from among the holders of the post of Superintendent or Assistant Revenue Officer and Assistant Accounts Officer; or	Must have rendered service for a period of not less than one year in each of the following posts namely:- (1) Superintendent; (2) Assistant Revenue Officer; and (3) Assistant Accounts Officer.

		(2) By transfer from among the holders of post of Assistant Administrative Officer or Accounts Officer.	----
5.	Superintendent	(1) By promotion from among the holders of the post of Assistant, Accountant and Revenue Inspector; or	Must have rendered service for a period of not less than two years in each of the following posts, namely:- (1) Assistant; (2) Accountant; and (3) Revenue Inspector.
		(2) By transfer from among the holders of post of Assistant Accounts Officer or Assistant Revenue Officer.	-----
6.	Assistant Revenue Officer	(1) By promotion from among the holders of the post of Assistant, Accountant and Revenue Inspector; or	Must have rendered service for a period of not less than two years in each of the following posts, namely:- (1) Assistant; (2) Accountant; and (3) Revenue Inspector.
		(2) By transfer from among the holders of post of Superintendent or Assistant Accounts Officer.	---
7.	Assistant Accounts Officer	(1) By promotion from among the holders of the post of Assistant, Accountant and Revenue Inspector; or	Must have rendered service for a period of not less than two years in each of the following posts, namely:- (1) Assistant; (2) Accountant; and (3) Revenue Inspector.
		(2) By transfer from among the holders of post of Superintendent or Assistant Revenue Officer.	-----
8.	Assistant	By promotion from among the holders of the post of Junior Assistant, Typist and Revenue Assistant.	(1) Must have passed the Department Test in Constitution of India, Tamil Nadu Urban Local Bodies Act, 1998 (Tamil Nadu Act 9 of 1999) and other relevant Acts; (2) Must have passed the Account Test for Panchayat Development Officer; and (3) Must have rendered service as Junior Assistant, Typist and Revenue Assistant for a period of not less than five years: Provided that a Revenue Assistant must have rendered service as Junior Assistant for a period of not less than two years, a Junior Assistant must have

			rendered service as Revenue Assistant for a period of not less than two years and a Typist must have rendered service at least one year either as Junior Assistant or Revenue Assistant.
9.	Accountant	By transfer from among the holders of the post of Assistant: Provided that preference shall be given to the Assistants holding B.Com degree.	(1) Must have passed the Department Test in Constitution of India, Tamil Nadu Urban Local Bodies Act, 1998 (Tamil Nadu Act 9 of 1999) and other relevant Acts; and (2) Must have passed the Account Test for Panchayat Development Officers.
10.	Revenue Inspector	(1) By transfer from among the holders of the post of Assistant; or (2) By promotion from among the holders of the post of Junior Assistant, Typist and Revenue Assistant.	(1) Must have passed the Department Test in Constitution of India, Tamil Nadu Urban Local Bodies Act, 1998 (Tamil Nadu Act 9 of 1999) and other relevant Acts; and (2) Must have passed the Account Test for Panchayat Development Officers. (1) Must have passed the Department Test in Constitution of India, Tamil Nadu Urban Local Bodies Act, 1998 (Tamil Nadu Act 9 of 1999) and other relevant Acts; (2) Must have passed the Account Test for Panchayat Development Officer; and (3) Must have rendered service as Junior Assistant, Typist and Revenue Assistant for a period of not less than five years: Provided that a Revenue Assistant must have rendered service as Junior Assistant for a period of not less than two years, a Junior Assistant must have rendered service as Revenue Assistant for a period of not less than two years and a Typist must have rendered service at least one year either as Junior Assistant or Revenue Assistant.
11.	Steno Typist	(1) By direct recruitment; or	(1) Must have passed S.S.L.C. Examination; and (2) Must have passed Government Technical Examination in Typewriting and Shorthand in English and Tamil both by Senior Grade.

		(2) By transfer from among the holders of the post of Assistant.	Must have passed Government Technical Examination in Typewriting and Shorthand in English and Tamil both by Senior Grade.
12.	Junior Assistant	(1) By direct recruitment; and	Must have passed S.S.L.C. Examination.
		(2) By promotion from among the holders of post of Record Clerk: Provided that the appointment by direct recruitment and by promotion shall be made in the ratio 5:1.	(1) Must have passed SSLC Examination; and (2) Must have rendered service as Record Clerk for a period of not less than five years.
13.	Revenue Assistant	(1) By direct recruitment; or	Must have passed S.S.L.C. Examination.
		(2) By promotion from among the holders of the post of Record Clerk.	(1) Must have passed S.S.L.C. Examination; and (2) Must have rendered service as Record Clerk for a period of not less than five years.
14.	Typist	(1) By direct recruitment; and	(1) Must have passed SSLC. Examination; (2) Must have passed Government Technical Examination in Typewriting in English and Tamil both by Senior Grade; and (3) Must have passed a Certificate Course in Computer Office Automation.
		(2) By promotion from among the holders of the posts of Record Clerk: Provided that the appointment by direct recruitment and by promotion shall be made in the ratio 5:1.	(1) Must have passed SSLC. Examination; (2) Must have passed Government Technical Examination in Typewriting in English and Tamil both by Senior Grade; and (3) Must have passed a Certificate Course in Computer Office Automation.
15.	Record Clerk	(1) By promotion from among the holders of the post of Office Assistant; or	(1) Must have passed S.S.L.C. Examination; and (2) Must have rendered service as Office Assistant for a period of not less than five years.
16.	Office Assistant	(1) By direct recruitment; and	Must have passed VIII standard.
		(2) By promotion from among the holders of the post of Cleanliness Worker: Provided that the appointment by direct recruitment and by promotion shall be made in the ratio 1:1; or	(1) Must have passed VIII standard; and (2) Must have rendered service as Cleanliness Workers for a period of not less than five years.

TABLE II.
2. MUNICIPAL COUNCIL ENGINEERING WING

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
1.	Assistant Engineer	(1) By direct recruitment; and (2) By promotion from among the holders of the posts of Junior Engineer and Electrical Superintendent, Grade I in the ratio of 20:1: Provided that the appointment by direct recruitment and by promotion shall be made in the ratio 3:1.	Must possess B.E. degree in Civil Engineering or Mechanical Engineering or Electrical Engineering or any other qualification considered equivalent thereto awarded by any University or Institution. (1) Must have passed the Account Test for Public Works Department Subordinate Officers Part I and Part II; and (2) Must have rendered service as Junior Engineer for a period of not less than for a period of five years.
2.	Junior Engineer	By promotion from among the holders of the post of Public Works Overseer.	Must have rendered service as Public Works Overseer for a period of not less than three years.
3.	Electrical Superintendent, Grade I	By promotion from among the holders of the post of Electrical Superintendent, Grade II.	Must have rendered service as Electrical Superintendent, Grade II for a period of not less than three years.
4.	Electrical Superintendent, Grade II	By promotion from among the holders of the post of Electrician Grade I.	Must have rendered service as Electrician, Grade I for a period of not less than three years.
5.	Overseer	(1) By direct recruitment; and (2) By promotion from among the holders of the post of Work Inspector: Provided that the appointment by direct recruitment and by promotion shall be made in the ratio 1:1.	Must possess a diploma in Civil Engineering or Mechanical Engineering or Electrical Engineering. (1) Must possess a diploma in Civil Engineering or Mechanical Engineering or Electrical Engineering; and (2) Must have rendered service as Work Inspector for a period of not less than five years.
6.	Draughtsman	(1) By direct recruitment; and (2) By promotion from among the holders of the post of Work Inspector: Provided that the appointment by direct recruitment and by promotion shall be made in the ratio 1:1.	Must possess a diploma in Civil Engineering or Mechanical Engineering or Electrical Engineering. (1) Must possess a diploma in Civil Engineering or Mechanical Engineering or Electrical Engineering; and (2) Must have rendered service as Work Inspector for a period of not less than five years.
7.	Electrician, Grade I	By promotion from among the holders of the post of Electrician, Grade II.	Must have rendered service as Electrician, Grade II for a period of not less than three years.
8.	Fitter, Grade I	By promotion from among the holders of the post of Fitter, Grade II.	Must have rendered service as Fitter, Grade II for a period of not less than three years.

9.	Electrician, Grade II	By direct recruitment	Must possess a diploma in Electrical Engineering or Electrical and Electronics Engineering from an Institute approved by the Government of Tamil Nadu.
10.	Fitter, Grade II	By direct recruitment	Must possess a diploma in Mechanical Engineering or Electrical Engineering or Instrumentation Engineering from an Institute approved by the Government of Tamil Nadu.
11.	Work Inspector	By direct recruitment.	Must possess a diploma in Civil Engineering or Mechanical Engineering or Electrical Engineering from an Institute approved by the Government of Tamil Nadu.

TABLE III.**3. MUNICIPAL COUNCIL TOWN PLANNING WING**

Sl. No.	Name of the post	Method of Appointment	Qualifications
(1)	(2)	(3)	(4)
1.	Assistant Engineer (Planning)	(1) By direct recruitment; and	Must possess a degree in Planning or Civil Engineering or Architecture or any other qualification considered equivalent thereto awarded by any recognized University or Institution: Provided that preference shall be given to those who possess Master degree in Planning.
		(2) By promotion from among the holders of the post of Junior Engineering (Planning): Provided that the appointment by direct recruitment and by promotion shall be made in the ratio 1:3.	(1) Must have passed the Account Test for Public Works Department Subordinate Officers Part I and Part II; or (2) Must have rendered service as Junior Engineer (Planning) for a period of not less than five years.
2.	Junior Engineer (Planning)	By direct recruitment.	(1) Must possess a diploma in Civil Engineering or degree in Planning or diploma in Architecture from any Institution: Provided that preference shall be given to those who possess Post Graduate diploma in Town Planning.

TABLE IV.**4. MUNICIPAL COUNCIL MEDICAL, SANITATION AND PUBLIC HEALTH WING**

Sl. No.	Name of the post	Method of Appointment	Qualifications
(1)	(2)	(3)	(4)
1.	Staff Nurse	(1) By direct recruitment; or	(1) Must possess B.Sc., (Nursing) from any Institution approved by Government of Tamil Nadu and Tamil Nadu Nursing Council; (2) Must possess a Certificate of Registration in section 1A or 1B of the Register of Nurses under the Tamil Nadu Nurses and Midwives Act, 1926 (Tamil Nadu Act III of 1926); and (3) Must possess a Certificate of Registration in Section 1C of the Register of Midwives under the Tamil Nadu Nurses and Midwives Act, 1926 (Tamil Nadu Act III of 1926).
		(2) By promotion from among the holders of the post of Urban Health Nurse; or	(1) Must possess B.Sc., (Nursing) from any Institution approved by Government of Tamil Nadu and Tamil Nadu Nursing Council; (2) Must possess a Certificate of Registration in section 1A or 1B of the Register of Nurses under the Tamil Nadu Nurses and Midwives Act, 1926 (Tamil Nadu Act III of 1926); (3) Must possess a Certificate of Registration in Section 1C of the Register of Midwives under the Tamil Nadu Nurses and Midwives Act, 1926 (Tamil Nadu Act III of 1926); and (4) Must have rendered service as Urban Health Nurse for a period of not less than five years.
2.	Pharmacist	By direct recruitment.	(1) Must have passed Higher Secondary Examination in regular stream; (2) Must possess a diploma in Pharmacy from any Institution approved by the Government of Tamil Nadu; and (3) Must have registered in the Tamil Nadu Pharmacy Council.
3.	Sector Health Nurse	By promotion from among the holders of the post of Urban Health Nurse.	Must have rendered service as Urban Health Nurse for a period of not less than fifteen years.

4.	Sanitary Inspector	(1) By direct recruitment; and	(1) Must possess B.Sc. degree in Zoology allied with Chemistry or Biochemistry or Chemistry allied with Zoology; or B.Sc. degree in Public Health or Environmental Science or Microbiology or Biochemistry; and (2) Must have completed Sanitary Inspector course from an Institution approved by the Government of Tamil Nadu.
		(2) By promotion from among the holders of the post of Sanitary Supervisor and Field Assistant by following the combined seniority: Provided that the appointment by direct recruitment and by promotion shall be made in the ratio 10:1.	(1) Must possess B.Sc. degree in Zoology allied with Chemistry or Biochemistry; or Chemistry allied with Zoology or Public Health or Environmental Science or Bachelor Degree in Microbiology or Biochemistry; (2) Must have completed Sanitary Inspector course from recognized institution approved by the Government of Tamil Nadu; and (3) Must have rendered service as Sanitary Supervisor or Field Assistant for a period of not less than five years.
5.	Urban Health Nurse	By direct recruitment: Provided that the post of Urban Health Nurse shall be reserved only for women candidates.	(1) Must have passed Higher Secondary Examination in regular stream; (2) Must have completed eighteen months or twenty-four months duration training in Multi Purpose Health Worker/ Auxiliary Nurse Midwife/ Maternity Assistant Course from any recognized Government Institution; and (3) Must have registered in the Tamil Nadu Nursing and Midwives Council.
6.	Field Assistant	(1) By direct recruitment; and	(1) Must have passed S.S.L.C Examination; and (2) Must have completed the Field Assistant Training (Local Bodies) conducted by the Director of Public Health and Preventive Medicine.
		(2) By promotion from among the holders of the post of Cleanliness Worker: Provided that the appointment by direct recruitment and by promotion shall be made in the ratio 1:3.	(1) Must have passed S.S.L.C Examination; (2) Must have completed the Field Assistant Training (Local Bodies) conducted by the Director of Public Health and Preventive Medicine; and (3) Must have rendered service as Cleanliness Worker for a period of not less than five years.

7.	Sanitary Supervisor	(1) By direct recruitment; and	(1) Must have passed S.S.L.C. Examination; and (2) Must have passed Certificate course in Sanitation from any Institution approved by the Government of Tamil Nadu.
		(2) By promotion from among the holders of the post of Cleanliness Worker: Provided that the appointment by direct recruitment and by promotion shall be made in the ratio 1:3;	(1) Must have passed VIII Standard; and (2) Must have rendered service as Cleanliness Worker for a period of not less than ten years.
8.	Cleanliness worker	By direct recruitment	(1) Must have passed V Standard; and (2) Must able to read and write in Tamil.

TABLE V.

5. MUNICIPAL COUNCIL INFORMATION TECHNOLOGY WING

Sl. No. (1)	Name of the post (2)	Method of Appointment (3)	Qualifications (4)
1.	Programmer	(1) By promotion from among the holders of the post of Assistant Programmer.	(1) Must possess B.E degree or B.Tech degree in Computer Science or Information Technology or Electronics and Communication or Master degree in Computer Science or Computer Applications; (2) Must have successfully completed training programmes in any three of the following subjects from a Government Institution or Certified Training Centres namely:- (a) MS. Share Point; (b) SQL; (c) Network Administration; (d) GIS; (e) Web Technologies; (f) Post gress; (g) ASP Net; (h) LINUX; and (i) M.S. Project; and (3) Must have rendered service as Assistant Programmer for a period of not less than five years.
2.	Assistant Programmer	(1) By direct recruitment; or	Must possess B.E or B.Tech in Computer Science or Information Technology or Electronics and Communication or Master degree in Computer Science or Computer Applications.

		(2) By promotion from among the holders of the post of Data Entry Operator.	(1) Must possess B.E or B.Tech in Computer Science or Information Technology or Electronics and Communication or Master degree in Computer Science or Computer Applications; and (2) Must have rendered service as Data Entry Operator for a period of not less than five years.
3.	Data Entry Operator	By direct recruitment.	(1) Must possess a degree; (2) Must have passed Government Technical Examination in Typewriting Tamil and English both by Senior Grade; and (3) Must possess a diploma in Computer Applications or a Certificate in Data Entry Operator Course from a Certified Training Centre.

220. Appointing authority, Disciplinary authority and Appellate/Reviewing authority.— In respect of the posts in column (1) of the Table below, the appointing authority, the disciplinary authority and appellate / reviewing authority shall be as specified in the corresponding entries in column (2), column (3) and column (4), respectively thereof :-

THE TABLE.

Post	Appointing authority	Disciplinary authority	Appellate and Reviewing authority
(1)	(2)	(3)	(4)
1. MUNICIPAL COUNCIL GENERAL WING			
1. Administrative Officer	Director of Municipal Administration	Regional Director of Municipal Administration	Director of Municipal Administration
2. Assistant Administrative Officer			
3. Accounts Officer			
4. Revenue Officer			
5. Superintendent			
6. Assistant Revenue Officer			
7. Assistant Accounts Officer			
8. Assistant			
9. Accountant			
10. Revenue Inspector			
11. Steno Typist			
12. Junior Assistant	Commissioner of Municipal Council concerned	Commissioner of Municipal Council concerned	Regional Director of Municipal Administration
13. Revenue Assistant			
14. Typist			
15. Record Clerk			
16. Office Assistant			
2. MUNICIPAL COUNCIL ENGINEERING WING			
1. Assistant Engineer	Director of Municipal Administration	Regional Director of Municipal Administration	Director of Municipal Administration
2. Junior Engineer			
3. Electrical Superintendent, Grade I			
4. Electrical Superintendent, Grade II			
5. Overseer			
6. Draughtsman			
7. Electrician, Grade I			
8. Fitter, Grade I			

9. Electrician, Grade II	Commissioner of Municipal Council concerned	Commissioner of Municipal Council concerned	Regional Director of Municipal Administration
10. Fitter, Grade II			
11. Work Inspector			
3. MUNICIPAL COUNCIL TOWN PLANNING WING			
1. Assistant Engineer (Planning)	Director of Municipal Administration	Regional Director of Municipal Administration	Director of Municipal Administration
2. Junior Engineer (Planning)	Commissioner of Municipal Council concerned	Commissioner of Municipal Council concerned	Commissioner of Municipal Council concerned
4. MUNICIPAL COUNCIL MEDICAL, SANITATION AND PUBLIC HEALTH WING			
1. Staff Nurse	Director of Municipal Administration	Regional Director of Municipal Administration	Director of Municipal Administration
2. Pharmacist			
3. Sector Health Nurse			
4. Sanitary Inspector			
5. Field Assistant			
6. Urban Health Nurse	Commissioner of Municipal Council Concerned	Commissioner of Municipal Council Concerned	Regional Director of Municipal Administration
7. Sanitary Supervisor			
8. Cleanliness Worker			
5. MUNICIPAL COUNCIL INFORMATION TECHNOLOGY WING			
1. Programmer	Director of Municipal Administration	Regional Director of Municipal Administration	Director of Municipal Administration
2. Assistant Programmer			
3. Data Entry Operator			

(2) Notwithstanding anything contained in sub-rule (1), cases which warrant dismissal or removal from service and wherein the disciplinary authority is not the appointing authority, shall be remitted to the appointing authority for passing final orders.

221. Unit for appointment, transfer and posting.— (1) All the Municipal Councils shall be treated as a single unit for the purpose of appointment, promotion, reversion, transfer and discharge for the following posts, namely:—

1. MUNICIPAL COUNCIL GENERAL WING	
1.	Administrative Officer
2.	Assistant Administrative Officer
3.	Accounts Officer
4.	Revenue Officer
5.	Superintendent
6.	Assistant Revenue Officer
7.	Assistant Accounts Officer
8.	Assistant
9.	Accountant
10.	Revenue Inspector
11.	Steno Typist

2. MUNICIPAL COUNCIL ENGINEERING WING	
1.	Assistant Engineer
2.	Junior Engineer
3.	Electrical Superintendent, Grade I
4.	Electrical Superintendent, Grade II
5.	Overseer
6.	Draughtsman
7.	Electrician, Grade I
8.	Fitter, Grade I
3. MUNICIPAL COUNCIL TOWN PLANNING WING	
1.	Assistant Engineer(Planning)
2.	Junior Engineer (Planning)
4. MUNICIPAL COUNCIL MEDICAL, SANITATION AND PUBLIC HEALTH WING	
1.	Staff Nurse
2.	Pharmacist
3.	Sector Health Nurse
4.	Sanitary Inspector
5.	Field Assistant
5. MUNICIPAL COUNCIL INFORMATION TECHNOLOGY WING	
1.	Programmer
2.	Assistant Programmer
3.	Data Entry Operator

(2) Each Municipal Council shall be treated as a single unit for the purpose of appointment, promotion, reversion, transfer and discharge for the following posts, namely:—

1. MUNICIPAL COUNCIL GENERAL WING	
1.	Junior Assistant
2.	Revenue Assistant
3.	Typist
4.	Record Clerk
5.	Office Assistant
2. MUNICIPAL COUNCIL ENGINEERING WING	
1.	Electrician, Grade II
2.	Fitter, Grade II
3.	Work Inspector
3. MUNICIPAL COUNCIL MEDICAL, SANITATION AND PUBLIC HEALTH WING	
1.	Urban Health Nurse
2.	Sanitary Supervisor
3.	Cleanliness Worker

222. The Competent authority for transfer and postings.— (1) The Director of Municipal Administration shall be the authority competent for effecting transfer and posting for any post in the Service:

Provided that for the posts of Junior Assistant, Revenue Assistant, Typist, Record Clerk, the Regional Director shall effect transfer and postings within the region.

223. Refresher Trainings.— The holders of the posts specified in column (2) of the Table below shall undergo the refresher training programme conducted by the Tamil Nadu Institute of Urban Studies specified in the corresponding entry in column (3) thereof, for enrichment of their working skills and for promotion:-

THE TABLE.

Sl. No.	Name of the post	Training
(1)	(2)	(3)
1.	Assistant Engineer	One course of Technical Training program once in two years
2.	Assistant Engineer (Planning)	
3.	Field Assistant	Training for 3 months in Entomology in the Public Health Department of Chennai City Municipal Corporation
4.	Programmer	Training on MS. Share Point, SQL, Network Administration, GIS, Web Technologies, ASP Net, LINUX and M.S.Project

224. Tests.— The holders of the posts of Junior Assistant, Revenue Assistant, Personal Clerk, Typist, Steno Typist and Sanitary Inspector shall complete the Computer Office Automation Certificate Course within the period of their probation.

225. Foundational Training.— The holders of the posts of Junior Assistant, Revenue Assistant, Personal Clerk, Typist, Steno Typist, Sanitary Inspector and Assistant Engineer, Junior Engineer, Assistant Engineer (Planning), Junior Engineer (Planning) shall complete the Foundational Training Course Conducted by the Tamil Nadu Institute of Urban Studies Prescribed for the Tamil Nadu Municipal Council Service.

PART V.

SPECIAL RULES.

THE TAMIL NADU TOWN PANCHAYAT SERVICE.

226. Classification of Posts.- This Service shall consist of the following wings and shall be classified into various posts, namely:-

Sl. No.	Name of the Post
(1)	(2)
1.TOWN PANCHAYAT GENERAL WING	
1	Driver
2	Record Clerk
3	Office Assistant
2.TOWN PANCHAYAT ENGINEERING WING	
1	Assistant Engineer
2	Junior Engineer
3	Overseer
4	Work Inspector
5	Skilled Assistant
3. TOWN PANCHAYAT SANITATION AND PUBLIC HEALTH WING	
1	Sanitary Supervisor
2	Cleanliness Worker

227. Method of appointment and qualification.- Appointment to the posts specified in column (2) of the Tables below shall be made by the methods specified in the corresponding entries in column (3) thereof, by persons possessing the qualification specified in the corresponding entries in column (4) thereof:-

TABLE I.
1. TOWN PANCHAYAT GENERAL WING

Sl. No.	Name of the Post	Method of Appointment	Qualification
(1)	(2)	(3)	(4)
1.	Driver	(1) By direct recruitment; or (2) By promotion from among the holders of the post of Record Clerk, Office Assistant, Cleanliness Worker and Skilled Assistant.	(1) Must have passed S.S.L.C. Examination; and (2) Must possess a driving licence for Heavy Transport Vehicle. (1) Must have passed S.S.L.C. Examination; (2) Must have rendered service for a period of not less than five years in the post of Record Clerk or Sanitary Supervisor or Cleanliness Worker or Skilled Assistant; and (3) Must possess a driving licence for Heavy Transport Vehicle.
2.	Record Clerk	By Promotion from among the holders of the post of Office Assistant.	(1) Must have passed S.S.L.C. Examination; and (2) Must have rendered service as Office Assistant for a period of not less than five years.
3.	Office Assistant	By direct recruitment.	Must have passed VIII Standard.

TABLE II.
2. TOWN PANCHAYAT ENGINEERING WING

Sl. No.	Name of the Post	Method of Appointment	Qualification
(1)	(2)	(3)	(4)
1.	Assistant Engineer	(1) By direct recruitment; and (2) By promotion from among the holders of the posts of Junior Engineer: Provided that the appointment by direct recruitment and by promotion shall be made in the ratio 3:1.	Must possess B.E. degree in Civil Engineering or Mechanical Engineering or Electrical Engineering or any other qualification considered equivalent thereto awarded by any recognized University or Institution (1) Must have passed the Account Test for Public Works Department Subordinate Officer Part I and Part II; and (2) Must have rendered service as Junior Engineer for a period of not less than five years.
2.	Junior Engineer	By promotion form among the holders of the post of Overseer.	Must have rendered service as Overseer for a period of not less than three years.

3.	Overseer	(1) By direct recruitment; or	Must possess diploma in Civil or Mechanical or Electrical Engineering or any other qualification considered equivalent thereto awarded by any recognized University or Institution.
		(2) By promotion from among the holders of the post of Work Inspector and Skilled Assistants in the ratio 5:1.	(1) Must have rendered service as Work Inspector for a period of not less than five years or as Skilled Assistant for a period of not less than seven years, as the case may be.
4.	Work Inspector	By direct recruitment.	Must possess a diploma in Civil or Mechanical or Electrical Engineering or any other qualification considered equivalent thereto awarded by any recognized University or Institution
5.	Skilled Assistant	By direct recruitment	(1) Must have passed S.S.L.C. Examination; and (2) Must possess ITI trade (Civil / Mechanical / Electrical) Certificate from an Institute recognised by the Government of Tamil Nadu.

TABLE III.

3. TOWN PANCHAYAT HEALTH AND SANITATION WING

Sl. No.	Name of the Post	Method of Appointment	Qualification
(1)	(2)	(3)	(4)
1.	Sanitary Supervisor	(1) By direct recruitment; or	(1) Must have passed S.S.L.C. and (2) Must have passed Certificate Course in Sanitation approved by the Government of Tamil Nadu.
		(2) By promotion from among the holders of the post of Cleanliness Worker	(1) Must have Passed VIII Standard; and (2) Must have rendered service as Cleanliness Worker for a period of not less than five years.
2	Cleanliness Worker	By direct recruitment	(1) Must have passed V Standard; and (2) Must be able to read and write in Tamil

228. Appointing authority, Disciplinary authority and Appellate authority.— In respect of the posts in column (1) of the Table below, the appointing authority, the disciplinary authority and appellate authority shall be as specified in the corresponding entries in column (2), column (3) and column (4), respectively thereof:-

THE TABLE.

Sl. No.	Name of the Post	Appointing authority	Disciplinary authority	Appellate and Reviewing authority
1.TOWN PANCHAYAT GENERAL WING				
1	Driver	Executive Officer of the Town Panchayat concerned	Executive Officer of the Town Panchayat concerned	Assistant Director concerned
2	Record Clerk			
3	Office Assistant			
2.TOWN PANCHAYAT ENGINEERING WING				
1	Assistant Engineer	Director of Town Panchayats	Director of Town Panchayats	Government
2	Junior Engineer			
3	Overseer			
4	Work inspector			
5	Skilled Assistant	Executive Officer of the Town Panchayat concerned	Executive Officer of the Town Panchayat concerned	Assistant Director concerned
3. TOWN PANCHAYAT SANITATION AND PUBLICHEALTH WING				
1	Sanitary Supervisor	Executive Officer of the Town Panchayat concerned	Executive Officer of the Town Panchayat concerned	Assistant Director concerned
2	Cleanliness Worker			

229. Unit for appointment, transfer and posting.— (1) All Town Panchayats shall be a single unit for the purpose of appointment, promotion, reversion, transfer and discharge for the following posts, namely:—

TOWN PANCHAYAT ENGINEERING WING	
1	Assistant Engineer
2	Junior Engineer
3	Overseer
4	Work inspector

(2) Each Town Panchayat shall be a single unit for the purpose of appointment, promotion, reversion, transfer and discharge for the following posts, namely:—

1.TOWN PANCHAYAT GENERAL WING	
1	Driver
2	Record Clerk
3	Office Assistant
2.TOWN PANCHAYAT ENGINEERING WING	
1	Skilled Assistant
3. TOWN PANCHAYAT SANITATION AND PUBLIC HEALTH WING	
1	Sanitary Supervisor
2	Cleanliness Worker

230. The Competent authority for transfer and postings.— (1) The Director of Town Panchayats shall be the authority competent to effect transfer and postings for any posts in the Service:

Provided that the District Collector shall be authority competent to effect transfer and postings within the district for the posts of Driver, Record Clerk, Office Assistant, Overseer, Work inspector, Skilled Assistant, Sanitary Supervisor and Sanitary Worker:

231. Refresher Trainings.— The holders of the posts of Assistant Engineer shall undergo one course of Technical Training Programme once in two years conducted by the Tamil Nadu Institute of Urban Studies for enrichment of their working skills and for promotion.

232. Foundational Training.— The holders of the posts of Assistant Engineer and Junior Engineer shall complete the Foundational Training Course Conducted by the Tamil Nadu Institute of Urban Studies, within the period of their probation.

CHAPTER VI.**FINANCE, ACCOUNTS AND AUDIT.****PART I.****MUNICIPAL FINANCE AND BUDGET.**

233. Municipal accounts.— (1) The municipal accounts shall consist of receipts and expenditure under the General Fund, Water Supply and Sewerage Fund, Education Fund, Library Cess Fund and any other fund established for the accounting of receipts and expenditure relating to any specific scheme or project.

(2) The money received by a municipality by way of taxes, fees and other charges (other than Education Tax, Library Cess, Water Tax, Sewerage Tax and charges connected therewith) and all other revenue received by way of grants, devolution funds including those arising out of the recommendations of the State and Central Finance Commissions, loans, advances or contributions shall be credited to the general fund of the municipality. The Education Tax and the Library Cess collected shall be credited to the Education Fund and Library Cess Fund, respectively. The Water Tax and Sewerage Tax together with other charges collected therewith shall be credited to the Water Supply and Sewerage Fund.

(3) Any amount received by a municipality from the Government or any other agency not relatable to the fund referred to in sub-rule (1) and which are earmarked towards any special scheme, project or purpose shall be credited to such separate account as may be directed by the Government from time to time. Such separate account shall be operated in the name of the scheme or purpose for which the amount is to be spent.

234. Procedure for receipt of money due to the municipality.— (1) Any amount due and payable to the municipality by way of tax, fees or otherwise shall be paid by the person concerned through such online mode as may be provided by the municipality or in the main office and ward offices of the municipality or in any such other office of the municipality as may be designated by the Commissioner for this purpose on any working day or on any day including holidays during specified hours and a receipt for the amount received shall be issued.

(2) The amount received by the municipality shall be kept in one or more banks prescribed by the Government as per its banking policy.

(3) Any amount received by the municipality by way of cash, cheque, demand draft or otherwise shall be kept in the cash chest of the municipality under double lock system, and such amount shall be remitted in banks in which municipality maintains accounts referred to in sub-rule (2) either on the same day or on the next working day.

(4) Any amount not required to be spent immediately, shall be invested in such manner as may be directed by the Director from time to time.

235. Authorised expenditure.— (1) The council may sanction any expenditure from out of the Municipal Fund for all or any of the purposes and services specified in Schedule I, which shall be the authorised expenditure for the purpose of section 64 of the Act.

(2) Where any expenditure is to be incurred towards any emergent public needs in respect of any of the purposes specified in Schedule I, and if there is no sufficient time to get the approval of the council, the Commissioner may incur such expenditure and details of such work and a statement of expenditure incurred by the Commissioner shall be placed as part of the supplemental budget estimate or final modification and appropriation before the council:

Provided that such expenditure shall be incurred only if provision has been made in the budget therefor:

Provided further that where the council is satisfied that any further improvement is required for such works, it may authorise the Commissioner to incur any further expenditure as may be specified by it, subject to the provisions available in the budget or revised estimate for those purposes.

(3) The Commissioner may incur any expenditure without the prior approval of the council for the purposes specified in Schedule II:

Provided that the details of such work and a statement of expenditure incurred by the Commissioner shall be placed as part of the supplemental budget estimate or final modification and appropriation before the council.

(4) The Council may sanction the expenditure connected with elementary education and specify the conditions subject to which such expenditure can be incurred. Items of expenditure connected with elementary education are specified in Schedule III.

236. Payments of bills.— (1) All orders or authorizations or cheques shall be signed by the Commissioner or by one or more officers duly authorised in this behalf by the Commissioner.

(2) All payments in respect of the bills presented to the municipality shall be made only after the bills are passed by the Commissioner or by an officer duly authorized in that behalf by the Commissioner. The Government or the Director may specify detailed procedure in this regard, from time to time.

237. Debentures and sinking fund.— (1) The council may, by a resolution passed at a special meeting, raise loan by way of debentures, issue bonds or otherwise on the security of all or any of the taxes and fees for the construction of works or to pay any debt or loan due to be paid by the municipality:

Provided that no loan shall be raised without the previous sanction of the Government. The amount of the loan, rate of interest including the date of flotation of loan, the time, the method of repayment and the like shall be subject to the approval of the Government.

(2) The Commissioner after the resolution is passed by the council under sub-rule (1), shall apply for the sanction of the Government through the Director.

(3) When any sum of money has been borrowed under sub-rule (1), no portion of any loan shall be applied to any purpose other than that for which it was borrowed.

(4) The municipality shall maintain sinking funds for the repayment of loan or for debentures and bonds issued and shall remit the installment amount into such sinking funds for repayment within such period as may be fixed by the Government.

(5) The borrowing of money by way of loans or debentures or bonds or otherwise and the maintenance of sinking fund shall be in accordance with any instructions as may be issued from time to time by the Government.

(6) Notwithstanding anything contained in this rule, the borrowing powers of the municipality shall be limited to the extent of the sum payable annually for interest and for the maintenance of the sinking funds for repayment of any sums borrowed, and shall not, except with the express sanction of the Government, exceed twelve and a half per cent of the annual value of buildings and lands as determined under Chapter VI of the Act.

238. Preparation of Budget.— (1) The Budget shall be prepared by the Commissioner in Form 1 and in accordance with the guidelines issued by the Government, from time to time.

(2) It shall be placed before the council for approval, not later than the last day of February of every year. A copy of the budget estimate as approved by the council shall be forwarded to the Director through Regional Director/Assistant Director.

(3) The Budget shall, among other things, indicate steps necessary to raise additional resources by way of increasing street rates or zonal values of taxes, charges and other fees,—

(i) to fill the gap in revenue account; and

(ii) to finance capital works.

(4) The Budget shall allow for the allotment from the General Fund of the municipality of such sum not exceeding ten per cent of the total amount at credit on the said account as is considered necessary for such expenditure as is of a capital nature:

Provided that no such allotment from the General Fund of the municipality shall be made by the Commissioner in case where the said account of the year immediately preceding the year for which such allotment is proposed, discloses a deficit balance:

Provided further that in all cases, where allotment of any sum exceeding ten per cent of the total amount at credit in the General Fund of the municipality is considered necessary, then the previous approval of the Director for such allotment shall be obtained by the Commissioner.

(5) The Commissioner shall give wide publicity by putting up in the notice board of the municipality, by publication in the municipality website and in one local newspaper, in Form 2, the important features of the budget which, among other things, shall contain the following:—

- (i) Total tax revenue;
- (ii) Total non- tax revenue;
- (iii) Devolution from the State Government;
- (iv) Grants from the State Government and Government of India;
- (v) Expenditure on salaries and pension;
- (vi) Operation and maintenance expenditure;
- (vii) Allocation of capital expenditure;
- (viii) Allocation for unforeseen situation (cyclones, floods and pandemics); and
- (ix) Debt and repayment status.

239. Review of revenue and expenditure.— (1) The Commissioner shall review the estimate of revenue and expenditure as presented in the budget once in three months and where there are variations, he shall prepare a statement with reasons for such variations.

(2) All expenditure during the course of the year shall be regulated in accordance with the allotments made in the budget sanctioned for the year by the council and modified by the Director, if any.

(3) For incurring additional expenditure, re-appropriation shall be obtained before the end of the financial year.

(4) The Commissioner, may if he thinks necessary, at any time during the year,—

- (a) reduce the amount of a budget grant; or
- (b) transfer and add the amount, or a portion of the amount, of one budget grant to the amount of any other budget grant:

Provided that due regard shall be had, when making by such reduction or transfer, to all the requirements of the Act and Rules:

Provided further that the aggregate sum of the budget grants contained in the budget estimate adopted by the council shall not be increased except by the council under section 71 of the Act.

(5) If it shall at any time appear to the council, upon the presentation of the Commissioner or the Standing Committee that, notwithstanding any reduction of budget grants made under sub-rule (4), that the income of the municipal fund during the said year will not suffice to meet the expenditure sanctioned in the budget estimate of the said year, it shall be incumbent on the council to diminish the sanctioned expenditure of the year, so far as it may be possible so to do, with due regard to all the requirements of the Act:

Provided that if it is not possible to reduce the sanctioned expenditure below the total income of the municipality during the year, approval of the Director shall be taken as per section 71 of the Act.

(6) A copy of the statement prepared under sub-rule (1), shall be placed before the council for information and a copy of it shall also be sent to the Director.

(7) In case, the sanction of the Director or the Government is required to take up any work approved in the budget estimate, it shall be the duty of the Commissioner to obtain such sanction before the expenditure is incurred.

PART II.**MUNICIPAL ACCOUNTS AND AUDIT.**

240. Maintenance of municipal accounts.— The Commissioner shall maintain or cause to maintain separate books of accounts and registers for each fund of account in such form and in such manner as may be laid down by the Government.

241. Auditing of municipal accounts.— (1) All the accounts of the municipality shall be audited by the Director of Local Fund Audit. The primary duty of the auditor is to apply necessary checks to the initial accounts and to advise the Commissioner in all matter relating to the accounts and budget and in the operation of the financial rules generally.

(2) The Commissioner shall prepare detailed annual accounts of the municipality and a copy of the annual accounts as approved by the Council shall be forwarded to the Director of Local Fund Audit and the Director, not later than 30th June of the succeeding financial year in relation to all town panchayats and municipal councils, and not later than 31st July in relation to all municipal corporations.

(3) The Director of Local Fund Audit shall inform the Director, the name of the municipalities which have not submitted accounts before the time fixed in sub-rule (2). The Director shall take action to get the accounts of the municipalities finalised, in any case not later than 30th September of every year.

(4) The auditors who are entrusted with the duty of auditing the municipal accounts shall have the power to call for and peruse any document of the municipality and also to make necessary enquiry from any officer or any other person concerned relating to such matter. Where the records are not produced by any officer of the municipality on receipt of report from the auditor, the auditor shall make a mention of this in that audit report.

(5) The auditor while auditing the municipal accounts in the case of concurrent audit, annual audit, quarterly audit report, or in case of post audits, as the case may be, shall send the audit notes simultaneously to the Commissioner of the municipalities. Audit officers can offer their remarks or opinions in any financial issues or establishment related financial matters or any other matter, with reference to any rule or Government Order whenever required by the Commissioner of the municipalities.

(6) Where there is any concurrent audit in the Municipality, immediate pre-audit of the final payment vouchers relating to the expenditure of any work of the municipality shall be audited by the auditor.

(7) The auditor, on completion of the audit, shall furnish the audit notes to the Commissioner on any irregularity or deficiency or impropriety as a result of which any loss or waste of money has been caused to the municipality or as a result of any negligence or misconduct by any person directly or indirectly responsible for such loss.

(8) The Commissioner shall make arrangements to rectify the mistakes and other irregularities raised in the audit notes and send a reply of compliance to the auditors within a period of thirty days from the date of receipt of such audit notes. The files and records of the audit objection raised shall be kept in safe custody till the settlement of audit objection and the head of section and the section assistant concerned shall be responsible for maintenance of records, production of records to auditor and settlement of audit objection.

(9) Auditors shall ensure that while preparing audit notes, or objections on municipal accounts, it should be with specific reference to rules, Government Orders and circulars issued by the Director.

(10) The auditors on completion of the annual audit and after considering the compliance report received from the Commissioner under sub-rule (8) shall prepare the audit report of the municipality containing the details of the accounts, substance of the accounts, quality of the accounts, maintenance of registers and irregularities detected during the audit and may also make suggestions, if any, to prevent recurrence of such irregularities and send the report to the Commissioner of the municipality concerned with a copy marked to the Director. The Commissioner shall place a copy of the audit report and audited annual

accounts along with the replies to the audit report within sixty days from the date of receipt of such report before the Council for its approval. The replies to the audit report as approved by the Council shall be sent to the Director of Local Fund Audit through the Director for eventual settlement of audit objections.

(11) The Director shall have the power to issue guidelines for settling audit objections and to obtain information from the Commissioner on any points raised in the audit objections and also shall direct the Commissioner to take such action as may be considered necessary for the purpose of settling of all objections within six months from the date of the receipt of the audit report.

(12) The periodical joint sitting for settlement of audit objections by the Regional Director of Municipal Administration, Commissioner and Assistant Director of Local Fund Audit shall be conducted every month to settle audit objections as per the guidelines issued by the Director or Government, from time to time. The joint sittings shall recommend unsettled paras, which in its opinion shall be considered by the High Level Committee.

(13) The Standing Committee (Accounts), wherever constituted, or Council in other cases, shall also in their monthly meetings consider the replies furnished for audit paras and recommend the eligible paras to the Department of Local Fund Audit for settlement.

(14) The district high level committee consisting of,--

(a) Financial Advisor, Chief Accounts Officer, Joint Director of Local Fund Audit, Zonal Officers and Sections Head under the Chairmanship of Deputy Commissioner of Revenue and Finance, in relation to Chennai City Municipal Corporation;

(b) Financial Advisor, Deputy Commissioner of Municipal Corporations, Assistant Commissioner (Accounts) concerned and Assistant Commissioner (zone) under the Chairmanship of Additional Director, in relation to Other Municipal Corporations;

(c) Regional Joint Director of Local Fund Audit, Regional Director of Municipal Administration, Commissioner of concerned municipal councils under the chairmanship of Additional Director of Municipal Administration, in relation to Municipal Councils;

(d) Assistant Director of Town Panchayats concerned, Regional Joint Director of Local Fund Audit under the chairmanship of District Collector, in relation to Town Panchayats,

shall meet quarterly for settlement of audit objections, if any, forwarded by the joint sitting of the State Level Committee.

(15) The State high level committee,— (a) in respect of Municipal Council and Municipal Corporations, shall be headed by the Director of Municipal Administration and shall consist of Director of Local Fund Audit, Financial Advisor, Chief Engineer of the Directorate of Municipal Administration, the Regional Director of Municipal Administration concerned, Regional Joint Director of Local Fund Audit concerned and the Commissioners of Municipal Councils and Municipal Corporations concerned.

(b) in respect of Town Panchayats, shall be headed by the Director of Town Panchayats and shall consist of Director of Local Fund Audit, Financial Advisor, Superintending Engineer of Directorate of Town Panchayats, the Assistant Director of Town Panchayats concerned, Regional Director of Local Fund Audit concerned and Executive Officers of the Town Panchayats concerned.

242. Levy of surcharge.— (1) The Director of Local Fund Audit, after (1) considering the compliance report on the audit objections and the resolution of the council, is of the view that any monetary loss has been caused to the municipality by any wilful act, or negligence on the part of any employee of the municipality or of the councillor, he may levy surcharge of such amount payable by such employee or the councillor as may be specified by him.

(2) Any person aggrieved against an order of surcharge passed by the Director of Local Fund Audit under sub-rule (1) may prefer an appeal in the civil court having jurisdiction over the municipality within thirty days from the date of receipt of such order.

(3) If the order of surcharge is passed under sub-rule (1) by the Director of Local Fund Audit, the Commissioner or the Director, as the case may be, shall initiate necessary disciplinary proceedings against the employee concerned including for recovery of the pecuniary loss. Such proceeding shall be initiated within sixty days from the date of receipt of orders of the Director of Local Fund Audit under intimation to the Director.

(4) The Director shall initiate necessary proceedings for recovery of the surcharge levied on the councillor by the Director of Local Fund Audit, after giving an opportunity to the councillor to show-cause against the proposed surcharge proceedings.

243. Entrusting municipal audit to private agency.— (1) Where the Government are of opinion and it is expedient to do so, the Government may order auditing of the accounts of any or all municipalities to any qualified firm of Chartered Accountants, on such terms and conditions as it may deem fit. The cost of such expenditure shall be met from the municipal fund.

(2) Notwithstanding the entrustment of the auditing of a municipality by a private agency, the Director of Local Fund Audit shall also continue to do the auditing of accounts of that municipality.

SCHEDULE I

[See rules 235 (1) and (2)]

AUTHORISED EXPENDITURE

(1) All expenditure connected with civic service to the public of the municipal area in accordance with the provisions of the Act and the Rules.

(2) Maintenance and improvements to school buildings owned by the municipality.

(3) Maintenance of municipal reading rooms.

(4) Construction and maintenance of municipal rest houses.

(5) Construction and maintenance of municipal and ward offices.

(6) Salaries, allowances, pension, gratuity, etc., to the officers and employees of the municipality.

(7) Municipal election expenses in accordance with the limitation prescribed by the Government.

(8) Maintenance of municipal workshop.

(9) Maintenance of property owned by the municipality and animal birth control centres.

(10) Refreshment charges for the Commissioner, Chairperson and for the meetings of the council within the ceiling fixed by the Government from time to time.

(11) Expenditure on drugs and other disposables, required for municipal dispensaries and hospitals including Maternity, Child Welfare centres and Wellness Centres.

(12) Civic reception subject to the ceiling fixed by the Government from time to time.

(13) Contribution to any organisation or institution permitted by the Government.

(14) Construction and maintenance of vehicle stands, markets, bus-stands, dhobikana, slaughter houses, parks, play-fields, etc.

(15) Planting and preservation of trees in public streets and road sides.

- (16) Construction and maintenance of a sports stadia.
- (17) Insurance for municipal properties.
- (18) Sum payable under a decree or order of a court.
- (19) Purchase of computers and accessories, including software and stationeries.
- (20) Expenditure towards engaging consultancy for various aspects of administration.
- (21) Expenditure incidental to administration.
- (22) Holding of exhibitions or fairs.
- (23) Construction and maintenance of crematoria.
- (24) Construction and maintenance of micro-composting centres, resource recovery centres and other solid waste management assets.
- (25) Petty office contingencies.
- (26) Printing cost of municipal books and forms.
- (27) Pandemic contingent and expenditure incurred in maintenance of cleanliness during public festival.
- (28) Contingent charges connected with conservancy and lighting.
- (29) Expenditure on minor sanitary and other repairs.
- (30) Payment of operation and maintenance charges and wages for water supply, sewage, street lights, sanitation and solid waste management by outsourcing.
- (31) Provision and maintenance of shelters for urban homeless.
- (32) Contingent charges such as purchase of office furniture, tools and plants, conservancy carts, lamps, etc., for which there is no budget provision.
- (33) Provision and maintenance of special shelters for inpatient attendants in Government hospitals.
- (34) Construction and maintenance of knowledge centres.
- (35) All charges incurred in excess of the sanctioned budget allotment shall be adjusted in Revised Estimate/Final Modified Appropriation or on objects not specifically provided therein.
- (36) All charges for which the sanction of Government or Director or any other authority is necessary but which have to be incurred in case of emergency in anticipation thereof.
- (37) Payments for works in excess of the sanctioned rates, estimates as well as for those which are undertaken in case of emergency without estimates having been passed by the council.
- (38) Permanent and other advances.
- (39) Write off of all irrecoverable arrears of municipal taxes and fees or any other charges which could not be collected.
- (40) Refunds of lapsed security deposits after completion of five years.

SCHEDULE II

[See rule 235 (3)]

EXPENDITURE WHICH THE COMMISSIONER MAY INCUR WITHOUT PRIOR SANCTION OF COUNCIL

(1) Expenditure for which budget provision has been made, and which are being spent without any deviation and in accordance with the provisions of the Act, rules and regulations and within the limits and procedure prescribed by the Government.

- (a) Payment of law officer fees as per Government Orders.
- (b) Advertisement charges as per Government Orders.
- (c) Municipal vehicle insurance premium.
- (d) Road tax, bus stand renewal fees, vehicle FC charges.
- (e) Any fees or renewal fees to Tamil Nadu Pollution Control Board.
- (f) Purchase of uniform materials from Co-optex, Khadhi Kraft and purchase of safety materials, rain coats, gloves and chappals.
- (g) Water charges or maintenance charges, sewage treatment charges to Tamil Nadu Water Supply and Drainage (TWAD) Board or Chennai Metropolitan Water Supply and Sewerage Board (CMWSSB) and payment of electricity charges.
- (h) Any other charges or fees to be paid to the Government or Government subsidiaries.
- (i) Contribution payable to the Tamil Nadu Institute of Urban Studies, and expenditure to be incurred towards training of municipal officers and employees on administration.
- (j) Charges for compensation to owners of buildings or lands taken up for municipal purposes.
- (k) Repayment of loans and payment of audit fees.

(2) All charges including those for works in regard to which the scales, rates, amounts, estimates or allotments have been previously sanctioned or approved by the Council or Government or Director.

(3) Contingent charges connected with administration within the ceiling fixed by the Government from time to time.

- (a) Cost of Municipal account forms printed at the Government or co-operative press thereon.
- (b) Contingent charges connected with the maintenance of municipal vehicles, provided the conditions prescribed thereof are fulfilled.
- (c) Contingent expenditure due to pandemic.
- (d) Contingent charges connected with conservancy and lighting.
- (e) Expenditure incurred for the management of flood, fire and pandemic or any direction by the court or the Government or the director to execute any work or to incur any expenditure for the public safety or public interest.
- (f) Contingent expenditure incurred by the Municipal Engineer, Health Officer, Manager, Town Planning Officer on minor repairs, office requirements within the limits prescribed, from time to time.
- (g) Engagement of temporary servants for dengue or pandemic, flood or fire duty.

(4) Salaries and other allowances of employees, travelling, leave and other allowances for Chairman and Councillors where general or special orders have been issued, etc. in accordance with the rules in force and the orders of Government issued from time to time.

(5) Execution of any work or doing of any act which would ordinarily require the sanction of the Council, but immediate execution or doing which is found necessary or is necessary for the safety of the public and cannot wait for the next ordinary or special meeting.

SCHEDULE III

[See rule 235 (4)]

EXPENDITURE FROM ELEMENTARY EDUCATION FUND

- (a) Construction of new municipal school buildings.
- (b) Maintenance of municipal school buildings.
- (c) Provision for smart class room and supply of computer for educational purpose and provision of internet facility.
- (d) Construction and maintenance of municipal school noon meal centres and maintenance of central kitchen.
- (e) Construction and maintenance of toilets/urinals (Male and Female)
- (f) Purchase of furniture to schools.
- (g) Provision for drinking water.
- (h) Provision and supply of educational materials on request of the head master of the municipal schools.
- (i) Provision for cleanliness worker and watchman salaries by outsourcing.
- (j) Payment of rent in case of rented buildings.
- (k) Payment of electricity charges.
- (l) Any educational purpose request from the head master of the municipal schools.
- (m) Any other works or expenditure assigned by the Director or the Government.
- (n) Any infrastructure work in the surroundings of the school premises.

FORM 1

[See rule 238 (1)]

PART I**BUDGET: RECEIPTS & PAYMENTS**

District

..... Municipality

Account	Actuals for the Previous year	Expected for the Current year	Estimated for the Next year
(I) REVENUE ACCOUNT:			
(A) GENERAL FUND ACCOUNT			
(a) Property Tax			
(b) Profession Tax			
(c) Entertainment Tax			
(d) Duty on transfer of properties			
TOTAL (A)			
(B) EDUCATION FUND ACCOUNT			
(a) Education Tax			
(b) Others			
(C) LIBRARY CESS ACCOUNT			
Library Cess			
(D) WATER SUPPLY AND SEWERAGE FUND ACCOUNT			
(a) Water Charge			
(b) Sewerage Charge			
(c) Component on Property Tax			
(d) Others			
(E) DEVOLUTION FROM STATE			
(a) Grant received from State Government Fund			
(b) Grant received from Central Government Fund			
(F) LICENCE FEES			
(a) Licence fees from Trades and business			
(b) Licence fees/Lease rent from movable and immovable properties			
(c) Other Licence fees			
(d) Other Miscellaneous receipts			
TOTAL(A) TO (F)			
(II) CAPITAL ACCOUNT:			
(A) GRANTS-IN-AID FROM STATE GOVERNMENT			
(a) Basic amenities			
(b) Finance Commission			
(c) Member of Parliament Local Area Development Scheme			
(d) Member of Legislative Assembly Constituency Development Scheme			
(e) Flood/Drought Relief			
(f) Specific Grants from State Innovation Fund			
(g) Others			
TOTAL (A)			

(B) GRANTS FROM CENTRAL GOVERNMENT			
(a) National Urban Livelihoods Mission			
(b) Swachh Bharath Mission			
(c) Others			
TOTAL (A) and (B)			
(III) LOAN ACCOUNT RECEIPTS FROM LOAN ACCOUNT:			
(a) Tamil Nadu Urban Finance and Infrastructure Development Corporation Ltd loans			
(b) Tamil Nadu Urban Infrastructure Financial Services Limited loans			
(c)			
(d)			
(e) Others			
TOTAL (III)			
TOTAL (I) to (III)			
OPENING BALANCE			
GRAND TOTAL			

PART II**EXPENDITURE**

Account	Actuals for the Previous year	Expected for the Current year	Estimated for the Next year
(I) REVENUE ACCOUNT:			
(A) SALARIES			
(a) Salaries			
(b) Other Allowances			
(c) Audit Fees			
(d) Miscellaneous			
(B) MAINTENANCE			
(a) Payment of current consumption charges for street lights and water supply maintenance			
(b) Payment of maintenance charges for water supply schemes by the Tamil Nadu Water Supply and Drainage Board; maintenance by Municipalities including materials such as bleaching powder, alum, etc., required for the purpose.			
(c) Charges for maintenance of Roads			
(d) Charges for maintenance of conservancy and other public health services including materials such as lime, phenyl, bleaching power and other public health materials.			

(e) Charges for maintenance of underground drainage or open drainage.			
(f) Charges of maintenance of other facilities like compost yard, sewage farm, slaughter house, maternity centres, dispensaries, community centres, public toilets, crematoriums, etc.,			
(g) Payment of pension and other retirement benefits to retired employees for whom payments are made from the local bodies funds.			
(h) Payment of salary of staff including sanitary workers			
(i) Water supply maintenance			
(j) Public Health			
(k) Sanitation and Sewage			
(l) Solid Waste Disposal			
(m) Street light			
(n) Roads			
(o) Storm water Drains			
(p) Burial, burning grounds and crematoria			
(q) Library Cess remitted			
(r) Parks and Play Fields			
(s) Reading Rooms and School buildings			
(t) Markets/Bus stand			
(u) Shops, shopping complex and shopping malls			
(v) Municipal building and properties			
(w) Others			
TOTAL (A) and (B)			
(II) CAPITAL ACCOUNT:			
(a) Roads			
(b) Culverts			
(c) Storm water drains			
(d) Water supply			
(e) Street lights			
(f) Public health and sanitation			
(g) Solid waste management			
(h) Slaughter houses			
(i) Burial, burning ground and crematorium			
(j) Community toilets			
(k) Community hall			
(l) School and library building			
(m) Markets			
(n) Bus stands			
(o) Shops, shopping complex and shopping malls			
(p) Bus shelter			

(q) Planning (purchase of property and land, acquisition and alienation)			
(r) Foot path			
(s) Rest House			
(t) Others			
TOTAL (II) CAPITAL ACCOUNT			
III LOAN ACCOUNT			
(a) Tamil Nadu Urban Finance and Infrastructure Development Corporation Ltd loans			
(b) Tamil Nadu Urban Infrastructure Financial Services Limited loans			
(c)			
(d)			
(e) Other loan repayment			
TOTAL (III)			
TOTAL (I to III)			
CLOSING BALANCE			
GRAND TOTAL			

PART III**(ABSTRACT OF FUND ACCOUNTS)**

Head of Account	Ordinary Account				Capital Account			Total
	Opening balance	Receipts	Expenditure	Closing Balance	Opening Balance	Receipts	Expenditure	Closing Balance
General Fund Account								
Education Fund Account								
Library Cess Account								
Water Supply and Sewerage Fund Account								
Devolution Fund Account								
Other Funds								
TOTAL								

DEPOSITS AND ADVANCES

	Opening Balance	Receipts	Total	Expenditure	Closing Balance
Deposits					
Advances					
TOTAL					

FORM 2

[See rule 238 (5)]

BUDGET ABSTRACT

District

Municipality

Opening Balance: Rs _____/-

RECEIPTS	
(a) Own Source – Tax/Non-Tax/Others	
(b) Government Grants – Revenue/Capital	
(c) Loan Receipts (Source to be indicated)	
Total	
EXPENDITURE	
(a) Salaries	
(b) Pension	
(c) Operation and Maintenance of water supply, roads, street lights, etc.,	
(d) Capital expenditure	
(e) Loan repayments – Principal/Interest	
Total	

Some important physical features of the urban local body:

(a) Number of employees-Classes I, II, III and IV	
(b) Number of households	
(c) Length of roads	
(d) Length of drains	
(e) Number of Street lights	
(f) Number of House service water supply connections (i) Residential (ii) Commercial (iii) Industrial	
(g) Number of Underground drainage connections (i) Residential (ii) Commercial (iii) Industrial	
(h) Number of Properties assessed to Tax (i) Residential (ii) Commercial (iii) Industrial	
(i) Total Debt outstanding Tamil Nadu Urban Finance and Infrastructure Development Corporation Ltd. Tamil Nadu Urban Infrastructure Financial Services Limited etc.,	

CHAPTER VII.**WORKS AND TENDERS.****PART I.****EXECUTION OF WORKS.**

244. Registration of contractors for the execution of municipal works.— (1) Any municipal work or purchase not exceeding the amount fixed under sub-rule (1) of rule 248 may be executed through registered contractors. For this purpose, the Commissioner shall, at the beginning of the financial year invite applications in Form 1 from any person desirous to have his name registered as a registered contractor for the execution of any municipal work of general or special nature.

(2) On receipt of such application, the Commissioner after satisfying himself on the correctness of the details furnished by such applicants, shall issue a certificate of registration in Form 2 which shall be valid for a period of three years.

(3) The Commissioner shall cause to maintain a register of contractors for this purpose and the list of names of such contractors shall be updated annually and the updated list of contractors shall be placed before the council every year for information.

(4) Where any registered contractor commits any breach of contract or any default or any loss in the execution of any work or commits any other act by way of misrepresentation or fraud or commits any other offence under the Act or these Rules or for any other valid reason, the Commissioner after giving an opportunity of being heard, black list his name from the list of registered contractors. On such order being passed, the name of such contractor shall be deleted by the Commissioner from the register of contractors and a report in this regard shall also be placed before the council for information.

(5) The contractors who are registered in the municipality shall renew their registration once in every three years.

245. Execution of work through tender system.— (1) All municipal works and purchases exceeding the monetary limit fixed under sub-rule (1) of rule 248, shall be carried out or undertaken through open tender system in accordance with the instructions issued by the Government. Notice calling for such tenders shall be displayed in the notice board of the municipal office and also published in the newspapers in accordance with the instructions as may be issued by the Government, from time to time.

(2) The Commissioner shall prepare a tender document containing the nature of work, schedule of rates and other connected details relating to such works including the terms and conditions of the tender in accordance with the instructions issued by the Government, from time to time.

(3) The tenders received within the time limit specified in the tender document shall be opened on the date and time specified in the tender document. After scrutiny of such tenders, the Commissioner considering the bid capacity of the contractor and upon satisfaction of the quality of the previously allocated works, shall entrust the work to the successful tenderer, who will be selected in accordance with the terms and conditions specified in the tender document.

246. Security or solvency of the contractors.— The Commissioner shall obtain security and solvency at two per cent of the contracted amount from the tenderers and the registered Contractor to whom a tender or a contract is awarded in the form of National Savings Certificate or payment of cash in Municipal Treasury or any such form as may be specified by the Government from time to time.

247. Responsibilities of Municipal Engineer.— (1) The Municipal Engineer shall be responsible for the proper execution, maintenance and accounting of municipal works and take technical advice from the Chief Engineer or the Superintending Engineer, as the case may be. He shall also be responsible for the proper supervision of engineering works and other maintenance works of the municipality. He shall scrutinize all plans and estimates and shall be responsible for the accuracy of all drawings, estimates and quantity and quality of the work.

(2) After sanction of any estimate, any deviation therefrom may be sanctioned by the council or the sanctioning authority for the revised approval.

(3) A supplemental estimate is necessary when a project work which is not fairly contingent on the proper execution of the work at first sanctioned is thought necessary while it is in progress, it shall be submitted to the competent authority for approval before the additional works are undertaken.

248. Monetary limit for administrative sanction of estimates, execution of works and purchase of materials.— (1) The monetary limit of various competent authorities for administrative sanction of estimates, execution of works and purchase of materials in relation to any capital work whether civil, mechanical or electrical or otherwise in respect of Chennai City Municipal Corporation, other Municipal Corporations, Municipal Councils and Town Panchayats shall be as prescribed in the Tables I, II, III and IV below, respectively:—

TABLE I.

CHENNAI CITY MUNICIPAL CORPORATION

Source of Fund	Estimate Value for Capital and development works	Competent authority to accord administrative sanction
(1)	(2)	(3)
Central Government/ State Government funds/ Central Finance Commission/ State Finance Commission/ External Aided Funds with (or) without contribution from Municipal Corporation's own Fund	uptoRs.500 lakh	Commissioner
	more than Rs.500 lakh	Government
Municipal Corporation own funds [Capital works, Maintenance and Repair works]	upto Rs.10 lakh	With the concurrence of Regional Deputy Commissioner, the wards committee shall sanction and subsequently to be placed in the council for record.
	more than Rs.10 lakh and upto Rs.300 lakh	Commissioner
	more than Rs.300 lakh and upto Rs.400 lakh	Mayor shall sanction in consultation with Commissioner, subsequently to be placed in the council for record.
	more than Rs.400 lakh and upto Rs.450 lakh	With the concurrence of Commissioner, the standing committee for Health, Education and Works shall sanction and subsequently to be placed in the council for record.
	more than Rs.450 lakh and upto Rs.500 lakh	Committee on Taxation and Finance
	more than Rs.500 lakh and upto Rs.1000 lakh	Council
	more than Rs.1000 lakh	Considering the council resolution, the Government shall sanction

TABLE II.
OTHER MUNICIPAL CORPORATIONS.

Source of Fund	Estimate Value for Capital and development works Costing	Competent authority to accord administrative sanction
(1)	(2)	(3)
Central Government/ State Government funds/ External Aided funds	upto Rs.100 lakh	Commissioner
	more than Rs. 100 lakh and upto Rs.1000 lakh	Director
	more than Rs.1000 lakh	Government
Municipal Corporation General Funds	upto Rs.10 lakh	With the concurrence of Commissioner, the ward committee shall sanction and subsequently to be placed in the Council for record.
	more than Rs.10 lakh and upto Rs.20 lakh	With the concurrence of Commissioner, the standing committee for Health, Education and Works shall sanction and subsequently to be placed in the Council for record.
	more than Rs. 20 lakh and upto Rs.30 lakh	Commissioner shall sanction and subsequently to be placed in the Council for record.
	more than Rs. 30 lakh and upto Rs.50 lakh	Mayor shall sanction in consultation with commissioner, subsequently to be placed in the Council for record.
	more than Rs. 50 lakh and upto Rs.100 lakh	Council
	more than Rs.100 lakh and upto Rs.1000 lakh	Considering the council resolution, the Director shall sanction
	more than Rs.1000 lakh	Considering the council resolution, the Government shall sanction

TABLE III.
MUNICIPAL COUNCILS.

Source of Fund	Estimate Value for Capital and development works Costing	Competent authority to accord administrative sanction
(1)	(2)	(3)
Central Government/State Government funds/ External Aided funds	upto Rs.100 lakh	Regional Director
	more than Rs.100 lakh and upto Rs.1000 lakh	Director
	more than Rs. 1000 lakh	Government
Municipal General Funds	more than Rs.25 lakh and upto Rs.40 lakh	Council of Second Grade Municipal Councils
	more than Rs.25 lakh and upto Rs.50 lakh	Council of First Grade Municipal Councils
	more than Rs. 25 lakh and upto Rs.60 lakh	Council of Selection Grade Municipal Councils
	more than Rs.25 lakh and upto Rs.70 lakh	Council of Special Grade Municipal Councils
	more than the sanctioning power of the council and upto Rs.100 lakh	Regional Director
	more than Rs.100 lakh and upto Rs.1000 lakh	Director
	more than Rs.1000 lakh	Government

TABLE IV
TOWN PANCHAYATS.

Competent authority	Special Grade/Selection Grade	Grade I and Grade II
(1)	(2)	(3)
Town Panchayat Council	Not exceeding Rs.15 lakh	Not exceeding Rs.10 lakh
Assistant Director of Town Panchayats	Not exceeding Rs.30 lakh	
District Collector	Not exceeding Rs.50 lakh	
Director	Not exceeding Rs.500 lakh	
Government	Exceeding Rs. 500 lakh	

249. Monetary limit for administrative sanction of estimates for Maintenance and Repair Works.— For the maintenance and repair works under the Municipal General fund or Central Government fund or State Government fund or External aided fund or any other fund, the various authorities competent to accord administrative sanction of estimates for maintenance and repair works in respect of Municipal Councils and Municipal Corporations, shall be as prescribed in the Tables I and II below, respectively:—

TABLE I
MUNICIPAL COUNCILS.

Source of Fund	Estimate Value for Maintenance and Repair works	Competent authority to accord administrative sanction
(1)	(2)	(3)
	Upto Rs. 5 Lakh	Commissioner
Municipal General Funds	upto Rs.10 lakh	Council of Second Grade Municipal Councils
	upto Rs.15 lakh	Council of First Grade Municipal Councils
	upto Rs.20 lakh	Council of Selection Grade Municipal Councils
	upto Rs.25 lakh	Council of Special Grade Municipal Councils
	upto Rs. 30 lakh	Considering the council resolution, the Regional Director shall sanction
	more than Rs.30 lakh upto Rs.500 lakh	Considering the council resolution, the Director shall sanction

TABLE II.
MUNICIPAL CORPORATIONS OTHER THAN CHENNAI.

Source of Fund	Estimate Value for Maintenance and Repair work	Competent authority to accord administrative sanction
(1)	(2)	(3)
Municipal Corporation General Funds	upto Rs.5 lakh	With the concurrence of Commissioner, the ward committee shall sanction and subsequently to be placed in the council for record.
	more than Rs.5 Lakh and upto Rs.10 lakh	With the concurrence of Commissioner, the standing committee for Health, Education and works shall sanction and subsequently to be placed in the council for record.
	more than Rs.10 lakh and up to Rs.15 lakh	The Commissioner shall sanction and subsequently to be placed in the council for record.
	more than Rs.15 lakh and up to Rs.25 lakh	With the concurrence of Commissioner the Mayor shall sanction and subsequently to be placed in the council for Record.
	more than Rs. 25 lakh and up to Rs.50 lakh	The council
	more than Rs.50 lakh	Considering the council Resolution the Director shall sanction

250. Monetary limit for Technical Sanction of estimates.— (1) The monetary limit of various competent authorities for technical sanction of estimates in relation to any civil or electrical work in respect of Chennai City Municipal Corporation shall be as prescribed in the Table below:—

THE TABLE.

(A) CIVIL WORKS

Sl. No.	Competent authority	Monetary limit
(1)	(2)	(3)
1	Assistant Executive Engineer	Upto Rs.20,000/-
2	Executive Engineer	Above Rs.20,000/- and upto Rs.50 lakh
3	Superintending Engineer	Above Rs.50.00 lakh and upto Rs.2.00 crore
4	Chief Engineer	Above Rs.2.00 crore and Full Powers

(B) ELECTRICAL WORKS

Sl. No.	Competent authority	Monetary limit
(1)	(2)	(3)
1	Executive Engineer	Upto Rs.10.00 lakh
2	Superintending Engineer	Above 10.00 lakh and upto Rs.15.00 lakh
3	Chief Engineer	Above Rs.15.00 lakh and Full Powers

(2) The monetary limit of various competent authorities for technical sanction of estimates in relation to original works and maintenance works in respect of Municipal Councils and Municipal Corporations other than Chennai, shall be as prescribed in the Table below:-

THE TABLE.

Sl. No.	Competent authority	Monetary limit for original works	Monetary limit for Maintenance works
(1)	(2)	(3)	(4)
1	Chief Engineer/City Engineer	on par with the Chief Engineer in the Public Works Department (No ceiling)	on par with the Chief Engineer in the Public Works Department (No ceiling)
2	Superintending Engineer/City Engineer	Rs. 300 lakh	Rs. 100 lakh
3	Executive Engineer/City Engineer	Rs.100 lakh	Rs. 50 lakh
4	Regional Executive Engineer	Rs. 100 lakh	Rs. 25 lakh
5	Executive Engineer	Rs. 60 lakh	Rs. 20 lakh
6	Assistant Executive Engineer	Rs. 40 lakh	Rs. 15 lakh
7	Assistant Engineer, Junior Engineer while acting as Municipal Engineer with adequate experience (Assistant Engineer with five years experience and Junior Engineer with ten years experience)	Rs. 20 lakh	Rs. 5 lakh

(3) The monetary limit of various competent authorities for technical sanction of estimates in relation to original works and maintenance works in respect of Town Panchayats shall be as prescribed in the Table below:—

THE TABLE.

Sl. No.	Competent authority	Monetary Limit
(1)	(2)	(3)
1	Superintending Engineer	Exceeding Rs.75 lakh
2	Executive Engineer	Not exceeding Rs.75 lakh
3	Assistant Executive Engineer	Not exceeding Rs.50 lakh
4	Assistant Engineer/Junior Engineer	Not exceeding Rs.5 lakh

Provided that relaying of roads will not be considered as maintenance work or repair work.

PART II

TENDERS

251. Tender Inviting Authority and Tender Accepting Authority.— (1) The following officers are designated as tender inviting authorities and tender accepting authorities in accordance with the provisions of section 7 of the Tamil Nadu Transparency in Tenders Act, 1998 (Tamil Nadu Act 43 of 1998), as indicated in the Table below:--

TABLE I.

CHENNAI CITY MUNICIPAL CORPORATION.

Types of Work	Value	Tender Inviting Authority	Tender Accepting Authority	Tender Acceptance Committee
(1)	(2)	(3)	(4)	(5)
Works Delegated to the Zones by the Commissioner from time to time	Upto Rs.1 crore	Zonal Officer	Regional Deputy Commissioner	Committee Chaired by concerned Regional Superintending Engineer
	Rs.1 crore and above	Concerned Superintending Engineer of Headquarters	Commissioner	Committee chaired by Headquarters Deputy Commissioner
Works implemented by Headquarters	Upto Rs.1 crore	Concerned Superintending Engineer/City Revenue Officer/ City Health Officer/ Education Officer/ District Revenue Officer (All), District Revenue Officer (Election), District Revenue Officer (Land and Estate)	Concerned Headquarters Deputy Commissioner	Committee chaired by concerned Chief Engineer in Headquarters, DRO (Amma Unavagam), DRO (Election) & DRO (Land and Estate)
	Rs.1 crore and above	Superintending Engineer/City Revenue Officer/ City Health Officer/ Education Officer	Commissioner	Committee chaired by concerned Headquarters Deputy Commissioner

TABLE II.

OTHER MUNICIPAL CORPORATIONS AND MUNICIPAL COUNCILS.

Sl. No.	Category of works	Tender Inviting Authority	Tender Accepting Authority			
			Actual Estimated Cost or Less	Excess upto 5%	Excess more than 5% and upto 10%	Excess more than 10%
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Capital and development works under Central Government funds/ State Government funds/External Aided fund	Commissioner	Commissioner	Commissioner accepts with approval of Chief Engineer, Directorate of Municipal Administration	Commissioner accepts with approval of Tender award Committee Chaired by Chief Engineer, Directorate of Municipal Administration	Commissioner accepts with approval of Committee Chaired by Director of Municipal Administration
2	Maintenance/ repair works under scheme fund/ Central Government funds/ state Government funds /External Aided fund					
3.	Capital and development works under General fund of Municipal Councils/ Municipal Corporations	Commissioner	Council	Council	Council accepts with approval of Tender award Committee Chaired by Chief Engineer of Directorate of Municipal Administration	Council accepts with approval of Tender award Committee chaired by Director of Municipal Administration.
4.	Maintenance/repair works under General fund of Municipal Councils/ Municipal Corporations					

TABLE III.
TOWN PANCHAYATS.

Sl. No.	Category of works	Tender Inviting Authority	Tender Accepting Authority			
			Actual Estimated Cost or Less	Any Excess up to 5%	Excess more than 5% and upto 10%	Excess more than 10 %
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Capital and development works under Central Government funds/ State Government funds/External Aided fund	Executive Officer	Executive Officer	Executive Officer accepts with approval of Superintending Engineer, Directorate of Town Panchayats	Executive Officer accepts with approval of Tender award Committee Chaired by Superintending Engineer, Directorate of Town Panchayats	Executive Officer accepts with approval of Committee Chaired by Director of Town Panchayats.
2	Maintenance/ repair works under scheme fund/ Central Government funds/ State Government funds/External Aided fund					
3	Capital and development works under General fund of Town Panchayat	Executive Officer	Council	Council	Council accepts with approval of Tender award Committee Chaired by Superintending Engineer, Directorate of Town Panchayats	Council accepts with approval of Tender award Committee chaired by Director of Town Panchayats
4	Maintenance/repair works under General fund of Town Panchayat					

Provided that necessary provisions shall be made in the budget estimate or revised budget of the Municipality, for the tender excess amount and in case of no tender excess, the tender accepting authority has to accept the tender within seven days from the date of recommendation of the tender scrutiny committee:

Provided further that in case of tender excess, the tender accepting authority has to accept the tender within fifteen days from the date of recommendation of the tender scrutiny committee.

(2) Notwithstanding anything contained in sub-rule (1), prior administrative approval of the Government shall be obtained for all estimates where the monetary limit of an estimate exceeds Rupees Ten crore and above.

(3) For the purpose of determining the monetary limit as specified in this rule, -

- (a) Notwithstanding the division or splitting up of a work into various units and execution of such work by assigning to more than one person, the whole project shall be treated as one unit;
- (b) The whole requirement of purchase of materials for a financial year shall be treated as one unit.

(4) The Commissioner shall execute any work in accordance with these rules after obtaining the technical sanction from the authorities as specified in rule 250.

252. Measurement and Check measurement.— The authorities competent to measure and check-measure in relating to any original, maintenance or electrical work done or material supplied, whether by contract or by departmental agency in respect of Municipal Corporations, Municipal Councils and Town Panchayats shall be as specified in Tables I, II and III below, respectively:-

TABLE I.
MUNICIPAL CORPORATIONS.

Sl. No.	Work done/ Material supplied	Competent authority
(1)	(2)	(3)
1	Measuring Officer	Assistant Engineer /Junior Engineer
2	Check- measuring Officer	Assistant Executive Engineer
3	Test Check Officer	City Engineer in the cadre of Executive Engineer/Executive Engineer in Chennai City Municipal Corporation
4	Super check for works of value upto Rs.100 lakh	City Engineer in the cadre of Superintending Engineer or Superintending Engineer of office of Director of Municipal Administration/Superintending Engineer in Chennai City Municipal Corporation
5	Super check for the works of value more than Rs.100 lakh	City Engineer in the cadre of Chief Engineer or Chief Engineer of office of Director of Municipal Administration/ Chief Engineer in Chennai City Municipal Corporation

TABLE II.
MUNICIPAL COUNCILS.

Sl. No.	Work done/ Material supplied	Competent authority
(1)	(2)	(3)
1	Measuring Officer	Overseer/Junior Engineer/Assistant Engineer
2	Check- measuring Officer	Assistant Engineer/Junior Engineer/Assistant Executive Engineer/Executive Engineer who works in the capacity of Municipal Engineer
3	Test Check officer	Regional Executive Engineer
4	Super check for the works of value more than Rs.100 lakh	Superintending Engineer/Chief Engineer of office of Director of Municipal Administration

TABLE III.
TOWN PANCHAYATS.

Sl. No.	Work done/ Material supplied	Competent authority
(1)	(2)	(3)
1	Measuring Officer	Assistant Engineer /Junior Engineer
2	Check- measuring Officer	Assistant Executive Engineer
3	Test Check Officer	Executive Engineer
4	Super check for the works of value more than Rs.50 lakh	Superintending Engineer, Directorate of Town Panchayats

The technical sanctioning authority is responsible for obtaining the completion report from the Commissioners of Municipalities on the work for which technical sanction has been accorded by them.

253. Disposal of movable articles.— Any movable article belonging to a municipality which becomes of no use by lapse of time or otherwise, may be condemned by the Commissioner or any officer authorised by the Government for this purpose, by issue of an order. The Commissioner shall dispose of such article by public auction within a period of three months from the date of receipt of such condemnation order.

FORM 1

[See rule 244 (1)]

..... **TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION*****APPLICATION FOR REGISTRATION OF CONTRACTORS**

1. Name of the individual/company for registration :
2. Present Address :
3. If partnership firms, names of the Partners along with their addresses :
4. Nature of works being undertaken :
5. (i) Previous experience in execution of municipal works, details of such work, including the maximum value of work :
- (ii) Details and nature of work undertaken in other Companies or agencies :
6. Type and nature of work including the maximum value which can be undertaken in the municipality :
7. The maximum amount which can be deposited in the municipality :
8. Value of security and solvency which can be deposited in the municipality :
9. Total value and solvency of the individual or Company :
10. Details of
 - (a) staff including technical, personnel working :
 - (b) machinery and equipment available :
 - (c) latest equipment, if any, and :
 - (d) any other information connected with contract :

Place:

Date:

Signature of the Applicant.

[*strikeout whichever is not applicable.]

FORM 2

[See rule 244 (2)]

..... **TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION*****CERTIFICATE OF REGISTRATION OF CONTRACTORS****Ref: Application No..... and date**

This certificate is valid for the period from.....to.....

The name ofresiding at has been registered in theTown Panchayat/Municipal Council/Municipal Corporation* as a registered contractor of the Town Panchayat/Municipal Council/Municipal Corporation*, subject to the following conditions:-

(1) Any municipal work relating to the works to be executed on scheduled rates shall be entrusted to the registered contractors.

(2) A letter of intimation together with the work documents and schedule of rates will be sent by post to all registered contractors.

(3) The registered contractors should send a reply in sealed covers for the acceptance of the work to be taken up and also his terms and conditions for such execution of work.

(4) The Commissioner shall have the right to entrust the work to any contractor having regard to the rate quoted by the registered contractors and after ensuring the quality of work to be executed by such contractors.

(5) An agreement in duplicate will have to be furnished by a registered contractor who undertakes the work.

(6) Security and solvency at 2 per cent of the contracted amount in the form of National Savings Certificate or any such form as may be specified by the Commissioner will have to be deposited by the contractor to whom the work is entrusted in the Town Panchayat/Municipal Council/Municipal Corporation*.

Place:

Date:

Seal and Signature of the
Executive Officer/Commissioner*
..... Town Panchayat/
Municipal Council/Municipal Corporation*

[*strikeout whichever is not applicable.]

CHAPTER VIII.**TAXATION.**

254. General guidelines to taxes.— (1) The Commissioner shall prepare and keep assessment books in such form and in such parts and sections as he deems fit, showing the persons and property liable to taxation under the Act.

(2) The assessment books of the municipality shall be open without charge to inspection by any person who pays any tax to the municipality or his authorized agent at all reasonable times.

(3) The Commissioner shall, save as otherwise provided in the Act, determine the tax to which each property or person is liable:

Provided that in the case of tax payable by the Commissioner, the original assessment shall be made by the Mayor or the Director, as the case may be.

(4) (1) The Commissioner shall give to every person making payment of a tax, a receipt thereof signed by him or any person duly authorized by him, or signed using digital signature or facsimile signature duly authorized by him in that behalf.

(2) Such receipt shall specify,—

(a) the date of the payment thereof;

(b) the name of the assessee;

(c) the name of the payer;

(d) the tax in respect of which payment has been made and in the case of property tax, also the property in respect of which payment has been made;

(e) the period for which payment has been made; and

(f) the amount paid.

255. Levy of property tax.— (1) The property tax shall be levied on all lands, buildings, storage structures and telecommunication towers, built on, or attached to, land within the municipality as follows:-

(a) In case of all lands, buildings and storage structures, the tax shall primarily be levied upon the owner thereof; and

(b) In case of telecommunication towers, the tax shall be primarily levied on the owner of the land or building on which such tower is erected.

(c) In case of land leased out by the Government or the municipality under any agreement or licensing arrangement, and the building or storage structure is built by the lessee, the tax shall be primarily levied upon the lessee:

Provided that the assessment order shall specify the ownership of the land and no right of title shall be claimed by the assessee:

Provided further that no property tax shall be levied in respect of premises owned by the municipality and occupied by any person on payment of rent under the Act and Rules.

(2) Property tax shall be paid by the person on whom it is primarily leviable.

(3) The liability of the several owners of any land, building or storage structure constituting a single unit of assessment, which is, or purports to be, severally owned in parts including flats or rooms, for payment of property tax, payable during the period of such ownership, shall be joint and several:

Provided that the Commissioner may apportion the amount of property tax on such land, building or storage structure among several co-owners.

(4) Wherever the person primarily liable to pay such tax is absent or untraceable or has failed to pay the tax or the tax cannot be recovered from him, the occupier shall be liable for payment of property tax and shall also be entitled to the incentive, if admissible:

Provided that if there is more than one occupier, the amount of tax may be apportioned and recovered from each of such occupiers in proportion to the total assessed annual value of the premises as occupied by him.

(5) If the occupier fails to pay the amount due, he shall be deemed to be a defaulter and the said amount may be recovered from him in accordance with section 116-A of the Act and these Rules.

(6) If any amount is recovered from any occupier under these Rules, such occupier shall, in the absence of any contract to the contrary, be entitled to recover the same from the owner and may deduct the same from any rent then or thereafter due by him to the owner.

256. Filing of return for levy of property tax.— (1) Every owner or occupier, as the case may be, of a land, building or storage structure shall file a return to the Commissioner as per Form 1 for the assessment of property tax leviable within thirty days from the date of completion of construction or date of occupation, whichever is earlier.

(2) In case of any addition, alteration or modification in property, whether in terms of extent or usage, the owner or occupier, as the case may be, of the land, building or storage structure shall file a fresh return to the Commissioner as per Form 2 for reassessment of property tax leviable within thirty days from the date of such change:

Provided that the purpose of assessment and reassessment of telecommunication towers under sub-rules (1) and (2), the owner of the land or building on which such tower is erected shall file a return to the Commissioner as per Form 1 for assessment of property tax leviable within thirty days from the date of lease agreement for erection of the tower and as per Form 2 for reassessment of property tax within thirty days in case of any change or renewal of the lease agreement.

(3) (a) Whenever the title of any person primarily liable to pay property tax on any premises to or over such premises is transferred, the person to whom the same shall be transferred ('transferee') shall file a return as per Form 3 to the Commissioner within three months of registration of the transfer deed.

(b) In the event of the death of any person primarily liable as aforesaid, the person to whom the title of the deceased shall be transferred as heir ('transferee') or otherwise shall file a return to the Commissioner within one year from the date of death as per Form 3.

(c) The name of the transferee shall only be entered against the property in the municipality's property records when any outstanding property tax dues till that half-year have been cleared by the transferee or the transferor:

Provided that no transfer shall be made in the name of the transferee if there is a civil suit related to the property's ownership pending in any court of law:

Provided further that nothing will prevent the municipality from implementing any court order relating to the said property unless there is a stay granted by any competent court.

(4) Every person who makes a transfer as aforesaid without filing a return to the Commissioner shall, in addition to any other liability which he may incur through such neglect, continue to be liable for the payment of the property tax assessed on the premises transferred until he has given notice or until the transfer shall have been recorded in the municipal registers, but nothing in this section shall be held to affect,—

(a) the liability of the transferee for the payment of the said tax; or

(b) the prior claim of the municipality under sub-section (8) of section 82 of the Act.

(5) The Commissioner may, by notice, at any time, require any or every owner or occupier as the case may be, of a building, land or storage structure and in case of telecommunication tower, owner of the land or building on which such tower is erected, to file a return as per Form 1 within fifteen days from the date of such notice:

Provided that the time limit notified under sub-rule (5) may be extended by the Commissioner for a further period not exceeding fifteen days.

(6) (a) If any building or storage structure in the municipality is demolished, destroyed or removed, the owner or occupier as the case may be shall be required to give such notice to the Commissioner and until the notice is given, the owner or occupier shall be liable for payment of property tax for which he would have been liable had the building or storage structure not been demolished, destroyed or removed.

(b) If any telecommunication tower is demolished, destroyed or removed or its lease agreement is terminated by either of the party for any reason whatsoever, the owner of the land or building on which such tower is erected shall be required to give such notice to the Commissioner and until the notice is given, such owner shall continue to be liable for payment of its property tax.

(c) The property tax shall not be levied from the half-year in which the notice of such demolition, destruction, removal or termination of agreement is given by the owner or occupier, as the case may be, or the half-year in which such demolition, destruction, removal or termination of agreement occurs, whichever is later:

Provided that such owner or occupier in case of building and storage structure and in case of telecommunication tower, the owner of the land or building on which it is erected shall continue to be liable for any arrears that may have accrued.

257. Procedure for assessment of property tax.— (1) On receipt of the return in Form 1 or Form 2 or Form 3, as the case may be, the Commissioner or any officer authorised by him in this behalf after verifying the correctness of the details furnished in the return by inspection and necessary enquiries and after satisfying himself that the particulars furnished in the return are correct, shall arrive at the property tax payable in relation to such building, land, telecommunication tower or storage structure in accordance with the rates fixed by the council and pass the assessment order which shall be served to the assessee of the building, land, telecommunication tower or storage structure as the case may be, within thirty days from the date of receipt of the filed return.

(2) The assessee shall be given not less than fifteen days from the date of receipt of the assessment order to raise objections, if any.

(3) The Commissioner shall consider the objections raised by the assessee in such representation and pass written orders thereof, within a period of fifteen days from the date of receipt of the objection.

(4) The property tax payable in respect of lands, buildings, telecommunication towers or storage structures so assessed shall be levied with effect from the half-year in which it is assessed.

258. Procedure for self-assessment of property tax.— (1) The Council may, at any time, introduce a system of self-assessment in any part or whole of the municipality, for any category of properties.

(2) The owner or occupier as the case may be, of the land, building, or storage structure and in case of telecommunication towers, the owner of the land or building on which such tower is erected shall be required to file a return regarding new assessment in case of new construction or occupation and re-assessment in case of additions, alterations or modifications as per the facility made available by the Commissioner within such timelines as indicated under rule 256 and the assessment will be generated based on the return filed without any further inquiries or inspections by the Commissioner.

(3) An audit at random or through pre-defined criteria shall be undertaken for the self-assessments made under sub-rules (1) and (2) in respect of plot size, plinth area, floors, usage and any other particulars, as determined by the Commissioner.

(4) In case any variation is found during such scrutiny, the Commissioner shall correct the assessment and levy and collect the actual property tax leviable as per rule 257, along with levy of fine for filing of incorrect return as per sub-rule (3) of rule 259.

259. Procedure for assessment of escaped assessments.— (1) (a) In cases where no return is filed or where the return filed is incorrect or incomplete, or the assessment has not been made in the half-year in which it should have been made or it is made at a rate which is lower than the rate at which the assessee is assessable, the Commissioner may *suo-motu* authorise any official to make necessary inspection and enquiries.

(b) Based on the information collected during such inspection and enquiries, the Commissioner shall prepare a return as per Form 1 or Form 2 or Form 3, as the case may be and arrive at the property tax payable in relation to such land, building, telecommunication tower or storage structure as per the rates fixed by the Council and pass an assessment order and the owner or occupier of the land, building or storage structure and in case of telecommunication tower, owner of the land or building on which such tower is erected, shall be required to pay the amount due within fifteen days from the date of receipt of such orders, or if the amount is not yet due, within fifteen days from the date on which it becomes due.

(c) A copy of the assessment order along with the prepared return shall be served to the assessee who shall be given not less than fifteen days from the date of receipt of the order to raise objections, if any.

(d) The Commissioner shall consider the objections raised by the assessee in such representation and pass written orders thereof within fifteen days from the date of such representation.

(e) In accordance with section 97 of the Act, such assessment shall be effected either from the half year of the date of completion or occupation of the building if the date of completion or occupation is within six years or for twelve half years excluding current half year if the date of completion or occupation exceeded six years.

(2) In case of failure to furnish a return under rule 256, the Commissioner shall, in addition to the tax determined under sub-rule (1), direct the owner or occupier of any building, land or storage structure, and in case of telecommunication tower, the owner of the land or building on which such tower is erected, to pay by way of penalty a sum of rupees two thousand or five per cent of the half-yearly property tax determined under sub-rule (1), whichever is higher.

(3) In case the Commissioner is satisfied that the assessee has willfully filed an incorrect return, in addition to the revised tax assessed, the Commissioner may also levy a fine of a sum which shall be one hundred per cent of the difference in the half-yearly tax due:

Provided that no such fine shall be imposed unless the assessee concerned has been given an opportunity to file objections, if any, within fifteen days of intimation of such imposition.

260. Procedure for rectification of assessment.— (1) The Commissioner may, on his own motion or on an application made at any time within two years from the date of any order passed by him, rectify any error apparent on the face of the record:

Provided that no rectification which has the effect of enhancing an assessment shall be made unless the assessee has been given a reasonable opportunity of being heard.

(2) Any application filed by the assessee for rectification of assessment under this rule shall be disposed of by a written order of the Commissioner within thirty days of its receipt by considering the representation made by the assessee in the application and the assessee shall be required to pay the amount fixed on the rectification of assessment within fifteen days of the date of receipt of such orders, or if the amount is not yet due, within fifteen days from the date on which it becomes due:

Provided that in cases where objection or representation of the assessee has already been considered and disposed of by the Commissioner under any other rule herein, the assessee may file an appeal with the Taxation Appeals Committee.

(3) Any such rectification in the assessment made by the Commissioner under this rule shall be deemed to have taken effect from the date at which the original assessment was carried out.

(4) Nothing in this rule shall apply to cases of escaped assessment as defined under section 97 of the Act and assessed as per rule 259.

(5) The procedure laid down for assessments, re-assessments, rectifications and verification of returns shall be applicable between one general revision and another general revision of property tax.

261. Assessment not be undertaken in certain cases.— Notwithstanding anything contained under these rules, the following properties falling within the limits of the municipality shall not be assessed for the purpose of levying property tax,—

(a) properties notified as 'water course' or 'water catchment area' by the Revenue Department or encroached tanks as provided under the Tamil Nadu Protection of Tanks and Eviction of Encroachment Act, 2007 (Tamil Nadu Act 8 of 2007);

(b) properties where a stay is granted against assessment by a competent Court of Law.

262. Method of assessment of property tax.— (1) Every building shall be assessed together with its site and other adjacent premises occupied as an appurtenance thereto unless the owner of the building is a different person from the owner of such site or premises.

(2) (a) The annual value of the lands, buildings and storage structures shall be deemed to be the gross annual rent at which they may reasonably be expected to be let out from month to month or year to year, subject to a ten percent deduction of that portion of such annual rent which is attributable to the building or storage structure alone, apart from their sites and adjacent lands occupied as an appurtenance thereto; and the said deduction shall be in lieu of all allowances for repairs or on any other account as per section 83 of the Act.

(b) The rental values of lands, buildings and storage structures shall be as per the basic zonal values as calculated by the municipality and approved by the Council.

Explanation.- For the purpose of this rule, 'basic zonal value' shall be read as 'basic street rate' in the case of Chennai City Municipal Corporation. Further, in case of Chennai City Municipal Corporation, the street of the land, building or storage structure for the purposes of assessment of property shall be as recorded in the land registration document.

(c) The basic zonal values may be determined separately for residential, non-residential, industrial, educational or any other category of lands, buildings, storage structures as determined by the council and may vary with the size of the properties.

(d) For calculation of the property tax due, the area shall be calculated on plinth area basis for buildings and storage structures where 'plinth area' shall mean the built up covered area measured at the floor level of the basement or of any storey.

(e) The basic zonal value method of determination of annual value of lands, buildings and storage structures shall be applicable for private properties, State Government departments and entities, Government of India's public sector undertakings, and enterprises which are not exempted from property tax under section 87 of the Act.

(f) In case of telecommunication towers, the annual value shall be deemed to be the gross annual rental yield derived from such telecommunication towers subject to a ten percent standard deduction on the annual value of the tower in lieu of all allowances for repairs or on any other account whatever and the rental yield shall be calculated on the basis of the rent paid by the telecommunication companies to the owner of the land or building on which such tower is erected as indicated under the lease agreements and the assesseees would be required to submit such details to the municipality from time to time:

Provided that if the agreements are not produced or the rent cannot be determined, for any reason whatsoever and if the owner or the land and building is same as the owner of the tower, the gross annual rent for the telecommunication tower shall be taken to be the same as that of the nearest telecommunication tower that has been assessed.

(g) (i) In case, in the opinion of the Commissioner, the gross annual rent cannot be estimated based on the basic zonal values (or basic street rates in the case of Chennai City Municipal Corporation), due to any reason whatsoever, the annual value of the premises shall be deemed to be six per cent of the total estimated value of the land and estimated present cost of construction of the building, as the case may be, after deducting a reasonable amount towards depreciation which shall in no case be less than ten per cent of such cost, where;

(ii) the Commissioner shall determine the value of the land based on the guideline values notified by the Registration Department and estimate the cost of construction of the building as per the 'schedule of rates' as issued and revised by the Public Works Department, from time to time.

(h) In the case of any building in any industrial estate wherein essential amenities including water supply, drainage and lighting are not provided by the municipality but provided by the Industries department of the Government, the annual value of such building shall be deemed to be four per cent of its capital value where the Commissioner shall determine the capital value of the land as per the guideline values determined by the Registration Department and the capital value of the building as per the Schedule of Rates issued by the Public Works Department at the time of the assessment.

Explanation.— For the purpose of this sub-rule, the Commissioner shall have the authority to determine whether the essential amenities to the industrial estate have been provided by the Industries, Investment promotion and commerce department of the Government or by the municipality.

263. Levy of service charge in lieu of property tax in case of exempted properties.— (1) The municipality shall levy service charge in lieu of property tax on properties of Government of India and its departments as per extant Acts, Rules and Instructions of Government of India.

(2) For all other cases of exempted lands, buildings, telecommunication towers or storage structures, service charge shall be levied at the rates determined by the council under section 88 of the Act.

264. Rates of property tax to be approved by the Council.— (1) The property tax shall be levied at such percentage of the annual value of the building, land, storage structure or telecommunication tower as may be determined by the Council based on the floor rates fixed by the Government as provided in section 81 of the Act.

(2) The annual value of land, buildings, storage structures or telecommunication towers shall be revised every year by the simple average growth rate of the Gross State Domestic Product for the preceding five years or by six per cent, whichever is higher except for the years in which general revision is carried out.

(3) The general revision of the assessment of property tax in relation to lands, buildings, storage structures and telecommunication towers situated within the municipal limit shall be done once in five years.

Explanation.— 'General revision' shall mean a change in the basic zonal values or basic street rates as the case may be or the rate of taxation in the municipality or the methodology of assessment and nothing shall prevent the Commissioner from undertaking routine assessments or reassessments as per rule 257.

(4) The Commissioner may provide certain rebates to the owner or occupier as the case may be, on the property tax payable on the basis of construction type and age of the building or storage structure subject to the Council's approval:

Provided that the age rebate shall be provided only during general revision and shall be applied only on that portion of annual value which is attributable to the building or storage structure alone:

Provided further that such rebate shall not exceed fifty per cent of the gross property tax payable in any case.

(5) Any proposal to levy or increase the rate of any tax (including general revision of property tax) or to effect any change in the mode of levy or the manner of collection, or to revise the basic zonal value or basic street rate, as the case may be, shall be placed before the Council. Before the Council decides to make such changes, it shall direct the Commissioner to publish a notice in a vernacular newspaper and an

English newspaper, of its intention and assesses shall be given not less than thirty days from the date of publication of such notice to submit their objections, if any. The Council may, after considering the objections, if any, received within the specified period, determine by resolution to increase the rate of any tax (including general revision of property tax) or to effect any change in the mode of levy or the manner of collection, or to revise the basic zonal value or basic street rate. Such resolution shall specify the date from which such changes shall be effected.

(6) The Commissioner shall publish the approved resolution of the council in the District Gazette.

265. Preparation of assessment books.— (1) The Commissioner shall enter the annual value of all lands, buildings, telecommunication towers and storage structures determined by him and the tax payable thereon in the computerised assessment books (or demand register) maintained for this purpose at the municipal office.

(2) Such books shall record the following particulars, insofar as they can be ascertained, with regard to each assessable item and shall be revised from time to time as and when the property tax records are modified due to change in particulars:

- (a) the name of the owner and his contact number;
- (b) the name of the occupier and his contact number;
- (c) the name of the administrative zone, ward and street, if any, in which it is situated, any survey number with the village name which it bears;
- (d) year in which the assessable item was originally assessed and last assessed;
- (e) a description of the assessable item like plinth area of the building and of each storey (in sq.ft.); the number of storeys in the building; area or extent of land (in sq.ft.);
- (f) the annual value or capital value of the assessable item, as the case may be;
- (g) the amount of half-yearly tax payable;
- (h) usage of the assessable item, i.e. residential, non-residential, industrial, educational or mixed use purpose, telecom towers, storage structures, etc.; or
- (i) the amount received as rent or lease amount per year, if applicable.

(3) The assessment books shall be completely revised in case of general revision by the Commissioner once in every five years or earlier as per the guidelines issued by the Director or the Government:

Provided that nothing in this rule shall prevent the Commissioner from making routine changes in the assessment books as per provisions of the Act and these Rules:

Provided further that, in case, general revision is not undertaken whenever it is due for any reason whatsoever, the Commissioner may undertake a resurvey or reassessment of all or any of the properties in the municipality at the existing basic zonal values and tax rates.

(4) The Commissioner may, at any time, serve a notice on the owner or occupier of each land, building or storage structure as the case may be and, in case of telecommunication tower, on the owner of the land or building on which such tower is erected, within the municipal limit and such owner or occupier may within fifteen days of receipt of such notice raise objections, if any, regarding the assessment with the Commissioner.

(5) The Commissioner shall dispose of such objections within thirty days of its receipt and pass written orders thereof, and the owner or occupier in case of land, building or storage structure, and in case of telecommunication tower, the owner of the land or building on which such tower is erected, shall be required to pay the amount fixed on revision within fifteen days of the date of receipt of such orders, or if the amount is not yet due, within fifteen days from the date on which it becomes due.

(6) (a) The owner or occupier as the case may be, shall be provided with a property tax book or card, either in physical or digital form, which shall contain all details relating to the assessable item and the amount of property tax payable.

(b) The property tax book or card shall be valid until the assessment is revised during a general revision or earlier, as directed by the Government in this behalf.

266. Assessment of vacant land.— (1) Where there is any land without any building situated on it, except land used for agricultural purposes, within the municipal limit, the Commissioner shall determine the property tax payable for such land having regard to its location and the rate fixed by the Council subject to the minimum and maximum rates as recommended by the Government from time to time.

(2) Where there is any land with a building situated within the municipal limit, and if the extent of land left vacant exceeds twice the plinth area of the building, the Commissioner shall levy vacant land tax on such vacant land which exceeds twice the plinth area of the building along with the property tax at the rate fixed by the Council.

267. Criteria for exemption from property tax to certain institutions.— (1) The Council may grant exemption to,—

(a) places used for charitable purposes of sheltering the destitutes or animals and orphanages, homes and schools for the deaf and dumb, asylum for the aged and fallen women and such similar institution purely on philanthropic lines as per clause (c) of section 87 of the Act; and

(b) charitable hospitals and dispensaries under clause (e) of section 87 of the Act.

(2) The exemption may be granted having regard but not limited to the following factors:-

(a) The institution is registered or recognized under any law for the time being in force;

(b) The income of the institution is exempted for the purpose of income tax;

(c) The income of the institution is fully or substantially used (i.e. eighty-five per cent of the income) for charitable purposes;

(d) In case of charitable hospitals and dispensaries, at least seventy-five per cent of the institution's patients in a year are treated free of cost or at concessional rates;

(e) The objects of the institution are charitable, philanthropic and serve the public cause, determination of which may include on ground verification or such inquiry as the Commissioner considers necessary;

(f) Verification of the submitted audited accounts of the institution; and

(g) The property should not be in violation of any Act or Rules.

(3) Before the Council decides to grant any exemption under this rule, it shall direct the Commissioner to publish a notice in the District Gazette and in a vernacular and an English newspaper to invite objections within thirty days from the date of publication of such notice. The Council may, after considering the objections, if any, received within the specified period, determine by resolution to grant or reject such exemption and the exemption, if granted, shall apply from the half-year of such resolution:

Provided that the Commissioner shall issue a demand notice to the applicant for payment of all expenses to be incurred by the municipality in the process and the applicant shall pay, through challan at the municipal treasury, such amount before publication in the Gazette.

268. Time limit for payment of half-yearly property tax.— (1) (a) The owner or occupier of a land, building or storage structure, and in case of telecommunication tower, the owner of the land or building on which such tower is erected, shall pay the property tax for the first half year between the 1st April and 30th September; and for the second half year between the 1st October and 31st March.

(2) In case the property tax due for the half-year is paid within thirty days from the date of commencement of the half-year, the owner or occupier as the case may be, shall be granted an incentive of five per cent of the net property tax payable, subject to a maximum of five thousand rupees.

(3) In case the half-yearly property tax is not paid within such half-year, i.e. by end of September or by the end of March, as the case may be, in addition to the half-yearly property tax due, the municipality shall levy interest at the rate of one per cent simple interest per month on the owner or occupier as the case may be, for such half-yearly tax, until it is paid.

Explanation.— The interest shall be levied on the first day of every month.

(4) Reduction or waiver of interest amount,—

(a) In the case of assessments of Central Government and State Government buildings or their public sector undertakings, the municipality shall not reduce or waive the interest levied except with the previous approval of the Council; and

(b) In the case of private or non-government assessments, the Council shall not reduce or waive the interest levied except with the prior sanction of the Government.

(5) Where the arrears amount are due to the municipality consequent on the orders delivered by the Taxation Appeals Committee or any court in the case of an appeal preferred by the assessee, the owner or occupier shall be liable to pay the said amount with one percent simple interest per month from the due date of payment of the said amount, within thirty days from the date of delivery of the order.

269. Procedure for Recovery of Taxes under section 116-A of the Act.— (1) Where any tax is due from any person, the Commissioner shall serve upon such person a notice in Form 4 for the sum due before he proceeds to enforce the provisions of section 116-A of the Act.

(2) The notice under sub-rule (1) shall be signed by the Commissioner and shall contain,—

(a) a statement of the period and a description of the occupation, property, or thing for which the tax is charged and other particulars of the demand;

(b) notice of the liability which may be incurred in default of payment; and

(c) the time allowed for payment.

(3) The notice shall be served to the defaulter as per section 194 of the Act.

(4) (i) If the amount due on account of any tax is not paid within fifteen days from the date of service of the notice and if the person from whom the tax is due has not shown any cause to the satisfaction of the Commissioner as to why it should not be paid, the Commissioner may recover under his warrant by,—

(a) distraint and sale of the movable property of the defaulter; or

(b) attachment and sale of the immovable property of the defaulter; or

(c) if the defaulter is the occupier of any premises in respect of which a tax is due, by distress and sale of any movable property which may be found in or on said premises;

the amount due on account of the tax and interest thereon together with such further sums as will satisfy the probable charges that will be incurred in connection with the detention and sale of the property so distrained:

Provided, that the movable property described in the proviso to sub-section (1) of section 60 of the Code of Civil Procedure, 1908 (Central Act V of 1908), shall not be liable to distraint.

Explanation.— 'premises' refers to lands, buildings, storage structures and telecommunication towers, as the case may be.

(ii) The warrant under clause (i) of sub-rule 4 shall be sent in Form 5.

(5) The distress shall not be excessive, that is to say, the property distrained shall be as nearly as possible equal in value to the tax and interest thereon due by the defaulter, together with all expenses incidental to the warrant, distraint, detention and sale of the property.

(6) (i) For executing a warrant of distress of movable property, any officer charged with the execution of a warrant under a special order in writing by the Commissioner, may between sunrise and sunset, break open any outer or inner door or window of a building in order to make the distress, if he has reasonable ground to believe that such building contains property which is liable to seizure, and if, after notifying his authority and purpose and duly demanding admittance, he cannot otherwise obtain admittance:

Provided that the officer shall break open any outer or inner door or window of a building in the presence of a police officer. For this purpose, he shall represent the Commissioner's special order to the officer in charge of the nearest police station. On such representation, the officer in charge of the said station shall send a police officer to the spot:

Provided further that such officer shall not enter or break open the door of any premises appropriated to women until he has given three hours' notice of his intention and has given such women an opportunity to withdraw.

(ii) The officer charged with the execution of a warrant shall, before making the distraint, demand payment of the tax due, interest thereon and the warrant fee. If the amount due is paid, no distraint shall be made. If the amount is not paid, the officer shall,—

(a) seize such movable property of the defaulter as he may think necessary;

(b) make an inventory of the property seized; and

(c) give to the person in possession of the property seized at the time of seizure, a written notice containing a copy of the inventory and intimation of sale in case of non-payment of tax due, interest thereon, warrant fee and distraint fee in Form 6:

Provided that a period of seven days shall be allowed for paying the amount due and redeeming the property seized.

(iii) When the property seized is perishable or subject to speedy and natural decay or if the expense of keeping it will, together with the amount due, exceed the value of the property, the Commissioner may sell it at any time before the expiry of the said period of seven days unless the amount due is paid sooner.

(7) (i) The notice for attachment and sale of immovable property shall be sent in Form 7 and the attachment notice shall prohibit the defaulter from transferring or charging the property in any way and prohibiting all persons from taking any benefit from such transfer or charge and declaring that the property will be brought to sale in due course of law unless the amount due, along with the costs of recovery are paid to the municipality within fifteen days from the date of the notice.

(ii) Any officer charged with the execution of a warrant under a special order in writing by the Commissioner shall effect the notice by affixing a copy of the notice thereof to some conspicuous part of the property, by public proclamation at some place or adjacent to the property by an announcement through a public address system and by publication of the notice in a vernacular and an English newspaper and the latest of such dates shall be considered as the date of notice.

(iii) Any transfer of or charge on the property attached or any interest therein made without written permission of the Commissioner shall be void as against all claims of the municipality enforceable under the attachment.

(8) (i) The Commissioner may, when attaching the property of a defaulter, or at any time during such attachment, assume the management of the property attached, and in such cases, he shall appoint an agent, whether a person or a firm, with a proper establishment of officers to manage the property, and shall give the agent certificate of appointment with written instructions in Form 8, and the expenses of management shall be defrayed out of the income of the property:

Provided that where the property may be too inconsiderable to admit of its being charged with the salary of an agent, it shall be committed to the care of such revenue officer as the Commissioner may select, who shall be subject to all the provisions herein contained in respect of agents.

(ii) Notice of the assumption of management by the agent in Form 9 shall forthwith be served on the defaulter in the manner prescribed under sub-rule (3), and shall be notified by public proclamation on the property, and by publication in a vernacular and English newspaper.

(iii) It shall be the duty of the agent during the continuance of the management to collect the rents and profits due, or accruing due, upon the property, according to the engagements subsisting between the defaulter and the parties holding under him, or according to established usage where no specific engagement exists. The agent shall keep accounts of all his receipts and disbursements and submit the same and pay over the balance to the Commissioner or his authorised officer, whenever required, and the defaulter shall be at liberty to inspect the accounts at all reasonable times and to take copies of the same at his own expense.

(iv) When the defaulter's property has been placed under an agent's management, the defaulter may proceed by prosecution or suit against that agent, in respect of any criminal or illegal act done by him to the injury of the defaulter or his property, and all tenants, or other persons holding by subordinate title, shall have the same remedies against him as they would have had against the defaulter if the act were done by the defaulter.

(9) (i) If the amount due to the municipality by the defaulter on account of the tax and interest due, warrant fee, distraint fee and the expenses incidental to the detention of movable property or attachment of the immovable property are not paid within the period prescribed under such notice under sub-rules (6) and (7) and if the distraint warrant is not suspended by the Commissioner, the property seized or a sufficient portion thereof, shall be sold by public auction to the highest bidder under the Commissioner's orders and the sale proceeds shall be applied to the payment of the amount due to the municipality.

(ii) Before public auction, the Commissioner or an officer authorised by him in this behalf shall issue a notice thereof in Form 10 in English and Tamil, specifying the defaulter's name, time, place and conditions of sale and shall specify as fairly and accurately as possible, the details of the property to be sold; the amount of revenue, if any, assessed on the property or any part thereof; the amount for the recovery due to which the sale is ordered; the reserve price, if any, below which the property may not be sold.

(iii) This notice shall be affixed on the notice board of municipality's office, at the nearest police station, on some conspicuous part of the property specifically in case of sale of immovable property, uploaded on the Municipality's website, be published in a vernacular newspaper and an English newspaper and in any other manner as prescribed by the Commissioner.

(iv) No sale shall be held until the expiration of thirty days in the case of immovable property or fifteen days in the case of movable property from the latest date on which the notices under sub-rule (9) (iii) have been published.

(v) For the purpose of determining the value of the property distrained or attached, the Commissioner shall ascertain the fair market value of the property as follows: -

(a) in the case of immovable property, the Commissioner may appoint an independent valuer for estimating the property's market value and the reserve price of the property for the auction shall be determined on the basis of market value estimated by the appointed valuer, the property's guideline value as per the rates notified by the Registration Department and any necessary enquiries undertaken by the Commissioner for determination of reserve price:

Provided that the reserve price shall in no case be less than the guideline value of the property as per the rates notified by the Registration Department for land and the schedule of rates for building as notified by Public Works Department.

(b) in the case of movable property, the price it would fetch if sold in the open market on the valuation date, which may be ascertained by the Commissioner based on local enquiries.

(vi) All persons bidding at a sale may be required to state whether they are bidding on their own behalf or as agents, and, in the latter case, will be required to deposit a written authority signed by their principals. If such requisition is not complied with, their bids may be rejected.

(vii) The property will be sold off by public auction to the highest bidder and the person declared to be the purchaser at the auction shall deposit twenty five percent of the bid amount to the Commissioner or any officer authorised by him in that behalf on the day of the auction for confirmation of sale, and in default of such payment, the property shall forthwith be resold. The purchaser shall deposit the remainder of the purchase-money within thirty days from the date of sale in the case of immovable property and within fifteen days in the case of movable property and upon such payment, subject to the Commissioner's orders, the sale shall become absolute as against all persons whatsoever and the purchaser shall be issued a certificate of sale in Form 11:

Provided that if the purchaser fails to deposit the remainder of the purchase-money within the stipulated time, the deposited money shall be forfeited to the municipality and the defaulting purchaser shall forfeit all claims to the property or to any part of the sum for which it may be subsequently sold.

(viii) Where the purchaser refuse or omit to deposit the said sum of money, or the purchaser fails to deposit the remaining purchase-money, the property shall be resold under public auction and the amount of all loss or expense shall be recoverable from such defaulting purchaser in the same manner as arrears of tax.

(ix) The provisions of clauses (vii) and (viii) of sub-rule (9) shall not apply to cases where immovable property sold under these rules is purchased by the Government.

(10) (i) In case the property distrained or attached could not be sold during the first public auction due to no receipt of bids, bids being lower than the reserve price of the property, or the purchaser refusing or omitting to deposit the purchase-money as per timelines stipulated under these Rules or for any other reason, the Commissioner shall, in the case of immovable property, conduct at least two additional public auctions held over a period of minimum one year from the date of attachment and in the case of movable property, one additional public auction held over a period of six months from the date of distraint.

(ii) In case the sale of the property is unsuccessful despite such attempts, the property's ownership shall be transferred to the municipality and the municipality may execute such transfer with a token bid amount of one rupee.

(11) If the defaulter or any person on his behalf pays the entire amount due on account of the tax, interest thereon, warrant fees, distraint fees or any other expense incidental to the detention or attachment and sale of the property, any time before the sale becomes absolute as per sub-rule (9)(vii), the property seized or attached shall be returned to the defaulter and the distraint or attachment, as the case may be, shall stand removed as per order of withdrawal of distraint or attachment issued by the Commissioner in Form 12 which shall also be published in the manner prescribed by the Commissioner. In such cases, the Commissioner shall by order set aside the sale and shall repay to the purchaser the purchase money deposited by him.

(12) The surplus of the sale-proceeds, if any, shall immediately after the sale of the property, be credited to the Municipal fund, and notice of such credit shall be given in Form 13 at the same time to the person whose property has been sold or his legal representative and if the same is claimed by written application to the Commissioner within one year from the date of receipt of such notice, a refund thereof shall be made to such person or his representative. Any surplus not claimed within one year shall be the property of the municipality. If the proceeds of the sale are insufficient for the payment of the amount due on account of the tax, interest thereon, warrant fee, distraint fee and other expenses incidental to the detention or attachment and sale of the property, the Commissioner may again proceed under sub-rules (4) to (10) in respect of the sum remaining unpaid.

(13) (i) The Commissioner shall consider any objections to the distraint or sale of any movable property and attachment or sale of immovable property raised within fifteen days of execution of the warrant and he may postpone the sale pending investigation thereof based on such terms as he deems fit:

Provided that such objections shall only be entertained if the objector provides satisfactory evidence to the Commissioner that on the date of distraint or attachment, the objector had some interest in the property in question.

(ii) Where the Commissioner is satisfied that the property was, on the said date, distrained or attached, he shall disallow the objection and proceed with the process of sale. In cases where, upon investigation, the Commissioner is satisfied that the property was not liable to distraint or attachment, he shall set aside the distraint or attachment and release the property, wholly or to the extent as he thinks fit, from distraint or attachment; and in case the property has already been sold, the sale's proceeds shall be given to the person appearing to be entitled thereto and the Commissioner may again proceed under sub-rules (4) to (10) and all fees and expenses connected with the first distraint and sale shall be recoverable from the defaulter if it shall appear to the Commissioner that he wilfully permitted the distraint or attachment of the property when to his knowledge it was not liable to distraint or attachment.

(14) (i) Distraint fees shall be payable at such rates not exceeding those mentioned in the Table below and may be amended from time to time, as determined by the Council:—

THE TABLE.

Sum Distrained for (in Rs.)	Fees (in Rs.)
(1)	(2)
Under one lakh	5,000/-
One lakh and above but not exceeding five lakh	10,000/-
Five lakh and above but not exceeding ten lakh	20,000/-
Ten lakh and above but not exceeding fifteen lakh	30,000/-
Fifteen lakh and above but not exceeding twenty lakh	40,000/-
Twenty lakh and above but not exceeding twenty-five lakh	50,000/-
Twenty-five lakh and above but not exceeding thirty lakh	60,000/-
Thirty lakh and above but not exceeding thirty-five lakh	70,000/-
Thirty-five lakh and above but not exceeding forty lakh	80,000/-
Forty lakh and above but not exceeding forty-five lakh	90,000/-
Forty-five lakh and above but not exceeding fifty lakh	1,00,000/-

Distraint fees shall not be held to include the expenses incidental to the detention and sale of any property distrained under the Act.

(15) Fees for warrants issued under sub-rules (4), (6) and (7) shall be payable at such rates as specified by the municipality and approved by the Council.

(16) (i) The immovable and movable property of a defaulter may be distrained wherever it may be found within the State.

(ii) If it is necessary to distraint property outside the limits of the city, the Commissioner shall address his warrant to such public servant having local jurisdiction as the State Government may by general or special order direct. Such public servant shall execute the warrant himself or cause it to be executed by some person subordinate to himself.

(iii) Subject to the modification set out in the following clauses, the provisions of sub-rules (4) to (15) shall apply to the execution of the warrant and the disposal of the sale-proceeds.

(iv) For the purpose of action under sub-rules (6) and (7), no special order in writing of the Commissioner shall be required, but if the public servant to whom the warrant is addressed, charges any subordinate with the execution thereof, he shall furnish such subordinate with a special order in writing to that effect, and such subordinate shall then have authority to take action under the rule.

(v) For the purpose of auction under sub-rule (9), the public servant to whom the warrant is addressed may, without further orders from the Commissioner, sell or direct the sale of the property seized and shall, on completion of the sale, transmit the proceeds to the Commissioner, subject to such deduction, if any, as may be necessary, to meet expenses incurred locally.

(vi) It shall be unlawful for such public servant himself or for any person subordinate to him to purchase directly or indirectly any property at any such sale.

(17) Neither the Commissioner nor any municipal officer shall directly or indirectly purchase any property at any sale, of distrained or attached property held under the foregoing rules. However, nothing in this sub-rule shall prevent the municipality from acquiring or purchasing the distrained or attached property as per sub-rule (10).

270. Composition of the Taxation Appeals Committee.— (1) For every town panchayat, the Taxation Appeals Committee (hereinafter referred to as the Committee) shall consist of the Chairperson of the Council who shall also be the Chairperson of the Committee and four Councillors elected by the Council.

(2) For every municipal council, the Committee shall consist of the Chairperson of the Council who shall also be the Chairperson of the Committee and four Councillors elected by the Council.

(3) For every municipal corporation, the Committee shall consist of the Mayor of the Council who shall also be the Chairperson of the Committee, nine Councillors elected by the Council and the following officials of the municipal corporation:—

(a) in the case of Chennai City Municipal Corporation,—

- (i) Deputy Commissioner (Revenue);
- (ii) Regional Deputy Commissioner of the Region concerned;
- (iii) City Revenue Officer;
- (iv) Two Additional Revenue Officers nominated by the Commissioner;
- (v) Three Zonal Assistant Commissioners nominated by the Commissioner; and
- (vi) Three Zonal Assistant Revenue Officers nominated by the Commissioner;

(b) in the case of other municipal corporations,—

- (i) Commissioner;
- (ii) Deputy Commissioner or head of the Revenue Department;
- (iii) three Assistant Commissioners, as nominated by the Commissioner;
- (iv) three Assistant Revenue Officers, nominated by the Commissioner; and
- (v) one Revenue Inspector nominated by the Commissioner:

Provided that in case any of the above mentioned posts are vacant or non-existent, the Commissioner may nominate any other official of equivalent rank to the Committee.

(4) It shall be the responsibility of the municipality to make available such space and resources (including necessary staff) required for conducting hearings of the Committee within the municipality's premises and bear all such costs/expenses associated therewith.

(5) The Deputy Commissioner, Revenue and Finance in case of Chennai City Municipal Corporation and the Commissioner in case of other municipalities shall convene the Committee at least once in every month with a notice of seven calendar days.

(6) The agenda for the meeting shall be prepared by the Commissioner in consultation with the Chairperson of the Committee. The Chairman shall, on a requisition in writing of the Commissioner, convene the meeting within fifteen days of such requisition.

(7) The meetings of the Committee shall not be adjourned in any circumstances other than for want of quorum.

(8) All matters coming before the Committee shall be decided by a majority of the members present and voting at the meeting; and in every case of equality of votes, the Chairperson or in his absence, the presiding member shall have and exercise a second or casting vote.

271. Disposal of appeal by the Committee.— (1) An appeal referred to in section 100 of the Act may be filed within sixty days from the date of receipt of the final assessment order by the assessee:

Provided that the Committee may condone the delay in filing the appeal if sufficient cause is shown to the satisfaction of this Committee for not filing the appeal in time:

Provided further that no appeal shall be entertained by the Committee unless the appellant deposits with the municipality the entire amount due as per the final assessment order by the Commissioner.

(2) Every appeal shall be entered in a register maintained by the Taxation Appeals Committee for this purpose.

(3) The Committee shall, by notice, intimate the person concerned, the place, date and time of hearing of the appeal at least seven calendar days in advance of such hearing. Any person preferring an appeal may appear either in person or through an authorised agent before the Committee.

(4) The revenue officials concerned with the appellate's assessment shall also be intimated of the hearing and shall be present for the hearing.

(5) The Committee shall dispose of the appeal within ninety days from the date of receipt of such appeal.

(6) The Chairperson of the Committee shall be the Presiding Officer for the hearings and no appeal shall be disposed of unless there is a quorum of,—

(a) not less than seven members in the case of municipal corporations which includes at least three councillors and three officials each and the Chairperson or the Presiding Officer;

(b) not less than two Committee members in the case of Municipal Councils and Town Panchayats and the Chairperson or the Presiding Officer:

Provided that if the Chairperson is not present at the meeting due to any reason, the Deputy Chairperson shall preside over the meeting if authorised by the Chairperson in writing, to do so.

(7) (a) While disposing of the appeal filed by a person, the Committee may reduce the tax already fixed by the Commissioner under the following circumstances:-

(i) in case there is a deviation from procedure or provisions under the Act and these Rules or an evident discrepancy regarding the tax calculation; or

(ii) in case there is an apparent error in any of the elements/ components in the formula used for arriving at the calculated tax;

(b) (i) The Committee shall ascertain the said deviation, discrepancy or error mentioned under sub-rule (1) and shall record its reasons in writing.

(ii) The said deviation, discrepancy or error may be one relating to, but shall not be limited to, the calculation of the area of the building, land, telecommunication tower or storage structure, usage of the property, type of construction of the building, assessed annual value, street of the building, date of effect of the assessment order.

(iii) The Committee shall arrive at a decision in accordance with the procedure outlined by the Government in this behalf under Chapter VIII of these Rules and Chapter VII of the Act or any other subsequent order of the Government.

(c) The Committee may also demand the appellants to produce relevant documents to support their claim and shall pass the order after verifying such documents and hearing both the parties.

(8) (a) The Committee, after providing the appellant an opportunity of being heard, shall pass appropriate orders either allowing the appeal in full or part or reject the appeal for reasons to be recorded in writing. The Committee shall record specifically the reasons along with the details of relevant documents submitted by the appellant in the minutes of the proceedings for reduction of tax, if ordered:

Provided that if the Committee considers that the assessment of tax made by the Commissioner is not in accordance with the provisions of the Act and these Rules, the Committee may remit such appeal to the Commissioner for reconsideration and issue of suitable orders.

(9) If an appellant fails to appear before the Committee on the date of hearing, he may request for another hearing within ten days from the date of his original hearing by recording his reason of absence in writing. In case the appellant misses the second hearing, the Committee shall dispose of the appeal *ex-parte*:

Provided that the Committee may set aside the *ex-parte* order on an application submitted by the appellant and consider the appeal for a hearing by determining whether in the light of all the facts and circumstances both prior and subsequent and of the respective merits, if it would be just and reasonable to do so.

(10) The gist of the order recorded by the Committee shall be attested by the chairman of the Committee or by the presiding officer in the Chairman's absence, and a copy of such speaking order shall be sent to the appellant or his authorised agent within fifteen days from the date of passing of the order.

(11) (a) In case of municipal councils and town panchayats, if the Committee has not recorded the reasons for such reduction of property tax or if the reasons recorded by the Committee for such reduction are not in accordance with sub-rule (7), the Commissioner shall place such appeal again before the committee for hearing in the next meeting of the committee.

(b) The Committee shall after enquiry and consideration of points raised by the Commissioner on such appeal placed before it under clause (a) of sub-rule (11) shall pass revised order in accordance with sub-rule (7) within thirty days from the date of such meeting and such order shall be considered final and necessary changes shall be made in the municipality's assessment books and the appellant's property tax book or card.

(12) Any appeal against the decision of the Committee may be filed within thirty days from the date of receipt of the order to the Principal District Judge or Chennai City Civil Court, as the case may be.

272. Write-off of any tax, fee or other amount.— (1) The Government shall formulate guidelines prescribing reasonable parameters and procedure for writing-off of any tax, fee or other amount due to the municipality, whether under a contract or otherwise, or any sum payable in connection therewith.

273. Levy of Water Tax, Sewerage Tax, Education tax and Library Cess.— (1) The Council may determine the rate of levy of water tax at a rate not exceeding thirty five per cent of the property tax:

Provided that water tax shall not be levied as part of the property tax by any municipality to which the Chennai Metropolitan Water Supply and Sewerage Act, 1978 (Tamil Nadu Act 28 of 1978) applies.

(2) The Council may determine the rate of levy of sewerage tax at a rate not exceeding fifteen per cent of the property tax:

Provided that sewerage tax shall not be levied as part of the property tax by any municipality to which the Chennai Metropolitan Water Supply and Sewerage Act, 1978 (Tamil Nadu Act 28 of 1978) applies.

(3) The Council may determine the rate of levy of education tax at a rate not exceeding five per cent of the property tax.

TAX ON PROFESSION, TRADE, CALLING AND EMPLOYMENT.

274. Definitions.— In this part of this chapter, unless the context otherwise requires,-

(a) "average half-yearly income" means the average of the gross income derived by a person during the two half-years of the previous financial year;

(b) "drawing and disbursing officer" means an officer in Central or State Government departments, Quasi-Government or private company or organisation who is in-charge of passing of the pay bills and disbursement of pay to the employee;

(c) "general revision" means the revision of tax on profession, trade, calling and employment once in five years in a municipality;

(d) "place of work" means in relation to a person liable to pay tax, the place where such person ordinarily carries on his profession, trade, calling or employment, and may include residence of a person if the person works from his residence;

(e) "salary" or "wage" includes pay or wage, dearness allowance and all other remunerations received by any person on regular basis, whether payable in cash or kind, and also include perquisites and profits in lieu of salary as defined under the Income Tax Act, 1961 (Central Act 43 of 1961) but does not include any form of bonus or gratuity;

(f) words and expressions used but not defined in this part shall have the same meanings respectively assigned to them in the Act.

275. Levy of tax on profession, trade, calling and employment.— (1) A person shall be deemed to have transacted business or exercised a profession, trade, calling or employment within a municipality, if such person has an office or place of work within such municipality.

(2) Every person who is engaged actively or otherwise in any profession, trade, calling or employment within a municipality, shall be liable to pay the half-yearly tax to the municipality at the rates specified in the Table below, till such time as the next general revision of tax is carried out by the Council:

THE TABLE.

Sl. No.	Average Half-Yearly Income	Half-Yearly Tax
1	Upto Rs. 21,000/-	Nil
2	From 21,001/- to 30,000/-	Rs. 135/-
3	From 30,001/- to 45,000/-	Rs. 315/-
4	From 45,001/- to 60,000/-	Rs. 690/-
5	From 60,001/- to 75,000/-	Rs. 1025/-
6	From 75,001/- and above	Rs. 1250/-

Explanation.— Schedule outlines an illustrative (but not exhaustive) list of professions, trades, callings and employments liable to pay the said tax under this rule. The municipality may update the list of these classes to include any other profession, trade, calling and employment. All companies or persons engaged in a profession, trade, calling or employment covered in sub-rule (1), whether listed in the Schedule or not, shall be liable to pay profession tax other than those exempted under section 117-H of the Act.

276. Preparation of Master Register of traders and other professionals.— The Commissioner shall make arrangements for preparation of a master register containing the details relating to the traders, professionals and employers within the municipal limit in accordance with the guidelines issued by the Government or by the Director.

277. Mode of assessment and payment of tax by employers in respect of employees.— (1) Every employer liable to pay tax under the Act and these Rules shall file a return to the Commissioner, showing therein the salaries paid by him to the employees and the amount of tax deducted by him in respect of such employees.

(2) The tax payable by any person earning a salary or wage shall be deducted by his employer through the drawing and disbursing officer of the office concerned from the salary payable to such person from the respective pay bill for the month of August and January every year.

(3) The employer shall, irrespective of whether such deduction has been made or not when the salary or wage is paid to such person, be liable to pay the half-yearly tax on behalf of such person to the municipality by 30th September and 31st March every year along with the details in Form 14.

(4) The self-drawing officers of the Central or State Government Departments or Quasi-Government undertakings and organisations shall pay the tax fixed under rule 275 by way of online payment, cheque or demand draft drawn in favour of the Commissioner concerned. While presenting his pay-bill, he shall give a certificate for having paid the tax to the municipality indicating the details of payment in his pay-bill. The Pay and Accounts Officer or the Treasury or the Sub-Treasury Officer, as the case may be, shall honour the pay-bill of the self-drawing officers only if the said certificates are enclosed along with the pay-bill. Such receipts for online payments or cheques or demand drafts shall be sent to the municipality by the drawing and disbursing officer along with the cheque or demand draft relating to the employees of the department, undertaking, company, firm or organisation concerned.

(5) If the pay of an employee was not drawn during January or August of a year, tax shall be deducted when the pay of the individual is drawn subsequently and the challan for payment, cheque, demand draft, proof of online payment for the tax due shall be sent to the Commissioner together with Form 14 within fifteen days of the recovery of such tax.

(6) Even in instances where the drawing and disbursing officer recovers the half-yearly tax due in monthly installments from the employees, he shall make arrangements to remit the half-yearly tax due in one lump sum to the municipality within the time prescribed in sub-rule (2) of this rule.

278. Mode of assessment and payment of tax in respect of other persons.— (1) (a) Every person liable to pay tax to the municipality under the Act and these rules other than a person earning salary or wage, shall furnish a return to the Commissioner in Form 15 within thirty days from the date of commencement of the trade, profession or calling:

Provided that the Commissioner may extend the time limit for filing of returns for a further period not exceeding thirty days.

(2) The person filing a return under sub-rule (1) shall make a self-assessment on the basis of his average half-yearly income. The return shall be accompanied either with a challan for the payment of tax in the municipal office or cheque, demand draft or proof of online payment for the tax due for the first half-year for which the return is being filed. Any such return not accompanied with such challan, cheque, demand draft or proof of online payment shall be deemed to have not been duly filed.

(3) The Commissioner shall acknowledge receipt of such return and payment of tax.

(4) The tax for the subsequent half-years shall be paid by such persons before 30th September for the first half-year and before 31st March for the second half-year, respectively.

(5) The returns filed under sub-rule (1) shall be valid until the next general revision and if there is a change in the average half-yearly income or a change in the place of work, the person concerned shall file a fresh return in Form 15 which shall be accompanied with proof of payment along with proof of evidence for such changes. Such changes shall take effect from the date of filing of return which shall be valid until the next general revision.

279. Deemed Assessment: The Commissioner shall not be required to issue a separate assessment order in respect of every assessee and the return filed under sub-rule (1) of rule 282 and sub-rule (1) of rule 281 shall be deemed to be the assessment by the Commissioner unless altered under rule 281.

280. Checking of returns.— (1) The Commissioner shall make arrangements to verify the returns filed by the employers or persons concerned under sub-rule (1) of rule 277 and sub-rule (1) of rule 278 in the following manner:-

(a) If a person or employer has filed a return for the maximum amount of tax fixed under the rules, or where the return is accompanied by proper evidence as proof for his gross income, such returns shall not need to be verified.

(b) Out of the remaining returns filed, the Commissioner shall make arrangements for random scrutiny of ten per cent of the total number of such returns under each slab rate fixed under the rules and verify the correctness of the same. Such verification shall be completed within the next half-year period and in case of general revision of tax, within the next half-year period after the general revision is over:

Provided that the Commissioner may cause such verification by requiring the assessee to furnish copies of income tax returns, Goods and Services Tax returns and any other relevant documents as may be sought by the Commissioner or by visiting the business premises.

(2) In case the Commissioner, while checking the returns, finds any error relating to the quantum of tax payable in the assessment made by the person or employer concerned, he shall rectify such errors after allowing the person or employer concerned an opportunity to make a representation within fifteen days of intimation of such error.

(3) In case the Commissioner is satisfied that such person or employer has wilfully filed an incorrect or incomplete return, in addition to the revised tax assessed, the Commissioner may also levy a penalty of a sum which shall be one hundred per cent of the difference in the half-yearly tax actually due and that filed by the assessee:

Provided that no such penalty shall be imposed unless the person or employer affected has been given an opportunity to file objections, if any, within fifteen days of intimation of such imposition:

Provided further that no such penalty shall be imposed after the period of three years from the date of assessment.

281. Rectification, revision of assessment.— (1) The Commissioner may, on his own motion or on an application under sub-rule (5) of rule 278, rectify any error apparent on the face of the record or cancel the assessment or reassess the tax in accordance with these rules:

Provided that no such reassessment shall be made *suo-motu* unless the assessee has been given a notice to make any representation with respect to the proposed rectification within fifteen days from the receipt of such notice.

(2) The Commissioner shall consider any such representation and issue written orders thereof within thirty days of receipt of the representation.

(3) Any such rectification in the assessment made by the Commissioner under this rule shall be deemed to have taken effect from the date at which the original assessment was carried out in case such rectification has been undertaken by the Commissioner within two years as per section 98 of the Act.

(4) Where such rectification has the effect of reducing an assessment, the excess amount, if any, paid by a person or employer shall be adjusted towards the tax that may accrue in future and if such adjustment is not feasible, the excess amount shall be refunded to the person or employer by the Commissioner.

282. Cases of escaped assessments in case of profession tax.— (1) In cases where no return is filed by a person or employer or where the return filed is defective and does not contain all the required particulars, or the assessment has not been made in the half-year in which it should have been made or it is made at a rate which is lower than the rate at which the person or employer is assessable, the Commissioner may, based on the details available in the master register maintained under rule 276 or any other information available, *suo-motu* authorise an official to visit such person or employer's place of work and after making such necessary enquiries, prepare the return.

(2) A copy of such return shall be furnished to the person or employer along with a notice of payment for the tax assessed:

Provided that the person or employer concerned shall be given not less than fifteen days from the date of receipt of the return to make a representation to the Commissioner, and in case such representation is received, the Commissioner shall consider the same and pass written orders thereof within thirty days of its receipt.

283. Assignment of permanent account number and issue of card or certificate.— (1) The Commissioner, after receiving the returns filed under sub-rule (1) of rule 277 and sub-rule (1) of rule 278, within thirty days from the date of receipt of such return, shall issue a certificate or card valid for five years.

(2) The Commissioner shall assign a permanent number for a person or employer who files a return under sub-rule (1) of rule 277 and sub-rule (1) of rule 278 and the permanent number shall be indicated in the certificate or card.

(3) The certificate or card issued to a person or employer in between two general revisions of tax shall be valid upto the period when the next general revision of tax is taken up.

(4) If the certificate or card is lost or mutilated, the person or employer may apply for a duplicate copy to the Commissioner along with a challan for Rs. 500/- as payment to the municipality. In case of mutilation, the mutilated certificate or card shall also be enclosed along with the application.

(5) The Commissioner shall provide the applicant a duplicate certificate or card within fifteen days from the date of receipt of such application and such duplicate certificate or card will be valid upto the issuance of a new certificate or card after general revision of the tax.

284. Time limit for payment of tax.— The half-yearly tax shall be paid before 30th September and before 31st March for the first and second half-year, respectively.

285. Mode of payment of tax.— The half-yearly tax shall be paid in the municipal office or in any place during specified hours on all working days as notified by the Commissioner. The payment shall be made either through online payment modes as made available by the municipality, or by cash through challan, cheque or demand draft drawn in favour of the Commissioner.

286. Levy of interest for belated payment.— When a person or employer fails to pay the half-yearly tax within the periods prescribed under rules 277 and 278, the Commissioner shall levy interest at the rate of one percent simple interest per month of the amount unpaid for the entire period of default and the interest shall be levied on the first day of the month.

287. Maintenance of assessment books for collection of tax.— The assessment book for collection of the tax shall be kept in the municipal office which will be used from one general revision to the next general revision and the book shall be maintained in accordance with the general instructions issued by the Government or the Director.

288. Disposal of appeal petition by Taxation Appeal Committee in case of tax on profession, trade, calling and employment.— (1) Any person or employer aggrieved by any order or decision of the Commissioner in relation to the payment of tax (including penalty, fee and interest) may within thirty days from the date of receipt of the order or decision, prefer an appeal to the Taxation Appeals Tribunal, in the case of Municipal Corporation and to the Taxation Appeals Committee in the case of municipal council or town panchayat (hereinafter referred to as the Committee) under section 117-G of the Act:

Provided that the Tribunal or Committee, as the case may be may condone the delay in filing the appeal, subject to the satisfaction of sufficient cause:

Provided further that no appeal shall be entertained by the Tribunal or Committee, as the case may be, unless the appellant deposits with the municipality the entire amount due as per the final assessment order by the Commissioner.

(2) The Tribunal or Committee, as the case may be shall dispose of the appeal within ninety days from the date of receipt of such appeal.

(3) The procedure for hearing and disposing of an appeal shall be in accordance with sub-rules (2), (3), (4), (6), (9) and (10) of rule 271.

(4) The Tribunal or Committee, as the case may be, after providing the appellant an opportunity of being heard, shall pass appropriate orders either allowing the appeal in full or part or rejecting the appeal for reasons to be recorded in writing. The Tribunal or Committee, as the case may be shall record specifically the reasons along with the details of relevant documents submitted by the appellant in the minutes of the proceedings for reduction of tax due, penalty or interest, if ordered.

(5) (a) In case of Municipal Councils and Town Panchayats, if the Committee has not recorded the reasons for such reduction of the tax or if the reasons recorded by the Committee are not in accordance with the relevant rules under this Chapter, the Commissioner shall place such appeal again in the next meeting of the committee for hearing.

(b) The Committee shall after enquiry and consideration of the points raised by the Commissioner on such appeal pass a final revised order after giving the appellant a reasonable opportunity of being heard.

(6) The decision of the Committee as recorded under sub-rule (4) or (5) shall be final and shall not be questioned in any court of law.

SCHEDULE

[See rule 275 (2)]

TAX ON PROFESSION, TRADE, CALLING AND EMPLOYMENT.**..... TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION***

The Schedule provides an illustrative list of profession, trade, calling and employment that are liable to pay the tax under rule 275 of these Rules.

Persons or companies other than those mentioned under any of the following entries who are engaged in any profession, trade, calling or employment and who are paying tax under the Income Tax Act, 1961 (Central Act 43 of 1961) are also liable to pay tax to the municipality under rule 275.

Further, the municipality may update this Schedule to add any other class of persons or companies who are engaged in professions, trades, callings or employments and are liable to pay tax under rule 275.

Sl. No.	Class of Persons
I	Salary and wage earners whose salary or wages or both as the case may be for a half-year is Rs. 21,000/- or more
II	<ul style="list-style-type: none"> [1] Legal practitioners including Solicitors and Notaries Public [2] Tax consultants, Chartered Accountants and Actuaries [3] Engineers, RCC Consultants, Architects and Management Consultants [4] Technical and Professional Consultants other than those mentioned elsewhere in the Schedule [5] Medical Practitioners, including Medical Consultants (other than practitioners of Ayurveda, Homeopathic and Unani Systems of medicines), Dentists, Radiologists, Pathologists and persons engaged in other similar professions or callings of a paramedical nature [6] Hospitals, clinics and nursing homes [7] Pathological testing laboratories and X-ray clinics [8] Chief Agents, Principal Agents, Special Agents, Insurance Agents and Surveyors or Loss assessors registered or licensed under the Insurance Act, 1938 (Central Act 4 of 1938) [9] Pigmy Agents, UTI Agents [10] Estate agents, brokers [11] Individuals or institutions conducting chit funds [12] Bankers who are financing the trade against hundies or other securities by way of short term advance on interest [13] Journalists [14] Educational Institutions and Tutorial Colleges or Institutes
III	<ul style="list-style-type: none"> [1] Members of Stock-Exchanges recognized under the Security Contracts (Regulation) Act, 1956 (Central Act 42 of 1956) [2] Stock brokers, sub-brokers recognized by the Stock Exchange Board of India, including Forwarding and clearing agents [3] Authorised Assistants recognized by Stock Exchange [4] Banking companies as defined in the Banking Regulations Act, 1949 (Central Act X of 1949) [5] Companies registered under the Companies Act, 2013 (Central Act 18 of 2013) and engaged in any profession, trade or calling [6] A firm registered under the Indian Partnership Act, 1932 (Central Act IX of 1932) engaged in any profession, trade or calling [7] Dealers registered or liable to be registered under the Central Goods and Services Tax Act, 2017 (Central Act 12 of 2017) and the Tamil Nadu Value Added Tax Act, 2006 (Tamil Nadu Act 32 of 2006)

	<p>[8] Occupiers of factories as defined under the Factories Act, 1948 (Central Act 63 of 1948)</p> <p>[9] Employers of establishments defined under the Tamil Nadu Shops and Commercial Establishments Act, 1947 (Tamil Nadu Act XXVI of 1947)</p> <p>[10] Money lenders licensed under the Tamil Nadu Money Lenders Act, 1957 (Tamil Nadu Act 26 of 1957)</p> <p>[11] Cooperative Societies registered under the Tamil Nadu Cooperative Societies Act, 1983 (Tamil Nadu Act 30 of 1983) and engaged in any profession, trade or calling [P5] -</p> <ul style="list-style-type: none"> (i) State level societies (ii) Cooperative sugar factories, spinning mills and banks (iii) District level societies (iv) Below district level but not below taluk level societies <p>[12] Agriculturists growing plantation crops as defined in the Tamil Nadu Agricultural Income Tax Act, 1955 (Tamil Nadu Act 5 of 1955)</p> <p>[13] Owners of transport vehicles (other than auto rickshaws) run on their own or through others under permits granted under the Motor Vehicles Act, 1988 (Central Act 59 of 1988)</p>
IV	<p>[1] Persons trading in REP licences and Exim scrips</p> <p>[2] Persons owning/running Computer Training Institutes/Driving Institutes/Technical Training Institutes</p> <p>[3] Persons engaged in placement services</p> <p>[4] Persons running IT call centres</p> <p>[5] Persons providing entertainment using Dish Antenna, Cable TV, DTH services</p> <p>[6] Persons operating wireless services including pagers service and mobile telephone service</p> <p>[7] Persons providing internet service, running internet cafes, information kiosks.</p> <p>[8] Persons operating e-commerce businesses</p> <p>[9] Multi-system operators (TV signal providers)</p> <p>[10] Private radio broadcasters and operators</p> <p>[11] Persons operating courier service including Agents of courier service</p> <p>[12] Persons running security services</p> <p>[13] Designers and landscaping consultants, Vaastu, Fengshui and other similar consultants</p> <p>[14] Property Developers including Land Developers and Building/Flat Developers</p> <p>[15] Persons licensed or approved as contractors by the Railways, State or Central Government, Municipal Corporations, Local Authorities or any other person or agency, namely, Contractors constructing roads, dams, canals, bridges, culverts including civil or masonry work, railways sleeper contractors, forest contractors and electrical contractors</p> <p>[16] Contractors executing works contracts</p> <p>[17] Owners of Oil Pumps and Service Stations and where any oil pumps and service stations are leased, the lessees thereof</p> <p>[18] Self-employed persons in the motion picture industries including Directors, Actors and Actresses , Playback Singers, recordists, editors, Cameramen and still photographers</p> <p>[19] Film distributors</p> <p>[20] Cinematograph film processors</p> <p>[21] Owners of outdoor film shooting units</p> <p>[22] Owners of cinema theatres including touring talkies and video parlours</p> <p>[23] Persons organizing events, pageants, fashion shows and the like</p> <p>[24] Persons owning Marriage Halls/Kalyana Mandapams</p> <p>[25] Owners of bars, pubs and restaurants</p> <p>[26] Licence Holders of distilleries, bottling units and vending of arrack (other than sub lessees)</p> <p>[27] Licensed wholesale dealers of liquors other than toddy and arrack including Licensed imported foreign liquor vendors</p> <p>[28] Owners of residential hotels, lodging houses or guest houses</p> <p>[29] Persons running clubs including recreation clubs and gymnasiums</p> <p>[30] Race horse owners and trainers licensed by the turf clubs including Jockeys licensed by the turf clubs/race clubs</p> <p>[31] Travel agents including rail and air travel agents</p> <p>[32] Transport contractors</p> <p>[33] Persons operating Air taxi and helicopter services</p> <p>[34] Persons operating city-taxi services</p>

	<p>[35] Persons engaged in maintenance or running of vehicles, including bicycle parking places or areas</p> <p>[36] Persons acting as brokers, commission agents and the like for purchase and sale of old or used motor vehicles</p> <p>[37] Persons running weigh bridges</p> <p>[38] Beauty parlours, dry cleaners and interior decorators</p> <p>[39] Persons owning or running places providing massage, sauna and other health and beauty improvement services</p> <p>[40] Yoga and Reiki Training Centres</p> <p>[41] Astrologers, Astro-palmists, Numerologists and Faith healers</p> <p>[42] Advertising firms/agencies</p> <p>[43] Persons providing billboards</p> <p>[44] Persons using photocopying machines for job works</p> <p>[45] Persons acting as agents, consultants and the like for any company or firm engaged in any business</p>
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[* ~~strikeout~~ whichever is not applicable.]

FORM 1

[See rules 256 (1) (2) and (5) and 257 (1)]

RETURN FOR ASSESSMENT OF PROPERTY TAX..... **TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION***

1. Zone No. Mobile Number Name of the Owner (Mandatory)	Ward No.	
2. Name of the Owner/Occupier		
3. Address: Door Number Apartment Number Street Colony Name Locality or Area Name Pin Code		
4. Communication Address (if different from address of the land, building, telecom tower, structure being assessed)		
5. Email address		
6. Building Plan Approval Number, if available		
7. Building Plan Approval Date, if available		
8. Type of Land, Building, Structure or Tower		Independent Building Residential Flat Telecommunication Tower Storage Structure Vacant Land
9. Ownership of land		Private Central Government State Government Municipal Council/ Town Panchayat/ Municipal Corporation
10. Ownership of building/structure/tower		Private Central Government State Government Municipal Council/ Town Panchayat/ Municipal Corporation
For Independent Building/Vacant Land/Structure: 11. Plot Area/ Extent of land (in sq.ft.): 12. Total Plinth Area also referred as Covered Built-up Area (in sq.ft.):		

13. For Residential Flats Document No: Date: Sub – Registrar Office	Total built-up area of flat including covered common area (in sq.ft.) Covered parking area (in sq.ft.)						
14. Usage:	Residential Non-Residential (includes shops, shopping complexes, cinema theatres, offices, banks, ATMs, hotels, restaurants, pubs, hostels, gyms, bars, parlours, hospitals, nursing homes, clinics, dispensaries, diagnostic labs, educational institutes, guest houses, lodges, clubs and other places of entertainment, marriage halls, community halls, and any other establishment that is non-residential in nature) Industrial Unit (includes factories with a valid Factory License only) Mixed Usage (Part residential and part-non residential) Telecommunication Tower Storage Structure (in case of underground petrol/ fuel storage) a) Vacant land b) Any other category * <table border="1" data-bbox="783 1029 1329 1093"> <tr> <td>Specify</td> </tr> </table> * The municipality may expand the list to include any other usage categories as per extant provisions of the Act and Rules						Specify
Specify							
15. Construction Type:	Ordinary Thatched Roof Madras Terrace Roof Tiled Sheet Zinc Sheet						
16. Building/Structure Measurements (in sq.ft.) as per table below:							
Nature of Construction	Total Plinth area		Residential Portion		Commercial Portion #		
	Permanent (P)	Semi-Permanent (SP)	Permanent (P)	Semi-Permanent (SP)	Permanent (P)	Semi-Permanent (SP)	
Basement							
Ground Floor							
I Floor							
II Floor							
III Floor							

IV Floor						
Others Floors*						
Head Room						
Lift Room						
Total (sq.ft.)						
# 'Commercial' includes non-residential, industrial, storage structures usage types Details to be given separately						
17. Lease deed agreement details (To be filled in case of telecommunication towers)				Details of land/building where tower is erected: Floor Location (in case tower is erected on building) Date of Erection: Area of land occupied (in sq.ft.): Date of lease deed agreement: Period of the rental agreement: Name of Service provider: Monthly rent as per the agreement (in Rs.):		
18. Date of completion of construction						
19. Date of occupation						
DECLARATION						
<p>I hereby declare that the particulars furnished above are true and correct to the best of my knowledge.</p> <p>I further declare that the above said property is not situated in any water body or waterways or water catchment area. I am aware that if the furnished information is wrong, legal action will be initiated against me.</p> <p>Place: _____ Signature _____ Date: _____ (Applicant)</p>						
<p>Note: The applicant is required to submit the following documents along with the duly filled-in application:-</p> <ol style="list-style-type: none"> 1. Copy of the title deed/registered property documents and link documents 2. Copy of the approved building plan, if available 3. Copy of construction completion certificate, if available 4. Copy of the current lease deed agreement (applicable in case of telecommunication towers) 5. Any other documents to support the application 						

For Official Use Working Sheet: Tax Calculation		
(Copy of the computation sheet to be given to the assessee)		
Annual Value of Land, Building, Storage Structure or Telecommunication Tower (In Rs.):		
General Purpose Tax: %		
Education tax: %		
Water tax:* %		
Sewerage tax:* %		
Library cess: %		
Grand Total (in Rs.):		
Assigned Property Tax Number		
Half-yearly tax due (in Rs.)		
Notice date		
** Provisions related to water tax and sewerage tax shall not apply to any municipality to which the Chennai Metropolitan Water Supply and Sewerage Act, 1978 applies		
This property may be assessed with effect from by cancelling the existing assessment, if applicable.		
Assessor	Additional Revenue Officer	Zonal Officer/Additional Revenue Officer

[* strikeout whichever is not applicable.]

FORM 2

[See rules 256 (2) and 257 (1)]

RETURN FOR REASSESSMENT OF PROPERTY TAX..... **TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION****

<p>1. Zone No. Ward No. Mobile Number</p> <p>2. Property Tax Number</p> <p>3. Name of the Owner (Mandatory)</p> <p>4. Name of the Occupier</p> <p>5. Address: Door Number Apartment Number Street Colony Name Locality or Area Name Pin Code Village Name Survey Number</p> <p>6. Communication Address (if different from the land, building, telecom tower, structure being assessed)</p> <p>7. Email address</p> <p>8. Building Plan Approval Number, if available</p> <p>9. Building Plan Approval Date, if available</p>	
<p>10. Ownership of Land</p> <p>11. Ownership of Building, Land, Tower or Structure</p>	<p>Private Central Government State Government Municipal Council/ Town Panchayat/Municipal Corporation</p> <p>Private Central Government State Government Municipal Council/ Town Panchayat/Municipal Corporation</p>
<p>For Independent Building/Vacant Land/ Structure:</p> <p>12. Plot Area/Extent of Land(in sq.ft):</p> <p>13. Total plinth area also referred as Covered Built-up Area (in sq.ft):</p>	
<p>14. For Residential flats: Document No: Date: Sub – Registrar Office</p>	<p>Total built-up area of flat including Covered common area (in sq.ft.)</p> <p>Covered parking area (in sq.ft.)</p>

15. Usage	<p>(a) Residential</p> <p>(b) Non-Residential (includes shops, shopping complexes, cinema theatres, offices, banks, ATMs, hotels, restaurants, pubs, hostels, gyms, bars, parlours, hospitals, nursing homes, clinics, dispensaries, diagnostic labs, educational institutes, guest houses, lodges, clubs and other places of entertainment, marriage halls, community halls, and any other establishment that is non-residential in nature)</p> <p>(c) Industrial Unit (includes factories factories with a valid Factory License only)</p> <p>(d) Mixed Usage (Part residential and part-non residential)</p> <p>(e) Telecommunication Tower</p> <p>(f) Storage Structure (in case of underground petrol/fuel storage)</p> <p>(g) Vacant land</p> <p>(h) Any other category *</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Specify</div> <p>* The municipality may expand the list to include any other usage categories as per extant provisions of the Act and Rule</p>					
16. Construction Type	<p>(a) RCC Ordinary</p> <p>(b) Thatched Roof</p> <p>(c) Madras Terrace Roof</p> <p>(d) Tiled Sheet</p> <p>(e) Zinc Sheet</p>					
17. Building/Structure Measurements (in sq.ft.) as per table below:						
Nature of Construction	Total Plinth area		Residential Portion		Commercial Portion#	
	Permanent (P)	Semi-Permanent (SP)	Permanent (P)	Semi-Permanent (SP)	Permanent (P)	Semi-Permanent (SP)
Basement						
Ground Floor						
I Floor						
II Floor						

III Floor						
IV Floor						
Others Floors*						
Head Room						
Lift Room						
Total (sq.ft.)						

Commercial portion includes non-residential, industrial and storage structures usage types

* Details to be given separately

18. Building/Structure Measurements before Additions/Alteration (in sq.ft.):

Nature of Construction	Total Plinth area		Residential Portion		Commercial Portion#	
	Permanent (P)	Semi-Permanent (SP)	Permanent (P)	Semi-Permanent (SP)	Permanent (P)	Semi-Permanent (SP)
Basement						
Ground Floor						
I Floor						
II Floor						
III Floor						
IV Floor						
Others Floors*						
Head Room						
Lift Room						
Total (sq.ft.)						

* Details to be given separately

#Commercial portion includes non-residential, industrial and storage structures usage types

19. Lease deed agreement details
(To be filled in case of telecommunication towers)

- (a) Details of land/building where tower is erected:
 (b) Floor Location (in case tower is erected on building):
 (c) Date of Erection:
 (d) Area of land occupied (in sq.ft.):
 (e) Date of lease deed agreement:
 (f) Period of the agreement:
 (g) Name of Service provider:
 (h) Monthly rent as per agreement (in Rs.):

FORM 3

[See rules 256 (3) (a) and (b) and 257 (1)]

RETURN FOR ASSESSMENT/REASSESSMENT OF PROPERTY TAX TO BE SUBMITTED BY THE TRANSFEREE.....**TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION#**Application Number:
(to be filled by ULB)

1. Zone No. Ward No. Mobile Number	
2. Building Plan A	
3. Property Tax Number	
4. Name of the Owner (Mandatory)	
5. Name of the Occupier	
6. Address: Door Number Apartment Number Street Colony Name Locality or Area Name Pin Code Village Name Survey Number	
7. Communication Address (if different from the land, building, telecom tower, structure being assessed)	
8. Email address	
9. Building Plan Approval Number, if available Building Plan Approval Date, if available	
10 Existing Owner Name: Mobile Number: Email:	
11 Name of the Transferee: Mobile Number: Email:	
12 Nature of transaction (Sale/ Gift/ Settlement/ Will/ Inheritance, etc.):	
13 Sale Consideration (Rs.), if applicable:	

14 Property Type:	<p>1. Residential</p> <p>2. Non-Residential (includes shops, shopping complexes, cinema theatres, offices, banks, ATMs, hotels, restaurants, pubs, hostels, gyms, bars, parlours, hospitals, nursing homes, clinics, dispensaries, diagnostic labs, educational institutes, guest houses, lodges, clubs and other places of entertainment, marriage halls, community halls, and any other establishment that is non-residential in nature)</p> <p>3. Mixed Usage (Part residential and part-non residential)</p> <p>4. Vacant land</p> <p>5. Any other category* [Specify]</p> <p>*The municipality may expand the list to include any other usage categories as per extant provisions of the Act and Rules</p>
15 Property Registration Particulars: (i) Registered Document No. (ii) Date of Registration (iii) Name of Sub. Registrar Office	
16 Bounded by: (North by)/(South by) (East by)/(West by)	
17 Name of the owner as per Revenue records of the municipality (Transferor):	
18 Name of the owner of the land, if it is owned by a different person and details of necessary documents (like lease deed, etc..)	
19 Are there any arrear demand of property tax on the property transferred If yes, (i) Property tax paid up to: (ii) Receipt No. and Date:	(Y/N)
20 Indicate if there are any pending/ongoing court cases relating to the ownership of the property (if yes, mention details)	

DECLARATION

Ihereby declare that the particulars furnished and the documents produced along with the application are true and correct to the best of my knowledge. If any of the details and documents are found to be incorrect or false, I understand that I will be liable for appropriate action as per the rules.

Further, I declare that the above said property is not situated in any water body or waterways or water catchment area. I am aware that if the furnished information is wrong, legal action will be initiated against me.

Name of Transferee:

Signature of the applicant

Correspondence Address :

Documents to be submitted by the applicant:

1. Copy of the receipt for upto date payment of property tax and arrears along with the original property tax demand book or card
2. Copy of the documents which confer the title of the property on the Transferee. The transferee would also be required to produce the original documents before the assessor at the time of enquiry or verification, if required.
3. Encumbrance Certificate from the Registrar's Office
4. In case of transfer request by inheritance, the applicant is required to submit Death Certificate and Legal Heir Certificate.

Note:

1. The application should be submitted within three months from the date of registration of the title deed in case of transfer of property or within one year in case of inheritance
2. If the particulars furnished and the documents produced are found to be correct, Transfer Order will be issued within fifteen working days from the date of receipt of application.

[# ~~strikeout~~ whichever is not applicable.]

FORM 4

[See rule 269 (1)]

FORM OF NOTICE OF DEMAND..... **TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION***

Date:

To

Th./Tmt.* (name of defaulter)....., residing at

Take notice that a sum of (total amount to be recovered) is due from you as detailed hereunder on account of (describe the premises, occupation or thing on account of which the tax, fee, license, rents is leviable).

If you fail to pay the sum due to the municipality within fifteen days from the date of service of this notice, action will be initiated for recovery of the same by issuing a warrant notice for distraint and sale of your movable property and/or attachment and sale of your immovable property as permitted under section 116-A of the Tamil Nadu Urban Local Bodies Act, 1998 (Tamil Nadu Act 9 of 1999) or for recovery as an arrear of land revenue under section 116 of the said Act.

[DETAILS]

Ward No./ Division No.	Bill No.	Assessment ID and Details	Period for which sum is due	Amount due (in Rs.)	Interest on amount due (in Rs.), if applicable	Total Amount due (in Rs.)

Place:

Date:

Seal and Signature of the Commissioner/
Executive Officer*..... Municipal Corporation/
Municipal Council/Town Panchayat*

[*strikeout whichever is not applicable.]

FORM 5

[See rule 269 (4) (ii)]

FORM OF WARRANT OF DISTRESS OF MOVABLE PROPERTY OR ATTACHMENT OF IMMOVABLE PROPERTY.....TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION[#]

Date:

To(..... **the name of the officer charged with the execution of the warrant**)

Whereas (Insert Name of Defaulter), with (Insert particulars of the defaulter's address and taxation number), has not paid, or shown sufficient cause to my satisfaction for the non-payment of the sum of(insert the amount due on account of tax due and any interest levied as fine for non-payment of tax*) due for the (tax**); although the said sum has been duly demanded in writing from the said defaulter as per demand notice dated, and fifteen days have lapsed since the service of the demand notice to the defaulter.

You are hereby authorised under section 116-A of the Tamil Nadu Urban Local Bodies Act, 1998 and rule 257 of the Tamil Nadu Urban Local Bodies Rules, 2023 to (distrain the movable property/attach the immovable property) of the said defaulter (or as the case may be, distrain any movable property on the premises in respect of which the said amount is due) to the amount of the said sum of (here insert the amount due on account of tax due and any interest levied as fine for non-payment of tax*) and such further sum as may be sufficient to cover the cost of recovering the said amount, i.e. distraint fee of and warrant fee ofamounting to a total of Rs. for recovery of (tax** due); and to certify to me together with this warrant all particulars of the immovable property attached/movable property distrained by you thereunder.

Place:

Seal and Signature of the
Commissioner/Executive Officer[#]

Date:

..... Town Panchayat/Municipal Council/
Municipal Corporation[#]

* Enclose details of amount due on account of the tax and any interest levied as fine along with this warrant

** here describe the tax for the recovery of which the warrant is issued

[# ~~strikeout whichever is not applicable.~~]

FORM 6

[See rule, 269 (6) (ii) (c)]

MOVABLE PROPERTY DISTRAINT..... **TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION***

Date:.....

To,..... **(name of the defaulter),****residing at(particulars of the property and tax identification number)**

In exercise of powers under section 116-A of the Tamil Nadu Urban Local Bodies Act, 1998 (Tamil Nadu Act 9 of 1999) and rule 257 of the Tamil Nadu Urban Local Bodies Rules, 2023, the undersigned entered the premises of Th./Tmt.* under a warrant issued by the Commissioner on (date) between the hours (entry time) and (exit time) and demanded the payment of the dues mentioned under the demand notice dated** in respect of taxation identification number, and upon its non-payment, seized the movable property specified in the inventory below, for the recovery of amount due.

Unless the tax due of Rs., the interest due of Rs., the warrant fee of Rs., the distraint fee of Rs. together with any additional costs of recovery which may be incurred by the municipality, amounting to a total of Rs. is paid to the municipality within seven days from the date of this notice, the movable property will be sold.

Place:

(Seal and Signature of the officer executing the warrant)

Date:

Inventory(Here state particulars of the moveable property seized **along with estimated value of the property**)

Sl. No.	Description of article	Estimated value

(Name and signature of the witness)

(Signature of the officer executing the warrant)

[* ~~strikeout~~ whichever is not applicable.]

[** copy of Demand Notice to be annexed]

FORM 7

[See rule 269 (7)(i)]

ATTACHMENT OF IMMOVABLE PROPERTY

..... TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION*

Date:

To

.....(name of the defaulter),

residing at (particulars of the property and tax identification number).....

Whereas, the municipality had issued a demand notice datedto Th./Tmt*..... (name of defaulter and tax identification number) to pay the amount mentioned in the notice on account of (name of tax on account of which amount is due) within fifteen days from the date of receipt of the said notice.

The defaulter having failed to pay the amount due, notice is hereby given to the defaulter and the public in general that the undersigned has attached the immovable property described herein below on this (date) between hours and hours in exercise of powers under section 116-A of the Tamil Nadu Urban Local Bodies Act, 1998 (Tamil Nadu Act 9 of 1999) and rule 269 of the Tamil Nadu Urban Local Bodies Rules, 2023.

The defaulter is hereby prohibited and restrained until further orders of the undersigned from transferring or charging the property described below in any way and that all persons are prohibited from taking any benefit under such transfer or charge.

Unless the defaulter pays the tax due of Rs....., interest thereon of Rs. warrant fee of Rs., distraint fee of Rs, together with any other costs of recovery incurred by the municipality of Rs., amounting to a total of Rs., within fifteen days from the date of this notice, the immovable property will be sold by public auction.

Description of the Immovable Property

All that part and parcel of the property consisting of House No.——/Plot No.—— In Survey No.——/City or Town Survey No.——/———within the Zone——— and Ward———

Bounded:

On the North by:

On the South by:

On the East by:

On the West by:

Place:

Date:

(Seal and Signature of the officer executing the warrant)

[* strikeout whichever is not applicable.]

FORM 8

[See rule 269 (8) (i)]

CERTIFICATE FOR APPOINTMENT OF AGENT FOR MANAGEMENT OF ATTACHED PROPERTY..... **TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION*****Date:**.....**To**..... **(the name and address of the agent)**

Whereas..... (address of the property) has been attached under an order passed by the undersigned dated for recovery of amount due from (name of the defaulter and tax identification number) on account of (tax details).

You are hereby appointed as Agent for management of the said property. Subject to any order which may be passed by the undersigned in this behalf, you shall have all the powers necessary for the management of the said property in accordance with the provisions of the Tamil Nadu Urban Local Bodies Act, 1998 (Tamil Nadu Act 9 of 1999) and rule 269 of the Tamil Nadu Urban Local Bodies Rules, 2023.

You are required to render a due and proper account of your receipts and disbursements in respect of the said property in accordance with the aforesaid rule.

You will be entitled to remuneration at the rate of (Amount to be paid to the agent)

Your appointment as agent of the said property shall continue in force until further order of the undersigned and may be cancelled or withdrawn at any time at the discretion of the undersigned.

Place:

Date:

Seal and Signature of the Executive
Officer/Commissioner*.....Town Panchayat/ Municipal Council/
Municipal Corporation*[* ~~strikeout~~ whichever is not applicable.]

FORM 9

[See rule 269 (8) (ii)]

**NOTICE OF ASSUMPTION OF MANAGEMENT OF
ATTACHED PROPERTY**..... **TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION***

Date:.....

To

.....**(name and particulars of the defaulter),**

Whereas **(name of defaulter)** has not paid the amount due of Rs. **(detailed break-up of tax and interest thereon including cost of recovery)** and that the property/properties mentioned hereunder have been attached under section 116-A of the Tamil Nadu Urban Local Bodies Act, 1998 (Tamil Nadu Act 9 of 1999) on **(date of attachment of property)**. Now, I hereby give notice that **(name of the agent)** has assumed charge as agent for the said properties with effect on and from **(date of certificate of appointment of the agent)** and the management of the said property/properties has been entrusted to the said agent under rule 269 (8) of the Tamil Nadu Urban Local Bodies Rules, 2023.

[DETAILS OF PROPERTIES]

Place:

Date:

Seal and Signature of the Executive
Officer/Commissioner*
..... Town Panchayat/Municipal Council/
Municipal Corporation

[* strikeout whichever is not applicable.]

FORM 10

[See rule 269 (9) (ii)]

PUBLIC NOTICE FOR AUCTION OF PROPERTY

..... TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION*

Date:.....

Notice is hereby given to the public in general and in particular to the defaulters of (name of the tax) tax (hereinafter referred as "tax") that the below described property/properties will be sold in pursuance of section 116-A of the Tamil Nadu Urban Local Bodies Act, 1998 (Tamil Nadu Act 9 of 1999).

..... (name of the municipality) had served a demand notice under rule 269 of Chapter VIII of the Tamil Nadu Urban Local Bodies Rules, 2023 (hereinafter referred as "Rules") on such taxpayers who had not paid their tax within the due date. Those who failed to pay their tax within the prescribed time despite service of such demand notice were issued warrants for either distraint and sale of movable property or attachment and sale of immovable property under rule 269 of the said Rules. All the subsequent proceedings have been completed in accordance with the procedure and manner laid down under rule 269. Hereafter, the below described properties will be auctioned in accordance with the rules at the following place, date and time at there serve price mentioned below. This notice is given to all those interested in participating in the said auction.

Immovable Property:

Sl. No.	Zone/Ward	Assessment ID	Name of the current owner	Location of property, Survey No., Boundaries	Extent of the property	Reserve Price of the property	Amount due to the municipality (including arrears) as on date	Auction date and time	Auction Place

Movable Property:

Sl. No.	Zone/Ward	Assessment ID	Name of the current owner	Description of property	Assessed value of the property (Reserve Price)	Amount due to the municipality (including arrears) as on date	Auction date and time	Auction Place

Date and time of inspection by bidders:

Date and time for last bid submission:

Date and Time of Auction:

Terms and Conditions:- (The municipality can either upload the terms and conditions on its website and mention its link here or can publish the same along with this notice)

Place:

Date:

Seal and Signature of the
Executive Officer/Commissioner*
..... Town Panchayat/Municipal Council/
Municipal Corporation[#]

[* strikeout whichever is not applicable.]

Terms and conditions for Public Auction

(1) It shall be deemed that all bidders have thoroughly read and understood the terms and conditions of sale before bidding and participation in the bid process shall be deemed to be an acceptance of the terms and conditions specified herein.

(2) The property is being auctioned for sale on "AS IS WHERE IS WHATEVER THERE IS AND WITHOUT RECOURSE BASIS".

(3) To the best of knowledge and information so far known to this municipality, there are no claims, liabilities or encumbrances attached to this property, except for the claim of Rs..... (in case of any known outstanding dues). The property is being sold with all the existing and future encumbrances whether known or unknown to the municipality and the municipality shall not be responsible in any way for any third party claims, rights or dues.

(4) Interested bidders can inspect the property and the documents relating to the auction sale on (date) between (timings) and Th./Tmt.* (authorised official's name), appointed as the authorised official for this auction may be contacted during office hours at (insert office details) for such enquiries.

(5) Interested bidders should also make their own independent inquiries regarding the encumbrances, title of property and any claims, rights or dues affecting the property put up for auction and it will be deemed that the bidders have inspected the properties prior to the auction and have satisfied themselves with the full particulars of the same. No objection or claim of any nature whatsoever shall be entertained at the conclusion of the auction.

(6) Any person except a minor or person of unsound mind may participate and bid in the auction. However, the Commissioner reserves the right to prevent any individual from participating in the bid if he is satisfied that his or her presence may impede the progress of the auction. Further, any officer/persons having any duty in connection with the sale cannot bid for/acquire/attempt to acquire the properties directly or indirectly.

(7) All intending bidders are required to declare at the time of filing of the Auction Form (whether form shall be available at the municipality office and/or shall be downloadable from a given link from municipality's website) whether they are bidding on their own behalf or on behalf of their principals and shall be required to submit relevant proof of identification, viz. Passport/Aadhar Card/Pan Card/Voter ID card. When a bidder is acting as an agent, he will also need to submit the authority letter from his principal along with the principal's proof of identification along with the auction form. On the day of the auction, the intending bidders shall be required to produce the original documents to the supervising/authorised officer before the start of the bidding.

(8) Intending bidders are required to submit the filled auction form along with earnest money deposit (EMD) of Rs. (EMD amount equivalent to 5%-10% of the property's fixed reserve price as decided by the municipality on a case-by-case basis, with minimum 5% of reserve price) fixed at (insert percentage of the reserve price) of the property's reserve price. Participants may deposit EMD either through NEFT/RTGS in favor of (bank account details) or by way of demand draft in favour of (bank and municipality details). Any forms deposited without the EMD shall be summarily rejected. The EMD submitted by unsuccessful bidders will be returned (without any interest) after completion of the auction process.

(9) All bidders would be required to submit the auction form along with the Earnest Money Deposit (EMD) at least seven days prior to the date of public auction. The bids offered by intending bidders shall be equivalent to or above the reserve price set by the municipality. The property will not be sold below the set reserve price and bids quoted below the reserve price shall be rejected.

(10) The interested bidders must reach the place of auction half an hour before the scheduled time on the scheduled date with all relevant documents in original.

(11) The auction shall be opened at the highest offer received against the reserve price and the auction may, at any time after its commencement, be concluded on the fall of the hammer and the authorised officer shall record the highest bid subject to acceptance thereof as mentioned in Paragraph 18.

(12) The winning bidder shall have to deposit 25% (Twenty Five Percent) of the bid amount, less EMD amount deposited, on the day of the public auction to the authorised official and will be required to submit the remaining purchase-amount within thirty days in case of immovable property and fifteen days in case of movable property from the date of public auction. Default in deposit of amount by the winning bidder would entail forfeiture of the whole money already deposited to the municipality and the property shall be put up for re-auction and the defaulting bidder shall have no claim/right in respect of the property/amount.

(13) The acceptance of the bid money by the authorised official conducting the sale shall not be treated as the final acceptance of the bid and the winning bidder shall have no claim on the property till the bid is finally approved of and/or declared as being finally accepted by the municipality.

(14) Upon full payment of the bid purchase amount by the winning bidder and completion of due process by the municipality, the winning bidder shall be issued a sale certificate which would entitle him to take possession of the property. The expenses for issuing the sale certificate will be borne by the winning bidder and the sale certificate will be issued as per the advice of the Commissioner of the municipality. The purchaser shall bear the applicable stamp duties/ transfer charges fee etc. and also all the statutory/non-statutory dues, taxes, assessment charges, fees etc. owing to any authority on account of such sale.

(15) In case the property is occupied by any tenant, the tenant cannot be evicted by the municipality. However an order will be made declaring the winning bidder as the owner of the property from the date on which the sale certificate is issued and a copy of the order will be affixed on the property and its proclamation will be made by the municipality through such means as prescribed by the Commissioner of the municipality. The tenant will automatically become the tenant of the new purchaser from the date of issuance of the sale certificate, but, if the new purchaser desires to evict the tenant, he shall be required to take recourse by himself in accordance with law.

(16) The sale shall be subject to rules prescribed under the Tamil Nadu Urban Local Bodies Rules, 2023.

.....TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION*

PROPERTY AUCTION OFFER

AUCTION FORM

(To be filled by the intended bidders for participating in the auction)

Name of the participant:

Full Address:

Mobile No.:

Email:

Property Tax Assessment ID, if available:

Details of the property for which participant is bidding:

Assessment ID of the property for which participant is bidding:

Whether bidding for self or as an agent:

Offer price for property (in numbers):

Offer price for property (in words):

AFFIDAVIT

(to be filled by the participant)

I, hereby declare that I have seen the public notice dated (date of public notice) and have read and understood all the terms and conditions associated with this auction. I am voluntarily taking part in this auction and will comply with all the terms and conditions to fulfil my responsibilities attached therein.

List of documents attached:—

- (i) Address Proof (Aadhaar Card, Driving License, Passport, Voter ID)
- (ii) PAN Card
- (iii) GST Registration Certificate, if applicable
- (iv) In case bidding as an agent, a written authority signed by their principal along with the principal's Aadhar card and Pan Card
- (v) (any other document, as required)

I declare that the information and documents set forth are true and correct to the best of my knowledge.

Place:

Signature of the Applicant

Date:

[* ~~strikeout~~ whichever is not applicable.]

FORM 11

[See rule 269 (9) (vii)]

CERTIFICATE OF SALE OF MOVABLE PROPERTY/IMMOVABLE PROPERTY*

..... TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION*

Date:.....

In exercise of the powers conferred to the undersigned under section 116-A of the Tamil Nadu Urban Local Bodies Act, 1998 (Tamil Nadu Act 9 of 1999) and rule 269 of the Tamil Nadu Urban Local Bodies Rules, 2023, the property mentioned below was sold in favour of (name and details of the purchaser) through public auction held on (date of auction) for the recovery of amount due from (name of defaulter) to the (name of Town Panchayat/Municipal Council/Municipal Corporation*).

The undersigned acknowledges receipt of the sale price in full amounting to Rs./- (Rupees only) from the purchaser, and upon such payment, the property's delivery and possession has been handed over to (purchaser).

[To be inserted only in case of sale of immovable property: The sale of the property was made free from all encumbrances known to the municipality (known encumbrances, if any, listed below) on deposit of the money demanded by the undersigned.]

[INSERT SPECIFICATION OF MOVABLE/IMMOVABLE PROPERTY]

In case of Movable Property:

Sl. No.	Movable Property Details	Amount Paid (Rs.)
		Total amount paid: Rs.

In case of Immovable Property:

All that part and parcel of the property consisting of Flat No.——/Plot No.—— In Survey No.——/ City or Town Survey No.——/ Within the registration sub-district—— and District——

Bounded;

On the North by:

On the South by:

On the East by:

On the West by:

List of encumbrances (if any):

1.

2.

Place:

Date:

Seal and Signature of the Executive
Officer/Commissioner*..... Town Panchayat/Municipal
Council/Municipal Corporation*

[* strikeout whichever is not applicable.]

FORM 12

[See rule 269 (11)]

ORDER OF WITHDRAWAL OF DISTRAINT/ATTACHMENT..... **TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION*****Date:.....**

Whereas (name of defaulter) had failed to pay the amount due from him in respect of (name of tax and tax identification number) and the property described hereunder, was distrained/attached* under section 116-A of the Tamil Nadu Urban Local Bodies Act, 1998 (Tamil Nadu Act 9 of 1999) and rule 269 of the Tamil Nadu Urban Local Bodies Rules, 2023.

Th/Tmt* (name of defaulter) has now deposited the entire sum of Rs./- (Rupees only) due on account of tax interest thereon of Rs./- (Rupees only) and other costs of recovery of Rs./- (Rupees only) (sum of warrant fee, distraint fee and other costs incurred due to detention and sale of property) amounting to a total of to the Town Panchayat/Municipal Council/Municipal Corporation* on (date).

(In case of distraint of movable property) Now, therefore, the order of distraint passed by the undersigned on (date of issuance of distraint order) is hereby withdrawn and (defaulter) can collect the seized property from (place) hereafter. The municipality shall not be liable for any loss or damage caused to the property from this date.*

(In case of attachment of immovable property) Now, therefore, the order of attachment passed by the undersigned on (date of issuance of attachment order) is hereby withdrawn and the possession of the property has been returned to (defaulter) who shall have the power to enter upon the property from the date of this order. The municipality shall not be liable for any loss or damage caused to the property from this date.*

[DETAILS OF PROPERTY]

Place:

Seal and Signature of the Executive
Officer/Commissioner*

Date:

..... Town Panchayat/Municipal
Council/ Municipal Corporation

[* strikeout whichever is not applicable.]

FORM 13

[See rule 269 (12)]

NOTICE FOR SURPLUS OF SALE PROCEEDS AFTER AUCTION OF DISTRAINED/ATTACHED PROPERTY

..... TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION*

Date:.....

To

..... (name of the defaulter)

Take notice that your property distrained/attached under section 116-A of the Tamil Nadu Urban Local Bodies Act, 1998 (Tamil Nadu Act 9 of 1999) was publicly auctioned and sold on (date of auction) as per the proceedings under rule 269 of the Tamil Nadu Urban Local Bodies Rules, 2023.

The amount of Rs./- (Rupeesonly) received via public auction has been credited into the Municipal Fund on (date) as per rule 269(12). After recovering the sum due to this municipality (including tax due, interest thereon, warrant fee, distraint fee and other charges incurred in connection with detention and sale of the property) amounting to a total of Rs...../- (Rupeesonly) a sum of Rs...../- (Rupeesonly) has been found to be a surplus from the sale proceeds.

You are hereby informed that you are eligible to claim a refund of Rs./- (Rupeesonly) from the municipality. In order to claim the refund, kindly submit a written application to the Commissioner either yourself or through your representative within one year from the date of this notice. Kindly note that if the surplus is not claimed within one year, it shall become the property of the municipality.

Place:
Date:Seal and Signature of the Executive
Officer/Commissioner*
..... Town Panchayat/Municipal
Council/ Municipal Corporation*

[* strikeout whichever is not applicable.]

FORM 14

[See rule 277 (3) and (5)]

RETURN FOR PAYMENT OF TAX ON PROFESSION, TRADE, CALLING AND EMPLOYMENT..... **TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION***

Zone Number

--	--

Ward Number

--	--

Bill Number

--	--	--	--	--	--

1	Name (Individual/Trade/Firm/Company/Organization/ Professional)	:	
(a)	Existing Profession Tax New Account Number (PTNAN)	:	
(b)	If you are an Income Tax Assessee, please provide your PAN Number	:	
(c)	Existing Half-year tax	:	
2	Address Location Area Pin Code	:	
3	Contact Person's Name Mobile Number Email address	:	
(a)	GST (TIN No.)	:	
4	Nature of profession (in brief)	:	
5	Category:	:	Central Government (CG), State Government (SG), Bank, Private Enterprise (PE), Individual (IN)
6	Drawing Officer Name, Mobile Number and e-mail ID	:	
7	Date of commencement of trade/ business/profession	:	
8	Half-yearly gross income (Indicate the average six months' gross income of the two half-years under the previous financial year) (Xerox copy of the proof for the gross income to be enclosed)	:	
9	Amount of half-year tax to be paid	:	

10	Whether all the tax amounts due for the previous half-years have been paid If not, whether return has been filed for arrears of tax due	:	
11	Details of Challan, Demand Draft/Cheque, online payment for the half-yearly tax relating to the period in which this return is being filed	:	
12	Name and address of employees who have worked in the previous year (A separate list to be attached)	:	
13	Name and address of employers/executives who have worked in the previous year (A separate list to be attached)	:	

Table with effect from 01.04.2018

Sl. No.	Average Half-Yearly Income		Half-Yearly Tax	Number of Employers	Number of Employees	Total tax to be paid
	From	To				
	Both Employer and Employees					
1	Upto Rs.21,000/-	--	Nil			
2	Rs.21,001/-	Rs.30,000/-	Rs.135/-			
3	Rs.30,001/-	Rs.45,000/-	Rs.315/-			
4	Rs.45,001/-	Rs.60,000/-	Rs.690/-			
5	Rs.60,001/-	Rs.75,000/-	Rs.1025/-			
6	Rs.75,001/- and above		Rs.1250/-			
	Total					

Documents to be enclosed:-

1. Copy of proof of gross half-yearly income
2. List of employees as per Sl. No.8 above
3. List of employers as per Sl. No.9 above

Note: Please note that in case there is a change in income, number of employees or any other details, the assessee shall be required to furnish a fresh return during the half-year, otherwise tax shall have to be remitted each half-year as per details furnished under this return.

CERTIFICATE

I.....certify that the particulars given above are true to the best of my knowledge.

Place:

Date:

Signature of the assessee

[* strikeout whichever is not applicable.]

FORM 15

[See rule 278 (1) (a) and (5)]

RETURN FOR RECOVERY OF PROFESSION TAX FROM THE EMPLOYEES AND OFFICERS WORKING INFOR THE HALF-YEAR PERIOD**..... TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION***

(Name of the Company/Organization or Central or State Government Offices with address)

Existing Profession Tax New Account Number (PTNAN):

Sl. No.	Name and designation of the employee or officer	Gross half-yearly Income	Amount of tax deducted and paid	Details of challan if paid in cash in the municipal office or the cheque/ demand draft number, or proof of online payment as per which amount is remitted
(1)	(2)	(3)	(4)	(5)
Rs. Total				

Number of employees for whom half-yearly tax was deducted and paid in the immediate previous half-year:

Tax Paid, in Rupees:

(Enclose copy of receipt for such payment)

Place:

Date:

Signature of the assessee

[* strikeout whichever is not applicable.]

CHAPTER IX.**LICENSING.****PART I.****LICENSING OF TRADES AND BUSINESSES, INDUSTRIES AND FACTORIES AND FOR OTHER PURPOSES.**

289. Application for trade licence.— (1) No person shall carry on any trade or business mentioned in Schedules I, II or III in any place, whether public or private within the municipal limit without a licence granted by the Commissioner.

(2) The fee for issuing licences under this rule shall be fixed by the council within the minimum and maximum rates of fees specified in Schedules I, II or III.

(3) Every application for the grant of such licence shall be made to the Commissioner in Form 1 together with the fee prescribed by the council and shall be accompanied by the following documents:—

(a) Identity proof such as aadhaar card in the case of individual and Permanent Account Number card or incorporation certificate in the case of body of persons or company.

(b) Lease deed or Rental agreement or latest Property Tax receipt or latest Goods and Services Tax return clearly showing the address of the trade or business for which the licence is applied:

Provided that if the applicant does not have any valid address proof, he shall submit a sworn-in affidavit in Form 17;

(c) For applications under Schedule I, Udyam registration Certificate or latest Goods and Services Tax return or Income Tax return to determine the category of enterprise:

Provided that if the applicant does not have Udyam registration Certification or any tax return, he shall submit a sworn-in affidavit in Form 18 certifying the category of enterprise for which the licence is sought for.

(4) The owner or occupier of every place for the use of which a licence is required under sub-rule (1), shall apply to the Commissioner for such licence not less than 45 days and not more than 90 days before the place is used for such purpose.

(5) On receipt of an application for the grant of such licence, where the trade or business relates to Schedules I and II, the Commissioner may, after inspecting the premises in which the trade (or) business is to be carried, if considered necessary, either grant the licence in Form 9 or refuse to grant the licence for reasons to be recorded in writing, within sixty days from the date of receipt of the application:

Provided that no licence shall be refused without giving an opportunity of being heard to the applicant.

(6) The licence granted under sub-rule (5), shall be subject to the following terms and conditions, namely:—

(a) The licensee shall comply with the Tamil Nadu Combined Development and Building Rules, 2019.

(b) No activity prohibited by any law in force shall be carried out at the licensed premises.

(c) The Licensee shall cause the flooring of the premises to be paved or otherwise rendered impervious and suitably drained and at all times be maintained in good order and condition.

(d) The premises shall be properly enclosed and provided with suitable gateways and gates.

(e) The Licensee shall cause the premises to be cleaned and prevent any accumulation of filth or refuse therein.

(f) The licensee shall comply with all the provisions of the Solid Waste Management Rules, 2016.

(g) The licensee shall cause every part of the internal surface of the walls and ceiling of every building upon the said premises to be whitewashed or painted regularly.

(h) The Licensee shall provide sufficient supply of pure and wholesome drinking water.

(i) The Licensee shall cause such means of ventilation and lighting as may be provided in or in connection with the said premises to be maintained at all times in good order and efficient action.

(j) An inspection book shall be maintained in the licenced premises. The instructions given in the inspection book shall be carried out within the time specified therein.

(k) Licence issued by the municipality shall be displayed in a prominent place.

(l) The licensee shall install Closed Circuit Television units in the public building in accordance with the Tamil Nadu Combined Development and Building Rules, 2019.

(m) The licensee shall provide access to the premises, without notice, for inspection by the Commissioner or any officer authorized by him in this behalf at any time by day or by night when such premises is being used.

(n) The licensee shall provide suitable covered receptacles in suitable places in such premises for the deposit of all refuse matter and shall cause such receptacles to be emptied at least once in every twenty-four hours in a hygienic manner.

(o) No product banned by the Government, shall be displayed or exposed for sale or use to the customers.

(p) Fire safety norms shall be followed as prescribed.

(q) The licensee shall cause every part of the structure of every latrine and water closet in such premises to be maintained, at all times, in good order and every part of the apparatus of such latrine or water closet and every drain or means of drainage leading therefrom to be maintained, at all times, in good order and efficient action.

(r) The licensee shall cause such premises to be thoroughly swept, washed and cleansed at least once in every 24 hours and shall prevent any accumulation of filth or refuse therein except in the covered receptacles.

(s) The licensee shall, at all times, take suitable steps to keep every building in such premises free from rats or other rodents.

(t) No person suffering from an infectious or contagious disease shall carry on the business and no licensee shall employ any such person to assist him in carrying on the business.

(u) The licensee shall, immediately on knowing that any person in the premises is suffering from any infectious, contagious or dangerous disease, adopt such precautions as may be necessary to prevent the spread of infection and inform the public health officer of the municipality.

(v) The Licensee shall display the sign board of the trade in Tamil.

(7) On receipt of an application for the grant of licence under sub-rule (1), where the trade or business relates to Schedule III, the Commissioner shall, before granting or refusing to grant the licence, cause a full and complete investigation to be made having regard to,—

(a) the suitability of the place in respect of which the licence is applied including compliance of all conditions mentioned in these rules;

(b) the possibility of any danger to life or health or property or the likelihood of any nuisance being created;

(c) the provisions of other Acts, if any and the rules made thereunder, regulating the use of places for the purpose for which a Licence is applied for; and

(d) any other matters that the Commissioner deems necessary.

(8) The procedure in sub-rule (7) shall be completed within fifteen days from the date of receipt of the application.

(9) After completing the inspection, the Commissioner may either grant the licence in Form 9, subject to the conditions specified in sub-rule (6) or refuse to grant the licence for reasons to be recorded in writing within sixty days from the date of receipt of the application:

Provided that no licence shall be refused without giving an opportunity of being heard to the applicant.

(10) For an application related to licence for an Eating House or Restaurant in the city of Chennai, the Commissioner shall get a "No Objection Certificate" from the Deputy Commissioner of Police concerned before granting the licence.

(11) Where an application for a licence to carry on trade or business is not disposed of within a period of sixty days from the date of its receipt, the licence applied therein shall be deemed to have been granted on expiry of the said period.

290. Validity and Renewal of Licences.— (1) A licence issued by the Commissioner under rule 289, shall be valid for a period of three years from the date of issue and may be renewed for a further period of three years.

(2) Every application for the renewal of licence shall be made to the Commissioner in Form 1, three months before the date of expiry of the licence together with licence fee as may be fixed by the council.

(3) No inspection shall be carried out for renewal of a licence granted under sub-rules (5) and (9) of rule 289 and the renewal application shall be disposed of by the Commissioner either renewing the licence or refusing to renew the licence within fifteen days from the date of receipt of such application:

Provided that no tax or fee due to the municipality to be paid by the licensee shall be pending at the time of submission of the renewal application:

Provided further that no renewal shall be refused without giving an opportunity of being heard to the applicant.

Provided also that if the application is not disposed of within a period of fifteen days from the date of its receipt, the renewal of licence applied therein shall be deemed to have been granted on expiry of the said period.

291. Regulation of selling or trading activity in any public street or road margins.— (1) No selling or trading activity by any vendor shall be carried on in any public street or part thereof or on road margin except in accordance with provisions of the Street Vendors (Protection of Livelihood and Regulation of Street Vending) Act, 2014 (Central Act 7 of 2014) and the rules and regulations made thereunder.

(2) It shall be open to the Commissioner or any officer authorised by him to vacate any unauthorised person carrying on any selling or trading activity in any public street or road margin.

292. Licencing of animals and birds.— (1) No person shall keep any animal or bird as specified by the Government by notification issued under section 105 of the Act, without a licence duly obtained under these rules.

(2) Every application for the grant of such licence shall be made to the Commissioner in Form 2 together with a fee of specified in Schedule IV.

(3) On receipt of an application under sub-rule (2), the Commissioner may, after holding such enquiry as he deems fit, either grant licence in Form 10 or refuse to grant licence for reasons to be recorded in writing:

Provided that no licence shall be refused without giving a reasonable opportunity of being heard to the applicant.

(4) The licence under this rule shall be granted, subject to the following terms and conditions namely:—

(a) The licensee shall comply with all the provisions of the Solid Waste Management Rules, 2016.

(b) The Licensee shall cause such means of ventilation and lighting as may be provided in or in connection with the said premises to be maintained at all times in good order and efficient action.

(c) The licensee shall provide access to the premises, without notice, for inspection by the Commissioner or any officer authorized by him in this behalf at any time by day or by night when such premises is being used.

(d) The licensee shall provide suitable covered receptacles in suitable places in such premises for the deposit of all refuse matter and shall cause such receptacles to be emptied at least once in every twenty-four hours in a hygienic manner.

(e) No animal or bird, suffering from an infectious or contagious disease shall be kept by the licensee and in case such infectious or contagious disease affects the animal or bird, the licensee shall inform the Public Health Officer of the municipality forthwith.

(f) The licensee shall ensure that the animal or bird, as the case may be, does not cause any common injury, danger or annoyance to the public or to the people in general who dwell or occupy property in the vicinity.

(g) The licensee shall ensure proper stable, shed, etc. with supply of water for drinking, washing, cleaning and arrangements for disposal of waste and other sanitary arrangements.

(h) The licensee shall ensure that all waste including faeces, urine, or other excrement, digestive emission, urea, or similar substances emitted by animals and birds shall be disposed of properly and not allowed to be emitted or lie in any public or private place where it would cause annoyance or nuisance to the public.

(i) The licensee shall not allow the animal or bird to stray or be tethered in a public place.

(5) The licenced animals and birds shall be kept and maintained subject to the terms and conditions specified in sub-rule (4).

(6) The Commissioner or any other officer authorised by him in this behalf may seize any animal or bird kept without a valid licence or found straying or tethered in any public place, or found to be in violation of conditions of licence as specified by the Council or mentioned in the licence and take it to any pound maintained by the municipality.

(7) If any animal or bird for which licence has been obtained by an owner is found straying and seized, the owner may redeem the animal or bird seized under sub-rule (6) within a period of forty-eight hours of such seizure or such period as may be extended by the Commissioner by paying such fine and such feeding and maintenance charges as may be fixed by the council.

(8) If any animal or bird, in respect of which no licence has been obtained, is found straying or found to be kept, is seized, the owner may, within a period of forty-eight hours of such seizure, or such period as may be extended by the Commissioner apply for and obtain a valid licence in respect of such animal or bird and redeem it after paying such fine and such feeding and maintenance charges as may be fixed by the council.

(9) Subject to the provisions of sub-rules (7) and (8), any animal or bird which is seized under sub-rule (6) and which is not redeemed within the time limit shall be publicly sold and the proceeds of such sale shall be credited to the municipal fund:

Provided that if the animal cannot be sold in two successive auctions, the municipality may give it to any Non-Governmental Organization, charitable organization or such similar organization involved in the welfare of animals.

293. Licensing of markets.— (1) The Commissioner may collect from any person using the public market such fees at such rates as may be fixed by the council.

(2) Where the council decides to let a public market to be used by any person, it shall be effected as per provisions of the Tamil Nadu Transparency in Tenders Act, 1998 (Tamil Nadu Act 43 of 1998).

(3) Every public and private market shall be maintained in good sanitary condition and in accordance with the by-laws framed by the council, if any.

(4) No person or association of persons or any organisation shall establish or administer any private market without obtaining a licence from the Commissioner.

(5) Every application for the grant of such licence shall be made to the Commissioner in Form 3 together with a fee specified in Schedule V.

(6) On receipt of an application for the grant of licence under sub-rule (5), the Commissioner shall hold an enquiry having regard to,—

(a) the suitability of the place in respect of which the licence is applied including compliance of all conditions mentioned in these rules;

(b) the possibility of any danger to life or health or property or the likelihood of any nuisance being created;

(c) the provisions of other Acts, if any and the rules made thereunder, regulating the use of places for the purpose for which the licence is applied for; and

(d) any other matter that the Commissioner may deem necessary.

(7) after holding such an enquiry, the Commissioner may either grant the licence in Form 11 or refuse to grant licence for reasons to be recorded in writing:

Provided that the Commissioner shall get no objection certificate from the Deputy Superintendent of Police or Deputy Commissioner of Police concerned and the Station Officer of Fire and Rescue Services Department having jurisdiction over the area before granting the licence:

Provided further that no licence shall be refused without giving a reasonable opportunity of being heard to the applicant.

(8) The licence under sub-rule (7) shall be granted, subject to the following terms and conditions, namely:—

(a) The licensee shall comply with the Tamil Nadu Combined Development and Building Rules, 2019.

(b) No activity prohibited by any law in force shall be carried out at the licensed premises.

(c) The Licensee shall cause the flooring of the premises to be paved or otherwise rendered impervious and suitably drained and at all times be maintained in good order and repair.

(d) The premises shall be properly enclosed and provided with suitable gateways and gates.

(e) The Licensee shall cause the premises to be cleaned and prevent any accumulation of filth or refuse therein.

(f) The licensee should comply with all the provisions of the Solid Waste Management Rules, 2016.

(g) The licensee shall cause every part of the internal surface of the walls and ceiling of every building upon the said premises to be whitewashed or painted regularly.

(h) The Licensee shall provide sufficient supply of pure and wholesome drinking water.

(i) The Licensee shall cause such means of ventilation and lighting as may be provided in or in connection with the said premises to be maintained at all times in good order and efficient action.

(j) An inspection book should be maintained in the licenced premises. The instructions given in the inspection book should be carried out within the time specified therein.

(k) Licence issued by the municipality should be displayed in a prominent place.

(l) The licensee should install Closed-Circuit Television units in the public building in accordance with the Tamil Nadu Combined Development and Building Rules, 2019.

(m) The licensee shall provide access to the premises, without notice, for inspection by the Commissioner or any officer authorized by him in this behalf at any time by day or by night when such premises is being used.

(n) The licensee shall provide suitable covered receptacles in suitable places in such premises for the deposit of all refuse matter and shall cause such receptacles to be emptied at least once in every twenty-four hours in a hygienic manner.

(o) No products banned by the Government, should be displayed or exposed for sale or use to the customers.

(p) Fire safety norms shall be followed as prescribed.

(q) The licensee shall cause every part of the structure of every latrine and water closet in such premises to be maintained, at all times, in good order and every part of the apparatus of such latrine or water closet and every drain or means of drainage leading therefrom to be maintained, at all times, in good order and efficient action.

(r) The licensee shall cause such premises to be thoroughly swept, washed and cleansed at least once in every 24 hours and shall prevent any accumulation of filth or refuse therein except in the covered receptacles.

(s) The licensee shall, at all times, take suitable steps to keep every building in such premises free from rats or other rodents.

(t) No person suffering from an infectious or contagious disease shall carry on the business and no licensee shall employ any person suffering as aforesaid to assist him in carrying on such business.

(u) The licensee shall, immediately on knowing that any person in such premises is suffering from any infectious, contagious or dangerous disease, adopt such precautions as may be necessary to prevent the spread of infection and inform the public health officer of the municipality.

(v) The Licensee should display the sign board of the trade in Tamil.

(w) No person shall use any building as a private market, unless every part thereof is constructed of non-inflammable materials.

(x) The owner or occupier of any premises who has obtained from the Commissioner, a licence to use such premises as a private market shall construct suitable approaches, entrances, passages, and gates for such market.

(y) The licensee shall, for the purpose of storing or exposing goods for sale therein, construct a sufficient number of stalls, shops, rooms, etc., of such design and dimensions as the Commissioner may direct.

(z) The licensee shall provide passages of sufficient width between the stalls.

(aa) The licensee shall, if so required by the Commissioner, cause the whole or any portion of such market to be roofed.

(ab) The licensee shall cause every approach and passage or gangway in such premises to be paved or metalled or gravelled and sloped and drained to the satisfaction of the Commissioner.

(ac) The licensee shall cause every drain or means of drainage upon or in connection with such premises to be maintained at all times in good order and efficient action.

(ad) The licensee shall provide suitable means of ventilation and lighting upon or in connection with such passages, stalls, and other building in such premises and shall cause the same to be maintained, at all times, in good order and efficient action.

(ae) The licensee shall provide in such premises latrines of such description and in such position and number as the Commissioner may specify.

(af) The licensee shall not permit any market, stall or godown in such premises to be used, at any time, for purposes of human habitation.

(ag) The licensee shall, when so required by the Health Officer, cause any article in such premises to be aired and exposed to the sun.

(ah) The licensee shall not permit any article to be kept or sold or exposed for sale in any portion of any passages, approaches or gangways in such premises.

(ai) No person shall, in any such market, use weights, scales and measures except such standard weights, scales and measures as may be prescribed by the Government of Tamil Nadu.

(aj) The licensee shall not permit to be sold or exposed for sale in such market any article of food or drink which is noxious, unwholesome or otherwise unfit for human consumption.

(ak) The licensee shall, if required by the Commissioner, appoint a suitable person to be in charge of such market.

(9) The licence issued under sub-rule (7) shall be valid for a period of three years from the date of issue and may be renewed for a further period of three years.

(10) Every application for the renewal of a licence granted under sub-rule (7) shall be made to the Commissioner in Form 3, three months before the date of expiry of the licence together with licence fee specified in sub-rule (5).

(11) No inspection shall be carried out for renewal of a licence and the renewal application shall be disposed of by the Commissioner either renewing the licence or refusing to renew the licence within 60 days from the date of receipt of such application:

Provided that no tax or fees due to the municipality to be paid by the Licensee shall be pending at the time of submission of the renewal application:

Provided further that no renewal shall be refused without giving a reasonable opportunity of being heard to the applicant.

294. Licensing of stand and shelter for vehicles.— (1) Where the municipality provides a public halting place including car or two-wheeler parking stand, bus stand, lorry stand, cycle stand, taxi or auto stand, the Commissioner may prohibit the use of any public place or the sides of any public street for the same purpose by any person within such distance thereof as may be determined by the Commissioner.

(2) A statement of the fees fixed by the council for the use of each such place or part thereof shall be put up in a conspicuous place.

(3) The council may arrange to collect the fees departmentally or may outsource the collection of such fees.

(4) Where the council decides to place the management of the stand or shelter referred to in sub-rule (1), under the management of a private person, it shall be effected as per the provisions of the Tamil Nadu Transparency in Tenders Act, 1998 (Tamil Nadu Act 43 of 1998).

(5) For establishing a bus stand in a municipal area, the council shall proceed as per the provisions of the Motor Vehicles Act, 1988 (Central Act 59 of 1988) and decide the site, location and capacity of the bus stand as per such provisions.

(6) Once a bus stand has been established by the municipality, no operator of a bus shall allow the boarding or alighting of passengers in any place within municipal limits other than the bus stop and bus terminus established by the municipality, subject to the provisions of the Motor Vehicles Act, 1988 (Central Act 59 of 1988) and the Tamil Nadu Motor vehicles Taxation Act, 1974 (Tamil Nadu Act 13 of 1974).

(7) For every bus entering the bus stand for use, the owner or operator of the same, shall pay the fees fixed by and notified by the Government from time to time for each such class.

(8) Bus stands shall be graded and classified as 'A', 'B', 'C', etc., by the Government from time to time having regard to the following factors:—

(a) The provisions of the Tamil Nadu Motor Vehicles Taxation Act, 1974 (Tamil Nadu Act 13 of 1974) and any other law for the time being in force;

(b) The number of bus bays for parking of buses simultaneously;

(c) Provision of drinking water, passenger waiting sheds, platform with canopy and shelter, ticket-booking rooms with queue railings, timing board, time announcing arrangement;

(d) separate toilet facilities for both sexes with continuous supply of water;

(e) cloak room, restaurant and lighting arrangement; and

(f) refreshment stalls for passengers' immediate needs, etc.,

(9) If the fee leviable under this rule is not paid on demand or the vehicle is parked outside of the designated parking stand, the Commissioner may take summary proceedings to remove and impound the vehicle from such place for collection of the charges due to the municipality and hand over the vehicle to the police for action under the Motor Vehicles Act, 1988 (Central Act 59 of 1988).

(10) No person shall establish or administer any private parking stand and shelter without obtaining a licence issued by the Commissioner.

(11) Every application for the grant of such licence shall be made to the Commissioner in Form 4 together with the fee fixed by the council within the minimum and maximum rate of fees specified in Schedule V.

(12) On receipt of an application for the grant of licence under sub-rule (11), the Commissioner shall hold an inspection having regard to,-

(a) the suitability of the place in respect of which the licence is applied including compliance of all conditions mentioned in these rules;

(b) the possibility of any danger to life or health or property or the likelihood of any nuisance being created;

(c) the provisions of other Acts, if any and the rules made there under, regulating the use of places for the purpose for which the licence is applied for; and

(d) any other matters that the Commissioner deems necessary.

(13) after holding such an inspection, the Commissioner may either grant the licence in Form 12 or refuse to grant licence for reasons to be recorded in writing:

Provided that the Commissioner shall get a No Objection Certificate from the Traffic Deputy Superintendent of Police or Deputy Commissioner of Police concerned before granting the licence:

Provided further that the Commissioner shall ensure that there is no unutilised municipal parking facility within 100 m of the proposed site:

Provided also that no licence shall be refused without giving a reasonable opportunity of being heard to the applicant.

(14) The licence under sub-rule (13) shall be granted, subject to the following terms and conditions, namely:—

(a) The licensee shall comply with the Tamil Nadu Combined Development and Building Rules, 2019.

(b) No activity prohibited by any law in force shall be carried out at the licensed premises.

(c) The Licensee shall cause the flooring of the premises to be paved or otherwise rendered impervious and suitably drained and at all times be maintained in good order and repair.

(d) The premises shall be properly enclosed and provided with suitable gateways and gates.

(e) The Licensee shall cause the premises to be cleaned and prevent any accumulation of filth or refuse therein.

(f) The licensee should comply with all the provisions of the Solid Waste Management Rules, 2016.

(g) The licensee shall cause every part of the internal surface of the walls and ceiling of every building upon the said premises to be whitewashed or painted regularly.

(h) The Licensee shall provide sufficient supply of pure and wholesome drinking water.

(i) The Licensee shall cause such means of ventilation and lighting as may be provided in or in connection with the said premises to be maintained at all times in good order and efficient action.

(j) An inspection book should be maintained in the licenced premises. The instructions given in the inspection book should be carried out within the time specified therein

(k) Licence issued by the municipality should be displayed in a prominent place.

(l) The licensee should install Closed Circuit Television units in the public building in accordance with the Tamil Nadu Combined Development and Building Rules, 2019.

(m) The licensee shall provide access to the premises, without notice, for inspection by the Commissioner or any officer authorized by him in this behalf at any time by day or by night when such premises is being used.

(n) The licensee shall provide suitable covered receptacles in suitable places in such premises for the deposit of all refuse matter and shall cause such receptacles to be emptied at least once in every twenty-four hours in a hygienic manner.

(o) No products banned by the Government, should be displayed or exposed for sale or use to the customers.

(p) Fire safety norms shall be followed.

(q) The licensee shall cause every part of the structure of every latrine and water closet in such premises to be maintained, at all times, in good order and every part of the apparatus of such latrine or water closet and every drain or means of drainage leading therefrom to be maintained, at all times, in good order and efficient action.

(r) The licensee shall cause such premises to be thoroughly swept, washed and cleansed at least once in every 24 hours and shall prevent any accumulation of filth or refuse therein except in the covered receptacles.

(s) The licensee shall, at all times, take suitable steps to keep every building in such premises free from rats or other rodents.

(t) No person suffering from an infectious or contagious disease shall carry on the business and no licensee shall employ any person suffering as aforesaid to assist him in carrying on such business.

(u) The licensee shall, immediately on knowing that any person in such premises is suffering from any infectious, contagious or dangerous disease, adopt such precautions as may be necessary to prevent the spread of infection and inform the public health officer of the municipality.

(v) The licensee should display the sign board of the trade in Tamil.

(15) The licence issued under sub-rule (13) shall be valid for a period of three years from the date of issue and may be renewed for a further period of three years.

(16) Every application for the renewal of a licence granted under sub-rule (13) shall be made to the Commissioner in Form 4, three months before the date of expiry of the licence together with licence fee fixed by the council.

(17) No inspection shall be carried out for renewal of a licence and the renewal application shall be disposed of by the Commissioner either renewing the licence or refusing to renew the licence within 60 days from the date of receipt of such application:

Provided that no tax or fees due to the municipality to be paid by the licence shall be pending at the time of submission of the renewal application:

Provided further that no renewal shall be refused without giving a reasonable opportunity of being heard to the applicant.

295. Maintenance of public wash house.— (1) Where the municipality constructs and maintains public wash house or place for washing of clothes, a daily fee for each cubicle used may be fixed by the council and collected from the users.

(2) The council may arrange to collect the fees departmentally or may outsource the collection of such fees.

(3) Where the council decides to place the management of the public wash house referred to in sub-rule (1), under the management of a private vendor, it shall be effected as per the provisions of the Tamil Nadu Transparency in Tenders Act, 1998 (Tamil Nadu Act 43 of 1998).

(4) The Commissioner shall arrange for adequate supply of water suitable for washing, besides providing other amenities like, washing platforms, drying lines, shelter for workers, etc., and also effective drainage and disposal of the waste water.

(5) A register shall be maintained at the public wash house to record details of the daily users.

296. Licensing of public bathrooms, latrines and urinals.— (1) The council may fix fees to be collected for the use of public bathrooms, latrines and urinals constructed by it for public use.

(2) The collection of fees may be done departmentally or may be entrusted to a licensee for a period not exceeding three years.

(3) The fee charged shall be for each individual and for each time of use and receipts with municipal seal and signature of the official or person making the collection, shall be issued to the user on payment of the fees.

(4) The licensee under this rule shall not charge fees higher than the fee fixed by the council in this behalf and notified. A board clearly displaying the rates of fees shall be kept exhibited on the premises of the public bathroom or latrine and urinal.

(5) No private person or organisation or establishment shall maintain any public bathrooms, latrines and urinals without obtaining a licence issued by the Commissioner.

(6) Every application for the grant of such licence shall be made to the Commissioner in Form 5 together with the fee fixed by the council.

(7) On receipt of an application for the grant of licence under sub-rule (6), the Commissioner may either grant the licence in Form 13 or refuse to grant the licence for reasons to be recorded in writing:

Provided that no licence shall be refused without giving a reasonable opportunity of being here.

(8) The licence under sub-rule (7) shall be granted, subject to the following terms and conditions, namely:—

(a) The licensee shall comply with the Tamil Nadu Combined Development and Building Rules, 2019.

(b) No activity prohibited by any law in force shall be carried out at the licensed premises.

(c) The Licensee shall cause the flooring of the premises to be paved or otherwise rendered impervious and suitably drained and at all times be maintained in good order and repair.

(d) The premises shall be properly enclosed and provided with suitable gateways and gates.

(e) The Licensee shall cause the premises to be cleaned and prevent any accumulation of filth or refuse therein.

(f) The licensee should comply with all the provisions of the Solid Waste Management Rules, 2016.

(g) The licensee shall cause every part of the internal surface of the walls and ceiling of every building upon the said premises to be whitewashed or painted regularly.

(h) The Licensee shall provide sufficient supply of pure and wholesome drinking water.

(i) The Licensee shall cause such means of ventilation and lighting as may be provided in or in connection with the said premises to be maintained at all times in good order and efficient action.

(j) An inspection book should be maintained in the licenced premises. The instructions given in the inspection book should be carried out within the time specified therein.

(k) Licence issued by the municipality should be displayed in a prominent place.

(l) The licensee should install Closed Circuit Television units in the public building in accordance with the Tamil Nadu Combined Development and Building Rules, 2019.

(m) The licensee shall provide access to the premises, without notice, for inspection by the Commissioner or any officer authorized by him in this behalf at any time by day or by night when such premises is being used.

(n) The licensee shall provide suitable covered receptacles in suitable places in such premises for the deposit of all refuse matter and shall cause such receptacles to be emptied at least once in every twenty-four hours in a hygienic manner.

(o) No products banned by the Government, should be displayed or exposed for sale or use to the customers.

(p) Fire safety norms shall be followed as prescribed.

(q) The licensee shall cause every part of the structure of every latrine and water closet in such premises to be maintained, at all times, in good order and every part of the apparatus of such latrine or water closet and every drain or means of drainage leading therefrom to be maintained, at all times, in good order and efficient action.

(r) The licensee shall cause such premises to be thoroughly swept, washed and cleansed at least once in every 24 hours and shall prevent any accumulation of filth or refuse therein except in the covered receptacles.

(s) The licensee shall, at all times, take suitable steps to keep every building in such premises free from rats or other rodents.

(t) No person suffering from an infectious or contagious disease shall carry on the business and no licensee shall employ any person suffering as aforesaid to assist him in carrying on such business.

(u) The licensee shall, immediately on knowing that any person in such premises is suffering from any infectious, contagious or dangerous disease, adopt such precautions as may be necessary to prevent the spread of infection and inform the public health officer of the municipality.

(v) The licensee should display the sign board of the trade in Tamil.

(w) Every latrine shall be situated in such a position as to permit easy access for the purpose of cleaning.

(x) The licensee of any premises to which a latrine is attached, shall cause it to be thoroughly cleansed as often as may be necessary, and at least, once in every twenty four hours.

(y) Where the latrine has an impervious floor or pavement, he shall provide a sufficient supply of water for the proper cleaning of such latrine.

(z) The licence of any premises to which a water closet is attached shall provide such water closet with a cistern of adequate capacity for the purpose of flushing, and so constructed, fitted and placed as to admit of the proper supply of water for use in such water closet.

(aa) The owner or occupier of any premises to which a latrine is attached shall not let or permit, or cause to be let, excreta or other offensive matter from such latrine into a public drain which is not intended for the conveyance of excreta or offensive matter.

(9) The licence issued under sub-rule (7) shall be valid for a period of three years from the date of issue and may be renewed for a further period of three years.

(10) Every application for the renewal of a licence granted under sub-rule (7) shall be made to the Commissioner in Form 5, three months before the date of expiry of the licence together with licence fee fixed by the council and the renewal application shall be disposed of by the Commissioner either renewing the licence or refusing to renew the licence within sixty days from the date of receipt of such application:

Provided that no tax of fees due to the municipality to be paid by the licensee shall be pending at the time of submission of the renewal application:

Provided further that no renewal shall be refused without giving a reasonable opportunity of being heard to the applicant.

297. Maintenance of slaughter houses.— (1) No person shall slaughter any animal except in the slaughter house provided by the municipality or in a private slaughter house duly established by obtaining a valid licence under rule 298.

(2) The rates of fees to be levied in the slaughter house shall be fixed by the council and notified for public information, besides, keeping a board displaying the rates of fees, in one or two conspicuous places in the slaughter house.

(3) The council may arrange to collect the fees to be levied in a public slaughter house, departmentally or may outsource the collection of such fees.

(4) Where the council decides to place the management of a slaughter house referred to in sub-rule (1), under the management of a private person, it shall be effected as per the provisions of the Tamil Nadu Transparency in Tenders Act, 1998 (Tamil Nadu Act 43 of 1998).

(5) Every animal brought to the slaughter house to be slaughtered for human consumption, shall be examined by the officer authorised by the Commissioner for this purpose, who on inspection of the animal finds it fit for human consumption shall affix the seal on the slaughtered animal in such a way as the seal remains in the meat, when exposed for sale. No animal found unfit by such officer authorised by the Commissioner shall be allowed to be slaughtered and no butcher shall sell the meat of any animal not slaughtered in the municipal slaughter house or which does not bear the seal of the municipality.

(6) The meat of animals slaughtered not in conformity with sub-rule (5) shall be destroyed by the Commissioner or the officer authorised by the Commissioner in this behalf and the person causing the unauthorised slaughter may also be prosecuted by the Commissioner for violation of this rule.

298. Licensing of private slaughter-house.— (1) No person shall establish or maintain or run a private slaughter house for slaughtering of animals or use any place for processing any skin of animals or carcasses without obtaining a licence issued by the Commissioner.

(2) Every application for the grant of licence under sub-rule (1) shall be made to the Commissioner in Form 6 together with the fee fixed by the council within the minimum and maximum rate of fees specified in Schedule V.

(3) Every application shall be accompanied by a plan in duplicate of such place showing clearly the several portions thereof proposed to be used as the slaughtering yard, the skinning place, the airing room, etc. and all other arrangements required for the purpose.

(4) On receipt of an application for the grant of licence under sub-rule (2), the Commissioner may either grant the licence in Form 14 or refuse to grant the licence for reasons to be recorded in writing:

Provided that the Commissioner shall get a No Objection Certificate from the Deputy Superintendent of Police or Deputy Commissioner of Police concerned before granting the licence:

Provided further that no licence shall be refused without giving a reasonable opportunity of being heard.

(5) The licence under sub-rule (4) shall be granted, subject to the following terms and conditions, namely:—

(a) The licensee shall comply with the Tamil Nadu Combined Development and Building Rules, 2019.

(b) No activity prohibited by any law in force shall be carried out at the licensed premises.

(c) The Licensee shall cause the flooring of the premises to be paved or otherwise rendered impervious and suitably drained and at all times be maintained in good order and repair.

- (d) The premises shall be properly enclosed and provided with suitable gateways and gates.
- (e) The Licensee shall cause the premises to be cleaned and prevent any accumulation of filth or refuse therein.
- (f) The licensee should comply with all the provisions of the Solid Waste Management Rules, 2016.
- (g) The licensee shall cause every part of the internal surface of the walls and ceiling of every building upon the said premises to be whitewashed or painted regularly.
- (h) The Licensee shall provide sufficient supply of pure and wholesome drinking water.
- (i) The Licensee shall cause such means of ventilation and lighting as may be provided in or in connection with the said premises to be maintained at all times in good order and efficient action.
- (j) An inspection book should be maintained in the licenced premises. The instructions given in the inspection book should be carried out within the time specified therein.
- (k) Licence issued by the municipality should be displayed in a prominent place.
- (l) The licensee should install Closed Circuit Television units in the public building in accordance with the Tamil Nadu Combined Development and Building Rules, 2019.
- (m) The licensee shall provide access to the premises, without notice, for inspection by the Commissioner or any officer authorized by him in this behalf at any time by day or by night when such premises is being used.
- (n) The licensee shall provide suitable covered receptacles in suitable places in such premises for the deposit of all refuse matter and shall cause such receptacles to be emptied at least once in every twenty-four hours in a hygienic manner.
- (o) No products banned by the Government, should be displayed or exposed for sale or use to the customers.
- (p) Fire safety norms shall be followed.
- (q) The licensee shall cause every part of the structure of every latrine and water closet in such premises to be maintained, at all times, in good order and every part of the apparatus of such latrine or water closet and every drain or means of drainage leading therefrom to be maintained, at all times, in good order and efficient action.
- (r) The licensee shall cause such premises to be thoroughly swept, washed and cleansed at least once in every twenty four hours and shall prevent any accumulation of filth or refuse therein except in the covered receptacles.
- (s) The licensee shall, at all times, take suitable steps to keep every building in such premises free from rats or other rodents.
- (t) No person suffering from an infectious or contagious disease shall carry on the business and no licensee shall employ any person suffering as aforesaid to assist him in carrying on such business.
- (u) The licensee shall, immediately on knowing that any person in such premises is suffering from any infectious, contagious or dangerous disease, adopt such precautions as may be necessary to prevent the spread of infection and inform the public health officer of the municipality
- (v) The Licensee should display the sign board of the trade in Tamil.
- (w) No person shall use any premises, or permit any premises to be used, for the purpose of a slaughter-house or as a lair of cattle kept in connection therewith unless such premises, are situated in open ground at a distance of not less than 100 metres from the nearest human habitation or well or other source of domestic water supply.

(x) Every private slaughter-house shall be constructed of masonry and no part thereof shall be constructed of inflammable materials.

(y) Every private slaughter-house shall be suitably enclosed by a masonry wall not less than 6 feet high and shall be provided with suitable gateways and gates, and otherwise fully screened from public view.

(z) The approach to every private slaughter-house shall not be on an incline of more than 1 in 4 and shall not pass through any dwelling house or shop.

(aa) The floor of every private slaughter-house shall be at least one foot above the level of the adjoining ground.

(ab) The licensee shall cause every part of such slaughter-house to be paved or otherwise made impervious. The licensee shall cause the floor to be sufficiently smooth and sloped towards an impervious masonry drain discharging into an impervious masonry cistern situated outside the slaughter-house. The licensee shall construct the cistern to be of such dimensions as to hold not less than 24 hours flow of waste water from such slaughter-house and cause it to be closely covered and fitted with an air-tight frame and cover and to be completely emptied and cleaned at least once in every 24 hours.

(ac) The licensee shall cause every part of the compound of such slaughter-house to be paved or metalled and drained to the satisfaction of the public health officer, and shall cause it to be maintained, at all times, in good order and repair.

(ad) The licensee shall provide suitable means of ventilation communicating directly with the external air, and lighting upon or in connection with such private slaughter-house and shall cause the same to be maintained, at all times, in good order and efficient action.

(ae) The licensee shall cause every part of the walls and every part of the floor or pavement of such slaughter-house to be maintained, at all times, in good order and repair so as to prevent the absorption therein of any blood or liquid refuse or filth which may be spilled or splashed thereon or any offensive matter which may be deposited thereon or brought into contact therewith.

(af) The licensee shall provide suitable latrine accommodation for persons employed in or using such slaughter-house. He shall construct such latrine attached thereto outside the slaughter-house and its enclosing wall.

(ag) The licensee shall not permit any part of such slaughter-house to be used, at any time, for purposes of human habitation nor shall he permit any fires to be lighted or any cooking to be done therein.

(ah) The licensee shall cause every drain or means of drainage which may be provided upon or in connection with such slaughter-house to be maintained, at all times, in good order and efficient action.

(ai) The licensee shall cause such slaughter-house to be thoroughly washed and cleansed within three hours after the completion of the slaughtering or dressing and shall prevent any accumulation of filth or refuse therein.

(aj) The licensee shall provide suitable covered air-tight non-absorbent receptacles for the deposit of all refuse matter and shall cause such receptacles to be emptied not less than twice in every 24 hours or more often if so required by the public health officer and disposed of in such manner as may be approved by him.

(ak) The licensee shall not pass or permit to be passed any solid refuse matter or any solid contents of entrails into any public or private sewer or drain.

(al) The licensee shall provide in such slaughter-house such means and appliances as the public health officer may prescribe to enable the dressing of carcasses to be carried on in a clean and sanitary manner.

(am) The licensee shall not keep or pen therein any animal intended for slaughter, but shall collect them for purposes of inspection at such time and place as may be appointed by the Commissioner

and shall not slaughter any animal until it has been inspected and pronounced to be free from disease by an officer (hereinafter referred to as the Inspecting Officer) appointed by the Commissioner in this behalf.

(an) The Inspecting Officer shall reject such animals as may for any reason appear to him unfit to be slaughtered for human consumption. The owner of an animal so rejected shall cause it to be forthwith removed; but any such animal if found to be affected with infectious or contagious disease shall be seized and destroyed and disposed of in such manner as to prevent its being used for human food or exposed for sale and any expenses that may be incurred in such seizure, destruction and disposal shall be borne by the owner of the animal.

(ao) The licensee shall not admit any dying or dead animal into the slaughterhouse, nor shall admit any animal found to be affected with infectious or contagious disease, but shall forthwith intimate to the Health Officer the facts of the case and segregate the animals in an isolated part of the building and shall not return them to the owner until the animals have been inspected by an officer of the municipality and necessary orders are issued by him thereon.

Explanation.— This condition shall not apply to the case of an animal which has met with an accident rendering it unfit for further work, if it is brought to the slaughter-house immediately after the accident.

(ap) Every person employed in the slaughtering of animals in any private slaughter-house shall use such instruments and appliances and shall adopt such methods of slaughtering and otherwise take such precautions as may be required to secure the infliction of as little pain or suffering as practicable.

(aq) Every person engaged in a slaughter-house in driving or bringing any animal to the place of slaughter shall,—

(a) avoid so far as practicable driving or bringing the animal over any ground which is likely to cause the animal to slip or fall; and

(b) otherwise adopt such methods and precautions as will prevent the infliction upon the animal of unnecessary suffering or pain.

(ar) No person shall in a slaughter-house, slaughter or cause or suffer to be slaughtered any animal or cause or suffer its carcass to be dressed in the view of another animal.

(as) The licensee shall not cause or allow any blood or other refuse to flow from such slaughter-house so as to be within the sight or (so far as it is practicable to avoid it) within the smell of any animal in the slaughter-house and shall not cause or allow any such blood or other refuse to be deposited in the waiting pens or lairs.

(at) Every person who brings animals into a slaughter-house for slaughter shall keep them at the waiting pen or lair provided for the purpose, for a period of not less than 48 hours before slaughter, and during such time or any subsequent extension thereof, the animals shall be fed at the expense of such person.

(au) An officer appointed by the Commissioner shall stamp all carcasses and meat from a private slaughter-house. No person shall remove carcasses and meat from a slaughter-house to any market or other place except in a suitable covered vehicles of a pattern and size approved by the public health officer and specially set apart for the purpose. Such person shall, during such removal, conceal the carcasses and meat from the public view and completely protect them from flies and dust. Persons providing such vehicles shall, at all times, keep the same in a clean and sanitary condition and in good order and repair.

(av) The licensee shall not permit the sale of meat in any private slaughter-house, but may allow the sale of offal and skins in such places as may be assigned therein for such purposes and at such hours as may be fixed by the public health officer.

(aw) The licensee shall cause the removal from such slaughter-house, skin, entrails and all other offal within three hours of the completion of slaughtering or dressing.

(ax) No person shall insufflate or blow any carcass.

(ay) No person suffering from an infectious or contagious disease shall enter any private slaughter-house, nor shall any person suffering as aforesaid be employed by the licensee to remove or assist in the removal of carcasses or meat from the slaughter-house.

(6) The licence issued under sub-rule (4) shall be valid for a period of three years from the date of issue.

(7) The slaughter houses shall be enclosed and screened from public view.

(8) They shall be kept in clean and sanitary condition, arranging for periodic removal of the offal, blood and other wastes without allowing accumulation thereof.

(9) There shall be sufficient supply of water in the slaughter house for periodic cleaning, flushing and the place shall be effectively drained without any stagnation.

(10) The place must also be properly sheltered and covered, to avoid any nuisance to the public.

299. Licensing of Spa, Massage Parlour and Beauty Parlour with partition or room or sauna or bathing facility.— (1) No place shall be used as a spa and massage parlour within the municipal limit without obtaining a licence issued by the Commissioner.

(2) No licence shall be granted for spa and massage parlours, unless the applicant possesses a degree from any recognized universities in the following subjects:—

(a) Bachelor of Physiotherapy (BPT) with 4 years duration and 6 months compulsory internship;
(or)

(b) B.Sc., (Occupational Therapy); (or)

(c) M.Sc., (Occupational Therapy); (or)

(d) Diploma in Physiotherapy with 3 years duration:

Provided that this qualification shall not apply to spas and massage parlours existing on the date of notification of these Rules.

(3) The masseur or masseuse should possess a certificate in the following fields:—

(a) Occupational therapy with one year duration offered by any of the recognized universities; or

(b) Acupressure therapy; or

(c) Acupressure yoga science; or

(d) Acupressure and Magneto therapy.

(4) Every application for the grant of such licence shall be made to the Commissioner in Form 7 together with a fee specified in Schedule V.

(5) On receipt of an application for the grant of licence under sub-rule (4), the Commissioner shall hold an inspection having regard to,—

(a) the suitability of the place in respect of which the licence is applied including compliance of all conditions mentioned in these rules;

(b) the possibility of any danger to life or health or property or the likelihood of any nuisance being created;

(c) the provisions of other Acts, if any and the rules made there under, regulating the use of places for the purpose for which the licence is applied for; and

(d) any other matters that the Commissioner deems necessary.

(6) After holding such an inspection, the Commissioner may either grant the licence in Form 15 or refuse to grant licence for reasons to be recorded in writing:

Provided that a No Objection Certificate from the Superintendent of Police or Commissioner of Police having jurisdiction over the area shall be obtained by the Commissioner before granting any license:

Provided further that no licence shall be refused without giving a reasonable opportunity of being heard to the applicant.

(7) The licence under sub-rule (6) shall be granted, subject to the following terms and conditions, namely:-

(a) The licensee shall comply with the Tamil Nadu Combined Development and Building Rules, 2019.

(b) No activity prohibited by any law in force shall be carried out at the licensed premises.

(c) The Licensee shall cause the flooring of the premises to be paved or otherwise rendered impervious and suitably drained and at all times be maintained in good order and repair.

(d) The premises shall be properly enclosed and provided with suitable gateways and gates.

(e) The Licensee shall cause the premises to be cleaned and prevent any accumulation of filth or refuse therein.

(f) The licensee should comply with all the provisions of the Solid Waste Management Rules, 2016.

(g) The licensee shall cause every part of the internal surface of the walls and ceiling of every building upon the said premises to be whitewashed or painted regularly.

(h) The Licensee shall provide a sufficient supply of pure and wholesome drinking water.

(i) The Licensee shall cause such means of ventilation and lighting as may be provided in or in connection with the said premises to be maintained at all times in good order and efficient action.

(j) An inspection book should be maintained in the licenced premises. The instructions given in the inspection book should be carried out within the time specified therein.

(k) The licence issued by the municipality should be displayed in a prominent place.

(l) The licensee should install Closed Circuit Television units in the public building in accordance with the Tamil Nadu Combined Development and Building Rules, 2019.

(m) The licensee shall provide access to the premises, without notice, for inspection by the Commissioner or any officer authorized by him in this behalf at any time by day or by night when such premises is being used.

(n) The licensee shall provide suitable covered receptacles in suitable places in such premises for the deposit of all refuse matter and shall cause such receptacles to be emptied at least once in every twenty-four hours in a hygienic manner.

(o) No products banned by the Government, should be displayed or exposed for sale or use to the customers.

(p) Fire safety norms shall be followed.

(q) The licensee shall cause every part of the structure of every latrine and water closet in such premises to be maintained, at all times, in good order and every part of the apparatus of such latrine or water closet and every drain or means of drainage leading there from to be maintained, at all times, in good order and efficient action.

(r) The licensee shall cause such premises to be thoroughly swept, washed and cleansed at least once in every 24 hours and shall prevent any accumulation of filth or refuse therein except in the covered receptacles.

(s) The licensee shall, at all times, take suitable steps to keep every building in such premises free from rats or other rodents.

(t) No person suffering from an infectious or contagious disease shall carry on the business and no licensee shall employ any person suffering as aforesaid to assist him in carrying on such business.

(u) The licensee shall, immediately on knowing that any person in such premises is suffering from any infectious, contagious or dangerous disease, adopt such precautions as may be necessary to prevent the spread of infection and inform the public health officer of the municipality

(v) The Licensee should display the sign board of the trade in Tamil.

(w) The external doors of the massage/spa establishment to be kept open during the working hours.

(x) Minimum lighting facilities and ventilation to be provided in each room or enclosure where the massage services are to be provided.

(y) The licensee shall provide suitable means of drainage and also sanitary conveniences for the exclusive use of each sex and shall maintain the same in good sanitary condition.

(z) The massage services are not to be provided behind locked doors.

(aa) Uniforms and identity cards to be maintained for all staff concerned.

(ab) Closed Circuit Television Cameras with recording facility should be provided at the entry and exit points without prejudice to the privacy of the clients and employees.

(ac) Engaging in any form of sexual activity in the premises of the massage/spa establishment shall be prohibited.

(ad) The licensee shall, when such premises are intended for the use of both sexes, provide and maintain separate rooms for the use of persons of either sex.

(ae) Register for clients shall be maintained.

(af) The officials from municipality/police officers shall be permitted to inspect the trade premises in the event of any complaint against the trade are received.

(ag) Opening and closure timings of the massage centre/spa shall be followed as specified by the Government of Tamil Nadu.

(ah) The premises of massage/beauty parlour with partition or room/Spa should be constructed of masonry, or of such other material as may be approved by the Commissioner.

(ai) Every part thereof should be constructed of non-inflammable material.

(aj) Every person or operator working in such premises shall wash his hands thoroughly with soap and water before and after servicing each customer.

(ak) Razors shall be used once and other instruments used for a customer immediately after such use shall be thoroughly cleansed and dipped for two minutes in boiling water or disinfected in a disinfectant.

(al) Every utensil used for servicing the customer shall be thoroughly rinsed in hot water after each occasion of use.

(am) At the end of every day, every utensil used in the premises shall be sterilized by being immersed in boiling water or disinfected in an appropriate disinfectant.

(an) First aid kit shall be maintained in the premises.

(ao) The licensee shall ensure that all appliances/devices/ lotions/ creams used should not in any manner cause allergic reactions or physical injury to the customers.

(8) The licence issued under sub-rule (6) shall be valid for a period of three years from the date of issue and may be renewed for a further period of three years.

(9) Every application for the renewal of a licence granted under sub-rule (6) shall be made to the Commissioner in Form 7, three months before the date of expiry of the licence together with licence fee specified in sub-rule (4).

(10) No inspection shall be carried out for renewal of a licence and the renewal application shall be disposed of by the Commissioner either renewing the licence or refusing to renew the licence within 60 days from the date of receipt of such application:

Provided that no tax or fees due to the municipality to be paid by the Licensee shall be pending at the time of submission of the renewal application:

Provided further that no renewal shall be refused without giving a reasonable opportunity of being heard to the applicant.

300. Licensing of places and buildings for public resort or entertainment.— (1) No person shall use any place or building for public resort or entertainment in any municipality, without obtaining a licence issued by the Commissioner:

Provided that the provisions of the Chennai City Police Act, 1888 (Tamil Nadu Act III of 1888) shall be applicable in the case of Chennai.

(2) Every application for the grant of such licence shall be made to the Commissioner in Form 8 together with a fee specified in Schedule V.

(3) On receipt of an application for the grant of licence under sub-rule (2), the Commissioner shall hold an inspection having regard to,—

(a) the suitability of the place in respect of which the licence is applied including compliance of all conditions mentioned in these rules;

(b) the possibility of any danger to life or health or property or the likelihood of any nuisance being created;

(c) the provisions of other Acts, if any and the rules made thereunder, regulating the use of places for the purpose for which the licence is applied for; and

(d) any other matter that the Commissioner may deem necessary.

(4) after holding such an inspection, the Commissioner may either grant the licence in Form 16 or refuse to grant licence for reasons to be recorded in writing:

Provided that a No Objection Certificate in writing from the Deputy Superintendent of Police or the Deputy Commissioner of Police and the Station Officer of Fire and Rescue Services Department having jurisdiction over the area shall be obtained by the Commissioner before granting any licence:

Provided further that no licence shall be refused without giving a reasonable opportunity of being heard to the applicant.

(5) The licence under sub-rule (4) shall be granted, subject to the following terms and conditions, namely:—

- (a) The licensee shall comply with the Tamil Nadu Combined Development and Building Rules, 2019.
- (b) No activity prohibited by any law in force shall be carried out at the licensed premises.
- (c) The Licensee shall cause the flooring of the premises to be paved or otherwise rendered impervious and suitably drained and at all times be maintained in good order and repair.
- (d) The premises shall be properly enclosed and provided with suitable gateways and gates.
- (e) The Licensee shall cause the premises to be cleaned and prevent any accumulation of filth or refuse therein.
- (f) The licensee should comply with all the provisions of the Solid Waste Management Rules, 2016.
- (g) The licensee shall cause every part of the internal surface of the walls and ceiling of every building upon the said premises to be whitewashed or painted regularly.
- (h) The Licensee shall provide a sufficient supply of pure and wholesome drinking water.
- (i) The Licensee shall cause such means of ventilation and lighting as may be provided in or in connection with the said premises to be maintained at all times in good order and efficient action.
- (j) An inspection book should be maintained in the licenced premises. The instructions given in the inspection book should be carried out within the time specified therein.
- (k) Licence issued by the municipality should be displayed in a prominent place.
- (l) The licensee should install Closed Circuit Television units in the public building in accordance with the Tamil Nadu Combined Development and Building Rules, 2019.
- (m) The licensee shall provide access to the premises, without notice, for inspection by the Commissioner or any officer authorized by him in this behalf at any time by day or by night when such premises is being used.
- (n) The licensee shall provide suitable covered receptacles in suitable places in such premises for the deposit of all refuse matter and shall cause such receptacles to be emptied at least once in every twenty-four hours in a hygienic manner.
- (o) No products banned by the Government, should be displayed or exposed for sale or use to the customers.
- (p) Fire safety norms shall be followed as prescribed.
- (q) The licensee shall cause every part of the structure of every latrine and water closet in such premises to be maintained, at all times, in good order and every part of the apparatus of such latrine or water closet and every drain or means of drainage leading therefrom to be maintained, at all times, in good order and efficient action.
- (r) The licensee shall cause such premises to be thoroughly swept, washed and cleansed at least once in every 24 hours and shall prevent any accumulation of filth or refuse therein except in the covered receptacles.
- (s) The licensee shall, at all times, take suitable steps to keep every building in such premises free from rats or other rodents.
- (t) No person suffering from an infectious or contagious disease shall carry on the business and no licensee shall employ any person suffering as aforesaid to assist him in carrying on such business.

(u) The licensee shall, immediately on knowing that any person in such premises is suffering from any infectious, contagious or dangerous disease, adopt such precautions as may be necessary to prevent the spread of infection and inform the public health officer of the municipality.

(v) The licensee should display the sign board of the trade in Tamil.

(w) The licensee shall cause the flooring of every part of such building or place in good condition. Any sand or other dusty material should not be spread or used on any part of the floor. The carpets, mats or any other materials used as a covering for the floor shall be cleansed and dusted daily and as and when so required.

(x) The number of persons admitted into any part of the building or place shall not exceed the number fixed in the licence for that building or place. The number fixed for such place shall be clearly displayed in such place by means of board or otherwise.

(y) The licensee shall provide suitable means of drainage and also sanitary conveniences for the exclusive use of each sex and shall maintain the same in good sanitary condition.

(z) No structural or material alterations shall be made in the licenced premises except with the written permission of the Commissioner.

(aa) The Commissioner or any other officer authorized by him, and any Police Officer not below the rank of a Sub-Inspector of Police shall at all times have free access to the said premises to see whether the conditions of the licence are fulfilled.

(ab) No obscene performance shall be conducted or allowed to be conducted inside the licensed premises.

(6) The licence issued under sub-rule (4) shall be valid for a period of three years from the date of issue and may be renewed for a further period of three years.

(7) Every application for the renewal of a licence granted under sub-rule (4) shall be made to the Commissioner in Form 8, three months before the date of expiry of the licence together with licence fee specified in sub-rule (2).

(8) No inspection shall be carried out for renewal of a licence and the renewal application shall be disposed of by the Commissioner either renewing the licence or refusing to renew the licence within 60 days from the date of receipt of such application:

Provided that no tax or fees due to the municipality to be paid by the Licensee shall be pending at the time of submission of the renewal application:

Provided further that no renewal shall be refused without giving a reasonable opportunity of being heard to the applicant.

301. Rejection of application.— (1) If the documents and information furnished by the applicant for the grant of licence under this Chapter do not provide all the particulars necessary to process the application satisfactorily or if the application is defective, the Commissioner may within seven days from the date of receipt of application require the applicant either to produce such further particulars and details as he deems necessary or to rectify the defects in the application within a stipulated time. Upon receipt of the required particulars or the rectified application, the licensing authority shall scrutinize the application and verify the documents submitted and shall issue licence to the eligible applicant as per the provisions contained in this chapter.

(2) In case an application is not submitted in accordance with these Rules or where the applicant fails to furnish the additional particulars called for or where the submitted documents cannot be authenticated or where the applicant fails to rectify the defects in the application, the Commissioner may reject the application stating the reason therefor and shall send an intimation to the applicant.

302. Revocation or suspension of licence.— (1) Where the Commissioner either *suo-motu* or on a representation from general public has reason to believe that,—

(a) the licence has been fraudulently obtained;

(b) the licence has been used for the purpose other than the purpose for which the licence has been granted;

(c) any condition of the licence has been contravened, he shall call upon the Licensee by notice in writing, stating grounds, to show cause within seven days as to why the licence should not be revoked or suspended.

(2) On examining the reply received from the licensee and giving the person an opportunity of being heard, the Commissioner may either,—

(i) revoke the licence; or

(ii) suspend the licence with such directions as he may deem necessary; or

(iii) drop further action, if he is satisfied that no further action is needed.

(3) A suspended licence may be revived on application to the Commissioner, if he is satisfied that the directions have been duly complied with:

Provided that a suspended licence shall be deemed to have been revoked if it is not revived within one year.

303. Inspection of licensee's premises.— The Commissioner may, without notice, enter any premises used for carrying out a trade or business for which a licence is required under the Act and these Rules to inspect the premises, selected at random or if he has reason to believe that an act is being done in the premises without a licence or in any manner inconsistent with the licence or conditions of the Licence and after carrying out randomised inspection, he may,—

(i) by notice, require the person so doing such act, to alter, remove or as far as practicable, restore to its original state, the whole or any part of any property, movable or immovable, public or private affected thereby within a time specified in the notice; and

(ii) take all such steps as may be necessary to prevent the continuance of such act.

304. Lock and seal.— If a trade or business for which a licence is required under the Act and these Rules is carried on without a licence or if licence has been cancelled under rule 302, if the Licensee continues to violate the conditions of the licence or if orders of the Commissioner under rule 302 are not obeyed within the time prescribed, the Commissioner may lock and seal the premises and also initiate criminal action therefor:

Provided that no premises shall be locked and sealed without providing an opportunity of being heard to the owner as well as the occupier of the premises.

305. Appeal.— (1) Any person aggrieved by the order of the Commissioner in refusing to grant or renew a licence or cancelling or suspending a licence may appeal to the Director within thirty days from the date of receipt of the order appealed against.

(2) Every appeal shall be made in Form 19 in duplicate along with a fee of Rupees one thousand only, by way of a demand draft drawn in favour of the Director.

(3) Every appeal preferred under sub-rule (1) shall set out the grounds of the appeal in precise terms enclosing a copy of the order to which the appeal is preferred and shall be presented in the office of the Director or sent to him by registered post. Such appeal shall be disposed of by the Director within a period of sixty days from the date of filing or within an extended period of not exceeding further thirty days, as may be permitted by the Director.

306. Issue of licence card.— (1) In respect of licences issued to carryout trade or business, a licence card shall be issued carrying the licence number and validity of the licence.

(2) If the licence card is lost or destroyed or stolen or mutilated, the person concerned may apply to the Commissioner for a duplicate card along with a challan for the payment of the fee of Rs.500/- (Rupees five hundred only) in the municipal office:

Provided that in the case of a mutilated card, it shall also be enclosed along with the application.

(3) The Commissioner shall furnish the duplicate card within fifteen days from the date of receipt of such application.

307. Rectification of errors in licence card.— (1) The Commissioner may, on his own motion, or on an application rectify any error apparent in the licence card:

Provided that no such rectification which has the effect of enhancing the fee shall be made unless the Commissioner has given notice to the person concerned and has given him an opportunity of being heard within seven days from the date of receipt of the notice by such person.

(2) Where such rectification has the effect of reducing the fee, the excess amount, if any, paid by the Licensee shall be adjusted towards renewal fee in future and where such adjustment is not practicable, the excess amount shall be refunded.

308. Non-renewal of licence.— When a person fails to renew a licence before the date of expiry of the licence, the licence shall be deemed to have been revoked.

309. Mode of payment of fees.— The fees under this Chapter shall be paid through online payment portal or any digital payment method of the municipality concerned or through demand draft in the main office, zonal offices, ward offices and in such other offices as may be indicated by the Commissioner, during office hours on all working days.

310. Issue of provisional permission for installation of television cables over public roads and streets in a municipality.— (1) Any person intending to commence operation of giving cable television connections in any area within the municipal limit, shall apply to the Commissioner in Form 21 for provisional permission to install cables on street light poles over public roads and streets or to erect separate poles in any road or streets within the municipal limit for installing such television cables.

(2) Every application under sub-rule (1), for a provisional permission shall be accompanied by:-

- (a) a sketch indicating the roads and streets over which the cables are to be installed;
- (b) the number and location in the sketch of street light poles which are to be used for installing the cables; and
- (c) the number and location in the sketch of additional poles required to be erected by the applicant on the roads and streets for installing such cables.

(3) The Commissioner shall on receipt of application scrutinise it and if he is satisfied about the information furnished by the applicant, grant a provisional permission in Form 22, after receiving the annual rent fixed under these rules for such installation of television cables, and subject to the following conditions:—

(a) The television cables shall be installed over the public roads and streets at a height of above 8 metres across the roads or streets and not less than 5.5 metres along the roads and streets. The cable shall be atleast 1 metre away from the light fixture;

(b) Additional poles shall be installed to carry cables across public roads or streets at a height of 8 metres;

(c) Not more than five lines shall be taken on each of the street light poles;

(d) Size of each cable shall be less than 15mm (outer diameter);

(e) As far as practicable and possible the street light poles of the urban local bodies may be used;

(f) Identification tag shall be tagged around the cable in every 50 metres;

(g) If additional poles are required to be erected on any public road or street or land, the prior concurrence of the Commissioner shall be obtained; and

(h) The size of the additional pole shall not be more than 2 sq.ft.

(4) Within sixty days from the date of receipt of such provisional permission, the applicant shall install the cables in accordance with the conditions stipulated in the provisional permission and shall apply in Form 23 for issue of a No Objection Certificate by the Commissioner of the municipality along with annual rent or proportionate annual rent at the rate specified in rule 311.

(5) On satisfying himself that the cables have been installed in accordance with the conditions mentioned in the provisional permission under sub-rule (3), the Commissioner may issue a "No Objection Certificate" in Form 24.

311. Rent to be collected for installation of Television Cables.— (1) The annual rent shall be collected by the municipality for using the street light poles and for erecting additional poles by the applicants shall be at the rate as specified in the table below and it is payable in advance for every annual year:—

THE TABLE

Urban Local Bodies	Rate of Annual Rent
(1)	(2)
Chennai City Municipal Corporation	Television cable - Rs.9,600 per annum per kilometer Additional pole - Rs.4,500 per pole per annum
All Municipal Corporations (other than Chennai City Municipal Corporation) and Municipal Councils	Television cable - Rs.6,300 per annum per kilometer Additional pole - Rs.3,000 per pole per annum
Town Panchayats	Television cable - Rs.5,500 per annum per kilometer Additional pole - Rs.2,000 per pole per annum

(2) The annual rent for television cables and for additional pole fixed in sub-rule (1), shall be reviewed and refixed by the Government as and when required.

(3) For the purpose of collecting annual rent for a period of less than a year, the annual rent fixed under sub-rule (1) shall be collected proportionately.

312. Removal of television cables from the street light poles for violation of conditions imposed.— (1) Where the Commissioner, either *suo-motu* or on written representation has a reason to believe that the person to whom a no objection certificate issued, has violated or failed to comply with the conditions imposed while issuing a no objection certificate under these Rules, he shall call upon the person in writing stating the grounds to show cause within such period not less than fifteen days from the date of receipt of such notice as to why the no objection certificate issued by the Commissioner should not be cancelled and the television cables should not be removed from the street light poles and the additional poles if any erected and also shall give the person an opportunity of being heard.

(2) On examining the reply received from the person concerned within the time limit specified in sub-rule (1), the Commissioner may order cancellation of no objection certificate and for removal of the television cables installed by the person concerned within the time limit fixed and failing which the Commissioner shall remove them by utilising the services of the employees of the municipality.

313. Mode of payment of rent.— The annual rent for installation of television cables shall be paid in the form of demand drafts payable to the Commissioner or shall be paid in cash in the municipal treasury or through online payment facility of the municipality within the period from 1st April to the 30th April of every year.

314. Installation of brackets in the street light poles by the urban local bodies.— (1) The Commissioner shall make arrangements to install brackets to have the television cables in the street light poles in such a way that the brackets can hold five television cable lines.

(2) The Commissioner may provide such brackets in the new street light poles to be installed in future.

315. Sale of Immovable Properties.— (1) Any outright sale or transfer of municipal land or building to the Central Government or State Government or any Central Government or State Government Public Sector undertaking for any public purpose, shall be made at Market Value of the land arrived at by the Collector along with Public Works Department scheduled rates for buildings, if any.

(2) Notwithstanding anything contained in sub-rule (1),-

(a) The guideline value shall be used for sale or transfer of land to Chennai Metro Rail Limited;

(b) The sale or transfer shall be at a concessional rate of rupees one lakh per ground (2400 sq.ft.) for Tamil Nadu Urban Habitat Development Board for the purpose of construction of tenements when the land is already encroached with huts or residences by eligible beneficiaries for a long time.

PART II

LICENSING OF IMMOVABLE PROPERTY OF MUNICIPALITY

316. Licencing or leasing of Immovable Properties.— (1) The Municipal Council may grant licence or lease to any person for use and occupation of any land or building belonging to the municipality for a period of three years.

(2) After the completion of the period prescribed in sub-rule (1), no extension or renewal of the same lease shall be permitted and any applications for the same shall be considered afresh in accordance with provisions of the Act and Rules.

(3) The licence fee or lease rent for lands let out for public purpose or for use by Central Government or State Government Departments or Public Sector Undertakings shall be based on the guideline value of the land as per the following table:—

THE TABLE.

Usage	Lease Rate as percentage of Guideline Value
(1)	(2)
Charitable and Religious	0.5%
Private schools	3%
Aided schools where percentage of students in aided section is less than 50% of total school strength	1.5%
Aided school, where the percentage of students in the aided section is more than 50% of total school strength. (In this category, aided school alone should be functioning in the premises leased and no other educational or related activities should be undertaken)	0.5%
Lease to Central Government or State Government departments or Public Sector Undertakings other than Metro Rail Organisations	3%
Metro Rail Organisations	1%

(4) The licence fee or lease rent for buildings let out for public purpose shall be based on the Annual Rental Value derived for the purpose of calculation of Property Tax.

(5) Licence or lease for land and buildings let out for commercial or residential purpose including shopping complexes or public markets belonging to the municipality shall be effected by public auction-cum-tender which shall be conducted by the Commissioner or by a person duly authorized in this behalf.

(6) The auction floor price shall be fixed as below:—

Category	Auction Floor Price
(1)	(2)
Land - Commercial	3% of Guideline Value of Land
Land - Residential	1.5% of Guideline Value of Land
Land - Agricultural	0.5% of Guideline Value of Land
Building - Commercial other than shopping complexes or public markets	Commercial Annual Rental Value as decided for Property Tax assessments
Building - Shopping complexes or public markets	Based on the actual rental value prevailing in the locality with such variations based on location of the shop in the market, demand, current vacancy levels, infrastructure facilities available, as may be decided by the council.
Building - Residential	Residential Annual Rental Value as decided for Property Tax assessments

(7) The bids at the auction-cum-tender shall be placed by the Commissioner before the council or a committee to accept the highest bid or bids.

(8) A person occupying a municipal land or building shall be liable to payment of a damage fee for use and occupation at the same rate as the licence fee or lease rent, if the occupation is without a licence or lease or continues beyond the period of the said licence or lease until the person is evicted from such illegal occupation:

Provided that mere payment of damage fee shall not entitle such illegal occupant to any rights over the said land or building.

(9) Auction-cum-tender.— The Commissioner or a person duly authorized by him should conduct the auction-cum-tender and shall not permit any person who fails to deposit as security such sum as may be specified in the preliminary notice to bid at the auction.

(10) The Commissioner shall, after the auction-cum-tender is completed, place before the Council, a list of bids at the auction-cum-tender and the highest bidder shall be granted the licence or lease:

Provided that if the highest bid has to be rejected for any reason, the reasons for the same shall be recorded in writing.

(11) (a) In case of auction for licence of rental shops belonging to the municipality, the Council may, on application by the concerned person, give preference to,—

(i) In case of demolition and reconstruction, existing licensees of the demolished shopping complex;

(ii) Licensees of another shopping complex belonging to the municipality which was demolished or diverted to some other use by the municipality;

(iii) Commercial shop owners in lands acquired by the municipality;

(b) (i) Any person claiming such preference shall be required to match the highest bid price and submit necessary documents proving eligibility for preference;

(ii) The order of preference shall be in the same order as in clause (a) and within each category, the preference shall be in order of seniority within that category with respect to the month and year of demolition or acquisition;

(iii) Preference in allotment shall not be applicable to legal heirs of such persons if the said person is deceased;

(c) Five per cent of the shops may be allotted to persons with disability, willing to match the highest bid.

(12) Immediately after the auction has been confirmed, the intimation about the acceptance shall be communicated to the bidder to pay the entire amount of the first installment within the date stipulated and the necessary particulars shall be entered in the Demand Register.

(13) The licensee or lessee shall enter into an agreement with the municipality, within one week of confirmation of auction-cum-tender by the council.

317. Cancellation of licence or lease.— (1) The licence or lease may be cancelled by the Commissioner in default of Licence fee or lease rent or violations of the terms and conditions of the licence or lease.

(2) On cancellation or suspension of a licence or lease, if any balance of licence fee or lease rent is to be recovered a suit in a Civil Court should be filed to recover the balance.

318. Application of certain provisions.— The provisions regarding cancellation or suspension of licence in rule 302 shall mutatis mutandis apply for licences or lease granted under this rule.

319. Occupation of a municipal land or building or of a land or building vested in the municipality without a licence or lease.— If the occupation of a municipal land or building or of a land or building vested in the municipality is without a licence or lease or continues beyond the period of the said licence or lease, the occupant shall be liable to be evicted under provisions of the Tamil Nadu Public Premises (Eviction of Unauthorised Occupants) Act, 1975 (Tamil Nadu Act 1 of 1976).

SCHEDULE I

[See rules 289 (1), (2) and (5)]

(1) Applicability.— This Schedule is applicable to any industry or factory or enterprise involved in the production of goods which is not licenced under the Factories Act, 1948 (Central Act LXIII of 1948), Industries (Development and Regulation) Act, 1951 (Central Act 65 of 1951), Arms Act, 1959 (Central Act 54 of 1959), Explosives Act, 1884 (Central Act IV of 1884) and Petroleum Act, 1934 (Central Act XXX of 1934).

(2) Licence Fee.— The licence fee for the micro, small and medium enterprises shall be levied based on the category of the such enterprises as per the Micro, Small and Medium Enterprises Development Act, 2006 (Central Act 27 of 2006):

Provided that the applicant does not have a valid Udyam registration, the category of the industry shall be determined using the Goods and Services Tax Number or the latest Income Tax returns:

Provided further that the applicant does not have Udyam registration Certificate and tax returns, he shall submit a sworn affidavit in Form 17 certifying the category of the enterprise for which the licence is sought for.

(a) Micro Enterprises (Rate per annum):

Urban Local Bodies	Minimum Fee (Rs.)	Maximum Fee (Rs.)
(1)	(2)	(3)
Chennai City Municipal Corporation	3,500/-	7,000/-
Other Municipal Corporations	2,500/-	5,000/-
Municipal Councils	1,500/-	3,500/-
Town Panchayats	750/-	2,000/-

(b) Small Enterprises (Rate per annum):

Urban Local Bodies	Minimum Fee (Rs.)	Maximum Fee (Rs.)
(1)	(2)	(3)
Chennai City Municipal Corporation	7,000/-	10,000/-
Other Municipal Corporations	5,000/-	7,500/-
Municipal Councils	3,500/-	5,000/-
Town Panchayats	2,000/-	3,500/-

(c) Medium Enterprises (Rate per annum):

Urban Local Bodies	Minimum Fee (Rs.)	Maximum Fee (Rs.)
(1)	(2)	(3)
Chennai City Municipal Corporation	10,000/-	20,000/-
Other Municipal Corporations	8,000/-	12,000/-
Municipal Councils	7,500/-	10,000/-
Town Panchayats	5,000/-	8,000/-

(d) Others (or) Large Industry (Rate per annum):

Urban Local Bodies	Minimum Fee (Rs.)	Maximum Fee (Rs.)
(1)	(2)	(3)
Chennai City Municipal Corporation	15,000/-	50,000/-
Other Municipal Corporations	12,500/-	40,000/-
Municipal Councils	10,000/-	35,000/-
Town Panchayats	7,500/-	30,000/-

(3) List of Trades/Businesses:

Sl. No.	Name of the Trades/Businesses
(1)	(2)
1	Manufacturing of Sewing Materials
2	Manufacturing of Sewing Machines
3	Manufacturing of all kinds of Electrical and Electronic Products
4	Manufacturing of all kinds of Electrical Motors and Pumps
5	Storing and Selling of Electrical Motors and Pumps
6	Stone cutting and Crushing
7	Manufacturing of Paper Products
8	Manufacturing of all kinds of Metals
9	Manufacturing of all kinds of Vessels and Utensils
10	Manufacturing of all kinds of Motors and Pumps
11	Manufacturing of all kinds of Industrial Machineries
12	Manufacturing of Motor Vehicle accessories
13	Manufacturing of all kinds of Construction Materials
14	All kinds of Engineering works
15	Brick Chambers

16	Manufacturing of all kinds of Automobile spare parts
17	Manufacturing of all kinds of Cosmetics Products
18	Manufacturing of all kinds of Country Medicine, Cosmetics and herbal Products
19	All kinds of Fabrication Works
20	Stainless Steel Works and Polishing
21	Manufacturing of all kinds of Chemical Products
22	Manufacturing of all kinds of Medical Equipments
23	Manufacturing of all kinds of Washing and Cleaning Materials
24	Manufacturing of all kinds of Machinery Oil
25	Boiler manufacturing
26	Manufacturing of Air Conditioners
27	Manufacturing of all kinds of Glass Products
28	Manufacturing of all kinds of Stationery Items
29	Manufacturing of all kinds of Rubber Products
30	Manufacturing of all kinds of Domestic Materials
31	Manufacturing of Pesticides
32	Manufacturing of Batteries
33	Manufacturing of Fishing Nets
34	Manufacturing of Ornaments
35	Manufacturing of Musical Instruments
36	Manufacturing of Sanitation materials
37	Lime Kiln
38	Manufacturing of all kinds of Coir Products
39	Manufacturing of all kinds of Garments/Fabrics/Textiles
40	Manufacturing of all kinds of Leather goods
41	Manufacturing of all kinds of Wood/Plywood/Sunmica
42	Manufacturing of all kinds of Hardwares
43	Manufacturing of all kinds of Sports goods
44	Manufacturing of all kinds of Agriculture Products
45	Manufacturing of all kinds of Edible Oil
46	Manufacturing of Dairy products
47	Manufacturing of tea
48	Manufacturing of coffee

Note: The above list is only illustrative.

SCHEDULE II

[See rules 289 (1), (2) and (5)]

(1) Applicability: (1) This schedule is applicable to any shop or commercial establishment where any trade or business is carried on or where services are rendered to customers and store rooms, godowns and warehouses, whether in the same premises or otherwise, used in connection with such business.

(2) This schedule is not applicable to the following categories:—

- (1) Categories specified in other schedules of these Rules;
- (2) Companies registered under the Companies Act, 2013 (Central Act 18 of 2013) banks, financial institutions;
- (3) Browsing centres and gyms licensed under the respective Acts;
- (4) Trades and businesses licensed under the Arms Act, 1959 (Central Act 54 of 1959), Explosives Act, 1884 (Central Act IV of 1884), Petroleum Act, 1934 (Central Act 30 of 1984) and Cinematograph Act, 1952 (Central Act 37 of 1957); and
- (5) The Clinical Establishments (Registration and Regulation) Act, 2010 (Central Act 23 of 2010).

(1) Licence Fee (Rate per annum):

Urban Local Bodies	Minimum Fee (Rs.)	Maximum Fee (Rs.)
(1)	(2)	(3)
Chennai City Municipal Corporation	1,000/-	20,000/-
Other Municipal Corporations	800/-	15,000/-
Municipal Councils	700/-	10,000/-
Town Panchayats	500/-	7500/-

(2) List of Trades or Businesses:

Sl. No.	Name of the Trades/Businesses
(1)	(2)
1	Storing and Selling of Plastic Products
2	Storing and Selling of Sewing Materials
3	Storing and Selling of Sewing Machines
4	Storing and Selling of all kinds of Handmade Products
5	Storing and Selling of all kinds of Electrical and Electronic Products
6	All kinds of Electrical and Electronic Service Centres
7	Storing and Selling of all kinds of Paper Products
8	Waste Paper mart/Old scrap Materials
9	Spinning Works
10	Storing and selling of all kinds of Machinery Oil
11	Service of Air Conditioners
12	Air compressors
13	Storing and Selling of all kinds of Metals

14	Weighing machines
15	Battery Charging Shops
16	Motor Vehicle Show Rooms
17	Helmet shops
18	Automobile Service Centre for Two Wheelers and Three Wheelers
19	Automobile Service Centre for Light Motor Vehicles and Heavy Motor Vehicles
20	Storing and Selling of all kinds of Motors and Pumps
21	Storing and Selling Motor Vehicle accessories
22	Storing and Selling of all kinds of Cosmetics Products
23	Storing and Selling of all kinds of Industrial Machineries
24	Storing and Selling of all kinds of Chemical Products
25	Storing and Selling of Pesticides
26	Storing and Selling of all kinds of Medical Equipments
27	Storing and Selling of all kinds of Washing and Cleaning Materials
28	Storing and Selling of all kinds of Glass Products
29	Storing and Selling of all kinds of Hardwares
30	Storing and Selling of all kinds of Automobile Spare Parts
31	Storing and Selling of all kinds of Stationery Items
32	Storing and Selling of all kinds of Construction Materials
33	Storing and Selling of all kinds of Rubber Products
34	Storing and Selling of all kinds of Domestic Equipments
35	Storing and selling of Ornaments
36	Storing and selling of Musical Instruments
37	Storing and Selling of Sanitation materials
38	Storing and selling of all kinds of Coir Products
39	Storing and selling of all kinds of Garments/Fabrics/Textiles
40	Storing and selling of all kinds of Retreading Tyres/Tyres
41	Storing and Selling of all kinds of Vessels and Utensils
42	Storing & Selling of all kinds of Furniture
43	Storing and Selling of all kinds of Wood/Plywood/Sunmica
44	Wooden Design Sales
45	Renting of Shamiana and Vessels
46	Storing and selling of all kinds of Leather goods
47	Storing and selling of Opticals
48	Storing and Selling of all kinds of Sports goods
49	Storing and Selling of all kinds of Watch and Watch spare parts
50	Invitation cards/Greeting cards sales/printing press including Desktop Publishing
51	Medical shops

52	Storing and Selling of Medical equipments/devices and implants
53	Storing and Selling of Bamboo, Coconut Leaf
54	Storing and Selling of Combustible Articles, Film celluloid articles
55	Storing and Sales of Grass and Straw
56	Hiring of Centring materials
57	Storing and Selling of all kinds of Agriculture Products
58	Storing and Selling of all kinds of Manures
59	Film Processing and Colouring
60	Vehicle Parking Stands
61	Film Labs
62	Booking of parcel services/Courier services
63	Cable T.V services
64	Storing and Selling of Shields
65	Indigenous Sericulture Products
66	Frying of Peas
67	Fancy stores
68	Storing and Selling of Cotton Bed /Pillows
69	Cycle Repairing shops
70	Departmental Stores
71	Xerox shop, Desk Top Publishing Centres, e-Seva and Net cafes
72	Sticker shops
73	Plant Nursery shops
74	Photo Framing
75	Storing of Tarpaulins
76	Goldsmiths
77	Storing and Selling of all kinds of Sanitation materials
78	Storing and Selling of Tiles/Marbles/Granites
79	Storing and Selling of Fire fighting equipments and devices
80	Hair Cutting Saloons
81	Beauty parlours /spas without partition or rooms
82	Tailoring Shops
83	Laundries
84	Vinyl Board shops
85	Foot Wear Shops
86	Mobile shops (Sales & Service)
87	Bicycle and Spare parts sales
88	Photo Studios
89	Cinema Studios

90	Recording Theatres
91	Printing press
92	All kinds of Printings
93	Sale of textiles
94	Sale of jewelleries
95	Paddy Boiling
96	Saw Mills
97	FCS Mills
98	Rice Mills
99	Storing and selling of Packet Meat
100	Storing and selling of Chicken
101	Storing and selling of Mutton
102	Storing and selling of Chicken/Mutton
103	Storing and selling of Beef
104	Storing and selling Sea Foods
105	Preparing of all kinds of Food Products
106	Storing and selling all kinds of Dairy Products
107	Storing and selling of all kinds of Edible Oils
108	Storing and Selling of all kinds of Food Products
109	Storing and Selling of all kinds of Dairy Products
110	Storing and Selling of all kinds of Country Medicines, Cosmetics and herbal Products
111	Medical Laboratories
112	All kinds of pet shops
113	Storing and selling of all kinds of Cattle/Birds Feed
114	Coffee Roasting and Grinding
115	Storing and selling of Dairy Products
116	Storing and selling of vegetables, fruits and flowers
117	Storing and selling all of kinds of provisions and groceries
118	Bakeries
119	Juice Stalls
120	Tea Stall with AMF
121	Aquarium
122	Wet Flour Grinding
123	Tours and Travels
124	Earth movers
125	Hiring of building materials

Note: The above list is only illustrative.

SCHEDULE III

[See rules 289 (1) (2) and (7)]

(1) Applicability.— This schedule is applicable to all public buildings used as,—

- (1) Eating House, Canteen or Restaurant with a clearly demarcated kitchen and seating area;
- (2) Lodging houses as defined in the Tamil Nadu Public Health Act, 1939 (Tamil Nadu Act 3 of 1939), Hostel, Choultry, Mansion, Guest House, Service Apartment where lodging is based on weekly, monthly or annual rentals; and
- (3) Kalyana Mandapam, Banquet-hall or other such similar public buildings ordinarily used for public meetings or celebrating functions or holding parties.

(2) Licence Fee (Rate per annum):

(i) Eating House/Canteen/ Restaurant with a clearly demarcated kitchen and seating area:

Urban Local Bodies	Minimum Fee (Rs.)	Maximum Fee (Rs.)
(1)	(2)	(3)
Chennai city Municipal Corporation	2,000/-	25,000/-
Other Municipal Corporations	1,500/-	20,000/-
Municipal Councils	1,000/-	15,000/-
Town Panchayats	750/-	10,000/-

(ii) Hostels, other than those licenced under Tamil Nadu Hostels and Homes for Women and Children (Regulation) Act, 2014 (Tamil Nadu Act 18 of 2014):

Urban Local Bodies	Minimum Fee (Rs.)	Maximum Fee (Rs.)
(1)	(2)	(3)
Chennai city Municipal Corporation	3,500/-	7,000/-
Other Municipal Corporations	2,500/-	5,000/-
Municipal Councils	1,500/-	3,500/-
Town Panchayats	750/-	2,000/-

(iii) Lodging houses as defined in the Tamil Nadu Public Health Act, 1939 (Tamil Nadu Act 3 of 1939), Choultry, Mansion, Guest House, Service Apartment where lodging is based on weekly, monthly or annual rentals

Urban Local Bodies	Minimum Fee (Rs.)	Maximum Fee (Rs.)
(1)	(2)	(3)
Chennai City Municipal Corporation	5,000/-	50,000/-
Other Municipal Corporations	4,000/-	40,000/-
Municipal Councils	3,000/-	30,000/-
Town Panchayats	2,000/-	20,000/-

(iv) Kalyana Mandapam, Banquet-hall or other such similar public buildings ordinarily used for public meeting or celebrating function or holding parties.

Urban Local Bodies	Minimum Fee (Rs.)	Maximum Fee (Rs.)
(1)	(2)	(3)
Chennai city Municipal Corporation	5,000/-	50,000/-
Other Municipal Corporations	4,000/-	40,000/-
Municipal Councils	3,000/-	30,000/-
Town Panchayats	2,000/-	20,000/-

SCHEDULE IV

[See rules 282 (11) and 286 (2)]

(i) Private parking stand and shelter (Rate per annum)

Urban Local Bodies	Minimum Fee (Rs.)	Maximum Fee (Rs.)
(1)	(2)	(3)
Chennai city Municipal Corporation	3,000/-	50,000/-
Other Municipal Corporations	2,500/-	40,000/-
Municipal Councils	2,000/-	30,000/-
Town Panchayats	1,500/-	20,000/-

(ii) Private Slaughter-House (Rate per annum)

Urban Local Bodies	Minimum Fee (Rs.)	Maximum Fee (Rs.)
(1)	(2)	(3)
Chennai city Municipal Corporation	3,000/-	30,000/-
Other Municipal Corporations	2,500/-	25,000/-
Municipal Councils	2,000/-	20,000/-
Town Panchayats	1,500/-	15,000/-

FORM 1

[See rules 289 (3) and 290 (2)]

APPLICATION FOR ISSUE OF LICENCE/RENEWAL OF LICENCE FOR TRADE OR BUSINESS.....**MUNICIPAL CORPORATION/MUNICIPAL COUNCIL/TOWN PANCHAYAT*****Zone No:****Ward No:****PHOTO****FOR RENEWAL, PLEASE MENTION EXISTING LICENCE NO:***

1	Name and address of the applicant	:	
2	Name of the Father/Spouse	:	
3	Nature of trade or business	:	
4	Name of the trade or business	:	
5	If new License, proposed date of commencement	:	
6	Period applied for	:	
7	Address of the trade or business	:	
8	Mobile No. of the applicant	:	
9	e-mail ID of the applicant	:	
10	Total area of the trade or business (in Sq.ft.)	:	
11	Profession Tax assessment No.	:	
12	(i) Whether applicant is the owner of the place?	:	Yes/No
	(ii) If no, please provide name and mobile number of the owner	:	
13	Property Tax assessment No.	:	
14	GST No. (If applicable)	:	
15	Licence fee (in Rs.)	:	Amount Rs...../- DD No..... dt. Bank Name NEFT/RTGS/Online Payment Transaction No.

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and if anything herein is found incorrect, action may be taken against me under the relevant Rules.

Place:

Date:

Signature of the Applicant

[*strikeout whichever is not applicable.]

List of documents to be enclosed:

- (1) ID proof with ID Number (e.g. Aadhaar in case of individuals & PAN card for business)
- (2) Address proof (Lease Deed/Rental Agreement/GST returns/Affidavit)

- (3) Micro, Small and Medium Enterprises category proof (Udyam Registration/IT returns/Goods and Services Tax returns/ Affidavit) if applicable
 (4) Checklist as per Tamil Nadu Urban Local Bodies Rules, 2023.

**CHECKLIST FOR APPLICATION FOR ISSUE OF LICENSE/RENEWAL OF LICENCE FOR
TRADE/BUSINESS UNDER SCHEDULES I AND II**

Sl. No.	Details	Applicant Remarks (Y/N)
1	Whether there is any deviation from Building Plan or any other violation of Building Rules?	
2	Are there any illegal activities being carried out on the premises?	
3	Whether proper flooring and drainage are provided?	
4	Whether suitable entry and exit are provided?	
5	Whether arrangements are made to keep the place clean and free of filth and dustbins are provided?	
6	Whether drinking water is available?	
7	Whether sufficient ventilation and lighting is available?	
8	Whether inspection book is provided?	
9	(i) Whether Closed Circuit Television provision is mandatory under the Tamil Nadu Combined Development and Buildings Rules, 2019?	
	(ii) If Yes, whether Closed Circuit Television is provided?	
10	(i) Whether the business is a bulk waste generator under Solid Waste Management Rules, 2016?	
	(ii) If Yes, whether arrangements made for segregation and disposal of dry and wet waste?	
11	(i) Whether fire safety clearance is necessary under the Tamil Nadu Fire Service Act, 1985 (Tamil Nadu Act 40 of 1985)?	
	(ii) If Yes, whether clearance is obtained from Tamil Nadu Fire and Rescue Services Department?	
12	Whether toilets are maintained in a clean and sanitary manner with safe disposal of waste?	
13	Whether Tamil Signboard is displayed?	
14	Whether provisions for the disabled have been made? (ramp, handrails and western toilets)	
15	Whether sufficient space available for parking?	

Place:

Date:

Signature of the Applicant

**CHECKLIST FOR APPLICATION FOR ISSUE OF LICENCE/RENEWAL OF LICENCE FOR
TRADE/BUSINESS UNDER SCHEDULE III**

Sl. No.	Details	Applicant Remarks (Y/N)	Remarks of Inspecting Officer
1	Whether there is any deviation from Building Plan or any other violation of Building Rules?		
2	Are there any illegal activities being carried out on the premises?		
3	Whether proper flooring and drainage are provided?		
4	Whether suitable entry and exit are provided?		
5	Whether arrangements are made to keep the place clean and free of filth and dustbins are provided?		
6	Whether drinking water is available?		
7	Whether sufficient ventilation and lighting is available?		
8	Whether inspection book is provided?		
9	(i) Whether Closed Circuit Television provision is mandatory under the Tamil Nadu Urban Combined Development and Buildings) Rules, 2019?		
	(ii) If Yes, whether Closed Circuit Television is provided?		
10	(i) Whether the business is a bulk waste generator under Solid Waste Management Rules, 2016?		
	(ii) If Yes, whether arrangements made for segregation and disposal of dry and wet waste as per rules?		
11	(i) Whether fire safety clearance is necessary under the Tamil Nadu Fire Service Act, 1985 (Tamil Nadu Act 40 of 1985)?		
	(ii) If Yes, whether clearance is obtained from Tamil Nadu Fire and Rescue Services Department?		
12	Whether toilets are maintained in a clean and sanitary manner with safe disposal of waste?		
13	Whether Tamil Signboard is displayed?		
14	Whether provisions for the disabled have been made? (ramp, handrails and western toilets)		
15	Whether sufficient space available for parking?		

Place:

Date of Inspection

Date:

Signature of the Applicant:

Name, Designation and
Signature of Inspecting Officer

FORM 2

[See rule 292 (2)]

APPLICATION FOR GRANT OF LICENCE FOR KEEPING OF ANIMALS AND BIRDS

.....MUNICIPAL CORPORATION/MUNICIPAL COUNCIL/TOWN PANCHAYAT*

Zone No:

Ward No:



FOR RENEWAL, PLEASE MENTION EXISTING LICENCE NO:.....*

1	Applicant full Name with contact number	:	
2	Residential Address	:	
3	Full address of the place where animals or birds kept	:	
4	Type of animal/bird and number of animal/ bird	:	
5	Animal or bird purchased from? (Name and address of the shop or seller)	:	

Place:

Date:

Signature of the Applicant.

[*strikeout whichever is not applicable.]

FORM 3

[See rule 293 (5) and (10)]

APPLICATION FOR ISSUE OF LICENCE/RENEWAL OF LICENCE FOR PRIVATE MARKET

.....MUNICIPAL CORPORATION/MUNICIPAL COUNCIL/TOWN PANCHAYAT*

Zone No:

Ward No:

PHOTO

FOR RENEWAL, PLEASE MENTION EXISTING LICENCE NO:.....

1	Name and address of the applicant	:	
2	Name of the Father/Spouse	:	
3	Nature or type of Market	:	
4	Name of the Market	:	
5	If new License, proposed date of commencement	:	
6	Address of the trade or business	:	
7	No. of Shops	:	
8	Type of structure (Temporary/Permanent)	:	
9	Mobile No. of the applicant	:	
10	e-mail ID of the applicant	:	
11	Total area of the trade or business (in Sq. ft.)	:	
12	Profession Tax assessment No. and details of payment of profession tax	:	
13	(i) Whether applicant is the owner of the said place?	:	Yes/No
	(ii) If No, please provide name and mobile number of the owner	:	
14	(i) Property Tax assessment No.	:	
	(ii) Payment of property tax details	:	
15	GST No. (If applicable)	:	
16	Licence fee (in Rs.)	:	Amount Rs...../- DD No..... dt..... Bank Name NEFT/RTGS/Online Payment Transaction No...

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and if anything herein is found incorrect, action may be taken against me under the relevant Rules.

Place:

Date:

Signature of the Applicant

[*strikeout whichever is not applicable.]

List of documents to be enclosed:

- (1) ID proof with ID Number (e.g. Aadhaar in case of individuals & PAN card for business)
- (2) Address proof (Lease Deed/Rental Agreement/GST returns/Affidavit)
- (3) Checklist as per the Tamil Nadu Urban Local Bodies Rules, 2023.

CHECKLIST FOR APPLICATION FOR ISSUE OF LICENCE/RENEWAL OF LICENCE FOR PRIVATE MARKET

Sl. No.	Details	Applicant Remarks (Y/N)	Remarks of Inspecting Officer
1	Whether there is any deviation from Building Plan or any other violation of Building Rules?		
2	Is the building/buildings made of non-inflammable material?		
3	Are there any illegal activities being carried out on the premises?		
4	Whether proper flooring and drainage are provided?		
5	Whether suitable entry and exit are provided?		
6	Whether sufficient passages are provided between shops/stalls for public to move?		
7	Whether arrangements are made to keep the place clean and free of filth and dustbins are provided?		
8	Whether drinking water is available?		
9	Whether sufficient ventilation and lighting is available?		
10	Whether inspection book is provided?		
11	(i) Whether Closed Circuit Television provision is mandatory under the Tamil Nadu Combined Development and Buildings Rules, 2019?		
	(ii) If Yes, whether Closed Circuit Television is provided?		
12	(i) Whether the business is a bulk waste generator under Solid Waste Management Rules, 2016?		
	(ii) If Yes, whether arrangements made for segregation and disposal of dry and wet waste as per rules?		
13	(i) Whether fire safety clearance is necessary under Tamil Nadu Fire Service Act, 1985 (Tamil Nadu Act 40 of 1985)?		
	(ii) If Yes, whether clearance is obtained from Tamil Nadu Fire and Rescue Services Department?		
14	Whether toilets are maintained in a clean and sanitary manner with safe disposal of waste?		
15	Whether Tamil Signboard is displayed?		
16	Whether provisions for the disabled have been made? (ramp, handrails and western toilets)		
17	Whether sufficient space available for parking?		

Place:

Date:

Date of Inspection:

Signature of the Applicant

Name, Designation and
Signature of Inspecting Officer

FORM 4

[See rule 294 (11) and (16)]

**APPLICATION FOR ISSUE OF NEW LICENCE/RENEWAL OF LICENCE FOR PRIVATE
PARKING STAND/SHELTER***

Zone No:

Ward No:



FOR RENEWAL, PLEASE MENTION EXISTING LICENCE NO:.....*

1	Name and address of the applicant	:	
2	Name of the Father/Spouse	:	
3	Whether standalone parking lot or associated with any other trade, business, organization, etc.	:	
4	Name of the Parking Stand	:	
5	If new Licence, proposed date of commencement	:	
6	Address	:	
7	No. of four wheeler and two wheeler parking spaces available	:	
8	Nearest Government Parking lot/area (please mention the distance and address of the nearest Government Parking lot/area)	:	
9	Type of structure (Temporary/Permanent)	:	
10	Mobile No. of the applicant	:	
11	e-mail ID of the applicant	:	
12	Total area (in Sq. ft.)	:	
13	Profession Tax assessment No.	:	
14	(i) Whether applicant is the owner of the said place? (ii) If no, please provide name and mobile number of the owner	:	
15	Property Tax assessment No.	:	
16	GST No. (If applicable)	:	
17	License fee (in Rs.)	:	Amount Rs...../- DD No.....dt..... Bank Name NEFT/RTGS/Online Payment Transaction No.....

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and if anything herein is found incorrect, action may be taken against me under the relevant Rules.

Date:

Date of Inspection:

Place:

Date:

Signature of the applicant

[*strikeout whichever is not applicable.]

List of documents to be enclosed:

- (1) ID Proof with ID Number (e.g. Aadhaar in case of individuals and PAN card for business)
- (2) Address Proof (Lease Deed/Rental Agreement/GST returns/Affidavit)
- (3) Checklist as per the Tamil Nadu Urban Local Bodies Rules, 2023 (attached)

**CHECKLIST FOR APPLICATION FOR ISSUE OF NEW LICENCE/RENEWAL OF LICENCE FOR
PRIVATE PARKING STAND/SHELTER**

Sl. No.	Details	Applicant Remarks (Y/N)	Remarks of Inspecting Officer
1	Whether there is any deviation from Building Plan or any other violation of Building Rules?		
2	Are there any illegal activities being carried out on the premises?		
3	Whether suitable entry and exit are provided?		
4	Whether there is any Government/Municipal parking facility within 100m of the proposed site?		
5	If there is a Government/Municipal parking facility is available nearby, whether it is utilized fully?		
6	Whether arrangements are made to keep the place clean and free of filth and dustbins are provided?		
7	Whether inspection book is provided?		
8	(i) Whether Closed Circuit Television provision is mandatory under the Tamil Nadu Combined Development and Buildings Rules, 2019?		
	(ii) If Yes, whether Closed Circuit Television is provided?		
9	(i) Whether the business is a bulk waste generator under Solid Waste Management Rules, 2016?		
	(ii) If Yes, whether arrangements made for segregation and disposal of dry and wet waste as per rules?		

10	(i) Whether fire safety clearance is necessary under Tamil Nadu Fire Service Act, 1985 (Tamil Nadu Act 40 of 1985)?		
	(ii) If Yes, whether clearance is obtained from Tamil Nadu Fire and Rescue Services Department?		
11	Whether toilets are maintained in a clean and sanitary manner?		
12	Whether Tamil Signboard is displayed?		

Place:

Date:

Date of Inspection

Signature of the applicant

Name, Designation and
Signature of Inspecting Officer

FORM 5

[See rule 296 (6) and (10)]

APPLICATION FOR ISSUE OF LICENCE/RENEWAL OF LICENCE FOR THE USE OF PUBLIC BATHROOMS, LATRINES AND URINALS

..... MUNICIPAL CORPORATION/MUNICIPAL COUNCIL/TOWN PANCHAYAT*

Zone No:

Ward No:

PHOTO

1	Name and address of the Applicant	:	
2	Name of Father/Spouse	:	
3	Nature of trade or business	:	
4	Name of trade or business	:	
5	If new License, proposed date of commencement	:	
6	Address of the trade or business	:	
7	Maximum number of persons that may be admitted in each part of the building	:	
8	Mobile No. of the applicant	:	
9	e-mail ID of the applicant	:	
10	Total area of the trade or business (in Sq. ft.)	:	
11	No. of Urinals	:	
	(i) Male	:	
	(ii) Female	:	
	(iii) Differently abled	:	
12	No. of Water Closets	:	
	(i) Male	:	
	(ii) Female	:	
	(iii) Differently abled	:	
13	No. of Bathrooms	:	
	(i) Male	:	
	(ii) Female	:	
	(iii) Differently abled	:	
14	Fees prescribed for utilizing the toilet, if any	:	
15	(i) Profession Tax assessment No.	:	
	(ii) Payment of profession tax details	:	
16	(i) Whether applicant is the owner of the said place?	:	Yes/No
	(ii) If no, please provide name and mobile number of the owner	:	
17	Property Tax assessment No. Payment of property tax details	:	
18	GST No. (If applicable)	:	
19	Licence fee (in Rs.)	:	Amount Rs...../- DD No..... dt..... Bank Name NEFT/RTGS/Online Payment Transaction No.....

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and if anything herein is found incorrect, action may be taken against me under the relevant Rules.

Place:

Date:

Signature of the Applicant

[*strikeout whichever is not applicable.]

List of documents to be enclosed:

- (1) ID proof with ID Number (e.g. Aadhaar in case of individuals and PAN card for business)
- (2) Address proof (Lease Deed/Rental Agreement/GST returns/Affidavit)
- (3) Checklist as per Tamil Nadu Urban Local Bodies Rules, 2023.

CHECKLIST FOR ISSUE OF LICENCE/RENEWAL OF LICENCE FOR THE USE OF PUBLIC BATHROOMS, LATRINES AND TOILETS

Sl. No.	Details	Applicant Remarks (Y/N)	Remarks of Inspecting Officer
1	Whether there is any deviation from Building Plan or any other violation of Building Rules?		
2	Are there any illegal activities being carried out on the premises?		
3	Whether proper flooring and drainage are provided?		
4	Whether proper connection is provided to the sewerage system?		
5	Whether suitable entry and exit are provided?		
6	Whether arrangements are made to keep the place clean and free of filth and dustbins are provided?		
7	Whether water provision is available for cleaning?		
8	Whether sufficient ventilation and lighting is available?		
9	Whether every latrine is situated in such a position as to permit easy access for the purpose of cleaning?		
10	Whether inspection book is provided?		
11	(i) Whether Closed Circuit Television provision is mandatory under Tamil Nadu Combined Development and Buildings Rules, 2019?		
	(ii) If Yes, whether Closed Circuit Television is provided?		

12	(i) Whether the business is a bulk waste generator under Solid Waste Management Rules, 2016?		
	(ii) If Yes, whether arrangements made for segregation and disposal of dry and wet waste as per rules?		
13	(i) Whether fire safety clearance is necessary under Tamil Nadu Fire Service Act, 1985 (Tamil Nadu Act 40 of 1985)?		
	(ii) If Yes, whether clearance is obtained from Tamil Nadu Fire and Rescue Services Department?		
14	Whether toilets are maintained in a clean and sanitary manner with safe disposal of waste?		
15	Whether Tamil Signboard is displayed?		
16	Whether provisions for the disabled have been made? (ramp, handrails and western toilets)		
17	Whether sufficient space available for parking?		

Place:

Date:

Date of Inspection:

Signature of the Applicant

Name, Designation and Signature of
Inspecting Officer

FORM 6

[See rule 298 (2)]

**APPLICATION FOR ISSUE OF LICENCE/RENEWAL OF LICENCE FOR PRIVATE
SLAUGHTER HOUSE**

..... MUNICIPAL CORPORATION/MUNICIPAL COUNCIL/TOWN PANCHAYAT*

Zone No:**Ward No:****FOR RENEWAL, PLEASE MENTION EXISTING LICENCE NO:.....***

1	Name and address of the applicant	:	
2	Name of the Father/Spouse	:	
3	Nature of trade or business	:	
4	Name of the trade or business	:	
5	If new Licence, proposed date of commencement	:	
6	Address of the trade or business	:	
7	Distance from nearest human habitation	:	
8	Mobile No. of the applicant	:	
9	e-mail ID of the applicant	:	
10	Total area of the trade or business (in Sq. ft.)	:	
11	(i) Profession Tax assessment No.	:	
	(ii) Payment of profession tax details	:	
12	(i) Whether applicant is the owner of the said place?	:	
	(ii) If No, please provide name and mobile number of the owner	:	
13	Property Tax assessment No. Payment of property tax details	:	
14	GST No. (If applicable)	:	
15	Licence fee (in Rs.)	:	Amount Rs...../- DD No..... dt..... Bank Name NEFT/RTGS/Online Payment Transaction No.....

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and if anything herein is found incorrect, action may be taken against me under the relevant Rules.

Place:

Date:

Signature of the Applicant

[*strikeout whichever is not applicable.]

List of documents to be enclosed:

- (1) ID proof with ID Number (e.g. Aadhaar in case of individuals and PAN card for business)
- (2) Address proof (Lease Deed/Rental Agreement/GST returns/Affidavit)
- (3) Checklist as per the Tamil Nadu Urban Local Bodies Rules, 2023.

CHECKLIST FOR ISSUE OF LICENCE/RENEWAL OF LICENCE FOR PRIVATE SLAUGHTER HOUSE

Sl. No.	Details	Applicant Remarks (Y/N)	Remarks of the Inspecting Officer
1	Whether distance from nearest human habitation is more than 100m?		
2	Whether there is any deviation from Building Plan or any other violation of Building Rules?		
3	Whether building(s) are constructed of masonry and inflammable materials?		
4	Whether masonry structure has height of more than 6 feet and is screened from public view?		
5	Whether approach has an incline of less than or equal to ¼?		
6	Whether the floor is atleast one foot above the level of the adjoining ground?		
7	Are there any illegal activities being carried out on the premises?		
8	Whether proper paved flooring and drainage are provided in the entire compound?		
9	Whether covered cistern is provided for holding drainage flow of atleast 24 hours and cleaning arrangements for the cistern available?		
10	Whether arrangements are made for disposal of solid refuse matter of animals including entrails and other waste within three hours of completion of slaughtering or dressing? (No such waste should be let into the municipal drain or sewer)		
11	Whether you have ensured that no fire or cooking arrangements are provided inside the slaughter house?		
12	Whether suitable entry and exit are provided?		
13	Whether arrangements are made to keep the place clean and free of filth and dustbins are provided?		
14	Whether arrangements are made to wash the place within three hours after slaughtering?		
15	Whether drinking water is available?		
16	Whether sufficient ventilation and lighting is available?		
17	Whether inspection book is provided?		
18	(i) Whether Closed Circuit Television provision is mandatory under the Tamil Nadu Combined Development and Buildings Rules, 2019?		
	(ii) If Yes, whether Closed Circuit Television is provided?		
19	(i) Whether the business is a bulk waste generator under Solid Waste Management Rules, 2016?		
	(ii) If Yes, whether arrangements made for segregation and disposal of dry and wet waste as per rules?		
20	(i) Whether fire safety clearance is necessary under Tamil Nadu Fire Service Act, 1985?		
	(ii) If Yes, whether clearance is obtained from Tamil Nadu Fire and Rescue Services Department?		

21	Whether toilets are available for the staff and maintained in a clean and sanitary manner with safe disposal of waste?		
22	Whether Tamil Signboard is displayed?		
23	Whether provisions for the disabled have been made? (ramp, handrails and western toilets)		
24	Whether sufficient space available for parking?		

Place:

Date:

Date of Inspection:

Signature of the Applicant

Name, Designation and
Signature of Inspecting Officer.

FORM 7

[See rule 299 (4) and (9)]

APPLICATION FOR ISSUE OF LICENCE/RENEWAL FOR MASSAGE PARLOUR/SPA..... **MUNICIPAL CORPORATION/MUNICIPAL COUNCIL/TOWN PANCHAYAT*****Zone No:****Ward No:****PHOTO**

1	Name and address of the applicant	:													
2	Name of the Father/Spouse	:													
3	Nature of trade or business	:													
4	Name of the trade or business	:													
5	Maximum number of persons that may be admitted in each part of the building	:													
6	If new License, proposed date of commencement	:													
7	Address of the trade or business	:													
8	Mobile No. of the applicant	:													
9	e-mail ID of the applicant	:													
10	Total area of the trade or business (in Sq. ft.)	:													
11	Profession Tax assessment No. Payment of profession tax details	:													
12	(i) Whether applicant is the owner of the place?	:													
	(ii) If No, please provide name and mobile number of the owner	:													
13	(i) Property Tax assessment No.	:													
	(ii) Payment of property tax details	:													
14	Qualification of the applicant (copy of certificate to be enclosed)	:	1. BPT/4 years 2. B.Sc., (OT) 3. M.Sc., (OT) 4. Diploma in Physiotherapy (3 years)*												
15	Name of the masseur /masseuse* and residential address (copy of certificate to be enclosed)	:	<table border="1"> <thead> <tr> <th>Name</th> <th>Address</th> <th>Qualification</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Address	Qualification									
Name	Address	Qualification													
16	No. of enclosures with size specification	:	1) 2) 3) 4)												
17	Description of the Closed Circuit Television cameras available at the SPA/Massage centre (Including No. of cameras, Digital Video Recorder capacity, duration of storage)	:													
18	Whether involved in any criminal case previously or any case pending at present	:													
19	Licence fee (in Rs.)	:	Amount Rs...../- DD No..... dt..... Bank Name NEFT/RTGS/Online Payment Transaction No.....												

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and if anything herein is found incorrect, action may be taken against me under the relevant Rules.

Place:

Date:

Signature of the Applicant.

[*strikeout whichever is not applicable.]

List of documents to be enclosed:

- (1) ID proof with ID Number (e.g. Aadhaar in case of individuals and PAN card for business)
- (2) Address proof (Lease Deed/Rental Agreement/GST returns/Affidavit)
- (3) Educational Qualification proof of applicant/licensee and masseur/masseuse
- (4) Checklist as per Tamil Nadu Urban Local Bodies Rules, 2023.

CHECKLIST FOR ISSUE OF LICENCE/RENEWAL OF LICENCE FOR MASSAGE PARLOUR/SPA

Sl. No.	Details	Applicant Remarks (Y/N)	Remarks of Inspecting Officer
1	Whether there is any deviation from Building Plan or any other violation of Building Rules?		
2	Are there any illegal activities being carried out on the premises?		
3	Whether proper flooring and drainage are provided?		
4	Whether suitable entry and exit are provided?		
5	Whether building(s) are constructed of masonry and inflammable materials?		
6	Whether arrangements are made to keep the place clean and free of filth and dustbins are provided?		
7	Whether drinking water is available?		
8	Whether sufficient ventilation and lighting is available?		
9	Whether inspection book is provided?		
10	Whether Closed Circuit Television cameras are provided at the entry and exit points?		
11	Whether separate rooms/enclosures and toilets are provided for the use of each sex?		
12	Whether a register of clients is available?		
13	(i) Whether the business is a bulk waste generator under Solid Waste Management Rules, 2016?		
	(ii) If Yes, whether arrangements made for segregation and disposal of dry and wet waste as per rules?		
14	(i) Whether fire safety clearance is necessary under Tamil Nadu Fire Service Act, 1985 (Tamil Nadu Act 40 of 1985)?		
	(ii) If Yes, whether clearance is obtained from Tamil Nadu Fire and Rescue Services Department?		
15	Whether first aid kit is provided?		

16	Whether toilets are maintained in a clean and sanitary manner with safe disposal of waste?		
17	Whether Tamil Signboard is displayed?		
18	Whether provisions for the disabled have been made? (ramp, handrails and western toilets)		
19	Whether sufficient space available for parking?		

Place:
Date:

Date of Inspection:

Signature of the Applicant

Name, Designation and
Signature of Inspecting Officer

FORM 8

[See rule 300 (2) and (7)]

APPLICATION FOR ISSUE OF LICENCE/RENEWAL OF LICENCE FOR PUBLIC RESORT OR ENTERTAINMENT

..... MUNICIPAL CORPORATION/MUNICIPAL COUNCIL/TOWN PANCHAYAT*

Zone No:

Ward No:

PHOTO

1	Name and address of the applicant	:	
2	Name of the Father/Spouse	:	
3	Nature of trade or business	:	
4	Name of the trade or business	:	
5	Activities proposed to be carried out	:	
6	Maximum number of persons that may be admitted in each part of the building	:	
7	If new License, proposed date of commencement	:	
8	Address of the trade or business	:	
9	Mobile No. of the applicant	:	
10	e-mail ID of the applicant	:	
11	Total area of the trade or business (in Sq. ft.)	:	
12	Profession Tax assessment No.	:	
	Payment of profession tax details	:	
13	(i) Whether applicant is the owner of the place?	:	
	(ii) If No, please provide name and mobile number of the owner	:	
14	(i) Property Tax assessment No.	:	
	(ii) Payment of property tax details	:	
15	GST No. (If applicable)	:	
16	Licence fee (in Rs.)	:	Amount Rs...../- DD No..... dt..... Bank Name NEFT/RTGS/Online Payment Transaction No.....

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and if anything herein is found incorrect, action may be taken against me under the relevant Rules.

Place:

Date:

Signature of the Applicant

[*strikeout whichever is not applicable.]

List of documents to be enclosed:

- (1) ID proof with ID Number (e.g. Aadhaar in case of individuals and PAN card for business)
- (2) Address proof (Lease Deed/Rental Agreement/GST returns/Affidavit)
- (3) Checklist as per the Tamil Nadu Urban Local Bodies Rules, 2023.

CHECKLIST FOR ISSUE OF LICENCE/RENEWAL OF LICENCE FOR PUBLIC RESORT OR ENTERTAINMENT

Sl. No.	Details	Applicant Remarks (Y/N)	Remarks of Inspecting Officer
1	Whether there is any deviation from Building Plan or any other violation of Building Rules?		
2	Are there any illegal activities being carried out on the premises?		
3	Whether proper flooring and drainage are provided?		
4	Whether suitable entry and exit are provided?		
5	Whether arrangements are made to keep the place clean and free of filth and dustbins are provided?		
6	Whether drinking water is available?		
7	Whether sufficient ventilation and lighting is available?		
8	Whether inspection book is provided?		
9	(i) Whether Closed Circuit Television provision is mandatory under Tamil Nadu Combined Development and Buildings Rules, 2019?		
	(ii) If Yes, whether Closed Circuit Television is provided?		
10	(i) Whether the business is a bulk waste generator under Solid Waste Management Rules, 2016?		
	(ii) If Yes, whether arrangements made for segregation and disposal of dry and wet waste as per rules?		
11	(i) Whether fire safety clearance is necessary under Tamil Nadu Fire Service Act, 1985 (Tamil Nadu Act 40 of 1985)?		
	(ii) If Yes, whether clearance is obtained from Tamil Nadu Fire and Rescue Services Department?		
12	Whether toilets are maintained in a clean and sanitary manner with safe disposal of waste?		
13	Whether Tamil Signboard is displayed?		
14	Whether provisions for the disabled have been made? (ramp, handrails and western toilets) Whether sufficient space available for parking?		

Place:

Date:

Date of Inspection:

Signature of the Applicant.

Name, Designation and
Signature of Inspecting Officer.

FORM 9

[See rule 289 (5) and (9)]

LICENCE FOR TRADE OR BUSINESS.....**MUNICIPAL CORPORATION/MUNICIPAL COUNCIL/TOWN PANCHAYAT***

Licence Code: Thiru/Tmt:*

Zone:

Date:

S/o, D/o, w/o:*

Division:

Applicant Address:

Receipt No:

PTNAN:

Property ID:

Trade/Business Name:

Licence fees paid:

Area in Sq.Ft:

Nature or type of Trade:

Trade Address:

Validity: From: To:

DD No./Card/NEFT/RTGS Transaction No.	Date	Amount (in Rs.)

This licence is granted subject to the following terms and conditions namely:–

- (1) The licensee shall comply with the Tamil Nadu Combined Development and Building Rules, 2019.
- (2) No activity prohibited by any law in force shall be carried out at the licensed premises.
- (3) The Licensee shall cause the flooring of the premises to be paved or otherwise rendered impervious and suitably drained and at all times be maintained in good order and repair.
- (4) The premises shall be properly enclosed and provided with suitable gateways and gates.
- (5) The Licensee shall cause the premises to be cleaned and prevent any accumulation of filth or refuse therein.
- (6) The licensee should comply with all the provisions of the Solid Waste Management Rules, 2016.
- (7) The licensee shall cause every part of the internal surface of the walls and ceiling of every building upon the said premises to be whitewashed or painted regularly.
- (8) The Licensee shall provide sufficient supply of pure and wholesome drinking water.
- (9) The Licensee shall cause such means of ventilation and lighting as may be provided in or in connection with the said premises to be maintained at all times in good order and efficient action.
- (10) An inspection book should be maintained in the licenced premises. The instructions given in the inspection book should be carried out within the time specified therein.
- (11) Licence issued by the municipality should be displayed in a prominent place.
- (12) The licensee should install Closed Circuit Television units in the public building in accordance with the Tamil Nadu Combined Development and Building Rules, 2019.
- (13) The licensee shall provide access to the premises, without notice, for inspection by the Commissioner or any officer authorized by him in this behalf at any time by day or by night when such premises is being used.
- (14) The licensee shall provide suitable covered receptacles in suitable places in such premises for the deposit of all refuse matter and shall cause such receptacles to be emptied at least once in every twenty-four hours in a hygienic manner.
- (15) No products banned by the Government, should be displayed or exposed for sale or use to the customers.
- (16) Fire safety norms shall be followed as prescribed.

- (17) The licensee shall cause every part of the structure of every latrine and water closet in such premises to be maintained, at all times, in good order and every part of the apparatus of such latrine or water closet and every drain or means of drainage leading therefrom to be maintained, at all times, in good order and efficient action.
- (18) The licensee shall cause such premises to be thoroughly swept, washed and cleansed at least once in every 24 hours and shall prevent any accumulation of filth or refuse therein except in the covered receptacles.
- (19) The licensee shall, at all times, take suitable steps to keep every building in such premises free from rats or other rodents.
- (20) No person suffering from an infectious or contagious disease shall carry on the business and no licensee shall employ any person suffering as aforesaid to assist him in carrying on such business.
- (21) The licensee shall, immediately on knowing that any person in such premises is suffering from any infectious, contagious or dangerous disease, adopt such precautions as may be necessary to prevent the spread of infection and inform the public health officer of the municipality.
- (22) The Licensee should display the sign board of the trade in Tamil.

[*strikeout whichever is not applicable.]

This is a computer generated certificate. Seal and Signature are not necessary.

FORM 10

[See rule 292 (3)]

LICENCE FOR KEEPING ANIMALS AND BIRDS

.....MUNICIPAL CORPORATION/MUNICIPAL COUNCIL/TOWN PANCHAYAT*

Licence Code: Thiru/Tmt:*

Zone:

Date:

S/o, D/o, w/o:*

Division:

Applicant Address:

Receipt No:

Name:

Licence fees paid:

Type of animal:

Address where animal or bird is kept:

Validity: From: To:

DD No./Card/NEFT/RTGS Transaction No	Date	Amount (in Rs.)

This licence is granted subject to the following terms and conditions namely:—

- (1) The licensee should comply with all the provisions of the Solid Waste Management Rules, 2016.
- (2) The Licensee shall cause such means of ventilation and lighting as may be provided in or in connection with the said premises to be maintained at all times in good order and efficient action.
- (3) The licensee shall provide access to the premises, without notice, for inspection by the Commissioner or any officer authorized by him in this behalf at any time by day or by night when such premises is being used.
- (4) The licensee shall provide suitable covered receptacles in suitable places in such premises for the deposit of all refuse matter and shall cause such receptacles to be emptied at least once in every twenty-four hours in a hygienic manner.
- (5) No animal or bird, suffering from an infectious or contagious disease shall be kept by the licensee and in case such infectious or contagious disease affects the animal or bird, the licensee shall inform the Public Health Officer of the municipality forthwith.
- (6) The licensee shall ensure that the animal or bird, as the case may be, does not cause any common injury, danger or annoyance to the public or to the people in general who dwell or occupy property in the vicinity.
- (7) The licensee shall ensure proper stable, shed, etc. with supply of water for drinking, washing, cleaning and arrangements for disposal of waste and other sanitary arrangements.
- (8) The licensee shall ensure that all waste including faeces, urine, or other excrement, digestive emission, urea, or similar substances emitted by animals and birds shall be disposed of properly and not allowed to be emitted or lie in any public or private place where it would cause annoyance or nuisance to the public.
- (9) The licensee shall not allow the animal or bird to stray or be tethered in a public place.

[*Delete whichever is not applicable]

This is a computer generated certificate. Seal and Signature are not necessary.

FORM 11

[See rule 293 (7)]

LICENCE FOR PRIVATE MARKET.....**MUNICIPAL CORPORATION/MUNICIPAL COUNCIL/TOWN PANCHAYAT***

Licence Code: Thiru/Tmt:*
S/o, D/o, w/o:*
Applicant Address:

Zone:
Division:
Receipt No:
PTNAN:
Property ID:

Date:

Name of the Market:
Licence fees paid:
Area in Sq.Ft.:
Nature or type of Market:
Address:
Validity: From: To:

DD No./Card/NEFT/RTGS Transaction No	Date	Amount (in Rs.)

This licence is granted subject to the following terms and conditions namely:—

- (1) The licensee shall comply with the Tamil Nadu Combined Development and Building Rules, 2019.
- (2) No activity prohibited by any law in force shall be carried out at the licensed premises.
- (3) The licensee shall cause the flooring of the premises to be paved or otherwise rendered impervious and suitably drained and at all times be maintained in good order and repair.
- (4) The premises shall be properly enclosed and provided with suitable gateways and gates.
- (5) The licensee shall cause the premises to be cleaned and prevent any accumulation of filth or refuse therein.
- (6) The licensee should comply with all the provisions of the Solid Waste Management Rules, 2016.
- (7) The licensee shall cause every part of the internal surface of the walls and ceiling of every building upon the said premises to be whitewashed or painted regularly.
- (8) The licensee shall provide sufficient supply of pure and wholesome drinking water.
- (9) The licensee shall cause such means of ventilation and lighting as may be provided in or in connection with the said premises to be maintained at all times in good order and efficient action.
- (10) An inspection book should be maintained in the licenced premises. The instructions given in the inspection book should be carried out within the time specified therein.
- (11) Licence issued by the municipality should be displayed in a prominent place.
- (12) The licensee should install Closed Circuit Television units in the public building in accordance with the Tamil Nadu Combined Development and Building Rules, 2019.
- (13) The licensee shall provide access to the premises, without notice, for inspection by the Commissioner or any officer authorized by him in this behalf at any time by day or by night when such premises is being used.
- (14) The licensee shall provide suitable covered receptacles in suitable places in such premises for the deposit of all refuse matter and shall cause such receptacles to be emptied at least once in every twenty-four hours in a hygienic manner.
- (15) No products banned by the Government, should be displayed or exposed for sale or use to the customers.
- (16) Fire safety norms shall be followed as prescribed.
- (17) The licensee shall cause every part of the structure of every latrine and water closet in such premises to be maintained, at all times, in good order and every part of the apparatus of such latrine or water closet and every drain or means of drainage leading therefrom to be maintained, at all times, in good order and efficient action.

- (18) The licensee shall cause such premises to be thoroughly swept, washed and cleansed at least once in every 24 hours and shall prevent any accumulation of filth or refuse therein except in the covered receptacles.
- (19) The licensee shall, at all times, take suitable steps to keep every building in such premises free from rats or other rodents.
- (20) No person suffering from an infectious or contagious disease shall carry on the business and no licensee shall employ any person suffering as aforesaid to assist him in carrying on such business.
- (21) The licensee shall, immediately on knowing that any person in such premises is suffering from any infectious, contagious or dangerous disease, adopt such precautions as may be necessary to prevent the spread of infection and inform the public health officer of the municipality.
- (22) The licensee should display the sign board of the trade in Tamil.
- (23) No person shall use any building as a private market, unless every part thereof is constructed of non-inflammable materials.
- (24) The owner or occupier of any premises who has obtained from the Commissioner, a licence to use such premises as a private market shall construct suitable approaches, entrances, passages, and gates for such market.
- (25) The licensee shall, for the purpose of storing or exposing goods for sale therein, construct a sufficient number of stalls, shops, rooms, etc., of such design and dimensions as the Commissioner may direct.
- (26) The licensee shall provide passages of sufficient width between the stalls.
- (27) The licensee shall, if so required by the Commissioner, cause the whole or any portion of such market to be roofed.
- (28) The licensee shall cause every approach and passage or gangway in such premises to be paved or metalled or gravelled and sloped and drained to the satisfaction of the Commissioner.
- (29) The licensee shall cause every drain or means of drainage upon or in connection with such premises to be maintained at all times in good order and efficient action.
- (30) The licensee shall provide suitable means of ventilation and lighting upon or in connection with such passages, stalls, and other building in such premises and shall cause the same to be maintained, at all times, in good order and efficient action.¹
- (31) The licensee shall provide in such premises latrines of such description and in such position and number as the Commissioner may prescribe.
- (32) The licensee shall not permit any market, stalls or godowns in such premises to be used, at any time, for purposes of human habitation.
- (33) The licensee shall, when so required by the Health Officer, cause any articles in such premises to be aired and exposed to the sun.
- (34) The licensee shall not permit any articles to be kept or sold or exposed for sale in any portion of any passages, approaches or gangways in such premises.
- (35) No person shall, in any such market, use weights, scales and measures except such standard weights, scales and measures as may be prescribed by the Government of Tamil Nadu.
- (36) The licensee shall not permit to be sold or exposed for sale in such market any article of food or drink which is noxious, unwholesome or otherwise unfit for human consumption.
- (37) The licensee shall, if required by the Commissioner, appoint a suitable person to be in charge of such market.

[* ~~strikeout~~ whichever is not applicable.]

This is a computer generated certificate. Seal and Signature are not necessary.

FORM 12

[See rule 294 (13)]

LICENCE FOR STAND AND SHELTER FOR VEHICLES..... **MUNICIPAL CORPORATION/MUNICIPAL COUNCIL/TOWN PANCHAYAT***

Licence Code: Thiru/Tmt:* Zone: Date:
 S/o, D/o, w/o:* Division:
 Applicant Address: Receipt No:
 PTNAN:
 Property ID/
 Vacant Land:

Trade Name:
 Licence fees paid:
 Area in Sq.Ft.:
 Nature or type of Trade:
 Trade Address:
 Maximum parking capacity:
 Validity: From: To:

DD No./Card/NEFT/RTGS Transaction No.	Date	Amount (in Rs.)

This licence is granted subject to the following terms and conditions namely:-

- (1) The licensee shall comply with the Tamil Nadu Combined Development and Building Rules, 2019.
- (2) No activity prohibited by any law in force shall be carried out at the licensed premises.
- (3) The Licensee shall cause the flooring of the premises to be paved or otherwise rendered impervious and suitably drained and at all times be maintained in good order and repair.
- (4) The premises shall be properly enclosed and provided with suitable gateways and gates.
- (5) The Licensee shall cause the premises to be cleaned and prevent any accumulation of filth or refuse therein.
- (6) The licensee should comply with all the provisions of the Solid Waste Management Rules, 2016.
- (7) The licensee shall cause every part of the internal surface of the walls and ceiling of every building upon the said premises to be whitewashed or painted regularly.
- (8) The Licensee shall provide sufficient supply of pure and wholesome drinking water.
- (9) The Licensee shall cause such means of ventilation and lighting as may be provided in or in connection with the said premises to be maintained at all times in good order and efficient action.
- (10) An inspection book should be maintained in the licenced premises. The instructions given in the inspection book should be carried out within the time specified therein
- (11) Licence issued by the municipality should be displayed in a prominent place.
- (12) The licensee should install Closed Circuit Television units in the public building in accordance with the Tamil Nadu Combined Development and Building Rules, 2019.
- (13) The licensee shall provide access to the premises, without notice, for inspection by the Commissioner or any officer authorized by him in this behalf at any time by day or by night when such premises is being used.
- (14) The licensee shall provide suitable covered receptacles in suitable places in such premises for the deposit of all refuse matter and shall cause such receptacles to be emptied at least once in every twenty-four hours in a hygienic manner.
- (15) No products banned by the Government, should be displayed or exposed for sale or use to the customers.
- (16) Fire safety norms shall be followed as prescribed.

- (17) The licensee shall cause every part of the structure of every latrine and water closet in such premises to be maintained, at all times, in good order and every part of the apparatus of such latrine or water closet and every drain or means of drainage leading therefrom to be maintained, at all times, in good order and efficient action.
- (18) The licensee shall cause such premises to be thoroughly swept, washed and cleansed at least once in every 24 hours and shall prevent any accumulation of filth or refuse therein except in the covered receptacles.
- (19) The licensee shall, at all times, take suitable steps to keep every building in such premises free from rats or other rodents.
- (20) No person suffering from an infectious or contagious disease shall carry on the business and no licensee shall employ any person suffering as aforesaid to assist him in carrying on such business.
- (21) The licensee shall, immediately on knowing that any person in such premises is suffering from any infectious, contagious or dangerous disease, adopt such precautions as may be necessary to prevent the spread of infection and inform the public health officer of the municipality'
- (22) The Licensee should display the sign board of the trade in Tamil.

[*strikeout whichever is not applicable]

This is a computer generated certificate. Seal and Signature are not necessary.

FORM 13

[See rule 296 (7)]

LICENCE FOR THE USE OF PUBLIC BATHROOMS, LATRINES AND URINALS.....**MUNICIPAL CORPORATION/MUNICIPAL COUNCIL/TOWN PANCHAYAT***

Licence Code: Thiru/Tmt:*\nS/o, D/o, W/o:*\nApplicant Address:

Zone:\nDivision:\nReceipt No:\nPTNAN:\nProperty ID/\nVacant Land:

Date:

Trade Name:\nLicence fees paid:\nArea in Sq.Ft:\nNature or type of Trade:\nTrade Address:\nValidity: From: To:

DD No./Card/NEFT/RTGS Transaction No	Date	Amount (in Rs.)

This licence is granted subject to the following terms and conditions namely:--

- (1) The licensee shall comply with the Tamil Nadu Combined Development and Building Rules, 2019.
- (2) No activity prohibited by any law in force shall be carried out at the licensed premises.
- (3) The Licensee shall cause the flooring of the premises to be paved or otherwise rendered impervious and suitably drained and at all times be maintained in good order and repair.
- (4) The premises shall be properly enclosed and provided with suitable gateways and gates.
- (5) The Licensee shall cause the premises to be cleaned and prevent any accumulation of filth or refuse therein.
- (6) The licensee should comply with all the provisions of the Solid Waste Management Rules, 2016.
- (7) The licensee shall cause every part of the internal surface of the walls and ceiling of every building upon the said premises to be whitewashed or painted regularly.
- (8) The Licensee shall provide sufficient supply of pure and wholesome drinking water.
- (9) The Licensee shall cause such means of ventilation and lighting as may be provided in or in connection with the said premises to be maintained at all times in good order and efficient action.
- (10) An inspection book should be maintained in the licenced premises. The instructions given in the inspection book should be carried out within the time specified therein.
- (11) Licence issued by the municipality should be displayed in a prominent place.
- (12) The licensee should install Closed Circuit Television units in the public building in accordance with the Tamil Nadu Combined Development and Building Rules, 2019.
- (13) The licensee shall provide access to the premises, without notice, for inspection by the Commissioner or any officer authorized by him in this behalf at any time by day or by night when such premises is being used.
- (14) The licensee shall provide suitable covered receptacles in suitable places in such premises for the deposit of all refuse matter and shall cause such receptacles to be emptied at least once in every twenty-four hours in a hygienic manner.
- (15) No products banned by the Government, should be displayed or exposed for sale or use to the customers.
- (16) Fire safety norms shall be followed as prescribed.
- (17) The licensee shall cause every part of the structure of every latrine and water closet in such premises to be maintained, at all times, in good order and every part of the apparatus of such latrine or water closet and every drain or means of drainage leading therefrom to be maintained, at all times, in good order and efficient action.

- (18) The licensee shall cause such premises to be thoroughly swept, washed and cleansed at least once in every 24 hours and shall prevent any accumulation of filth or refuse therein except in the covered receptacles.
- (19) The licensee shall, at all times, take suitable steps to keep every building in such premises free from rats or other rodents.
- (20) No person suffering from an infectious or contagious disease shall carry on the business and no licensee shall employ any person suffering as aforesaid to assist him in carrying on such business.
- (21) The licensee shall, immediately on knowing that any person in such premises is suffering from any infectious, contagious or dangerous disease, adopt such precautions as may be necessary to prevent the spread of infection and inform the public health officer of the municipality.
- (22) The Licensee should display the sign board of the trade in Tamil.
- (23) Every latrine shall be situated in such a position as to permit easy access for the purpose of cleaning.
- (24) The licensee of any premises to which a latrine is attached, shall cause it to be thoroughly cleansed as often as may be necessary, and at least, once in every twenty four hours.
- (25) Where the latrine has an impervious floor or pavement, he shall provide a sufficient supply of water for the proper cleaning of such latrine.
- (26) The Licence of any premises to which a water closet is attached shall provide such water closet with a cistern of adequate capacity for the purpose of flushing, and so constructed, fitted and placed as to admit of the proper supply of water for use in such water closet.
- (27) The owner or occupier of any premises to which a latrine is attached shall not let or permit, or cause to be let, excreta or other offensive matter from such latrine into a public drain which is not intended for the conveyance of excreta or offensive matter.

[*strikeout whichever is not applicable.]

This is a computer generated certificate. Seal and Signature are not necessary.

- (19) The licensee shall, at all times, take suitable steps to keep every building in such premises free from rats or other rodents.
- (20) No person suffering from an infectious or contagious disease shall carry on the business and no licensee shall employ any person suffering as aforesaid to assist him in carrying on such business.
- (21) The licensee shall, immediately on knowing that any person in such premises is suffering from any infectious, contagious or dangerous disease, adopt such precautions as may be necessary to prevent the spread of infection and inform the public health officer of the municipality.
- (22) The licensee should display the sign board of the trade in Tamil.
- (23) No person shall use any premises, or permit any premises to be used, for the purpose of a slaughter-house or as a lair of cattle kept in connection therewith unless such premises, are situated in open ground at a distance of not less than 100 metres from the nearest human habitation or well or other source of domestic water supply.
- (24) Every private slaughter-house shall be constructed of masonry and no part thereof shall be constructed of inflammable materials.
- (25) Every private slaughter-house shall be suitably enclosed by a masonry wall not less than 6 feet high and shall be provided with suitable gateways and gates, and otherwise fully screened from public view.
- (26) The approach to every private slaughter-house shall not be on an incline of more than 1 in 4 and shall not pass through any dwelling house or shop.
- (27) The floor of every private slaughter-house shall be at least one foot above the level of the adjoining ground.
- (28) The licensee shall cause every part of such slaughter-house to be paved or otherwise made impervious. The licensee shall cause the floor to be sufficiently smooth and sloped towards an impervious masonry drain discharging into an impervious masonry cistern situated outside the slaughter-house. The licensee shall construct the cistern to be of such dimensions as to hold not less than 24 hours flow of waste water from such slaughter-house and cause it to be closely covered and fitted with an air-tight frame and cover and to be completely emptied and cleaned at least once in every 24 hours.
- (29) The licensee shall cause every part of the compound of such slaughter-house to be paved or metalled and drained to the satisfaction of the public health officer, and shall cause it to be maintained, at all times, in good order and repair.
- (30) The licensee shall provide suitable means of ventilation communicating directly with the external air, and lighting upon or in connection with such private slaughter-house and shall cause the same to be maintained, at all times, in good order and efficient action.
- (31) The licensee shall cause every part of the walls and every part of the floor or pavement of such slaughter-house to be maintained, at all times, in good order and repair so as to prevent the absorption therein of any blood or liquid refuse or filth which may be spilled or splashed thereon or any offensive matter which may be deposited thereon or brought into contact therewith.
- (32) The licensee shall provide suitable latrine accommodation for persons employed in or using such slaughter-house. He shall construct such latrine attached thereto outside the slaughter-house and its enclosing wall.
- (33) The licensee shall not permit any part of such slaughter-house to be used, at any time, for purposes of human habitation nor shall he permit any fires to be lighted or any cooking to be done therein.
- (34) The licensee shall cause every drain or means of drainage which may be provided upon or in connection with such slaughter-house to be maintained, at all times, in good order and efficient action.
- (35) The licensee shall cause such slaughter-house to be thoroughly washed and cleansed within three hours after the completion of the slaughtering or dressing and shall prevent any accumulation of filth or refuse therein.
- (36) The licensee shall provide suitable covered air-tight non-absorbent receptacles for the deposit of all refuse matter and shall cause such receptacles to be emptied not less than twice in every 24 hours or more often if so required by the public health officer and disposed of in such manner as may be approved by him.
- (37) The licensee shall not pass or permit to be passed any solid refuse matter or any solid contents of entrails into any public or private sewer or drain.
- (38) The licensee shall provide in such slaughter-house such means and appliances as the public health officer may prescribe to enable the dressing of carcasses to be carried on in a clean and sanitary manner.

- (39) The licensee shall not keep or pen therein any animals intended for slaughter, but shall collect them for purposes of inspection at such time and place as may be appointed by the Commissioner and shall not slaughter any animal until it has been inspected and pronounced to be free from disease by an officer (hereinafter referred to as the Inspecting Officer) appointed by the Commissioner in this behalf.
- (40) The Inspecting Officer shall reject such animals as may for any reason appear to him unfit to be slaughtered for human consumption. The owner of an animal so rejected shall cause it to be forthwith removed; but any such animal if found to be affected with infectious or contagious disease shall be seized and destroyed and disposed of in such manner as to prevent its being used for human food or exposed for sale and any expenses that may be incurred in such seizure, destruction and disposal shall be borne by the owner of the animal.
- (41) The licensee shall not admit any dying or dead animal into the slaughterhouse, nor shall he admit any animal found to be affected with infectious or contagious disease, but shall forthwith intimate to the Health Officer the facts of the case and segregate the animals in an isolated part of the building and shall not return them to the owner until the animals have been inspected by an officer of the municipality and necessary orders are issued by him thereon.

Explanation.— This condition shall not apply to the case of an animal which has met with an accident rendering it unfit for further work, if it is brought to the slaughter-house immediately after the accident.

- (42) Every person employed in the slaughtering of animals in any private slaughter-house shall use such instruments and appliances and shall adopt such methods of slaughtering and otherwise take such precautions as may be required to secure the infliction of as little pain or suffering as practicable.
- (43) Every person engaged in a slaughter-house in driving or bringing any animal to the place of slaughter shall,—
- (a) avoid so far as practicable driving or bringing the animal over any ground which is likely to cause the animal to slip or fall and
 - (b) otherwise adopt such methods and precautions as will prevent the infliction upon the animal of unnecessary suffering or pain.
- (44) No person shall in a slaughter-house slaughter or cause or suffer to be slaughtered any animal or cause or suffer its carcass to be dressed in the view of another animal.
- (45) The licensee shall not cause or allow any blood or other refuse to flow from such slaughter-house so as to be within the sight or (so far as it is practicable to avoid it) within the smell of any animal in the slaughter-house and shall not cause or allow any such blood or other refuse to be deposited in the waiting pens or lairs.
- (46) Every person who brings animals into a slaughter-house for slaughter shall keep them at the waiting pen or lair provided for the purpose, for a period of not less than 48 hours before slaughter, and during such time or any subsequent extension thereof, the animals shall be fed at the expense of such person.
- (47) An officer appointed by the Commissioner shall stamp all carcasses and meat from a private slaughter-house. No person shall remove carcasses and meat from a slaughter-house to any market or other place except in a suitable covered vehicles of a pattern and size approved by the public health officer and specially set apart for the purpose. Such person shall, during such removal, conceal the carcasses and meat from the public view and completely protect them from flies and dust. Persons providing such vehicles shall, at all times, keep the same in a clean and sanitary condition and in good order and repair.
- (48) The licensee shall not permit the sale of meat in any private slaughterhouse, but may allow the sale of offal and skins in such places as may be assigned therein for such purposes and at such hours as may be fixed by the public health officer.
- (49) The licensee shall cause the removal from such slaughter-house, skin, entrails and all other offal within three hours of the completion of slaughtering or dressing.
- (50) No person shall insufflate or blow any carcass.
- (51) No person suffering from an infectious or contagious disease shall enter any private slaughter-house, nor shall any person suffering as aforesaid be employed by the licensee to remove or assist in the removal of carcasses or meat from the slaughter-house.

[*strikeout whichever is not applicable.]

This is a computer generated certificate. Seal and Signature are not necessary.

FORM 15

[See rule 299 (6)]

LICENCE FOR MASSAGE PARLOUR/SPA..... **MUNICIPAL CORPORATION/MUNICIPAL COUNCIL/TOWN PANCHAYAT***

Licence Code: Thiru/Tmt:*

Zone:

Date:

S/o, D/o, W/o:*

Division:

Applicant Address:

Receipt No:

PTNAN:

Property ID/

Vacant land:

Trade Name:

Licence fees paid:

Area in Sq.Ft:

Nature or type of Trade:

Trade Address:

Validity: From: To:

DD No/Card/NEFT/RTGS Transaction No.	Date	Amount (in Rs.)

This licence is granted subject to the following terms and conditions namely:-

- (1) The licensee shall comply with the Tamil Nadu Combined Development and Building Rules, 2019.
- (2) No activity prohibited by any law in force shall be carried out at the licensed premises.
- (3) The licensee shall cause the flooring of the premises to be paved or otherwise rendered impervious and suitably drained and at all times be maintained in good order and repair.
- (4) The premises shall be properly enclosed and provided with suitable gateways and gates.
- (5) The licensee shall cause the premises to be cleaned and prevent any accumulation of filth or refuse therein.
- (6) The licensee should comply with all the provisions of the Solid Waste Management Rules, 2016.
- (7) The licensee shall cause every part of the internal surface of the walls and ceiling of every building upon the said premises to be whitewashed or painted regularly.
- (8) The licensee shall provide sufficient supply of pure and wholesome drinking water.
- (9) The licensee shall cause such means of ventilation and lighting as may be provided in or in connection with the said premises to be maintained at all times in good order and efficient action.
- (10) An inspection book should be maintained in the licenced premises. The instructions given in the inspection book should be carried out within the time specified therein.
- (11) Licence issued by the municipality should be displayed in a prominent place.
- (12) The licensee should install Closed Circuit Television units in the public building in accordance with the Tamil Nadu Combined Development and Building Rules, 2019.
- (13) The licensee shall provide access to the premises, without notice, for inspection by the Commissioner or any officer authorized by him in this behalf at any time by day or by night when such premises is being used.
- (14) The licensee shall provide suitable covered receptacles in suitable places in such premises for the deposit of all refuse matter and shall cause such receptacles to be emptied at least once in every twenty-four hours in a hygienic manner.
- (15) No products banned by the Government, should be displayed or exposed for sale or use to the customers.
- (16) Fire safety norms shall be followed as prescribed.
- (17) The licensee shall cause every part of the structure of every latrine and water closet in such premises to be maintained, at all times, in good order and every part of the apparatus of such latrine or water closet and every drain or means of drainage leading there from to be maintained, at all times, in good order and efficient action.

- (18) The licensee shall cause such premises to be thoroughly swept, washed and cleansed at least once in every 24 hours and shall prevent any accumulation of filth or refuse therein except in the covered receptacles.
- (19) The licensee shall, at all times, take suitable steps to keep every building in such premises free from rats or other rodents.
- (20) No person suffering from an infectious or contagious disease shall carry on the business and no licensee shall employ any person suffering as aforesaid to assist him in carrying on such business.
- (21) The licensee shall, immediately on knowing that any person in such premises is suffering from any infectious, contagious or dangerous disease, adopt such precautions as may be necessary to prevent the spread of infection and inform the public health officer of the municipality
- (22) The Licensee should display the sign board of the trade in Tamil.
- (23) The external doors of the massage/spa establishment to be kept open during the working hours.
- (24) Minimum lighting facilities and ventilation to be provided in each room or enclosure where the massage services are to be provided.
- (25) The licensee shall provide suitable means of drainage and also sanitary conveniences for the exclusive use of each sex and shall maintain the same in good sanitary condition.
- (26) The massage services are not to be provided behind locked doors.
- (27) Uniforms and identity cards to be maintained for all staff concerned.
- (28) Closed Circuit Television Cameras with recording facility should be provided at the entry and exit points without prejudice to the privacy of the clients and employees.
- (29) Engaging in any form of sexual activity in the premises of the massage/spa establishment shall be prohibited.
- (30) The licensee shall, when such premises are intended for the use of both sexes, provide and maintain separate rooms for the use of persons of either sex.
- (31) Register for clients shall be maintained.
- (32) The officials from municipality/police officers shall be permitted to inspect the trade premises in the event of any complaints against the trade are received.
- (33) Opening and closure timings of the massage centre/spa shall be followed as specified by the Government of Tamil Nadu.
- (34) The premises of massage/beauty parlour with partition or room/Spa should be constructed of masonry, or of such other material as may be approved by the Commissioner.
- (35) Every part thereof should be constructed of non-inflammable material.
- (36) Every person or operator working in such premises shall wash his hands thoroughly with soap and water before and after servicing each customer.
- (37) Razors shall be used once and other instruments used for a customer immediately after such use shall be thoroughly cleansed and dipped for two minutes in boiling water or disinfected in a disinfectant.
- (38) Every utensil used for servicing the customer shall be thoroughly rinsed in hot water after each occasion of use.
- (39) At the end of every day, every utensil used in the premises shall be sterilized by being immersed in boiling water or disinfected in an appropriate disinfectant.
- (40) First aid kit shall be maintained in the premises.
- (41) The licensee shall ensure that all appliances/devices/ lotions/ creams used should not in any manner cause allergic reactions or physical injury to the customers.

[* strikeout whichever is not applicable.]

This is a computer generated certificate. Seal and Signature are not necessary.

FORM 16

[See rule 300 (4)]

LICENCE FOR PUBLIC RESORT OR ENTERTAINMENT.....**MUNICIPAL CORPORATION/MUNICIPAL COUNCIL/TOWN PANCHAYAT***

Licence Code: Thiru/Tmt:*

Zone:

Date:

S/o, D/o, W/o:*

Division:

Applicant Address:

Receipt No:

PTNAN:

Property ID/

Vacant land:

Trade Name:

Licence fees paid:

Area in Sq.Ft.:

Nature or type of Trade:

Trade Address:

Number of persons permitted to be admitted in each part:

Part of the Building	Maximum persons allowed

Validity: From: To:

DD No./Card/NEFT/RTGS Transaction No.	Amount (in Rs.)	Date

This licence is granted, subject to the following terms and conditions namely:-

- (1) The licensee shall comply with the Tamil Nadu Combined Development and Building Rules, 2019.
- (2) No activity prohibited by any law in force shall be carried out at the licensed premises.
- (3) The Licensee shall cause the flooring of the premises to be paved or otherwise rendered impervious and suitably drained and at all times be maintained in good order and repair.
- (4) The premises shall be properly enclosed and provided with suitable gateways and gates.
- (5) The Licensee shall cause the premises to be cleaned and prevent any accumulation of filth or refuse therein.
- (6) The licensee should comply with all the provisions of the Solid Waste Management Rules, 2016.
- (7) The licensee shall cause every part of the internal surface of the walls and ceiling of every building upon the said premises to be whitewashed or painted regularly.
- (8) The Licensee shall provide sufficient supply of pure and wholesome drinking water.
- (9) The Licensee shall cause such means of ventilation and lighting as may be provided in or in connection with the said premises to be maintained at all times in good order and efficient action.
- (10) An inspection book should be maintained in the licenced premises. The instructions given in the inspection book should be carried out within the time specified therein.
- (11) Licence issued by the municipality should be displayed in a prominent place.
- (12) The licensee should install Closed Circuit Television units in the public building in accordance with the Tamil Nadu Combined Development and Building Rules, 2019.
- (13) The licensee shall provide access to the premises, without notice, for inspection by the Commissioner or any officer authorized by him in this behalf at any time by day or by night when such premises is being used.
- (14) The licensee shall provide suitable covered receptacles in suitable places in such premises for the deposit of all refuse matter and shall cause such receptacles to be emptied at least once in every twenty-four hours in a hygienic manner.

- (15) No products banned by the Government, should be displayed or exposed for sale or use to the customers.
- (16) Fire safety norms shall be followed as prescribed.
- (17) The licensee shall cause every part of the structure of every latrine and water closet in such premises to be maintained, at all times, in good order and every part of the apparatus of such latrine or water closet and every drain or means of drainage leading therefrom to be maintained, at all times, in good order and efficient action.
- (18) The licensee shall cause such premises to be thoroughly swept, washed and cleansed at least once in every 24 hours and shall prevent any accumulation of filth or refuse therein except in the covered receptacles.
- (19) The licensee shall, at all times, take suitable steps to keep every building in such premises free from rats or other rodents.
- (20) No person suffering from an infectious or contagious disease shall carry on the business and no licensee shall employ any person suffering as aforesaid to assist him in carrying on such business.
- (21) The licensee shall, immediately on knowing that any person in such premises is suffering from any infectious, contagious or dangerous disease, adopt such precautions as may be necessary to prevent the spread of infection and inform the public health officer of the municipality.
- (22) The licensee should display the sign board of the trade in Tamil.
- (23) The licensee shall cause the flooring of every part of such building or place in good condition. Any sand or other dusty material should not be spread or used on any part of the floor. The carpets, mats or any other materials used as a covering for the floor shall be cleansed and dusted daily and as and when so required.
- (24) The number of persons admitted into any part of the building or place shall not exceed the number fixed in the licence for that building or place. The number fixed for such place shall be clearly displayed in such place by means of board or otherwise.
- (25) The licensee shall provide suitable means of drainage and also sanitary conveniences for the exclusive use of each sex and shall maintain the same in good sanitary condition.
- (26) No structural or material alterations shall be made in the licenced premises except with the written permission of the Commissioner.
- (27) The Commissioner or any other officer authorized by him, and any Police Officer not below the rank of a Sub-Inspector of Police shall at all times have free access to the said premises to see whether the conditions of the licence are fulfilled.
- (28) No obscene performance shall be conducted or allowed to be conducted inside the licensed premises.

[* Delete whichever is not applicable]

This is a computer generated certificate. Seal and Signature are not necessary.

FORM 17

[See rule 289 (3) (b)]

AFFIDAVIT TO BE FURNISHED BY THE APPLICANT ALONG WITH APPLICATION FORM FOR TRADE OR BUSINESS LICENCE

.....MUNICIPAL CORPORATION/MUNICIPAL COUNCIL/ TOWN PANCHAYAT*

PHOTO

I, son/daughter/wife* of agedyears, residing at (mention full postal address including pincode), do hereby solemnly affirm and state on oath as under:-

- (1) I am the proprietor of the business concerned namely "....." at Door No..... Street, location,
- (2) I have started the above business/trade from
- (3) I don't have valid rental agreement/lease deed with the owner of the premises,
- (4) As I have not registered with the Commercial Taxes Department, I don't have Goods and Services Tax number.
- (5) As I am not the owner of the above Property, I don't have the latest Property Tax receipt or assessment order.
- (6) I shall abide by all the rules and regulations of the Government/Municipality for running my trade.

VERIFICATION

I, the applicant, above named, do hereby verify and declare that the contents of this affidavit are true and correct to the best of my knowledge and belief and no part of it is false and nothing material has been concealed therefrom.

APPLICANT/DEPONENT

Place:

Date:

Verified at this the day of.

Solemnly affirmed and signed
Before me at
Advocate/Notary Public

[*strikeout whichever is not applicable.]

Instructions:

1. Affidavit should be filed along with the application Form.
2. The affidavit should be prepared in non-judicial stamp paper of Rs.100/- (Rupees hundred only).

FORM 18

[See rule 289 (3) (c)]

AFFIDAVIT TO BE FURNISHED BY THE APPLICANT ALONG WITH APPLICATION FORM FOR TRADE OR BUSINESS LICENCE

.....MUNICIPAL CORPORATION/MUNICIPAL COUNCIL/TOWN PANCHAYAT*

PHOTO

I son/daughter/spouse* of aged years, residing at (mention full postal address including pincode), do hereby solemnly affirm and state on oath as under:-

- (1) I am the proprietor of the business concerned namely "....." at Door No., Street, location, Chennai.
- (2) I have started the above business/trade from
- (3) I hereby certify that this is a micro enterprise, where the investment in plant and machinery or equipment does not exceed one crore rupees and turnover does not exceed five crore rupees/This is a small enterprise, where the investment in plant and machinery or equipment does not exceed ten crore rupees and turnover does not exceed fifty crore rupees/This is a medium enterprise, where the investment in plant and machinery or equipment does not exceed fifty crore rupees and turnover does not exceed two hundred and fifty crore rupees.*
- (4) As I have not registered with the Micro, Small and Medium Enterprises Department, I don't have an Udyam Registration number.
- (5) As I have not registered with the Commercial Taxes Department, I don't have Goods and Services Tax number.
- (6) As I am exempt under the Income Tax Act, 1961 (Central Act 43 of 1961, I don't have Income Tax Return.
- (7) I shall abide by all the rules and regulation of the Government/Municipality for running my trade.

VERIFICATION

I, the applicant, above named, do hereby verify and declare that the contents of this affidavit are true and correct to the best of my knowledge and belief and no part of it is false and nothing material has been concealed therefrom.

Place:

Date:

APPLICANT/DEPONENT

Verified at this the day of.

Solemnly affirmed and signed
Before me at

[*strike out whichever is not applicable]

Advocate/Notary Public

Instructions:

1. Affidavit should be filed along with the application Form.
2. The affidavit should be prepared in non-judicial stamp paper of Rs.100/- (Rupees hundred only).

FORM 19

[See rule 305 (2)]

..... MUNICIPAL CORPORATION/MUNICIPAL COUNCIL/TOWN PANCHAYAT *

APPEAL AGAINST THE ORDER OF THE COMMISSIONER IN REFUSING TO GRANT/RENEW* OR IN CANCELLING/SUSPENDING* THE LICENCE APPLIED FORTRADE OR BUSINESS***To
The Director (Appellate Authority)**.....
.....

- 1 Applicants full name :
- 2 Address
- 3 Place of Business :

(1) I had applied onin Formfor grant/renewal* of licence forto the Commissioner, Town Panchayat/Municipal Council/Municipal Corporation*. I enclose a copy of the application.

(2) I was holding licence No.datedand copy of the same is enclosed*.

(3) By his order No.....dated.....the Commissioner has refused to grant/renew* the licence/suspended/cancelled* my licence. I enclose a copy of the said order.

(4) Being aggrieved by the said order, I hereby appeal against the order. I pray that the Commissioner be directed to grant/renew* the licence applied for revoke the suspension/cancellation order*.

(5) I received the intimation of the said order on

(6) This appeal is/is not* filed within thirty days from which, I received the intimation of the said order.

(7) I have enclosed a Demand Draft for Rs.1000/- (Rupees thousand only) being the fee for this appeal drawn fromBank(place) (D.D.No..... dated.....)

(8) Grounds of appeal (in brief):

- i) Survey Number of the premises: Sl. No..... Village..... Taluk,
- ii) Zone classification under Tamil Nadu Combined Development and Buildings Rules, 2019:
- iii) Planning/Building permission details:
- iv) No Objection Certificate obtained from any Government Department:
- v) Other grounds, if any:

DECLARATION

I hereby declare that the contents of the above appeal are true and correct to the best of my knowledge and belief.

Place:
Date:

Signature of the Appellant

[*strikeout whichever is not applicable.]

Form 20

[See rule 310 (1)]

..... MUNICIPAL CORPORATION /MUNICIPAL COUNCIL/TOWN PANCHAYAT.*

APPLICATION FOR PROVISIONAL PERMISSION FOR INSTALLATION OF TELEVISION CABLE OVER PUBLIC ROADS AND STREETS IN A MUNICIPAL LIMIT.

(1) Name and address of the applicant or firm or company	:	
(2) Name of the roads and streets on which television cables are to be installed and the number of street light poles to be used for installing television cable in each road and street.	:	
(3) If additional poles are to be erected by the applicant on the road and street and the number of poles to be erected are to be indicated.	:	
(4) Sketch indicating the roads and streets over which the cables are to be installed and the additional poles if any to be erected.	:	

Place:

Date:

Signature of the Applicant.

[*strikeout whichever is not applicable.]

FORM 21

[See rule 310 (3)]

..... **MUNICIPAL CORPORATION/MUNICIPAL COUNCIL/ TOWN PACHAYAT ***

Permission No.

Date:

PROVISIONAL PERMISSION FOR INSTALLATION OF TELEVISION CABLES.Reference: Application No. Dated Rent Receipt of the Municipality.....
dated.....

Provisional permission is granted tofor the installation of television cables in the following area:—

(Details of areas)

2. The street light poles to be used by the applicant are:—

(Details)

3. The additional poles required by the applicant are permitted to be in the following places:—

(Details)

4. This provisional permission is granted, subject to the following conditions, namely:—

- (a) The television cables shall be installed over the public roads and streets at a height of above 8 metres across the roads or streets and not less than 5.5 metres along the roads and streets. The cable shall be atleast 1 metre away from the light fixture;
- (b) Additional poles shall be installed to carry cables across public roads or streets at a height of 8 metres;
- (c) Not more than five lines shall be taken on each of the street light poles;
- (d) Size of each cable shall be less than 15mm (outer diametre);
- (e) As far as practicable and possible the street light poles of the urban local bodies may be used;
- (f) Identification tag shall be tagged around the cable in every 50 metres;
- (g) If additional poles are required to be erected on any public road or street or land, the prior concurrence of the Commissioner shall be obtained; and
- (h) The size of the additional pole shall not be more than 2 sq.ft.

Place:

Date:

Seal and Signature of the Commissioner,

.....
Municipal Corporation/Municipal Council/
Town Panchayat*.

[*strikeout whichever is not applicable.]

FORM 22

[See rule 310 (4)]

APPLICATION FOR ISSUE OF NO OBJECTION CERTIFICATE FOR COMMENCING THE OPERATION OF CABLE TELEVISION CONNECTIONS.

- (1) Name and address of the applicant or :
firm or company
- (2) Name and date or provisional permission :
granted
- (3) Name of the roads and Streets on which :
cables have been installed and additional
poles erecteds.
- (4) Details of television cables and other :
materials used

Date:

Signature of the Applicant.

FORM 23

[See rule 310 (5)]

..... MUNICIPAL CORPORATION/MUNICIPAL COUNCIL/TOWN PACHAYAT*.

N.O.C. No.

Date:

NO OBJECTION CERTIFICATE

The No Objection Certificate is granted to for commencing the operation of giving cable television connection in the following areas:-

(Details of area)

2. The street light poles permitted to be used by the applicant are:—

(Details)

3. The additional poles permitted to be erected by the applicant are:—

(Details)

Place:

Seal and Signature of the Commissioner

Date:

.....
Municipal Corporation/ Municipal Council/
Town Panchayat*.

[*strikeout whichever is not applicable.]

CHAPTER X.**HOARDINGS, BANNERS AND PLACARDS.****PART I.****HOARDINGS.**

320. Application for licence.— (1) Every application for a licence to erect a hoarding shall be made to the Commissioner in Form 1.

(2) Every application made under sub-rule (1) shall contain,-

(a) a plan of the hoarding to be erected indicating the height and other dimensions and the material to be used;

(b) Stability Certificate issued by a Structural Engineer Grade I registered with the local body concerned;

(c) No objection letter from the owner of the land, in case the hoarding is to be erected in a private land or building;

(d) in case, the land or building belongs to a department of the State Government or the Central Government or an undertaking of the State Government or Central Government or to any such related agency of the State Government or Central Government, a 'No objection' letter issued by the competent authority or an authorized Officer of the said department, undertaking or agency;

(e) a topo sketch indicating the proposed location of the hoarding;

(f) copy of PAN card and Goods and Service Tax Certificate of the applicant/ agency/company;
and

(g) a Test Certificate from a licenced electrical engineer, in regard to the electrical connections and components.

(2) Every application made under sub-rule (1) shall be accompanied with the receipt for payment of the application fee specified under rule 332 through demand draft or any other mode of payment as indicated by the municipality.

321. Single window approval committee.— Every application made under rule 320, shall be scrutinized by a Single Window Committee constituted for the purpose, consisting of officers from the Municipality concerned and a Traffic Police Officer not below the rank of Inspector of Police of the area concerned and submit its recommendation to the Commissioner.

322. Grant of licence.— (1) The Commissioner shall, after satisfying himself that the applicant has complied with all the requirements of the Act and Rules and after local inspection and on payment of licence fee as specified in rule 333, grant a licence in Form 2, for the categories of Hoardings specified in column (1) of the Table below, in the places specified in column (2), in the devices specified in column (3) and in the sizes specified in column (4) thereof:—

THE TABLE.

Category	Places	Devices	Size	
			Road-width/No. of Lanes	Maximum Size of display
(1)	(2)	(2)	(4)	
1	(a) Panel on Walls or any other structure visible to public	Large format displays like Scrolling boards/Bill boards/Unipoles/Bipoles/Hoardings and Digital Boards with or without Neon, LED lights, whether frontlit, backlit or both/Balloons	Above 9 m to 15 m width	8 m x 4 m
	(b) Bridges, Flyovers and Pillars Gantries, Foot over bridges		15 m to 30 m	10 m x 4.5 m
	(c) Bus Stands/Terminus		Above 30 m	12 m x 6 m
	(d) Parks and Play Grounds			
	(e) Land and buildings			
	(f) Metro stations or other structures of Metro Rail organisations like pillars, gantries, etc. (visible to public)			
	(g) Railway station or Railway land (visible to public)			
	(h) Recreational areas such as outside of mall			
2	On Mobile vans, Buses, Trucks, Containers, Taxis, auto-rickshaws, delivery and service vehicles and other motor vehicles.	Outside of the vehicle/LCD mounted screens	Not exceeding 75 per cent of the surface area of the vehicle.	
3	Mobile advertising	Boards/Digital Boards	Not exceeding 3 m x 3 m	
4	Bus Shelters/Bus stops	Display boards with or without lights.	For 2 pole bus shelter - not exceeding 16 sq.m. and for 3 pole bus shelter - not exceeding 22 sq.m.	
5	Public utilities like Street lamp posts/Kiosks/Booths	Display/Panel boards with or without lights.	Not exceeding 0.6 m x 1.0 m	
6	Parking lots	Display/Panel boards with or without lights.	Not exceeding 1 m x 1.5 m	
7	Landscapes, Parks and Gardens	Fencing/Tree guards	Not exceeding 0.3 m x 0.6 m	
		Display of Information Board like maps	Not exceeding 9 sq.m.	
8	Toilets/Public Convenience/Garbage collection centre/other service oriented utility	Display/Panel boards with or without lights	Not exceeding 3 m x 9 m	
9	Traffic barricading	Steel barricades	Not exceeding 0.60 m x 1.0 m	
10	Foot way and Roadside	Vendor sign	Not exceeding 2.0 sq.m.	
		Welcome board	Not exceeding 5.0 sq.m.	
11	Construction site/Real estate site	Boards	Not exceeding 5.0 sq.m.	

12	Shops/Commercial/ Private establishments	Fascia, Awning, façade	Not exceeding 9.0 sq.m.
		Projected Sign	For buildings up to 18 m height – 3.0 m; for buildings 18 m to 36 m height – 4.5 m and for buildings above 36 m – 6.0 m

(2) The licence to erect hoardings granted under sub-rule (1) shall be subject to the following conditions, namely:—

- (a) The licence shall not be transferable.
- (b) The licensee shall not transfer the ownership of the hoarding without prior permission of the Commissioner.
- (c) The Licence holder shall adhere to the conditions laid down in rule 326 for erection of hoarding in the permitted locations.
- (d) The Licence holder shall mention the licensee name, number, period of licence and size of the hoarding, in the right side corner of the hoarding.

323. Validity of licence.— Every licence granted under rule 322 shall be valid for a period of three years.

324. Renewal of licence.— Every application for renewal of a licence shall be made to the Commissioner in Form 3, two months before the date of expiry of the licence, along with the licence fee specified in rule 333.

325. Prohibition of advertisements in sensitive areas.— (1) Erection of Hoardings shall not be permitted in the following areas namely:—

- (a) National Parks, district forests and water bodies;
- (b) Historical monuments, cremation grounds, graveyards and ruins;
- (c) World Heritage sites;
- (d) Areas classified as remnant or endangered regional ecosystems; and
- (e) Places for worship like temples, mosques, churches, Gurudwaras etc.,;

Provided that hoardings may be permitted in such areas, in special circumstances as may be permitted by the municipality.

326. Conditions for hoardings.— (1) The applicants shall maintain self-regulatory controls and ensure minimum advertising standards such as abiding the code of ethics and avoiding of advertisements which are negative, or disturb safe traffic movement.

(2) The following display types are permitted for hoardings:—

- (a) Static, printed on flex/paper/other materials.
- (b) Scrolling of printed displays with a dwell time of 10 seconds and transition time of one second.
- (c) Animations or full motion video only at locations for viewing by non-vehicular traffic or at parking lots.
- (d) Variable message Hoardings are not permitted in areas other than those specified in Category 1 within the jurisdiction of Municipalities, State/Central jurisdiction roads. Variable Message Hoardings may be permitted on case-to-case basis by the Commissioner:

Provided that this rule shall not apply to variable message displays used by the Municipality or Police Authorities for the purpose of traffic management or for displaying other relevant public information.

(3) No "double-decker" hoardings shall be allowed i.e. two boards displaying two different advertisements with one directly on top of the other.

(4) The maximum height of a hoarding as measured from the base shall not be more than 10 m from the ground level for the devices mentioned in Category 1 in rule 322.

(5) The hoardings erected in a road shall be of uniform size as practicable as possible.

(6) Where the footpath does not exist, the hoarding shall not be permitted within 1.5 mtrs (i.e. 5 feet) of the road as measured from the edge of the road and no projection shall be permitted on the footpath.

(7) All hoardings on unipoles shall be constructed without any over-hang on any pavement or road.

(8) Category 1 hoardings (large format displays) specified in rule 322 shall not be permitted in medians and traffic islands, where carriageways diverge and on footpaths.

(9) The maximum height of a hoarding from the road level, placed along the side of a flyover, foot over bridge or gantry shall be measured clearly from the top of the flyover, foot over bridge or gantry and centre of the flyover. There needs to be a clear distance of ten meter between the bottom of any display and surface of the road below.

(10) Independent hoardings including the foundations, shall be designed and checked for extreme wind conditions, earthquakes, soil bearing capacity etc., and shall comply with the relevant Indian structural design standards, codes of practice and the policy guidelines.

(11) Official road furniture such as official signs and delineator guide-posts shall not be used as the supporting structure of an advertising device.

(12) In a vehicular mounted hoarding, the area for advertisement/ name/logo shall not exceed 75% of the surface area on each side of the vehicle.

(13) Vehicle hoardings shall not interfere in anyway with the mandatory vehicle signs such as route of the bus service, number plate, etc.,

(14) Aerial hoardings and Balloons shall be permitted after obtaining No Objection Certificate from Airports Authority of India, wherever necessary.

(15) The hoardings in bus shelters/bus stops shall not affect the visibility of the waiting passengers.

(16) The hoardings shall not project outside the roof top boundary of the bus shelter/ bus stop.

(17) Not less than twenty per cent of the area shall be earmarked for display of Bus route numbers, Government schemes, public awareness slogans, etc., at top side and back panel of the Bus Shelter.

(18) Hoardings shall be mounted only on the Back Panel and Front Panel of the bus shelters or the bus stops.

(19) Hoardings on angular or side panels and stand alone panels will not be allowed in bus shelters or bus stops.

(20) In lamp posts, the hoarding shall be placed at least two mtrs (i.e. 6 feet) below any light fixture and the bottom of such device shall not be less than three mtrs (i.e. 10 feet) above the ground level.

(21) Only one structure in portrait format (single frame containing two back to back posters) is permitted per street lamp pole.

(22) No hoarding shall be permitted in medians or overhang that obstructs pedestrian movement or the view of the traffic on the road.

(23) Hoardings shall not use shapes that could be taken as an official traffic sign.

(24) The supporting structure for hoardings shall have a non-reflective finish to prevent glare.

(25) External illumination sources shall be shielded to ensure that external 'spot' light sources are not directed at approaching motorists.

(26) Hoardings shall not cover any mandatory/cautionary signs or the cover plates on street lamp pole.

(27) Hoardings shall not be displayed on the first three street lamp poles from any intersection or traffic light.

(28) Public Convenience Signage: Name, Location, Ward Number, information about Government Schemes, Public awareness slogans, etc. shall be displayed at the top of public convenience.

(29) No part of the Hoardings shall project into the public right of way including in parking lots.

(30) For category 6 hoardings specified in rule 322, free standing parking hoardings shall be placed on the edge of the authorised parking lots and the overall spread of the parking hoardings shall not exceed 50 per cent of the sum total of the peripheral length, so as not to interfere with vehicular or pedestrian movement to enter or exit of the parking facility.

(31) Category 11 hoardings specified in rule 322 shall be limited to one sign per street face.

(32) As far as possible, the hoardings may be constructed or fabricated using tubular sections of desired strength and life with optimal design that uses minimal number of members. The edges and back of the hoardings shall be enclosed, framed or clad with metallic sheets or aluminium composite panel sheets, with both having either non-reflective paint or finish, giving a neat look and hiding the structure from view.

(33) During periods when no commercial advertisements are displayed, hoardings should have social messages displayed along with any promotional message that the site marketer may desire (contact numbers, etc).

(34) The Government or Municipality may provide their art work or any message for promotion of their campaigns, only when the hoardings are not occupied with any commercial display, in lieu of payment of licence fee during that period.

(35) All hoardings other than those that are exempted from obtaining licence under section 117-Q of the Act must contain the information on the lower right hand side specifying the name of the licensee, licence number, period of licence i.e. validity and contact number of the licensee or his representative.

(36) Electrical connections and components in all hoardings shall be in accordance with relevant Indian Standards. No generator running on diesel/petrol/kerosene or any bio fuel, causing noise, air or water pollution would be allowed for providing power for illumination of any hoardings.

(37) The Code of Practice for Road Signs IRC:67-2012 or its further amendments, design parameters of official traffic signs and standard legend/background colour combinations shall be followed.

(38) Hoardings shall not contain flashing red, blue or amber point light sources which, when viewed from the road, could give the appearance of an emergency service or other special purpose vehicle warning lights.

(39) Non-static illuminated hoardings (flashing lights) are not permitted.

(40) Scrolling of printed displays shall be permitted with a minimum dwell time of 10 seconds and transition time of 1 second.

(41) The average maintained luminance shall be reduced to 0.5 candelas or altogether shut, after 23.00 hours (11 pm) and sunrise by automatic timing devices.

(42) All hoardings must have mandatory public liability insurance cover for the structure and any consequent damage it may inflict upon any passer-by or user and.

(43) The applicants shall follow such other conditions as may be specified by the Government from time to time.

327. Exemptions.— (1) The categories of hoardings exempted from obtaining licence under section 117-Q of the Act shall comply with the following guidelines:—

(a) Fascia, Façade and Awning Signages for Self advertising:

(i) All fascia, façade, awning signages shall not exceed the width of the wall upon or in front of which it is situated.

(ii) Within enclosed corridors or verandah like location, the fascia sign must follow the datum line coinciding with the top of the shop/business opening.

(iii) Each business shall restrict itself to one fascia sign per street face having a public entrance.

(iv) The signs by no means shall exceed the frontage of the premises of the business.

(v) One additional fascia sign is permitted on each wall face fronting on a dedicated pedestrian or vehicular street or parking lot.

(vi) The advertiser shall only be permitted to advertise the product/service/name/logo that is being offered from the facility. No surrogate advertising shall be permitted on fascia sign.

(b) Projected sign for self- advertising:

(i) No projection of the signage or any part of its support or frame- work shall project more than 0.60 m beyond the building.

(ii) Only one projecting sign shall be allowed per enterprise façade, provided that the width of the facade is at least 4.50m.

(iii) A projecting sign shall not be fixed other than at right angles to the street line.

(iv) In no case, projecting sign shall not be attached to a lamppost, traffic sign, heritage or religious building, educational facilities and buildings that house government offices.

(v) The lateral movement of the sign should be restricted and restrained securely using appropriate bracing/ bracketing to prevent from swinging.

(vi) The projecting sign shall be designed so that it is capable of supporting reasonable horizontal as well vertical load at all points/loading points.

(vii) Instead of separate signage for each business on the outside wall of a multi-storied building, signage pylon may be erected at entrance of building of suitable dimensions to accommodate all business premises, with one signage per premise.

(c) General conditions regarding On-Premises Advertising:

(i) All on-premises advertising devices/business/trade signs should be restricted to commercial areas and authorized business/trade establishments within institutional areas.

(ii) On-premise advertising device shall not,—

(a) attached in any way to trees or shrubs.

(b) obstruct any pedestrian movement (vertically and laterally), fire escape, door or window openings.

(c) in any form or manner interfere with openings required for light and ventilation.

(d) be located to obstruct or alter the frontal silhouette of any transparent/ translucent surface/opening.

(e) interfere with fire safety transit/exit space requirements and prescribed norms.

(iii) No trade and business sign, message, poster or printed material of any nature shall be pasted onto any supporting column, pillar or post or electricity/telephone/utility distribution boxes or pillars.

(iv) The sign information should be non-polluting, fire resistant, injury proof, non reflective and should be kept to a minimum in size for both aesthetics and traffic safety.

(v) The scale and location of a sign should be compatible not only with the building to which it is affixed but also take into consideration nearby buildings, streets and existing signs.

(vi) No sign under any circumstances shall be supported from, hung or placed on other signs. Each sign should be self-supporting or fixed securely with the architectural structure.

(2) The exempted advertising devices exceeding the dimensions or violating the conditions mentioned in clauses (a), (b) and (c) of sub-rule (1) of this rule shall liable to be removed.

328. Right to advertise in municipal property.— The Commissioner may grant right to any person or a class of persons or any institution or organization to display advertisements on properties belonging to, or vested with, the municipality on payment of a concession fee of fourteen per cent per annum on the guideline value of the land wherein the advertisement is displayed, in addition to the licence fee prescribed in rule 333.

329. Cancellation of licence.— (1) Where the Commissioner either *suo-motu* or on an application, has reason to believe that,—

(i) a licence has been obtained by fraud, misrepresentation or suppression of material particulars ;
(or)

(ii) a licensee has violated or failed to comply with the conditions of the licence or has contravened any provision of the Act or these Rules, he shall call upon the licensee, by notice in writing, addressed by registered post to the address given in his licence stating the grounds, to show cause within seven days from the date of receipt of such notice as to why the licence should not be cancelled.

(2) On examining the reply received from the licensee within the time limit specified in sub-rule (1), the Commissioner may either cancel the licence or drop further action in the matter.

330. Unauthorised, obscene or objectionable hoarding.— (1) On cancellation of a licence under rule 329 or refusal to renew a licence under rule 324, the owner of such a hoarding shall remove it within seven days from the date of receipt of the order of cancellation of licence or of the order refusing to renew the licence, failing which the Commissioner shall cause to remove such hoarding without further notice and recover the cost of such removal from the owner of such hoarding.

(2) The Commissioner may, either *suo-motu* or on representation, shall direct the licensee to remove a hoarding, which contents are considered to be obscene or objectionable within seven days. If the licensee

does not remove such advertisements within seven days, the Commissioner shall remove the hoarding without further notice and recover the cost from the owner of such hoarding.

331. Appeal.— An appeal to the Director shall be made in Form 4 within thirty days from the date of receipt of an order refusing to grant or renew a licence or cancelling the licence. The appeal shall be accompanied by a fee of Rs. 1,000/- (Rupees one thousand only) and the grounds of appeal. Such appeal shall be disposed of within a period of sixty days from the date of its receipt.

332. Application fee.— (1) The application fee for applying for grant of licence or for renewal of licence to erect a hoarding shall be as specified in the Table below:-

THE TABLE.

Category (1)	Amount (2)
Municipal Corporations	Rs.2,000/- (Rupees two thousand only)
Municipal Councils	Rs.1,000/- (Rupees one thousand only)
Town Panchayats	Rs.500/- (Rupees five hundred only)

(2) All fees payable under this Chapter shall be paid in the name of Commissioner of the Municipality concerned by way of demand draft or any other mode of payment as provided by the Municipality.

333. Licence fee for hoardings.— (1) The licence fee for hoardings shall be levied as specified in the Table below:-

THE TABLE.

Sl. No. (1)	Category of Hoardings (2)	Licence fee per sq.m. per year for each display in (3)			
		Chennai City Municipal Corporation	Other Municipal Corporations	Municipal Councils	Town Panchayats
1.	Categories 1,4,7 and 8	Rs.6,000	Rs.4,500	Rs.3,000	Rs.2,000
		The fee shall be increased by 10% for frontlit or backlit boards, by 15% for Neon lighting, by 20% for LED /LCD advertising and variable messaging devices.			
2.	Categories 2,3,5, 6 and 9	Rs.3,000	Rs.1,500	Rs.1,000	Rs.750
		The fee shall be increased by 10% for frontlit or backlit boards, by 15% for Neon lighting, by 20% for LED /LCD advertising and variable messaging devices.			
3.	Categories 10, 11 and 12	Exempted from levy of license fees, subject to the size mentioned in serial numbers 10, 11 and 12 of the Table under rule 322.			

(2) The licence fee specified in this rule may be revised by the Government once in every three years and such a revision of licence fee shall be not less than ten per cent and the licence fees shall not exceed Rs.20,000/- (Rupees twenty thousand only) per sq.m. per year.

334. Payment of licence fee.— (1) The licence fee shall be levied and collected every financial year commencing on and from the 1st April and upto the 31st March of next year.

(2) The licence fee shall be paid within thirty days from the beginning of the year.

(3) If the licence fee is not paid within the said period of thirty days, the Commissioner may, after giving notice in writing to the owner of such hoarding, cancel the licence and take such action as are required under these rules.

(4) The schedule of payment of licence fee shall be mentioned in the Licence.

335. Maintenance of registers.— A register in Form 5 shall be maintained by the Commissioner in regard to issue of licence for erection of hoarding and collection of application fee, licence fee, etc., either physically or digitally.

336. Insurance against damages.— (1) In the case of Category 1, 4, 7 and 8 hoardings, the licensee shall provide proof of public liability insurances as prescribed by the licencing authority.

(2) The licensee shall obtain a public liability insurance policy in the joint names of the licensee and Municipality concerned for their respective rights, interests and liabilities to third parties in respect of accidental death of, or accidental bodily injury to, persons, or accidental damage to property, for the period of licence.

337. Inspection of hoardings.— (1) The Director or Regional Director or Assistant Director shall cause periodical inspection of hoardings. The Director shall review the licensing of hoardings and collection of fees once in three months. The Regional Director or Assistant Director shall review the licensing of hoardings and collection of fees every month and send a report to the Director.

(2) The Commissioner or any officer authorized by him in this behalf shall make periodical inspection of the hoardings and verify whether they are being maintained in accordance with the conditions prescribed in the licence. During such inspection, if it is noticed that the hoardings are not in accordance with the provisions of the Act and these Rules and the conditions of the licence, the Commissioner shall take such action as required under these rules. A quarterly report of all Municipalities shall be sent to the Director in this regard.

338. Removal of hoardings.— (1) Every person who has erected the hoarding after obtaining the permission, shall, on expiry of such licence remove the same and dispose it, without causing any hazard to health and environment.

(2) Where a person who has obtained permission for the erection of hoarding has retained the same after expiry of the period of licence or has erected the hoarding contrary to the conditions of the licence, the Commissioner may, by notice in writing, require the licensee to remove the hoarding within 24 hours.

(3) Where the hoarding is not removed within such time referred to in sub-rule (2), the Commissioner shall, without further notices, remove the same and recover the cost of removal from the person concerned as an arrears of land revenue.

PART II.

DIGITAL BANNERS AND PLACARDS.

339. Application for permission.— (1) Every application for permission to erect digital banners or placards shall be made to the Commissioner, fifteen days prior to the date of the proposed erection, in Form 6.

(2) The applicant shall submit separate applications for erection of digital banners or placards in respect of each Police Station limit.

(3) Every application in Form 6 shall be accompanied by,—

(a) a No objection letter from,—

(i) the owner of the land where the digital banner or placard is to be erected on private land or building; or

(ii) where the land or building belongs to a Department of the State Government or Central Government or Municipality or an Undertaking of the State Government or Central Government or to any such related agency, a no objection letter or authorization letter from the such Department or Undertaking or Agency, as the case may be.

(iii) the Commissioner concerned or any officer of the Municipality authorized by him in this behalf, where the digital banner or placard is to be erected on a municipal land:

Provided that if digital banners or placards are to be erected in lands or buildings of different owners (both Government and private), separate no objection certificate shall be obtained from every land or building owner.

(b) no objection certificate from the Station House Officer of the Police Station concerned, to the effect that the proposed digital banners or placards would not be an obstruction to free and safe flow of movement of traffic, pedestrians and vehicles;

(c) Topo sketch of the roads and streets indicating the proposed approximate points of erection of each digital banner or placard.

(4) Every application in Form 6 shall also be accompanied by a challan/online receipt showing the payment of requisite permission fee as specified in rule 340.

(5) The Commissioner shall, on receipt of the application, scrutinise the same and if it fulfills the requirements of the Act and these rules, grant permission in Form 7 for erection of digital banner or placard, subject to the following conditions, namely:—

(a) This permission shall not be transferable.

(b) On or before the date of expiry of the permission, the digital banners or placards shall be removed and disposed safely, without causing any hazard to public health or environment.

(c) No digital banner or placard shall be erected,—

(i) in front of educational institutions, places of worship and hospitals with in patient treatment facility;

(ii) in the corners of roads or street junctions, up to a distance of fifty metres on either sides of the junction including the junction and traffic island; and

(iii) in front of notified monuments, statues, iconic places and other places of tourist importance.

(d) No digital banner or placard shall be permitted on both sides of the road having a footpath of less than three metres width. In roads with no separate footpath, a minimum of three metres width shall be available between the road margin and the digital banners/placards for the use of pedestrians.

(e) No digital banner, placard shall be permitted in the centre median of the road.

(f) No digital banner or placard shall be permitted on narrow roads where the total width of the road (carriage way and foot path) is less than three metres. On roads with width between three metres and twelve metres, the digital banners or placards shall be permitted only on one side of the road margin, and if the width of the road is above twelve metres, digital banners or placards may be permitted on both sides of the road margin.

(g) The digital banners or placards erected in one particular road must be of uniform size as practicable as possible.

(h) The digital banners or placards shall be erected only parallel to the footpath or road, and not across the footpath or road margin.

(i) There shall be a space of not less than ten metres between one digital banner or placard and another. The space between digital banners and placards on a road shall be uniform in length.

(j) No digital banner or placard shall be erected on the carriage way of the road or foot path, and can be erected only on the earthen surface in between (wherever available).

(k) If any damage is caused to the public property or road, while erecting the digital banners or placards on the roads and public places, the entire deposit amount will be forfeited. If the damage caused to the road or public property is more, additional compensation shall be claimed from the permission holder.

(l) In case of any accidental death of, or accidental bodily injury to, persons; or accidental damage to property caused by the banner or placard, the compensation shall be paid by the applicant.

(m) Erection of digital banners or placards with obscene or objectionable content is strictly prohibited and is liable for confiscation and summary removal.

(n) Any digital banner or placard erected after expiry of the permission is liable for confiscation and summary removal.

(o) The permission holder shall erect only the actual number of digital banners or placards for which permission has been granted.

(6) The permission granted under sub-rule (5) shall be valid for a period of not exceeding six days including the date of erection and removal.

(7) The Commissioner may refuse to grant permission, if the application is submitted belatedly or without necessary details and certificates or without necessary permission fee or in violation of any of the provisions of the Act or these rules.

(8) The permission holder shall display the following details in the bottom of the digital banners or placards, in a font size of not less than twenty five millimeter height, namely, the Permission Number given by the Commissioner, period of validity, total number of digital banners and placards and size details for which permission has been given.

340. Payment of permission fee.— (1) The non-refundable fee for grant of permission for each digital banner or placard irrespective of private or public place shall be as follows:-

Category of Municipality	Fee for each digital banner/ placard
Chennai City Municipal Corporation	Rs.1,000/- (Rupees One thousand only).
Other Municipal Corporations	Rs.750/- (Rupees Seven hundred and fifty only).
Municipal Councils	Rs.500/- (Rupees Five hundred only).
Town Panchayats	Rs.250/- (Rupees Two hundred and fifty only)

(2) The permission fee shall be paid by a demand draft drawn in favour of the Commissioner concerned or by challan in municipal treasury or online or by person in the designated centres specified by the Municipality concerned.

341. Maximum size of digital banner or placard.— (1) The maximum size of a digital banner or placard shall be as specified in the Table below:—

THE TABLE.

Road width (in metre).	Maximum size of Digital banner/ Placard
(1)	(2)
Above 30	4.50 m (height) x 8.00 m (width).
18 to 30	3.60 m (height) x 6.00 m (width).
12 to 18	3.00 m (height) x 4.80 m (width).
6 to 12	2.40 m (height) x 1.50 m (width).
3 to 6	1.00 m (height) x 0.75 m (width).

(2) No digital banner or placard shall be permitted in the centre median of the road.

(3) The digital banners or placards erected in one particular road shall be of uniform size, as far as practicable.

(4) No digital banner or placard shall be permitted on both the sides of a road with a footpath of less than three metre width. On a road with no separate footpath, a minimum of three metre width shall be available between the road margin and the digital banners or placards, for use of pedestrians.

(5) The digital banner or placard shall be erected only parallel to the footpath or road, and not across the footpath or road margin.

(6) There shall be a space of not less than ten meters between one digital banner or placard and another. The space between digital banners and placards on a road shall be of uniform length.

(7) No digital banner or placard shall be permitted on narrow roads where the total width of the road (carriage way and foot path) is less than three metres. On roads with width between three metres and twelve metres, the digital banners or placards shall be permitted only on one side of the road margin, and if the width of the road is above twelve metres, digital banners or placards may be permitted on both sides of the road margin.

(8) No digital banner or placard shall be erected on the carriage way of the road or foot path, and shall be erected only on the earthen surface in between, wherever available.

342. Restriction on grant of permission.— Permission for erection of digital banners and placards shall not be granted in the following places, namely:-

(i) In front of educational institutions, places of worship and hospitals with inpatient treatment facility;

(ii) In the corners of road or street junctions, up to a distance of 50 metres on either sides of the junction, including the junctions and traffic islands;

(iii) In front of places of notified monuments or statues or iconic places and other places of tourist importance; and

(iv) In such other places as may be prescribed by the Government from time to time.

343. Unauthorised, obscene or objectionable digital banners or placards.— (1) The Commissioner, may confiscate or summarily remove any digital banner or placard erected without permission, and recover the cost of removal from the person who has erected it.

(2) The Commissioner may, either *suo-motu* or on representation, direct the permission holder of a digital banner or placard to remove it immediately, if its contents are considered to be obscene or objectionable, failing which the Commissioner shall summarily remove it through his authorised representative, and recover the cost of removal from the applicant.

344. Inspection of digital banners or placards.— The Commissioner or any officer authorised by him in this behalf shall make an inspection of the digital banners or placards erected and verify whether they are erected in accordance with the conditions specified in the permission order, the provisions of the Act and these rules.

345. Removal of digital banners or placards.— (1) Every person who has erected the digital banners or placards after obtaining the permission, shall, on expiry of such permission remove the same and dispose it, without causing any hazard to health and environment.

(2) In case, a person who has obtained permission for the erection of digital banners or placards has retained the digital banner or placard after the expiry of the period of permission or erected the digital banner or placard contrary to the conditions of the permission, the Commissioner may, by notice in writing require the permit holder to remove such digital banners or placards within twenty four hours.

(3) Where the digital banner or placard is not removed within such time referred to in sub-rule (2), the Commissioner shall, without further notices, remove the same and recover the cost of removal from the person concerned as an arrear of land revenue.

346. Exemption.- Nothing contained in this Chapter shall apply to any digital banner or placard on which is exhibited any advertisement which relates to,—

(i) the trade or business carried on within the land or building, upon or over, which such digital banner or placard is erected or to any sale or letting of such land or building or any effects therein or to any sale, entertainment or meeting to be held upon or in such land or building; or

(ii) the name of the land or building, upon or over which the digital banner or placard is erected or to the name of the owner or occupier of such land or building:

Provided that the size of such digital banner or placard does not exceed the maximum size prescribed in sub-rule (1) of rule 341.

347. Appeal against order refusing to give permission for erection of digital banners or placards.— (1) An appeal against the refusal of permission by the Commissioner for erection of digital banners or placards, shall be made to the Government in case of Chennai City Municipal Corporation and to the District Collector in case of other Municipalities in Form 8, within thirty days from the date of receipt of the order of such refusal.

(2) An appeal shall be accompanied by a fee of Rs.1,000/- (Rupees One thousand only) and the grounds of appeal and such appeal shall be disposed of within a period of thirty days from the date of its receipt. The orders of the Government or the District Collector, as the case may be, on such appeal shall be final.

(3) Fee for appeal shall be remitted by way of demand draft in favour of the Secretary to Government, Municipal Administration and Water Supply Department or the District Collector in which the Municipal Corporation exists, as the case may be, or through online.

348. Maintenance of register.— A register in Form 9 shall be maintained by the Commissioner to record details of grant or rejection of permission for erection of digital banners or placards and permission fee therefor.

349. Compensation against damages.— After obtaining permission for erection of digital banner or placard, the applicant shall provide an undertaking for compensation, in case of any accidental death of, or accidental bodily injury to persons; or accidental damage to property as the case may be.

FORM 1

[See sub-rule (1) of rule 320]

APPLICATION FOR LICENCE TO ERECT A HOARDING

(1)	Name and address of the applicant/ Company/Government Department*	:	
(2)	Exact location with identification land marks and direction of facing of the frontage of the hoarding	:	
(3)	Ward No. and Place of erection (Name of the road) of the hoarding (If on buildings, address of the buildings) T.S.No., T.S. Ward No. and Block No.	:	
(4)	Name of the owner of the land/building on which the hoarding is to be erected	:	
(5)	Size of the hoarding proposed to be erected (Length, breadth and width to be mentioned)	:	
(6)	Nature of the materials to be used	:	
(7)	Indicate whether the following documents have been enclosed with the application.	:	
(a)	Copy of demand draft/ challan of licence fees paid or details of fees paid.	:	Yes (enclosed)/ No
(b)	Copy of receipt of rent paid to State or Central Government or Municipality and details of fees paid	:	Yes (enclosed)/ No
(c)	Plan showing the hoarding to be erected indicating the height and other dimensions and the material proposed to be used	:	Yes (enclosed)/ No
(d)	Stability Certificate issued by Registered Structural Engineer Grade-1	:	Yes (enclosed)/ No
(e)	No Objection letter from the owner of the land where the hoarding is to be erected in a private land or building	:	Yes (enclosed)/ No
(f)	If the land or building belongs to a Department of the State Government or Central Government or an Undertaking of the Government or Municipality or to any such related agency, a No Objection Letter/ Authorization Letter issued by an authorised Officer	:	Yes (enclosed)/ No
(g)	Topo sketch indicating the proposed location of the hoarding for any advertisement or display of an advertisement	:	Yes (enclosed)/ No
(h)	Copy of PAN Card and GST (PAN card of Proprietor/Partner/Company Directors whichever is applicable)	:	Yes (enclosed)/ No
(i)	Test Certificate from a licenced Electrical Engineer	:	Yes (enclosed)/ No
(9)	Insurance against damages [The licensee shall provide proof of public liability insurance]	:	Yes (enclosed)/ No

Signature of the applicant.

ACKNOWLEDGEMENT

Received the application for erection of hoarding in Municipality at Ward No..... at from Thiru/Thirumathi*.....

Signature and date.

[* strikeout whichever is not applicable.]

FORM 2

[See rule 322]

LICENCE FOR THE HOARDING

Licence No.

Date:

Reference: Application number and date.

Licence is granted to _____ for erection of hoarding at the following places:—

Sl. No.	Name of the Municipality	Zone No.	Ward No.	Location with T.S. No.	Place	Device	Size
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.

2. This licence is valid for three years.

3. This Licence is granted subject to payment of licence fee for erection of hoarding at the above place within the limits of Municipal Corporation/Municipal Council/Town Panchayat*, as per the schedule of payment as detailed below:—

First year	Rs.-/-
Second year	Rs.-/-
Third year	Rs.-/-

In total, Rs...../- payable for three years. The fee shall be paid to..... Municipal Corporation/Municipal Council/Town Panchayat* through demand draft in favour of Commissioner, Municipal Corporation/Municipal Council/Town Panchayat* or through online. Non-payment of licence fee shall attract sub-rule (3) of rule 334 of the Tamil Nadu Urban Local Bodies Rules, 2023.

4. The licence granted is subject to the following conditions, namely:—

- (1) This licence is not transferable.
- (2) The licensee should not transfer the ownership of the hoarding without prior permission of the Commissioner.
- (3) The Licence holder shall adhere to the conditions laid down in rule 326 for erection of hoarding in the permitted locations.
- (4) The Licence holder shall mention the licensee name, number, period of licence and size of the hoarding in the right side corner of the hoarding.

Place:

Seal and Signature of the Commissioner,

Date:

..... Municipal Corporation /
Municipal Council/Town Panchayat*.

[* strikeout whichever is not applicable.]

FORM 3

[See rule 324]

APPLICATION FOR RENEWAL OF LICENCE

No.

Date

(1)	Name and address of the hoarding's licensee	:	
(2)	Exact location with identification land marks and direction of the frontage of the hoarding.	:	
(3)	Ward No. and Place of erection (Name of the road) of the hoarding (If on buildings, address of the buildings). T.S.No., T.S. Ward No. and Block No.	:	
(4)	Details of licence.	:	
(5)	Details of Licence-Reference No. and fee paid.	:	
(6)	Permitted size of the hoarding as per Licence.	:	
(7)	No objection certificate for the land or building on which the hoarding is erected, for the purpose of renewal.	:	
	(a) Copy of receipt of rent paid to State or Central Government or Municipality and details of fees paid.	:	Yes (enclosed)/ No
	(b) Stability Certificate issued by Registered Structural Engineer Grade-1 in case of hoardings.	:	Yes (enclosed)/ No
	(c) No objection letter from the owner of the land where the hoarding is to be erected in a private land or building.	:	Yes (enclosed)/ No
	(d) If the land or building belongs to a Department of the State Government or Central Government or an Undertaking of the Government or Municipality or to any such related agency, a no objection letter/ authorization letter issued by an authorised Officer.	:	Yes (enclosed)/ No
	(f) Insurance against damages – The licensee shall provide proof of public liability insurance.	:	Yes (enclosed)/ No

Signature of the applicant.

FORM 4

[See rule 331]

APPEAL AGAINST THE ORDERS OF THE COMMISSIONER, MUNICIPAL CORPORATION/MUNICIPAL COUNCIL/TOWN PANCHAYAT* REFUSING TO GRANT OR RENEW A LICENCE OR CANCELLING OR SUSPENDING THE LICENCE FOR ERECTION OF HOARDING.

From Date

To
The Director,
.....Ref: Orders of the Commissioner, Municipal Corporation/Municipal Council/Town Panchayat* No dated

Sir,

I hereby appeal against the orders of the Commissioner, Municipal Corporation/Municipal Council/Town Panchayat*, dated refusing to grant or renew a licence or cancellation or suspension of the licence for erection of hoarding, for the period from to applied by me/granted to me* (copy enclosed).

2. I enclose herewith a copy of the receipt for payment of Rs.1,000/- towards fee for filing appeal.

3. Under the following grounds, I appeal to the Director for reconsideration (Details of the Grounds):-

- (1)
-
- (2)

Signature of the applicant.

[* strikeout whichever is not applicable.]

FORM 5.

[See rule 335]

REGISTER FOR ISSUE OF LICENCE AND COLLECTION OF APPLICATION FEE, LICENCE FEE etc.,

Sl. No.	Name of the applicant and address	Ward No. and Location of the hoarding.	If on Government land (State or Central or Municipality/ Agency)	Name and address of the owner of the building.	Application fee paid and Receipt No.	Licence number and date.	Period of licence		Amount of Licence Fee paid /date of payment/ Receipt No.	Size permitted
							From	To		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Commissioner.

..... Municipal Corporation/
Municipal Council/Town Panchayat.*

[* strikeout whichever is not applicable.]

FORM 6

[See rule 339 (1), (3) and (4)]

APPLICATION FOR PERMISSION TO ERECT DIGITAL BANNERS/ PLACARDS***WITHINPOLICE STATION LIMITS OF****.....MUNICIPAL CORPORATION/MUNICIPAL COUNCIL/TOWN PANCHAYAT*.**

(Separate application shall be submitted for each Police Station Limit)

(1)	Name, address and contact details of the applicant	:			
	Mobile Phone Number	:			
	Land Line Phone Number	:			
	Email ID	:			
(2)	Number of days for which permission is sought for (not exceeding six days)	:			
	Dates for which permission is sought for (Please specify the date(s))	:			
(3)	Nature of the materials to be used for the digital banners/placards*	:			
(4)	Purpose of erection of digital banners/placards* (indicate whether it is for political/social/religious/cultural/commercial/other purpose)	:			
(5)	List of the contents of the proposed digital banners/placards* (copy of the content to be enclosed separately)	:			
(6)	List of locations for Banners:- Name of roads and size of Banners proposed to be erected	:	Name of Road/ Street	Banner Size	Nos.
		:			
(7)	List of locations for Placards:- Name of roads and size of Placards proposed to be erected	:	Name of Road/ Street	Placard Size	Nos.
		:			
(8)	(a) Total number of digital banners proposed to be erected	:			
	(b) Total number of placards proposed to be erected	:			
	(c) Total number of roads covered	:			
(9)	Indicate whether the following documents have been enclosed with the application:-	:			
	(i) Original permission fee (non refundable) receipt/challan paid in Municipal Corporation/ Municipal Council/ Town panchayat* (indicate the total permission fee paid (Rs.) Challan Number and Date)	:	Yes/No		
	(ii) No objection-Certificate(s) for the land or building on which the digital banners or placards are to be erected. (indicate the owner and the authority who has given no objection certificate)	:	Yes/No		
	(iii) No objection-Certificate from the Station House Officer of the concerned Police Station	:	Yes/No		
	(iv) A topo Sketch of the roads/ streets indicating the proposed approximate points of erection of the digital banners or placards	:	Yes/No		

Signature of the applicant

[* strikeout whichever is not applicable.]

FORM 7

[See rule 339 (5)]

**PERMISSION FOR THE ERECTION OF DIGITAL BANNERS/PLACARDS* WITHIN
..... POLICE STATION LIMITS OF
..... MUNICIPAL CORPORATION/MUNICIPAL COUNCIL/TOWN PANCHAYAT*.**

No.....

Date

Reference: Application number....., Dated:

Permission is granted to Thiru/Tmt/Selvi* for erection of.....number of digital banners/number of placards* from (Date) to (date), of size at within Police Station Limits of..... Municipal Corporation/ Municipal Council/ Town Panchayat*, on the land/building* belonging to, subject to the following conditions:—

Conditions:

- (1) This permission is not transferable.
- (2) On or before the last date of permission, the digital banners or placards shall be removed and disposed safely, without causing any hazard to health or environment.
- (3) No digital banner or placard shall be erected,—
 - (i) in front of educational institutions, places of worship and hospitals with in-patient treatment facility;
 - (ii) in the corners of roads or street junctions, up to a distance of 50 metres on either sides of the junction including the junctions and traffic islands; and
 - (iii) in front of notified monuments, statues, iconic places and other places of tourist importance.
- (4) No digital banner or placard shall be permitted on both sides of the road having a footpath of less than three metres width. In roads with no separate footpath, a minimum of three metres width shall be available between the road margin and the digital banners/placards for the use of pedestrians.
- (5) No digital banner, placard shall be permitted in the centre median of the road.
- (6) No digital banner or placard shall be permitted in narrow roads where the total width of the road (carriage way and foot path) is less than three metres. In the roads with width between three metres and twelve metres, the digital banners or placards shall be permitted only on one side of the road margin, and if the width of the road is above twelve metres, digital banners or placards may be permitted on both sides of the road margin.
- (7) The digital banners or placards erected in one particular road must be of uniform size as practicable as possible.
- (8) The digital banners or placards shall be erected only parallel to the footpath or road, and not across the footpath or road margin.
- (9) There shall be a space of not less than ten metres between one digital banner or placard and another. The space between digital banners and placards in a road shall be uniform in length.
- (10) No digital banner or placard shall be erected on the carriage way of the road or foot path, and can be erected only on the earthen surface in between (wherever available).

(11) If any damage is caused to the public property or road, while erecting the digital banners or placards on the roads and public places, the entire deposit amount will be forfeited. If the damage caused to the road or public property is more, additional compensation will be claimed from the permission holder.

(12) In case of any accidental death of, or accidental bodily injury to, persons; or accidental damage to property caused by the banner or placard, the compensation shall be paid by the applicant.

(13) Erection of digital banners or placards with obscene or objectionable content is strictly prohibited and is liable for confiscation and summary removal.

(14) Any digital banner or placard erected after the expiry of the permission is liable for confiscation and summary removal.

(15) The permission holder shall erect only the actual number of digital banners or placards for which permission has been granted. Whoever erects any digital banner or placard without the permission of the Commissioner shall be punished with imprisonment for a term which may extend to one year or with fine which may extend to five thousand rupees or with both.

(16) The permission holder shall display the following details in the bottom of the digital banners or placards, in a font size of not less than 25mm., viz., permission number/period of validity/total number of digital banners or placards for which permission has been granted.

Place:

Date:

Seal and Signature of the Commissioner,

..... Municipal Corporation/
Municipal Council/Town Panchayat*.

[* ~~strikeout~~ whichever is not applicable.]

FORM 8

[See rule 347 (1)]

APPEAL AGAINST THE ORDERS REFUSING TO GIVE PERMISSION FOR THE ERECTION OF DIGITAL BANNERS OR PLACARDS*.

Dated

From

.....
.....

To

The Secretary/Principal Secretary/Additional Chief Secretary to Government*,
Municipal Administration and Water Supply Department,
Secretariat, Chennai – 600009.
(in case of Chennai city Municipal Corporation)/
The District Collector, **(in other Municipal Corporations/Municipal Councils/Town Panchayats)**,
----- District*.

Reference: Orders of the Commissioner of Municipal Corporation/Municipal
Council/Town Panchayat* No....., dated

I hereby make an appeal against the orders of the Commissioner, dated....., refusing to grant permission for the erection of digital banners/placards* for the period from..... to at Municipal Corporation/Municipal Council /Town Panchayat* (copy enclosed) applied for by me.

2. I enclose herewith a copy of the receipt for payment of Rs. 1,000/- (Rupees one thousand only) towards fee for filing appeal.

3. I submit my appeal on the following grounds, (Details of the Grounds):-

- (1)
- (2)
- (3)
- (4)

Signature of the Appellant.

[* strikeout whichever is not applicable.]

FORM 9

[See rule 348]

REGISTER OF GRANT OR REJECTION OF PERMISSION FOR ERECTION OF DIGITAL BANNERS/PLACARDS.

Serial Number.	Date of receipt of application.	Name of the Municipality in which permission is sought for.	Name and address of the applicant.	Police Station Limit.	Total Number of digital banners/ placards for which application submitted.	Total Number of roads for which permission sought.	Permission fee collected (Rs.)	Whether permission granted or rejected	Period for which permission granted (from- to).	File Number	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

CHAPTER XI.**WATER SUPPLY AND SEWERAGE.****PART I.****WATER SUPPLY.**

350. Supply of drinking water.— (1) For the purpose of supply of drinking water in the municipal area, the Commissioner shall cause to have the quality of water received from different water sources and the water distributed in the municipal area tested at least once in three months and place the result of the tests before the council for information.

(2) The Commissioner may regulate the frequency, the hours and quantity of water supply based on the availability of water.

351. Water supply connection.— (1) The number of water supply connections shall not exceed the number of the assessed households in the Municipality. The water supply connection shall be provided to all assessed properties, without any restriction.

(2) In addition to the installation of public fountains fixed at the time of formulation of the water supply scheme, no new public fountain except in areas where people belonging to economically weaker sections reside shall be installed. The number of public fountains in such area shall be calculated at the rate of fifty residential buildings which have no house connection for water supply.

(3) Wherever economically weaker sections reside, the Commissioner may decide whether the existing public fountain may be maintained or the same may be converted into bulk water supply with charges collected from the beneficiaries of such area, but assessing a 'Nil' property tax in the name of Community Based Organisation (CBO).

352. Application for water supply connection.— (1) Every owner or occupier of the premises who desires to have water supply connection for consumption may apply in Form 1.

(2) Every application received under sub-rule (1) shall be registered in a separate register maintained for this purpose in seriatim.

(3) The Commissioner, subject to availability of water and after obtaining the technical opinion of the municipal engineer may issue permission in Form 2 in the order of seniority having regard to the date of the registration of the applications received for supply of water, subject to such terms and conditions as may be specified in the said permission including the quantum and duration of water supply:

Provided that no permission for water supply connection shall be granted unless the building has been constructed or modified or altered after obtaining the permission of the municipality:

Provided further that no application for water supply connection shall be rejected unless the person concerned is given an opportunity to make his representation in writing.

(4) Where the Commissioner after obtaining the technical opinion of the municipal engineer concerned is satisfied that the order of seniority under sub-rule (2) cannot be adopted for any one or more persons due to low pressure of water for such areas in relation to such building or for any other special reasons to be recorded in writing, he may overlook the seniority and after informing the persons concerned may grant permission to the next applications, in accordance with the seniority under sub-rule (2):

Provided that the persons for whom water supply connections have not been given due to low pressure of water in such area, preference shall be given to such persons as and when water connection is given in such areas.

353. Payment of cost of water supply connection.— The Commissioner while granting the permission, shall collect the expenses incurred by the municipality for giving water supply connection to the premises concerned, in accordance with the bye-laws framed by the council for this purpose.

354. Supply of additional water for domestic or non-domestic consumption.— (1) Where any person requires additional supply of water for domestic or non-domestic purposes or for any festive occasion, marriage and other private or social functions, every such person shall apply either through online or offline in Form 3 to the Commissioner for supply of additional quantity of water on payment of such charges as may be fixed by the council.

(2) On receipt of such application, the Commissioner, subject to availability of water, may grant the permission and supply water according to local conditions to the person applied for, after collecting the water charges on the basis of the rates fixed by the council.

355. Fixation of charges by the council for supply of water.— (1) The council shall fix charges for supply of water through water supply connections and charges for additional supply of water having regard to the capital cost involved in the water supply infrastructure, from the water sources to the consumer, the operations and maintenance charges and the debt charges.

(2) The council may fix different charges for different categories of consumers.

(3) The council may review in the last quarter of every year, the charges fixed by it under sub-rule (1) and enhance the charges wherever necessary:

Provided that the council may enhance the charges by an increase of not less than ten per cent of charges already fixed under sub-rule (1), to cover the normal increases in operation and maintenance cost, relating to wages, salaries, spares, etc., and such increase shall have effect from the first April of the succeeding year.

356. Manner of collection of charges.— The levy and collection of charges for supply of water from the consumers shall be monthly and such mode of payment shall be incorporated in the permission issued by the Commissioner under these rules to the owner or occupier of a premise.

357. Collection of fine for belated payment of charges for supply of water.— While fixing charges for water supply connection, the council may fix a fine for the charges paid after the date fixed for such payment at one rupee for every hundred rupees or less of the charges to be paid for every month or less than a month.

358. Prohibition for drawing water from main line or pipeline.— No person shall either directly or indirectly draw water from the main pipe line laid by the municipality or from the pipeline carrying water to the premises through any mechanical or electrical device.

Explanation.— For the purpose of this rule, nothing shall be construed as preventing any owner or occupier to draw water through any mechanical or electrical device from the sump or tank constructed by such person within his premises and where the water is being stored.

359. Installation of water meter.— (1) The Commissioner with the concurrence of the council, while granting permission for supply of water or at any subsequent period, having regard to the quantum of water supplied or consumed and the duration of the hours during which water is supplied may direct the owner or occupier of any premises concerned to fix water meter at his cost and for this purpose, the Commissioner shall supply the meter or indicate the specifications or the type of meter to be fixed by the owner or occupier at his cost:

Provided that in the case of any industrial or commercial undertaking, the owner or occupier of such premises shall install the water meter to regulate the supply of water and to assess the charges for supply of water.

(2) The reading of the meter indicating the quantity of consumption of water shall be presumed to be correct, unless the contrary is proved and where meters are not provided to any premises, or the meters have become faulty or are not in working condition, until the meters are provided or until the meters are repaired or set right, the charges shall be such as may be arrived at by the Commissioner at the average amount collected for the preceding six months, during the period the meter was working.

(3) The municipality shall maintain a register for the purpose of water supply connection including the house service register meter, meter reading ledger and card therefor in Form 4.

(4) The Municipal Supervisor shall check not less than five per cent of the meter readings recorded by the meter reader in a year and the Municipal Engineer shall check not less than twenty four meter readings in a year recorded by the meter recorder. The Accountant shall check not less than twenty per cent of the bills for water charges prepared or scrutinized by the bills section, check and initial the bills so checked.

360. Control over house and other connections.— All house connections whether within or outside the premises attached with the municipal water supply mains shall be under the control of the municipality but shall be altered, repaired and kept in proper order at the expense of the owner of the premises to whom they belong or for the use of which they were constructed.

361. Prevention of wastage of water.— (1) No owner or occupier of any premises to which water is supplied by the municipality shall negligently or otherwise suffer such water to be wasted or shall suffer pipes, taps, works and fittings for the supply of water to remain out of condition so as to cause wastage of water.

(2) No person shall cause wastage of water provided by the municipality by the misuse of public stand-posts or pipes, drinking fountains or hydrants.

(3) Whenever the Commissioner has reason to believe that as a result of defects in pipes, taps or fittings connected with the water supply to any premises, water is being wasted, the Commissioner by written notice require the owner of the premises, within such period as may be specified in the notice to repair and make good the defects.

(4) If such repairs are not effected within the time specified in the notice, the Commissioner, after giving another notice, shall disconnect the water supply. The reconnection of the water supply shall be made by the Commissioner only after such repairs are carried out by the owner or occupier and after collecting appropriate fine, as may be prescribed by the council, along with the reconnection cost and any other dues to the municipality.

362. Power to order cleaning of insanitary private water course, spring, tank, well, etc. used for drinking purposes.— (1) The Commissioner may by notice require the owner or person having control over any private water course, spring, tank, well or other places, the water of which is used for drinking purposes to keep the same in good repair, to cleanse it in such a manner as the Commissioner may direct and to protect it from pollution caused by surface drainage or other matter in such manner as may be provided in the notice.

(2) If the Commissioner is satisfied that the water in any private tank, well or other place which is used for drinking is unfit for that purpose, he may by notice require the owner or any person having control thereof to,—

- (a) refrain from using or permitting the use of such water for drinking; or
- (b) close or fill up such place or enclose it with substantial wall or fence.

(3) If the owner or any person having control over a private tank fails to comply with the direction issued under sub-rule (1) or (2), the Commissioner shall carryout such works or such things as is necessary to protect the people from drinking the insanitary water and recover the cost from the owner or the person having control and the amount thereto shall be recoverable as if it were an arrear of tax under the Act.

363. Prevention of pollution etc.— It shall not be lawful for any person to,—

(a) bath in any tank, reservoir, conduit, fountain, well or other place set apart by the municipality for drinking purposes;

(b) wash or cause any animal or thing to be washed in any water set apart for drinking purpose;

(c) throw, put or cause to enter into the water in any such place, any animal or thing whereby the water may be fouled or polluted; and

(d) cause or allow to drain into or upon any place set apart for storage of drinking water or cause or suffer anything to be brought therein or do anything whereby the water may be fouled or polluted.

364. Prohibition of construction of any building or digging of wells or bore wells or dumping of garbages or removing of sand in areas near municipal water supply sources.— The Commissioner shall prohibit digging of wells including borewells or dumping of garbages or removing of sand in and around 1,000 meters upstream and 500 meters downstream of the municipal water supply sources areas to be declared as prohibited area under section 163-A of the Act.

PART II.

SEWERAGE.

365. Application for sewer connections.— (1) Where there is an underground sewerage system in a municipality, the owner or occupier of any premises shall apply for sewerage connection to the Commissioner either through online or offline in Form 1.

(2) On receipt of such application and after satisfying himself the details furnished in the application, the Commissioner may grant the permission to such person in Form 2.

(3) The Commissioner may by notice direct the owner or occupier of any premises to construct the sewer and connect all waste waters leading from such premises to such municipal sewer or place and execute all such works as may be necessary at the cost of the person concerned:

Provided that, no permission for sewer connection shall be granted unless the building has been constructed or modified or altered after obtaining permission of the municipality.

(4) (a) In places where there are group of houses the Commissioner may allow for the provision of any sewerage system covering the group of houses and the expenses incurred shall proportionately based on the number of houses be collected from the owner or users of such houses.

(b) In places where there are multistoried buildings, the Commissioner may allow for the provision of any sewerage system covering the multi-storied building and the expenses incurred shall proportionately based on their carpet area of the building be collected from the owner or users of such apartments.

366. Control over house-sewers, privies and cesspools.— All house sewer whether within or outside the premises to which they belong and all septic tanks, cess pools within the municipal area shall be under the control of the municipality, but shall be altered, repaired and kept in proper order at the expenses of the owner of the premises to which the same belong or for the use of which they were constructed.

367. Power of Commissioner to issue directions.— Where any sewer, toilet, septic tank, cess-pool or any other sewerage line in any premises on inspection is found to be not in good condition or constructed in contravention of the conditions laid down in the permission issued under these rules, the Commissioner may, by notice in writing, require the owner or occupier of the premises to close or repair or take such other action as he may think necessary so as to make the sewerage system workable and serviceable.

368. Fixation of charges by the council for sewerage connections.— The council shall fix monthly charges for houses based on kitchens and for non-residential buildings based on the carpet area of the building collectable, including a non-refundable security deposit, from the owner or occupier of buildings within the municipal limit for having sewerage connections, taking into account, the capital cost involved in construction of such sewerage system, the debt charges and expenditure to be incurred towards maintenance of such sewerage system in the municipality.

369. Privatization of water supply service and sewerage system.— The council may, with the prior approval of the Director, enter into an agreement with a private operator for any one or all of the following:--

(a) construction, together with maintenance and operation of the entire water supply scheme, starting from the source to the consumer;

(b) maintenance and operation of the water system;

(c) maintenance and operation of a part of the sewerage system in treatment plant, head works, billing and collection etc.; and

(d) construction, together with maintenance of sewerage system:

Provided that,—

(i) such privatization should not lead retrenchment of personnel;

(ii) specific approval of the Government shall be obtained.

PART III.

SINKING OF WELL.

370. Grant of permit to sink a well.— (1) Every application for grant of permit to sink a well shall be made to the Commissioner in Form 5 and shall be accompanied by a fee of Rs.5,000/- (Rupees five thousand only), by means of demand draft or online payment.

(2) The Commissioner shall examine the application and may either grant the permit in Form 6 subject to such conditions as may be specified therein, or refuse to grant the permit for reasons to be recorded in writing, within thirty days from the date of receipt of the application:

Provided that no permit shall be refused unless the applicant has been given an opportunity of being heard.

(3) The Commissioner shall intimate the decision regarding the grant or refusal to grant the permit to the applicant along with the reasons for such refusal, in writing.

(4) The Commissioner shall maintain a register in Form 7 containing the particulars regarding the applications received for the grant of permits.

(5) The Commissioner shall send a monthly report in Form 8 to the District Collector, along with an extract of entries made in the register referred in sub-rule (4) during the relevant month.

371. Grant of certificate of registration.— (1) Every application for grant of certificate of registration to carry on the business of sinking wells shall be made to the District Collector in Form 9 and shall be accompanied by a fee of Rs.15,000/- (Rupees fifteen thousand only) by means of a demand draft or online payment.

(2) The District Collector shall examine the application and may either grant the certificate of registration in Form 10 subject to such conditions as may be specified therein or refuse to grant the certificate of registration for reasons to be recorded in writing, within forty five days from the date of receipt of the application:

Provided that no certificate of registration shall be refused unless the applicant has been given an opportunity of being heard.

(3) The District Collector shall intimate the decision regarding the grant or refusal to grant the certificate of registration to the applicant, along with the reasons for such refusal, in writing.

(4) The District Collector shall maintain a register in Form 11 containing the particulars regarding the applications received for the grant of certificate of registration by him.

372. Appeal.— (1) Any person aggrieved by the decision of the Commissioner under sub-rule (2) of rule 370 may prefer an appeal, in writing, to the District Collector concerned within a period of fifteen days from the date of receipt of such decision.

(2) Any person aggrieved by the decision of the District Collector under sub-rule (2) of rule 371 may prefer file an appeal, in writing, to the Director within a period of thirty days from the date of receipt of such decision.

(3) The appellate authority shall pass orders on the appeal after giving an opportunity of being heard to the appellant.

(4) The decision of the appellate authority shall be final.

373. Safety measures.— (1) Every holder of the permit or owner of a well in use or disuse, shall, while sinking, deepening or rehabilitating a well,—

(a) ensure that the person executing such work has followed all the safety measures prescribed in sub-rule (2);

(b) verify that the person executing such work has a valid Certificate of Registration granted under these rules in Form 10;

(c) not leave the well uncovered during recess or cessation of work; and

(d) fill up abandoned wells upto the ground level using clay, sand, boulder or any other suitable materials.

(2) Every person holding a certificate of registration and carrying on the business of sinking wells, shall while sinking, deepening or rehabilitating a well,—

(a) before commencing such work,-

(i) ensure that necessary permit in Form 6 has been obtained by the owner of the well for executing the work;

(ii) erect warning signboards in a conspicuous manner at the site of the well displaying the nature, width and depth of the well, his name, address and contact details and that of the owner of the well;

(iii) erect barbed wire fencing or any other suitable barrier around the site of the well; and

(iv) construct a cement or concrete platform measuring 0.5 x 0.5 x 0.6 metre around the well casing in such a manner that it is 0.3 metre above the ground level and 0.3 metre below the ground level;

(b) shall not leave the drilling pit or the well uncovered during the recess of work;

(c) after completion of the work,-

(i) fill up the mud pits and channels around the well;

(ii) restore the ground conditions;

(iii) cap the well assembly by welding steel plates or by providing a strong cap to the casing pipe with bolts and nuts.

(3) Where it appears to the Commissioner, that the safety measures are insufficient in the case of any well, he may by notice in writing require the owner or the person sinking the well to undertake such other safety measures and the same shall be complied with.

PART IV.

FAECAL SLUDGE AND SEPTAGE MANAGEMENT.

374. Licence for collection, transportation and disposal of faecal sludge or septage.— (1) Any person who intends to collect, transport or dispose faecal sludge or septage shall submit an application to the licensing authority for grant of licence in Form 12, along with a fee of Rupees two thousand and the following documents, namely:-

(a) Documents of the vehicles, used for the purpose, namely,— Registration Certificate, Fitness certificate, Road Tax, Insurance Certificate, Goods Vehicle permit and photographs of the vehicle's front view and rear view showing number plate;

(b) Document for Applicant's,— proof of address, Photo ID, proof of applicant, copies of Goods and Services Tax Registration Certificate, PAN card, Driving Licence (if any), Employees' State Insurance and Employees' Provident Fund registration certificate (if applicable);

(c) Documents of the employees including drivers proof of address,— Photo Identity proof, Medical Certificate (Issued by registered medical practitioner of the State Government) and Driving Licence;

(d) Personal Accidental Insurance Policy, for a sum of Rs.10 Lakh (Rupees ten lakh only) each for the drivers; and

(e) Demand Draft for a sum of Rs.2,000/- (Rupees two thousand only) towards fee drawn for licence in favour of the Managing Director, Chennai Metropolitan Water Supply and Sewerage Board or in favour of the Commissioner of urban local bodies concerned, as the case may be.

(2) The licensing authority shall scrutinize the application, verify the documents submitted and grant licence in Form 13, if eligible within thirty days from the date of receipt of a valid application. The licence shall be valid for a period of two years from the date of issue.

(3) The licence issued under sub-rule (2) shall be subject to the following terms and condition, namely:-

(a) The licence shall be valid for two years from the date of issue, and is not transferable. The licence shall be prominently displayed on the windshield of the specified vehicle.

(b) The specified vehicle shall not be used for the collection and transportation of industrial waste or mixed industrial waste of any nature whatsoever.

(c) The licensee shall be required to produce the licence on demand during collection, transportation and disposal of faecal sludge and septage.

(d) The licensee shall adhere to,-

(i) timing of operations; and

(ii) Area/Routes of operations for the vehicle specified in the licence.

(e) In the event of failure, to perform clean up operations caused due to any spillages during transportation, the licensee shall be charged with all the related expenses incurred by Urban Local Body or the Chennai Metropolitan Water Supply and Sewerage Board, as the case may be, for performing the clean-up, in addition to the fines and penalties.

(f) The licence shall not mean exemption from requirements or licences or clearances required for the business or trade or activity under various other applicable rules, laws and regulations.

(g) The licensee shall dispose the Faecal Sludge and Septage at the disposal facilities during the operational hours as mentioned in the licence. The licenced septage and faecal sludge Transportation Operators shall only be allowed to desludge septic tanks/pits and transport faecal sludge and septage to the designated disposal facility.

(h) The licensee if found dumping faecal sludge and septage at any location or site other than at the disposal facilities of the Chennai Metropolitan Water Supply and Sewerage Board or the Urban Local Body, as the case may be, shall be deemed to be in violation of the terms and conditions of the said licence.

(i) The licensee shall maintain a logbook record of each trip undertaken for collection, transportation and disposal and submit the same to the Chennai Metropolitan Water Supply and Sewerage Board or to the Urban Local Body concerned, as the case may be, before the 10th day of every quarter in a year.

(j) The licensee shall equip the specified vehicle used for transportation of faecal sludge and septage with a Global Positioning System (GPS) instrument or vehicle tracking system approved by the Chennai Metropolitan Water Supply and Sewerage Board/Urban Local Body, as the case may be. The licensee shall permit access of the GPS instrument to Chennai Metropolitan Water Supply and Sewerage Board/Urban Local Body, as the case may be. The licensee shall ensure that the GPS instrument is functional and transmitting data without any interruption. Interruption in data received will be considered as a violation of the terms and conditions of licence.

(k) The licensee shall maintain the specified vehicle in good and workable condition so as to avoid any accident.

(l) The licensee shall ensure no leakage/spillage of faecal sludge and septage during transportation from the collection point to the disposal facility. In the event of accidental spillage of septage, the licensee shall immediately take action to contain the leakage/spillage, minimize the environmental impact, and remove all septage immediately from the sites of spillage. The Licensee shall inform to the nearest located Chennai Metropolitan Water Supply and Sewerage Board/Urban Local Body office, as the case may be, and/or to the decanting facility where the event took place about the spillage and action taken immediately after the occurrence of the event.

(m) The licensee shall ensure that each driver and worker employed undergoes periodic training and participates in other activities organized by Chennai Metropolitan Water Supply and Sewerage Board/Urban Local Body, as the case may be, from time to time.

(n) The licensee shall ensure that all drivers and workers employed follow Standard Operating Procedures for maintenance of sewer and septic tanks, mechanized cleaning as per the circulars and

guidelines notified from time to time. The licensee shall also ensure that the drivers and workers employed are provided with appropriate safety equipments/safety gears and they are put to use during collection, transportation and disposal of faecal sludge and septage.

(o) The licensee shall ensure that each driver and worker employed undergoes annual health check-up and shall submit a record of the same to the licensing authority.

(p) The licensee shall insure each driver and worker employed for a sum of Rs.10,00,000/- (Rupees Ten Lakh only) towards personal accidental insurance every year and submit the policy document to Chennai Metropolitan Water Supply and Sewerage Board/ Urban Local Body, as the case may be at the time of grant and renewal of licence.

(q) The driver and service providers are responsible for safe operation of the vehicle and equipment at all times. Traffic rules must be followed at all times. All accidents and citations shall be reviewed and investigated by the licensee to ensure adequately trained and competent drivers are employed for sludge and septage transportation. Drivers shall inspect all trucks prior to transport on public roads to ensure that septage will not leak, spill, or run out of the tank. All vehicles used to transport septage shall be equipped, at all times, with spill control or absorbent materials and disinfectant materials, such as lime or chlorine bleach. No discharge of septage or sludge shall be allowed in manholes, drainage areas, canals, creeks, rivers or other receiving bodies of water or land; and Manifest forms must be properly filled out.

(r) The licensee shall not engage or employ, directly or indirectly a manual scavenger or any person for hazardous cleaning of a sewer or septic tank in contravention of the provisions of the Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013 (Central Act 25 of 2013).

(s) The licensee shall ensure that the company name, contact number, company logo and body number of the septage hauler or transporting vehicle are displayed on both sides of the vehicle used to transport the septage. The said information shall be marked using permanent and legible lettering at least 3 inches high and made of a reflective material.

(t) Any licensee with a valid licence shall maintain all vehicles and tanks used to transport septage in accordance with the following requirements:-

(i) The specified vehicle used for the transport of septage and domestic sludge should have a leak-proof body and lock to secure the sludge and septage and shall be able to withstand a collision with another vehicle or any permanent structure;

(ii) The specified vehicle shall be in good running condition in accordance with the Land Transportation Office safety standards on roadworthiness;

(iii) The collection vehicle and tank shall be maintained to prevent excessive odor or public health hazards;

(iv) The specified tank must be watertight;

(v) All piping, valves and connections shall be accessible for cleaning;

(vi) All inlet and outlet connections shall be constructed and maintained such that no material will leak, spill or run out of the tank during transfer or transportation;

(vii) Discharge outlets shall be designed to control the flow of discharge without spraying or flooding the receiving area;

(viii) The discharge pipe shall protrude for not less than six inches from the end of the tank; and

(ix) The end of the discharge pipe must have a screwed-on end cap installed.

(4) If the documents and information furnished by the applicant do not provide all the particulars necessary to process the application satisfactorily, the licencing authority may within seven days from the date of receipt of application require the production of such further particulars and details as it deems

necessary within a stipulated time. Upon receipt of the required particulars, the licensing authority shall scrutinize the application and verify the documents submitted and shall issue licence to the eligible applicant in Form 13 within fifteen days thereafter.

(5) The applicant shall produce the original of the documents for the purpose of verification. If any of the document submitted expires during the licence period, the Licensee shall obtain a new valid certificate/document within thirty days of the last date of the validity of the document. If there is any change of employee, the photocopy of the driving licence, photo identity and address proof of the new employee shall be submitted by the licensee within seven days of employment. The acknowledgment receipt received from the licencing authority upon submission of the application form, licence fee and necessary documents, shall be retained until the licence is approved.

(6) In case, if an application is not submitted in accordance with these rules or where the applicant fails to furnish the additional particulars called for or where the submitted documents cannot be authenticated, the licencing authority may reject the application stating the reason therefor and send an intimation to the applicant. No person shall be refused a licence, unless he has been given an opportunity of being heard.

375. Renewal of licence.— (1) Any person who intends to renew the licence issued under rule 374 shall apply to the licencing authority, thirty days before the date of its expiry.

(2) The provisions contained in rule 374 including application form and fee shall *mutatis mutandis* apply for renewal of licence.

376. Decantation fee.— The concerned Urban Local Body or the Board, as the case may be, shall collect decantation fee of Rs.200/- per trip from the licensee for specified vehicles with a capacity of not more than 6,000 litres and Rs.300/- per trip for specified vehicles with a capacity of more than 6,000 litres.

377. Transportation of faecal sludge and septage.— The licensee shall be responsible for the safe transportation of faecal sludge or septage and shall,-

(a) ensure that the specified vehicles are equipped with Global Positioning System for vehicle tracking system as specified by the urban local bodies or the Board, as the case may be. The Global Positioning System for vehicle tracking system shall be in working condition and transmit location details to the vehicle tracking system maintained by the urban local bodies or the Board, as the case may be; and

(b) maintain a log book containing the septage and faecal sludge transport trip details as in Form 14.

378. Monitoring of desludging operations and prohibition of unsafe disposal.— (1) The concerned Assistant Engineer/Junior Engineer/Overseer of urban local bodies and Depot Engineer, Deputy Area Engineer and Area Engineer of the Board shall monitor the activities of the licensees under their respective jurisdiction in order to prevent any illegal disposal of faecal sludge and septage in places other than those identified for decanting.

(2) The concerned Assistant Engineer/Junior Engineer/ Overseer of the urban local bodies and the Depot Engineer, Deputy Area Engineer and Area Engineer of the Board shall maintain records of complaints filed against the licensees and action taken on such complaints.

379. Power to seize specified vehicles.— Where an offence under the Act, rules, bye-laws or any other regulations is believed to have been or is being committed, the Area Engineer of the Board in case of Chennai Metropolitan Area, the Assistant Commissioner in case of Municipal Corporation, Commissioner in case of Municipality and Tahsildar in case of Town Panchayats may seize the vehicle or other article including motor, pump, tube, tool or equipment used for the commission of such offence and shall produce the same within 24 hours before the concerned territorial Superintending Engineer of the Board in case of Chennai Metropolitan Area, the Commissioner in case of Municipal Corporation, Regional Director of Municipal Administration in case of Municipality, the Assistant Director of Town Panchayats in case of Town Panchayats, as the case may be, within whose jurisdiction the vehicle or other article including motor, pump, tube, tool or equipment used for the commission of such offence is seized.

380. Appeal.— (1) Any person who is aggrieved by an order of the licensing authority suspending or cancelling the licence issued under rule 374 or by an order of confiscation or the sale of confiscated vehicle passed by an authorised officer under the Act, may within a period of thirty days from the date of receipt of such order, prefer an appeal to the Appellate authority.

(2) The Appellate authority shall pass orders on the appeal after giving an opportunity of being heard to the appellant.

(3) The decision of the Appellate authority shall be final and shall not be called in question in any court of law.

FORM 1

[See rules 352 (1) and 365 (1)]

..... **TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION*****APPLICATION FOR ISSUE OF PERMISSION FOR WATER SUPPLY/SEWERAGE CONNECTION***

From

To

The Commissioner,

----- Town Panchayat/Municipal Council/Municipal Corporation*.

1.	Name and address of the applicant	
2.	Address of the premises where water/sewer supply connection is required	
3.	Purpose for which the premises is used	
4.	Building permission No. and date granted by the municipality (copy to be enclosed)	
5.	Nature of use of the water to be supplied	
6.	Quantity of water required (in litres) for use	
7.	Sources of water now available in the premises	
8.	Details of materials to be required for such water/sewer connection and its cost (the details should be certified by a Licensed Engineer)	
9.	Details of the amount paid in the municipal office for issue of permit and also number and date of the challan in which the amount has been remitted (Challan to be enclosed)	
10.	Caution deposit a) Domestic purpose b) Non domestic purpose	
11.	Pendency in the payment of property tax (up to the half year ending)	
12.	Road reconstruction charges	
13.	(i) Supervision charges (as per bye-law) (ii) Other charges if any	
14.	Total charges to be paid to the Municipal Corporation/Municipal Council/Town Panchayat*	

I house owner/tenant* request water supply/sewerage connection* to the Newly Built House/Commercial Building/Factory* in the above mentioned address.

2. I undertake to pay the charges for the consumption of water/ user charge for sewer connection* as fixed by the Town Panchayat/ Municipal Council/Municipal Corporation* in accordance with the water supply/sewerage* bye-law.

3. I agree to abide by the water supply/sewerage* bye-law. If, under any circumstance I intend to cancel the water supply connection, I undertake to give one month notice in writing to the Commissioner, Engineer and the concerned officials.

Place:

Signature of the Applicant. (Owner/Tenant)*

Date:

[*strikeout whichever is not applicable.]

FORM 2

[See rules 352 (3) and 365 (2)]

.....**TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION*****PERMISSION FOR WATER SUPPLY/SEWER CONNECTION***

Date:

Proceeding of the Commissioner/Executive Officer*Municipal Corporation/Municipal Council/Town Panchayat*

Present: Thiru.....

Assessment Number: 0__/0__ / _____

Assessment Number: 0__/0__ / _____

Service Request Number: __/__/ -/ / _____

Sub: Water Supply/Sewer Connection* - Municipal Corporation/Municipal Council/Town Panchayat* - Permission granted – Order – Issued – Regarding.

Ref: Your application dated

Order:

Your application for provision of water supply/sewer connection in the reference cited has been considered and accepted.

Accordingly, it is hereby ordered to provide a water supply/sewer connection by the Municipal Corporation/Municipal Council/Town Panchayat* to the premises located at the address mentioned below, subject to the following conditions:—

Address:

Conditions:**WATER SUPPLY CONNECTION:**

1. After getting a water supply connection, the pipeline should be installed at a height of 0.90 metre from the ground level.
2. No tank (sump) should be constructed for drinking water storage.
3. If drinking water is drawn by installing an electric motor, the water supply connection to the house will be disconnected without further notice.
4. In case of any fault, the house owner, for any reason, whatsoever shall not repair the water main by engaging any private person.
5. The repairs will be undertaken by the Municipal Corporation/Municipal Council/Town Panchayat* on receipt of a formal application for repair, along with payment of requisite repair fees at the municipal office.
6. Water supply connection should not be used for any purpose other than that for which it is sanctioned.
7. The water supply connection should be used as per the conditions specified in the municipal drinking water supply bye-laws.

SEWER CONNECTION:

Commissioner/Executive Officer*
..... Municipal Corporation/Municipal Council/
Town Panchayat*

To

Mr./Mrs.* _____

[*strikeout whichever is not applicable.]

FORM 3

[See rule 354 (1)]

.....TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION*

APPLICATION FOR ADDITIONAL SUPPLY OF WATER

1.	Name and address of the applicant	:	
2.	Address of the premises where additional water will have to be supplied	:	
3.	Purpose for which additional water supply is required	:	
4.	Quantity of additional water supply required	:	
5.	Number of days or duration for which the additional water supply is required	:	
6.	Whether water will be collected by the applicant through his own arrangement from the municipal water supply tank or to be supplied by the municipality to the premises of the applicant	:	
7.	Amount remitted to municipality and the number and date of the challan in which the amount has been paid	:	

Date:

Signature of the Applicant.

[*strikeout whichever is not applicable.]

III. METER READINGS

Nature of supply:

Water meter card:

Meter No.:

Rate:

Date fixed:

Ledger page:

Date removed:

Assessment No.:

Name:

Annual value:

Address:

Daily free allowance:

In liter						Charges recoverable					
Date	Readings	Consumptions	Free allowance	Quantity charged for	Rate of charge	For excess water	Meter rent	For maintenance of meter	Total	Meter read by	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

[*strikeout whichever is not applicable.]

FORM 5

[See rule 370(1)]

APPLICATION FOR GRANT OF PERMIT FOR SINKING A WELL

From
Thiru/Tmt./Selvi* (Name of the Applicant)
S/o, W/o, D/o*
(Address)

To
The Commissioner/Executive Officer*,
.....Town Panchayat/Municipal Council/Municipal Corporation*.

Sir,

I, Thiru/Tmt./Selvi* (Name) residing at (address of the individual) intend to sink/deepen/rehabilitate* a well (open well/bore well/tube well*) in the land bearing Survey No. owned by me/by (Land owner Name and address)* in Town Panchayat/Municipal Council/Municipal Corporation*.

2. I request you to kindly grant me a permit to sink/deepen/rehabilitate* the well. I enclose herewith a demand draft/receipt for online payment for Rs. (Rupeesonly) towards the fee.

3. I herewith submit the details of the well:—

1. Type of well: Open-well/Bore-well/Tube-well/Dug-well/Dug-cum-Borewell*.
2. Purpose of well: Agriculture/Industrial/Commercial/others* (Specify the exact nature of the purpose)
3. Diameter and Depth of the well (in metres):
4. Nearest places: Schools/hospitals/temples/markets/other places where people assemble*.
5. Distance between the well site and the (places mentioned in item 4) (in metres):
6. Whether the entrance to the well is protected by compound wall/fencing/barricades, etc.,:
7. Nature of the soil: Clay/Sand/others* (specify)
8. Name of the person/Agency/Firm going to execute the work:
9. Address and contact details of the Person/Agency/Firm going to execute the work:
10. (i) Whether the Person/Agency/Firm going to execute the work possess a valid Certificate of Registration granted in Form 10.

(ii) If yes, enclose a copy of the Certificate of Registration: Yes/No:

DECLARATION

(1) I hereby declare that the above particulars are true to the best of my knowledge.

(2) I also undertake that,—

- (i) I will not begin the work until the grant of permit by the Commissioner/Executive Officer*.
- (ii) I will follow the safety measures prescribed in rule 373 of the Tamil Nadu Urban Local Bodies Rules, 2023.
- (iii) I will keep the site of the well open at all times for inspection by the Commissioner/ Executive Officer* or any other higher authority authorized by the Commissioner/ Executive Officer* or the District Collector.
- (iv) I will furnish any information which may be required by the Commissioner/Executive Officer* for the grant of permit and also while executing the work.

Place:

Date:

Signature of the Applicant.

[*strikeout whichever is not applicable.]

FORM 6

[See rules 370 (2) and 373 (2) (a)]

PERMIT FOR SINKING A WELL

Thiru/Tmt./Selvi*, Son/wife/daughter* of residing at is hereby granted permit for sinking/deepening/rehabilitating* a well at in Plot/R.S.No..... in Town Panchayat/Municipal Council/Municipal Corporation*, District for the purpose of Agriculture/Hotel/Industry/Commercial/Irrigation/Horticulture/agriculture/other use*.

2. This permit is granted for sinking a well, conforming to the specifications given below:-

- (1) Type of well: Dug-well/Dug-cum bore well/Bore-well/Open-well/Tube-well*.
- (2) Diameter: metres.
- (3) Depth:..... metres.

3. Every holder of the permit, shall, while sinking, deepening or rehabilitating a well,—

(a) ensure that the person executing such work has followed all the safety measures prescribed in rule 373 of the Tamil Nadu Urban Local Bodies Rules, 2023;

(b) verify that the person executing such work has a valid Certificate of Registration granted under the said rules in Form 10;

(c) not leave the well uncovered during recess or cessation of work;

(d) fill up abandoned wells upto the ground level using clay, sand, boulder or any other suitable materials;

(e) ensure that a signboard is erected near the site of the well displaying his name, address and contact details of the Person executing the work;

(f) ensure that the well conforms to the specifications such as type, depth, diameter specified above;

(g) fill up the mud pits and channels after completion of the work;

(h) restore the ground conditions on completion of the work; and

(i) abide any other conditions as may be specified by the Commissioner/Executive Officer*.

Place:

Date:

Seal and Signature of the
Commissioner/Executive Officer*,
..... Municipal Corporation/Municipal
Council/Town Panchayat*

[*strikeout whichever is not applicable.]

FORM 7

[See rule 370 (4)]

REGISTER OF APPLICATIONS FOR THE GRANT OF PERMIT FOR SINKING OF WELLS

Name of the Urban Local Body:

Sl. No	Name of the applicant with address	Date of application for permit	Nature of the well (Whether bore well/ tube well /open well)	Diameter and depth (in meters)	Date of grant permit/ refusal to grant permit	Name of the person executing the work	Whether work has been completed (Yes/No)	If Yes, whether the well is in use (Yes/ No)	Work not completed/ whether the well not put into use capping of well has been properly (Yes/No)	Reasons for refusal	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

FORM 8

[See rule 370 (5)]

MONTHLY REPORT TO DISTRICT COLLECTOR ON GRANT/ REFUSAL OF PERMIT FOR SINKING OF WELLS

For the Month of

Name of the urban Local Body:

Sl. No.	No. of applications received requesting grant of permission for sinking /deepening/ rehabilitating wells during the month	No. of applications accepted and permit granted	No. of applications rejected
(1)	(2)	(3)	(4)

FORM 9

[See rules 371(1) and 373(1)(b)]

APPLICATION FOR CERTIFICATE OF REGISTRATION**From**

Thiru/Thirumathi/Selvi* (Name of the Applicant)

S/o, W/o, D/o.*
..... (Address)**To**The District Collector,
..... District.**Sir,**

I/We*, M/s..... having office at..... (address of the applicant) intend to carry on the business of sinking wells.

I/We*, request that a Certificate of Registration may be granted to me/us* to carry on the said business. I/We* enclose herewith a demand draft/receipt for online payment for Rs. 15,000/- (Rupees fifteen thousand only) towards the fees.

DECLARATION.

- (1) I/We* hereby declare that the above particulars are true to the best of my/our knowledge.
- (2) I/We* agree to follow the safety measures prescribed in rule 373 of the Tamil Nadu Urban Local Bodies Rules, 2023.
- (3) I/We* agree not to sink a well, until the permit to do that work is granted in Form 6 of the said Rules.
- (4) I/We* agree to stop further proceeding of work, if the Executive Authority instructs accordingly.
- (5) I/We* agree that, if there is any violation of conditions or provisions of the said Rules, during the work, the District Collector can cancel the Certificate of registration.
- (6) I/We* agree to furnish any information which may be required for issue of Certificate of Registration.

Place:

Date:

Signature of the applicant.

[*strikeout whichever is not applicable.]

FORM 10

[See rule 371 (2) and 373 (1) (b)]

CERTIFICATE OF REGISTRATION

Certificate No.....

Thiru./Tmt./Selvi/Messers* Son/Wife/daughter* of residing at..... is hereby granted Certificate of Registration for sinking well in

2. Every person holding this Certificate of Registration, shall,—

(1) before commencing the work,—

(a) ensure that necessary permit in Form 6 of the Tamil Nadu Urban Local Bodies Rules, 2023 has been obtained by the owner of the well for executing the work;

(b) erect warning signboards in a conspicuous manner at the site of the well displaying the nature, width and depth of the well, my name, address and contact details and that of the owner of the well;

(c) erect barbed wire fencing or any other suitable barrier around the site of the well; and

(d) construct a cement or concrete platform measuring 0.5 x 0.5 x 0.6 metre around the well casing in such a manner that it is 0.3 metre above the ground level and 0.3 metre below the ground level.

(2) not leave the drilling pit or the well uncovered during the recess of work;

(3) after completion of the work,—

a) fill up the mud pits and channels around the well;

b) restore the ground conditions; and

c) cap the well assembly by welding steel plates or by providing a strong cap to the casing pipe with bolts and nuts;

(4) not deviate in any way from the specifications of the well mentioned in the permit;

(5) not interfere with the normal activities of the locality while executing the work and shall not cause any traffic hazard; and

(6) abide any other condition as may be specified by the District Collector.

Place:

Date:

Signature of the District Collector.

[*strikeout whichever is not applicable.]

FORM 11

[See rule 371 (4)]

REGISTER OF APPLICATIONS FOR THE CERTIFICATE OF REGISTRATION FOR SINKING OF WELLS

Name of the District:

Name of the Urban Local Body:

Sl. No.	Name and address of the applicant	Date of application	Date of grant of Certificate of Registration/ Refusal to grant	Certificate Number	Reasons for refusal
(1)	(2)	(3)	(4)	(5)	(6)

FORM 12

[See rule 374 (1)]

APPLICATION FORM FOR GRANT/RENEWAL OF LICENCE FOR COLLECTION, TRANSPORTATION AND DISPOSAL OF FAECAL SLUDGE OR SEPTAGE TO PRIVATE OPERATOR WITH VEHICLE(S)

1. Applicant Details (Individual/Company/Firm):						
1.	Name of the individual/all directors of the company/all partners of the firm:					
2.	Age in years:					
3.	Father's/Husband's Name:					
4.	Address(s) Proof of the applicant(s)/all directors of the company/all partners of the firm (Copy of proof to be enclosed):					
5.	Photo identity proof of applicant(s)/all directors of the company/all partners of the firm (Copy of proof to be enclosed):					
6.	GST No:					
7.	PAN No:					
8.	Email id:					
9.	Contact No.:					
10.	Nature of Licence:					New/Renewal
11.	If renewal, reference to the existing licence:					
12.	Previous case registered for illegal disposal of faecal/ sludge: (Yes /No)					
13.	If yes, provide details of such cases:					
14.	ESI and EPF registration number (if applicable):					
15.	Details (Copy to be enclosed):					
2. Driver Details:						
Sl. No.	Name	Gender and Date of Birth	Driving licence No. and Validity upto (Copy to be enclosed)	Address of Residence (Copy of proof to be enclosed)	Years of Experience and Locations	Mobile/ Contact Number
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1						
2						
3						
4						
5						
History of Accidents/details of cases registered/complaints registered for illegal disposal, if any:						
3. Vehicle Details:						
Sl. No.	Description			Details		
(1)	(2)			(3)		
1	Registration number:					
2	RC Book No. with validity (Copy to be enclosed):					
3	Ownership:					

4	Leased (Copy of lease agreement to be enclosed):	
5	Model of vehicle:	
6	Vehicle type [Four-wheeler vacuum truck or above) (please specify):	
7	Vehicle capacity (in Litres):	
8	Chassis Number:	
9	Engine No.:	
10	FC Valid Upto:	
11	Permit Valid Upto:	
12	Weight in Kg: (a) Gross (b) Unladen (c) Payload	
13	Insurance Valid upto:	
14	Pollution Certificate Valid upto:	
15	Speed Governor installed (Yes/No):	
16	GPS Installed (Yes/No) Whether working (Yes/No) tamper proof cabin (Yes/No):	
17	Tax Valid Upto:	
History of Accidents/ Cases registered/ Complaints registered illegal disposal if any Details:		
4. Timing of Operations:		
5. Route/Area of Operation:		
6. Point of Disposal:		To be furnished by the concerned municipalities

DECLARATION

I certify that above mentioned information given by me is true to the best of my knowledge and belief. I also certify that I have read and understood all the attached terms and conditions and agree to abide by them.

Date:
Place:

Signature of the Applicant.

TERMS AND CONDITIONS:

The Form is to be submitted to the municipality along with:

(a) Vehicle(s) documents – Registration certificate, Fitness certificate, Road tax, Insurance certificate and Goods Vehicle permit and all other details as mentioned in the application.

(b) Photographs of the Vehicle(s) –

(c) Front view and rear-view showing number plate.

(d) Documents to be produced in respect of Applicant (s) – Address proof of applicant (s), Photo ID proof of applicant (s), Copy of GST registration Certificate, Copy of PAN Card, Copy of previously issued Licence (if any), Copy of ESI and EPF registration certificate (if applicable)

(e) Documents to be produced for drivers and workers employed – Government issued Photo Identity and Address proof, Medical certificate (Issued by a registered medical practitioner of the State Government) along with Driving Licence.

(f) Personal Accidental Insurance policy insured for a sum of Rs.10 Lakh (Rupees Ten Lakh Only) each for drivers and workers employed.

(g) Licence Fee of Rs. 2,000 (Rupees Two Thousand Only) and the mode of payment is Demand Draft in favour of the Executive Officer of Town Panchayat/the Commissioner of Municipal Council/Municipal Corporation.

2. The Licensee shall produce the original copy of the documents for the purpose of verification. If any of the document submitted expires during the licence period, the Licensee shall obtain a new valid certificate/document on or within 30 days of the last date of the validity of the existing document. If there is any change in staff, the photocopy of Driving Licence of the driver and Government issued Photo Identity and Address proof of the workers employed shall be submitted by the Licensee within 7 days of employment. The acknowledgment receipt received from municipality upon submission of the Application form, Licence Fee and necessary documents, shall be retained until Licence is approved. If the documents and information furnished by the applicant do not provide all the particulars necessary to process the Application satisfactorily, the Commissioner may within 30 days from the date of receipt of Application require the production of such further particulars and details as deemed necessary. The Licence will be issued by the Commissioner within 30 days after the receipt of the Application and all complete/relevant details.

3. Where the Application is not in accordance with the Act or the Rules or where the applicant fails to furnish the additional particulars called for or where the submitted documents cannot be authenticated, the Commissioner may reject the Application or refuse renewal of Licence for reasons in writing and shall furnish a copy of the same to the applicant.

4. The Application for renewal of a Licence shall be made to the Commissioner in this form, one month before the date of expiry of the Licence and the terms and conditions applicable to the grant of Licence shall apply to the renewal of the Licence. The Commissioner shall dispose of such renewal Application within 30 days from the date of its receipt and not later than the expiry of the validity of the Licence. For renewal of Licence, Licence Fee at the rates prescribed by the municipality shall be paid by the applicant.

CHECK LIST.

Sl. No.		Submitted for Vehicle(s)				
		1	2	3	4	5
(1)	Address proof of applicant(s)					
(2)	Photo ID proof of applicant(s)					
(3)	Copy of GST registration Certificate					
(4)	Copy of PAN Card					
(5)	Copy of previously issued Licence (if any)					
(6)	Copy of ESI and EPF registration certificates (if applicable)					
(7)	Registration certificate					
(8)	Fitness certificate					
(9)	Road tax					
(10)	Insurance certificate					
(11)	Vehicle permit					
(12)	Photographs of the Vehicle(s) – Front and Rear side showing number plate					
(13)	Government Photo ID and Address proof (Aadhaar) – Drivers and Workers					
(14)	Medical certificate – Drivers and Workers					
(15)	Personal Accident Insurance policy – Drivers and Workers					
(16)	Driving Licence (s)					
(17)	Signed undertaking to be given by the Applicant (s) in prescribed form					

Undertaking to be given by Applicant (s) for Septage or faecal sludge Transport Operator Licence

1. I (Name, Age, Father's name and Address of the Applicant) am aware of the orders of the Government of Tamil Nadu regarding the ban on manual scavenging and on the entry of sanitary workers into the sewerage system or septic tank under the Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013. I undertake to abide the Act, rules, regulations, bye-laws, notifications and instructions issued in this regard.

2. I will follow all the provisions of the Act, rules, regulations, bye-laws, notifications, instructions, terms and conditions with regard to collection, transport and decanting of faecal sludge and septage issued from time to time.

3. I will carry out the septage or faecal sludge collection, transport and disposal operations only after duly observing all safety rules and safety precautions including testing for the presence of toxic gases, guidelines and provide adequate safety gadgets.

4. I understand that the licence issued to me can be cancelled for not following any of the provisions of the Act, rules, regulations, bye-laws, notifications, instructions, terms and conditions. It is hereby undertaken that the above said terms and conditions have been clearly understood and fully agree to abide by the same.

Date:

Name:

Signature (s)

FORM 13

[See rule 374 (2) and (4)]

LICENCE FOR THE COLLECTION, TRANSPORTATION AND DISPOSAL OF FAECAL SLUDGE AND SEPTAGE

Thiru/Thirumathi/Selvi* Son/wife/daughter* of Resident of

Licence Number:

Licence Holder:

Vehicle Registration Number(s):

Driver(s) Name with Driving Licence No.:

Route(s)/Area(s) allotted to the Licence Holder:

Point(s) of Disposal:

Operating Time:

This Licence is effective for the period set forth below, and is not transferable.

Valid from:..... to

The Terms and Condition of licence are annexed. All the rules, regulations, instructions terms and conditions issued by the Government and the Chennai Metropolitan Water Supply and Sewerage Board/urban local bodies from time to time shall be followed.

Seal and Signature of the Commissioner,
..... Municipal Council/Municipal
Corporation*/

Executive Officer,
.....Town Panchayat/

Place:

Date:

Managing Director,
Chennai Metro Water Supply and Sewerage Board*

[*strikeout whichever is not applicable.]

TERMS AND CONDITIONS.

1. The licence shall be valid for two years from the date of issue, and is not transferable. The licence shall be prominently displayed on the windshield of the specified vehicle.
2. The specified vehicle shall not be used for the collection and transportation of industrial waste or mixed industrial waste of any nature whatsoever.
3. The licensee shall be required to produce the licence on demand during collection, transportation and disposal of faecal sludge and septage.
4. The licensee shall adhere to,-
 - (a) timing of operations; and
 - (b) Area/Routes of operations for the vehicle specified in the licence.
5. In the event of failure, to perform clean up operations caused due to any spillages during transportation, the licensee shall be charged with all the related expenses incurred by Urban Local Body or the Chennai Metropolitan Water Supply and Sewerage Board, as the case may be for performing the clean-up, in addition to the fines and penalties.

6. The licence shall not mean exemption from requirements or licences or clearances required for the business or trade or activity under various other applicable rules, laws and regulations.
7. The licensee shall dispose the Faecal Sludge and Septage at the disposal facilities during the operational hours as mentioned in the licence. The licenced septage and faecal sludge Transportation Operators shall only be allowed to desludge septic tanks/pits and transport faecal sludge and septage to the designated disposal facility.
8. The licensee found dumping faecal sludge and septage at any location or site other than at the disposal facilities in the Chennai Metropolitan Water Supply and Sewerage Board or the Urban Local Body, as the case may be, shall be deemed to be in violation of the terms and conditions of the said licence.
9. The licensee shall maintain a logbook record of each trip undertaken for collection, transportation and disposal and submit the same to the Chennai Metropolitan Water Supply and Sewerage Board or to the Urban Local Body concerned, as the case may be, before the 10th day of every quarter in a year.
10. The licensee shall equip the specified vehicle used for transportation of faecal sludge and septage with a Global Positioning System (GPS) instrument or vehicle tracking system approved by the Chennai Metropolitan Water Supply and Sewerage Board/Urban Local Body, as the case may be. The licensee shall permit access of the GPS instrument to Chennai Metropolitan Water Supply and Sewerage Board/Urban Local Body, as the case may be. The licensee shall ensure that the GPS instrument is functional and transmitting data without any interruption. Interruption in data received will be considered as a violation of the terms and conditions of licence.
11. The licensee shall maintain the specified vehicle in good and workable condition so as to avoid any accident.
12. The licensee shall ensure no leakage/spillage of faecal sludge and septage during transportation from the collection point to the disposal facility. In the event of accidental spillage of septage, the licensee shall immediately take action to contain the leakage/spillage, minimize the environmental impact, and remove all Septage immediately from the sites of spillage. The Licensee shall inform to the nearest located Chennai Metropolitan Water Supply and Sewerage Board/Urban Local Body office, as the case may be, and/or to the decanting facility where the event took place about the spillage and action taken immediately after the occurrence of the event.
13. The licensee shall ensure that each driver and worker employed undergoes periodic training and participates in other activities organized by Chennai Metropolitan Water Supply and Sewerage Board/Urban Local Body, as the case may be, from time to time.
14. The licensee shall ensure that all drivers and workers employed follow Standard Operating Procedures for maintenance of sewer and septic tanks - mechanised cleaning as per the circulars and guidelines notified from time to time. The licensee shall also ensure that the drivers and workers employed are provided with appropriate safety equipments/safety gears and they are put to use during collection, transportation and disposal of faecal sludge and septage.
15. The licensee shall ensure that each driver and worker employed undergoes annual health check-up and shall submit a record of the same to the licensing authority.
16. The licensee shall insure each driver and worker employed for a sum of Rs.10 Lakh (Rupees ten lakh only) towards personal accidental insurance every year and submit the policy document to Chennai Metropolitan Water Supply and Sewerage Board/ Urban Local Body, as the case may be, at the time of grant and renewal of licence.
17. The driver and service providers are responsible for safe operation of the vehicle and equipment at all times. Traffic rules must be followed at all times. All accidents and citations shall be reviewed and investigated by the licensee to ensure adequately trained and competent drivers are employed for sludge and septage transportation. Drivers shall inspect all trucks prior to transport on public roads to ensure that septage will not leak, spill or run out of the tank. All vehicles used to transport septage shall be equipped, at all times, with spill control or absorbent materials and disinfectant materials, such as lime or chlorine bleach. No discharge of septage or sludge shall be allowed in manholes, drainage areas, canals, creeks, rivers or other receiving bodies of water or land; and Manifest forms must be properly filled out.
18. The licensee shall not engage or employ, directly or indirectly a manual scavenger or any person for hazardous cleaning of a sewer or septic tank in contravention of the provisions of the Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013 (Central Act 25 of 2013).
19. The licensee shall ensure that the company name, contact number, company logo and body number of the septage hauler or transporting vehicle are displayed on both sides of the vehicle used to

transport the septage. The said information shall be marked using permanent and legible lettering at least 3 inches high and made of a reflective material.

20. Any licensee with a valid licence shall maintain all vehicles and tanks used to transport septage in accordance with the following requirements:-

- (a) The specified vehicle used for the transport of septage and domestic sludge should have a leak-proof body and lock to secure the sludge and septage and shall be able to withstand a collision with another vehicle or any permanent structure;
- (b) The specified vehicle shall be in good running condition in accordance with the Land Transportation Office safety standards on roadworthiness;
- (c) The collection vehicle and tank shall be maintained to prevent excessive odors or public health hazards;
- (d) The specified tank must be watertight;
- (e) All piping, valves and connections shall be accessible for cleaning;
- (f) All inlet and outlet connections shall be constructed and maintained such that no material will leak, spill, or run out of the tank during transfer or transportation;
- (g) Discharge outlets shall be designed to control the flow of discharge without spraying or flooding the receiving area;
- (h) The discharge pipe shall protrude for not less than six inches from the end of the tank; and
- (i) The end of the discharge pipe must have a screwed-on end cap installed.

CHAPTER XII.**PUBLIC HEALTH AND SOLID WASTE MANAGEMENT.**

381. Council to frame health bye-laws and regulations.— (1) The Municipality may, with the approval of the Director, make bye-laws and regulations in relation to public health, solid waste management, liquid waste management and other related matters connected therewith for the purpose of ensuring public health and safe environment.

(2) The Municipality shall prepare a solid waste management policy and strategy in consultation with stakeholders including representative of waste pickers, resident welfare associations, self-help groups and similar groups working in the field of waste management, consistent with the provisions of the Act and these rules.

382. Inspection by officers authorised by Commissioner for issue of licence.— Before granting of licence for trade, business, industry, factory or installation of machinery specified in the Schedule, any officer authorised by the Commissioner shall inspect such places and record his recommendations regarding the suitability of such places in health and other aspects which shall be duly taken into consideration by the Commissioner.

383. Utilising services of officers in Health department and municipality.— (1) The Commissioner, with the concurrence of the public health authorities of the Government, may utilise the services of the officers of the public health department, in case of any emergent public importance like epidemic, spread of cholera or any infectious disease or of any festival occasion, subject to such terms and conditions as may be mutually agreed to.

(2) The Commissioner with the concurrence of the Commissioner of nearby municipality may also utilise the services of officers of such municipality and meet the expenditure towards travelling and other allowances from the municipal funds.

384. Abatement of nuisance.— If in the opinion of the Commissioner, the storage, dumping or deposit in any building or land, of coal, charcoal, ashes, cinders, gunny bags, wool, cotton or any material, or the shifting, breaking, cutting or burning of such coal, charcoal, ashes, cinders or material or subjecting the same to any process, causes or is likely to cause nuisance to the inhabitants in the neighbourhood of such building or land, by the emanation of dust, floating particles, smoke, unwholesome smell, noise or otherwise, he may, by notice, require the owner or occupier of such building or land to take such steps as may be specified in the notice for the abatement of such nuisance. Non-compliance of such notice shall attract penalty under section 180 of the Act.

385. Vector Control.— The council shall carryout vector control and Rodent control measures within municipal limits. The council may frame regulations for water bodies, so as to ensure that, they are free from pollution or any vector. If the Commissioner is of the opinion that any building owner or occupier of a building or of any part thereof, or any structure which is likely to be the source of mosquito or any vector breeding or rodent nuisance, he may by notice require the owner or occupier to remove or restore the same to prevent such breeding and within the time specified in such notice. The Commissioner may, if he deems necessary engage and carryout restoration or removal of such breeding or nuisance and levy charges for such removal or restoration thereof from the occupier or owner of such building. Non-compliance of such notice shall attract penalty under section 180 of the Act.

386. Disinfection of building and articles.— (1) If the Commissioner or the Health Officer is of the opinion that the cleansing or disinfecting of a building or of any part thereof, or any article therein which is likely to retain infection, will tend to prevent or check the spread of any dangerous disease, he may, by notice require the owner or occupier to cleanse or disinfect the same, in the manner and within the time specified in such notice.

(2) The owner or occupier shall, within the time specified as aforesaid, comply with the terms of the notice.

(3) If the Commissioner or the Health Officer considers that immediate action is necessary, but the owner or occupier is, by reason of poverty or otherwise unable effectually to comply with his requisition, the Commissioner or the Health Officer may himself without notice, cause such building or article to be cleansed or disinfected, and for this purpose may cause such article to be removed from the building or premises; and the expenses incurred by the Commissioner or the Health Officer shall be recovered from the said owner or occupier.

387. Abatement of overcrowding in public resorts, dwelling-house, dwelling-place and prevention of spread of diseases.— (1) If it appears to the Commissioner that any place of public resorts or other building which is used as a public resort, or any room in any such public resort or building, is so over-crowded as to endanger or likely to be a source of the spread of any disease thereof, he may apply to a magistrate for appropriate orders to abate such overcrowding; and the magistrate after such inquiry as he deems fit to make may, by written order, require the owner of the building or resort, within a reasonable time, not exceeding four weeks, to be laid down in the said order, to abate such overcrowding by reducing the number of inmates, users or others or may pass such other order as he may deem just and proper.

388. Registration of existing burial, burning ground and crematoria and application for new licence.— (1) No person shall retain a corpse in any premises without burning, burying or otherwise lawfully disposing it off, for a period of more than 72 hours without air-conditioned covered receptacles.

(2) Every owner or person having control of any place used as burial or burning ground or crematoria on the date of commencement of these rules, shall apply to the Commissioner within two months from the date of commencement of these rules, in Form 1, if such place has not already been registered in the municipality.

(3) Any application for opening, forming or construction or using of any place whether public or private for disposal of dead bodies or for establishing any electrical or gasifier crematorium, shall be in Form 1.

(4) Every application under sub-rule (2) or sub-rule (3) shall be accompanied with a fee as may be fixed by the council from time to time and such fee may be paid in the form of a demand draft drawn in favour of the Commissioner of the respective Municipality or paid in the office of the Municipality and the challan for proof of payment or online payment and the same shall be presented to the Commissioner. On receipt of such application, the Commissioner after making inspection of the area and satisfying himself that the particulars furnished in the application are true and correct, may either grant or refuse to grant the licence in Form 2, subject to such conditions as may be specified in the licence:

Provided that no application shall be rejected without giving the person concerned an opportunity of being heard.

(5) The licence granted shall be valid for a period of three years.

(6) The Commissioner may, suspend, cancel or revoke the licence already granted for any violation of terms and conditions:

Provided that no order prejudicial to the holder of a licence shall be passed unless he is given an opportunity to make his representation in writing.

(7) Any person aggrieved by an order of the Commissioner suspending, cancelling or revoking the licence may prefer an appeal to the Director within thirty days from the date of receipt of order. The Director shall consider the appeal and pass such orders on merits and the orders passed by the Director shall be final.

(8) The Commissioner may with the approval of the council allot separate place for burial of pet animals within the existing burial grounds or outside.

389. Electrical/Gasifier/LPG crematorium.— The Commissioner may establish and maintain electrical/gasifier or LPG crematorium for burning of dead bodies and collect fees therefor, as may be fixed by the council from time to time.

390. Establishment of public convenience and related matters.— (1) The Commissioner shall conduct survey to identify the places where toilets or urinals are required and arrange to construct the same to eliminate open defecation and maintain sanitation in the Municipality.

(2) The Commissioner shall take action by imposing fines, as may be fixed by the council against the residents who dispose their faecal matter or sewage into the storm water drain.

(3) The Commissioner shall ensure that any person engaged to clean a sewer or a septic tank is provided with the protective gear and safety devices as prescribed.

(4) The Commissioner shall make efforts to identify manual scavengers by visiting the habitations of concentration of safaikaramcharis, cleanliness workers or manual scavengers under the rule prescribed.

(5) The Commissioner shall ensure the usage of appropriate technological appliances for cleaning of sewers, machine holes, septic tanks and other spaces within their control with a view to eliminate the need for the manual handling of excreta in the process of their cleaning.

(6) The Commissioner shall enroll the private operators for desludging the septic tanks within their jurisdiction and conduct training to them and their workers involved in such work on mechanical cleaning and sensitise them on the ban on entry of manual labour.

(7) The Commissioner shall educate the workers about the health hazards. The Commissioner shall conduct periodical medical and vaccination camps to ensure effective immunization of workers against diseases.

391. Introduction of modern scientific methods for disposal of solid waste.— Wherever the introduction of modern scientific methods for clearance of solid waste is possible, the council, having regard to the local conditions and the industrial development, may frame bye-laws with a view to effectively remove or cause to remove and dispose of solid waste in a scientific manner and to ensure healthier and safer environment.

392. Disposal of solid waste.— (1) It shall be the responsibility of the Municipality for collection, transportation, storing, processing and disposing of solid waste generated within the limits of a municipal area at a notified place by the council, within or outside of its limits, so as to keep the municipal area clean by creating suitable infrastructure facilities for solid waste management.

(2) The Municipality shall identify and notify any land for the purpose of establishing processing facility and final disposal of the solid waste as per the criteria prescribed by the Tamil Nadu Pollution Control Board, which issues authorisation for the establishment of such facility.

(3) The Municipality may notify any land located 100 metres from the scientific land fill or disposal facility as 'No development zone' to restrict the construction of buildings.

(4) While notifying the places under sub-rules (2) and (3), the council shall have due regard to the following factors, namely:—

(a) The facility for preparation of compost or biogas or refuse derived fuel (RDF) or any other product by processing and disposal of the solid waste;

(b) Where preparation of organic manure from wet waste or resource recovery from dry waste through recycling facilities is not possible, establishing of scientific sanitary landfill shall be adopted by the Municipality for disposal of solid waste.

(5) No person or owner or occupier of any land or building shall litter or deposit solid waste at any public place or open land and allow any filthy matter to flow on public places or open land, or deposit or otherwise dispose of the carcass or any part of dead animal at a place not provided or specified for such purpose.

(6) Every owner or person maintaining the open land or site shall keep such open land or site clean and free from any garbage, sewage and bushes so as to avoid mosquito breeding. The Commissioner shall

give notice to clear the garbage or sewage, if any, on the open land or site within a reasonable time. If not done by the owner or person concerned, the Commissioner may arrange to clean the open land or site and levy fine and recover the cost involved therefor.

(7) The Commissioner shall levy spot fine as may be determined by the council from time to time on the defaulter for littering any street or public place or throws or causes or permit to deposit any solid waste or waste from demolition of building at any place or permits the flow of any filthy matter from his premises. Such fines may be collected by officers not below the rank of a Sanitary Inspector of the Municipality authorised in this behalf.

(8) Spot fine shall be imposed on those who litters on the open sites, water bodies, streets and roads.

(9) The Municipality shall organize door to door collection of segregated solid waste from the households, commercial establishments, institutions on regular pre-informed times and schedules.

(10) Every owner or occupier of the building is responsible to segregate and store the solid waste in designated containers and keep ready for handing over to the waste collectors of the Municipality. The household hazardous waste shall be segregated and stored separately and handed over to the Municipality or agency authorized for handling such waste.

(11) The Municipality shall establish a system to recognise waste pickers or informal waste collectors, provide identity cards and thereafter encourage them for their participation in segregation and door to door collection of waste under solid waste management.

(12) The Municipality shall arrange for making biodegradable wastes from slaughterhouses, meat shops, fish markets, fruits, flower and vegetable markets separately in an environmentally acceptable manner and process it scientifically.

(13) The owner or occupier of the hotels, restaurants and eateries, generating not less than 100 kg per day of biodegradable waste or occupying a building having an area of not less than 5000 sq.m. falls within the category of bulk waste generator under the Solid Waste Management Rules, shall segregate their waste and store in designated containers and scientifically process their biodegradable waste within their premises as far as possible. The owners or occupiers may form an association and establish common waste processing facility on their own for processing the biodegradable waste generated by them with the permission of the Municipality in accordance with the bye-laws. If any owner or occupier who is interested to utilize the facility established by the Municipality, they may use such facility on payment of fees or charges as determined by the Municipality or through authorized waste processing empanelled agencies.

(14) The municipality shall levy and collect user charges at the rate of Rs. 50/- (Rupees fifty only) per month from the residences and Rs. 500/- (Rupees five hundred) per month from market associations, hotels, hospitals, commercial institutions, industrial housing within the Municipality for collection and process of solid waste from them for regular maintenance, along with property tax:

Provided that the Commissioner may, with the approval of the council, engage any agency for the establishment of infrastructure facilities for collection, storage, transportation, scientific processing and disposal of solid wastes and collection of user charges on its own or may also be entrusted to any agency for the purpose.

(15) The Municipality shall establish a system for plastic waste management facilities such as scientific processing and disposal with the assistance of producers under the Extended Producers Responsibility (EPR) in coordination with association of the manufacturers of plastic product through the Tamil Nadu Pollution Control Board.

(16) No person shall import, stock, distribute, sale and use carry bags, plastic sheets or like, or cover made of plastic sheets either be in natural shade which is without any added pigments, colorants and multi-layered packaging. Sachets using plastic material shall not be used for storing, packing or selling within the jurisdiction of the Municipality.

(17) Products made of recycled plastic shall not be used for storing, carrying, dispensing or packaging ready to eat or drink food stuff.

(18) Carry bags made from compostable plastics shall be in conformity with the standards and tests prescribed by the Tamil Nadu Pollution Control Board from time to time.

(19) The Municipality shall collect the plastic waste and send for recycling or up cycling of plastic to fuel (P2F) or any other technological uses as prescribed.

(20) The Municipality may collect user fee or charges from all waste generators or manufacturers of plastic products or vendors for the management of plastic waste such as collection, storage, transportation, processing and disposal through plastic waste management facility and for its operation thereof.

(21) The Municipality shall prohibit the retailers or street vendors to sell or provide commodities to consumers in carry bags or plastic sheet or multi-layered packaging, which are banned.

(22) The Municipality shall levy and collect fine on every retailer or street vendor selling or providing commodities in plastic carry bags or multi-layered packaging or plastic sheets or like or covers made of plastic sheets which are not manufactured or labelled or marked in accordance with the rules prescribed and seize such materials prohibited by the Government for use.

(23) The Municipality shall require the manufacturer or producer or seller of electrical and electronic materials within the municipal area to establish collection centre or a collection point or both either individually or jointly to collect and channelise the e-waste to recycler, dismantler or refurbisher for recycling or disposal.

(24) The Municipality shall collect the e-waste separately from the residents, institutions, hotels and other commercial establishments etc., within the municipal limit and store it and handed over to the e-waste collection centre authorised by the competent authority.

(25) The municipality shall insist that the waste generator before starting construction or demolition or remodelling, shall submit waste management planning regarding construction and demolition waste disposal and get it approved and keep it informed regarding the relevant activities from the planning stage to the implementation.

(26) Every waste generator shall keep the construction and demolition waste within the premise or deposit the same at the designated place so made by the municipality or handover it to the authorised processing facilities centre to prevent obstruction to the traffic to the public or drains, failing which penalty to be levied as per the Bye-law or resolution of the Council.

(27) The construction and demolition waste generator shall submit a Demolition Waste Management Plan while applying for the permission for construction of the building.

(28) The Municipality shall levy fees or charges on every construction and demolition waste generator for collection, transportation, processing and disposal, at the rate of Rs.4000/- per ton.

(29) The Municipality shall conduct awareness programmes through information, education and communication, to motivate the public to have a behavioural change on public health, hygiene and segregation of solid waste at source and store it in different designated containers as prescribed in the rules and dispose the same in the appropriate facilities established or arranged by the municipality. The municipality shall establish or facilitate appropriate facilities or mechanism for the collection, storage, recycle, process and dispose of segregated solid waste received from various sources.

(30) The waste generators of biomedical waste viz., hospitals, nursing homes, health care centre and diagnostic laboratories within the jurisdiction of the Municipality etc. shall collect the waste in the designated containers as prescribed under the Biomedical Waste Management Rules, 2016 and the same shall be stored, transported, treated and disposed by the generator or by the operator appointed by the competent authority.

(31) The Municipality may carry out solid waste management activities in a religious places such as temple, mosque, church, mutt or any other religious place or institution or any place used for fairs, festivals, mass events, exhibitions within the municipal limit based on the request in writing from the person having control over such places with the charges determined by the council. If such activities are made outside the municipal limit by the municipality as per the written orders of the Government or District Collector, additional charges shall be leviable for the purpose.

393. Special conservancy charges for removal of bulk garbage.— The Commissioner may levy and collect special conservancy charges from the owner or occupier of any building used for commercial or industrial or festival or mass gathering purposes or kalyana mandapam or hotel or private nursing home or hospital (other than Bio-Medical waste) for removing of wastes generated, at the rate of Rs.4000/- per ton taking into consideration the following factors, namely:-

- (i) the nature and quantum of garbage or solid waste to be removed from any premises;
- (ii) the cost for removal of such garbage;
- (iii) the distance of place to which such garbage are to be carried; and
- (iv) the periodical interval at which such garbage are to be removed.

SCHEDULE

[See rule 382]

TRADES AND BUSINESS PREMISES AND INDUSTRIES WHICH HAVE TO BE INSPECTED BEFORE GRANT OF LICENCES

1. All hotels, restaurants, boarding and lodging houses, lodges including star hotels.
2. Choultries, Kalyana mandapams and private hostels.
3. Manufacturing of all handmade consumable items like appalam, vadam, snuff, beedi, etc., and other fancy items like ceramics, crockeries, cutlery, etc.
4. All industries including large scale Industries.
5. Storing and selling of chemicals and inflammable articles.
6. Manufacturing of matches and fireworks under the small scale industries scheme.
7. All dhobikhanas, washing houses, slaughter houses, etc.
8. Keeping of animals including pigs and birds.
9. Rice mills, flour mills, etc.
10. Any process or doing in the course of any industrial process anything which in the opinion of the Commissioner is likely to endanger to human life or health or property or is likely to create or cause a nuisance.

FORM 1

[See rule 388 (2) and (3)]

..... TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION*

REGISTRATION OF BURIAL OR BURNING GROUND OR CREMATORIA/APPLICATION FOR LICENCE FOR BURIAL OR BURNING GROUND OR FOR CREMATORIA*

1. Name and address of the applicant:
2. Place of the burial or burning ground:
3. Whether the burial or burning ground is already in existence or proposed to be formed:
4. If it is an existing burial or burning ground, the details relating to the total area, the persons who are using it and other details relating to charges being collected:
5. If it is a new burial or burning ground to be started, the details relating to area of the proposed site, the persons who will use it and the charges proposed to be collected:
6. (i) If it is a new construction, whether there is already in existence any municipal or private burial or burning ground in the nearby areas of the proposed burial or burning ground:

(ii) If so, the details regarding the persons who had constructed such burial or burning ground:

(iii) If it is for renewal, the number and date of the licence issued already for that burial or burning ground:
7. Amount remitted to the municipality and the number and date of the permission already granted for the previous occasion:

Place:

Date:

Signature and seal of the licencing authority.

[*strikeout whichever is not applicable.]

FORM 2

[See rule 388 (4)]

..... **TOWN PANCHAYAT/MUNICIPAL COUNCIL/MUNICIPAL CORPORATION***

Valid for the period fromto

LICENCE FOR BURIAL OR BURNING GROUND OR CREMATORIA

Ward No..... Area

1. Name and address of the applicant:
2. Place where the burial or burning ground or crematoria is located:
3. Specific conditions:

Place:

Date:

Seal and Signature of the licencing authority.

[*strikeout whichever is not applicable.]

CHAPTER XIII.**MISCELLANEOUS.**

394. Framing of bye-laws and regulations by the council.— (1) For the purpose of enabling the council to make bye-laws and regulations under sub-section (1) of section 199 of the Act, the Director shall communicate a list of matters for which bye-laws may be made as given in the Schedule to the Commissioner.

(2) The Commissioner shall after making necessary modifications or alterations to suit local conditions to the model bye-laws or regulations, place the same before the council. The council after due consideration shall adopt the same by passing necessary resolution in this behalf with or without alterations as it may deem necessary.

(3) The Commissioner, shall forward the bye-laws or regulations as approved by the council under sub-rule (2) to the Director for approval within a period of fifteen days from the date of passing of such resolution.

(4) The Director on receipt of such bye-laws or regulations approve it and communicate it to the Commissioner who shall then make arrangements to publish the approved bye-laws or regulations in the District Gazette in Tamil and such bye-laws or regulations shall come into force on the date of such publication in the District Gazette:

Provided that it shall be open to the Director to return the bye-laws or the regulations to the council after making necessary modifications in such bye-laws or regulations in conformity with the provisions of the Act and the rules framed thereunder.

(5) Copies of the bye-laws and regulations shall be made available by the Commissioner in the office of the municipality during office hours for perusal by the public. Copies of the bye-laws and regulations shall also be given to the public for sale at the cost fixed by the council.

395. Review of by-laws and regulations by the council.— (1) All the by-laws and regulations framed under sub-section (1) of section 199 of the Act shall be reviewed by the council at least once in every five years and necessary alterations and modifications be made, to meet the prevailing contingencies with the approval of the Director.

(2) Whenever a contingency arises for altering or modifying any bye-law or regulation in between the period of review made under sub-rule (1), the council may make such alterations or modifications with the approval of the Director.

396. Interpretation of these rules by Government.— If any dispute arises in regard to the interpretation of any provision of these rules, the question shall be referred to the Government whose decision shall be final.

397. Removal of difficulties.— If any difficulty arises in giving effect to the provisions of these rules, the Government may by order remove such difficulty not inconsistent with the provisions of the Act as appear to it necessary or expedient for removing such difficulty:

Provided that no such order shall be made after the expiry of a period of three years from the date of issue of these rules.

398. Time limit for implementation of these rules.—Notwithstanding the date of coming into force of these rules, the Government may fix time limits for the purpose of implementation of any of the provisions of these rules for which preliminary arrangements have to be made to implement the same:

Provided that the Government may, on requisition made by any municipality or Director extend the time limits fixed under this rule for a period of not exceeding six months:

Provided further that, for any sufficient cause, on requisition made from any of such municipality or Director, the Government may extend such period for a further period of six months.

SCHEDULE

[See rule 394 (1)]

The council may make bye-laws not inconsistent with the Act or rules made thereunder or with any other law to provide,—

- (1) for all matters expressly required or allowed by the Act to be provided for by way of bye-laws;
- (2) for the due performance by all municipal officers and servants of the duties assigned to them;
- (3) for the regulation of the time and mode of collecting the taxes and fees under this Act;
- (4) for determining the conditions under which lands shall be deemed to be appurtenant to buildings.
- (5) (a) for the use of public tanks, wells, conduits and other lakes or works for water supply;
 - (b) for the regulation of public bathing, washing and the like;
 - (c) for the maintenance and protection of the water supply system and the protection of the water supply from contamination;
 - (d) for the conditions on which house-connections with the council's water supply mains may be made for their alteration and repair for their being kept in proper order;
 - (e) for supply of water for domestic consumption and use;
 - (f) for the prevention of waste of water;
 - (g) for the measurement of water;
 - (h) for the compulsory provision of cisterns and matters;
 - (i) for the supply of water in case of fire;
 - (j) for setting up of rain water harvesting;
- (6) (a) for the maintenance and protection of the drainage system;
 - (b) for the construction of house drains and for regulating their situation, mode of construction and materials;
 - (c) for the alteration and repair of house drains;
 - (d) for the cleaning of house drains;
 - (e) for the construction of cess-pools, septic tanks, filters and drains;
 - (f) for the payment or apportionment of money payable on account of pipes or drains common to more premises than one;
- (7) (a) for the testing of water pipes and drains in private premises, the recovery or the apportionment of the cost of such testing; and the breaking up of ground or of buildings for the purpose of such testing;
 - (b) for the licensing of plumbers and fitters, and for the employment of licenced plumbers and fitters;
- (8) (a) for the laying out of streets and for determining the information and plans to be submitted with applications for permission to layout streets; and for regulating the level and width of public streets and the height of buildings abutting thereon;
 - (b) for the protection of avenues, tress, grass and appurtenances of public streets and other place;

(9) for the regulation of the use of parks, gardens and other public or municipal places but not including the regulation of traffic therein, the reservation thereof for particular kinds of traffic, or the closing thereof or parts thereof to traffic;

(10) (a) for the regulation of building;

(b) for determining the information and plans to be submitted with applications to build;

(c) for the licensing of builders and surveyors and for the employment of licenced builders and surveyors;

(11) for the regulation of hotels, lodging houses, boarding houses, choultries, rest-houses, emigration depots, restaurants, eating houses, cafes, refreshment rooms, coffee-houses, and any premises to which the public are admitted for repose or for the consumption of any food or drink;

(12) for regulation of the mode of constructing stables, cattle sheds and cow-houses and connecting them with municipal drains;

(13) for the sanitary control and supervision of places used for public purposes and of any trade or manufacture carried on therein;

(14) (a) for the control and supervision of slaughter-houses and of places used for skinning and cutting up carcasses;

(b) for the control and supervision of the methods of slaughtering;

(c) for the control and supervision of butchers carrying on business in the municipality or at any slaughter house without the municipality provided by the Municipal Council or licenced by the executive authority, as the case may be;

(15) for the inspection of milch cattle, and the regulation of ventilation, lighting, cleaning, drainage and water supply of dairies and cattle-sheds in the occupation of persons following the trade of dairy man or milk seller;

(16) for enforcing the cleanliness of milk stores and milk shops and vessels and utensils used by the keepers thereof or by hawkers for containing or measuring milk or preparing any milk product and for enforcing the cleanliness of persons employed in the milk trade;

(17) for requiring notice to be given whenever any milch animal is affected with any contagious disease and prescribing the precautions to be taken in order to protect milch cattle and milk against infection and contamination,

(18) (a) for the inspection of public and private markets and shops and other places therein;

(b) for the regulation of their use and the control of their sanitary conditions;

(c) for licensing and controlling brokers, and commission agents, weigh men and measurers for practising their calling in markets;

(19) for the prevention of the sale or exposure for sale of unwholesome meat, fish or provisions and securing the efficient inspection and sanitary regulation of shops in which articles intended for human food are kept or sold;

(20) (a) for the regulation of burial and burning grounds and other places for the disposal of corpses;

(b) for the levy of fees for the use of such burial and burning grounds, crematoria as are maintained by the council;

(c) for the verification of deaths and causes of death;

(d) for the period for which corpses must be kept for inspection;

(e) for the period within which corpses must be conveyed to a burial or burning ground and the mode of conveyance of corpses through public places;

(21) for the registration of births and deaths;

(22) for the enumeration of the inhabitants of the city;

- (23) for the prevention of dangerous diseases of men or animals;
- (24) for the enforcement of compulsory vaccination;
- (25) for the prevention of outbreaks of fire;
- (26) for the prohibition and regulation of advertisements in public streets or parks;
- (27) for cleaning the streets; and for management of solid waste, liquid waste and septage waste management and other wastes;
- (28) for planting and maintenance of trees in public streets;
- (29) for maintenance of private streets;
- (30) for preventing nuisances due to private structures, water-sources, property;
- (31) for sanitation and personal hygiene in factories, industries and workshops in the health point of view;
- (32) for regulation of public and private halting places;
- (33) for prevention measures during outbreak of infectious diseases, procedures;
- (34) for prescribing lease and auction conditions;
- (35) for prescribing terms and conditions to govern calling of tenders and their disposal;
- (36) for the permission of public gathering in municipal land;
- (37) for regulation of rain water harvesting and reusing of grey water and various plant treated water;
- (38) for the prohibition and regulations of digging of bore-wells and wells in municipal area;
- (39) for registration of boats and regulation of boating activities in water bodies;
- (40) for regulation of cinema, television, internet and other modes of commercial shootings in municipal areas;
- (41) for prohibition and regulation of private commercial usage of any public water body, streams and wells in municipal areas;
- (42) for regulation of amusement park, recreational centre and tourist places in municipal areas;
- (43) for prescribing Public Private Partnership (PPP) conditions;
- (44) for regulation of defacement of walls, wall bills, wall posters, wall painting, flex boards, banners, placards and hoardings and digital boards in municipal areas;
- (45) for regulation of selling or trading activity in any public street or road margins;
- (46) for regulating the lease of road sides and street margins in the municipal areas;
- (47) for registration and regulation of street vendors and street vending zones;
- (48) for regulation and fixation of fees by the council for sewerage connections and solid waste user charges and special conservancy charges;
- (49) for the control of stray animals and for prevention of nuisance;
- (50) for the prevention of storage, supply, transport, sale and distribution of use and throw away plastics or single use plastics;
- (51) for the regulation of private and public schools, colleges and educational institutions to enforce public health standards;
- (52) private drainage;
- (53) for the control and supervision of public and private cart/two wheeler/car stand, for regulations of their use and for the levy of fees therein;
- (54) (a) for the inspection of public and private markets and shops and other places therein;
(b) for the regulation of their use and control of their sanitary conditions; and

(c) for licensing and controlling, brokers, porters, commission agents and weigh men and measurers practicing their calling in markets, cart-stands, lorry-stands and other landing places maintained by the municipality;

(55) in general for securing cleanliness, safety and order, and the good governance and well-being of the municipality and for carrying out all the purpose of the Act; and

(56) for any other matter as may be specified by the Government or the Director under the provisions of the Act and Rules.

SHIV DAS MEENA
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT