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THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK

Rules regarding prescribing the qualifications for the posts, the power of appointment to which vests in the corporation, under section 454, read with Section 45(3) and 457(3)(a) at the Bombay Provincial Municipal Corporations Act, 1949.

Details of Government Resolution.

Sr. No.	Corporation's Resolution No. & Date	Name of Department	Resolution No. & Date	Publication in Maharashtra Govt. Gazette		
				Part	Date	Page Nos.
1.	51, dated 20/6/1984	Urban Development Department	NCC.2184/869/UD-21, dated, 21st November, 1984.	II	6th, December 1984	1930 and 1931

No. NMC/By-laws/15/1984:- The Rules regarding prescribing the qualifications for the posts, the power of appointment to which vests in the Corporation, framed by the Municipal Corporation of the City of Nashik under section 454, read with sections 45(3) and 457 (3)(a) of the Bombay Provincial Municipal Corporations Act, 1949.

1. SHORT TITLE AND COMMENCEMENT:- (1) These rules may be called as "Rules of the Municipal Corporation of the City of Nashik regarding prescribing qualifications for, and pay scales of, the posts, the power of appointments to which vest in the Corporation."

(2) They shall come into force from the date of their final publication in the Official Gazette.

2. DEFINITIONS:- (1) In these rules, unless there is anything repugnant to the subject or context,-

(a) "Act" means the Bombay Provincial Municipal Corporations Act, 1949;

(b) "Section" means the Section of the Act.

(2) The words and expressions used herein and not defined shall have the same meaning as assigned to them in the Act.



3. QUALIFICATIONS AND PAYSCALES:- The qualifications necessary for and the paycales and allowances of the posts, the powers of appointments to which vest in the Corporation, shall be as follows:-

(A) DEPUTY MUNICIPAL COMMISSIONER:-

(1) PAY SCALE:- Rs. 680-40-1000-EB-50-1500 plus other allowances as admissible.

NOTE:- A candidate appointed under clause (2)(c) below shall have paycales according to terms and conditions of deputation.

(2) QUALIFICATIONS:- Appointment shall be made by-

- (a) Nomination from amongst the candidates who,-
  - (i) Unless already in the service of the Corporation are not more than 35 years of age;
  - (ii) possess a degree in Arts or Science or Commerce or Law or Engineering or Medicine of a Recognised University, and
  - (iii) have administrative experience of the minimum five years in the Officer's capacity in a local body or Government department.

OR

- (b) Promotion from amongst the candidates who-
  - (i) possess a degree in Arts, or Science, or Commerce or Law or Engineering or Medicine of a Recognised University and
  - (ii) are working continuously for a period of not less than five years in an Officer's post above the rank of Superintendent.

NOTE:- Persons who possess Diploma in Local Self-Government or have taken training from Indian Institute of Public Administration may be given preference.

OR

- (c) Obtaining a suitable Officer of the Government on deputation.

(B) ASSISTANT MUNICIPAL COMMISSIONER:-

(1) PAY SCALE:- Rs. 600-30-750-EB-40-1,150 plus other allowances as admissible.

NOTE:- A candidate appointed under clause (2)(c) below shall have pay and allowances according to terms and conditions of deputation.;

(2) QUALIFICATIONS:- Appointment shall be made by-

- (a) Nomination from amongst the candidates who.-



(i) unless already in the service of the Corporation are not more than 35 years of age;

(ii) possess a degree in Arts or Commerce or Law or Engineering or Medicines of a Recognised University, and

(iii) have administrative experience of five years in officer's capacity in a local body or Government Department.

OR

(b) promotion from amongst the candidates who,-

(i) possess a degree in Arts, or Science or Commerce or Law or Engineering or Medicine of a Recognised University, and,

(ii) are working continuously for a period of not less than five years in an officer's post equal to the rank or Superintendent.

NOTE:- Persons who possess Diploma in Local Self Government or have taken training from Indian Institute of Public Administration may be given preference.

OR

(c) Obtaining a suitable officer of the Government on deputation.;

(C) MEDICAL OFFICER OF HEALTH:-

(1) PAY SCALE:- Rs. 1,000-50-1,500 plus other allowances as admissible.

NOTE:- A candidate appointed under clause (2) (c) below shall have pay scale according to terms and conditions of deputation.

(2) QUALIFICATIONS:- Appointment shall be made by-

(a) Nomination from amongst the candidates who,-

(i) unless already in the service of the Corporation are not more than 35 years of age;

(ii) possess the degree of M.B.B.S. of a Recognised University and Diploma in Public Health of an Indian or Foreign University;

Provided that if no candidate is available possessing Diploma in Public Health, appointment may be made from amongst the suitable candidates possessing a degree of M.B.B.S. of a Recognised University on the condition that the appointee will have to acquire the said Diploma within a period of two years from the date of his appointment or coming into force of these Rules whichever is later, If he fails to do so he shall be liable to be dis-charged from service, and

(iii) have an experience of minimum five years as Medical Officer in Local Body or in Government Hospital or in reputed Hospital.



OR

- (b) promotion from amongst the candidates who,-  
(i) possess the degree of M.B.B.S. of a Recognised University and Diploma in Public Health, and  
(ii) are working in the post of Assistant Medical Officer of Health, or Medical Officer continuously for a period of not less than five years.

OR

- (c) Obtaining a suitable officer of the Government on deputation.

(D) CITY ENGINEER:-

- (1) PAY SCALE:- Rs. 1,000-50-1,500 plus other allowances as admissible.

NOTE:- A candidate appointed under clause (2)(c) below shall have pay scales according to terms and conditions of deputation.

- (2) QUALIFICATIONS:- Appointment shall be made by-

- (a) nomination from amongst the candidates who,-  
(i) unless already in the service of the Corporation are not more than 35 years of age,  
(ii) possess the degree of B.E. in Civil Engineer of a Recognised University, and  
(iii) have experience of ten years in Government or Local Body or in a reputed Engineering Concern in a post at least equivalent to the rank of Executive Engineer in Government.

OR

- (b) promotion from amongst the candidates who,-  
(i) possess the degree of B.E. in Civil Engineering of a Recognised University, and  
(ii) are working in the post of Assistant Engineer continuously for a period of not less than 10 (ten) years.

OR

- (c) Obtaining a suitable officer of the Government on deputation.

(E) MUNICIPAL SECRETARY:-

- (1) Pay scale-Rs. 600-30-750-EB-40-1,150 plus other allowances as admissible.

NOTE:- A candidate appointed under clause (2)(c) below shall have pay scales according to terms and conditions of deputation.

- (2) QUALIFICATIONS:- Appointment shall be made by-

- (a) nomination from amongst the candidates who,-  
(i) unless already in the service of the Corporation are not more than 30 years of age,  
(ii) possess the degree in Arts or Science or Commerce



or Lin Low of a Recognised University, and  
(iii) have minimum five years experience in responsible post in local body, Semi-Government or Government Department.

OR

(b) promotion from amongst the candidates who,-  
(i) possess the degree in Arts or Science or Commerce or Low of a Recognised University, and  
(ii) are working in any posts of Superintendent's cadre or equivalent posts or above for a continuous period of not less than five years.

OR

(c) Obtaining a suitable officer of the Government on deputation.

(F) MUNICIPAL CHIEF AUDITOR:-

(i) Pay scale- Rs. 680-40-1,000-EB-50-1,500 plus other allowances as admissible.

NOTE:- A candidate appointed under clause (2)(c) below shall have pay scale according to terms and conditions of deputation.

(2) QUALIFICATIONS:- Appointment shall be made by-

(a) nomination from amongst the candidates who,-  
(i) unless already in the service of the Corporation, are not more than 35 years of age.  
(ii) possess the degree in Arts or Science or Commerce

NOTE:- Arts Graduates of a Recognised University with economics and mathematics and Science Graduates with Mathematics would only be eligible. Preference will be given to the Commerce Graduates who have taken Accountancy and Auditing as Special Subject, Preference will also be given to the candidates who have passed State Accounts Service Examination (Central Government) or Maharashtra Finance Accounts Service Examination (State Government), Degree in Law will be treated as an additional qualification, and

(iii) have minimum five years experience in a responsible post as an Accountant and/or Auditor in any Government Local body or in a private reputed firm.

OR

(b) promotion from amongst the candidates who,-  
(i) Possess the degree in Arts with Mathematics or Economics or in Science with Mathematics or in Commerce.



NOTE:- Preference will be given to those who possess the degree in Commerce with Accountancy and Auditing as Special Subject and

(ii) are working in any post of Superintendent's or Accountant's cadre or above for a continuous period of not less than ten years.

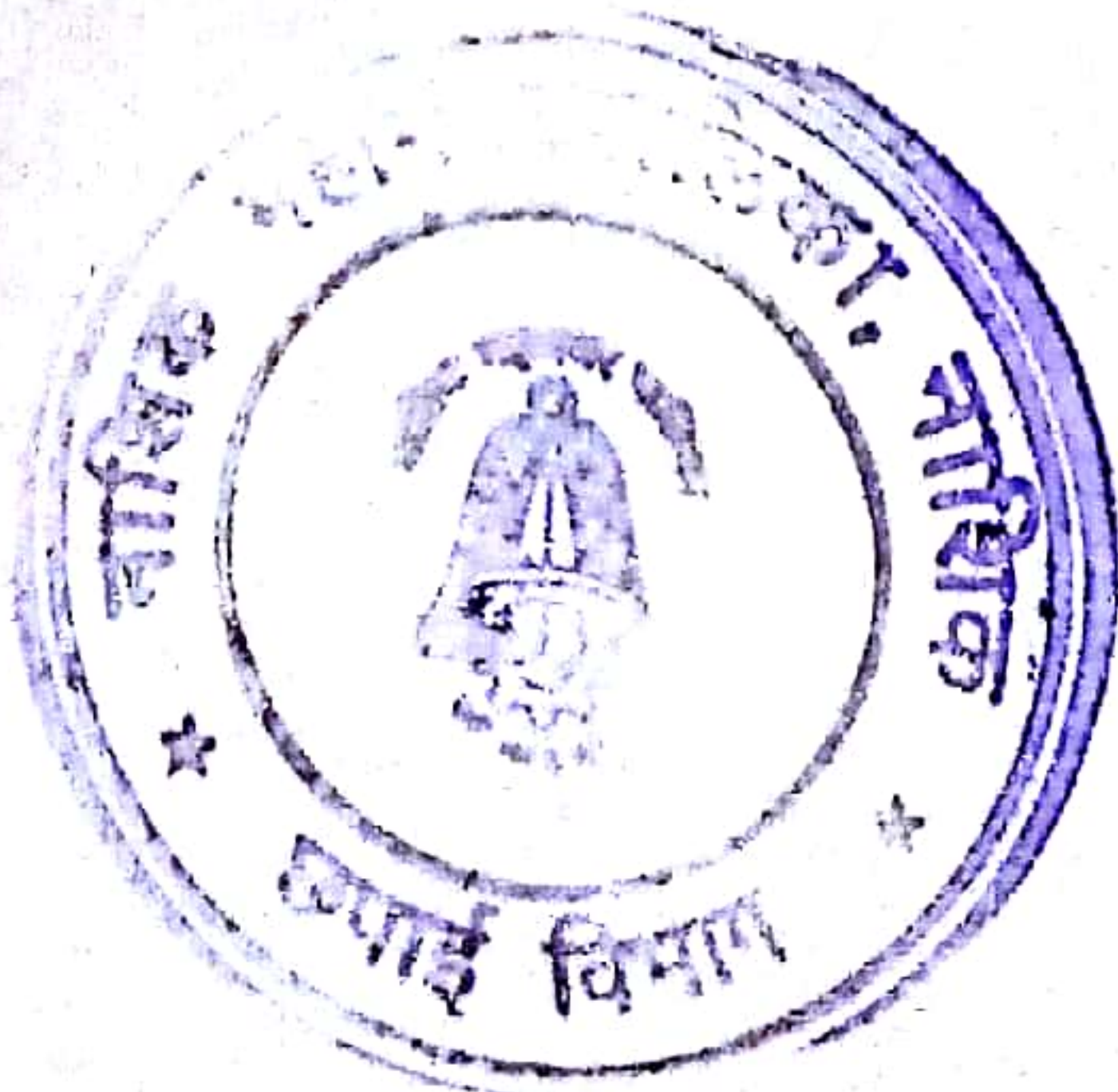
OR

(c) Obtaining a suitable officer of the Government on deputation.

4. FILLING UP ONE POST OF DEPUTY MUNICIPAL COMMISSIONER BY OBTAINING A SUITABLE OFFICER OF GOVERNMENT ON DEPUTATION BASIS:- Notwithstanding anything contained in Rule 3, at least one post of Deputy Municipal Commissioner shall be filled in by obtaining a suitable officer of Government on deputation basis.

5. RELAXATION OF THE QUALIFICATION FOR SCHEDULED CASTES/ SCHEDULED TRIBES AND OTHER CATEGORIES:- Notwithstanding anything contained in Rule 3 above, the conditions regarding experience and higher basic academic qualification is relaxable at the discretion of the Appointing Authority if at any stage of selection, the Appointing Authority finds that a sufficient number of candidates belonging to the Scheduled Castes, Scheduled Tribes, Vimukta Jatis and Nomadic Tribes, possessing the requisite experience and higher basic academic qualification, are not available to fill up the vacancies reserved.

Sd/- x x x  
Administrator,  
The Municipal Corporation of the  
City of Nashik.





## THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK

Rules regarding prescribing the mode of appointment to the posts in the Service of Corporation, under Section 454, read with Section 457(3)(b) at the Bombay Provincial Municipal Corporations Act, 1949.

### Details of Government Resolution.

Sr. No.	Corporation's Resolution No. & Date	Name of Department	Resolution No. & Date	Publication in Maharashtra Govt. Gazette		
				Part	Date	Page Nos.
1.	36, dated, 29/5/1984	Urban Development Department	NCC./2183/1100/CR-167/Ud-21, dated, 13th November, 1984.	II	29th November 1984	1866

No. NMC/By-laws/51/1984:- Rules regarding prescribed the mode of appointment to the posts in the Service of Corporation framed by the Municipal Corporation of the City of Nashik under section 454, read with section 457(3)(b) Bombay Provincial Municipal Corporations Act, 1949.

1. SHORT TITLE OF COMMENCEMENT:- (1) These rules may be called "Rules of the Municipal Corporation of the City of Nashik prescribing the mode of appointment to the posts under the Corporation".

(2) They shall come into force on the date of their final production in the Official Gazette.

2. DEFINITION:- (1) In these rules, unless there be anything repugnant in the subject or context,-

(a) "Act" means the Bombay Provincial Municipal Corporation Act, 1949, as amended from time to time;

(b) "Posts" means the posts under the Corporation other than those specified in clause (a) of sub-section (3) of section 457 of the Act and those which are purely of temporary nature specified in sub-section (2) of section 54 of the Act;



(c) "Regulations" means the Regulations framed under clause (1)(a) of section 465 of the Act for prescribing qualifications;

(d) "Schedule" means Schedule attached to Regulations framed under section 465(1)(a) of Bombay Provincial Municipal Corporations Act, 1949, for prescribing the qualifications required for appointments to the posts in Municipal Service other than those specified in sub-clause (a) of clause (3) of section 457;

(e) "Section" means section of the Act.

(2) Words and expressions used in these rules but not defined hereinbefore shall have the same meaning as are assigned to them in the Act.

3. APPOINTMENT BY NOMINATION:- (1) When an appointment to a posts is to be made by nomination, as prescribed in the Regulations, names of the suitable candidates shall be called for from the Local Employment Exchange Office and notice calling for applications shall be published on the notice board of the Corporation.

(2) In addition, names for the reserved posts for Scheduled castes and Scheduled tribes shall be called for from various Associations and Organisations according to the instructions from Government in this behalf from time to time.

(3) If the appointing authority considers it necessary, applications may also be invited by publishing an advertisement in the newspapers. The period for tendering applications in such case shall not be less than thirty days from the date of publication of such advertisement.

4. SELECTION:- The selection from amongst the candidates shall be made by the Staff Selection committee constituted from time to time under sub-section (1) of section 54 of the Act and in the manner prescribed in the rule framed under sub-section (2) of section 54 of the Act.

5. PROBATION:- The appointment of candidates selected by Staff Selection Committee shall be made by the Competent authority initially on probation for a period of not less than six months.

6. PERMANENCY:- (1) On the completion of the period of probation, the appointing authority will take a review of the work of probationer and if found satisfactory may confirm the appointment.

(2) If the work of the probationer is found unsatisfactory, the competent authority may either extend the probation period



by six months more or terminate the appointment on the expiry of the probation period.

(3) If during the extended period of probation the competent authority finds that the work of the appointee is not satisfactory, the appointment shall be terminated on the expiry of the probation period so extended, and if satisfied with the work, the appointment may be confirmed on the expiry of such extended period.

7. RESERVATION FOR SCHEDULED CASTS, SCHEDULED TRIBES AND OTHER CATEGORIES:- Reservation of the posts for scheduled Casts, Scheduled Tribes and other Categories shall be observed according to the advice and instructions from the State Government in this behalf from time to time;

Provided that if no suitable candidates are available from the class for which reservation is fixed, the vacancy shall be kept unfilled and carried forward upto a period of five years till it is filled in by members of the particular section for which it is reserved.

8. GENERAL DISQUALIFICATION:- (1) No person who has been sentenced by a Criminal Court for an offence punishable with an imprisonment for a term exceeding six months and such sentence is not set aside or reserved in appeal or revision, be eligible for the appointment in the service of the Corporation.

(2) Any Officer or servant of the Corporation who has been sentenced by a Criminal Court for an offence punishable with imprisonment for a term exceeding six months, if such sentence is not set aside or reserved in appeal or revision and if such officer or servant had not been dismissed, cease to be a servant of the Corporation and shall not be eligible for reemployment in the service of the Corporation.

(3) A person dismissed from the service of the Government or from the service of a local body shall not be eligible for the appointment in the services of the Corporation.

Sd/- x x x  
Administrator,  
The Municipal Corporation of the  
City of Nashik.



# THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK

Rules regarding prescribing the procedure to be followed by the Staff Selection Committee, under sections 54(2), 454 read with section 457(3)(b) of the Bombay Provincial Municipal Corporation Act, 1949.

## Details of Government Resolution.

Sr. No.	Corporation's Resolution No. & Date	Name of Department	Resolution No. & Date	Publication in Maharashtra Govt. Gazette		
				Part	Date	Page Nos.
1.	35, dated 29/5/1984	Urban Development Department	NCC. 2183/1067/CR-158 -UD-21, dated-27th, November, 1984.	II	13th December 1984	1966 and 1967

No. NMC/By-laws/50/1984:- Rules regarding prescribing the procedure to be followed by the staff Selection Committee framed by the Municipal Corporation of the City of Nashik under Section 54(2), 454 read with section 457 (3)(b) of the Bombay Provincial Municipal Corporations Act, 1949.

1. SHORT TITLE AND COMMENCEMENT:- (1) These Rules may be called "the Municipal Corporation of the City of Nashik Staff Selection Committee (Procedure) Rules".

(2) They shall come into force from the date of their final publication in the Official Gazette.

2. DEFINITION:- (1) In these rules, unless there be anything repugnant in the subject or context,-

(a) "Act" means the Bombay Provincial Municipal Corporations Act, 1949;

(b) "Posts" means in the Corporation other than those specified in clause (a) of sub-section (3) of section 457 of the Act and those which are purely of temporary nature as specified in sub-section (2) of section 54 of the Act;

(c) "Regulations" means the Regulations framed under clause (a) of sub-section(1) of section 456 of the Act;



- (d) "Section" means the section of the Act;
- (e) "Selection Committee" means Staff Selection Committee Constituted under sub-section (1) of section 54 of the Act;
- (f) "Member" means the member of the Staff Selection Committee;

(2) Words and expressions used in these rules and not defined hereinbefore shall have the same meaning as are assigned to them in the Act.

3. APPOINTMENT BY NOMINATION:- When an appointment to any of the posts is to be made by nomination as prescribed in Regulations, the list of nominations received from the Employment Exchange Office or in response to advertisement or in other prescribed manner shall be referred to the Selection Committee by the Commissioner or by any other officer authorised by him in this behalf. At the same time, the details regarding number of posts to be appointed, the nature of their duties and qualifications necessary for them shall be furnished to the Selection Committee.

4. METHOD OF SELECTIONS:- (1) The selection Committee shall scrutinize all the nominations or applications or both, as the case may be, received by it, and-

(a) where qualifying written examination for the appointment is prescribed under the Regulations, hold such examination for the candidates who possess the prescribed qualifications and are **prima-facie** eligible and interview such of the candidates as may qualify in the written examination according to the standard laid down in such regulations, and forward to the appointing authority meritwise list of the candidates eligible for appointment and directions, if any, regarding the appointment;

(b) where no qualifying examination is prescribed, interview such of the candidates as are eligible for the appointments;

(2) Where the Selection Committee holds the qualifying written examination under clause (1)(a), the candidates who secures less than 35 per cent. of the total number of marks assigned to each of the papers in such examination shall not be considered eligible for appointment.



5. INTERVIEWS:- (1) The suitability of the candidates called for interviews shall be assessed by the Selection Committee having regard to following factors namely:-

- (a) Personality;
- (b) Extra Curricular activity;
- (c) Extra Education qualifications;
- (d) Previous experience;
- (e) General knowledge.

(2) The total number of marks for the interview shall be 100. The assignments of marks for each of the factors mentioned in clauses (a) to (e) in sub-rule (1) shall be as such, as may be decided by the Selection Committee having regard to the educational and other qualifications prescribed for the posts and the nature of duties and responsibilities attached to the posts.

(3) The marks obtained by the candidate in the interview shall be the average of the marks assigned to him by each of the member.

6. APPOINTMENT BY PROMOTION:- (1) When an appointment is to be made by promotion as prescribed in the Regulations from amongst the candidates already in the service of Corporation, the Commissioner or a Municipal Officer authorised by him in this behalf, shall-

(a) subject to Regulations framed by the Corporation for qualifying written examination, prepare and forward to the Selection Committee a preliminary list of selected persons, who in his opinion, are fit for promotion to the next higher cadre or grade of officers or servants on the basis of seniority and merit;

(b) indicate the details of vacancies existing or likely to exist, and

(c) furnish a complete list of persons who in his opinion are eligible to be considered for promotion and those who are considered unfit for such promotion together with full particulars, of service including educational qualifications and other qualifications, and up-to-date confidential record of all such persons starting therein inclusion in the select list or their omission from such list, as the case may be.



(2) The Selection Committee shall,-

(a) examine the proposal submitted by the Commissioner or the officer authorised by him in this behalf,

(b) consider the claims of all the candidates in the light of their record of service and recommendations of the Commissioner or the officer authorised by him in this behalf,

(c) select the suitable candidate for the appointment and convey its selection to the appointing alongwith any directions it has to give.

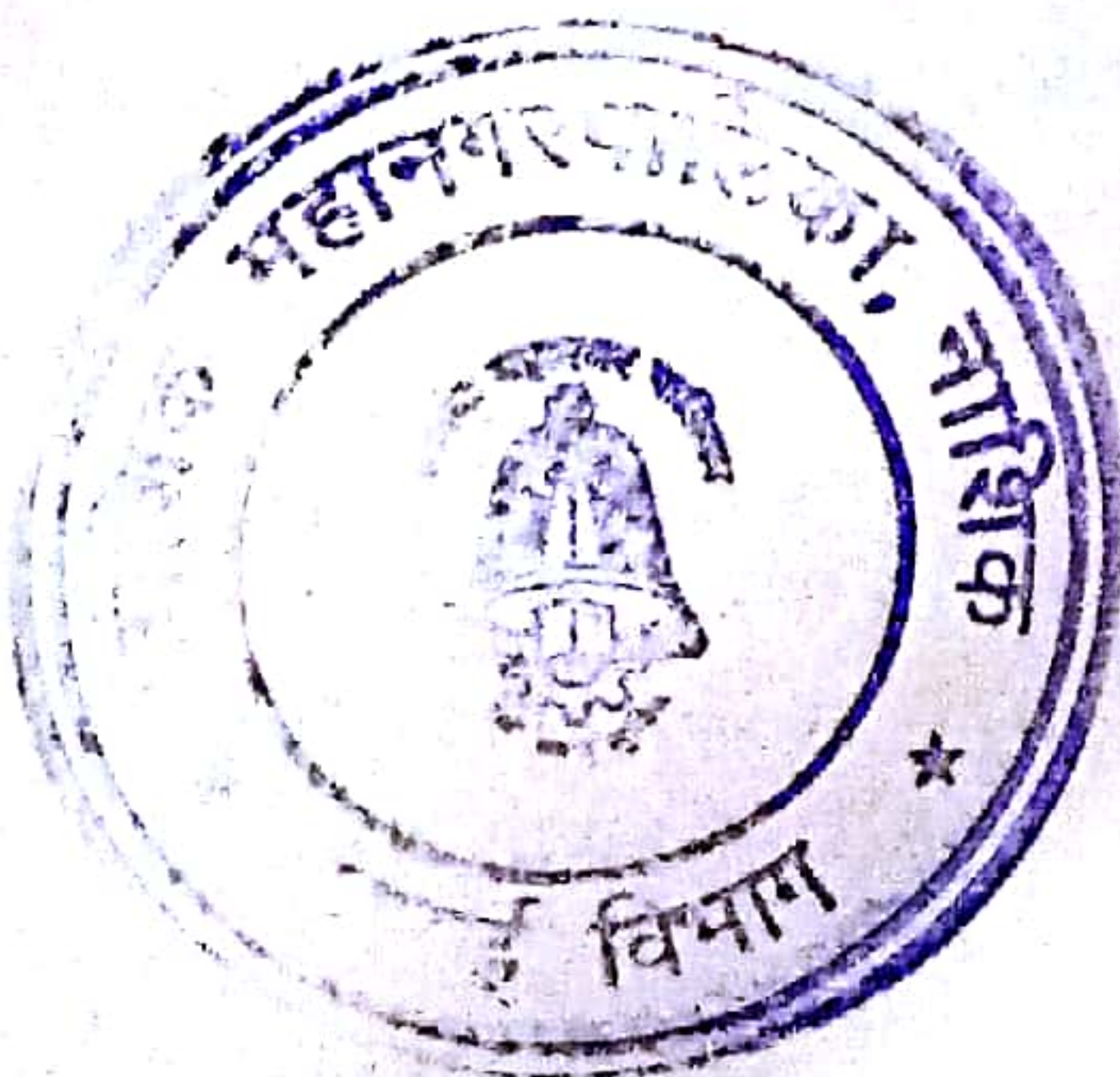
(3) The Selection Committee may, for the purpose of selection of the candidate, call for such record or additional information in respect of such persons as it thinks necessary, and it shall be the duty of the officer concerned to furnish the same without delay.

7. CONDUCT OF BUSINESS IN MEETING:- (1) Subject to the provisions of these rules, every issue in a meeting of Selection Committee shall be determined by majority of the votes of the members present and voting on the question and in case of an equal number of votes, the chairman shall have a second or casting vote;

(2) The Commissioner or the officer authorised by him in this behalf shall be the Chairman of the Committee;

(3) The Labour Officer of the Corporation shall be the Secretary to the Committee and shall be responsible for maintaining and recording the proceedings of the Committee;

(4) Quorum for the meeting shall be of three members inclusive of Chairman.



Sd/- x x x  
Administrator,  
The Municipal Corporation of the  
City of Nashik.



## THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK

Rules prescribing the procedure for reservation of posts for Ex-servicemen in the Municipal Corporation of the city of Nashik prescribing the procedure for reservation of posts for Nashik framed under section 454 read with section 457(3)(b) of Bombay Provincial Municipal Corporations Act 1949.

Sr. No.	Corporation's Resolution No. & Date	Name of Department	Resolution No. & Date	Publication in Maharashtra Govt. Gazette		
				Part	Date	Page Nos.
1.	86, dated 21/6/1985	Urban Development Department	NCC.2185/314/CR-39/UD-21. dated-24th, April, 1986.	II	22nd, May 1986	590 and 541

No. NMC/By-laws/30/1985:- Rules prescribing the procedure for reservation of posts for Ex-servicemen in the Municipal Corporation of the City of Nashik framed under section 454 read with section 457(3)(b) of Bombay Provincial Municipal Corporations Act, 1949.

1. SHORT TITLE AND COMMENCEMENT:- (1) These rules may be called "Rules of the Municipal Corporation of the City of Nashik prescribing the procedure for reservation of posts for Ex-servicemen in the Municipal Corporation."

(2) They shall come into force on the date of their final publication in the official Gazette.

2. DEFINITION:- (1) In these Rules, unless there be anything repugnant in the subject or context-

(a) "Act" means the Bombay Provincial Municipal Corporation Act, 1949;

(b) "Appointing Authority" with reference to any employees, means the authority having the power to appoint such employees;

(c) "Ex-servicemen" means a person who has served in any rank (Whether combatant or non-combatant) in the Armed Forces of the Union for a continuous period of not less than six months; and



(i) has been released, otherwise than by way of dismissal, discharge on account of misconduct or inefficiency, or has been transferred to the reserve pending such release; or

(ii) has to serve for not more than six months for completing the period of service requisite for becoming entitled to be released or transferred to the reserve as aforesaid;

(d) "Posts" means the posts under the Corporation other than those specified in clause (a) of sub-section (3) of section 457 of the Act and those which are purely of temporary nature as specified in sub-section (2) of section 54 of the Act;

(e) "Regulations" means the Regulations framed under clause (1)(a) of section 465 of the Act for prescribing qualifications;

(f) "Schedule" means Schedule attached to Regulations framed under section 465(1)(a) of Bombay Provincial Municipal Corporations Act, 1949, for prescribing the qualifications required for appointments to the posts in Municipal Service other than those specified in sub-clause (a) of clause (3) of section 457;

(g) "Section" means section of the Act;

(h) "A Municipal service" means an indented group of posts of Municipal Officers and or Servants created by the Municipal Corporation and borne on its establishment;

(i) "Cadre" means the strength of a Municipal service or a part thereof sanctioned as a separate unit.

(2) Words and expressions used in these rules but not defined hereinbefore shall have the same meanings as are assigned to them in the Act.

3. FILLING VACANCIES IN MUNICIPAL SERVICES:- The Municipal Corporation shall fill in the vacancies in the Municipal services from amongst persons belonging to the Ex-servicemen in the manner provided in rule 4.

4. RESERVATION OF POSTS FOR EX-SERVICEMEN IN MUNICIPAL SERVICES

(1) Subject to such instructions as the State Government may from time to time issue whenever any posts in any Municipal Service are to be filled in by nomination, fifteen per cent. of the vacancies shall be reserved for the persons belonging to the Ex-servicemen.

EXPLANATION:- In calculating the number of vacancies to be reser-



ved for Ex-servicemen, vacancies in municipal services during any year should be taken into account.

(2) Where the posts reserved for Ex-servicemen cannot be filled for want of duly qualified or disabled Ex-servicemen during the year, than these posts shall be kept vacant and carried forward for one year.

(3) Where cadres in Municipal Services are small the vacancy case shall be allowed to be clubbed together for determining the fifteen per cent reservation.

(4) While sending requisitions to the Employment Exchange or in all advertisements, as the case may be, the number of vacancies reserved for Ex-servicemen on the basis of the prescribed percentage shall be specifically indicated in the requisitions.

5. RELEASE OF VACANT RESERVED VACANCIES:- (1) The vacancies reserved for Ex-servicemen in respect of Municipal Services shall not be released to any general candidates unless the appointing authority has-

(a) obtained a certificate regarding "Non-availability" of Ex-servicemen from the Employment Exchange Zill Sainik Board, depending upon the nature of the job; and

(b) recorded a certificate that such a "Non-availability" certificate has been obtained.

(2) Vacancies reserved for Ex-servicemen shall not be released for being filled up by general candidates except with the approval of the appointing authority.

6. RELAXATION OF AGE LIMIT:- An Ex-servicemen who has put in not less than six months continuous service in the Armed Forces shall be allowed to deduct from his age, the length of continuous service in the Armed Forces upto the date of release from the respective service plus three years in regard to the age limit prescribed for such appointment to various posts and services in Municipal Service. In the case of disable Ex-servicemen, the age limit may be relaxed upto 45 years.

7. RELAXATION OF EDUCATIONAL QUALIFICATIONS:- (1) An Ex-serviceman who has put in not less than 3 years service in the Armed Forces shall be exempted from satisfying the minimum educational qualification, for appointment to any reserved vacancy in such



of the Municipal Services as require a minimum qualification of less than S.S.C. prescribed under the relevant schedule.

(2) Where the passing of recognised degree of the University is prescribed in the Schedule under the relevant regulations for the concerned Municipal service and if sufficient number of Ex-servicemen are not available to fill up the Appointing Authority may relax the minimum educational qualifications, in favour of such Ex-servicemen, who have put in at least three years service in Armed Forces and are otherwise fit and suitable for appointment to such posts in view of their experience and other qualifications:

Provided that for the posts of clerks and typists the minimum qualification held by them is not less than S.S.C. or equivalent recognised qualification.

EXPLANATION:- In computing the period of 3 years referred to in sub-rules(1) and (2), service in a corresponding post in the civil service or a Public Undertaking, or an Autonomous Organisation whether under Central or State Government or in a Nationalised bank shall be added to the period of service in the Armed Forces.

(3) When any reserved vacancy in Municipal Service, to be filled in partly by nomination and partly by promotion or transfer and where the minimum educational or technical qualifications for such appointment by nomination is higher than that prescribed for promotees or transferees, in such cases an Ex-serviceman shall be deemed to satisfy the prescribed educational or technical qualifications, if he-

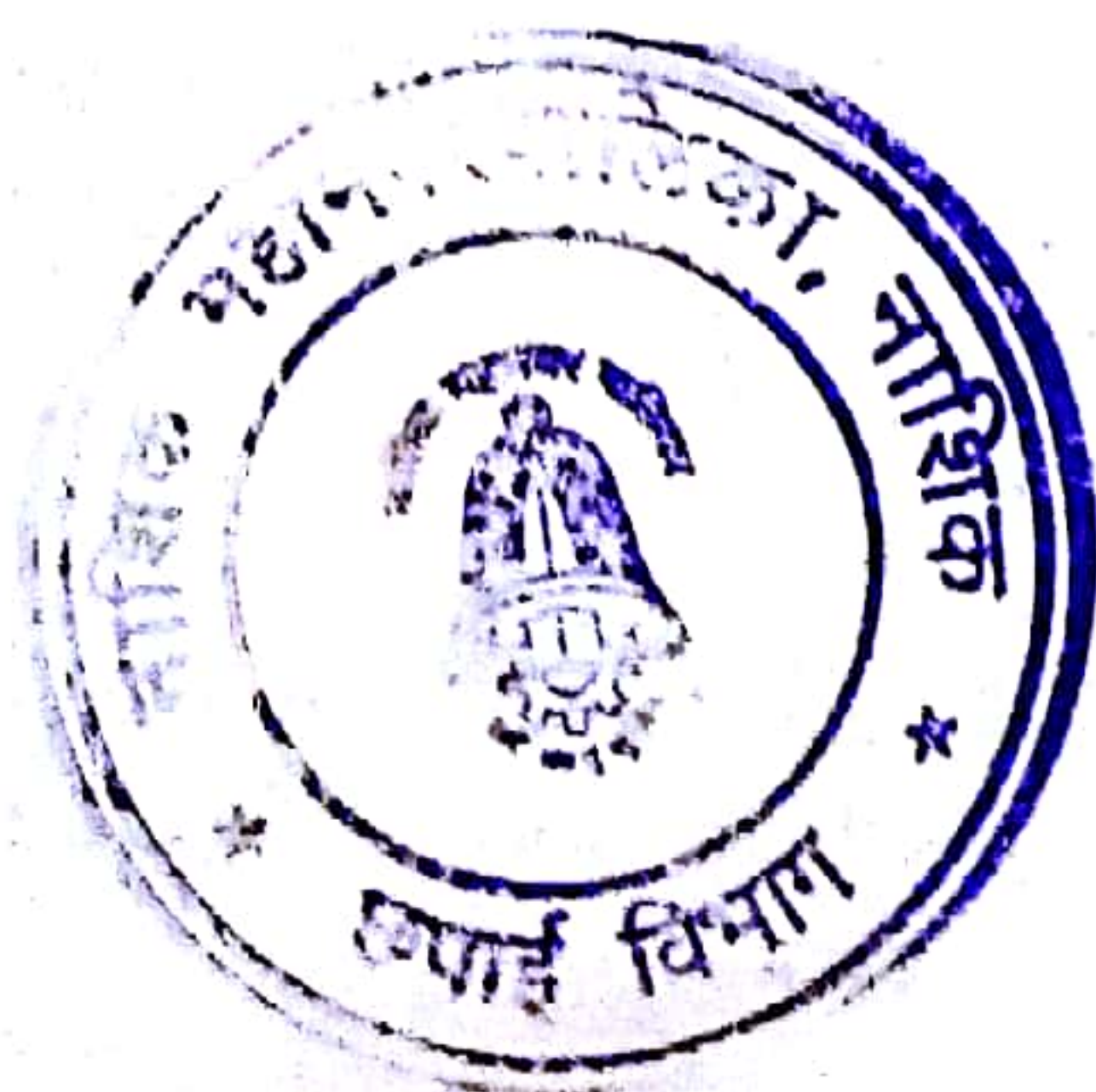
(a) satisfies the educational or technical qualifications prescribed for recruitment by nomination to the lower post from which promotion or transfer to the post in question is allowed; and

(b) has an indential experience of work in the Armed Forces of the Union, in a similar capacity and for the same number of years, as prescribed for promotees or transferees.



8. SUPERSESSION OF THE EXISTING RULES OR BY-LAWS:- On the date of commencement of these rules, the rules or by-laws, if any, on the subject, corresponding to these rules, in force in the area of the Corporation, shall stand superseded.

Sd/- x x x  
Administrator,  
The Municipal Corporation of the  
City of Nashik.





## THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK

Rules regarding recruitment and conditions of service of the Honorary Medical Officer under Section 457(3)(b) and (17) of the Bombay Provincial Municipal Corporations Act, 1949.

### Details of Government Resolution.

Sr. No.	Corporation's Resolution No. & Date	Name of Department	Resolution No & Date	Publication in Maharashtra Govt. Gazette		
				Part	Date	Page Nos.
1.	No. 216, 12/12/1985	Urban Development Department	NCC. 2185/ 1973/CR-299/ UD-21, dated-24th April, 1986	II	19/6/86	683 & 684

No. NMC/By-laws/50/1985:- Rules regarding recruitment and conditions of service of the Honorary Medical Officer framed by the Municipal Corporation of the City of Nashik under Section 457(3)(b) and (17) of the Bombay Provincial Municipal Corporations Act, 1949.

1. SHORT TITLE AND COMMENCEMENT:- (1) These rules may be called "the Municipal Corporation of the City of Nashik Honorary Medical Officers (Recruitment and Conditions of Service) Rules, 1985".

(2) They shall come into force from the date of their final publication in the Official Gazette.

2. DEFINITIONS:- (1) In these rules, unless there be anything repugnant in the subject or context-

(a) "Act" means the Bombay Provincial Municipal Corporations Act, 1949;

(b) "Honorary Consultant" means a medical officer appointed under these rules as "Honorary Consultant";

(c) "Honorary Medical Officer" means a Medical Officer appointed under these rules as Honorary Physician, Surgeon,



Anasthatist or such other person specialized in any branch of Medical Science;

(d) "Medical Officer of Health" means Medical Officer of Health appointed under Section 45 of the Act;

(e) "Medical Unit" means any section of Medical Department in the Corporation and shall include mobile Dispensary;

(f) "Municipal Commissioner" means Municipal Commissioner appointed under Section 36 of the Act;

(g) "Section" means Section of the Act;

(h) "Municipal Hospital" means any hospital managed, controlled and supervised by the Corporation.

(2) Words or expressions used in these Rules, but not defined, shall have the meanings, respectively, assigned to them in the Act.

3. APPOINTMENT OF HONORARY MEDICAL OFFICERS:- Appointment to the post of Honorary Medical Officer shall be made by the Corporation by nomination.

4. QUALIFICATIONS:- A person shall not be qualified for appointment as Honorary Medical Officer-

(1) In any Municipal Allopathic Hospital, unless he holds a post-graduate degree or diploma in the respective subject, being a medical qualification included in any of the schedules to the Indian Medical Council Act, 1956 and which is recognised under that Act.

(2) In any Ayurvedic or Homeopathic Municipal Hospital, unless he possesses qualifications recognised by the State Government for appointment to the posts of Honorary Medical Officer, preferably having Post-graduate qualification.

(3) Unless he is a registered practitioner within the meaning of the Maharashtra Medical Council Act, 1965 or the Maharashtra Medical Practitioners Act, 1961 or the Bombay Homeopathic and Bio-chemic Practitioners Act, 1959, as the case may be, and does not, at the time of his application, hold any honorary post, part-time or full time, at any other institution at hours and date which would conflict with the hours and dates of duties of the post for which he may be selected.

(4) Unless he is a registered practitioner as stated in clause (3) above and he does not hold more than one appointment, honorary or otherwise, in any Government non-Government Hospital or College.



5. PREPARATION AND MAINTENANCE OF WAITING LISTS:- (1) On the basis of estimation of vacancies likely to arise and as recommended by the Municipal Commissioner from time to time, the Corporation may cause to be prepared and maintained a waiting list of suitable persons to be nominated as Honorary Medical Officers.

(2) Such waiting list shall be prepared in the order of seniority according to the ranking secured by the candidates as the time of selection.

(3) All vacancies, whether permanent or casual, shall be filled in strictly in accordance with the waiting list.

(4) Any offer for appointment made according to waiting list, if refused, shall render the candidate liable for his name being struck off from the waiting list.

(5) Such waiting list shall remain in force for a period of three years. For every subsequent period of three years, fresh waiting lists shall be prepared and maintained by a fresh selection of the candidates.

6. NUMBER OF HONORARY MEDICAL OFFICERS IN AN INDIVIDUAL HOSPITAL:- On the recommendations made by the Municipal Commissioner from time to time, the Corporation may fix the number of posts of Honorary Medical Officer which may be attached to an individual Municipal Hospital, having regard to the availability or otherwise of full-time Medical Officers in a particular dispensary at such Hospital. Whenever a full-time Medical Officer in a particular Dispensary is appointed, the Corporation may abolish the post of Honorary Medical Officer for that Dispensary attached to the Municipal Hospital concerned and discontinue the appointment of Honorary Medical Officer appointed to that post by giving him three months notice.

7. AGE LIMIT:- The appointment of Honorary Medical Officer shall not be subject to any age limit, except that no Honorary Medical Officer shall be appointed or continued in office after he attains the age of fifty eight years.

8. MEDICAL EXAMINATION:- Every Honorary Medical Officer shall be required to produce the necessary physical fitness certificate as may be required by the Municipal Corporation.

9. TENURE OF OFFICE:- (1) The tenure of office of every Honorary Medical Officer shall be three years in the first instance, after completing the probationary period of one year to the satisfaction of the Corporation.



(2) Subject to the provisions of the last preceding rule, the Corporation may, after consulting such authorities including the Municipal Commissioner, as it deems necessary from time to time, renew the appointment of any Honorary Medical Officer for a further term of three years.

(3) The appointment of all Honorary Medical Officers shall be at the pleasure of the Corporation. Any such appointment shall be liable to be terminated by the Corporation after holding such enquiry as it deems fit. Before any such order is made against any Honorary Medical Officer, a notice of three months shall be given to him.

(4) Any Honorary Medical Officer may, by giving notice of three months in writing resign his office, but he shall stand relieved of the post only from the date of acceptance of the resignation by the Corporation.

10. HONORARIUM:- Every Honorary Medical Officer attached to a Municipal Hospital shall be paid an honorarium of Rs. 200 p.m.;

Provided that the Corporation may appoint Honorary Medical Officer without payment of any honorarium.

11. HOURS OF ATTENDANCE:- (1) The hours of attendance of every Honorary Medical Officer shall be such as may be fixed by the Medical Superintendent or such other officer in charge of the hospital who shall draw up a time-table. Such time-table shall be drawn up in advance at the beginning of the term of the Honorary Medical Officer and shall hold good for his entire term.

(2) The time-table so drawn up shall be duly notified on the notice board of the Hospital.

(3) The Honorary Medical Officer shall be available for duty according to the time-table and any unauthorised departure from the time-table so fixed, shall be treated as absence without leave and will render the Honorary Medical Officer liable for disciplinary action under these rules.

(4) Any Honorary Medical Officer aggrieved by any time-table so drawn up by the Medical Superintendent or such other officer in charge of Hospital may prefer an appeal in writing to the Municipal Commissioner within seven days from the date on which the time-table is first notified and the decision of the Municipal Commissioner in that behalf shall be final.



12. WEEKLY OFF DAY:- In addition so Sunday, every Honorary Medical Officer shall be entitled to have a day off in every week. Such day shall be so indicated in the time-table to be drawn up by the Medical Superintendent under the last preceding rule.

13. LEAVE TO HONORARY MEDICAL OFFICER:- (1) Every Honorary Medical Officer shall be entitled to privilege leave for fourteen days every year and special casual leave not exceeding fourteen days in a year for the purpose of studies or for attending any conference. He shall also be entitled to twelve days casual leave in a year, and that such casual leave shall not be granted for more than three days at a time.

(2) (a) Any leave under sub-rule (1) for attending conferences in India shall be granted by the Medical Superintendent with the prior approval of the Municipal Commissioner.

(b) Any other leave under sub-rule (1) shall be granted by the Deputy Commissioner (Administration).

(c) All leave granted under sub-rule (1) shall be with Honorarium.

(3) The Municipal Commissioner may grant special leave to any Honorary Medical Officer upto a period of six months without any honorarium:

Provided such leave does not exceed beyond the expiration of the tenure of the office of the Honorary Medical Officer and the Honorary Medical Officer has completed three years service.

(4) In cases not falling under sub-rule (3), the leave shall be granted by the Municipal Commissioner, with the approval of the Standing Committee.

(5) Ordinarily, in the case of Honorary Medical Officer, who has not completed three years of service, his request for leave under sub-rule (3) or (4) shall not be considered by the Municipal Commissioner or the Standing Committee, unless there are special reasons which shall be recorded in writing.

(6) Any unauthorised absence other than casual leave shall render the Honorary Medical Officer liable for disciplinary action.

14. APPOINTMENTS IN LEAVE VACANCIES:- Appointments in leave vacancies of Honorary Medical Officer shall be made by the Municipal Commissioner from the persons in waiting list prepared under rule 5. In cases where there is no person available on the waiting list, the appointment in leave vacancy for a period exceeding six months shall be made by the Corporation



by nomination.

15. CASUAL ABSENCE:- In case any Honorary Medical Officer is unable for any reason to attend the Municipal Hospital any time for the performance of his duties, he shall inform the Medical Superintendent or such other officer in charge of such Hospital in advance to that effect.

16. DUTIES:- In addition to the clinical duty at the Hospital, every Honorary Medical Officer shall perform such other duties as may be assigned to him by the Municipal Commissioner.

17. DISCIPLINARY ACTION:- Subject to the provisions of these rules, the rules of the Corporation regarding municipal service, conduct, Discipline and appeal rules and the rules and orders issued by the Corporation for maintaining confidential records, from time to time, shall mutatis mutandis apply to the Honorary Medical Officers, as they apply in relation to class I Municipal Officers.

18. CONTROL:- All Honorary Medical Officers shall observe the rules of the Municipal Hospital in which they are working and shall be subject to administrative control of the Head of such Hospital.

19. UNDERTAKING:- Every Honorary Medical Officer shall execute an undertaking in writing in the form appended to these rules within three months from the date of commencement of these rules if he is already in service. On failure to execute such undertaking, he shall be deemed to have automatically relinquished the charge of the post held by him on the expiry of period of three months. A person appointed as Honorary Medical Officer after the date of commencement of these rules shall execute such undertaking before he joins his appointment.

20. HONORARY CONSULTANTS:- (1) The Corporation may, from time to time, appoint a person in recognition of his meritorious services in any fields of medicines as an Honorary consultant to any department of a Municipal Hospital.

(2) No person shall be so appointed who is less than 50 years of age and has a standing of less than 25 years in his speciality. Such appointment of Honorary Consultant shall be for life.

(3) Every Honorary Consultant shall be available for consultation at the specific request of the Medical Superin-



tendent or such other officer in charge of the Hospital and shall have free access to the Library and Laboratory.

21. SUPERSESION OF THE EXISTING RULES OR BY-LAWS:- On the date of commencement of these rules, the rules or by-laws, if any, on the subject, corresponding to these rules, in force in the area of the Corporation, shall stand superseded.

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### FORM OF UNDERTAKING

(See rule 19)

I, the undersigned Dr. ....  
Honorary.....at the.....  
Hospital.....hereby declare that I  
have read the Honorary Medical Officers (Recruitment and Condi-  
tions of Service, Conduct and Appeal) Rules, 1985 of the Corpo-  
ration and I undertake to abide by the said rules.

Date:

Signature

Place:

Sd/- x x x  
Administrator,  
The Municipal Corporation of the  
City of Nashik.

- \* \* \* -



THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK

**ANNEXURE I**

(Please See Regulation 5)

Application form for the grant of advance to Municipal Servants  
for building, etc. of Houses.

1. (a) Name (in block letters)  
(b) Designation.  
(c) Scale of Pay.  
(d) Present Pay (excluding allowances  
but including dearness pay, if any).
2. (a) Department or Office in which employed.  
(b) Administrative Department.  
(c) Station where posted.
3. Please State:

Whether you are a permanent Municipal Corporation servant and the length of service rendered under the corporation	(a) Your permanent post if any, and the name of the office & Department concerned, (b) Do you hold a permanent appointment.	Date of birth and age next birthday.	Date on which you will attain the age of superannuation	Is your wife, husband a Corporation servant? If so, give her/his name, designation, etc.

4. Do you/does your wife/husband/minor child already own a house?  
(See Rule 5(c)) If so, please state:

Station where it is situated with exact address. 1	Floor Area in Sq. Mtrs. 2	Its Approx Valuation Rupees. 3	Reasons for desiring to own another house, or enlarging living accommodation in an existing house, as the case may be. 4

...2



5. (a) Do you require the advance for building a new House?  
If so, please indicate :

Approx. floor area of the house proposed to be constructed. (in Sq. Mtrs.) 1.	Estimated Cost			Amount of ad- vance required. 5.	No. of yrs. in which the advance with interest is proposed to be repaid. 6.
	Cost of Land. 2.	Cost of Building 3.	Total. 4.		

NOTE:- Entries in coloumns 2-3 will have to be supported by specifications, estimates (in enclosed form) and plan at the appropriate stage.

- (b) Whether you are already in possession of the land?  
If so, please state :-

Name of the City or town where it is located.	Whether you wish to settle there after retirement.	Area of Plot (in Sq. Mtrs.)	Name of the Municipal or other local authority (if any) in whose Jurisdiction it is located.

(c) If no plot of land is already in your possession, how, when and where do you propose to acquire one? State the approximate plot area (in Square Meters) proposed to be acquired and enclose an attested true copy of a letter from the seller of the Plot that subject to the settlement and payment of the price, he can hand over to the applicant, the vacant possession of a clearly demarcated developed plot of land within a period of two months from the date of the letter.



6. Do you require the advance for enlarging living accommodation in an existing house.  
If so, please state:

No. of rooms in the house (excluding lavatory, bathroom & Kitchen).	Total floor area of the rooms in Sq. Mtrs.	If an additional storey is proposed to be added is the foundation strong enough?	Particulars of addition desired No. of Floor Area/ rooms (in esti- mated Sq. mtr .) Cost	Amt. of Advance desired.	No. of years in which the advance with interest proposed to be repaid.

NOTE:- (i) A plan of the house should accompany the application.

(ii) The house should be insured against damage by fire, flood lighting, riots and civil commotion and the latest premium receipt should also be attached.

...4



7. Do you require the advance for purchasing a ready-made House?

(a) (i) If so, and in case, you already have a house in view, please state:-

Exact location of the House	Floor area of the house (in Sq. Mtrs.)	Plinth area of the house (in Sq. Mtrs.)	Approx. age of the house.	Mupl. valuation of the house	Name & address of the owner.	Approx. price expected to be paid.	Amount of advance required	No. of years in which the advance with interest is proposed to be paid.
1.	2.	3.	4.	5.	6.	7.	8.	9.

(ii) Have you satisfied yourself that the transaction would result in your acquiring an undisputable title to the house.

NOTE:- A plan of the house should accompany the application.

(b) If you do not already have a house in view, how, when and where do you propose to acquire one? Indicate:

The approx. amount upto which you will be prepared to buy a house	The approx. amt. of advance required	No. of years in which the advance with interest is proposed to be repaid.

NOTE:- Details specified against item 7(a) above should be furnished in this case also as soon as possible and in any case before the full amount of the advance can be drawn.



8. Is the land on which the house stands, or is proposed to be constructed, freehold or lease-hold, If lease hold. State :-

The term of the lease.	How much of the term has already expired	Whether conditions of the lease permit the land being mortgaged to Corpn.	Premium paid for the plot	Annual rental of the plot.
1.	2.	3.	4.	5.

NOTE:- A copy of the lease/sale deed should accompany the application.

9. (a) Is your title to land/house undisputed and free from encumbrances?  
 (b) Can you produce, if required, original documents (sale or lease deed) in support of your title; If not, state reasons therefor indicating what other documentary proof, if any, can you furnish in support of your claim?  
 (See items 5(b), and 6 above)  
 (c) Does the locality in which the plot of land/house is situated, possess essential services like roads, water supply, drainage, sewerage, street lighting, etc?  
 (Please furnish a site plan with complete address)
10. (a) Are you a member of Co-operative Housing Society? If so, state-  
 (i) Name of the Society.  
 (ii) Place and District of Registration.  
 (iii) No. and date of Registration.  
 (iv) No of members.  
 (v) Whether the Society has already purchased or taken on long lease the land and if so the details of the land.  
 (b) (i) Do you intend to construct the house referred to at 5 above on the land leased by the Co-operative Society?  
 (ii) In the event of the loan applied for being sanctioned will the Society execute a surety bond in Form F as prescribed in Regulation 16?  
 (c) (i) Do you want the loan for investing in the shares



or debentures of the Society and get the house constructed by the Society?

- (ii) Do you or does the Society intend to secure or his secured loans from other sources by mortgaging house in question?
  - (iii) In the event of the loan applied for being sanctioned will the Society execute a security Bond in Form H or a guarantee bond as in Form H-1, H-2, H-3 or H-4 as the case may be as prescribed in Rule 16?
11. In case you happen to be due to retire from service within sixteen years of the date of this application and are eligible for the grant of a gratuity or death-cum-retirement gratuity do you agree by giving a declaration in the Agreement Form that the Corporation shall be entitled to recover the balance of the said advance with interest remaining unpaid at the time of your retirement or death preceding retirement from the whole or any specified part of the gratuity that may be sanctioned to you?
12. Is rule 8 applicable to your Case? If, so state:
- (i) The name designation, scale of pay, Officer/Department, etc. of the permanent Corporation servant who is willing to stand surety for you;
  - (ii) The date on which the proposed surety is due to attain the age of superannuation.
13. In case you have already made a final withdrawal from your Provident Fund for the construction/acquisition of a house or a residential plot, please furnish the particulars of the amount drawn, the date of the drawal and purpose for which the amount is now required.

#### DECLARATION

1. I solemnly declare that the information furnished by me in reply to the various items indicated above is true to the best of my knowledge and belief.
2. I have read the Regulations regulating the grant of advances to Corporation servants for building, etc. of houses, and agree to abide by the terms and conditions stipulated therein.
3. I certify that - -
- (i) my wife/husband is not a Corporation servant, my wife/husband who is a Corporation servant, has not applied for and/or obtained an advance under these rules.



(ii) neither I nor my wife/husband has applied for and/or obtained an advance or loan from any other Corporation source for the acquisition of a house.

(iii) that the construction of the House for which the advance has been applied for has not yet been commenced.

Station:

Signature of the applicant.

Date:

Designation.

Department/Officer in which employed

---

(To be completed by the applicant's Head of Office)

No.

Station

Date:

Forwarded to the Head of Department. The facts stated in the application have been verified and found correct.

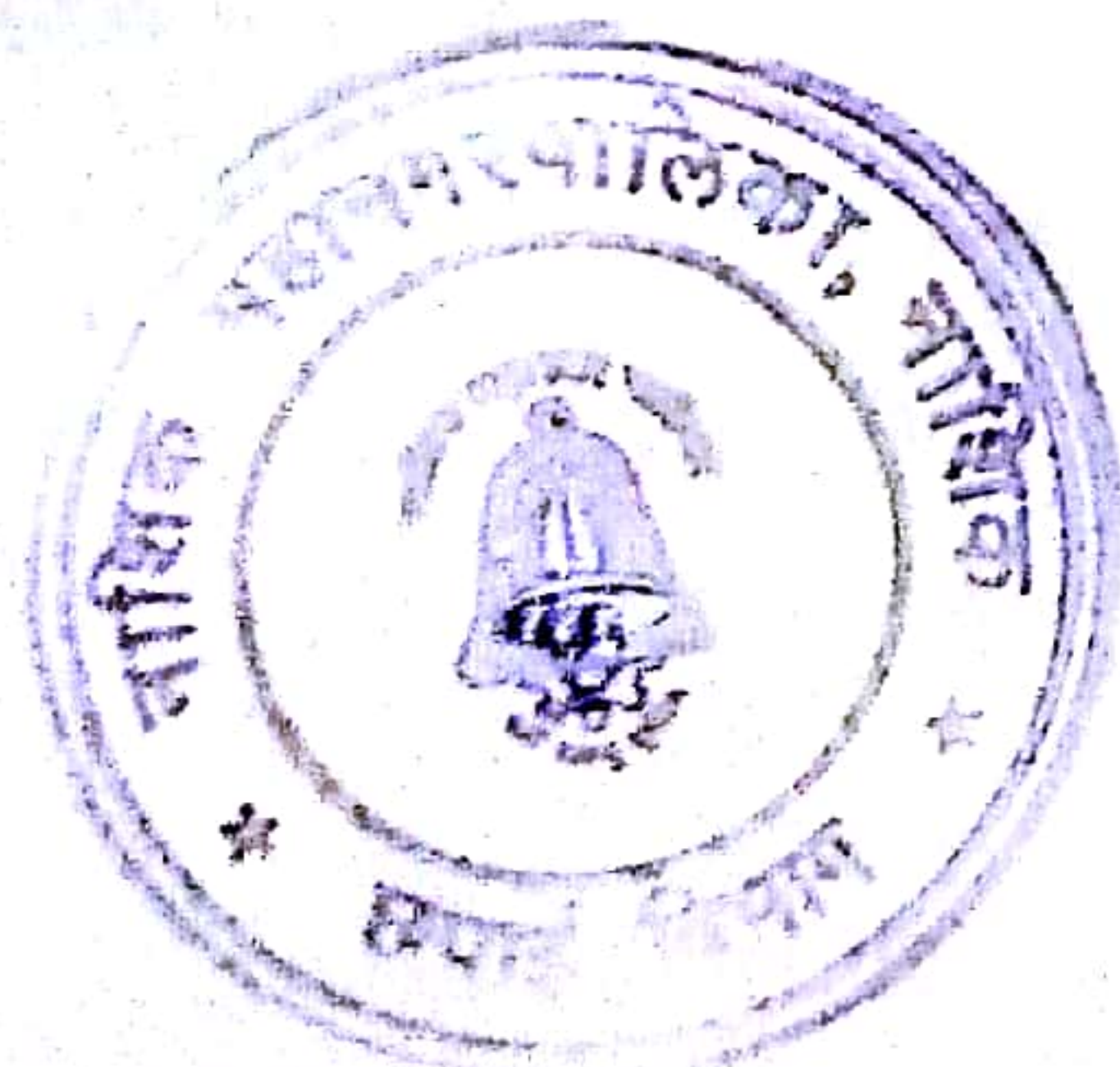
It is recommended that an advance of Rs..... may be granted to the applicant. I have satisfied myself, on the basis of monthly deduction, etc., made from the applicants' salary, that this amount is well within his re-paying capacity.

\* Signature.

Designation.

Name of the Office.

\* Name of the Signing Officer should also be indicated in block letters below his signature.





THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK

Regulations fixing the nature of the security to be furnished by Municipal Officer or Servant from whom it may be deemed expedient to require security framed under section 465(1)(b) of the Bombay Provincial Municipal Corporations Act, 1949.

Details of Regulation.

Sr. No.	Administrator/ Corporation	Resolution No.	Date of Resolution	Remarks
1	Administrator	70	12-7-1984.	

1. DEFINITION:- In these regulations the term "Municipal Officer or servant" means Municipal Officer or servant in permanent employment and the term "Competent authority" means the Municipal Secretary in the case of Municipal Officer or servants subordinate to him, the Municipal Chief Auditor in the case of Municipal Officers or Servants subordinate to him and the Municipal Commissioner in the case of all other Municipal Officer or servants.

2. FURNISHING SECURITIES IN THE PRESCRIBED FORM WITHIN THE PRESCRIBED PERIOD:- Municipal Officers or Servants who in the discharge of their ordinary duties are required to handle cash, stores, stamps or any other property belonging to the Corporation shall furnish Security to ensure the efficient and honest performance of their duties, in one of the forms accompanying to these regulations of such amount accompanying statement as the standing Committee shall determine from time to time in individual cases having regard to the value of the cash, stores normally handled.

The Security required to be furnished shall be furnished by the employee concerned within a period of 30(Thirty) days of his taking charge of the post.

where any employee required to furnish the security fails to furnish it within the period specified, he shall be liable to forfeit his claim for appointment to the post in respect of which the security was necessary. All expenses incurred for the execution of the security bond by way



of stamp duty or otherwise shall be borne by the employee concerned.

(a) In cash, in lump sum in the form prescribed in Appendix 'A'

If at any time after the deposit in cash is made and security in form 'A' is furnished, or request in writing that the cash deposited by him be invested in any particular public securities or in the National Savings Certificates, the same may be purchased at the cost of the depositor in his name and then transferred to the Municipal Commissioner, subject however, to the conditions applicable in the case of that form of security vide clauses (b) and (c) and note there under:-

(b) In terminable public securities in the form prescribed in Appendix 'B'.

(c) In the National Savings Certificates; in the form prescribed in Appendix 'C'.

(i) Terminal public securities tendered as Security deposit shall be taken at its market value at the time of deposit and not its face value. A margin of 5 per cent additional security equivalent to the difference between the amount of security and the depreciated market value of the securities should invariably be deposited immediately.

(ii) National Savings Certificates tendered as Security shall be accepted at their surrender value at the time of deposit during the period of deposit, if there occurs a fall exceeding 20 per cent in the market value of the securities additional security should invariably be taken. All deposits made in terminable public securities or in National Savings Certificates must be transferred by the depositor in the name of the Municipal Commissioner.

(iii) All such securities or National Savings Certificates will be lodged for safe custody with the State Bank of India Nashik or any other Bank at Nashik in which the Municipal Corporation has got its account as may be found convenient by the Municipal Commissioner.

(iv) The Chief Accountant will arrange regularly for the collection of interest on such securities on due dates and payment of it to the depositor.



(v) All charges for Commission and brokerage incidental to the purchase, safe custody and withdrawal of such securities and the collection of interest shall be paid by the depositor.

(d) By execution of a personal security bond for the amount fixed as security deposit with two sureties, each owning in his individual capacity unencumbered (i.e. without mortgage or any other charge what-so-ever) immovable property in Nashik City Municipal Corporation Area at least for double in value of the amount of the security in this form prescribed in Appendix 'D' provided that immovable property must be in the form of a building and not in the form of a field or open plot.

NOTE:- Retired Municipal Servants and servants of Government or local bodies would not be debarred from standing as sureties for Municipal servants. A Municipal servant cannot stand as surety for another Municipal servant.

3. The solvency, adequacy and existence of the sureties must be verified in July every year. Fresh sureties should be called for wherever necessary. The head of the Deptt. shall be responsible for the safe custody of the security bonds furnished by the employees which shall be kept in the locked box in the double locked steel cupboard or safe.

4. The bonds mentioned against sub-regulation (b)(c) and (d) above should remain in force for a period of three years after the final termination of the service of the Municipal servant called upon to furnish security or in the case of the appointment or transfer to any office not requiring security three years from the date of such appointment or transfer as the case may be.

(1) When a Municipal Servant who vacates his post by reason of resignation dismissal or otherwise is reappointed to the same post or to any other post for which security is required a fresh security bond should invariably be taken from him on his reappointment.

(2) Claims on behalf of deceased municipal servants in respect of security deposits lodged by them should be paid to the persons nominated depositor. In the absence of such nomination the deposit amount should be paid on execution of an indemnity bond in the prescribed



form Appendix 'E' with such sureties as the competent authority may require, if it is satisfied of the right and title of the claimant and considers that undue delay and hardship would be caused by insisting on the production of letters of administration or probate success in Certificate or any other heirship certificate. The nomination form should be in form Appendix 'G' and 'H' as the case may be.

In any case of doubt payment should be made only to the person producing legal authority.

(3) The depositor's acknowledgment should be obtained in all cases of securities returned. The acknowledgement shall set forth the full particulars of the securities.

(4) Without the special orders of the competent authority, no security deposit should be repaid or retransferred to the depositor or otherwise disposed of through such payment in specifically provided in the terms of his agreement or bond.

5. permanent as well as temporary municipal employees in lieu of furnishing such security the competent authority may at its discretion allow such officers or servants to contribute quarterly half yearly or yearly as the case may be on signing and lodging with the Chief Accountant a declaration in the form given in Appendix 'F' to an insurance fund maintained by the corporation for the purpose of governing losses due to loss or misappropriation of municipal property by any of the contributors to the fund. The rates of contribution to the insurance fund will be at 1% per annum of the amount of security provided, however, that if such Municipal Officer or servant ceases to hold a post requiring such security on account of transfer, death, retirement or resignation he or his heirs shall be entitled to a proportionate refund from the last contribution is paid by him.

6. The fact of contribution to the insurance fund mentioned in Regulation 5 shall not absolve or release a Municipal Officer or servant from any liability to which he may be subject to in law or from indemnifying the corporation in respect of any loss or misappropriation of municipal property or from any liability in respect of disciplinary action under section 56 of the Act.



7. The provisions of Regulation 5 shall not apply to any Municipal Officer or servant, who is employed under conditions rendering him subject to the Payment of Wages Act IV of 1936. Any such Municipal Officer or servant who is unable or unwilling to furnish security as provided in Regulation 2 will be required to furnish fidelity guarantee policy of an approved Insurance company for an amount equal to the value of the security required to be furnished under regulation 2.

8. (1) It will be the personal responsibility of the Head of the Department concerned to see that as far as possible no temporary, acting or officiating municipal officer or servant having no lien on any substantive post is entrusted with handling cash, stores, stamps or any other property belonging to the Corporation.

(2) The Employee concerned shall forthwith inform the Head of Department in writing about the death of his surety or sureties.

(3) The Head of Deptt. shall ensure that the sureties are solvent and shall send the annual return in Form 'A' certifying the existence and solvency of sureties in the last week of July every to the Commissioner and if necessary call for fresh security.

(4) The Head of Deptt. shall take such action as it deem necessary against the employees who fail to inform as required by clause 8(2).

(5) The register shall be maintained by the Head of Deptt. in Form 'B' of all the securities furnished by the Employee. It shall contain such additional further particulars as the Commissioner may from time to time direct.

(6) The Head of Deptt. shall record in the register specified in (5) above any notice of withdrawal by a surety immediately on its receipt.

(7) An amount not exceeding the amount for which the employee has furnished security shall ordinarily remain in his custody. Any surplus amount shall be deposited by him in the bank or treasury, where the money of the Corporation are ordinarily deposited.

9. (1) Where the security is furnished in cash it shall



be returned to the employee concerned after six months from the date on which such employee ceases to hold the post in respect of which security was obtained.

(2) Where the security is furnished in the form of a bond, the bond shall remain for a period of two years from the date on which the employee concerned ceases to hold the post in respect of which security was obtained or until it is certain that there is no necessity for keeping it any longer, whichever is later.

10. These regulations and sanctioned post of security as well as recovery of security amounts should be brought into force from 1-4-1985.

11. REPEAL AND SAVING:- Any rules or by-laws corresponding to these Regulations made by the Council and are in force on the day immediately before the commencement of these Regulations shall stand repealed, except as respects things done or omitted to be done under those rules or by-laws so repealed.

Sd/- x x x  
Administrator,  
The Municipal Corporation of the  
City of Nashik.



THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK.

Appendix - 'A'

[ See Regulation 2 (a) ]

FORM OF CASH SECURITY BOND

Know all men by these presents that I, A.B. of .....  
.....am held and firmly bound  
into the Municipal Commissioner (here in referred to as  
'Municipal Commissioner') in the sum of Rupees .....  
.....(Rs.....) to be paid to the  
Municipal Commissioner for which payment well and truly to be  
made, I bind myself, my heirs, executors, administrators, and  
legal representatives by these presents.

Whereas the above bounden A and B was on the day of.....  
.....19.....appointed to and now holds the office of.....  
.....in the office of.....  
And whereas the said A.B. ....  
by virtue of such office is bound to collect

(here describe the  
nature of duties).

Cashier's  
Store Keeper's  
Sub-Store Keeper's  
Subordinate's

and to keep and render true and faithful accounts of his  
dealings with all Property and money which may come into his  
hands or possession or under his control, such accounts to be  
kept in the form and manner, that may, from time to time, be  
prescribed by duly constituted authority, and also to pre-  
pare and submit such returns, accounts and other documents  
as may from time to time be required of his and whereas the  
said A.B.....has in pursuance of Regulation  
2(a) ..... delivered to and deposited  
with the .....the above mentioned sum of  
Rupees.....(Rs.....)  
in cash as security for the due and faithful performance  
by the said A. B. of the duties of his said office and of any  
other offices requiring security to which he may be appointed



at any time and of other duties which may be required of him while holding any such office as aforesaid, and for the purpose of securing and indemnifying the Municipal commissioner against all loss, injury, damage, costs or expenses which the Municipal Commissioner may, in any way, suffer, sustain or pay by reason of the misconduct, neglect, oversight or any other act of the said A.B. OR of any person or persons acting under him or for whom he may be responsible.

Now, the condition of the above written bond is such that if the said A.B. has whilst he has held the said office of .....as aforesaid, always duly performed and fulfilled the duties of his said office and if he shall whilst he shall hold the said office or any other office requiring security to which he may be appointed, or in which he may act always duly perform and fulfil all and every the duties thereof respectively and other duties which may from time to time be required by him while holding any such office as aforesaid and shall duly pay into the Corporation Treasury or authorised bank at .....all such moneys as are payable to the Corporation and shall come into his possession or control by reason of the said office and shall duly account for and deliver up all money, papers of the said office and if the said A.B., his heirs, executors, or administrators shall pay or cause to be paid into the Municipal Commissioner the amount of any loss or defalcation in the accounts of the ..... said within 24 hours after the amount of such loss or defalcation shall have been demanded from the said A.B. by the ..... such demand to be in writing and left at the office or last known place or residence of the said A.B. and shall also, at all times, indemnify and save harmless the Municipal Commissioner from all and every loss, injury, damage, costs or expenses which has been or shall or may at any time or times hereafter during the service or employment of the said A.B. in such office as aforesaid or any such office aforesaid be sustained, incurred, suffered or paid by the Municipal Commissioner by reason of any act, embezzlement, defalcation, mismanagement, neglect, failure, misconduct, default, disobedience, omission or insolvency of the said A.B. or of any person or persons acting under him or for whom he may be responsible then this obligation shall be void and of no effect otherwise the same shall be and remain in full force. Provided always and it is hereby declared and agreed that the said sum of Rupees..... (Rs. ....) so delivered and deposited as aforesaid of the Municipal Commissioner or otherwise as aforesaid.



And it is hereby further agreed that in the event of the death of the said A.B. or on the final termination of the service of the said A.B. or in the event of the said A.B. ceasing to hold any office requiring security whether as such aforesaid or otherwise the said sum of Rs. ....  
.....(Rs.....) or so much thereof as shall then be in deposit and this bond shall remain in force with the Municipal Commissioner for calender months for recovering any loss, injury, damage, costs or expenses that may have been sustained, incurred or paid by the Municipal Commissioner owing to the act, neglect or default of said A.B. or any such other person or persons as aforesaid and which may not have been discovered untill after his death or the termination of his said service or his ceasing to hold any office for which the security was required. Provided always that return at any time of the said security shall not be deemed to affect the right of the Municipal Commissioner to take proceedings upon or under this bond against the said A.B. or against his heirs, executors, administrators or legal representatives after his death, in case any breach of the conditions of this bond shall be discovered after the return of the said security and the responsibility of the said A.B. shall at all times continue and the Municipal Commissioner shall be fully indemnified against all such loss or damage as aforesaid at every time.

Provided further that nothing herein contained nor the security hereby given shall be deemed to limit the liability of the said A.B. in respect of the matters aforesaid to the forfeiture of the said sum of Rupees .....  
(Rs.....) and that should the said sum be insufficient to indemnify the Municipal Commissioner in full for any loss or damage sustained by him in respect of the matters aforesaid, the said A.B. shall pay to the Municipal Commissioner on demand such further sum as shall be deemed by the .....  
.....to be necessary in addition to the said sum of Rupees .....  
(Rs. ....) to cover such loss or damage as aforesaid and that without prejudice to any other rights or remedies for recovering the loss or damage as aforesaid it shall be open to the Municipal commissioner to recover such further sum payable as aforesaid.



In witness whereof the said A.B. has herein to set his  
hand this.....day of.....19.....

Signed and delivered by the above named A.B. in the  
presence of -

1. ....

2. ....

(Signature)



THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK.

Appendix - 'B'

[ See Regulation 2 (b) ]

Form of security bond where Securities mentioned in Regulation 2 (b) are taken as Security.

Know all men these presents that, I, A.B of .....  
.....am held and firmly bound into  
the Municipal Commissioner (hereinafter referred to as 'the  
Municipal Commissioner') in the sum of Rupees .....  
.....(Rs. ....) to be paid to the  
Municipal Commissioner for which payment well and truly  
to be made, I bind myself, my heirs, executors, administrators  
and legal representatives by these presents.

Whereas the above bounder A. B. ....  
was on the .....day of.....19..... appointed to  
and now holds the office of ..... in the office of .....  
.....and where as the said A.B. ....  
.....by virtue of such office is bound to collect

(here describe the  
nature of duties)

Cashier's  
Store Keeper's  
Sub-Store Keeper's  
Subordinate's

and to keep and to render true and faithful accounts of his  
dealings with all property and money which may come into his  
hands or possession or under his control such accounts to be  
kept in the form and manner that may from time to time be  
prescribed by duly constituted authority, and also to prepare  
and submit such returns, accounts and other documents as may,  
from time to time be required of him.

And whereas the said A.B. ....has,  
in pursuance of Regulation 2(b) delivered to and deposited with  
the .....for the time  
being ..... to the amount of



Rupees .....(Rs.....)  
 and bearing No./Nos. ....  
 of .....duly endorsed in favour of the .....  
 .....for the time being as security for  
 the due and faithful performance by the said A.B. of the  
 duties of his said office and of any other office requiring  
 security to which he may be appointed at any time and of  
 other duties which may be required of him while holding any such  
 office as aforesaid and for the purpose of securing and indem-  
 nifying the Municipal Commissioner against all loss, injury,  
 damage, costs or expenses which the Municipal Commissioner may,  
 in any way suffer, sustain or pay, by reason of the misconduct,  
 neglect, oversight, or any other act of the said A.B. ....  
 or of any person or persons acting under his or for whom  
 he may be responsible.

Now the condition of the above written bond is such that  
 the said A.B. ....has, whilst he has held  
 the said office of ..... as aforesaid, always  
 duly perform and fulfil the duties of his said office and if he  
 shall whilst he shall hold the said office or any other office  
 requiring security to which he may be appointed, or in which he  
 may act always duly perform and fulfill all and every the duties  
 thereof respectively and other duties which may from time to  
 time, be required of him and while holding in such office as  
 aforesaid and shall duly pay into the Municipal Treasury or  
 authorised bank at ..... all such moneys as are payable  
 to the Corporation and shall come into his possession or  
 control by reason of the said office and if the said A.B.....  
 .....his heirs, executors and  
 administrators shall pay or cause to be paid to the Municipal  
 Commissioner the amount of any loss or defalcation in the  
 accounts of the said within 24 hours after the amount of such  
 loss or defalcation, shall have been demanded from the said  
 A.B. ....by the.....such demand  
 to be in writign and left at the office, or last known place of  
 residence of the said A.B. ....and shall also,  
 at all times indemnify and save harmless the Municipal Commis-  
 sioner from all and every loss, injury, damage, costs or  
 expenses which has been or shall or may at any times or time  
 here after during the service or employment of the said A.B.  
 .....in such office as aforesaid be sustained,  
 incurred, suffered or paid by the Municipal Commissioner by  
 reason of any act, embezzlement, defalacation, mismanagement,



neglect, failure, misconduct, default, disobedience, omission or insolvency of the said A.B. ....or of any person or persons acting under him or for whom he may be responsible; then this obligation shall be void and of no effect, otherwise the same shall be and remain in full force.

Provided always and it is hereby declared and agreed that the said ..... for Rupees .....(Rs.....) So delivered and deposited as aforesaid or such other securities mentioned in Regulation 2(b) of the same amount as the ..... said ..... for the time being may consent from time to time, to accept and receive in lieu of exchange for the same or which the ..... for the time being may require the said A.B. .... to deposit as additional security to make up the amount of the original security under this bond and the interest thereof shall be and shall remain with the .....for the time being, as occasion shall require to sell and dispose of the said .....for Rupees ..... (Rs. ....) or a sufficient portion thereof and to apply proceeds thereof with the interest already accrued thereon in and towards the indemnity as aforesaid of the Municipal Commissioner or otherwise as aforesaid but that nevertheless the interest accruing on the said ..... may in the meantime be paid over to the said A.B. .... as and when the same shall be realised if the ..... for the time being think fit do so.

And it is hereby further agreed that in the event of the death of the said A.B. .... or on the final termination of the service of the said A.B. .... whether or such .....as aforesaid, or otherwise, or in the event of the said A.B. ceasing to hold any office requiring security the said ..... for Rupees .....(Rs. ....) or such other securities as may have been substituted therefor or added thereto and this bond shall remain with the ..... , for the time being for calender months for recovering any loss, injury, damage, costs or expenses that may have been sustained, incurred or paid by the Municipal Commissioner owing to the act, neglect or default of the said A.B. .... or any such other person or persons as aforesaid and which may not have discovered until after his death or the ter-



mination of his said service or his ceasing to hold any office for which the security was required,

Provided always that the return at any time of the said .....or of any securities substituted therefor or added thereto as aforesaid shall not be deemed to affect the right of the Municipal Commissioner to take proceeding upon or under this bond against the said A.B. .... or against his heirs, executors, administrators or legal representatives after his death, in case any breach of the conditions of this bond shall be discovered after the return of the .....or the securities substituted thereafter or added thereto as aforesaid and the responsibility of the said A.B. .... shall at all times continue and the Municipal Commissioner shall be fully indemnified against all such loss or damage as aforesaid at any time.

Provided further that nothing herein contained nor the security hereby given shall deem to limit the liability of the said A.B. ....in respect of the matters aforesaid, to the forfeiture of the sum for which this bond is executed and that should the sum realised by the sale, under the power aforesaid, of the said .....or the securities substituted therefor or added thereto be insufficient to indemnify the Municipal Commissioner in full for any loss or damage sustained by him in respect of the matter aforesaid the said A.B. .... shall pay to the Municipal Commissioner on demand such further sum as shall be deemed by the ..... for the time being to be necessary in addition to the sum realized by sale as aforesaid to cover such loss or damage as aforesaid and that without prejudice to any other rights or remedies for recovering the loss or damage as aforesaid it shall be open to the Municipal Commissioner to recover such further sum payable as aforesaid under this bond.

In witness whereof the said A.B. ....  
hereinto set his hand this .....day of .....19.....



Signed and delivered by the above named A.B. in presence  
of -

1. ....

2. ....

(Signature)



THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK.

Appendix - 'C'  
[See Regulation 2 (c)]

Form of security Bond where Deposits in National Savings Certificates are taken in Security.

---

Know all men by these presents that I, A. B. ....  
..... of .....  
am held and firmly bound unto the Municipal Commissioner (here-  
inafter referred to as 'Municipal Commissioner') in the sum of  
Rupees ..... (Rs. ....)  
to be paid to the Municipal Commissioner for which payment  
well and truly be made I bind myself, my heirs, executors,  
administrators, and legal representative by these  
present. Where the above bounder A. B. ....  
to and now holds the office of ..... in the office of  
..... and whereas the  
said A.B. .... by virtue of such  
office is bound to collect

(here describe  
the nature of  
duties)

Cashier's  
Store Keeper's  
Sub-Store Keeper's  
Subordinate's

and to keep and render true and faithful accounts of his dealings  
with all property and money which may come into his hands or  
possession or under his control, such accounts to be kept in  
the form and manner that may from time to time be prescribed by  
duly constituted authority, and also to prepare and submit such  
returns, accounts and other documents as may from time to  
time be prescribed.

And whereas, the said A. B. ....  
has in pursuance of Regulation 2(c) delivered to and deposited  
with the ..... for the time being the  
National Savings Certificate Nos. of him the said A.B. ....  
..... duly endorsed in favour of the .....  
..... for the time being and showing a sum of



Rupees ..... (Rs. ....)  
to the credit of the said A.B. ....  
of the duties of his said office and any other office requiring security to which he may be appointed at any time and of other duties which may be required of him while holding such office as aforesaid and for the purpose of securing and indemnifying the Municipal Commissioner against all loss, injury, damage, costs or expenses which the Municipal Commissioner may, in any way, suffer, sustain or pay by reason of the misconduct, neglect, oversight, or any other act of the said A. B. .... or of any person or persons acting under him or for whom he may be responsible.

Now the condition of the overwritten bond is such that if the said A. B. ....  
has whilst he has held the office of .....  
as aforesaid always duly performed and fulfilled the duties of his said office and if he shall whilst he shall hold the said office or any other office requiring security to which he may be appointed or in which he may act, always duly perform and fulfilled all and every the duties thereof respectively and other duties which may from time to time be required of him, while holding any such office as aforesaid and shall duly pay into Municipal Treasury or authorised bank at .....  
all such moneys as are payable to the Corporation and shall come into his possession or control by reason of the said office and shall duly account for and deliver up all moneys, papers and other property which shall come into his possession or control by reason of the said office and if the said A.B. ....  
....., his heirs, executors, or administrators shall pay or cause to be paid into the Municipal Commissioner the amount of any loss or defalcation on accounts of the said ..... within 24 hours after the amount of such loss or defalcation shall have been demanded from the said A.B. .... by the .....  
such demand to be in writing and left at the office or last known place of residence of the said A.B. ....  
and shall also at all times indemnify and save harmless the Municipal Commissioner from all and every loss, injury, damage, costs or expenses here after during the service or employment of the said A.B. .... in such office as aforesaid or in any such other offices aforesaid, be sustained, incurred, suffered or paid by the Municipal Commissioner by reason of any act, embezzlement, defalcation, mismanagement, neglect, failure, misconduct, default, disobedience, omission or insolvency of



the said A.B. ...., or any person or persons acting under him or for whom he may be responsible, then this obligation shall be void and of no effect, otherwise the same shall be and remain in full force. Provided always and it is hereby declared and agreed that the said National Savings Certificates shall be and shall remain with at the disposal to with full power of the .....for the time being as occasion shall require to encash the said National Savings Certificates so.....much thereof as shall be required and to apply the same in and towards the indemnity as .....aforesaid of the Municipal Commissioner or otherwise as aforesaid to do so. And it is hereby further agreed that in the event of the death of the said A.B. .... or on the final termination of the service of the said A.B. .... whether as such ..... as aforesaid or otherwise or in the event of the said A.B. ....ceasing to hold any office requiring security the National Savings Certificates shall remain with and at the disposal of the ..... for the time being for ..... calendar months for recovering any loss, injury, damage, cost or expenses that may have been sustained, incurred or paid by the Municipal Commissioner owing to the act, neglect or default of the said A.B. .... or any such other person or persons as aforesaid and which may not have been discovered until after his death or the termination of his said service or his ceasing to hold any office for which the security was required.

Provided always that the return at any time of the said security shall not be deemed to affect the right of the Municipal Commissioner to take proceedings upon or under this bond against the said A.B. ...., or against his heirs, executors, administrators or legal representatives after his death in case any breach of the conditions of this bond shall be discovered after the return of the said security and the responsibility of the said A.B. .... shall at all times continue and the Municipal Commissioner shall be fully indemnified against all such loss or damage as aforesaid to at any time, provided further that nothing herein contained nor the security hereby given shall be deemed to limit the liability of the said A.B. ....in respect of the matters aforesaid to the forfeiture of the sum for which this bond is executed and that should the said sum be insufficient to indemnify the Municipal Commissioner in full for any loss or



damage sustained by him in respect of the matters aforesaid the said A.B. .... shall pay to the Municipal Commissioner on demand such further sum as shall be deemed by the ..... for the time being to be necessary in addition to the said sum of Rupees ..... (Rs. ....) to cover such loss or damage as aforesaid and that without prejudice to any other rights or remedies for recovering the loss or damage as aforesaid, it shall be open to the Municipal Commissioner to recover such further sum payable under this bond as aforesaid.

In witness whereof the said A. B. .... has hereunto set his hand this ..... day of ..... 19 .....

Signed and delivered by the above named A.B. .... in the presence of -

1. ....

2. ....

(Signature)



THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK.

Appendix - 'D'  
[See Regulation 2 (d)]

FORM OF PERSONAL SECURITY BOND

Know all men by these presents that I, A.B.....  
.....of.....  
am held firmly bound into the Municipal Commissioner  
(hereinafter referred to as the "Municipal Commissioner")  
which expression shall unless excluded by or repugnant  
to the context, include his successors in office and  
asssigns in the sum of rupees.....(Rs.....)  
to be paid to the Municipal Commissioner for which payment,  
well and truly to be made, I bind myself, my heirs, executors,  
adminstrators and legal representatives by these presents.

Whereas.....the above bounder A. B.  
was on the day of .....19.....appointed to  
and now holds the office of .....in the office  
of.....

And whereas the said A.B. ....by virtue  
of such office is bound to collect.

(here describe  
the nature of  
duties)

Cashier's  
Store Keeper's  
Sub-Store Keeper's  
Subordinate's

and to keep and render true and faithful accounts of his dealings  
with all property and money which may come into hands or  
possession or under his control, such accounts to be  
kept in the form and manner that may, from time to time,  
be prescribed by duly constituted authority and also  
to prepare and submit such returns, accounts and other  
documents as may from time to time be required of his.

And whereas the said A.B. .... has in  
pursuance of Regulation 2(d) been called upon to execute a bond  
with two sureties in favour of the Municipal Commissioner in



the above mentioned sum of Rupees.....  
(Rs. ....) for the due and faithful performance by  
the said A.B. .... of the duties of his office and of  
any other office requiring security to which he may be appointed  
at any time and of other duties which may be required of him  
while holding any such office as aforesaid, and for the purpose  
of securing and indemnifying the Municipal Commissioner against  
all loss, injury, damage, costs or expenses which the Municipal  
Commissioner may in any way suffer, sustain or pay, by reason  
of the misconduct, neglect, oversight or any other act of the  
said A.B. .... or of any person or persons acting  
under him or from whom he may be responsible.

Now the condition of the above written bond is such that  
if the said A.B. .... has whilst he has held the  
said office of ..... as aforesaid always duly  
performed and fulfilled the duties of his said office and if he  
shall whilst he shall hold the said office or any other office  
requiring security to which he may be appointed or in which he  
may act always duly perform and fulfill all and every the duties  
thereof respectively and other duties which may from time to time  
be required of him, while holding any such office as aforesaid  
and shall duly pay into the Corporation treasury or authorised  
bank at ..... all such moneys as are payable to  
the Corporation and shall come into his possession or control  
by reason of the said office and duly account for and deliver  
up all moneys, papers and other property which shall come into  
his possession or control by reason of the said office and if  
the said office and if the said A. B. ....  
....., his heirs, executors,  
or administrators shall pay or cause to be paid to the Municipal  
Commissioner the amount of any loss or defalcation in the  
accounts of the said ..... within 24 hours  
after the amount of such loss or defalcation, shall have been  
demanded from the said A.B. .... by the .....  
..... such demand to be in writing and left at the  
office or last known place of residence of the said A.B. ....  
..... and shall also at all times indemnify and save  
harmless the Municipal Commissioner from all and every loss,  
injury, damage, costs or expenses which has been or shall or  
may at any time or times hereafter during the service or employ  
ment of the said A.B. .... in such office  
as aforesaid or any such other officer aforesaid be sustained.



incurred, suffered or paid by the Municipal Commissioner by reasons of any act of embezzlement, defalcation, mismanagement, neglect, failure, misconduct, default, disobedience, omission, or insolvency of the said A.B. .... or of any person or persons acting under his or for whom he may be responsible then this obligation shall be void and of no effect, otherwise the same shall be and remain in full force.

And it is hereby further agreed that in the event of the death of the said A.B. or on the final termination of the service of the said A.B. whether in such ..... as aforesaid or otherwise, or in the event of the said A.B.... ceasing to hold any office requiring security this bond shall remain with ..... for ..... calender months for recovering any loss, injury, damage, costs, or expenses that may have been sustained, incurred or paid by the said A.B. or any such other person or persons as aforesaid and which may not have been discovered until after his death or the termination of his said service or his ceasing to hold any office for which the security was required.

Provided always that without prejudice to any other rights or remedies for recovering the loss or damage as aforesaid it shall be open to the Municipal Commissioner to recover the amount payable under this bond.

In witness whereof the said A.B. has hereinto set his hand this ..... day of ..... 19.....

Signed and delivered by the above named A.B. in the presence of.

1. ....

2. ....

(Signature)



We hereby declare ourselves sureties for the abovesaid A.B. ....that he shall do and perform all that he has above undertaken to do and perform and in case of his making default therein we hereby bind ourselves jointly and severally to forfeit to the Municipal Commissioner the sum of Rupees..... (Rs. ....) in which the abovesaid A.B. .... has bound himself, or such other lesser sum as shall be deemed to be sufficient by the ..... to cover any loss or damage which the Municipal Commissioner may sustain by reason of such default. And we agree that the Municipal Commissioner may without prejudice of any other rights or remedies to of the Municipal Commissioner recover the said sum as an arrear of Property tax.

And we also agree that neither of us shall be at liberty to terminate his suretyship except upon giving to the said ..... six calendar months notice in writing of his ..... intention so to do and our joint and several liability under this bond shall continue in respect of all acts, embezzlements, defalcation, mismanagements, neglects, failures, misconduct, defaults, disobedience, omissions and insolvencies on the part of the said ..... until the expiration of the said period of six months.

Dated this the ..... day of ..... 19.....  
Signature of sureties in the presence of

1. ....

(Signature)

2. ....

In the presence of-

1. ....

(Signature)

2. ....



THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK

Appendix - 'E'.

(See Regulation 4(2))

INDEMNITY BOND

Know all men by these presents that, I, the undersigned.  
.....of the late.....an employee  
in the .....department of the Corporation,  
am held and firmly bound to the Municipal Commissioner  
(hereinafter referred to as the 'Municipal Commissioner')  
in the sum of Rs.....(Rs.....)  
to be paid to the Municipal Commissioner, his successors  
in office or assigns or his or their attorney or attorneys  
for which payment well and truly to be made I bind myself,  
my heirs, executors, administrator's and assigns by these  
presents Dated the .....day of.....19.....

Whereas the said Shri .....  
(hereinafter referred to as the deceased) had prior to his  
death on the.....19.....in virtue of his  
.....appointment on .....19.....held  
and exercised the office of .....in the.....  
Department of the Corporation.

And Where as the deceased.....in  
consideration of his appointment had under an agreement  
dated the.....(hereinafter referred to as  
"the said agreement" inter alia by way of security, delivered  
to, deposited with and endorsed over to the .....  
Promissory Notes of which are set forth and specified in  
the schedule hereunder written) deposited cash to the amount  
of rupees.....(Rs.....)  
in the National Savings Certificates at.....upon  
the conditions specified in the agreement dated the .....  
19.....(hereafter referred to as "the said agreement"  
dated the.....19.....hereinafter referred to  
the said agreement) to the amount of rupees.....

(Rs.....) And whereas the deceased.....  
being unable to furnished the required amount of rupees  
.....(Rs.....) at once, had requested  
and agreed that the said amount be accumulated by deduction



from his pay of consecutive monthly instalments each of rupees .....(Rs.....) and that each such instalment until the whole sum of rupees.....(Rs.....) was completed and thereafter the whole sum rupees.....(Rs.....) should be deposited with and retained by.....as security upon the conditions specified in the agreement dated .....hereinafter referred to as "the said agreement" and whereas such deductions were made and the amount of rupees.....(Rs.....) was accumulated and deposited with and retained by.....as security hereinafter referred to as "the said security" and whereas by the said agreement dated the.....day of.....19.....it was stipulated that the said security should be and remain with the Corporation or any officer having authority under Corporation with full power to sell and dispose of or get in the same upon the conditions mentioned therein.

And whereas the deceased hath well truly paid and applied all sums of money and other property received by him in virtue of his office and rendered true accounts thereof and discharged the duties of his office honestly and to the best of his ability and did not quit or neglect the service of the Corporation, and did otherwise fully confirm to the conditions of the said security, and whereas.....(hereinafter referred to as the applicant) has applied to the Corporation that the said security, should be paid or delivered to the applicant.

And whereas the Corporation has agreed to pay, deliver the said security to the applicant on his agreeing to indemnify the Municipal Commissioner in respect of such payment/delivery.

Now, the condition of the above written bond is such that if from the date of the said security is paid/delivered to the applicant, the applicant his heirs, executors, administrators, and assigns shall at all times hereafter keep fully indemnified and save harmless the Municipal Commissioner, his successors in office and assigns from all actions suits, demands and claims whatsoever, which may hereafter be made by any person or persons against the Municipal Commissioner, his successors in office or assigns, in any wise concerning or in regard to or in respect of the said payment/



delivery, then this obligation shall be void and of no effect; otherwise it shall remain in full force and virtue.

Signature of the above named in the presence of

(Signature of witness)

1. ....
2. ....

SURETIES.

I/We .....of.....  
hereby declare myself/ourselves surety/sureties, for the  
above named that he shall do all that he has above undertaken  
to do and in case of his making default therein I/We bind  
myself/ourselves, my/our heirs, executors, administrators and  
assigns, jointly and severally to pay to the Municipal Commi-  
ssioner the sum of rupees.....(Rs.....)

Dated:

Signed and delivered in the presence of

- 1.....
- 2.....



THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK

Appendix - 'F'

(Regulation 5)

Declaration.

I agree to contribute to the Fidelity Guarantee Insurance Fund of the Municipal Corporation of the City of Nashik under Regulation 5 of the regulations of the said Fidelity Guarantee Insurance Fund, and I hereby declare that I have read the said regulations and that I agree to be bound by them and by any subsequent additions to, modifications of and alterations in the same as may, from time to time hereafter be made I also agree to the deduction on account of my quarterly/half yearly/yearly contribution under Regulation 5 together with arrears, if any being made by the Chief Accountant from my salary or wages as they become due.





THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK

APPENDIX "G"

(See Regulation 4(2))

Affidavit.

Affidavit to be Sworn Before a Magistrate.

I.....son/doughter/wife of..  
.....age.....years do hereby solemnly  
affix and state-

That I have agreed to state surety to Shri.....  
.....who is employee in the Municipal  
Corporation of the City of Nashik.

That I am.....the owner/a Copa-  
racener in the undivided portion of .....according  
to the Hindu Law. The present market value of the said pro-  
perty is Rs.....I hereby solemnly affirm  
that I am at present the full owner of the above mentioned  
property and have not in any way assigned or otherwise nor  
have I created any charge thereon by private arrangement  
and the said property is not the subject matter of any charge  
created by any court.

That the property is thus absolutely unencumbered. Sole-  
mnly affirmed at.....on the .....day of  
.....19.....



THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK

APPENDIX "H"

(See Regulation 4(2))

Affidavit Before a Magistrate.

I.....son/doughter/wife  
of.....age.....occupation.....  
residing at.....do hereby solemnly affirm  
and state.

That I am one of the sureties to Shri/Smt.....  
.....who is an employee in the Municipal Corpo-  
ration of the City of Nashik.

That at the time of standing surety for the said employee  
I was.....the owner/s Coparcener in  
the undivided portion.....of .....  
according to the Hindu Law valued at Rs.....

I hereby solemnly affirm that I am at present the full  
owner of the above mentioned property and have not in any  
way assigned or transferred my interest by gift, sale, mort-  
gage or otherwise nor have created any charge thereon by  
private arrangement and the said property is not the subject  
matter of any charge created any Court.

That the said property is thus absolutely unencumbered.

Solemnly affirmed at.....on the .....day  
.....of 19.....



THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK.

S T A T E M E N T

[Regulation 2]

List of Employees of the Municipal Corporation of the City of Nashik who are required to furnish securities to the extent of amount indicated against each.

Sr No	Designation of the Post	Amount of Security.
1	2	3
		Rs.
1	Deputy Municipal Commissioner	5000/-
2	Assistant Municipal Commissioner	5000/-
3	Executive Engineer	5000/-
4	City Engineer	5000/-
5	Medical Officer of Health	5000/-
6	City Planning and Development Officer	5000/-
7	Municipal Secretary	5000/-
8	Cheif Accountant	5000/-
9	Cheif Auditor/Deputy Cheif Auditor	5000/-
10	Internal Auditor	5000/-
11	Assessor and Collector of Taxes	3000/-
12	Assistant Health Officer/ Assistant Electrical Engineer	3000/-
13	Medical Superintendent	3000/-
14	All Lady Doctors at the Municipal Corporation of the City of Nashik	3000/-
15	All Doctors at the Municipal Corporation of the City of Nashik	3000/-
16	Assistant Engineer/Junior Engineer	3000/-
17	Head Masters/Mistress	1000/-
18	Labour Welfare Officer	2000/-
19	Senior Auditor to Cheif Auditor	2000/-
20	Medical Officers	3000/-
21	Garden Superintendent	2000/-
22	Light Superintendent	3000/-
23	Accountant Nagadi	5000/-
24	Junior Auditor	2000/-
25	Assistant Auditor	1000/-



1	2	3
26	Office Superintendent or Assistant Superintendent at the Municipal Corporation of the City of Nashik	1000/-
27	Secretary to the Commissioner/ Public Relation Officer	2000/-
28	Tax Superintendent/Miscellaneous Tax Superintendent/Additional Tax Superintendent	2000/-
29	Octroi Superintendent	2000/-
30	Public Works Department Superintendent	2000/-
31	Public Works Department Accountant	2000/-
32	Assessment Officer	1000/-
33	Encroachment Officer	1000/-
34	Slum Officer	1000/-
35	Cheif Sanitary Inspector	2000/-
36	Malaria Supervisor	2000/-
37	Meat and Fish Inspector	2000/-
38	Workshop Superintendent	2000/-
39	Market Superintendent	2000/-
40	Stores Superintendent/Record Keeper	2000/-
41	Sanitary Inspector	1000/-
42	Overseer/Junior Engineer	2000/-
43	Food Inspector	1000/-
44	Market Inspector	2000/-
45	Municipal Pleader	2000/-
46	Assistant Octroi Superintendent	1000/-
47	Sisters (Nurse)	1000/-
48	Head Clerk/Additional Head Clerk/ Assistant Head Clerk	2000/-
49	Librarian	2000/-
50	Head Master High School	1000/-
51	Cashier Nagadi	2000/-
52	Head Mechanic	2000/-
53	Cashier Tax Department	2000/-
54	Octroi Refund Cashier	2000/-
55	Octroi Collection Clerk	2000/-
56	Senior Clerks working in the Stores Department and N.M.C. workshop	2000/-



1	2	3
57	Octroi Inspector and Checker	2000/-
58	Fire Brigade Superintendent	2000/-
59	Light Inspector	2000/-
60	<u>All Senior Clerks</u> Inspectors in Senior Clerks grade and Junior Clerks working in Nagadi section, Junior Clerks working at Octroi Nakas and the Junior Clerks working in the Tax Department and Senior and Junior Clerks in other Departments.	1000/-
61	Fire Officer	2000/-
62	Stenographer	1000/-
63	Laboratory Technician	1000/-
64	Assistant Technician	500/-
65	Trained and Untrained Nurses	500/-
66	Midwife	500/-
67	Junior Clerks and Typist in the Junior Clerks grade	500/-
68	Compounders and Compunder-cum-Clerks	500/-
69	Telephone Operator	500/-
70	Naik	500/-
71	Mukadam, Mukadam-cum-Clerk	500/-
72	Tracer	500/-
73	Mechanic or Assistant Mechanic	500/-
74	Draftsman	500/-
75	Surveyor	500/-
76	Mistry	500/-
77	Driver on Ambulance Car, Motor Car, Roller, Tractor and Fire Brigade Cars	1000/-
78	Fireman/Cleaner	500/-
79	Water Works Fitter	500/-
80	Head Fitter	1000/-
81	Assistant Fitter/Fitter	500/-
82	Carpenter	500/-
83	Iron Smith	500/-



1	2	3
84	Gardner, Assistant Gardner, Selection Grade Kamgar, Peons, Rat-Killers, Ward-Boys, Ayahs, Helpers, Watchman, Cleaners, P.W.D. Kamgars and Health Department Kamgars, Volverman and all other Class IV employees.	500/-

Sd/- x x x  
Administrator,  
The Municipal Corporation of the  
City of Nashik.



THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK

FORM "A"

(See Regulation 8(3))

Form of Annual Return.

Certified that the annual verification of solvency for the year ending 31st December, 19 .....in respect of securities of the employees of the Corporation, has been made by me and the sureties are found alive and solvent for the amount mentioned in the security bonds. Notes of annual verification have also been kept in the register of securities which is maintained in Form B under by-law 8(5).

Place.....

Date.....

Sd/- x x x

Commissioner,

The Municipal Corporation of the  
City of Nashik.



THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK.

FORM - "B"

[See Regulation 8 (5) ]

REGISTER OF SECURITIES.

Sr No	Name and Designation of the Officer required to give security	Amount of secu- rity pre- scribed.	Amount of secu- rity given.	Nature of secu- rity given.	Name and		Reasons in full for new securities given in place of one and al- ready given	Amount of security, if any, for which each surety is liable on account of other employees for the same	Date of receipt of sureties' notice of withdrawal and the reasons for the same.	Due date of annual verification and if delay, the reasons for the same.	R F M A R K S if any.
					address of secu- rities, if any, and dates of their bonds.	address of new secu- rities, if any, sub- stituted for former ones					
1	2	3	4	5	6	7	8	9	10	11	12



THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK

The Regulations regarding grant of leave to Municipal Officers & Servants framed by the Municipal Corporation of the city of Nashik under Section 465(1)(c) of the Bombay Provincial Municipal Corporations Act, 1949.

Details of Regulations

Sr. No.	Administrator/ Corporation	Resolution No.	Date of Resolution	Remarks
1.	Admistrator	268	25-3-1986	

1. SHORT TITLE AND COMMENCEMENT:- (1) These Regulations may be called, "the Municipal Corporation of the City of Nashik grant of leave to Municipal Officers & Servants Regulations."

(2) These regulations shall come into force from the date of approval to the regulations accorded by the Corporation under section 465(3)(a) of Bombay Provincial Municipal Corporations Act, 1949.

2. EXTENT OF APPLICATION:- (1) Except where it is otherwise expressed or implied and subject to the provision of clause (2) of this regulation, these regulations shall apply to all Municipal Servants who hold a lien on such a post had their lien not been suspended under the Municipal Service Regulations.

(2) Unless in any case it is distinctly provided for by or under the regulations, these regulations do not apply to

(a) Municipal Servants on daily wages, badli and temporary;

(b) Municipal Officers and Servants whose time is not exclusively devoted to the duties of their office;

(c) Govt. Officers and Servants in Municipal employ;

(d) Municipal Officers and Servants employed on honorarium basis;

3. DEFINITIONS:- (1) In these regulations, unless there be anything repugnant in the subjct or context;

(a) "Act" means the Bombay Provincial Municipal Corporations Act, 1949 as amended from time to time;

(b) "Appontment Authority" with reference to any employees, means the authority having the power to appintment such



employees;

(c) "Employee" includes all officers and servants of the Corporation to whom these regulations apply;

(d) "Corporation" means the Municipal Corporation of the City of Nashik, District-Nashik;

(e) "Service" means continuous service under the Municipal Corporation of the City of Nashik and includes periods spent on duty as well as on leave, and service on foreign service conditions; but does not include extraordinary leave;

(f) "Competent Authority" means-

(i) Standing Committee in the case of Officers appointed under Section 45 of the Bombay Provincial Municipal Corporations Act, 1949 and also in the case of other officers the power of appointing whom vests in the Corporation;

(ii) In case of other Municipal Servants and Officers; The Municipal Commissioner, or the Municipal Chief Auditor or the Municipal Secretary, for the Municipal Servants working under the administrative control of the Municipal Commissioner, the Municipal Chief Auditor and the Municipal Secretary-respectively;

(g) "Medical Authority" means-

(i) In the case of Municipal servants whose substantive pay is not less than Rs. 260/- the Medical Board which shall consist of the Medical Officer of Health and two other Medical Officers in the Municipal employment as may be appointed by the Municipal Commissioner;

(ii) In the case of other Municipal Servants the Medical Officer of Health in consultation with the Medical Committee which he may appoint for the purpose.

(h) "Section" means section of the Act;

(i) Old rules or by-laws means old rules or by-laws which were made applicable to the employees of the Ex-Municipal Councils of Nashik-Road & Satpur.

(2) Words and expressions used in these regulations but not defined shall have the same meanings as are assigned to them in Act.

4. DEPARTMENTAL RULES & ORDERS:- All departmental rules & orders in respect of the subject dealt with in these regulations which have been approved or may hereafter be approved by the Corporation so far as they do not conflict with any provi-



sion of these regulations shall be deemed to apply to the Municipal Servants to whom they relate.

5. SANCTION OF THE LEAVE:- Unless, in any case, it be otherwise expressly provided in these regulations the competent authority shall on the recommendations of the Head of the Department/Section or Branch sanction the leave admissible under these regulations.

6. PROCEDURE & GENERAL CONDITIONS FOR GRANT OF LEAVE:- As regards the procedure and general conditions for grant of leave, the Maharashtra Civil Services (Leave) Rule, 1981 as amended from time to time which are made applicable to State Government Servants shall be made applicable to the Municipal Officers and Servants, and leave calculations and other procedure for leave rules and the forms and table which are made applicable to State Govt. Servants shall also mutadis muntandis be made applicable to Municipal Officers and servants of the Municipal Corporation of the City of Nashik. The competent authority shall take action accordingly subject to the following changes-

For the words.

1. Government Servants.
2. Head Office for non-Gazetted Govt. Servants.
3. Accounts Officer for gazetted Government servants.
4. Government.
5. Tresury Officer.
6. Government of Maharashtra.
7. Administrative branch of the department or office, branch office or Department.
8. Tresury or sub-tresury.

Substitute the words.

1. Municipal Servants.
2. Head of the respective deptt. in the case of class III and class IV employees.
3. Chief Accountant, Nashik Municipal Corporation in the cases of class I & Class II employees.
4. Competent authority.
5. Chief Accountant, Nashik Municipal Corporation
6. The Municipal Corporation of the City of Nashik.
7. Head of the Department or Head of the branch or section.
8. Office of the Chief Accountant, The Municipal Corporation of the City of Nashik.



9. Audit Officer.

9. Chief Auditor. The Municipal Corporation of the City of Nashik.

7. INTERPRETATION:- If any question arises relating to the interpretation of these regulations, it shall be referred to the Commissioner, whose decision thereon shall be final.

8. DELEGATION OF POWERS:- The Corporation may, by general or special orders, direct that any power exercisable by it or any Head of a Department or office under these regulations (except the power under regulation 7 and this regulation) shall, subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

9. REPEAL & SAVING:- (1) On the commencement of these regulations, all rules or by-laws in force immediately before such commencement shall, in so far as it provides for any of the matter contained in these regulations cease to operate;

Provided that, any order made or action taken under the rules or by-law so repealed shall be deemed to have been made or taken under the corresponding provisions of these regulations.

Sd. x x x  
Administrator  
The Municipal Corporation of  
the City of Nashik



## THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK

Regulations framed under clause (g) of sub-section (1) of Section 465 of the Bombay Provincial Municipal Corporations Act, 1949 regulating the period of service of Compulsory retirement, Premature retirement and unsuitable Officers and Servants of the Municipal Corporation of the City of Nashik.

### Details of Regulation

Sr. No.	Administrator/ Corporation	Resolution No.	Date of Resolution	Remarks
1.	Administrator	44	8-6-1984	

1. SHORT TITLE AND COMMENCEMENT:- The Regulations may be called as "The Regulations of the Municipal Corporation of the City of Nashik regarding Compulsory retirement of Municipal Officers and Servants." and they shall come into force on the date of their confirmation under sub-section (3) of Section 465 of the Act.

2. DEFINITION:- Unless there is anything repugnant in subject or context-

(a) "Act" means the Bombay Provincial Municipal Corporations Act, 1949;

(b) "Appointing Authority" with reference to any employees, means the authority having the power to appoint such employees;

(c) "Corporation" means the Municipal Corporation of the City of Nashik, District Nashik;

(d) "employee" includes all Officers and Servants of the Corporation to whom these regulations apply;

(e) "inferior service" means service performed by a Municipal Servant in any post included in the Annexure hereto and in any other post the maximum of the scales (exclusive of allowances) of which is equal to or less than Rs. 435/-;

(f) "Financial year" shall be the year which commence on 1st April and ends on 31st March of subsequent year;

(g) "Section" means Section of the Act;



(h) Words or expression used in these regulations but not defined shall have the meanings respectively assigned to them in the Act.

3. DISTRIBUTION INTO CLASSES;- For the purpose of these Regulations and for other Service Regulations, Municipal Servants are divided into four classes as follows:-

(A) Class I Service shall include-

(i) Officers appointed under Section 45 of the Act.

(ii) Officers, minimum of whose pay scale (excluding of allowances) is Rs. 680/- or above.

(iii) Such other officers to whom Corporation deems to be included.

(B) Class II Service shall include all Municipal Servants whose minimum of pay scale (excluding of allowances) is Rs. 600/- or above.

(C) The Class III Service shall include all other Municipal Servants whose pay scale (excluding of allowances) is Rs. 435/- to 599/-.

(D) The Class IV Service shall include all other Municipal Servants not included in any one of above Class.

NOTE:- For the purpose of these Regulations, and other Service Regulations, the servants indicated in the Annexure 'A' shall be deemed to be the servants in inferior service and those not included therein shall be deemed as servants in superior service.

4. THE AGE OF COMPULSORY RETIREMENT:- Subject to the provisions contained in Rule 8 of these regulations:-

(a) The date of compulsory retirement of a Municipal Servant, other than any class fourth servant, is the date on which he attains age of 58 years.

(b) The date of compulsory retirement of Municipal Servant in Class IV service is the date on which he attains age of 60 years.

(c) No Municipal servant shall be continued in service after the date of compulsory retirement, without previous sanction of the Corporation.

5. RETIREMENT ON MEDICAL CERTIFICATE:- No employee shall be unless continued in service if a certificate has been given by



the Civil Surgeon of the District or by a Medical Examiner or Medical Committee of the Corporation showing that he is physically or mentally unfit for the due discharge of his duties and any such employee may be allowed to retire, if produces such certificate,

Provided that, wherein the opinion of the Appointing Authority, it is impossible for an employee to present himself before the Civil Surgeon or before the Medical Examiner or Medical Committee of the Corporation for examination, the Corporation may accept such other evidence as it may deem proper in place of the certificate.

6. WITHDRAWAL FROM MUNICIPAL SERVICE:- No employee paid from Municipal Fund shall be at liberty to resign his office or to withdraw himself from the duties thereof, unless expressly allowed to do so in writing by the appointing authority or unless he shall have been given one month's notice to such authority in writing of his intention to do so, and every employee who shall resign or withdraw himself without such leave or notice shall be liable to forfeit to the Corporation a sum equal to one month's pay.

Provided that, this regulations shall not apply to temporary employees, who have not put in more than a year's service in the Corporation. Such employees shall give only 15 days' notice in writing unless expressly allowed to resign without such notice.

7. EXTENSION OF SERVICE:- (i) Notwithstanding anything Contained in foregoing Regulations, the Corporation may grant an extension of services to a Municipal Servant beyond the age of 58 years on public grounds, which must be recorded in writing.

(ii) Each Municipal servants case shall be taken up when he is approaching age of superannuation and before expiry of each extension of service. Extension may not be granted for any period exceeding one year at one time. The first extension being given generally upto the end of the financial year, In case in which it is proposed to grant extension of service, reports shall be made to the Corporaton at least three months before the necessity for sanction arises.

8. PROMOTION OR INCREMENT DURING THE EXTENSION OF SERVICE:- Without previous sanction of the Corporation, no promotion whether acting or substantive in permanent or temporary establishment, shall be given to a Municipal Servant who is under extension.



This does not debar such a Municipal Servant from earning an increment if the pay of the appointment held by him is on time scale and does not apply to a Municipal Servant the pay of whose appointment is enhanced e.g. as part of scheme.

9. VOLUNTARY RETIREMENT:- Any Municipal Servant may, by giving notice of not less than three months in writing to the Municipal

Commissioner, retire from Municipal Service after he has attained the age of 55 years.

10. PREMATURE RETIREMENT:- Notwithstanding anything contained in the foregoing rules, the appointing authority on receipt of report from review committee as per rule 12(b) of this regulations and after careful consideration of the same may, or may not, at its discretion, retire any Municipal Servant on the grounds of unsuitability for retaining in Municipal service, at the age 50 or 55 years in case of Municipal servant in classes first, second and third and at the age of 50, 55 or 58 in the case of servants in class fourth, provided that written notice of 3 months shall be given to the Municipal servant before such action is taken.

11. HOW TO JUDGE UNSUITABILITY:- Unsuitability of a Municipal servant shall be judged on the basis of his service record and physical fitness after scrutiny and review by Committee appointed under Regulation No. 12.

12. REVIEW COMMITTEES:- Following shall be the Review Committees for judging the suitability of a Municipal Servant in different classes-

(a) Review Committee for Class I Officers-

- (i) Mayor,
- (ii) Chairman of Standing Committee,
- (iii) Municipal Commissioner.

(b) Review Committee for Class II Officers and Servants in Class III-

- (i) Deputy Municipal Commissioner,
- (ii) Medical Officer of Health,
- (iii) City Engineer,
- (iv) Chief Auditor,
- (v) Municipal Secretary.

(c) Review Committee for Class IV Servants-

- (i) Assistant Commissioner,
- (ii) Chief Accountant,

ons



- (iii) Administrative Officer (Public Health).
- (iv) Labour Officer.
- (v) Internal Auditor.
- (d) Review Committee (Physical Examination) for all Classes-
  - (i) Medical Officer of Health.
  - (ii) Medical Officer 1 (Male)
  - (iii) Medical Officer 1 (Female).

NOTE:- Nomination of member No. (ii) and (iii) of Committee at (d) shall be done by Medical Officer of Health with the consent of the Municipal Commissioner.

13. STANDARDS FOR JUDGING SUITABILITY:- Standards for judging suitability of a Municipal Servant shall be as indicated in Annexure 'B' attached to these Regulations.

14. PROCEDURE FOR REVIEW:- (a) The Heads of Departments/offices shall submit, every year before 31st of August, Confidential Reports and other information in prescribed form in respect of Municipal servants in Class I, II and III who have attained the age of 49, 54 and such information as will be prescribed in respect of class IV servants who have attained the age of 49, 54, 57 respectively to the Appropriate Review Committee.

(b) On receipt of such record and information, the Review Committee will take review of the case and taking into consideration the standards for judging the suitability, take the decision in respect of suitability of the Municipal servant and thereafter will send the case papers to the appointing authority before close of that year.

15. REPEAL:- Any rules and by-laws corresponding to these regulations in force immediately before the commencement of these regulations shall stand repealed except as respects things done or omitted to be done before such repeal.

Wi  
act. O.  
shall be &

Sd/- x x x  
Administrator,  
The Municipal Corporation of the  
City of Nashik.



THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK

The regulations regarding Pension and Communitation of Pension framed by the Municipal Corporation of the City of Nashik under Section 465(1)(h) of the Bombay Provincial Municipal Corporations Act, 1949.

Sr. No.	Corporation's Resolution No. & date	Name of Department	Resolution Number and date
1.	286, dated 18/3/1985	Urban Development Department	NCC-2184/1578/CR-280/ UD-21, dated 26th May, 1986

1. SHORT TITLE AND COMMENCEMENT:- (1) These Regulations may be called "the Municipal Corporation of the City of Nashik Pension and Communication of Pension Regulations."

(2) These regulations shall come into force from the date of their confirmation.

2. EXTENT OF APPLICATION:- (1) Except where it is otherwise expressed or implied and subject to the provision of clause(2) of this regulation, these regulations shall apply to all Municipal Servants who hold a lien on such a post had their lien not been suspended under the Municipal Service Regulations.

(2) Unless in any case it is distinctly provided for by or under the regulations, these regulations do not apply to-

(a) Municipal Servants on daily wages, badli and temporary;

(b) Municipal Officers and Servants whose time is not exclusively devoted to the duties of their officers;

(c) Government Officers and Servants in Municipal employ;

(d) Municipal Officers and Servants employed on honorarium basis;

(e) Municipal Officers and Servants who ceased to be in the employment of the Corporation on account of superannuation, resignation, death or termination of their service on account of retrenchment on the date of coming into effect of these regulations.

3. DEFINITION:- (1) In these regulations, unless there be anything repugnant in the subject or context-

(a) "Act" means the Bombay Provincial Municipal Corporations Act, 1949 as amended from time to time;



(b) "Appointing Authority" with reference to any employees means the authority having the power to appoint such employees;

(c) "Employee or Municipal Servant" includes all officers and servants of the Corporation to whom these regulations apply;

(d) "Corporation" means the Municipal Corporation of the City of Nashik, District Nashik;

(e) "Service" means continuous service under the Municipal Corporation of the City of Nashik and includes periods spent on duty as well as on leave including extra ordinary leave and service on foreign service conditions;

(f) "Competent Authority" means-

(i) Standing Committee in the case of Officers appointed under Section 45 of the Bombay Provincial Municipal Corporations Act, 1949 and also in the case of other officers the power of appointing whom vests in the Corporation;

(ii) In case of other Municipal Servants and Officers;

The Municipal Commissioner, or the Municipal Chief Auditor or the Municipal Secretary, for the Municipal Servants working under the administrative control of the Municipal Commissioner, the Municipal Chief Auditor and the Municipal Secretary respectively;

(g) "Medical Authority" means-

(i) In the case of Municipal Servants whose substantive pay is not less than Rs. 260/-, the Medical Board which shall consist of the Medical Officer of Health and two other Medical Officers in the Municipal employment as may be appointed by the Municipal Commissioner;

(ii) In the case of other municipal servants the Medical Officer of Health in consultation with the Medical Committee which he may appoint for the purpose;

(h) "Section" means section of the Act;

(i) Old rules or By-laws means old rules or by-laws which were made applicable to the employees of the Ex-Municipal Councils of Nashik, Nashik-Road-Deolali and Satpur.

(2) Words and expressions used in these regulations but not defined shall have the same meanings as are assigned to them in the Act.

4. SANCTION OF THE PENSION:- Unless in any case, it be otherwise expressly provided in these regulations the competent authority shall on the recommendations of the Chief Accountant, sanction the grant of any pension admissible under these regulations.



5. PROCEDURE AND GENERAL CONDITIONS FOR GRANT OF PENSION:-

As regards the procedure and general conditions for grant of pension, Commutation of Pension, Pension rules and commutation rules, (Maharashtra Civil Services (Pension) Rules, 1982 and Maharashtra Civil Services (Commutation of Pension) Rules, 1982) which are made applicable to State Government servants shall be made applicable to the Municipal Officers and Servants under the pension scheme, and as regards calculations and other procedure for pension, death-cum-retirement gratuity, family pension and commutation of Pension and procedure and the forms and tables which are made applicable to State Government servants, shall also be made applicable to Municipal Officers and servants, as amended by Maharashtra Government from time to time which shall be followed mutadis mutandis by the Municipal Corporation of the City of Nashik and the payment shall be sanctioned by the competent authority accordingly subject to the following changes.

For the words.

1. Government Servants.
2. Head of office for non-Gazetted Government Servants.
3. Accounts Officer for gazetted Government servants.
4. Government.
5. Treasury Officer.
6. Government of Maharashtra.
7. Administrative branch of the department or office, or department.
8. Treasury or sub-treasury.
9. Audit Officer.

Substitute the words.

1. Municipal Servants.
2. Head of the respective Department in the case of Class III and Class IV employees.
3. Chief Accountant, Nashik Municipal Corporation in the cases of Class I and Class II employees.
4. Competent Authority.
5. Chief Accounts, Nashik Municipal Corporation.
6. The Municipal Corporation of the City of Nashik.
7. Head of the Department or Head of the branch.
8. Office of the Chief Accountant, The Municipal Corporation of the city of Nashik.
9. Internal Auditor, The Municipal Corporation of the City of Nashik.

6. RIGHT AND INTERPRETTING:- The right of interpreting the regulations in the case of dispute vests in the Commissioner.



7. REPEAL AND SAVING:- (1) On the commencement of these regulations, every rule, by-law or regulation in force immediately before such commencement shall, in so far as it provides for any of the matters contained in these regulations cease to operate.

(2) Notwithstanding such ceaser of operation-

(a) (i) every nomination for the payment of death-cum-retirement gratuity or of family pension; and

(ii) every form regarding the details of family of Municipal Servant for the purpose of Family Pension; Which a Municipal servant had made or given under the old rules or by-laws shall be deemed to have been made or given under the corresponding provisions of these regulations;

(b) any nomination for the payment of death-cum-retirement gratuity or of Family Pension, any form regarding the details of family of a Municipal Servants for the purpose of Family Pension, required to the made or given by a Municipal Servant under the old rules or by-laws but not made or given before the commencement of these regulations shall be made or given after such commencement in accordance with the provisions of these regulations;

(c) any case which pertains to the authorisation of pension to a Municipal Servant who had retired before the commencement of these regulations and is pending before such commencement shall be disposed of in accordance with the provisions of the old rules or by-laws as if these regulations had not been made;

(d) any case which pertains to the authorisation of death-cum-retirement gratuity and Family Pension to the family of a deceased Municipal Servant or of a deceased pensioner and is pending before the commencement of these regulations shall be disposed of in accordance with the provisions of the old rules or by-laws as if these regulations had not been made;

(e) subject to the provisions of clauses(c) and (d), anything done or any action taken under the old rules or by-laws shall be deemed to have been done or taken under the corresponding provisions of these regulations.

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Sd/- x x x  
Administrator,  
The Municipal Corporation of the  
City of Nashik.



THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK

REGULATIONS REGARDING GENERAL PROVIDENT FUND.

Details of Regulation.

Sr. No.	Administrator/ Corporation	Resolution No.	Date of Resolution	Remarks
1.	Administrator.	21	10/5/1984.	

Regulations framed under Section 465(1)(j) of the Bombay Provincial Municipal Corporation Act, 1949 regarding General Provident Fund.

1. SHORT TITLE AND COMMENCEMENT:- These regulations shall be called as "The Municipal Corporation of the City of Nashik General Provident Fund Regulation" and shall come into force on the date fixed by the Municipal Commissioner in that behalf.

2. DEFINITIONS:- (1) Unless there be repugnant to the subject or context-

(a) "Accounts Officer" means the Municipal Commissioner or any other Municipal Officer authorised by him in this behalf;

(b) "Act" means the Bombay Provincial Municipal Corporations Act, 1949;

(c) Except where otherwise expressly provided "Emoluments" means pay, leave salary or subsistence grant as defined in the Maharashtra Civil Service Rules and any remuneration of the nature of pay received in respect of foreign service;

(d) "Family" means-

(i) in the case of a male subscriber, the wife and children of the subscriber and widow and children of the deceased son of the subscriber.

Provided that if subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the



community to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the Subscriber's family in matters to which these regulations relate, unless the subscriber subsequently indicate by express notification in writing to the Accounts Officer that she shall continue to be so regarded.

(ii) in the case of a female subscriber, the husband and children of the subscriber and the widow or widows and children of a deceased son of the subscriber.

Provided that if a subscriber by notice in writing to the Accounts Officer expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these regulations relate unless the subscriber subsequently cancels formally in writing her notice excluding him.

NOTE:- 1 For the purpose of these Regulations, 'children' means the legitimate children of the subscriber and may include an adopted child when the Accounts Officer or if any doubt arises in his mind, the legal adviser of the Corporation is satisfied that under the personal law of the adoption is legally recognised as confirmity the status of a natural child.

- (e) 'Fund' means the General Provident Fund of the Corporation.
- (f) 'Leave' means any variety of leave recognised by the Bombay Civil Service Rules as adopted by the Corporation or by regulations framed by the Corporation.
- (g) 'Year' means a financial year of the Corporation.



(2) Words and expressions used herein but not defined shall have the same meaning as assigned to them in the Provident Fund Act (XIX of 1925) or in the Maharashtra Civil Service Rules.

3. CONSTITUTION OF THE FUND:- The Fund shall be maintained in Rupees.

4. PERSONS ELIGIBLE TO JOIN THE FUND:- (1) All the Servants of the Corporation who are in permanent pensionable or non-pensionable service and whose condition of service to the Corporation is competent to determine shall be eligible to join the Fund with the consent of the Accounts Officer of the Corporation.

Provided that such servants have been employed or in the opinion of the Accounts Officer are likely to be employed in the service of the Corporation for a continuous period of one year shall be considered permanent for purpose of these Regulations.

Provided further that no such servants as has been required or permitted to subscribe to the Contributory Provident Fund shall be eligible to join or continue as a subscriber to the Fund while he retains his right to subscribe to such fund.

5. APPLICATION & PROVIDENT FUND:- All permanent Municipal Servants and employees who are eligible to subscribe to the Fund under Regulation 4 and who are not subscribers to the Contributory Provident Fund on the date on which these Regulations come into force shall join the Fund compulsorily.

6. OPTION OF SUBSCRIPTION OR OTHERWISE DURING LEAVE:-

The Municipal Servant who has joined the Fund shall not discontinue subscribing to this Fund except on leave of 30 days or more. But on return from leave to duty he shall subscribe to Fund as before. For exercising option of not subscribing during leave he should intimate to the Head of the Office in advance.

7. SPECIAL PROVISION REGARDING EMPLOYEES PRIOR TO 11-11-1982

(1) Notwithstanding anything contained in previous Rules



every Municipal Servant who was in permanent Municipal Service on or before 7-11-1982 and who has selected to come under pension scheme, his amount of subscription to the Contributory Provident Fund together with interest thereon upto the date of his coming under General Provident Fund Scheme shall be the opening balance of General Provident Fund account and when these regulations come into force the amount of his subscription for the period between his joining the pension scheme and the General Provident Fund shall be waived.

- (2) The recovery of arrears of subscription shall, however, be made in the case of no persons joining this from the date, these regulations come into effect till the date he so joins this Fund at a rate not exceeding the rates of monthly subscription in these regulations.

#### N O M I N A T I O N S

A subscriber shall as soon as may be after joining the Fund send to the Accounts Officer a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund in the event of his death before that amount has become payable or having become payable has not been paid.

Provided that if at the time of making the nomination the Subscriber has a family the nomination shall not be in favour of any person or persons other than the members of his family.

Provided further that the nomination made by the subscriber in respect of any other Provident Fund to which he was subscriber before joining this Fund, shall, if the amount to his credit in such other Provident Fund has been transferred to his credit in this Fund, be deemed to be a nomination duly made under this Regulation until he makes a nomination in accordance with this Regulation.



2 If a subscriber nominates more than one person under sub-regulation (1) he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

3 Every nomination shall be in such on of the forms set forth in the First Schedule as is appropriate in the circumstances.

4 A subscriber may at any time cancel a nomination by sending a notice in writing to the Accounts Officer.

Provided that the subscriber shall, alongwith such notice, send a fresh nomination made in accordance with the provisions of these Regulations.

5. A SUBSCRIBER MAY PROVIDE IN A NOMINATION:- (a) in respect of a specified nominee, that in the event of his pre-deceasing the subscriber the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination provided that such other person or persons shall if the subscriber has other members of his family be such other members or members
- (b) that the nomination shall become invalid in the event of the happening of a contingency specified therein Provided that if at the time of making the nomination the Subscriber has no family he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.

Provided further that if at the time of making the nomination the Subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring member or members in his family.



6 Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of Regulations 5 or on the occurrence of any event by reasons of which the nomination becomes invalid in pursuance of clause (b) of Regulation (5) or the Provision there-to the Subscriber shall send to the Accounts Officer a notice in writing canceling the nomination made accordance with the provisions of this Regulation.

7 Every nomination made and every notice of cancellation given by a Subscriber shall to the extent that it is valid take effect on the date on which it is received by the Accounts Officer.

9. SUBSCRIBER'S ACCOUNT:- An account shall be prepared in the name of each subscriber and shall show the amount of his subscription with interest calculated as prescribed in sub-regulation (2) of Regulation 14.

10. CONDITIONS OF SUBSCRIPTIONS:- Except as provided in Regulation 6 a Subscriber shall subscribe monthly to the Fund except during a period of suspension and leave without pay.

11. RATES AND AMOUNT OF SUBSCRIPTIONS:- (1) The amount of the subscription shall be fixed by the subscriber himself subject to the following conditions-

(a) it shall be expressed in whole rupees;

(b) in the case of a Municipal Servant in inferior service, it may be any sum expressed in whole rupees not being less than five rupees.

(c) in the case of a Municipal servant in superior service it may be any sum expressed in whole rupees not being less than 5 per cent of his pay expressed in whole rupees and not more than his emoluments.

2 The subscriber shall intimate the fixation of the amount of his monthly subscription each year in the following manner -



- (a) if he was on duty on the 31st March of the preceding year, by the deduction which he makes in this behalf from his pay bill for that month.
- (b) if he was on leave on the 31st March of the preceding year and not to subscribe during such leave or was under suspension on that date by the deduction which he makes in this behalf from his first pay bill after his return to duty.
- (c) if he has entered in the Municipal Service for the first time during the year or he is compulsorily required to join the Fund from a particular date under Regulation (5) or joins the Fund for the first time, by the deduction which he makes in the behalf from his pay bill for the month following that in which he joins the Fund.

3           The amount of subscription so fixed shall remain unchanged through the year.

          Provided that the amount of subscription may be enhanced once at any time during the course of a year.

12. FOREIGN SERVICE:- When a subscriber is transferred to a foreign service or sent on deputation he shall remain subject to the same regulations of the Fund and in the same manner as if he were not transferred or sent on deputation.

13. REALISATION OF SUBSCRIPTIONS:- (1) When emoluments are drawn from Municipal Treasury, recovery of subscription on account of these emoluments and of the principal shall be made from emoluments themselves.

2           When emoluments are drawn from any other source the subscriber shall forward his dues monthly to the Accounts Officer.

3           If a Municipal servant fails to subscribe with effect from the date on which he is required to join the Fund under Regulation (5), the total amount due



to the Fund on account of arrears of subscription shall with interest thereon at the rate provided in Regulation (14) forthwith be paid by the Subscriber to the Fund or in default be ordered by the Account Officer to be recovered by deduction from the emoluments of the subscriber, by instalments or otherwise as may be directed by the Accounts Officer competent to sanction an advance for the grant of which special reasons are required under clause (e) of sub-regulation (1) of Regulation 15.

14. INTEREST:- (1) The Corporation shall pay to the credit of the account of the subscriber interest at such rate as may be determined for each year according to the method of calculation prescribed from time to time by the Government of Maharashtra.

2 Interest shall be credited with effect from the last day in each year in the following manner -

- (a) on the amount at the credit of a Subscriber on the last day of preceeding year less any sums withdrawn during current year interest for twelve months.
- (b) on sums withdrawn during the current year interest from begining of the current year upto the last day of the month preceeding the month of withdrawal.
- (c) on all sums credited to the Subscriber's account after the last day of the preceeding year, interest from the date of deposit upto the date of current year.
- (d) the total amount of interest shall be rounded off to the nearest whole rupee (fifty paise counting to the next higher rupee).

Provided that when the amount standing at the credit of a Subscriber has become payable, interest shall thereupon be credited under the sub-registration in respect only of the period from the begining of the current year



or from the date of deposit as the case may be, upto the date on which amount standing at the credit of the subscriber becomes payable.

(e) in the regulation the date of deposit shall, in the case of recovery from emoluments be deemed to be the first day of the month in which it is recovered and in the case of an amount forwarded by the Subscriber shall be deemed to be the first day of the month of receipt, if it is received by the Accounts Officer before the first day of that month, but if it is received on or after the fifth day of that month the first day of the next succeeding month.

(f) in addition to the amount to be paid under Regulation (17), (18) and (19) interest thereupon upto the end of the month preceeding that in which the payment is made or up to the end of sixth month after the month in which such amount becomes payable, whichever of these periods be less, shall be payable to the person to whom such amount is to be paid.

Provided that where the Account Officer has intimated to that person (or his agent) a date on which he is prepared to make payment is cash or has posted a cheque in payment to that person, interest shall be payable only unto the end of the month preceeding the date so intimated or the date of posting the cheque as the case may be.

(g) the interes on amounts which under sub-regulation (3) of regulation 13 clause (V) of sub-registration (1) of Regulation 15 are replaced at the credit of the subscriber in the Fund shall be calculated at such rates as may be successively prescribed under sub-regulation 1 of this regulation and so far as may be in the manner described in this regulation.

(h) interest shall not be credited to the account of Mohamadan subscriber, if he informs the



Accounts Officer that he does not wish to receive it, but he subsequently asks for interest, it shall be credited with effect from the first day of the year in which he asks for it.

15. ADVANCES FROM THE FUND:- (1) A temporary advance may be granted to a subscriber from the amount standing to his credit in the Fund at the discretion of Municipal Commissioner or any Municipal Officer authorised by him in this behalf subject to the following conditions-

(a) No advance shall be granted unless the sanctioning authority is satisfied that the applicants pecuniary circumstances justifying it and that it will be expended on the following object or objects and not otherwise -

(i) to pay expenses incurred in connection with the prolonged or serious illness of the applicant or any person of his family as detailed in these regulations also actually dependant on him.

(ii) to pay for the overseas passage for reasons of health or of education of the applicant or any other person dependant on him.

(iii) to pay obligatory expenses on a scale appropriate to the applicants status which by customary usage the applicant has to incur in connection with religious functions - marriage, betrothal, funeral or other ceremonies of the persons actually dependant on him.

Provided that the condition of actual dependence shall not apply in the case of a son or daughter of the subscriber.

NOTE:- Advances under sub-regulation (iii) are also permissible for meeting expenditure in connection with a marriage and other



ceremonies of the Subscriber himself/  
herself.

- (iv) to meet the cost of legal proceedings instituted by the subscriber for indicating his position in regard to any allegations made against him in respect of any act done or purporting to be done by him in the discharge of his official duties, the advance in this case being available in addition to any advance admissible for the same purpose from any other Municipal source.

Provided that the advance under this sub-clause shall not be admissible to a subscriber who institutes legal proceedings in any Court of Law either in respect of any matter unconnected with his official duty or against the Corporation in respect of any condition of service or penalty imposed on him.

- (v) to meet the cost of his defence where the subscriber is prosecuted by the Corporation in any Court of Law in respect of any alleged official mis-conduct on his part.
- (vi) to meet expenses in connection with the betrothal ceremony of his daughter.
- (vii) to meet expenses for pilgrimage.

- (b) The sanctioning authority shall record in writing its reasons for granting the advance.

- (c) An advance shall not except for special reasons.

- (i) exceed three months pay or half the amount at the credit of the subscriber in the Fund, whichever is less; or
  - (ii) unless the amount already advanced does



not exceed two thirds of the amount admissible under clause (c) (i), be granted until atleast three months after the final payment of all previous advances together with interest thereon.

NOTE:- For the purpose of this regulation 'Pay' does not include dearness pay.

Provided that the reason is of a confidential nature, it may be communicated to the Accounts Officer personally and confidentially.

(d) Notwithstanding anything contained in clause (c), the advance to be sanctioned for the objects mentioned in sub-clause (iv) or (v) clause (a) shall not exceed three months pay or Rs. 2000/- whichever is greater and shall in no case exceed half the amount at the credit of the subscriber.

2 In fixing the amount of an advance the sanctioning authority shall pay due regard to the amount at the credit of the subscriber in the Fund.

16. RECOVERY OF ADVANCES:- (1) An amount of advance paid to the subscriber shall be recovered from him in such a number of equal monthly instalments as the sanctioning authority may direct, by such instalments shall not be less than twelve unless the subscriber so elects and not more than twenty four. In special cases where the amount of advance exceeds three months pay of the subscriber under clause (c) of sub-regulation (1) of regulation 15 the sanctioning authority may fix such number of monthly instalments to be more than twenty four but in no case more than thirty six. A subscriber may at his option repay more than one instalment in a month. Each instalment shall be in number of whole rupees the amount of the advance being raised or reduced if necessary to admit of the fixation of such instalments.



Recovery shall be made in the manner prescribed in regulation 13 for the realisation of the subscription and shall commence on the first occasion, after the advance is made in which the subscriber draws pay or remuneration on foreign services.

Provided that when advance is made between the period from the 21st day to the last (both inclusive) of any month such recovery shall commence from the second such occasion.

Provided further that the recovery shall not be made except with the subscriber's consent when he is on leave or in receipt of subsistence grant and may be postponed on the subscriber's written request, by the sanctioning authority during the recovery of an advance of pay granted to the subscriber.

3 If advance has been granted to a subscriber, the arrears of the previous advance shall be recovered before sanctioning the new advance.

4 If an advance has been granted and drawn by the subscriber and the advance is subsequently disallowed before repayment is completed, the whole or balance of the amount withdrawn shall with interest at the rate provided in Regulation 14 be repaid forthwith by the subscriber to the Fund or in default, be ordered by the Accounts Officer to be recovered by deduction from the emoluments of the subscriber in a lumpsum or in the monthly instalments not exceeding twelve as may be directed by the authority competent to sanction an advance for the grant of which special reasons are required under clause (c) of sub-regulation (1) of Regulation 15.

5 Recoveries made under this Regulation may be credited as they are made to the Subscriber's account in the Fund.

17. FINAL WITHDRAWAL OF ACCUMULATION IN THE FUND:- When a subscriber quits the service, the amount standing to



his credit in the Fund shall become payable to him.

Provided that a subscriber who has completed 20 years service and requested by the subscriber to withdraw amount may be paid to him in pursuance of this Regulation with interest thereon at the rate provided in Regulation 14 and in the manner prescribed in the proviso to Regulation 18. The withdrawal shall be permissible of six months' basic pay or  $\frac{3}{4}$  of the total amount in balance of the subscriber.

Provided further that a subscriber holding a temporary post may either withdraw the amount on the termination of his appointment or leave it in the Fund to be withdrawn at the time he finally quits the service.

18. SPECIAL PROVISION WHEN SUBSCRIBER IS ON LEAVE:-  
When subscriber:-

- (a) has proceeded on leave preparatory to retirement; or
- (b) while on leave has been permitted to retire or has been declared by the competent medical authority to be unfit for further service.

The amount standing to his credit in the Fund shall upon application made by him in that behalf to the Accounts Officer becomes payable to the subscriber.

Provided that the Subscriber if he returns to duty shall, if required to do so by the Corporation, repay to the Fund for credit to his accounts, the whole or part of any amount paid to him from the Fund in pursuance of this Regulation with interest thereon at the rate prescribed in Regulation 14, by instalment or otherwise, as may be directed by the authority competent to sanction an advance for the grant of which special reasons are required under clause (e) of sub-regulation (1) of Regulation 14.

19. PROVISIONS REGARDING AFTER DEATH PAYMENT:- On the death of a Subscriber before the amount standing to his credit



has become payable or where the amount has become payable before payment has been made-

(1) when the Subscriber leaves a family-

- (a) if a nomination made by the subscriber in accordance with the provisions of Regulation 8 or corresponding to this Regulation heretofore in force, in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.
- (b) If no such nomination in favour of member or members of the family of the Subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof, to which the nomination does not relate, as the case may be shall notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family become payable to the members of his family in equal shares.

Provided that no share shall be payable to -

- (1) sons who attained legal majority;
- (2) sons of a deceased son who have attained legal majority;
- (3) married daughters whose husbands are alive;
- (4) married daughters of a deceased son whose husbands are alive or there is any member of the family other than those specified in clauses (1), (2), (3) and (4).



Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first proviso.

(ii) When the subscriber leaves no family of a nomination made by him in accordance with the provisions of regulation 8 or the corresponding regulation in force in favour of any person or persons subsists. the amount standing to his credit in the Fund or part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportions specified in the nomination.

20. PROCEDURE REGARDING PAYMENT:- (1) When the amount standing to the credit of a subscriber in the Fund becomes payable it shall be the duty of the Accounts Officer to make payment as provided in Section 4 of the Provident Fund Act, 1925.

2 If the person to whom under these Regulations, any amount is to be paid, assigned, or re-assigned or delivered is a lunatic for whose estate a manager has been appointed in this behalf under the Indian Lunacy Act, 1912, the payment, re-assignment or delivery shall be made to such manager and not the lunatic.

3 Any person who desires to claim payment under this Regulation shall send a written application in that behalf to the Accounts Officer. Payment of amount withdrawn shall be made in Municipal Office. The persons to whom the amounts are payable shall make their own arrangements, to receive payment in the Municipal Office. If, however, any Subscriber desires payment at his residence and expresses his



willingness to bear the remittance charges the amount in rupees standing to his credit in the fund may be remitted at his own expenses through the postal agency.

NOTE:- When the amount standing to the credit of a Subscriber has become payable under regulations 17, 18 and 19 the Accounts Officer shall authorise prompt payment of that portion of the amount standing to the credit of the Subscriber in regard to which there is no dispute or doubt, the balance being adjusted as soon after as may be.

21. PROCEDURAL REGULATIONS:- All sums paid into the fund under these regulations shall be credited in the books to an account named "The Municipal Corporation of the City of Nashik General Provident Fund." Sums of which payment has not been taken when six months after they becomes payable under these Regulations shall be transferred to 'Deposits' at the end of the year and treated under the ordinary rules or regulations applicable to deposits.

22. ACCOUNT NUMBER:- When paying subscription either from deductions from emoluments or in cash a Subscriber shall quote the number of his account in the Fund which shall be communicated to him by the Accounts Officer. Any change in the number shall similarly be communicated to the Subscriber by the Accounts Officer.

23. STATEMENT OF ACCOUNT:- (1) As soon as possible after the close of each year the Accounts Officer shall send to each Subscriber a statement of his account in the Fund showing the opening balance as on the 1st April of the year, the total amount credited or debited during the year, the total amount of interest credited on 31st March of the year and closing balance as on that date. The Accounts Officer shall attach to the statement of account an enquiry whatever to subscriber-

(a) desires to make any alteration in any nomination made under Regulation 8 or the corresponding Regulations hereto-fore in force.

(b) has acquired a family in case where the subscriber has made no nomination in favour of



a member of his family under the provision to sub-regulation (1) of regulations 8.

(2) The subscribers shall satisfy themselves to the correctness of the annual statements and errors if any shall be brought to the notice of the Accounts Officer within three months from the date of the receipt of the Statement.

(3) The Accounts Officer shall, if required by a Subscriber once but not more than once in the year, inform the Subscriber of the total amount standing to his credit in the Fund at the end of the last month for which his account has been written up.

24. GENERAL CONDITIONS:- As regards procedure and general conditions for the management of the Fund the procedure as prescribed by the Government of Maharashtra as amended from time to time for the management of the General Provident Fund of the Government employees shall be followed by the Corporation.

Sd/- x x x  
Administrator,  
The Municipal Corporation of the  
City of Nashik.





FIRST SCHEDULE

[ See Regulation 8 (3) ]

FORMS OF NOMINATION

I WHEN THE SUBSCRIBER HAS A FAMILY AND WISHES TO NOMINATE ONE MEMBER THEREOF.

I hereby nominate the person mentioned below who is a member of my family, as defined in regulation 2 of the Municipal Corporation of the City of Nashik General Provident Fund regulation, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable or having become payable has not been paid.

Name and Address of the nominee.	Relationship with the Subscriber.	Age	Contingencies on the happening of which the nomination shall become invalid.	Name, address and relationship of the person or persons, if any, to whom the right of nominee shall pass in the event of his predeceasing the Subscriber.

Dated this                      day of                      19                     

Two Witnesses to sign:

- 1.
- 2.

Signature of the Subscriber



**II WHEN THE SUBSCRIBER HAS A FAMILY AND WISHES TO NOMINATE MORE THAN ONE member thereof.**

I hereby nominate the persons mentioned below who are members of my family, as defined in Regulation 2 of The Municipal Corporation of the City of Nashik General Provident Fund Regulation to receive the amount that may stand to my credit in the Fund in the event of my death before that amount has become payable or have become payable has not been paid, and direct that the same amount shall be distributed among the said persons in the manner shown below against their names.

Name and address of the nominees	Relationship with the Subscriber	Age	* Amount of share of accumulation to be paid to each	Contingencies on the happening of which the Nomination shall become invalid.	Name, address & relationship of the person or persons, if any, to whom the right of the nominees shall pass in the event of his predeceasing the Subscriber.
1.					
2.					
3.					

Dated this                      day of                      19                     

Two witnesses to sign :

- 1.
- 2.

Signature of the Subscriber

\* This column should be filled in so far as to cover the whole amount that may stand to the credit of the Subscriber in the fund at any time.



III                      WHEN THE SUBSCRIBER HAS NO FAMILY AND WISHES TO NOMINATE ONE PERSON.

I, having no family, as defined in Regulation 2 of The Municipal Corporation of the City of Nashik General Provident Fund Regulation, hereby nominate the person mentioned below to receive the amount that may stand to my credit in the Fund, in the event of my death before the amount has become payable or having become payable has not been paid.

Name and Address of the Nominee.	Relationship with the Subscriber	Age	Contingencies on the happening of which the nomination shall become invalid.	Name, address and relationship of the person or persons, if any, to whom the right of the Nominee shall pass in the event of his predeceasing the Subscriber.

Dated this                      day of                      19

Two Witnesses to sign :

- 1.
- 2.

Signature of the Subscriber.



IV      WHEN THE SUBSCRIBER HAS NO FAMILY AND WISHES TO NOMINATE MORE THAN ONE PERSON.

I, having no family as defined in Regulation 2 of The Municipal Corporation of the City of Nashik General Provident Fund Regulation hereby nominate the persons mentioned below to receive the amount that may stand to my credit in the Fund, in event of my death before that amount has become payable or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown against their names.

Name and Address of the Nominees.	Relationship with the Subscriber	Age	* Amount or share of accumulations to be paid to each.	@ Contingencies on the happening of nomination which shall become invalid.	Name, address and relationship of the person or persons, if any, to whom the right of the nominees shall pass in the event of his predeceasing the Subscriber.
1.					
2.					
3.					

Dated this                      day of                      19                     

Two witnesses to sign:

- 1.
- 2.

Signature of the Subscriber.

\* This column should be filled in so as to cover the whole amount that may stand to the credit of the Subscriber in the Fund at any time.

@ When a Subscriber who has no family marks a nomination, shall specify, in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.



THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK

Regulations regarding holding of Departmental Examinations for the purpose of appointments to the posts in Municipal Service, under Section 465(1)(L) of the Bombay Provincial Municipal Corporations Act, 1949.

Details of Regulation

Sr. No.	Administrator/ Corporation	Resolution No.	Date of Resolution	Remarks
1	Administrator	40	4-6-1984	

1. SHORT TITLE AND COMMENCEMENT:- These regulations may be called "Regulations of the Municipal Corporation of the City of Nashik for holding of Departmental Examinations" and shall come into force on the date they are confirmed under Section 465(3) of the Act.

2. DEFINITION: (a) Unless there be anything repugnant to the subject or context,

(i) "ACT" means the Bombay Provincial Municipal Corporation's Act, 1949;

(ii) "CADRE" means the strength of a service or a part of the service sanctioned as a separate unit;

(iii) "RULES" means Rules framed under Section 457(3)(b) of the Act for prescribing the procedure of work of Staff Selection Committee;

(iv) "SECTION" means the Section of Act.

(b) the words and expressions used herein and not defined shall have the same meaning assigned to them respectively in the Act or Rules made thereunder.

3. TYPES OF DEPARTMENTAL EXAMINATION:- For the purpose of Regulation No. 7. of the Regulations framed for prescribing qualifications for the appointment to the posts in Municipal service, there shall be two types of departmental examinations as follows:-

(a) Upper Grade Departmental Examination.

(b) Lower Grade Departmental Examination.



4. LIABILITY OF PASSING THE EXAMINATION:- (a) The candidate appointed in the cadre of Junior Clerks on 1-1-1983 and who have not completed five years continuous service in those posts after the confirmation of appointment shall have to pass the Lower Grade Departmental Examination within a period of three years from the date of their appointment either by promotion or by nomination or within a period of three years from the date of confirmation of these regulations whichever is earlier.

(b) The candidates appointed in the cadre of Senior Clerks and above up to and inclusive of Superintendent cadre in ministerial staff and who have not completed five years continuous service in those posts on 1-1-1983 after the confirmation of appointment shall have to pass the Upper Grade Departmental Examination within a period of three years from the date of their appointment either by promotion or by nomination or within a period of three years from the date of confirmation of these regulations whichever is earlier.

PROVIDED that the candidates who have passed L.S.G.D. and L.G.S. Examinations from the All India Institute of Local Self Government are exempted from passing the Lower Grade and Upper Grade Examinations respectively.

5. WRITTEN TEST PRIOR TO APPOINTMENT:- (a) Notwithstanding anything contained in Regulation No.4 above, the Staff Selection Committee may if it thinks necessary hold written Test prior to selection of the candidates to be appointed either by nomination or by promotion or for preparation of the Select list for the appointments to the posts on municipal service.

(b) If it is decided to hold the written Test as indicated in clause(a) above, the names of candidates eligible for examination shall be fixed by the Municipal Commissioner, Municipal Secretary, Municipal Chief Auditor as the case may be. as follows:

(i) in case of appointment by nominations by examining the prescribed qualifications for the post and

(ii) in the case of appointment by promotion by scrutinising the prescribed qualification, seniority, efficiency, previous service record, confidential reports, etc.

6. SYLLABUS OF THE EXAMINATION:- The syllabus of the examination shall be as prescribed by the Municipal Commissioner from time to time.



7. DATE, TIME AND PLACE OF THE EXAMINATION :-As far as possible, the departmental examination will be taken once in a year in the month of August. The date, time and place of the examination shall be fixed by the Municipal Commissioner and notified three months in advance for the information of all candidates who have to appear.

8. SUPERVISION AND CONTROL:- All departmental examination shall be held and conducted under the control and supervision of the Assistant Municipal Commissioner (Administration) who will be responsible for the proper conduct and declaration of the result of the examination to the Municipal Commissioner or to the Staff Selection Committee through the Municipal Commissioner as the case may be.

9. PAPER SETTERS AND EXAMINERS:- The Paper Setters and Examiners for these examinations shall be fixed by the Municipal Commissioner from time to time. Provided that they shall be as far as possible from amongst outsiders not being the employees of this Corporation.

10. MINIMUM MARKS REQUIRED FOR PASSING:- The candidates shall have to acquire minimum 40% of the total number of marks in each paper. The candidates shall be given three chances to pass the examination. Candidates will be eligible for exemption in the papers they have passed in the preceding examination.  
PASS WITH DISTINCTION:- The candidate will pass with distinction if he passes in all the Papers and obtains 65% marks in the aggregate. For being eligible for distinction the, candidate must pass in all the papers at one sitting of the Examination.

11. (a) Results should be declared as far as possible within two months after the examination. The decision of the Commissioner regarding the results of the examination will be final and binding on all the candidates appearing for examination.

(b) If a candidate desires to get his marks in any paper verified, he will have to pay Rs. 10/- per paper along with his application in that behalf. However, under no circumstances verification of any paper will be permitted.

(c) Any candidate found in the opinion of the Commissioner guilty of misconduct during the examination will be liable for disciplinary action.



4. ELIGIBILITY FOR APPOINTMENT:- The candidates shall not be eligible for appointment merely on the basis of passing the examination, unless they are selected by the Staff Selection Committee as provided in the Rules and unless there is a post vacant for the appointment.

SYLLABUS:-

UPPER GRADE DEPARTMENTAL EXAMINATION.

PAPER I (100 Marks)

SECTION - A-Bombay Provincial Municipal Corporations Act, 1949 (40 Marks) excluding following chapters-  
CHAPTERS-12,13,14(Section 202 to 225)  
15,16,17 and 20, Schedule Chapter 9,10,11,12,13 and 16.

SECTION B- Knowledge of the general provisions of the following Act and Rules. (40 Marks)  
(i) Minimum Wage Act and Rules thereunder.  
(ii) Acts relating to local Bodies in the area.  
(iii) Broad Principles of Town Planning and land Acquisition.  
(iv) Public Health and Sanitation.

SECTION C- Knowledge of Rules, Regulations, Standing Orders (20 Marks) regarding all taxes imposed by Corporation.

PAPER II- (100 Marks)  
(a) General principles of accounting and Auditing (30 Marks)  
(b) Principles of Rating and Assessment. (40 Marks)  
(c) General knowledge regarding office procedure (30 Marks)

PAPER III (100 Marks)  
(a) General knowledge regarding by-laws and service regulations (40 Marks)  
(b) Preparation of summaries of cases or reports or correspondence (30 Marks)  
(c) Preparation of draft letters to the Government and Public Authorities.(30 Marks)

PAPER IV (1) Financial Publication of the Government of Maharashtra No. III on - (40 Marks)  
(i) General Conditions of Services Rules 1981. Maintenance of Service Record, service books.  
(ii) Maharashtra Civil Services (Pay) Rules.  
(iii) Maharashtra Civil Services Rules 1981 Foreign service & payments during suspension, Dismissal & Removal.



- (iv) Maharashtra Civil Services (Leave) Rules, 1981.
- (v) Maharashtra Civil Services (Pension) Rules, 1982.
- (2) Maharashtra Finance Rules, 1959 (40 Marks) (Whole)
- (3) Maharashtra Public Works Account Code (Whole) (20 Marks)

LOWER GRADE EXAMINATION:

PAPER I (100 Marks)

- (a) Precis writing (60 Marks)
- (b) General Knowledge regarding office orders, circulars etc. (40 Marks)

PAPER II (100 Marks)

Will consist of the following sections of the B.P.M.C. Act, 1949.

CHAPTER I - Section 2.

CHAPTER II- Sections 4, 5, 20, 21, 25, 30, 31, 36, 37, 38, 39, 40 and 41.

CHAPTER IV-All Sections.

CHAPTER VI-Sections 63 to 66

CHAPTER XI-Section 127 and 128

PAPER III- (100 Marks)

- (a) General knowledge of Service Regulations.
- (b) General knowledge of Provident Fund Regulations.
- (c) Knowledge regarding office procedure maintaining worksheets filing ect.
- (d) General knowledge regarding drafting of letter.

Sd/- x x x

Administrator,  
The Municipal Corporation of  
the City of Nashik.



THE MUNICIPAL CORPORATION OF THE CITY OF NASHIK

Regulations regarding Municipal Services (General conditions of Services) regulations under section 465(1)(L) of Bombay Provincial Municipal Corporations Act, 1949.

Details of Regulation

Sr. No.	Administrator/ Corporation	Resolution No.	Date of Resolution	Remarks
1.	Administrator	187	30-9-1985	

1. SHORT TITLE AND COMMENCEMENT:- (1) These regulations shall be called Municipal Services (General Conditions of Services) Regulations, 1985 of the Municipal Corporation of the City of Nashik.

(2) These regulations shall come into force from the date the approval to the regulations is accorded by the Corporation under section 465(3)(a) of Bombay Provincial Municipal Corporations Act, 1949.

2. EXTENT OF APPLICATION:- (1) Except where it is otherwise expressed or implied and subject to the provisions of clause (2) of this regulation, these regulations shall apply to all Municipal Servants who hold a lien on such a post had their lien not been suspended under the Municipal Service Regulations

(2) Unless in any case it is distinctly provided for by or under the regulations, these regulations do not apply to-

(a) Municipal Servants on daily wages, badli and temporary;

(b) Municipal Officers and Servants whose time is not exclusively devoted to the duties of their office.

(c) Government Officers and Servants in Municipal employ;

(d) Municipal Officers & Servants employed on honorarium basis;



3. DEFINITIONS:- (1) In these regulations, unless there be anything repugnant in the subject or context-

(a) "Act" means the Bombay Provincial Municipal Corporations Act, 1949 as amended from time to time;

(b) "Appointing Authority" with reference to any employee means the authority having the power to appoint such employees;

(c) "Employee" includes all officers and servants of the Corporation to whom these regulations apply;

(d) "Corporation" means the Municipal Corporation of the City of Nashik, District-Nashik;

(e) "Service" means continuous service under the Municipal Corporation of the City of Nashik includes periods spent on duty as well as on leave, and service on foreign service conditions; but does not include extraordinary leave;

(f) "Competent Authority" means-

(i) Standing Committee in the case of Officers appointed under Section 45 of the Bombay Provincial Municipal Corporations Act, 1949 / and also in the case of other officers the power of appointing whom vests in the Corporation;

(ii) In case of other Municipal Servants and Officers; the Municipal Commissioner.

(g) "Section" means section of the Act;

(2) Words and expressions used in these regulations but not defined shall have the same meanings as are assigned to them in the Act.

4. DEPARTMENTAL RULES & ORDERS:- All departmental rules & orders in respect of the subjects dealt with in these regulations which have been approved or may hereafter be approved by the Corporation so far as they do not conflict with any provision of these regulations shall be deemed to apply to the Municipal Servants to whom they relate.

5. CONDUCT FOR PERFORMING SERVICE IN MUNICIPAL SERVICE & PROCEDURAL REQUIREMENTS TO EXERCISE CONTROL OVER MISCONDUCT & IRRESPONSIBLE BEHAVIOUR OF THE MUNICIPAL SERVANTS:- As regards the conduct for performing Municipal Service by Municipal Servants and procedural requirements to exercise control over the Municipal Servants, the Maharashtra Civil Services (General Conditions of Services) Rules, 1981 which are made applicable to the Municipal Officers & Servants and Procedure which is made applicable to State Government Servants shall also be made applicable to Municipal Officers & Servants as amended



from time to time by Government of Maharashtra and shall be followed mutdis mutandis, by the Municipal Corporation of the City of Nashik.

The Competent authority shall take action accordingly subject to the following changes-

For the words.

Substitute the words.

1. Government servants.
2. Head of Office for non-Gazetted Govt. servants.
3. Government or prescribed authority.
4. Govt. of Maharashtra.
5. Administrative branch of the deptt. or office.

1. Municipal Servants.
2. Head of the respective deptt. in the case of class III and class IV employees.
3. Competent authority.
4. The Municipal Corporation of the City of Nashik.
5. Head of the Department or Head of the branch.

6. INTERPRETATION:- If any question arises relating to the interpretation of these regulations, it shall be referred to the Commissioner, whose decision thereon shall be final.

7. DELEGATION OF POWERS:- The Corporation may, by general or special order, direct that any power exercisable by it or any Head of a Department or office under these regulations (except the powers under regulation 6 and this regulation) shall, subject to such conditions, if any as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

8. REPEAL & SAVING:- (1) On the commencement of these regulations, every rule, by-laws or regulation in force immediately before such commencement shall, in so far as it provides for any of the matters contained in these regulations cease to operate;

Provided that, any order made or action taken under the rules, by-laws so repealed shall be deemed to have been made or taken under the corresponding provisions of these regulations.