



# TAMIL NADU GOVERNMENT GAZETTE

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## Part III—Section 1(a)

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

### NOTIFICATIONS BY GOVERNMENT

#### MUNICIPAL ADMINISTRATION AND WATER SUPPLY DEPARTMENT

TAMIL NADU TOWN PANCHAYATS, THIRD GRADE MUNICIPALITIES, MUNICIPALITIES AND  
MUNICIPAL CORPORATIONS (PUBLIC DISCLOSURE) RULES, 2009

[G.O. Ms. No. 95, Municipal Administration and Water Supply (Election), 9th June 2009.]

#### No. SROA-15(a)/2009.

In exercise of the powers conferred by section 347 of the Chennai City Municipal Corporation Act, 1919 (Tamil Nadu Act IV of 1919), Section 303 of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920), Section 431 of the Madurai City Municipal Corporation Act, 1971 (Tamil Nadu Act 15 of 1971) and Section 430 of the Coimbatore City Municipal Corporation Act, 1981 (Tamil Nadu Act 25 of 1981), read with section 8 of the Tiruchirappalli City Municipal Corporation Act, 1994 (Tamil Nadu Act 27 of 1994), Section 8 of the Tirunelveli City Municipal Corporation Act, 1994 (Tamil Nadu Act 28 of 1994), Section 8 of the Salem City Municipal Corporation Act, 1994 (Tamil Nadu Act 29 of 1994), Section 8 of the Tiruppur City Municipal Corporation Act, 2008 (Tamil Nadu Act 7 of 2008), Section 8 of the Erode City Municipal Corporation Act, 2008 (Tamil Nadu Act 8 of 2008), Section 8 of the Vellore City Municipal Corporation Act, 2008 (Tamil Nadu Act 26 of 2008) and Section 8 of the Thoothukudi City Municipal Corporation Act, 2008 (Tamil Nadu Act 27 of 2008), the Governor of Tamil Nadu hereby makes the following Rules:—

#### RULES

**1. Short title and commencement.**—(1) These rules may be called the Tamil Nadu Town Panchayats, Third Grade Municipalities, Municipalities and Municipal Corporations (Public Disclosure) Rules, 2009.

(2) They shall come into force on the first day of September, 2009.

**2. Application.**—These rules shall apply to all Town Panchayats, Third Grade Municipalities, Municipalities and Municipal Corporations in the State.

**3. Definitions.**—In these rules, unless context, otherwise requires,—

(a) “Act” means, the Chennai City Municipal Corporation Act, 1919 (Tamil Nadu Act IV of 1919), the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920), the Madurai City Municipal Corporation Act, 1971 (Tamil Nadu Act 15 of 1971), the Coimbatore City Municipal Corporation Act, 1981 (Tamil Nadu Act 25 of 1981), the Tiruchirappalli City

Municipal Corporation Act,1994 (Tamil Nadu Act 27 of 1994), the Tirunelveli City Municipal Corporation Act, 1994 (Tamil Nadu Act 28 of 1994), the Salem City Municipal Corporation Act,1994 (Tamil Nadu Act 29 of 1994), the Tiruppur City Municipal Corporation Act 2008 (Tamil Nadu Act 7 of 2008), the Erode City Municipal Corporation Act, 2008 (Tamil Nadu Act 8 of 2008), the Vellore City Municipal Corporation Act, 2008 (Tamil Nadu Act 26 of 2008) and the Thoothukudi City Municipal Corporation Act,2008 (Tamil Nadu Act 27 of 2008);

(b) 'municipality' means the town panchayats, third grade municipalities, municipalities and municipal corporations in the State.

**4. Maintenance of records and publication of information.**— Every municipality shall maintain all its records duly catalogued, indexed and disclose the information as specified in Appendix-I, Appendix-II to these rules, at such intervals as specified therein, in the manner specified in rule 5.

*Explanation:* Wherever the information is specified to be disclosed once in six months, it shall be on the first day of the months of January and July of every year and in respect of once in a year, it shall be on the first day of the month of October.

**5. Manner of disclosure.** — The information required to be disclosed under rule 4 shall be published in such forms appended to these Rules in any one or more manner specified as follows:—

- (a) Website of the municipality;
- (b) Notice Boards of the municipal office, wards committee offices, and ward offices, if any; and
- (c) Any other mode as may be directed by the Government, by order.

NIRANJAN MARDI,  
Secretary to Government.

#### APPENDIX – I

Serial Number. (1)	Details of information. (2)	Periodicity of disclosure. (3)
1	<i>Particulars of the Municipality—</i> (a) Formation of the Municipality (b) Brief history (c) Significant events/persons (d) Characteristics and importance of the town including tourist attractions	<i>Once in a year</i>
2	(a) Directory of its Chairperson, Vice-chairperson, Councillors, officers and employees with specific particulars of officers by designation who grant concessions, permits, licences or No Objection Certificates or authorisations. (b) Party position in the council	Once in a year or whenever changes are made
3	The minutes of the meetings of the council	Within a month of the meeting
4	Citizen's Charter.	Once in a year
5	Details of Land owned by or vested with the municipality	Once in a year
6	The service level being provided for each of the following services undertaken by the Municipality— (i) Water supply; (ii) Sewerage; (iii) Street lights; (iv) Solid Waste management.	Once in six months

<i>Serial Number</i> (1)	<i>Details of information</i> (2)	<i>Periodicity of disclosure</i> (3)
7	Details of subsidy programmes on major services. Achievement - (i) Swarna Jayanthi Shahari Rozgar Yojana (ii) Jawaharlal Nehru National Urban Renewal Mission (iii) Solid Waste Management (iv) Water supply	Once in a year
8	Procedure for availing various services, obtaining licences from the municipality including the fees, if any, to be remitted. (e.g.) (i) Water supply connection (ii) Sewerage connection (iii) Assessment of tax (iv) Payment of tax, fees (v) All licences including trade, building licences (vi) Lay out approval (vii) Repairs to various services provided by the municipality (viii) Solid and liquid waste removal (ix) Water supply for special occasions (x) Reservation for Travellers' Bungalow, Kalyana mantapam and other similar services (xi) Animal Control – to avoid nuisance created by stray animals like dogs, pigs, etc. (xii) Registration of Births and deaths (xiii) Crematorium, Burial and burning ground services (xiv) Others	Once in a year
9.	For any specific grievance relating to the municipal services, details of officers and staff who can be approached and their jurisdiction together with the names and contact details of controlling officers who can be approached in case of default or undue delay.	Once in six months.
10	The particulars of all works including procurement together with information on the value of works, time of completion, and details of contract etc.,	Once in six months
11	Such other information as may be directed by the Government.	Whenever necessary

**APPENDIX – II**

<i>Serial Number</i> (1)	<i>Details</i> (2)	<i>Periodicity of disclosure</i> (3)
1	Annual budget	Once in a year, within a month of approval of budget by the council.
2	Audited financial statements	Once in a year, within a month of the receipt of the audit report

<i>Serial Number</i>	<i>Details</i>	<i>Periodicity of disclosure</i>
(1)	(2)	(3)
3	Particulars of the Master Plan, City Development Plan or any other plan concerning the development of the municipal area including City Corporate/Business Plan/ City Development Plan in respect of Municipal Corporations: For other cities	Once in a year  Whenever updated
4	Publication of amendments to the Municipal Acts, Rules, bye-laws, regulations and notifications of public interest	Once in a year during the financial year or as and when necessary
5	Disclosure of such other information as may be directed by the Government	As may be directed by the Government

**FORM-1****PARTICULARS OF MUNICIPALITY**

(See rule 5 and Serial Number 2 of Appendix I)

**PART – I****DIRECTORY****(A) Details of elected Chairperson, Vice-chairperson and councillors or members.**

<i>Serial Number</i>	<i>Name</i>	<i>Position and Ward</i>	<i>Contact Number</i>		<i>E-mail and Web Site</i>
			<i>Residence</i>	<i>Mobile</i>	

**(B) Details of officers**

<i>Serial Number</i>	<i>Name of the Officer</i>	<i>Designation</i>	<i>Contact Number</i>		<i>E-mail/web</i>	<i>Entrusted Responsibility</i>
			<i>Residence/Office</i>	<i>Mobile</i>		

**PART – II****POLITICAL PARTY / VACANCY POSITION****(A) Political party position in the council**

<i>Serial Number</i>	<i>Political party or Independents</i>	<i>Number of Councillors or Members</i>
(1)	(2)	(3)

**(B) Vacancy in the position of councillor**

<i>Total Strength of Council</i>	<i>Number in position</i>	<i>Number of seats of councillors or members vacant</i>
(1)	(2)	(3)

**FORM-2****DETAILS OF LAND OWNED BY / VESTED WITH MUNICIPALITY**

(See rule 5 and Serial Number 5 of Appendix I)

**(A) Total extent of land owned by Municipality and its current status**

<i>Serial Number</i>	<i>Ward Number</i>	<i>Survey Number</i>	<i>Extent</i>	<i>Usage</i>
(1)	(2)	(3)	(4)	(5)

**(B) Total extent of land, vested with the municipality and its current status**

<i>Serial Number</i>	<i>Ward Number</i>	<i>Survey Number</i>	<i>Extent</i>	<i>Present usage</i>
(1)	(2)	(3)	(4)	(5)

**FORM-3****MINUTES OF THE COUNCIL MEETINGS**

(See rule 5 and Serial Number 3 of Appendix I)

<i>Date of meeting of the council</i>	<i>Serial Number and subject in the Agenda</i>	<i>Decision of the council</i>
(1)	(2)	(3)

**FORM-4****DETAILS OF MUNICIPAL SERVICES PROVIDED**

(See rule 5 and Serial Number 6 of Appendix I)

<i>Serial Number</i>	<i>Details of Municipal Services including Licences /permits in respect of</i>	<i>Officer Responsible</i>	<i>Contact Numbers</i>
1	Property Tax Assessment		
2	Profession Tax Assessment		
3	New House Service Connection - Water / Sewerage		
4	Repairs to House Service Connection-Water/Sewerage		
5	Septic Tank clearing		
6	Water Supply Service Problem		
7	Sewerage Service – problem		
8	Road – complaints		
9	Sanitation - Rubbish Removal Complaints		
10	Building Licence		
11	Trade Licence		
12	Birth Certificate		
13	Death Certificate		
14	Street lights services – complaints		
15	Maternity services – complaints		
16	Drainage services – complaints		

**FORM-5****LEVEL OF MUNICIPAL SERVICES PROVIDED**

(See rule 5 and Serial Number 6 of Appendix I)

**PART-I****WATER SUPPLY**

<i>Total requirement as per norm and population (Million Litres per Day)</i>	<i>Total quantity supplied (Million Litres per Day)</i>	<i>Frequency of supply Daily / once in 2 days / once in 3 days, etc.</i>	<i>Supply Hours (Approximate)</i>	<i>Water treatment Method</i>
(1)	(2)	(3)	(4)	(5)
<i>Present per capita supply (Litres Per Capita Daily)</i>	<i>Rate of Water charges (Domestic)</i>	<i>Rate of Water Charges (Non Domestic)</i>	<i>Whether Bylaws have been approved and Gazetted</i>	<i>Percentage of coverage of population through protected supply</i>
(6)	(7)	(8)	(9)	(10)

**PART-II****SEWERAGE**

<i>Percentage of municipal area covered with Under Ground Drainage System</i>	<i>Per Capita generation of waste water</i>	<i>Number of House service Connections</i>	<i>Monthly rate of sewerage charges (Domestic)</i>	<i>Monthly rate of sewerage charges (Non Domestic)</i>	<i>If any Under Ground Drainage System scheme is ongoing briefly indicate its status</i>
(1)	(2)	(3)	(4)	(5)	(6)
<i>If there is no Under Ground Drainage System, Number of Septic tanks</i>	<i>Quantity of sewerage pumped</i>	<i>Quantity treated</i>	<i>Method of treatment</i>	<i>Source where treated water is disposed</i>	<i>Organizational arrangement available to redress people's grievances</i>
(7)	(8)	(9)	(10)	(11)	(12)

**PART-III****STREET LIGHTS**

<i>Total Number of Street Lights and the Types of Lights</i>	<i>Number of additional street lights installed during the last 6 months</i>	<i>Annual Electricity consumption charges for the last year</i>	<i>Organizational arrangements in the Municipality for redressal of public grievances</i>
	<i>No.</i>	<i>Cost</i>	
(1)	(2)(a)	(2)(b)	(3)
			(4)

**PART-IV****SOLID WASTE MANAGEMENT**

<i>Total Solid waste generated per day in the town</i>	<i>Total Solid waste cleared per day</i>	<i>Number of compost yards available and extent</i>	<i>Number and type of vehicle used Lorry / Tractor / Compactor</i>	<i>Carrying capacity of all vehicles per trip</i>
(1)	(2)	(3)	(4)	(5)
<i>Average Number of Trips per day</i>		<i>Whether privatization has been attempted and if so in how many wards</i>		
(6)			(7)	

**FORM-6****DETAILS OF SUBSIDY PROGRAMMES ON MAJOR SERVICES**

(See rule 5 and Serial Number 7 of Appendix I)

**PART-I****CENTRAL GOVERNMENT SPONSORED**

<i>Serial Number</i>	<i>Name of the Programme</i>	<i>Number of beneficiaries</i>	<i>Total amount of subsidy in the year</i>	<i>Amount of subsidy per beneficiary</i>
(1)	(2)	(3)	(Rs.) (4)	(Rs.) (5)

**PART-II**  
**STATE SPONSORED**

<i>Serial Number</i>	<i>Name of the Programme</i>	<i>Total outlay</i>	<i>Annual outlay</i>	<i>Funding Source</i>	<i>Details of programme</i>
(1)	(2)	(3)	(4)	(5)	(6)

<i>Nature of Beneficiaries</i>	<i>Total amount of subsidy (Rs.)</i>	<i>Amount of subsidy per beneficiary (Rs.)</i>
(7)	(8)	(9)

NIRANJAN MARDI,  
Secretary to Government.