

ADMINISTRATIVE WING

General Administration Department

Functions & Duties

- Maintenance of Service Books :
 - a. Increments,
- - b. Leave,
 - c. To take note of various orders,
 - d. Fixation of Pay.
- All procedure regarding giving benefits of pensions to the employee as per Ulhasnagar Municipal Corporation Pension Rule.
- Implementation of dues, Allowances and Advances.
 - a. Traveling Allowance.
 - b. Medical Allowance.
 - c. Vehicle Allowance.
 - d. Cash Allowance.
 - e. Handicap Allowance.
 - f. Washing Allowance.
 - g. Festival Advance.
 - h. Additional Charge Allowance.
- Departmental inquiries regarding misconduct of Municipal Employees, Departmental Enquiry conduct under M.C.S.R. 1979 and Punishments imposed under the B.P.M.C.Act,1949 and M.C.S.R.1979.
- To attend Court Cases in various Courts regarding Employee matters.
- Pay Bills
- Seniority List.
- Municipal Union Correspondence.
- Correspondence with Municipal Secretary Department.
- Correspondence with Government.
 - a. L.A.Q.
 - b. Lokayukta references.
 - c. Lokshahi Din.

Municipal Secretary Department

Functions & Duties

- A Secretary is a connecting link between the Elected representatives and Administration.
- He issue notice of General Body Meeting, Standing Committee Meeting, Special Committee Meeting, Adhoc Committee Meeting, and Tree Authority Meeting.
- He draw minutes connected with above meetings.
- He has custody of all papers and documents connected with the above Meeting proceedings and Common Seal of Corporation.
- He control over acts and proceedings of the said officers and Servants.
- He also dispose of all questions relating to the service, remuneration and privilege of the said officers and servants subject to the regulations.

Legal Department

Functions & Duties

- To settle the professional fees of advocate.
- To assign the briefs to advocate.
- To brief the advocate to take, institute prosecute and defend any suit or other legal proceedings against the corporation.
- To seek parasite institutions from relevant department and in consultation with the head of said department to settle the plaint/ws/reply affidavit etc.
- To control over accounts of legal department.
- To control over the establishment of legal department and recommend or sanction the leave of subordinate as the case may be.
- To seek the instruction relevant departments or authorities of corporation to take withdraw compound and defend legal proceeding
- To advice for securing the exercise or discharge of any powers or duty vesting or imposed upon any municipal authority or any municipal officer or servant.
- To advice on the appointment /removal of advocates and counsel on the panel of municipal advocates.
- To advice for appointment of special counsels.
- To control and supervise over acts and proceedings of Junior law officers and other subordinate officials of legal department.
- To perform the duties for incidence of legal affairs of corporation.
- To sign Vakalatnama in absence of Hon'ble Commissioner or relevant head of the department concerned with the subject matter.



Public Relation Department

Functions & Duties

- To publish advertisements, press release, notifications and circulars related to various departments.
- To arrange cultural programs.
- To publish notice of General Body meeting.
- To provide the publicity for strategic decisions and future planning of the Corporation.

REVENUE WING

Property Tax Department

Functions & Duties

- To levy, assess & recover Property Taxes.
- To levy, assess & recover State Education Cess / Emp. Guarantee Cess & tax on larger residential premises on behalf of State Govt.
- To levy, assess & recover water charges & fees.



LBT Department

Functions & Duties

Any goods imported within the LBT limits are intended for consumption, use or sale in the municipal area, the LBT officer shall, after checking and on being satisfied as to correctness of the description, number, quantity, weight, measure and value of the goods as given in the declaration or otherwise by determining those matters as provided in the rules, assess the amount of LBT payable and demand its payment. On payment being made, the LBT officer shall grant a receipt for the payment, given date and time to issue to the importer or his representative.

FINANCE WING

Accounts Department

Functions & Duties

- To receive all moneys payable to the Corporation and credit the same in the bank Account of the Corporation
- To make payment on account of Municipal Fund
- To estimate Income & Exp. statement for the next financial year before 31st of March
- To make payment of Salary and pension of the employees
- To control the budget sanctioned by the Corporation
- To make scrutiny of every financial proposal on behalf of Hon. commissioner

Audit Department

Functions & Duties

- Audit of Municipal Fund
- Follow the orders of Standing Committee
- Framing of rules for Auditing
- Control and Check on Accounts of Corporation

HEALTH WING

Medical Health Department

Functions & Duties

The following National Health programs are implemented by Health Department.

- National Family Welfare Program
- Reproductive and Child health Program
- Revised National Tuberculosis Control Program
- National Leprosy Eradication Program
- National Malaria Eradication Program
- National Blindness Control Program
- National AIDS Control Program
- Epidemic Control Program
- Pulse Polio Program
- School Health Program



Public Health Department

Functions & Duties

- Sweeping of main roads, sub roads, gullies & foot path
- Cleaning of Nallas, Gutters & Public Latrines.
- Collection and Transportation of debris to dumping grounds
- Spraying of Insecticides, Fogging in the epidemic prone area and as per requirements & demand, disposal of dead bodies of animals.
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Taking measures to improve epidemic prone area and control epidemic.

TECHNICAL WING

Public Works Department

Functions & Duties

- Construction and maintenance of Roads, Bridges.
 - Construction and maintenance of Drains and nallas.
 - Construction and maintenance of Community halls, and Samaj Mandir.
 - Construction and maintenance of other Municipal Buildings.
 - Implementation of Slum Improvement Scheme.
 - Implementation of Govt. funded schemes such as DPDC, Dalit Vasti. A like Ambedkar Awas Yojana, Swarna Jayanti etc.
 - Plantation and preservation of trees.
 - Construction & Maintenance of gardens, parks, play grounds & other public places.
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Water Supply Department

Functions & Duties

- Installation & Maintenance of pipe lines and sewer lines.
 - Supply of drinking water
 - Operation and Maintenance of underground drainage system
 - Collection of Water charges from consumers
 - Operation and maintenance of Jet pumps, bore wells & hand pumps
 - Operation and maintenance of pumping stations and booster pumping stations.
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Electrical Engineering Department

Functions & Duties

- Installation & Maintenance of Street Lighting.
- Installation & Maintenance of electrical installation of various Corporation office premises.
- Installation, Operation and Maintenance of fountains.
- Installation & Maintenance of communication systems pertaining to corporation.
- Shifting of MSEB Poles and Transformers obstructing the carriageway of roads.
- Computerization of various activities of corporations

Town Planning Department

Functions & Duties

The duties and functions pertaining to town planning are to prepare regional plans, development plans and town planning schemes; to render assistance to the municipal authorities in the preparation of development plans and town planning schemes; to carry out surveys, prepare existing land-use-plans and development plans; to advise and prepare town development, improvement, extension and slum clearance schemes under the Municipal Acts.

Controller of Unauthorized Construction

Functions & Duties

- Control on Unauthorized constructions
- Removal of Encroachments
- Removal of Unauthorized Constructions
- Removal of structures for widening or making new roads
- Help in incident of disaster

Computer Department

Functions & Duties

Ulhasnagar Municipal Corporation has undertaken e-governance initiatives to improve efficiency, transparency and accountability at the Government-citizen interface. UMC has designed innovative interfaces to make it easier for citizens to access the services and setup Citizen Facilitation Centre at Head Office. We have streamlined the internal process and completed integration with interface system. Various Departments in UMC are integrated with CFC for Services and Complaint Redressal Cell. We have developed strong MIS system that provides feedback on performance of the redressal system. For effective interface services, internal process for the services are changed / re-engineered. For example processing time for Birth & Death Certificates has been reduced to 15 minutes, which generally takes a week. We also ensure that MIS reports for various services, complaint – redressals, Property Tax Recovery, Water Tax Recovery, Solid Waste Management Status, Street Light Status, PWD work status are generated on an ongoing basis and the concerned official takes immediate corrective action. We have not only streamlined and integrated its process but also made most of the processes transparent seeking public participation through feedback forms to ensure the citizens to get accurate and speedy access to information, thus making the Corporation accountable for the details provided.

Duties:

- Analysis of business processes and development of computerised systems of various departments.
- Procuring necessary hardware and peripherals.
- Organising training of the employees and officers related to Information Technology.
- Providing support and maintenance to various hardware and peripherals.

