Schedule II (See Rule 5) Distribution of Functions among offices of Municipal Committees

Chief Officer 1. Coordination and supervision of all municipal offices; administration; 2. Human Resource Management and general administration; 3. Public relations; 4. Legal affairs; 5. Ensure implementation of environmental and social safeguards; 6. Procurements; 7. Contract management; 8. Take action against violators of the Act, Rules or Byelaws; 9. Organize sports including sports for persons with disability and celebration of national occasions; 10. Assist the relevant authorities in provision of relief in the event of any fire, flood, hailstorm, earthquake, epidemic or other natural calamity with the support of Municipal Offices; and 11. Any other function assigned by the Government. Planning Planning Planning Planning Planning Planning Regulate and control over land-use, land-subdivision, land development, site development scheme and zoning; Exercise control over land-use, land-subdivision, land development, site development scheme and zoning by public and private sectors for any purpose; 3. Regulate and control erection and re-erection of buildings; 4. Adopt measures against dangerous buildings; 5. GIS-based municipal service map; 6. Develop and manage schemes including site development. Finance Finance Finance Finance Finance Finance Recovery of approved taxes, reles, and bye-laws relating to the allocated functions; and 8. Any other function assigned under Law, Rules and by the Government. 9. Propose taxes, fees, rates, tolls, charges etc.; 9. Recovery of approved taxes, fees, rates, tolls, charges etc.; 1. Prepare annual and revised budget; 1. Recovery of approved taxes, fees, rates, tolls, charges etc.; 2. Recovery of approved taxes, fees, rates, tolls, charges etc.; 3. Recovery of approved taxes, fees, rates, tolls, charges etc.; 4. Reconcile monthly and annual accounts of receipts and expenditures at a conspicuous place for information of general public; 8. Pice the reconciled annual accounts of receipts and expenditures with audit and public comments before the House of the local government; 1	Manual Offi	among offices of Municipal Committees
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a Liaison with audit authorities and Pro-		House of the local government;
D. Him Landit naras!		a Liaison with audit authorities and pro-
annotation of audit paragraphs and bye-laws relating		annotation of audit paras;
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to the allocated functions; and		to the allocated functions, and

AND THE REAL PROPERTY AND THE PROPERTY A	Militage wanted in the Control of th
	11. Any other function assigned under Law, Rules and by the Government.
and the same of th	the Government.
Municipal	Prevention and removal of encroachments;
Regulation	2. Regulate dangerous and off
	Regulate dangerous and offensive articles and trades provided in Second Schedule of the Act;
	in occord acherine of the Act.
	services and inches and inches in-
	permits, grant permissions and impose penalties for
	violation thereof as and where applicable.
	4. Organize and regulate cultural & recreational events, fairs & shows:
	and assert of the local dovelument.
	and measures for
	eradication of stray dogs; 7. Regulate and maintain parking places:
	5 minimum parming pidocs,
	The state of sight boulds and advertisements
	except where this function is being performed by the
	Parks and Horticulture Authority;
×	9. Arrange registration of births, deaths, marriages and
	divorces and pass on such information about births,
	deaths, marriages and divorces in its territorial
	jurisdiction to such persons and institutions as may be
	prescribed;
	10. Enforce all municipal laws, rules and bye-laws relating
	to the allocated functions; and
,	11. Any other function assigned under Law, Rules and by
The state of the s	the Government.
	1. Provide manage, operate, maintain and improve the
	municipal infrastructure, including: (i) water supply and control and development of water
Municipal	
Infrastructure	
	(ii) sewage and sewage treatment and disposar,
	(iii) storm water drainage; (iv) establish landfill site and recycling plants;
	(1) meda and streets.
	Assistantian planning engineering and management including
	traffic planning, engineering and management including traffic signaling systems, signs on roads, street markings;
	(vii) street lighting;
	and and
	less public open spaces public gardens, playgrounds and
	arboriculture other than provided and maintain by
	Lie diculture Authority
	2. Develop parking places, transport stations, stops, stands
	At-minals:
	3 Enforce all municipal laws, rules and bye-laws relating
	4. Any other function assigned under Law, Rules and by
	and solid waste collection and sailtary
Municipal	to the state of th
Services	disposal of soild, fidulating and mosphasite and treatment and disposal including landfill site and
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	and transport noising and transport noising and
	2. Management of passess 9
	transit stations;
	 Firefighting; Safety on children's play areas and prevention of
	4. Safety of Children's Park
- e -	accidents; 5. Management of graveyards public open spaces, public gardens,
1	
	6. Management of public playgrounds and arboriculture; playgrounds and arboriculture;
	playgrounds and albohoutes; 7. Management of slaughter houses; 8. Management of slaughter houses; 9. Management of slaugh
	7. Management of slaughter house. 8. Conserve historical and cultural assets;

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9. Management of libraries and reading rooms;

 Enforce all municipal laws, rules and bye-laws relating to the allocated functions; and

11. Any other function assigned under Law, Rules and by the Government.

Note: In case where there is no municipal services office, the functions of that office will be