



**OULGARET MUNICIPALITY
PUDUCHERRY-05**

No:- 1-612/Estt(1)/OM/2017

Jawahar Nagar, dt.

M E M O R A N D U M

- 7 MAY 2023

Sub:- OM-Reallocation of subjects and wards among the Revenue officials of Oulgaret Municipality-Orders-Issued-Regarding.

Ref: Office even order no dt : 10-06-2021

In supersession of earlier orders, the following subject is re-allocated among the Revenue Officials in the main office order with immediate effect.

Sl. No	Name of the Official and Designation	Subjects Re-allocated
1.	Resource Person	Display Charges, Audit paras, Auctioning of Shops/Stalls, Night Shelter, Pay and Use Toilets, Two-wheeler parking facility, fallen trees & fructiferous trees, Collection of adikasu, Issue of No Due Certificate, Exemption of Property Tax payment for Ex-servicemen and their spouses/ widows and other works assigned by Commissioner and Revenue Officer
2.	Resource Person	Preparation of Demand Notice for Municipal rented buildings, Professional Tax, preparation of Notice to the Defaulters of Trade licence and other works assigned by Commissioner and Revenue Officer.
3.	Thiru V. Vengadeswaran, Revenue Inspector	Issue of Trade Licence (Shop and Establishment), Supervision and checking of daily Collection and remittance of various taxes and fees in Jawahar Nagar Main and Modern Hygienic Fish Market. Issue and maintenance of Bill books and Disposal of petition regarding Trade Licence
4.	Thiru P. Kandasamy, UDC	Receipt and Dispatch pertaining to Revenue section, preparing of receipts for cheque recived in respect of property tax, Trade licence and professional tax, RTI application, Entertainment tax on Cinematography, District Court cases and Community Hall Booking.
5	Thiru M.Ravi, Revenue Inspector i/c	Issue of Permission and Licence to the Industries, Vacant Land Tax, Cable tv Entertainment tax, Issue of Temporary Licence to Events and High Court Cases.

6.	Thiru R. Djeatchandirane, BC, Gr-II	Inspection of New Trade Licence application (without machinery) for the Ward pertaining from No.22 to 42, report submitted to R.I and preparation of DCB.
7.	Thiru D. Sarkunaraj, BC, Gr-III	Inspection of New Trade Licence application (without machinery) for the Ward pertaining from No.1 to 21, report submitted to R.I, Renewal of Trade-Licence(Non-power) and Computerized billing of Licence.

Further for the Revenue officials in V.V.P Nagar Tax collection centre the following wards are reallocated and hereby ordered with immediate effect

SL.NO	NAME OF THE R.I INCHARGE	NAME OF THE BILL COLLECTOR & DESIGNATION	WARDS ALLOTTED
1	Thiru P.Nagarajan Revenue Inspector i/c	Thiru M. VENGADASALAM Bill Collector Gr-II	LAWSPET
2			KRISHNA NAGAR
3			RAINBOW NAGAR
4			KAMARAJ NAGAR
5			BRINDHAVANAM
6			SARAM
7			VINOBA NAGAR
8			ASHOK NAGAR
9			RAJAJI NAGAR
10			KUMARAN NAGAR
11			PAKKAMUDAYANPET
12		Thiru VASANTH .S Bill Collector Gr-II	KALAPET
13			PILLAICHAVADY
14			SAMIPILLAITHOTTAM
15			KARUVADIKUPPAM
16			PETHUCHETTYPET
17			SANTHI NAGAR
18			NAVARKULAM
19			SHANMUGAPURAM
20			MUTHIRAPALAYAM
21			KATHIRKAMAM
22			DHARMAPURI
23		Thiru ADHIMOOLAM.M Bill Collector Gr-III	GANAPATHYCHETTYKULAM
24			VEEMACOUNDANPALAYAM
25			INDIRA NAGAR
26			V.P.SINGH NAGAR
27			MEENATCHIPET
28		Thiru SEETHAPATHY.S Bill Collector Gr-III	KURINJI NAGAR
29			ALANKUPPAM
30			THATTANCHAVADY
31			THILASPET
32			COUDANPALAYAM
33			GANDHITHIRUNALLUR

Other wards which are not allocated to any other Bill Collectors is assigned to Thiru P.Nagarajan Revenue Inspector i/c

V.V.P Nagar Tax Collection Centre:-

2. The aforesaid Revenue Inspector i/c and Bill Collectors Gr-II are hereby ordered to do the following tasks in their respective wards in a prompt and swift manner.

- (a) Disposal of public grievance petitions received from tax-payers.
- (b) Identification and collection of property tax arrears from defaulters
Including Industrial units.
- (c) To bring the left over shop-owners/traders under trade licence net.
- (d) Disposal of property tax name-transfer petitions.
- (e) Assisting higher officials in distraint proceedings
- (f) Collection of rent from shopping complex/ municipal markets
- (g) Collection of water-tax and policy name transfer
- (h) Any other duties/work assigned by the Commissioner/RO/ARO.
- (i) Any modification of assessment noticed on field to be reported for
follow up
- (j) Identification of vacant land particulars for collection of VLT

3. The Revenue Inspectors shall hand over the petitions immediately to the Corresponding Bill Collector as per their jurisdiction and same is submitted to approval of Revenue Officer. Attendance should be maintained for Bill collector Gr-III and Outsourcing person

4. The Revenue Inspectors and Bill Collectors are hereby strictly instructed to dispose of the petitions within a week from the date of receipt, failing which the same may be informed to the Revenue Officer without fail.

5. Periodical performance report on above task shall be furnished to Revenue Officer as per the format given.

Any deviation in this regard will be viewed seriously and disciplinary action will be initiated against corresponding Officials.




(A. SURESHRAJ)
COMMISSIONER

To :-

All Individual Concern

Copy to:-

- 1. The Revenue Officer, Oulgaret Municipality
- 2. The PA to Commissioner, Oulgaret Municipality
- 3. All Section Heads.

4. EDP Section - for information and publication }
in official website. } 