

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Establishment - Proposal for Rationalization of Staffing Pattern in Urban Local Bodies – Approval of Norms for Staffing Pattern in various Urban Local Bodies except Greater Hyderabad Municipal Corporation – Orders - Issued.

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (G1) DEPARTMENT

G.O. Ms. No.218

Dated : 15-06-2011.

Read the following:

1. The Commissioner and Director Municipal Administration, Lr.No.3430/2005 K1, Date:09.05.2008.
2. The Commissioner and Director Municipal Administration, Lr.No.3430/2005 K1, Date:25.08.2008.
3. The Commissioner and Director Municipal Administration, Lr.No.3430/2005 K2, Date:29.07.2010.
4. The Commissioner and Director Municipal Administration, Lr.No.3430/2005 K1, Date:27.03.2010.
5. The Commissioner and Director Municipal Administration, Lr.No.3430/2005 K1, Date:13.09.2010.
6. The Commissioner and Director Municipal Administration, Lr.No.3430/2005 K1, Date:13.10.2010.

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ORDER: -

The Commissioner and Director of Municipal Administration has reported to Government that Urban Local Bodies are suffering from lack of adequate manpower and technical skills and it is affecting the financial resource base to shrink against the increasing expenditure which demands to maintain minimum level of services and amenities. The quality of municipal service delivery and building up an environment conducive to effective governance depend to a large extent on the quantity and quality of human resources available in Urban Local Bodies. He has informed that a study of existing Staffing Pattern in Urban Local Bodies indicates that there is no uniformity in staff strength in various Urban Local Bodies among different grades as well as Urban Local Bodies in each grade. It is noticed that norms have not been prescribed for sanction of posts in Urban Local Bodies. It is felt that there is absolute need to fix norms for Staffing Pattern in Urban Local Bodies on a rational manner to enable them to perform their functions efficiently.

2. The Commissioner and Director of Municipal Administration has stated that the following points illustrate the need for fixation of norms for Sanction of posts in Urban Local Bodies:-

- (i) Significant increase in urban services to be provided to the increased urban population from 125 lakhs in the year 1981 to 205 lakhs in 2001 where as there is no increase in the staff in Urban Local Bodies during this period to provide the required urban services.
- (ii) Entrustment of new functions namely, Urban Poverty Alleviation, Slum Improvement, Welfare of Weaker Sections to Urban Local Bodies in the recent past.

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- (iii) Significant increase in financial transactions in Urban Local Bodies consisting of increase in Municipal Revenue from Rs. 688.00 crores in 1994-95 to Rs. 3500.00 crores in 2008-09 and similar increase in expenditure.
- (iv) Implementation of Urban Reforms in Property Tax, Accrual Based Double Entry Accounting System, Engineering and Poverty Alleviation Schemes.
- (v) Implementation of Centrally sponsored schemes / External Aided Projects within the time line fixed to have access for further release of funds.
- (vi) Need to improve quality of various services rendered by Urban Local Bodies to meet the growing aspirations of the Community.
- (vii) Need to improve governance in all Urban Local Bodies by adopting Information Technology, implementation of Citizen Charter and Right to Information Act.

3. A committee of officers constituted by Commissioner and Director of Municipal Administration has studied the Rationalization of Staffing Pattern in Urban Local Bodies and submitted its report in December, 2006 and March, 2007.

4. On the report of the above Committee of Officers, discussions were held in Government with the concerned officers. The Commissioner and Director of Municipal Administration has submitted the following proposals for Rationalization of Staffing Pattern in all Urban Local Bodies, except Greater Hyderabad Municipal Corporation.

- A) Coverage : At present 23,209 employees including Public Health and Non-Public Health workers are working in all categories in all Urban Local Bodies except Greater Hyderabad Municipal Corporation, Greater Visakhapatnam Municipal Corporation and Vijayawada Municipal Corporation. The present proposal covers the posts from category of Commissioner to Bill Collector in 55 categories of posts only. At present 5,115 employees are working in these categories. The present proposal does not cover the posts of Public Health and Non-Public Health Workers, Attenders, Drivers, Record Assistants, other Class-IV employees in the Urban Local Bodies for the reason that the requirements of these posts vary from Urban Local Body to Urban Local Body and also these posts are also outsourced to a major extent.
- B) Norms : Norms have been developed for sanction of posts in Administration, Revenue, Public Health, Engineering and Town Planning sections based on population for the reason that population is the basis for provision of civic services in Urban Local Bodies. Further Urban Local Bodies except GHMC have been classified into six categories based on population for development of norms as shown here under :

Sl. No.	Population Range	Municipalities	Corporations	Total
1	< 40,000	10	-	10
2	40,000 - 1,00,000	79	-	79
3	1,00,000 - 3,00,000	19	9	28
4	3,00,000 - 5,00,000	-	2	2
5	5,00,000 - 10,00,000	-	3	3
6	> 10,00,000	-	1	1
	Total	108	15	123

C) Income : Income has been taken as criteria for sanction of posts in accounts section of the Urban Local Bodies as shown hereunder for the reason that the work in accounts section relates to transactions in income and expenditure in Urban Local Bodies :

Category No.	Income Range (per annum)	Number of Urban Local Bodies	
		Municipalities	Corporations
I	Upto Rs. 3 crores	30	0
II	Above Rs. 3 crores and upto Rs. 10 Crores	59	0
III	Above Rs.10 crores and upto Rs. 20 crores	17	3
IV	Above Rs.20 crores and upto Rs. 50 crores	2	7
V	Above Rs.50 crores and upto Rs. 100 crores	0	3
VI	Above Rs.100 crores	0	2
	Total	108	15

D) Norms : Norms for Staffing Pattern in various Urban Local Bodies except GHMC as per the above criteria is submitted by Commissioner & Director of Municipal Administration.

E) Sanction of the posts : Sanction of 4048 posts in various sections and permission to fill up the posts in three phases and to meet the additional expenditure of Rs. 86.99 crores per annum through Government Treasury from the Head of Account "010-Salaries".

5. Government after careful examination of the matter hereby approve the norms proposed by the Commissioner and Director of Municipal Administration as indicated in Para 4 above. The details of the norms proposed for staffing pattern in Urban Local Bodies in respect of Administration, Revenue, Accounts, Public Health and Sanitation, Engineering and Town Planning are Annexed to this Order on Rationalization of staffing pattern in Urban Local Bodies except Greater Hyderabad Municipal Corporation.

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6. Orders regarding sanction of 4048 posts in various Urban Local Bodies, as per the norms prescribed in Para 5 above, and for filling up these posts in 3 phases will be issued separately by the Finance (SMPC) Department.

7. The Commissioner and Director Municipal Administration shall take necessary action in the matter accordingly.

8. This orders issues with the concurrence of Finance (SMPC.I) Department vide their U.O. No.15064/560/A3/SMPC.I/11, dated 13.6.2011.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**Dr. VIJAY KUMAR,
SECRETARY TO GOVERNMENT**

To

The Commissioner and Director of Municipal Administration, A.P. Hyderabad.
The Engineer-in-Chief, Public Health, AP, Hyderabad.
The Director of Town and Country Planning, AP, Hyderabad.
The Managing Director, APUFIDC, Hyderabad.
The Project Director, MEPMA, Hyderabad.

Copy to:

All the Regional Director-cum-Appellate Commissioners of
Municipal Administration in the State
All the Commissioners of Municipalities in the State.) through
All the Commissioners of Municipal Corporations in the State.) C&DMA,
All the District Collectors in the State) AP, Hyd.
The Director of Treasuries and Accounts, AP, Hyderabad.
The Director of State Audit, AP, Hyderabad.
The General Administration (Cabinet) Department.
The Finance (W & M / Budget SMPC) Department
The Special Secretary to C.M.
The Centre of Good Governance, Jubilee Hills, Hyderabad.
The P.S. to Minister (MA&UD)
The P.S. to Principal Secretary (UD)
The P.S. to Secretary (MA)
SFSC

//FORWARDED BY ORDER//

SECTION OFFICER

ANNEXURE TO G.O.Ms.No.218, MA&UD (G1) DEPARTMENT, DATED 15.06.2011.

ANNEXURE

NORMS APPROVED FOR STAFFING PATTERN IN ULBs OF ANDHRA PRADESH EXCEPT G.H.M.C.

ADMINISTRATION

Sl. No.	Post	Urban Local Bodies – Population size						Remarks
		10 lakhs and above	5 lakhs and above and below 10 lakhs	3 lakhs and above and below 5 lakhs	1 lakh and above and below 3 lakhs	40,000 and above and below 1 lakh	Below 40,000	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Commissioner	1 In the cadre of IAS	1 In the cadre of Addl. Dir. ogf MA	1 In the cadre of Regl. Dir. of MA	*1 In the cadre of Jt.Dir of MA	1 As per grade of ULB	1 As per grade of ULB	* With regard to Municipalities as per grade of ULB.
2.	Addl. Commissioner	1 In the cadre of Addl. Dir. Of M.A.	1 In the cadre of Sel. Gr. M.C.	1 In the cadre of Spl. Gr. M.C.	*1 In the cadre of Spl. Gr. M.C.	--	--	*for Municipalities no Addl. Commr. post is suggested
3.	Secretary	1 In the cadre of Spl. Gr. M.C.	1 in the cadre of First Gr. M.C.	1 in the cadre of First Gr. M.C.	*1 in the cadre of First Gr. M.C.	--	--	*for Municipalities, no Secretary post is suggested
4.	Asst. Commissioner	--	--	--	*1 in the cadre of Second Gr. M.C.	--	--	*for Municipalities only
5.	Asst. Commissioner (Adm.)	1	1	1	*1	--	--	The existing post of Manager may be re-designated as Asst. Commissioner (Adm.) as in the case of GHMC. *for Corporations only
6.	Public Relation Officer	1 (in the cadre of Dist.	1 (in the cadre of Divl.. P.R.O)	1 (in the cadre of Divl. P.R.O)	*1 (in the cadre of Divl. P.R.O)	--	--	Officers will be taken on

Sl. No.	Post	Urban Local Bodies – Population size						Remarks
		10 lakhs and above	5 lakhs and above and below 10 lakhs	3 lakhs and above and below 5 lakhs	1 lakh and above and below 3 lakhs	40,000 and above and below 1 lakh	Below 40,000	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
		P.R.O)						deputation from I&PR Dept. <i>*for Corporations only</i>
7.	Education Officer (in the category of Dy. Educational Officer)	1	1	1	*1	--	--	Officers will be taken on deputation from Education Dept. <i>*for Corporations only</i>
8.	Manager	--	--	--	1	1	1	In the relevant category of Managers (Category I, II and III of APMMS) depending on grade of the Municipality. <i>But not in Corporations.</i>
9.	Superintendent	11 (7 + 4) One for each section excluding accounts, viz., 1. Admn. 2. Revenue. 3. Secretary 4. Public Health. 5. Engineering. 6. Town Plng	9 (7 + 2) One for each section excluding accounts, viz., 1. Admn. 2. Revenue. 3. Secretary 4. Public Health. 5. Engineering. 6. Town Planning	7 One for each section excluding accounts, viz., 1. Admn. 2. Revenue. 3. Secretary 4. Public Health. 5. Engineering. 6. Town Planning 7. UPA.	*7 One for each section excluding accounts, viz., 1. Admn. 2. Revenue. 3. Secretary 4. Public Health. 5. Engi-neering. 6. Town Planning	--	--	<i>*for Corporations only</i>

Sl. No.	Post	Urban Local Bodies – Population size						Remarks
		10 lakhs and above	5 lakhs and above and below 10 lakhs	3 lakhs and above and below 5 lakhs	1 lakh and above and below 3 lakhs	40,000 and above and below 1 lakh	Below 40,000	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
		7. UPA. + 1 for each circle.	7. UPA. + 1 for each circle.		7. UPA.			

Sl. No.	Post	Urban Local Bodies – Population size						Remarks
		10 lakhs and above	5 lakhs and above and below 10 lakhs	3 lakhs and above and below 5 lakhs	1 lakh and above and below 3 lakhs	40,000 and above and below 1 lakh	Below 40,000	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
10.	Sr. Assistant	22 (@ two Sr.Asst. per section)	18 (@ two Sr.Assts. per section)	14 (@ two Sr.Assts. per section)	*14 & **6 (@ one Sr.Asst. per section)	6 (@ one Sr.Asst. per section)	#3	<i>*for Corporations **for Mplts. # One Asst. per 2 sections - These posts are exclusive of the posts in the schools.</i>

11.	Jr. Assistant	33 (@ three Jr.Assts. per section	18 (@ two Jr.Assts. per section)	14 (@ two Jr.Assts. per section	*14 & **12 (@ two Jr.Assts. per section	6 (@ one Jr.Asst. per section	#3	<i>*for Corporations **for Mplts. # One Asst. per 2 sections - These posts are exclusive of the posts in the schools.</i>
12	Sr. Stenographer (PA to Commr.)	7	5	3	1	1	1	One Sr. Steno each for Commissioner, Addl. Commr. & Dy. Commr. in Mpl Corps., and one senior steno for Commr. in Mpties.

Sl. No.	Post	Urban Local Bodies – Population size						Remarks
		10 lakhs and above	5 lakhs and above and below 10 lakhs	3 lakhs and above and below 5 lakhs	1 lakh and above and below 3 lakhs	40,000 and above and below 1 lakh	Below 40,000	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
13	Typist	Existing posts to be continued	Existing posts to be continued	Existing posts to be continued	Existing posts to be continued	Existing posts to be continued	Existing posts to be continued	Existing incumbents will be continued till they vacate the posts
14.	Record Assistant	Existing posts to be retained	Existing posts to be retained	Existing posts to be retained	Existing posts to be retained	Existing posts to be retained	Existing posts to be retained	There is wide divergence in the number as well as duties of Record Assts in various Mpl. Corpns/ Mpties. Hence existing posts may be retained.
15.	System Manager	2	1	1	1	1	1	These posts are essentially required in view of computerization taking place in ULBs.
16.	System Assistants / Data Entry Operator	5	2	2	1	1	1	

REVENUE

Sl. No.	Post	Urban Local Bodies – Population size						Remarks
		10 lakhs and above	5 lakhs and above and below 10 lakhs	3 lakhs and above and below 5 lakhs	1 lakh and above and below 3 lakhs	40,000 and above and below 1 lakh	Below 40,000	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Additional Commissioner	1	--	--	--	--	--	In the cadre of Addl. Director of Mpl. Admn.
2.	Deputy Commissioner	--	1	1	*1	--	--	In the cadre of Spl. Grade Mpl. Commr. *for Corporations only
3.	Deputy Commissioner (Circle Offices)	4 One for each circle	2 One for each circle	--	--	--	--	In the cadre of Spl. Grade Mpl. Commr.
4.	Revenue Officer	8 Two for each circle	4 Two for each circle	2	*1	**1	-	Covered under A.P. Municipal Ministerial Subordinate Service Rules. * Category II ** Category III
5.	UD Revenue Inspector	One for 4 Bill Collectors	One for 4 Bill Collectors	One for 4 Bill Collectors	One for 4 Bill Collectors	One for 4 Bill Collectors	One for 4 Bill Collectors	In the cadre of Senior Assistant. There shall be at least one RI in every ULB
6.	Bill Collector	One for 3,000 Assessments	One for 3,000 Assessments	One for 3,000 Assessments	One for 3,000 Assessments	One for 3,000 Assessments	One for 3,000 Assessments	

ACCOUNTS

Sl. No.	Post	Urban Local Bodies - INCOME RANGE						Remarks
		Above Rs.100 crores	Above Rs.50 crores and upto Rs.100 crores	Above Rs.20 crores and upto Rs.50 crores	Above Rs.10 crores and upto Rs.20 crores	Above Rs.3 crores and upto Rs.10 crores	Upto Rs.3 crores	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Examiner of Accounts	1	1	1	-	-	-	In the cadre of Deputy Director of State Audit Department
2.	Accounts Officer	2	1	1	1	-	-	Norms proposed vide Govt. Memo.No.20331/G1/2004-38, dated 5.3.2008
3.	Junior Accounts Officer	2	1	1	0	1	1	
4.	Senior Accountant	6	4	3	3	2	1	
5.	Junior Accountant	8	6	5	3	2	1	

PUBLIC HEALTH & SANITATION

Sl. No.	Post	Urban Local Bodies – Population size						Remarks
		10 lakhs and above	5 lakhs and above and below 10 lakhs	3 lakhs and above and below 5 lakhs	1 lakh and above and below 3 lakhs	40,000 and above and below 1 lakh	Below 40,000	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Chief Medical Officer of Health	1	1	--	--	--	--	In the cadre of Civil Surgeon
2.	Asst. Medical Officer of Health	4 (One for each Circle)	2 (One for each Circle)	--	--	--	--	In the cadre of Asst. Civil Surgeon
3.	Municipal Health Officer	--	--	1	1	--	--	In the cadre of Asst. Civil Surgeon
4.	Sanitary Supervisor	One for every 5 Sanitary Inspectors	One for every 5 Sanitary Inspectors	One for every 5 Sanitary Inspectors	*One for every 5 Sanitary Inspectors	--	--	In municipalities, existing incumbents will be continued till they vacate the posts. <i>*for Corporations only.</i>
5.	Sanitary Inspector	One for every 40,000 Population	One for every 40,000 Population	One for every 40,000 Population	One for every 40,000 Population	One for every 40,000 Population	*One for every 40,000 Population	In municipalities, existing incumbents will be continued till they vacate the posts. <i>*subject to minimum of one post</i>
6.	Health Assistant / Birth & Death Registrar	One for every 1 lakh population	One for every 1 lakh population	One for every 1 lakh population	2	2	2	
7.	Sanitary Maistry / Sanitary Jawan	Three for one Sanitary Inspector	Three for one Sanitary Inspector	Three for one Sanitary Inspector	Three for one Sanitary Inspector	Three for one Sanitary Inspector	Three for one Sanitary Inspector	In municipalities, existing incumbents will be continued till they vacate the posts.

ENGINEERING

Sl. No.	Post	Urban Local Bodies – Population size						Remarks
		10 lakhs and above	5 lakhs and above and below 10 lakhs	3 lakhs and above and below 5 lakhs	1 lakh and above and below 3 lakhs	40,000 and above and below 1 lakh	Below 40,000	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Chief Engineer	1	--	--	--	--	--	In the cadre of Chief Engineer (PH)
2.	PA to Chief Engineer	1	--	--	--	--	--	In the cadre of EE(PH)
3.	Superintending Engineer	One for every 5 lakh population One for Environmental Engineering	1	1	--	--	--	In the cadre of SE (PH)
4.	PA to Superintending Engineer	One for each SE	1	1	--	--	--	In the cadre of DyEE(PH)
5.	Executive Engineer / Municipal Engineer Gr.I	Two for each SE	One for every 2 lakh population + 1 for Env.Engg	2 + 1 for Env.Engg	1	--	--	In the cadre of EE(PH)
6.	Dy. Executive Engineer / Municipal Engineer Gr.II	Two for each EE	Two for each EE	4	2 + 1 for Env.Engg	1	--	In the cadre of Dy.EE (PH)
7.	Asst. Enggr. / A.E.E / M.E.Gr.III	-	-	-	-	1 for Env.Engg.	1 + 1 for Env.Engg	In the cadre of AE / AEE(PH)

Sl. No.	Post	Urban Local Bodies – Population size						Remarks
		10 lakhs and above	5 lakhs and above and below 10 lakhs	3 lakhs and above and below 5 lakhs	1 lakh and above and below 3 lakhs	40,000 and above and below 1 lakh	Below 40,000	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
8.	Horticulture Officer	1 In the cadre of Asst.Dir.	1 In the cadre of Asst.Dir.	1 in the cadre of Asst.Dir.	1 in the cadre of Hort. Officer	-	-	On deputation from Horticulture Department.
9.	Municipal Asst. Executive Engineer / Municipal Asst. Engineer	One for 40,000 Population + Two for S.E. Office and One for E.E. office	One for 40,000 Population + Two for S.E. Office and One for E.E. office	One for 40,000 Population + Two for S.E. Office and One for E.E. office	5	2	1	One Electrical MAE for every 4 MAEs (Min. One)
10.	Draughtsman	One for each EE	2	2	1	1	1	--
11.	Work Inspector / Technical Maistry	One for each MAE / AME	8	8	4	2	1	--
12.	CAD / GIS Operator	2	1	1	1	1	1	--

Note: Proposed posts for GVMC / VMC are worked out with reference to the norms for the reason that these corporations require posts as per the works taken under JNNURM.

TOWN PLANNING

Sl. No.	Post	Urban Local Bodies – Population size						Remarks
		10 lakhs and above	5 lakhs and above and below 10 lakhs	3 lakhs and above and below 5 lakhs	1 lakh and above and below 3 lakhs	40,000 and above and below 1 lakh	Below 40,000	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Chief City Planner	1	--	--	--	--	--	In the cadre of Director of Town & Country Planning
2.	City Planner	2 One for every 10 lakh population with minimum of 2	1	--	--	--	--	In the cadre of Joint Director of Town & Country Planning
3.	Deputy City Planner	4 Two for each City Planner with minimum of 4	2	1	--	--	--	In the cadre of Dy. Director of Town & Country Planning
4.	Asst. City Planner / Town Planning Officer (Selection Grade)	8 Two for each Dy.City Planner with minimum of 8	4	2	1	--	--	In the cadre of Asst. Director of Town & Country Planning
5.	Town Planning Officer (Special Grade)	--	--	--	--	1	--	--
6.	Town Planning Officer (Ordinary Grade)	--	--	--	--	--	1	--
7.	Transportation Planner	*1	*1	**1	**1	--	--	* In the cadre of Dy. Director of Town & Country Planning ** In the cadre of Asst. Director of Town & Country Planning

Sl. No.	Post	Urban Local Bodies – Population size						Remarks
		10 lakhs and above	5 lakhs and above and below 10 lakhs	3 lakhs and above and below 5 lakhs	1 lakh and above and below 3 lakhs	40,000 and above and below 1 lakh	Below 40,000	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
8.	Town Planning Supervisor	One for every 60,000 population	One for every 60,000 population	One for every 60,000 population	One for every 60,000 population (Min.2)	2	1	--
9.	Town Planning Building Overseer	One for every 40,000 population	One for every 40,000 population	One for every 40,000 population	One for every 40,000 population (Min.4)	4	2	--
10.	Tracer	One for every 2 lakh population	One for every 2 lakh population	One for every 2 lakh population	1	1	1	--
11.	CAD / GIS Operator	4	2	2	1	1	1	New post to be outsourced
12.	Town Surveyor	4	2	2	1	1	1	To be taken on deputation from Rev.Dept.

**Dr. VIJAY KUMAR,
SECRETARY TO GOVERNMENT**

SECTION OFFICER