

**SECTION 4 (1) (b) (ii)**

**The powers & duties of its officers and employees**

Sr. No.	Designation	Powers	Under which legislation / rules / orders / GRs / Circulars	Remarks
1	General Body	<ul style="list-style-type: none"> <li>• Taking policy decisions in all the matters</li> <li>• Giving Administrative approval to the project costing more than Rs. 5 lakhs</li> <li>• Planning Authority under provisions of MR &amp; TP Act 1966</li> <li>• Appointing Authority for certain posts</li> <li>• Acquiring authority</li> <li>• Sanctioned of Annual Budget</li> <li>• Discharging powers as per BPMC Act 1949</li> </ul>	<ul style="list-style-type: none"> <li>• The Bombay Provincial Municipal Corporation Act 1949</li> <li>• The Maharashtra Regional and Town Planning Act 1949</li> </ul>	Nil
2	Standing Committee	<ul style="list-style-type: none"> <li>• Decision regarding financial matters</li> <li>• Sanctioned to execute the tendered work costing more than Rs.10 lakhs</li> <li>• Preparing the Annual Budget</li> <li>• Discharging powers as per BPMC Act 1949</li> </ul>	<ul style="list-style-type: none"> <li>• The Bombay Provincial Municipal Corporation Act 1949</li> <li>• The Maharashtra Regional and Town Planning Act 1949</li> </ul>	Nil
3	Ward Committee a) Nashik(E) b) Nashik(W) c) Panchavati d) Nashik Road e) New Nashik f) Satpur	<ul style="list-style-type: none"> <li>• Taking policy decisions in all the matters in pertaining to the respective Division under its jurisdiction.</li> <li>• Giving Administrative approval to the project costing upto Rs. 5 lakhs</li> <li>• Discharging powers as per BPMC Act 1949</li> </ul>	<ul style="list-style-type: none"> <li>• The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil
4	Women & Child Welfare Committee	<ul style="list-style-type: none"> <li>• Taking policy decisions in all the matters in pertaining to the Welfare of Women &amp; Children under its jurisdiction.</li> <li>• Giving Administrative approval to the projects of Women &amp; Child Welfare</li> <li>• Discharging powers as per BPMC Act 1949</li> </ul>	<ul style="list-style-type: none"> <li>• The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil

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5	Commissioner	<ul style="list-style-type: none"> <li>• Executive Head of Administration</li> <li>• Planning Authority in certain cases</li> <li>• Administrative Sanctioned for the works upto Rs.50,000</li> <li>• Financial approval for the tender work upto Rs.10 lakhs</li> <li>• Ex-Officio Chairman of Tree Authority</li> <li>• Discharging powers as per BPMC Act 1949</li> </ul>	<ul style="list-style-type: none"> <li>• The Bombay Provincial Municipal Corporation Act 1949</li> <li>• The Maharashtra Regional and Town Planning Act 1949</li> </ul>	Nil
6	Deputy Commissioner (Adm.)	<ul style="list-style-type: none"> <li>• Head of the Establishment, Secondary Education, Fire, Record keeping, UBSP, PRO, Sports, Labour welfare, Backward Cell, and Security Department</li> <li>• Financial power to sanctioned quotation upto Rs. 25000</li> <li>• As per the power delegated by the Commissioner from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• The Bombay Provincial Municipal Corporation Act 1949</li> <li>• The Maharashtra Regional and Town Planning Act 1949</li> </ul>	Nil
7	Deputy Commissioner (Tax.)	<ul style="list-style-type: none"> <li>• Head of the Octroi, Property Tax, Water Tax, and other Miscellaneous Taxes, Stores Department</li> <li>• Financial power to sanctioned quotation upto Rs. 25000</li> <li>• As per the power delegated by the Commissioner from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• The Bombay Provincial Municipal Corporation Act 1949</li> <li>• The Maharashtra Regional and Town Planning Act 1949</li> </ul>	Nil
8	Deputy Commissioner (Ench.)	<ul style="list-style-type: none"> <li>• Head of the Encroachment Removal Unit, Slum and Rehabilitation Department</li> <li>• Financial power to sanctioned quotation upto Rs. 25000</li> <li>• As per the power delegated by the Commissioner from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• The Bombay Provincial Municipal Corporation Act 1949</li> <li>• The Maharashtra Regional and Town Planning Act 1949</li> </ul>	Nil
9	City Engineer	<ul style="list-style-type: none"> <li>• Head of the Public Works Department, Electrical &amp; Street Lighting, Garden Department</li> <li>• Financial power to</li> </ul>	<ul style="list-style-type: none"> <li>• The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil

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		<p>sanctioned quotation upto Rs. 25000</p> <ul style="list-style-type: none"> <li>As per the power delegated by the Commissioner from time to time</li> </ul>	<ul style="list-style-type: none"> <li>The Maharashtra Regional and Town Planning Act 1949</li> </ul>	
10	Superintending Engineer	<ul style="list-style-type: none"> <li>Head of the Water Supply, Sewerage, Town Planning, Storm Water Department.</li> <li>Financial power to sanctioned quotation upto Rs. 25000</li> <li>As per the power delegated by the Commissioner from time to time</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> <li>The Maharashtra Regional and Town Planning Act 1949</li> </ul>	Nil
11	Chief Accounts Officer	<ul style="list-style-type: none"> <li>Head of the Accounts Department</li> <li>All works related to Municipal Finance and payments</li> <li>Financial power to sanctioned quotation upto Rs. 25000</li> <li>As per the power delegated by the Commissioner from time to time</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil
12	Chief Auditor	<ul style="list-style-type: none"> <li>Head of the Audit Department</li> <li>Looking after the internal Audit of all matters of N.M.C.</li> <li>Financial power to sanctioned quotation upto Rs. 25000</li> <li>Answerable to Standing Committee and General Body</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil
13	Medical Officer of Health (MOH)	<ul style="list-style-type: none"> <li>Head of the Health Department</li> <li>Looking after Solid waste management, scavenging, Food Adulteration, monitoring health services in Nashik, Paste Control, Pollution control, Bio-Medical Waste, Licensing to various activities related to health</li> <li>Financial power to sanctioned quotation upto Rs. 25000</li> <li>As per the power delegated by the Commissioner from</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil

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		time to time		
14	Medical Superintendent	<ul style="list-style-type: none"> <li>• Head of the Health Services</li> <li>• Looking after Hospitals, maternity homes, dispensaries, vaccination centers, mobile hospitals, health camps and government schemes and plans related to public health.</li> <li>• Financial power to sanctioned quotation upto Rs. 25000</li> <li>• As per the power delegated by the Commissioner from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil
15	Municipal Secretary	<ul style="list-style-type: none"> <li>• Ex-Officio Secretary to the working of General Body, Standing Committee, Other committees appointed by General Body.</li> <li>• Looking after the work of preparing proceedings of various meetings, keeping record of proceedings,</li> <li>• Financial power to sanctioned quotation upto Rs. 15000.</li> <li>• Answerable to Standing Committee and General Body</li> </ul>	<ul style="list-style-type: none"> <li>• The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil
16	Assistant Director of Town Planning	<ul style="list-style-type: none"> <li>• Looking after the implementation of Development Plan and Town Planning Schemes, approval to Layout &amp; Sub-Division of lands.</li> <li>• Financial power to sanctioned quotation upto Rs. 15000.</li> <li>• As per the power delegated by the Commissioner from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• The Bombay Provincial Municipal Corporation Act 1949</li> <li>• The Maharashtra Regional and Town Planning Act 1949</li> </ul>	Nil
17	Executive Engineer (Town Planning)	<ul style="list-style-type: none"> <li>• Looking after Building permissions, Building completion / occupancy Certificates, various NOCs pertaining to use of land, Guntewari Development,</li> <li>• Financial power to sanctioned quotation</li> </ul>	<ul style="list-style-type: none"> <li>• The Bombay Provincial Municipal Corporation Act 1949</li> <li>• The Maharashtra Regional and Town Planning Act 1949</li> </ul>	Nil

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		<ul style="list-style-type: none"> <li>upto Rs. 15000.</li> <li>As per the power delegated by the Commissioner from time to time</li> </ul>		
18	Executive Engineer (Mechanical)	<ul style="list-style-type: none"> <li>Looking after Pumping Stations, Treatment Plants, Motor Vehicle Depo Manure Plant,</li> <li>Financial power to sanctioned quotation upto Rs. 15000.</li> <li>As per the power delegated by the Commissioner from time to time</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil
19	Executive Engineer (Electrical)	<ul style="list-style-type: none"> <li>Looking after Street Lights, Generator sets, Air Conditioning, building lighting, telephones &amp; mobiles and electricity related works.</li> <li>Liasoning with electric supply companies, Telephone department</li> <li>Financial power to sanctioned quotation upto Rs. 15000.</li> <li>As per the power delegated by the Commissioner from time to time</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil
20	Executive Engineer (Civil) <ul style="list-style-type: none"> <li>Water Supply Distribution</li> <li>Sewerage</li> <li>PWD</li> <li>Planning</li> <li>Computerization</li> </ul>	<ul style="list-style-type: none"> <li>Looking after Civil Engineering Projects and execution of works as may be directed by the Superior Authorities from time to time.</li> <li>Executive Engineer Planning is looking after the work of Computerization of NMC.</li> <li>Financial power to sanctioned quotation upto Rs. 15000.</li> <li>As per the power delegated by the Commissioner from time to time</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil
21	Garden Superintendent	<ul style="list-style-type: none"> <li>Looking after the execution of gardens, recreational places, Nurseries and plantation.</li> <li>Ex-Officio Secretary</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil

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		<ul style="list-style-type: none"> <li>of Tree Authority</li> <li>Financial power to sanctioned quotation upto Rs. 15000.</li> <li>As per the power delegated by the Commissioner from time to time</li> </ul>		
22	Law Officer	<ul style="list-style-type: none"> <li>Looking after the legal matters, distribution of court cases to the Advocates on panel of NMC.</li> <li>Central Public Information Officer of NMC, monitoring the working of Right to Information Act 2005.</li> <li>Financial power to sanctioned quotation upto Rs. 25000.</li> <li>As per the power delegated by the Commissioner from time to time</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil
23	Divisional Officer a) Nashik(E) b) Nashik(W) c) Panchavati d) Nashik Road e) New Nashik f) Satpur	<ul style="list-style-type: none"> <li>Looking after the day to day work of tax collection, street cleaning, encroachment removal, overall administrative control over the staff in their respective area of jurisdiction .</li> <li>Financial power to sanctioned quotation upto Rs. 15000.</li> <li>As per the power delegated by the Commissioner from time to time</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil
24	Estate Manager	<ul style="list-style-type: none"> <li>Looking after the work of Estate Management, Land Acquisition, taking possession of acquired lands.</li> <li>Financial power to sanctioned quotation upto Rs. 15000.</li> <li>As per the power delegated by the Commissioner from time to time</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> <li>The Maharashtra Regional and Town Planning Act 1949</li> </ul>	Nil
25	Public Relation Officer	<ul style="list-style-type: none"> <li>Looking after the work of public relation, publication of various notifications and advertisement of</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil

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		<p>NMC in print and electronic media. Arranging various public functions and protocol</p> <ul style="list-style-type: none"> <li>As per the power delegated by the Commissioner from time to time</li> </ul>		
26	Resident Medical Officer	<ul style="list-style-type: none"> <li>Incharge of the concern hospital and responsible for overall working and monitoring of the concern hospital</li> <li>Looking after day to day working of hospitals / dispensary maternity home etc. and giving medical aid to patient as directed by Medical Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil
27	Medical Officer	<ul style="list-style-type: none"> <li>Looking after day to day working of hospitals / dispensary maternity home etc. and giving medical aid to patient as directed by Medical Superintendent or RMO</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil
28	<p>Para Medical Staff Like</p> <ul style="list-style-type: none"> <li>Metron</li> <li>Sister</li> <li>Nurse</li> <li>Ward boy</li> <li>Compounder etc</li> </ul>	<ul style="list-style-type: none"> <li>Looking after day to day working of hospitals / dispensary maternity home etc. and giving medical aid to patient as directed by the Medical Officer</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	
29	Deputy Engineer	<ul style="list-style-type: none"> <li>Looking after day to day work of supervision on the works pertaining to the concern department and division as directed by the Superior Officers.</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil
30	Assistant /Junior Engineer	<ul style="list-style-type: none"> <li>Looking after day to day work of supervision on the works pertaining to the concern department and division as directed by the Superior Officers.</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil

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31	Sub-overseer / sub Junior Engineer	<ul style="list-style-type: none"> <li>Looking after day to day work of supervision on the works pertaining to the concern department and division as directed by the Superior Officers.</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil
32	Office Superintendent /Assistant Superintendent	<ul style="list-style-type: none"> <li>Looking after day to day work of supervision of the Administration pertaining to the concern department and division as directed by the Superior Officers.</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil
33	Senior Clerk	<ul style="list-style-type: none"> <li>Preparing the note sheet for onward submission to higher authorities.</li> <li>Monitoring on Pay Bills, Ledgers and day to day office working</li> <li>Looking after day to day work pertaining to the concern department and division as directed by the Superior Officers.</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil
34	Junior Clerk	<ul style="list-style-type: none"> <li>Preparing the note sheet for onward submission to higher authorities.</li> <li>Preparation of Pay Bills, Ledgers and day to day office working and Typing and clerical works</li> <li>Looking after day to day work pertaining to the concern department and division as directed by the Superior Officers.</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil
35	Mistary / Mukkadam	<ul style="list-style-type: none"> <li>On site supervision of the work under execution as per the directions given by the concern Dy.Engineer / Jr. Engineer.</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil
36	Naik	<ul style="list-style-type: none"> <li>Supervision and Monitoring on the class IV staff under him.</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil

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37	Daptari / Record keeper	<ul style="list-style-type: none"> <li>Looking After the record keeping aspect of the concern department as per the direction of Superiors</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil
38	Peon	<ul style="list-style-type: none"> <li>Cleaning of office, and other work as directed by the superior</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil
39	Sweeper	<ul style="list-style-type: none"> <li>Cleaning of streets, public toilets, and public places as directed by superiors</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil
40	Bigari / Kamathi / all Other Class-IV Staff.	<ul style="list-style-type: none"> <li>On site working on various works as directed by their superiors.</li> </ul>	<ul style="list-style-type: none"> <li>The Bombay Provincial Municipal Corporation Act 1949</li> </ul>	Nil