

## ***Staffing Pattern for Municipal Councils in the State of Rajasthan***

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Amended subsequently by the following notification/ corrigendum:

- Corrigendum No. F.24(2) Integ/DLB/66/65094-65104, dated 23-12-1966
- Notification No. Tax/F.2(36) LSG/68/ 14188-14438, dated 28-5-1968
- Notification No. F. 10(1) LSG/63/79 dated 14-2-1980, Published in Rajasthan Gazette, Part IV-C(I), dated 8-5-1980 page 40

1. In pursuance of Rule 4 of the Rajasthan Municipal Service Rules, 1963 and Rule 5 of the Rajasthan Municipal Subordinate Ministerial Service Rules, 1963, the Government is pleased to fix in consultation with the Councils, the strength of the Administrative Technical, Subordinate and Ministerial staff in the Municipal Councils In the State, as shown in the schedule attached hereto, with effect from 1-11-1966. The strength of the staff has been fixed keeping in view the existing strength of staff in some of the bigger Councils in the State. It shall be open to the smaller Councils to adopt the pattern in such restricted manner as may be considered expedient keeping in view the work-load, financial position and need for economy. It shall, however, not be a ground for any financial aid from the Government.

### **Staffing Pattern for Municipal Councils in the State of Rajasthan**

#### **Schedule**

#### **Rajasthan Municipal Service**

<b>(A) Administrative Officers.</b>			
1.	Commissioner	..... 1	
2.	Secretary	..... 1	After prior approval of Government.
<b>(B) Technical Officers.</b>			
1.	Health Officer	..... 1	
2.	Executive Engineer	..... (1	for Jaipur and Ajmer only)
3.	Asstt. Engineer (Civil or Mechanical)	..... 1	for Municipal Council other than Jaipur and Ajmer.
4.	Asstt. Engineer Water Works	..... 1	With prior permission of the State Government in case of Councils which are running their own Water Works.
[5.	Accounts Officer		Where the budget estimate of a Municipal Council are 1 crore or above, the post of Accounts Officer shall be deemed to have been created and

6.	Asstt. Accounts Officer		Where the budget estimates of a Municipal Council/Board are above 15 lacs but less than 1 crore the post of Asstt. Accounts Officer shall be deemed to have been created.]
<b>Note.</b> -In Councils where the pre-audit system is in vague, these posts should not ordinarily be provided.			
6.	Revenue Officer Grade I	.....1	for Boards having an income of Rs. 50 lacs or above.
7.	Revenue Officer Grade II	.....4	
(1)	for Octroi in case income is 5 lacs or above.		
(2)	one for House Tax and one for other Revenues in case income is 4 lacs under each item.	1+1	
(3)	for Water Works realisation provided the income is 5 lacs or above.	1	
8.	Statistician	..... 1	
9.	Fire Officers	.....1	for Jaipur, Ajmer, Jodhpur, Kota & Udaipur, where fire services are maintained by Municipal Councils.

[X X X]

**The Rajasthan Municipal Subordinate and Municipal Service, Subordinate Services.**

**(A) Revenue**

1.	Assessor .....	1 for every 1 lac population subject to maximum of three and if work load is less, then Municipal Councils can utilise less staff.
2.	Revenue Inspector.	
	(a) House Tax ...	1 for every 30,000 population
	(b) Octroi ...	2 for revenue of 5 lacs or below
		1 additional for each 4 lacs subject to maximum of 4.
	(c) [X X X] other revenue	1 for one lac population or below.
3.	Nakedar/Moharrirs	As per Appendix 'I'
4.	[Sub-Nakedar] Naib Moharrirs.	As per Appendix 'I'

**(B) Health**

1.	Chief Sanitary Inspector ...	1 for each Municipal Council.
2.	Sanitary Inspector [Grade 1] or Asstt. Sanitary Inspector..	1 for 25 thousand population.
<b>[Note.</b> -The ratio between the posts of Sanitary Inspector Grade I and the posts of Asstt. Sanitary Inspector shall be nearly 50- 50.]		

3.	Compost Inspector [X X X]...	1 where work load justifies.
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**(C) Legal Affairs.**

1.	Parokar (Municipal Prosecutor) Grade I ...	1 (1 addl. for Jaipur).
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**(D) Public Works Department**

<b>1</b>	<b>For construction works of Municipalities</b>		
.			
1	One Overseer		
.			
2	One Draftsman		Regular Permanent.
.			
3	One Mistry/Surveyor [or Gajadhar]		
.			
<b>2</b>	<b>For Approval of Building Plans etc.</b>		
.			
1	Overseer		Permanent Regular.
.			
2	Draftsman		
.			

Besides this, if any increase is required in the staff this should be in accordance with the schedule fixed by the Public Works Department on its schedule of works.

**(E) Motor Garage.**

1.	Garage Superintendent-cum-Chief Mechanic ...	1 where the number of vehicle is more than 5.
2.	Mechanic ...	1, additional where number of vehicles is more than 10.
3.	Driver [Motor Vehicle] ...	1 for each vehicle.

**(F) Garden and Parks.**

1.	[Garden Supervisor Inspector]	1 where Municipal Council maintain gardens involving expenditure of 25,000/- annually or more;
[2.]	Driver (Pum)/Pump Operator ...	1 -do-]

**(G) Street Lighting.**

1.	Light Inspector.....	
2.	Asstt. [Light] Inspector	1 additional for areas on one lac population each.

**[(H) Fire Lighting.]**

Ancillary Fire Staff like :		
[1.]	Assistant Fire Officer	1 for the Councils except Jaipur, Ajmer, Jodhpur, Kota & Udaipur, wherever fire services are maintained by them.]
[2.]	Tindal/Leading Fireman	As per scale prescribed by Home Department in places where Fire Services are maintained by Municipal Councils.
[3.]	Fireman, and	
[4.]	Driver [(Fire)]	

## Ministerial Service Section

1. General Administration
2. Accounts and Audit/Establishment
3. Revenue
4. Public Health and Sanitation
5. Public Works
6. Water Works
7. Law
8. Garage and workshop
9. Education
10. Public Library
11. Garden
12. Fire
13. Urban Community Development

## General Administration Section

1.	Office Superintendent	.... 1
2.	Head Clerk	.... 1 in case the number of clerks is 8 or more.
3.	Stenographer [Senior]	.... 1 for President
4.	Stenographer [Junior]	.... 1 for Commissioner
5.	[Stenographer Junior or Steno-Typist]	.... 1 for Council (Agenda and Proceedings).
6.	UDC (Correspondence) etc.	.... 1
7.	UDC (Miscellaneous)	.... 1
8.	UDC (General States)	.... 1
9.	LDC (General States)	.... 1
10.	LDC (Records)	.... 1 for 500 consigned files.
11.	LDC (Typist)	.... 1 for full scale 25 pages per day.
12.	LDC (Diarist)	.... 1
13.	LDC (Despatch)	.... 1
14.	UDC & LDC (Leave Reserve)	10% of the total number of clerical staff of Council.

## 2. Accounts and Establishment Section

1.	Accountant Gr. I	.... 1 in case budget is over 20 lack with a minimum of 6 lacs.
2.	Accountant Gr. II	.... 1 where there is no pre-audit.
3.	Internal Auditor [XXX]	.... 1
4.	Accounts Clerk [XXX]	.... 1
5.	Cashier (UDC)	.... 1 in case budget is over 20 lacs.
6.	LDC with Cashier	.... 1 for disbursement.
7.	PF Clerk (LDC)	.... 1 for every 500 accounts.
8.	Diarist-Cum-Despatcher (LDC)	.... 1
9.	UDC, (Establishment)	.... 1
10.	LDC (Establishment)	.... 1 for every 250 to 300 employees.

### 3.Revenue Section

(A) Octroi		
1.	UDC	..... 1
2.	Cashier (LDC)	..... 1
3.	LDC (or check of Revannas)	..... 1 for every 300 Revannas
4.	LDC (Current account)	..... 1 within a minimum of 10 account
(B) House Tax		
1.	LDC for House Tax (demand & collection)	..... 1 for every assessment of 50,000/-
2.	Cashier (LDC)	..... 1
(C) Other Revenues		
1.	Demand and collection clerks for LDC	
	(1) Rent of Markets or buildings	1 LDC for every assessment of Rs. 50,000/-
	(2) Rent of lands leased	
	(3) Rent of Cabins/Tharies	
	(4) Sale of Garden produce	
	(5) Sale of manure Sepage or sullage	
	(6) Conservancy fee	
	(7) Licence of offensive traders	
	(8) Sale of Water	
	(9) Tehbazari	
	(10) Hackney Carriage etc.	
2.	Moharir for Cattle Pound	2 for each Cattle pound.

### 4. Public Health and Sanitation Section

1.	UDC	..... 1
2.	[LDC (typist)]	..... 1
3.	LDC (Food or other Licences)	..... 1 for every 2500 to 3000 licences
4.	LDC (Case work)	..... 1 for every 1000 case files
5.	LDC (Store-cum-purchases)	..... 1
6.	LDC (Compost)	..... 1

### 5. Public Works Section

1.	[XXX] Accounts Clerk	..... 1
2.	[LDC (Typist to Engineer)]	..... 1 to Executive Engg. only per annum
3.	LDC	..... 1 for 250 land applications per annum.
4.	PWD Store keeper LDC	..... 1

### 6. Law Section

1.	[LDC (Typist)]	..... 1 for Jaipur & Ajmer.
2.	[LDC (Typist to Pairokar)]	..... 1
3.	LDC (Registration work etc.)	..... 1 for every 3000 cases per month

## 7. Garage and Workshop

1.	LDC	..... 1
2.	Time-keeper	..... 1

नगरपालिका श्रेणी द्वितीय से पंचम श्रेणी तक की निर्धारित स्ट्रेन्थ में आकट्टाय एवं सफाई स्टाफ 16-1/2 प्रतिशत स्टाफ रिजर्व रखा गया है. ठीक इसी प्रकार 17-1/2 प्रतिशत स्टाफ नगरपरिषदों के आकट्टाय एवं सफाई में साप्ताहिक अवकाश रिजर्व रखा गया है.,

## Staffing Pattern for Municipal Councils

### Appendix 'I'

#### Octroi Staff

S. No.	Out-Posts with monthly revenue	[Nakedar]	Sub-Nakedar	Naka-guard (Literate)
1	2	3	4	5
1.	Upto Rs. 1000/-	—	2	1
2.	Upto Rs. 5000/-	1	2	2
3.	Upto Rs. 10000/-	2	2	2
4.	Upto Rs. 30000/-	3	1	2

**Note.** - Number of Out-post will vary from place to place according to number of routes but they should be minimum at pivotal points with a view to reducing collection charges.

(2) In case of Out-posts yielding monthly revenue of more than Rs. 30,000/-, one extra LDC may be provided, if necessary.

## Staffing Pattern for Class IV Service in Municipal Councils

*[Notification No. F. 24(2)/Integ/DLB/66/4044, dated 6-2-1967, Published in Rajasthan Gazette, Part IV-C, dated 3-8-1967].*

In pursuance of Rule 3 of the Rajasthan Municipal (Class IV Services) Rules, 1964 the Government is pleased to fix in consultation with the Councils, the strength of the class IV services in the Municipal Councils in the State, as shown in the schedule attached hereto with effect from the 1-3-1967. The strength of staff has been fixed keeping in views the existing strength of staff in some of the bigger Councils in this State. It shall be open to the smaller councils to adopt the pattern in such restricted manner as may be considered expedient keeping-in-view the work load, financial position and need for economy. It shall, however, not be a ground for any financial aid from the Government.

## Staffing Pattern for Class IV Service in Municipal Councils

### 1. General Administration Section.

(1)	Orderly	President	...2
(2)	Orderly	Vice-President	...1
(3)	Orderly	Commissioner	...2

(4)	Record Lifter	1 for each Municipal Council.	
(5)	Waterman		...1
(6)	Watchman		...3
(7)	Office Peons ..	As per scale prescribed by O. & M. Department vide Appendix 'A'	
(8)	Peon	Store	...1
(9)	Machineman/Daftari		...1
(10)	Peon (leave reservist) ..	5% of the total number of peons	

## 2. Accounts and Establishment Section.

(1)	Peon (Orderly)	Accounts Office	...1
(2)	Chowkidar for Treasury		...3
(3)	Daftari		...1
(4)	Peon ..	As per scale of O. & M. Department vide Appendix 'A'	

## 3. Revenue Section.

(1)	Peon (Orderly)	For each Revenue Officer	...1
<b>(a) Octroi</b>			
2.	Naka-guards	...3 guards for each out-post working for 24 hours	
3.	Weekly rest staff	...16 ½%	
4.	Leave Reserve	...5%	
5.	Chowkidar, Octroi	Head Office	1
<b>(b) House Tax</b>			
1.	Peon (Orderly) to	Assessor provided he is in the grade of Revenue Officer.	
2.	Other persons	As per Scales of O. & M. Department vide Appendix 'A'	
3.	Process Servers	One for every 30 to 40 notice per day.	
4.	Jamadars for out-door collection	1 for each House Tax Inspector.	
<b>(c) Other Revenue</b>			
1.	Process Peons	As per scales of O. & M. Department vide Appendix 'A'	
2.	Process Servers	1 for every 30 to 40 notices per day.	
3.	Encroachment Gang	Seven gangman (gang	

	(Revenue)	consists of 7 Gangman)	
	–Do–	One Jamadar	
4.	Jamadar for out door Collection	1 for each Inspector.	
5.	Naka-guards for cattle pound	3 for each cattle pound.	
6.	Cattle Impounders	1 gang for population upto two lacs.	
	(A Gang consists of 7 gangmen and one Jamadar).		
7.	Scavengers	1 for each cattle pound.	

#### 4. Public Health & Sanitation Section.

1.	Orderly to Health Officer	..1
2.	Peon Health to Officer	..1
3.	Peon to A.H.O./O.V.S.	..1
4.	Peon to C.S.I.	...1
5.	Office peons	As per Scales of O. & M. Department vide Appendix 'A'
6.	Peons for Inspectors working as Food Inspector	..1 for each Inspector.
7.	Sanitary Jamadar	.. 1 for every 25 sweepers.
8.	Sweepers	.. 4 for over all 1,000 population.
9.	Bhisties for drains calculating the total strength	..1 for every 8 sweepers.
OR		
According to U.P. pattern as given in Appendix 'B' whichever is less for S.No. 7, 8 & 9.		
10.	Dog Impounders	.. 1 gang for population upto 2 lacs.
(1 gang consists of 7 men and 1 Jamadar).		
11.	Rat Catchers where arrangements exist	.. 1 gang for population upto 2 lacs.
(1 gang consists of 7 men and 1 Jamadar).		
12.	Peon for Public Health Laboratory wherever it exists	..1
13.	Malaria/Mosquito Gang	..1 gang for population upto 2 lacs.
(1 gang consists 7 men and 1 Jamadar).		
14.	Peon Vaccination Where Municipal Councils are doing this work	... 1 peon for each Vaccinator.
15.	Chowkidar Compost Ground	.. 2 for each compost ground.
16.	Compost Jamadar	.. 1 for 25 Sweepers.
17.	Sweepers for composin	.. 6 for 500 cub. feet of refugees.

18.	Bhisty	.. 2 for each trenching ground.
19.	Chowkidar	.. 1 for each sewage farm.

#### 5. Public Works Section.

(1)	Orderly for Executive Engineer	.. 1
(2)	Peon for Executive Engineer	.. 1
(3)	Peon for Asstt. Engineer	.. 1
(4)	Office Peons	.. As per scale of P. & M.
(5)	Peon	.. 1 for each Overseer.
(6)	Demolition gang	... 1 gang for every population of 2 lacs. (Gang consisting of seven men and 1 Jamadar).
(7)	Works Gangs	.. 1 Gang for 25,000 population. (Consisting of 1 mason, 1 mate and 7 men).
(8)	Peon Store	..1
(9)	Chowkidars for store	.. 3 for each store.
(10)	Peons for lighting section	.. 1

#### 6. Law Section.

1.	Peon for L.A. where it exists	.. 1
2.	Peon	.. 1 for each Pairokar.
3.	Process Servers	..1 for each 30 to 40 notices.
4.	Office peon.	As per scale of O. & M.

#### 7. Garage and Workshop.

1.	Cleaner	.. 1 for 3 vehicles.
2.	Fitter	.. 1 for 4 vehicles.
3.	Helper	.. 1 for 2 fitters.
4.	Blacksmith	.. 1 for 10 vehicles.
5.	Blacksmith	.. 1 for 100 working wheel harrow.
6.	Helper	.. 1 for each Blacksmith.
7.	Carpenter	.. 1 for 10 vehicles.
8.	Carpenter	.. 1 for 100 plying carts.
9.	Painter	.. 1
10.	Time Keeper	.. 1
11.	Chowkidar	.. 3
12.	Peon to Garage Suptdt.	...1
13.	Peon to Storekeeper Leave Reserve	.. 10%

#### Appendix 'A'

##### Pattern of peons for offices.

1.	Containing eighteen men or less on the clerical establishment.	One peon for every six men or fraction of six men;
2.	Containing more than eighteen but nor more than thirty five men on the clerical establishment.	One peon for every seven men or fraction of seven men.

3.	Containing more than thirty five men on the clerical establishment.	One peon for every eight men or fraction thereof.
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#### **Appendix 'B'**

#### **Extracts from the United Provinces Public Health Manual**

#### **Appendix 'V'**

#### **Standard of establishment for nature borne area**

1.	On Latrines	(1) One sweeper for every 24 seats preferably a female.
2.(a)	On roads with side drains.	(2) (a) One sweeper for 15,000 Sq. ft. of road and 1,500 l. ft. of drain to 20,000 Sq. ft. of road and 2,000 l. ft. of drain.
(b)	On roads without side drains.	(b)(i) In congested areas one sweeper on 30,000 to 50,000 Sq. ft.
		(ii) In sparsely populated areas one sweeper on 50,000 to 1,00,000 Sq. ft. of road.
3.	Lanes, (a) with surface drains.	(3)(a) One sweeper for 10,000 to 15,000 Sq. ft. of lane & 1,000 to 1,500 l. ft. of drain.
(b)	Without surface drains.	(b) In ordinary populated areas one sweeper on 20,000 to 30,000 Sq. ft. of lane.
4.	On surface drains (Ordinarily size).	(4) One sweeper and Bhisty on 3,000 to 4,000 l. ft. of drain.
5.	On pail depots.	(5) One beldar sweeper on each pail depot.
6.	On detritus pits.	(6) One beldar, one Coolie and one cart-driver for every 12 detritus pits.
7.	For sewerage (including flush tanks, manholes, traps and detritus pits).	(7) Will vary according to the requirements of the place.
8.	On rubbish carts.	(8) One cart-driver for every 20,000 of population.
9.	Silt carts (including those required for detritus pits).	(9) Will vary according to the requirement of the place.
10.	On slaughter house.	(10) One sweeper, one Bhisty and one Cart driver for every slaughter house.
11.	Jamadars.	(11) One Jamadar for every 20 sweepers i.e. two jamadars on general cleanliness and one jamadar on sewers for a population of 10,000.

#### **Staff required per 10,000 of population**

1.	Latrines.	(a) Sweepers, calculate their number as mentioned above.
2.(a)	Road lanes with drains.	(2)(a) 15 to 20 sweepers. (b) Ten sweepers.
3.	Drains.	(3) Eight Bhisties.
4.	Cart-drivers on rubbish carts	(4) Five drivers.
5.	Cart-drivers on slit cart.	(5) Will vary.
6.	Staff on sewers	(6) Will vary.

	(including flushing tanks, detritus pits, manholes and traps.)	
7.	Slaughter-houses.	(7) Two sweepers, two Bhisties and two Cart-drivers on two slaughterhouses.
8.	Jamadars Staff of Sweepers.	(8) Three jamadars. One sweeper per 125 to 150 of population.

Summary of sweepers for 10,000 of population.

	Minimum	Maximum
1.	3	4
2.	15	20
3.	5	5
4.	5	5 Will vary
5.	30	40
6.	4	4
Total Sweepers	<u>62</u>	<u>78</u>

Conservancy establishment for un-sewered towns

1.	Latrine seats	(1)(a) One seat for every 60 to 80 of the population where privies do not abound.
		(b) Calculate as mentioned above for places where privies abound.
2.	Urinals.	(2) One seat for every 500 to 600 the population.
3.	Night Soil carts.	(3) One single cart for every 2,500 of the population or one double cart for every 5,000 of the population.
4.	Sullage carts.	(4) Calculate as stated above.
5.	Rubbish cats.	(5) One cart for every 2,000 of the population.